

AGENDA

CITIZEN PARTICIPATION

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

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

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

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

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

1. CITY COUNCIL MEETING CALLED TO ORDER
2. ROLL CALL: Parisian, Wagner, Murphy, Mayor Blonigan
3. MICROPHONE CHECK: Parisian, Wagner, Murphy, Mayor Blonigan
4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA
5. **OATH OF OFFICE ADMINISTERED BY THE CITY CLERK TO WARD 2 COUNCIL MEMBER**
 - A. Oath of Office for Jason Greenberg, Ward 2 Council Member
6. APPROVAL OF THE AUGUST 20, 2024 MEETING AGENDA

7. 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 June 18, 2024.
 - B. Approval of Credit Card Charges and Payment
 - C. Hennepin County Play Area Grant Application
 - D. Approval of Licenses
 - E. An Ordinance amending Section 310 of the Robbinsdale City Code related to the City Manager's Purchasing Authority
 - F. Award Bid for City Hall Audio Visual Equipment and Broadcast Systems - City Project 100422
 - G. Hy-Vee Event
8. PRESENTATIONS
 - A. None
9. PUBLIC HEARINGS
 - A. Second reading of an ordinance amending the City Charter
10. OLD BUSINESS
 - A. None
11. NEW BUSINESS
 - A. Authorize Contract for City Hall Solar Array
 - B. Consider Consumption and Display Permit for 4124-4130 Lakeland
12. OTHER BUSINESS
 - A. Voucher Requests Pending Approval for Disbursement
13. ADMINISTRATIVE REPORTS
14. COUNCIL GENERAL COMMUNICATIONS
15. ADJOURNMENT

City of Robbinsdale
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August 20, 2024

OATH OF OFFICE

City of Robbinsdale

County of Hennepin

I, Jason L. Greenberg, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to faithfully discharge the duties of the Office of Ward 2 Council Member of the City of Robbinsdale, Minnesota, to the best of my judgment and ability.

Jason L. Greenberg, Ward 2 Councilmember

Subscribed and sworn to before me this 20th day of August 2024.

Chase Peterson-Etem, City Clerk



MINUTES

CITY COUNCIL MEETING CALLED TO ORDER

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

ROLL CALL

Present: Wagner, Murphy Parisian, Blonigan

Absent:

Staff: Tim Sandvik, City Manager; Chase Peterson-Etem, City Clerk; Heather Rand, Community Development Director; Kayla Kirtz, Sustainability Coordinator; Jenna Wolf, Water Resources Specialist

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

Nancy Johnson, 4230 Abbott Ave. N., noted she feels the route for the blue line extension is wrong and that County Road 81 was updated in the early 2000s for bus rapid transit. She stated the light rail would take away the lanes that were added and questioned what the drivers would gain here. She also wondered if there would be increased traffic and traffic delays.

Greg Salyers, 3980 Lake Curve, stated his concerns about accessible access for folks if the light rail comes into Robbinsdale and wanted the council to be aware of that. He wanted to make sure everyone was being thought about during these discussions.

APPROVAL OF THE JUNE 18, 2024 MEETING AGENDA

Peterson-Etem noted the addition of the voucher disbursement report to Other Business Item A.

Member Parisian MOVED, seconded by Murphy to Approve the June 18, 2024 meeting agenda. The vote was unanimous and the motion passed.

CONSENT AGENDA

Mayor Blonigan removed Items J and K for further consideration.

Member Murphy MOVED, seconded by Wagner to approve the Consent agenda. The vote was unanimous and the motion passed.

- A. Approve City Council meeting minutes of May 7, 2024
- B. Approve City Council Work Session meeting minutes of May 15, 2024
- C. Approve City Council meeting minutes of May 21, 2024
- D. Approve Canvassing Board meeting minutes of May 21, 2024

- E. Receive Senior Commission Minutes
- F. Accept Water Efficiency Grant from the Metropolitan Council
- G. Authorize Adoption and Implementation of State Performance Measures
- H. Faith Lilac Way Lutheran Church Event
- I. Approval of Licenses
- J. Block Party Request

Mayor Blonigan noted the item recommendation states the Council should review and discuss, rather than approve the event. He wanted to make sure the motion was adjusted to include approval language.

Member Parisian MOVED, seconded by Murphy to approve the block party request for 4500 Ewing Ave. N. The vote was unanimous and the motion passed.

- K. Whiz Bang Days Committee - Event Requests

Mayor Blonigan welcomed the Whiz Bang Representatives up to the podium to talk about the event.

They noted their excitement about the event and highlighted new events happening this year as well as what days and times activities would be happening. They also encouraged people to volunteer as well as come out and enjoy the festivities.

Member Murphy thanked the committee members and asked about donations received and how they raised the funds. The committee noted several organizations donate, as well as individual contributions, and they sell merchandise.

Member Parisian also thanked the committee and stated how great it is to bring the community together.

Member Parisian MOVED, seconded by Murphy to Approve Whiz Bang Days Committee - Event Requests. The vote was unanimous and the motion passed.

- L. Mutual Aid and Automatic Aid Agreements with Brooklyn Center Fire Department (BCFD)
- M. Pets Under Police Security (PUPS) Joint Powers Agreement (JPA)

PRESENTATIONS

- A. None

PUBLIC HEARINGS

- A. None

OLD BUSINESS

- A. None

NEW BUSINESS

A. Approve the adoption of a Sustainability Committee

Sandvik provided an overview and noted the Council had previously discussed this at the May 21 City Council meeting as well as at the June 11 City Council Work Session. He noted at the Work Session, the council discussed the options of creating a Sustainability Commission versus a committee. He detailed the pros and cons of each option and noted that, ultimately, the Council had decided to move forward with creating a committee rather than a commission at this point. He further noted the committee would also work towards creating parameters for an eventual commission.

Member Wagner stated he is excited about this and thanked staff for their efforts on this.

Mayor Blonigan noted a committee would allow more people to be involved, since there is no cap on committee numbers. He also noticed they would follow the data practices act and open meeting law and wanted to make sure the committee members would be aware of the laws around these items.

Member Parisian MOVED, seconded by Wagner to Approve the Adoption Of A Sustainability Committee. The vote was unanimous and the motion passed.

B. First reading of an Ordinance amending sections 120, 210, 815, and 2040 of the Robbinsdale City Code relating to Lower Twin Lake

Sandvik briefly explained that this ordinance update includes some housekeeping items, but also more clearly defines the parameters for the uses on Lower Twin Lake. He provided further details on each section to be updated and noted any information that is changed will be sent to other jurisdictions, including other cities and the DNR.

Mayor Blonigan noted he lives on this lake and reiterated this ordinance would codify that Lower Twin Lake is a no wake lake, which will help with erosion. He also stated the new signage at the landing has helped with lowering the number of watercrafts causing wakes.

Sandvik noted Jenna Wolf, Water Resource Specialist, was in attendance and could speak about some of the efforts happening around preservation of the lake and erosion control.

Wolf noted she kayaked around the lake recently and did find some invasive plants but has been working with the cities of Brooklyn Center and Crystal to come up with a plan to help mitigate future spread of invasive plants. She also stated there were many healthy and native plants too, which help with fish populations and supports the overall health of the lake.

Member Murphy asked about property landscaping on Lower Twin Lake and if people are using native shoreline to prevent erosion. Wolf stated not many properties had native shoreline and that could lead to increased erosion. She noted that native shorelines also detract from geese, which can be a nuisance. Murphy noted the city should continue to educate people on improving these measures.

Member Murphy MOVED, seconded by Wagner to Approve First Reading of An Ordinance Amending Sections 120, 210, 815, And 2040 Of The Robbinsdale City Code Relating To Lower Twin Lake. The vote was unanimous and the motion passed.

C. First reading of an Ordinance amendment to Section 510.11 Subd. 1 (f) of the Robbinsdale zoning ordinance increasing the minimum setback for detached garages with metal roofs to five feet

Rand provided an overview and noted the current language for setbacks and overhangs works fine for asphalt roofing. However, there has been increased requests for metal roofs, which act differently when there is snow on them. She continued that asphalt roofs allow snow to melt and drip, whereas with a metal roof the snow slides off, causing snow piles in alleys and potential safety risks. She noted the amendment would only apply to

metal roofs and not asphalt roofing. She stated the planning commission did unanimously approve the changes.

Mayor Blonigan noted this also happens with solar panels and that could be something to consider in the future.

Member Murphy asked how this issue came about. Rand stated that city staff noticed a large pile of snow that had slid off a metal roof and notified the Community Development department. She also noted individuals could still request a variance but would need good justification as to why.

Member Murphy noted that staff could consider altering the setback requirement if a property owner installed baffles on the roof to help prevent that situation. He also asked how we would address structures that may want to install metal roofs but would not be able to meet that setback requirement. Sandvik noted conditional use permits or variances could be used for specific situations.

Mayor Blonigan noted in the future we could create another ordinance to make it not legal to allow the snow piles to create an impediment, similar to not being able to throw leaves into the street.

