ROBBINSDALE

City Council Meeting
Tuesday, October 15, 2024
4100 Lakeview Avenue North
Robbinsdale, MN
7:00 PM

AGENDA

CITIZEN PARTICIPATION

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

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

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

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

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

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1. CITY COUNCIL MEETING CALLED TO ORDER
2. ROLL CALL: Greenberg, Parisian, Wagner, Murphy, Mayor Blonigan
3. MICROPHONE CHECK: Greenberg, Parisian, Wagner, Murphy, Mayor Blonigan
4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA
5. APPROVAL OF THE OCTOBER 15, 2024 MEETING AGENDA
6. CONSENT AGENDA: Pursuant to Council rules, one motion, non- debatable, will approve the recommendation noted. Any member of the Council may ask for an item to be taken from the Consent Agenda for discussion and separate action. Such items removed from the Consent Agenda shall be considered immediately following approval of the balance of the Consent Agenda:

A. Approve City Council meeting minutes from August 5, 2024

B. Approve City Council Work Session meeting minutes from August 14, 2024

C. Receiving of Parks, Recreation and Forestry Commission Meeting from Sept 24

D. Hennepin County Sports Equipment Grant: Girls Fast Pitch Softball

E. Hennepin County Sports Equipment Grant: Robbinsdale Recreation Dedicated Girls Sports Programs

F. Hennepin County Play Area Grant: Matching Grant for Sanborn Park Playground

G. Accept Quote for Replacement Pickup Truck and Associated Equipment - City Project 8163

H. Deputy Registrar's Monthly Financial Statements

I. Robbinsdale Wine & Spirits' Monthly Financial Statements

J. Approval of Licenses

K. Approval of Credit Card Charges and Payment

L. Joint Powers Agreement for the Establishment and Continued Operation of the Shingle Creek Watershed Management Commission

M. Accept Getac Video Settlement

N. Joint Powers Agreement (JPA) between Hennepin County and City of Robbinsdale and Three Rivers Park District

7. <u>PRESENTATIONS</u>

A. 2024 Position Classification and Compensation Study - Leah Davis, Abdo

8. <u>PUBLIC HEARINGS</u>

A. Public Hearing and Adoption of Assessment Roll for Unpaid Administrative Penalties

B. Public Hearing and Adoption of Assessment Roll for Emergency Water and Sewer Repairs

C. Public Hearing and Adoption of Assessment Roll for Delinquent Utilities

9. <u>OLD BUSINESS</u>

A. Suspend Parks and Facilities Naming Policy

10. <u>NEW BUSINESS</u>

11. OTHER BUSINESS

    A. Voucher Requests Pending Approval for Disbursement

12. ADMINISTRATIVE REPORTS

13. COUNCIL GENERAL COMMUNICATIONS

14. ADJOURNMENT

MINUTES

CITY COUNCIL MEETING CALLED TO ORDER

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

ROLL CALL

Present:	Wagner, Parisian, Mayor Blonigan
Absent:	Murphy
Staff:	Tim Sandvik, City Manager; Chase Peterson-Etem, City Clerk; Diaa Tahoun, Finance Director

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

Eric Hilman, 3803 Orchard Ave. N., stated he is hoping for more facts about the light rail and questioned how this is equitable and thought residents and businesses are being displaced. He noted the environment and how this project would benefit the environment. He also noted the cost and how much residents will have to pay in taxes to cover the project and that BRT would be much cheaper. He is concerned about crime and asked the Council to ask for more from the project office.

Mayor Blonigan asked for a poll of how many people think we should not go forward with the LRT right now. 49 people raised their hands.

Diane Bunting, 2637 France Ave. N., supports the blue line extension and stated her reasoning. She noted other metro areas and their access to transit like this and stated the more riders there are, the safer it is going to be. She noted ways the light rail would be used and is excited.

Dan Anton, 3927 Noble Ave. N., stated he is in favor of the light rail and noted the cost is high, but the long-term fees would be better. He noted residents and businesses can make more long-term decisions on what is best for them since there would be permanent infrastructure.

Brad Sutton, 3801 Crystal Lake Blvd., Noted he is not against light rail or mass transit, but is opposed to the current track down 81. He urged the Council to consider some options around displacement, current alignment, and safety risks. He urged the Council to delay the municipal consent deadline.

Aaron Mcmenamy, 4227 40th Ave. N., stated the park and ride would overlook his backyard and wondered what the impact would be on his property.

Lisa Crocket, 4204 Zenith Ave. N., supports bus rapid transit and noted the cost to implement that would be much less expensive.

Jerome Johnson, 378 Summit Ave., St. Paul, provided the council documentation to read and noted differences between bus rapid transit and light rail. He noted in 10 years the transit options will be better and they should wait.

Jonathan Hansen, 3927 Noble Ave. N., has been looking forward to using the extension since he heard it was coming to Robbinsdale. He noted a lot of people knew this was coming and had decided to move here because of it. He noted the old alignment would have displaced even more residents. He noted misinformation may be spreading around and hopes people get information so they can make informed decisions.

Joanne Furlong, 3437 York Ave. N., noted a conversation she had with Mayor Blonigan about safety while riding the light rail and wondered if riders will feel safe and if crime would come into Robbinsdale. She also questioned how much money this would cost and asked the Council to vote no.

Mary Louise Ambrose, 3860 Lakeland Ave. N., stated she doesn't think the Met Council listens to residents and they need to reform the way they work and asked the Council to vote no.

Tom Boeser, 5321 47th Ave N., wondered how engineering would increase safety for pedestrians and drivers and hoped there will be an increase in the police force.

Brenda Remus, 3614 Abbott Ave N., noted she has contacted the Mayor and City Council and does not support the light rail extension. She asked if the Council ever does the Pledge of Allegiance before the meetings and asked if that could be incorporated into future meetings.

Dee Lunzer, 3700 Regent Ave. N., wants to echo the individuals that reference the cost of the light rail and wondered where the funds are coming from.

APPROVAL OF THE AUGUST 5, 2024 MEETING AGENDA

Mayor Blonigan noted New Business Item A would be amended to be Public Hearing A. He also asked to add Other Business Item C to honor Sipes Car Care Center in Robbinsdale.

Peterson-Etem noted the addition of the voucher disbursement report for Other Business Item A, as well as additional licenses to Consent Item L.

Member Parisian MOVED, seconded by Wagner to approve the August 5, 2024, meeting agenda. The vote was unanimous and the motion passed.

CONSENT AGENDA

Mayor Blonigan withdrew Item F for further consideration.

Member Wagner MOVED, seconded by Parisian to Approve consent agenda. The vote was unanimous and the motion passed.

A. Approve City Council Meeting minutes from June 4, 2024

B. Approve City Council Work Session meeting minutes from June 11, 2024

C. Approve City Council Work Session meeting minutes from July 9, 2024

D. Receive Human Rights Commission minutes of April 25, 2024

E. Receive Human Rights Commission minutes of May 23, 2024

F. Appoint Erin Sparks as Ward 2 Parks, Recreation and Forestry Commissioner

Mayor Blonigan thanked Erin Sparks for their commitment to the city and noted their background and qualifications.

Member Parisian MOVED, seconded by Wagner to Appoint Erin Sparks as Ward 2 Parks, Recreation and Forestry Commissioner. The vote was unanimous and the motion passed.

G. Approval of Block Party Requests for National Night Out (8-6-23) and State Aid Street Closures

H. Accept Quote for 2024 Bituminous Mill and Overlay Project - City Project 39824

I. Deputy Registrar's Monthly Financial Statements

J. Robbinsdale Wine & Spirits' Monthly Financial Statements

K. Approval of Credit Card Charges and Payment

L. Approval of Licenses

M. Accept Donation of Fire Suppression Tools (FST) from Minneapolis Cataract and Robbinsdale Masonic Lodge

N. Joint Powers Agreement for Continued Participation in Shingle Creek Watershed Management Commission

PRESENTATIONS

A. Donation from Minneapolis Cataract and Robbinsdale Masonic Lodge

Members of Cataract Lodge thanked the Council for having them and presented 10 fire suppression tools to the police and fire departments. They showed a video of how these tools can save lives.

Captain Elder thanked the free masons for their work and generosity that allowed officers to carry these tools in their vehicles. He noted the importance of fire suppression tools and how it is paramount to save lives and property.

Mayor Blonigan thanked them for their generous donation.

PUBLIC HEARINGS

A. Resolution adopting Street Reconstruction Plan and authorizing preliminary Bond Sale

Tahoun introduced the item and noted a resolution is required to continue forward with the bond. He noted this was included in the budget and noted he and Christine Hogan from Baker Tilly are available to answer any questions.

Mayor Blonigan confirmed the public hearing is for determining if we should adopt the street reconstruction plan and authorize the preliminary bond sale. Hogan stated that is correct. Hogan also stated this is only a portion of the total bonds being issued for the city and the resolution will set a not to exceed limit. She noted the bond sale would take place in September and the rating conference would take place in August. It was also noted the previous public hearings related to this bond issuance have already happened.

Mayor Blonigan opened the public hearing. No one from the public spoke.

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

Member Wagner MOVED, seconded by Parisian to Adopt Resolution No. 8111 “A RESOLUTION ADOPTING A STREET RECONSTRUCTION PLAN, PROVIDING PRELIMINARY APPROVAL FOR THE ISSUANCE OF BONDS THEREUNDER, AND TAKING OTHER ACTIONS IN CONNECTION THEREWITH.” The vote was unanimous and the motion passed.

Member Wanger MOVED, seconded by Parisian to adopt Resolution No. 8112 “A RESOLUTION AUTHORIZING THE SALE OF GENERAL OBLIGATION BONDS, SERIES 2024A, IN THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF $3,620,000; FIXING THEIR FORM AND SPECIFICATIONS; DIRECTING THEIR EXECUTION AND DELIVERY; PROVIDING FOR THEIR PAYMENT; AND ESTABLISHING A PRICING COMMITTEE.”

A roll call was taken.

Ayes: Wagner, Parisian, Blonigan

Nays: None

The vote was unanimous and the motion passed.

OLD BUSINESS

A. None

NEW BUSINESS

A. Accept Local Climate Action grant from the Minnesota Pollution Control Agency

Sandvik provided an overview of the item and noted this grant would be used to study if geothermal could be incorporated into the new public works facility.

Member Parisian recognized and thanked the staff that worked on this grant opportunity as well as the Council for making climate action a priority.

Mayor Blonigan also thanked staff and noted this kind of heating may cost more upfront but would eventually help cut costs and also help the environment.

Member Parisian MOVED, seconded by Wagner to Accept Local Climate Action Grant from The Minnesota Pollution Control Agency. The vote was unanimous and the motion passed.

B. Fuel Agreement with City of Crystal, MN

Sandvik noted the Council has discussed this in the past and noted that purchasing fuel with the City of Crystal could save the city a substantial amount of money. He noted staff have reached out to the current provider of fuel and they were not able to match the same prices as the City of Crystal.

Mayor Blonigan asked about the price of fuel through the State of Minnesota. Sandvik stated the price is a set amount and that eliminates the need for negotiations.

Mayor Blonigan noted Robbinsdale could have a fueling station at a new public works facility and that would eliminate the need to contract with Crystal. He also noted there would be an initial set-up fee, but that would be paid fairly quickly. Sandvik stated that is correct based on fuel use in the past year and future use projections.

Member Wagner thanked staff for finding cost-saving mechanisms and being prudent with taxpayers' money.

Member Wagner MOVED, seconded by Parisian to Approve Fuel Agreement with The City Of Crystal, MN. The vote was unanimous and the motion passed.

OTHER BUSINESS

A. Voucher Requests Pending Approval for Disbursement

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

B. Schedule Canvas Board Meeting for August 16, 2024

Peterson-Etem noted that after each local election a canvassing board must meet to declare the official results of the election. He stated the Council serves as the canvassing board and is required to meet within three days of a primary election. He noted staff is recommending the Canvassing Board Convene on Friday, August 16, and is looking for direction on what time they would like to set the meeting at.

Member Parisian MOVED, seconded by Wagner to Schedule The Canvas Board Meeting For August 16, 2024 At Noon. The vote was unanimous and the motion passed.

C. Proclamation declaring Sipes Car Care Day in Robbinsdale

Mayor Blonigan noted Sipes Car Care has been in Robbinsdale for 100 years and has been a crucial part of the community. He noted how much business had been done there and asked the city to honor them with a proclamation.

The other Council Members agreed and directed staff to create the proclamation.

ADMINISTRATIVE REPORTS

Peterson-Etem noted early voting for the State Primary Election is happening now and Robbinsdale residents can vote early at City Hall. Member Wagner asked if people who received a mailed ballot could drop those off at City Hall. Peterson-Etem stated yes.

Sandvik thanked everyone who participated in the Pet and Wheel Parade. He noted the newly created Sustainability Committee is looking for members and people can visit the city website for more info on how to join. Registration for Fall and Winter recreation activities is open, and he indicated the Twins are hosting a free youth baseball clinic. He noted the Public Safety Open House is this Saturday from 11 am - 3 pm and encouraged folks to stop by. On Wednesday, August 21, there will be an open house related to the Blue Line Light Rail Transit Extension at Elim Church from 6 to 8 pm. There is also a survey on the city website that folks can complete related to the Blue Line LRT extension. Lastly, he wished everyone a Happy National Night Out tomorrow night.

COUNCIL GENERAL COMMUNICATIONS

Member Wagner thanked all who came to the Council meeting tonight and appreciated the engagement. He also encouraged folks to vote and noted he is looking forward to having a new Council Member seated.

Member Parisian encouraged folks to vote and thanked all the election judges and staff for the work they had done for the election. She wished everyone a safe and fun National Night Out and thanked folks for being engaged at the Council meeting.

Mayor Blonigan reiterated Member Wagner and Parisian and wished all a Happy National Night Out.

ADJOURNMENT

Member Parisian MOVED, seconded by Wagner to adjourn the meeting at 8:49 p.m. The vote was unanimous and the motion passed.

_____________________________	_____________________________
Chase Peterson-Etem, City Clerk	William A. Blonigan, Mayor

MINUTES

CITY COUNCIL WORK SESSION CALLED TO ORDER

Mayor Pro Tem Wagner called the meeting to order at 7:08 PM.

ROLL CALL

Present: Member Parisian, Member Murphy, Mayor Blonigan, Mayor Pro Tem Wagner
Absent: None.
Staff: Tim Sandvik, City Manager; Richard McCoy, City Engineer/Public Works Director; Heather Rand, Community Development Director; Diaa Tahoun, Finance Director; Rachel Leen, Communications Coordinator

DISCUSSION

Mayor Pro Tem Wagner took a moment to welcome Jason Greenberg, who won the Special Election for Councilmember Ward 2 on August 13, 2024.

A. 2025 Budget Discussion

Sandvik provided background on the topic and explained that Council will be required to approve a Not-to-exceed, preliminary budget by the end of September. He emphasized that the levy can be reduced in the following months, but the numbers that are approved in September will be shown in tax statements. He stated that Council will formally approve the budget in December.

Sandvik shared that the proposed budget includes a 12% increase of $1,056,106 to the General Fund Levy, which includes a deficit of $373,821. Sandvik explained that the proposed increase seems high this year, which is in part due to fiscal disparities decreasing by $895,571. Sandvik continued by explaining that the City did not see an increase in Local Government Aid (LGA) this year. Sandvik noted that 2024 has an estimated surplus of over $800,000, but Sandvik called out that the 2024 budget included a $240,785 deficit.

Member Murphy asked if the surplus is related to positions not being filled, and Sandvik confirmed that the surplus is related to the Police Department being short-staffed. Sandvik called out the proposed positions that are shown in the budget, which includes a GIS Technician, a Facilities Maintenance position in Parks, and an Administrative Assistant for Public Safety. Sandvik highlighted that the 12% increase is heavily related to personnel changes and accounts for the ongoing class and compensation study. Sandvik concluded his presentation by stating that his goal tonight is to walk away with initial feedback from Council on items to keep and remove, as well as feedback on the percentage.

Member Murphy expressed that he would like to see the percentage closer to what was done last year, and that he would like to hear more specifics about the other percentage options shown in the 2024 Tax Levy Options graph. Mayor Blonigan stressed that he would like to go down to at least a 10% increase, and that he would feel comfortable using a portion of the $800,000 surplus projection to lower the percentage.

Mayor Pro Tem Wagner asked Council to consider revisiting empty positions in the future and reallocate funds elsewhere if positions are left open for years. He explained that he would be okay with keeping the 12% increase for now in order to increase public engagement surrounding the budget, but eventually lower it. Member Parisian agreed that 12% is high and stated that 10% would be a good target instead. She proposed the idea of reexamining the priorities that Council set this year in order to help determine which budget items should stay. Sandvik confirmed that staff will come back with versions of the budget at 8% and at 9.9% increases to discuss at the September Work Session. Mayor Blonigan asked to see the original 12% increase again in September too.

Greenberg asked if it's typical to add 3 employees each year, and why positions such as the GIS technician or the K-9 department are needed right now. Sandvik explained that one of Council's 2024 goals was to support a fully staffed Police Department, which the K-9 department could support. McCoy explained that the GIS Technician is needed for the functionality of the Engineering department. Tahoun emphasized that the K-9 department would add one more Police officer, but it is only reflected in the budget as $30,000 since the department is already short-staffed. Mayor Blonigan stressed that he supports hiring new staff. Tahoun and Sandvik highlighted the Cadet program and explained that a Cadet will soon become a full Police Officer for the first time since the program started. Sandvik expressed that the Cadet program is a long-term path to a fully staffed Police department.

Sandvik summarized that he will bring a chart back to Council that includes 8% and 9.9% increases. Sandvik reminded Council that the preliminary budget decision will be made at the September 17 Council meeting.

B. Assessment Policy Discussion

Sandvik introduced the topic. He emphasized that today is not the time to rework the whole Assessment Policy, but that it could be done long-term if desired. Sandvik explained that the assessment roll for the project indicated a range from $3,882.52 to $12,584.71. He reminded Council how the challenge with the 41st Avenue project is that it deals with the long side of people's properties, and assessments are based on lineal footage. Sandvik highlighted that the two major issues that residents had with the process were the short amount of notice they were given and the cost of the assessments. Sandvik emphasized that the goal of tonight is to walk away with a set interest rate percentage and a lineal footage rate for the 41st Avenue project.

Sandvik explained that staff advocate for a slow reevaluation of the Assessment Policy over time, since suddenly changing the policy would not be fair to those who have recently paid special assessments. McCoy emphasized that the Special Assessment policy has been used as a model example, and that there have only been 3 cases where folks challenged the policy over 20 years. McCoy summarized that the policy works well, but he supports looking into various ways of phasing the assessment out over time.

Member Murphy stressed that the Assessment Policy might work well for staff, but it does not seem to be working well for residents who are receiving $10,000 bills. He agreed that the policy should be changed over a longer period of time. McCoy reemphasized that this project is not typical due to all of the side lots. Member Murphy explained that he thinks the current policy is regressive since it does not take into account property values or income levels at all.

Sandvik and McCoy reminded Council that they still need to approve an assessment roll for the 41st Avenue project, and that Council has the authority to reduce the lineal footage rate for this project,

Mayor Blonigan expressed support with the existing policy, since he does not support raising property taxes on everyone. Member Parisian stated that she supports a phase out plan of the current policy over 15 years. She agreed with the staff recommendation of a 0% interest rate through 2025 and a 5% interest rate starting after 2025 for the 41st Avenue project. She stressed that she wants to improve our communication of assessment notices in the future. Mayor Pro Tem Wagner agreed, and echoed that folks need more notice and more time to pay their special assessments. He expressed openness to the idea of phasing the policy out over a long period of time.

The Council agreed upon a 0% interest rate for the first year, and an interest rate of 5% after 2025 for this project. Council also agreed upon the totals that were originally in the assessment rolls. Member Parisian asked if residents on this assessment roll will receive any further communication, and McCoy confirmed that he will send out another letter. Member Murphy thanked staff and Council for taking the time to discuss this topic.

C. LRT Municipal Consent Process

Sandvik reminded Council of important upcoming dates: the Open House at Elim Lutheran Church from 6:00 PM - 8:00 PM on August 21st, the public hearing at the first meeting in September, and the municipal consent vote scheduled for the second meeting in September. Sandvik also highlighted a legal opinion included in the agenda packet that shows that there are three options for municipal consent: take no action which results in municipal consent, say yes to municipal consent, or say no to municipal consent, which then requires Council to provide a list of amendments. Sandvik pointed out the inclusion of updated ridership numbers that the project office uses to support a parking structure in Robbinsdale. Sandvik explained the goal to frame up two resolutions tonight, with one providing consent and the other withholding consent. Sandvik reminded Council that they still need to come to a consensus on elevating the structure and supporting a parking structure downtown. Sandvik also stated that some of the smaller requests could come off the list of considerations, so that the focus of the list is on the top priority requests.

Mayor Pro Tem Wagner recommended putting non-design requests into an MOU, so that the resolution for a no vote only includes design-related items. Greenberg stated that the statute is specific in that the amendments be related to the route and station, and he questioned if the parking ramp fits into that category. Sandvik advised Council to err on the side of being expansive by including all top priority requests in the list, as well as drafting an MOU. Sandvik asked that each Councilmember identify what their top priority requests are so that the list of considerations can be narrowed down. Mayor Blonigan expressed his support for elevating the structure.

Member Murphy asked to get a count on whether Council would be willing to vote no. Mayor Blonigan expressed hesitation about voting yes despite supporting the idea. Member Parisian stated that she is willing to explore the idea of saying no, but she feels most strongly about getting anti-displacement efforts addressed. She explained that she does not feel strongly about elevation, and that she supports having a parking structure. Mayor Pro Tem Wagner expressed a desire to show support for the project and feels as though voting no would be antithetical to why he was elected. Member Parisian echoed the sentiment of feeling like constituent support is tied to the project.

Mayor Blonigan stated that he wants a parking ramp, and that a 300-car ramp seems like a fair number. He also requested that the ask for the turn lane into the boat launch to remain, and that removing other small items from the list is fine. Greenberg added that the Council should ask for a substation staffed with Metro Transit police be placed in the parking ramp. Member Parisian appreciated the idea of a substation but wanted to consider it more. Mayor Blonigan stated that he is okay with asking for a substation.

Mayor Blonigan stated that he wants language included in the list of considerations regarding anti-displacement funds.

Sandvik suggested that Council now transition into discussing specific language considerations for the "no" resolution. He asked Council for more specific feedback on the Lowry station. He explained that since the station is in five jurisdictions, there are questions about who will respond to emergency calls at this station. McCoy shared that from an engineering perspective, the parking structure, elevation of the structure and work on County Rd 9 are his big-ticket items.

The Council discussed Lowry Station. Greenberg expressed that he would be open to moving the Lowry Station fully into Minneapolis to deal with some of the jurisdiction issues. Mayor Blonigan stated that he wants the Lowry Station to remain in Robbinsdale to get folks to North Memorial. Member Parisian strongly agreed. She expressed that she wants to see improvements to pedestrian safety near the station as well. Mayor Pro Tem Wagner agreed with keeping the stop in Robbinsdale. Blonigan summarized that he needs better information from the project office on the exact placement of the station, as well as information on pedestrian safety and public safety. Member Murphy explained that in order to justify this station placement, he would like to see more data on how many North Memorial workers are expected to commute using the light rail. He clarified that he is indifferent about the exact site of the station, but he believes that the Council should think more critically about how the station will serve the hospital. Greenberg asked if Councilmembers would be open to the idea of putting the station underground and building a tunnel. The Council and staff agreed that a tunnel is not likely to be feasible, and that there are other requests that they want to prioritize more.

Sandvik asked for feedback on the downtown station. Mayor Blonigan stated that he wants to keep the station on the south side of 40th Avenue. Member Parisian agreed. Greenberg shared that Ward 2 residents have strongly expressed the desire to see the station on the north side of 40th Avenue. Sandvik provided context that staff advocated to put the station south of 40th Avenue to better serve residents, since it is closer to multifamily housing units and residential areas. Member Murphy stated that the station being north of 40th Avenue would still serve residents of the area while also being closer to the proposed parking ramp and downtown. Sandvik shared that an additional concern with moving the station north is that it would further limit turn lanes into the parking structure. The Council discussed staff considerations and agreed upon the original plan of keeping the station south of 40th Avenue.

Sandvik shared that he plans to create two resolutions for the September work session, with one providing consent and the other withholding consent.

Greenberg explained that there are 3.1 acres of land being taken for this project, and that Council should ask for the right of first refusal in the list of considerations. The Council agreed to add it.

STAFF UPDATES

A. Other

Sandvik shared a letter from the City Attorney regarding a Charter Commission amendment that removes some of the ambiguity surrounding the "commission" of a crime language in the City Charter. He stated that the Charter Commission meets tomorrow night, and if all goes well, the second reading of the ordinance will go in front of Council next week. The Council agreed that they trust the attorney's opinion on the correct language to include.

McCoy shared photos of the solar panels at the Water Treatment Plant that are starting to be installed.

Member Murphy asked for an update on the water tower lights, and McCoy shared they should be coming soon.

COUNCIL UPDATES

A. Charging and Fueling Infrastructure Grant - Letter of Support (Blonigan)

Mayor Blonigan asked for confirmation from Council that they support the letter of support for a Charging and Fueling Infrastructure Grant.

Mayor Blonigan asked if it would be possible for the totaled recreation vehicle to be replaced with an electric vehicle. McCoy explained that the vehicle needs to be replaced soon, and that staff are looking into options.

Sandvik returned to the conversation on the letter of support, and reminded Council that the letter is due on August 19th. Council confirmed that staff can execute the letter.

B. Community Garden Concern (Blonigan)

Mayor Blonigan expressed concern about frequent theft at the community gardens and emphasized that staff should do what they can to limit it. Sandvik noted that staff have taken steps to address the issue, but staff are not at the point of placing fencing. Sandvik shared that staff are adding more signage at the gardens and clarifying language in the community garden rules. Sandvik highlighted the City's farmer's program that has been providing folks with limited access with fresh produce.

ADJOURNMENT

Mayor Pro Tem Wagner adjourned the meeting at 10:09 PM.

Rachel Leen, Communications Coordinator	Aaron Wagner, Mayor Pro Tem

ROBBINSDALE

Parks, Recreation, and Forestry Commission Meeting
Tuesday, September 24, 2024
4100 Lakeview Avenue North
Robbinsdale, MN
7:00 PM

MINUTES

1. ROLL CALL: 7:05
   _X_ Beck, _X_ Erdos-Thayer, _X_ Hickman, _X_ Sparks, _X_ Markfort,
   _O_ Rochon-Washington, _X_ Vaith

   Also in attendance: Matt, Members of HRC

2. CONSIDERATION OF MINUTES

   A. Minutes from 8-27-24 Meeting

      - Motion to approve: Vaith
      - Second: Hill

3. NEW BUSINESS

4. OLD BUSINESS

   A. Parks Renaming
      Erdos-Thayer: Conflict of interest in name change policy doesn't apply to Commissions.
      Markfort: Can names be brought back to be voted on a second time?
      Erdos-Thayer: Could both names Castile Park and Shoreline Park be voted on again under re-written renaming policy? Communication for renaming? Who can fill out application? Is 5 people enough on an application?
      Markfort: Timeline for feedback on updates and how does PRFC come into play.
      Ben Hansen: Suggestions for updated process. Will email steps. To deliver to council.

   B. LVT Fitness Court: Bazyk: Presented final items selected to go into fitness court.
      Erdos-Thayer: Ensured there would be color on the equipment. Not industrial gray.

   C. Sanborn Park Feedback from Meet and Greet:
      Erdos-Thayer: most comprehensive planning process for park design the city has done.
      Erdos-Thayer: Community Gardens need security issues. JD Rivers Community Garden fence.

   D. Grant for Sanborn Park Playground: Commission feedback: make sure playground is attractive to wide range of ages. Sanborn is second largest park and attracts a lot of people.

5. INFORMATION ONLY

   A. Boo Bash at Sanborn Park 10/4/24

   B. Membership Cards and rates at Robbinsdale Community Gym and Fitness Center.

C. Forestry Report: Bazyk: Read Forestry report provided by Stephan Papiz.

6. ADJOURNMENT

A. Motioned: Erdos-Thayer

B. Second: Sparks

- Meeting Adjourned at 8:31 pm

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Matt Bazyk, Recreation Services Manager
APPROVED BY:	Tim Sandvik, City Manager
DATE:	October 15, 2024
RE:	Hennepin County Sports Equipment Grant: Girls Fast Pitch Softball

Background:

Hennepin County has annual grant opportunities for youth sports equipment.

Analysis:

Armstrong Cooper Girls Fast Pitch Softball has asked Robbinsdale Recreation to act as the LGU for a grant application requesting $7,777.38. If we were to be award this grant the City of Robbinsdale would purchase the equipment listed on the grant application for ACGFP and submit for reimbursement from Hennepin County.

Recommendation:

Acknowledge the submission of the Hennepin County Sports Equipment Grant application and approve the acceptance of funds if we are selected to receive them.

Attachments:

None

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Matt Bazyk, Recreation Services Manager
APPROVED BY:	Tim Sandvik, City Manager
DATE:	October 15, 2024
RE:	Hennepin County Sports Equipment Grant: Robbinsdale Recreation Dedicated Girls Sports Programs

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Background:

Hennepin County has annual grant opportunities for youth sports equipment.

Analysis:

Robbinsdale Recreation has submitted a grant application requesting $10,000 to start a year-round dedicated girl's sports program. This program would include paid female coaches in a range of sports to provide a more welcoming environment for new and experienced female athletes. Grant dollars would be spent on new equipment to provide an elevated experience and remove potential barriers to participation.

Recommendation:

Acknowledge the submission of the Hennepin County Sports Equipment Grant application and approve the acceptance of the funds if we are selected to receive them.

Attachments:

None

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Matt Bazyk, Recreation Services Manager
APPROVED BY:	Tim Sandvik, City Manager
DATE:	October 15, 2024
RE:	Hennepin County Play Area Grant: Matching Grant for Sanborn Park Playground

Background:

Hennepin County has annual grant opportunities. This fall there is an opportunity for up to $300,000 in funds for playgrounds.

Analysis:

Robbinsdale Recreation has submitted an application to match the funds in the CIP for playground updates at Sanborn Park. Currently, we have $300,000 budgeted for these upgrades.

Recommendation:

Acknowledge the grant application submission and approve the acceptance and the grant dollars if we are selected to receive them.

Attachments:

None

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Richard McCoy, City Engineer/Public Works Director
APPROVED BY:	Tim Sandvik, City Manager
DATE:	October 15, 2024
RE:	Accept Quote for Replacement Pickup Truck and Associated Equipment - City Project 8163

Background:

City Council is familiar with the philosophy and practice of changing out items of fleet on a regularly scheduled basis in order to minimize 'whole of life' expenses by replacing the equipment before any significant mechanical or other issues develop.

City Council may also be familiar with the challenges in purchasing mobile equipment over the past few years because of continued issues with the supply chain. In many cases, staff are required to order vehicles during the calendar year before it is due to be delivered. This situation is especially true for vehicles ordered under a State Government contract.

Staff is seeking City Council approval for the purchase of a new RAM Crew Cab Pick up which is budgeted in 2025 but is required to be ordered now. This vehicle is proposed to have a 6.4L V8 gasoline engine with an expected economy between 15-21 mpg. An alternate fuel/ electric vehicle is not suited for the expected workload. This vehicle will be used for daily activities including plow duties during winter months. The proposed vehicle will replace existing Unit #208 which is a 2018 RAM with 15,500 miles.

The vehicle is available through State Contract # 169667-T-642(5) and is proposed to be purchased through Dodge of Burnsville, MN. The contract price is $56,756.00. The existing unit is proposed to be sent to auction.

Additional equipment will also be required for the new vehicle. The equipment includes a front plow, back rack and flashing safety lights. The additional equipment is included in State Contracts 229754 and 230110 with pricing obtained through Aspen Equipment of Bloomington, MN. The cost of the additional equipment is $10,829.00. The total estimated expenditure for this vehicle is $67,585.00 which would not be paid until 2025.

Tax and license on the vehicles is additional. The proposed 2025 Capital Equipment budget includes an allocation of $65,000.00 for project #8163. It should be noted that the anticipated delivery date of the vehicle is between February and March of 2025, although it should be noted that vehicles ordered in Spring of this year have still not been delivered.

Staff recommends the purchase of the vehicle and equipment as outlined in the report with payment to be made in 2025. The vehicle will be licensed at the Robbinsdale Deputy Registrar.

Analysis:

None

Recommendation:

By motion, authorize the City Manager and Finance Director to issue a Purchase Order to Dodge of Burnsville, Minnesota for the purchase of a 2025 RAM 2025 Crew Cab pick-up for the amount of $56,756.00 + tax and licenses. The licenses shall be obtained from the Robbinsdale Deputy Registrar.

Further, the City Manager and Finance Director be authorized to issue a Purchase Order to Aspen Equipment of Bloomington, Minnesota for equipment for this pickup for the amount of $10,829.00.

Attachments:

None

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Diaa Tahoun, Finance Director
APPROVED BY:	Tim Sandvik, City Manager
DATE:	October 15, 2024
RE:	Deputy Registrar's Monthly Financial Statements

Background:

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

Analysis:

Year-to-date revenues amount to $443,438, showing an increase of $26,798 (6.43%) compared to the previous year. Expenditures have risen by $28,137 (8.37%). The net gain before transfers for the year is $79,231, which is $1,339 (-1.66%) less than last year.

Passport revenue year to date decreased $19,135 (-19.67%) and motor vehicle fees have increased $92,899 (34.59%).

Recommendation:

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

Attachments:

1. DEPS Aug 2024 P&L

City of Robbinsdale
Deputy Registrar
Profit and Loss Statement From Operations
For Period Ending August 31, 2024

	Aug-2024	Aug-2023	Year to Date 2024	Year to Date 2023	% Inc (Dec) from Previous Year
Notary Fees	5	20	30	80	(62.5%)
Motor Vehicle Fees	47,076	37,035	353,552	268,599	31.6%
Motor Vehicle Fees - Kiosk	28		7,946	-	
Boat/Snow/ATV/ORV Fees	332	382	3,421	3,391	0.9%
Fish & Game Fees	3	13	70	101	(30.7%)
Passport Fees	8,545	14,892	78,156	97,291	(19.7%)
State Grants - Other			-	46,502	0%
Other Revenue			263	676	(61.1%)
Revenues	55,989	52,342	443,438	416,640	6.4%

Operating Expenses:

	Aug-2024	Aug-2023	Year to Date 2024	Year to Date 2023	% Inc (Dec) from Previous Year
Personal Services	35,165	33,176	296,293	260,803	13.6%
Supplies & Repairs	160	576	1,938	6,207	(68.8%)
Internal Serv Charges	7,367	7,275	58,936	58,197	1.3%
Other Charges & Services	744	788	6,616	8,030	(17.6%)
Other (Income) Expense	(420)	189	424	2,833.00	0.0%
Total	43,016	42,004	364,207	336,070	8.4%
Operating Income / (Loss)	12,973	10,338	79,231	80,570	
Percent to Revenues	23%	20%	18%	19%	

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Diaa Tahoun, Finance Director
APPROVED BY:	Tim Sandvik, City Manager
DATE:	October 15, 2024
RE:	Robbinsdale Wine & Spirits' Monthly Financial Statements

Background:

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

Analysis:

Year-to-date sales amount to $2,774,306, reflecting a $29,957 decrease (-1.07%) from the previous year. Gross profit from sales stands at $787,278, compared to $773,391 in 2023 (1.8% increase). Our year-to-date gross profit is currently at 28%, meeting our target. The net loss before transfers including the nonoperating revenue/expenses for this year totals -$24,740, showing a decrease of -253.06% from the net income of $16,164 in 2023.

