

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: Greenberg, Parisian, Wagner, Blackledge, Sutton
 3. MICROPHONE CHECK: Greenberg, Parisian, Wagner, Blackledge, Sutton
 4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA
 5. APPROVAL OF THE JANUARY 21, 2025 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 October 1, 2024
 - B. Acceptance of Hennepin County Youth Activities Grant
 - C. Approval of Credit Card Charges and Payment – November 2024
 - D. Approval of Credit Card Charges and Payment – December 2024
 - E. Investment Report
 - F. Deputy Registrar’s Monthly Financial Statements
 - G. Robbinsdale Wine & Spirits’ Monthly Financial Statements
 - H. Acceptance of Robbinsdale Planning Commission 2024 Activity Report
 - I. 2nd Reading and Adoption of Ordinance Changing Text Related to Public Utility Building
 - J. Approve Professional Service Agreement with Rum River Consulting for Building Official Services
 - K. Approval of Licenses
 - L. Second reading of an ordinance amending Section 205 of the City Code Salaries of Elected Officials
 - M. 2nd Reading of an Ordinance Adopting Updates to Appendix B - Fee Schedule
 - N. Approve Multi-jurisdictional Elevate Hennepin Contract Agreement
 - O. Accept Quote for Separating Bucket - Project 8211
 - P. Acceptance of Mortenson Family Foundation Grant
 - Q. Receive Sustainability Committee Meeting minutes from November 20th, 2024
 - R. Receive Planning Commission Minutes of November 12, 2024.
 - S. Authorize City Manager to execute Memorandum of Understanding (MOU) with LELS Local 179
7. PRESENTATIONS
- A. None
8. PUBLIC HEARINGS
- A. None
9. OLD BUSINESS
- A. None

10. NEW BUSINESS

- A. Approve Final Plat for 3505 Bottineau Boulevard (Hy-Vee) Robbinsdale Mall Forth Addition
- B. Appointment of Commissioners
- C. City Council Appointments

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: Murphy, Greenberg, Parisian, Wagner, Blonigan

Absent:

Staff: Tim Sandvik, City Manager; Chase Peterson-Etem, City Clerk; Heather Rand, Community Development Director; Richard McCoy, Public Works Director/City Engineer

PRESENTATION

The Council agreed to move Presentation A to the beginning of the meeting.

A. Growth Through Opportunity - Empower Inclusion

The Council thanked Terrance for his work with the various city departments and wished him well on future endeavors. Terrance thanked the Council for his time with the city.

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

Paul and Gina Zalazar, 3104 Grimes Ave. N., noted a letter they received regarding a rental license fine and stated this is the first time they have been communicated with from the city. Sandvik stated someone from the Community Development department would be in contact with them to help.

APPROVAL OF THE OCTOBER 1, 2024 MEETING AGENDA

Peterson-Etem noted the addition of two items for tonight. First being the Voucher Disbursement Report for Other Business Item A and the second is adding Presentation Item D, a proclamation for recognizing Domestic Violence Awareness Month.

Member Murphy MOVED, seconded by Parisian to approve the October 1, 2024, meeting agenda. The vote was unanimous and the motion passed.

CONSENT AGENDA

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

- A. Approve City Council Meeting minutes from July 16, 2024
- B. Receive Park, Recreation, and Forestry Commission minutes from August 27, 2024
- C. Approval of Licenses
- D. Resolution appointing Election Judges for the 2024 General Election
- E. Authorize Installation of an 8-foot-high Fence Around Police & Fire Vehicle Parking Lot at 4101 Hubbard

- F. Joint Powers Agreement for the Establishment and Continued Operation of the Bassett Creek Watershed Management Commission
- G. Robbinsdale Area Schools - School Resource Officer Contract

PRESENTATIONS

- B. Representative Omar

Representative Omar thanked the Council for having her. She provided updates on the work she has been doing both in the region and specifically for Robbinsdale. She noted her office is there for residents and they can certainly reach out to her team if they need help. She also acknowledged and thanked Mayor Blonigan for his time on the Robbinsdale City Council and noted she submitted a recognition of his service in the Congressional Record where it will live in the Library of Congress. Sandvik read the letter aloud.

Mayor Blonigan thanked Representative Omar and reiterated the efforts they have made together.

- C. Dr. Teri Staloch - Robbinsdale Area Schools Superintendent

Dr. Teri Staloch, Robbinsdale Area Schools Superintendent, thanked the Council for having her and noted she was there tonight to introduce herself and her vision for the School District. She provided information on the current status of the school district, including enrollment, staff, and their strategic plan. She mentioned their budget outlook and needs, and noted there is a question on the ballot for the General Election related to the school district budget. She thanked the Council for their time.

Member Wagner noted his support for the levy initiative on the ballot and asked what her approach is for the school board. Dr. Staloch noted the board's support for her and that she is also there to support them in creating the best policies possible and reaching the district's goals.

Member Murphy invited Dr. Staloch to return more than once a year, noting it could be beneficial in updating the public on the budgeting process and the importance of their budget considerations.

Member Greenberg asked if there were any areas she noticed that need improvement, or conversely, any areas that were performing better than expected. Dr. Staloch stated she is impressed with the commitment of the staff, but noted the academic outcomes are not where they need to be. She also noted that every student needs to feel that they belong and are supported for who they are.

Mayor Blonigan noted his support of Dr. Staloch and mentioned his experience with his children being part of the school district. He also mentioned the Seven Dreams Education Foundation and encouraged people to donate.

Member Parisian thanked Dr. Staloch and stated she graduated from Robbinsdale Area Schools. She appreciated the history of the district and where it's going in the future.

- D. Proclamation declaring Domestic Violence Awareness Month.

Mayor Blonigan summarized the proclamation.

Member Parisian MOVED, seconded by Murphy to declare October as Domestic Violence Awareness Month in the City of Robbinsdale. The vote was unanimous and the motion passed.

PUBLIC HEARINGS

A. On-Sale Wine License w/ Sunday Sales for Taqueria El Parian

Sandvik introduced the item, noting that a public hearing is required, and the applicant is in attendance. He stated there are conditions that need to be met before they can be fully licensed, but staff does not see any issue with the applicant meeting these.

The applicant noted they are working on completing the items listed, but things have been moving slower than planned.

Mayor Blonigan opened the public hearing.

No one spoke during the public hearing.

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

Mayor Blonigan asked if the applicant wanted to share any other information. The applicant noted some menu items and said that they will train staff properly for alcohol services.

Member Greenberg MOVED, seconded by Wagner to approve the issuance of the On-Sale Wine License w/ Sunday Sales, and a restaurant license, to Taqueria El Parian, LLC, dba Taqueria El Parian. The vote was unanimous and the motion passed.

OLD BUSINESS

A. Consider Municipal Consent for Blue Line Extension Light Rail

Sandvik introduced the item noting the Council has been discussing this for months and have hosted an open house and public hearing, among other methods, to gather feedback from the community. He noted the Council tabled this item at their last meeting, as additional information had been provided from the project office. He noted the Council's options for the vote and that there are two resolutions drafted. One for denial and one for approval of Municipal Consent. He stated a decision has to be made by October 10, and staff is asking the Council to make that decision tonight.