Member Wagner MOVED, seconded by Parisian to Approve First Reading of An Ordinance Amendment To Section 510.11 Subd. 1 (F) Of the Robbinsdale Zoning Ordinance Increasing The Minimum Setback For Detached Garages With Metal Roofs To Five Feet. The vote was unanimous and the motion passed.

OTHER BUSINESS

A. Voucher Requests Pending Approval for Disbursement

Member Murphy MOVED, seconded by Wagner to Approve Voucher Requests Pending Approval for Disbursement. The vote was unanimous and the motion passed.

ADMINISTRATIVE REPORTS

Peterson-Etem stated that early voting for the August 13 State Primary Election starts on June 28, and Robbinsdale residents can vote early at City Hall. He noted that the city is hiring a Temporary Elections Assistant, and that people can apply on the city website. Lastly, he stated that City Hall would be closed for Juneteenth.

Sandvik stated summer recreation programs are up and running and noted we have been in partnership with Baztec Inc. He continued that the city was awarded a grant through No Child Left Inside through the DNR, which has allowed the city to take groups of kids out fishing, many who may not traditionally be engaged in programs like that. Similarly, he stated the recreation team has made its first delivery of fresh produce to multifamily residences under the Fresh Produce Program, a grant through Hennepin County. He noted several events happening throughout the summer, including Movies in the Park, Pet and Wheel Parade, and Whiz Bang Days. He encouraged people to complete a parks master plan survey and noted volunteer opportunities that are available. Sandvik stated the registration to host a block party for National Night Out is now open. He also encouraged folks to look into volunteering for one of the city's commissions. Lastly, he noted free Home Energy Squad audits are still available and encouraged people to have those done and that we continue to work with the Center for Energy and Environment to provide grant funding for home improvement projects.

COUNCIL GENERAL COMMUNICATIONS

Member Wagner wished everyone a happy Juneteenth. He also thanked the residents who completed the performance measures survey and noted that information is helpful.

Member Parisian encouraged people to continue attending the Lakeview Terrace Farmers Market and wished folks a happy Juneteenth.

Mayor Blonigan also wished people a happy Juneteenth. He encouraged people to go enjoy Whiz Bang Days and to volunteer either their time or money if they are able. He asked about the Minnesota State flag and if the city was able to get one and put it up. Sandvik noted staff is in the process of getting this completed. Mayor Blonigan also asked about gas savings and if there were any updates on being supplied with gas via a state contract. Sandvik noted there could be cost savings by pairing with a local jurisdiction, but staff is in the process of getting that up and running. Lastly, he noted the quality of staff that had been hired and thanked Sandvik for his work with that.

ADJOURNMENT

Member Murphy MOVED, seconded by Parisian to adjourn the meeting at 8:09 p.m. The vote was unanimous and the motion passed.

Chase Peterson-Etem, City Clerk

William A. Blonigan, Mayor

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: August 20, 2024
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 July 2024 representing charges for the period June 11, 2024, through July 10, 2024, for expenses for City operations.

Recommendation:

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

Attachments:

1. Jul 2024 CC

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
07012024 121064	HY-VEE INC HOT DOGS - COMMUNITY EVENT 1000-1200-6214.00000	07/01/2024 Bjohnson18 OPERATING SUPPLIES	07/25/2024	32.35 32.35	0.00	Paid	Y 07/01/2024
07012024 121065	AMAZON GARMENT RACK 1000-1200-6214.00000	07/01/2024 Bjohnson18 OPERATING SUPPLIES	07/25/2024	139.99 139.99	0.00	Paid	Y 07/01/2024
07012024 121066	AMAZON FACE PAINTING KITS 1000-1200-6382.00000	07/01/2024 Bjohnson18 ADVERTISING / PROMOTIONS	07/25/2024	31.98 31.98	0.00	Paid	Y 07/01/2024
07012024 121067	AMAZON CANOPY TENT 1000-1215-6214.00000	07/01/2024 Bjohnson18 OPERATING SUPPLIES	07/25/2024	339.99 339.99	0.00	Paid	Y 07/01/2024
07012024 121068	AMAZON CANOPY WEIGHT BAGS 1000-1200-6214.00000	07/01/2024 Bjohnson18 OPERATING SUPPLIES	07/25/2024	37.94 37.94	0.00	Paid	Y 07/01/2024
07012024 121069	MOBILE LOCK & SAFE KEYS 7100-7115-6214.00000	07/01/2024 Bjohnson18 OPERATING SUPPLIES	07/25/2024	32.71 32.71	0.00	Paid	Y 07/01/2024
07012024 121258	AMAZON DRYING TOWELS 1000-1260-6214.00000	07/01/2024 Bjohnson18 OPERATING SUPPLIES	07/25/2024	64.95 64.95	0.00	Paid	Y 07/01/2024
07012024 121259	AMAZON ADAPTOR 7100-7115-6214.00000	07/01/2024 Bjohnson18 OPERATING SUPPLIES	07/25/2024	19.98 19.98	0.00	Paid	Y 07/01/2024
07012024 121260	AMAZON BATTERY OPERATED WALL CLOCK 1000-1260-6214.00000	07/01/2024 Bjohnson18 OPERATING SUPPLIES	07/25/2024	79.98 79.98	0.00	Paid	Y 07/01/2024

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 07/25/2024 - 07/25/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
07012024	AMAZON	07/01/2024	07/25/2024	47.97	0.00	Paid	Y
121261	ADAPTORS/CORD COVER	Bjohnson18					07/01/2024
	7100-7115-6214.00000	OPERATING SUPPLIES		47.97			
07012024	AUTO ZONE	07/01/2024	07/25/2024	9.69	0.00	Paid	Y
121262	POLISH	Bjohnson18					07/01/2024
	1000-1260-6214.00000	OPERATING SUPPLIES		9.69			
07012024	CRYSTAL CAR WASH	07/01/2024	07/25/2024	72.00	0.00	Paid	Y
121263	ENGINEERING DEPT CAR WASHES	Bjohnson18					07/01/2024
	7000-7010-6336.00000	OTHER CONTRACTS		72.00			
07012024	AMAZON	07/01/2024	07/25/2024	6.59	0.00	Paid	Y
121264	WATERING CAN FOR CITY HALL	Bjohnson18					07/01/2024
	7100-7105-6214.00000	OPERATING SUPPLIES		6.59			
07012024	AMAZON	07/01/2024	07/25/2024	89.16	0.00	Paid	Y
121265	SCREEN CLEANING WIPES	Bjohnson18					07/01/2024
	7100-7110-6214.00000	OPERATING SUPPLIES		89.16			
07012024	CRYSTAL CAR WASH	07/01/2024	07/25/2024	84.00	0.00	Paid	Y
121266	FIRE DEPT CAR WASHES	Bjohnson18					07/01/2024
	7000-7010-6336.00000	OTHER CONTRACTS		84.00			
07012024	CRYSTAL CAR WASH	07/01/2024	07/25/2024	594.00	0.00	Paid	Y
121267	POLICE DEPT CAR WASHES	Bjohnson18					07/01/2024
	7000-7010-6336.00000	OTHER CONTRACTS		594.00			
07012024	HOLIDAY CAR WASH	07/01/2024	07/25/2024	33.00	0.00	Paid	Y
121268	CAR WASHES - POLICE DEPT	Bjohnson18					07/01/2024
	7000-7010-6336.00000	OTHER CONTRACTS		33.00			
07012024	GARLOCK	07/01/2024	07/25/2024	1,160.00	0.00	Paid	Y
121269	LINEAR ACTUATOR KIT - CC PURCHASE	Bjohnson18					07/01/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		1,160.00			

Inv Num	Vendor	Description	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnized
Inv Ref#		GL Distribution	Entered By					Post Date
Purchase Card Vendor: 100292 U. S. BANCORP								
07012024 121270	AMAZON TIRES	7000-7010-6234.00000	07/01/2024 Bjohnson18	07/25/2024	9.26	0.00	Paid	Y 07/01/2024
EQUIPMENT PARTS & SUPPLIES								
07012024 121271	AMAZON JUNCTION BOX	7000-7010-6234.00000	07/01/2024 Bjohnson18	07/25/2024	17.99	0.00	Paid	Y 07/01/2024
EQUIPMENT PARTS & SUPPLIES								
07012024 121272	AMAZON GRINDING DISK	7000-7010-6234.00000	07/01/2024 Bjohnson18	07/25/2024	29.54	0.00	Paid	Y 07/01/2024
EQUIPMENT PARTS & SUPPLIES								
07012024 121273	AMAZON BREAK CALIPER TOOL	7000-7010-6234.00000	07/01/2024 Bjohnson18	07/25/2024	31.98	0.00	Paid	Y 07/01/2024
EQUIPMENT PARTS & SUPPLIES								
07012024 121274	AMAZON BREAK HANGER SET/MOUSE	7000-7010-6234.00000	07/01/2024 Bjohnson18	07/25/2024	50.56	0.00	Paid	Y 07/01/2024
EQUIPMENT PARTS & SUPPLIES								
07012024 121275	AMAZON FILTER CARTRIDGE	7000-7010-6234.00000	07/01/2024 Bjohnson18	07/25/2024	28.21	0.00	Paid	Y 07/01/2024
EQUIPMENT PARTS & SUPPLIES								
07012024 121276	AMAZON REPLACEMENT BEVEL	7000-7010-6234.00000	07/01/2024 Bjohnson18	07/25/2024	50.97	0.00	Paid	Y 07/01/2024
EQUIPMENT PARTS & SUPPLIES								
07012024 121277	AMAZON FILTER	7000-7010-6234.00000	07/01/2024 Bjohnson18	07/25/2024	139.98	0.00	Paid	Y 07/01/2024
EQUIPMENT PARTS & SUPPLIES								
07012024 121278	AMAZON FUEL/FILTER	7000-7010-6234.00000	07/01/2024 Bjohnson18	07/25/2024	139.98	0.00	Paid	Y 07/01/2024
EQUIPMENT PARTS & SUPPLIES								