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

Recommendation:

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

Attachments:

1. Liquor Aug 2024 P&L

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending August 31, 2024

	Aug-2024	Aug-2023	Year to Date 2024	Year to Date 2023	Amount Difference	% Inc (Dec) from Previous Year
Sales	386,699	381,549	2,800,290	2,837,189	(36,899)	(1.3%)
Less Customer Discounts	3,188	4,418	25,984	32,926	(6,942)	(21.1%)
Net Sales	383,511	377,131	2,774,306	2,804,263	(29,957)	(1.1%)
Cost of Sales	273,401	270,417	1,987,028	2,030,872	(43,844)	(2.2%)
Gross Profit	110,110	106,714	787,278	773,391	13,887	1.8%
Percent to Net Sales	29%	28%	28%	28%	-46%	
Operating Expenses:						
Personal Services	55,790	53,707	462,308	431,377	30,931	7.2%
Supplies & Repairs	1,090	4,104	14,133	15,964	(1,831)	(11.5%)
Other Charges & Services	24,662	23,298	205,055	172,842	32,213	18.6%
Rent			0	5,300	(5,300)	(100.0%)
Depreciation	11,250	11,178	90,000	89,424	576	0.6%
Other (Income) Expense	72	(37)	(478)	(80)	(398)	497.5%
Total	92,864	92,250	771,018	714,827	56,191	7.9%
Operating Income / (Loss)	17,246	14,464	16,260	58,564	(42,304)	(72.2%)
	4%	4%	1%	2%		
Nonoperating Revenues (Expenses)						
GASB 87 Adjustment						
Lease Interest Expense	(5,020)	(5,300)	(41,000)	(42,400)	1,400	
	(5,020)	(5,300)	(41,000)	(42,400)	1,400	
Income/(Loss) Before Transfers	12,226	9,164	(24,740)	16,164	(40,904)	

Current Month Analysis

	Liquor	Wine	Beer	Misc	THC	Totals
Sales	158,209	55,199	151,196	10,890	8,017	383,511
Inventory of August 1	318,634	145,108	93,162	10,327	8,707	575,938
Purchases	95,313	43,814	108,763	7,924	7,481	263,295
Less Inventory of August 31	303,291	153,888	88,027	10,199	10,427	565,832
Cost of Sales	110,656	35,034	113,898	8,052	5,761	273,401
Gross Profit	47,553	20,165	37,298	2,838	2,256	110,110
Gross Profit % to Net Sales	30%	37%	25%	26%	28%	
Product % to Total Sales	41%	14%	39%	3%	2%	

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending August 31, 2024

Sales / Cost of Sales Analysis

	Aug-2024	Aug-2023	Year to Date 2024	Year to Date 2023	% Inc (Dec) from Previous Year
Liquor Sales	158,209	155,405	1,154,817	1,167,306	(1.1%)
Liquor Cost of Sales	110,656	108,867	804,030	824,604	(2.5%)
Gross Profit	47,553	46,538	350,787	342,702	2.4%
Percent to Net Sales	30%	30%	30%	29%	
Wine Sales	55,199	59,637	439,836	470,579	(6.5%)
Wine Cost of Sales	35,034	39,734	293,614	317,457	(7.5%)
Gross Profit	20,165	19,903	146,222	153,122	(4.5%)
Percent to Net Sales	37%	33%	33%	33%	
Beer Sales	151,196	147,970	1,046,820	1,095,524	(4.4%)
Beer Cost of Sales	113,898	112,508	799,031	840,078	(4.9%)
Gross Profit	37,298	35,462	247,789	255,446	(3.0%)
Percent to Net Sales	25%	24%	24%	23%	
Misc Sales	10,890	10,414	77,163	66,194	16.6%
Misc Cost of Sales	8,052	8,187	54,554	47,039	16.0%
Gross Profit	2,838	2,227	22,609	19,155	18.0%
Percent to Net Sales	26%	21%	29%	29%	
THC Sales	8,017	3,705	55,669	4,660	1094.6%
THC Cost of Sales	5,761	1,121	35,799	1,694	2013.8%
Gross Profit	2,256	2,584	19,870	2,966	569.8%
Percent to Net Sales	28%	70%	36%	64%	
Total Sales	383,511	377,131	2,774,305	2,804,263	(1.1%)
Total Cost of Sales	273,401	270,417	1,987,028	2,030,872	(2.2%)
Gross Profit	110,110	106,714	787,277	773,391	1.8%
Percent to Net Sales	29%	28%	28%	28%	

Liquor Store Sales - 2023 and 2024

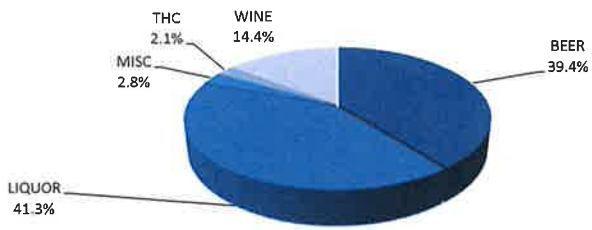
	Jan 23	Jan 24	Feb 23	Feb 24	Mar 23	Mar 24
Liquor	120,997.00	121,361.00	129,535.00	133,115.00	140,562.00	142,226.00
Wine	51,902.00	50,019.00	58,399.00	53,934.00	58,217.00	60,106.00
Beer	105,442.00	97,656.00	111,560.00	112,555.00	119,259.00	121,334.00
THC	-	5,894.00	-	6,006.00	-	6,215.00
Misc	5,147.00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

	Apr 23	Apr 24	May 23	May 24	Jun 23	Jun 24
Liquor	142,789.00	131,206.00	156,806.00	156,053.00	159,354.00	154,959.00
Wine	59,356.00	52,976.00	62,001.00	58,864.00	60,566.00	55,341.00
Beer	126,409.00	119,385.00	157,829.00	150,018.00	161,572.00	143,522.00
THC	-	6,557.00	-	7,655.00	-	7,550.00
Misc	6,733.00	8,104.00	10,038.00	11,695.00	11,036.00	11,305.00
	335,287.00	318,228.00	386,674.00	384,285.00	392,528.00	372,677.00

	Jul 23	Jul 24	Aug 23	Aug 24	Sept 23	Sept 24
Liquor	161,858.00	157,688.00	155,405.00	158,209.00	149,962.00	-
Wine	60,501.00	53,397.00	59,637.00	55,199.00	60,972.00	-
Beer	165,483.00	151,154.00	147,970.00	151,196.00	141,762.00	-
THC	955.00	7,775.00	3,705.00	8,017.00	4,670.00	-
Misc	11,355.00	11,550.00	10,414.00	10,890.00	10,108.00	-
	400,152.00	381,564.00	377,131.00	383,511.00	367,474.00	-

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

August 2024
Liquor Store - Net Sales



August 2024		Net Sales per Dept	% Net Sales of Total
BEER	6401.4763	151,196	39.4%
LIQUOR	6401.4761	158,209	41.3%
MISC	6401.4764	10,890	2.8%
THC	6401.4766	8,017	2.1%
WINE	6401.4762	55,199	14.4%
		383,511	

Yearly 2024
Liquor Store - Net Sales

Total 2024		Net Sales per Dept	% Net Sales of Total
BEER	6401.4763	1,046,830	37.7%
LIQUOR	6401.4761	1,154,806	41.6%
MISC	6401.4764	77,164	2.8%
THC	6401.4766	55,669	2.0%
WINE	6401.4762	439,836	15.9%
		2,774,305	

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY:	Tim Sandvik, City Manager
DATE:	October 15, 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 10/15/2024.

Attachments:
1. Licenses

Contractor Licenses
for Council Approval

Name	Licensee Type	Fee Amount
4 FRONT ENERGY SOLUTIONS	Mechanical Contractor	$50.00
4 FRONT ENERGY SOLUTIONS	Plumbing Contractor	$50.00
ALANIS HEATING & COOLING	Mechanical Contractor	$50.00
ALL CLIMATE MECHANICAL LLC	Mechanical Contractor	$50.00
ARMSTRONG PLUMBING LLC	Plumbing Contractor	$50.00
BEDROCK PLUMBING LLC	Plumbing Contractor	$50.00
BIG DAWG PLUMBING	Plumbing Contractor	$50.00
BOMSTAD ENTERPRISES, INC.	Sewer / Water Contractor	$50.00
BOMSTAD ENTERPRISES, INC.	Excavation Contractor	$50.00
CITY VIEW PLUMBING & HEATING CO. INC.	Mechanical Contractor	$50.00
CITY VIEW PLUMBING & HEATING CO. INC.	Plumbing Contractor	$50.00
COMFORT MATTERS LLC	Mechanical Contractor	$50.00
COMFORT MATTERS LLC	Plumbing Contractor	$50.00
DEAN'S HOME SERVICES	Mechanical Contractor	$50.00
DEAN'S HOME SERVICES	Plumbing Contractor	$50.00
DEAN'S HOME SERVICES	Sewer / Water Contractor	$50.00
DEAN'S HOME SERVICES	Excavation Contractor	$50.00
DIVERSIFIED PLUMBING & HEATING INC	Mechanical Contractor	$50.00
DIVERSIFIED PLUMBING & HEATING INC	Plumbing Contractor	$50.00
G & H HEATING & AIR INC	Mechanical Contractor	$50.00
HARRIS ST. PAUL INC.	Mechanical Contractor	$50.00
HARRIS ST. PAUL INC.	Plumbing Contractor	$50.00
HOLMLUND MASONRY	Masonry	$50.00
IDEAL AIR LLC	Mechanical Contractor	$50.00
J C MILLER & SONS INC.	Concrete	$50.00
J. P. HANDYMAN & REMODELING	Commercial Contractor	$50.00
LARSON PLUMBING INC	Plumbing Contractor	$50.00

LARSON PLUMBING INC	Mechanical Contractor	$50.00
LEVAHN BROTHERS INC	Plumbing Contractor	$50.00
MAD CITY HOME IMPROVEMENTS LLC	Plumbing Contractor	$50.00
MARK'S PLUMBING SERVICE & REPAIR	Plumbing Contractor	$50.00
METRO HEATING & COOLING LLC	Plumbing Contractor	$50.00
METRO HEATING & COOLING LLC	Mechanical Contractor	$50.00
MIDWEST ELECTRIC & GENERATOR	Mechanical Contractor	$50.00
MIDWEST MAINTENANCE & MECHANICAL INC	Mechanical Contractor	$50.00
MODERN HEAT & AIR CONDITIONING INC	Mechanical Contractor	$50.00
MODERN HEAT & AIR CONDITIONING INC	Plumbing Contractor	$50.00
MP NEXLEVEL, LLC	Excavation Contractor	$50.00
NORTHLAND LINING	Sewer / Water Contractor	$50.00
ONE WAY WIRELESS CONSTRUCTION, INC	General Contractor	$50.00
RESTORATION SYSTEMS INC	Concrete	$50.00
SCHWANTES HEATING & AIR CONDITIONING INC	Mechanical Contractor	$50.00
SENTINEL HEATING & AIR	Mechanical Contractor	$50.00
SERVICE STAR PLUMBING LLC	Plumbing Contractor	$50.00
STANDARD HEATING & AIR CONDITIONING	Mechanical Contractor	$50.00
STEWART PLUMBING INC	Plumbing Contractor	$50.00
STREET PLUMBING INC	Plumbing Contractor	$50.00
SUMMIT INSTALLATIONS LLC	General Contractor	$50.00
TJK PLUMBING INC	Plumbing Contractor	$50.00
TJK PLUMBING INC	Mechanical Contractor	$50.00
TPC NORTHERN INC DBA: NORTHERN PLUMBING & SOFTENING)	Plumbing Contractor	$50.00
TUNDRALAND aka LEAF HOME ENHANCEMENTS LLC	Plumbing Contractor	$50.00
TUNDRALAND aka LEAF HOME ENHANCEMENTS LLC	Mechanical Contractor	$50.00
VECTOR SERVICES	Mechanical Contractor	$50.00

VECTOR SERVICES	Plumbing Contractor	$50.00
WATER HEATERS NOW INC.	Plumbing Contractor	$50.00
WELL HUNG EXTERIORS	Siding-Stucoo	$50.00
YOUR HOME IMPROVEMENT COMPANY LLC	Plumbing Contractor	$50.00

Number of Licenses Requesting Council Approval: 58

BUSINESS LICENSES
FOR COUNCIL APPROVAL

10/10/2024

License Type	Applicant	License Fee
Solid Waste Haulers	DICK'S SANITATION	150.00

BUSINESS LICENSES
FOR COUNCIL APPROVAL

10/15/2024

License Type	Applicant	License Fee
Temporary Liquor	Church of the Sacred Heart	50.00

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Diaa Tahoun, Finance Director
APPROVED BY:	Tim Sandvik, City Manager
DATE:	October 15, 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 August 2024 representing charges for the period July 11, 2024, through August 10, 2024, for expenses for City operations.

Recommendation:

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

Attachments:

1. Aug 24 CC

Purchase Card Vendor: 100292 U. S. BANCORP

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
08012024								
122038	AMAZON		08/01/2024	08/26/2024	54.25	0.00	Paid	Y
	LAW ENFORCEMENT BOOKS		Bjohnson18					08/01/2024
	1000-1200-6516.00000	SUBSCRIPTIONS & BOOKS			54.25			
08012024								
122039	AMAZON		08/01/2024	08/26/2024	39.97	0.00	Paid	Y
	COMPUTER SUPPLIES		Bjohnson18					08/01/2024
	1000-1200-6234.00000	EQUIPMENT PARTS & SUPPLIES			39.97			
08012024								
122041	AMAZON		08/01/2024	08/26/2024	217.95	0.00	Paid	Y
	SUPPLIES FOR INVESTIGATORS		Bjohnson18					08/01/2024
	1000-1220-6234.00000	EQUIPMENT PARTS & SUPPLIES			217.95			
08012024								
122048	NORTHWEST CHAPTER		08/01/2024	08/26/2024	575.00	0.00	Paid	Y
	CONFERENCE FBI/LAW ENFORCEMENT		Bjohnson18					08/01/2024
	1000-1200-6512.00000	CONFERENCE & SCHOOLS			575.00			
08012024								
122049	ECKBERG LAMMER		08/01/2024	08/26/2024	149.00	0.00	Paid	Y
	VIOLENT CRIME SUMMIT		Bjohnson18					08/01/2024
	1000-1200-6512.00000	CONFERENCE & SCHOOLS			149.00			
08012024								
122050	BEST BUY		08/01/2024	08/26/2024	379.99	0.00	Paid	Y
	TV FOR NEW MEETING ROOM		Bjohnson18					08/01/2024
	7100-7105-6214.00000	OPERATING SUPPLIES			379.99			
08012024								
122051	AMAZON		08/01/2024	08/26/2024	1,567.56	0.00	Paid	Y
	TACTICAL LIGHTS		Bjohnson18					08/01/2024
	1000-1215-6234.00000	EQUIPMENT PARTS & SUPPLIES			1,567.56			
08012024								
122052	BEST BUY		08/01/2024	08/26/2024	34.29	0.00	Paid	Y
	ADDITIONAL CHARGES FOR TV FOR NEW		Bjohnson18					08/01/2024
	7100-7105-6214.00000	OPERATING SUPPLIES			34.29			
08012024								
122053	SIPES		08/01/2024	08/26/2024	92.21	0.00	Paid	Y
	FUEL - TOM ROBERTUS		Bjohnson18					08/01/2024
	7000-7010-6236.00000	MOTOR FUELS			92.21			

Purchase Card Vendor: 100292 U. S. BANCORP

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
08012024								
122054	MENARDS		08/01/2024	08/26/2024	108.34	0.00	Paid	Y
	TARPS		Bjohnson18					08/01/2024
	1000-1260-6234.00000	EQUIPMENT PARTS & SUPPLIES			108.34			
08012024								
122055	MENARDS		08/01/2024	08/26/2024	114.80	0.00	Paid	Y
	SEAL SPRAY		Bjohnson18					08/01/2024
	7100-7115-6234.00000	EQUIPMENT PARTS & SUPPLIES			114.80			
08012024								
122056	AUTO ZONE		08/01/2024	08/26/2024	15.69	0.00	Paid	Y
	TIRE CLEANER		Bjohnson18					08/01/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES			15.69			
08012026								
122057	MENARDS		08/01/2024	08/26/2024	372.48	0.00	Paid	Y
	FRAME/WIRE/WASHER		Bjohnson18					08/01/2024
	6200-6220-6950.00000-00819024	MACHINERY & EQUIPMENT			372.48			
08012024								
122058	MENARDS		08/01/2024	08/26/2024	379.34	0.00	Paid	Y
	TAPE/CEBLE TIES/BAGS		Bjohnson18					08/01/2024
	6200-6220-6950.00000-00819024	MACHINERY & EQUIPMENT			379.34			
08012024								
122059	M & G TRAILER		08/01/2024	08/26/2024	563.78	0.00	Paid	Y
	HOOKS/STRAPS		Bjohnson18					08/01/2024
	6200-6220-6950.00000-00819024	MACHINERY & EQUIPMENT			563.78			
08012024								
122060	CERES MULCH		08/01/2024	08/26/2024	126.00	0.00	Paid	Y
	MULCH		Bjohnson18					08/01/2024
	7100-7115-6706.00000	LANDSCAPING			126.00			
08012024								
122061	MENARDS		08/01/2024	08/26/2024	264.39	0.00	Paid	Y
	DRYWALL/OIL/SCREWS		Bjohnson18					08/01/2024
	1000-1260-6214.00000	OPERATING SUPPLIES			264.39			
08012024								
122062	AMAZON		08/01/2024	08/26/2024	126.08	0.00	Paid	Y
	CORD REEL		Bjohnson18					08/01/2024
	7100-7115-6234.00000	EQUIPMENT PARTS & SUPPLIES			126.08			

Purchase Card Vendor: 100292 U. S. BANCORP

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
08012024							
122063	AMAZON	08/01/2024	08/26/2024	88.37	0.00	Paid	Y
	KEYBOARD - NOTIFIED TOM TO GET SALES	Bjohnson18					08/01/2024
	1000-1260-6340.00000 REPAIR & MAINTENANCE			88.37			
08012024							
122064	AMAZON	08/01/2024	08/26/2024	41.00	0.00	Paid	Y
	DIAPHRAGM KIT	Bjohnson18					08/01/2024
	7100-7115-6234.00000 EQUIPMENT PARTS & SUPPLIES			41.00			
08012024							
122065	AMAZON	08/01/2024	08/26/2024	139.67	0.00	Paid	Y
	HOSE/NOZEL	Bjohnson18					08/01/2024
	1000-1260-6214.00000 OPERATING SUPPLIES			139.67			
08012024							
122066	HOME DEPOT	08/01/2024	08/26/2024	58.69	0.00	Paid	Y
	MULCH	Bjohnson18					08/01/2024
	7100-7115-6706.00000 LANDSCAPING			58.69			
08012024							
122067	AMAZON	08/01/2024	08/26/2024	52.48	0.00	Paid	Y
	TABLE COVER	Bjohnson18					08/01/2024
	1000-1260-6214.00000 OPERATING SUPPLIES			52.48			
08012024							
122068	HOME DEPOT	08/01/2024	08/26/2024	568.69	0.00	Paid	Y
	BATTERY/ADHESIVE/GLOSS/NOZZEL	Bjohnson18					08/01/2024
	7000-7005-6234.00000 EQUIPMENT PARTS & SUPPLIES			568.69			
08012024							
122071	HY-VEE INC	08/01/2024	08/26/2024	18.70	0.00	Paid	Y
	CLEANING SUPPLIES FOR LIQUOR STORE	Bjohnson18					08/01/2024
	6400-6405-6214.00000 OPERATING SUPPLIES			18.70			
08012024							
122073	MN AWWA	08/01/2024	08/26/2024	450.00	0.00	Paid	Y
	AWWA SCHOOL	Bjohnson18					08/01/2024
	6000-6005-6512.00000 CONFERENCE & SCHOOLS			450.00			
08012024							
122075	MC TOOL & SAFETY	08/01/2024	08/26/2024	208.43	0.00	Paid	Y
	SPOTLIGHT	Bjohnson18					08/01/2024
	6100-6115-6214.00000 OPERATING SUPPLIES			208.43			

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 08/26/2024 - 08/26/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Purchase Card Vendor: 100292 U. S. BANCORP

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
08012024							
122077	CRYSTAL CAR WASH	08/01/2024	08/26/2024	90.00	0.00	Paid	Y
	CAR WASHES - ENGINEERING / CE	Bjohnson18					08/01/2024
	7000-7010-6336.00000	OTHER CONTRACTS		90.00			
08012024							
122079	AMAZON	08/01/2024	08/26/2024	17.95	0.00	Paid	Y
	STEPHAN/FORESTRY - 5TH CELL PHONE	Bjohnson18					08/01/2024
	1000-1370-6214.00000	OPERATING SUPPLIES		17.95			
08012024							
122080	AMAZON	08/01/2024	08/26/2024	12.88	0.00	Paid	Y
	STEPHAN/FORESTRY-6THJ CELL PHONE	Bjohnson18					08/01/2024
	1000-1370-6214.00000	OPERATING SUPPLIES		12.88			
08012024							
122082	AMAZON	08/01/2024	08/26/2024	24.77	0.00	Paid	Y
	DRAWER ORGANIZER - JOEL GINN	Bjohnson18					08/01/2024
	1000-1300-6214.00000	OPERATING SUPPLIES		24.77			
08012024							
122083	AMAZON	08/01/2024	08/26/2024	22.96	0.00	Paid	Y
	WRISTBANDS - MATT BAZYK	Bjohnson18					08/01/2024
	1000-1340-6214.00000	OPERATING SUPPLIES		22.96			
08012024							
122085	AMAZON	08/01/2024	08/26/2024	111.26	0.00	Paid	Y
	DISENFECTANT WIPES/ICE PACKS - PARK	Bjohnson18					08/01/2024
	1000-1360-6214.00000	OPERATING SUPPLIES		111.26			
08012024							
122086	AMAZON	08/01/2024	08/26/2024	11.04	0.00	Paid	Y
	GLOVES - LFPA PROGRAM - WILL C	Bjohnson18					08/01/2024
	1000-1315-6214.00000	OPERATING SUPPLIES		11.04			
08012024							
122087	CRYSTAL CAR WASH	08/01/2024	08/26/2024	84.00	0.00	Paid	Y
	FIRE DEPT CAR WASHES	Bjohnson18					08/01/2024
	7000-7010-6336.00000	OTHER CONTRACTS		84.00			
08012024							
122089	CRYSTAL CAR WASH	08/01/2024	08/26/2024	494.00	0.00	Paid	Y
	POLICE DEPT CAR WASHES	Bjohnson18					08/01/2024
	7000-7010-6336.00000	OTHER CONTRACTS		494.00			

Purchase Card Vendor: 100292 U. S. BANCORP

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
08012024								
122091	AMAZON		08/01/2024	08/26/2024	19.84	0.00	Paid	Y
	GLUE - CITY HALL SUPPLIES		Bjohnson18					08/01/2024
	7100-7105-6214.00000	OPERATING SUPPLIES			19.84			
08012024								
122092	CRYSTAL CAR WASH		08/01/2024	08/26/2024	234.00	0.00	Paid	Y
	CAR WASHES - ROSS GLAD		Bjohnson18					08/01/2024
	7000-7010-6336.00000	OTHER CONTRACTS			234.00			
08012024								
122212	AMAZON		08/01/2024	08/26/2024	139.99	0.00	Paid	Y
	INVERTER		Bjohnson18					08/01/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES			139.99			
08012024								
122213	AMAZON		08/01/2024	08/26/2024	53.90	0.00	Paid	Y
	OIL FILTER		Bjohnson18					08/01/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES			53.90			
08012024								
122214	AMAZON		08/01/2024	08/26/2024	32.09	0.00	Paid	Y
	BAND SAW BLADE		Bjohnson18					08/01/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES			32.09			
08012024								
122215	AMAZON		08/01/2024	08/26/2024	28.54	0.00	Paid	Y
	WINCH SWITCH		Bjohnson18					08/01/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES			28.54			
08012024								
122216	AMAZON		08/01/2024	08/26/2024	62.65	0.00	Paid	Y
	CLAMP/PLUG		Bjohnson18					08/01/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES			62.65			
08012024								
122217	O'REILLY AUTO PARTS		08/01/2024	08/26/2024	183.10	0.00	Paid	Y
	AIR FILTERS		Bjohnson18					08/01/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES			183.10			
08012024								
122218	O'REILLY AUTO PARTS		08/01/2024	08/26/2024	9.00	0.00	Paid	Y
	GLASS CLEANER		Bjohnson18					08/01/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES			9.00			

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 08/26/2024 - 08/26/2024
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VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Purchase Card Vendor: 100292 U. S. BANCORP

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
08012024							
122219	AMAZON	08/01/2024	08/26/2024	71.97	0.00	Paid	Y
	TRAILER LIGHT / TOOL	Bjohnson18					08/01/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		71.97			
08012024							
122220	AMAZON	08/01/2024	08/26/2024	19.99	0.00	Paid	Y
	TRIM LINE	Bjohnson18					08/01/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		19.99			
08012024							
122223	AMAZON	08/01/2024	08/26/2024	0.00	0.00	Void	N
	TRIM LINE	Bjohnson18					08/01/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		19.99			
08012024							
122224	AMAZON	08/01/2024	08/26/2024	62.97	0.00	Paid	Y
	TOGGLE WWITCHES / CLIPS	Bjohnson18					08/01/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		62.97			
08012024							
122225	AMAZON	08/01/2024	08/26/2024	21.87	0.00	Paid	Y
	GEAR OIL	Bjohnson18					08/01/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		21.87			
08012024							
122226	AMAZON	08/01/2024	08/26/2024	36.49	0.00	Paid	Y
	COMPRESSOR OIL	Bjohnson18					08/01/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		36.49			
08012024							
122227	AMAZON	08/01/2024	08/26/2024	39.99	0.00	Paid	Y
	MOWER BLADES	Bjohnson18					08/01/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		39.99			
08012024							
122228	AMAZON	08/01/2024	08/26/2024	12.46	0.00	Paid	Y
	FUEL FILTER/FUEL LINE	Bjohnson18					08/01/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		12.46			
08012024							
122229	AMAZON	08/01/2024	08/26/2024	57.55	0.00	Paid	Y
	BLADES/LAWN MOWER	Bjohnson18					08/01/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		57.55			

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Purchase Card Vendor: 100292 U. S. BANCORP								
08012024								
122230	AMAZON		08/01/2024	08/26/2024	315.65	0.00	Paid	Y
	PUMP		Bjohnson18					08/01/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES			315.65			
08012024								
122231	AMAZON		08/01/2024	08/26/2024	19.99	0.00	Paid	Y
	GAS SHUT OFF VALVE		Bjohnson18					08/01/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES			19.99			
08012024								
122232	UPS		08/01/2024	08/26/2024	15.49	0.00	Paid	Y
	SHIPPING		Bjohnson18					08/01/2024
	6700-6705-6378.00000	POSTAGE & SHIPPING			15.49			
08012024								
122234	QUILL		08/01/2024	08/26/2024	539.29	0.00	Paid	Y
	PAID STAMPS - SALES TAX HAS BEEN		Bjohnson18					08/01/2024
	6700-6705-6214.00000	OPERATING SUPPLIES			539.29			
08012024								
122237	AMAZON		08/01/2024	08/26/2024	49.94	0.00	Paid	Y
	SURGE PROTECTOR POWER CORD - DMV		Bjohnson18					08/01/2024
	6700-6705-6214.00000	OPERATING SUPPLIES			49.94			
08012024								
122238	QUILL		08/01/2024	08/26/2024	(42.36)	0.00	Paid	Y
	SALES TAX REFUND/CREDIT		Bjohnson18					08/01/2024
	6700-6705-6214.00000	OPERATING SUPPLIES			(42.36)			
08012024								
122241	HOME DEPOT		08/01/2024	08/26/2024	100.66	0.00	Paid	Y
	FIRE TRAINING MATERIALS		Bjohnson18					08/01/2024
	1000-1260-6512.00000	CONFERENCE & SCHOOLS			100.66			
08012024								
122242	GFOA		08/01/2024	08/26/2024	8.00	0.00	Paid	Y
	GFOA		Bjohnson18					08/01/2024
	1000-1050-6512.00000	CONFERENCE & SCHOOLS			8.00			
08012024								
122243	GFOA		08/01/2024	08/26/2024	250.00	0.00	Paid	Y
	GFOA		Bjohnson18					08/01/2024
	1000-1050-6512.00000	CONFERENCE & SCHOOLS			250.00			

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Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
08012024							
122244	DICKS SPORTING GOODS	08/01/2024	08/26/2024	32.68	0.00	Paid	Y
	SWAT - MOUTH GUARDS - INCLUDES	Bjohnson18					08/01/2024
	1000-1215-6235.00000	SMALL EQUIP EXP <$5,000		32.68			
08012024							
122245	HY-VEE INC	08/01/2024	08/26/2024	30.37	0.00	Paid	Y
	ASSORTED CANDY - FOR POLICE/FIRE	Bjohnson18					08/01/2024
	1000-1200-6214.00000	OPERATING SUPPLIES		30.37			
08012024							
122246	MAGC	08/01/2024	08/26/2024	85.00	0.00	Paid	Y
	MAGC-LEEN	Bjohnson18					08/01/2024
	1000-1005-6514.00000	DUES & MEMBERSHIPS		85.00			
08012024							
122247	APA MN	08/01/2024	08/26/2024	510.76	0.00	Paid	Y
	APA MN CONFERENCE - KIRTZ	Bjohnson18					08/01/2024
	1000-1005-6510.00000	MEETING / TRAVEL EXPENSE		510.76			
08012024							
122248	APA PI ASSN	08/01/2024	08/26/2024	129.86	0.00	Paid	Y
	APA MN MEMBERSHIP	Bjohnson18					08/01/2024
	1000-1005-6514.00000	DUES & MEMBERSHIPS		129.86			
08012024							
122249	HY-VEE INC	08/01/2024	08/26/2024	18.57	0.00	Paid	Y
	WHIZ BANG DAYS	Bjohnson18					08/01/2024
	1000-1200-6382.00000	ADVERTISING / PROMOTIONS		18.57			
08012024							
122250	FRANKIES	08/01/2024	08/26/2024	512.77	0.00	Paid	Y
	WHIZ BANG DAYS	Bjohnson18					08/01/2024
	1000-1200-6382.00000	ADVERTISING / PROMOTIONS		512.77			
08012024							
122251	COSTCO	08/01/2024	08/26/2024	59.95	0.00	Paid	Y
	SUPPLIES	Bjohnson18					08/01/2024
	1000-1200-6382.00000	ADVERTISING / PROMOTIONS		59.95			
08012024							
122252	HY-VEE INC	08/01/2024	08/26/2024	22.78	0.00	Paid	Y
	SUPPLIES	Bjohnson18					08/01/2024
	1000-1200-6382.00000	ADVERTISING / PROMOTIONS		22.78			

Purchase Card Vendor: 100292 U. S. BANCORP

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
08012024							
122253	HY-VEE INC	08/01/2024	08/26/2024	81.96	0.00	Paid	Y
	SUPPLIES	Bjohnson18					08/01/2024
	1000-1200-6382.00000	ADVERTISING / PROMOTIONS		81.96			
08012024							
122254	RESERVATIONS.COM	08/01/2024	08/26/2024	783.90	0.00	Paid	Y
	TRAINING - LODGING	Bjohnson18					08/01/2024
	1000-1200-6512.00000	CONFERENCE & SCHOOLS		783.90			
08012024							
122255	RESERVATIONS.COM	08/01/2024	08/26/2024	82.00	0.00	Paid	Y
	TRAINING - LODGING	Bjohnson18					08/01/2024
	1000-1200-6512.00000	CONFERENCE & SCHOOLS		82.00			
08012024							
122256	ECKBERG LAMMERS	08/01/2024	08/26/2024	149.00	0.00	Paid	Y
	TRAINING	Bjohnson18					08/01/2024
	1000-1200-6512.00000	CONFERENCE & SCHOOLS		149.00			
08012024							
122257	HY-VEE INC	08/01/2024	08/26/2024	24.87	0.00	Paid	Y
	SUPPLIES	Bjohnson18					08/01/2024
	1000-1200-6382.00000	ADVERTISING / PROMOTIONS		24.87			
08012024							
122258	STORM	08/01/2024	08/26/2024	998.00	0.00	Paid	Y
	RED DOT PISTOL CLASS - SISK/SMALL	Bjohnson18					08/01/2024
	1000-1205-6512.00000	CONFERENCE & SCHOOLS		998.00			
08012024							
122259	88 TACTICAL	08/01/2024	08/26/2024	1,590.00	0.00	Paid	Y
	DRONE TACTICS & OPS - SISK/SMALL	Bjohnson18					08/01/2024
	1000-1205-6512.00000	CONFERENCE & SCHOOLS		1,590.00			
08012024							
122260	BCA	08/01/2024	08/26/2024	75.00	0.00	Paid	Y
	DMT - G RECERT HEASLEY	Bjohnson18					08/01/2024
	1000-1205-6512.00000	CONFERENCE & SCHOOLS		75.00			
08012024							
122261	BCA	08/01/2024	08/26/2024	75.00	0.00	Paid	Y
	DMT - G RECERT LANDHERR	Bjohnson18					08/01/2024
	1000-1205-6512.00000	CONFERENCE & SCHOOLS		75.00			

Purchase Card Vendor: 100292 U. S. BANCORP

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
08012024							
122262	APA	08/01/2024	08/26/2024	131.98	0.00	Paid	Y
	ANNUAL MEMBERSHIP DUES APA	Bjohnson18					08/01/2024
	1000-1100-6514.00000 DUES & MEMBERSHIPS			131.98			
08012024							
122263	DELTA AIR	08/01/2024	08/26/2024	368.95	0.00	Paid	Y
	AIRFARE FOR TRAINING - ROSS GLAD	Bjohnson18					08/01/2024
	1000-1430-6510.00000 MEETING / TRAVEL EXPENSE			368.95			
08012024							
122264	NATIONAL EMERGENCY TRAINING	08/01/2024	08/26/2024	303.77	0.00	Paid	Y
	CONFERENCE TRAINING - MEAL PLAN	Bjohnson18					08/01/2024
	1000-1430-6510.00000 MEETING / TRAVEL EXPENSE			303.77			
08012024							
122265	MAC PARKING RESERVATIONS	08/01/2024	08/26/2024	118.00	0.00	Paid	Y
	PARKING FOR TRAINING	Bjohnson18					08/01/2024
	1000-1430-6510.00000 MEETING / TRAVEL EXPENSE			118.00			
08012024							
122266	TURO INC TRIP	08/01/2024	08/26/2024	388.38	0.00	Paid	Y
	RENTAL CAR FOR TRAINING OUT OF TOWN	Bjohnson18					08/01/2024
	1000-1430-6510.00000 MEETING / TRAVEL EXPENSE			388.38			
08012024							
122267	NFPA NATIONAL FIRE PROTECTION	08/01/2024	08/26/2024	124.79	0.00	Paid	Y
	CODE BOOK FOR TRAINING - INCLUDES	Bjohnson18					08/01/2024
	1000-1430-6516.00000 SUBSCRIPTIONS & BOOKS			124.79			
08012024							
122268	DCA REAGAN WASHINGTON DC	08/01/2024	08/26/2024	19.00	0.00	Paid	Y
	PARKING	Bjohnson18					08/01/2024
	1000-1430-6510.00000 MEETING / TRAVEL EXPENSE			19.00			
08012024							
122269	THE FIRE STORE	08/01/2024	08/26/2024	850.09	0.00	Paid	Y
	GLOVES	Bjohnson18					08/01/2024
	1000-1260-6216.00000 CLOTHING & PERSONAL EQUIPMENT			850.09			
08012024							
122271	COUNTRY INN & SUITES	08/01/2024	08/26/2024	313.54	0.00	Paid	Y
	HOTEL FOR BCA CONFERENCE	Bjohnson18					08/01/2024
	1000-1200-6512.00000 CONFERENCE & SCHOOLS			313.54			

