

AGENDA

CITIZEN PARTICIPATION

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

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

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

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

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

-
1. CITY COUNCIL MEETING CALLED TO ORDER
 2. ROLL CALL: Blackledge, Greenberg, Parisian, Wagner, Sutton
 3. MICROPHONE CHECK: Blackledge, Greenberg, Parisian, Wagner, Sutton
 4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA
 5. **OATH OF OFFICE**
 - A. Oath of Office for Ward 1 Council Member Raymond Blackledge
 - B. Oath of Office for Mayor Brad Sutton
 6. APPROVAL OF THE JANUARY 7, 2025 MEETING AGENDA

7. CONSENT AGENDA: Pursuant to Council rules, one motion, non- debatable, will approve the recommendation noted. Any member of the Council may ask for an item to be taken from the Consent Agenda for discussion and separate action. Such items removed from the Consent Agenda shall be considered immediately following approval of the balance of the Consent Agenda:
 - A. MPCA Local Climate Action Grant
 - B. City Clerk & Deputy City Clerk Appointments
 - C. Deputy Registrar Appointment
 - D. Approval of City's Official Newspaper
 - E. 2025 Meeting Dates
 - F. Affirm Fair Housing Policy
 - G. Records Retention Schedule
 - H. Elected Official Out-of-State Travel Policy
 - I. Social Media Policy Review
 - J. Approval of Licenses
 - K. Authorize City Manager to Execute Memorandum of Understanding (MOU) with International Union of Operating Engineers, Local No. 49 (49ers)
 - L. Designation of Depositories for City Funds in 2025
 - M. Authorization for Credit Cards
 - N. Renewal of Workers' Compensation Insurance for 2025
 - O. Accepting donations during 2024 from various individuals, businesses and organizations.
8. PRESENTATIONS
 - A. None
9. PUBLIC HEARINGS
 - A. None
10. OLD BUSINESS
 - A. None
11. NEW BUSINESS

A. None

12. OTHER BUSINESS

A. Voucher Requests Pending Approval for Disbursement

13. ADMINISTRATIVE REPORTS

14. COUNCIL GENERAL COMMUNICATIONS

15. ADJOURNMENT

City of Robbinsdale
4100 Lakeview Avenue North
Robbinsdale, MN 55422
763-537-4534
www.robbinsdalemn.com



January 7, 2025

OATH OF OFFICE

City of Robbinsdale

County of Hennepin

I, Raymond Blackledge, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to faithfully discharge the duties of the Office of Ward 1 Council Member of the City of Robbinsdale, Minnesota, to the best of my judgment and ability.

Raymond Blackledge, Ward 1 Councilmember

Subscribed and sworn to before me this 7th day of January 2025.

Chase Peterson-Etem, City Clerk



City of Robbinsdale
4100 Lakeview Avenue North
Robbinsdale, MN 55422
763-537-4534
www.robbinsdalemn.com



January 7, 2025

OATH OF OFFICE

City of Robbinsdale

County of Hennepin

I, Bradley Sutton, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to faithfully discharge the duties of the Office of Mayor of the City of Robbinsdale, Minnesota, to the best of my judgment and ability.

Bradley Sutton, Mayor

Subscribed and sworn to before me this 7th day of January 2025.

Chase Peterson-Etem, City Clerk



TO: Mayor and City Council
PREPARED BY: Kayla Kirtz, Sustainability Coordinator
APPROVED BY: Tim Sandvik, City Manager
DATE: January 7, 2025
RE: MPCA Local Climate Action Grant

Background:

The Minnesota Pollution Control Agency (MPCA) is seeking proposals for planning and implementation projects that enable local jurisdictions to adapt to extreme weather events and a changing climate, and reduce the local jurisdiction's contributions to the causes of climate change. Approximately \$3 million in total funding is available through local climate action planning or implementation grants. The maximum grant award for this RFP is \$50,000. Applications are due no later than Thursday, January 9, 2025 at 4:00 p.m.

Analysis:

For two consecutive years, sustainability has been designated a priority by the City Council in the adoption of annual goals. City Council and staff have discussed on numerous occasions about growing the electric vehicle charging station network in Robbinsdale, and specifically offering EV charging as a public service. Via public comment, residents have also urged the City to consider installing EV charging stations for public use as a means of mitigating greenhouse gas emissions and adapting to the current and future electrification of passenger vehicles.

At the December 17th, 2024 City Council meeting, the Council accepted a quote for electric vehicle charging stations and authorized staff to issue a purchase order for two DC fast charging stations and one level two charging station. Staff intend to install one fast charger and one level two charger at City Hall. There will be substantial electrical work required in order to accommodate for the added power load at City Hall. City staff are actively working with Xcel Energy and a local electrician to discuss the specific needs for the site. There will also be construction work required in order to create an EV charging station parking space that meets the requirements of the Americans with Disabilities Act. In order to cover, at least partially, the construction and electrical costs of this project, staff are seeking to apply for a Local Climate Action Grant from the MPCA. This work will directly support the goals of the grant program, which are to enable local jurisdictions to reduce their contributions to the causes of climate change.

Staff are seeking to apply for a \$49,500 grant from the MPCA for this project. The RFP requires a 5% match, either in-kind or local funds, which would amount to \$2,475.

Recommendation:

Motion to approve the submission of an MPCA LCA Grant application.

Attachments:

None



TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 7, 2025
RE: City Clerk & Deputy City Clerk Appointments

Background:

The Robbinsdale City Charter provides that the City Clerk and Deputy City Clerk are appointed by the City Manager with the advice and consent of the City Council.

Analysis:

The City's current administrative procedures policy requires the annual appointment of the City Clerk. Therefore, it is recommended that Chase Peterson-Etem be appointed as the City Clerk for the year of 2025. It is further recommended that Sherry O'Donnell be appointed as Deputy City Clerk for the year 2025.