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
Purchase Card Vendor: 100292 U. S. BANCORP							
07012024	AMAZON	07/01/2024	07/25/2024	53.94	0.00	Paid	Y
121279	BAND SAW	Bjohnson18					07/01/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		53.94			
07012024	UPS	07/01/2024	07/25/2024	11.81	0.00	Paid	Y
121280	SHIPPING	Bjohnson18					07/01/2024
	6700-6705-6378.00000	POSTAGE & SHIPPING		11.81			
07012024	UPS	07/01/2024	07/25/2024	19.49	0.00	Paid	Y
121281	SHIPPING	Bjohnson18					07/01/2024
	6700-6705-6378.00000	POSTAGE & SHIPPING		19.49			
07012024	UPS	07/01/2024	07/25/2024	9.62	0.00	Paid	Y
121282	SHIPPING	Bjohnson18					07/01/2024
	6700-6705-6378.00000	POSTAGE & SHIPPING		9.62			
07012024	HOME DEPOT	07/01/2024	07/25/2024	109.42	0.00	Paid	Y
121283	FIRE TRAINING MATERIALS	Bjohnson18					07/01/2024
	1000-1260-6512.00000	CONFERENCE & SCHOOLS		109.42			
07012024	HOME DEPOT	07/01/2024	07/25/2024	94.98	0.00	Paid	Y
121284	FIRE TRAINING MATERIALS	Bjohnson18					07/01/2024
	1000-1260-6512.00000	CONFERENCE & SCHOOLS		94.98			
07012024	AMAZON	07/01/2024	07/25/2024	303.96	0.00	Paid	Y
121285	FIRE INSTRUCTION 1 TEXTBOOKS	Bjohnson18					07/01/2024
	1000-1260-6516.00000	SUBSCRIPTIONS & BOOKS		303.96			
07012024	RODIZIO GRILL	07/01/2024	07/25/2024	57.17	0.00	Paid	Y
121286	GFOA CONFERENCE - MEAL	Bjohnson18					07/01/2024
	1000-1050-6510.00000	MEETING / TRAVEL EXPENSE		57.17			
07012025	HYATT REGENCY	07/01/2024	07/25/2024	30.37	0.00	Paid	Y
121287	GFOA CONFERENCE - MEAL	Bjohnson18					07/01/2024
	1000-1050-6510.00000	MEETING / TRAVEL EXPENSE		30.37			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
07012025							
121288	DELTA AIR	07/01/2024	07/25/2024	30.00	0.00	Paid	Y
	GFOA CONFERENCE - LUGGAGE	Bjohnson18					07/01/2024
	1000-1050-6510.00000	MEETING / TRAVEL EXPENSE		30.00			
07012024							
121289	HYATT REGENCY	07/01/2024	07/25/2024	23.53	0.00	Paid	Y
	GFOA CONFERENCE - MEAL	Bjohnson18					07/01/2024
	1000-1050-6510.00000	MEETING / TRAVEL EXPENSE		23.53			
07012024							
121290	HYATT REGENCY	07/01/2024	07/25/2024	193.52	0.00	Paid	Y
	GFOA CONFERENCE - HOTEL	Bjohnson18					07/01/2024
	1000-1050-6510.00000	MEETING / TRAVEL EXPENSE		193.52			
07012024							
121291	HYATT REGENCY	07/01/2024	07/25/2024	32.77	0.00	Paid	Y
	GFOA CONFERENCE - MEALS	Bjohnson18					07/01/2024
	1000-1050-6510.00000	MEETING / TRAVEL EXPENSE		32.77			
07042024							
121292	INTERNATIONAL CODE COUNCIL	07/01/2024	07/25/2024	54.89	0.00	Paid	Y
	2024 INT'L PROPERTY MAINTENANCE (H	Bjohnson18					07/01/2024
	1000-1100-6514.00000	DUES & MEMBERSHIPS		54.89			
07012024							
121293	VERTEX UNMANNED	07/01/2024	07/25/2024	1,316.00	0.00	Paid	Y
	UAV BATTERIES - PURCHASE OVER \$100	Bjohnson18					07/01/2024
	1000-1215-6235.00000	SMALL EQUIP EXP <\$5,000		1,316.00			
07012024							
121294	HY-VEE INC	07/01/2024	07/25/2024	13.98	0.00	Paid	Y
	WATER	Bjohnson18					07/01/2024
	1000-1200-6214.00000	OPERATING SUPPLIES		13.98			
07012024							
121295	HOME DEPOT	07/01/2024	07/25/2024	71.60	0.00	Paid	Y
	FOLDING TABLE	Bjohnson18					07/01/2024
	1000-1200-6372.00000	TELEPHONE LINES		71.60			
07012024							
121296	BILLS GUN RANGE	07/01/2024	07/25/2024	39.90	0.00	Paid	Y
	AMMO BOX	Bjohnson18					07/01/2024
	1000-1205-6235.00000	SMALL EQUIP EXP <\$5,000		39.90			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnz	Post Date
Inv Ref#	Description	Entered By						
	GL Distribution							
Purchase Card Vendor: 100292 U. S. BANCORP								
07012024	CANVA	07/01/2024	07/25/2024	554.99	0.00	Paid	Y	07/01/2024
121297	CANVA - DESIGN TOOL	Bjohnson18						
	1000-1030-6214.00000	OPERATING SUPPLIES		554.99				
07012025	HYATT HOUSE	07/01/2024	07/25/2024	326.96	0.00	Paid	Y	07/01/2024
121298	LODGING - LEEN	Bjohnson18						
	1000-1005-6510.00000	MEETING / TRAVEL EXPENSE		326.96				
07012024	ACTION TARGETS	07/01/2024	07/25/2024	271.28	0.00	Paid	Y	07/01/2024
121299	TRAINING TARGETS - INCLUDES SALES	Bjohnson18						
	1000-1205-6234.00000	EQUIPMENT PARTS & SUPPLIES		271.28				
07012024	THE FIRE STORE	07/01/2024	07/25/2024	619.20	0.00	Paid	Y	07/01/2024
121300	BOOTS	Bjohnson18						
	1000-1260-6216.00000	CLOTHING & PERSONAL EQUIPMENT		619.20				
07012024	IAPE	07/01/2024	07/25/2024	395.00	0.00	Paid	Y	07/01/2024
121301	PROP/EVIDENCE TRAINING	Bjohnson18						
	1000-1200-6512.00000	CONFERENCE & SCHOOLS		395.00				
07012024	FLEET FARM	07/01/2024	07/25/2024	320.24	0.00	Paid	Y	07/01/2024
121302	ROUND UP/WEED CONTROL	Bjohnson18						
	1000-1605-6214.00000	OPERATING SUPPLIES		320.24				
07012024	FORESTRY SUPPLIERS	07/01/2024	07/25/2024	224.40	0.00	Paid	Y	07/01/2024
121303	HANDSAWS (2) & ARBOR TIE	Bjohnson18						
	1000-1370-6214.00000	OPERATING SUPPLIES		224.40				
07012024	TWIN CITY SEED CO	07/01/2024	07/25/2024	181.25	0.00	Paid	Y	07/01/2024
121304	COVER CROP SEED	Bjohnson18						
	1000-1370-6706.00000	LANDSCAPING		181.25				
07012024	MN RURAL WATER	07/01/2024	07/25/2024	150.00	0.00	Paid	Y	07/01/2024
121305	PEABODY - OPERATOR EXPO	Bjohnson18						
	7000-7010-6512.00000	CONFERENCE & SCHOOLS		150.00				