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

Purchase Card Vendor: 100292 U. S. BANCORP

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
08012024							
122272	BCA	08/01/2024	08/26/2024	150.00	0.00	Paid	Y
	BCA TRAINING - LANDHERR	Bjohnson18					08/01/2024
	1000-1215-6512.00000	CONFERENCE & SCHOOLS		150.00			
08012024							
122273	MN CRIME PREVENTION	08/01/2024	08/26/2024	325.00	0.00	Paid	Y
	SABA CONFERENCE - WAITING FOR	Bjohnson18					08/01/2024
	1000-1215-6512.00000	CONFERENCE & SCHOOLS		325.00			
08012024							
122274	HOME DEPOT	08/01/2024	08/26/2024	113.94	0.00	Paid	Y
	TRANSFER SHOVEL	Bjohnson18					08/01/2024
	1000-1610-6214.00000	OPERATING SUPPLIES		113.94			
08012024							
122275	MENARDS	08/01/2024	08/26/2024	110.89	0.00	Paid	Y
	ADAPTERS / SOCKETS	Bjohnson18					08/01/2024
	1000-1610-6214.00000	OPERATING SUPPLIES		110.89			
08012024							
122276	CROWN PLASTICS	08/01/2024	08/26/2024	358.00	0.00	Paid	Y
	PLASTIC SHEET	Bjohnson18					08/01/2024
	1000-1620-6214.00000	OPERATING SUPPLIES		358.00			
08012024							
122277	APRES	08/01/2024	08/26/2024	2,262.50	0.00	Paid	Y
	2ND PAYMENT FOR PW STAGE	Bjohnson18					08/01/2024
	1000-1325-6710.00000	RECREATION SERVICES		2,262.50			
08012024							
122278	GREAT PLAINS NURSEY	08/01/2024	08/26/2024	205.00	0.00	Paid	Y
	OSAGE ORANGE	Bjohnson18					08/01/2024
	1000-1370-6706.00000	LANDSCAPING		205.00			
08012024							
122279	PAPA JOHNS	08/01/2024	08/26/2024	68.00	0.00	Paid	Y
	PIZZA - END OF SUMMER	Bjohnson18					08/01/2024
	1000-1360-6214.00000	OPERATING SUPPLIES		68.00			
08012024							
122280	STAPLES	08/01/2024	08/26/2024	30.60	0.00	Paid	Y
	SIGNS FOR WET & WILD	Bjohnson18					08/01/2024
	1000-1325-6710.00000	RECREATION SERVICES		30.60			

Purchase Card Vendor: 100292 U. S. BANCORP

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
08012024								
122281	PAPA JOHNS		08/01/2024	08/26/2024	108.00	0.00	Paid	Y
	PIZZA FOR WET & WILD		Bjohnson18					08/01/2024
	1000-1325-6710.00000	RECREATION SERVICES			108.00			
08012024								
122282	U OF MN CONTINUED LEARNING		08/01/2024	08/26/2024	145.00	0.00	Paid	Y
	PESTICIDE RECERT		Bjohnson18					08/01/2024
	1000-1370-6512.00000	CONFERENCE & SCHOOLS			145.00			
08012024								
122283	MENARDS		08/01/2024	08/26/2024	115.92	0.00	Paid	Y
	TOOL BRACKETS		Bjohnson18					08/01/2024
	6000-6020-6232.00000	FACILITY MAINTENANCE SUPPLIES			115.92			
08012024								
122284	FLEET FARM		08/01/2024	08/26/2024	301.85	0.00	Paid	Y
	SOFTNER SALT FOR WTP		Bjohnson18					08/01/2024
	6000-6020-6248.00000	OTHER CHEMICAL SUPPLIES			301.85			
08012024								
122285	MENARDS		08/01/2024	08/26/2024	51.97	0.00	Paid	Y
	SPILL TRAILER SUPPLIES		Bjohnson18					08/01/2024
	6200-6220-6950.00000-00819024	MACHINERY & EQUIPMENT			51.97			
08012024								
122286	AMAZON		08/01/2024	08/26/2024	22.51	0.00	Paid	Y
	GARDEN HOSE		Bjohnson18					08/01/2024
	6000-6020-6234.00000	EQUIPMENT PARTS & SUPPLIES			22.51			
08012024								
122287	MENARDS		08/01/2024	08/26/2024	60.94	0.00	Paid	Y
	CHISEL/BITS		Bjohnson18					08/01/2024
	7100-7115-6214.00000	OPERATING SUPPLIES			60.94			
08012024								
122288	MENARDS		08/01/2024	08/26/2024	(4.08)	0.00	Paid	Y
	CREDIT / CASTER		Bjohnson18					08/01/2024
	7100-7115-6214.00000	OPERATING SUPPLIES			(4.08)			
08012024								
122289	MENARDS		08/01/2024	08/26/2024	159.99	0.00	Paid	Y
	SPRAY		Bjohnson18					08/01/2024
	1000-1605-6214.00000	OPERATING SUPPLIES			159.99			

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

Purchase Card Vendor: 100292 U. S. BANCORP

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
08012024							
122291	HOME DEPOT	08/01/2024	08/26/2024	33.94	0.00	Paid	Y
	SURGE PROTECTOR	Bjohnson18					08/01/2024
	1000-1567-6214.00000	OPERATING SUPPLIES		33.94			
08012024							
122292	MENARDS	08/01/2024	08/26/2024	63.96	0.00	Paid	Y
	TV KIT	Bjohnson18					08/01/2024
	7100-7115-6214.00000	OPERATING SUPPLIES		63.96			
08012024							
122294	MENARDS	08/01/2024	08/26/2024	49.99	0.00	Paid	Y
	CHAPS 37"	Bjohnson18					08/01/2024
	1000-1500-6216.00000	CLOTHING & PERSONAL EQUIPMENT		49.99			
08012024							
122295	MENARDS	08/01/2024	08/26/2024	45.92	0.00	Paid	Y
	SEAL SPRAY	Bjohnson18					08/01/2024
	1000-1565-6214.00000	OPERATING SUPPLIES		45.92			
08012024							
122297	AMAZON	08/01/2024	08/26/2024	99.87	0.00	Paid	Y
	FLAG JOINT	Bjohnson18					08/01/2024
	7100-7115-6214.00000	OPERATING SUPPLIES		99.87			
08012024							
122299	CROWN PLASTICS	08/01/2024	08/26/2024	314.65	0.00	Paid	Y
	PLASTIC SHEET	Bjohnson18					08/01/2024
	1000-1260-6340.00000	REPAIR & MAINTENANCE		314.65			
08012024							
122300	AMAZON	08/01/2024	08/26/2024	89.99	0.00	Paid	Y
	FLOOR MATS	Bjohnson18					08/01/2024
	1000-1567-6214.00000	OPERATING SUPPLIES		89.99			
08012024							
122301	MN RURAL WATER	08/01/2024	08/26/2024	150.00	0.00	Paid	Y
	POWELL - MN RURAL WATER TRAINING	Bjohnson18					08/01/2024
	6000-6005-6512.00000	CONFERENCE & SCHOOLS		150.00			
08012024							
122302	DEPT OF LABOR & INDUSTRY	08/01/2024	08/26/2024	20.00	0.00	Paid	Y
	NEVALA BOILERS LICENSE	Bjohnson18					08/01/2024
	1000-1600-6718.00000	LICENSES TAXES & FEES		20.00			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
08012024							
122304	DEPT OF LABOR & INDUSTRY	08/01/2024	08/26/2024	20.00	0.00	Paid	Y
	DRESSEL BOILERS LICENSE	Bjohnson18					08/01/2024
	6100-6105-6718.00000	LICENSES TAXES & FEES		20.00			
08012024							
122305	DEPT OF LABOR & INDUSTRY	08/01/2024	08/26/2024	20.00	0.00	Paid	Y
	CHROZEMPA BOILERS LICENSE	Bjohnson18					08/01/2024
	1000-1600-6718.00000	LICENSES TAXES & FEES		20.00			
08012024							
122306	PDQ	08/01/2024	08/26/2024	1,452.88	0.00	Paid	Y
	PDQ SOFTWARE RENEWAL	Bjohnson18					08/01/2024
	7100-7110-6332.00000	MAINTENANCE CONTRACTS		1,452.88			
08012024							
122307	AMAZON	08/01/2024	08/26/2024	60.93	0.00	Paid	Y
	P & R SUPPLIES	Bjohnson18					08/01/2024
	1000-1305-6214.00000	OPERATING SUPPLIES		60.93			
08012024							
122308	AMAZON	08/01/2024	08/26/2024	82.47	0.00	Paid	Y
	LAPTOP STANDS	Bjohnson18					08/01/2024
	7100-7110-6214.00000	OPERATING SUPPLIES		82.47			
08012024							
122309	AMAZON	08/01/2024	08/26/2024	262.95	0.00	Paid	Y
	MONITOR WIRELESS MOUSE	Bjohnson18					08/01/2024
	7100-7110-6234.00000	EQUIPMENT PARTS & SUPPLIES		262.95			
08012024							
122310	AMAZON	08/01/2024	08/26/2024	155.99	0.00	Paid	Y
	STAND UP DESK	Bjohnson18					08/01/2024
	7100-7110-6234.00000	EQUIPMENT PARTS & SUPPLIES		155.99			
08012024							
122311	AMAZON	08/01/2024	08/26/2024	22.93	0.00	Paid	Y
	PHONE HEADSET	Bjohnson18					08/01/2024
	7100-7110-6214.00000	OPERATING SUPPLIES		22.93			
Total Purchase Card Vendor: 100292 U. S. BANCORP				25,432.54	0.00		

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

# of Invoices:	123	# Due:	0	Totals:	25,478.98	0.00
# of Credit Memos:	2	# Due:	0	Totals:	(46.44)	0.00
Net of Invoices and Credit Memos:					25,432.54	0.00

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
--- TOTALS BY FUND ---							
	1000 - GENERAL FUND			16,369.81	0.00		
	6000 - WATER			1,040.28	0.00		
	6100 - SANITARY SEWER			228.43	0.00		
	6200 - STORM SEWER			1,367.57	0.00		
	6400 - LIQUOR OPERATIONS			18.70	0.00		
	6700 - DEPUTY REGISTRAR			562.36	0.00		
	7000 - CENTRAL GARAGE			2,746.79	0.00		
	7100 - CENTRAL SERVICES			3,098.60	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	1005 - LEGISLATIVE			725.62	0.00		
	1050 - FINANCIAL SERVICES			258.00	0.00		
	1100 - PLANNING & ZONING			131.98	0.00		
	1200 - POLICE SUPPORT SERVICES			2,897.93	0.00		
	1205 - PATROL SERVICES			2,738.00	0.00		
	1215 - EMERGENCY RESPONSE UNIT			2,075.24	0.00		
	1220 - INVESTIGATIONS / SPECIAL SV			217.95	0.00		
	1260 - FIRE PREVENTION / SUPPRESSI			1,918.65	0.00		
	1300 - RECREATION ADMINISTRATION			24.77	0.00		
	1305 - COMMUNITY CENTER OPERATIONS			60.93	0.00		
	1315 - ADULT NON-TAXABLE			11.04	0.00		
	1325 - GENERAL PROGRAMS			2,401.10	0.00		
	1340 - COOPERATIVE PROGRAMMING			22.96	0.00		
	1360 - PLAYGROUNDS			179.26	0.00		
	1370 - FORESTRY			380.83	0.00		
	1430 - BUILDING INSPECTIONS			1,322.89	0.00		
	1500 - PARKS ADMINISTRATION			49.99	0.00		
	1565 - PARKS FACILITY MAINTENANCE			45.92	0.00		
	1567 - PARKS EQUIPMENT MAINTENANCE			123.93	0.00		
	1600 - STREETS ADMINISTRATION			40.00	0.00		
	1605 - STREETSCAPE			159.99	0.00		
	1610 - STREET & BOULEVARD MAINTENA			224.83	0.00		
	1620 - PAINTING CROSSWALK & STRIPI			358.00	0.00		
	6005 - WATER UTILITY ADMINISTRATIC			600.00	0.00		
	6020 - WATER UTILITY WELL & PLANT			440.28	0.00		
	6105 - SANITARY SEWER ADMINISTRATI			20.00	0.00		
	6115 - SAN SEWER MAINTENANCE			208.43	0.00		
	6220 - STORM SEWER CAP IMPROVEMENT			1,367.57	0.00		
	6405 - LIQUOR OPERATIONS			18.70	0.00		
	6705 - LICENSE CENTER OPERATIONS			562.36	0.00		
	7005 - CG BUILDING OPERATIONS			568.69	0.00		
	7010 - CG VEHICLE MAINTENANCE			2,178.10	0.00		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
--- TOTALS BY DEPT/ACTIVITY ---							
	7105 - CS GENERAL OFFICE			434.12	0.00		
	7110 - CS INFORMATION TECHNOLOGY			1,977.22	0.00		
	7115 - CS GOVERNMENT BUILDINGS			687.26	0.00		
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	0084			492.25			
	0337			258.00			
	0371			850.09			
	0731			1,011.44			
	1355			582.83			
	1568			725.62			
	2743			63.05			
	3103			3,112.01			
	4364			788.54			
	5111			562.36			
	5157			100.66			
	5319			131.98			
	5335			1,322.89			
	6142			2,819.10			
	6449			18.70			
	6658			2,738.00			
	6719			3,018.01			
	6932			1,168.20			
	8046			658.43			
	8415			2,038.15			
	8424			915.17			
	8631			1,735.80			
	8722			210.00			

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Richard McCoy, City Engineer/Public Works Director
APPROVED BY:	Tim Sandvik, City Manager
DATE:	October 15, 2024
RE:	Joint Powers Agreement for the Establishment and Continued Operation of the Shingle Creek Watershed Management Commission

Background:

The Shingle Creek Watershed Management Commission ("Commission") has operated since 1984 pursuant to a joint powers agreement (JPA) entered into by the nine member cities located within the watershed - including Brooklyn Center, Brooklyn Park, Crystal, Maple Grove, Minneapolis, New Hope, Osseo, Plymouth, and Robbinsdale. Because the current version of the JPA expires on December 31st, 2024, it must be renewed by all nine member cities before this date or the Commission will dissolve and no longer have authority to operate.

Analysis:

The current JPA has seen very few substantive changes since the original document. Early this year, the Commission's attorney was directed to reformat the JPA prior to renewal to make it more simplified and user-friendly. That cleanup work resulted in reorganizing and reformatting the document so that important provisions are more readily found, clarifying and updating provisions based on actual policies and practices, removing unnecessary history and details, and including all provisions required by Minnesota Rules, section 8410.0030. Staff from all nine member cities and commissioners reviewed and discussed the revised JPA on several occasions and a few minor changes were incorporated to improve clarity. Additionally, the revised JPA was sent to all cities in June of this year for feedback.

A review of the proposed JPA as presented has been undertaken and no issues have been identified in the document. The proposed term of the renewed JPA is 20 years and will expire on January 1st, 2045. Substantively, the revised JPA does not alter the makeup, authority, or fundamental operation of the Commission. A copy of the proposed JPA is attached for Council Member's information.

Staff recommends approval of the JPA.

Recommendation:

Authorize the Mayor and City Manager to execute the Joint Powers Agreement for the Establishment and Continued Operation of the Shingle Creek Watershed Management Commission.

Attachments:

1. SCWMC JPA 2024 Renewal

SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION
JOINT POWERS AGREEMENT

THIS JOINT POWERS AGREEMENT is made and entered into by and among the cities of Brooklyn Center, Brooklyn Park, Crystal, Maple Grove, Minneapolis, New Hope, Osseo, Plymouth, and Robbinsdale. The cities that are parties to this Agreement may hereafter be referred to individually as a "Member" or collectively as the "Members."

RECITALS

A. Local government units in the metropolitan area are required by the Metropolitan Water Management Program (Minn. Stat. § 103B.201 to 103B.255) to plan for and manage surface water.

B. Under the Act, one of the options available to local government units to satisfy the requirements of the Act is to adopt a joint powers agreement pursuant to Minn. Stat. § 471.59 to establish a watershed management organization to jointly plan for and manage surface water within a watershed.

C. The Members preferred to manage surface waters through a joint board rather than the traditional watershed model and acted pursuant to the new authority to adopt a joint powers agreement in 1984 establishing the Shingle Creek Watershed Management Commission to cooperatively manage and plan for the management of surface water within the Watershed.

D. The original joint powers agreement has been updated and amended several times, and the term of the current joint powers agreement expires on December 31, 2024.

E. The Members previously acted pursuant to their authority to establish the "Shingle Creek Watershed Board of Commissioners" and said Board is hereby reaffirmed as the entity charged with the authority and responsibility to manage the Commission.

F. The Board has previously acted to adopt a Watershed Management Plan for the watershed and has regularly updated the Watershed Management Plan in accordance with law.

G. The Commission works cooperatively with Hennepin County, Three Rivers Park District, and several other stakeholders to achieve the goals of the Watershed Management Plan.

H. The Members desire to enter into this Agreement to reaffirm the Commission and the Board in furtherance of its efforts to continue working cooperatively to prepare and administer a surface water management plan to manage surface water within the watershed in accordance with the Act and Minn. R., chapter 8410.

AGREEMENT

In consideration of the mutual promises and agreements contained herein, the parties mutually agree as follows:

SECTION I
ESTABLISHMENT, GENERAL PURPOSE, AND DEFINITIONS

1.1 Reaffirming the Establishment. The Members hereby reaffirm and ratify the establishment and continued operation of the "Shingle Creek Watershed Management Commission" pursuant to the Act and such other laws and rules as may apply.

1.2 General Purpose. The general purpose of this Agreement is to continue the Commission and its work on behalf of the Members to cooperatively adopt, administer, and update as needed the Watershed Management Plan, and to carry out the purposes identified in Minn. Stat. § 103B.201 and the other provisions of the Act. The plan and programs shall operate within the boundaries of the Shingle Creek Watershed as identified in the official map filed with the Minnesota Board of Soil and Water Resources. The most current version of the official map defining the boundaries of the Watershed is incorporated herein by reference. The boundaries of the Watershed are subject to change utilizing the procedure set out in Minn. Stat. § 103B.225 as may be needed to better reflect the hydrological boundaries of the Area.

1.3 Definitions. The definitions contained in Minn. Stat. § 103B.205 and Minn. R., part 8410.0020 are hereby adopted by reference, except that the following terms shall have the meanings given them in this section.

(a) Act. "Act" means the Metropolitan Surface Water Management Program set out in Minn. Stat. §§ 103B.201 to 103B.255.

(b) Alternate Commissioner. "Alternate Commissioner" means the person appointed by a Member to serve as its alternate to represent the Member on the Board in the absence or disability of its appointed Commissioner.

(c) Board. "Board" means the board of commissioners established by this Agreement to manage and make decisions on behalf of the Shingle Creek Watershed Management Commission.

(d) Capital Improvement. "Capital Improvement" has the meaning given it in Minn. R., part 8410.0020, subp. 3 and includes the purchase of capital equipment that satisfies the eligibility criteria established by the Board for funding as a CIP Project.

(e) Capital Improvement Program. "Capital Improvement Program" has the meaning given the term in Minn. Stat. § 103B.205, subd. 3.

(f) CIP Project. "CIP Project" means a planned Capital Improvement that is part of the Commission's Capital Improvement Program, is set out in its Water Management Plan, and is eligible for funding by the Commission.

(g) City Council. "City Council" means the city council of a Member to this Agreement.

(h) Commission. "Commission" means the watershed management organization established by this Agreement in accordance with the Act, the full name of which is the "Shingle Creek Watershed Management Commission."

(i) Commissioner. "Commissioner" means the person appointed by a Member as its primary representative on the Board.

(j) County. "County" means Hennepin County, Minnesota.

(k) Local Water Plan. "Local Water Plan" means the local water management plan each Member is required to develop and have reviewed as provided in Minn. Stat. § 103B.235 and Minn. R., part 8410.0160.

(l) Member. "Member" means a city that is a signatory to this Agreement and is identified in section 2.1 of this Agreement.

(m) Non-CIP Project. "Non-CIP Project" means a project undertaken by a Member or the Commission pursuant to this Agreement that does not qualify as a CIP Project and is not part of the projects included in the amount certified to the County to be included in the County's levy. Examples of Non-CIP Projects include, but are not limited to, research projects, feasibility studies, water quality projects, maintenance projects.

(n) TAC. "TAC" means the Technical Advisory Committee established by the Board and that is made up of a representative each Member, as appointed by the Member.

(o) Watershed. "Watershed" means the Shingle Creek Watershed, which includes the area contained within a line drawn around the extremities of all terrain whose surface drainage is tributary to Shingle Creek and within the mapped areas delineated on the map filed with the Minnesota Board of Water and Soil Resources pursuant to the Act.

(p) Watershed Management Plan. "Watershed Management Plan" means the plan developed and adopted in accordance with the Act, including all amendments and updates.

SECTION II
MEMBERSHIP

2.1 Members. The following local government units are Members of the Commission: City of Brooklyn Center, City of Brooklyn Park, City of Crystal, City of Maple Grove, City of Minneapolis, City of New Hope, City of Osseo, City of Plymouth, and City of Robbinsdale.

2.2 Effect of Changes. No change in governmental boundaries, structure, or organizational status shall affect the eligibility of any local government unit listed above to be represented on the Commission, so long as such local government unit continues to exist as a separate political subdivision.

SECTION III
BOARD OF COMMISSIONERS

3.1 Establishment. The Members hereby reaffirm the establishment and continued operation of the "Shingle Creek Watershed Board of Commissioners" in accordance with the Act. The Board shall carry out the purposes and have the powers as provided herein.

3.2 Board Appointments. The Commission is governed by the Board, which is comprised of nine Commissioners appointed by the Members. Each party to this Agreement is a Member of the Board and shall determine the eligibility and qualifications of its representative on the Board.

(a) Commissioner. Each Member is responsible for appointing one person to serve as its representative ("**Commissioner**") on the Board. Each Member is responsible for publishing a notice of a vacancy, whether resulting from expiration of its Commissioner position or otherwise, as required in Minn. Stat. § 103B.227, subd. 2. Each Commissioner shall have one vote on the Board and must be present to vote. The authority of a Commissioner to vote shall be suspended if the appointing Member is delinquent in making any payments due to the Commission. The voting authority of the Commissioner shall be restored once the Member pays all past due amounts.

(b) Alternate Commissioner. Each Member may also appoint one Alternate Commissioner ("**Alternate Commissioner**") to the Board in the same manner required to appoint a Commissioner. The Alternate Commissioner may attend all meetings and speak during the public input portion of the meeting, but is only authorized to vote at a Board meeting in the absence or disability of the appointing Member's Commissioner. If the absent Commissioner is also an officer of the Board, the Alternate Commissioner shall not be entitled to serve as such officer. If necessary, the Board may select a current Commissioner to temporarily undertake the duties of the absent officer.

(c) Term. The term of each Commissioner and Alternate Commissioner shall be three years commencing on February 1st. The terms are staggered so that no more than three Commissioners are up for appointment in a single year. The Commissioners from the Cities of Brooklyn Center, Brooklyn Park, and Crystal are appointed in the same year; the Commissioners from the Cities of Maple Grove, Minneapolis, and New Hope are appointed in the same year; and the Commissioners from the Cities of Osseo, Plymouth, and Robbinsdale are appointed in the same year. A Commissioner and an Alternate Commissioner shall serve until their successors are selected and qualify, unless they resign or are removed earlier as provided herein.

(d) Notices. A Member shall provide the Commission written notice of its appointments, including the resolution making the appointments or a copy of the minutes of the meeting at which the appointments were made. The Commission shall notify BWSR of appointments and vacancies within 30 days after receiving notice from the Member. Members shall fill all vacancies within 90 days after the vacancy occurs.

(e) Vacancy. A Member shall notify the Commission in writing within 10 days of the occurrence of a vacancy in its Commissioner or Alternate Commissioner positions. The Commission will notify BWSR of the vacancy within 30 days of receiving the notice of a vacancy as required by Minn. Stat. § 103B.227, subd. 1. The Member shall publish notice of the vacancy at least once in its official newspaper as required by Minn. Stat. § 103B.227, subd. 2. The notices must state that those interested in being appointed to serve on the Commission may submit their names to the Member for consideration. The notice must be published at least 15 days before the Member's City Council acts to fill the vacancy. The City Council must make the appointment within 90 days from the occurrence of the vacancy. The Member shall promptly notify the Commission of the appointment in writing. The appointed person shall serve the unexpired term of the position.

(f) Removal. The City Council of a Member may remove its Commissioner for just cause as provided in Minn. Stat. § 103B.227, subd. 3 and in accordance with Minn. R., part 84100.0040. If a Commissioner is an elected official, or is an appointed official serving an indefinite term at the pleasure of the City Council, the City Council may remove the person at will, including if the person is not reelected. A Member may remove its Alternate Commissioner without cause. The Member shall notify the Board of the removal in writing within 10 days of acting to remove the Commissioner. The Commission shall notify BWSR of the vacancy within 30 days of receiving notice of the removal. The City Council shall act to fill the vacancy created by the removal within 90 days as provided in this Agreement.

3.3 Compensation and Expenses. Commissioners and Alternate Commissioners shall serve without compensation from the Commission. Commission funds may, but are not required to, be used to pay or reimburse the attendance fee for Commissioners and

Alternate Commissioners to attend an in-state educational conference related to the Commission's business if authorized by the Board in advance of the conference. Other expenses associated with attending a conference are not eligible for reimbursement by the Commission. Nothing herein prohibits a Member from choosing, in its sole discretion and cost, to compensate or reimburse the expenses of its Commissioner or Alternate Commissioner.

3.4 Board Officers. Each year at its February meeting the Board shall elect from among its Commissioners a Chair, Vice Chair, Secretary, and Treasurer. All such officers shall hold office for a term of one year until their successors have been duly elected by the Board. An officer may serve only while they remain a Member of the Board. A vacancy in an officer position shall be filled by Board election for the remainder of the unexpired term of such office.

3.5 Duties of Board Officers. The Chair shall serve as the presiding officer at Board meetings, execute documents on behalf of the Board, sign checks, and perform other duties and functions as may be determined by the Board. The Vice-Chair shall undertake the duties of the Chair in the absence or disability of the Chair. The Secretary shall maintain the records of the Commission, Board meeting minutes, ensure meetings are properly noticed, countersign documents with the Chair, and perform such other duties as assigned by the Board. The Secretary may delegate one or more specific duties of the position. The Treasurer shall oversee the Commission's budget and finances, sign checks, and perform such other duties as assigned by the Board.

3.6 Quorum. A majority of the Commissioners shall constitute a quorum. Less than a quorum may adjourn a scheduled meeting. A simple majority of a quorum is required for the Board to act unless a higher number of votes is required by law or this Agreement. A Board vacancy or the suspension of voting rights as provided herein shall temporarily reduce the number of Commissioners required for a quorum.

3.7 Meetings. The Board shall conduct meetings in accordance with the Minnesota Open Meeting Law (Minn. Stat., chap. 13D) and this section.

(a) Regular Meetings. The Board shall develop a schedule of its regular meetings. The Board shall post the schedule on the Commission's website and provide a copy to each Member. The Secretary shall maintain a copy of the schedule of regular meetings. The Chair and Vice-Chair may cancel a meeting due to a lack of business items. The Secretary shall make a good faith effort to notify Commissioners of a meeting cancellation.

(b) Special Meetings. The Board may hold such special meetings as it may determine are needed to conduct the business of the Commission. A special meeting may be called by the Chair or by any two Commissioners. The Secretary shall post and provide notice of special meetings to the Commissioners. Emailing notices to Commissioners shall constitute sufficient notice under this Agreement.

(c) Annual Meeting. The February Board meeting shall constitute the annual meeting of the Commission.

(d) Rules of Procedure. The Board shall conduct its meetings generally in accordance with the procedures set out in the most current version of Robert's Rules of Procedure without requiring strict conformance to its requirements. The Board may modify such rules as it determines is appropriate to facilitate the conducting of its business or adopt a different set of rules for its meetings. The Board may amend its rules from time to time as it determines is appropriate upon a majority vote of all Commissioners. The Board may also waive one or more specific rules as it determines are necessary to facilitate the conducting of its business. Voting and statutory requirements are not waivable.

SECTION IV
POWERS AND DUTIES OF THE BOARD

4.1 Powers. The Board is authorized to exercise the powers in this section to carry out the purposes of the Commission.

(a) Powers Granted. The Board shall have the following powers.

(1) It may contract with or employ such persons or entities as it deems necessary to accomplish its duties and powers. Any employee may be on a full-time or part-time basis as the Board determines. Such employees and contracted consultants shall be considered Commission staff.

(2) It may contract for space, materials, supplies, and services to carry on its activities.

(3) It may acquire necessary personal property to carry out its powers and its duties.

(4) It shall prepare, adopt, implement in accordance with this Agreement, and update a Watershed Management Plan that satisfies the requirements of Minn. Stat. § 103B.231. The Watershed Management Plan shall address all items required by applicable laws and rules. In preparing said plan, the Board may consult with the engineering and planning staff of each Member and the Metropolitan Council and other public and private bodies to obtain and consider projections of land use, population growth, and other factors which are relevant to the improvement and development of the Watershed.

(5) It shall develop and adopt a capital improvement program as part of the Watershed Management Plan. The Board shall determine which projects to include in the capital improvement program.

(6) It may undertake projects, including those provided in its capital improvement program, in accordance with the Watershed Management Plan and this Agreement. It may acquire a temporary interest in real property if required to facilitate a project.

(7) It shall make necessary surveys or utilize other reliable surveys and data and develop projects to accomplish the purposes for which the Commission is organized.

(8) It may cooperate or contract with the State of Minnesota, any political subdivision thereof, federal agency, or private or public organization to accomplish the purposes for which it is organized.

(9) It shall regulate, conserve, and control the use of storm and surface water and groundwater within the Watershed.

(10) It may contract for or purchase such insurance as the Board deems necessary for the protection of the Commission.

(11) It may acquire, establish, and maintain devices acquiring and recording hydrological and water quality data within the Watershed. Devices acquired by the Board are owned by the Commission and shall be made available for use by Members as the Board determines is reasonable.

(12) It may enter upon lands within or without the watershed to make surveys and investigations to accomplish the purposes of the Commission. The Commission shall be liable for actual damages resulting therefrom but every person who claims damages shall serve the Chair or Secretary of the Board with a Notice of Claim as required by Minn. Stat. § 466.05.

(13) It shall provide any Member with technical data or any other information of which the Commission has knowledge which will assist the Member in preparing land use classifications or local water management plans within the Watershed.

(14) It may provide legal and technical assistance in connection with litigation or other proceedings between one or more of its Members and any other political subdivision, commission, board, or agency relating to the planning or construction of facilities to drain or pond storm waters or relating to water quality within the Watershed. The use of Commission funds for litigation shall be only upon a favorable vote of a majority of the eligible votes of the then existing Members of the Commission. Such a vote is not required for the Board to expend Commission funds in the defense of a suit brought against the Commission or its Commissioners, in

accordance with applicable laws, to the extent such costs are not paid by the Commission's insurer.

(15) It may accumulate reserve funds for the purposes herein mentioned and may invest funds of the Commission not currently needed for its operations, in the manner and subject to the laws of Minnesota applicable to statutory cities.

(16) It may collect monies, subject to the provisions of this Agreement, from its Members, the County, and from any other source approved by a majority of its Board. The Board may accept gifts and seek and accept grants.

(17) It may make contracts, incur expenses, and make expenditures necessary and incidental to the effectuation of these purposes and powers and may disburse therefor in the manner hereinafter provided.

(18) It shall cause to be made an annual audit of the books and accounts of the Commission by a certified public accountant or the State Auditor, and shall transmit a copy of the annual audit to each Member, all in compliance with the requirements of M.R., part 8410.0150.

(19) Its books, reports, and records shall be available for and open to inspection by the Members at all reasonable times.

(20) It may recommend changes in this Agreement to the Members.

(21) It may exercise all other powers necessary and incidental to the implementation of the purposes and powers set forth herein and as outlined and authorized by the Act and such other law as may apply.

(22) It shall cooperate with the applicable state agencies in complying with the requirements of Minn. Stat., chap. 103G.

(23) Each Member reserves the right to conduct separate or concurrent studies on any matter under study by the Commission.

(24) It may define and designate subtrunk and subdistricts within the watershed, and shall have authority to separate the watershed into different subtrunks and subdistricts, and to allocate capital improvement costs to a subtrunk or subdistrict area if that district is the only area that benefits from the capital improvement.

(25) It shall establish a procedure for establishing citizen or technical advisory committees and to provide other means for public participation.

(b) Powers Reserved. The Board shall not have any of the powers identified in this paragraph. Expressly identifying specific powers reserved to the Members is not intended to expand, by negative implication, the powers granted above to the Board.

(1) Eminent Domain. The Commission does not have the power of eminent domain. Any easements or other interests in land necessary to be acquired for an Improvement Project shall be acquired as provided below.

(2) Real Property. The Commission shall not own any interest in real property. All interests in lands shall be held in the name of the Member wherein said lands are located. This provision does not prohibit the Commission from acquiring a temporary interest in real estate as needed to conduct studies, undertake a project, or to otherwise carry out its duties.

(3) Bonding. The Commission does not have the power to issue certificates, warrants, or bonds.

(4) Special Assessments. The Commission shall not have the power to levy a special assessment upon any privately or publicly owned land. All such assessments shall be levied by the Member wherein said lands are located. It shall have the power to require any Member to contribute the costs allocated or assessed according to the other provisions of this Agreement.

(5) Land Use Regulations. The Commission shall not have the authority to regulate the use and development of land under Minn. Stat. § 103B.211, subd. 1(a)(3).

4.2 Collection or Diversion of Waters. Each Member agrees that it will not directly or indirectly collect or divert any additional surface water to Shingle Creek or its tributaries without a project review by the Commission in accordance with the Water Management Plan. A Member may proceed with the construction or reconstruction of improvements within the individual Members' boundaries, and at its sole cost, upon the Board finding:

(a) That there is an adequate outlet;

(b) The construction is in conformance with the overall plan; and

(c) The construction will not adversely affect other Members of this Agreement.

4.3 Local Water Plans.

(a) Development. Each Member agrees to develop and maintain a Local Water Plan, capital improvement program, and official controls as necessary to bring local water management into conformance with the Watershed Management Plan. The development and implementation of Local Water Plans shall conform with all requirements of the Act, including Minn. Stat. § 103B.235 and Minn. R., part 8410.0160. In accordance with the Act, the Board shall approve or disapprove each local plan or any parts of each plan. The Members understand that the Watershed Management Plan, including the Commission's capital improvement program, must consist of local parts and therefore every effort shall be made by the Commission and all Members to coordinate local plans with the Watershed's overall plan, including planning for local plans at the same time the Watershed's overall plan is being developed.

(b) Review. Each Member shall submit its proposed Local Water Plan to the Metropolitan Council and the Board for review as required by Minn. Stat. § 103B.235. The Board shall consider any comments on the Local Water Plan received from the Metropolitan Council and shall act on said plans in accordance with the Act.

4.4 Pollution Control and Water Quality. The Commission shall have the authority and responsibility to protect and improve water quality in the Watershed as this is one of the main purposes set forth in the Act. All Members agree that they will refuse to allow the drainage of sanitary sewage or industrial pollutants onto any land or into any watercourse or storm sewer draining into the Watershed. The Board may investigate on its own initiative, or request a Member to investigate, a complaint relating to pollution of surface water or groundwater draining into or affecting the Watershed. If the Board determines the Watershed is being polluted by an identifiable source, the Board may order the Member to abate this nuisance and each Member agrees that it will take all reasonable action available to it under the law to alleviate the pollution and to assist in protecting and improving the water quality of surface water and groundwater in the Watershed.

4.5 Boundary Changes. Any changes to the boundaries of the watershed shall be undertaken in accordance with Minn. Stat. § 103B.215.

SECTION V
PROJECTS

5.1 Capital Projects and Non-Capital Projects. The Board may undertake, in conformity with this Agreement, Non-CIP Projects and CIP Projects. CIP Projects typically involve entering into a cooperative agreement with a Member, which has the Member assuming responsibility for letting the contract and overseeing construction of the project.

