City of Robbinsdale

City Council Meeting
Tuesday, June 4, 2024
4100 Lakeview Avenue North
Robbinsdale, MN
7:00 PM

# AGENDA

## CITIZEN PARTICIPATION

The City Council is meeting as a legislative body to conduct the business of the City according to the RULES OF PROCEDURE AND DECORUM OF THE CITY COUNCIL. Unless so ordered by the Mayor, citizen participation is limited to the following times and always within the prescribed rules of conduct for public input at meetings.

A. PUBLIC HEARINGS: Public hearings are conducted so that the public affected by a proposal may have input into the decision. During hearings, all affected residents will be given an opportunity to speak pursuant to the RULES OF PROCEDURE AND DECORUM OF THE CITY COUNCIL.

B. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA

Any member of the public may speak at this time on any item NOT on the agenda. In consideration for the public attending the meeting for specific items on the agenda, this portion of the meeting will be limited to fifteen (15) minutes. Individuals are requested to limit their comments to four (4) minutes or less. If the majority of the Council determines that additional time on a specific issue is warranted, then discussion on that issue shall be continued under Other Business at the end of the agenda. Before addressing the City Council, members of the public are asked to step up to the microphone, give their name, address and state the subject to be discussed. All remarks shall be addressed to the Council as a whole and not to any member thereof. No person other than members of the Council and the person having the floor shall be permitted to enter into any discussion without permission of the presiding officer.

Your participation, as prescribed by the Council's RULES, is welcomed and your cooperation is greatly appreciated.

1. CITY COUNCIL MEETING CALLED TO ORDER
2. ROLL CALL: Parisian, Wagner, Murphy, Mayor Blonigan
3. MICROPHONE CHECK: Parisian, Wagner, Murphy, Mayor Blonigan
4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA
5. APPROVAL OF THE JUNE 4, 2024 MEETING AGENDA
6. CONSENT AGENDA: Pursuant to Council rules, one motion, non- debatable, will approve the recommendation noted. Any member of the Council may ask for an item to be taken from the Consent Agenda for discussion and separate action. Such items removed from the Consent Agenda shall be considered immediately following approval of the balance of the Consent Agenda:

A. Accept Charter Commission meeting minutes from April 13, 2023

B. Approval of Credit Card Charges and Payment – April 2024

C. Approval of Licenses

D. Second reading of an Ordinance amending City Code Section 400, State Building Code Adopted.

E. Robbinsdale Wine & Spirits' Monthly Financial Statements

F. Deputy Registrar's Monthly Financial Statements

G. Authorize language updates and salary adjustment for City Manager

H. Accept Quotes for Sidewalk Replacement - Project No. 39924

I. Wheels of Italy Event

7. PRESENTATIONS

A. Proclamation to recognize the month of June as Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, and the countless affirmative ways in which people self-identify (LGBTQIA+) Pride Month in the City of Robbinsdale

B. Proclamation to recognize June 19, 2024, as Juneteenth Freedom Day in the City of Robbinsdale

8. PUBLIC HEARINGS

A. None

9. OLD BUSINESS

A. Reconsideration of Improvement of 41st Avenue between Railroad Avenue and Regent Avenue - Project No. 44123

10. NEW BUSINESS

A. City of Robbinsdale Annual Comprehensive Financial Report for 2023

B. Certificate of Achievement for Excellence in Financial Reporting

C. Authorize Contract for Water Treatment Plant Solar Array

D. Authorize City Manager to Execute a Joint Powers Agreement (JPA) with Hennepin County for Assessment Services

11. OTHER BUSINESS

A. Voucher Requests Pending Approval for Disbursement

B. Schedule Special City Council Meeting Dates

12. ADMINISTRATIVE REPORTS

13. COUNCIL GENERAL COMMUNICATIONS

14. ADJOURNMENT

# ROBBINSDALE CHARTER COMMISSION

**Thursday, April 13, 2023**
**7:00 p.m.**
**MEETING MINUTES**
Manor Park Building – Manor Park

1. Meeting called to order at 7:03 p.m. by Mr. Sandvik.

2. Roll Call
   Present: Berg, Mueller, Allen, Bergman, Motl, Sedqi, Meehan, Hansen, Nailon
   Staff: Tim Sandvik, City Manager

3. Sandvik introduced himself, noted the City is in the process of filling the City Clerk role as they will serve as the Commission's Liaison in the future.

4. Approval of Minutes – Meeting minutes of April 14, 2022.

   **Mueller moved, seconded by Bergman to approve the minutes. All ayes, motion carried.**

5. Organizational Business and Correspondence A: Annual Meeting
   - Election of officers. Motl motioned Bergman be elected as President, seconded by Mueller. No other nominations. A roll call to approve Bergman as President: Ayes: Berg, Mueller, Allen, Motl, Sedqi, Meehan, Hansen, Nailon – Bergman abstained. The motion carried.
   - Bergman motioned Sedqi be elected as Vice President, seconded by Motl. No other nominations. A roll call to approve Sedqi as Vice President was given. Ayes: Berg, Mueller, Allen, Bergman, Motl, Meehan, Hansen, Nailon. Nays: None. Motion carried. Sedqi abstained.
   - Appointment of recording secretary. Bergman motioned the City Manager to be the recording secretary. Seconded by Mueller. No other nominations. All ayes. Motion carried.
   - By-Laws Review. No member of the commission had any updates to the By-Laws.

6. Hearings and Resolutions – None.

7. New Business A: Review of City Charter – Sandvik provided an introduction to items in the packet, including process for Charter Amendments, and the role of the Commission. Sandvik shared a reminder that Commissioners were contacted by Mr. Leslie in January for recommended changes. These recommendations, along with staff suggestions were discussed with the City Attorney

8. Sandvik shared the recommended change toe City Manager Purchasing Authority under Section 6.05. Motion by Mueller and second by Motl. Commissioners asked Mr. Sandvik if indexing would be beneficial – Sandvik shared his recommendation is to revisit more often, but only change as suggested. Commissioner Sedqi asked if staff was satisfied with the with the suggested amount – Sandvik shared staff is supportive of the amount. Roll call, in favor of the update: Berg, Mueller, Allen, Bergman, Motl, Sedqi, Meehan, Hansen, Nailon. Nays: None.

9. Sandvik introduced the changing of section 3.08 for Publication notice requirements. Mueller motioned to discuss, Motl seconded to discuss. Commissioners discussed what qualifies as a publication, and why the requirement. Sandvik shared that statute requires certain notices, including summaries, that the City already meets. However, this redundancy provides additional cover and transparency. Finally, the City no longer produces a "Quarterly Newsletter". The Commission recommends the striking of "Quarterly" so summaries are posted in the next newsletter. Motion by Meehan, second by Allen to strike "Quarterly". Roll call, in favor of the update: Berg, Mueller, Allen, Bergman, Motl, Sedqi, Meehan, Hansen, Nailon. Nays: None.

10. Sandvik introduced Section 2.07 – "Vaccines in the Council". Sedqi motioned, seconded by Mueller to discuss. The Commission discussed considerations related to vacancies. The commission agreed that the framework from Hopkins Charter most closely aligns with their desires, but would like clarification from the City Attorney on the length for appointments for vacancies. The Commission would also like Council to accept that a resignation is accepted at the next regular meeting – AND Council would be required to fill the vacancy within 30 days. Commissioners would like to see language that allows Council to fill a vacancy until the seat would be up for election OR for a special election. Nailon motioned, seconded by Hansen to bring back fur further discussion. Roll call, in favor of the update: Berg, Mueller, Allen, Bergman, Motl, Sedqi, Meehan, Hansen, Nailon. Nays: None.

11. Bergman suggested that Section 3.06 be discussed next, Motion by Hansen, Second by Berg. Hansen noted the desire to ensure that the public be aware of Emergency Ordinances being enacted. The recommended change is to strike "twenty-four" and replace with "two business days" (Full edit – No prosecution shall be based upon the provisions of any emergency ordinance until ~~twenty-four~~ two business days after the ordinance has been filed with the city clerk and posted…). Motion by Hansen, Second by Berg. Roll call, in favor of the update: Berg, Mueller, Allen, Bergman, Motl, Sedqi, Meehan, Hansen, Nailon. Nays: None. Commissioners requests clarification on postings at "three conspicuous places".

12. The Commission discussed Section 2.10 Investigation of City Affairs. The Commission discussed the City Council Council's power to start/conduct a recall process under an "Investigation of the City Affairs". Diverting from the topic, the Commission discussed clarification under the appointment process, wondering if the percentage required to recall a seat is based on the seat or the total number of voters. Sandvik noted the current interpretation is the percentage is based on the seat; for example, a recall for a Ward seat

requires a percentage of that Ward's registered voters. The Commission ultimately asked that staff ask the attorney – 'Does the Council (four out of five) have the authority to initiate a recall petition?'. Further, can there be distinguishing language for the recall process that defines thresholds are per seat (Wards versus Mayor)?

13. The Commission discussed Section 5.05 to add "business" as a clarifier, allowing the Clerk five business days to review a petition. Further, the Commission recommended that those forming the petition have 45 days, instead of 30 days, to file a petition after notice. The Commission felt that the 30 days incentivizes a rushed submission; further, 45 days would allow for a more comprehensive submission. Hansen motioned, Allen seconded; in favor of the update: Berg, Mueller, Allen, Bergman, Motl, Sedqi, Meehan, Hansen, Nailon. Nays: None.

14. The Commission discussed 5.10 - Referendum. The Commission discussed the authority residents might have to repeal an emergency. Commissioners directed staff to ask the attorney:
    - Does the current process for residents providing ordinance language for Council consideration, and (potentially) ultimately a full vote apply to the repealing of emergency ordinances?
    - What authorities might the Council have reserved to them, by emergency ordinance, that cannot be repealed?

15. The Commission discussed 5.14 Recall petitions. Similar to 2.10, the Commission asked that the attorney define whether or not the Council has the authority to conduct a recall petition.

16. The Commission discussed 5.15 – to read as follows:

    ***Section 5.15. Filing Of Petition.*** *Within ~~thirty~~ forty five days after the filing of the original certificate, the committee shall file the completed petition in the office of the city clerk. The city clerk shall examine the petition within the next five business days, and if the city clerk finds it irregular in any way, or finds that the number of signers is less than twenty-five percent of the total number of registered voters in the city at the time of the regular municipal election immediately prior to the filing of said petition, ~~the city clerk shall notify one or more members of the committee. The committee shall then be given ten days in which to file additional signature papers and to correct the petition in all other respects, but they may not change the statement of the grounds upon which the recall is sought. If at the end of that time the city clerk finds the petition still insufficient or irregular,~~ the city clerk shall notify all the members of the committee to that effect and shall file the petition in the clerk's office. No further action shall be taken thereon. Charter Amendment No. 18, Ordinance No. 89-11, adopted unanimously by the City Council August 8, 1989.*

    Motion by Hansen, Second by Sedqi, in favor of the update: Berg, Mueller, Allen, Bergman, Motl, Sedqi, Meehan, Hansen, Nailon. Nays: None.

17. The Commission discussed Section 5.14 – Recall Petitions. Language proposed was to include: *A city official may be subject to a Recall petition for breach of public trust:*
    - *Malfeasance: The intentional commission of unlawful or wrongful act in the performance of official duties or substantially outside the scope of the official's authority and which infringes on the rights of any person or entity.*
    - *Nonfeasance: The intentional, repeated failure to perform specific acts that are required as official duties.*
    - *Serious crime: Any crime punished as a gross misdemeanor or felony.*

The Commission asked staff to request clarity from the City Attorney as to whether these provisions are too loose, as saying "may be subject…" does not limit to the following.

18. The Commission set July 13th, 7pm as the next Robbinsdale Charter Commission meeting, to be held at Manor Park.

19. Commissioners discussed openings, recruitment efforts, and general communications.

20. Adjournment – the Commission adjourned at 8:48pm

_____ _____

Tim Sandvik, City Manager Larrin Bergman, President

City of Robbinsdale

| | |
|---|---|
| TO: | Mayor and City Council |
| PREPARED BY: | Diaa Tahoun, Finance Director |
| APPROVED BY: | Tim Sandvik, City Manager |
| DATE: | June 4, 2024 |
| RE: | Approval of Credit Card Charges and Payment – April 2024 |

**Background:**

The City has issued credit cards to certain employees as designated by the City Manager. Credit card payments are made using the ACH payment method directly to the bank, no check is issued, and payment is required by a certain date to avoid finance charges.

**Analysis:**

The attached listings are the credit card payments made in the month of April 2024 representing charges for the period March 11, 2024, through April 10, 2024, for expenses for City operations.

**Recommendation:**

By motion approve the April 2024 payment for City credit card charges.