Recommendation:

Motion to affirm the action of the City Manager's appointment of Chase Peterson-Etem as City Clerk and Sherry O'Donnell as Deputy City Clerk for the year 2025.

Attachments:

None



TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 7, 2025
RE: Deputy Registrar Appointment

Background:

The Deputy Registrar for the Robbinsdale Motor Vehicle Office should be appointed/reappointed on an annual basis.

Analysis:

Jeff Lenarz was hired as the City's License Center Manager in mid-April, 2018, and staff recommends reappointment of Jeff Lenarz as Deputy Registrar for the Robbinsdale Motor Vehicle Office.

Recommendation:

Motion to appoint the City's License Center Manager, Jeff Lenarz, as the Deputy Registrar for the Robbinsdale Motor Vehicle Office.

Attachments:

None



TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 7, 2025
RE: Approval of City's Official Newspaper

Background:

City Charter requires that an official newspaper be designated annually for publication of ordinances and other matters required by law, or deemed by the Council. Currently, the Crystal/Robbinsdale Sun Post is the official newspaper of Robbinsdale.

Analysis:

Staff solicited information from the Sun Post regarding rates and circulation. The Sun Post's rate for 2025 will be:

First insertion: \$12.40 per column inch
Characters per inch: 320
Lines per inch: 9

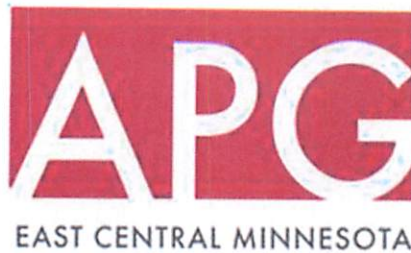
Staff recommends designating the Sun Post as the official newspaper of the City.

Recommendation:

Motion to designate the Crystal/Robbinsdale Sun Post as the official newspaper for the City of Robbinsdale for 2025 with notices and ordinances appearing in the Sun Post as required by City Charter or Minnesota Statutes.

Attachments:

1. City of Robbinsdale 2025 Bid



December 30, 2024

Chase Peterson-Etem
City of Robbinsdale City Council
4100 Lakeview Avenue
North Robbinsdale, MN 55422

Dear Chase and City Council Members,

Please accept the following bid from the **Crystal/Robbinsdale Sun Post** for legal newspaper designation for the City of Robbinsdale. This newspaper is qualified by the State of Minnesota as a legal newspaper under Minnesota Statutes Section 331A.02, Subd. 1.

The following rate structure for legals is effective January 1, 2025:

First insertion:	\$12.40 per column inch
Characters per inch:	320
Lines per inch:	9

All published legal notices are posted on the Sun Post and Minnesota Newspaper Association websites at no additional charge. The notices are free for the public to view on these websites.

A notarized affidavit will be provided for each notice published. A \$20 charge will be assessed on legal notices that require typing.

The **Sun Post** is published weekly on Thursdays. The deadline is 2:00 p.m. on Thursday for publication the following Thursday. Early deadlines apply during the week of a holiday. Please email legal notices to **publicnotice@apgecm.com**.

Thank you for considering the **Sun Post** as the official newspaper for the City of Robbinsdale for the upcoming year. We appreciate the opportunity to serve the needs of your community.

Sincerely,

A handwritten signature in blue ink that reads 'Tonya Orbeck'.

Tonya Orbeck
Adams Publishing Group
Legal Notice Department Manager
763-691-6001

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 7, 2025
RE: 2025 Meeting Dates

Background:

The Robbinsdale City Charter requires the City Council to meet twice each month. The City Code provides that regular meetings of the Council are to be held on the first and third Tuesday of each month. It further states that meeting dates and times may also be adjusted by Council motion when a conflict is identified, provided proper notice is given.

Analysis:

The following dates are items conflicting with the normal Council schedule:

- August 5, 2025, Council Meeting: Recommend moving to Monday, August 4, 2025, due to National Night Out.
- November 11, 2025, REDA and Work Session: Recommend moving to Wednesday, November 12, 2025, due to Veteran's Day.

Regular Work Sessions will take place on the second Tuesday of the month following Robbinsdale Economic Development Authority meetings, as has been done in the past.

Recommendation:

Motion to approve the dates of the City Council meetings and regular Work Session meetings as seen on Attachment 1.

Attachments:

1. 2025 meeting dates

Proposed City Council Meeting Dates for 2025

January 7 and 21

February 4 and 18

March 4 and 18

April 1 and 15

May 6 and 20

June 3 and 17

July 1 and 15

August 4 and 19

September 2 and 16

October 7 and 21

November 4 and 18

December 2 and 16

Proposed REDA and Regular Work Session Dates for 2025

January 14

February 11

March 11

April 8

May 13

June 10

July 8

August 12

September 9

October 14

November 12

December 9

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 7, 2025
RE: Affirm Fair Housing Policy

Background:

The Metropolitan Council requires the recipient of certain grants to have a Fair Housing Policy. It is a written statement regarding the city's commitment to fair housing, including purpose, procedures for complaint identification and referral, designating a fair housing officer, and outlining internal and external actions the city will undertake to advance fair housing. The policy includes documentation of procedures for receiving questions/complaints about housing issues, tracking referrals, statements related to specific fair housing laws, and periodic analysis of housing in the city.

Analysis:

The Council initially approved the policy in March 2019. An annual review of the policy is recommended.

Recommendation:

Motion to acknowledge receipt of the Fair Housing Policy and direct any questions to staff for review.