5.2 Process for Non-CIP Projects. The Board may initiate and undertake a Non-CIP Project upon a majority vote of all eligible Commissioners. If a Non-CIP Project is for a research project, feasibility study, or the like, the Board may proceed on its own. In such instances, the Commission may, with the approval of the Board, contract in its own name to complete such projects. If the Non-CIP Project is for implementation of a research project or study, a water quality project, maintenance, or the like, then the Board may only proceed in cooperation with the Member(s) where such projects will take place. In such instances, The Commission may contract in its own name to complete such projects or enter into a cooperative agreement with a Member to have the Member undertake the project on its own or in cooperation with the Commission.

5.3 Process for CIP Projects. The process for undertaking a CIP Project is as follows.

(a) Initiation. A CIP Project may be proposed by a Member or by the Board based on subwatershed assessments, lake/stream resource assessments, inspections, or a particular need or issue identified by a Member or the Board. A proposed project shall be submitted to the TAC and the Board to determine if there is sufficient support to proceed to a feasibility study.

(b) Feasibility Study. If requested by the Board, the Commission Engineer, or other engineering firm, shall study the feasibility of a proposed CIP Project and report its findings to the TAC and the Board. The report shall include an opinion of probable cost and how the project would be funded. The Board shall consider the feasibility study and decide whether to proceed with the proposed project.

(c) Plan Amendments. Proposed CIP Projects are amended into and made part of the Watershed Management Plan. The process the Commission must undertake to amend a CIP Project into the Watershed Management Plan depends on whether it constitutes a minor plan amendment or a major plan amendment as described below.

(1) Minor Plan Amendment. The addition of a proposed CIP Project to the Watershed Management Plan typically constitutes a minor plan amendment that can be accomplished following the process set out in the Watershed Management Plan and Minn. R., part 8410.0140, subpart 2. A public hearing is not required for a minor plan amendment.

(2) Major Plan Amendment. If a proposed amendment does not qualify as a minor amendment, the Commission must undertake the major plan amendment process to add the CIP project to the Watershed Management Plan. The major plan amendment process is set out in the amendment section of the Watershed Management Plan, Minn. Stat. § 103B.231, subd. 11, and Minn. R., part 8410.0140. The public hearing required under Minn. Stat. § 103B.231, subds. 11 & 7(c) for a major plan amendment may be held in conjunction with the public hearing required to request the County to levy funds for the project under Minn. Stat. § 103B.251, subds. 3 & 4, provided the requirements of both procedures can be satisfied at the single hearing.

(d) Public Hearing. If the Board proposes to pay any portion of a CIP Project with funds to be raised through a County levy under Minn. Stat. § 103B.251, the Board must call and conduct a public hearing as provided in the statute and this paragraph. A public hearing is not required if the CIP Project is funded entirely from funds on hand, grants, or a combination thereof, and does not require the Board to certify any project costs to the County to be levied under Minn. Stat. §

103B.251. When a public hearing is required, it shall be conducted in accordance with the following.

(1) Calling. The Board must act by motion or resolution to call a public hearing on the proposed CIP Project. The Board shall set the date, time, and place for the public hearing.

(2) Notice. The Board shall provide notice of the public hearing in accordance with Minn. Stat. § 103B.251, subd. 3.

(3) Conducting. The Board shall conduct the public hearing at the scheduled date, time, and place to hear from the public and to consider the proposed CIP Project. Prior to taking public comment, the Commission Engineer shall provide a brief overview of the proposed CIP Project, an estimate of project cost, and a description of how the project will be funded.

(4) Board Decision. Once the public input portion of the public hearing is closed, the Board shall discuss and decide whether to approve the proposed CIP Project. The Board shall act by resolution to approve a CIP Project, which shall require a favorable vote by two-thirds of all eligible votes of the then existing Commissioners. The resolution shall, at minimum, order the project, identify the responsible engineer, identify the Member responsible for letting the contract and overseeing construction, set out the estimated cost and funding sources, authorize the Commission to enter into a cooperative agreement with the responsible Member, and certify a levy to the Hennepin County Auditor for the amount to be levied by the County for the project.

5.4 Responsible Member.

(a) Member Projects. The Board shall work with Members to facilitate the completion of specific Non-CIP Projects and CIP Projects within their jurisdictional boundaries in accordance with the Watershed Management Plan. For any project that will be constructed by one or more Members and reimbursed by the Commission, to the extent authorized by the Board, the Member(s) responsible for implementing the project and the Board shall negotiate a cooperative agreement, in good faith, providing for terms and conditions related to the project and any such reimbursement. If any portion of the project is funded by a grant obtained by the Commission, the cooperative agreement shall include a subgrant agreement requiring the responsible Member to be responsible for complying with the applicable terms and conditions of the grant agreement. The terms of this paragraph shall also apply to any Commission project that may be constructed by any other entity, public or private, if construction by such entities is deemed appropriate by the Commission.

(b) Commission Projects. The Commission, if approved by the Board, is authorized to undertake and contract for a CIP Project that is not required to be let by sealed bid under Minn. Stat. § 471.345. Such contracts shall be let in the Commission's name and must be in accordance with the Watershed Management Plan and all applicable laws and regulations related to public procurement and contracting. Approval of Commission contracts for CIP Projects shall require a favorable vote by two-thirds of all eligible votes of then existing Commissioners.

5.5 Contracts for Improvements.

(a) Letting Contracts. All contracts for projects ordered by the Commission shall comply with the requirements of laws applicable to contracts let by the respective Member making such contract. The Commission shall not have the authority to contract in its own name for any work for which a special assessment will be levied against any private or public property under the provisions of Minn. Stat., chap. 429 or any city charter, and such contracts shall be awarded by action of the City Council of a Member and shall be in the name of said Member. This subsection shall not preclude the Commission from proceeding under Minn. Stat. § 103B.251 or from otherwise proceeding under this Agreement for projects that will not be specially assessed under Minn. Stat., chap. 429.

(b) Contract Administration. All improvement contracts will be duly supervised by the Member awarding the contract, provided, however, that the Commission shall be authorized to observe and review the work in progress and the Members agree to cooperate with the Commission staff in accomplishing the purposes of this Commission. Representatives of the Commission shall also have the right to enter upon the place or places where any improvement work is in progress for the purpose of making reasonable tests and inspections. Commission staff shall report, advise, and recommend to the Board on the progress of said work.

5.6 Land Acquisition. Because the Commission does not have the power to acquire real property, the Members agree that any and all permanent easements or interests in land which are necessary for any project will be negotiated or condemned in accordance with all applicable laws by the Member wherein said lands are located, and each Member agrees to attempt to acquire the necessary easements or interests in such land upon order of the Commission to accomplish the purposes of this Agreement. All reasonable costs of said acquisition shall be considered as a cost of the respective improvement. If a Member determines it is in the best interests of that Member to acquire additional lands in conjunction with the taking of lands for the Commission-ordered improvement, or for some other purpose, the costs of said acquisition will not be included in the improvement costs of the ordered project. The Board in determining the allocation of the improvement costs may take into consideration the land use for which said additional lands are being acquired and may credit the acquiring Member for said land acquisition to the extent that it benefits the other Members of this Agreement. Any credits may be applied to the cost allocation of the improvement project under construction or the Board, if feasible and necessary, may defer said credits to a future project.

5.7 CIP Project Funding.

(a) Member Contributions. The Member responsible for constructing a CIP Project, together with any other identified benefiting Members, shall contribute toward the project such amounts as identified in the Board's resolution ordering the project and in accordance with the terms of the cooperative agreement entered into for the project.

(b) Commission Contributions. The Commission shall contribute toward the project such amounts as identified in the Board's resolution ordering the project and in accordance with the terms of the cooperative agreement entered into for the project. The contribution from the Commission may include grant funds it has received for the project. In such cases, the Board and the responsible Members enter into a subgrant agreement, which may be part of the cooperative agreement, setting out the obligations of the Member to ensure compliance with the gran requirements. The Commission's contribution is in addition to any amounts contributed by Members or other private or public entities. If the Commission's contribution is dependent on an amount to be levied by the County, the contribution is contingent on the Commission receiving such amount from the County.

(c) Maintenance Levy. The Commission may establish a maintenance fund to be used for normal and routine maintenance of a work of improvement constructed in whole or part with money provided by Hennepin County. As provided in Minn. Stat. § 103B.251, subd. 9, the Board may impose, with the County's consent, an ad valorem levy on all property located within the territory of the Watershed or a subwatershed unit. The levy shall be certified, levied, collected, and distributed as provided in Minn. Stat. §§ 103D.915 and 103D.921, as amended, and shall be in addition to any other money levied and distributed by the County to the Commission. Mailed notice of any hearing required under the aforementioned statutes shall be sent to the clerk of each Member municipality at least 30 days prior to the hearing. The proceeds of said maintenance levy shall be deposited in a separate maintenance and repair account to be used only for the purpose for which the levy was made.

5.8 Cost Allocation for CIP Projects. All capital costs incurred by the Commission shall be apportioned to the respective Members on any of the following bases.

(a) County Levy. If the project is constructed and financed pursuant to Minn. Stat. § 103B.251, the Members understand and agree that said costs will be levied on all taxable property in the Watershed as set forth in said statute.

(b) Negotiated Amount. A negotiated amount to be arrived at by the Members who have lands in the subdistrict responsible for the capital improvement.

(c) Tax Capacity and/or Total Area.

(1) Fifty percent of all capital costs or the financing thereof shall be apportioned to each Member on the basis of the net tax capacity of each Member within the boundaries of the Watershed each year to the total net tax capacity in the Watershed.

(2) Fifty percent of all capital costs or the financing thereof shall be apportioned to each Member on the basis of the total area of each Member within the boundaries of the Watershed each year to the total area in the Watershed.

(3) Capital costs allocated under the 50% area/50% net tax capacity formula set forth above may be varied by a two-thirds vote of the Commission if:

(i) any Member community receives a direct benefit from the capital improvement which benefit can be defined as a lateral as well as a trunk benefit, or

(ii) the capital improvement provides a direct benefit to one or more Members which benefit is so disproportionate as to require in a sense of fairness a modification in the 50/50 formula.

(4) Any credits to due a Member for lands acquired by said Member to pond or store storm and surface water as provided herein shall be allowed against costs due under this section.

5.9 Emergency Projects. The Commission may perform emergency projects in accordance with Minn. Stat. § 103B.252.

SECTION VI
FINANCES

6.1 Generally.

(a) Authority. The Commission funds may be expended by the Board in accordance with this Agreement and in accordance with the procedures as established by law and in the manner as may be determined by the Board.

(b) Funds. The Commission shall have a general fund and may establish such other funds and accounts as it may determine are needed. The Commission has established a Capital Improvement Program Closed Project Account into which any levied funds remaining after the completion of a CIP Project are placed. Funds in the CIP Closed Project Account shall only be expended in accordance with a policy adopted by the Board for an authorized purpose.

(c) Disbursements. In no event shall there be a disbursement of Commission funds without the signature of at least two Board officers, one of whom shall be the Treasurer or the Treasurer's authorized deputy.

(d) Treasurer Bond. The Treasurer shall be required to file with the Secretary of the Board a bond in the sum of at least $10,000 or such higher amount as shall be determined by the Board. The Commission shall pay the premium on said bond.

(e) Depository. The Board shall designate one or more national or state bank or trust companies, authorized by Minn. Stat., chaps. 118A and 427, or such other law as may apply, to receive deposits of public moneys and to act as depositories for the Commission funds.

6.2 Commission's General Fund. The Commission's general fund is funded by an annual contribution from each Member and is used to pay for general administration purposes including, but not limited to, salaries, rent, supplies, development of the Watershed Management Plan, engineering and legal expenses, insurance, and bonds, and to purchase and maintain any personal property deemed necessary by the Commission in furtherance of its purposes and powers as articulated in this Agreement. Said funds may also be used for normal maintenance of any facilities, but any extraordinary maintenance or repair expense shall be treated as an improvement cost and processed in accordance with the provisions for CIP Project funding under this Agreement. The annual contribution by each Member shall be based fifty percent (50%) on the net tax capacity of all property within the Watershed and fifty percent (50%) on the basis of the total area of each Member within the boundaries of the Watershed each year to the total area in the Watershed.

6.3 Operating Budget. The Board shall annually prepare, adopt, and submit an annual operating budget as provided in this section.

(a) Adoption. On or before July 1 of each year, the Board shall adopt a detailed budget for the ensuing year and decide upon the total amount necessary for the Commission's general fund. Budget approval shall require a favorable vote by a majority of all eligible votes of the then existing Commissioners.

(b) Budget Cap. The total operating budget amount, excluding any grants, in a year shall not exceed the budget cap established as part of the prior joint powers agreement and that has been adjusted each year based on the consumer price index. The original budget cap was established in 2004 at $262,750 and has been modified each year since based, pro rata, on the annual change in the consumer price index (U.S. City Average, All Items, All Urban Consumer) to the end of the second quarter of the preceding year. In 2024, the budget cap was $446,740. The budget cap shall continue to be calculated each year by the Administrator and the operating budget prepared by the Commission for a year shall not exceed the budget cap calculated for that year. The only way the Commission's operating budget may exceed the budget cap is if a majority of all the Members expressly consent to the proposed operating budget exceeding the cap. If a proposed operating budget that exceeds the budget cap is not consented to by a majority of Members, the Commission must adjust its final operating budget so it does not exceed the budget cap.

(c) Funding. The Commission's annual operating budget is funded by an annual assessment placed on the Members, subject to certain caps, as provided herein.

(d) Caps on Member Assessments. The amount annually assessed each Member to fund the operating budget shall not exceed the following caps, unless authorized as provided herein.

(1) Percentage Cap. The amount to be assessed Members under the proposed budget shall not exceed 120% of the amount assessed Members under the previous year's budget, unless the City Council of each Member adopts a resolution approving the increase.

(2) Tax Capacity Cap. The amount of a Member's annual contribution to the operating budget shall not exceed one-half of one percent of the net tax capacity of the Member's total area located within the Watershed.

(e) Budget Certified to Members. On or before July 1st, the Secretary or the Commission Administrator shall certify the operating budget to the clerk of each Member, together with a statement of the proportion of the budget to be assessed and paid by each Member. If the proposed operating budget results in any of the caps established herein being exceeded, the budget sent to the Members for review must be accompanied by a letter clearly notifying the Members of the cap being exceeded, the reasons for the proposed exceedance, and the Member approval required to approve the proposed budget. If the approvals required herein to exceed the cap are not obtained, the total budget or assessment amount shall not exceed the capped amount.

(f) Member Review. The City Council of each Member agrees to review the proposed budget provided by the Commission. If any Member has any objections, they must submit them in writing to the Board prior to August 1. Upon the receipt of any such written objections, the Board shall set a date to hear the Member's objections and shall provide all Members notice of the hearing and a copy of the written objections. After hearing the objections, the Board may modify, amend, or affirm the proposed budget by majority of all eligible votes of the then existing Commissioners.

(g) Finalized. The proposed operating budget shall be considered final if no Member files an objection by August 1st. If a timely objection is received, the Board shall act to finalize the operating budget after conducting a hearing on the objections. The Board shall provide a copy of the final operating budget to each Member. If there are objections, the Board shall include its findings and decision regarding such objections with the final operating budget.

6.4 Supplemental Budget.

(a) Insufficient Funds. If the Board determines it will not have sufficient funds in the Commission's general fund to pay its obligations or to otherwise fund Commission operations in the present year, the Board may adopt a supplemental budget to raise additional funds as provided herein.

(b) Public Hearing. The Board shall call a public hearing on the proposed supplemental budget and provide at least 10 days' written notice of the hearing, together with a copy of the proposed supplemental budget, to each Member.

(c) Adoption. After conducting the public hearing, the Board may adopt the supplemental budget by a favorable vote of a majority of all eligible votes of the then existing Commissioners. The Board shall notify each Member of the adopted supplemental budget and the amount of additional assessment to be paid by each Member.

(d) Cap. In no case may a supplemental budget cause the total operating budget to exceed either cap established in the "Caps on Member Assessments" paragraph above. The total operating budget shall not exceed the budget cap identified above unless it is approved by a majority of all the Members.

(e) Additional Assessment. Members agree to pay their additional assessment to the Commission within 60 days of adoption of the supplemental budget.

6.5 Default. Any Member who is more than 60 days in default in contributing its share to the operating budget or to a CIP Project shall have the vote of its Commissioner suspended pending the payment of its proportionate share. Any Commissioner whose vote is under suspension shall not be considered for the purposes of determining a quorum or for determining the sufficiency of a vote.

SECTION VII
TERMINATION AND DISSOLUTION

7.1 Termination. This Agreement may be terminated prior to January 1, 2045 by the unanimous consent of the Members. If the Agreement is to be terminated, a notice of the intent to dissolve the Commission shall be sent to the Board of Water and Soil Resources and to Hennepin County at least 90 days prior to the date of dissolution.

7.2 Dissolution. In addition to the manner provided herein for terminating this Agreement, any Member may petition the Board to dissolve the Agreement. Upon 90 days notice in writing to the clerk of each Member governmental unit and to the Board of Water and Soil Resources and to Hennepin County, the Board shall hold a hearing and upon a favorable vote by a majority of all eligible votes of then existing Commissioners, the Board may by Resolution recommend that the Commission be dissolved. Said Resolution shall be submitted to each Member governmental unit and if ratified by three-fourths of the City Councils of all eligible Members within 60 days, said Board shall dissolve the Commission allowing a reasonable time to complete work in progress and to dispose of personal property owned by the Commission.

7.3 Distribution of Assets. If this Agreement is terminated and not replaced with a new agreement providing for the continued operation of the Commission, or if the Commission is dissolved, all property of the Commission shall be sold and the proceeds thereof, together with monies on hand, shall be distributed to the eligible Members of the Commission. Such distribution of Commission assets shall be made in proportion to the total contribution to the Commission as required by the last annual budget.

SECTION VIII
MISCELLANEOUS PROVISIONS

8.1 Term. This Agreement shall be effective as of January 1, 2025 and shall remain in effect until January 1, 2045, unless terminated earlier as provided herein. The Members may agree to continue this Agreement as the preferred method for addressing their obligation to address surface water issues under law.

8.2 Mediation. The Members agree that any controversy that cannot be resolved between Members shall be submitted to mediation. Mediation shall be conducted by a mutually agreeable process by all Members. If the Members are not able to mutually agree on a mediator, the party and the Board shall each select a mediator and the two mediators shall select a third. Each party to the mediation shall be responsible for the cost of the mediator it selected and shall share equally in the costs of the mediation and of the third mediator.

8.3 Data Practices. The Commission shall comply with the requirements of Minnesota Statutes, chapter 13, the Minnesota Government Data Practices Act ("Act"). Any entity with which the Commission contracts is required to comply with the Act as provided in Minn. Stat. § 13.05. The contractor shall be required to notify the Board if it receives a data request and to work with the Commission to respond to it.

8.4 Amendments. The Board may recommend changes and amendments to this Agreement to the governing bodies of the Members. Amendments shall be adopted by all governing bodies of the Members. Adopted amendments shall be evidenced by appropriate resolutions or certified copies of meeting minutes of the governing bodies of each party filed with the Board and shall, if no effective date is contained in the amendment, become effective as of the date all such filings have been completed.

8.5 Waiver. The delay or failure of any party of this Agreement at any time to require performance or compliance by any other party of any of its obligations under this

Agreement shall in no way be deemed a waiver of those rights to require such performance or compliance.

8.6 Headings and Captions. The headings and captions of these paragraphs and sections of this Agreement are included for convenience or reference only and shall not constitute a part hereof.

8.7 Entire Agreement. This Agreement, including the recitals and the official boundary map (which are incorporated in and made part of this Agreement), contains the entire understanding among the Members concerning the subject matter hereof. This Agreement supersedes and replaces the prior joint powers agreement among the Members regarding the Commission and such prior agreement is hereby terminated. Any outstanding obligations of the Members under the prior agreement are not affected by the termination and shall be continued under this Agreement.

8.8 Examination of Books. Pursuant to Minn. Stat. § 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices of the Board are subject to examination by the State.

8.9 Governing Law. The respective rights, obligations, and remedies of the Members under this Agreement and the interpretation thereof shall be governed by the laws of the State of Minnesota which pertain to agreements made and to be performed in the State of Minnesota.

8.10 Counterparts. This Agreement shall be executed in several counterparts and all so executed shall constitute one Agreement, binding on all of the Members hereto. Each party to the agreement shall receive a fully executed copy of the entire document following adoption by all Members.

8.11 Enforcement. Members agree to be bound by the determination of the Commission and to agree to use their best efforts to carry out directives from the Commission; failure to respond may result in a legal action by the Commission to require the Member to act under a court order.

8.12 Notice. To the extend this Agreement requires a notice to be mailed to a Member, the notice requirement may be satisfied by the Commission emailing the notice to its primary contact for the Member.

8.13 Statutory References. All references to statutes in this Agreement include any amendments made thereto and any successor provisions.

IN WITNESS WHEREOF, the Members have entered into this Agreement by action of their respective governing bodies effective as of January 1, 2025.

CITY OF BROOKLYN CENTER

Adopt on ________________________, 2024.

____
Mayor

Attest:__________________________________
City Clerk

CITY OF BROOKLYN PARK

Adopt on ________________________, 2024.

____
Mayor

Attest:_________________________________
City Clerk

CITY OF CRYSTAL

Adopt on ________________________, 2024.

____
Mayor

Attest:__________________________________
City Clerk

CITY OF MAPLE GROVE

Adopt on ________________________, 2024.

____

Mayor

Attest:__________________________________

City Clerk

CITY OF MINNEAPOLIS

Adopt on ________________________, 2024.

____
Mayor

Attest:__________________________________
City Clerk

CITY OF NEW HOPE

Adopt on _______________________, 2024.

____
Mayor

Attest:_______________________________
City Clerk

CITY OF OSSEO

Adopt on ________________________, 2024.

____
Mayor

Attest:_________________________________
City Clerk

CITY OF PLYMOUTH

Adopt on _______________________, 2024.

____
Mayor

Attest:________________________________
City Clerk

CITY OF ROBBINSDALE

Adopt on _______________________, 2024.

____
Mayor

Attest:________________________________
City Clerk

ROBBINSDALE

TO: Mayor and City Council

PREPARED BY: Tim Sandvik, City Manager

APPROVED BY: Tim Sandvik, City Manager

DATE: October 15, 2024

RE: Accept Getac Video Settlement

Background:

Please attached memo from Josh Devaney, Assistant City Attorney, outlining the recommended Council action.

Analysis:

NA

Recommendation:

Accept terms of Getac Video Settlement, including a refund of $15,656.43

Attachments:

1. DOCSOPEN-#981199-v1-Memo re Getac Settlement

Joshua P. Devaney
Fifth Street Towers
150 South Fifth Street, Suite 700
Minneapolis, MN 55402

(612) 337-9285 direct
email: jdevaney@kennedy-graven.com

MEMORANDUM

TO: Robbinsdale City Council
Tim Sandvik, City Manager

FROM: Josh Devaney, Assistant City Attorney

DATE: October 8, 2024

RE: **Getac Video Settlement**

Background

On or about November, 2023, the Police Department transitioned from use of the Getac Enterprise Video Management Cloud Solution and associated hardware ("Getac Video Products") to a contract with Axon for the same services, due to a number of technical issues experienced during use of the Getac Video Products. Since that time, we have been working with Getac on seeking a refund for extended warranties on the Getac Video Products that were no longer being used as well as a refund for the purchased hardware. As the hardware was purchased through an authorized reseller and no return policy for the same existed, the process has required a number of discussions with Getac to determine what accommodations they could provide. However, at this time, we have been able to agree to terms of a refund in the amount of $15,656.43, and are seeking Council approval of the same.

Settlement Agreement

The letter "Re: Refund and Service Credit" is, essentially, a settlement agreement with Getac regarding the Getac Video Products. It sets forth that the City will receive the following:

Description	**Refund Amount (USD)**
Extended Hardware Warranties	$10,347.89
Body Camera Mounts	$308.54
Additional Getac Hardware	$5,000

In addition, Getac has been and will continue to host roughly 14 GB of data on Getac's Cloud at no charge until the end of the year. In the interim, Getac will also be providing, at no charge, data export services for that data so that the City can transfer the same to the Axon Cloud.

In exchange, the City is releasing Getac from any liability associated with its use of the Getac Video Products. This release prevents the City from bringing suit against Getac due to the issues encountered with use of the Getac Video Products. However, the release is explicitly limited to the Getac Video Products. The Police Department has been and continues to use Getac's ruggedized computing devices, and that use is not impacted by this settlement agreement, nor is the City releasing Getac from any claims that may arise from that use.

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Tim Sandvik, City Manager
APPROVED BY:	Tim Sandvik, City Manager
DATE:	October 15, 2024
RE:	Joint Powers Agreement (JPA) between Hennepin County and City of Robbinsdale and Three Rivers Park District

Background:

The City of Robbinsdale continues to work with Hennepin County and neighboring communities to provide a variety of services. Human Services and Public Health Departments are equipped to provide certain services, much like Public Safety Departments; however, partnerships like the attached JPA allow for these joint efforts to continue to promote a greater functionality for the needs of our residents and visitors.

Analysis:

The attached JPA provides for the City of Robbinsdale and Three Rivers Parks District to 'share' a Social Worker (SW) at a cost of two-thirds to the City and one-third to the District. While this staff person is technically an employee of Hennepin County, their services are focused on the named jurisdictions. Specific to the City, it is agreed that we will provide a work space, appropriate tools and technology, and establish protocols for general operations.

The Social Worker (SW) themselves will include an expertise in mental health, including experience specific to public safety departments and dispatch. Further, the SW may respond to mental health, substance related, and social service related 911 calls.

Ultimately, the continued model is aimed to ensure timely engagement with people who need support, promote fewer arrests and repeat calls, and increase public satisfaction with the response to mental health emergencies.

Recommendation:

Authorize the Mayor and City Manager to execute the attached Joint Powers Agreement between Hennepin County and City of Robbinsdale and Three Rivers Park District.

Attachments:

1. Embedded PD SW JPA

JOINT POWERS AGREEMENT
BETWEEN HENNEPIN COUNTY
AND CITY OF ROBBINSDALE AND THREE RIVERS PARK DISTRICT

This Joint Powers Agreement ("Agreement") is made and entered into by and between the County of Hennepin, State of Minnesota ("COUNTY") on behalf of its Human Services and Public Health Department ("HSPHD"), 300 South Sixth Street, Minneapolis, Minnesota 55487, and City of Robbinsdale ("ROBBINSDALE") 4100 Lakeview Avenue North, Robbinsdale, Minnesota 55422, on behalf of its police department, and Three Rivers Park District ("THREE RIVERS") 3000 Xenium Lane North, Plymouth, Minnesota 55441 on behalf of its Department of Public Safety. (ROBBINSDALE and THREE RIVERS alternatively may be referred to individually as "PUBLIC SAFETY DEPARTMENT" and collectively as the "PUBLIC SAFETY DEPARTMENTS"). The parties to this Agreement may also be referred to individually as "Party" and collectively as "Parties".

WHEREAS, COUNTY is a political subdivision of the State of Minnesota and its Human Services and Public Health Department is empowered to provide general and emergency public services that support and protect the physical, mental and behavioral health of individuals in Hennepin County; and

WHEREAS, PUBLIC SAFETY DEPARTMENTS are governmental units of the State of Minnesota empowered to provide general and emergency public services in a manner that supports and protects the physical, mental and behavioral health of individuals in Hennepin County; and

WHEREAS, the Parties desire to jointly and cooperatively coordinate their expertise and delivery of services to further the interests of providing mental health and related social services in a manner that most effectively and efficiently supports and protects the physical, mental and behavioral health of individuals in Hennepin County, subject to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual promises and benefits realized by each Party, the Parties agree as follows:

1. PURPOSE

The purpose of this Agreement is to enable COUNTY to provide social work services to PUBLIC SAFETY DEPARTMENTS, for PUBLIC SAFETY DEPARTMENTS to secure such services from COUNTY and to establish the terms on which such services shall be provided.

2. PROJECT/PROGRAM

A. The Parties shall cooperate and collaborate to perform services associated with the Embedded Social Worker Model (the "Model"), as further described and outlined in Exhibit A: Description of Services.

B. The Parties shall perform at all times in accordance with the provisions herein, including but not limited to the data provisions.

3. TERM OF THE AGREEMENT

The term of this Agreement shall be from January 1, 2025, through December 31, 2025, unless terminated earlier in accordance with the termination provisions of this Agreement.

4. PAYMENT

A. In accordance with the provisions herein, PUBLIC SAFETY DEPARTMENTS shall pay COUNTY as follows for 1.0 full-time Social Worker ("SW"), as that term is defined in Exhibit A, employed by COUNTY. ROBBINSDALE will fund two-thirds of the annual portion of the SW and THREE RIVERS will fund one-third of the annual portion of the SW.

1. ROBBINSDALE shall pay Fifty-Eight Thousand Nine Hundred Fifty-Four dollars ($58,954) for 2025.

2. Three Rivers shall pay Twenty-Nine Thousand Four Hundred Seventy-Seven dollars ($29,477) for 2025.

B. In the event that the SW position is vacant or absent for a period of one-month HSPHD may provide PUBLIC SAFETY DEPARTMENTS with a temporary SW to work onsite at PUBLIC SAFETY DEPARTMENT when available. If a temporary onsite SW is not available, HSPHD may assign based on availability a coverage team to review existing services, determine need and complete outreach (via phone or in-person) based on resident needs for each referral from PUBLIC SAFETY DEPARTMENTS. PUBLIC SAFETY DEPARTMENTS may also opt to not have coverage until the onsite social worker is replaced.

1. There will be no additional cost to PUBLIC SAFETY DEPARTMENTS if HSPHD assigns a temporary onsite SW worker. The billing will remain as set forth in this Agreement.

2. If HSPHD provides a coverage team to review existing services, determine need and complete outreach (via phone or in-person) PUBLIC SAFETY DEPARTMENTS will be billed at 50% of the amount listed above during the period of reduced coverage.

3. If PUBLIC SAFETY DEPARTMENT decides not to have HSPHD assign a temporary SW, HSPHD will not bill for the period when the position is vacant.

4. HSPHD shall submit a quarterly invoice to PUBLIC SAFETY DEPARTMENT for the previous quarter's cost of SW services. In the event the SW position is not staffed for a portion of the billing cycle, the payment shall be prorated.

C. PUBLIC SAFETY DEPARTMENT will make payment within thirty-five (35) days from receipt of the invoice. If the invoice is incorrect, defective, or otherwise improper, PUBLIC SAFETY DEPARTMEMT will notify HSPHD within ten (10) days of receiving the incorrect invoice. Upon receiving the corrected invoice from HSPHD, PUBLIC SAFETY DEPARTMENT will make payment within thirty-five (35) days.

D. Further, the Parties expressly agree that neither this Agreement nor either Party's performance hereunder obligates or commits either Party to enter a subsequent contract or engagement with the other.

5. LIABILITY AND NOTICE

A. Each Party shall be liable for its own acts and the results thereof to the extent provided by law and, further, each Party shall defend, indemnify, and hold harmless the other (including their present and former officials, officers, agents, employees, volunteers, and subcontractors), from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from any act or omission of the indemnifying Party, anyone directly or indirectly employed by it, and/or anyone for whose acts and/or omissions it may be liable, in the performance or failure to perform its obligations under this Agreement. The provisions of Minnesota Statutes, Chapter 466 shall apply to any tort claims brought against COUNTY, ROBBINSDALE, and/or THREE RIVERS as a result of this Agreement.

B. To the fullest extent permitted by law, action by the Parties to this Agreement is intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be a deemed a "single governmental unit" for the purposes of liability, as set forth in Minnesota Statutes, section 471.59, subdivision 1a(a), provided further that for purposes of that statute, each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Party to this Agreement except to the extent they have agreed in writing to be responsible for the acts or omissions of the other Party. The total liability for the Parties shall not be added together to exceed the limits on governmental liability for a single governmental unit.

C. Duty to Notify: Each Party shall promptly notify the other Party of any actual or suspected claim, action, cause of action, administrative action, criminal arrest, criminal charge, or litigation brought against the party, its present and former officials, officers, agents, employees, volunteers, and subcontractors which arises out of this Agreement.

6. INSURANCE

Each party warrants that it has a purchased insurance or utilizes a self-insurance program sufficient to meet its liability obligations and, at a minimum, to meet the maximum liability limits of Minnesota Statutes Chapter 466. This provision shall not be construed as a waiver of any immunity from liability under Chapter 466 or any other applicable law.

7. INDEPENDENT PARTIES

Notwithstanding any other formal, written agreements or contracts which may exist between COUNTY and PUBLIC SAFETY DEPARTMENTS, nothing is intended or should be construed in any manner as creating or establishing the relationship of partners between the Parties hereto or as constituting either Party as the agent, representative, or employee of the other for any purpose or in any manner whatsoever. Each Party is to be and shall remain an independent contractor with respect to all services performed under this Agreement. Each

Party will secure at its own expense all personnel required in performing services under this Agreement. Any personnel of a Party or other persons engaged in the performance of any work or services required by that Party shall have no contractual relationship with the other Party and will not be considered employees of the other Party. No Party shall be responsible for any claims related to or on behalf of the other Party's personnel, including without limitation, claims that arise out of employment or alleged employment under the Minnesota Unemployment Insurance Law (Minnesota Statutes Chapter 268) or the Minnesota Workers' Compensation Act (Minnesota Statutes Chapter 176), or claims of discrimination arising out of state, local, or federal law, against a Party, its officers, agents, contractors, or employees. Such personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind from the other Party, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, workers' compensation, unemployment compensation, disability, severance pay, and retirement benefits.

8. NONDISCRIMINATION

In accordance with COUNTY's policies against discrimination, PUBLIC SAFETY DEPARTMENTS shall not exclude any person from full employment rights or participation in, or the benefits of, any program, service or activity on the grounds of race, color, creed, religion, national origin, sex, gender expression, gender identity, age, disability, marital status, sexual orientation, or public assistance status. No person who is protected by applicable law against discrimination shall be subjected to discrimination.

9. NO THIRD PARTY BENEFICIARY

Except as herein specifically provided, no other person, customer, employee, or invitee of any Party or any other third party shall be deemed to be a third party beneficiary of any of the provisions herein.

10. DATA

COUNTY and PUBLIC SAFETY DEPARTMENTS, their officers, agents, owners, partners, employees, volunteers and subcontractors, shall abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and all other applicable state and federal law, rules, regulations and orders relating to data privacy, confidentiality, disclosure of information, medical records or other health and enrollment information, and as any of the same may be amended, as well as the data and data sharing provisions set forth in Exhibit A. The terms of this paragraph shall survive the termination of this Agreement.

11. RECORDS – AVAILABILITY/ACCESS

Subject to the requirements of Minnesota Statutes section 16C.05, subd. 5, the Parties, the State Auditor, Legislative Auditor, or any of their authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., of the Parties which are pertinent to the accounting practices and procedures of the Parties and involve transactions relating to this Agreement. The Parties shall maintain these materials and allow access during the period of this Agreement and for six (6) years after its expiration or termination.

12. MERGER, MODIFICATION, AND SEVERABILITY

A. The entire understanding between the Parties is contained herein and supersedes all oral agreements and negotiations between the Parties relating to the subject matter. All items that are referenced or that are attached are incorporated and made a part of this Agreement. If there is any conflict between the terms of this Agreement and referenced or attached items, the terms of this Agreement shall prevail.

B. Any alterations, variations or modifications of the provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the Parties. Except as expressly provided, the substantive legal terms contained in this Agreement including but not limited to Indemnification; Liability and Notice; Merger, Modification and Severability; Default and Termination or Minnesota Law Governs may not be altered, varied, modified or waived by any change order, implementation plan, scope of work, development specification or other development process or document.

C. If any provision of this Agreement is held invalid, illegal or unenforceable, the remaining provisions will not be affected.

13. DEFAULT AND TERMINATION

A. If either Party fails to perform any of the provisions of this Agreement, fails to administer the work so as to endanger the performance of the Agreement or otherwise breaches or fails to comply with any of the terms of this Agreement, it shall be in default. Unless the Party's default is excused in writing by the non-defaulting Party, the non-defaulting Party may upon written notice immediately terminate this Agreement as to the defaulting Party or in its entirety.