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnized
Inv Ref#	Description	Entered By					Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
07012024							
121306	MN DEPT OF LABOR & INDUSTRY BOILER LICENSE - LEONARD 7100-7115-6718.00000	07/01/2024 Bjohnson18 LICENSES TAXES & FEES	07/25/2024	20.00 20.00	0.00	Paid	Y 07/01/2024
07012024							
121307	MN POLLUTION CONTROL DRESSEL - WASTE WATER COURSE 6000-6010-6512.00000	07/01/2024 Bjohnson18 CONFERENCE & SCHOOLS	07/25/2024	585.00 585.00	0.00	Paid	Y 07/01/2024
07012024							
121308	MN POLLUTION CONTROL DRESSEL - CARD SERVICE FEE 6000-6010-6512.00000	07/01/2024 Bjohnson18 CONFERENCE & SCHOOLS	07/25/2024	12.58 12.58	0.00	Paid	Y 07/01/2024
07012024							
121309	AMAZON CC SCANNER FOR UB 7100-7110-6214.00000	07/01/2024 Bjohnson18 OPERATING SUPPLIES	07/25/2024	35.54 35.54	0.00	Paid	Y 07/01/2024
07012024							
121310	MCFOA MCFOA CONFERENCE - SHERRY 1000-1030-6514.00000	07/01/2024 Bjohnson18 DUES & MEMBERSHIPS	07/25/2024	50.00 50.00	0.00	Paid	Y 07/01/2024
07012024							
121311	AMAZON WEB CAMS 7100-7110-6214.00000	07/01/2024 Bjohnson18 OPERATING SUPPLIES	07/25/2024	209.97 209.97	0.00	Paid	Y 07/01/2024
07012024							
121312	AMAZON MONITORS 7100-7110-6234.00000	07/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	07/25/2024	679.92 679.92	0.00	Paid	Y 07/01/2024
07012024							
121313	FRANKIES MAC MEETING MEAL 1000-1200-6382.00000	07/01/2024 Bjohnson18 ADVERTISING / PROMOTIONS	07/25/2024	74.00 74.00	0.00	Paid	Y 07/01/2024
07012024							
121314	KWIK TRIP FUEL 7000-7010-6236.00000	07/01/2024 Bjohnson18 MOTOR FUELS	07/25/2024	34.32 34.32	0.00	Paid	Y 07/01/2024

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
07012024	MCDONALDS	07/01/2024	07/25/2024	10.74	0.00	Paid	Y
121315	OUT OF TOWN TRAINING - MEAL	Bjohnson18					07/01/2024
	1000-1200-6510.00000	MEETING / TRAVEL EXPENSE		10.74			
07012024	TEXAS ROADHOUSE	07/01/2024	07/25/2024	15.76	0.00	Paid	Y
121316	OUT OF TOWN TRAINING - MEAL	Bjohnson18					07/01/2024
	1000-1200-6510.00000	MEETING / TRAVEL EXPENSE		15.76			
07012024	BURGER KING	07/01/2024	07/25/2024	9.48	0.00	Paid	Y
121317	OUT OF TOWN TRAINING - MEAL	Bjohnson18					07/01/2024
	1000-1200-6510.00000	MEETING / TRAVEL EXPENSE		9.48			
07012024	ITALIAN HOUSE	07/01/2024	07/25/2024	17.88	0.00	Paid	Y
121318	OUT OF TOWN TRAINING - MEAL	Bjohnson18					07/01/2024
	1000-1200-6510.00000	MEETING / TRAVEL EXPENSE		17.88			
07012024	WEATHER TECH	07/01/2024	07/25/2024	147.95	0.00	Paid	Y
121319	SQUAD SUPPLIES - FLOOR LINER	Bjohnson18					07/01/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		147.95			
07012024	CITRUS CAFE	07/01/2024	07/25/2024	15.70	0.00	Paid	Y
121320	OUT OF TOWN TRAINING - MEAL	Bjohnson18					07/01/2024
	1000-1200-6510.00000	MEETING / TRAVEL EXPENSE		15.70			
07012024	KWIK TRIP	07/01/2024	07/25/2024	72.60	0.00	Paid	Y
121321	FUEL	Bjohnson18					07/01/2024
	7000-7010-6236.00000	MOTOR FUELS		72.60			
07012024	MILWAUKEE GRILL	07/01/2024	07/25/2024	30.33	0.00	Paid	Y
121322	OUT OF TOWN TRAINING - MEAL	Bjohnson18					07/01/2024
	1000-1200-6510.00000	MEETING / TRAVEL EXPENSE		30.33			
07012024	TRU BY HILTON	07/01/2024	07/25/2024	607.20	0.00	Paid	Y
121323	TRAINING - LODGING	Bjohnson18					07/01/2024
	1000-1200-6510.00000	MEETING / TRAVEL EXPENSE		607.20			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
07012024							
121324	BURGER KING	07/01/2024	07/25/2024	15.45	0.00	Paid	Y
	OUT OF TOWN TRAINING - MEAL	Bjohnson18					07/01/2024
	1000-1200-6510.00000	MEETING / TRAVEL EXPENSE		15.45			
07012024							
121325	KWIK TRIP	07/01/2024	07/25/2024	24.69	0.00	Paid	Y
	FUEL	Bjohnson18					07/01/2024
	7000-7010-6236.00000	MOTOR FUELS		24.69			
07012024							
121326	HY VEE INC	07/01/2024	07/25/2024	64.70	0.00	Paid	Y
	MAC BBQ	Bjohnson18					07/01/2024
	1000-1200-6382.00000	ADVERTISING / PROMOTIONS		64.70			
07012024							
121327	HOLIDAY	07/01/2024	07/25/2024	50.69	0.00	Paid	Y
	FUEL	Bjohnson18					07/01/2024
	7000-7010-6236.00000	MOTOR FUELS		50.69			
07012024							
121328	MENARDS	07/01/2024	07/25/2024	31.92	0.00	Paid	Y
	DOLLY	Bjohnson18					07/01/2024
	7100-7115-6214.00000	OPERATING SUPPLIES		31.92			
07012024							
121329	FLEET FARM	07/01/2024	07/25/2024	29.99	0.00	Paid	Y
	TAPE MEASURE	Bjohnson18					07/01/2024
	1000-1565-6214.00000	OPERATING SUPPLIES		29.99			
07012024							
121330	HAMERNICKS FLOORING	07/01/2024	07/25/2024	199.09	0.00	Paid	Y
	TAPE/STICK COVE	Bjohnson18					07/01/2024
	7100-7115-6214.00000	OPERATING SUPPLIES		199.09			
07012024							
121331	MENARDS	07/01/2024	07/25/2024	58.19	0.00	Paid	Y
	DOWEL	Bjohnson18					07/01/2024
	1000-1605-6214.00000	OPERATING SUPPLIES		58.19			
07012024							
121332	HOME DEPOT	07/01/2024	07/25/2024	15.84	0.00	Paid	Y
	DOOR STOP	Bjohnson18					07/01/2024
	1000-1390-6214.00000	OPERATING SUPPLIES		15.84			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

Purchase Card Vendor: 100292 U. S. BANCORP

07012024	AMAZON	07/01/2024	07/25/2024	45.49	0.00	Paid	Y
121333	TUBE STOP	Bjohnson18					07/01/2024
	1000-1605-6214.00000	OPERATING SUPPLIES		45.49			

07012024	AMAZON	07/01/2024	07/25/2024	25.49	0.00	Paid	Y
121334	MONITOR SCREEN	Bjohnson18					07/01/2024
	7100-7115-6234.00000	EQUIPMENT PARTS & SUPPLIES		25.49			

07012024	AMAZON	07/01/2024	07/25/2024	26.57	0.00	Paid	Y
121335	CAP SWEAT COPPER	Bjohnson18					07/01/2024
	1000-1605-6214.00000	OPERATING SUPPLIES		26.57			

07012024	AMAZON	07/01/2024	07/25/2024	299.00	0.00	Paid	Y
121336	BOOK - OPERATION & MAINTENANCE WAS	Bjohnson18					07/01/2024
	6100-6115-6512.00000	CONFERENCE & SCHOOLS		299.00			

07012024	AMAZON	07/01/2024	07/25/2024	(26.57)	0.00	Paid	Y
121337	CREDIT CAP SWEAT	Bjohnson18					07/01/2024
	1000-1605-6214.00000	OPERATING SUPPLIES		(26.57)			