**Attachments:**

1. Apr 2024 CC

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| Purchase Card Vendor: 100292 U. S. BANCORP | | | | | | | |
| 04012024 | | | | | | | |
| 119464 | AMAZON | 04/01/2024 | 04/24/2024 | 41.38 | 0.00 | Paid | Y |
| | CORDS FOR PHONES + BOOSTER NEEDED | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1200-6214.00000 OPERATING SUPPLIES | | | 41.38 | | | |
| 04012024 | | | | | | | |
| 119465 | AMAZON | 04/01/2024 | 04/24/2024 | 208.44 | 0.00 | Paid | Y |
| | WIRING & CABLES | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1200-6214.00000 OPERATING SUPPLIES | | | 208.44 | | | |
| 04012024 | | | | | | | |
| 119467 | POST BOARD LICENSING | 04/01/2024 | 04/24/2024 | 540.00 | 0.00 | Paid | Y |
| | POST LICENSES | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1205-6514.00000 DUES & MEMBERSHIPS | | | 540.00 | | | |
| 04012024 | | | | | | | |
| 119472 | AMAZON | 04/01/2024 | 04/24/2024 | 749.39 | 0.00 | Paid | Y |
| | MEDICAL BAGS | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1205-6214.00000 OPERATING SUPPLIES | | | 749.39 | | | |
| 04012024 | | | | | | | |
| 119475 | ACTIVE 911 | 04/01/2024 | 04/24/2024 | (766.50) | 0.00 | Paid | Y |
| | CREDIT - ACTIVE 911 - FOR DOUBLE C | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1260-6332.00000 MAINTENANCE CONTRACTS | | | (766.50) | | | |
| 04012024 | | | | | | | |
| 119477 | AMAZON | 04/01/2024 | 04/24/2024 | 20.98 | 0.00 | Paid | Y |
| | GREASE HOSE | Bjohnson18 | | | | | 04/01/2024 |
| | 6100-6115-6214.00000 OPERATING SUPPLIES | | | 20.98 | | | |
| 04012024 | | | | | | | |
| 119478 | MENARDS | 04/01/2024 | 04/24/2024 | 272.95 | 0.00 | Paid | Y |
| | PVC PIPE | Bjohnson18 | | | | | 04/01/2024 |
| | 6100-6115-6340.00000 REPAIR & MAINTENANCE | | | 272.95 | | | |
| 04012024 | | | | | | | |
| 119479 | AMAZON | 04/01/2024 | 04/24/2024 | 1,001.94 | 0.00 | Paid | Y |
| | PARK & RED SOFTBALL GRANT SUPPLIES | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1330-6214.00000 OPERATING SUPPLIES | | | 1,001.94 | | | |
| 04012024 | | | | | | | |
| 119480 | AMAZON | 04/01/2024 | 04/24/2024 | 41.75 | 0.00 | Paid | Y |
| | BATTERIES & SHREDDER OIL | Bjohnson18 | | | | | 04/01/2024 |
| | 7100-7105-6214.00000 OPERATING SUPPLIES | | | 41.75 | | | |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| Purchase Card Vendor: 100292 U. S. BANCORP | | | | | | | |
| 04012024 | | | | | | | |
| 119481 | AMAZON | 04/01/2024 | 04/24/2024 | 188.77 | 0.00 | Paid | Y |
| | ORGANICS/COMPOST BAGS- CITY HALL | Bjohnson18 | | | | | 04/01/2024 |
| | 7100-7105-6214.00000 OPERATING SUPPLIES | | | 188.77 | | | |
| 04012024 | | | | | | | |
| 119487 | AMAZON | 04/01/2024 | 04/24/2024 | 16.38 | 0.00 | Paid | Y |
| | RECYCLING BIN | Bjohnson18 | | | | | 04/01/2024 |
| | 7100-7105-6214.00000 OPERATING SUPPLIES | | | 16.38 | | | |
| 04012024 | | | | | | | |
| 119488 | CRYSTAL CAR WASH | 04/01/2024 | 04/24/2024 | 94.00 | 0.00 | Paid | Y |
| | FIRE DEPT CAR WASHES | Bjohnson18 | | | | | 04/01/2024 |
| | 7000-7010-6336.00000 OTHER CONTRACTS | | | 94.00 | | | |
| 04012024 | | | | | | | |
| 119489 | CRYSTAL CAR WASH | 04/01/2024 | 04/24/2024 | 550.00 | 0.00 | Paid | Y |
| | POLCE DEPT CAR WASHES | Bjohnson18 | | | | | 04/01/2024 |
| | 7000-7010-6336.00000 OTHER CONTRACTS | | | 550.00 | | | |
| 04012024 | | | | | | | |
| 119490 | AMAZON | 04/01/2024 | 04/24/2024 | 24.51 | 0.00 | Paid | Y |
| | ROSS GLAD - OFFICE SUPPLIES | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1430-6214.00000 OPERATING SUPPLIES | | | 24.51 | | | |
| 04012024 | | | | | | | |
| 119491 | AMAZON | 04/01/2024 | 04/24/2024 | 112.00 | 0.00 | Paid | Y |
| | CITY HALL BATHROOM HAND SOAP REFIL | Bjohnson18 | | | | | 04/01/2024 |
| | 7100-7115-6214.00000 OPERATING SUPPLIES | | | 112.00 | | | |
| 04012024 | | | | | | | |
| 119492 | HOLIDAY CAR WASH | 04/01/2024 | 04/24/2024 | 5.50 | 0.00 | Paid | Y |
| | POLICE DEPT CAR WASHES | Bjohnson18 | | | | | 04/01/2024 |
| | 7000-7010-6336.00000 OTHER CONTRACTS | | | 5.50 | | | |
| 04012024 | | | | | | | |
| 119493 | AMAZON | 04/01/2024 | 04/24/2024 | 46.71 | 0.00 | Paid | Y |
| | ROSS GLAD OFFICE SUPPLIES | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1430-6214.00000 OPERATING SUPPLIES | | | 46.71 | | | |
| 04012024 | | | | | | | |
| 119494 | AMAZON | 04/01/2024 | 04/24/2024 | 29.99 | 0.00 | Paid | Y |
| | KAYLA SUPPLY ORDER - BROCHURE HOLD | Bjohnson18 | | | | | 04/01/2024 |
| | 7100-7105-6214.00000 OPERATING SUPPLIES | | | 29.99 | | | |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| Purchase Card Vendor: 100292 U. S. BANCORP | | | | | | | |
| 04012024 | | | | | | | |
| 119495 | HY-VEE INC | 04/01/2024 | 04/24/2024 | 9.98 | 0.00 | Paid | Y |
| | POP FOR AWARD | Bjohnson18 | | | | | 04/01/2024 |
| | 6400-6405-6214.00000 | OPERATING SUPPLIES | | 9.98 | | | |
| 04012024 | | | | | | | |
| 119496 | ACE HARDWARE | 04/01/2024 | 04/24/2024 | 26.02 | 0.00 | Paid | Y |
| | HARDWARE | Bjohnson18 | | | | | 04/01/2024 |
| | 6400-6405-6214.00000 | OPERATING SUPPLIES | | 26.02 | | | |
| 04012024 | | | | | | | |
| 119497 | OFFICE DEPOT | 04/01/2024 | 04/24/2024 | 24.95 | 0.00 | Paid | Y |
| | PAPER | Bjohnson18 | | | | | 04/01/2024 |
| | 6400-6405-6214.00000 | OPERATING SUPPLIES | | 24.95 | | | |
| 04012024 | | | | | | | |
| 119502 | AMAZON | 04/01/2024 | 04/24/2024 | 109.97 | 0.00 | Paid | Y |
| | WIRELESS SCREEN | Bjohnson18 | | | | | 04/01/2024 |
| | 7000-7010-6234.00000 | EQUIPMENT PARTS & SUPPLIES | | 109.97 | | | |
| 04012024 | | | | | | | |
| 119510 | AMAZON | 04/01/2024 | 04/24/2024 | 149.99 | 0.00 | Paid | Y |
| | SIRELESS SCREEN | Bjohnson18 | | | | | 04/01/2024 |
| | 7000-7010-6234.00000 | EQUIPMENT PARTS & SUPPLIES | | 149.99 | | | |
| 04012024 | | | | | | | |
| 119511 | AMAZON | 04/01/2024 | 04/24/2024 | 469.90 | 0.00 | Paid | Y |
| | TIRES #252 | Bjohnson18 | | | | | 04/01/2024 |
| | 7000-7010-6234.00000 | EQUIPMENT PARTS & SUPPLIES | | 469.90 | | | |
| 04012024 | | | | | | | |
| 119512 | AMAZON | 04/01/2024 | 04/24/2024 | 37.37 | 0.00 | Paid | Y |
| | CONNECTORS | Bjohnson18 | | | | | 04/01/2024 |
| | 7000-7010-6234.00000 | EQUIPMENT PARTS & SUPPLIES | | 37.37 | | | |
| 04012024 | | | | | | | |
| 119513 | AMAZON | 04/01/2024 | 04/24/2024 | 6.99 | 0.00 | Paid | Y |
| | PIPE FITTING NIPPLES | Bjohnson18 | | | | | 04/01/2024 |
| | 7000-7010-6234.00000 | EQUIPMENT PARTS & SUPPLIES | | 6.99 | | | |
| 04012024 | | | | | | | |
| 119514 | AMAZON | 04/01/2024 | 04/24/2024 | 47.64 | 0.00 | Paid | Y |
| | OIL PLUGS | Bjohnson18 | | | | | 04/01/2024 |
| | 7000-7010-6234.00000 | EQUIPMENT PARTS & SUPPLIES | | 47.64 | | | |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| Purchase Card Vendor: 100292 U. S. BANCORP | | | | | | | |
| 04012024 | | | | | | | |
| 119515 | AMAZON | 04/01/2024 | 04/24/2024 | 36.04 | 0.00 | Paid | Y |
| | VISOR ORGANIZER | Bjohnson18 | | | | | 04/01/2024 |
| | 7000-7010-6234.00000 | EQUIPMENT PARTS & SUPPLIES | | 36.04 | | | |
| 04012024 | | | | | | | |
| 119516 | AMAZON | 04/01/2024 | 04/24/2024 | 7.98 | 0.00 | Paid | Y |
| | NIPPLE FITTING | Bjohnson18 | | | | | 04/01/2024 |
| | 7000-7010-6234.00000 | EQUIPMENT PARTS & SUPPLIES | | 7.98 | | | |
| 04012024 | | | | | | | |
| 119517 | AMAZON | 04/01/2024 | 04/24/2024 | 139.35 | 0.00 | Paid | Y |
| | GREASE | Bjohnson18 | | | | | 04/01/2024 |
| | 7000-7010-6236.00000 | MOTOR FUELS | | 139.35 | | | |
| 04012024 | | | | | | | |
| 119518 | AMAZON | 04/01/2024 | 04/24/2024 | 151.99 | 0.00 | Paid | Y |
| | HUB SEAL KIT | Bjohnson18 | | | | | 04/01/2024 |
| | 7000-7010-6234.00000 | EQUIPMENT PARTS & SUPPLIES | | 151.99 | | | |
| 04012024 | | | | | | | |
| 119519 | AMAZON | 04/01/2024 | 04/24/2024 | 87.09 | 0.00 | Paid | Y |
| | SEALS FOR SANDER | Bjohnson18 | | | | | 04/01/2024 |
| | 7000-7010-6234.00000 | EQUIPMENT PARTS & SUPPLIES | | 87.09 | | | |
| 04012024 | | | | | | | |
| 119520 | AMAZON | 04/01/2024 | 04/24/2024 | 42.37 | 0.00 | Paid | Y |
| | DRY ERASE BOARD | Bjohnson18 | | | | | 04/01/2024 |
| | 7000-7010-6214.00000 | OPERATING SUPPLIES | | 42.37 | | | |
| 04012024 | | | | | | | |
| 119521 | AMAZON | 04/01/2024 | 04/24/2024 | 114.01 | 0.00 | Paid | Y |
| | FLOOD BEAMS | Bjohnson18 | | | | | 04/01/2024 |
| | 7000-7010-6234.00000 | EQUIPMENT PARTS & SUPPLIES | | 114.01 | | | |
| 04012024 | | | | | | | |
| 119522 | AMAZON | 04/01/2024 | 04/24/2024 | 5.99 | 0.00 | Paid | Y |
| | CALENDAR | Bjohnson18 | | | | | 04/01/2024 |
| | 7000-7005-6214.00000 | OPERATING SUPPLIES | | 5.99 | | | |
| 04012024 | | | | | | | |
| 119523 | AMAZON | 04/01/2024 | 04/24/2024 | 28.38 | 0.00 | Paid | Y |
| | ADAPTER | Bjohnson18 | | | | | 04/01/2024 |
| | 7000-7010-6234.00000 | EQUIPMENT PARTS & SUPPLIES | | 28.38 | | | |

