

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.

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1. CITY COUNCIL MEETING CALLED TO ORDER
 2. ROLL CALL: Blackledge, Greenberg, Parisian, Caceres Aranda, Mayor Sutton
 3. MICROPHONE CHECK: Blackledge, Greenberg, Parisian, Caceres Aranda, Mayor Sutton
 4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA
 5. APPROVAL OF THE APRIL 7, 2026 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. Approve City Council Meeting minutes from March 17, 2026

- B. Receive November 19, 2025 Sustainability Committee Minutes
 - C. Receive January 21, 2026 Sustainability Committee Minutes
 - D. Accept Park, Recreation, and Forestry Commission minutes from January 27, 2026
 - E. Accept Planning Commission Meeting Minutes from February 19, 2026
 - F. Approval of Credit Card Charges and Payment
 - G. Adopt Resolution Amending the 2025 General Fund Budget
 - H. Off-Site Gambling Application for City of Lakes Youth Hockey Association
 - I. Faith Lilac Way Lutheran Church Event
 - J. North Memorial/Manor Park - Mobile Food Units in Excess of 10 Days/Year
 - K. Robin Center - Mobile Food Unit In Excess of 10 Days/Year
 - L. Resolution of Support for Grant Application to Met Council Liveable Communities' Program for 3839 Lakeland Ave Affordable Housing Project
 - M. Approval of Licenses
7. PRESENTATIONS
- A. Stormwater Pollution Prevention Plan Annual Report
8. PUBLIC HEARINGS
- A. None
9. OLD BUSINESS
- A. Approve Professional Services Agreement for PFAS Feasibility Report
10. NEW BUSINESS
- A. Zoning Text Amendment to Code Section 520.09 Neighborhood Grocery District
 - B. Conditional Use Permit for 4740 42nd Ave N to allow the use of a Massage Therapy Service
 - C. Charter Commission Reappointment
 - D. Authorize Staff to issue deferral letters
11. OTHER BUSINESS
- A. Voucher Requests Pending Approval for Disbursement
 - B. Schedule Town Hall Meeting

12. ADMINISTRATIVE REPORTS
13. COUNCIL GENERAL COMMUNICATIONS
14. ADJOURNMENT

MINUTES**CITY COUNCIL MEETING CALLED TO ORDER**

Mayor Sutton called the meeting to order at 7:00 p.m.

ROLL CALL

Present: Blackledge, Greenberg, Parisian, Caceres Aranda, Sutton

Absent:

Staff: Tim Sandvik, City Manager; Chase Peterson-Etem, Assistant City Manager/City Clerk; Kayla Kirtz, Sustainability Coordinator; Matt Bazyk, Recreation Services Manager

MICROPHONE CHECK**OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA**

None.

APPROVAL OF THE MARCH 17, 2026, MEETING AGENDA

City Clerk Peterson-Etem noted two additions to the agenda for tonight.

1. Addition of Consent Item 6I, License List.
2. Addition to Other Business Item 11A, Voucher Requests Pending Approval for Disbursement.

Member Parisian MOVED, seconded by Greenberg, to approve the March 17, 2026, City Council agenda, as amended.

CONSENT AGENDA

Member Parisian MOVED, seconded by Blackledge, to approve the consent agenda. The vote was unanimous, and the motion carried.

- A. Approve City Council Meeting minutes from March 3, 2026
- B. Approve City Council Work Session Meeting minutes from February 10, 2026
- C. Approve City Council Town Hall Meeting minutes from February 23, 2026
- D. Appointment of Commissioner to Bassett Creek Watershed Commission
- E. Authorize City Manager to Execute Organized Labor Agreement
- F. Authorize City Manager to Execute Organized Labor Agreement
- G. MN Human Services Innovation Grant

H. City Council Review of Body Worn Camera and Automatic License Plate Reader Systems Audit

PRESENTATIONS

A. SolSmart Gold Award

Sustainability Coordinator Kirtz noted the City received the Gold designation from the SolSmart program and discussed what SolSmart is and why the City was chosen to receive the award.

Mayor Sutton congratulated the Staff on the award.

B. 2025 Sustainability Annual Report

Kirtz provided an overview of the 2025 milestones, achievements, and project updates.

Mayor Sutton asked about the installation cost and ongoing operational costs for the charging station. Kirtz stated the installation cost was covered by Xcel Energy, other than minimal Staff time, and the ongoing operational costs are variable, but noted the City pays an annual maintenance fee that she can't recall.

Mayor Sutton asked if the charging station generates more money than the overall cost. Kirtz responded affirmatively.

Member Parisian thanked Kirtz for the presentation and the two-page insert and noted how impressive the 2025 year in review was. She also asked Kirtz to share with the community how they can get involved with the Sustainability Committee. Kirtz stated that the Sustainability Committee is open to the public and meets on the third Wednesday of every month at 6 p.m. She noted they are almost always accepting members, and residents can contact her with a brief statement of interest.

Member Greenberg expressed his appreciation for all the work Kirtz has completed related to grant applications and making the environment better for all.

Member Blackledge recognized the native planting installation at the City Hall, which was also grant-funded.

C. 2025 Recreation Annual Report

Recreation Services Manager Bazyk discussed department updates, programs and partnerships, events, ongoing projects, parks master plan utilization, and Sanborn Park updates. He also highlighted program and participant numbers.

Member Parisian highlighted projects that stood out to her, the increase in programming numbers, and upcoming programs. She asked Bazyk if there were any upcoming programs he wanted to highlight or if he wanted to expand on any of the programs she noted. Bazyk further highlighted the ultimate frisbee program and the girls' focused sports grant the City received, and the City's efforts to increase girls' participation in recreational activities.

Member Blackledge commented that the pump track sounds awesome and encouraged residents to look in the Recreation Review for information on all the programs offered.

Bazyk noted that the Parks and Recreation Department is focused on offering different experiences at each park and being intentional in sharing the high-quality programming offered within the City.

Member Greenberg discussed the great services residents are offered through Parks and Recreation and acknowledged the effort of the department.

Member Caceres Aranda voiced his appreciation for the focus on sustainability.

Mayor Sutton thanked Bazyk for his work.

PUBLIC HEARINGS

A. Conditional Retail Cannabis Business Registration for Hold My Beer, MN, LLC, dba Hold my Beer

Sandvik introduced the item and discussed zoning, the license and registration process, and Staff recommendations.

Member Greenberg asked for clarity regarding the name of the business. Sandvik stated the attorney may be able to offer more clarity.

Member Parisian MOVED, seconded by Greenberg, to open the public hearing. The vote was unanimous, and the motion carried.

Attorney Tarasek, representing the applicant, stated that he does not know what the name of the business will be, but noted that they do satisfy all zoning requirements.

Member Parisian asked if there will be an opportunity in the future to hear from the applicant on why they are choosing Robbinsdale. Attorney Tarasek stated he would be happy to arrange a meeting and noted the applicants are a husband and wife team.

Andy Stallman, commercial real estate agent for applicant, noted he has worked with the applicant on numerous other occasions and stated they are respectable individuals. Further, he noted that the shop will be classy, clean, and quiet.

Scott Barwell, owner of the property, offered a word of support for the applicant and thanked Robbinsdale for their past partnership.

Mayor Sutton commented on the importance of light pollution.

Andy Stallman, stated the applicant expects approximately 100-200 people per day, noted two potential name options, and described the typical clientele as individuals over the age of 55.

Member Caceres Aranda discussed out-of-state businesses coming in and paving the way, but stated that his hope is for Minnesota to grow in this arena. He stated that he would like to meet the owners.

Member Blackledge stated that he was happy to hear about the positive relationship with Marnas.

Member Parisian MOVED, seconded by Greenberg, to close the public hearing. The vote was unanimous, and the motion carried.

Member Greenberg MOVED, seconded by Parisian, to approve the Conditional Retail Cannabis Business Registration for Hold My Beer MN, LLC, dba Hold my Beer. The vote was unanimous, and the motion carried.

OLD BUSINESS

A. Second Reading of An Ordinance Relating to Administration and Employee Authority In Immigration Matters

Sandvik discussed the background of the item and the Staff's recommendation.

Member Parisian stated what she believes this Ordinance accomplishes, thanked Residents for their engagement, thanked Staff for their work in creating the Ordinance, and thanked her colleagues for their respectful dialogue and input to reach this point.

Council Member Greenberg initially raised concerns about potential risks to the City. However, as the process unfolded, he became more comfortable. He emphasized that the amendments were not intended to punish or create fear, and credited City Staff with helping build confidence through a consensus-driven approach. Although he began with reservations, he ultimately expressed support and pride in the City's level of community engagement.

Member Caceres Aranda expressed his support for the Ordinance and voiced admiration for the extent of resident engagement.

Member Blackledge echoed sentiments shared by fellow Council Members and thanked Member Parisian for pushing for the additional language.

Mayor Sutton reflected on the fact that other cities that passed similar Ordinances did not prevent earlier issues involving metro surge. He also noted that City Staff had identified potential legal risks and associated costs, which would ultimately fall on taxpayers. This concern weighed heavily on him, particularly recalling residents in December who expressed, with visible emotion, that they felt taxed out of their homes. He added that the Police Chief had already publicly stated that the police department would not enforce federal immigration law, and that no City Ordinance could prevent federal enforcement actions. As a result, the ordinance felt largely performative to him. He then referenced a 2024 municipal consent vote, where residents had overwhelmingly urged the council to vote no, but the council voted yes. He noted that this action has continued to trouble him as a matter of representation. In contrast, he noted that on this ordinance, residents had clearly expressed support. Based on that, he stated he would listen to constituents and vote in favor of the Separation Ordinance.

Member Parisian MOVED, seconded by Blackledge, to waive the second reading and adopt Ordinance No. 26-02, AN ORDINANCE ADDING NEW LANGUAGE TO CHAPTER 3, SECTION 330, RELATING TO ADMINISTRATION AND EMPLOYEE AUTHORITY IN IMMIGRATION MATTERS, as amended to include a correction of language in section 330.01 from LGBTQ+ to LGBTQIA2S+. The vote was unanimous, and the motion carried.

NEW BUSINESS

A. None

OTHER BUSINESS

A. Voucher Requests Pending Approval for Disbursement

Member Blackledge MOVED, seconded by Caceres Aranda, to approve voucher disbursement requests for the period ending March 17, 2026. The vote was unanimous, and the motion carried.

ADMINISTRATIVE REPORTS

Sandvik noted the City is hiring seasonal employees, noted the start of the annual tree sale and native plant sale, discussed upcoming events, encouraged residents to check out the recreation brochure, and discussed legislative updates.

COUNCIL GENERAL COMMUNICATIONS

Member Blackledge encouraged people to say hi to their neighbors and reminded residents of all of the new spring activities starting.

ADJOURNMENT

Member Caceres Aranda MOVED, seconded by Parisian to adjourn the meeting at 8:28 p.m. The vote was unanimous, and the motion carried.

Chase Peterson-Etem, City Clerk

Bradley Sutton, Mayor

MINUTES

ROLL CALL

Present: Heid, Hart, Hanelitz, Lyng, Myers, Myrfield, Sande, Pendaz-Foster

Absent: Larson, Hansen

Staff: Gwen Casey, Minnesota GreenCorps Member; Kayla Kirtz, Sustainability Coordinator

CONSIDERATION OF MINUTES

A. October 1, 2025 Meeting Minutes

Hanelitz motioned to approve the minutes of the October 1, 2025 Sustainability Committee meeting, and Lyng seconded. The meeting minutes were unanimously approved.

NEW BUSINESS

None.

OLD BUSINESS

A. City Council Presentation Recap: Engagement, Green Spaces, & Climate Action Plan

The Committee debriefed the City Council presentation. Kirtz provided a few updates about outcomes from the presentation. Kirtz directed the Committee to compile a list of specific asks and a budget for community engagement needs. The group discussed creating reusable nametags and handing out reusable bags. They discussed determining a tabling "focus area" for each event to minimize confusion at the table. Lyng said he could 3D-print nametags for the Committee. The Committee determined that they would not table at the upcoming Tree Lighting event.

Kirtz informed the Committee that staff are requesting a meeting with Prairie Restorations Inc. to discuss replacing the turf grass at City Hall with native plantings.

Kirtz informed the Committee that she is submitting an application to the Minnesota Pollution Control Agency for a Local Climate Action Planning Grant. The application will request funding to create a climate action plan for Robbinsdale.

Kirtz informed the Committee that she is initiating participation in the Gold Leaf challenge, with formal approval to come from the City Council at the November 18th, 2025 meeting.

Kirtz explained that she and staff from Community Development are conducting research on City Code limitations on side yard heat pump installations. Kirtz also informed the Committee that she is researching neighboring cities' green cost share programs.

Kirtz said she hopes to have more updates for the group at their next meeting.

INFORMATION ONLY

The group confirmed that they would not table at the upcoming annual Tree Lighting event on Tuesday, December 2nd.

Kirtz asked if the Committee is available for their regular meeting in December. The group decided to meet socially at Pig Ate My Pizza in lieu of a regular meeting. Kirtz said she would post proper public notices on the City website.

The group discussed inviting additional City staff to present at future Committee meetings. They expressed interest in hearing more from the Sustainability Coordinator, the Communications Coordinator, and a spokesperson from DarkSky International.

ADJOURNMENT

Kirtz adjourned the meeting at 7:04 p.m.

Kayla Kirtz

Kayla Kirtz, Staff Liaison

03-20-2026

Date

MINUTES

ROLL CALL

Present: Hanelitz, Larson, Lyng, Myers, Pendaz-Foster

Absent: Hansen, Hart, Heid, Myrfield, Sande

Staff: Rachel Leen, Communications Coordinator; Gwen Casey, Minnesota GreenCorps Member; Kayla Kirtz, Sustainability Coordinator

CONSIDERATION OF MINUTES

A. November 19, 2025 Meeting Minutes

Consideration of the November 19, 2025 Meeting Minutes was postponed for a future meeting. Committee members noted they did not have any edits to make to the minutes.

NEW BUSINESS

A. Guest Speaker: Rachel Leen, Communications Coordinator

Rachel Leen gave a presentation on the City's communications channels, including information about the City newsletters, social media pages, partner agencies, and scheduling cadence. The Committee asked how much visit traction the Sustainability pages get on the City website. Leen said she could look into the analytics and provide the data to the Committee. A Committee member asked which of the City's channels has the most reach. Leen said that the City Facebook has the most broad ranging audience. Committee members requested edits to the Sustainability landing page on the City website, such as explaining GreenStep Step 5 and adding a link to the Organics Recycling page. The group also discussed the possibility of creating short-form video content.

B. Plastic-Free Challenge

Kirtz introduced the Plastic-Free Challenge to the Committee and explained that the City has signed on to be a partner organization this year. Kirtz was seeking the Committee's support and involvement in various ways:

- Join the City of Robbinsdale's Plastic-Free Challenge Team.
- Promote the City's PFC Team.
- Promote the multi-city educational events occurring on February 3rd and February 4th.

Kirtz said that she would send the PFC link and additional information to the Committee.

OLD BUSINESS

A. Bike/Pedestrian Infrastructure Letter of Support

Kirtz was seeking the Committee's approval of the Bike/Pedestrian Infrastructure Letter of Support to be submitted to the City Council during an upcoming Work Session. The Committee voiced their support for the draft letter and Kirtz said she would submit it accordingly. Kirtz also stated she would inform the Committee when the meeting details are finalized.

INFORMATION ONLY

A. City Council Recommendations Follow-Up

Kirtz updated the group that a grant application has been submitted to the Minnesota Pollution Control Agency for local climate action planning. She also stated that she has been working with the City Forester/Natural Resources Specialist and the Water Resources Specialist on the City Hall turf grass conversion project. They received a proposal from Prairie Restorations Inc. and plan to apply for grant funding from the Department of Natural Resources. Finally, Kirtz informed the group that staff intend to design and purchase general "City Volunteer" t-shirts for committee members and commissioners to use while volunteering on behalf of the City. Then the Committee discussed various ideas for tabling and engagement. Kirtz said that she will plan to ask the Committee to make a more robust plan for tabling and engagement at the next Sustainability Committee meeting.

ADJOURNMENT

Kirtz adjourned the meeting at 7:37 p.m.

Kayla Kirtz

Kayla Kirtz, Staff Liaison

03-20-2026

Date

MINUTES

1. **CALL TO ORDER 7:05 PM**

ROLL CALL: X Beck, X Erdos-Thayer, X Davis, X Rochon-Washington,
X Rasmussen

Also in attendance: Matt Bazyk: City Rep, Holly Larson: National Park Services Rep, Sam: Resident

2. **APPROVAL OF AGENDA:**

Motion: Rochon-Washington

2nd: Beck

Vote Passes: 4-0

3. **CONSIDERATION OF MINUTES**

A. November 2025 Meeting Minutes

Motion: Rochon-Washing

2nd: Davis

Vote Passes: 4-0

4. **NEW BUSINESS**

A. Robbinsdale Bike and Pedestrian Plan

Holly Larson presented the Bike and Ped plan that City staff are preparing to present to City Council upon completion spring of 2026. PRFC gave feedback.

Davis: Funding is a concern. Can we do this without raising taxes or assessments?

Davis: Focus on improving safety first.

Rasmussen: Focus on schools and kids who are walking to Lakeview. Potentially kids who attended Noble. Safe Routes to Schools funding.

Rochon-Washington: With art aspects be open to paying artists for their designs and work in beautification to push larger projects, and have these conversations at the beginning of the project.

Davis: Could volunteer groups help with the upkeep to painted crossings?

Beck: Communication for improvements. Hubbard bike path was lacking.

Beck: Noble Ave bike path took out a lot of trees.

B. Shoreline Bike Path Show of Support

Bazyk presented the PRFC with the current Shoreline reconstruction project that is proposing a off street bike path be added to the North side of Shoreline Drive. A letter of support from the Sustainability Committee was presented to the PRFC and a vote of support was taken. This will go to City Council showing we are in favor of adding a bike path on the north side of Shoreline Drive.

Motion that the PRFC show support for the proposed bike lane to the north side of Shoreline Drive: Davis

2nd: Rochon-Washington
Vote: 4-0

- C. 2026 Budget and Projects Plan
Discussed 2026 project timelines. Created attached calendar based on discussion.

Erdos-Thayer: Grant funding clarity to PRFC.

5. OLD BUSINESS

- A. Sanborn Renaming: Erdos-Thayer: Nick Estes could help with park renaming.
- B. Bus Stop Benches: Commission is interested in pursuing this project.
Erdos-Thayer: Comms to help test interest from community supporting project.
Formalize process for using fallen trees from Shoreline project to Plymouth/Wayzata for processing.