Member Greenberg asked about altering the resolutions. Sandvik recommended staying as close as possible to the draft resolutions as they have been reviewed by the City Attorney and include specific items related to state statute. He also mentioned the additional information that was received is included in these drafts.

Member Murphy hopes the Council will vote no, with conditions. He stated they only get one opportunity to vote on this and voting no could provide Robbinsdale with a little more power with the project office, and to make them obligated to do what they are asking for. He stated Robbinsdale is the smallest city in this project and feels we are being left out of some conversations and voting no will provide more impact.

Member Parisian thanked everyone who attended the Work Session earlier and appreciates everyone's involvement. She noted she would be voting yes for Municipal Consent and read a statement as to why. She noted the concerns around safety, traffic impacts, and overall design elements, however, the additional information provided from the project office has provided commitments that address the majority of those concerns and the steps they would take to do so. She mentioned the positive and collaborative momentum that has been gained and that by granting Municipal Consent, Robbinsdale will be able to continue to influence the design and decisions being made. She reiterated that she will be voting to approve Municipal Consent, and will continue to advocate for safety, sustainability, and anti-displacement efforts.

Member Wagner noted his support for the project and read a prepared statement. That statement is attached to these minutes.

Member Greenberg noted all parties are on a path to get to yes, and that the additional information provided by the project office is really only the beginning of the conversation, not the end. He stated they could have provided this information months ago and he doesn't feel there has been enough discussion with the project office about their concerns. He stated voting no is the only way we can include conditions that they would have to consider, and he doesn't see that as a negative, just the next step of the project. Voting no doesn't mean he doesn't support the project but will provide additional time and conversations to address his concerns.

Member Murphy stated he feels voting no will allow Robbinsdale a better opportunity to influence the project office to address their concerns and agrees with Member Greenberg, that voting no is just part of the process.

Member Greenberg reiterated he doesn't feel they have had enough time with the new information that was presented by the project office, and although it has helped answer many questions, he still has more.

Member Wagner stated he doesn't feel voting to deny Municipal Consent will offer any different outcome and the project office has made efforts to be in line with Robbinsdale.

Member Murphy noted the project office would be obligated to address their concerns if they vote no with conditions and wants to make sure our needs are being met too.

Mayor Blonigan stated that up until last week, he wouldn't have considered anything other than a no vote with conditions. However, he noted the additional information the project office provided and felt they had listened to the Council. He listed the items they addressed in their letter. He stated Robbinsdale has gotten the project office to agree on several items and noted a large concern has been safety, and emergency vehicles being able to get where they need to be. He mentioned the project office is against elevating the track but has addressed concerns around emergency vehicle and pedestrian safety. He feels the negotiations have reached a point where they would end up and asked himself if he trusts that these new items will actually be incorporated into the project. Blonigan mentioned ridership and quoted Irene Fernando, Hennepin County Commissioner Chair. The quote notes that ridership is more than the number of people riding, but who we are serving, and this is an equity investment in communities of color, that have historically been underinvested in, and light rail can provide primum transportation to communities of color, who rely on transit every day. Blonigan noted it's estimated that over 50% of the riders in this corridor will not have a car in their household. He feels that many of the people opposed to the project are homeowners and feels there hasn't been enough representation for the 50% of people who rent in Robbinsdale. He noted he does trust that the project office will uphold their commitments.

Member Greenberg stated Mayor Blonigan's points are valid, but even if we vote no right now, we are still heading towards consent in the future.

Mayor Blonigan asked if being the first city in history to vote no is a negative thing, and if that would truly get us more. Member Greenberg stated voting no isn't about stopping the project, it's about getting to yes.

Member Murphy agreed with Member Greenberg that voting no would allow us to get more questions answered and wouldn't be negative.

Member Wagner noted that in the past he thought we could draft a resolution of support with conditions, but even though that is not the case anymore, he doesn't feel the outcome will be different if they deny Municipal Consent. He noted the project office has been collaborative to get to this point and he supports the project.

Member Greenberg reiterated this is only the start of the conversations and that he just wants the best for Robbinsdale.

Mayor Blonigan noted he feels like they got a lot from the project office with the most recent information and doesn't want to continue to delay it as that will only increase costs. He noted this is also about relationship building and he wants to continue to have positive relationships in the future. Member Murphy noted he doesn't feel there would be any negative impacts on future relationships if they denied Municipal Consent.

Member Wagner MOVED, seconded by Parisian to approve Resolution No. 8118 "A RESOLUTION PROVIDING MUNICIPAL CONSENT FOR THE BLUE LINE LIGHT RAIL EXTENSION."

Mayor Blonigan asked about adding in language that someone would look into the possibility of changing the law, to allow firefighters the use of emitter devices in their personal vehicles to obtain signal light priority to get to the fire station. He noted the Hennepin County Commissioners agreed to look into this, not the project office. Sandvik noted he could look into this but isn't sure the project office could commit. He noted this is unique to Robbinsdale as we have paid-on-call firefighting crew. Dan Soler, Hennepin County, noted this is a resolution to the Metropolitan Council, not the county, and stated the Council could create a separate resolution to the county related to this. Sandvik noted they could discuss this in a future Work Session, as well as include it in legislative priorities.

Member Greenberg asked about each firefighter having an emergency vehicle which they could use when they are on call. Sandvik noted he doesn't feel that ask would be included as part of 30% design.

A roll call was taken.

Ayes: Parisian, Wagner, Blonigan

Nays: Murphy, Greenberg

The motion passed 3-2.

NEW BUSINESS

A. None.

OTHER BUSINESS

A. Voucher Requests Pending Approval for Disbursement

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

ADMINISTRATIVE REPORTS

Sandvik thanked everyone who attended the Shred-It event last weekend and noted the upcoming Boo Bash happening this weekend at Sanborn Park from 5 to 7 p.m. He also noted the tree sale is happening now, and they can deliver to people's houses.

Peterson-Etem noted that early voting is happening at City Hall and additional hours are available the two weekends prior to election day. He noted information related to these hours and other election questions can be found on the city website.

COUNCIL GENERAL COMMUNICATIONS

Member Greenberg thanked everyone for their involvement and that this is only the beginning of conversations related to the Blue Line Extension project.

Member Wagner agreed with Member Greenberg and encouraged folks to stay engaged. He thanked the Council for their work and thoughtful discussion.

Mayor Blonigan noted the collaboration between the Council and is happy they each had input into the Blue Line Extension project.

ADJOURNMENT

Member Parisian MOVED, seconded by Greenberg to adjourn the meeting at 9:24 p.m. The vote was unanimous and the motion passed.

Chase Peterson-Etem, City Clerk

Bradley Sutton, Mayor

Introduction

In 2016 the City of Robbinsdale took a vote on the preliminary design plans for the Blue Line Light Rail Extension.¹ The resolution included concerns about traffic flow, pedestrian safety, policing, park and ride spaces, and a number of other things. Not dissimilar to the resolutions we are asked to vote on tonight. Indeed, that resolution **granted** municipal consent. There was an understanding that while elements of the project still needed to be flushed out, the City was eager to welcome an investment of this scale. A sense of collaboration with the County and Metropolitan Council was present throughout the resolution. It passed unanimously.