Attachments:

1. Fair Housing Policy



Fair Housing Policy

1. Purpose and Vision

Title VII of the Civil Rights Act establishes federal policy for providing fair housing throughout the United States. The intent of Title VII is to assure equal housing opportunities for all people.

The City of Robbinsdale is committed to ensuring that all people feel welcomed, are treated fairly, and provided resources for fair housing when choosing to reside in the City of Robbinsdale.

2. Policy Statement

It is the policy and commitment of the City of Robbinsdale to ensure that fair and equal housing opportunities are available to all persons in all housing opportunities and development activities funded by the City regardless of race, color, religion, sex, sexual orientation, marital status, status with regard to public assistance, creed, familial status, national origin, or disability. This is done through external policies to provide meaningful access to all people as well as fair housing information and referral services; and through internal practices and procedures that do not discriminate and that affirmatively further fair housing.

3. External Practices

a. **Reference Organizations** - Fair Housing Officer – Intake and Referral

The City does not claim to have all the resources needed to solve diverse fair housing issues. Therefore, the City believes using external organizations along with City resources will provide significant assistance to individuals' housing needs. The City of Robbinsdale has designated the City Clerk as the responsible authority for the intake, processing and referral of all fair housing complaints. If contacted by current or potential residents of Robbinsdale, the City will request the individual to complete the Concern Report, the City Clerk will review the report and determine if the individual could be assisted by the City or by reference organizations. The list below of organizations is not an exhaustive list, but a starting place for assistance:

- U.S. Department of Housing and Urban Development – Minnesota
- Minnesota Department of Human Rights
- Mid-Minnesota Legal Aid
- Housing Justice Center
- HomeLine Minnesota
- Southern Minnesota Regional Legal Services

The date, time, and nature of the fair housing complaint and the referrals and information given will be fully documented. The Fair Housing Officer will also monitor city activities affecting fair housing and raise issues and concerns where appropriate.

b. Meaningful Access

1. Online Information. The City of Robbinsdale will have information about fair housing displayed on its website under the category “housing.” The website will also have links to various fair housing resources, including the Department of Housing and Urban Development, Minnesota Department of Human Rights, Mid-Minnesota Legal Aid, and others as well as links to state and federal fair housing complaint forms. In addition, the City will post the following documents on its website.
 - Robbinsdale Fair Housing Policy
 - The State of Minnesota’s Olmstead Plan.
2. In-Person Information. The City Clerk and Community Development staff will provide in-person fair housing information including:
 - A list of fair housing enforcement agencies;
 - Frequently asked questions regarding fair housing law; and
 - Fair housing complaint forms for enforcement agencies.
3. Languages. The City of Robbinsdale is committed to providing information in the native language of its residents. Therefore, if requested, the City of Robbinsdale will connect the individual to an organization that can assist with translation of fair housing policies.
4. Rental Licensing Program. The City administers a rental licensing program which requires property owners of rental dwelling units to obtain a rental license from the City every two years. The City will provide information on this fair housing policy to licensees.

4. Internal Practices

The City of Robbinsdale commits to the following steps to promote awareness and sensitivity to fair housing issues in all of its government functions.

- a. **Staff and Officials Training**. The City will regularly train its staff and elected officials on fair housing considerations, including working with people with disabilities, and limited English proficiency constituents.
- b. **Housing Analysis**. The City will review its housing every 3 years to examine the affordability of both rental and owner-occupied housing to inform future city actions.
- c. **Code Analysis**. The City will review its municipal code every 3 years with specific focus on ordinances related to zoning, building and occupancy standards, to identify any potential for disparate impact or treatment.
- d. **Project Planning and Analysis**. City planning functions and development review will consider housing issues, including whether potential projects may perpetuate segregation or lead to displacement of protective classes.
- e. **Community Engagement**. The City will seek input from underrepresented populations in the community. Conversations regarding fair housing, development, zoning and land use changes may be facilitated by the City.
- f. **Affirmatively Furthering Fair Housing**. As a recipient of federal funds through Metropolitan Council grants, the City agrees to participate in the Regional Analysis of Impediments, as organized by the regional Fair Housing Implementation Council (FHIC). The City will review the recommendations from the analysis for potential integration into City planning documents, including the Comprehensive Plan, and other applicable documents.

The City of Robbinsdale will review, revise as necessary, and adopt annually at its annual meeting.

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 7, 2025
RE: Records Retention Schedule

Background:

The General Records Retention Schedule for Minnesota Cities was originally developed by the Minnesota State Department of Administration, Information and Policy Analysis Division and the Minnesota Historical Society. The retention schedule helps to provide a plan for managing government records by giving authority to dispose of records under Minnesota Statutes section 138.17. In 1986 Robbinsdale adopted this schedule.

The Minnesota Clerks and Finance Officers Association (MCFOA) has a standing committee that periodically reviews the schedule and updates as necessary.

The actual records retention document is nearly 100 pages, therefore it is not included in this report, although it is available for review on-line and at the City Clerk's Office.

Analysis:

It is appropriate that the Council adopt the most recent, 2021, version to ensure our retention efforts remain current. This is the same version that was adopted in 2024.

Recommendation:

Motion to adopt the General Records Retention Schedule for Minnesota Cities.

Attachments:

None



TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 7, 2025
RE: Elected Official Out-of-State Travel Policy

Background:

The governing body of each statutory or home rule charter city, county, school district, and other political subdivisions must develop a policy that controls travel outside the state of Minnesota for the elected officials. The policy must be approved by a recorded vote and specify: 1) when travel outside the state is appropriate; 2) applicable expense limits; and 3) procedures for approval of travel. The policy must be reviewed annually and subsequent changes must be approved by recorded vote.

Analysis:

Council initially approved the policy in September 2005 and because the policy must be reviewed and approved annually, staff recommend placing it on the City Council agenda early in the year.