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|---|---|---|---|---|---|---|---|
| Purchase Card Vendor: 100292 U. S. BANCORP | | | | | | | |
| 04012024 | | | | | | | |
| 119524 | AMAZON | 04/01/2024 | 04/24/2024 | 60.12 | 0.00 | Paid | Y |
| | GREASE FITTINGS/COUPLINGS | Bjohnson18 | | | | | 04/01/2024 |
| | 7000-7010-6234.00000 EQUIPMENT PARTS & SUPPLIES | | | 60.12 | | | |
| 04012024 | | | | | | | |
| 119525 | AMAZON | 04/01/2024 | 04/24/2024 | 53.09 | 0.00 | Paid | Y |
| | WHEEL SEPERATOR TOOL | Bjohnson18 | | | | | 04/01/2024 |
| | 7000-7010-6234.00000 EQUIPMENT PARTS & SUPPLIES | | | 53.09 | | | |
| 04012024 | | | | | | | |
| 119526 | UPS | 04/01/2024 | 04/24/2024 | 9.62 | 0.00 | Paid | Y |
| | SHIPPING | Bjohnson18 | | | | | 04/01/2024 |
| | 6700-6705-6378.00000 POSTAGE & SHIPPING | | | 9.62 | | | |
| 04012024 | | | | | | | |
| 119527 | AMAZON | 04/01/2024 | 04/24/2024 | 27.94 | 0.00 | Paid | Y |
| | DIGITAL CAMERA BATTERIES - DMV | Bjohnson18 | | | | | 04/01/2024 |
| | 6700-6705-6214.00000 OPERATING SUPPLIES | | | 27.94 | | | |
| 04012024 | | | | | | | |
| 119533 | AMAZON | 04/01/2024 | 04/24/2024 | 39.65 | 0.00 | Paid | Y |
| | SHIPPING BOXES - DMV | Bjohnson18 | | | | | 04/01/2024 |
| | 6700-6705-6214.00000 OPERATING SUPPLIES | | | 39.65 | | | |
| 04012024 | | | | | | | |
| 119534 | UPS | 04/01/2024 | 04/24/2024 | 25.20 | 0.00 | Paid | Y |
| | SHIPPING FOR POLICE | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1205-6378.00000 POSTAGE & SHIPPING | | | 25.20 | | | |
| 04012024 | | | | | | | |
| 119535 | UPS | 04/01/2024 | 04/24/2024 | 18.83 | 0.00 | Paid | Y |
| | SHIPPING | Bjohnson18 | | | | | 04/01/2024 |
| | 6700-6705-6378.00000 POSTAGE & SHIPPING | | | 18.83 | | | |
| 04012024 | | | | | | | |
| 119536 | MNSCU | 04/01/2024 | 04/24/2024 | 575.00 | 0.00 | Paid | Y |
| | OFFICE II - MURTAGH | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1260-6512.00000 CONFERENCE & SCHOOLS | | | 575.00 | | | |
| 04012024 | | | | | | | |
| 119537 | MNSCU | 04/01/2024 | 04/24/2024 | 1,100.00 | 0.00 | Paid | Y |
| | BLDG CONST - BODIN/DEBRUINE (PURCH | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1260-6512.00000 CONFERENCE & SCHOOLS | | | 1,100.00 | | | |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| Purchase Card Vendor: 100292 U. S. BANCORP | | | | | | | |
| 04012024 | | | | | | | |
| 119538 | AMAZON | 04/01/2024 | 04/24/2024 | 198.95 | 0.00 | Paid | Y |
| | BLDG CONST TEXT X 2 | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1260-6512.00000 CONFERENCE & SCHOOLS | | | 198.95 | | | |
| 04012024 | | | | | | | |
| 119539 | AMAZON | 04/01/2024 | 04/24/2024 | 108.95 | 0.00 | Paid | Y |
| | OFFICER II TEXT | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1260-6512.00000 CONFERENCE & SCHOOLS | | | 108.95 | | | |
| 04012024 | | | | | | | |
| 119540 | PIER B | 04/01/2024 | 04/24/2024 | 254.39 | 0.00 | Paid | Y |
| | CONFERENCE LODGING - GOBERNATZ | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1260-6510.00000 MEETING / TRAVEL EXPENSE | | | 254.39 | | | |
| 04012024 | | | | | | | |
| 119541 | PIER B | 04/01/2024 | 04/24/2024 | 254.39 | 0.00 | Paid | Y |
| | CONFERENCE LODGING - GOBERNATZ | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1260-6510.00000 MEETING / TRAVEL EXPENSE | | | 254.39 | | | |
| 04012024 | | | | | | | |
| 119542 | PIER B | 04/01/2024 | 04/24/2024 | 254.39 | 0.00 | Paid | Y |
| | CONFERENCE LODGING - HOEKSTRA | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1260-6510.00000 MEETING / TRAVEL EXPENSE | | | 254.39 | | | |
| 04012024 | | | | | | | |
| 119552 | PIER B | 04/01/2024 | 04/24/2024 | 254.39 | 0.00 | Paid | Y |
| | CONFERENCE LODGING - HOEKSTRA | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1260-6510.00000 MEETING / TRAVEL EXPENSE | | | 254.39 | | | |
| 04012024 | | | | | | | |
| 119553 | DEFI TRAINING | 04/01/2024 | 04/24/2024 | 600.00 | 0.00 | Paid | Y |
| | TRAINING | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1220-6512.00000 CONFERENCE & SCHOOLS | | | 600.00 | | | |
| 04012024 | | | | | | | |
| 119554 | GALLS | 04/01/2024 | 04/24/2024 | 982.91 | 0.00 | Paid | Y |
| | PATROL EQUIPMENT | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1205-6235.00000 SMALL EQUIP EXP <$5,000 | | | 982.91 | | | |
| 04012024 | | | | | | | |
| 119555 | SOTA | 04/01/2024 | 04/24/2024 | 129.00 | 0.00 | Paid | Y |
| | TRAINING | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1215-6512.00000 CONFERENCE & SCHOOLS | | | 129.00 | | | |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| Purchase Card Vendor: 100292 U. S. BANCORP | | | | | | | |
| 04012024 | | | | | | | |
| 119556 | CRISIS SYSTEMS MANAGEMENT | 04/01/2024 | 04/24/2024 | 206.27 | 0.00 | Paid | Y |
| | TRAINING | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1215-6512.00000 | CONFERENCE & SCHOOLS | | 206.27 | | | |
| 04012024 | | | | | | | |
| 119557 | NATIONAL TACTICAL OFFICER | 04/01/2024 | 04/24/2024 | 35.00 | 0.00 | Paid | Y |
| | TRAINING | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1215-6512.00000 | CONFERENCE & SCHOOLS | | 35.00 | | | |
| 04012024 | | | | | | | |
| 119558 | NATIONAL TACTICAL OFFICER | 04/01/2024 | 04/24/2024 | 35.00 | 0.00 | Paid | Y |
| | TRIANING | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1215-6512.00000 | CONFERENCE & SCHOOLS | | 35.00 | | | |
| 04012024 | | | | | | | |
| 119559 | CRISIS SYSTEMS MANAGEMENT | 04/01/2024 | 04/24/2024 | 612.69 | 0.00 | Paid | Y |
| | TRAINING | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1215-6512.00000 | CONFERENCE & SCHOOLS | | 612.69 | | | |
| 04012024 | | | | | | | |
| 119560 | LMC | 04/01/2024 | 04/24/2024 | 20.00 | 0.00 | Paid | Y |
| | HR TRAINING | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1005-6510.00000 | MEETING / TRAVEL EXPENSE | | 20.00 | | | |
| 04012024 | | | | | | | |
| 119561 | PEACH JAR | 04/01/2024 | 04/24/2024 | 200.00 | 0.00 | Paid | Y |
| | PEACH JAR | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1305-6382.00000 | ADVERTISING / PROMOTIONS | | 200.00 | | | |
| 04012024 | | | | | | | |
| 119562 | AMAZON | 04/01/2024 | 04/24/2024 | 1,264.66 | 0.00 | Paid | Y |
| | SOFTBALL GRANT PURCHASE | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1330-6214.00000 | OPERATING SUPPLIES | | 1,264.66 | | | |
| 04012024 | | | | | | | |
| 119563 | PEACH JAR | 04/01/2024 | 04/24/2024 | 250.00 | 0.00 | Paid | Y |
| | PEACH JAR | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1305-6382.00000 | ADVERTISING / PROMOTIONS | | 250.00 | | | |
| 04012024 | | | | | | | |
| 119564 | PEACH JAR | 04/01/2024 | 04/24/2024 | 50.00 | 0.00 | Paid | Y |
| | PEACH JAR | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1305-6382.00000 | ADVERTISING / PROMOTIONS | | 50.00 | | | |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| Purchase Card Vendor: 100292 U. S. BANCORP | | | | | | | |
| 04012024 | | | | | | | |
| 119565 | PEACH JAR | 04/01/2024 | 04/24/2024 | 50.00 | 0.00 | Paid | Y |
| | PEACH JAR | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1305-6382.00000 ADVERTISING / PROMOTIONS | | | 50.00 | | | |
| 04012024 | | | | | | | |
| 119566 | PEACH JAR | 04/01/2024 | 04/24/2024 | 25.00 | 0.00 | Paid | Y |
| | PEACH JAR | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1305-6382.00000 ADVERTISING / PROMOTIONS | | | 25.00 | | | |
| 04012024 | | | | | | | |
| 119567 | MARNAS | 04/01/2024 | 04/24/2024 | 308.00 | 0.00 | Paid | Y |
| | FOOD FOR MEETING MAC (REQUESTED AN | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1205-6510.00000 MEETING / TRAVEL EXPENSE | | | 308.00 | | | |
| 04012024 | | | | | | | |
| 119568 | GAMBER JOHNSON | 04/01/2024 | 04/24/2024 | 259.81 | 0.00 | Paid | Y |
| | REPLACED ELECTRONICS DUE TO DAMAGE | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1205-6234.00000 EQUIPMENT PARTS & SUPPLIES | | | 259.81 | | | |
| 04012024 | | | | | | | |
| 119569 | MN CHIEFS OF POLICE ASSN | 04/01/2024 | 04/24/2024 | 675.00 | 0.00 | Paid | Y |
| | MN CHIEFS MEMBERSHIP - STENSRUD | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1200-6514.00000 DUES & MEMBERSHIPS | | | 675.00 | | | |
| 04012024 | | | | | | | |
| 119570 | HY-VEE INC | 04/01/2024 | 04/24/2024 | 6.00 | 0.00 | Paid | Y |
| | WATER | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1200-6510.00000 MEETING / TRAVEL EXPENSE | | | 6.00 | | | |
| 04012024 | | | | | | | |
| 119571 | PSI ONLINE | 04/01/2024 | 04/24/2024 | 175.00 | 0.00 | Paid | Y |
| | UAS - CERTIFICATION: SMALL | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1205-6512.00000 CONFERENCE & SCHOOLS | | | 175.00 | | | |
| 04012024 | | | | | | | |
| 119572 | NATIONAL REGISTRY OF EMT | 04/01/2024 | 04/24/2024 | 25.00 | 0.00 | Paid | Y |
| | EMT - CERTIFICATION | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1205-6512.00000 CONFERENCE & SCHOOLS | | | 25.00 | | | |
| 04012024 | | | | | | | |
| 119573 | BLUE TO GOLD LLC | 04/01/2024 | 04/24/2024 | 900.00 | 0.00 | Paid | Y |
| | ADV TRAFFIC - 4 OFFICERS | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1205-6512.00000 CONFERENCE & SCHOOLS | | | 900.00 | | | |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| Purchase Card Vendor: 100292 U. S. BANCORP | | | | | | | |
| 04012024 | | | | | | | |
| 119574 | CONWAY SHIELD | 04/01/2024 | 04/24/2024 | 68.90 | 0.00 | Paid | Y |
| | HELMET SHIELD | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1260-6216.00000 CLOTHING & PERSONAL EQUIPMENT | | | 68.90 | | | |
| 04012024 | | | | | | | |
| 119575 | SAFEKIDS | 04/01/2024 | 04/24/2024 | 55.00 | 0.00 | Paid | Y |
| | TRAINING/CERTIFICATION | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1220-6512.00000 CONFERENCE & SCHOOLS | | | 55.00 | | | |
| 04012024 | | | | | | | |
| 119576 | AIR DOCTOR | 04/01/2024 | 04/24/2024 | 209.28 | 0.00 | Paid | Y |
| | FILTERS FOR EVIDENCE ROOM AIR PURI | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1200-6214.00000 OPERATING SUPPLIES | | | 209.28 | | | |
| 04012024 | | | | | | | |
| 119577 | ACME TOOLS | 04/01/2024 | 04/24/2024 | 119.97 | 0.00 | Paid | Y |
| | POWER CORDS | Bjohnson18 | | | | | 04/01/2024 |