Total Purchase Card Vendor: 100292 U. S. BANCORP

12,374.53

of Invoices: 85 # Due: 0 Totals: 0.00

of Credit Memos: 1 # Due: 0 Totals: 0.00

Net of Invoices and Credit Memos: 0.00

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 07/25/2024 - 07/25/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
---	TOTALS BY FUND ---						
	GL Distribution						
	1000 - GENERAL FUND			7,063.03	0.00		
	6000 - WATER			597.58	0.00		
	6100 - SANITARY SEWER			299.00	0.00		
	6700 - DEPUTY REGISTRAR			40.92	0.00		
	7000 - CENTRAL GARAGE			2,975.66	0.00		
	7100 - CENTRAL SERVICES			1,398.34	0.00		
---	TOTALS BY DEPT/ACTIVITY ---						
	1005 - LEGISLATIVE			326.96	0.00		
	1030 - ADMINISTRATIVE SERVICES			604.99	0.00		
	1050 - FINANCIAL SERVICES			367.36	0.00		
	1100 - PLANNING & ZONING			54.89	0.00		
	1200 - POLICE SUPPORT SERVICES			1,584.08	0.00		
	1205 - PATROL SERVICES			311.18	0.00		
	1215 - EMERGENCY RESPONSE UNIT			1,655.99	0.00		
	1260 - FIRE PREVENTION / SUPPRESS			1,282.18	0.00		
	1370 - FORESTRY			405.65	0.00		
	1390 - LIBRARY BUILDING OPERATION			15.84	0.00		
	1565 - PARKS FACILITY MAINTENANCE			29.99	0.00		
	1605 - STREETSCAPE			423.92	0.00		
	6010 - WATER UTILITY DISTRIBUTION			597.58	0.00		
	6115 - SAN SEWER MAINTENANCE			299.00	0.00		
	6705 - LICENSE CENTER OPERATIONS			40.92	0.00		
	7010 - CG VEHICLE MAINTENANCE			2,975.66	0.00		
	7105 - CS GENERAL OFFICE			6.59	0.00		
	7110 - CS INFORMATION TECHNOLOGY			1,014.59	0.00		
	7115 - CS GOVERNMENT BUILDINGS			377.16	0.00		
---	TOTALS BY PAYMENT CARD ACCOUNT ---						
	0337			422.25			
	0371			619.20			
	0731			878.75			
	1355			320.24			
	1568			881.95			
	2743			1,441.48			
	3103			255.28			
	4364			395.00			
	5111			40.92			
	5157			508.36			
	6348			405.65			
	6658			271.28			
	6719			582.25			

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 07/25/2024 - 07/25/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	6932			1,712.41			
	8415			975.43			
	8424			705.01			
	8631			1,191.49			
	8722			767.58			

TO: Mayor and City Council
PREPARED BY: Matt Bazyk, Recreation Services Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: August 20, 2024
RE: Hennepin County Play Area Grant Application

Background:

The Hennepin County Youth Activities Grants (HCYAG) program is combining Facility and Playground grant opportunities into one application this fall. This combined grant opportunity will be called the **Play Area** grant.

- **Play Area grants:** \$1.7 million allocated with awards up to \$300,000

Applications must be submitted by **October 1, 2024**.

Analysis:

Matthew Bazyk, Recreation Services Manager, would like to submit a grant request for Sanborn Park Playground. Currently, there is \$300,000 in the CIP for new playground equipment at Sanborn in 2025. The Recreation Department is looking for a matching grant through this program.

Recommendation:

By motion, approve the Recreation Department's submission of application for the Hennepin Youth Sports Equipment Grant.

Attachments:

None

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: August 20, 2024
RE: Approval of Licenses

Background:

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

Analysis:

Not applicable.

Recommendation:

By motion, approve issuance of licenses dated 8/20/2024.

Attachments:

1. Licenses

Contractor Licenses for Council Approval

<u>Name</u>	<u>Licensee Type</u>	<u>Fee Amount</u>
GREEN2 ELECTRIC LLC	Commercial Contractor	\$50.00
GROTH SEWER & WATER	Sewer / Water Contractor	\$50.00
GROTH SEWER & WATER	Excavation Contractor	\$50.00
HILDE HEATING LLC	Mechanical Contractor	\$50.00
HUTTON PLUMBING LLC	Plumbing Contractor	\$50.00
JOHN BECKER PROPERTIES, LLC	Commercial Contractor	\$50.00
KOHLER SERVICES	Plumbing Contractor	\$50.00
VETERAN MECHANICAL LLC	Mechanical Contractor	\$50.00

Number of Licenses Requesting Council Approval:

8

BUSINESS LICENSES FOR COUNCIL APPROVAL

08/20/2024

License Type	Applicant	License Fee
Transient Merchant - Food Truck	Lookout Supper Club	50.00
Transient Merchant - Food Truck	MC's Juice Bar	25.00

TO: Mayor and City Council

PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager

APPROVED BY: Tim Sandvik, City Manager

DATE: August 20, 2024

RE: An Ordinance amending Section 310 of the Robbinsdale City Code related to the City Manager's Purchasing Authority

Background:

On July 16, 2024, the City Council held the first reading of an ordinance to amend Section 310 of the Robbinsdale City Code related to the City Manager's purchasing authority. The Council unanimously approved the first reading and this item is now being brought forward for its second reading and approval.

Analysis:

Sections to be amended:

- Section 310.01. General rule. - Replace \$25,000 with \$50,000
- Section 310.05. Manager: purchasing agent. - Replace \$25,000 with \$50,000

Recommendation:

Motion to hold the second reading of an Ordinance amending Sections 310.01 and 310.05 of the Robbinsdale City Code updating the City Manager's purchasing authority.

Attachments:

1. City Manager Purchasing Authority Ordinance

Member _____ moved and Member _____ seconded a motion that the following ordinance, which was given its first reading on July 16, 2024, be given its second reading on this 20th day of August 2024, and that it be adopted.

ORDINANCE NO. 24-07

**AN ORDINANCE AMENDING SECTIONS 310.01 AND 310.05 OF THE
ROBBINSDALE CITY CODE UPDATING THE CITY MANAGER'S PURCHASING
AUTHORITY**

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

- 1) Section 310 of the City Code is hereby amended with the following language to be removed shown by ~~strikeout~~ and new language added shown in **bold and underlined**:

310.01. General rule.

Contracts, bonds, and instruments of any kind with a value greater than **\$50,000** ~~\$25,000~~ to which the city is a party must be signed by the mayor and the manager on behalf of the city and executed in the name of the city. Contracts, bonds, and instruments of any kind with a value greater than \$5,000 and less than **\$50,000** ~~\$25,000~~ must be signed by the Manager. (Amended, Ord. No. 03-03, Ord.No.14-11)

310.05. Manager: purchasing agent.

The manager is the chief purchasing agent of the city. City purchases and contracts may be made or let by the manager when the amount of the intended purchases or contract does not exceed **\$50,000** ~~\$25,000~~. Department head, as defined in section 300, may initiate purchases and enter into contracts with values less than \$5,000 within the constraints of the provisions of the adopted budget. (Amended, Ord. No. 03-03, Ord. No. 14-11)

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

Robbinsdale City Code Sections 310.01 and 310.05 are being amended to revise the City Managers purchasing authority to be consistent with the City Charter.

First Reading: YEAS: Parisian, Wagner, Murphy, Blonigan
NAYS: None

Second Reading: YEAS:
NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL ON THIS 20th DAY OF AUGUST 2024

William A. Blonigan, Mayor

Attest:

Chase Peterson-Etem, City Clerk

TO: Mayor and City Council

PREPARED BY: Richard McCoy, City Engineer/Public Works Director

APPROVED BY: Tim Sandvik, City Manager

DATE: August 20, 2024

RE: Award Bid for City Hall Audio Visual Equipment and Broadcast Systems
- City Project 100422

Background:

Included in the 2024 Capital Improvement Program is the upgrading of audio visual (AV) equipment in the Council Chambers / 6th Corner Conference Room and broadcasting systems for Cable TV. Originally, this project was proposed to be more extensive and was to include relocation of walls and expansion of the Deputy Registrar area. The initial cost estimates for the space amendments were considered to be excessive given the possibility of relocating City Hall operations into a Civic Campus type site on Hubbard Avenue in the medium term.

Specifically, the project involves changing out cameras and microphones in the Chambers, improved conferencing capabilities in the 6th Corner and providing current equipment for broadcasting by CCX. Also included will be touch screen tablets inset into the Council Members positions and a portable speaker dias that has improved accessibility elements.

Following a re-scaling of the project, plans and specifications were developed with the assistance of our Consultant, Finepoint Tech. The project was then put out to bid. On Thursday, August 15, 2024, bids were publicly opened and read aloud in the Council Chambers. At the time of opening, 2 bids had been received. Upon the opening of one of the bids, there was a letter stating that the company was unable to comply with the qualification criteria and would be declining to submit a price. Effectively, this left the City with one bid for a price of \$ 363,216.96. The bid was received from AVI-SPL of Roseville, MN.

Analysis:

The City's Consultant has reviewed the submission for completeness and compliance with the specifications and provided staff with a letter of findings and a recommendation. The letter indicates that the Contractor is experienced in this kind of work, having completed similar work in multiple cities and would be deemed responsible in the terms of the City's requirements. Our Consultant has noted that the price received is about 10% above his estimate. Ultimately, the Consultant has recommended that the bid be awarded to AVI-SPL.

Funding for this project is identified in the 2024 CIP for an amount of \$ 300,000.00. The source of the funding is the CIF Cable Grant which currently has a balance of approximately \$ 570,000.00. A budget adjustment of \$ 75,000 will be required to allow for the contract price and some minor additional electrical work needed to prepare the Chamber for the new components.