6. INFORMATION ONLY

- A. Recreation: Bazyk presented current plans for the Sanborn building, took feedback and answered questions about the plans for the building and surrounding area.
- B. Parks
- C. Forestry: Bazyk presented Forestry notes.

7. ADJOURNMENT

Motion to Adjourn: Rochon-Washington

2nd: Davis

9:38 Adjournment

MINUTES

ROLL CALL

Present: Chair Lucas, Carlson-Weinberg, Ulbrich
Absent: Allen, Montemayor
Staff: Will Bucheger, Assistant Planner; Jenna Wolf, Water Resource Specialist

CONSIDERATION OF MINUTES

- A. Approve the meeting minutes from January 15, 2026

Carlson-Weinberg MOVED, seconded by Ulbrich to approve the meeting minutes from January 15, 2026. The vote was unanimous and the motion carried.

PUBLIC HEARINGS

- A. Zoning Text Amendment to Code Section 820 Public and Right of Way Trees: Vegetation

Planner Bucheger gave a staff presentation on staff enforcement challenges regarding Section 820, particularly concerning overgrown pollinator lawns. Bucheger stated these areas are often intentionally planted, though many have become unmanaged and no longer meet the City Forester's standards for a valid pollinator habitat. He explained that the current code only explicitly references "weeds and grass," it lacks the specific language needed to address unmaintained gardens. The proposed updates close this regulatory gap, providing clear standards for both traditional lawns and pollinator-friendly landscapes. He said that staff would like to update this section of the code to reflect the city's current operations.

Water Resource Specialist Wolf spoke that the code language was initially left vague to allow residents more versatility for their gardens.

Carlson-Weinberg asked what the course of action is if pollinator gardens fall into sidewalks, alleys or if they reach excessive heights.

Bucheger said that current code enforcement rules and regulations can be utilized if any vegetation goes into the ROW and traffic ordinances prevent vegetation from blocking traffic visibility areas.

Commissioner Ulbrich what the average distance is for the streets right of way.

Wolf stated that the size of street right of way will depend on the streets themselves. Some streets have a larger width, which will change the size of the street right of way. She stated that the average size around the city is 30 feet.

Carlson-Weinberg MOVED, seconded by Commissioner Ulbrich, to open the public hearing at 7:24pm. The vote was unanimous and the motion carried. The public hearing is now open.

No one stepped forward.

Carlson-Weinberg MOVED, seconded by Commissioner Ulbrich, to close the public hearing at 7:24pm. The vote was unanimous and the motion carried. The public hearing is now closed.

Chair Lucas MOVED, seconded by Commissioner Carlson-Weinberg to recommend approval of the draft resolution. The vote was unanimous and the motion carried.

B. Zoning Text Amendment to Code Section 520.09 Neighborhood Grocery District

Planner Bucheger gave a staff presentation discussing the proposed removal of an irrelevant zoning district within the City Code. The zoning district in question is the Neighborhood Grocery district. He stated that the Neighborhood Grocery district was specifically intended for residential grocery access. Though the existing B1 Neighborhood Commercial District already permits grocery stores, the NG district is seen as redundant.

Commissioner Carlson-Weinberg asked if there are any properties currently zoned under this classification.

Bucheger stated there are none.

Commissioner Ulbrich MOVED, seconded by Commissioner Carlson-Weinberg to open the public hearing at 7:31pm. The vote was unanimous and the motion carried. The public hearing is now open.

No one stepped forward.

Chair Lucas MOVED, seconded by Commissioner Carlson-Weinberg to close the public hearing at 7:32pm. The vote was unanimous and the motion carried. The public hearing is now closed.

Commissioner Carlson-Weinberg MOVED, seconded by Commissioner Ulbrich, to recommend approval of the draft resolution. The vote was unanimous and the motion carried.

OLD BUSINESS

A. Election for the chair and vice-chair on the Planning Commission

Chair Lucas tabled this item until next meeting to acquire more commissioners for a vote.

NEW BUSINESS

OTHER BUSINESS

INFORMATION ONLY

ADJOURNMENT

Commissioner Carlson-Weinberg MOVED, seconded by Commissioner Ulbrich to adjourn the meeting at 7:39pm. The vote was unanimous and the motion carried.



TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: April 7, 2026
RE: Approval of Credit Card Charges and Payment

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 February 2026 representing charges for the period January 11, 2026, through February 10, 2026, for expenses for City operations.

Recommendation:

By motion approve the February 2026 payment for City credit card charges.

Attachments:

1. Feb 2026 CC

INVOICE REGISTER FOR CITY OF ROBBINSDALE

EXP CHECK RUN DATES 02/24/2026 - 02/24/2026

POSTED AND UNPOSTED OPEN AND PAID

VENDOR CODES: CC VENDOR - - CHECK TYPE: EFT

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
02012026 00133501	HOME DEPOT BUILDING PAINT & SUPPLIES 7100-7115-6214.00000	02/01/2026 Bjohnson18	02/24/2026	182.10	0.00	Paid	Y 02/01/2026
		OPERATING SUPPLIES		182.10			
02012026 00133502	TWIN CITY GARAGE DOOR V BELT 5L320 7100-7115-6340.00000	02/01/2026 Bjohnson18	02/24/2026	39.00	0.00	Paid	Y 02/01/2026
		REPAIR & MAINTENANCE		39.00			
02012026 00133503	TWIN CITY GARAGE DOOR PHOTO EYE BEAM 7100-7115-6340.00000	02/01/2026 Bjohnson18	02/24/2026	429.00	0.00	Paid	Y 02/01/2026
		REPAIR & MAINTENANCE		429.00			
02012026 00133504	MENARDS CABINET PULL 7100-7115-6915.00000-00102225	02/01/2026 Bjohnson18	02/24/2026	220.24	0.00	Paid	Y 02/01/2026
		BUILDING & STRUCTURES (INCLUDE		220.24			
02012026 00133505	MENARDS PAINT & SUPPLIES 7100-7115-6214.00000	02/01/2026 Bjohnson18	02/24/2026	21.71	0.00	Paid	Y 02/01/2026
		OPERATING SUPPLIES		21.71			
02012026 00133506	DELTA SEAT PREFERENCE - POWELL 1000-1260-6510.00000	02/01/2026 Bjohnson18	02/24/2026	14.99	0.00	Paid	Y 02/01/2026
		MEETING / TRAVEL EXPENSE		14.99			
02012026 00133507	DELTA FLIGHT FOR CONFERENCE - POWELL 1000-1260-6510.00000	02/01/2026 Bjohnson18	02/24/2026	521.98	0.00	Paid	Y 02/01/2026
		MEETING / TRAVEL EXPENSE		521.98			
02012026 00133508	DELTA SEAT PREFERENCE - POWELL 1000-1260-6510.00000	02/01/2026 Bjohnson18	02/24/2026	14.99	0.00	Paid	Y 02/01/2026
		MEETING / TRAVEL EXPENSE		14.99			

INVOICE REGISTER FOR CITY OF ROBBINSDALE

EXP CHECK RUN DATES 02/24/2026 - 02/24/2026

POSTED AND UNPOSTED OPEN AND PAID

VENDOR CODES: CC VENDOR - - CHECK TYPE: EFT

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
02012026 00133509	DELTA FLIGHT FOR CONFERENCE - D OLSON 1000-1260-6510.00000	02/01/2026 Bjohnson18	02/24/2026	521.98	0.00	Paid	Y 02/01/2026
		MEETING / TRAVEL EXPENSE		521.98			
02012026 00133510	DELTA SEAT PREFERENCE - D OLSON 1000-1260-6510.00000	02/01/2026 Bjohnson18	02/24/2026	14.99	0.00	Paid	Y 02/01/2026
		MEETING / TRAVEL EXPENSE		14.99			
02012026 00133511	DELTA FLIGHT FOR CONFERENCE - ROBERTUS 1000-1260-6510.00000	02/01/2026 Bjohnson18	02/24/2026	521.98	0.00	Paid	Y 02/01/2026
		MEETING / TRAVEL EXPENSE		521.98			
02012026 00133514	DELTA SEAT PREFERENCE - ROBERTUS 1000-1260-6510.00000	02/01/2026 Bjohnson18	02/24/2026	14.99	0.00	Paid	Y 02/01/2026
		MEETING / TRAVEL EXPENSE		14.99			
02012026 00133515	DELTA SEAT PREFERENCE - D OLSON 1000-1260-6510.00000	02/01/2026 Bjohnson18	02/24/2026	14.99	0.00	Paid	Y 02/01/2026
		MEETING / TRAVEL EXPENSE		14.99			
02012026 00133516	AMAZON BLADE CLAMPS 7000-7010-6234.00000	02/01/2026 Bjohnson18	02/24/2026	22.95	0.00	Paid	Y 02/01/2026
		EQUIPMENT PARTS & SUPPLIES		22.95			
02012026 00133517	AMAZON DOOR OPENER HANDLE 1000-1260-6214.00000	02/01/2026 Bjohnson18	02/24/2026	70.00	0.00	Paid	Y 02/01/2026
		OPERATING SUPPLIES		70.00			
02012026 00133519	AMAZON OIL 7000-7010-6236.00000	02/01/2026 Bjohnson18	02/24/2026	29.99	0.00	Paid	Y 02/01/2026
		MOTOR FUELS		29.99			

INVOICE REGISTER FOR CITY OF ROBBINSDALE

EXP CHECK RUN DATES 02/24/2026 - 02/24/2026

POSTED AND UNPOSTED OPEN AND PAID

VENDOR CODES: CC VENDOR - - CHECK TYPE: EFT

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
02012026 00133520	AMAZON SOAP / TOWELS / MUFFLER / CLAMPS / STRAP 1000-1260-6214.00000 7000-7010-6234.00000	02/01/2026 Bjohnson18	02/24/2026	364.31 41.93 322.38	0.00	Paid	Y 02/01/2026
02012026 00133521	SPRUNG SERVICES INC BOILER CLASS 7100-7115-6512.00000	02/01/2026 Bjohnson18	02/24/2026	690.00 690.00	0.00	Paid	Y 02/01/2026
02012026 00133525	MN DEPT OF LABOR & INDUSTRY BOILER LICENSE 7100-7115-6718.00000	02/01/2026 Bjohnson18	02/24/2026	50.00 50.00	0.00	Paid	Y 02/01/2026
02012026 00133526	HSEM TIER 2 REPORTING HSEM TIER 2 REPORTING 6000-6020-6718.00000 6000-6020-6718.00000	02/01/2026 Bjohnson18	02/24/2026	102.15 100.00 2.15	0.00	Paid	Y 02/01/2026
02012026 00133527	KUIU UNIFORM PURCHASE 6000-6005-6216.00000 6100-6105-6216.00000	02/01/2026 Bjohnson18	02/24/2026	214.58 107.29 107.29	0.00	Paid	Y 02/01/2026
02012026 00133528	ADVANCED ENGINEERING SYSTEMS WORKSHOP - OGD AHL 6100-6105-6512.00000	02/01/2026 Bjohnson18	02/24/2026	10.00 10.00	0.00	Paid	Y 02/01/2026
02012026 00133529	ADVANCED ENGINEERING SYSTEMS WORKSHOP - POWELL 6100-6105-6512.00000	02/01/2026 Bjohnson18	02/24/2026	10.00 10.00	0.00	Paid	Y 02/01/2026
02012026 00133530	SP RESILIA PART - ACCIDENTAL PERSONAL PURCHASE - JK 6000-6005-6234.00000	02/01/2026 Bjohnson18	02/24/2026	64.94 64.94	0.00	Paid	Y 02/01/2026

INVOICE REGISTER FOR CITY OF ROBBINSDALE

EXP CHECK RUN DATES 02/24/2026 - 02/24/2026

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VENDOR CODES: CC VENDOR - - CHECK TYPE: EFT

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
02012026 00133586	AMAZON TONER FOR LIQUOR STORE COPIER 6400-6405-6214.00000	02/01/2026 Bjohnson18	02/24/2026	148.08	0.00	Paid	Y 02/01/2026
		OPERATING SUPPLIES		148.08			
02012026 00133587	OCM OFFICE OF CANNABIS MANAGEMENT 6400-6405-6214.00000	02/01/2026 Bjohnson18	02/24/2026	250.00	0.00	Paid	Y 02/01/2026
		OPERATING SUPPLIES		250.00			
02012026 00133588	OCM OFFICE OF CANNABIS MANAGEMENT FEE 6400-6405-6214.00000	02/01/2026 Bjohnson18	02/24/2026	5.38	0.00	Paid	Y 02/01/2026
		OPERATING SUPPLIES		5.38			
02012026 00133589	AMAZON WRENCH / GLOVES 7000-7010-6234.00000	02/01/2026 Bjohnson18	02/24/2026	125.82	0.00	Paid	Y 02/01/2026
		EQUIPMENT PARTS & SUPPLIES		125.82			
02012026 00133590	AMAZON HYDRAULIC MOTOR PART 7000-7010-6234.00000	02/01/2026 Bjohnson18	02/24/2026	145.00	0.00	Paid	Y 02/01/2026
		EQUIPMENT PARTS & SUPPLIES		145.00			
02012026 00133591	ASE TEST FEES LIGHT REPAIR KIT 7000-7010-6234.00000	02/01/2026 Bjohnson18	02/24/2026	96.00	0.00	Paid	Y 02/01/2026
		EQUIPMENT PARTS & SUPPLIES		96.00			
02012026 00133592	UPS SHIPPING 6700-6705-6378.00000	02/01/2026 Bjohnson18	02/24/2026	8.80	0.00	Paid	Y 02/01/2026
		POSTAGE & SHIPPING		8.80			
02012026 00133593	UPS SHIPPING 6700-6705-6378.00000	02/01/2026 Bjohnson18	02/24/2026	8.95	0.00	Paid	Y 02/01/2026
		POSTAGE & SHIPPING		8.95			

INVOICE REGISTER FOR CITY OF ROBBINSDALE

EXP CHECK RUN DATES 02/24/2026 - 02/24/2026

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Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
02012026 00133594	UPS SHIPPING 6700-6705-6378.00000	02/01/2026 Bjohnson18	02/24/2026	8.80	0.00	Paid	Y 02/01/2026
		POSTAGE & SHIPPING		8.80			
02012026 00133595	AMAZON TEXTBOOKS - INST 1 1000-1260-6516.00000	02/01/2026 Bjohnson18	02/24/2026	179.74	0.00	Paid	Y 02/01/2026
		SUBSCRIPTIONS & BOOKS		179.74			
02012026 00133596	MINNESOTA STATE COLLEGES MNSU COURSE REG - INST 1 CHORZEMPA 1000-1260-6512.00000	02/01/2026 Bjohnson18	02/24/2026	580.00	0.00	Paid	Y 02/01/2026
		CONFERENCE & SCHOOLS		580.00			
02012026 00133597	MINNESOTA STATE COLLEGES MNSU COURSE REG - INST 1 JOHNSON 1000-1260-6512.00000	02/01/2026 Bjohnson18	02/24/2026	580.00	0.00	Paid	Y 02/01/2026
		CONFERENCE & SCHOOLS		580.00			
02012026 00133598	NATIONAL REGISTRY NREMT VOUCHERS 1000-1260-6512.00000	02/01/2026 Bjohnson18	02/24/2026	208.00	0.00	Paid	Y 02/01/2026
		CONFERENCE & SCHOOLS		208.00			
02012026 00133599	DELTA AIRFARE, FDIC - DARREN OLSON 1000-1260-6510.00000	02/01/2026 Bjohnson18	02/24/2026	666.96	0.00	Paid	Y 02/01/2026
		MEETING / TRAVEL EXPENSE		666.96			
02012026 00133600	DELTA AIRFARE, FDIC - CHORZEMPA 1000-1260-6510.00000	02/01/2026 Bjohnson18	02/24/2026	666.96	0.00	Paid	Y 02/01/2026
		MEETING / TRAVEL EXPENSE		666.96			
02012026 00133601	DELTA AIRFARE, FDIC - M OLSON 1000-1260-6510.00000	02/01/2026 Bjohnson18	02/24/2026	666.96	0.00	Paid	Y 02/01/2026
		MEETING / TRAVEL EXPENSE		666.96			

INVOICE REGISTER FOR CITY OF ROBBINSDALE

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
02012026 00133602	AMAZON TAX FORMS 7100-7105-6214.00000	02/01/2026 Bjohnson18	02/24/2026	14.97 14.97	0.00	Paid	Y 02/01/2026
02012026 00133603	IAPE MEMBERSHIP 1000-1200-6514.00000	02/01/2026 Bjohnson18	02/24/2026	65.00 65.00	0.00	Paid	Y 02/01/2026
02012026 00133604	MAPET MEMBERSHIP 1000-1200-6514.00000	02/01/2026 Bjohnson18	02/24/2026	35.00 35.00	0.00	Paid	Y 02/01/2026
02012026 00133605	AMAZON HELMET 1000-1205-6234.00000	02/01/2026 Bjohnson18	02/24/2026	54.98 54.98	0.00	Paid	Y 02/01/2026
02012026 00133606	AMAZON FULL FACE SHIELD 1000-1205-6234.00000	02/01/2026 Bjohnson18	02/24/2026	88.99 88.99	0.00	Paid	Y 02/01/2026
02012026 00133607	AMAZON INSULATED COVERALLS 1000-1205-6234.00000	02/01/2026 Bjohnson18	02/24/2026	219.98 219.98	0.00	Paid	Y 02/01/2026
02012026 00133608	AXON AXON TASER INSTRUCTOR COURSE 1000-1205-6512.00000	02/01/2026 Bjohnson18	02/24/2026	895.00 895.00	0.00	Paid	Y 02/01/2026
02012026 00133609	AMAZON PIPE CLEANING BRUSH SET 1000-1205-6234.00000	02/01/2026 Bjohnson18	02/24/2026	37.98 37.98	0.00	Paid	Y 02/01/2026