Since then the project has changed, as most projects do. The use of the freight rail corridor is no longer on the table. Thanks to BNSF, it probably never was. That isn't the fault of the City, the County, or the Metropolitan Council. Often I have felt that this council has been too skeptical towards those other government bodies. We all represent Robbinsdale in some form or another. Technically, the Mayor represents me as he is elected city-wide. I believe he has the best interests of the city in mind and I don't think it is too out of line to extend that same courtesy to our representatives at the County and Metropolitan Council. I don't want to discount their vision of what they think would be beneficial. Considering that both bodies, as of late, have been responsive and have directly addressed many of our concerns, I hope our skepticism has lessened enough to provide consent.

Some have pointed out that this "municipal consent" vote has turned into a yes/no on whether or not a city (or an individual council member) supports light rail transit. I agree with that analysis. But instead of backing away from this framing, I am going to lean into it. Out of all the concerns in the draft deny resolution, the only item the project team hasn't moved on is the proposal to elevate the route over County Road 9. They have reviewed our request and have made it clear that they do not agree with us. I do not believe a review process triggered by a "Deny" vote will result in any change to this. Now, the only thing this vote is about is whether or not we approve of the *only actually existing plan* to bring light rail to Robbinsdale.

I do support this plan and I will tell you why.

Why I Support the Blue Line Extension

It is no secret that we are deep in the midst of a climate crisis. Those are not just my words. Robbinsdale declared a climate emergency back at the beginning of 2022.² A problem of this magnitude calls for bold action - not more of the same. The Blue Line Extension is a near-term solution to address one of the greatest causes of global warming emissions: passenger vehicles. We need fewer drivers and more people using all-electric options like light

¹ Robbinsdale, Minnesota, Resolution 7475

² <https://ccxmedia.org/news/robbinsdale-golden-valley-declare-climate-emergency/>

rail. Once we are able to significantly lower our emissions, we should not be willing to go back to how things were. That is why any solution must be permanent. An investment as large as this proposed project guarantees a certain level of longevity, which is a good thing.

There are some concerns about the immediate environmental impact of this project. Namely around its construction. The Robbinsdale portion of County Road 81 is already a busy thoroughfare, so adding tracks where asphalt and concrete already are will not greatly alter the existing ecosystem. In Robbinsdale and Crystal, the noise levels of the extension when it is operational will likely not be any louder than the vehicles traveling 45-55 mph on the county road it will be built on. Train signal and station noises can likely be adjusted as needed.

One of the most important things we as a city, state, and country can do to address climate change is to encourage people to drive less. With our sprawling metropolitan area we need to have alternative modes of green transportation, like an electric train, so everyone can go where they need.

A healthy environment is good for Robbinsdale, and so is a strong metro-wide economy. This extension will provide an affordable way for our neighbors in other cities to enjoy the many wonderful things Robbinsdale has to offer. Our great parks, trails, lakes, businesses and restaurants need to be experienced by all. At the same time, our fantastic residents will have more transportation flexibility, so they can share their money and talent in each metro community they care about.

The proposed extension offers a one-seat ride from Brooklyn Park all the way to the airport and Mall of America. Taking a bus on a similar route will require at least one transfer, increasing the travel time. While I support all forms of bus transit, I think that the travel times for most destinations will be faster on light rail. Ironically, this project could actually result in more buses. All of the proposed stations will make great starting points for new east/west bus routes.

Our city budget is heavily dependent on homeowners to pay for critical services. Expanding our corporate tax base is essential for the long term health of Robbinsdale's finances. Development opportunities along the route will bring new and exciting businesses for Birdtowners and others to patronize. Their success is tied to ours.

Robbinsdale already punches above its weight and this project will turn it into a heavyweight champion. We are the only ones on the extension with an "authentic human scale downtown". For many people who choose to ride the light rail that will be a big draw. Afterall, it will only be a short walk away from a station and park-and-ride. I envision a Robbinsdale that is a metropolitan hub and a gateway to the rest of the northwest suburbs. Now is the time to help bring that vision into reality.

Of course this project is not intended for the sole benefit of the private sector. Wealth inequality has been a chronic problem plaguing communities since our country's founding. The working class has been fighting for their share for a long time. I see this project as a way for the

wealth generated by our labor to remain here. Each city along the corridor is filled with working class neighborhoods. How often do these types of communities get \$3 billion directed towards them? Most of the time projects with large price tags are for private investment opportunities with only the corporate owners set to benefit. For once it is our turn to be invested in.

Thankfully, this extension is for the entire public. Anyone will be able to ride it regardless of income, credit score, ability to drive, or any other demographic measurement. Not being “good enough” in one of those measurements could prevent someone from getting a car. That is a huge limit to their freedom in our society. A big reason I’m so enthusiastic about this project is because it objectively increases the liberty of every person on the route.

All of us up here swore an oath to uphold the Constitution of the United States. In the preamble it says (this is a partial quote) “We the People of the United States, in Order to form a more perfect Union . . . [will] promote the general Welfare and secure the Blessings of Liberty to ourselves and our Posterity (future generations)”. I believe that this project does both of those things.

Deny Downsides

Many of our discussions around municipal consent gave the impression that there were no downsides to a “Deny” vote. Nothing would be lost and only leverage was to be gained. To be honest, I fell into this way of thinking too, but after reflection I see that there are tangible drawbacks to “Deny”.

If the City Council votes to deny municipal consent, it triggers a hearing facilitated by the Metropolitan Council. Before the hearing, an independent investigation might take place. After the hearing the Metropolitan Council has 60 days to respond.³ To put it bluntly, there could easily be months of delay if consent is denied.

For each month delayed, the metro area could add up to 460 tons of CO2 that would have otherwise been prevented, per the project team's estimates.⁴ According to the EPA's emissions calculator that is the same amount of carbon produced by over 1 million gas-powered vehicle miles and it would take 7600 trees ten years to recapture it.⁵

³ <https://www.revisor.mn.gov/statutes/cite/473.3994>

⁴

https://metro council.org/Transportation/Projects/Light-Rail-Projects/METRO-Blue-Line-Extension/Publications-And-Resources/Environmental/SDEIS/BLE_SDEIS_Chapter-5-Physical-and-Environmental-Ana.aspx#page=75

⁵ <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>

Additionally, \$160 million has already been spent on this project over the last 10 years.⁶ That is roughly \$1,330,000 a month. Construction costs for any project, public or private, continue to increase. The earlier the construction starts the cheaper it will be. Each month the project is delayed has real costs associated with it.

The public perception of a “Deny” is an important consideration and one that I don’t think we’ve spent enough time talking about. I believe that for most people municipal consent is seen simply as a pro-transit or anti-transit vote. Some people want us to think it is more nuanced than that, but does that matter? When a Robbinsdale resident hears the news that we voted “against the proposed Blue Line Extension” (afterall, the project plan **is** the project), how are they going to feel? I’d feel like my city is openly against public transit investments. I think the County, Met Council, State Legislators, and even the Federal Government will feel that way too.

The intergovernmental relationship impacts should not be taken for granted. During an election, who is going to be more influential to you? A person that says “I’m not voting for you, but here’s what I need you to do”, or someone that goes “I’m happy to support, here are my important issues...”? Certainly a representative needs to take both into consideration, but which is going to have more of an impact and who would you be more willing to collaborate with? We risk cooling our relationship with the County and Metropolitan Council which will make it harder to advance city interests with those bodies in the future.