B. This Agreement may be terminated with or without cause by either Party upon thirty (60) days written notice. Either Party may immediately terminate this Agreement if the terminating party determines that the health and welfare of a member of the public is at risk. Upon termination, property or surplus money, if any, acquired as a result of the operation of this Agreement shall be distributed to the Parties in proportion to contributions of the Parties.

C. Either Party's failure to insist upon strict performance of any provision or to exercise any right under this Agreement shall not be deemed a relinquishment or waiver of the same, unless consented to in writing. Such consent shall not constitute a general waiver or relinquishment throughout the entire term of the Agreement.

D. The above remedies shall be in addition to any other right or remedy available to either Party under this Agreement, law, statute, rule, and/or equity.

14. NOTICES

Unless the Parties otherwise agree in writing, any notice or demand which must be given or made by a Party under this Agreement or any statute or ordinance shall be in writing and shall be sent registered or certified mail. Notices to COUNTY shall be sent to the County Administrator at the address given in the opening paragraph of this Agreement with copies to HSPHD as detailed below. Notice to PUBLIC SAFETY DEPARTMENTS shall be sent to the address stated in the opening paragraph of this Agreement with a copy as detailed below.

HSPHD:

Leah Kaiser
Director of Behavioral Health
Hennepin County
300 South 6th Street
Minneapolis, Minnesota 55487
leah.kaiser@hennepin.us

ROBBINSDALE:

Patrick Foley
Chief of Police
City of Robbinsdale
4101 Hubbard Avenue North
Robbinsdale, Minnesota 55422

THREE RIVERS:

Joshua Foust
Director of Public Safety
Three Rivers Park District
3000 Xenium Lane North
Plymouth, Minnesota 55441

15. SURVIVAL OF PROVISIONS

Provisions that by their nature are intended to survive the term, termination of this Agreement do survive such term, termination. Such provisions include but are not limited to: INDEPENDENT PARTIES; LIABILITY AND NOTICE; INSURANCE; DATA; RECORDS-AVAILABILITY/ACCESS; DEFAULT AND TERMINATION; MARKETING AND PROMOTIONAL LITERATURE; and MINNESOTA LAW GOVERNS.

16. MARKETING AND PROMOTIONAL LITERATURE

PUBLIC SAFETY DEPARTMENTS agree that the terms, "Hennepin County" and "Hennepin County Human Services and Public Health Department", the name of any elected official, or any derivatives thereof, shall not be utilized in any promotional literature or advertisements of any type without the express prior written consent of COUNTY.

17. MINNESOTA LAWS GOVERN

The laws of the state of Minnesota shall govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the Parties and their performance. The appropriate venue and jurisdiction for any litigation will be those courts located within the County of Hennepin, state of Minnesota. Litigation, however, in the federal courts involving the Parties will be in the appropriate federal court within the state of Minnesota.

(The remainder of this page intentionally left blank.)

The Parties hereto agree to be bound by the provisions set forth in this Agreement.

Reviewed for COUNTY by the County Attorney's Office

____

Date:___________________________

COUNTY OF HENNEPIN
STATE OF MINNESOTA

By:____
Chair of Its County Board

ATTEST: ___________________________________
Deputy/Clerk of County Board

Date: ______________________________________

By: ____
County Administrator

Date: ______________________________________

By: ______________________________

Title: ____________________________

Date: ____________________________

CITY OF ROBBINSDALE

By: ______________________________

Title: ____________________________

Date: ____________________________

THREE RIVERS PARK DISTRICT

By: Boe Carlson
Boe Carlson (Oct 4, 2024 15:35 CDT)

Title: Superintendent

Date: Oct 4, 2024

EXHIBIT A: Description of Services

PUBLIC SAFETY DEPARTMENTS and HSPHD staff will work collaboratively to prevent reoccurrences of crisis calls.

Roles and Responsibilities of Parties

PUBLIC SAFETY DEPARTMENTS will:

A. Provide office space for the Social Worker (SW);

B. Provide a hotspot for connection if SW are otherwise unable to access to COUNTY network;

C. Work with HSPHD management to establish operational protocols including but not limited to referral criteria and process, hours of operation, data tracking and analysis; and

D. Provide safety vests available for SW who ride along in squad cars with officers in accordance with police department policies.

HSPHD will:

A. Provide the SW with equipment that is necessary for completing their work. This includes, but is not limited to, laptop computer, cell phone, printer, computer monitor, docking station and office supplies;

B. Supervise the SW staff providing services under this Agreement;

C. Be responsible for transportation/mileage expenses for the SW. The SW will be responsible following the HSPHD transportation/mileage reimbursement policies;

D. Provide short-term assistance to individuals in order to connect the individuals with internal and/or community resources to help meet their needs. Services will be provided timely and in an ethical and culturally sensitive manner. Services could include coordination with existing service providers, risk assessments, referrals and evaluation of need for emergency services and assistance in making those connections;

E. Share individually identifiable information with law enforcement only when there is an ongoing emergency situation and the client information is necessary to protect the health or safety of the individual or other people and pursuant to applicable law. Information disclosed shall be limited to that necessary to address the emergency situation. During contact with individuals, the SW will make a reasonable attempt to obtain a Release of Information (ROI) signed by each individual served, in order to permit relevant information to be subsequently shared with PUBLIC SAFETY DEPARTMENT. Without a ROI, individually identifiable information will be shared with PUBLIC SAFETY DEPARTMENT only as previously described; and

F. Collect information needed to determine eligibility for community and/or county resources/services as needed. The SW will facilitate referrals to appropriate resources;

The Embedded Social Worker Model consists of:

A. Embedded mental health expertise in police departments and dispatch;

B. SW and medical professional respond to mental health, substance and social service-related calls to 911; and

C. SW and law-enforcement officer respond to mental health, substance and social service-related calls to 911.

Goals of the model include:

A. Ensure timely engagement with people who need support;

B. Fewer arrests and repeat calls;

C. Increased public satisfaction with the response to mental health emergencies; and

D. Free up police resources for other types of calls.

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	
APPROVED BY:	Tim Sandvik, City Manager
DATE:	October 15, 2024
RE:	2024 Position Classification and Compensation Study - Leah Davis, Abdo

Background:

During 2023, the City Council and staff agreed that staff recruitment and retention was a top priority. Later that fall, during the budgeting process for 2024, staff advocated for funding for a 'Class and Comp' study to ensure salaries remain competitive, and the City continues to remain compliant with Pay Equity under state statute.

Analysis:

Leah Davis of Abdo, led the effort to compile, study, and present findings. As she will describe the process, it required dozens of staff members to participate, and several months to reach a recommendation.

Recommendation:

Staff recommends the adoption of the attached 2024 Compensation Report, and direct the City Manager to implement.

Attachments:

1. FINAL v101124 - 2024 Compensation Report - Robbinsdale

2024 Position Classification & Compensation Study Report

City of Robbinsdale, Minnesota

October 15, 2024

Abdo
Lighting the path forward

Edina Office

5201 Eden Avenue, Ste 250
Edina, MN 55436
P 952.835.9090
F 952.835.3261

Mankato Office

100 Warren Street, Ste 600
Mankato, MN 56001
P 507.625.2727
F 507.388.9139

October 15, 2024

City of Robbinsdale
4100 Lakeview Avenue North
Robbinsdale, MN 55422

Executive Summary

Abdo was contracted by the City of Robbinsdale to provide an independent position classification and compensation study to accomplish a variety of important strategic priorities, including full updated job description review, an analysis of the current municipal compensation markets, a comparison of various specialty pay types between municipalities, and a review of current and potential Minnesota Pay Equity compliance requirements. The City last conducted a formal independent position classification and compensation study in 2017 and has experienced significant growth, changes in its workforce and operations, challenges finding and retaining skilled employees in certain positions, the addition of several new positions, and increased market competition for employees from neighboring cities.

As part of our study, Abdo worked closely with the City to solicit job specific input from employees, using a Job Analysis Questionnaire process, which was used by City employees and leadership to draft updated position descriptions provided for each current and proposed future position. In addition, Abdo also conducted a Fair Labor Standards Act (FLSA) review to support the overtime exemption election for all applicable existing positions. Updated job descriptions and FLSA testing checklists and results were provided to the City separate from this report.

To achieve the objectives set forth in our project scope of work, we completed a scoring exercise using the Abdo Scoring Methodology. Using this model, each position was given a score in the following categories; Know-How, Problem Solving, Accountability and Special Conditions. These categories are intended to measure and rank the level of knowledge, skills, influence, problem solving complexity, oversight, and impact on City operations for each position.

To complete the evaluation and scoring of Robbinsdale positions, we reviewed the organizational structure, updated job descriptions, and requested additional information and clarification from City leadership, as needed. Upon completing the scoring of positions and conducting pay equity testing on the current pay structure, our firm also completed a market wage analysis to compare the City's current wage scale, by position, to the comparable public employee wage market in Minnesota.

The market analysis consisted primarily of directly soliciting wage and benefit data from identified municipalities as well as analyzing data from the 2024 League of Minnesota Cities (LMC) Salary and Benefit Survey as well as Economic Research Institute (ERI) market data for specific recreation and liquor store positions.

Although Abdo completed the position classification and compensation analysis as an independent party, City leadership staff, including department heads, were very involved throughout all phases of the study and provided significant information, insight, and clarification related to job description development, interpretation of position responsibilities related to scoring, and overall compensation structure design aspects. This collaboration was critical to the process and improved the level of accuracy, customization, and applicability of all project deliverables.

The results of both the classification (position scoring) and compensation analysis follow.

Methodology

Since the last comprehensive compensation study was completed in 2017, the City has performed its own informal compensation analysis on a regular basis to attempt to remain competitive. While some positions may have been paid higher or lower than the predicted pay scale, the City has historically been in compliance with the Minnesota Pay Equity Act, submitting its most recent reporting for 2023 wages in January 2024. The City will be required to submit their next Pay Equity Report for 2026 data in January 2027.

In recent years, the City has experienced operational growth, a change in workforce and organizational structure, and challenges finding skilled workers which has impacted both the job duties and wage demands for many positions. In light of these factors, the City of Robbinsdale determined that a formal, independent, system-wide position reclassification and market wage analysis was again necessary to assist elected and executive leadership in establishing a new, logical and justifiable employee wage and salary framework to build upon into the future.

Scoring Analysis – Abdo Scoring Methodology

This section reflects the review, analysis and scoring of all Robbinsdale positions. To complete this task Abdo used updated job description information for current positions, based on direction from the City. Our firm reviewed the updated job descriptions and solicited necessary feedback from City representatives to gain the insight needed to accurately score each position. Scoring was completed using the Abdo Scoring Methodology, which assigned each position a score in the following categories: Know-How, Problem Solving, Accountability, and Special Conditions.

Know-How represents the knowledge, skills and abilities (KSAs) an employee needs to be successful in a particular job. The Hay Method places the greatest emphasis on Know-How. Know-How is defined as an expert skill, information or body of knowledge that imparts an ability to cause a desired result. The Know-How category is the most heavily weighted category. If a position is more easily learned, the position will point toward the lower end of the scale.

Know-How category is further divided into three parts: Depth and Breadth of Job-Specific Knowledge (aka Technical and Specialized Know-How and Job-Specific Knowledge); Integrating Know-How (aka Managerial Breadth or Know-How); and Human Relation Skills (aka Human Relations Know-How). A number is assigned for total Know-How points by making several separate choices for each of the three elements described and an overall assessment.

Job-Specific Knowledge includes the position's requirements for knowledge and skills related to practices, procedures, specialized techniques and professional disciplines. It also includes basic and job-specific supervisory and managerial knowledge, skills, and abilities (KSAs), when appropriate. This aspect of Know-How does not make distinctions among differently sized managerial jobs nor does it include human relation skills. It is important to remember that this element measures the requirements of the position, not the qualifications of an incumbent.

Integrating Know-How considers the need to integrate and manage progressively more diverse functions and is used to rank managerial breadth and scope, from similar to very different functions. When required, basic and job-specific supervisory and managerial knowledge, skills and abilities are included in the Job-Specific part of a Know-How rating. The overall size of an organization directly influences the number of managerial breath categories, because the organizational size often reflects requirements for increased managerial complexity and diversity.

Human Relation Skills is the third element of a job's Know-How rating. It is the active, practicing interpersonal skills typically required for productive working relationships to work with, or through, others inside and/or outside of the organization to get work accomplished. It assumes that each job requires a foundation of basic human relations skills. To be effective, an employee must typically be proficient at the highest level of Human Relations Skill regularly required for the position.

Problem Solving is the process of working through details of a problem to reach a solution. Problem solving may include mathematical or systematic operations and can be a gauge of an individual's critical thinking skills. Problem Solving measures the intensity of the mental process that uses Know-How to: (1) identify, (2) define, and (3) resolve problems. It is a percentage of Know-How, reflecting the fact that "you think with what you know." This is true of even the most creative work. Ideas are put together from something already there. The raw material of any thinking is knowledge of facts, principles and means.

Context includes the influences or environment that limit or guide decision-making such as rules, instructions, procedures, standards, policies, principles from fields of science and academic disciplines. Positions are guided by organizational, departmental or functional goals, policies, objectives and practices circumscribed by procedures and instructions. In general, policies describe the "what" of a subject matter, procedures detail the steps needed to follow through on a policy (i.e., how, where, when, by whom) and instructions outline the specific aspects of how to perform the tasks, such as the operation of a machine or how to select the appropriate letters to use in particular situations.

Thinking Challenge includes the nature of the problems encountered and the mental processes used to resolve the problems. The scale ranges from simple problems to very complex issues, with the premise that simple issues recur regularly in the same form and after a while are resolved by rote or instinct, but very difficult issues require substantial thinking and deliberation. The types of situations encountered and the processes involved in identifying, defining or resolving related problems are considered. Thinking Challenge reflects the degree of difficulty in finding improvements and adapting to changes.

Accountability does not mean being responsible for getting one's own work done. Rather, it reflects responsibility for actions and their consequences and the measured effect of the job on end results for the organization. Accountability includes three factors: Freedom to Act/Empowerment, Magnitude, and Job Impact.

Freedom to Act/Empowerment involves the degree of personal or procedural control or guidance exercised over the position. For example, what constraints are put on an employee in this job? How closely supervised is the position? What kinds of decisions are made higher up in the organization?

Magnitude is the portion of the total organization encompassed by the position's primary purpose. It's most typically indicated by the general dollar size of the area(s) most directly affected by the job, i.e., the resources over which the position has control or influence. A variety of factors are considered such as size of budget is employee responsible for, what degree of influence is held and is this person a decision maker.

Job Impact is considered to be indirect (indirect or contributory) or direct and measurable (shared or primary). It involves the way in which the position's actions affect end results in the agency. For example, how does the employee influence the business - directly or indirectly? Does the employee provide advisory or interpretive services for others to use in making decisions? Is the job an information-recording one? Does it provide a necessary service with a relatively small effect on the business of the agency? "Contributory" and "primary" are, by far, the most frequently used options."

Special Conditions consider the physical effort, environmental conditions, hazard exposure, and sensory attention demands that an employee is commonly subject to in the position. For example, two positions may be assigned identical points in all other areas but the position that is regularly required to work in extreme outdoor conditions (i.e., heat or extreme cold) would receive additional points for these factors.

The work associated with this scoring represents the primary work conducted for this assignment, which is to review positions and functions and provide a consistent measurement and "scoring" of functions and responsibilities within the municipality.

Findings and Recommendations

Position Points

Table 1 represents the total score assigned to each City position based on the Abdo Methodology discussed.

Table 1: Position Classification and Point Assignment

Position Title	Proposed Score
RCC SPECIALIST I	86
LIQUOR CLERK	97
PUBLIC WORKS SEASONAL-PARKS	98
RCC SPECIALIST II	107
RCC SUPERVISOR	109
LIQUOR HEAD CASHIER	111
LEAD LIQUOR CLERK	121
CERTIFIED CUSTOMER SERVICE REP - LICENSE CENTER	140
CUSTOMER SERVICE REP	140
CUSTOMER SERVICE REP/OFFICE ASSISTANT	140
ADMINISTRATIVE SUPPORT - FINANCE	165
ADMINISTRATIVE SUPPORT - RECREATION	165
COMMUNITY SERVICE OFFICER	165
LICENSE CENTER MOTOR VEHICLE SPECIALIST	165
POLICE RECORDS CLERK	165
ADMINISTRATIVE SUPPORT - UTILITY BILLING	172
ADMINISTRATIVE SUPPORT - ENGINEERING	175
ADMINISTRATIVE SUPPORT - PUBLIC WORKS	175
ADMINISTRATIVE SUPPORT - COMMUNITY DEVELOPMENT	175
PUBLIC SAFETY TECHNOLOGY/OFFICE SUPPORT	175
LICENSE CENTER ASSISTANT MANAGER	183
MAINTENANCE-GARAGE MECHANIC	187
EVIDENCE TECHNICIAN	189
PUBLIC UTILITIES MAINTENANCE-WATER	189
PUBLIC WORKS MAINTENANCE-PARKS	189
PUBLIC WORKS MAINTENANCE-STREETS	189
DEPUTY CITY CLERK - ADMINISTRATIVE SUPPORT	190
ACCOUNTANT III	192
CRIME ANALYST	193
IT TECHNICAL SUPPORT	202
ASSIST LIQUOR STORE MANAGER	214
ACCOUNTANT II PT	233
RECREATION PROGRAM SUPERVISOR - YOUTH SPORTS	235
PATROL OFFICER	250
CITY CLERK/ASSISTANT CITY MANAGER	258
POLICE OFFICE COORDINATOR	258
COMMUNITY ENGAGEMENT COORDINATOR	262
ENGINEERING TECHNICIAN	268
COMMUNICATIONS COORDINATOR	270
WATER RESOURCE SPECIALIST	270
COMMUNITY ENGAGEMENT OFFICER	279

ACCOUNTANT	280
LEAD GARAGE MECHANIC	282
PARKS SUPERVISOR	282
PUBLIC UTILITIES SUPERVISOR	282
SERGEANT	282
CITY FORESTER/NATURAL RESOURCE SPECIALIST	292
IT COORDINATOR	292
STREETS AND GARAGE SUPERVISOR	292
SUSTAINABILITY COORDINATOR	292
ASSISTANT PLANNER	302
DETECTIVE INVESTIGATOR	316
LICENSE CENTER MANAGER	318
RENTAL AND HOUSING INSPECTOR	318
RECREATION PROGRAM MANAGER	348
SENIOR ENGINEERING TECHNICIAN	350
LIQUOR MANAGER	366
BUILDING OFFICIAL	396
HUMAN RESOURCES & RISK MANAGEMENT MANAGER	449
POLICE CAPTAIN	463
COMMUNITY DEVELOPMENT DIRECTOR	478
FINANCE DIRECTOR	524
POLICE CHIEF	524
PUBLIC WORKS DIRECTOR/CITY ENGINEER	528
CITY MANAGER	867

It should be noted that, as part of the scope of the project, Abdo also conducted an informal review of the Fair Labor Standards Act (FLSA) overtime exemption rules for each newly updated job description and, as part of that review, identified several positions currently classified as exempt (salaried) that we encourage the City to reevaluate and/or confirm that position duties meet the FLSA exemption criteria.

City staff has confirmed that above referenced positions will be more closely evaluated and, if necessary, reclassified as non-exempt upon City Council adoption of the report.

Market Analysis

This section documents a sample of the wages offered to the employees of comparable local governmental units in Minnesota. The comparable government entities identified for this study were communities of comparable size, complexity, geographic location, operating budget, and proximity to notable metro areas.

The City of Robbinsdale is located next to the northwest corner of Minneapolis, within 5 miles of the city center. Robbinsdale is within 30 miles of and in close proximity to many larger metro cities and, as a result, is actively competing for talented employees with these larger metro communities. The City should consider a competitive compensation scale to attract and retain qualified employees that have the knowledge, skills and abilities to provide service levels expected within the community, particularly considering the current labor market and ongoing City needs. These factors, coupled with the demand for specific technical and multi-faceted positions within the City, have resulted in the recommendations provided in this survey.

The wages of the comparable positions for the municipalities listed in **Table 2** were compared with those at the City of Robbinsdale. **It should be noted that the governments listed do not always have the exact type or number of positions as Robbinsdale and, in these cases, assumptions about duties and levels of responsibilities were made based on job titles and supervisory reporting information and were used to identify comparable positions.**

Table 2 - Market Survey Comparable Cities Included

The Market Survey lists the Cities that were selected as comparable, responded to the manual wage survey, and had at least one relevant position match included in the market analysis.

Brooklyn Center, MN
Columbia Heights, MN
*Coon Rapids, MN***
Crystal, MN
Golden Valley, MN
Hopkins, MN
Mendota Heights, MN
New Hope, MN
*Richfield, MN***
*St. Louis Park, MN***
Vadnais Heights, MN
White Bear Lake, MN
*Anoka County***
*Hennepin County***
*Ramsey County***

***Due to insufficient market data for several positions within the primary market comparable group, additional data was solicited from the following additional comparable municipalities as follows:*

Table 3 – Additional Position Data Solicited

Comparable City	Position Data Used
Anoka County	License Clerk
Hennepin County	License Clerk
Ramsey County	License Clerk
Coon Rapids	License Center positions
Richfield	License Center positions
Richfield	Liquor Operations positions
St. Louis Park	License Center positions

Private sector market data was solicited from the Economic Research Institute database for the following positions with relevant private market comparables:

Assist Liquor Store Manager
Certified Customer Service Rep - License Center
Lead Liquor Clerk
License Center Motor Vehicle Specialist
Liquor Clerk
Liquor Head Cashier
Liquor Manager
RCC Specialist I
RCC Specialist Ii
RCC Supervisor

The market analysis has been adjusted to reflect comparable 2024 wages for the local governments analyzed, based on reported 2024 COLA amounts solicited by direct survey.

Key market wage analysis considerations and findings for all positions include:

- Detailed market survey information related to individual positions is included in **Appendix A.**
- All market and City of Robbinsdale wage data is based on 2024 compensation data.
- Current employee pay range MINIMUMS for each position were, on average, 3.59% below the market minimum pay for similar positions. ***It is important to note, however, that this is an <u>average</u> and individual positions vary.***
- Current employee pay range MAXIMUMS for each position were, on average, 2.20% below the market minimum pay

for similar positions. ***It is important to note, however, that this is an average and individual positions vary.***

- It is important to note that large market variances for any position, should they occur, indicate that:
  - the position wage range is above or below the market, and/or
  - the position within Robbinsdale is simply not a perfect match to comparable data in regard to duties, experience requirements, and responsibilities, to other positions with similar titles in comparable cities. Potential causes of market variance for each position should be evaluated independently.
- Market wage variances identified in this analysis, in addition to the City's broader compensation philosophy, were the primary resources used in the development of an updated position classification and compensation structure for all employees. This new structure will assist in realigning all positions in relation to the comparable market and, in doing so will, presumably, have a positive impact on future employee recruitment and current employee satisfaction and retention.
- It is important to consider that many cities approve annual Cost of Living Adjustments (COLA) and will plan to do so for a January 1, 2025, effective date. As a result, it should be noted that, should the City not elect to apply a 2025 COLA adjustment to either their current compensation model or to the proposed compensation scale updates, current market variances, as reflected in the following table, would continue to grow.

Compensation Plan

During initial discussions with City leadership, it was clear that the following key strategic goals and assumptions applied:

- The City of Robbinsdale is motivated to attract and retain qualified talent to facilitate successful City operations and leadership. In order to do this effectively, both in the past and looking ahead, the City has historically aimed to offer competitive wages and benefits and wishes to provide a compensation structure that motivates career progression and development, especially for tenured employees.
- City leadership maintains an organizational compensation philosophy that aims to align wages with the current and comparable municipal market averages for positions.
- The City wishes to maintain a formalized pay structure across the entire organization that will be both compliant with Minnesota Pay Equity requirements, offer competitive pay for all positions, and effectively motivate employee performance and retention.
- The City values the contributions, skills and experience, not limited to formal education, of each individual and position and is committed to maintaining job descriptions that accurately depict each position.
- ***It is important to remember that, while employees represented by the City's five (5) independent union agreements were included in the market study and considered during the development of the proposed step and grade compensation structure, union employee wages must be negotiated independently. Adoption of the proposed compensation model would not place them in the proposed salary structure unless otherwise agreed upon through collective bargaining.***

The proposed step and grade_compensation model effectively aligns with the relevant market data and reflects the following structural components:

- Step and grade model utilizes a total of 7 steps, including the start step, to achieve maximum compensation within 6 years and encompasses a total of 28 grade levels.
- All steps are intended to be used as the standard compensation scale, to be awarded using the City's current performance and step award system.
- The minimum pay level for the proposed compensation scale is, on average, 4.47% above current market minimum pay averages for each position.
- The maximum pay level for the proposed compensation scale is, on average, 1.11% above current market maximum pay averages for each position.
- The proposed scale includes a 6.00% adjustment between grades.
- The proposed scale reflects a 3.00% adjustment between steps.
- The range within each grade of the proposed scale (Step 1 through Step 7) is 19.00%

Table 4 - Proposed 2024 Compensation Scale – Step and Grade Model

PROPOSED 2024 STEP AND GRADE									
			Standard Steps						
Points		Grade	1	2	3	4	5	6	7
1	100	1	$ 16.60	$ 17.10	$ 17.61	$ 18.14	$ 18.68	$ 19.24	$ 19.82
101	105	2	$ 17.60	$ 18.12	$ 18.67	$ 19.23	$ 19.80	$ 20.40	$ 21.01
106	125	3	$ 18.65	$ 19.21	$ 19.79	$ 20.38	$ 20.99	$ 21.62	$ 22.27
126	130	4	$ 19.77	$ 20.36	$ 20.97	$ 21.60	$ 22.25	$ 22.92	$ 23.61
131	134	5	$ 20.96	$ 21.59	$ 22.23	$ 22.90	$ 23.59	$ 24.30	$ 25.02
135	138	6	$ 22.21	$ 22.88	$ 23.57	$ 24.27	$ 25.00	$ 25.75	$ 26.53
139	145	7	$ 23.55	$ 24.25	$ 24.98	$ 25.73	$ 26.50	$ 27.30	$ 28.12
146	150	8	$ 24.96	$ 25.71	$ 26.48	$ 27.27	$ 28.09	$ 28.94	$ 29.80
151	175	9	$ 26.46	$ 27.25	$ 28.07	$ 28.91	$ 29.78	$ 30.67	$ 31.59
176	180	10	$ 28.05	$ 28.89	$ 29.75	$ 30.65	$ 31.57	$ 32.51	$ 33.49
181	185	11	$ 29.73	$ 30.62	$ 31.54	$ 32.48	$ 33.46	$ 34.46	$ 35.50
186	192	12	$ 31.51	$ 32.46	$ 33.43	$ 34.43	$ 35.47	$ 36.53	$ 37.63
193	235	13	$ 33.40	$ 34.40	$ 35.44	$ 36.50	$ 37.59	$ 38.72	$ 39.88
236	245	14	$ 35.41	$ 36.47	$ 37.56	$ 38.69	$ 39.85	$ 41.05	$ 42.28
246	281	15	$ 37.53	$ 38.66	$ 39.82	$ 41.01	$ 42.24	$ 43.51	$ 44.81
282	291	16	$ 39.78	$ 40.98	$ 42.21	$ 43.47	$ 44.78	$ 46.12	$ 47.50
292	296	17	$ 42.17	$ 43.43	$ 44.74	$ 46.08	$ 47.46	$ 48.89	$ 50.35
297	348	18	$ 44.70	$ 46.04	$ 47.42	$ 48.84	$ 50.31	$ 51.82	$ 53.37
349	400	19	$ 47.38	$ 48.80	$ 50.27	$ 51.78	$ 53.33	$ 54.93	$ 56.58
401	450	20	$ 50.22	$ 51.73	$ 53.28	$ 54.88	$ 56.53	$ 58.22	$ 59.97
451	456	21	$ 53.24	$ 54.84	$ 56.48	$ 58.18	$ 59.92	$ 61.72	$ 63.57
457	462	22	$ 56.43	$ 58.13	$ 59.87	$ 61.67	$ 63.52	$ 65.42	$ 67.38
463	520	23	$ 59.82	$ 61.61	$ 63.46	$ 65.37	$ 67.33	$ 69.35	$ 71.43
521	600	24	$ 63.41	$ 65.31	$ 67.27	$ 69.29	$ 71.37	$ 73.51	$ 75.71
601	700	25	$ 67.21	$ 69.23	$ 71.31	$ 73.44	$ 75.65	$ 77.92	$ 80.26
701	800	26	$ 71.25	$ 73.38	$ 75.58	$ 77.85	$ 80.19	$ 82.59	$ 85.07
801	860	27	$ 75.52	$ 77.79	$ 80.12	$ 82.52	$ 85.00	$ 87.55	$ 90.17
861	900	28	$ 80.05	$ 82.45	$ 84.93	$ 87.47	$ 90.10	$ 92.80	$ 95.59

Table 5 - Proposed 2025 Compensation Scale – Step and Grade Model (assuming 3.5% COLA for 2025)

2025 - 3.50% COLA APPLIED									
			Standard Steps						
Points		Grade	1	2	3	4	5	6	7
1	100	1	$ 17.18	$ 17.70	$ 18.23	$ 18.77	$ 19.33	$ 19.91	$ 20.51
101	105	2	$ 18.22	$ 18.75	$ 19.32	$ 19.90	$ 20.49	$ 21.11	$ 21.75
106	125	3	$ 19.30	$ 19.88	$ 20.48	$ 21.09	$ 21.72	$ 22.38	$ 23.05
126	130	4	$ 20.46	$ 21.07	$ 21.70	$ 22.36	$ 23.03	$ 23.72	$ 24.44
131	134	5	$ 21.69	$ 22.35	$ 23.01	$ 23.70	$ 24.42	$ 25.15	$ 25.90
135	138	6	$ 22.99	$ 23.68	$ 24.39	$ 25.12	$ 25.88	$ 26.65	$ 27.46
139	145	7	$ 24.37	$ 25.10	$ 25.85	$ 26.63	$ 27.43	$ 28.26	$ 29.10
146	150	8	$ 25.83	$ 26.61	$ 27.41	$ 28.22	$ 29.07	$ 29.95	$ 30.84
151	175	9	$ 27.39	$ 28.20	$ 29.05	$ 29.92	$ 30.82	$ 31.74	$ 32.70
176	180	10	$ 29.03	$ 29.90	$ 30.79	$ 31.72	$ 32.67	$ 33.65	$ 34.66
181	185	11	$ 30.77	$ 31.69	$ 32.64	$ 33.62	$ 34.63	$ 35.67	$ 36.74
186	192	12	$ 32.61	$ 33.60	$ 34.60	$ 35.64	$ 36.71	$ 37.81	$ 38.95
193	235	13	$ 34.57	$ 35.60	$ 36.68	$ 37.78	$ 38.91	$ 40.08	$ 41.28
236	245	14	$ 36.65	$ 37.75	$ 38.87	$ 40.04	$ 41.24	$ 42.49	$ 43.76
246	281	15	$ 38.84	$ 40.01	$ 41.21	$ 42.45	$ 43.72	$ 45.03	$ 46.38
282	291	16	$ 41.17	$ 42.41	$ 43.69	$ 44.99	$ 46.35	$ 47.73	$ 49.16
292	296	17	$ 43.65	$ 44.95	$ 46.31	$ 47.69	$ 49.12	$ 50.60	$ 52.11
297	348	18	$ 46.26	$ 47.65	$ 49.08	$ 50.55	$ 52.07	$ 53.63	$ 55.24
349	400	19	$ 49.04	$ 50.51	$ 52.03	$ 53.59	$ 55.20	$ 56.85	$ 58.56
401	450	20	$ 51.98	$ 53.54	$ 55.15	$ 56.80	$ 58.51	$ 60.26	$ 62.07
451	456	21	$ 55.10	$ 56.75	$ 58.46	$ 60.21	$ 62.02	$ 63.88	$ 65.79
457	462	22	$ 58.41	$ 60.16	$ 61.96	$ 63.82	$ 65.74	$ 67.71	$ 69.74
463	520	23	$ 61.91	$ 63.77	$ 65.68	$ 67.65	$ 69.68	$ 71.77	$ 73.93
521	600	24	$ 65.63	$ 67.60	$ 69.62	$ 71.71	$ 73.86	$ 76.08	$ 78.36
601	700	25	$ 69.56	$ 71.65	$ 73.80	$ 76.02	$ 78.30	$ 80.64	$ 83.06
701	800	26	$ 73.74	$ 75.95	$ 78.23	$ 80.58	$ 82.99	$ 85.48	$ 88.05
801	860	27	$ 78.16	$ 80.51	$ 82.92	$ 85.41	$ 87.97	$ 90.61	$ 93.33
861	900	28	$ 82.85	$ 85.34	$ 87.90	$ 90.54	$ 93.25	$ 96.05	$ 98.93

Table 6 - Proposed 2026 Compensation Scale – Step and Grade Model (assuming 3.0% COLA for 2026)

2026 - 3.00% COLA APPLIED									
			Standard Steps						
Points		Grade	1	2	3	4	5	6	7
1	100	1	$ 17.70	$ 18.23	$ 18.77	$ 19.34	$ 19.91	$ 20.51	$ 21.13
101	105	2	$ 18.76	$ 19.32	$ 19.90	$ 20.50	$ 21.11	$ 21.75	$ 22.40
106	125	3	$ 19.88	$ 20.48	$ 21.10	$ 21.73	$ 22.38	$ 23.05	$ 23.74
126	130	4	$ 21.08	$ 21.70	$ 22.36	$ 23.03	$ 23.72	$ 24.43	$ 25.17
131	134	5	$ 22.34	$ 23.02	$ 23.70	$ 24.41	$ 25.15	$ 25.91	$ 26.67
135	138	6	$ 23.68	$ 24.39	$ 25.13	$ 25.87	$ 26.65	$ 27.45	$ 28.28
139	145	7	$ 25.11	$ 25.85	$ 26.63	$ 27.43	$ 28.25	$ 29.10	$ 29.98
146	150	8	$ 26.61	$ 27.41	$ 28.23	$ 29.07	$ 29.95	$ 30.85	$ 31.77
151	175	9	$ 28.21	$ 29.05	$ 29.92	$ 30.82	$ 31.75	$ 32.70	$ 33.68
176	180	10	$ 29.90	$ 30.80	$ 31.71	$ 32.67	$ 33.66	$ 34.66	$ 35.70
181	185	11	$ 31.69	$ 32.64	$ 33.62	$ 34.63	$ 35.67	$ 36.74	$ 37.84
186	192	12	$ 33.59	$ 34.60	$ 35.64	$ 36.70	$ 37.81	$ 38.94	$ 40.12
193	235	13	$ 35.61	$ 36.67	$ 37.78	$ 38.91	$ 40.07	$ 41.28	$ 42.51
236	245	14	$ 37.75	$ 38.88	$ 40.04	$ 41.25	$ 42.48	$ 43.76	$ 45.07
246	281	15	$ 40.01	$ 41.21	$ 42.45	$ 43.72	$ 45.03	$ 46.38	$ 47.77
282	291	16	$ 42.41	$ 43.69	$ 45.00	$ 46.34	$ 47.74	$ 49.17	$ 50.64
292	296	17	$ 44.96	$ 46.30	$ 47.70	$ 49.12	$ 50.59	$ 52.12	$ 53.68
297	348	18	$ 47.65	$ 49.08	$ 50.55	$ 52.07	$ 53.63	$ 55.24	$ 56.90
349	400	19	$ 50.51	$ 52.02	$ 53.59	$ 55.20	$ 56.85	$ 58.56	$ 60.32
401	450	20	$ 53.54	$ 55.15	$ 56.80	$ 58.51	$ 60.26	$ 62.07	$ 63.93
451	456	21	$ 56.75	$ 58.46	$ 60.21	$ 62.02	$ 63.88	$ 65.79	$ 67.77
457	462	22	$ 60.16	$ 61.96	$ 63.82	$ 65.74	$ 67.71	$ 69.74	$ 71.83
463	520	23	$ 63.77	$ 65.68	$ 67.65	$ 69.68	$ 71.77	$ 73.93	$ 76.14
521	600	24	$ 67.60	$ 69.62	$ 71.71	$ 73.86	$ 76.08	$ 78.36	$ 80.71
601	700	25	$ 71.65	$ 73.80	$ 76.02	$ 78.30	$ 80.64	$ 83.06	$ 85.56
701	800	26	$ 75.95	$ 78.23	$ 80.58	$ 82.99	$ 85.48	$ 88.05	$ 90.69
801	860	27	$ 80.51	$ 82.92	$ 85.41	$ 87.97	$ 90.61	$ 93.33	$ 96.13
861	900	28	$ 85.34	$ 87.90	$ 90.54	$ 93.25	$ 96.05	$ 98.93	$ 101.90

Pay Equity Compliance

The 2024 current pay scale for the City of Robbinsdale was tested in the Minnesota Pay Equity Compliance system, as required, and was found to be in compliance. The reports and certification generated from the testing have been included in **Appendix A** of the report.