INVOICE REGISTER FOR CITY OF ROBBINSDALE

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
02012026 00133610	STAR TRIBUNE PAPER SUBSCRIPTION 1000-1220-6514.00000	02/01/2026 Bjohnson18	02/24/2026	65.00	0.00	Paid	Y 02/01/2026
		DUES & MEMBERSHIPS		65.00			
02012026 00133611	MADDEN'S MCMA LODGING 1000-1005-6510.00000	02/01/2026 Bjohnson18	02/24/2026	612.09	0.00	Paid	Y 02/01/2026
		MEETING / TRAVEL EXPENSE		612.09			
02012026 00133612	HY-VEE INC COUNCIL SNACKS 1000-1005-6510.00000	02/01/2026 Bjohnson18	02/24/2026	46.54	0.00	Paid	Y 02/01/2026
		MEETING / TRAVEL EXPENSE		46.54			
02012026 00133613	RAMSWANA CONFERENCE - KIRTZ 1000-1005-6510.00000	02/01/2026 Bjohnson18	02/24/2026	300.00	0.00	Paid	Y 02/01/2026
		MEETING / TRAVEL EXPENSE		300.00			
02012026 00133614	CROTEGA CHEMICAL IRRITANT 1000-1205-6216.00000	02/01/2026 Bjohnson18	02/24/2026	74.95	0.00	Paid	Y 02/01/2026
		CLOTHING & PERSONAL EQUIPMENT		74.95			
02012026 00133615	SAM'S CLUB LEISURE AGE PROGRAM FOOD (INCLUDES \$1.46 1000-1335-6214.00000 1000-1335-6214.00000	02/01/2026 Bjohnson18	02/24/2026	19.42	0.00	Paid	Y 02/01/2026
		OPERATING SUPPLIES		17.96			
		OPERATING SUPPLIES		1.46			
02012026 00133616	AMAZON NEEDLE NOSE / EAR BUDS - POLICE 7100-7110-6235.00000	02/01/2026 Bjohnson18	02/24/2026	73.84	0.00	Paid	Y 02/01/2026
		SMALL EQUIP EXP <\$5,000		73.84			
02012026 00133617	QUICKEN INC. QUICKEN SUBSCRIPTION - FIRE RELIEF 1000-1260-6332.00000	02/01/2026 Bjohnson18	02/24/2026	84.51	0.00	Paid	Y 02/01/2026
		MAINTENANCE CONTRACTS		84.51			

INVOICE REGISTER FOR CITY OF ROBBINSDALE

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Purchase Card Vendor: 100292 U. S. BANCORP							
02012026 00133618	AMAZON LYSOL SPRAY & WIPES / HAND SANITIZER / C Bjohnson18 1000-1200-6214.00000	02/01/2026 OPERATING SUPPLIES	02/24/2026	141.89 141.89	0.00	Paid	Y 02/01/2026
02012026 00133619	AMAZON COFFEE SUPPLIES - INCLUDES \$1.28 SALES T Bjohnson18 1000-1200-6214.00000 1000-1200-6214.00000	02/01/2026 OPERATING SUPPLIES OPERATING SUPPLIES	02/24/2026	92.99 91.71 1.28	0.00	Paid	Y 02/01/2026
02012026 00133620	AMAZON METALIC PERMINANT MARKERS 1000-1200-6214.00000	02/01/2026 Bjohnson18 OPERATING SUPPLIES	02/24/2026	21.58 21.58	0.00	Paid	Y 02/01/2026
02012026 00133621	AMAZON KLEENEX TISSUES / VELCRO MOUNTING TAPE Bjohnson18 1000-1200-6214.00000	02/01/2026 OPERATING SUPPLIES	02/24/2026	93.46 93.46	0.00	Paid	Y 02/01/2026
02012026 00133622	AMAZON SHARPIE MARKERS 1000-1200-6214.00000	02/01/2026 Bjohnson18 OPERATING SUPPLIES	02/24/2026	9.98 9.98	0.00	Paid	Y 02/01/2026
02012026 00133623	FLEET FARM K9 - KENNEL SUPPLIES 1000-1250-6214.00000	02/01/2026 Bjohnson18 OPERATING SUPPLIES	02/24/2026	66.69 66.69	0.00	Paid	Y 02/01/2026
02012026 00133624	FLEET FARM K9 - KENNEL SUPPLIES 1000-1250-6214.00000	02/01/2026 Bjohnson18 OPERATING SUPPLIES	02/24/2026	643.97 643.97	0.00	Paid	Y 02/01/2026
02012026 00133625	RAY ALLEN MANUFACTURING K9 SUPPLIES (3) CHARGES / INVOICES ON ON Bjohnson18 1000-1250-6214.00000 1000-1250-6214.00000 1000-1250-6214.00000	02/01/2026 OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES	02/24/2026	542.80 472.86 14.95 54.99	0.00	Paid	Y 02/01/2026

INVOICE REGISTER FOR CITY OF ROBBINSDALE

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Purchase Card Vendor: 100292 U. S. BANCORP							
02012026 00133626	USPS CERTIFIED MAIL 1000-1200-6378.00000	02/01/2026 Bjohnson18	02/24/2026	11.87	0.00	Paid	Y 02/01/2026
		POSTAGE & SHIPPING		11.87			
02012026 00133627	REDLINE K9 SUPPLIES - CHOKE CHAIN 1000-1250-6214.00000	02/01/2026 Bjohnson18	02/24/2026	24.94	0.00	Paid	Y 02/01/2026
		OPERATING SUPPLIES		24.94			
02012026 00133628	RAY ALLEN MANUFACTURING K9 SUPPLIES - BUDDY BOWL 1000-1250-6214.00000	02/01/2026 Bjohnson18	02/24/2026	118.95	0.00	Paid	Y 02/01/2026
		OPERATING SUPPLIES		118.95			
02012026 00133629	AASHTO SCHOOL - SMYKALSKI 1000-1600-6512.00000	02/01/2026 Bjohnson18	02/24/2026	350.00	0.00	Paid	Y 02/01/2026
		CONFERENCE & SCHOOLS		350.00			
02012026 00133630	MENARDS EXTENSION CORDS 7000-7005-6214.00000	02/01/2026 Bjohnson18	02/24/2026	40.61	0.00	Paid	Y 02/01/2026
		OPERATING SUPPLIES		40.61			
02012026 00133631	MN RURAL WATER SCHOOL - OPHEIM 1000-1600-6512.00000	02/01/2026 Bjohnson18	02/24/2026	350.00	0.00	Paid	Y 02/01/2026
		CONFERENCE & SCHOOLS		350.00			
02012026 00133632	MN RURAL WATER WORKSHOP - OGD AHL 6000-6005-6512.00000 6000-6005-6512.00000	02/01/2026 Bjohnson18	02/24/2026	199.19	0.00	Paid	Y 02/01/2026
		CONFERENCE & SCHOOLS		195.00			
		CONFERENCE & SCHOOLS		4.19			
02012026 00133633	UPRINTING CAMP PROMOTION H - SIGNS 1000-1305-6382.00000	02/01/2026 Bjohnson18	02/24/2026	284.03	0.00	Paid	Y 02/01/2026
		ADVERTISING / PROMOTIONS		284.03			

INVOICE REGISTER FOR CITY OF ROBBINSDALE

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
02012026 00133634	STICKER APP ROBBINSDALE RECYCLES SWAG 1000-1030-6740.00000	02/01/2026 Bjohnson18	02/24/2026	86.00	0.00	Paid	Y 02/01/2026
		CONTINGENCY		86.00			
02012026 00133635	MSA 2026 ROCHESTER ARB ARBORIST WORKSHOP 1000-1370-6512.00000	02/01/2026 Bjohnson18	02/24/2026	140.00	0.00	Paid	Y 02/01/2026
		CONFERENCE & SCHOOLS		140.00			
02012026 00133636	AMAZON DJ CABLE BAG / FABRIC /WRISTBANDS - REC 1000-1325-6214.00000 1000-1330-6214.00000 1000-1305-6214.00000	02/01/2026 Bjohnson18	02/24/2026	140.00	0.00	Paid	Y 02/01/2026
		OPERATING SUPPLIES		59.99			
		OPERATING SUPPLIES		53.04			
		OPERATING SUPPLIES		26.97			
02012026 00133637	AMAZON CLEANING SUPPLIES FOR CITY HALL 7100-7105-6214.00000	02/01/2026 Bjohnson18	02/24/2026	26.47	0.00	Paid	Y 02/01/2026
		OPERATING SUPPLIES		26.47			
02012026 00133638	CRYSTAL CAR WASH FIRE DEPT CARWASHES 7000-7010-6336.00000	02/01/2026 Bjohnson18	02/24/2026	154.00	0.00	Paid	Y 02/01/2026
		OTHER CONTRACTS		154.00			
02012026 00133639	CRYSTAL CAR WASH POLICE DEPT CARWASHES 7000-7010-6336.00000	02/01/2026 Bjohnson18	02/24/2026	734.00	0.00	Paid	Y 02/01/2026
		OTHER CONTRACTS		734.00			
02012026 00133640	HOLIDAY CAR WASH CAR WASHES #809 & #808 - EXPLORERS 7000-7010-6336.00000	02/01/2026 Bjohnson18	02/24/2026	11.00	0.00	Paid	Y 02/01/2026
		OTHER CONTRACTS		11.00			
02012026 00133641	AMAZON 2026 CALENDAR - CHERYL MERLINO 7100-7105-6214.00000	02/01/2026 Bjohnson18	02/24/2026	17.82	0.00	Paid	Y 02/01/2026
		OPERATING SUPPLIES		17.82			

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
02012026 00133642	AMAZON SEWING PINS - REC DEPT / WILL C 1000-1330-6214.00000	02/01/2026 Bjohnson18	02/24/2026	4.69	0.00	Paid	Y 02/01/2026
		OPERATING SUPPLIES		4.69			
02012026 00133643	ESO ESO CONFERENCE 1000-1260-6512.00000	02/01/2026 Bjohnson18	02/24/2026	1,099.00	0.00	Paid	Y 02/01/2026
		CONFERENCE & SCHOOLS		1,099.00			
02012026 00133644	ESO ESO CONFERENCE 1000-1260-6512.00000	02/01/2026 Bjohnson18	02/24/2026	1,099.00	0.00	Paid	Y 02/01/2026
		CONFERENCE & SCHOOLS		1,099.00			
02012026 00133645	ESO ESO CONFERENCE 1000-1260-6512.00000	02/01/2026 Bjohnson18	02/24/2026	1,099.00	0.00	Paid	Y 02/01/2026
		CONFERENCE & SCHOOLS		1,099.00			
02012026 00133646	HOME DEPOT WATER PLANT SUPPLIES 6000-6010-6234.00000	02/01/2026 Bjohnson18	02/24/2026	192.88	0.00	Paid	Y 02/01/2026
		EQUIPMENT PARTS & SUPPLIES		192.88			
02012026 00133647	MN DNR DNR WATER PERMITS 1000-1569-6332.00000	02/01/2026 Bjohnson18	02/24/2026	220.30	0.00	Paid	Y 02/01/2026
		MAINTENANCE CONTRACTS		220.30			
02012026 00133648	HOME DEPOT PANEL ANCHORS 7100-7115-6214.00000	02/01/2026 Bjohnson18	02/24/2026	55.35	0.00	Paid	Y 02/01/2026
		OPERATING SUPPLIES		55.35			
02012026 00133649	ELECTRONIC MOTOR REPAIR LABOR FOR MOTOR 7100-7115-6340.00000	02/01/2026 Bjohnson18	02/24/2026	606.81	0.00	Paid	Y 02/01/2026
		REPAIR & MAINTENANCE		606.81			

INVOICE REGISTER FOR CITY OF ROBBINSDALE

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
02012026 00133650	AMAZON GARAGE REMOTE 7000-7005-6214.00000	02/01/2026 Bjohnson18	02/24/2026	77.70 77.70	0.00	Paid	Y 02/01/2026
02012026 00133651	MPSFMA MEMBERSHIP - MPSFMA 1000-1500-6514.00000	02/01/2026 Bjohnson18	02/24/2026	60.00 60.00	0.00	Paid	Y 02/01/2026
02012026 00133652	MN RURAL WATER TECH CONFERENCE 6000-6005-6512.00000	02/01/2026 Bjohnson18	02/24/2026	350.00 350.00	0.00	Paid	Y 02/01/2026
02012026 00133653	FUSION CITY ENGINEERS CONFERENCE / CEAM MEMBERS 1000-1400-6512.00000 1000-1400-6514.00000	02/01/2026 Bjohnson18	02/24/2026	625.00 500.00 125.00	0.00	Paid	Y 02/01/2026
02012026 00133654	MN RECREATION & PARKS ASSOCIATION PLAYGROUND SAFETY INSPECTOR - J SCAREY 1000-1500-6512.00000	02/01/2026 Bjohnson18	02/24/2026	655.00 655.00	0.00	Paid	Y 02/01/2026
02012026 00133655	U OF M WRITING THAT WORKS - CHORZEMPA 1000-1600-6512.00000	02/01/2026 Bjohnson18	02/24/2026	75.00 75.00	0.00	Paid	Y 02/01/2026
02012026 00133656	U OF M WRITING THAT WORKS - NEVALA 1000-1600-6512.00000	02/01/2026 Bjohnson18	02/24/2026	75.00 75.00	0.00	Paid	Y 02/01/2026
02012026 00133657	U OF M WRITING THAT WORKS - SMYKALSKI 1000-1600-6512.00000	02/01/2026 Bjohnson18	02/24/2026	75.00 75.00	0.00	Paid	Y 02/01/2026

INVOICE REGISTER FOR CITY OF ROBBINSDALE

EXP CHECK RUN DATES 02/24/2026 - 02/24/2026

POSTED AND UNPOSTED OPEN AND PAID

VENDOR CODES: CC VENDOR - - CHECK TYPE: EFT

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
02012026 00133658	U OF M MANAGEMENT OPERATION FUNDAMENTALS - SMYK Bjohnson18 1000-1600-6512.00000	02/01/2026 CONFERENCE & SCHOOLS	02/24/2026	45.00 45.00	0.00	Paid	Y 02/01/2026
02012026 00133659	U OF M TRANSITIONING INTO LEADERSHIP - SMYKALS Bjohnson18 1000-1600-6512.00000	02/01/2026 CONFERENCE & SCHOOLS	02/24/2026	45.00 45.00	0.00	Paid	Y 02/01/2026
02012026 00133680	ACTION TARGETS TARGET FOR RANGE - ACTION 1000-1205-6512.00000	02/01/2026 Bjohnson18 CONFERENCE & SCHOOLS	02/24/2026	499.37 499.37	0.00	Paid	Y 02/01/2026
02012026 00133681	STORMTRAININGGROUP.COM COMMAND & CONTROL 101 #3804 - FOR PATROL Bjohnson18 1000-1205-6512.00000	02/01/2026 CONFERENCE & SCHOOLS	02/24/2026	299.00 299.00	0.00	Paid	Y 02/01/2026

Total Purchasing Card Vendor 100292:

Total Purchase Card Vendor: 100292 U. S. BANCORP

22,755.90 0.00

of Invoices: 100 # Due: 0
of Credit Memos: 0 # Due: 0
Net of Invoices and Credit Memos:

Totals: 22,755.90 0.00
Totals: 0.00 0.00
22,755.90 0.00

--- TOTALS BY PAYMENT CARD ACCOUNT ---

0084	3,489.88
0337	14.97
0517	403.46
1331	19.42
1355	939.80
1568	958.63
2743	1,461.93
3103	3,020.19
4364	1,769.12
4754	158.35
5111	26.55
5157	3,548.62

INVOICE REGISTER FOR CITY OF ROBBINSDALE

EXP CHECK RUN DATES 02/24/2026 - 02/24/2026

POSTED AND UNPOSTED OPEN AND PAID

VENDOR CODES: CC VENDOR - - CHECK TYPE: EFT

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
	6142			510.03			
	6348			625.00			
	6658			798.37			
	6932			366.82			
	8046			1,076.73			
	8424			1,370.16			
	8510			1,087.98			
	8631			74.95			
	8722			970.00			
--- TOTALS BY FUND ---							
	1000 GENERAL FUND			16,995.39		0.00	
	6000 WATER			1,016.45		0.00	
	6100 SANITARY SEWER			127.29		0.00	
	6400 LIQUOR OPERATIONS			403.46		0.00	
	6700 DEPUTY REGISTRAR			26.55		0.00	
	7000 CENTRAL GARAGE			1,759.45		0.00	
	7100 CENTRAL SERVICES			2,427.31		0.00	
--- TOTALS BY DEPT/ACTIVITY ---							
	1005 LEGISLATIVE			958.63		0.00	
	1030 ADMINISTRATIVE SERVICES			86.00		0.00	
	1200 POLICE SUPPORT SERVICES			471.77		0.00	
	1205 PATROL SERVICES			2,170.25		0.00	
	1220 INVESTIGATIONS / SPECIAL SVCS			65.00		0.00	
	1250 K9			1,397.35		0.00	
	1260 FIRE PREVENTION / SUPPRESSION			8,682.95		0.00	
	1305 COMMUNITY CENTER OPERATIONS			311.00		0.00	
	1325 GENERAL PROGRAMS			59.99		0.00	
	1330 YOUTH - CHILDREN PROGRAMS			57.73		0.00	
	1335 SENIOR PROGRAMS			19.42		0.00	
	1370 FORESTRY			140.00		0.00	
	1400 ENGINEERING SERVICES			625.00		0.00	
	1500 PARKS ADMINISTRATION			715.00		0.00	
	1569 PARKS TURF MAINTENANCE			220.30		0.00	
	1600 STREETS ADMINISTRATION			1,015.00		0.00	
	6005 WATER UTILITY ADMINISTRATION			721.42		0.00	
	6010 WATER UTILITY DISTRIBUTION SYS			192.88		0.00	
	6020 WATER UTILITY WELL & PLANT MAI			102.15		0.00	
	6105 SANITARY SEWER ADMINISTRATION			127.29		0.00	
	6405 LIQUOR OPERATIONS			403.46		0.00	
	6705 LICENSE CENTER OPERATIONS			26.55		0.00	
	7005 CG BUILDING OPERATIONS			118.31		0.00	
	7010 CG VEHICLE MAINTENANCE			1,641.14		0.00	
	7105 CS GENERAL OFFICE			59.26		0.00	
	7110 CS INFORMATION TECHNOLOGY			73.84		0.00	
	7115 CS GOVERNMENT BUILDINGS			2,294.21		0.00	

TO: Mayor and City Council
PREPARED BY: Diaan Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: April 7, 2026
RE: Adopt Resolution Amending the 2025 General Fund Budget

Background:

The City Council adopted the 2025 Budget at the meeting on December 3, 2024. The General Fund revenue budget was approved in the amount of \$14,636,053 and the expenditure budget was approved in the amount of \$15,139,177.

During 2025, events occurred that impacted on actual revenues and expenditures. In finalizing 2025 for the audit, additional revenues were received, and some personnel expense savings were identified which will result in an operating surplus after transfers of \$1,168,042 for 2025. The annual audit report for the year includes a comparison of actual revenues and expenditures to the original and amended budget.

Analysis:

The revenue budget includes no changes. The expenditure budget amendment includes an increase in Transfers to other funds.