In addition, the policy calls for an annual report of Council out-of-state travel. There was no out-of-state travel by Council members in 2024.

Recommendation:

Approve the Elected Official Out-of-State Travel Policy by adopting the resolution shown in attachment 2.

Attachments:

1. Council Travel Policy
2. Elected Official Out-of-State Travel Policy Resolution

Resolution 6567

**CITY OF ROBBINSDALE
ELECTED OFFICIAL OUT-OF-STATE TRAVEL POLICY**

Purpose: The City of Robbinsdale recognizes that its elected official may at times receive value from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the City.

General Guidelines:

1. The event, workshop, conference or assignment must be approved in advance by the City Council at an open meeting and must include an estimate of the cost of the travel. In evaluating the out-of-state travel request, the Council will consider the following:
 - Whether the elected official will be receiving training on issues relevant to the city or to his or her role as the Mayor or as a council member.
 - Whether the elected official will be meeting and networking with other elected officials from around the country to exchange ideas on topics of relevance to the City or on the official roles of local elected officials.
 - Whether the elected official will be viewing a city facility or function that is similar in nature to one that is currently operating at, or under consideration, by the City where the purpose for the trip is to study the facility or function to bring back ideas for the consideration of the full council.
 - Whether the elected official has been specifically assigned by the Council to visit another city for the purpose of establishing a goodwill relationship such as a “sister-city” relationship.
 - Whether the elected official has been specifically assigned by the Council to testify on behalf of the city at the United States Congress or to otherwise meet with federal officials on behalf of the city.
2. No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.
3. The city may make payments in advance for airfare, lodging and registration if specifically approved by the council. Otherwise all payments will be made as reimbursements to the elected official.
4. The City will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations and guidelines outlined in the city’s Personnel policy for Expense Reimbursement for city employees.
5. The city will not reimburse for alcoholic beverages, personal telephone calls, costs associated with the attendance of a family member, rental of luxury vehicles, alternate meal expenses instead of those included in the cost of registration, or recreational expenses such as golf or tennis.
6. The City’s personnel policy for Air Travel Credits will regulate those credits.

7. If a seated council member does not file for re-election that member is not eligible to attend any out of state conferences, at city expense, from the time that filings for office close.
8. If a seated council member files for re-election but is not successful that council member would not be eligible to attend an out of state conference, at city expense, after the election. Previous out of state conference registrations would be offered to the newly elected individual(s) or another seated council member. Newly elected individuals will be encouraged to attend conferences, within budget limitations. If the newly elected or already seated council member chooses not to attend, all attendance arrangements shall be cancelled.
9. The annual budget shall regulate the out of state conferences attended.
10. Council members attending out-of-state conferences shall report to the full council, in either written or oral form, the results of the trip.
11. At year-end staff shall report to council the number of out of state trips taken by council.
12. Any out-of-state travel expenses not specifically addressed by this document will be guided by the City's personnel policies for city employees.
13. This policy may be amended as necessary at the discretion of the City Council.

Original adoption 9-20-05
Annually adopted

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 7th day of January 2025.

RESOLUTION NO.

**A RESOLUTION ADOPTING ELECTED OFFICIAL OUT-OF-STATE TRAVEL
POLICY**

WHEREAS, the City Council finds it necessary to establish a policy to clearly determine the City's elected official out-of-state travel policy; and

WHEREAS, the City Council has reviewed and discussed the elected official out-of-state travel policy;

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Robbinsdale, Minnesota, that the Elected Official Out-of-State Travel Policy is hereby adopted.

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

And the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED
THIS 7th DAY OF JANUARY 2025.

Bradley Sutton, Mayor

Attest:

Chase Peterson-Etem, City Clerk

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 7, 2025
RE: Social Media Policy Review

Background:

City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical, and lawful manner pursuant to all existing City and departmental policies. This policy also provides guidelines and standards for city representatives regarding the use of social media for communication with residents, colleagues, and other followers.

Analysis:

The Council initially approved the policy in January 2018. An annual review of the policy is recommended.

Recommendation:

Motion to acknowledge receipt of the Social Media Policy and direct any questions to staff for review.

Attachments:

1. Social Media Policy

CITY OF ROBBINSDALE

SOCIAL MEDIA POLICY

Purpose:

Social networking in government serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction, and feedback. Information which is distributed via social networking must be accurate, consistent, and timely and meet the information needs of the City's customers. Since social media is used for social networking, this policy seeks to ensure proper use of the City of Robbinsdale's social media sites by its representatives.

The City of Robbinsdale wishes to establish a positive and informative social media presence. City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical and lawful manner pursuant to all existing City and departmental policies. This policy also provides guidelines and standards for city representatives regarding the use of social media for communication with residents, colleagues and all other followers.

As a general philosophy, Robbinsdale will manage its social media presence in a centralized manner. Departments and individual employees shall not create social media accounts themselves that are intended to represent the City of Robbinsdale. The City of Robbinsdale's intent is to increase transparency, reach, immediacy and stakeholder feedback.

The ultimate goal of social media will be to drive residents and visitors to the City of Robbinsdale website. The city's official website, www.robbinsdalemn.com, will remain the city's primary online medium communicating information to the public. The city's "e-notifications" email notification system, available via the city website will remain the city's primary email notification tool.

The best, most appropriate, use of social media for the City of Robbinsdale is as follows:

1. As channels for disseminating time-sensitive information as quickly as possible.
2. As marketing/promotional channels that increase the city's ability to broadcast its messages to the widest possible audience.
3. As a method to educate the public about the city's programs and services.

Policy:

The City of Robbinsdale will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communication and information sharing strategy. City social media sites may be modified or removed by the City at any time and without notice, as described in this document.