For example, I work in IT and whenever a coworker gets frustrated with a computer problem, I remind them that both of us have the same goal: to get their computer working. Combativeness and impatience with me will not help the resolution come quicker. In fact, most times it creates delays as I have to spend time assuaging fears or over-explain what I need to do to get their computer working. Conversely, if I do not do a good job communicating then I might not solve the underlying issue which could cause even more frustration in the future. If both of us face the problem with a constructive attitude everyone is better off.

Even the project office has expressed gratitude for our collaboration so far. There is a definite desire there to continue improving it on both sides. I thank the City Staff for their effort on that front as our team’s responsiveness has clearly had an impact. I don’t want to put that in jeopardy. That is why I disagree with the framing that we will “lose leverage” if we approve municipal consent. We do, however, run the risk of weakening ourselves if we deny consent.

As a union member I know that there needs to be good-faith negotiations on both sides to reach a good collective bargaining agreement. This is no different. Our strength lies in our ability to push back when necessary, but also in our willingness to compromise. City Staff effectively represented our concerns, and the project team has demonstrated a willingness to meet us halfway. In my mind the negotiations for this phase have been settled. We have used up whatever perceived leverage the vote would entitle us. It is unwise to believe that a “Deny”

6

<https://www.startribune.com/cost-of-blue-line-extension-could-exceed-the-southwest-light-rail/600346957>

vote would extend negotiations. To achieve the best outcome for Robbinsdale, we must be prepared to give as well as take.

Regarding the Memos

In an August 29th letter to the City, the Blue Line project team fully laid out their position regarding our request to elevate any potential tracks over County Road 9 (42nd Avenue) . They identified that our primary motivations for the request were emergency vehicle response times, pedestrian safety, and impacts to adjacent commercial property. I will highlight some direct quotes from that letter plus three more letters from September 4th, 13th, and 25th. Afterwards I will share my thoughts about them.

Regarding emergency vehicle response times they say:

“Vehicles using these cross streets today encounter a red light about 73% of the time, with at-grade light rail, they would encounter a red light slightly less, at 71% of the time. In addition, intersection signalization can be refined once the light rail is operational to ensure the intersections continue to operate optimally for response times, safety, and traffic flow.

Emergency vehicles will continue to have signal priority and pre-emption as they do today, meaning light rail trains will not impact emergency response times for first responders driving official emergency vehicles.”

Regarding the impacts of elevating tracks on adjacent properties:

“An elevated light rail bridge design does not avoid . . . property impacts, and actually requires additional property acquisition to accommodate the large support piers. In particular, the large retaining wall supported ramp segments of the bridge needed at either end requires more width, resulting in a full residential property acquisition at Twin Oak Drive and Lakeland Avenue North and additional strip takings. In addition to additional land acquisition, there are also impacts to access associated with an elevated light rail bridge design. Of note, the current at-grade design allows a left turn lane to be incorporated for southbound access to the Twin Lakes boat launch. This access point has been specifically noted by city staff as an important connection to maintain. With an elevated section, the required retaining wall would prevent this left turn from being accommodated, and access to the Twin Lakes boat launch would be more circuitous.”

Their response about pedestrian safety:

“While drivers can be unpredictable, trains are driven by professional operators and remain on fixed track. Trains are easily noticed and anticipated by pedestrians, bicycles, and drivers. The current at-grade design proposal allows for a safer and more welcoming pedestrian experience, including:

- Shorter crossing distance than is possible with a bridge due to the placement of bridge piers
- High-visibility pedestrian and bicycle crossings
- Connections to the regional trail
- Lane width reductions
- Additional pedestrian refuge areas
- Landscaping
- Pedestrian scale street lighting”

“At-grade light rail allows for better sightlines for drivers and pedestrians to see each other. Bridge structures, such as large concrete piers, obstruct sightlines and cast shadows that can hide oncoming traffic and people walking, biking or rolling from each other. During certain times of day, large parts of the public realm, including crosswalks, sidewalks, and multiuse paths would be in the shadow of the bridge. In general, at-grade light rail creates a more consistent pedestrian realm which allows people driving to see and expect to encounter people walking, biking, and rolling.”

An additional letter was sent to the City from the project office on September 4th. This memo included some additional information on the park and ride station at the downtown Robbinsdale stop. Here are some key quotes:

“The proposed design includes:

- Approximately 290 parking spaces
- New transit center for bus and other transit service connections, freeing up the current Hubbard
- Transit Center site for future development
- Metro Transit police substation
- Remaining space on site for a US Bank branch and potential additional development

. . . The current 290-space park-and-ride proposal will be one of the smaller structured park-and-rides in terms of capacity in the METRO Transit system. Previous design iterations

included up to 500 parking spaces. In response to city concerns, the size of the park-and-ride was reduced to be more in line with Robbinsdale's community character and needs."

Further along they say:

"Relocating the Robbinsdale Transit Center from its current location at the Hubbard Marketplace to the new park-and-ride will consolidate transit operations within the city and create an exciting redevelopment opportunity of the existing site. Hennepin County and the Metropolitan Council will no longer need the property in this area for a transit use and will work to advance city visions for future use, ownership, and redevelopment of this key site."

On Friday, September 13th, the Extension's interim project director sent a letter that reinforced what the previous two memos laid out in addition to other commitments. Again, I will highlight some of its contents.

"City input and partnership will be integral in this collaborative future design process. We are deeply committed to working hand-in-hand with the city through these future design phases to ensure optimal safety solutions that meet our shared expectations for safety in Robbinsdale."

"Specific traffic control measures and an operational plan for the Lowry Avenue Station will be developed in partnership with North Memorial hospital, the cities of Robbinsdale and Minneapolis, the Minneapolis Park and Recreation Board, and Hennepin County through future design phases, but are not within the intended scope of Municipal Consent as they do not constitute a major design element."

"The project team will work with the City to identify and execute all necessary MOUs and agreements. All the specific agreements currently highlighted in the Robbinsdale draft resolution are consistent with similar agreements executed for other light rail projects in the region. We look forward to working with you on specific details of these agreements as the project advances."

"These steps for creation of the [safety] plans and training have just started but must all be complete before the LRT line is allowed to begin operation. We look forward to the City's law enforcement, public safety, and emergency management staff involvement in shaping and establishing these plans and protocols."

The most recent letter, from September 25th, includes the following commitments:

“The Projects also commit to relocating the Downtown Robbinsdale Station from its currently proposed location south of 40th Avenue to a new location north of 40th Avenue. These commitments will be reflected in 60% design plans”

“While the final design for the Park-and-Ride and Transit Center is not complete, the Blue Line Extension Project commits that it will include no more than 290 parking spaces.”

“[Regarding North Memorial’s concerns] The Project can not commit to specific mitigation measures at this stage, as that must be formally done through the federal environmental process. At this stage all possible options to address North Memorial concerns are on the table.”

“The Blue Line Extension Project commits to designing and constructing station platforms to be able to accommodate the potential future addition of turnstiles or other barricade designs at a later date. These designs will be developed in collaboration with the city through the station design process in 2025.”