On November 15, 2011, the City Council adopted a fund balance policy to reflect a new generally accepted accounting standard. One element of the policy was the adoption of a minimum unassigned General Fund balance. It is the goal of the City to achieve and maintain an unassigned fund balance to the General Fund, on December 31st of any year, to a range equal to 40 - 50% of the subsequent year's budgeted expenditure.

At the end of 2025, it is projected that the fund balance in the General Fund will exceed the minimum unassigned fund balance at 50.17%. Staff recommend that a portion of the fund balance of the General Fund be transferred to other funds and assigned for specific purposes. This will provide for the other fund balances to be replenished after several years of reduced funding because of state cutbacks over the past several years and provide for funding future reserves. After the transfers the General Fund minimum unassigned fund balance will be 49.06%.

In addition, various other transfers were used during the year in preparation for the financial audit. Those transfers were for the reimbursement of engineering staff time for project work.

Recommendation:

Make a motion to adopt the remaining (Attachment 1) amending the 2025 General Fund Budget for transfer to other funds and authorizing remaining 2025 transfers to the other funds.

General Fund Transfers to other funds in 2025 are proposed:

Risk Management Internal Service Fund– replenish fund

balance and establish future reserves	\$75,000
Park Capital Improvement Fund – establish future reserves and finance expected projects	\$100,000
Total	<u>\$175,000</u>
	-
	-
Other transfer:	
Transfer from TIF Bond project 8 to TIF 8 Fund – replenish fund balance and establish future reserves.	\$300,000
Transfer from 2012 SA Street Improvement to Traffic/Streets improvement Fund – replenish fund balance and establish future reserves.	\$10,730

Attachments:

1. Budget Memo Amending 2025 Budget resolution

Member _____ moved and Member _____ seconded a motion that the following resolution be adopted this 7th day of April 2026.

RESOLUTION NO. _____
A RESOLUTION AMENDING THE 2025 GENERAL FUND BUDGET

WHEREAS, The City Charter provides that the City Manager shall prepare a budget document setting forth all proposed expenditures for the administration, operations, and maintenance of all city departments; and

WHEREAS, The City Manager has prepared such documents, and the City Council has met in regular and special sessions for the purpose of determining an adequate budget for the administration, operations, and maintenance of all city departments during the fiscal year 2025; and the City Council adopted the 2025 budget on December 3, 2024; and

WHEREAS, the City Council believes that the 2025 General Fund expenditure budget should be amended to authorize 2025 transfers to other funds;

NOW, THEREFORE BE IT RESOLVED, that the following General Fund budget be amended and approved this 7th day of April 2026, in a regular scheduled Council meeting.

Revenue	Category	Amount
Original 2025 General Fund Revenue Budget		\$ 14,636,053
No Changes to Budget		
Amended General Fund Revenue Budget		\$ 14,636,053
Expenditures		
Original 2025 General Fund Expenditure Budget		\$ 15,139,177
Risk Management Internal Service Fund	Transfer Out	\$ 75,000
Park Capital Improvement Fund	Transfer Out	\$ 100,000
Amended 2025 General Fund Expenditure Budget		\$ 15,314,177

Other transfers:

Transfer from TIF Bond project 8 to TIF 8 Fund – replenish fund balance and establish future reserves. \$300,000

Transfer from 2012 SA Street Improvement to Traffic/Streets improvement Fund – replenish fund balance and establish future reserves. \$10,730

Be it further resolved that the City Council authorizes all 2025 transfers to other funds where no budget amendment is required.

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 same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 7TH DAY OF APRIL 2026.

Brad Sutton, Mayor

ATTEST:

Chase Peterson-Emem, City Clerk
(seal)

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, Assistant City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: April 7, 2026
RE: Off-Site Gambling Application for City of Lakes Youth Hockey Association

Background:

The city received an application from The City of Lakes Youth Hockey Association to conduct off-site gambling at Travail Kitchen on April 19, 2026. The City of Lakes Youth Hockey Association currently holds a premises permit to conduct charitable gambling at several other establishments throughout the twin cities, which are permitted by the Minnesota Gambling Control Board. This application is essentially allowing them to conduct gambling outside of one of the specific locations they are permitted at, with consent from the municipality in which they will be conducting the gambling.

Analysis:

The location will be at Travail Kitchen, 4134 Hubbard Ave. N. and Travail is also required to sign the off-site permit as the lessor of the space, which they have done. Gambling activities to take place will be a raffle and bingo and staff does not see any issues with approval of this request.

Recommendation:

Motion to adopt a resolution allowing the City of Lakes Youth Hockey Association to Conduct Off-Site Gambling.

Attachments:

1. Off-site Gambling Resolution

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 7th day of April 2026.

RESOLUTION NO.

A RESOLUTION APPROVING THE APPLICATION OF THE CITY OF LAKES YOUTH HOCKEY ASSOCIATION TO CONDUCT OFF-SITE GAMBLING AT TRAVAIL KITCHEN, 4134 HUBBARD AVE. N., ROBBINSDALE, MINNESOTA

WHEREAS, the City of Lakes Youth Hockey Association is submitting an application to the Minnesota Gambling Control Board for approval to conduct off-site gambling at Travail Kitchen, 4134 Hubbard Ave. N., Robbinsdale, Minnesota; and

WHEREAS, the off-site request is located within the city limits of Robbinsdale, Minnesota;

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Robbinsdale, Minnesota, does hereby approve the issuance for the City of Lakes Youth Hockey Association to conduct off-site gambling activities at Travail Kitchen, 4134 Hubbard Ave. N., Robbinsdale, Minnesota; and

BE IT FURTHER RESOLVED, that such approval of the City Council is effective upon issuance from the Minnesota Gambling Control Board.

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

And the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 7th DAY OF APRIL 2026.

Bradley Sutton, Mayor

Attest:

Chase Peterson-Em, City Clerk



TO: Mayor and City Council
PREPARED BY: Sherry O'Donnell, Admin Support/Deputy City Clerk
APPROVED BY: Tim Sandvik, City Manager
DATE: April 7, 2026
RE: Faith Lilac Way Lutheran Church Event

Background:

Faith Lilac Way Lutheran Church, 5530 42nd Avenue North, submitted a block party application for a neighborhood event. The event is scheduled for Saturday, June 6, 2026, from 3:00 p.m. until 6:00 p.m. No street closures requested. The event will take place on the church grounds. Expected attendance is 75-100 people.

The Police Chief and Public Works Director/City Engineer approve the application. The Fire Marshal approves with the following conditions: maintain emergency vehicle access at all times, use fire rated tents if cooking under them and provide certificates of fire rating, and must have up-to-date fire extinguishers at cooking locations.

The Police Chief informed that Police Reserves will try to be on site, if available.

There will be live music played by a small ensemble.

The church applied for a city temporary liquor license and has been approved by the Police Chief. There will be a two-beer limit per attendee. City staff will forward the state required license application to the Department of Public Safety Alcohol division, after City Council approval.

Churches are exempt from food licensing, so no temporary foods license is required.

Analysis:

None.

Recommendation:

By motion,

1. Approve the request for Faith Lilac Way Lutheran Church, 5530 42nd Avenue North, event on Saturday, June 6, 2026, 3:00 p.m. until 6:00 p.m.
2. Approve the temporary liquor license.

Attachments:

None



TO: Mayor and City Council
PREPARED BY: Sherry O'Donnell, Admin Support/Deputy City Clerk
APPROVED BY: Tim Sandvik, City Manager
DATE: April 7, 2026
RE: North Memorial/Manor Park - Mobile Food Units in Excess of 10 Days/Year

Background:

Last year (2025) requested use of Manor Park (parking lot) to host food trucks as a gesture of staff appreciation. North Memorial is zoned Residential Business (RB), and food trucks (Certain Transient Merchants as defined by City Code 1120.05), are not a permitted use. Manor Park allows food trucks as an accessory use since it is zoned R1.

North Memorial would like to host again this year, 1-2 food trucks per week for their employees, May-September. The serving hours would be 11 am- 2pm, with food trucks arriving around 10 am for set up. There would be one food truck per scheduled date.

Analysis:

In 2016, Zoning Code 520.05, Subd.3 (12) was revised to permit mobile food units (aka food trucks) as accessory uses in B-3 and B-4 and the use at any site shall be limited to no more than 3 consecutive days and a total of 10 days in a calendar year. This code also states that if there is a request for more than 10 days/year, City Council approval is required.

Outside of the aforementioned zones, and as defined within, Section 1120.05, Certain Transient Merchants, gives guidance on things like the licensing process, specifically – *“The city establishes the hours of operation and the duration of occupancy. Exterior sales are allowed at locations permitted by the zoning code. City council approval is required for dispensing and vending in a city park.”*

North Memorial submitted the plan, and the review fee of \$25. North Memorial noted that last year there were times when construction workers and neighbors were using the parking lot. They are requesting that if the parking lot is full some days if the food trucks can park on the street. Staff does not recommend this due to zoning and for safety purposes.

Food trucks will be required to obtain a city Transient Merchant license and provide all required information

Recommendation:

Staff recommends approval of 1-2 food trucks per week, as scheduled by North Memorial, from May-September 2026, from 11 am to 2 pm, to park in the Manor Park parking lot, with the following requirements:

1. All food truck operators must maintain a state-licensed mobile food unit dispensing and vending at a temporary fixed location, as directed by the City Manager, or their designee.

2. The owner/operator of each mobile food unit must maintain a city license, and provide all required documentation, including insurance, and shall be responsible for associated fees.
3. Noise must adhere to all regulations as defined within City Code.
4. Hours will be limited to 11 am to 2 pm, weekdays.

Attachments:

None



TO: Mayor and City Council
PREPARED BY: Sherry O'Donnell, Admin Support/Deputy City Clerk
APPROVED BY: Tim Sandvik, City Manager
DATE: April 7, 2026
RE: Robin Center - Mobile Food Unit In Excess of 10 Days/Year

Background:

In 2016, Zoning Code 520.05, Subd.3 (12) was revised to permit mobile food units (aka food trucks) as accessory uses in B-3 and B-4 and the use at any site shall be limited to no more than 3 consecutive days and a total of 10 days in a calendar year. This code also states that if there is a request for more than 10 days/year, City Council approval is required.

Analysis:

In years 2022-2025, Taqueria Victor Hugo 2, LLC, parked in lower Robin Center. For 2026, Taqueria Victor Hugo 2, LLC, is requesting to park in lower Robin Center again beginning April 8, 2026, until the end of December, as weather permits. They would be parked Monday-Saturday, 11:00 a.m. to 8:00 p.m. They would park in the same spot as the past four years. The plan review and license fees totaling \$50 have been paid. Robin Center approved and there is a signed agreement.

The Police Chief approved the site plan. Planning/zoning approves and requires permits for any signs. The Fire Marshal approved.

The Public Works Director/City Engineer approves with conditions:

1. All waste material generated be disposed of in an appropriate manner.
2. Clean up any stray refuse after each day of operation, or more often, if necessary.

The food truck/mobile food unit is required to provide a copy of their state license, description of food items, and their safety plan. All items have been received.

Recommendation:

By motion, approve the mobile food unit license and the parking of Taqueria Victor Hugo 2 to park in lower Robin Center beginning April 8, 2026, until December 31, 2026, weather permitting, from 11:00 am to 8:00 pm, Monday-Saturday.

Attachments:

None



TO: Mayor and City Council
PREPARED BY: Heather Rand, Community Development Director
APPROVED BY: Tim Sandvik, City Manager
DATE: April 7, 2026
RE: Resolution of Support for Grant Application to Met Council Liveable Communities' Program for 3839 Lakeland Ave Affordable Housing Project

Background:

The Metropolitan Council using demographics recommends that the city of Robbinsdale support the creation of an additional 50 units of affordable housing over the next 10 years. Such a project has been proposed for the 3838 Lakeland area by private sector developer Velair. To move forward, public grant funds from sources such as Met Council will need to be secured.

Analysis:

The city council approved the preservation of the 3900 Block of Lakeland Avenue as qualifying for affordable housing tax credits based on interest by Velair Development in constructing 40 or more units of housing (apartment with underground parking) at this site. Velair is now working to land assemble parcels on this block for the redevelopment project and are working with city staff to secure county, state and foundation grant funding to make the project affordable. One such grant program worthy of exploring is the Met Council Liveable Communities Affordable Housing Grant Program with such grant applications being due on 4/15/26.

To qualify for such grant, a resolution of support from the city to submit the grant application to the Met Council is required. The proposed project costs will likely exceed \$20 million. The grant application proposed requests up \$2 million. If the grant is awarded, a grant contract will be submitted to the city council for final acceptance and approval. Other funding sources that are being pursued in the upcoming year will include affordable tax credits from the state/feds, potential county grants and grant funds from the Anti-displacement Community Prosperity Program due to BLE that the county staffs.

Applying for grant funds does not commit the city to approving such project for development, as those decisions will come later in the development process.

Recommendation:

Staff recommend adoption of the resolution of support for submitting the grant application and this is just one of many funding sources that will be needed to move forward with an affordable housing project in the city at this location.

Attachments:

1. Rob CC Resolution of Support for Met Council LC Grant 2026

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 7th day of April, 2026

ROBBINSDALE CITY COUNCIL RESOLUTION NO. 2026-__

A RESOLUTION SUPPORTING THE SUBMITTAL OF A LIVEABLE COMMUNITIES' PROGRAM GRANT APPLICATION TO THE METROPOLITAN COUNCIL FOR THE PROPOSED 3839 LAKELAND AVE AFFORDABLE HOUSING PROJECT

WHEREAS, the City has identified a project within the City that meets the Liveable Communities program purposes and grant criteria and is consistent with and promotes the purposes of the Metropolitan Livable Communities Act and the policies of the Metropolitan Council's adopted metropolitan development guide for support of affordable housing; and

WHEREAS the City has the institutional, managerial, and financial capability to ensure adequate project and grant administration; and

WHEREAS the City certifies that it will comply with all applicable laws and regulations as stated in contract grant agreements should such grant and contract materialize; and

WHEREAS the City finds that the affordable housing project will not occur through private or other public investment within the reasonably foreseeable future without Livable Communities grant funding; and

WHEREAS the City represents that it has undertaken reasonable and good faith efforts to procure funding for the activities for which Livable Communities funding is sought but was not able to find or secure from other sources funding the necessary for project completion and states that this representation makes the application for such grant funding for the proposed affordable housing project critical to its advancement.

NOW THEREFORE, BE IT RESOLVED by the city of Robbinsdale, that city support is given to submit a Livable Communities Program project grant application on or before the 4/15/26 deadline for the amount of \$2,000,000, to support the development of an affordable housing project located at 3839 Lakeland Avenue in Robbinsdale, with developer MWF Properties, LLC d/b/a Velair Development Company.

The question was on 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 7TH DAY OF APRIL 2026.

ATTEST:

Chase Peterson-Etem
City Clerk

Brad Sutton, Mayor



TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, Assistant City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: April 7, 2026
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 4/7/2026.

Attachments:

1. Licenses

LICENSE APPROVAL LIST

4/7/26

<u>BUSINESS</u>	<u>TYPE</u>	<u>FEE</u>
Asian Invasion	Transient Merchant (food truck)	\$25
Brick Oven Bus	Transient Merchant (food truck)	\$25
D & D Goodies	Transient Mercahnt (food truck)	\$25
Gerhard's Brats	Transient Merchant (food truck)	\$25
Quashi Cuisine	Transient Merchant (food truck)	\$25



TO: Mayor and City Council
PREPARED BY: Jenna Wolf
APPROVED BY: Tim Sandvik, City Manager
DATE: April 7, 2026
RE: Stormwater Pollution Prevention Plan Annual Report

Background:

In response to the National Pollutant Discharge Elimination System (NPDES) and the Municipal Separate Storm Sewer System (MS4) permit requirements for municipalities to reduce the amount of sediment and other pollutants entering state waters, the City Council adopted its first Stormwater Pollution Prevention Plan (SWPPP) in April 2003.

The SWPPP contains actions that the City adopts as part of its normal course of business in order to prevent pollution and the degradation of water bodies within our municipal and watershed boundaries.

One of the items contained in the SWPPP involves the holding of a public meeting to hear comments and input on the adopted plan. Another item requires the completion of an annual report for the previous calendar year for submission to the Minnesota Pollution Control Agency (MPCA). Staff were notified on 1/11/2023 that MPCA is in the process of redesigning their online annual reporting platform this year and will not, at this time, be requiring an annual MS4 report to be submitted to them by its usual deadline of June 30th. Instead, the 2025 annual report will be due to the MPCA at a later date when they have finalized updating their online reporting platform. That said, staff will still present the results of last year's SWPPP to Council at the April 7th meeting this year. The presentation slides are included with this memo as Attachment A.

Annual Report to City Council on Permit Compliance:

Comments addressing each of the current Minimum Control Measures (MCMs) are as follows –

MCM 1: Public Education and Outreach

The MS4 permit requires the City to review its current program of education to focus on local water quality and stormwater-related issues. The City focuses public education efforts on illicit discharge detection and elimination, construction activities, proper disposal of yard waste and pet waste, and deicing material storage and use.

The City complied with the identified actions during 2025. Council Members may be aware that the City partners with two watershed management commissions, Shingle Creek and Bassett Creek, to provide educational materials for residents and local elementary school classrooms. In addition, articles relating to water quality are written for inclusion in each City newsletter and posts are occasionally made on social media.

The most recent iteration of the City's MS4 permit, which was issued in October 2021, requires that the City provide educational information to the public related to pet waste and de-icing salt. Staff achieved this new requirement by including information in newsletters and public presentations. Additionally, informational flyers about pet waste and de-icing salt were hung on a bulletin board in the lobby of City Hall at times when their information was seasonally-relevant.

MCM 2: Public Participation and Involvement

The MS4 permit requires the City to have programs and actions in place to allow solicitation of comments and involve the public in activities associated with water quality. Typical components of this element include the holding of this Annual Public Hearing with appropriate public notice and staff involvement at the Lower Twin Lake Association Annual Meeting, public schools, and community events.

The City complied with the identified actions during 2025. The Annual Public Hearing was held as part of the City Council meeting on April 1st, 2025. A public notice was sent out at least 30 days before the public meeting soliciting comments and testimony from the public regarding the City's SWPPP. No written comments were received. Staff gave water quality-themed presentations to the Lower Twin Lake Association on 9/23/2025 and had a table at the Chamber of Commerce Meet and Greet event in September 2025 with a variety of water quality related educational materials for residents.

MCM 3: Illicit Discharge Detection and Elimination

The MS4 permit requires the review of existing procedures, policies and controls to specifically include prioritized areas and written procedures for inspections and actions to detect and eliminate illicit discharges.