Recommendation:

By motion, adopt the attached resolution awarding the bid for City Hall Audio Visual Equipment

and Broadcast Systems - City Project 100422 to AVI-SPL of Roseville, Minnesota for a price of \$ 363,216.96, including a budget amendment to the project.

Attachments:

1. Resolution - Award Bid CIP 100422 - 20Aug24

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 20th day of August, 2024.

RESOLUTION NO.

A RESOLUTION ACCEPTING BIDS AND AWARDING
CONTRACT FOR CITY HALL AUDIO VISUAL EQUIPMENT
AND BROADCAST SYSTEMS – CITY PROJECT 100422

WHEREAS, pursuant to an advertisement for bids for the provision of audio visual equipment for City Hall including Broadcast System improvements – City Project 100422, bids were received, opened and tabulated according to State Law and the following bids were received complying with the advertisement:

Contractor	Total Bid
AVI-SPL LLC	\$ 363,216.96
Alpha	no bid provided

WHEREAS, it appears that AVI-SPL LLC of Roseville, Minnesota, is the lowest responsible bidder;

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

1. The Mayor and City Manager are hereby authorized and directed to enter into an agreement with AVI-SPL LLC. in the name of the City of Robbinsdale for City Project 100422 according to plans and specifications therefore approved by the City Council and on file in the office of the City Engineer.
2. The budget allocation for the project be increased by \$ 75,000.

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 20TH DAY OF AUGUST, 2024

William A. Blonigan, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk

(SEAL)

Res

TO: Mayor and City Council

PREPARED BY: Sherry O'Donnell, Admin Support/Deputy City Clerk

APPROVED BY: Tim Sandvik, City Manager

DATE: August 20, 2024

RE: Hy-Vee Event

Background:

Hy-Vee, 3505 Bottineau Blvd, submitted an event application on August 14, 2024, for a car show on their parking lot. The event is scheduled for Monday, September 2, 2024, from 11:00 a.m. until 4:00 p.m. No street closures requested. As of the writing of this agenda item a site plan for proposed set up has not been received.

The Public Works Director/City Engineer approves the application noting that no road closures are proposed. All litter must be cleared after the event, as well as any drips from vehicles be dealt with so there is no run-off into adjacent storm sewer system.

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 has no objections and is in agreement with the Fire Marshal.

In 2023, Hy-Vee prepared and served all food and beverages. The application noted food and beverage would be sold, but staff asked for clarification if Hy-Vee would be doing the preparation and serving. No additional licensing would be required, since they already have appropriate food and beverage licenses.

Analysis:

Recommendation:

Consider approval of Hy-Vee's, 3505 Bottineau Blvd, event application for a car show on their parking lot on Monday, September 2, 2024, from 11:00 a.m. until 4:00 p.m., with conditions noted by staff.

Attachments:

None

TO: Mayor and City Council

PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager

APPROVED BY: Tim Sandvik, City Manager

DATE: August 20, 2024

RE: Second reading of an ordinance amending the City Charter

Background:

On July 16, 2024, the Council was presented with the first reading of an ordinance amending various sections of the City Charter. The Council did unanimously approve the first reading, but wanted more information on specific language related to Section 5.13 Recall. The City Attorney was contacted to discuss the concerns. During this time, it was also discovered that the Minnesota Supreme Court issued a decision clarifying the standard and constitutional prerequisites to recall an elected municipal official. This decision was used to help adapt the recommended charter language, which has now been added to the ordinance. The City Attorney has provided a detailed memo related to section 5.13 Recall in Attachment 1. No other sections have been altered from the first reading.

The new language was presented to the Charter Commission at their August 15 Charter Commission meeting. The new amendments to Section 5.13 Recall were unanimously approved by the Charter Commission and are being recommended for Council approval.

Analysis:

The City Charter cannot be amended unless all members of the Council unanimously approve the changes. Amendments to the City Charter take effect 90 days after the second reading of the ordinance. This means proposed updates will be effective in November 2024.

The Council is being asked to amend the following sections of the City Charter:

- Section 2.07 Vacancies in the Council
- Section 3.06 Emergency Ordinances
- Section 5.13 Recall
- Section 5.15 Filing of Petition

Recommendation:

1. Motion to open the public hearing, take public comments, and close the public hearing.
2. Motion to hold the second reading and adopt Ordinance No. 24-08, "An Ordinance Amending Various Sections of the Robbinsdale City Charter to Include Sections 2.07, 3.06, 5.13, and 5.15."

Attachments:

1. City Attorney Memo
2. City Charter Amedments Ordinance



Fifth Street Towers
150 South Fifth Street, Suite 700
Minneapolis, MN 55402
(612) 337-9300 telephone
(612) 337-9310 fax
ccruz-jennings@kennedy-graven.com

MEMORANDUM

TO: Robbinsdale City Council
Tim Sandvik, City Manager

FROM: Mary Tietjen, City Attorney

DATE: August 12, 2024

RE: **Proposed Charter Amendments/Update on Recall Procedure**

On July 16, 2024, the Council conducted a first reading of an ordinance amending several sections of the City Charter, as recommended by the Charter Commission. One of the amendments is related to Section 5.13 involving recall of an elected official. To paraphrase, the proposed amendment states that a city official may be subject to a recall petition for any breach of public trust, including malfeasance, nonfeasance, or the “commission of a serious crime”. Mayor Blonigan contacted me to express a concern about the potential ambiguity around the “commission” of a crime language.

On July 24, 2024, the Minnesota Supreme Court issued a decision (*Jacobs v. City of Columbia Heights*) clarifying the standard and constitutional prerequisites to recall an elected municipal official. Citing to the Minnesota Constitution, the Court noted that inferior officers may be removed for “malfeasance or nonfeasance in the performance of their duties”. The Court described a three-part test for “malfeasance”:

- 1) The conduct must be such as affects the performance of official duties rather than conduct which affects the official’s personal character as a private individual;
- 2) The conduct must relate to something of a substantial nature directly affecting the rights and interests of the public; and
- 3) The conduct is the performance of an act by an officer in their official capacity that is “wholly illegal and wrongful”.

All these elements must be met to find malfeasance.

Considering this ruling, I will advise the Charter Commission to consider changing its recommendation to the Council on the recall language as follows:

Section 5.13 Recall. The recall procedure is governed by Sections 5.13 through 5.17. Any five eligible voters within the city may form themselves into a committee for the purpose of bringing about the recall of any officer elected by the entire City.

A City official may be subject to a Recall petition for malfeasance or nonfeasance, or both, any breach of public trust, including for: Malfeasance means conduct that: i) affects the performance of official duties rather than the official's personal character as a private individual; ii) substantially affects the rights and interests of the public; and iii) is wholly illegal and wrongful. Nonfeasance means the intentional repeated failure to perform acts that are required duties of the public official.

- ~~a) malfeasance: for the purposes of this Section, Malfeasance means the intentional commission of an unlawful or wrongful act in the performance of official duties or substantially outside the scope of the official's authority and which infringes on the rights of any person or entity;~~
- ~~b) nonfeasance: for the purposes of this Section, nonfeasance means the intentional repeated failure to perform specific acts that are required as official duties;~~
- ~~c) the commission of a serious crime; for the purposes of this Section, serious crime means any crime punished as a gross misdemeanor or felony.~~

Any five eligible voters withing a section or ward may form themselves into a committee for the purpose of bringing about the recall of any officer elected from the respective section or ward. Such committee shall certify to the city clerk the name of the officer whose removal is sough, a statement of the grounds for removal of not more than 250 words, and their intention to bring about this recall. A copy of this certificate shall be attached to each signature page and no signature paper shall be put into circulation previous to such certification.

The Charter Commission meets on August 15, 2024. If they agree with my recommendation, the above changes can be made to Section 5.13, which will then be presented to the City Council as part of the ordinance's second reading on August 20, 2024.

Member _____ moved and Member _____ seconded a motion that the following ordinance, which was given its first reading on July 16, 2024, be given its second reading on this 20th day of August 2024, and that it be adopted.

ORDINANCE NO. 24-08

CHARTER AMENDMENT NO. 42

AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE ROBBINSDALE CITY CHARTER TO INCLUDE SECTIONS 2.07, 3.06, 5.13, AND 5.15

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

- 1) Sections 2.07, 3.06, 5.13, and 5.15 of the City Charter are hereby amended with the following language to be removed shown by ~~strikeout~~ and new language added shown in **bold and underlined**:

Section 2.07. Vacancies in the Council.