“The Blue Line Extension will develop, in partnership with local emergency response departments, a Safety and Security Management Plan before revenue service begins. This document will detail strategies for organizing, controlling, and influencing safety and security throughout the design, construction, procurement, testing, activation and acceptance of the Blue Line Extension.”

“Metro Transit has a standard practice of working closely with local emergency response offices in advance of revenue service and on a regular basis after service begins, including regular planning and safety drills. Metro Transit Police Department holds quarterly fire and life safety meetings with surrounding agencies within light rail transit corridors to discuss concerns and provide updates and resources. All Blue Line Extension cities will be added to this regular coordination.”

In my view the project office has adequately addressed the concerns we have relayed to them. They met us half-way on the downtown station location and placed it north of 40th Avenue. They lowered the number of proposed parking spaces to under 300 after our feedback.

With rider safety being a top concern of residents, they have also promised to include a Metro Transit PD substation at the park and ride facility. One of the big wish list items for the City was getting ownership of the Hubbard Marketplace building. They have now committed to helping us see that happen.

In the past I was a proponent of elevating the track over County Road 9 (42nd Ave), but after listening to the project office and hearing their concerns, I agree with them. The benefits we want to achieve and the problems we are trying to address will not be better accomplished by vaulting the train into the sky. Having tracks tower above pedestrians and vehicles will not create a welcoming atmosphere or aesthetic. By keeping the light rail at-grade throughout Robbinsdale, we can maintain the “authentic human scale downtown” feel by having an authentic human scale transit system.

I know there have been some concerns about ridership numbers surrounding the park and ride (and the project in general), but I do not share those. In 1998 the Pioneer Press interviewed project members of the then proposed Hiawatha Line. They were hoping that by 2020 ridership would be 24,000 people a day.⁷ It turns out they should’ve been more optimistic. At the start of 2020 ridership was just under 30,000 people a day.⁸ Those estimates were from over 25 years ago. Data science has only gotten better and members of the current project team have benefitted from the knowledge gained from the Hiawatha Line project. I trust their ridership projections.

A common theme throughout the interim project director’s letters was gratitude to the City for being an active and productive partner in the preliminary design process. Again, I want to thank City Staff for their tireless effort this entire time. And again, this is why I am concerned about the negative relationship and negotiation impacts a “Deny” vote will have.

Conclusion

Ultimately this vote comes down to one thing: whether to accept or decline the project team’s input. That informs all other considerations. If one thinks, as I do, that the project team’s analysis of our in-scope requests are correct, then it really leaves no room for a “Deny” vote from supporters of light rail transit. In this case the vote is whether or not the project should proceed in general.

If one does not agree with the project team’s analysis, then the calculation must be made on whether potential gains are worth the cost. As I mentioned earlier, those costs include intergovernmental negotiation impacts, anti-transit public perception, and the monetary and environmental side effects of project delay. If we “Deny”, I do not have confidence we can win

⁷ Stassen-Berger, Rachel E.. "TWIN CITIES LIGHT RAIL FEELS CLOSER TO REALITY//NEXT FEW MONTHS ARE KEY TO ANSWERING QUESTIONS." St. Paul Pioneer Press (MN), October 25, 1998: 1A. NewsBank: Access World News. <https://infoweb-newsbank-com.ezproxy.hclib.org/apps/news/document-view?p=AWNB&docref=news/0EB5E34136A888B9>.

⁸ <https://www.metrotransit.org/performance#blueline>

the outstanding in-scope changes through the Metropolitan Council hearing process. Our conditions in the "Deny" resolution are themselves going to be denied. I fear that a dissent vote could negatively impact any future negotiations, MOUs, or grants for things not related to the design, like anti-displacement. It is not worth the political and relationship capital it will cost.

This project has been decades in the making and I don't claim to have a more enlightened insight into civil engineering than the experts. That is the beauty of representative democracy though. A working class person such as myself is afforded the opportunity to weigh in on this. I am fortunate to have so many qualified people helping me make this decision. Many of the Blue Line staff have worked on this and other major transit projects for their whole careers. The same goes for our City's staff as well. We have some world class talent working on our behalf. I have the utmost respect for their opinion and I thank them for their diligence on this.

I am also fortunate to be part of a smart, considerate, and collaborative council. I appreciate all of our conversations and the insights you have given me. We have done a good job of making sure one another is heard. To me that shows that none of us take this responsibility lightly.

I also want to thank all of the Robbinsdale residents that have provided their input on the project. Please know that this discussion isn't over with this vote. It really is just the beginning and I want everyone to stay engaged regardless of the outcome.

As I have laid out, this is the ideal opportunity to voice our opinion on the project as a whole. I hope my colleagues who support the light rail extension - even with its imperfections - are able to see that as well. I hope they vote to approve municipal consent.



TO: Mayor and City Council
PREPARED BY: Matthew Bazyk, Recreation Services Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 21, 2025
RE: Acceptance of Hennepin County Youth Activities Grant

Background:

Hennepin County Awards grant dollars annually to youth activities. Robbinsdale Recreation applied for the Hennepin County Youth Activities Equipment Grant and was awarded \$10,000.

Analysis:

In order to claim the grant dollars City Staff must sign the contract with Hennepin County. This included The Mayor, City Manager and Recreation Services Manager. Hennepin County uses Adobe Sign to complete these agreements. Once this document is reviewed and accepted by the City Council and the Mayor, Hennepin County will send out the approved contract for signatures.

Recommendation:

Review and approve the grant contract so that we can accept the \$10,000 grant to put toward our youth programs.

Attachments:

1. HCYAG Notice of Award - City of Robbinsdale
2. HNCTY_PR00006740



December 12, 2024

Dear Joel Ginn:

Thank you for submitting a proposal on behalf of City of Robbinsdale in response to the Hennepin County Youth Activities Grants (HCYAG) request for applications for Equipment grants.

The evaluation process has been completed, and we are pleased to inform you that your application was selected by the Hennepin County Board of Commissioners for contract negotiations with funding of \$10,000.

A Hennepin County representative will contact you soon to discuss next steps, which may include submitting additional documentation, discussion of eligible/ineligible expenses, and confirmation of the grant agreement review process and signatory authority. This process may take several weeks. Eligible expenses may be incurred on or after January 1, 2025, prior to full execution of the grant agreement, with written pre-approval from Hennepin County.

Please contact Youth.Grants@hennepin.us with questions.

Sincerely,
Sarah Breyette, Program Manager
Youth Activities Grants Program
Hennepin County Grants Management and Administration

Contact Us

Hennepin County
Youth Activities Grants
Youth.Grants@hennepin.us

Follow us



YOUTH ACTIVITIES GRANT AGREEMENT

This Grant Agreement is between the COUNTY OF HENNEPIN, STATE OF MINNESOTA, A-2300 Government Center, Minneapolis, Minnesota 55487, on behalf of the Hennepin County Grants Management and Administration Department (“COUNTY”), and City of Robbinsdale, 4100 Lakeview Avenue North, Robbinsdale, Minnesota, 55422, a Local Government Unit (“GRANTEE”).