The proposed scale, before applying a 2025 COLA, has also been tested in the Minnesota Pay Equity Compliance system and was found to be in compliance. The reports generated from the test have been included in **Appendix B** of the report.

Implementation

After meeting with department heads and leadership, the proposed implementation approach was developed. The goal of this approach is to strike a balance between the key objectives set out at the start of the project, equitable impact to employees based on tenure with the city, and the budget. Details of each phase are listed below.

Phase 1: Transition of Non-Union Positions onto Proposed Step and Grade Structure – Required for Adoption
The proposed step and grade program, based on 2024 data, could be implemented effective November 1, 2024, by placing employees at the step in their assigned range that is closest to their current wage, without a decrease in pay, and assumes that employees (if any) that are currently being compensated above the proposed wage scale would remain at their current rate of pay.

Union positions could, if agreed upon through negotiations, also be placed within the proposed 2024 wage scale at this time.

Estimated costs of Phase 1 adjustments for all non-union and union positions are listed below.

Phase 2: 2025 Cost of Living Adjustment (COLA) – Expected Cost
The City has historically adopted an annual cost of living adjustment and Phase 2 assumes a 3.50% COLA for the 2025 calendar year, effective January 1, 2025. This COLA would be applied to the newly adopted step and grade scale and would result in an increase for all employees currently placed within the scale, union or non-union. Cost of Living Adjustments (COLAs) have historically been awarded by the City and should not be considered an "additional" expense related to adoption of the proposed step and grade program.

Estimated costs of Phase 2 for all non-union and union positions are listed below.

Table 7 – Estimated Costs to Implement (Non-Union Positions Only)

	Estimated Current 2024 Annual Non-Union Payroll	$		3,231,600.00
Phase 1:	**Cost to adopt the proposed 2024 compensation plan effective 11/1/2024**	**$**	**17,900.00**	**0.55%**
Phase 3:	**Total Cost of 2025 COLA (3.5% for all non-union employees)**	**$**	**116,865.00**	**3.62%**
	TOTAL	**$**	**134,765.00**	**4.17%**

Table 8 – Estimated Costs to Implement (All Positions – Including Unions)

	Estimated Current 2024 Annual Payroll	$		8,053,500.00
Phase 1:	**Cost to adopt the proposed 2024 compensation plan effective 11/1/2024**	**$**	**36,100.00**	**0.45%**
Phase 3:	**Total Cost of 2025 COLA (3.5% for all employees)**	**$**	**289,229.50**	**3.59%**
	TOTAL	**$**	**325,329.50**	**4.04%**

2026 Projections

Should Phase 1 and Phase 2 be approved for all positions, estimated costs of a 2026 COLA of 3.0% for all positions would cost approximately $257,000.

It is important to note that estimated implementation costs do not include annualized wages for the addition/promotion of staff in new or currently vacant positions as these are not considered as part of the compensation structure implementation, but rather new or ongoing labor expenses.

In light of our comprehensive study and City compensation philosophy, our recommendation would be as follows:

- Adopt the proposed 2024 implementation plan as outlined above. This includes:
  - Transition all non-union positions onto Proposed Step and Grade Structure as of November 1, 2024, moving each individual to the next salary step within their assigned grade, without a decrease in salary, and
  - Enter into negotiations with union groups to propose and discuss adoption of the proposed compensation plans and phases, and
  - Utilize the step and grade scale to calculate and apply 2025 and all future annual approved cost of living increases (COLA) for all positions, effective each January 1st; and
  - Utilize the proposed step and grade scale to calculate and apply annual step increases for eligible employees for future year.

Closing

Should the City decide to adopt to the proposed position classification, compensation structure, and implementation plan, we recommend approval at a regular meeting of the City Council.

Abdo would like to thank the City of Robbinsdale for the opportunity to prepare and present this Position Classification and Compensation Analysis. We would especially like to thank the leadership team for their assistance in providing the necessary data to conduct the study.

Appendix A

***Note:** Appendix A reflects the average market minimum and average market maximum pay for each position compared to the City of Robbinsdale's existing range for each position. It is important to remember that these averages and range variances are not reflective of any specific individual employee pay rates, either for City of Robbinsdale or comparable cities.

Combined Sources - 2024 Market Salary Data								
Position Title	AVERAGE Market Min - Hourly	AVERAGE Market Min Salary - Salar	City Over / (Under) Current Market Minimum $	City Over / (Under) Current Market Minimum %	AVERAGE Hourly Market Max Hourly	AVERAGE Hourly Market Max Salary	City Over / (Under) Current Market Maximum $	City Over / (Under) Current Market Maximum %
LIQUOR CLERK	$15.83	$32,926.40	$0.20	1%	$17.24	$35,862.67	$3.37	16%
PUBLIC WORKS SEASONAL-PARKS	$16.00	$33,280.00	$1.00	6%	$19.00	$39,520.00	$0.50	3%
RCC SPECIALIST I	$16.28	$33,862.40	($3.28)	-25%	$19.12	$39,759.20	($1.12)	-6%
LEAD LIQUOR CLERK	$18.32	$38,100.40	$5.14	22%	$21.41	$44,522.40	$7.58	26%
LIQUOR HEAD CASHIER	$17.48	$36,358.40	$0.64	4%	$20.54	$42,712.80	$1.02	5%
RCC SPECIALIST II	$18.66	$38,802.40	$1.35	7%	$22.24	$46,259.20	$2.76	11%
RCC SUPERVISOR	$21.53	$44,772.00	($5.27)	-32%	$25.22	$52,457.60	($5.21)	-26%
CERTIFIED CUSTOMER SERVICE REP - LICENSE CENTER	$23.10	$48,048.04	($3.71)	-19%	$28.60	$59,486.69	($4.78)	-20%
CUSTOMER SERVICE REP	$24.12	$50,164.98	($4.73)	-24%	$31.00	$64,477.69	($7.98)	-35%
CUSTOMER SERVICE REP/OFFICE ASSISTANT	$24.12	$50,164.98	($4.73)	-24%	$31.00	$64,477.69	($7.18)	-30%
ADMINISTRATIVE SUPPORT - ENGINEERING	$26.89	$55,938.63	$0.62	2%	$32.67	$67,955.09	$1.13	3%
ADMINISTRATIVE SUPPORT - FINANCE	$25.31	$52,634.40	$2.21	8%	$30.78	$64,028.34	$3.02	9%
ADMINISTRATIVE SUPPORT - PUBLIC WORKS	$27.24	$56,650.88	$0.27	1%	$33.30	$69,255.68	$0.50	1%
ADMINISTRATIVE SUPPORT - RECREATION	$25.31	$52,634.40	$2.21	8%	$30.78	$64,028.34	$3.02	9%
ADMINISTRATIVE SUPPORT - UTILITY BILLING	$26.89	$55,938.63	$0.62	2%	$32.67	$67,955.09	$1.13	3%
ADMINISTRATIVE SUPPORT - COMMUNITY DEVELOPMENT	$25.92	$53,906.67	$1.59	6%	$31.71	$65,957.38	$2.09	6%
COMMUNITY SERVICE OFFICER	$23.81	$49,533.47	($2.03)	-9%	$29.61	$61,594.74	($2.84)	-11%
LICENSE CENTER MOTOR VEHICLE SPECIALIST	$24.89	$51,769.76	($0.43)	-2%	$30.58	$63,597.07	($0.50)	-2%
POLICE RECORDS CLERK	$26.60	$55,328.00	($2.14)	-9%	$32.55	$67,694.90	($2.47)	-8%
PUBLIC SAFETY TECHNOLOGY/OFFICE SUPPORT	$28.24	$58,739.20	($0.73)	-3%	$34.77	$72,325.07	($0.97)	-3%
LICENSE CENTER ASSISTANT MANAGER	$27.36	$56,902.14	$1.80	6%	$33.61	$69,906.51	$2.22	6%
ACCOUNTANT III	$27.17	$56,519.84	$1.99	7%	$33.44	$69,556.24	$2.39	7%
DEPUTY CITY CLERK - ADMINISTRATIVE SUPPORT	$32.83	$68,279.47	($1.00)	-3%	$42.95	$89,342.93	($3.84)	-10%
EVIDENCE TECHNICIAN	$27.57	$57,337.80	($0.06)	0%	$33.78	$70,267.60	$0.02	0%
MAINTENANCE-GARAGE MECHANIC	$35.32	$73,458.67	($2.21)	-7%	$42.53	$88,455.47	($4.19)	-11%
PUBLIC UTILITIES MAINTENANCE-WATER	$31.31	$65,119.13	($7.19)	-30%	$38.03	$79,094.23	($0.59)	-2%
PUBLIC WORKS MAINTENANCE-PARKS	$30.36	$63,150.10	($6.24)	-26%	$37.26	$77,506.00	$0.18	0%
PUBLIC WORKS MAINTENANCE-STREETS	$30.60	$63,637.60	($6.48)	-27%	$37.44	$77,876.24	$0.00	0%
ACCOUNTANT II PT	$29.77	$61,913.28	$2.97	9%	$36.92	$76,788.40	$5.30	13%
ASSIST LIQUOR STORE MANAGER	$27.26	$56,705.93	$3.63	12%	$33.50	$69,681.32	$4.48	12%
CRIME ANALYST	$30.71	$63,871.60	$0.18	1%	$40.49	$84,214.00	($2.51)	-7%
IT TECHNICAL SUPPORT	$31.90	$66,349.92	($2.74)	-9%	$39.38	$81,906.24	($3.55)	-10%
RENTAL AND HOUSING INSPECTOR	$35.50	$73,834.80	($2.76)	-8%	$46.30	$96,304.00	($6.05)	-15%
RECREATION PROGRAM SUPERVISOR - YOUTH SPORTS	$32.20	$66,965.60	($0.97)	-3%	$41.81	$86,957.87		
ACCOUNTANT	$35.82	$74,502.13	$3.19	8%	$44.99	$93,568.80	$2.95	6%
CITY CLERK/ASSISTANT CITY MANAGER	$37.59	$78,189.28	($1.89)	-5%	$48.61	$101,110.88	($4.66)	-11%
COMMUNICATIONS COORDINATOR	$32.64	$67,891.20	$3.11	9%	$42.01	$87,389.71	$1.94	4%
COMMUNITY ENGAGEMENT OFFICER	$32.57	$67,745.60	$6.02	16%	$44.83	$93,246.40	$11.67	21%
ENGINEERING TECHNICIAN	$36.42	$75,743.20	($3.68)	-11%	$42.68	$88,766.60	($2.43)	-6%
POLICE OFFICE COORDINATOR	$34.45	$71,649.07	($1.71)	-5%	$44.80	$93,190.93	($4.55)	-11%
PATROL OFFICER	$37.59	$78,192.40	($0.84)	-2%	$48.28	$100,424.13	$5.53	10%
LEAD GARAGE MECHANIC	$39.78	$82,742.40	($4.66)	-13%	$45.60	$94,848.00	($6.56)	-17%
PARKS SUPERVISOR	$39.69	$82,545.25	$1.66	4%	$47.99	$99,809.70	$2.83	6%
PUBLIC UTILITIES SUPERVISOR	$40.20	$83,620.04	$1.15	3%	$49.50	$102,969.31	$1.32	3%
STREETS AND GARAGE SUPERVISOR	$40.14	$83,493.15	$1.21	3%	$48.80	$101,513.75	$2.02	4%
CITY FORESTER/NATURAL RESOURCE SPECIALIST	$40.82	$84,900.40	($8.08)	-25%	$48.72	$101,333.44	($8.47)	-21%
COMMUNITY ENGAGEMENT COORDINATOR	$34.54	$71,851.52	$0.17	0%	$42.74	$88,888.80	($0.08)	0%
IT COORDINATOR	$43.17	$89,789.44	$3.28	7%	$54.16	$112,652.80	$2.95	5%
SUSTAINABILITY COORDINATOR	$43.38	$90,230.40	($2.03)	-5%	$57.81	$120,244.80	($6.99)	-14%
WATER RESOURCE SPECIALIST	$40.82	$84,900.40	($8.99)	-28%	$48.72	$101,333.44	($9.61)	-25%
ASSISTANT PLANNER	$40.53	$84,295.47	$0.82	2%	$51.73	$107,598.40	($0.91)	-2%
DETECTIVE INVESTIGATOR	$42.00	$87,368.32	($3.41)	-9%	$52.11	$108,380.48	$4.39	8%
LICENSE CENTER MANAGER	$46.75	$97,243.54	($5.40)	-13%	$58.43	$121,538.35	($7.61)	-15%
RECREATION PROGRAM MANAGER	$34.23	$71,207.58	$9.58	22%	$42.11	$87,591.69	$11.76	22%
SENIOR ENGINEERING TECHNICIAN	$41.20	$85,690.80	($4.42)	-12%	$50.71	$105,469.00	($5.48)	-12%
BUILDING OFFICIAL	$45.50	$94,640.00	($1.69)	-4%	$59.36	$123,471.77	($5.49)	-10%
LIQUOR MANAGER	$33.33	$69,324.11	$8.02	19%	$41.12	$85,533.48	$9.70	19%
SERGEANT	$52.92	$110,078.80	($0.61)	-1%	$59.56	$123,891.73	$2.25	4%
HUMAN RESOURCES & RISK MANAGEMENT MANAGER	$46.87	$97,493.76	($5.52)	-13%	$58.21	$121,072.64	($7.39)	-15%
COMMUNITY DEVELOPMENT DIRECTOR	$55.95	$116,366.64	$2.68	5%	$69.06	$143,635.35	$3.02	4%
POLICE CAPTAIN	$59.16	$123,046.86	($2.44)	-4%	$73.76	$153,417.83	($4.78)	-7%
FINANCE DIRECTOR	$60.91	$126,699.04	($2.28)	-4%	$74.84	$155,658.53	($2.76)	-4%
POLICE CHIEF	$63.90	$132,903.33	($5.27)	-9%	$79.43	$165,212.67	($7.35)	-10%
PUBLIC WORKS DIRECTOR/CITY ENGINEER	$61.31	$127,523.07	($2.68)	-5%	$75.14	$156,299.29	($3.06)	-4%
CITY MANAGER	$76.34	$158,784.23	($8.70)	-13%	$94.97	$197,540.20	($10.83)	-13%
		Average Variance		-3.59%		Average Variance		-2.20%

Appendix B

Compliance Report

Jurisdiction: Robbinsdale
4100 Lakeview Avenue North

Robbinsdale, MN 55422

Report Year: 2027
Case: 1 - 2024 Current (Private (Jur Only))

Contact: Joanna Brookes   Phone: (763) 531-1252   E-Mail: jbrookes@ci.robbinsdale.mn.us

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	32	25	6	63
# Employees	57	25	36	118
Avg. Max Monthly Pay per employee	8143.26	7050.30		6575.17

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 90.46053 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	10	6
b. # Below Predicted Pay	22	19
c. TOTAL	32	25
d. % Below Predicted Pay (b divided by c = d)	68.75	76.00

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 80   Value of T = 1.239

a. Avg. diff. in pay from predicted pay for male jobs = 40

b. Avg. diff. in pay from predicted pay for female jobs = -152

III. SALARY RANGE TEST = 96.88 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 5.81

B. Avg. # of years to max salary for female jobs = 6.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

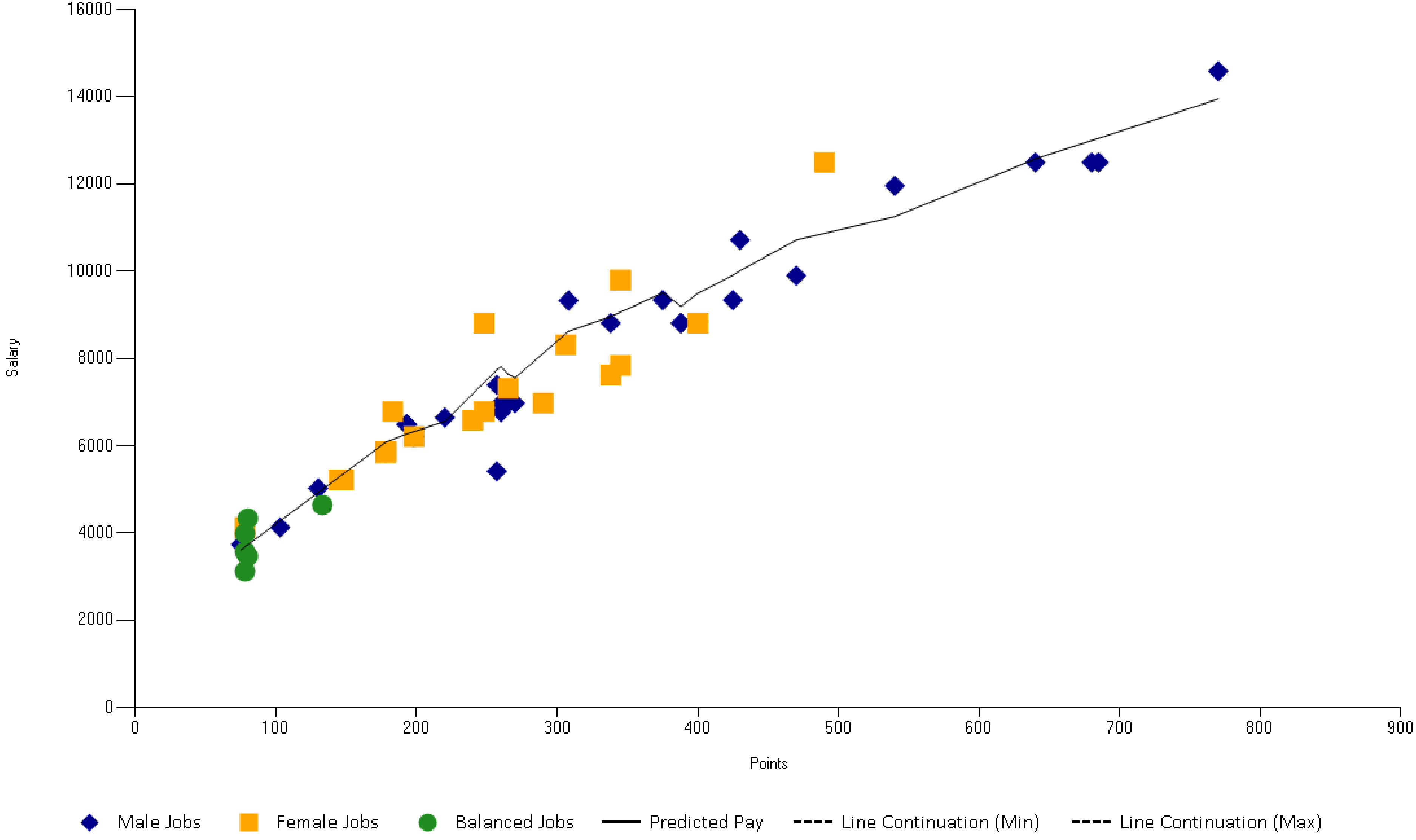
A. % of male classes receiving ESP = 0.00 *

B. % of female classes receiving ESP = 0.00

*(If 20% or less, test result will be 0.00)

Predicted Pay Report for: Robbinsdale

Case: 2024 Current



Appendix C

MANAGEMENT AND BUDGET

Compliance Report

Jurisdiction: Robbinsdale
4100 Lakeview Avenue North

Robbinsdale, MN 55422

Report Year: 2027
Case: 3 - 2024 Proposed Final (Private (Jur Only))

Contact: Joanna Brookes
Phone: (763) 531-1252
E-Mail: jbrookes@ci.robbinsdale.mn.us

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	32	25	6	63
# Employees	57	25	36	118
Avg. Max Monthly Pay per employee	8099.20	7120.59		6636.78

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 91.14583 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	11	7
b. # Below Predicted Pay	21	18
c. TOTAL	32	25
d. % Below Predicted Pay (b divided by c = d)	65.63	72.00

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 80 Value of T = 2.364

a. Avg. diff. in pay from predicted pay for male jobs = 61

b. Avg. diff. in pay from predicted pay for female jobs = -260

III. SALARY RANGE TEST = 96.88 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 5.81

B. Avg. # of years to max salary for female jobs = 6.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 *

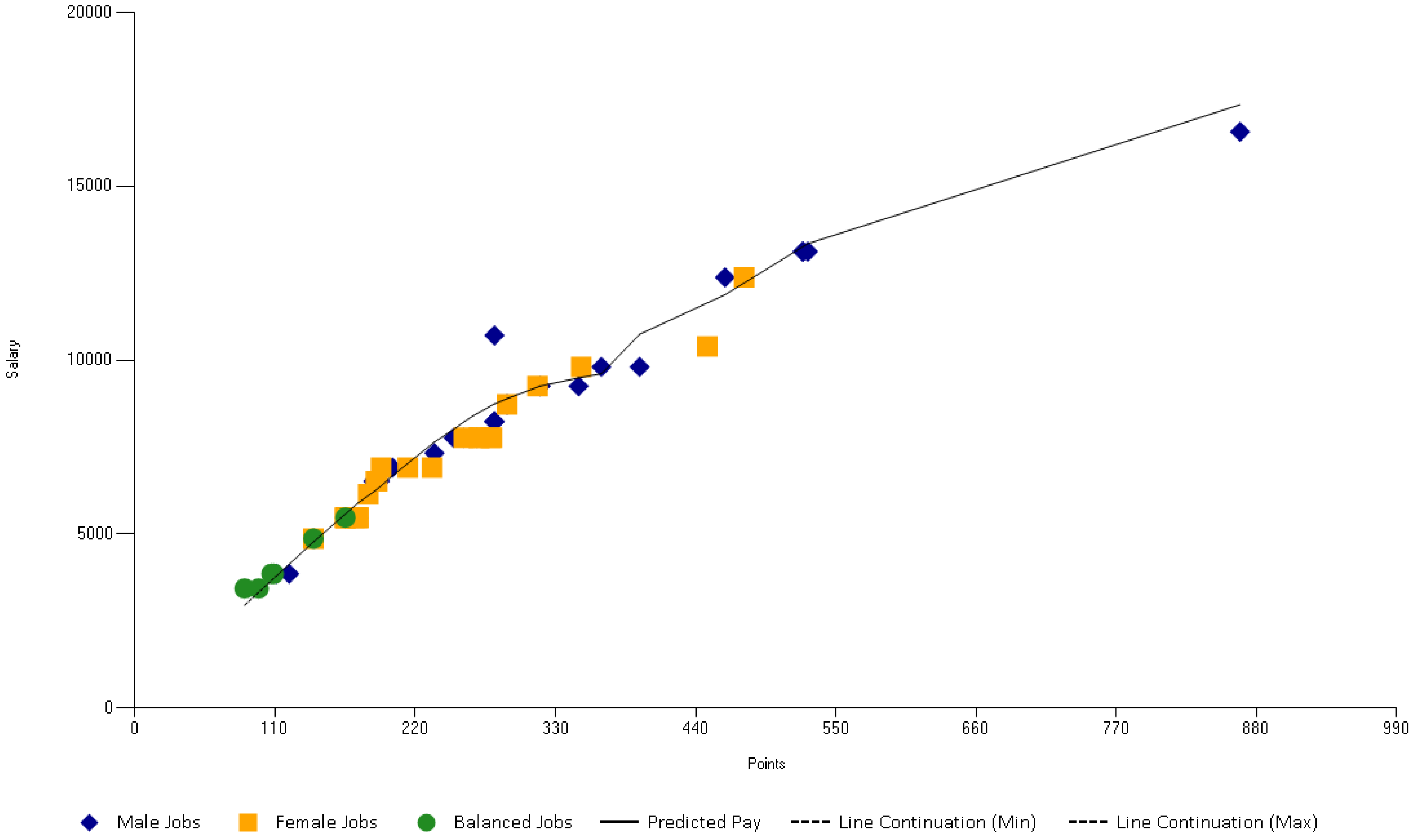
B. % of female classes receiving ESP = 0.00

*(If 20% or less, test result will be 0.00)

MANAGEMENT AND BUDGET

Predicted Pay Report for: Robbinsdale

Case: 2024 Proposed Final



ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Diaa Tahoun, Finance Director
APPROVED BY:	Tim Sandvik, City Manager
DATE:	October 15, 2024
RE:	Public Hearing and Adoption of Assessment Roll for Unpaid Administrative Penalties

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Background:

Throughout the year, city staff has sent administrative citations and notices to property owners **that have incurred administrative penalties.** The properties were found to be in violation of Administrative Penalties, Chapter 1, Section 117 of the Robbinsdale City Code. Certain amounts have been billed to the owners or occupants pursuant to Section 117. If an amount is not paid within thirty (30) days after the billing statement is sent, the Code provides that it will constitute a lien on the real property where the violation occurred. The lien may be assessed against the property and collected in the same manner as taxes. Citations and notices have been sent to the property owners and are delinquent at this time. The following costs represent those outstanding obligations that are to be assessed in accordance with City Code and Minnesota State Statutes, section 429.101.

Analysis:

The roll for this assessment of properties that have outstanding unpaid administrative penalties is shown in *Attachment 1*. Administrative penalties range from **$50.00 to $2,200.00 per penalty.** An administrative fee of $75.00 will be added to cover the cost of certifying assessments to the County. The County will also add a $2.50 service charge per year for each assessment (as per Minn Statute 429.061, subd. 5). The total amount to be assessed, including a $75.00 administrative fee, is **$67,109.66.** There have been instances in the past where a payment was made prior to this hearing and then after the hearing the City is notified the payment was returned due to issues of insufficient funds, banking information entered incorrectly, etc. If a payment is returned after the hearing, the total amount to be assessed would be the amount in Attachment 1 plus the returned payment amount.

The resolution certifying assessments for these items is in *Attachment 2*. The resolution sets final assessment amounts and establishes a **one-year** payback period at an interest rate of **8.0%.** Property owners have until November 15, 2024, to pay assessments in full without interest.

Recommendation:

Staff recommends that the City Council take the following actions:

1. Conduct the public hearing.
2. Waive the reading and order the adoption of the attached resolution adopting the assessment roll for unpaid administrative penalties.

Attachments:

1. 2024 Admin citation List
2. Memo and Resolution - Certify Unpaid Administrative Citations 2025 resolution

Last Updated
10/10/24

City of Robbinsdale

City of Robbinsdale
2024 Pending Special Assessments
(To be assessed to taxes payable in 2025)

PID #	House #	Street Name	Assessment Type:	Original Amount	Prepayments	Admin Fee 10/15/24	Amount to certify	Property Total
				$ 62,609.66	$ -	$ 4,500.00	$ 67,109.66	$ 67,109.66
0502924210040	4328	Abbott Ave N	2022 Administrative Citation	$440.00		$75.00	$515.00	
0502924210040	4328	Abbott Ave N	2023 Administrative Citation	$880.00			$880.00	
0502924210040	4328	Abbott Ave N	2023 Administrative Citation	$1,760.00			$1,760.00	
0502924210040	4328	Abbott Ave N	2023 Administrative Citation	$440.00			$440.00	$3,595.00
0502924220096	4364	Chowen Ave N	Administrative Citation	$880.00		$75.00	$955.00	
0502924220096	4364	Chowen Ave N	Administrative Citation	$65.00			$65.00	
0502924220096	4364	Chowen Ave N	Administrative Citation	$440.00			$440.00	
0502924220096	4364	Chowen Ave N	Administrative Citation	$115.00			$115.00	
0502924220096	4364	Chowen Ave N	Administrative Citation	$880.00			$880.00	
0502924220096	4364	Chowen Ave N	2023 Administrative Citation	$65.00			$65.00	
0502924220096	4364	Chowen Ave N	2023 Administrative Citation	$115.00			$115.00	
0502924220096	4364	Chowen Ave N	2023 Administrative Citation	$440.00			$440.00	
0502924220096	4364	Chowen Ave N	2023 Administrative Citation	$220.00			$220.00	$3,295.00
0502924240031	4141	Zenith Ave N	Administrative Citation	$65.00		$ 75.00	$140.00	$140.00
0502924240064	4106	Beard Ave N	2022 Administrative Citation	$65.00		$75.00	$140.00	
0502924240064	4106	Beard Ave N	2022 Administrative Citation	$115.00			$115.00	
0502924240064	4106	Beard Ave N	2022 Administrative Citation	$65.00			$65.00	
0502924240064	4106	Beard Ave N	2022 Administrative Citation	$65.00			$65.00	
0502924240064	4106	Beard Ave N	2023 Administrative Citation	$65.00			$65.00	$450.00
0502924240140	4019	Beard Ave N	2022 Administrative Citation	$65.00		$75.00	$140.00	
0502924240140	4019	Beard Ave N	2022 Administrative Citation	$65.00			$65.00	$205.00
0502924310052	3912	Abbott Ave N	Administrative Citation	$50.00		$75.00	$125.00	$125.00
0502924340067	3716	Abbott Ave N	Administrative Citation	$440.00		$75.00	$515.00	
0502924340067	3716	Abbott Ave N	Administrative Citation	$50.00			$50.00	$565.00
0602924210053	5020	42nd 1/2 Ave N	2022 Administrative Citation	$65.00		$75.00	$140.00	
0602924210053	5020	42nd 1/2 Ave N	2022 Administrative Citation	$65.00			$65.00	$205.00
0602924210056	4248/50	Regent Ave N	2022 Administrative Citation	$440.00		$75.00	$515.00	$515.00
0602924240031	4150	Regent Ave N	2022 Administrative Citation	$440.00		$75.00	$515.00	$515.00
0602924240131	4112	Perry Ave N	2022 Administrative Citation	$115.00		$75.00	$190.00	$190.00
0602924240146	4108	Regent Ave N	2022 Administrative Citation	$115.00		$75.00	$190.00	$190.00
0602924310060	3945	Perry Ave N	2022 Administrative Citation	$115.00		$75.00	$190.00	$190.00
0602924320020	3910	Scott Ave N	Administrative Citation	$50.00		$75.00	$125.00	
0602924320020	3910	Scott Ave N	Administrative Citation	$50.00			$50.00	$175.00
0602924320044	3837	Regent Ave N	Administrative Citation	$50.00		$75.00	$125.00	$125.00
0602924320049	3901	Regent Ave N	Administrative Citation	$440.00		$75.00	$515.00	
0602924320049	3901	Regent Ave N	Administrative Citation	$50.00			$50.00	$565.00
0602924320141	3800	Vera Cruz Ave N	Administrative Citation	$65.00		$75.00	$140.00	
0602924320141	3800	Vera Cruz Ave N	2022 Administrative Citation	$65.00			$65.00	
0602924320141	3800	Vera Cruz Ave N	2022 Administrative Citation	$65.00			$65.00	
0602924320141	3800	Vera Cruz Ave N	2022 Administrative Citation	$115.00			$115.00	
0602924320141	3800	Vera Cruz Ave N	2023 Administrative Citation	$220.00			$220.00	
0602924320141	3800	Vera Cruz Ave N	2023 Administrative Citation	$709.66			$709.66	$1,314.66
0602924340081	3729	Quail Ave N	2022 Administrative Citation	$440.00		$75.00	$515.00	$515.00
0602924340191	3749	Perry Ave N	Administrative Citation	$50.00		$75.00	$125.00	$125.00
0602924440132	4012	37th Ave N	Administrative Citation	$50.00		$75.00	$125.00	
0602924440132	4012	37th Ave N	Administrative Citation	$50.00			$50.00	$175.00
0702924110029	3530	Indiana Ave N	Administrative Citation	$440.00		$75.00	$515.00	$515.00
0702924110033	3551	Grimes Ave N	2022 Administrative Citation	$65.00		$75.00	$140.00	$140.00
0702924110045	3526	Halifax Ave N	Administrative Citation	$50.00		$75.00	$125.00	
0702924110045	3526	Halifax Ave N	Administrative Citation	$65.00			$65.00	
0702924110045	3526	Halifax Ave N	2022 Administrative Citation - Housing	$50.00			$50.00	$240.00
0702924140009	3220/22	Grimes Ave N	2022 Administrative Citation	$440.00		$75.00	$515.00	$515.00
0702924140050	3359	Grimes Ave N	Administrative Citation	$50.00		$75.00	$125.00	$125.00
0702924140104	3227	Halglo Place	2022 Administrative Citation	$115.00		$75.00	$190.00	$190.00
0702924140168	3226	Grimes Ave N	Administrative Citation	$65.00		$75.00	$140.00	
0702924140168	3226	Grimes Ave N	Administrative Citation	$65.00			$65.00	
0702924140168	3226	Grimes Ave N	Administrative Citation	$115.00			$115.00	
0702924140168	3226	Grimes Ave N	Administrative Citation	$115.00			$115.00	
0702924140168	3226	Grimes Ave N	Administrative Citation	$220.00			$220.00	