| | 6000-6020-6234.00000 EQUIPMENT PARTS & SUPPLIES | | | 119.97 | | | |
| 04012024 | | | | | | | |
| 119578 | ACME TOOLS | 04/01/2024 | 04/24/2024 | 239.97 | 0.00 | Paid | Y |
| | POWER CORDS | Bjohnson18 | | | | | 04/01/2024 |
| | 6100-6110-6234.00000 EQUIPMENT PARTS & SUPPLIES | | | 239.97 | | | |
| 04012024 | | | | | | | |
| 119579 | UBER | 04/01/2024 | 04/24/2024 | 58.55 | 0.00 | Paid | Y |
| | ESO CONFERENCE - TRAVEL | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1260-6510.00000 MEETING / TRAVEL EXPENSE | | | 58.55 | | | |
| 04012024 | | | | | | | |
| 119580 | UBER | 04/01/2024 | 04/24/2024 | 35.96 | 0.00 | Paid | Y |
| | ESO CONFERENCE - TRAVEL | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1260-6510.00000 MEETING / TRAVEL EXPENSE | | | 35.96 | | | |
| 04012024 | | | | | | | |
| 119581 | TACO DELI | 04/01/2024 | 04/24/2024 | 46.87 | 0.00 | Paid | Y |
| | ESO CONFERENCE - MEAL | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1260-6510.00000 MEETING / TRAVEL EXPENSE | | | 46.87 | | | |
| 04012024 | | | | | | | |
| 119582 | LOCAL FOODS | 04/01/2024 | 04/24/2024 | 62.85 | 0.00 | Paid | Y |
| | ESO CONFERENCE - MEAL | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1260-6510.00000 MEETING / TRAVEL EXPENSE | | | 62.85 | | | |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| Purchase Card Vendor: 100292 U. S. BANCORP | | | | | | | |
| 04012024 | | | | | | | |
| 119583 | COOPERS OLD TIME PIT BAR | 04/01/2024 | 04/24/2024 | 61.81 | 0.00 | Paid | Y |
| | ESO CONFERENCE - MEAL | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1260-6510.00000 | MEETING / TRAVEL EXPENSE | | 61.81 | | | |
| 04012024 | | | | | | | |
| 119584 | TERRY BLACKS | 04/01/2024 | 04/24/2024 | 126.07 | 0.00 | Paid | Y |
| | ESO CONFERENCE - MEAL | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1260-6510.00000 | MEETING / TRAVEL EXPENSE | | 126.07 | | | |
| 04012024 | | | | | | | |
| 119585 | HOP DADDY | 04/01/2024 | 04/24/2024 | 55.74 | 0.00 | Paid | Y |
| | ESO CONFERENCE - MEAL | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1260-6510.00000 | MEETING / TRAVEL EXPENSE | | 55.74 | | | |
| 04012024 | | | | | | | |
| 119586 | UBER | 04/01/2024 | 04/24/2024 | 46.14 | 0.00 | Paid | Y |
| | ESO CONFERENCE - TRAVEL | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1260-6510.00000 | MEETING / TRAVEL EXPENSE | | 46.14 | | | |
| 04012024 | | | | | | | |
| 119587 | JW MARRIOTT | 04/01/2024 | 04/24/2024 | 1,002.06 | 0.00 | Paid | Y |
| | ESO CONFERENCE - HOTEL | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1260-6510.00000 | MEETING / TRAVEL EXPENSE | | 1,002.06 | | | |
| 04012024 | | | | | | | |
| 119588 | JW MARRIOTT | 04/01/2024 | 04/24/2024 | 1,002.06 | 0.00 | Paid | Y |
| | ESO CONFERENCE - HOTEL | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1260-6510.00000 | MEETING / TRAVEL EXPENSE | | 1,002.06 | | | |
| 04012024 | | | | | | | |
| 119589 | JW MARRIOTT | 04/01/2024 | 04/24/2024 | 1,002.06 | 0.00 | Paid | Y |
| | ESO CONFERENCE - HOTEL | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1260-6510.00000 | MEETING / TRAVEL EXPENSE | | 1,002.06 | | | |
| 04012024 | | | | | | | |
| 119590 | HOME DEPOT | 04/01/2024 | 04/24/2024 | 288.81 | 0.00 | Paid | Y |
| | EPOXY/SASH/ADHESIVE | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1567-6214.00000 | OPERATING SUPPLIES | | 288.81 | | | |
| 04012024 | | | | | | | |
| 119591 | HOME DEPOT | 04/01/2024 | 04/24/2024 | 83.99 | 0.00 | Paid | Y |
| | CABLE TIE / SUPPLY LINE | Bjohnson18 | | | | | 04/01/2024 |
| | 7000-7005-6214.00000 | OPERATING SUPPLIES | | 83.99 | | | |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| Purchase Card Vendor: 100292 U. S. BANCORP | | | | | | | |
| 04012024 | | | | | | | |
| 119592 | HOME DEPOT | 04/01/2024 | 04/24/2024 | 26.32 | 0.00 | Paid | Y |
| | BUTT SPLICE | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1567-6214.00000 | OPERATING SUPPLIES | | 26.32 | | | |
| 04012024 | | | | | | | |
| 119593 | HOME DEPOT | 04/01/2024 | 04/24/2024 | 55.96 | 0.00 | Paid | Y |
| | FAUCET / SUPPLY LINE | Bjohnson18 | | | | | 04/01/2024 |
| | 7000-7005-6214.00000 | OPERATING SUPPLIES | | 55.96 | | | |
| 04012024 | | | | | | | |
| 119594 | HENNEPIN COUNTY | 04/01/2024 | 04/24/2024 | 350.00 | 0.00 | Paid | Y |
| | PERMIT (WM BREAK) | Bjohnson18 | | | | | 04/01/2024 |
| | 6000-6010-6718.00000 | LICENSES TAXES & FEES | | 350.00 | | | |
| 04012024 | | | | | | | |
| 119595 | ISA | 04/01/2024 | 04/24/2024 | 175.00 | 0.00 | Paid | Y |
| | ISA MEMBERSHIP RENEWAL - STEPHAN | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1370-6514.00000 | DUES & MEMBERSHIPS | | 175.00 | | | |
| 04012024 | | | | | | | |
| 119596 | HENNEPIN COUNTY | 04/01/2024 | 04/24/2024 | 350.00 | 0.00 | Paid | Y |
| | PERMIT (SEWER MH REPAIR) | Bjohnson18 | | | | | 04/01/2024 |
| | 6100-6115-6718.00000 | LICENSES TAXES & FEES | | 350.00 | | | |
| 04012024 | | | | | | | |
| 119597 | NORTHERN BREWER | 04/01/2024 | 04/24/2024 | 171.88 | 0.00 | Paid | Y |
| | HOP RHIZOMES FOR ETP | Bjohnson18 | | | | | 04/01/2024 |
| | 6000-6020-6340.00000 | REPAIR & MAINTENANCE | | 171.88 | | | |
| 04012024 | | | | | | | |
| 119598 | APWA | 04/01/2024 | 04/24/2024 | 105.00 | 0.00 | Paid | Y |
| | NATIONAL PUBLIC WORKS POSTERS | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1400-6516.00000 | SUBSCRIPTIONS & BOOKS | | 105.00 | | | |
| 04012024 | | | | | | | |
| 119599 | STATE MF MN DEPT OF AGRICULTURE | 04/01/2024 | 04/24/2024 | 15.33 | 0.00 | Paid | Y |
| | PESTICIDE LICENSE - PAPIZ | Bjohnson18 | | | | | 04/01/2024 |
| | 1000-1370-6514.00000 | DUES & MEMBERSHIPS | | 15.33 | | | |
| 04012024 | | | | | | | |
| 119600 | AMAZON | 04/01/2024 | 04/24/2024 | 113.44 | 0.00 | Paid | Y |
| | CABLES & ADAPTERS | Bjohnson18 | | | | | 04/01/2024 |
| | 7100-7110-6214.00000 | OPERATING SUPPLIES | | 113.44 | | | |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| Purchase Card Vendor: 100292 U. S. BANCORP | | | | | | | |
| 04012024 | | | | | | | |
| 119601 | AMAZON | 04/01/2024 | 04/24/2024 | 75.99 | 0.00 | Paid | Y |
| | PORTABLE MONITOR | Bjohnson18 | | | | | 04/01/2024 |
| | 7100-7110-6234.00000 | EQUIPMENT PARTS & SUPPLIES | | 75.99 | | | |
| 04012024 | | | | | | | |
| 119602 | AMAZON | 04/01/2024 | 04/24/2024 | (85.04) | 0.00 | Paid | Y |
| | REFUND FOR CABLES | Bjohnson18 | | | | | 04/01/2024 |
| | 7100-7110-6214.00000 | OPERATING SUPPLIES | | (85.04) | | | |
| 04012024 | | | | | | | |
| 119603 | AMAZON | 04/01/2024 | 04/24/2024 | 217.77 | 0.00 | Paid | Y |
| | STAND UP DESK | Bjohnson18 | | | | | 04/01/2024 |
| | 7100-7110-6234.00000 | EQUIPMENT PARTS & SUPPLIES | | 217.77 | | | |
| 04012024 | | | | | | | |
| 119610 | AMAZON | 04/01/2024 | 04/24/2024 | 208.93 | 0.00 | Paid | Y |
| | CABLES/BATTERY BOOSTER | Bjohnson18 | | | | | 04/01/2024 |
| | 7000-7010-6234.00000 | EQUIPMENT PARTS & SUPPLIES | | 208.93 | | | |
| 04012024 | | | | | | | |
| 119611 | AMAZON | 04/01/2024 | 04/24/2024 | 38.97 | 0.00 | Paid | Y |
| | CONNECTORS | Bjohnson18 | | | | | 04/01/2024 |
| | 7000-7010-6234.00000 | EQUIPMENT PARTS & SUPPLIES | | 38.97 | | | |
| Total Purchase Card Vendor: 100292 U. S. BANCORP | | | | 21,104.09 | 0.00 | | |
| # of Invoices: 102 | # Due: 0 | Totals: | | 21,955.63 | 0.00 | | |
| # of Credit Memos: 2 | # Due: 0 | Totals: | | (851.54) | 0.00 | | |
| Net of Invoices and Credit Memos: | | | | 21,104.09 | 0.00 | | |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| --- TOTALS BY FUND --- | | | | | | | |
| | 1000 - GENERAL FUND | | | 16,124.68 | 0.00 | | |
| | 6000 - WATER | | | 641.85 | 0.00 | | |
| | 6100 - SANITARY SEWER | | | 883.90 | 0.00 | | |
| | 6400 - LIQUOR OPERATIONS | | | 60.95 | 0.00 | | |
| | 6700 - DEPUTY REGISTRAR | | | 96.04 | 0.00 | | |
| | 7000 - CENTRAL GARAGE | | | 2,585.62 | 0.00 | | |
| | 7100 - CENTRAL SERVICES | | | 711.05 | 0.00 | | |
| --- TOTALS BY DEPT/ACTIVITY --- | | | | | | | |
| | 1005 - LEGISLATIVE | | | 20.00 | 0.00 | | |
| | 1200 - POLICE SUPPORT SERVICES | | | 1,140.10 | 0.00 | | |
| | 1205 - PATROL SERVICES | | | 3,965.31 | 0.00 | | |
| | 1215 - EMERGENCY RESPONSE UNIT | | | 1,017.96 | 0.00 | | |
| | 1220 - INVESTIGATIONS / SPECIAL S | | | 655.00 | 0.00 | | |
| | 1260 - FIRE PREVENTION / SUPPRESS | | | 5,803.03 | 0.00 | | |
| | 1305 - COMMUNITY CENTER OPERATION | | | 575.00 | 0.00 | | |
| | 1330 - YOUTH - CHILDREN PROGRAMS | | | 2,266.60 | 0.00 | | |
| | 1370 - FORESTRY | | | 190.33 | 0.00 | | |
| | 1400 - ENGINEERING SERVICES | | | 105.00 | 0.00 | | |
| | 1430 - BUILDING INSPECTIONS | | | 71.22 | 0.00 | | |
| | 1567 - PARKS EQUIPMENT MAINTENANC | | | 315.13 | 0.00 | | |
| | 6010 - WATER UTILITY DISTRIBUTION | | | 350.00 | 0.00 | | |
| | 6020 - WATER UTILITY WELL & PLANT | | | 291.85 | 0.00 | | |
| | 6110 - SAN SEWER LIFT STATION MA | | | 239.97 | 0.00 | | |
| | 6115 - SAN SEWER MAINTENANCE | | | 643.93 | 0.00 | | |
| | 6405 - LIQUOR OPERATIONS | | | 60.95 | 0.00 | | |
| | 6705 - LICENSE CENTER OPERATIONS | | | 96.04 | 0.00 | | |
| | 7005 - CG BUILDING OPERATIONS | | | 145.94 | 0.00 | | |
| | 7010 - CG VEHICLE MAINTENANCE | | | 2,439.68 | 0.00 | | |
| | 7105 - CS GENERAL OFFICE | | | 276.89 | 0.00 | | |
| | 7110 - CS INFORMATION TECHNOLOGY | | | 322.16 | 0.00 | | |
| | 7115 - CS GOVERNMENT BUILDINGS | | | 112.00 | 0.00 | | |
| --- TOTALS BY PAYMENT CARD ACCOUNT --- | | | | | | | |
| | 0084 | | | 3,860.11 | | | |
| | 0371 | | | 68.90 | | | |
| | 0517 | | | 50.97 | | | |
| | 0731 | | | 2,111.55 | | | |
| | 1219 | | | 1,839.66 | | | |
| | 1568 | | | 20.00 | | | |
| | 2743 | | | 2,600.87 | | | |
| | 3103 | | | (766.50) | | | |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| --- TOTALS BY PAYMENT CARD ACCOUNT --- | | | | | | | |
| | 4364 | | | 264.28 | | | |
| | 5111 | | | 121.24 | | | |
| | 5157 | | | 3,000.46 | | | |
| | 6348 | | | 1,151.88 | | | |
| | 6658 | | | 1,100.00 | | | |
| | 6719 | | | 789.82 | | | |
| | 6932 | | | 1,796.17 | | | |
| | 8046 | | | 293.93 | | | |
| | 8415 | | | 322.16 | | | |
| | 8424 | | | 455.08 | | | |
| | 8631 | | | 1,248.81 | | | |
| | 8722 | | | 15.33 | | | |