Recitals

- A. Minnesota Statutes Section 473.757, subd. 2 authorizes COUNTY to make grants for youth activities and youth and amateur sports within Hennepin County with certain funds collected as part of the sales tax authorized in Section 473.757, subd. 10.
- B. Pursuant to Hennepin County Board Resolution 09-0320R3, COUNTY created the Hennepin County Youth Activities Grants program. With County Board approval, the program annually awards grants for youth sports and activities within Hennepin County.
- C. Hennepin County Board Resolutions 11-0318R1, 15-0332R1, and 21-0337, expanded the program to include grant opportunities for sports equipment, play spaces, swimming lessons, art and music education, and lifeguard services.
- D. GRANTEE applied for a grant award from the Hennepin County Youth Activities Grants program to complete a specific Project. Pursuant to Hennepin County Board Resolution 24-0496, COUNTY authorized an award to Grantee (“Grant Funds”). This award is to be distributed pursuant to the terms herein.

The parties agree as follows:

1. **YOUTH ACTIVITY PROJECT(S)**

Grantee agrees to complete the following Project(s):

Project Name: Sports equipment for girls’ sports programs in Crystal, Golden Valley, New Hope, Plymouth and Robbinsdale
Term/Award Period: January 1, 2025, to December 31, 2025
Related items may be substituted when pre-approved in writing by COUNTY.

Project Items	Grant Funds
• Badminton rackets and shuttlecocks • Basketballs • Footballs, flag football belt system • Pickleball paddles, balls, storage bags • Soccer balls • Tennis rackets, tennis balls	\$10,000
Total Grant Funds	\$10,000
Grantee Contact: Joel Ginn, Recreation Programs Supervisor jginn@robbinsdalemn.gov, 763-531-1276	

2. GRANT REQUIREMENTS

- A. GRANTEE shall complete the Project(s) as described in GRANTEE's grant application, on file with COUNTY from the fall 2024 grant cycle.
- B. COUNTY may conduct periodic site visits, with or without notice during GRANTEE's normal hours of operation, to monitor compliance with this Agreement and to confirm completion of the Project(s). Grantee shall respond to this request within ten (10) business days.
- C. GRANTEE shall report within ten (10) business days information about the Project(s) and other data related to the Project(s), as may be requested by COUNTY.
- D. GRANTEE shall notify COUNTY of public events or media related to the Project(s). Details will be communicated to COUNTY in writing no later than ten (10) business days prior to the event or publication.

3. GRANT FUNDS DISBURSEMENT

- A. Upon completion of the Grant Requirements, GRANTEE shall invoice COUNTY for allowable costs and payments actually incurred by GRANTEE in performance of the Grant Requirements. GRANTEE shall also submit receipts and other supporting documentation related to the Grant Requirements.
- B. The final invoice and supporting documentation, shall be submitted no later than thirty (30) days after the expiration of this Agreement.

- C. Upon COUNTY's validation of an invoice and any supporting documentation, and progress reports, COUNTY shall pay invoiced Grant Funds directly to GRANTEE within thirty-five (35) days.
- D. Payments shall be made pursuant to the provisions herein and COUNTY's then applicable payment policies, procedures, rules, and directions. COUNTY is not responsible for remedying fraudulent or unauthorized payments requested in GRANTEE's name.
- E. Unless the parties otherwise agree, COUNTY shall have no obligation to reimburse or pay GRANTEE any amount: (i) for any expenditures, costs, or expenses incurred prior to the commencement date stated in Section 1 of this Agreement; or (ii) for any expenditures, costs, or expenses that the COUNTY determines are not directly related to the Grant Requirements.
- F. If GRANTEE's expenditures, costs, and expenses associated with its Project(s) and/or the Grant Requirements exceed the Grant Funds, GRANTEE shall be solely responsible for payment of those amounts without reimbursement by COUNTY. Reimbursable expenses are limited to the actual cost of the Project(s) and may be less than the amount of the Grant Funds.
- G. COUNTY may withhold from any payment due to GRANTEE any amount which is due and owing COUNTY under this or any other agreement between the parties due to overpayment or as a result of an audit.

4. PARTY RELATIONSHIP

- A. GRANTEE shall select the means, method, and manner of performing Grant Requirements. Nothing is intended nor should be construed as creating or establishing any relationship, besides that of grantor and grantee, between the parties. GRANTEE is not COUNTY's vendor, contractor, agent, representative, or employee for any purpose. GRANTEE shall secure at its own expense all personnel and resources required in completing Grant Requirements under this Agreement. GRANTEE's personnel and/or subcontractors engaged to perform any work required by this Agreement will have no contractual relationship with COUNTY and will not be considered employees of COUNTY.
- B. If GRANTEE enters into any agreement with any entity to provide goods or services related to Grant Requirements, GRANTEE shall memorialize that relationship with a written and duly executed agreement with said entity. That agreement will include, at minimum, the following provisions:
 - (i) Neither GRANTEE nor the engaged entity is acting as agent(s) for the County of Hennepin, State of Minnesota;
 - (ii) The parties expressly agree that the County of Hennepin, State of Minnesota, is not a party to their agreement; and

- (iii) The County of Hennepin, State of Minnesota is not responsible or liable for any duty or obligation under their agreement, including but not limited to paying any amount whatsoever under the agreement.

5. NON-DISCRIMINATION

- A. In accordance with COUNTY's policies against discrimination, GRANTEE shall not exclude any person nor prohibit their participation in or the benefits of any program, service or activity related to this Agreement on the grounds of any protected status or class, including but not limited to 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.
- B. COUNTY encourages GRANTEE to develop and implement a policy promoting diversity, equity, and inclusion in GRANTEE's workplace.

6. INDEMNIFICATION

GRANTEE shall defend, indemnify, and hold harmless COUNTY, its present and former officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including attorney's fees, resulting directly or indirectly from any act or omission of GRANTEE, a subcontractor, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable in the performance of this Agreement, and against all loss by reason of the failure of GRANTEE to perform any obligation under this Agreement. For clarification and not limitation, this obligation to defend, indemnify and hold harmless includes but is not limited to any liability, claims or actions resulting directly or indirectly from alleged infringement of any copyright or any property right of another, the employment or alleged employment of GRANTEE personnel, the unlawful disclosure and/or use of protected data, or other noncompliance with the requirements of these provisions.

7. INSURANCE

Each party warrants that it has a purchased insurance or 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.

8. DUTY TO NOTIFY

GRANTEE shall promptly notify COUNTY of any demand, claim, action, cause of action or litigation brought against GRANTEE, its employees, officers, agents or subcontractors, which arises out of this Agreement. GRANTEE shall also notify

COUNTY whenever GRANTEE has a reasonable basis for believing that GRANTEE and/or its employees, officers, agents or subcontractors, and/or COUNTY, might become the subject of a demand, claim, action, cause of action, administrative action, criminal arrest, criminal charge or litigation arising out of this Agreement.