The required inspections and enforcement as well as staff refresher training were all completed during 2025.

MCM 4: Construction Site Runoff Controls

The MS4 permit requires the development of written procedures and checklists to handle site plan reviews and inspections, including the retention of the information.

Site inspections and enforcement were completed during 2025.

MCM 5: Post Construction Stormwater Management

The MS4 permit requires the development of written procedures for post construction site inspections of both public and privately-owned structural Best Management Practices (BMPs) as well as the development of maintenance agreements and Enforcement Response Procedures (ERPs).

City staff have a Post-Construction Stormwater Management plan complete with maintenance agreements templates and an ERP flow-chart. The document was reviewed over the winter to ensure compliance with the MS4 General Permit requirements.

MCM 6: Pollution Prevention / Good Housekeeping for Municipal Operations

The MS4 permit requires the City to implement operations and maintenance plans that reduce or prevent pollutants from entering receiving waters. Newer elements included in this measure are the creation of a facilities inventory and development of procedures for determining the effectiveness of ponds in removing total suspended solids (TSS) and total phosphorus (TP).

The required BMP inspection and maintenance, materials handling, facilities inventory, and staff training were all completed during 2025.

Compliance with TMDL Waste Load Allocation

In addition to compliance with the 6 Minimum Control Measures identified above, the MS4 permit requires an annual report to track progress against the load reductions associated with the various Total Maximum Daily Load (TMDL) plans the City is involved in.

The current TMDL schedules applicable to Robbinsdale are –

- Shingle Creek Chloride TMDL: Review completed in 2014. No updates since then.
- Crystal Lake TMDL: Monitoring and plant surveys completed in 2022.
- Middle Twin Lake TMDL: Was intensively monitored by watershed commission in 2025.
- Lower Twin Lake TMDL: Was intensively monitored by watershed commission in 2025.
- Ryan Lake TMDL: Will be monitored by a watershed commission in 2026.

Council members may be aware of the many projects that have been implemented over the years since the introduction of the TMDLs and staff continue to explore opportunities for improvements that address these plans.

The MPCA has adopted the Upper Mississippi Bacteria TMDL. Overall reductions of approximately 70% are required. Typical actions that are being sought to reduce bacteria in waterways include –

- Identification of bacteria sources – BMPs include monitoring outfalls to pinpoint localized hotspots of sanitary pipe or septic systems that could have failed and be contributing.
- Reduction of input from pet waste – BMPs include adoption, enforcement and education of pet waste pick up and providing infiltration and/or filtration downstream of animal congregation areas.
- Reduction of input from wildlife – BMPs include promoting animal feeding bans, the control of nuisance populations of waterfowl and providing infiltration and/or filtration downstream of waterfowl congregation areas.
- Reduction of input from humans – BMPs include eliminating illicit connections and sanitary sewer overflows.
- Reduction of conditions that promote bacteria growth and survival – BMPs include reducing dry weather flows (to allow pipes to dry out) and investigating ways to reduce biofilm buildup in pipes.

Annual Report Summary:

Overall, the City has complied with the operational aspects of the MS4 permit during 2025.

Public Notification and Consultation:

As part of the continuous improvement philosophy of the SWPPP, an annual public meeting is required to be held. Notification of this meeting (to be held as part of tonight's City Council meeting) appeared in the SunPost. This notification complied with the statutory requirement for a minimum 30-day notice.

In addition to the verbal submissions to be received tonight, staff is prepared to accept written feedback at any time. However, nothing has been received up to the time of writing this report.

All comments received, whether electronic, written or verbal, will be dealt with through a Record of Decision (ROD) process whereby the issues raised will be investigated and a formal decision made and kept regarding each issue.

The MPCA has stated that Public Meetings should be held, and any reports of comments submitted to the agency.

Analysis:

Staff respectfully submit the annual report for receipt by City Council, recommend holding the annual public input meeting, allow staff to process all comments received from the public, authorize the City Manager to sign and submit the annual report to the MPCA when it is eventually due.

Recommendation:

- i. Receive and note the annual report on the adopted SWPPP compliance for the 2025 calendar year.
- ii. Hold the public input meeting to receive any comments and input regarding the adopted SWPPP.
- iii. Grant delegated authority to the Public Works Director / City Engineer and City Manager to process all comments received, create and keep a record of decision of each comment, and advise the City Council of those decisions.
- iv. Authorize the City Manager to sign the standard annual report upon the conclusion of comment investigation and submit the report to the MPCA by the designated date.

Attachments:

1. Annual SWPPP Report to City Council 2026



Stormwater Pollution Prevention Plan (SWPPP)

Annual Report

Jenna Wolf – Water Resources Specialist

Q: Where does the water go when it rains?





A: Our ponds, lakes, and streams



Stormwater Pollution Threatens Lake Health

- Litter/garbage
- Invasive species
- Deicing salt
- Fertilizer
- Organic material (grass clippings, leaves, etc.)



“Every property is lakefront property”



MS4 Permit

Municipal Separate Storm Sewer System Permit

- Generally applies to cities with populations 10,000 or more that own and operate storm sewer systems
- Designed to reduce the amount of sediment and other pollutants entering state waters from stormwater systems
- Involves extensive inspections, record keeping, and reporting





SWPPP

Stormwater Pollution Prevention Plan

1. Public Education and Outreach
2. Public Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Stormwater Runoff Control
5. Post Construction Stormwater Management
6. Pollution Prevention and Good Housekeeping





1. Public Education and Outreach

- Relevant activities:
 - Spring and fall City newsletters
 - Posts on City social media pages
 - Articles in utility bill news inserts
 - Posters at City Hall

PET WASTE & WATER POLLUTION



Dog waste left on the ground washes into storm drains, lakes and streams, exposing people, pets and wildlife to harmful bacteria.

Good Neighbors Care About Clean Water

There are an estimated **310,000 dogs** in Hennepin County, and they create over **40,000 tons of waste** per year — that's a lot of poop!

This poop causes bacteria, excessive algae growth, and other water quality issues in our communities, so city ordinances require owners to clean up dog waste. This is also the neighborly thing to do to make sure we can all enjoy our local wetlands, lakes, and streams.

How does pet waste in my yard pollute water?

Dog waste contains harmful bacteria and parasites. When waste is left on lawns or not picked up, it is washed by the next rainstorm into the nearest lake or stream. Wading, swimming, or playing in bacteria-laden waters can be harmful to humans and pets alike. Pet waste also contains nutrients that promote weed and algae growth in lakes and rivers. Picking up pet waste keeps recreation areas clean, safe, and enjoyable.



What about all the other animals?

It is true that squirrels, birds and other wildlife can also contribute to water pollution. However, these animals tend to spread out waste across the landscape, whereas dog waste is concentrated in yards and along sidewalks or paths.

How can I be a good neighbor?

Pick up dog waste from your yard and throw it in the garbage — it is not a fertilizer. Carry disposable bags while walking your dog. Do the same at the dog park — don't make it somebody else's problem.

NEED MORE INFORMATION?

For more information regarding the information in this flier, visit:
westmetrowateralliance.org/pet-waste

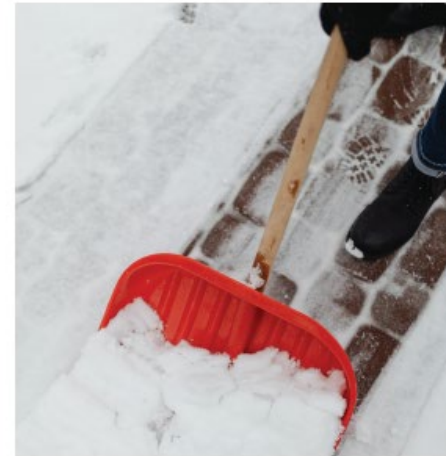


SNOW AND ICE CARE

Help Keep Our Water Clean!

Salt use has been on the rise since the 1950s, leading to waters becoming increasingly salty. Chloride levels have become so high, many creeks and lakes are now considered unhealthly.

Chlorides harm plants and animals, contaminate drinking water, damage buildings, corrode vehicles, roads and bridges. Too much salt can lead to costly damages and environmental consequences!



Help keep our waters clean with these simple steps:

1. Clear walkways of snow to minimize ice build-up.
2. Temperature matters. If the temperature is below 15 degrees, salt doesn't work effectively. Consider using sand for traction.
3. Scatter salt where it's critical. Leave about 3 inches between grains of salt. A 12-ounce coffee cup of salt is enough to cover 10 sidewalk squares or a 20-foot driveway.
4. Sweep up leftover salt, sand and deicer to reuse as needed.


Created in collaboration with MN Water Let's Keep it Clean, the West Metro Water Alliance and the Nine Mile Creek Watershed District.





City of Robbinsdale, MN - Government · Follow
June 6, 2025 · 🌐


Last Saturday, May 31, the Robbinsdale Sustainability Committee and residents of Lee Square planted a raingarden at the Water Treatment Plant. An Eagle Scout troop also... See more



You, JoAnne Baird Wolf and 65 others
Love Comment Share
4 comments 1 share

City of Robbinsdale, MN - Government · Follow
July 30, 2025 · 🌐

City Staff recently assisted WSB with electrofishing for common carp on Crystal Lake! Electrofishing is a common scientific survey method used to sample various fish sp... See more



You, Daniel Jambor, Janet Foltz Kubly and 57 others
Like Comment Share
16 comments 2 shares

Water-themed posts on the City social media pages tend to generate a lot of interest from residents



2. Public Participation

- Relevant activities:
 - Community events (ex: Chamber of Commerce Meet and Greet)
 - Lake association meeting presentations
 - Flocculation Plant Tours

Public Participation



Arbor Day 2025



Chamber of Commerce Meet and Greet 2025





Public Participation



Flocculation Treatment Plant Tour 2025



Hollingsworth Park Trash Pickup Event 2025



3. Illicit Discharge Detection and Elimination

- Sediment (soil/dirt)
- Excess nutrients (nitrogen and phosphorus)
 - Fertilizer, leaves, grass clippings
- Petroleum products
- Animal waste (bacteria)
- Toxic chemicals
- Debris, trash, litter

Illicit Discharge:
“Any material entering into the storm sewer other than stormwater”





3. Illicit Discharge Detection and Elimination

- Relevant activities:
 - Locate, investigate, and eliminate local sources of illicit discharges
 - Conduct illicit discharge training for City staff



Example Illicit Discharge

5-7-25



Example Illicit Discharge





4. Construction Site Stormwater Runoff Control

- Relevant activities:
 - Review building plans for sites >1 acre
 - 1 site review in 2025
 - Sanborn Park Storm Sewer Project
 - Inspect constructions sites >1 acre
 - Weekly
 - Whenever we receive 0.5” of rain within 24 hours
 - This amounted to **11 total inspections** in 2025



Construction Site Inspection Criteria



Silt Fences



Construction Site Inspection Criteria



Rock Entrances

Construction Site Inspection Criteria



Street Sweeping



5. Post Construction Stormwater Management

- Relevant activities:
 - Ensure that building plans incorporate practices to protect water
 - Ponds, raingardens, underground storage tanks, etc.
 - Ensure that infrastructure continues to function into the future
 - Create agreements for landowner and ensure compliance



Fox in a Rain Garden!



6. Pollution Prevention and Good Housekeeping

- Relevant activities:
 - Track City activity and ensure we are using best practices
 - Stockpiled material
 - Snow and ice management activities
 - Inspect City-owned stormwater infrastructure and perform maintenance as needed

Additional Requirements Due to Local Impaired Waters



- Relevant activities:
 - Create map of potential bacteria sources
 - Have a bacteria reduction plan
 - Track amount of City deicing salt usage



Summary

- Overall, the City has complied with the operational aspects of the MS4 permit during 2025.
- Staff continue seeking ways to improve operations and better-protect our local water resources.
- New MS4 Permit coming soon, still in the draft phase.
 - Introducing some new language around PFAS
 - Other minor updates



Crystal Lake Flocculation Plant 2025

Ran for 96 days

23 pounds of total phosphorus removed

Over 2,000 pounds of total suspended solids removed

78 million gallons of lake water treated

1,726 gallons of aluminum sulfate chemical used





Plan for 2026

- Run Flocculation Treatment Plant from Memorial Day to Labor Day
 - Floc Plant Tours Returning!
- More carp removal scheduled on Crystal Lake
- Algae Control on Crystal Lake
- Lake Water Quality Assessment Survey
- Sochacki Park Water Quality Improvement Project moves forward
- Curly Leaf Pondweed Treatments on Lower Twin Lake
- Looking for Alternate Commissioner for Bassett Creek Watershed
- And More!

Questions?

Jenna Wolf – Water Resources Specialist

jwolf@ci.robbinsdale.mn.us

763-531-1248



TO: Mayor and City Council
PREPARED BY: Richard McCoy, City Engineer/Public Works Director
APPROVED BY: Tim Sandvik, City Manager
DATE: April 7, 2026
RE: Approve Professional Services Agreement for PFAS Feasibility Report

Background:

City Council Members may recall the ongoing issue of PFAS chemicals in drinking water supplies. These chemicals have been detected in water supplies throughout the country and the Environmental Protection Agency (EPA) has introduced new (lower) thresholds for the presence of these chemicals.

Low concentrations of the chemicals have been detected in the wells supplying Robbinsdale with its drinking water. The levels of these chemicals have been found to be slightly above the new threshold limits and as such, the City is required to take necessary action to reduce the concentrations of these chemicals in the drinking water to below the established levels.

A previous report to the City Council meeting on 21st of October provided some background on PFAS and the actions required by the City to remain in compliance with drinking water standards. At the same meeting, City Council accepted a grant of up to \$2,790,300.00 from the Minnesota Pollution Control Agency (MPCA) for PFAS planning.

The first step in the PFAS planning is the preparation of a Feasibility Report. A scope to perform this work has been received from AE₂S and this has been included as an attachment for review by City Council Members. Given that the ultimate treatment for PFAS will have to mesh with the plant as it currently operates, City staff feel comfortable with this planning work being performed by AE₂S rather than another Consultant as they are best suited to know the details of the new plant having designed the process elements.

The Feasibility Report will include a number of tasks including -

- Project Management, Communications, and Coordination
- Overview of the Existing System
- Standards and Regulatory Review
- Review of Funding Options
- Water Quality Review
- Establishment of Treatment Goals
- PFAS Treatment Evaluation
- Rapid Small Scale Column Testing
- Powdered Activated Carbon (PAC) Testing
- Pilot Testing Preliminary Design
- PFAS Removal Recommendation and Next Steps
- Report Preparation

It is anticipated that the work as identified above and contained within the scope will be completed by December 31st 2027.

The fee to carry out this task is \$565,500.00 which would be reimbursable from the MPCA grant.

Based on the results of this Feasibility Report, next steps in the process will be identified and further reports will be presented to the City Council with scope and cost to move to those next steps. Note that the date for the City to be in compliance with the new standards is currently April of 2029.

City staff concurs with the scope of work for this portion of the PFAS planning process and recommends approval of the proposal and Professional Services Agreement for a fee not to exceed \$565,500.00. The City Attorney has performed a review of the documentation.

Analysis:

Recommendation:

By motion, approve a Professional Services Agreement with AE₂S to conduct a Feasibility Report for PFAS Treatment for the City of Robbinsdale in accordance with the scope provided for a cost not to exceed \$565,500.00.

Further, that the Mayor and City Manager be authorized to sign the agreement.

Attachments:

1. PFAS Feasibility Scope - 07Apr26

Exhibit A – Scope and Fee

The scope of services consists of the following:

1. Project Management, Communications, and Coordination
 - a. Perform general project management activities including
 - i. General written / Email correspondence
 - ii. Project coordination
 - iii. Monthly project progress reports
 - iv. Project invoicing
 - b. Provide coordination with City staff.
 - c. If needed, prepare a data request memorandum summarizing the data needed from the City to complete the project.
 - d. Prepare for and attend one (1) in-person kick-off meeting. Discussion topics include, but are not limited to, the following: project team and goals, overview of data request items, work completed to date, project schedule, and site visit.
 - e. Prepare for and attend up to two (2) virtual meetings with Minnesota Department of Health (MDH) and City staff to discuss PFAS removal alternatives and treatment goals for the City and current State design standards.
 - f. Prepare for and attend up to two (2) virtual project update meetings with City staff.
 - g. Prepare for and attend one (1) virtual project summary meeting with City staff to discuss the draft report.
 - h. Prepare communication and presentation pieces for City staff usage for City Council Work Session and City Council Meeting briefings on the final report and recommendations.
 - i. Attend Council Work Session and City Council Meeting briefings as requested.
2. Overview of the Existing System
 - a. Review construction documents for the new lime softening treatment facility to understand possible locations for the new PFAS treatment facility.
 - b. Review existing water supply and distribution system infrastructure to understand the connectivity between the raw water wells, the water treatment plant, and the distribution system to define possible locations for the PFAS treatment facility.
3. Standards and Regulatory Review
 - a. Complete an overview of current regulatory considerations that impact PFAS treatment in the United States and the State of Minnesota. Evaluate how PFAS regulations are applicable to the City. State and Federal PFAS regulations include:
 - i. EPA Final MCLs
 1. Determination of compliance through RAA calculations.
 - ii. EPA MCL Implementation Timeline.
 - iii. MDH Health Risk Limits

iv. MDH PFAS treatment design standards

4. Review of Funding Options

- a. Complete an evaluation of funding options available to the City to implement PFAS treatment. Funding analysis to include the following:
 - i. Funding programs applied for and secured to date.
 - ii. Funding programs applied for and not secured to date.
 - iii. Additional potential funding options available.
- b. Provide recommendations on additional funding opportunities for the City, if any.
- c. Assist the City with applications for up to three (3) PFAS treatment funding options.

5. Water Quality Review

- a. Review and summarize historical PFAS sampling results and other water quality data available at each well and throughout the water treatment plant.
- b. Assess whether additional water quality testing (for PFAS and/or other compounds) is required to complete the feasibility study. Recommend to the City additional water quality analysis, if needed.

6. Establishment of Treatment Goals

- a. Based on current State and Federal PFAS regulations, existing PFAS results, and discussions with City and MDH staff, provide a summary of recommended PFAS treatment goals for the City.