City of Robbinsdale social media accounts are considered a City asset and administrator access to these accounts must be securely administered in accordance with the City's Computer Use

policy. The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.

All social media web sites created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the City of Robbinsdale, including a link to the City's official web site.

Scope:

This policy applies to any existing or proposed social media website and online community accounts sponsored, established, registered or authorized by the City of Robbinsdale. This policy also covers the private use of the City's social media accounts by all City representatives, including its employees and agents, Council members, appointed board or commission members and all public safety volunteers to the extent it affects the City. Questions regarding the scope of this policy should be directed to the City Manager.

The following guidelines establish best practices for the use of social media for the City of Robbinsdale:

1. The City of Robbinsdale website, www.robbednsdalemn.com, will remain the city's primary and predominant internet presence.
2. Wherever possible, content posted to the City of Robbinsdale social media sites should contain links directing users back to the city's official website.
3. All City of Robbinsdale social media sites must comply with all appropriate city policies and standards. Exceptions must be approved by the City Manager.

Definitions:

Social media are internet and mobile-based applications, websites and functions, other than email, for sharing and discussing information, where users can post photos, video, comments and links to other information to create content on any imaginable topic. This may be referred to as "user-generated content" or "consumer-generated media."

Social media includes, but is not limited to:

- Social networking sites such as Facebook, LinkedIn, Twitter, and online dating services/mobile apps
- Blogs
- Social news sites such as Reddit and BuzzFeed
- Video and photo sharing sites such as YouTube, Instagram, SnapChat, and Flickr
- Wikis, or shared encyclopedias such as Wikipedia
- An ever emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above

As used in this policy, "employees and agents" means all City representatives, including its employees and other agents of the city, such as independent contractors or Council members.

Employee Use:

City employees and agents with administrator access are responsible for managing social media websites. Facilities or departments wishing to have a new social media presence must initially submit a request to the City Manager in order to ensure social media accounts are kept to a sustainable number and policies are followed. All approved sites will be clearly marked as the City of Robbinsdale site and will be linked with the official City website (www.Robbinsdalemn.com). No one may establish social media accounts or websites on behalf of the City unless authorized in accordance with this policy

Administration of all social media web sites must comply with applicable laws, regulations, and policies as well as proper business etiquette.

City social media accounts accessed and utilized during the course and scope of an employee's performance of his/her job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political or policy issues or to express personal views or concerns pertaining to City employment relations matters.

No social media website may be used by the City or any City employee or agent to disclose private or confidential information. No social media web site should be used to disclose sensitive information; if there is any question as to whether information is private, confidential or sensitive, contact the City Manager.

When using social media sites as a representative of the City, employees and agents will act in a professional manner. Examples include but are not limited to:

- Adhering to all City personnel and Computer Use policies
- Using only appropriate language

Be aware that content will not only reflect on the writer but also on the City of Robbinsdale as a whole, including elected officials and other city employees and agents. Consider the following:

- Make sure information is accurate and free of grammatical errors.
- Don't provide private or confidential information, including names, or use such material as part of any content added to a site.
- Don't comment negatively on community partners or their services, or use such material as part of any content added to a site.
- Don't provide information related to pending decisions that would compromise negotiations.
- Be aware that all content added to a site is subject to open records/right to know laws and discovery in legal cases.
- Always keep in mind the appropriateness of content.
- Comply with any existing code of ethical behavior established by the City.

Where moderation of comments is an available option, comments from the public will be moderated by City staff, with administrative rights, before posting. Where moderation prior to posting is not an option, sites will be regularly monitored by City staff.

City of Robbinsdale's staff with administrative rights will not edit any posted comments. However, comments posted by members of the public will be removed if they are abusive, obscene, defamatory, in violation of the copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate or incorrect. The following are examples of content that may be removed by City staff before or shortly after being published:

- Potentially libelous comments
- Obscene or racist comments
- Personal attacks, insults, or threatening language
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the topic of the forum
- Commercial promotions or spam
- Hyperlinks to material that is not directly related to the discussion

Personal Social Media Use

The City of Robbinsdale respects employees and agents' rights to post and maintain personal websites, blogs and social media pages and to use and enjoy social media on their own personal devices during non-work hours. The City requires employees and agents to act in a prudent manner with regard to website and internet postings that reference the City of Robbinsdale, its personnel, its operation or its property. Employees and agents and others affiliated with the City may not use a city brand, logo or other city identifiers on their personal sites, nor post information that purports to be the position of the City without prior authorization.

City employees and agents are discouraged from identifying themselves as city employees when responding to or commenting on blogs with personal opinions or views. If an employee chooses to identify him or herself as a City of Robbinsdale employee, and posts a statement on a matter related to City business, a disclaimer similar to the following must be used:

“These are my own opinions and do not represent those of the City.”

Occasional access to personal social media websites during work hours is permitted, but employees and agents must adhere to the guidelines outlined in the City's Employee Handbook. Employees and agents should also review the Data Ownership section of this policy (below).

There may be times when personal use of social media (even if it is off-duty or using the employee's own equipment) may spill over into the workplace and become the basis for employee coaching or discipline. Examples of situations where this might occur include:

- Friendships, dating or romance between co-workers
- Cyber-bullying, stalking or harassment

- Release of confidential or private data; if there are questions about what constitute confidential or private data, contact the City Manager.
- Unlawful activities
- Misuse of city-owned social media
- Inappropriate use of the city's name, logo or the employee's position or title
- Using city-owned equipment or city-time for extensive personal social media use

Each situation will be evaluated on a case-by-case basis because the laws in this area are complex. If you have any questions about what types of activities might result in discipline, please discuss the type of usage with the City Manager

Data Ownership

All social media communications or messages composed, sent, or received on city equipment in an official capacity are the properties of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. The City of Robbinsdale also maintains the sole property rights to any image, video or audio a City employee is asked to capture for City business.