9. DATA, SYSTEMS, AND INTELLECTUAL PROPERTY

- A. GRANTEE, its officers, agents, owners, partners, employees, volunteers and subcontractors shall, to the extent applicable, abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13 (MGDPA) and all other applicable law, rules, regulations and orders relating to data or the privacy, confidentiality or security of data. For clarification and not limitation, COUNTY hereby notifies GRANTEE that the requirements of Minnesota Statutes section 13.05, subd. 11, apply to this Agreement. GRANTEE shall promptly notify COUNTY if GRANTEE becomes aware of any potential claims, or facts giving rise to such claims, under the MGDPA or other data, data security, privacy or confidentiality laws, and shall also comply with the other requirements of this Section.
- B. Classification of data, including trade secret data, will be determined pursuant to applicable law and, accordingly, merely labeling data as “trade secret” by GRANTEE does not necessarily make the data protected as such under any applicable law.
- C. In addition to the foregoing MGDPA and other applicable law obligations, GRANTEE shall comply with the following duties and obligations regarding County Data and County Systems (as each term is defined herein). As used herein, “County Data” means any data or information, and any copies thereof, created by GRANTEE or acquired by GRANTEE from or through COUNTY pursuant to this Agreement, including but not limited to handwriting, typewriting, printing, photocopying, photographing, facsimile transmitting, and every other means of recording any form of communication or representation, including electronic media, email, letters, works, pictures, drawings, sounds, videos, or symbols, or combinations thereof.
- D. If GRANTEE has access to or possession/control of County Data, GRANTEE shall safeguard and protect the County Data in accordance with generally accepted industry standards, all laws, and all then applicable COUNTY policies, procedures, rules and directions. To the extent of any inconsistency between accepted industry standards and such COUNTY policies, procedures, rules and directions, GRANTEE shall notify COUNTY of the inconsistency and follow COUNTY direction. GRANTEE shall immediately notify COUNTY of any known or suspected security breach or unauthorized access to County Data, then comply with all responsive directions provided by COUNTY. The foregoing shall not be construed as eliminating, limiting or otherwise modifying GRANTEE’s indemnification obligations herein.

- E. GRANTEE warrants that, when legally required, GRANTEE shall obtain the written consent of both the owner and licensor to reproduce, publish, and/or use any material supplied to COUNTY including, but not limited to, software, hardware, documentation, and/or any other item. GRANTEE further warrants that any material or item delivered by GRANTEE will not violate the United States copyright law or any property right of another.
- F. Upon expiration or termination of this Agreement, at the discretion of COUNTY, and as specified in writing by the Grant Manager, GRANTEE shall deliver to the Grant Manager all County Data so specified by COUNTY.

10. RECORDS – AVAILABILITY/ACCESS

Subject to the requirements of Minnesota Statutes section 6.551, the State 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., which are pertinent to the accounting practices and procedures of GRANTEE and involve transactions relating to this Agreement. GRANTEE shall maintain these materials and allow access during the period of this Agreement and for six (6) years after its expiration or termination.

11. SUCCESSORS, SUBCONTRACTING AND ASSIGNMENTS

- A. GRANTEE binds itself, its partners, successors, assigns and legal representatives to COUNTY for all covenants, agreements and obligations herein.
- B. GRANTEE shall not assign, transfer or pledge this Agreement and/or the Grant Requirements, whether in whole or in part, nor assign any monies due or to become due to it without the prior written consent of COUNTY. A consent to assign shall be subject to such conditions and provisions as COUNTY may deem necessary, accomplished by execution of a form prepared by COUNTY and signed by GRANTEE, the assignee and COUNTY. Permission to assign, however, shall under no circumstances relieve GRANTEE of its liabilities and obligations under the Agreement.

12. MERGER, MODIFICATION AND SEVERABILITY

- A. The entire Agreement 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. GRANTEE and/or COUNTY are each bound by its own electronic signature(s) on this Agreement, and each agrees and accepts the electronic signature of the other party.
- C. 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, Insurance, 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.
- D. If any provision of this Agreement is held invalid, illegal or unenforceable, the remaining provisions will not be affected.

13. DEFAULT AND TERMINATION

- A. This Agreement may be terminated with or without cause by COUNTY upon thirty (30) days' written notice, including but not limited to failure of the GRANTEE to perform Grant Requirements or failure of the Grant Requirements to promote a public purpose. Additionally, failure to comply with the terms of this Agreement shall be just cause for COUNTY to delay payment of Grant Funds until GRANTEE's compliance. In the event of a decision to withhold Grant Funds, COUNTY shall furnish prior written notice to GRANTEE.
- B. COUNTY may immediately terminate this Agreement if GRANTEE, or any GRANTEE directors, employees, or other personnel are convicted of a criminal offense relating to any COUNTY or State of Minnesota grant.
- C. Notwithstanding any provision of this Agreement to the contrary, GRANTEE shall remain liable to COUNTY for damages sustained by COUNTY by virtue of any breach of this Agreement by GRANTEE.
- D. The above remedies shall be in addition to any other right or remedy available to COUNTY under this Agreement, law, statute, rule, and/or equity.
- E. COUNTY'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.
- F. If this Agreement expires or is terminated, with or without cause, by either party, at any time, GRANTEE shall not be entitled to any Grant Funds except for

reimbursements duly invoiced for completed Grant Requirements pursuant to this Agreement.

- G. Upon written notice, COUNTY may immediately suspend or terminate this Agreement in the event any of the following occur: (i) COUNTY does not obtain anticipated funding from an outside source for this Project(s); (ii) funding for this Project(s) from an outside source is withdrawn, frozen, shut down, is otherwise made unavailable or COUNTY loses the outside funding for any other reason; or (iii) COUNTY determines, in its sole discretion, that funding is, or has become, insufficient. COUNTY is not obligated to pay for any Grant Funds related to the performance of any Grant Requirements occurring after the notice and effective date of the suspension or termination. In the event COUNTY suspends or terminates this Agreement pursuant to this paragraph, COUNTY shall pay any amount due and payable prior to the notice of suspension or termination except that COUNTY shall not be obligated to pay any amount as or for penalties, early termination fees, charges, time and materials for Grant Requirements not then performed, costs, expenses or profits on work done.
- H. GRANTEE has an affirmative obligation, upon written notice by COUNTY that this Agreement may be suspended or terminated, to follow reasonable directions by COUNTY, or absent directions by COUNTY, to exercise a fiduciary obligation to COUNTY, before incurring or making further costs, expenses, obligations or encumbrances arising out of or related to this Agreement.

14. SURVIVAL OF PROVISIONS

Provisions that by their nature are intended to survive the term or termination of this Agreement do survive such term or termination. Such provisions include but are not limited to: INDEPENDENT GRANTEE; INDEMNIFICATION; INSURANCE; DUTY TO NOTIFY; DATA, SYSTEMS, AND INTELLECTUAL PROPERTY; RECORDS-AVAILABILITY/ACCESS; DEFAULT AND TERMINATION; MEDIA OUTREACH; and MINNESOTA LAW GOVERNS.

15. GRANT MANAGER

Sarah Breyette, or successor, ("Grant Manager"), shall manage this Agreement on behalf of COUNTY and serve as liaison between COUNTY and GRANTEE.

Grantee Contact shall manage the agreement on behalf of GRANTEE. GRANTEE may replace such person but shall immediately give written notice to COUNTY of the name, phone number and email (if available) of such substitute person and of any other subsequent substitute person.

16. COMPLIANCE AND NON-DEBARMENT CERTIFICATION

- A. GRANTEE shall comply with all applicable law, funding sources, regulations, rules and ordinances currently in force or later enacted.
- B. GRANTEE certifies that it is not prohibited from doing business with either the federal government or the state of Minnesota as a result of debarment or suspension proceedings. GRANTEE shall immediately notify COUNTY if GRANTEE is debarred or suspended during the term of this Agreement.