City of Robbinsdale

| | |
|---|---|
| TO: | Mayor and City Council |
| PREPARED BY: | Chase Peterson-Etem, City Clerk/Assistant to City Manager |
| APPROVED BY: | Tim Sandvik, City Manager |
| DATE: | June 4, 2024 |
| RE: | Approval of Licenses |

**Background:**

As required by City Code, contractor and business licenses issued in the City of Robbinsdale must be approved by the City Council. Attached is a list of applicants requesting a license or license renewal to operate within the City. All appropriate fees have been paid and certificates of insurance and bonds, if required, have been filed with the City Clerk.

**Analysis:**

Not applicable.

**Recommendation:**

By motion, approve issuance of licenses dated 6/4/2024.

**Attachments:**

1. Licenses

# Contractor Licenses for Council Approval

| Name | Licensee Type | Fee Amount |
|---|---|---|
| COMFORT SOLUTIONS HEATING & COOLING | Mechanical Contractor | $50.00 |
| MMH PLUMBING INC | Plumbing Contractor | $50.00 |
| SEASONAL CONTROL MECHANICAL DIVISION INC | Mechanical Contractor | $50.00 |
| STEWART PLUMBING INC | Plumbing Contractor | $50.00 |

**Number of Licenses Requesting Council Approval:** 4

# BUSINESS LICENSES
# FOR COUNCIL APPROVAL

05/23/2024

| License Type | Applicant | License Fee |
|---|---|---|
| Crane Operators | MIDSTATE CRANE SERVICE | 50.00 |
| Tree/Lawn Fertilizer | ASPLUNDH TREE EXPERTS LLC | 50.00 |

# BUSINESS LICENSES
# FOR COUNCIL APPROVAL

06/04/2024

| License Type | Applicant | License Fee |
|---|---|---|
| Transient Merchant - Food Truck | Logan's Catfish | 25.00 |
| Transient Merchant - Food Truck | theNEWmpls | 25.00 |

City of Robbinsdale

| | |
|---|---|
| TO: | Mayor and City Council |
| PREPARED BY: | Rick Pearson, Community Development Director |
| APPROVED BY: | Tim Sandvik, City Manager |
| DATE: | June 4, 2024 |
| RE: | Second reading of an Ordinance amending City Code Section 400, State Building Code Adopted. |

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**Background:**

**Section 400 Building Code Subd. 2 is being amended to include specific references to State Statutes as required by the Minnesota Department of Labor and Industry.**

**Analysis:**
The Ordinance is ready for its second reading.

**Recommendation:**
Hold the Second Reading of the Ordinance amending City Code Section 400.01, Subd. 2 adding specific statutory references and language as required by the Minnesota Department of Labor and Industry.

**Attachments:**
1. Ordinance 24-04 An Ordinance amendment to Section 400.01 Subd. 2

Member _____ moved and Member _____ seconded a motion that the following Ordinance, which was given its first reading on May 7, 2024 be given its second reading this 4th day of June 2024 and that it be adopted.

**ORDINANCE NO. 24-04**

**AN ORDINANCE AMENDING CITY CODE SECTION 400 BY ADDING SPECIFIC STATUTORY REFERRENCES AS REQUIRED BY THE MINNESOTA DEPATMENT OF LABOR AND INDUSTRY**

**THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:**

1) That Section 400.01, Subdivision 2. State building code adopted.

Is hereby amended with the following language to be removed shown by strikeout and new language added shown in bold and underlined and subsequent sections renumbered accordingly:

(a) Codes adopted by reference. The Minnesota State Building Code, as adopted by the Commissioner of Labor and Industry pursuant to Minnesota Statutes Chapter 326B, including**:**

(i) **State-licensed facilities (as defined in section 326B.103, Subd. 13).**

(ii) **Public buildings (as defined in section 326B.103, subd.11).**

(iii) **Projects of a special nature for which deparmtne review is requested by either the municipality or the state.**

**and** all of the amendments, rules and regulations established, adopted and published from time to time by the Minnesota Commissioner of Labor and Industry, through the Building Codes and Standards Unit, is hereby adopted by reference. The Minnesota State Building Code is hereby incorporated in this ordinance as if fully set out herein.

(b) **Plumbing, plans and specifications, and inspections.**

**(i)** **All plumbing on private property within the city must comply with the provisions of the state building code and this article.**

**(ii)** ***Plans and specifications.*** **Prior to the installation of a system of plumbing other than for a single-family dwelling, complete plans and specifications, together with any additional information that the building official may require, must be submitted in duplicate and approved by the building official. Construction cannot proceed except in accordance with approved plans and specifications. Any alteration, extension, or repair of an existing system is subject to these same requirements, unless waived by the building official in accordance with Minn. Rules, part 1300.0215.**

**(iii)** ***Exceptions.*** **Pursuant to Minn. Stat. § 326B.43, subd. 2(n), plumbing plans and specifications for the following projects must be submitted to the Minnesota Department of Labor and Industry for a full plan review:**

**a. State-licensed facilities as defined in Minn. Stat. § 326B.103, subd. 13;**

**b. Public buildings as defined in Minn. Stat. § 326B.103, subd. 11; and**

**c. Projects of a special nature for which department review is requested by either the municipality or the state.**

**(iv)** ***Inspections.*** **New plumbing systems or parts of existing plumbing systems that have been altered, extended, or repaired shall be inspected, tested, and approved by the building official in accordance with Minn. Rules, part 1300.0215 before the plumbing system is put into use. The building official shall perform the final inspection and witness the test. The building official shall approve the plumbing system if the system complies with the requirements of this Code, any permit requirements, and the requirements of any approved plans and specification. Plumbing system tests shall comply with Minn. Rules, Chapter 4714.**

**(v)** ***Covering of work.*** **No building drainage or plumbing system or part thereof shall be covered until it has been inspected, tested, and approved as herein prescribed.**

**2) That the following summary clearly informs the public of the intent and effect of the ordinance and is approved for publication:**

**City Code CHAPTER IV, BUILDING, HOUSING AND CONSTRUCTION REGULATIONS Section 400 Building Code Subd. 2 is being amended to include specific references to State Statutes as required by the Minnesota Department of Labor and Industry.**

| | | |
|---|---|---|
| First Reading: | YEAS: | Murphy, Parisian, Wagner, Mayor Blonigan |
| | NAYS: | None |
| Second Reading: | YEAS: | |
| | NAYS: | |

**PASSED AND ADOPTED BY THE CITY COUNCIL THIS 4TH DAY OF JUNE, 2024.**

_____

William A. Blonigan, Mayor

ATTEST:

_____

Chase Etem-Peterson, City Clerk

(SEAL)

City of Robbinsdale

| | |
|---|---|
| TO: | Mayor and City Council |
| PREPARED BY: | Diaa Tahoun, Finance Director |
| APPROVED BY: | Tim Sandvik, City Manager |
| DATE: | June 4, 2024 |
| RE: | Robbinsdale Wine & Spirits' Monthly Financial Statements |

**Background:**

Attached are the Robbinsdale Wine & Spirits' financial reports for the month of April 2024 prepared by the Finance department. The report includes monthly and year to date amounts for 2024 with comparable amounts to 2023.

**Analysis:**

Year-to-date sales amount to $1,265,304, reflecting a $1,562 increase (0.1%) from the previous year. Gross profit from sales stands at $354,903, compared to $352,969 in 2023 (0.5% increase). Our year-to-date gross profit is currently at 28%, meeting our target. The net loss before transfers including the nonoperating revenue/expenses for this year totals -$21,520, showing a decrease of 786.3% from the net loss of -$2,428 in 2023.

The rent expense associated with the Hy-Vee location, amounting to $12,075 per month, is accounted for within the depreciation expense because of GASB 87.

**Recommendation:**

Approve a motion to acknowledge the Robbinsdale Wine & Spirits' financial reports for the month of April 2024.

**Attachments:**

1. Apr 2024 Liquor

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending April 30, 2024

| | Apr-2024 | Apr-2023 | Year to Date 2024 | Year to Date 2023 | Amount Difference | % Inc (Dec) from Previous Year |
|---|---|---|---|---|---|---|
| Sales | 321,429 | 339,360 | 1,265,304 | 1,263,742 | 1,562 | 0.1% |
| Less Customer Discounts | 3,201 | 4,073 | 13,036 | 15,964 | (2,928) | (18.3%) |
| Net Sales | 318,228 | 335,287 | 1,252,268 | 1,247,778 | 4,490 | 0.4% |
| Cost of Sales | 229,058 | 230,859 | 897,365 | 894,809 | 2,556 | 0.3% |
| Gross Profit | 89,170 | 104,428 | 354,903 | 352,969 | 1,934 | 0.5% |
| Percent to Net Sales | 28% | 31% | 28% | 28% | | |
| Operating Expenses: | | | | | | |
| Personal Services | 55,551 | 51,508 | 211,739 | 192,747 | 18,992 | 9.9% |
| Supplies & Repairs | 1,096 | 897 | 8,328 | 6,424 | 1,904 | 29.6% |
| Other Charges & Services | 23,614 | 22,856 | 90,838 | 90,216 | 622 | 0.7% |
| Depreciation | 11,250 | 11,178 | 45,000 | 44,712 | 288 | 0.6% |
| Other (Income) Expense | (76) | (11) | (402) | 98 | (500) | (510.2%) |
| Total | 91,435 | 86,428 | 355,503 | 334,197 | 21,306 | 6.4% |
| Operating Income / (Loss) | (2,265) | 18,000 | (600) | 18,772 | (19,372) | (103.2%) |
| Percent to Net Sales | -1% | 5% | 0% | 2% | | |
| **Nonoperating Revenues (Expenses)** | | | | | | |
| GASB 87 Adjustment | | | | | | |
| Lease Interest Expense | (5,020) | (5,300) | (20,920) | (21,200) | 280 | |
| | (5,020) | (5,300) | (20,920) | (21,200) | 280 | |
| Income/(Loss) Before Transfers | (7,285) | 12,700 | (21,520) | (2,428) | (19,092) | |

**Current Month Analysis**

| | Liquor | Wine | Beer | Misc | THC | Totals |
|---|---|---|---|---|---|---|
| Sales | 131,206 | 52,976 | 119,385 | 8,104 | 6,557 | 318,228 |
| Inventory of April 1 | 325,552 | 173,434 | 97,043 | 10,288 | 5,661 | 611,978 |
| Purchases | 82,689 | 21,000 | 86,215 | 4,990 | 5,032 | 199,926 |
| Less Inventory of April 30 | 316,347 | 158,042 | 92,302 | 9,813 | 6,342 | 582,846 |
| Cost of Sales | 91,894 | 36,392 | 90,956 | 5,465 | 4,351 | 229,058 |
| Gross Profit | 39,312 | 16,584 | 28,429 | 2,639 | 2,206 | 89,170 |
| Gross Profit % to Net Sales | 30% | 31% | 24% | 33% | 34% | |
| Product % to Total Sales | 41% | 17% | 38% | 3% | 2% | |

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending April 30, 2024

**Sales / Cost of Sales Analysis**

| | | | Year to Date | | % Inc (Dec) from Previous |
|---|---|---|---|---|---|
| | Apr-2024 | Apr-2023 | 2024 | 2023 | Year |
| **Liquor Sales** | 131,206 | 142,789 | 527,908 | 533,883 | (1.1%) |
| Liquor Cost of Sales | 91,894 | 92,029 | 368,418 | 369,898 | (0.4%) |
| Gross Profit | 39,312 | 50,760 | 159,490 | 163,985 | (2.7%) |
| Percent to Net Sales | 30% | 36% | 30% | 31% | |
| **Wine Sales** | 52,976 | 59,356 | 217,035 | 227,874 | (4.8%) |
| Wine Cost of Sales | 36,392 | 35,947 | 145,854 | 150,644 | (3.2%) |
| Gross Profit | 16,584 | 23,409 | 71,181 | 77,230 | (7.8%) |
| Percent to Net Sales | 31% | 39% | 33% | 34% | |
| **Beer Sales** | 119,385 | 126,409 | 450,930 | 462,670 | (2.5%) |
| Beer Cost of Sales | 90,956 | 98,568 | 344,705 | 358,789 | (3.9%) |
| Gross Profit | 28,429 | 27,841 | 106,225 | 103,881 | 2.3% |
| Percent to Net Sales | 24% | 22% | 24% | 22% | |
| **Misc Sales** | 8,104 | 6,733 | 31,723 | 23,351 | 35.9% |
| Misc Cost of Sales | 5,465 | 4,315 | 22,821 | 15,478 | 47.4% |
| Gross Profit | 2,639 | 2,418 | 8,902 | 7,873 | 13.1% |
| Percent to Net Sales | 33% | 36% | 28% | 34% | |
| **THC Sales** | 6,557 | 0 | 24,672 | 0 | |
| THC Cost of Sales | 4,351 | 0 | 15,567 | 0 | |
| Gross Profit | 2,206 | 0 | 9,105 | 0 | |
| Percent to Net Sales | 34% | | 37% | | |
| **Total Sales** | 318,228 | 335,287 | 1,252,268 | 1,247,778 | 0.4% |
| Total Cost of Sales | 229,058 | 230,859 | 897,365 | 894,809 | 0.3% |
| Gross Profit | 89,170 | 104,428 | 354,903 | 352,969 | 0.5% |
| Percent to Net Sales | 28% | 31% | 28% | 28% | |