7. PFAS Treatment Evaluation

- a. Complete a review of up to seven (7) existing non-treatment and treatment technologies that can be used for the removal of PFAS from the City's drinking water. Complete a pros/cons matrix for each treatment technology evaluated. Treatment technologies that will be evaluated include:
 - i. New Wells
 - 1. Perform desktop evaluation of local hydrogeology to determine possible location(s) for new groundwater wells.
 - 2. Review available local groundwater well completion reports and lithologic logs.
 - 3. Review existing water rights within the area.
 - 4. Coordinate with the City and Minnesota Department of Health on the requirements for exploratory boring and new source development.
 - 5. If required, assist the City with obtaining the services of a licensed well drilling company for the installation of new monitoring wells in areas that lack sufficient data and show potential to produce PFAS free water.
 - 6. Coordinate with the City in obtaining the services of a company with trained and qualified field personnel for the onetime collection of water quality samples from up to five (5) monitoring wells for PFAS and other water quality parameters.

- a. Provide the City with a list of recommended water quality parameters to be analyzed.
 - b. City to provide water quality results for further evaluation.
 - ii. Injectable Absorbent (Polymer Stabilized Activated Carbon)
 - 1. Evaluate potential for utilizing this method for in situ treatment at wellhead(s) or Well No. 8 Site.
 - iii. Powdered Activated Carbon (PAC) Addition
 - 1. Evaluate chemical dosing locations, chemical storage location, preliminary dosage requirements, preliminary storage sizing, residuals disposal issues, and constructability and operational issues.
 - iv. Granular Activated Carbon (GAC) Adsorption
 - 1. Evaluate pressure vessels versus gravity filters, backwash water disposal, spent media disposal issues, and constructability and operational issues.
 - v. Ion Exchange (IX) Adsorption
 - 1. Evaluate pressure vessels versus gravity filters, backwash water disposal spent media disposal issues, and constructability and operational issues.
 - vi. Membrane Filtration (nanofiltration (NF)/Reverse Osmosis (RO))
 - 1. Evaluate repumping facilities, RO concentrate water disposal issues, and constructability and operational issues.
 - vii. Preliminary analysis of up to one (1) additional alternative treatment option.
 - b. In addition to evaluating PFAS removal technologies, evaluate whether additional treatment or infrastructure is required based on water quality conditions. Additional treatment / infrastructure that may be needed includes:
 - i. Pre-treatment prior to PFAS removal system.
 - ii. Chemical feed systems (pre or post PFAS removal system).
 - iii. Pumping facilities.
 - iv. Backwash facilities.
 - v. Equalization or backwash settling tank(s).
 - vi. Raw watermain/finished watermain.
 - vii. Electrical service and instrumentation / communications requirements.
 - viii. Structural, architectural, and mechanical considerations.
 - ix. Handling of PFAS treatment process residuals.
 - x. Permitting implications.
 - c. Evaluate space requirements for the treatment processes:
 - i. Review space availability at the current treatment plant location.
 - ii. Review other available land options if needed.
8. Rapid Small Scale Column Testing

- a. Perform one (1) set of Rapid Small Scale Column Tests (RSSCT) on the City's raw, partially treated, or fully treated drinking water based on the treatment analysis results discussed in item 7 above.
 - i. Select 6 to 8 separate media to test (GAC and IX Resins).
 - ii. Recommend preferred PFAS adsorptive media based on performance, operations and maintenance (O&M), supply, and costs.
- b. RSSCT results will be used to determine the need for full scale pilot testing.

9. Powdered Activated Carbon (PAC) Testing

- a. Perform up to five (5) sets of jar tests using up to five (5) different PACs to determine the best PAC to remove PFAS in the water from the Robbinsdale Water Treatment Plant (WTP). Results will be used to determine the optimum PAC dosage, if PAC is determined to be a viable treatment option.
- b. Recommend the best PAC based on cost per pound of PFAS removed per pound of PAC.

10. Pilot Testing Preliminary Design

- a. Complete the preliminary design of the pilot equipment needed to meet the recommended PFAS treatment goals. Services include:
 - i. Selection of location for pilot plant equipment installation.
 - ii. Development of process schematics showing layout of the pilot plant equipment.
 - iii. Coordination of pilot equipment and enclosure selection and identifying potential vendors for the pilot plant equipment.
 - iv. Coordination of filter media selection and identifying potential vendors for filter media.
 - v. Coordination of laboratory services.
 - vi. Development of equipment costs for the required pilot equipment and lead times to be delivered to the project site.

11. PFAS Removal Recommendation and Next Steps

- a. Upon finalizing the evaluation of the treatment approaches, technologies, additional treatment infrastructure, etc., provide a recommendation for PFAS treatment to the City. The final recommendation will include the following:
 - i. Reasoning for recommendation of treatment approach, technology, and the need for additional infrastructure;
 - ii. Capital cost estimate for the recommended project;
 - iii. Operation and Maintenance (O&M) analysis for the recommended project; and
 - iv. Preliminary water treatment plant layout(s).
- b. Based on the final recommendations, prepare an implementation timeline for additional work including pilot testing, design, bidding, and construction if recommended.

12. Report Preparation:

- a. Prepare a draft technical report outlining the findings and recommendations of the feasibility study. Review the draft report with City staff.
- b. Prepare a final technical report based on the City's review comments.
- c. Develop a graphical recommended project executive summary for City Council review.

Assumptions and Exclusions

The proposed scope of services includes the following assumptions:

1. Cost of additional water quality sampling, shipping, and testing is not included in this scope and fee.
2. The completion of one (1) set of RSSCT testing on raw, partially treated, or fully treated drinking water is included in this scope and fee. Six (6) to eight (8) separate medias will be selected for testing. PFAS testing required by the RSSCT test is included in this scope and fee.
3. The completion of pilot testing for the recommended project is not included in this scope and fee.

Schedule

AE2S anticipates the feasibility study to be completed within twenty-six (26) weeks of receiving written approval to proceed.

Fees

AE2S shall render services under this Agreement on an hourly basis in accordance with our Hourly Fee Schedule and not to exceed basis. A summary of the estimated costs for the scope of services is as follows:

Project Phase	Professional Fee	Notes
PFAS Feasibility Study and Report	\$ 565,500.00	Hourly, not to Exceed Amount
Total	\$ 565,500.00	

ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC
2026 HOURLY FEE AND EXPENSE SCHEDULE

Labor Rates*

Administrative 1	\$73.00
Administrative 2	\$88.00
Administrative 3	\$103.00
Communications Specialist 1	\$117.00
Communications Specialist 2	\$137.00
Communications Specialist 3	\$158.00
Communications Specialist 4	\$190.00
Communications Specialist 5	\$210.00
Construction Services 1	\$140.00
Construction Services 2	\$171.00
Construction Services 3	\$190.00
Construction Services 4	\$211.00
Construction Services 5	\$232.00
Engineering Assistant 1	\$94.00
Engineering Assistant 2	\$111.00
Engineering Assistant 3	\$140.00
Engineer 1	\$152.00
Engineer 2	\$182.00
Engineer 3	\$213.00
Engineer 4	\$246.00
Engineer 5	\$264.00
Engineer 6	\$279.00
Engineering Technician 1	\$93.00
Engineering Technician 2	\$117.00
Engineering Technician 3	\$141.00
Engineering Technician 4	\$158.00
Engineering Technician 5	\$181.00
Financial Analyst 1	\$126.00
Financial Analyst 2	\$142.00
Financial Analyst 3	\$171.00
Financial Analyst 4	\$187.00
Financial Analyst 5	\$209.00
GIS Specialist 1	\$117.00
GIS Specialist 2	\$142.00
GIS Specialist 3	\$168.00
GIS Specialist 4	\$188.00
GIS Specialist 5	\$210.00
I&C Assistant 1	\$112.00
I&C Assistant 2	\$139.00
I&C 1	\$166.00
I&C 2	\$196.00
I&C 3	\$221.00
I&C 4	\$234.00
I&C 5	\$246.00

IT 1	\$145.00
IT 2	\$196.00
IT 3	\$241.00
Land Surveyor Assistant	\$107.00
Land Surveyor 1	\$129.00
Land Surveyor 2	\$156.00
Land Surveyor 3	\$175.00
Land Surveyor 4	\$193.00
Land Surveyor 5	\$213.00
Operations Specialist 1	\$112.00
Operations Specialist 2	\$140.00
Operations Specialist 3	\$173.00
Operations Specialist 4	\$198.00
Operations Specialist 5	\$222.00
Project Coordinator 1	\$130.00
Project Coordinator 2	\$145.00
Project Coordinator 3	\$162.00
Project Coordinator 4	\$178.00
Project Coordinator 5	\$201.00
Project Manager 1	\$229.00
Project Manager 2	\$251.00
Project Manager 3	\$269.00
Project Manager 4	\$284.00
Project Manager 5	\$303.00
Project Manager 6	\$317.00
Sr. Designer 1	\$199.00
Sr. Designer 2	\$221.00
Sr. Designer 3	\$238.00
Sr. Financial Analyst 1	\$236.00
Sr. Financial Analyst 2	\$257.00
Sr. Financial Analyst 3	\$279.00
Technical Expert 1	\$361.00
Technical Expert 2	Negotiable

Reimbursable Expense Rates

Transportation	\$0.83/mile
Survey Vehicle	\$1.05/mile
Laser Printouts/Photocopies	\$0.30/copy
Plotter Printouts	\$1.00/s.f.
UAS - Photo/Video Grade	\$100.00/day
UAS/USV – Survey	\$50.00/hour
Total Station – Robotic	\$35.00/hour
Mapping GPS	\$60.00/day
Fast Static/RTK GPS	\$50.00/hour
All-Terrain Vehicle/Boat	\$100.00/day
Cellular Modem	\$75.00/month
Web Hosting	\$26.00/month
Legal Services Reimbursement	\$302.00/hour
Outside Services	cost * 1.15
Geotechnical Services	cost * 1.30
Out of Pocket Expenses	cost * 1.15
Rental Car	cost * 1.20
Project Specific Equipment	Negotiable

* Position titles are for labor rate grade purposes only.

These rates are subject to adjustment each year on January 1.

TO: Mayor and City Council
PREPARED BY: Will Bucheger, Assistant Planner
APPROVED BY: Tim Sandvik, City Manager
DATE: April 7, 2026
RE: Zoning Text Amendment to Code Section 520.09 Neighborhood Grocery District

Background:

Staff regularly reviews the City Code to identify and update outdated or irrelevant provisions. During this process, staff identified the Neighborhood Grocery (NG) zoning district as obsolete. Given that existing districts align more effectively with the Comprehensive Plan, staff recommends the removal of the NG district from the City Code.

Analysis:

The Neighborhood Grocery district was specifically intended for residential grocery access. Because the B1 Neighborhood Commercial District already permits grocery stores, the NG district is redundant. To streamline the code, staff proposes the following changes to Chapter V, Section 520.09. Proposed new text is bolded and underlined, while deleted language is stricken through.

~~520.09. NG, neighborhood grocery district.~~

~~Subdivision 1. Purpose. A district to provide for the establishment of local convenient grocery stores which deal directly with the customer for whom the goods or services are furnished. These grocery stores are to provide services and goods only for the immediate neighborhood and not intended to draw customers from the entire community.~~

~~Subd. 2. Permitted uses. Grocery stores not more than 2,000 square feet of floor provided that: (a) the property is a corner lot; (b) the signing and lighting is approved by the city.~~

~~Subd. 3. Permitted accessory uses. Permitted accessory uses in an NG; district are: (a) off street parking as regulated by subsection 510.17 of this code; (b) off street loading as regulated by subsection 510.19 of this code; (c) signs and bulletin boards as regulated by section 410 of the city code; (d) interior storage of merchandise solely intended to be retailed by the principal use; (e) solar energy devices that are an integral part of the principal structure.~~

~~Subd. 4. Conditional uses. The uses described in this subdivision require a conditional use permit based on procedures set forth in and regulated by subsection 535.01 of this code and all the following: (a) Grocery stores greater than 2,000 square feet but less than 3,000 square feet provided that: (1) the property is on a corner lot; (2) all signs and lighting be subject to city approval. (b) Buildings combining residential and permitted non-residential uses allowed in this district provided that: (1) residential and nonresidential uses shall be in separate rooms and clearly defined spaces and shall not conflict in any manner; (2) the residential building standards as outlined in subsection 515.07, subdivision 6 of this code are met. (c) Off site parking which~~

uses private property to meet the parking requirements of this code. (d) Use of public right-of-way to meet the parking requirements of this code. (e) Wind generators and other tower-mounted energy devices. (f) Solar energy devices not an integral part of the principle structure. (g) Satellite antenna.

Subd. 5. Lot and setback requirements. (a) Lot area: 10,000 square feet. (b) Lot width: 80 feet (c) Building setbacks: (1) Front yard: not less than 30 feet, except (i) in a block where a lot fronts on a side street next to a block which has its side facing the same side street the setback on each lot shall be 15 feet from the side street (right-of-way). (2) Side yard: five feet unless: (i) side yard abutting a street right-of-way shall not be less than 15 feet from the right-of-way; (ii) a side yard that contains a driveway shall be at least 15 feet if there is oneway traffic movement or at least 20 feet if there is two-way traffic movement; (iii) a side yard that directly abuts a residential use or residential district shall be increased five additional feet over the minimum stated above and shall be screened and landscaped in compliance with subsection 510.25, subdivision 2 of this code. (3) Rear yards: 20 percent of lot depth and if abutting a residential district shall be increased five feet and shall be screened and landscaped in compliance with subsection 510.25, subdivision 2 of this code.

Subd. 6. Building requirements. (a) Height: No structures shall exceed two stories or 25 feet except as provided in subsection 510.15, subdivision 1 of this code. (b) Exterior materials: The type of building materials used on exterior walls shall be face brick, natural stone, specifically designed precast concrete, factory fabricated and finished metal frame paneling, glass or other materials approved by the city.

Subd. 7. Parking requirements. (a) Reduction of parking: Reduction of parking stalls may be allowed when the provision of space required for parking stalls, due to the particular nature of the proposed use or other considerations, would be an unnecessary hardship. Adequate open space shall be provided to satisfy the total number of required parking stalls. (b) Additional parking: When the provisions for parking space required for specific district uses is inadequate the city may require additional off-street parking be provided. (c) Parking ratio: (1) At least one off-street parking space shall be provided for each 200 square feet of building floor area. (2) At least one handicap off-street parking space shall be provided for each 50 spaces or fraction thereof. (d) Design requirements: (1) Drainage: All driveways and parking areas, except those for less than four vehicles, shall be graded according to a drainage plan which has been approved by the city. (2) Lighting: Any lighting used to illuminate an off-street parking area shall be shaded or diffused to reflect the light away from the adjoining property and traffic. (3) Curbing: The entire perimeter of all parking areas in excess of four stalls, access driveways, truck loading spaces or other hard surface areas that handle motor vehicle traffic shall be curbed with a poured six inch high concrete curb, as follows: (i) curbing shall be required around safety islands; (ii) curb cuts and ramps for the handicapped shall be installed as required by state law; (iii) construction shall be in accordance with curbing specifications on file at the city; (iv) the city may exempt curbing: Where the parking lot directly abuts a sidewalk which is sufficiently higher than the grade of the parking lot and satisfies the curbing requirements. (4) Driveway requirements: (i) A maximum driveway width of 35 feet at the curb opening, excluding the entrances radii can be constructed; (ii) The parking aisle shall be a minimum of 25 feet in width for two-way traffic and according to Table I, subsection 510.17, subdivision 2(d) of this code for one-way traffic; (iii) The edge of the curb opening shall not be closer to the nearest portion of a street right-of-way intersection than 75 feet or two-thirds of the lot width, whichever is smaller; (iv) Where a intersection exists, a drive may be located opposite the end of the intercepted street; (v) The minimum driveway angle to the street shall be 60 degrees. (5) All parking and hard surface areas shall be: (i) no closer than ten feet from any street right-of-way; (ii) no closer than five feet from any side lot line, except for a common drive approved by the adjoining property

owners and the city; (iii) no closer than five feet from any rear lot line unless adjacent to an alley, then the setback shall be increased to ten feet; (iv) no closer than five feet from the main building; (v) curbed with minimum driveway access radii of ten feet to match the existing street curb or sidewalk. (6) Loading docks: (i) outside loading docks shall be located in the rear or side yard and be properly screened; (ii) the space needed for the loading docks must be adequate to handle the loading and unloading needs, without obstructing the public right-of-way. (7) Off-street parking shall be provided for all vehicles concerned with any use on the lot. (8) Parking lots with more than four parking stalls shall be striped. (9) Sufficient concrete areas may be required for motorcycle parking in addition to the required vehicle parking stalls. (10) Bike racks may be required by the city in an area that is convenient to each major building entrance and will not disrupt pedestrian or vehicular traffic or fire lanes. (11) Safety signs, markings and traffic control devices may be required, to promote vehicular and pedestrian safety.

Subd. 8. Landscape requirements: (a) all open areas of any site, except for areas used for parking, driveways or storage shall be landscaped and be incorporated in a landscape plan; (b) the landscape plan shall be submitted for approval by the city and indicate the location, size and species, and method and quantity of all proposed plants including designation of any existing vegetation which is to be removed or which will remain with construction; (c) underground lawn sprinkling systems, or other provision for watering, shall be provided to maintain the lawns and landscaping within the boulevards, front and side yard areas.