0702924140168	3226	Grimes Ave N	Administrative Citation	$220.00		$220.00	
0702924140168	3226	Grimes Ave N	Administrative Citation	$440.00		$440.00	$1,315.00
0702924410003	2941	France Ave N	2022 Administrative Citation	$880.00	$75.00	$955.00	
0702924410003	2941	France Ave N	2022 Administrative Citation	$1,760.00		$1,760.00	
0702924410003	2941	France Ave N	2022 Administrative Citation	$1,760.00		$1,760.00	
0702924410003	2941	France Ave N	2022 Administrative Citation	$440.00		$440.00	
0702924410003	2941	France Ave N	2022 Administrative Citation	$65.00		$65.00	
0702924410003	2941	France Ave N	2022 Administrative Citation	$2,200.00		$2,200.00	
0702924410003	2941	France Ave N	2023 Administrative Citation	$2,200.00		$2,200.00	
0702924410003	2941	France Ave N	2023 Administrative Citation	$2,200.00		$2,200.00	
0702924410003	2941	France Ave N	2023 Administrative Citation	$65.00		$65.00	
0702924410003	2941	France Ave N	2023 Administrative Citation	$2,200.00		$2,200.00	
0702924410003	2941	France Ave N	2023 Administrative Citation	$115.00		$115.00	
0702924410003	2941	France Ave N	2023 Administrative Citation	$115.00		$115.00	
0702924410003	2941	France Ave N	2023 Administrative Citation	$2,200.00		$2,200.00	
0702924410003	2941	France Ave N	2023 Administrative Citation	$2,200.00		$2,200.00	
0702924410003	2941	France Ave N	2023 Administrative Citation	$2,200.00		$2,200.00	$20,675.00
0702924410008	3104	Grimes Ave N	Administrative Citation	$440.00	$75.00	$515.00	$515.00
0702924410019	3109/11	Grimes Ave N	2022 Administrative Citation	$65.00	$75.00	$140.00	
0702924410019	3109/11	Grimes Ave N	2022 Administrative Citation	$65.00		$65.00	$205.00
0702924410022	3049	Grimes Ave N	Administrative Citation	$440.00	$75.00	$515.00	
0702924410022	3049	Grimes Ave N	Administrative Citation	$880.00		$880.00	
0702924410022	3049	Grimes Ave N	Administrative Citation	$1,760.00		$1,760.00	
0702924410022	3049	Grimes Ave N	Administrative Citation	$2,200.00		$2,200.00	
0702924410022	3049/51	Grimes Ave N	2023 Administrative Citation	$880.00		$880.00	
0702924410022	3049/51	Grimes Ave N	2023 Administrative Citation	$65.00		$65.00	
0702924410022	3049/51	Grimes Ave N	2022 Administrative Citation - Housing	$50.00		$50.00	$6,350.00
0802924230011	3340	Drew Ave N	Administrative Citation	$50.00	$75.00	$125.00	$125.00
0802924230027	3332	France Ave N	2022 Administrative Citation - Housing	$50.00	$75.00	$125.00	$125.00
0802924230098	3265	Ewing Ave N	2023 Administrative Citation	$65.00	$75.00	$140.00	$140.00
0802924230146	3325	Beard Ave N	Administrative Citation	$50.00	$75.00	$125.00	$125.00
0802924230149	3315	Beard Ave N	2023 Administrative Citation	$65.00	$75.00	$140.00	
0802924230149	3315	Beard Ave N	2023 Administrative Citation	$115.00		$115.00	$255.00
0802924320015	3608	31st Ave N	Administrative Citation	$65.00	$75.00	$140.00	
0802924320015	3608	31st Ave N	Administrative Citation	$50.00		$50.00	$190.00
0802924320069	2908	France Ave N	Administrative Citation	$65.00	$75.00	$140.00	$140.00
0802924320093	2901	Drew Ave N	2023 Administrative Citation	$65.00	$75.00	$140.00	$140.00
0802924320101	2928	Ewing Ave N	2022 Administrative Citation	$65.00	$75.00	$140.00	$140.00
0802924320107	2956	Ewing Ave N	Administrative Citation	$65.00	$75.00	$140.00	
0802924320107	2956	Ewing Ave N	Administrative Citation	$440.00		$440.00	
0802924320107	2956	Ewing Ave N	Administrative Citation	$115.00		$115.00	
0802924320107	2956	Ewing Ave N	Administrative Citation	$220.00		$220.00	$915.00
0802924330106	2620	McNair Drive N	Administrative Citation	$440.00	$75.00	$515.00	
0802924330106	2620	McNair Drive N	Administrative Citation	$880.00		$880.00	
0802924330106	2620	McNair Drive N	Administrative Citation	$1,760.00		$1,760.00	$3,155.00
0802924340136	2623	York Ave N	2022 Administrative Citation	$65.00	$75.00	$140.00	$140.00
0802924340154	2657	Zenith Ave N	Administrative Citation	$50.00	$75.00	$125.00	
0802924340154	2657	Zenith Ave N	Administrative Citation	$50.00		$50.00	$175.00
0802924340177	2644	Abbott Ave N	Administrative Citation	$115.00	$75.00	$190.00	
0802924340177	2644	Abbott Ave N	Administrative Citation	$115.00		$115.00	$305.00
0802924340204	2732	Zenith Ave N	Administrative Citation	$115.00	$ 75.00	$190.00	
0802924340204	2732	Zenith Ave N	Administrative Citation	$115.00		$115.00	
0802924340204	2732	Zenith Ave N	Administrative Citation	$275.00		$275.00	
0802924340204	2732	Zenith Ave N	Administrative Citation	$220.00		$220.00	
0802924340204	2732	Zenith Ave N	Administrative Citation	$550.00		$550.00	
0802924340204	2732	Zenith Ave N	Administrative Citation	$550.00		$550.00	
0802924340204	2732	Zenith Ave N	Administrative Citation	$1,100.00		$1,100.00	
0802924340204	2732	Zenith Ave N	Administrative Citation	$440.00		$440.00	
0802924340204	2732	Zenith Ave N	Administrative Citation	$880.00		$880.00	
0802924340204	2732	Zenith Ave N	Administrative Citation	$1,760.00		$1,760.00	
0802924340204	2732	Zenith Ave N	Administrative Citation	$2,200.00		$2,200.00	
0802924340204	2732	Zenith Ave N	Administrative Citation	$2,200.00		$2,200.00	
0802924340204	2732	Zenith Ave N	2022 Administrative Citation	$115.00		$115.00	
0802924340204	2732	Zenith Ave N	2023 Administrative Citation	$65.00		$65.00	
0802924340204	2732	Zenith Ave N	2022 Administrative Citation	$220.00		$220.00	$10,880.00
0911821430081	5418	45th 1/2 Ave N	2022 Administrative Citation	$115.00	$75.00	$190.00	$190.00
1011821340054	4508	Halifax Ave N	2023 Administrative Citation	$65.00	$75.00	$140.00	
1011821340054	4508	Halifax Ave N	2023 Administrative Citation	$115.00		$115.00	

1011821340054	4508	Halifax Ave N	2023 Administrative Citation	$440.00		$440.00	$695.00
1011821340071	3940	46th Ave N	Administrative Citation	$50.00	$ 75.00	$125.00	$125.00
1511821120004	3607	Lake Drive	Administrative Citation	$65.00	$75.00	$140.00	
1511821120004	3607	Lake Drive	Administrative Citation	$100.00		$100.00	
1511821120004	3607	Lake Drive	Administrative Citation	$220.00		$220.00	
1511821120004	3607	Lake Drive	Administrative Citation	$440.00		$440.00	$900.00
1511821120013	3701/03	Lake Drive	2022 Administrative Citation	$65.00	$75.00	$140.00	$140.00
1611821120006	5402	44th Ave N	Administrative Citation	$65.00	$75.00	$140.00	
1611821120006	5402	44th Ave N	Administrative Citation	$115.00		$115.00	$255.00
1611821230012	4162	Adair Ave N	2023 Administrative Citation	$880.00	$75.00	$955.00	
1611821230012	4162	Adair Ave N	2022 Administrative Citation	$880.00		$880.00	
1611821230012	4162	Adair Ave N	2023 Administrative Citation	$880.00		$880.00	$2,715.00
1611821230020	4130	Adair Ave N	Administrative Citation	$50.00	$75.00	$125.00	
1611821230020	4130	Adair Ave N	Administrative Citation	$150.00		$150.00	$275.00
1611821230115	4172	Adair Ave N	Administrative Citation	$50.00	$75.00	$125.00	$125.00
1611821240078	5716	42nd Ave N	2022 Administrative Citation	$65.00	$75.00	$140.00	
1611821240078	5716	42nd Ave N	2023 Administrative Citation	$65.00		$65.00	$205.00
1611821240081	4227	Vera Cruz Ave N	2022 Administrative Citation	$65.00	$75.00	$140.00	$140.00
1611821240091	4234	Welcome Ave N	2022 Administrative Citation	$65.00	$75.00	$140.00	$140.00
1611821240144	4053	Welcome Ave N	Administrative Citation	$45.00	$ 75.00	$120.00	
1611821240144	4053	Welcome Ave N	Administrative Citation	$50.00		$50.00	$170.00
1611821240157	5824	42nd Ave N	Administrative Citation	$50.00	$75.00	$125.00	$125.00

Member ____________moved and Member ___________seconded a motion that the following resolution be read and adopted on this 15th day of October 2024.

RESOLUTION NO.

A RESOLUTION ADOPTING THE ASSESSMENT ROLL FOR UNPAID ADMINISTRATIVE PENALTIES

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met, heard, and passed upon all objections to the proposed assessment for unpaid administrative penalties;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Robbinsdale, Minnesota, as follows:

1. That such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the delivered services in the amount of the assessment levied against it. In addition, each property shall have a $75 administration fee added to their assessment.

2. That such assessment shall be payable in one annual installment, the first and only installment to be payable on or before the first Monday of January 2025 and shall bear interest at the rate of 8.0 percent per annum from November 15, 2024, until December 31, 2025.

3. That the owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor before November 15, 2024, pay the whole of the assessment on such property with no interest accrual.

4. That the City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County, and such assessments shall be collected and paid in the same manner as other municipal taxes.

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 15TH DAY OF OCTOBER 2024.

____
William A. Blonigan, Mayor

ATTEST:

____
Chase Peterson-Etem, City Clerk

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Diaa Tahoun, Finance Director
APPROVED BY:	Tim Sandvik, City Manager
DATE:	October 15, 2024
RE:	Public Hearing and Adoption of Assessment Roll for Emergency Water and Sewer Repairs

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Background:

Annually, the City Council considers the assessments for emergency water and sewer repairs. **The property owners petitioned for these improvements** and are requesting that the City assist with financing emergency water and sewer repairs by assessing those costs over a number of years. In this manner, a property owner can have repairs made that they could not otherwise afford. Property owners have been duly notified. The following costs represent those outstanding obligations that are to be assessed in accordance with City Code and Minnesota State Statutes, section 429.101.

Analysis:

The roll for this assessment is shown in *Attachment 1*. The costs for emergency sewer and water repairs amount to $5,886. An administrative fee of $75.00 will *not* be added to cover the cost of certifying assessments to the County since the property owners petitioned for the improvements. The County will add a $2.75 service charge per year for each assessment (as per Minn Statute 429.061, subd. 5). The total cost to be assessed is **$5,886.** There have been instances in the past where a payment was made prior to this hearing and then after the hearing the City is notified the payment was returned due to issues of insufficient funds, banking information entered incorrectly, etc. If a payment is returned after the hearing, the total amount to be assessed would be the amount in Attachment 1 plus the returned payment amount.

The resolution certifying assessments for these items is in *Attachment 2*. The resolution sets final assessment amounts and establishes a **10-year** payback period at an interest rate of **8.0%.** Property owners have until November 15, 2024, to pay assessments in full without interest.

Recommendation:

Staff recommends that the City Council take the following actions:

1. Conduct the public hearing.
2. Waive the reading and order the adoption of the attached resolution adopting the assessment roll for emergency water and sewer repairs.

Attachments:

1. 2024 emergency water & sewer SA List
2. Public Hearing and Adoption of Assessment Roll for Emergency Water and Sewer Repairs resolution

Last Updated
10/10/24

City of Robbinsdale

City of Robbinsdale
2024 Pending Special Assessments
(To be assessed to taxes payable in 2025)

PID #	House #	Street Name	Assessment Type:	Original Amount	Property Total	Prepayments	Amount to certify
0502924220010	4401	Beard Ave N	Emergency Water & Sewer Repair	$5,886.00			$5,886.00
				$5,886.00			$5,886.00

NOTE: We don't charge Administrative fees to Emergency & Sewer Assessments - Owner signed a waiver for City to do work.

Member ___________ moved and Member ____________ seconded a motion that the following resolution be read and adopted on this 15th day of October 2024.

RESOLUTION NO.

A RESOLUTION ADOPTING THE ASSESSMENT ROLL FOR EMERGENCY WATER AND SEWER REPAIRS

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met, heard, and passed upon all objections to the proposed assessment for emergency water and sewer repairs;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Robbinsdale, Minnesota, as follows:

1. That such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the delivered services in the amount of the assessment levied against it.

2. That such assessment shall be payable in annual equal installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday of January 2025 and shall bear interest at the rate of 8.0 percent per annum from November 15, 2024, until December 31, 2025. To each subsequent installment when due shall be added interest for one year at the rate of 8 percent per annum on all unpaid installments.

3. That the owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor before November 15, 2024, pay the whole of the assessment on such property with no interest accrual.

4. That the City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County, and such assessments shall be collected and paid in the same manner as other municipal taxes.

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 15TH DAY OF OCTOBER 2024.

____
William A. Blonigan, Mayor

ATTEST:

____
Chase Peterson-Etem, City Clerk

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Diaa Tahoun, Finance Director
APPROVED BY:	Tim Sandvik, City Manager
DATE:	October 15, 2024
RE:	Public Hearing and Adoption of Assessment Roll for Delinquent Utilities

Background:

Annually, the City Council considers the assessment for all delinquent residential utility accounts which are more than 30 days past due **for amounts that were due in August,** and for which payments have not been received by the public hearing date. Services for May and June were billed in July, with a due date in August, and balances remain unpaid in an amount of $100 or more. Monthly accounts which are delinquent on payments for August service with payments due September 8th are also included.

Analysis:

The roll for this assessment is shown in *Attachment 1*. The total amount of the proposed delinquent utility assessment currently is **$583,457.33.** An administrative fee of $75.00 will be added to cover the cost of certifying assessments to the County. The County will also add a $2.50 service charge per year for each assessment (as per Minn Statute 429.061, subd. 5). The total amount to be assessed is **$611,282.33.** There have been instances in the past where a payment was made prior to this hearing and then after the hearing the City is notified the payment was returned due to issues of insufficient funds, banking information entered incorrectly, etc. If a payment is returned after the hearing, the total amount to be assessed would be the amount in Attachment 1 plus the returned payment amount.

The attachment includes columns for service address, PID, certification balance, certification fee, and final amount to certify. All assessments will be payable with the 2025 property taxes (over a one-year period) at 8.0% interest plus the County filing fee if not paid by November 15, 2024. Attempts have been made to notify all property owners of this public hearing and the amount of their proposed assessment. Some notices have been returned by the post office with expired forwarding, or no forwarding addresses and current address information could not be located.

One issue that may arise with delinquent utility accounts relates to tenants that have not remained current with the utility account. Landlords/owners are responsible for the utility balances. Beginning in 2015, the City mails the landlord the monthly invoices, and a duplicate copy is mailed to the tenant if requested. As part of the rental license renewal process and landlord training, this matter is addressed. During 2014, the City Code was amended to clarify that the landlord is responsible for the utility bill.

Another issue that may arise is on properties that have been sold during the year and the previous owner does not pay the balance due on the account through their occupancy dates. We inform the current owner that the service dates are for the previous owner but that they are responsible for the utility payment. The current owner would need to resolve the issue with the previous owner. State Statutes provide that the unpaid utility obligation may be assessed to the property.

The resolution certifying assessments for these items is in *Attachment 2*. The resolution sets final assessment amounts and establishes a **one-year** payback period at an interest rate of **8.0%.** Property owners have until November 15th of the year of adoption to pay assessments in full without interest.

Recommendation:

Staff recommends the following:

1. Conduct the public hearing.
2. Waive the reading and order the adoption of the attached resolution adopting the assessment roll for delinquent utilities.

Attachments:

1. UB. Certification List for Council 20241015
2. Memo and Resolution -Certify Delinquent Utilities 2024 resolution

City of Robbinsdale
2024 Pending Special Assessments
(To Be Assessed To Taxes Payable in 2025)

Last Updated
10/11/2024

		$ 583,457.33	$ 27,825.00	$ 611,282.33
Service Address	**Parcel Number**	**Certification Balance**	**Admin Fee**	**Final Amount to Certify**
3723 26 1/2 AVE N	08-029-24-33-0107	$ 151.50	$ 75.00	$ 226.50
3726 26 1/2 AVE N	08-029-24-33-0083	$ 841.85	$ 75.00	$ 916.85
3816 26TH AVE N	08-029-24-33-0117	$ 1,622.48	$ 75.00	$ 1,697.48
3912 26TH AVE N	07-029-24-44-0024	$ 653.35	$ 75.00	$ 728.35
3815 27TH AVE N	08-029-24-33-0075	$ 1,988.50	$ 75.00	$ 2,063.50
3401 30TH AVE N	08-029-24-31-0056	$ 2,828.86	$ 75.00	$ 2,903.86
3608 31ST AVE N	08-029-24-32-0015	$ 3,019.38	$ 75.00	$ 3,094.38
3612 31ST AVE N	08-029-24-32-0016	$ 1,538.99	$ 75.00	$ 1,613.99
3708 31ST AVE N	08-029-24-32-0027	$ 1,037.79	$ 75.00	$ 1,112.79
3715 31ST AVE N	08-029-24-32-0110	$ 2,424.46	$ 75.00	$ 2,499.46
4012 37TH AVE N	06-029-24-44-0132	$ 263.16	$ 75.00	$ 338.16
4028 37TH AVE N	06-029-24-44-0013	$ 1,932.52	$ 75.00	$ 2,007.52
4032 37TH AVE N	06-029-24-44-0013	$ 2,320.14	$ 75.00	$ 2,395.14
4926 37TH AVE N	06-029-24-34-0065	$ 572.92	$ 75.00	$ 647.92
5212 40TH AVE N	06-029-24-23-0236	$ 1,404.35	$ 75.00	$ 1,479.35
4801 41ST AVE N	06-029-24-24-0060	$ 1,936.79	$ 75.00	$ 2,011.79
5026 42ND AVE N	06-029-24-21-0065	$ 813.62	$ 75.00	$ 888.62
5824 42ND AVE N	16-118-21-24-0157	$ 253.95	$ 75.00	$ 328.95
5912 42ND AVE N	16-118-21-23-0001	$ 1,000.00	$ 75.00	$ 1,075.00
3406 43RD AVE N	05-029-24-21-0079	$ 3,233.39	$ 75.00	$ 3,308.39
3706 43RD AVE N	05-029-24-22-0043	$ 961.48	$ 75.00	$ 1,036.48
4308 43RD AVE N	06-029-24-11-0178	$ 1,326.06	$ 75.00	$ 1,401.06
4342 43RD AVE N	06-029-24-12-0055	$ 1,067.18	$ 75.00	$ 1,142.18
5208 44TH AVE N	16-118-21-12-0031	$ 571.62	$ 75.00	$ 646.62
5418 45TH AVE N	09-118-21-43-0070	$ 1,660.94	$ 75.00	$ 1,735.94
3616 46 1/2 AVE N	10-118-21-43-0109	$ 1,506.73	$ 75.00	$ 1,581.73
3722 46 1/2 AVE N	10-118-21-43-0115	$ 224.13	$ 75.00	$ 299.13
3506 46TH AVE N	10-118-21-44-0094	$ 254.62	$ 75.00	$ 329.62
3940 46TH AVE N	10-118-21-34-0071	$ 2,567.75	$ 75.00	$ 2,642.75
4112 46TH AVE N	10-118-21-34-0095	$ 376.73	$ 75.00	$ 451.73
2616 ABBOTT AVE N	08-029-24-34-0170	$ 1,379.40	$ 75.00	$ 1,454.40
2640 ABBOTT AVE N	08-029-24-34-0176	$ 1,575.21	$ 75.00	$ 1,650.21
3010 ABBOTT AVE N	08-029-24-31-0014	$ 305.95	$ 75.00	$ 380.95
3108 ABBOTT AVE N	08-029-24-31-0017	$ 2,803.51	$ 75.00	$ 2,878.51
3427 ABBOTT AVE N	08-029-24-21-0087	$ 1,947.75	$ 75.00	$ 2,022.75
3939 ABBOTT AVE N	05-029-24-31-0063	$ 1,447.41	$ 75.00	$ 1,522.41
4216 ABBOTT AVE N	05-029-24-21-0127	$ 452.66	$ 75.00	$ 527.66
4525 ABBOTT AVE N	10-118-21-44-0021	$ 2,641.05	$ 75.00	$ 2,716.05
3920 ADAIR AVE N	16-118-21-32-0030	$ 220.01	$ 75.00	$ 295.01
4046 ADAIR AVE N	16-118-21-23-0039	$ 753.61	$ 75.00	$ 828.61
4130 ADAIR AVE N	16-118-21-23-0020	$ 368.77	$ 75.00	$ 443.77
3333 BEARD AVE N	08-029-24-23-0144	$ 1,850.31	$ 75.00	$ 1,925.31
3946 BEARD AVE N	05-029-24-31-0080	$ 553.54	$ 75.00	$ 628.54
4106 BEARD AVE N	05-029-24-24-0064	$ 3,017.44	$ 75.00	$ 3,092.44
4200 BEARD AVE N	05-029-24-21-0096	$ 360.84	$ 75.00	$ 435.84
4235 BEARD AVE N	05-029-24-22-0130	$ 2,429.31	$ 75.00	$ 2,504.31
4250 BEARD AVE N	05-029-24-21-0106	$ 1,909.00	$ 75.00	$ 1,984.00
4316 BEARD AVE N	05-029-24-21-0067	$ 353.76	$ 75.00	$ 428.76
3667 W BROADWAY	06-029-24-44-0034	$ 1,136.80	$ 75.00	$ 1,211.80
3770 W BROADWAY	06-029-24-41-0083	$ 237.54	$ 75.00	$ 312.54
3829 W BROADWAY	06-029-24-41-0019	$ 11,652.23	$ 75.00	$ 11,727.23
3833 W BROADWAY	06-029-24-41-0022	$ 8,716.72	$ 75.00	$ 8,791.72
3837 W BROADWAY	06-029-24-41-0023	$ 8,557.60	$ 75.00	$ 8,632.60
3883 W BROADWAY	06-029-24-41-0020	$ 2,423.81	$ 75.00	$ 2,498.81
4139 W BROADWAY	06-029-24-13-0111	$ 1,975.08	$ 75.00	$ 2,050.08

City of Robbinsdale

City of Robbinsdale
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		$ 583,457.33	$ 27,825.00	$ 611,282.33
4256 W BROADWAY	06-029-24-21-0092	$ 3,451.60	$ 75.00	$ 3,526.60
4282 W BROADWAY	06-029-24-21-0097	$ 594.28	$ 75.00	$ 669.28
4510 W BROADWAY	09-118-21-43-0091	$ 2,771.23	$ 75.00	$ 2,846.23
2927 CHOWEN AVE N	08-029-24-32-0125	$ 1,373.43	$ 75.00	$ 1,448.43
2931 CHOWEN AVE N	08-029-24-32-0124	$ 931.01	$ 75.00	$ 1,006.01
3224 CHOWEN AVE N	08-029-24-23-0061	$ 2,440.49	$ 75.00	$ 2,515.49
3239 CHOWEN AVE N	08-029-24-23-0109	$ 216.68	$ 75.00	$ 291.68
3332 CHOWEN AVE N	08-029-24-23-0006	$ 726.05	$ 75.00	$ 801.05
3353 CHOWEN AVE N	08-029-24-23-0070	$ 3,012.68	$ 75.00	$ 3,087.68
3400 CHOWEN AVE N	08-029-24-22-0007	$ 1,182.88	$ 75.00	$ 1,257.88
4433 CHOWEN AVE N	15-118-21-12-0033	$ 3,068.46	$ 75.00	$ 3,143.46
4606 CHOWEN AVE N	10-118-21-43-0085	$ 2,939.95	$ 75.00	$ 3,014.95
3821 CRYSTAL LAKE BLVD	05-029-24-32-0008	$ 2,296.57	$ 75.00	$ 2,371.57
3918 CRYSTAL LAKE BLVD	05-029-24-31-0076	$ 1,943.10	$ 75.00	$ 2,018.10
2901 DREW AVE N	08-029-24-32-0093	$ 1,503.44	$ 75.00	$ 1,578.44
2912 DREW AVE N	08-029-24-32-0129	$ 579.89	$ 75.00	$ 654.89
2925 DREW AVE N	08-029-24-32-0088	$ 1,009.74	$ 75.00	$ 1,084.74
2929 DREW AVE N	08-029-24-32-0087	$ 277.19	$ 75.00	$ 352.19
2940 DREW AVE N	08-029-24-32-0135	$ 1,306.44	$ 75.00	$ 1,381.44
2952 DREW AVE N	08-029-24-32-0138	$ 1,802.94	$ 75.00	$ 1,877.94
3301 DREW AVE N	08-029-24-23-0053	$ 1,222.43	$ 75.00	$ 1,297.43
3343 DREW AVE N	08-029-24-23-0014	$ 542.24	$ 75.00	$ 617.24
4201 DREW AVE N	05-029-24-22-0080	$ 2,737.78	$ 75.00	$ 2,812.78
4334 DREW AVE N	05-029-24-22-0018	$ 1,674.63	$ 75.00	$ 1,749.63
4342 DREW AVE N	05-029-24-22-0020	$ 2,241.36	$ 75.00	$ 2,316.36
4401 DREW AVE N	15-118-21-12-0017	$ 2,368.71	$ 75.00	$ 2,443.71
4501 DREW AVE N	10-118-21-43-0060	$ 2,206.45	$ 75.00	$ 2,281.45
4516 DREW AVE N	10-118-21-43-0075	$ 637.20	$ 75.00	$ 712.20
3706 EMILIE PL	05-029-24-22-0031	$ 2,676.13	$ 75.00	$ 2,751.13
2727 EWING AVE N	08-029-24-33-0171	$ 507.26	$ 75.00	$ 582.26
2738 EWING AVE N	08-029-24-33-0043	$ 1,749.96	$ 75.00	$ 1,824.96
2905 EWING AVE N	08-029-24-32-0065	$ 471.77	$ 75.00	$ 546.77
2928 EWING AVE N	08-029-24-32-0101	$ 1,670.40	$ 75.00	$ 1,745.40
3265 EWING AVE N	08-029-24-23-0098	$ 4,163.80	$ 75.00	$ 4,238.80
3316 EWING AVE N	08-029-24-23-0048	$ 1,010.73	$ 75.00	$ 1,085.73
4229 EWING AVE N	05-029-24-22-0054	$ 1,287.90	$ 75.00	$ 1,362.90
4261 EWING AVE N	05-029-24-22-0048	$ 906.65	$ 75.00	$ 981.65
4335 EWING AVE N	05-029-24-22-0115	$ 2,277.33	$ 75.00	$ 2,352.33
2627 FRANCE AVE N	07-029-24-44-0010	$ 527.07	$ 75.00	$ 602.07
2905 FRANCE AVE N	07-029-24-41-0035	$ 1,332.80	$ 75.00	$ 1,407.80
2908 FRANCE AVE N	08-029-24-32-0069	$ 1,757.36	$ 75.00	$ 1,832.36
2941 FRANCE AVE N	07-029-24-41-0003	$ 1,579.68	$ 75.00	$ 1,654.68
2943 FRANCE AVE N	07-029-24-41-0003	$ 1,241.71	$ 75.00	$ 1,316.71
2960 FRANCE AVE N	08-029-24-32-0078	$ 2,683.10	$ 75.00	$ 2,758.10
3206 FRANCE AVE N	08-029-24-23-0040	$ 1,901.34	$ 75.00	$ 1,976.34
3321 FRANCE AVE N	07-029-24-14-0081	$ 1,909.91	$ 75.00	$ 1,984.91
3331 FRANCE AVE N	07-029-24-14-0165	$ 1,222.03	$ 75.00	$ 1,297.03
3332 FRANCE AVE N	08-029-24-23-0027	$ 2,630.92	$ 75.00	$ 2,705.92
3342 FRANCE AVE N	08-029-24-23-0025	$ 1,602.48	$ 75.00	$ 1,677.48
3343 FRANCE AVE N	07-029-24-14-0077	$ 350.64	$ 75.00	$ 425.64
3525 FRANCE AVE N	07-029-24-11-0060	$ 1,369.45	$ 75.00	$ 1,444.45
3535 FRANCE AVE N	07-029-24-11-0179	$ 1,098.66	$ 75.00	$ 1,173.66
3639 FRANCE AVE N	06-029-24-44-0039	$ 642.22	$ 75.00	$ 717.22
4020 FRANCE AVE N	05-029-24-23-0012	$ 385.42	$ 75.00	$ 460.42
4361 FRANCE AVE N	15-118-21-12-0049	$ 2,448.99	$ 75.00	$ 2,523.99

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		$ 583,457.33	$ 27,825.00	$ 611,282.33
4369 FRANCE AVE N	15-118-21-12-0046	$ 1,571.58	$ 75.00	$ 1,646.58
4525 FRANCE AVE N	10-118-21-34-0027	$ 1,234.51	$ 75.00	$ 1,309.51
4616 FRANCE AVE N	10-118-21-43-0017	$ 1,949.77	$ 75.00	$ 2,024.77
4524 GRIMES AVE	10-118-21-34-0027	$ 1,579.52	$ 75.00	$ 1,654.52
3049 GRIMES AVE N	07-029-24-41-0022	$ 1,665.87	$ 75.00	$ 1,740.87
3051 GRIMES AVE N	07-029-24-41-0022	$ 1,271.07	$ 75.00	$ 1,346.07
3103 GRIMES AVE N	07-029-24-41-0021	$ 458.18	$ 75.00	$ 533.18
3131 GRIMES AVE N	07-029-24-41-0050	$ 2,880.89	$ 75.00	$ 2,955.89
3220 GRIMES AVE N	07-029-24-14-0009	$ 3,429.05	$ 75.00	$ 3,504.05
3226 GRIMES AVE N	07-029-24-14-0168	$ 1,306.73	$ 75.00	$ 1,381.73
3231 GRIMES AVE N	07-029-24-14-0103	$ 3,403.89	$ 75.00	$ 3,478.89
3242 GRIMES AVE N	07-029-24-14-0166	$ 2,517.60	$ 75.00	$ 2,592.60
3251 GRIMES AVE N	07-029-24-14-0098	$ 1,423.39	$ 75.00	$ 1,498.39
3331 GRIMES AVE N	07-029-24-14-0056	$ 657.75	$ 75.00	$ 732.75
3559 GRIMES AVE N	07-029-24-11-0032	$ 1,470.12	$ 75.00	$ 1,545.12
3605 GRIMES AVE N	06-029-24-44-0073	$ 930.12	$ 75.00	$ 1,005.12
4201 GRIMES AVE N	06-029-24-11-0025	$ 375.33	$ 75.00	$ 450.33
4218 GRIMES AVE N	06-029-24-11-0156	$ 2,268.56	$ 75.00	$ 2,343.56
4336 GRIMES AVE N	06-029-24-11-0105	$ 582.41	$ 75.00	$ 657.41
3223 HALGLO PL	07-029-24-14-0105	$ 1,528.99	$ 75.00	$ 1,603.99
3118 HALIFAX AVE N	07-029-24-41-0055	$ 115.36	$ 75.00	$ 190.36
3234 HALIFAX AVE N	07-029-24-14-0110	$ 155.41	$ 75.00	$ 230.41
3252 HALIFAX AVE N	07-029-24-14-0114	$ 1,449.93	$ 75.00	$ 1,524.93
3312 HALIFAX AVE N	07-029-24-14-0064	$ 1,678.64	$ 75.00	$ 1,753.64
3333 HALIFAX AVE N	07-029-24-14-0027	$ 603.92	$ 75.00	$ 678.92
3344 HALIFAX AVE N	07-029-24-14-0171	$ 773.46	$ 75.00	$ 848.46
3415 HALIFAX AVE N	07-029-24-11-0139	$ 1,213.93	$ 75.00	$ 1,288.93
3458 HALIFAX AVE N	07-029-24-11-0129	$ 1,920.01	$ 75.00	$ 1,995.01
3525 HALIFAX AVE N	07-029-24-11-0018	$ 819.62	$ 75.00	$ 894.62
3613 HALIFAX AVE N	06-029-24-44-0106	$ 792.75	$ 75.00	$ 867.75
3622 HALIFAX AVE N	06-029-24-44-0079	$ 2,155.80	$ 75.00	$ 2,230.80
3647 HALIFAX AVE N	06-029-24-44-0100	$ 595.31	$ 75.00	$ 670.31
3805 HALIFAX AVE N	06-029-24-42-0022	$ 8,689.54	$ 75.00	$ 8,764.54
3947 HALIFAX AVE N	06-029-24-42-0177	$ 985.76	$ 75.00	$ 1,060.76
4216 HALIFAX AVE N	06-029-24-11-0049	$ 1,259.25	$ 75.00	$ 1,334.25
4232 HALIFAX AVE N	06-029-24-11-0053	$ 800.03	$ 75.00	$ 875.03
4240 HALIFAX AVE N	06-029-24-11-0041	$ 1,458.86	$ 75.00	$ 1,533.86
4312 HALIFAX AVE N	06-029-24-11-0128	$ 1,962.63	$ 75.00	$ 2,037.63
4570 HALIFAX AVE N	10-118-21-34-0042	$ 522.18	$ 75.00	$ 597.18
3643 HUBBARD AVE N	06-029-24-44-0138	$ 2,228.43	$ 75.00	$ 2,303.43
3653 HUBBARD AVE N	06-029-24-44-0065	$ 1,641.33	$ 75.00	$ 1,716.33
3669 HUBBARD AVE N	06-029-24-44-0061	$ 302.21	$ 75.00	$ 377.21
3708 HUBBARD AVE N	06-029-24-44-0125	$ 2,496.25	$ 75.00	$ 2,571.25
3755 HUBBARD AVE N	06-029-24-44-0015	$ 8,421.10	$ 75.00	$ 8,496.10
3900 HUBBARD AVE N	06-029-24-42-0186	$ 3,815.83	$ 75.00	$ 3,890.83
3920 HUBBARD AVE N	06-029-24-42-0071	$ 1,518.56	$ 75.00	$ 1,593.56
3934 HUBBARD AVE N	06-029-24-42-0074	$ 1,628.93	$ 75.00	$ 1,703.93
3939 HUBBARD AVE N	06-029-24-42-0079	$ 762.30	$ 75.00	$ 837.30
3950 HUBBARD AVE N	06-029-24-42-0027	$ 377.52	$ 75.00	$ 452.52
3420 INDIANA AVE N	07-029-24-11-0147	$ 1,935.76	$ 75.00	$ 2,010.76
3442 INDIANA AVE N	07-029-24-11-0152	$ 426.18	$ 75.00	$ 501.18
3454 INDIANA AVE N	07-029-24-11-0155	$ 1,715.10	$ 75.00	$ 1,790.10
3518 INDIANA AVE N	07-029-24-11-0026	$ 607.66	$ 75.00	$ 682.66
3544 INDIANA AVE N	07-029-24-11-0160	$ 105.00	$ 75.00	$ 180.00
4213 ISLEMOUNT PL	06-029-24-11-0044	$ 1,080.94	$ 75.00	$ 1,155.94