## Liquor Store Sales - 2023 and 2024

| | Jan 23 | Jan 24 | Feb 23 | Feb 24 | Mar 23 | Mar 24 |
|---|---|---|---|---|---|---|
| Liquor | 120,997.00 | 121,361.00 | 129,535.00 | 133,115.00 | 140,562.00 | 142,226.00 |
| Wine | 51,902.00 | 50,019.00 | 58,399.00 | 53,934.00 | 58,217.00 | 60,106.00 |
| Beer | 105,442.00 | 97,656.00 | 111,560.00 | 112,555.00 | 119,259.00 | 121,334.00 |
| THC | - | 5,894.00 | - | 6,006.00 | - | 6,215.00 |
| Misc | 5,147.00 | 7,251.00 | 5,664.00 | 7,602.00 | 5,807.00 | 8,766.00 |
| | 283,488.00 | 282,181.00 | 305,158.00 | 313,212.00 | 323,845.00 | 338,647.00 |

| | Apr 23 | Apr 24 | May 23 | May 24 | Jun 23 | Jun 24 |
|---|---|---|---|---|---|---|
| Liquor | 142,789.00 | 131,206.00 | 156,806.00 | - | 159,354.00 | - |
| Wine | 59,356.00 | 52,976.00 | 62,001.00 | - | 60,566.00 | - |
| Beer | 126,409.00 | 119,385.00 | 157,829.00 | - | 161,572.00 | - |
| THC | - | 6,557.00 | - | - | - | - |
| Misc | 6,733.00 | 8,104.00 | 10,038.00 | - | 11,036.00 | - |
| | 335,287.00 | 318,228.00 | 386,674.00 | - | 392,528.00 | - |

| | Jul 23 | Jul 24 | Aug 23 | Aug 24 | Sept 23 | Sept 24 |
|---|---|---|---|---|---|---|
| Liquor | 161,858.00 | - | 155,405.00 | - | 149,962.00 | - |
| Wine | 60,501.00 | - | 59,637.00 | - | 60,972.00 | - |
| Beer | 165,483.00 | - | 147,970.00 | - | 141,762.00 | - |
| THC | 955.00 | - | 3,705.00 | - | 4,670.00 | - |
| Misc | 11,355.00 | - | 10,414.00 | - | 10,108.00 | - |
| | 400,152.00 | - | 377,131.00 | - | 367,474.00 | - |

| | Oct 23 | Oct 24 | Nov 23 | Nov 24 | Dec 23 | Dec 24 |
|---|---|---|---|---|---|---|
| Liquor | 145,378.00 | - | 146,852.00 | - | 180,184.00 | - |
| Wine | 61,263.00 | - | 67,984.00 | - | 82,557.00 | - |
| Beer | 132,853.00 | - | 126,339.00 | - | 133,731.00 | - |
| THC | 4,940.00 | - | 4,990.00 | - | 6,602.00 | - |
| Misc | 8,031.00 | - | 7,790.00 | - | 9,640.00 | - |
| | 352,465.00 | - | 353,955.00 | - | 412,714.00 | - |

## April 2024
## Liquor Store - Net Sales

| April 2024 | | Net Sales per Dept | % Net Sales of Total |
|---|---|---|---|
| BEER | 6401.4763 | 119,385 | 37.5% |
| LIQUOR | 6401.4761 | 131,206 | 41.2% |
| MISC | 6401.4764 | 8,104 | 2.5% |
| THC | 6401.4766 | 6,557 | 2.1% |
| WINE | 6401.4762 | 52,976 | 16.6% |
| | | 318,228 | |

## Yearly 2024
## Liquor Store - Net Sales

| Total 2024 | | Net Sales per Dept | % Net Sales of Total |
|---|---|---|---|
| BEER | 6401.4763 | 450,930 | 36.0% |
| LIQUOR | 6401.4761 | 527,908 | 42.2% |
| MISC | 6401.4764 | 31,723 | 2.5% |
| THC | 6401.4766 | 24,672 | 2.0% |
| WINE | 6401.4762 | 217,035 | 17.3% |
| | | 1,252,268 | |

City of Robbinsdale

| | |
|---|---|
| TO: | Mayor and City Council |
| PREPARED BY: | Diaa Tahoun, Finance Director |
| APPROVED BY: | Tim Sandvik, City Manager |
| DATE: | June 4, 2024 |
| RE: | Deputy Registrar's Monthly Financial Statements |

**Background:**

Attached are the Deputy Registrar's financial reports for the month of April 2024 prepared by the Finance department. The reports include monthly and year to date amounts for 2024 with comparable amounts to 2023.

**Analysis:**

Year-to-date revenues amount to $228,301, showing an increase of $56,319 (32.7%) compared to the previous year. Expenditures have risen by $29,988 (20.8%). The net gain before transfers for the year is $54,241, which is $26,331 (94.3%) more than last year.

Passport revenue year to date increased $210, (0.4%) and motor vehicle fees have increased $54,090, (44.5%).

**Recommendation:**

Approve a motion to acknowledge the Deputy Registrar's financial reports for the month of April 2024.

**Attachments:**

1. Apr 2024 DEPS

City of Robbinsdale
Deputy Registrar
Profit and Loss Statement From Operations
For Period Ending April 30, 2024

| | Apr-2024 | Apr-2023 | Year to Date 2024 | Year to Date 2023 | % Inc (Dec) from Previous Year |
|---|---|---|---|---|---|
| Notary Fees | 5 | 5 | 15 | 40 | (62.5%) |
| Motor Vehicle Fees | 47,627 | 33,485 | 175,633 | 121,543 | 44.5% |
| Motor Vehicle Fees - Kiosk | | | 1,961 | - | |
| Boat/Snow/ATV/ORV Fees | 455 | 282 | 1,349 | 974 | 38.5% |
| Fish & Game Fees | 13 | 5 | 24 | 12 | 100.0% |
| Passport Fees | 10,279 | 13,751 | 49,236 | 49,026 | 0.4% |
| Other Revenue | 83 | 145 | 83 | 387 | (78.6%) |
| Revenues | 58,462 | 47,673 | 228,301 | 171,982 | 32.7% |
| | | | | | |
| Operating Expenses: | | | | | |
| Personal Services | 36,882 | 30,931 | 140,046 | 108,905 | 28.6% |
| Supplies & Repairs | | 237 | 625 | 1,720 | (63.7%) |
| Internal Serv Charges | 7,367 | 7,275 | 29,468 | 29,098 | 1.3% |
| Other Charges & Services | 694 | 1,091 | 3,806 | 3,474 | 9.6% |
| Other (Income) Expense | | 305 | 115 | 875.00 | (86.9%) |
| Total | 44,943 | 39,839 | 174,060 | 144,072 | 20.8% |
| Operating Income / (Loss) | 13,519 | 7,834 | 54,241 | 27,910 | |
| Percent to Revenues | 23% | 16% | 24% | 16% | |

City of Robbinsdale

| | |
|---|---|
| TO: | Mayor and City Council |
| PREPARED BY: | |
| APPROVED BY: | Tim Sandvik, City Manager |
| DATE: | June 4, 2024 |
| RE: | Authorize language updates and salary adjustment for City Manager |

**Background:**

Per the City Manager's contract, Mr. Sandvik is eligible for an annual review. At the April 9, 2024 City Council Work Session, Council agreed to host a closed-door session to review the City Manager's performance on May 21, 2024.

**Analysis:**

Under Minnesota State Statute Ch 13D, a public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing the meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation.

After reviewing feedback provided by Administrative staff, Department Heads, and fellow Council members, Council agreed to bring forward adjustments in Section 5, Section, 10, and Section 11 (see attached). Additionally, upon approval, the City Manager's annual salary shall be set at $175,011.20.

**Recommendation:**

By motion, approve language changes to the City Manager's contract and salary as described, effective May 25, 2024.

**Attachments:**

1. Proposed language updates to City Manager Contract

**Section 5: Vacation, Sick and Holiday Leave**

A. Employee will accrue sick and vacation leave on an annual basis at the rate provided to full-time employees in the City Personnel Policies based on years of service. Upon hire, the City will deposit 40 hours of vacation leave into Employee's accrual bank. Upon hire, the Employee will accrue vacation at the accrual rate of an 11-year employee, and progress thereafter for subsequent years, as referenced in the City's Employee Handbook.

B. In the event the Employee's employment is terminated, either voluntarily or involuntarily, the Employee will be compensated for all accrued vacation and sick time according to the Employee Handbook, all paid holidays including floating holidays, and other benefits to date.

C. If the City Manager exceeds accrued hours (sick or vacation) as defined by the Employee Handbook, those hours shall be paid out at year's end.

**Section 10: Severance**

Severance will be paid to the Employee when employment is terminated as defined in Section 9. If the Employee is terminated, the Employer will provide a minimum severance payment equal to six months' salary at the current rate of pay. This severance will be paid in a lump sum unless otherwise agreed to by the Employer and the Employee.

The Employee shall also be compensated for all accrued sick leave, vacation time, all paid holidays ~~according to city Personnel policies~~ which shall be paid in a lump sum equal to the hourly rate of the Employee's salary, unless otherwise agreed to by the Employer and Employee.~~.~~

For a maximum period of six months following termination (and not after provision of same by subsequent employer), the Employer shall pay the cost to continue the following benefits:

a. Health insurance for the employee and all dependents as provided in Section 4;

b. Life insurance as provided in Section 4; and

c. Out placement services should the employee desire them in an amount not to exceed $10,000.

If the Employee is terminated because of a conviction of any illegal act involving personal gain or attempted gain to Employee, then the Employer is not obligated to pay severance under this section and the resolution of termination under Section 9.A shall so state.

~~**Expiration of Severance Obligation.** Employer's obligation to pay severance to Employee under this Section will expire on the 10-year anniversary of Employee's hire date.~~

**Section 11: Resignation**

If Employee resigns his position with the Employer other than by operation of Section 9.D, the Employee must provide a minimum of ~~45~~ 30 days' notice, unless the parties agree otherwise in writing.

City of Robbinsdale

| | |
|---|---|
| TO: | Mayor and City Council |
| PREPARED BY: | Richard McCoy, City Engineer/Public Works Director |
| APPROVED BY: | Tim Sandvik, City Manager |
| DATE: | June 4, 2024 |
| RE: | Accept Quotes for Sidewalk Replacement - Project No. 39924 |

**Background:**

Part of the approved 2024 Capital Improvement Plan is the replacement of broken and lifted sidewalks throughout the City.

The Streets Supervisor has compiled a list of street segments, primarily in the center part of the City (between CR81and Orchard Avenue) that are badly uplifted or in need of replacement. The list was sent to two Contractors to receive pricing. The obtained prices for the work are –

| Company | Total |
|---|---|
| JR Contracting | $ 60,978.78 |
| Curb Masters | $ 77,450.20 |

There is funding in the approved budgets for this work. There is $100,000 available in the Sidewalk Replacement Program (Project 39921). This work is important to ensure appropriate access along our sidewalks and to minimize risk of tripping hazards.

It is recommended that the quote from JR Contracting be accepted.

**Analysis:**

**Recommendation:**

By motion, authorize the Mayor and City Manager to accept the quote provided by JR Contracting for sidewalk replacement for the estimated amount of $ 60,978.78.

**Attachments:**

None

City of Robbinsdale

| | |
|---|---|
| TO: | Mayor and City Council |
| PREPARED BY: | Sherry O'Donnell, Admin Support/Deputy City Clerk |
| APPROVED BY: | Tim Sandvik, City Manager |
| DATE: | June 4, 2024 |
| RE: | Wheels of Italy Event |

**Background:**

Daniel Schaefer and Phill Slavik submitted a block party/event application for an event, "Wheels of Italy". They have requested permission to block West Broadway from the Walgreens Rx pick-up driveway to 42nd Avenue, 41 ½ Avenue from West Broadway to Hubbard, and the driveway between Ace Hardware and Marna's on Sunday, September 8, 2024, from 9:00 a.m. to 3:00 p.m.

Per the organizer, "Wheels of Italy" is an event to highlight the Italian culture and vehicle designs. The group has held their event for many years at Bde Maka Ska and in Downtown St Paul with great success. They would have vintage and new Italian vehicles on display and some pop-ups for some of their non-food sponsors (6-10) to help with the costs. There will be approximately one hundred plus cars and motorcycles.

It is a family event, and free of charge to the participants and the public. Approximately 2,000 attendees are expected throughout the day and many ride together. The organizers contacted all affected businesses and all are supportive of the repeat event.

The Police Chief would require the presence of Police Officers or Reserves, depending on availability. The organizers would be required to pay the over-time rate of $90 per hour per officer for 4 hours per Officer, if Officers are used.