~~1. Conditions of Vacancy. A vacancy in the office of mayor or council member exists for the following reasons:~~

- ~~a) failure of a person elected thereto to qualify on or before the date of the second regular meeting of the council in the year subsequent to the election;~~
- ~~b) death of the member;~~
- ~~c) resignation of the member;~~
- ~~d) removal of the member from office;~~
- ~~e) the member ceasing to be a resident of the city or of the ward or section from which elected;~~
- ~~f) continuous absence of the member from the city for more than three months;~~
- ~~g) conviction of the member of a felony either before or after that member's qualification for office;~~
- ~~h) failure of the member without good cause to perform the duties of the office for a period of three months.~~

~~2. Procedure to Fill Vacancy.~~

~~When a vacancy occurs the council must by resolution declare the vacancy to exist. In the event the office of Mayor becomes vacant, the council members must forthwith appoint an eligible person to fill the office of Mayor until the next regular municipal election, when the office is filled for the unexpired term.~~

~~When a vacancy occurs in an elective office, other than that of Mayor, except when the same is to be filled by a recall election, the Council must forthwith appoint an eligible person to fill the office if the unexpired term is for eight months or less. The appointment shall be made no later than the fourth Tuesday of the month following the declaration of the vacancy.~~

~~If the unexpired term is for more than eight months, then a special election shall be held as follows:~~

- ~~a) The Council must, by majority vote, adopt a resolution at the same meeting at which the vacancy is declared calling for a special election. Such resolution shall specify the date for~~

the special election, including provision for a primary election if need, which date(s) shall be in conformance with Section 4.04 of this Charter and applicable state law. All such dates shall be in conformity with the provisions of paragraph c) of this section.

- ~~b) Filings shall be opened immediately upon declaration of the vacancy and remain open for 30 days thereafter unless the last day for filing falls on a weekend or legal holiday in which case filings shall remain open through the next following business day.~~
- ~~c) The special election, or the primary in the event that three or more candidates have filed, shall be held on the earliest date that is allowed for in Chapter 4 of this Charter, except that no special election shall be held within 60 days of the date a vacancy is declared. In the event that a primary is required, the primary election shall be held on the earliest date that is allowed for in Chapter 4 of this Charter, except that no primary election shall be held within 25 days of the date a vacancy is declared. To the extent required by law, all election dates shall comply with the provisions of Minnesota Statutes, chapter 205.~~

~~In the event that a primary is required hereunder, the resulting special election shall be held upon one of the dates provided in Section 4.04 of this Charter, as designated by the City Council.~~

~~In the event there are no filings for the vacant office, the Council shall appoint an eligible person to fill the unexpired term.~~

- ~~—In the case of any appointment to a vacancy in the Council, a plurality vote of the remaining members shall be necessary to appoint. Each remaining member shall have one vote, and in case of a tie vote the appointee shall be determined by lot.~~

A vacancy occurs if:

- a) **an elected official dies;**
- b) **is convicted of a felony;**
- c) **is in violation of the official oath;**
- d) **resigns;**
- e) **ceases to maintain a legal residence in the City;**
- f) **fails to qualify for office;**
- g) **fails, without good cause, to perform any of the duties of their office for a period of three months.**

In the case of a Council member voluntarily resigning their position, the resignation will be accepted at the next Council meeting following the Council Member's declaration of their intent to resign. In the case of a vacancy, the Council will, by Resolution, declare such a vacancy to exist and will appoint an eligible person to fill the same within 30 days of the passage of the Resolution.

If the vacancy occurs before the first day to file affidavits of candidacy for the next regular City election and more than two years remain in the unexpired term, an election will be held at the next regular City election and the appointed person will serve until the qualification of a successor is elected.

If the vacancy occurs on or after the first day to file affidavits of candidacy for the regular City election or when less than two years remain in the unexpired term the appointed

person will serve until the qualification of a successor. A person appointed to fill a vacant position can file an affidavit of candidacy to seek election to the position.

Section 3.06 Emergency Ordinances.

An emergency ordinance is an ordinance necessary for the immediate preservation of the public peace, health, safety, or welfare in which the emergency is defined and declared in a preamble thereto and is adopted by a vote of all members of the council. No prosecution shall be based upon the provisions of any emergency ordinance until two business days after the ordinance has been filed with the city clerk and posted in the three conspicuous places **in the City** or until ~~two business days after~~ the ordinance has been published **in the City's official means of publication**, unless the person charged with violation had actual notice of the passage of the ordinance prior to the **alleged violation** ~~act or omission complained of.~~

Section 5.13 Recall.

The recall **procedure** is governed by Sections 5.13 through 5.17. Any five eligible voters within the city may form themselves into a committee for the purpose of bringing about the recall of any officer elected by the entire City.

A City official may be subject to a Recall petition for malfeasance or nonfeasance, or both. Malfeasance means conduct that: i) affects the performance of official duties rather than the official's personal character as a private individual; ii) substantially affects the rights and interests of the public; and iii) is wholly illegal and wrongful. Nonfeasance means the intentional repeated failure to perform acts that are required duties of the public official.

Any five eligible voters within a section or ward may form themselves into a committee for the purpose of bringing about the recall of any officer elected from their respective section or ward. Such committee shall certify to the city clerk the name of the officer whose removal is sought, a statement of the grounds for removal of not more than 250 words, and their intention to bring about this recall. A copy of this certificate shall be attached to each signature paper and no signature paper shall be put into circulation previous to such certification.

Section 5.15 Filing of Petition.

Within thirty days after the filing of the original certificate, the committee shall file the completed petition in the office of the city clerk. The city clerk shall examine the petition within the next five **business** days, and if the city clerk finds it irregular in any way, or finds that the number of signers is less than twenty-five per cent of the total number of registered voters **eligible to vote on candidates for that office** ~~in the city~~ at the time of the regular municipal election immediately prior to the filing of said petition, the city clerk shall notify one or more members of the committee. The committee shall then be given ten days in which to file additional signature papers and to correct the petition in all other respects, but they may not change the statement of the grounds upon which the recall is sought. If at the end of that time the city clerk finds the petition still insufficient or irregular, the city clerk shall notify all the members of the committee to that effect and shall file the petition in the clerk's office. No further action shall be taken thereon.

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

The purpose of this ordinance is to update Sections of the City Charter related to Vacancies in the Council, Emergency Ordinances, Recall, and Filing of Petition.

- 3) The effective date of this ordinance will be 90 days after the adoption and subject to other procedural requirements of law.

First Reading: YEAS: Parisian, Wagner, Murphy, Blonigan
NAYS: None

Second Reading: YEAS:
NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL ON THIS 20th DAY OF AUGUST 2024.

William A. Blonigan, Mayor

Attest:

Chase Peterson-Etem, City Clerk

TO: Mayor and City Council

PREPARED BY: Kayla Kirtz, Sustainability Coordinator, Richard McCoy, City Engineer/Public Works Director

APPROVED BY: Tim Sandvik, City Manager

DATE: August 20, 2024

RE: Authorize Contract for City Hall Solar Array

Background:

One of the 2024 priorities established by the City Council is for operations to be more environmentally aware and to reduce the City's carbon footprint. There has been strong advocacy from the Council for providing cleaner energy options where possible in all areas of the City's operations, including installing solar panels on the roofs of City buildings.

On May 21, 2024, the City Council approved the submission of a Solar on Public Buildings (SPB) Grant application to the Minnesota Department of Commerce. The application sought to receive funding for a solar array on City Hall. On July 1, 2024, the Department of Commerce notified staff that their application was selected to submit a Full Application and would be eligible for an award of 60% of the project cost up to \$72,000, contingent upon the City procuring a solar installer for the project, submitting all the necessary components for part 2 of the SPB grant application, and complying with all requirements of the grant RFP.

On July 12, 2024, a Request for Proposals (RFP) was publicly issued by the City inviting qualified companies to submit proposals for a rooftop solar photovoltaic (PV) project on Robbinsdale City Hall. Proposals were due to Richard McCoy, Public Works Director/City Engineer, and Kayla Kirtz, Sustainability Coordinator, by 4:00 p.m. CST on Thursday, August 1, 2024. The City received 12 submissions in total. Proposals can be made available upon request. Submissions were received from the following companies (in alphabetic order):

- All Energy Solar
- Apadana Technology
- Centre Electric
- Energy Concepts
- Greenway Solar
- iDEAL Energies
- iSolar
- MN Solar
- Planet Solarity
- Renewable Energy Partners
- Solarpod
- TruNorth Solar

Analysis:

A Proposal Review Committee consisting of the Public Works Director/City Engineer, Sustainability Coordinator, Senior Engineering Technician, Parks/Buildings Supervisor, and MN GreenCorps Member was enlisted to participate in a review of the 12 submissions. A meeting of the Committee was held on Thursday, August 8 to develop a recommendation. For consistency, the Committee evaluated submissions based on the following criteria:

- Proposal completeness
- Cost/best value to the City
- Financial strength and stability of proposer
- PV engineering, project, and construction experience
- Project engineering analysis
- PV performance monitoring
- Proposer customer service and maintenance capabilities

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

Based on the detailed review of each proposal, the Selection Committee came to consensus and recommend TruNorth Solar of Arden Hills, MN as the company whose submission best represents, overall, the work being sought. TruNorth Solar submitted a very thorough proposal that addresses the criteria outlined in the RFP. TruNorth's proposal scored highly among members of the Review Committee due to the company's extensive experience partnering with local governments throughout the state, the relatively quick payback (1.8 years) of the project, and the accounting for the SPB grant and Inflation Reduction Act (IRA) tax credits. TruNorth Solar is also proposing to use a SolarEdge inverter, which is the same brand to be used at the Water Treatment Plant array. This will enable the City to monitor both arrays using the same monitoring platform.