Subd. 9. Performance standards. (a) Parking facilities: All driveways, parking areas and loading docks shall be surfaced with blacktop, concrete or other hard surface material approved by the city. (b) Exterior storage: All materials and commercial equipment shall be kept in a building and nothing shall be stored outside. (c) Refuse: All waste materials, refuse or garbage shall be contained in closed containers as required by section 605 of the city code. (d) Screening: (1) all required screening shall be according to subsection 510.25, subdivision 2 of this code. (2) plantings shall not be placed so as to obstruct lines of sight at street corners and driveways. (3) Screening of off-street parking shall be required for: (i) any off-street parking area requiring more than four spaces or adjoining a residential district; (ii) any driveway to a parking area of four or more spaces within 30 feet of an adjoining residential district. (4) All trash or garbage storage receptacles must be located in the rear or side yard and be totally screened from view from any public right-of-way. Provisions must be taken to protect screening from vehicle damage. (5) All roof equipment, except alternate energy devices must be screened from public view unless the equipment is designed as an integral part of the building and is compatible with the lines of the building, as determined by the city. (e) Drainage and grade requirements: A finished ground grade shall be established such that natural drainage away from all buildings is provided. The following minimum criteria shall apply: (1) the minimum elevation of finished grade shall not be less than one-fourth inch rise per horizontal foot of setback measured from curb grade; (2) the city may specify a minimum finished ground grade for any structure in order to allow proper drainage and connection to city utilities. (f) Landscaping: The following shall be minimum criteria for landscaping: (1) it shall be the owner's responsibility to see that all required landscaping is maintained in an attractive, well kept condition; (2) all vacant lots, tracts or parcels shall be properly maintained in an orderly manner free of litter and junk; (3) all uses shall provide water facilities to yard areas for maintenance and landscaping. (g) Maintenance: It shall be the responsibility of the property owner to ensure that: (1) Every exterior wall, foundation and roof of any building or structure shall be reasonably watertight, weathertight, and rodentproof, and shall be kept in a good state of maintenance and repair. Exterior walls shall be maintained free from extensive dilapidation due to cracks, tears or breaks of deteriorated plaster, stucco, brick, wood or other materials that gives evidence of long neglect. (2) The protective surface on exterior walls of a building shall be maintained in good repair and provide a sufficient covering and protection of the structural surface against its deterioration. Without limiting the generality

~~of this section, a protective surface of a building shall be deemed to be out of repair if: (i) more than 25% of the area of any plane or wall on which the protective surface is blistered, cracked, flaked, scaled or chipped away; or (ii) more than 25% of the pointing of any brick or stone wall is loose or has fallen out. (3) Every yard and all structures, walls, fences, walks, steps, driveways, landscaping and other exterior developments shall be maintained in an attractive, well kept condition. (4) The boulevard area of a premise shall be property maintained, groomed, and cared for by the abutting property owner. (h) Essential services: (1) connection is required on each lot served by city sanitary sewer; (2) connection is required on each lot served by city water line.~~

This proposed amendment seeks to repeal Section 520.09 (Neighborhood Grocery) from the city code. Staff recommends approval, noting that the change is both reasonable and unlikely to adversely affect the community. Furthermore, grocery stores remain permitted within B1 Neighborhood Commercial districts, and the current Comprehensive Plan does not formally recognize a specific 'Neighborhood Grocery' designation. Removal of this zoning district should have little consequence.

Planning Commission:

The Planning Commission reviewed the proposed text amendment during a regularly scheduled meeting on February 19th, 2026. A public hearing was held at this meeting; No comments were made, and the public hearing was closed. Notice of the public hearing was published in the city's official newspaper and posted on the city's bulletin board 10 days prior to the meeting. City staff had received no inquiries from residents. The Planning Commission motioned for a recommendation of approval to the City Council with no added conditions. The public hearing notice can be found in Attachment A.

Recommendation:

Motion to approve the first reading of a draft ordinance with the proposed zoning text changes as presented.

Attachments:

1. Attachment A - Public Hearing Notice
2. Attachment B - Draft Ordinance

City of Robbinsdale

Public Hearing Notice

NOTICE IS HEREBY GIVEN that there will be a meeting of the Planning Commission of the City of Robbinsdale, Minnesota on **Thursday, February 19th, 2026, at 7:00 p.m.** for consideration of a Zoning Text Amendment to remove from City Code *Section 520.09 NG, neighborhood grocery district*. The meeting will be held in the City Council Chambers at Robbinsdale City Hall, 4100 Lakeview Ave. N, Robbinsdale MN 55422.

Any and all persons desiring to be heard shall be given an opportunity at the above stated time. Residents seeking further information on the public hearing should contact Assistant Planner Will Bucheger at 763-531-1269 or wbucheger@robbinsdalemn.gov.

By: Will Bucheger, Assistant Planner

Member _____ moved and Member _____ seconded a motion that the following ordinance, which was given its first reading on _____, 2026, be given its second reading on this ____ day of _____ 2026, and that it be adopted.

ORDINANCE NO. 26-__

AN ORDINANCE AMENDING SECTIONS 520.09 OF THE ROBBINSDALE CITY CODE RELATING TO NG, NEIGHBORHOOD GROCERY DISTRICT

1) Sections 520.09 of the City Code are hereby amended with the following language to be removed shown by ~~strikeout~~ and new language shown in **bold and underlined**:

CHAPTER V PLANNING AND LAND USE REGULATION

~~520.09. NG, neighborhood grocery district.~~

~~—Subdivision 1. Purpose. A district to provide for the establishment of local convenient grocery stores which deal directly with the customer for whom the goods or services are furnished. These grocery stores are to provide services and goods only for the immediate neighborhood and not intended to draw customers from the entire community.~~

~~—Subd. 2. Permitted uses. Grocery stores not more than 2,000 square feet of floor provided that:~~

- ~~—(a) the property is a corner lot;~~
- ~~—(b) the signing and lighting is approved by the city.~~

~~—Subd. 3. Permitted accessory uses. Permitted accessory uses in an NG; district are:~~

- ~~—(a) off-street parking as regulated by subsection 510.17 of this code;~~
- ~~—(b) off-street loading as regulated by subsection 510.19 of this code;~~
- ~~—(c) signs and bulletin boards as regulated by section 410 of the city code;~~
- ~~—(d) interior storage of merchandise solely intended to be retailed by the principal use;~~
- ~~—(e) solar energy devices that are an integral part of the principal structure.~~

~~—Subd. 4. Conditional uses. The uses described in this subdivision require a conditional use permit based on procedures set forth in and regulated by subsection 535.01 of this code and all the following:~~

- ~~—(a) Grocery stores greater than 2,000 square feet but less than 3,000 square feet provided that:
 - ~~—(1) the property is on a corner lot;~~
 - ~~—(2) all signs and lighting be subject to city approval.~~~~
- ~~—(b) Buildings combining residential and permitted non-residential uses allowed in this district provided that:
 - ~~—(1) residential and nonresidential uses shall be in separate rooms and clearly defined spaces and shall not conflict in any manner;~~
 - ~~—(2) the residential building standards as outlined in subsection 515.07, subdivision 6 of this code are met.~~~~
- ~~—(c) Off-site parking which uses private property to meet the parking requirements of this code.~~
- ~~—(d) Use of public right-of-way to meet the parking requirements of this code.~~
- ~~—(e) Wind generators and other tower-mounted energy devices.~~
- ~~—(f) Solar energy devices not an integral part of the principle structure.~~
- ~~—(g) Satellite antenna.~~

~~—Subd. 5. Lot and setback requirements.~~

- ~~—(a) Lot area: 10,000 square feet.~~
- ~~—(b) Lot width: 80 feet~~

~~—(c) Building setbacks:~~

~~—(1) Front yard: not less than 30 feet, except~~

~~—(i) in a block where a lot fronts on a side street next to a block which has its side facing the same side street the setback on each lot shall be 15 feet from the side street (right-of-way).~~

~~—(2) Side yard: five feet unless:~~

~~—(i) side yard abutting a street right-of-way shall not be less than 15 feet from the right-of-way;~~

~~—(ii) a side yard that contains a driveway shall be at least 15 feet if there is one-way traffic movement or at least 20 feet if there is two-way traffic movement;~~

~~—(iii) a side yard that directly abuts a residential use or residential district shall be increased five additional feet over the minimum stated above and shall be screened and landscaped in compliance with subsection 510.25, subdivision 2 of this code.~~

~~—(3) Rear yards: 20 percent of lot depth and if abutting a residential district shall be increased five feet and shall be screened and landscaped in compliance with subsection 510.25, subdivision 2 of this code.~~

~~—Subd. 6. Building requirements.~~

~~—(a) Height: No structures shall exceed two stories or 25 feet except as provided in subsection 510.15, subdivision 1 of this code.~~

~~—(b) Exterior materials: The type of building materials used on exterior walls shall be face brick, natural stone, specifically designed precast concrete, factory fabricated and finished metal frame paneling, glass or other materials approved by the city.~~

~~—Subd. 7. Parking requirements.~~

~~—(a) Reduction of parking: Reduction of parking stalls may be allowed when the provision of space required for parking stalls, due to the particular nature of the proposed use or other considerations, would be an unnecessary hardship. Adequate open space shall be provided to satisfy the total number of required parking stalls.~~

~~—(b) Additional parking: When the provisions for parking space required for specific district uses is inadequate the city may require additional off-street parking be provided.~~

~~—(c) Parking ratio:~~

~~—(1) At least one off-street parking space shall be provided for each 200 square feet of building floor area.~~

~~—(2) At least one handicap off-street parking space shall be provided for each 50 spaces or fraction thereof.~~

~~—(d) Design requirements:~~

~~—(1) Drainage: All driveways and parking areas, except those for less than four vehicles, shall be graded according to a drainage plan which has been approved by the city.~~

~~—(2) Lighting: Any lighting used to illuminate an off-street parking area shall be shaded or diffused to reflect the light away from the adjoining property and traffic.~~

~~—(3) Curbing: The entire perimeter of all parking areas in excess of four stalls, access driveways, truck loading spaces or other hard surface areas that handle motor vehicle traffic shall be curbed with a poured six inch high concrete curb, as follows:~~

~~—(i) curbing shall be required around safety islands;~~

~~—(ii) curb cuts and ramps for the handicapped shall be installed as required by state law;~~

~~—(iii) construction shall be in accordance with curbing specifications on file at the city;~~

~~—(iv) the city may exempt curbing: Where the parking lot directly abuts a sidewalk which is sufficiently higher than the grade of the parking lot and satisfies the curbing requirements.~~

~~—(4) Driveway requirements:~~

~~—(i) A maximum driveway width of 35 feet at the curb opening, excluding the entrances radii can be constructed;~~

~~—(ii) The parking aisle shall be a minimum of 25 feet in width for two-way traffic and according to Table I, subsection 510.17, subdivision 2(d) of this code for one-way traffic;~~

- ~~— (iii) The edge of the curb opening shall not be closer to the nearest portion of a street right of way intersection than 75 feet or two-thirds of the lot width, whichever is smaller;~~
- ~~— (iv) Where a intersection exists, a drive may be located opposite the end of the intercepted street;~~
- ~~— (v) The minimum driveway angle to the street shall be 60 degrees.~~
- ~~— (5) All parking and hard surface areas shall be:~~
 - ~~— (i) no closer than ten feet from any street right of way;~~
 - ~~— (ii) no closer than five feet from any side lot line, except for a common drive approved by the adjoining property owners and the city;~~
 - ~~— (iii) no closer than five feet from any rear lot line unless adjacent to an alley, then the setback shall be increased to ten feet;~~
 - ~~— (iv) no closer than five feet from the main building;~~
 - ~~— (v) curbed with minimum driveway access radii of ten feet to match the existing street curb or sidewalk.~~
- ~~— (6) Loading docks:~~
 - ~~— (i) outside loading docks shall be located in the rear or side yard and be properly screened;~~
 - ~~— (ii) the space needed for the loading docks must be adequate to handle the loading and unloading needs, without obstructing the public right of way.~~
- ~~— (7) Off-street parking shall be provided for all vehicles concerned with any use on the lot.~~
- ~~— (8) Parking lots with more than four parking stalls shall be striped.~~
- ~~— (9) Sufficient concrete areas may be required for motorcycle parking in addition to the required vehicle parking stalls.~~
- ~~— (10) Bike racks may be required by the city in an area that is convenient to each major building entrance and will not disrupt pedestrian or vehicular traffic or fire lanes.~~
- ~~— (11) Safety signs, markings and traffic control devices may be required, to promote vehicular and pedestrian safety.~~

~~— Subd. 8. Landscape requirements:~~

- ~~— (a) all open areas of any site, except for areas used for parking, driveways or storage shall be landscaped and be incorporated in a landscape plan;~~
- ~~— (b) the landscape plan shall be submitted for approval by the city and indicate the location, size and species, and method and quantity of all proposed plants including designation of any existing vegetation which is to be removed or which will remain with construction;~~
- ~~— (c) underground lawn sprinkling systems, or other provision for watering, shall be provided to maintain the lawns and landscaping within the boulevards, front and side yard areas.~~

~~— Subd. 9. Performance standards.~~

- ~~— (a) Parking facilities: All driveways, parking areas and loading docks shall be surfaced with blacktop, concrete or other hard surface material approved by the city.~~
- ~~— (b) Exterior storage: All materials and commercial equipment shall be kept in a building and nothing shall be stored outside.~~
- ~~— (c) Refuse: All waste materials, refuse or garbage shall be contained in closed containers as required by section 605 of the city code.~~
- ~~— (d) Screening:~~
 - ~~— (1) all required screening shall be according to subsection 510.25, subdivision 2 of this code.~~
 - ~~— (2) plantings shall not be placed so as to obstruct lines of sight at street corners and driveways.~~
 - ~~— (3) Screening of off-street parking shall be required for:~~
 - ~~— (i) any off-street parking area requiring more than four spaces or adjoining a residential district;~~
 - ~~— (ii) any driveway to a parking area of four or more spaces within 30 feet of an adjoining residential district.~~

~~— (4) All trash or garbage storage receptacles must be located in the rear or side yard and be totally screened from view from any public right of way. Provisions must be taken to protect screening from vehicle damage.~~

~~— (5) All roof equipment, except alternate energy devices must be screened from public view unless the equipment is designed as an integral part of the building and is compatible with the lines of the building, as determined by the city.~~

~~— (e) Drainage and grade requirements: A finished ground grade shall be established such that natural drainage away from all buildings is provided. The following minimum criteria shall apply:~~

~~— (1) the minimum elevation of finished grade shall not be less than one-fourth inch rise per horizontal foot of setback measured from curb grade;~~

~~— (2) the city may specify a minimum finished ground grade for any structure in order to allow proper drainage and connection to city utilities.~~

~~— (f) Landscaping: The following shall be minimum criteria for landscaping:~~

~~— (1) it shall be the owner's responsibility to see that all required landscaping is maintained in an attractive, well kept condition;~~

~~— (2) all vacant lots, tracts or parcels shall be properly maintained in an orderly manner free of litter and junk;~~

~~— (3) all uses shall provide water facilities to yard areas for maintenance and landscaping.~~

~~— (g) Maintenance: It shall be the responsibility of the property owner to ensure that:~~

~~— (1) Every exterior wall, foundation and roof of any building or structure shall be reasonably watertight, weathertight, and rodentproof, and shall be kept in a good state of maintenance and repair. Exterior walls shall be maintained free from extensive dilapidation due to cracks, tears or breaks of deteriorated plaster, stucco, brick, wood or other materials that gives evidence of long neglect.~~

~~— (2) The protective surface on exterior walls of a building shall be maintained in good repair and provide a sufficient covering and protection of the structural surface against its deterioration. Without limiting the generality of this section, a protective surface of a building shall be deemed to be out of repair if:~~

~~— (i) more than 25% of the area of any plane or wall on which the protective surface is blistered, cracked, flaked, scaled or chucked away; or~~

~~— (ii) more than 25% of the pointing of any brick or stone wall is loose or has fallen out.~~

~~— (3) Every yard and all structures, walls, fences, walks, steps, driveways, landscaping and other exterior developments shall be maintained in an attractive, well kept condition.~~

~~— (4) The boulevard area of a premise shall be properly maintained, groomed, and cared for by the abutting property owner.~~

~~— (h) Essential services:~~

~~— (1) connection is required on each lot served by city sanitary sewer;~~

~~— (2) connection is required on each lot served by city water line.~~

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

a. To eliminate the Neighborhood Grocery District from Section 520 – Zoning: commercial districts.

3) This ordinance shall be effective immediately upon its passage and publication.

First Reading: YEAS:

NAYS:

Second Reading: YEAS:

NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL ON THIS ___ DAY OF ____, 2026.

Bradley Sutton, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk

(SEAL)

TO: Mayor and City Council
PREPARED BY: Will Bucheger, Assistant Planner
APPROVED BY: Tim Sandvik, City Manager
DATE: April 7, 2026
RE: Conditional Use Permit for 4740 42nd Ave N to allow the use of a
Massage Therapy Service

Background:

Stephanie Keffe, with the consent of property owner Mike Mitchell, has submitted an application for a Conditional Use Permit (CUP) to authorize a massage therapy practice at the subject property of 4740 42nd Ave N. The location is situated within the B4 Community Business District, which allows massage services as a conditional use.

Analysis:

The property was acquired by Mike Mitchell last year from the previous occupant, Sawhorse. Since then, the owner has been converting existing office spaces into individual brick-and-mortar suites, currently housing 28 diverse business practices.

The applicant, Stephanie Keffe, intends to operate Relaxology LLC within one of these suites. The business will be a sole proprietorship with no additional employees. The practice focuses on therapeutic bodywork; specifically Swedish massage techniques designed for relaxation and muscle strain recovery. No external structural changes have been made to the building, aside from a recent update to the exterior paint. The applicant has included a letter describing the layout of her business in Attachment C.

Property Location:

Detailing the location of this proposed project is included with the applicant's submittal. The proposed site is 0.4 acres and holds the following (PIDs):

- 0602924210041
- 0602924210042

Comprehensive Plan:

This property is guided by the City's Comprehensive Plan as a Mixed-Use Commercial future land use area, you can view this in Attachment B. A property designated for commercial mixed use will be expected to have some commercial or office uses as well as residential, even if residential becomes the primary use of the area or property.

The comprehensive plan did see this property as an area with infill redevelopment potential for high density residential. The comprehensive plan projected as many as 90-120 multiple family dwelling units could be made available in anticipation of the Blue Line Extension project. The Blue Line project has altered since the Comprehensive plan was created and shifted from being located on the BNSF track to being placed on County Road 81.

Transit Overlay District Standards:

This property is within the Transit Oriented Overlay (TOD) district. This use and building are

subject to the standards of this district.

Parking

The site currently includes 34 parking spaces, as documented in the submitted site survey within Attachment D. Based on existing and proposed uses, including Relaxology LLC, the total parking requirement is 22 spaces. Therefore, the site exceeds requirements and has 12 surplus spaces, confirming that adequate parking is available.

Signage

No signage is proposed for this use. If the business in the future wishes to install signage, they would need to acquire a permit from the city for authorization.

Conditional Uses Finding of Facts:

The Planning Commission shall make findings of fact regarding any adverse effects of the proposed conditional use and what additional requirements may be necessary to reduce such adverse effects. Its judgment shall be based upon, but not limited to, the following factors:

1. Consistency with the City Comprehensive Plan. ***The proposed massage therapy use supports the community business district use which is consistent with the Comprehensive Plan.***
2. The geographical area involved. ***Not applicable.***
3. Whether such use will cause deterioration of the area in which it is proposed. ***Staff do not see deterioration of the neighborhood because of this use.***
4. The character of the surrounding area. ***Staff do not see this use affecting the character of the surrounding area.***
5. The demonstrated need for such use. ***The applicant is requesting this use to be able to operate their business within the city which will offer massage therapy service options for residents in Robbinsdale.***
6. Whether the proposed use would cause odors, dust, flies, vermin, smoke, gas, noise or vibration, or would impose hazards to life or property in the neighborhood. ***The proposed use will not create hazards or irritants to the surrounding areas.***
7. Whether such use would inherently lead to or encourage disturbing influences in the neighborhood. ***The use will not lead to or encourage disturbing influences in the neighborhood.***
8. Whether stored equipment or materials would be screened and whether there would be continuous operation within the visible range of surrounding residences. ***Not applicable.***

Chief of Police:

The Chief of Police did review this application and found that he had no concerns regarding the operation of this use.