The Public Works Director/City Engineer notes that this is a State Aid street, but the requested closure conforms to City Council adopted policy, if this event qualifies as a community event. Staff will contact Metro Transit and North Memorial ambulance services.

The Fire Department stresses that emergency vehicle access must be maintained at all times. The organizer said that there would be volunteers at both ends of West Broadway to let show participants in and out, so would be at the posts to assure emergency vehicle access.

**Analysis:**

**Recommendation:**

Consider approval of submitted block party/event application for an event, "Wheels of Italy", requesting permission to block West Broadway from the Walgreens Rx pick-up driveway to 42nd Avenue, 41 ½ Avenue from West Broadway to Hubbard, and the driveway between Ace Hardware and Marna's on Sunday, September 8, 2024 from 9:00 a.m. to 3:00 p.m., and adhering

to staff requirements.

**Attachments:**
None

ROBBINSDALE

# 2024 LGBTQIA+ Pride Month Proclamation

**WHEREAS,** The City of Robbinsdale supports the rights of every citizen to experience equality and freedom from discrimination and is strengthened by and thrives upon the rich diversity of ethnic, cultural, religious, racial, gender and sexual identities of its residents; all of which contribute to the vibrant character of our City; and

**WHEREAS,** all people regardless of age, gender identity, race, color, religion, marital status, national origin, sexual orientation, or physical challenges have the right to be treated based on their intrinsic value as human beings while having the right to feel safe, not be discriminated against, and to live without the threat of harassment; and

**WHEREAS,** the City Council and staff have committed to make Robbinsdale an inclusive and welcoming community for all, including the LGBTQIA+ community; and

**WHEREAS,** supporting Robbinsdale's LGBTQIA+ community also aligns with the City's objective to create a more inclusive and equitable community that promotes unity and honors diversity; and

**WHEREAS,** the LGBTQIA+ community has made great strides; though work remains to achieve full equality, inclusion, and acceptance; and

**WHEREAS,** to acknowledge the efforts to bring awareness to the continuing evolution of the Gay Pride movement, the City of Robbinsdale will display the Intersectional Pride flag at City Hall;

**NOW, THEREFORE BE IT RESOLVED,** that the City Council hereby declares June 2024, to be Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual (LGBTQIA+) Pride Month in the City of Robbinsdale, County of Hennepin, State of Minnesota, U.S.A.

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the Seal of the City of Robbinsdale to be affixed this 4th day of June 2024.

_____

William A. Blonigan, Mayor

ROBBINSDALE

# 2024 Juneteenth Freedom Day Proclamation

**WHEREAS,** the City of Robbinsdale supports the rights of every citizen to experience equality and freedom from discrimination and is strengthened by and thrives upon the rich diversity of ethnic, cultural, racial, gender, and sexual identities of its residents; all of which contribute to the vibrant character of our City; and

**WHEREAS,** Juneteenth is the oldest nationally celebrated commemoration of the ending of slavery in the United States; and

**WHEREAS,** the Emancipation Proclamation was issued on January 1, 1863, though word about the signing of the Emancipation Proclamation was delayed until June 19, 1865; and

**WHEREAS,** July 4 is the national recognition of independence of America; although for Black people and the oppression of Black bodies, that is not true; and

**WHEREAS,** June 19 has a special meaning to African Americans, and is called "Juneteenth" combining the words June and Nineteenth, and has been celebrated by the African American community for over 150 years; and

**WHEREAS,** we pay honor to those who suffered and acknowledge the evils of slavery and its aftermath; and

**WHEREAS,** we are currently still flighting systemic racism and pursuing equity within our society; and

**WHEREAS,** we acknowledge African American freedom, contributions, and achievements within our community, past, and present; and

**WHEREAS,** during this Juneteenth, we recognize the history of African Americans in the U.S. and celebrate the inclusion of all races, ethnicities, and nationalities; and

**WHEREAS,** the City of Robbinsdale encourages all community members to become more knowledgeable of this recognition in African American History and the heritage of our nation as we continue to support the celebration of Juneteenth in our city and surrounding communities;

**NOW, THEREFORE BE IT RESOLVED,** that the City Council of the City of Robbinsdale, Minnesota hereby proclaim and recognize June 19th, 2024, as Juneteenth Freedom Day in the City of Robbinsdale.

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused to be affixed the official seal of the City of Robbinsdale on this 4th day of June 2024.

_____

William A. Blonigan, Mayor

City of Robbinsdale

| | |
|---|---|
| TO: | Mayor and City Council |
| PREPARED BY: | Richard McCoy, City Engineer/Public Works Director |
| APPROVED BY: | Tim Sandvik, City Manager |
| DATE: | June 4, 2024 |
| RE: | Reconsideration of Improvement of 41st Avenue between Railroad Avenue and Regent Avenue - Project No. 44123 |

**Background:**

At its meeting on May 7th, 2024, City Council held the public hearing and considered the Improvements and Assessments for the 41st Avenue Reconstruction Project – City Project No. 44123.

After receiving public testimony and discussing the matter, the Resolution ordering the Improvement was not successful. While there was consensus amongst Council Members and residents that the project was needed and was feasible, the Improvement order was defeated on the basis of concerns with the current Assessment Policy.

At the work session on May 14th 2024, the issue was discussed further. It was agreed that a review of the Assessment Policy could take place over the summer. It was also agreed that the project could still take place this summer if the Improvement could be reconsidered and ordered.

Council Members were advised at the City Council meeting on 21st May, 2024, that it was the intention of staff to bring the matter back at tonight's meeting for reconsideration of the Improvement.

Whilst the public hearing for the project has already been held with testimony taken, residents included in the project area were sent a letter advising that the matter was scheduled for reconsideration at this meeting. Should any residents that are present wish to provide any additional testimony, allowing such input would be at the discretion of the presiding officer with the concurrence of City Council.

Should the City Council desire to reconsider the previous action, the City Attorney has advised the proper process for handling such situations is that City Council would have to rescind the previous motion and then give reconsideration to the resolution ordering the improvement of the street project.

Staff are supportive of proceeding with the work this summer to avoid a backlog of work moving into next year and request City Council's reconsideration of the item. Recommended actions are outlined below.

**Analysis:**

**Recommendation:**

1. Move to rescind the motion made at the City Council Meeting on May 7th, 2024 that resulted in defeating the approval to order the improvement of 41st Avenue between Railroad Avenue and Regent Avenue - City Project No. 44123.
2. Waive the reading and order the adoption of the attached resolution ordering the improvement of 41st Avenue between Railroad Avenue and Regent Avenue – City Project No. 44123 (Resolution included as an Attachment).

**Attachments:**

1. Resolution - Improvement Order - 44123 - 04Jun24

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 4th day of June, 2024

RESOLUTION NO.

A RESOLUTION ORDERING THE IMPROVEMENT OF
41ST AVENUE BETWEEN RAILROAD AVENUE AND
REGENT AVENUE – CITY PROJECT 44123

WHEREAS, a resolution of the City Council adopted the 2nd day of April 2024, directed staff to schedule a Council hearing on the proposed improvements in 41st Avenue between Railroad Avenue and Regent Avenue; and

WHEREAS, ten days mailed notice and two weeks published notice of the hearing was given, and the hearing was held on the 7th day of May, 2024, at which all persons desiring to be heard were given an opportunity to be heard thereon; and

WHEREAS, a previous motion not approving the improvement has been rescinded;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE, MINNESOTA THAT:

1. Such improvement is necessary, cost effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the Council resolution adopted on the 2nd day of April, 2024.
3. The City Engineer is hereby designated as the Engineer for this improvement. He shall prepare plans and specifications for the making of such improvement.

The question was on the adoption of the resolution and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 4TH DAY OF JUNE, 2024.

_____
William A. Blonigan, Mayor

ATTEST:

_____
Chase Peterson-Etem, City Clerk

City of Robbinsdale

| | |
|---|---|
| TO: | Mayor and City Council |
| PREPARED BY: | Diaa Tahoun, Finance Director |
| APPROVED BY: | Tim Sandvik, City Manager |
| DATE: | June 4, 2024 |
| RE: | City of Robbinsdale Annual Comprehensive Financial Report for 2023 |

**Background:**

The City Council annually acknowledges the receipt of the City's Annual Comprehensive Financial Report, Auditor's Management Report, Special Purpose Audit Reports, and Alternative Compliance Examination Engagement (ACEE) Report.

**Analysis:**

The City's Annual Financial Report for 2023, the Auditor's Management Report, and Special Purpose Audit Reports on compliance have been distributed to the City Council and are available by request to the Finance Director. Mr. Aaron Nielsen, CPA, of Malloy, Montague, Karnowski, Radosevich & Co., P.A. (MMKR), will make a formal presentation. Aaron currently serves as the audit partner on our audit. This is the seventeenth year that MMKR has audited the City, and Aaron's tenth year as audit partner.

The following portions of the financial report the council may find useful in providing summarized information related to the city financial report:

Letter of Transmittal – pages i – v,
Management Discussion and Analysis – pages 4 – 14,
Notes to the financial statements – pages 39 – 78,
Divider pages provide an explanation of the funds.

**Recommendation:**

Approve a motion to acknowledge the receipt of the City's Audited Annual Comprehensive Financial Report for the year ended December 31, 2023, Auditor's Management Report, Special Purpose Audit Reports, and Alternative Compliance Examination Engagement (ACEE) Report as submitted by Malloy, Montague, Karnowski, Radosevich & Co., P.A., and direct staff to distribute the report to other agencies as required.

**Attachments:**

None

City of Robbinsdale

| | |
|---|---|
| TO: | Mayor and City Council |
| PREPARED BY: | Diaa Tahoun, Finance Director |
| APPROVED BY: | Tim Sandvik, City Manager |
| DATE: | June 4, 2024 |
| RE: | Certificate of Achievement for Excellence in Financial Reporting |

**Background:**

For the 44th consecutive year, the City has been awarded the Certificate of Achievement for Excellence in Financial Reporting for the fiscal year ended December 31, 2022.

**Analysis:**

This award is given by the Government Finance Officers Association of the United States and Canada (GFOA) to governments who meet a stringent set of criteria. The award was established in 1945 and is designed to recognize and encourage excellence in financial reporting by state and local governments throughout the United States and Canada.

**Recommendation:**

The City of Robbinsdale received its first award for the year ended December 31, 1979.

(The plaque from the GFOA has not been received due to supply chain issues.)

**Attachments:**

1. GFOA Certificate

Government Finance Officers Association

# Certificate of Achievement for Excellence in Financial Reporting

Presented to

**City of Robbinsdale**
**Minnesota**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

December 31, 2022

Christopher P. Morrill

Executive Director/CEO

City of Robbinsdale

| | |
|---|---|
| TO: | Mayor and City Council |
| PREPARED BY: | Kayla Kirtz, Sustainability Coordinator, Richard McCoy, City Engineer/Public Works Director |
| APPROVED BY: | Tim Sandvik, City Manager |
| DATE: | June 4, 2024 |
| RE: | Authorize Contract for Water Treatment Plant Solar Array |

**Background:**

One of the goals established by the City Council is for operations to be more environmentally aware and to reduce the City's carbon footprint. Providing cleaner energy options where possible in all areas of the City's operations has been emphasized with the Mayor being a strong advocate for installing solar panels on the roofs of City buildings.

On April 16, 2024, a Request for Proposals (RFP) was publicly issued inviting qualified companies to submit proposals for a rooftop solar photovoltaic (PV) project on the Robbinsdale Water Treatment Plant. Proposals were due to Richard McCoy, Public Works Director/City Engineer, and Kayla Kirtz, Sustainability Coordinator, by 4:00 p.m. CST on Tuesday, May 7, 2024. The City received 10 submissions in total. Proposals can be made available upon request. Submissions were received from the following companies (in alphabetic order):

- All Energy Solar
- Apadana Technology
- Energy Concepts
- iDEAL Energies
- iSolar
- MN Solar
- Renewable Energy Partners
- Solarpod
- TruNorth Solar
- Wolf River Electric

**Analysis:**

A Selection Committee consisting of the Public Works Director/City Engineer, Sustainability Coordinator, Senior Engineering Technician, Utility Supervisor, Accountant, and MN GreenCorps Member was enlisted to participate in a review of the submissions. A meeting of the Committee was held on Wednesday, May 29th to develop a recommendation. For consistency, the Committee evaluated submissions based on the following criteria:

- Proposal completeness
- Cost/best value to the City
- Targeted group
- Financial strength and stability of proposer

- PV engineering, project, and construction experience
- Safety record
- Project engineering analysis
- PV performance monitoring
- Proposer customer service and maintenance capabilities

The Review Committee used the aforementioned criteria to individually and separately evaluate and score each proposal. The scores of each Committee member were then compared and discussed among the Committee. It is noted that all submissions provided excellent information and indicated an ability to perform the work. Many submissions included using the same brand of certain components.

Based on the detailed review of each proposal, the Selection Committee came to consensus and recommend iDEAL Energies of Bloomington, MN as the company that best represents overall submissions for the work being sought. iDEAL Energies submitted a very thorough proposal that addresses the criteria outlined in the RFP. The Review Committee found the company's extensive experience partnering with local governments throughout the state particularly appealing, especially with their experience working on arrays on water treatment plants.