The TruNorth Solar proposal includes installing a 40 kW AC rooftop array on Robbinsdale City Hall for a purchase price of \$107,231.56. The proposal estimates the panels to be in service by December 2024.

Funding for this project has been included in the 2024 Capital Improvement budget as City Project 101924. Sufficient funds have been allocated for the cost identified. In addition, the City will receive the SPB grant from the Minnesota Department of Commerce to cover 60% of the project cost to the amount of ~\$64,338. It is also expected that the City will receive a 30% tax credit on the project cost (~\$32,169) from the IRA direct pay provisions.

Staff support the proposal submitted by TruNorth Solar and recommend approval by the City Council.

Recommendation:

Authorize the City Manager to enter into a Professional Services Contract with TruNorth Solar, LLC of Arden Hills, MN for the provision of a 40 kW AC rooftop solar photovoltaic array on Robbinsdale City Hall at 4100 Lakeview Avenue N in accordance with the submission dated July 31, 2024 at a cost not to exceed \$107,231.56.

Attachments:

None

TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: August 20, 2024
RE: Consider Consumption and Display Permit for 4124-4130 Lakeland

Background:

Standpoint Event Center, at 4124-4130 Lakeland Ave has applied for a Consumption and Display (CD) Permit with the City.

Analysis:

Under MN State Statute 340A.414 parameters are set for a CD permit, including requirements, authorization, eligibility, Local consent requirement, inspections, and additional details. Robbinsdale City Code Section 1225 Outlines considerations for a CD permit, but largely refers to statute. Both are attached for reference.

Hannah Martu Lahai, owner/operator of Standpoint Event Center has been in conversation with the City for several weeks to best identify a path forward to allow for alcohol service as a part of their offerings. Traditionally, liquor licenses are issued to brick and mortar establishments with ties to food, breweries, or single events (either through established non-profits, OR licensed caterers). In this circumstance, the event center does not have a full food service, and caterer's providing food service do not carry the proper license to serve alcohol.

The CD permit is a provision in statute that allows for guests of an event to essentially "bring your own beverages," and while the establishment is not allowed to serve, they remain responsible for the event.

In reviewing statute, the City Manager and City Attorney did not believe that the event center qualified for the permit. Specifically, under MN Stat 340A.414, Sub 2, eligibility includes restaurants, hotels, establishments licensed for the sale of 3.2 percent malt liquor, resorts (as defined by statute), clubs (as defined by statute), and bed and breakfasts - we do not believe the event center falls under any of those establishments. Further, in working with the League of MN Cities to better understand how other cities navigate this kind of request, they provided guidance similar to our interpretation. However, in working with the MN Department of Public Safety (DPS) Alcohol and Gambling Enforcement (AGE) division, they interpret statute differently. Michael T. McManus, Program Administrator for Regulatory Investigations, Alcohol Enforcement, provided direct feedback from their office (including their attorney). Based on past precedent, when an establishment in a circumstance was denied the permit by AGE, they faced a legal challenge. Ultimately, as certain businesses are not explicitly listed as *not eligible*, the state would approve the permit at their level, as AGE allows for eligibility even if only the first item under that list is met. "An applicant who has not, within five years prior to the application, been convicted of a felony or of violating any provision of this chapter or rule adopted under this chapter."

The City Council has the right to approve or deny this permit application, but staff would note that a legal challenge would be likely if denied. Longer term, City staff would advocate that language updates be a part of 2025 legislative priorities, and would be happy to work with AGE to suggest improvements.

Recommendation:

Consider a Consumption and Display Permit for 4124-4130 Lakeland Ave.

Attachments:

1. Robbinsdale City Code - Section 1225
2. MN Stat 340A.414

Section 1225 - Consumption and Display: Intoxicating Liquor

1225.01. Statutes adopted by reference.

Minnesota Statutes, section 340A.414, regulating the licensing of establishments for the consumption and display of intoxicating liquor, are adopted by reference.

1225.03. Permit issuance.

The issuance of a permit by the city under this section and pursuant to Minnesota Statutes, section 340A.414, permitting the consumption and display of intoxicating liquor, is subject to all of the provisions (not inconsistent with the purpose of section 340A.414) relating to intoxicating liquor licenses issued under this chapter.

1225.05. Fee: term.

The additional fee for a permit issued pursuant to this section is set by Appendix B. The permit expires as determined by council.

340A.414 CONSUMPTION AND DISPLAY PERMITS.

Subdivision 1. **Permit required.** No business establishment or club which does not hold an on-sale intoxicating liquor license may directly or indirectly allow the consumption and display of alcoholic beverages or knowingly serve any liquid for the purpose of mixing with intoxicating liquor without first having obtained a permit from the commissioner. Rental of a public facility does not make a subdivision or the facility a "business establishment" for the purposes of this chapter.

Subd. 1a. **Additional authorization.** A holder of a consumption and display permit under this section who wishes to allow the consumption and display of intoxicating liquor between the hours of 1:00 a.m. and 2:00 a.m. must obtain authorization to do so from the commissioner. The authorization may be provided in a document issued to the permit holder by the commissioner, or by a notation on the permit holder's permit. Authorizations are valid for one year from the date of issuance. The annual fee for obtaining authorization is \$200. The commissioner shall deposit all fees received under this subdivision in the alcohol enforcement account in the special revenue fund. A person who holds a consumption and display permit and who also holds a license to sell alcoholic beverages at on-sale at the same location is not required to obtain an authorization under this subdivision.

Subd. 2. **Eligibility for permit.** (a) The commissioner may issue a permit under this section only to:

(1) an applicant who has not, within five years prior to the application, been convicted of a felony or of violating any provision of this chapter or rule adopted under this chapter;

(2) a restaurant;

(3) a hotel;

(4) an establishment licensed for the sale of 3.2 percent malt liquor;

(5) a resort as defined in section 157.15;

(6) a club as defined in section 340A.101, subdivision 7, or an unincorporated club otherwise meeting that definition; and

(7) a bed and breakfast facility as defined in section 340A.4011, subdivision 1.

(b) The commissioner may not issue a permit to a club holding an on-sale intoxicating liquor license.

Subd. 3. **Only authorized to permit the consumption and display.** A permit issued under this section authorizes the establishment to permit the consumption and display of intoxicating liquor on the premises. The permit does not authorize the sale of intoxicating liquor.

Subd. 4. **Permit expiration.** All permits issued under this section expire on March 31 of each year.

Subd. 5. **Local consent required.** A permit issued under this section is not effective until approved by the governing body of the city or county where the establishment is located.

Subd. 6. **Permit fees.** The annual fee for issuance of a permit under this section is \$250. The governing body of a city or county where the establishment is located may impose an additional fee of not more than \$300.

Subd. 7. **Inspection.** An establishment holding a permit under this section is open for inspection by the commissioner and the commissioner's representative and by peace officers, who may enter and inspect

during reasonable hours. Intoxicating liquor sold, served, or displayed in violation of law may be seized and may be disposed of under section 297G.20.

Subd. 8. **Lockers.** A club issued a permit under this section may allow members to bring and keep a personal supply of intoxicating liquor in lockers on the club's premises. All bottles kept on the premises must have attached to it a label signed by the member. No person under 21 years of age may keep a supply of intoxicating liquor on club premises.

Subd. 9. **One-day city permits.** A city may issue a one-day permit for the consumption and display of intoxicating liquor under this section to a nonprofit organization in conjunction with a social activity in the city sponsored by the organization. The permit must be approved by the commissioner and is valid only for the day indicated on the permit. The fee for the permit may not exceed \$25. A city may not issue more than ten permits under this section in any one year.

History: 1985 c 305 art 6 s 14; 1Sp1985 c 16 art 2 s 3 subd 1; 1987 c 152 art 1 s 1; 1989 c 209 art 1 s 34; 1991 c 249 s 17,18,31; 1995 c 198 s 11; 1995 c 207 art 9 s 60; 1997 c 179 art 2 s 4; 1Sp2003 c 19 art 2 s 58,79; 2005 c 136 art 8 s 17; 2006 c 210 s 12; 2007 c 13 art 3 s 24; 2009 c 120 s 10

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: August 20, 2024
RE: Voucher Requests Pending Approval for Disbursement

Background:

The check register dated 8/20/24 reflects the voucher requests pending approval for disbursement.

The check register dated 8/6/24 through 8/20/24 is a list of vouchers requiring payment for city funds, Deputy Registrar, liquor, and miscellaneous purchases. The payments are required prior to the next Council meeting.

Analysis:

None

Recommendation:

By motion, approve disbursement requests for the period ending 8/20/2024.

Attachments:

None