The City retains the right to monitor employee's social media use on city equipment and will exercise its right as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication.

Policy Violations

Violations of the Policy will subject the employee to disciplinary action up to and including discharge from employment.

January 2, 2018



TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 7, 2025
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 1/7/2025.

Attachments:

1. Licenses

BUSINESS LICENSES FOR COUNCIL APPROVAL

01/07/2025

License Type	Applicant	License Fee
Animals - Domestic	Brynn Okeson	25.00
Animals - Domestic	CHRIS CONNAKER	25.00
Convenience Foods	DAIRY QUEEN	50.00
Animals - Domestic	DANIEL & AMY FISHER	25.00
Animals - Domestic	JAMI STROMBERG	25.00
Animals - Domestic	JEREMY ABBOTT	25.00
Animals - Domestic	Kristen Setien	25.00
Animals - Domestic	Laconia Koerner	25.00
Animals - Domestic	Melissa Courtney	25.00
Animals - Domestic	NATHANIEL & HEIDI MILLER	25.00
Animals - Domestic	Shannon Cleare Glover	25.00
Telecommunications Tower Crown Castle		500.00

BUSINESS LICENSES FOR COUNCIL APPROVAL

12/31/2024

License Type	Applicant	License Fee
Solid Waste Haulers	WALTERS RECYCLING & REFUSE	250.00
Tree/Lawn Fertilizer	DYNAMIC TREE & LANDSCAPING	50.00
Tree/Lawn Fertilizer	SHADYWOOD TREE EXPERTS & LANDSCAPING	50.00
Tree/Lawn Fertilizer	A to Z TREE CARE, LLC.	50.00
Tree/Lawn Fertilizer	MINNESOTA TREE EXPERTS	50.00
Tree/Lawn Fertilizer	THE DAVEY TREE EXPERT COMPANY	50.00
Tree/Lawn Fertilizer	MONSTER TREE SERVICE	50.00

Contractor Licenses for Council Approval

<u>Name</u>	<u>Licensee Type</u>	<u>Fee Amount</u>
APPLIANCE CONNECTIONS INC	Plumbing Contractor	\$50.00
ASSOCIATED MECHANICAL CNTRCTRS INC	Mechanical Contractor	\$50.00
ASSOCIATED MECHANICAL CNTRCTRS INC	Plumbing Contractor	\$50.00
B & D PLUMBING, HEATING & A/C INC	Mechanical Contractor	\$50.00
B & D PLUMBING, HEATING & A/C INC	Plumbing Contractor	\$50.00
BKMC	Plumbing Contractor	\$50.00
EL-JAY PLUMBING & HEATING, INC	Plumbing Contractor	\$50.00
LINDMAN PLUMBING	Plumbing Contractor	\$50.00
MASTER MECHANICAL INC	Mechanical Contractor	\$50.00
MASTER MECHANICAL INC	Plumbing Contractor	\$50.00
MASTER MECHANICAL INC	Commercial Contractor	\$50.00
MICHAL'S HHH	Mechanical Contractor	\$50.00
MN HEATING AND COOLING	Mechanical Contractor	\$50.00
MNS ALL SEASONS COMFORTS	Mechanical Contractor	\$50.00
NORTHERN'S BENJAMIN FRANKLIN PLUMBING	Plumbing Contractor	\$50.00
NORTHERN'S BENJAMIN FRANKLIN PLUMBING	Sewer / Water Contractor	\$50.00
NORTHERN'S ONE HOUR	Mechanical Contractor	\$50.00
OWENS COMPANIES INC	Mechanical Contractor	\$50.00
PRONTO HEATING & AIR CONDITIONING	Mechanical Contractor	\$50.00
PRONTO HEATING & AIR CONDITIONING	Plumbing Contractor	\$50.00
RON THE SEWER RAT, INC	Mechanical Contractor	\$50.00
RON THE SEWER RAT, INC	Plumbing Contractor	\$50.00
VINCO INC	Commercial Contractor	\$50.00

TO: Mayor and City Council

PREPARED BY: Tim Sandvik, City Manager

APPROVED BY: Tim Sandvik, City Manager

DATE: January 7, 2025

RE: Authorize City Manager to Execute Memorandum of Understanding (MOU) with International Union of Operating Engineers, Local No. 49 (49ers)

Background:

As a part of 2024 budgeting (starting in the spring of 2023), staff recommended, and Council supported, a Compensation and Class study for all employees at the City of Robbinsdale. This fall, Council heard a presentation on findings, and approved the study.

Analysis:

In tandem with the Compensation and Classification process, City Administration has been meeting with stewards and reps from the 49ers, related to Healthcare Coverage as outlined in the current agreement. As a part of negotiations, the City has proposed to adjust wages and insurance/benefits.

Insurance/Benefits

Under the new agreement, all current language under "ARTICLE XX - INSURANCE" shall be struck (including sections 20.1, 20.2, and 20.3). The following shall be included in its place: *"Effective January 1, 2025, Employees will receive insurance benefits (including medical, dental, life, short term disability, long term disability, and "opt out" option) at the same level and Employer contribution rate as City non-represented employees. The Union may have at least one representative present to provide input at Employer designated meetings to discuss benefits."*

Wages

Under the new agreement, all language under "Appendix A", specific to 2025 Schedule shall be struck. New language shall include the following agreed upon Position Title and Assigned Grades, as well as 2025 Grade/Steps, (as seen below).