Planning Commission:

The Planning Commission reviewed the application during a special meeting on March 25th, 2026. A public hearing was held at this meeting; No comments were made, and the public hearing was closed. Notice of the public hearing was published in the city's official newspaper and posted on the city's bulletin board 10 days prior to the meeting. Mailed notices had also gone out to all properties 350 feet away from the address. City staff had received no inquiries from residents. The Planning Commission motioned for a recommendation of approval to the City Council with no added conditions. The public hearing notice can be found in Attachment F.

Recommendation:

Motion to approve the draft resolution for the conditional use permit for 4740 42nd Ave N allowing the use of massage therapy service.

Attachments:

1. Attachment A - Hennepin County Aerial
2. Attachment B - Comprehensive Plan Map
3. Attachment C - Letter of Intention
4. Attachment D - Survey
5. Attachment E - Draft Resolution
6. Attachment F - Public Hearing Notice



PARCEL ID: 0602924210042

OWNER NAME: 4740 Partners Llc

PARCEL ADDRESS: 4740 42nd Ave N, Robbinsdale MN 55422

PARCEL AREA: 0.17 acres, 7,528 sq ft

A-T-B: Torrens

SALE PRICE: \$486,550

SALE DATE: 06/2025

SALE CODE: Warranty

ASSESSED 2025, PAYABLE 2026

PROPERTY TYPE: Commercial-Preferred

HOMESTEAD: Non-Homestead

MARKET VALUE: \$179,000

TAX TOTAL: \$6,202.26

ASSESSED 2026, PAYABLE 2027

PROPERTY TYPE: Commercial

HOMESTEAD: Non-Homestead

MARKET VALUE: \$299,000

Comments:

This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

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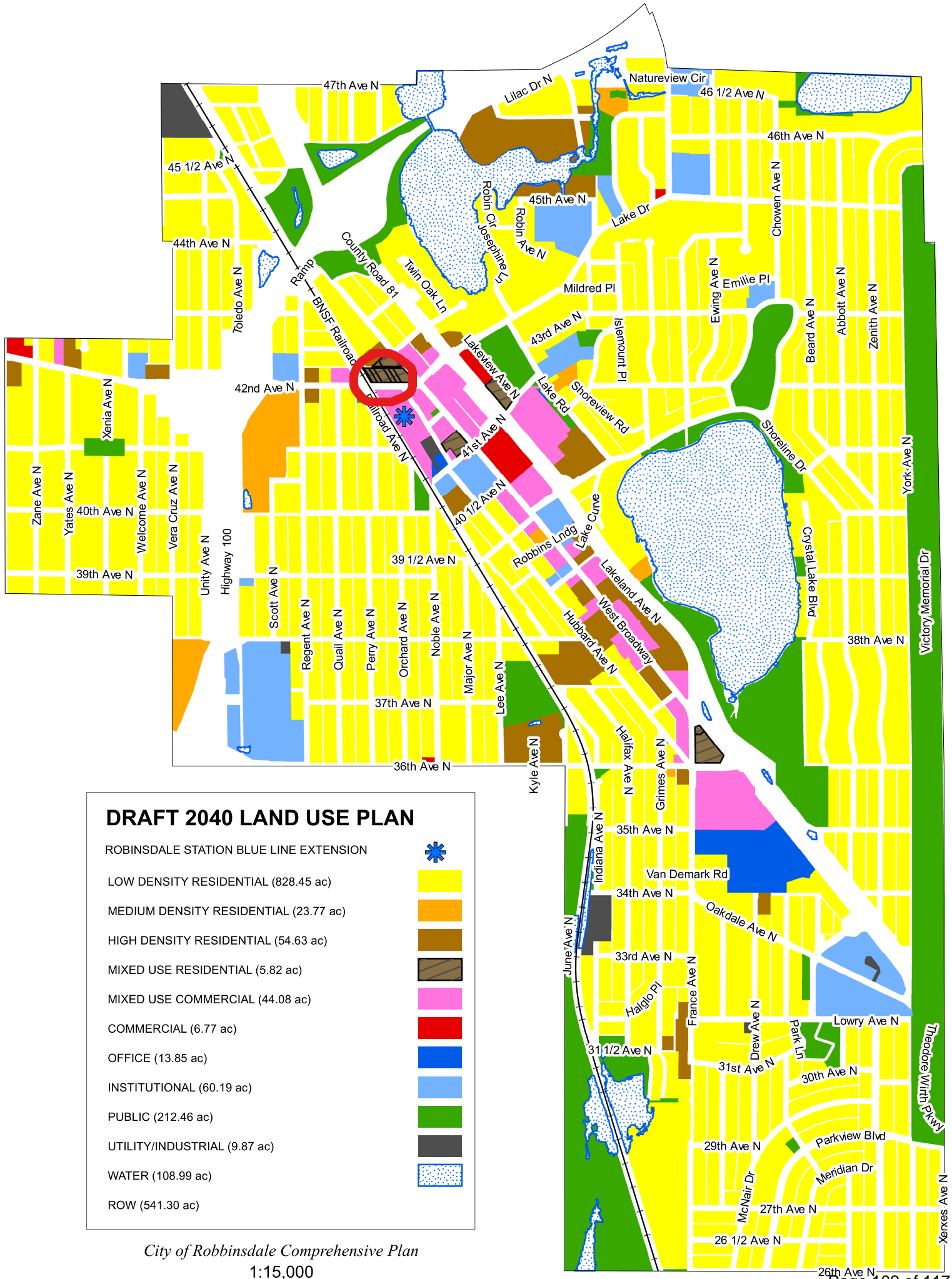


Figure 8: 2040 Land Use

Conditional Use Request

February 13, 2026
4740 42nd AVE N #111
Robbinsdale, MN 55422

Conditional use request for the practice of massage therapy at 4740 42nd ave north suite #111 under the business name Relaxologymn LLC.

RelaxologyMN hours of operation:

Monday: 10am - 4pm
Tuesday: 10am - 4pm
Wednesday: 10am - 4pm
Thursday: 10am - 4pm
Friday: 10am - 4pm
Saturday: Last weekend of every month 10am - 6pm
Sunday: Last weekend of every month 10am - 6pm

Employees:

Myself, Stephanie Keeffe

Scale:

0-6 Months Adding Additional Services

- Cold stone face massage with oil hair treatment
- Paraphin wax treatment
- Body wraps and scrubs
- Purchasing a hydraulic table for equitable access for all body types and improved body mechanics

6-12 Months Expanding Social Media Presence

- Posting every 4 days
- Brand deals
- Advertising opportunities
- 100k followers

1-2 Years Consulting

- Sharing knowledge with community
- Networking within my community to empower other massage therapists
- Educating clients on in home care- make massage more accessible

Business Plan

RelaxologyMN

Business Plan

Stephanie Keeffe, Owner
Created on January 1, 2026

Executive Summary

Product

RelaxologyMN provides massage therapy services to the town of Robbinsdale, MN and surrounding areas. Our services include providing therapeutic massage body work to the community in the form of Swedish Massage techniques focused on relaxing the body and reconnecting to yourself or targeted muscle therapy focusing on addressing muscle pain, strain or overstretch.

Customers

The target audience for RelaxologyMN is its neighbors with 1 employee, myself whose goal is to provide a safe space for healing to the community. Specifically, we specialize in decreasing tension and reducing overwhelm in the body by gentle movement and therapeutic touch.

Future of the Company

Massage is a growing industry driven by an increased awareness on how essential taking care of one's body and mind is.

Company Description

Mission Statement

To provide a safe space for clients to reconnect to the stillness within them.

Principal Members

Stephanie Keeffe — owner, Licensed Massage Therapist

Legal Structure

RelaxologyMN is an LLC, incorporated in Robbinsdale, Minnesota.

Market Research

Industry

RelaxologyMN will join the massage and bodywork industry. Generally, larger spas, such as New Oriental or The Doorway, work with massage therapists to bring care to the community while smaller owner operated spaces provide direct care to clientele. Massage practices with an office only structure are able to provide care to a far reaching community while being able to adapt and change quickly to market fluctuations. A recent study stated that massage therapy as an industry is projected to grow by 18% by 2033.

Detailed Description of Customers

The target customers for RelaxologyMN are neighbors. Specifically, we specialize in providing care to adults over the age of 18 and pregnant persons after 13 weeks of pregnancy. To capitalize on opportunities that are geographically close as we start and grow our business, RelaxologyMN will specifically target those seeking adjustment at nearby chiropractic offices, healthcare workers at North Memorial and restaurant and business employees of downtown Robbinsdale. This will allow us

to take advantage of the company's close proximity to hospitals (one of the largest employers in the region), those seeking care already that could aid in healing and a bustling business industry.

Company Advantages

Because RelaxologyMN provides services, as opposed to a product, our advantages are only as strong as our ownership. Aside from ensuring I am providing the utmost care to each client, I will take the following steps to support therapeutic services:

- Cleanliness of the office and proper sanitation of equipment of all times
- Clinicsense software for ease of bookings and communication with clients
- Continued education of therapeutic body work modalities
- Maintain a consistent brand for care and compassion as well as embody that brand both at work and in my community.
- Maintain good standing of the American Massage Therapy Association

Regulations

RelaxologyMN must meet all city regulations concerning Massage Therapy. Specifically, maintaining licensure with the city of Robbinsdale, Minnesota.

Service Line

Product/Service

Services Include:

- Complete Relaxation Massage
- Targeted Massage Service
 - Migraine Relief
 - Sciatica
 - Neck, Back, and Shoulder discomfort
 - Hips/low back/ Glute discomfort
- Prenatal Massage
- Reflexology

Pricing Structure

RelaxologyMN will offer its services at a tiered hourly rate discounting services for increasing length of service

- 30 Minutes, \$60
- 60 Minutes, \$100
- 90 Minutes, \$130
- 120 Minutes, \$180

Product Lifecycle

All services are ready to be offered to clients, pending conditional use permit and business application approval.

Research and Development

The company is planning to conduct the following research and development:

- Determine the need for additional therapies within our market for increased sales and promotion to potential customers
- Find trends in growing modalities to carefully carve its niche in the marketplace

Marketing & Sales

Growth Strategy

To grow the company, RelaxologyMN will do the following:

- Network at nearby Chiropractic offices, Hospitals and local businesses
- Establish a company website that contains engaging multimedia content about our services
- As the business grows, advertise in publications that reach our target clientele

Communicate with the Customer

RelaxologyMN will communicate with its customers by:

- Clinicsense software to send email or text reminders for services as well as promotions and availabilities
- Being present at every booked service
- Using social media such as YouTube, Facebook, Instagram and TikTok
- Providing contact information on the company website

How to Sell

Currently, the only person in charge of sales for RelaxologyMN is the owner, Stephanie Keeffe. As profits increase, RelaxologyMN will look to add an employee to assist with Video content and Website management. This individual will also provide company social media and online marketing support. The company will increase awareness to our targeted customers through online advertising, networking at community events, and attending farmers markets.

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this XX day of month 2026.

RESOLUTION NO.

**A RESOLUTION TO ALLOW THE USE OF A MASSAGE SERVICE AT 4740 42ND AVE
N
(Relaxologymn LLC)**

WHEREAS, Stephanie Keeffe has applied for a conditional use permit to open a massage service at the property of 4740 42nd Ave N which is zoned B-4, Community business; and

WHEREAS, the Planning Commission conducted a public hearing on March 25, 2026 and adopted a motion recommending approval of the Conditional Use Permit request based upon the following findings of fact:

- a. That the massage conditional use service is a personal service located in a commercial district which is consistent with the comprehensive plan.
- b. That the massage conditional use will be located in a commercial space among a variety of retail and service-related uses.
- c. That conformance with the licensing requirements for therapeutic massage specified in Section 613 of the city code and obtaining building permits as needed, will ensure that the use will not cause deterioration of the area of other harmful effects; and

WHEREAS, the City Council concurs with these findings of fact.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Robbinsdale, Minnesota, that the Conditional Use Permit request C26-1 to allow the use of a massage service at 4740 42nd Ave N pursuant to Section 520.07, Subd. 4 (c) is hereby approved on the land described as Lots 37 and 38 Block 4, Robbinsdale Park, the same being 4740 42nd Ave N is hereby approved with the conditions that:

1. That the applicant shall conform to Section 410 of the City Code (Sign Ordinance) for all signs.

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

And the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS XX DAY OF MONTH 2026.

Bradley Sutton, Mayor

Attest:

Chase Peterson-Em, City Clerk

City of Robbinsdale

Public Hearing Notice

NOTICE IS HEREBY GIVEN that there will be a meeting of the Planning Commission of the City of Robbinsdale, Minnesota on **Wednesday, March 25th, 2026, at 7:00 p.m.** for consideration of a Conditional Use Permit for the property of 4740 42nd Ave N for the proposed use of a massage therapy business. The meeting will be held in the City Council Chambers at Robbinsdale City Hall, 4100 Lakeview Ave. N, Robbinsdale MN 55422.

Any and all persons desiring to be heard shall be given an opportunity at the above stated time. Residents seeking further information on the public hearing should contact Assistant Planner Will Bucheger at 763-531-1269 or wbucheger@robbinsdalemn.gov.

By: Will Bucheger, Assistant Planner

Posted: March 5, 2026



TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, Assistant City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: April 7, 2026
RE: Charter Commission Reappointment

Background:

The Charter Commission is comprised of up to 15 eligible resident voters who are appointed at-large by the Chief Judge of Hennepin County, after a recommendation is made by the City Council. Members are not paid, but serve as volunteers. There are no term limits; however, their terms need to be renewed every four years.

Analysis:

Jonathan Hansen, who was appointed in 2022, has requested reappointment to the Charter Commission. Commissioner Hansen has been an active member of the commission and currently serves as the Commission President.

Recommendation:

Motion to consider adopting a resolution to reappoint Jonathan Hansen to the Robbinsdale Charter Commission.

Attachments:

1. Hansen Reappointment Resolution

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 7th day of April 2026.

RESOLUTION NO. _____

A RESOLUTION RECOMMENDING TO THE CHIEF JUDGE OF THE HENNEPIN COUNTY DISTRICT COURT REAPPOINTMENT OF QUALIFIED VOTER OF THE CITY OF ROBBINSDALE TO THE ROBBINSDALE CHARTER COMMISSION

WHEREAS, Minnesota Statute 410.05, Subdivision 2, empowers the Chief Judge of the Hennepin County District Court to fill vacancies in the Robbinsdale Charter Commission; and

WHEREAS, the term of Jonathan Hansen expired on March 22, 2026; and

WHEREAS, Jonathan Hansen has indicated a desire to continue to serve on the Charter Commission; and

WHEREAS, the City Council wishes to recommend that this qualified voter of the City of Robbinsdale be appointed to the Charter Commission;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Robbinsdale that Jonathan Hansen is hereby recommended to the Chief Judge of the Hennepin County District Court for appointment to the Robbinsdale Charter Commission.

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 7th DAY OF APRIL 2026.

Brad Sutton, Mayor

ATTEST:

Chase Peterson-Em, City Clerk



TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: April 7, 2026
RE: Authorize Staff to issue deferral letters

Background:

The City of Robbinsdale has long worked with the Northwest Suburbs Cable Communications Commission (NWSCCC), sometimes referred to as CCX, on a variety of issues. Including Robbinsdale, NWSCCC serves 9 cities with a total population of roughly 350,000 through a Joint Powers Agreement (JPA). Included in this JPA, is language that outlines the process for Franchising Broadband communications, when right of way permits are requested from the City.

Analysis:

The City of Woodbury was the first successful example to franchise this type of service in Minnesota, through the South Washington County Telecommunications Commission last fall. More recently, 6 of the 9 cities served by NWSCCC have approved this process, including Plymouth, Brooklyn Park, Maple Grove, Osseo, Crystal, and New Hope.

NWSCCC already has the authority to provide this service through our JPA, but staff is asking that Council formally authorize staff to issue a deferral letter, essentially guiding right-of-way permit applicants to proceed with NWSCC for franchising.

Recommendation:

Authorize Staff to issue deferral letters, to organizations seeking right of way permits for broadband servicing.

Attachments:

1. NWSCC one-page



6900 Winnetka Avenue North
Brooklyn Park, MN 55428

Phone: 763.536.8355

Web: www.nwsccl.org

To: Robbinsdale Council and Staff

From: Shannon Slatton Schwartz, Executive Director

Date: March 26, 2026

Subject: Broadband Franchising

The City of Woodbury, through the South Washington County Telecommunications Commission successfully negotiated the state's first broadband franchise on September 25, 2025. The franchise addresses the build-out of the cable communications system (i.e. broadband system) throughout the City. It also ensures residents have equal access to broadband, consumer protections, compliance with the city's right-of-way standards, and discounts to seniors and disabled persons. It also calls for fair consideration for use of the public rights-of-way in terms of a 5 % franchise fee. These benefits far outweigh mere permitting of broadband providers.

The NWSCCC cities who are acting this year to franchise broadband are Brooklyn Park, Maple Grove, New Hope, Plymouth, and Osseo. The NWSCCC has been delegated the authority to franchise cable communications systems on behalf of its nine member cities; the Commission has administered the franchises for the area for 40+ years.

Once the City decides that a cable communications system includes a broadband system, no additional action is required because the City has already designated the NWSCCC as the franchising authority for cable communications systems in the area. The City simply will instruct applicants to obtain a franchise from the NWSCCC and the NWSCCC will take it from there.

The NWSCCC stands willing and ready to move quickly through the franchise process. Of course, the NWSCCC will provide updates to the City as the franchising process progresses.



TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, Assistant City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: April 7, 2026
RE: Voucher Requests Pending Approval for Disbursement

Background:

The check register dated 4/7/26 reflects the voucher requests pending approval for disbursement.

The check register dated 3/18/26 through 4/7/26 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 4/7/2026.

Attachments:

None



TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, Assistant City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: April 7, 2026
RE: Schedule Town Hall Meeting

Background:

The City Council indicated a desire to host another Town Hall meeting this Spring. After polling the Council, it appears that Monday, May 18, is the option that works for all Council members.

Analysis:

Should the Council wish to modify the Town Hall format or request specific agenda items, staff requests direction accordingly.

Recommendation:

Motion to schedule a Town Hall meeting for Monday, May 18, 2026, at 6:00 pm.

Attachments:

None