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		$ 583,457.33	$ 27,825.00	$ 611,282.33
3520 JUNE AVE N	07-029-24-11-0008	$ 2,642.62	$ 75.00	$ 2,717.62
4203 LAKE DR	06-029-24-11-0183	$ 1,655.48	$ 75.00	$ 1,730.48
4520 LAKE DR	06-029-24-12-0006	$ 1,973.64	$ 75.00	$ 2,048.64
4026 LAKE RD	06-029-24-14-0087	$ 656.79	$ 75.00	$ 731.79
4028 LAKE RD	06-029-24-14-0086	$ 2,435.62	$ 75.00	$ 2,510.62
4034 LAKE RD	06-029-24-14-0085	$ 336.71	$ 75.00	$ 411.71
4600 LAKE RD 302	10-118-21-33-0025	$ 7,796.97	$ 75.00	$ 7,871.97
3988 LAKE CUR	06-029-24-14-0039	$ 1,250.57	$ 75.00	$ 1,325.57
3755 LAKELAND AVE N	06-029-24-41-0033	$ 1,223.54	$ 75.00	$ 1,298.54
4050 LAKELAND AVE N	06-029-24-13-0128	$ 1,528.28	$ 75.00	$ 1,603.28
4058 LAKELAND AVE N	06-029-24-13-0128	$ 1,428.08	$ 75.00	$ 1,503.08
4086 LAKELAND AVE N	06-029-24-13-0128	$ 1,500.67	$ 75.00	$ 1,575.67
4112 LAKELAND AVE N	06-029-24-13-0145	$ 2,488.24	$ 75.00	$ 2,563.24
4329 LAKELAND AVE N	06-029-24-21-0072	$ 1,648.61	$ 75.00	$ 1,723.61
4527 LAKELAND AVE N	09-118-21-43-0041	$ 2,688.69	$ 75.00	$ 2,763.69
4533 LAKELAND AVE N	09-118-21-43-0042	$ 649.67	$ 75.00	$ 724.67
3617 LEE AVE N	06-029-24-43-0015	$ 1,542.31	$ 75.00	$ 1,617.31
3731 LEE AVE N	06-029-24-43-0058	$ 373.62	$ 75.00	$ 448.62
4116 LOWRY AVE N	07-029-24-14-0176	$ 590.00	$ 75.00	$ 665.00
3623 MAJOR AVE N	06-029-24-43-0036	$ 1,782.42	$ 75.00	$ 1,857.42
3739 MAJOR AVE N	06-029-24-43-0085	$ 948.25	$ 75.00	$ 1,023.25
3759 MAJOR AVE N	06-029-24-43-0080	$ 203.90	$ 75.00	$ 278.90
3832 MAJOR AVE N	06-029-24-42-0132	$ 2,121.03	$ 75.00	$ 2,196.03
3843 MAJOR AVE N	06-029-24-42-0146	$ 1,625.86	$ 75.00	$ 1,700.86
3844 MAJOR AVE N	06-029-24-42-0135	$ 561.27	$ 75.00	$ 636.27
3861 MAJOR AVE N	06-029-24-42-0142	$ 1,577.42	$ 75.00	$ 1,652.42
4016 MAJOR AVE N	06-029-24-42-0183	$ 1,067.39	$ 75.00	$ 1,142.39
2620 MCNAIR DR	08-029-24-33-0106	$ 4,406.24	$ 75.00	$ 4,481.24
2744 MCNAIR DR	08-029-24-33-0020	$ 2,073.01	$ 75.00	$ 2,148.01
3401 MCNAIR DR	08-029-24-31-0080	$ 1,118.17	$ 75.00	$ 1,193.17
3406 MCNAIR DR	08-029-24-31-0048	$ 1,362.23	$ 75.00	$ 1,437.23
2664 MERIDIAN DR	08-029-24-33-0141	$ 525.79	$ 75.00	$ 600.79
2700 MERIDIAN DR	08-029-24-34-0098	$ 324.05	$ 75.00	$ 399.05
4100 MILDRED PL	06-029-24-11-0067	$ 1,794.05	$ 75.00	$ 1,869.05
3617 NOBLE AVE N	06-029-24-34-0169	$ 559.65	$ 75.00	$ 634.65
3655 NOBLE AVE N	06-029-24-34-0160	$ 1,515.73	$ 75.00	$ 1,590.73
3749 NOBLE AVE N	06-029-24-34-0189	$ 2,338.54	$ 75.00	$ 2,413.54
3811 NOBLE AVE N	06-029-24-31-0203	$ 385.89	$ 75.00	$ 460.89
3822 NOBLE AVE N	06-029-24-42-0159	$ 2,445.00	$ 75.00	$ 2,520.00
3853 NOBLE AVE N	06-029-24-31-0192	$ 1,262.76	$ 75.00	$ 1,337.76
3931 NOBLE AVE N	06-029-24-31-0006	$ 2,213.05	$ 75.00	$ 2,288.05
3933 NOBLE AVE N	06-029-24-31-0005	$ 1,796.86	$ 75.00	$ 1,871.86
3615 OAKDALE AVE N	08-029-24-23-0119	$ 1,633.06	$ 75.00	$ 1,708.06
3716 OAKDALE AVE N	08-029-24-23-0021	$ 1,068.04	$ 75.00	$ 1,143.04
3811 OAKDALE AVE N	08-029-24-23-0031	$ 2,324.84	$ 75.00	$ 2,399.84
3634 ORCHARD AVE N	06-029-24-34-0181	$ 1,211.86	$ 75.00	$ 1,286.86
3644 ORCHARD AVE N	06-029-24-34-0184	$ 1,531.47	$ 75.00	$ 1,606.47
3716 ORCHARD AVE N	06-029-24-34-0017	$ 3,041.29	$ 75.00	$ 3,116.29
3800 ORCHARD AVE N	06-029-24-31-0206	$ 404.40	$ 75.00	$ 479.40
3816 ORCHARD AVE N	06-029-24-31-0210	$ 387.42	$ 75.00	$ 462.42
3817 ORCHARD AVE N	06-029-24-31-0171	$ 2,534.53	$ 75.00	$ 2,609.53
3832 ORCHARD AVE N	06-029-24-31-0214	$ 221.31	$ 75.00	$ 296.31
3855 ORCHARD AVE N	06-029-24-31-0163	$ 539.16	$ 75.00	$ 614.16
4517 ORCHARD AVE N	09-118-21-44-0050	$ 335.67	$ 75.00	$ 410.67
5102 PARKER CIR	06-029-24-23-0240	$ 2,105.00	$ 75.00	$ 2,180.00

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		$ 583,457.33	$ 27,825.00	$ 611,282.33
5112 PARKER CIR	06-029-24-23-0242	$ 2,031.14	$ 75.00	$ 2,106.14
5123 PARKER CIR	06-029-24-23-0253	$ 203.14	$ 75.00	$ 278.14
4116 PARKER GRN	06-029-24-23-0098	$ 2,060.36	$ 75.00	$ 2,135.36
4104 PARKER TRL	06-029-24-23-0150	$ 2,271.97	$ 75.00	$ 2,346.97
2744 PARKVIEW BLVD	08-029-24-33-0124	$ 2,117.76	$ 75.00	$ 2,192.76
3415 PARKVIEW BLVD	08-029-24-34-0059	$ 1,016.08	$ 75.00	$ 1,091.08
3420 PARKVIEW BLVD	08-029-24-31-0074	$ 1,406.52	$ 75.00	$ 1,481.52
3427 PARKVIEW BLVD	08-029-24-33-0122	$ 1,725.54	$ 75.00	$ 1,800.54
3428 PARKVIEW BLVD	08-029-24-32-0154	$ 693.16	$ 75.00	$ 768.16
3605 PERRY AVE N	06-029-24-34-0122	$ 1,476.25	$ 75.00	$ 1,551.25
3631 PERRY AVE N	06-029-24-34-0116	$ 1,989.50	$ 75.00	$ 2,064.50
3644 PERRY AVE N	06-029-24-34-0155	$ 2,700.12	$ 75.00	$ 2,775.12
3645 PERRY AVE N	06-029-24-34-0111	$ 1,189.88	$ 75.00	$ 1,264.88
3648 PERRY AVE N	06-029-24-34-0156	$ 254.49	$ 75.00	$ 329.49
3705 PERRY AVE N	06-029-24-34-0226	$ 261.95	$ 75.00	$ 336.95
3727 PERRY AVE N	06-029-24-34-0060	$ 117.78	$ 75.00	$ 192.78
3731 PERRY AVE N	06-029-24-34-0059	$ 292.97	$ 75.00	$ 367.97
3736 PERRY AVE N	06-029-24-34-0049	$ 850.76	$ 75.00	$ 925.76
3738 PERRY AVE N	06-029-24-34-0050	$ 1,847.87	$ 75.00	$ 1,922.87
3815 PERRY AVE N	06-029-24-31-0144	$ 1,297.03	$ 75.00	$ 1,372.03
3834 PERRY AVE N	06-029-24-31-0184	$ 1,094.64	$ 75.00	$ 1,169.64
3856 PERRY AVE N	06-029-24-31-0190	$ 1,838.35	$ 75.00	$ 1,913.35
3945 PERRY AVE N	06-029-24-31-0060	$ 2,781.15	$ 75.00	$ 2,856.15
4028 PERRY AVE N	06-029-24-24-0075	$ 1,961.36	$ 75.00	$ 2,036.36
4049 PERRY AVE N	06-029-24-24-0084	$ 472.33	$ 75.00	$ 547.33
4515 PERRY AVE N	09-118-21-44-0038	$ 841.77	$ 75.00	$ 916.77
3601 QUAIL AVE N	06-029-24-34-0210	$ 3,368.42	$ 75.00	$ 3,443.42
3609 QUAIL AVE N	06-029-24-34-0208	$ 113.91	$ 75.00	$ 188.91
3621 QUAIL AVE N	06-029-24-34-0205	$ 1,979.94	$ 75.00	$ 2,054.94
3632 QUAIL AVE N	06-029-24-34-0221	$ 1,713.43	$ 75.00	$ 1,788.43
3636 QUAIL AVE N	06-029-24-34-0222	$ 493.09	$ 75.00	$ 568.09
3708 QUAIL AVE N	06-029-24-34-0066	$ 345.81	$ 75.00	$ 420.81
3729 QUAIL AVE N	06-029-24-34-0081	$ 3,122.16	$ 75.00	$ 3,197.16
3744 QUAIL AVE N	06-029-24-34-0193	$ 141.53	$ 75.00	$ 216.53
3813 QUAIL AVE N	06-029-24-31-0118	$ 1,160.65	$ 75.00	$ 1,235.65
3826 QUAIL AVE N	06-029-24-31-0154	$ 500.81	$ 75.00	$ 575.81
3843 QUAIL AVE N	06-029-24-31-0112	$ 694.22	$ 75.00	$ 769.22
3845 QUAIL AVE N	06-029-24-31-0112	$ 321.07	$ 75.00	$ 396.07
3847 QUAIL AVE N	06-029-24-31-0111	$ 2,522.03	$ 75.00	$ 2,597.03
3852 QUAIL AVE N	06-029-24-31-0160	$ 342.74	$ 75.00	$ 417.74
3924 QUAIL AVE N	06-029-24-31-0075	$ 319.81	$ 75.00	$ 394.81
3932 QUAIL AVE N	06-029-24-31-0077	$ 2,545.17	$ 75.00	$ 2,620.17
3936 QUAIL AVE N	06-029-24-31-0078	$ 2,439.77	$ 75.00	$ 2,514.77
3951 QUAIL AVE N	06-029-24-31-0085	$ 2,472.50	$ 75.00	$ 2,547.50
4000 QUAIL AVE N	06-029-24-24-0092	$ 221.37	$ 75.00	$ 296.37
4115 QUAIL AVE N	06-029-24-24-0026	$ 627.02	$ 75.00	$ 702.02
4128 QUAIL AVE N	06-029-24-24-0048	$ 2,432.33	$ 75.00	$ 2,507.33
3704 REGENT AVE N	06-029-24-34-0089	$ 867.66	$ 75.00	$ 942.66
3719 REGENT AVE N	06-029-24-33-0029	$ 1,046.75	$ 75.00	$ 1,121.75
3737 REGENT AVE N	06-029-24-34-0026	$ 410.13	$ 75.00	$ 485.13
3838 REGENT AVE N	06-029-24-31-0128	$ 2,431.44	$ 75.00	$ 2,506.44
3850 REGENT AVE N	06-029-24-31-0131	$ 3,291.72	$ 75.00	$ 3,366.72
3920 REGENT AVE N	06-029-24-31-0102	$ 458.59	$ 75.00	$ 533.59
3930 REGENT AVE N	06-029-24-31-0104	$ 822.62	$ 75.00	$ 897.62
3939 REGENT AVE N	06-029-24-32-0004	$ 1,711.17	$ 75.00	$ 1,786.17

Attachment 1

City of Robbinsdale

City of Robbinsdale
2024 Pending Special Assessments
(To Be Assessed To Taxes Payable in 2025)

Last Updated
10/11/2024

Service Address	Parcel Number	Certification Balance	Admin Fee	Final Amount to Certify
		$ 583,457.33	$ 27,825.00	$ 611,282.33
4150 REGENT AVE N	06-029-24-24-0031	$ 1,216.37	$ 75.00	$ 1,291.37
4214 REGENT AVE N	06-029-24-21-0063	$ 1,330.97	$ 75.00	$ 1,405.97
4230 REGENT AVE N	06-029-24-21-0062	$ 2,299.98	$ 75.00	$ 2,374.98
4239 REGENT AVE N	06-029-24-22-0001	$ 510.48	$ 75.00	$ 585.48
4253 REGENT AVE N	06-029-24-22-0029	$ 1,410.00	$ 75.00	$ 1,485.00
4255 REGENT AVE N	06-029-24-22-0029	$ 1,637.46	$ 75.00	$ 1,712.46
4258 REGENT AVE N	06-029-24-21-0048	$ 1,254.17	$ 75.00	$ 1,329.17
4540 REGENT AVE N	09-118-21-44-0011	$ 2,085.65	$ 75.00	$ 2,160.65
5212 SCOTT CT	06-029-24-23-0220	$ 697.70	$ 75.00	$ 772.70
5202 SCOTT LN	06-029-24-23-0196	$ 483.31	$ 75.00	$ 558.31
5210 SCOTT LN	06-029-24-23-0200	$ 1,552.57	$ 75.00	$ 1,627.57
5126 SCOTT PATH	06-029-24-23-0183	$ 1,583.10	$ 75.00	$ 1,658.10
5131 SCOTT PATH	06-029-24-23-0192	$ 3,390.66	$ 75.00	$ 3,465.66
5213 SCOTT TRL	06-029-24-23-0172	$ 2,310.58	$ 75.00	$ 2,385.58
5217 SCOTT TRL	06-029-24-23-0170	$ 1,331.25	$ 75.00	$ 1,406.25
3817 SCOTT AVE N	06-029-24-32-0078	$ 654.25	$ 75.00	$ 729.25
3915 SCOTT AVE N	06-029-24-32-0053	$ 1,332.03	$ 75.00	$ 1,407.03
4114 SCOTT AVE N	06-029-24-23-0123	$ 1,542.99	$ 75.00	$ 1,617.99
4238 SCOTT AVE N	06-029-24-22-0127	$ 413.63	$ 75.00	$ 488.63
4536 SCOTT AVE N	09-118-21-43-0009	$ 2,020.81	$ 75.00	$ 2,095.81
4546 SCOTT AVE N	09-118-21-43-0007	$ 1,627.34	$ 75.00	$ 1,702.34
4428 SHORELINE DR	06-029-24-14-0138	$ 805.26	$ 75.00	$ 880.26
4432 SHORELINE DR	06-029-24-14-0092	$ 2,673.41	$ 75.00	$ 2,748.41
3832 TOLEDO AVE N	06-029-24-32-0167	$ 3,195.32	$ 75.00	$ 3,270.32
4329 TOLEDO AVE N	06-029-24-22-0045	$ 619.03	$ 75.00	$ 694.03
4427 TOLEDO AVE N	16-118-21-12-0024	$ 2,134.85	$ 75.00	$ 2,209.85
4432 TOLEDO AVE N	09-118-21-43-0050	$ 1,727.28	$ 75.00	$ 1,802.28
4515 TOLEDO AVE N	09-118-21-43-0052	$ 269.62	$ 75.00	$ 344.62
4518 TOLEDO AVE N	09-118-21-43-0043	$ 2,636.52	$ 75.00	$ 2,711.52
4553 TWIN OAK DR	06-029-24-12-0103	$ 3,096.65	$ 75.00	$ 3,171.65
3825 UNITY AVE N	06-029-24-32-0134	$ 914.11	$ 75.00	$ 989.11
3829 UNITY AVE N	06-029-24-32-0133	$ 1,008.44	$ 75.00	$ 1,083.44
4005 UNITY AVE N	06-029-24-23-0039	$ 2,020.61	$ 75.00	$ 2,095.61
4007 UNITY AVE N	06-029-24-23-0038	$ 844.05	$ 75.00	$ 919.05
4025 UNITY AVE N	06-029-24-23-0035	$ 1,039.91	$ 75.00	$ 1,114.91
4252 UNITY AVE N	06-029-24-22-0114	$ 7,143.25	$ 75.00	$ 7,218.25
3800 VERA CRUZ AVE N	06-029-24-32-0141	$ 1,255.73	$ 75.00	$ 1,330.73
3923 VERA CRUZ AVE N	16-118-21-31-0128	$ 2,547.66	$ 75.00	$ 2,622.66
4001 VERA CRUZ AVE N	16-118-21-31-0111	$ 980.30	$ 75.00	$ 1,055.30
4006 VERA CRUZ AVE N	06-029-24-23-0041	$ 1,413.40	$ 75.00	$ 1,488.40
4030 VERA CRUZ AVE N	06-029-24-23-0045	$ 4,323.12	$ 75.00	$ 4,398.12
4119 VERA CRUZ AVE N	16-118-21-24-0129	$ 720.03	$ 75.00	$ 795.03
4227 VERA CRUZ AVE N	16-118-21-24-0081	$ 1,450.01	$ 75.00	$ 1,525.01
4576 VERA CRUZ AVE N	09-118-21-43-0076	$ 1,720.13	$ 75.00	$ 1,795.13
4578 VERA CRUZ AVE N	09-118-21-43-0076	$ 1,622.37	$ 75.00	$ 1,697.37
3850 WELCOME AVE N	16-118-21-31-0170	$ 1,163.41	$ 75.00	$ 1,238.41
3910 WELCOME AVE N	16-118-21-31-0133	$ 1,587.09	$ 75.00	$ 1,662.09
3941 WELCOME AVE N	16-118-21-31-0149	$ 220.12	$ 75.00	$ 295.12
4017 WELCOME AVE N	16-118-21-31-0161	$ 1,133.85	$ 75.00	$ 1,208.85
4056 WELCOME AVE N	16-118-21-24-0154	$ 212.00	$ 75.00	$ 287.00
4119 WELCOME AVE N	16-118-21-24-0016	$ 649.52	$ 75.00	$ 724.52
4123 WELCOME AVE N	16-118-21-24-0017	$ 3,202.93	$ 75.00	$ 3,277.93
4126 WELCOME AVE N	16-118-21-24-0136	$ 193.45	$ 75.00	$ 268.45
4237 WELCOME AVE N	16-118-21-24-0001	$ 850.34	$ 75.00	$ 925.34
3920 XENIA AVE N	16-118-21-31-0074	$ 1,164.96	$ 75.00	$ 1,239.96

City of Robbinsdale

City of Robbinsdale
2024 Pending Special Assessments
(To Be Assessed To Taxes Payable in 2025)

Last Updated
10/11/2024

Service Address	Parcel Number	Certification Balance	Admin Fee	Final Amount to Certify
		$ 583,457.33	$ 27,825.00	$ 611,282.33
4152 XENIA AVE N	16-118-21-24-0096	$ 2,024.03	$ 75.00	$ 2,099.03
2651 XERXES AVE N	08-029-24-34-0105	$ 460.16	$ 75.00	$ 535.16
2717 XERXES AVE N	08-029-24-34-0009	$ 3,559.29	$ 75.00	$ 3,634.29
3911 YATES AVE N	16-118-21-31-0040	$ 3,054.42	$ 75.00	$ 3,129.42
4112 YATES AVE N	16-118-21-24-0161	$ 1,065.77	$ 75.00	$ 1,140.77
4153 YATES AVE N	16-118-21-24-0040	$ 827.04	$ 75.00	$ 902.04
2608 YORK AVE N	08-029-24-34-0118	$ 233.05	$ 75.00	$ 308.05
2732 YORK AVE N	08-029-24-34-0020	$ 705.55	$ 75.00	$ 780.55
2927 YORK AVE N	08-029-24-31-0115	$ 439.45	$ 75.00	$ 514.45
3615 YORK AVE N	05-029-24-34-0010	$ 2,173.65	$ 75.00	$ 2,248.65
3825 YORK AVE N	05-029-24-31-0143	$ 353.16	$ 75.00	$ 428.16
4317 YORK AVE N	05-029-24-21-0008	$ 2,104.54	$ 75.00	$ 2,179.54
4433 YORK AVE N	15-118-21-11-0002	$ 1,422.97	$ 75.00	$ 1,497.97
4004 ZANE AVE N	16-118-21-31-0008	$ 1,154.43	$ 75.00	$ 1,229.43
4010 ZANE AVE N	16-118-21-31-0009	$ 313.57	$ 75.00	$ 388.57
4046 ZANE AVE N	16-118-21-24-0066	$ 2,007.96	$ 75.00	$ 2,082.96
4058 ZANE AVE N	16-118-21-24-0068	$ 2,730.43	$ 75.00	$ 2,805.43
4119 ZANE AVE N	16-118-21-23-0036	$ 630.30	$ 75.00	$ 705.30
4134 ZANE AVE N	16-118-21-24-0054	$ 1,497.99	$ 75.00	$ 1,572.99
2657 ZENITH AVE N	08-029-24-34-0154	$ 1,064.40	$ 75.00	$ 1,139.40
2731 ZENITH AVE N	08-029-24-34-0073	$ 1,583.40	$ 75.00	$ 1,658.40
2732 ZENITH AVE N	08-029-24-34-0204	$ 4,641.35	$ 75.00	$ 4,716.35
2965 ZENITH AVE N	08-029-24-31-0038	$ 1,272.16	$ 75.00	$ 1,347.16
3415 ZENITH AVE N	08-029-24-21-0099	$ 200.06	$ 75.00	$ 275.06
3425 ZENITH AVE N	08-029-24-21-0097	$ 779.03	$ 75.00	$ 854.03
3426 ZENITH AVE N	08-029-24-21-0036	$ 1,282.20	$ 75.00	$ 1,357.20
3436 ZENITH AVE N	08-029-24-21-0037	$ 2,418.99	$ 75.00	$ 2,493.99
3457 ZENITH AVE N	08-029-24-21-0092	$ 1,401.19	$ 75.00	$ 1,476.19
3536 ZENITH AVE N	08-029-24-21-0018	$ 165.71	$ 75.00	$ 240.71
3600 ZENITH AVE N	05-029-24-34-0017	$ 1,821.28	$ 75.00	$ 1,896.28
3808 ZENITH AVE N	05-029-24-31-0091	$ 587.33	$ 75.00	$ 662.33
3830 ZENITH AVE N	05-029-24-31-0132	$ 1,650.89	$ 75.00	$ 1,725.89
3917 ZENITH AVE N	05-029-24-31-0045	$ 2,395.60	$ 75.00	$ 2,470.60
3947 ZENITH AVE N	05-029-24-31-0038	$ 2,845.96	$ 75.00	$ 2,920.96
4026 ZENITH AVE N	05-029-24-24-0131	$ 2,368.98	$ 75.00	$ 2,443.98
4045 ZENITH AVE N	16-118-21-24-0107	$ 544.99	$ 75.00	$ 619.99
4265 ZENITH AVE N	05-029-24-21-0110	$ 699.10	$ 75.00	$ 774.10
4309 ZENITH AVE N	05-029-24-21-0034	$ 1,789.80	$ 75.00	$ 1,864.80
4409 ZENITH AVE N	05-029-24-21-0024	$ 335.27	$ 75.00	$ 410.27
4523 ZENITH AVE N	10-118-21-44-0088	$ 966.95	$ 75.00	$ 1,041.95
4536 ZENITH AVE N	10-118-21-44-0071	$ 1,782.52	$ 75.00	$ 1,857.52

Member _______________ moved and Member ________________ seconded a motion that the following resolution be read and adopted this 15th day of October 2024.

RESOLUTION NO.

A RESOLUTION ADOPTING THE ASSESSMENT ROLL FOR DELINQUENT UTILITIES

WHEREAS, pursuant to proper notice duly given as required by law, Council has met, and heard, and passed upon all objections to the proposed assessment for delinquent utilities;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Robbinsdale, Minnesota, as follows:

1. That such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the delivered services in the amount of the assessment levied against it. In addition, each property shall have a $75 administration fee added to their assessment.

2. That such assessment shall be payable in one annual installment, the first and only installment to be payable on or before the first Monday of January 2025 and shall bear interest at the rate of 8.0 percent per annum from November 15, 2024, until December 31, 2025.

3. That the owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor before November 15, 2024, pay the whole of the assessment on such property with no interest accrual.

4. That the City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County, and such assessments shall be collected and paid in the same manner as other municipal taxes.

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 15TH DAY OF OCTOBER, 2024.

ATTEST:

____
William A. Blonigan, Mayor

____
Chase Peterson-Etem, City Clerk

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Tim Sandvik, City Manager
APPROVED BY:	Tim Sandvik, City Manager
DATE:	October 15, 2024
RE:	Suspend Parks and Facilities Naming Policy

Background:

In October of 2023, the Human Rights Commission (HRC) presented to the City Council at a work session. At that meeting, HRC members suggested the renaming of Sanborn Park. The City Council ultimately agreed that a Parks Naming Policy should exist, before moving forward in the process. Following months of discussion, including input from the Parks, Recreation, and Forestry (PRF) Commission, draft language was presented to Council with staff updates, in the spring of 2024. At the April 16, 2024 City Council meeting, Council adopted the new policy (Council Item is attached to this item).

Analysis:

Following the approval of the new policy, the City received two proposals for the renaming of Sanborn Park. As a part of the process as defined by the policy, proposals were reviewed by the PRF Commission and both were determined to meet required criteria. Then, again as required by the policy, the City posted notice of a Public Hearing for September 17, 2024 to consider both applications - at that meeting one proposal was considered and voted down, and the second proposal was not formally considered.

At the conclusion of the Public Hearing, Council gave direction to staff that they wanted to further examine the policy at an upcoming work session. At the October 8, 2024 Council work session, Council reached consensus that it is the shared desire to rename Sanborn Park. Further, Council agreed that more community engagement should be included. Finally, there was agreement that there should be a mechanism that starts with the recognition of Council's desire to rename a Park or Facility, and then set a fixed schedule for naming solicitations to advance the process while not creating undue burden.

Ultimately, Council requested that staff provide an updated policy at the November 12, 2024 work session, for Council consideration and eventual adoption.

Recommendation:

Suspend the Robbinsdale Parks and Facilities Naming Policy by adoption of the attached Resolution.

Attachments:

1. 4.16.24 Council Item - Consider Parks Naming Policy
2. Resolution SUSPENDING the Parks and Facilities Naming Policy
3. Parks Naming Policy

City of Robbinsdale

TO:	Mayor and City Council
PREPARED BY:	Tim Sandvik, City Manager
APPROVED BY:	Tim Sandvik, City Manager
DATE:	April 16, 2024
RE:	Consider Parks Naming Policy

Background:

In October of 2023, the Human Rights Commission presented to the City Council at a work session. At that meeting, HRC members suggested the renaming of Sanborn Park. The City Council ultimately agreed that a Parks Naming Policy should exist, before moving forward in the process.

Analysis:

The Human Rights Commission volunteered to help the process of creating a policy - to which the City Council was supportive. At the March 2024 City Council work session, HRC members presented their findings. Along with staff input, Council gave direction to City staff to create a DRAFT policy. This DRAFT policy was reviewed by the Parks, Recreation, and Forestry Commission, and feedback was provided to Council at the April Work Session. A proposed policy is attached to this item.

Staff will provide an overview of the process to Council, and respond to questions, comments, or concerns.

Recommendation:

Consider the attached resolution, authorizing the implementation of a Parks Naming Policy for the City of Robbinsdale.

Attachments:

1. Resolution Establishing a Parks Naming Policy
2. Parks Naming Policy

City of Robbinsdale, MN
4100 Lakeview Avenue North
Robbinsdale, Minnesota 55422-1898
Phone: (763) 537-4534
Fax: (763) 537-7344

Robbinsdale Parks and Facilities Naming Policy

Purpose: Establish a policy that creates a consistent mechanism for the official naming/renaming of assets and facilities belonging to the City of Robbinsdale, MN.

Objectives:
- Ensure city assets and facilities are easily identified and located.
- Ensure public participation in the naming of city assets.
- Ensure that names given to city assets reflect the culture and diversity of the city and the communities the city serves by including names that honor various genders, ethnicities, races, tribes, and socioeconomic backgrounds, ensuring representation of various demographic groups.

The City of Robbinsdale's assets include all property under the city's ownership, including that of the Robbinsdale Economic Development Authority, including but not limited to buildings (including rooms), structures, open space, public parks, natural areas, wetlands, land, lakes, ponds, trails, nature reserves, environmental habitat, community gardens, neighborhoods, and streets.

Guidelines for the naming of City of Robbinsdale's Assets and Facilities

In considering naming or renaming a city asset, the Robbinsdale City Council should consider the following criteria:

1. Individuals who have made a significant contribution to the city of Robbinsdale and communities it serves can be considered. These can include but are not limited to:
    a. Honor community leaders and inspiring figures who have contributed outstanding civic service and or engender a strong sense of civic responsibility or social/economic justice that inspire future generations and promote positive values.
    b. Someone who has made a significant contribution to the protection of the city's natural or cultural resources or has enhanced the quality of life for residents.
    c. All such honored individuals, as indicated in a. and b. above, must be deceased for at least one year.
2. Natural and geographic features that reflect the area's natural elements, landscape, flora or fauna.
3. Names that provoke positive themes fostering a sense of unity and inclusiveness (e.g. Unity Park).
4. Names that reflect the connections to indigenous communities from the area.
5. Recommendations shall include at least one of the following priorities: Equity/Inclusiveness, Service to the Community, and/or Observe Local History.

In considering naming or renaming city assets, the Robbinsdale City Council shall be guided by the following principles:

1. At least one of the above stated criteria is met.
2. Names with connotations that by contemporary standards are derogatory or profane will not be considered, and any assets named for such shall be renamed.
3. Aim for a name that is inclusive and ensures that various demographics are represented throughout the city's assets, so all individuals are welcomed and represented.
4. The proposed name may not be considered if it is a duplication of adjacent cities' parks and facilities to minimize confusion amongst the public and emergency response teams.

Procedure: The Robbinsdale City Council shall set forth the following procedures for naming or renaming Robbinsdale assets and facilities:

1. A request for naming of a city asset shall be submitted to the City Manager and/or the Robbinsdale City Council. The city shall develop a form to solicit suggestions for names of city assets from organizations, neighborhood residents, individuals and the media. All suggestions, solicited or not, shall be acknowledged and recorded for consideration. The City may limit the number of submissions within a calendar year to two (2). Submissions will be considered on a rolling basis.
2. All submissions must include a "nominating committee". Such nominating committee shall include at least five (5) Robbinsdale residents.
3. The submission must be consistent with the criteria stated in this policy.
4. Submissions must complete application form provided by the City to be considered.
5. Staff shall formally respond to applicant(s) within 90 days.
6. The city of Robbinsdale shall notify the community of a public hearing at least 10 days prior in communication methods the city typically uses to provide an opportunity for public comment on name considerations.
7. The Robbinsdale Parks, Recreation, and Forestry Commission shall review all considered applications, and provide feedback to the City Council for consideration.
8. The city of Robbinsdale will also provide opportunities for community members to make suggestions electronically and through other means (e.g. The Birdtown Brief).
9. The Robbinsdale City Council shall make the final naming decision, taking into consideration the preferences indicated by community members.
10. The nominating person(s) may be responsible for costs associated with any dedication, background check fees, and recognition/memorials. Recommendations shall be made by the City Manager, and the City Council will issue a decision if necessary.
11. Robbinsdale assets and facilities shall be identified by the established name, and signs shall be maintained as a source of identity and civic pride.

Member ____________ moved and Member ____________________ seconded a motion that the following resolution be read and adopted this 16th day of April, 2024.

RESOLUTION NO. ________

A RESOLUTION AUTHORIZING THE IMPLEMENTATION OF A PARKS NAMING POLICY FOR THE CITY OF ROBBINSDALE.

WHEREAS, the City of Robbinsdale recognizes that from time to time, the City Council may consider the renaming of City assets, including City Parks; and

WHEREAS, the City of Robbinsdale desires City assets and facilities to be easily identified and located and given names that reflect the culture and diversity of the City and communities it serves; and

WHEREAS, the City of Robbinsdale will establish guidelines for the naming of City assets and facilities through the attached Parks and Facilities naming policy; and

WHEREAS, naming criteria shall following certain criteria as described in the Parks and Facilities naming policy; and

WHEREAS, a procedure for submissions, and Council consideration shall be established by the Parks and Facilities naming policy.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE:
That the attached Robbinsdale Parks and Facilities Naming Policy be effective immediately following the passage of this Resolution.

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:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS 16th DAY OF April, 2024.

____
William A. Blonigan, Mayor

ATTEST:

____
Chase Peterson-Etem, City Clerk

Member ____________ moved and Member ____________________ seconded a motion that the following resolution be read and adopted this 15th day of October, 2024.

RESOLUTION NO. ________

A RESOLUTION SUSPENDING THE PARKS NAMING POLICY AS ADOPTED APRIL 16, 2024, FOR THE CITY OF ROBBINSDALE

WHEREAS, the City of Robbinsdale recognizes that from time to time, the City Council may consider the renaming of City assets, including City Parks; and

WHEREAS, the City of Robbinsdale desires City assets and facilities to be easily identified and located and given names that reflect the culture and diversity of the City and communities it serves; and

WHEREAS, the City of Robbinsdale established guidelines for the naming of City assets and facilities through a Parks and Facilities naming policy that was approved on April 16, 2024; and

WHEREAS, after receiving community feedback about the policy, while simultaneously considering two renaming proposals for Sanborn Park, Council determined the previously adopted policy requires updating to enhance community engagement and participation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE:
The attached Robbinsdale Parks and Facilities Naming Policy shall be suspended effective immediately following the passage of this Resolution.

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:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS 15th DAY OF October, 2024.

_

____
William A. Blonigan, Mayor

ATTEST:

____
Chase Peterson-Etem, City Clerk

City of Robbinsdale, MN
4100 Lakeview Avenue North
Robbinsdale, Minnesota 55422-1898
Phone: (763) 537-4534
Fax: (763) 537-7344

Robbinsdale Parks and Facilities Naming Policy

Purpose: Establish a policy that creates a consistent mechanism for the official naming/renaming of assets and facilities belonging to the City of Robbinsdale, MN.

Objectives:
- Ensure city assets and facilities are easily identified and located.
- Ensure public participation in the naming of city assets.
- Ensure that names given to city assets reflect the culture and diversity of the city and the communities the city serves by including names that honor various genders, ethnicities, races, tribes, and socioeconomic backgrounds, ensuring representation of various demographic groups.

The City of Robbinsdale's assets include all property under the city's ownership, including that of the Robbinsdale Economic Development Authority, including but not limited to buildings (including rooms), structures, open space, public parks, natural areas, wetlands, land, lakes, ponds, trails, nature reserves, environmental habitat, community gardens, neighborhoods, and streets.

Guidelines for the naming of City of Robbinsdale's Assets and Facilities

In considering naming or renaming a city asset, the Robbinsdale City Council should consider the following criteria:

1. Individuals who have made a significant contribution to the city of Robbinsdale and communities it serves can be considered. These can include but are not limited to:
    a. Honor community leaders and inspiring figures who have contributed outstanding civic service and or engender a strong sense of civic responsibility or social/economic justice that inspire future generations and promote positive values.
    b. Someone who has made a significant contribution to the protection of the city's natural or cultural resources or has enhanced the quality of life for residents.
    c. All such honored individuals, as indicated in a. and b. above, must be deceased for at least one year.
2. Natural and geographic features that reflect the area's natural elements, landscape, flora or fauna.
3. Names that provoke positive themes fostering a sense of unity and inclusiveness (e.g. Unity Park).
4. Names that reflect the connections to indigenous communities from the area.
5. Recommendations shall include at least one of the following priorities: Equity/Inclusiveness, Service to the Community, and/or Observe Local History.

In considering naming or renaming city assets, the Robbinsdale City Council shall be guided by the following principles:

1. At least one of the above stated criteria is met.
2. Names with connotations that by contemporary standards are derogatory or profane will not be considered, and any assets named for such shall be renamed.
3. Aim for a name that is inclusive and ensures that various demographics are represented throughout the city's assets, so all individuals are welcomed and represented.
4. The proposed name may not be considered if it is a duplication of adjacent cities' parks and facilities to minimize confusion amongst the public and emergency response teams.

Procedure: The Robbinsdale City Council shall set forth the following procedures for naming or renaming Robbinsdale assets and facilities:

1. A request for naming of a city asset shall be submitted to the City Manager and/or the Robbinsdale City Council. The city shall develop a form to solicit suggestions for names of city assets from organizations, neighborhood residents, individuals and the media. All suggestions, solicited or not, shall be acknowledged and recorded for consideration. The City may limit the number of submissions within a calendar year to two (2). Submissions will be considered on a rolling basis.
2. All submissions must include a "nominating committee". Such nominating committee shall include at least five (5) Robbinsdale residents.
3. The submission must be consistent with the criteria stated in this policy.
4. Submissions must complete application form provided by the City to be considered.
5. Staff shall formally respond to applicant(s) within 90 days.
6. The city of Robbinsdale shall notify the community of a public hearing at least 10 days prior in communication methods the city typically uses to provide an opportunity for public comment on name considerations.
7. The Robbinsdale Parks, Recreation, and Forestry Commission shall review all considered applications, and provide feedback to the City Council for consideration.
8. The city of Robbinsdale will also provide opportunities for community members to make suggestions electronically and through other means (e.g. The Birdtown Brief).
9. The Robbinsdale City Council shall make the final naming decision, taking into consideration the preferences indicated by community members.
10. The nominating person(s) may be responsible for costs associated with any dedication, background check fees, and recognition/memorials. Recommendations shall be made by the City Manager, and the City Council will issue a decision if necessary.
11. Robbinsdale assets and facilities shall be identified by the established name, and signs shall be maintained as a source of identity and civic pride.

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY:	Tim Sandvik, City Manager
DATE:	October 15, 2024
RE:	Voucher Requests Pending Approval for Disbursement

Background:

The check register dated 10/15/24 reflects the voucher requests pending approval for disbursement.

The check register dated 10/2/24 through 10/15/24 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 10/15/2024.

Attachments:
None