All employees shall advance to the the newly assigned Grade, at the Step closest to the previously aggregated upon wages (without going under), effective January 1, 2025. For those who have not reached Step 7 in 2024, they will be eligible for a Step increase upon a successful review at their anniversary date. If employees have reached Step 7 in 2024 and are placed on a new Grade/Step that is not Step 7, they shall be eligible to advance Steps effective January 1, 2026.

Premium pay language related to C Water License, SC Sewer License, B Water License, SB Sewer License, and Mechanic shall remain.

All premium pay language related to Lead Mechanic shall be struck.

APPENDIX A- WAGES

Position Title	Union	Position Score	Assigned Grade
PUBLIC UTILITIES MAINTENANCE-WATER	49ERS	189	12
PUBLIC WORKS MAINTENANCE-PARKS	49ERS	189	12
PUBLIC WORKS MAINTENANCE-STREETS	49ERS	189	12
LEAD GARAGE MECHANIC	49ERS	282	16

PROPOSED 2025

		Standard Steps							
Points	Grade	1	2	3	4	5	6	7	
186	192	12	\$ 32.61	\$ 33.60	\$ 34.60	\$ 35.64	\$ 36.71	\$ 37.81	\$ 40
282	291	16	\$ 41.17	\$ 42.41	\$ 43.69	\$ 44.99	\$ 46.35	\$ 47.73	\$ 49

Recommendation:

Authorize the City Manager to execute a Memorandum of Understanding with (MOU) with International Union of Operating Engineers, Local No. 49 (49ers).

Attachments:

None

TO: Mayor and City Council
PREPARED BY: Daa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: January 7, 2025
RE: Designation of Depositories for City Funds in 2025

Background:

Minnesota Statutes, Section 427.01 and 427.09 require that the official depositories of the City be designated at the first Council meeting in January of each year. The depositories are financial institutions in which the City places public monies in checking accounts and savings accounts.

Analysis:

In 2025, the proposed designated depositories for the City of Robbinsdale are US Bank and Citizens Independent Bank. The investment and safekeeping services are being provided by UBS Wealth Management, until changed by mutual consent of the parties, processing all the City's investments as its agent. This places the City's investments into an independent third party's possession, which assures that payment is made only upon receipt of the instrument purchased and substantially reduces the possibility of potential problems. There are investments being held at Minnesota State Board of Investment as approved by the City Council on February 20, 2024.

Recommendation:

By Motion:

- Designate US Bank and Citizens Independent Bank as depositories for the City of Robbinsdale for 2025.
- Designate UBS Wealth Management to safe-keep the City's investments for 2025.
- Designate Minnesota State Board of Investment for City's investments for 2025.
- Direct Tim Sandvik, City Manager, and Daa Tahoun, Finance Director to execute the necessary documents to assure continuity of banking services.

Attachments:

None

TO: Mayor and City Council
PREPARED BY: Daaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: January 7, 2025
RE: Authorization for Credit Cards

Background:

Minnesota Statutes, Section 471.382 provides that the City may authorize the use of a credit card by any City officer or employee otherwise authorized to make a purchase on behalf of the City. If a City officer or employee makes or directs a purchase by credit card that is not approved by the City Council, the officer or employee is personally liable for the amount of the purchase. A purchase by credit card must otherwise comply with all statutes, rules or city policy applicable to purchases.

The City Council has specifically authorized the City Manager to obtain a credit card and the list of credit card purchases and payments is approved by the City Council. The use of credit cards by applicable staff provides that the City Manager is better able to administer the City. The City Council annually approves a resolution authorizing the issuance of city credit cards to listed city employees.

Analysis:

A specific authorization for employees to be issued credit cards is a part of the City Council's Annual Meeting procedures. A resolution has been supplied listing the current employees who have City Credit Cards.

Recommendation:

By motion, waive the reading and order the adoption of the Resolution in Exhibit 1 acknowledging and authorizing listed City Employees to be issued City Credit Cards.

Attachments:

1. Credit Card authorization 2025 resolution
2. Credit Card authorization 2025 Exhibit 1

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 7th day of January 2025.

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING ISSUANCE OF CITY CREDIT CARDS
TO LISTED CITY EMPLOYEES

WHEREAS, there are certain efficiencies to be obtained by City employees making small purchases with credit cards rather than charging purchases to local store accounts or requesting petty cash; and

WHEREAS, registrations for a number of conferences provide discounts for registering by credit card; and

WHEREAS, the Finance Director and City Manager have reviewed the functions and routine purchases made by City Employees as part of their job functions and have recommended those employees be issued city credit cards; and

WHEREAS, if a City officer or employee makes or directs a purchase by credit card that is not approved by the city council, the officer or employee is personally liable for the amount of the purchase; and

WHEREAS, a purchase by credit card must otherwise comply with all statutes, rules or city policy applicable to purchases;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE, MINNESOTA that the employees shown in Attachment 1 are hereby authorized to be issued City Credit Cards with limits to be determined by the City Manager; and

BE IT FURTHER RESOLVED, that when employees leave city employment their credit cards are terminated and when their positions are filled, the City Manager may authorize issuance of a City credit card to the new employee filling the listed position.

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

and the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 7TH DAY OF JANUARY, 2025.