The iDEAL Energies proposal includes installing an 80 kW AC rooftop array on the Robbinsdale Water Treatment Plant for a purchase price of $214,000. The proposal estimates the panels to be in service by October 2024.

Funding for this project has been included in the 2024 Capital Improvement budget as Project 55224. Sufficient funds have been allocated for the cost identified. In addition, it is expected that the City will receive a 30% tax credit on the cost and may be eligible for an additional 10% credit based on the location of the treatment plant site. Tax credits, also known as "elective pay," are available to tax-exempt and governmental entities as enabled by the 2022 Inflation Reduction Act.

Staff support the proposal submitted by iDEAL Energies.

**Recommendation:**

Authorize the Mayor and City Manager to enter into a Professional Services Contract with iDEAL Energies, LLC of Bloomington, MN for the provision of an 80 kW AC rooftop solar photovoltaic array on the Robbinsdale Water Treatment Plant at 3648 Lee Avenue N in accordance with the submission dated May 7th, 2024 at a cost not to exceed $214,000.

**Attachments:**

None

City of Robbinsdale

| | |
|---|---|
| TO: | Mayor and City Council |
| PREPARED BY: | Tim Sandvik, City Manager |
| APPROVED BY: | Tim Sandvik, City Manager |
| DATE: | June 4, 2024 |
| RE: | Authorize City Manager to Execute a Joint Powers Agreement (JPA) with Hennepin County for Assessment Services |

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**Background:**

Over the years, the City of Robbinsdale has partnered with the Hennepin County Assesor's Office in a variety of capacities to execute Assessing Services.

**Analysis:**

At a recent Hennepin County Board of Commissioners meeting, the County Administrator was directed to negotiate joint powers agreements with jurisdictions within Hennepin County with populations under 30,000 and jurisdictions currently under agreement with the county for local assessment services to be performed by the Hennepin County Assessor at no cost to these jurisdictions. For more than 50 years, Hennepin County has been contracting with cities to provide local assessing services. These contracts have required cities to pay the county to perform this local assessor work. The first joint powers agreement between a city and the county began in 1972. Hennepin County has had a long-term strategy of contracting with cities to perform local assessing to ensure accuracy, efficiency, and equitability across all jurisdictions.

Over the past several years, Hennepin County has significantly increased the number of cities with whom it contracts for assessing services. Currently, 34 of 45 cities contract with the county either wholly or partially for these functions, with 33 of the contracts expiring on July 31, 2024. In addition, the county is statutorily responsible for the assessments of the Minneapolis/St. Paul Airport and Fort Snelling. These 34 cities collectively pay the county approximately $5.1 million in 2024 for these services.

State law authorizes counties to perform these local assessor obligations in cities with a population less than 30,000 at county cost, Minn. Stat. §§ 273.052 and 273.053; and authorizes counties to contract with cities to perform these obligations if these cities choose to contract with the county. Minn. Stat. §273.072. The joint powers agreements will be perpetual agreements and highlight the services and responsibilities to be provided by the county assessor as required by law.

**Recommendation:**

Authorize the City Manager to execute a JPA authorizing Hennepin County to conduct Assessing services for the City of Robbinsdale.

**Attachments:**

1. 20240401-JPA - Assessment Services - Exhibit A 2 Robbinsdale

## JOINT POWERS AGREEMENT FOR ASSESSMENT SERVICES

**THIS JOINT POWERS AGREEMENT** ("**Agreement**") is made and entered into by and between the County of Hennepin, a body politic and corporate under the laws of the State of Minnesota (the "County"), and Robbinsdale (the "City").

## RECITALS

1. WHEREAS, Pursuant to Minn. Stat. § 471.59, subdivision 1, the parties to this Agreement agree to exercise certain powers on behalf of the other or to cooperate with respect to their powers, to the extent and according to the terms provided herein;

2. WHEREAS, Minnesota Statutes Section 273.072 authorizes the County and any city or town lying wholly or partially within the County of Hennepin and constituting a separate assessment district to enter into an agreement, pursuant to Minnesota Statutes Section 471.59, for the provision of assessment services in the city or town by the county assessor;

3. WHEREAS, the City lies wholly or partially within the County of Hennepin and constitutes a separate assessment district;

4. WHEREAS, the City desires the County to perform property tax assessments on behalf of the City;

5. WHEREAS, the City is willing to share all information, records, data, reports, etc., necessary to allow the County to carry out its responsibilities under this agreement;

6. WHEREAS, the County is willing to cooperate with the City by completing property tax assessments in a proper manner; and

NOW, THEREFORE, for mutual consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, the parties agree as follows:

## AGREEMENT

**1. Recitals.** The foregoing recitals are incorporated in this Agreement.

**2. Purpose.** This Agreement describes the duties and responsibilities of each of the parties related to the provision of assessment services to the City by the County.

**3. Indefinite Term.** This Agreement shall become effective on the Effective Date and shall, unless otherwise terminated in accordance with the provisions hereof, continue in effect for an indefinite term of years.

**4. Termination.** This Agreement may be terminated by either party, with or without cause, upon ninety (90) days' written notice.

**5. County Responsibilities**.

5.1 The County shall perform property assessments for the City in accordance with property assessment procedures and practices established and observed by the County, the validity and reasonableness of which are hereby acknowledged and approved by the City. Any such practices and procedures may be changed from time to time, by the County in its sole judgment, when good and efficient assessment procedures so require. Property assessments by the County shall be composed of those assessment services pursuant to Minnesota Law.

**6. City Responsibilities**:

6.1 The City shall provide to the County, at no cost, all information, records, data, reports, etc., necessary to allow the County to carry out its responsibilities hereunder, and the City agrees to cooperate in good faith with the County in carrying out the work under this Agreement.

6.2 The City shall provide to the County, at no cost, office space, office furniture, and personnel required by the County, as specifically set forth in Exhibit A, attached hereto and made a part hereof by this reference.

**7. Non-Discrimination**. In accordance with Hennepin County Affirmative Action Policy and the County Commissioners' policies against discrimination, no person shall be excluded from full employment rights or participation in or the benefits of any program, service or activity on the grounds of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status, ex-offender status or national origin; and no person who is protected by applicable Federal or State laws, rules and regulations against discrimination shall be otherwise subjected to discrimination.

**8. Independent Contractor.** It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of joint venturers or co-partners between the parties hereto or as constituting the City as the agent, representative or employee of the City for any purpose or in any manner whatsoever. Any and all personnel of City or other persons, while engaged in the performance of any activity under this Agreement, shall have no contractual relationship with the County and shall not be considered employees of the County and any and all claims that may or might arise under the Workers' Compensation Act of the State of Minnesota on behalf of said personnel or other persons while so engaged, and any and all claims whatsoever on behalf of any such person or personnel arising out of employment or alleged employment including, without limitation, claims of discrimination against the City, its officers, agents, City or employees shall in no way be the responsibility of the County, and City shall defend, indemnify and hold the County, its officials, officers, agents, employees and duly authorized volunteers harmless from any and all such claims regardless of any determination of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the County, including, without limitation, tenure

rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Re-employment Compensation, disability, severance pay and retirement benefits.

**9. Indemnification.**

9.1 City: The City agrees that it will defend, indemnify and hold the County, its elected officials, officers, agents, employees and duly authorized volunteers harmless from any and all liability (statutory or otherwise) claims, suits, damages, judgments, interest, costs or expenses (including reasonable attorney's fees, witness fees and disbursements incurred in the defense thereof) resulting from or caused by the negligent or intentional acts or omissions of the City, its officers, agents, contractors, employees or duly authorized volunteers in the performance of the responsibilities provided by this Agreement. The City's liability shall be governed by Minn. Stat. Chapter 466 and other applicable law, rule and regulation, including common law.

9.2 County: The County agrees that it will defend, indemnify and hold the City, its elected officials, officers, agents, employees and duly authorized volunteers harmless from any and all liability (statutory or otherwise) claims, suits, damages, judgments, interest, costs or expenses (including reasonable attorney's fees, witness fees and disbursements incurred in the defense thereof) resulting from or caused by the negligent or intentional acts or omissions of the County, its officers, agents, contractors, employees or duly authorized volunteers in the performance of the responsibilities provided by this Agreement. The County's liability shall be governed by Minn. Stat. Chapter 466 and other applicable law, rule and regulation, including common law.

**10. Limitation of Liability.** The County shall endeavor to perform all services called for herein in an efficient manner. The sole and exclusive remedy for any breach of this Agreement by the County and for County's liability of any kind whatsoever, including but not limited to liability arising out of, resulting from or in any manner related to contract, tort, warranty, statute or otherwise, shall be limited to correcting diligently any deficiency in said services as is reasonably possible under the pertinent circumstances.

**11. Dispute Resolution.** The parties will use a dispute resolution process for any unresolved dispute between the parties before exercising any legal remedies. The dispute resolution process is a three-level dispute resolution ladder that escalates a dispute from the project management level through the executive management level. At each level of the dispute resolution process, the parties' representatives will meet and explore resolution until either party determines that effective resolution is not possible at the current level and notifies the other party that the process is elevated to the next level. The parties designate the following dispute resolution representatives: *County Assessor, Assistant County Administrator Resident Services, County Administrator.*

The parties will complete the dispute resolution process in good faith before resorting to any other legal process or remedy.

12. **Force Majeure.** If a force majeure event occurs, neither party is responsible for a failure to perform or a delay in performance due to the force majeure event. A force majeure event is an event beyond a party's reasonable control, such as unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

13. **Records.** All records kept by the County and Council with respect to the Combined Project are subject to examination by representatives of each party. All data collected, created, received, maintained or disseminated for any purpose by the County and Council under this Agreement are governed by Minnesota Statutes, Chapter 13 ("Act"), and the Minnesota Rules implementing the Act.

14. **Audit.** Under Minnesota Statutes, Section 16C.05, subdivision 5, the parties agree that the books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by either party and the state auditor or legislative auditor, as appropriate, for at least six years from the end of this Agreement.

15. **Notice.** Any notice or demand, which may or must be given or made by a party hereto, under the terms of this Agreement or any statute or ordinance, shall be in writing and shall be sent registered or certified mail to the other party addressed as follows:

| | |
|---|---|
| TO CITY: | City Manager<br>City of Robbinsdale<br>4100 Lakeview Ave N<br>Robbinsdale, MN 55422 |
| TO COUNTY: | Hennepin County Administrator<br>2300A Government Center<br>Minneapolis, MN 55487 |
| copies to: | County Assessor<br>Hennepin County<br>2103A Government Center<br>Minneapolis, MN 55487 |

Any party may designate a different addressee or address at any time by giving written notice thereof as above provided. Any notice, if mailed, properly addressed, postage prepaid, registered or certified mail, shall be deemed dispatched on the registered date or that stamped on the certified mail receipt and shall be deemed received within the second business day thereafter or when it is actually received, whichever is sooner. Any notice delivered by hand shall be deemed received upon actual delivery.

16. **Amendment.** Any modifications to this Agreement will be in writing as a formal amendment.

City of Robbinsdale

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|---|---|
| TO: | Mayor and City Council |
| PREPARED BY: | Chase Peterson-Etem, City Clerk/Assistant to City Manager |
| APPROVED BY: | Tim Sandvik, City Manager |
| DATE: | June 4, 2024 |
| RE: | Voucher Requests Pending Approval for Disbursement |

**Background:**

The check register dated 6/4/24 reflects the voucher requests pending approval for disbursement.

The check register dated 5/22/24 through 6/4/24 is a list of vouchers requiring payment for city funds, Deputy Registrar, liquor, and miscellaneous purchases. The payments are required prior to the next Council meeting.

**Analysis:**
None.

**Recommendation:**
By motion, approve disbursement requests for the period ending 6/4/2024.

**Attachments:**
None

City of Robbinsdale

| | |
|---|---|
| TO: | Mayor and City Council |
| PREPARED BY: | Tim Sandvik, City Manager |
| APPROVED BY: | Tim Sandvik, City Manager |
| DATE: | June 4, 2024 |
| RE: | Schedule Special City Council Meeting Dates |

**Background:**

As is needed from time to time, staff is recommending Council consider the setting of two Special Meeting dates.

**Analysis:**

Due to the adjustment of schedules relating to 2024 Bonding, staff is recommending that Council set a special meeting for Tuesday July 9th at 6:30pm. This meeting would serve to hold a Public Hearing related to Capital Improvement Plan (CIP) items for the 2024 bond. The meeting would be held on the same evening as a REDA (7pm) meeting, and City Council Work Session (immediately following the REDA meeting).

Second, the Council recently confirmed interest in scheduling a Special Meeting to receive feedback from the community, regarding the Municipal Consent process related to the Blue Line Light Rail Extension project. The proposed meeting date is August 21, 2024 at 6pm, hosted at ELIM Church (3978 West Broadway, Robbinsdale). Staff and Council will continue to iron out details, but formally approving this date/time will allow staff to start communicating with the public.

**Recommendation:**

Council consider, and by motion, set Special Meeting date(s).

**Attachments:**

None