Bradley Sutton, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk

Exhibit 1

City Employees and Positions Authorized to Be Issued City Credit Cards - 2025

Administrative Department Staff- listed below	
Tim Sandvik	City Manager
Diaa Tahoun	Finance Director
Dean Busch	Information Technology Coordinator
Brenna Johnson	Finance Administrative Support
Heather Rand	Community Development Director
Deputy Registrar Staff – listed below	
Jeff Lenarz	Deputy Registrar Manager
Fire Department Officers – listed below	
Guy Dorholt	Fire Chief
Mike Powell	Assistant Chief
Tom Robertus	Captain
Brent Nelson	Captain
Ciaran Murtagh	Lieutenant
Darren Olson	Lieutenant
Karsten Nelson	Lieutenant
Liquor Store Staff – listed below	
Chris Huber	Liquor Manager
Jen Olson	Assistant Liquor Manager
Police Department Staff – listed below	
Patrick Foley	Police Chief
Chad Stensrud	Police Captain
John Elder	Police Captain
Beau Schoenhard	Police Sergeant
Linda Gieser	Police Administrative Support
Public Works Department Staff- listed below	
Richard McCoy	Public Works Director
Josh Opheim	Streets Supervisor
Scott Welle	Parks Supervisor
Joel Konkol	Utilities Supervisor
Chris Peabody	Lead Mechanic
Donna Schwartz	Public Works Administrative Support
Recreation Department – listed below	
Matt Bazyk	Recreation Services Manager
William Cardenas	Community Engagement Coordinator
Joel Ginn	Recreation Programs Supervisor

TO: Mayor and City Council
PREPARED BY: Daa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: January 7, 2025
RE: Renewal of Workers' Compensation Insurance for 2025

Background:

The City Council established the Risk Management Program to stabilize the cost of insurance. The City's workers' compensation modification went from 1.4 for 2024 to 1.61 for 2025. The City has chosen the fixed cost standard premium in prior years.

Analysis:

Over the last several years the Council has declined the option of accepting a large portion of the risk by approving a retro-rated plan for this insurance coverage. Under the retro-rated plan the City can reduce costs only if actual experience of claims is low. In the last year, we have had an increase in the number of claims. The three proceeding years had a lower number of claims, but significantly higher cost exposures.

Staff are recommending that the Council purchase the fixed cost regular premium option for an estimated cost of \$542,088. The 2024 premium was \$529,888. Cathy Caviness (Gallagher) is not able to attend the meeting, but has reviewed the City's options. Cathy reviewed our loss and injury history. It is difficult to predict the amount of loss and the number of incidents for any given year. Cathy still believes in the long run a fixed cost program is in the best interest of the City. The premium change is in line with what was included in the 2025 budget. Premiums are up 2.3% compared to last year. Salaries are up by 3% due to the new positions and phase out of non-smoking credit in 2025.

As of January 1, 2019, a new law has gone into effect that changed the way work-related Post-Traumatic Stress Disorder (PTSD) claims are handled. All PTSD injury claims that occur on or after January 1, 2019 for public safety are presumed to be work-related. Due to the increase in PTSD claims and the significant cost implications, average rates for public safety job class have increased 48.55% for the coverage year 2025. These increases will move toward the League of Minnesota Cities Insurance Trust Workers' Compensation Program funding level for police job classes that will be sustainable over time, but there is still a projected gap, meaning additional rate increases in the coming years.

The City also has a number of volunteers. Ancillary Volunteer Accident Coverage will be provided automatically for no additional premium charge.

Recommendation:

Approve a motion to direct the City Manager to contract with the League of Minnesota Cities Insurance Trust Fund for the workers' compensation insurance at a fixed cost regular premium option rate of \$542,088.

Attachments:

None



TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: January 7, 2025
RE: Accepting donations during 2024 from various individuals, businesses and organizations.

Background:

Throughout the year, various individuals and organizations donate money to the City to help with the acquisition of equipment and for support of various community events. The City of Robbinsdale is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of recreational services pursuant to Minnesota Statutes Section 471.17.

Analysis:

During 2024, the City of Robbinsdale received donations in the amount of \$2,030 from individuals and organizations as listed in the resolution shown in Exhibit 1.

Recommendation:

By motion, waive the reading and order the adoption of the resolution accepting donations (shown as Exhibit 1).

Attachments:

1. Annual Donation Resolution 2024 resolution

Exhibit 1

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 7th day of January 2025.

RESOLUTION NO. _____
RESOLUTION ACCEPTING DONATIONS

WHEREAS, the City of Robbinsdale is generally authorized to accept donations of real and personal property, pursuant to Minnesota Statutes Section 465.03, for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of recreational services pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, the following people and entities have contributed cash or real property in amounts set forth below to the city during 2024:

<u>Individual/Organization</u>	<u>Purpose of Donation</u>	<u>Donation Amount</u>
Tranvik, Mark & Ann Dwyer	Memorial bench	\$ 640.00
Mark Bigham	Memorial bench	\$ 640.00
Robbinsdale Crime Prevention Association	Badges and Bobbers	\$ 200.00
City of Crystal	Badges and Bobbers	\$ 200.00
The Church of the Sacred Heart	Police Reserves	\$ 50.00
Steven and Janet Mitchell	Triangle Park	\$ 150.00
Hy-Vee	Annual tree lighting event	\$ 150.00
Total Donations and Grants		<u>\$ 2,030.00</u>

; and

WHEREAS, all such donations have been contributed to assist the city for the benefit of its citizens for the purposes, facilities, and programs indicated by the donor and described herein, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered from the individuals, businesses and organizations listed above during 2024 that were used to help fund various City events, programs and purchase of equipment;

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

1. The City Council expresses gratitude in accepting the donations listed above;
2. The donations described above are accepted and shall be used to assist the city for the benefit of its citizens for the purpose, facilities, and programs indicated by the donor and described herein, as allowed by law; and
3. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation, if it has not already been done.

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

and the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED
THIS 7TH DAY OF JANUARY 2025.

ATTEST:

Bradley Sutton, Mayor

Chase Peterson-Etem, City Clerk
(seal)



TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 7, 2025
RE: Voucher Requests Pending Approval for Disbursement

Background:

The check register dated 1/7/25 reflects the voucher requests pending approval for disbursement.

The check register dated 12/18/24 through 1/7/25 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 1/7/2025.

Attachments:

None