17. 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 with a copy to the originating COUNTY department at the address given in the opening paragraph of this Agreement. Notice to GRANTEE shall be sent to the address stated in the opening paragraph of this Agreement or to the address stated in GRANTEE's Form W-9 provided to COUNTY.

18. CONFLICT OF INTEREST

GRANTEE affirms that to the best of GRANTEE's knowledge, GRANTEE's involvement in this Agreement does not result in a conflict or potential conflict of interest with any party or entity which may be affected by the terms of this Agreement. Should any conflict or potential conflict of interest become known to GRANTEE, GRANTEE shall immediately notify COUNTY of the conflict or potential conflict, specifying the part of this Agreement giving rise to the conflict or potential conflict, and advise COUNTY whether GRANTEE will or will not resign from the other engagement or representation. A conflict or potential conflict may, in COUNTY's discretion, be cause for termination of this Agreement.

19. MEDIA OUTREACH

The parties shall cooperatively and collaboratively develop any grant-related marketing which may include but is not limited to: permanent or temporary plaques or signs, news releases, public announcements, social media posts, video, civic opportunities, logos and community events. GRANTEE shall not unreasonably refuse or withhold participation from any COUNTY initiated marketing project, plan or strategy.

GRANTEE shall provide advance copy of the any independently developed messaging and marketing materials regarding the Grant Requirements or overall Project(s) to COUNTY for review and approval. COUNTY may, in its sole discretion, reject any proposed marketing if COUNTY determines the proposed marketing does not reflect the spirit or intent of this Agreement or is otherwise contrary to COUNTY's best interests.

For clarification and not limitation, all Outreach shall be approved by COUNTY, by and through its Public Relations Officer or their designee(s), prior to publication or release. As used herein, the term "Outreach" shall mean all media, social media, news releases, external facing communications, advertising, marketing, promotions, client lists, civic/community events or opportunities, and/or other forms of outreach created by, or on behalf of, GRANTEE: (i) that reference or otherwise use the term "Hennepin County" or any derivative thereof in relation to this Grant Agreement or the Grant Requirements performed hereunder; or (ii) that directly or indirectly relate to, reference, or concern the County of Hennepin, this Agreement, the Grant Requirements performed hereunder, or COUNTY personnel, including but not limited to COUNTY employees and elected officials.

20. 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. 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.

21. PERSONAL PROPERTY TAX, PROPERTY TAX, AND INCOME TAX

- A. GRANTEE affirms that it and its officers have paid all Hennepin County personal property taxes and property taxes due on all of its Hennepin County properties for taxes owed on or before the date of the execution of this contract. If the County finds that property taxes have not been paid by GRANTEE, GRANTEE's owner and GRANTEE's board of directors (if any), COUNTY may refuse to disburse funds or require the return of all or part of the funds already disbursed.
- B. GRANTEE acknowledges that Grant Funds may be subject to federal and/or state or local taxes. Except as part of a tax-specific outreach program, COUNTY cannot provide tax advice and encourages GRANTEE to consult with a professional tax advisor.

THIS PORTION OF PAGE INTENTIONALLY LEFT BLANK

COUNTY ADMINISTRATOR APPROVAL

Reviewed for COUNTY by
the County Attorney's Office:

COUNTY OF HENNEPIN
STATE OF MINNESOTA

{ {Sig_es_:signer3:signature} }
{ {userstamp3_es_:signer3:stamp} }

By:

{ {Sig_es_:signer5:signature} }
{ {userstamp5_es_:signer5:stamp} }

Reviewed for COUNTY by:

{ {Sig_es_:signer4:signature} }
{ {userstamp4_es_:signer4:stamp} }

Document Assembled by:

{ {Sig_es_:signer1:signature} }
{ {userstamp1_es_:signer1:stamp} }

{ {Exh_es_:signer1:attachment:label("Attachments")} }

GRANTEE

GRANTEE warrants that the person who executed this Agreement is authorized to do so on behalf of GRANTEE as required by applicable articles, bylaws, resolutions or ordinances.*

By:

{ {Sig_es_:signer2:signature} }
{ {userstamp2_es_:signer2:stamp} }
{ {ttl_es_:signer2:title} }

*GRANTEE represents and warrants that it has submitted to COUNTY all applicable documentation (articles, bylaws, resolutions or ordinances) that confirms the signatory's delegation of authority. Documentation is not required for a sole proprietorship.



TO: Mayor and City Council
PREPARED BY: Daa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: January 21, 2025
RE: Approval of Credit Card Charges and Payment – November 2024

Background:

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

Analysis:

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

Recommendation:

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

Attachments:

1. November 24 CC

01/08/2025 03:35 PM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 11/25/2024 - 11/25/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 1/12

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

Purchase Card Vendor: 100292 U. S. BANCORP

11012024 124046	OFFICE LIQUIDATOR STORAGE CABINET 1000-1235-6235.00000	11/01/2024 Bjohnson18 SMALL EQUIP EXP <\$5,000	11/25/2024	299.00 299.00	0.00	Paid	Y 11/01/2024
11012024 124047	AMAZON KEURIG & SUPPLIES - POLICE DEPT 1000-1235-6235.00000	11/01/2024 Bjohnson18 SMALL EQUIP EXP <\$5,000	11/25/2024	176.47 176.47	0.00	Paid	Y 11/01/2024
11012024 124048	COMMERCIAL FURNITURE SERVICES FILE CABINETS 1000-1200-6234.00000	11/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	11/25/2024	300.00 300.00	0.00	Paid	Y 11/01/2024
11012024 124049	AMAZON THERMAL LABEL & WAX RIBBON 1000-1200-6234.00000	11/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	11/25/2024	109.98 109.98	0.00	Paid	Y 11/01/2024
11012024 124050	POST BOARD POST BOARD LICENSE 1000-1205-6514.00000	11/01/2024 Bjohnson18 DUES & MEMBERSHIPS	11/25/2024	90.00 90.00	0.00	Paid	Y 11/01/2024
11012024 124051	POST BOARD POST BOARD LICENSE - SERVICE FEE 1000-1205-6514.00000	11/01/2024 Bjohnson18 DUES & MEMBERSHIPS	11/25/2024	1.94 1.94	0.00	Paid	Y 11/01/2024
11012024 124057	UNITY TACTICAL AXON 1000-1215-6234.00000	11/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	11/25/2024	462.00 462.00	0.00	Paid	Y 11/01/2024
11012024 124058	AMAZON KEURIG & SUPPLIES - POLICE DEPT 1000-1235-6235.00000	11/01/2024 Bjohnson18 SMALL EQUIP EXP <\$5,000	11/25/2024	159.98 159.98	0.00	Paid	Y 11/01/2024
11012024 124059	AMAZON LECTURN 1000-1235-6235.00000	11/01/2024 Bjohnson18 SMALL EQUIP EXP <\$5,000	11/25/2024	265.61 265.61	0.00	Paid	Y 11/01/2024

01/08/2025 03:35 PM

User: DTAHOUN

DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
 EXP CHECK RUN DATES 11/25/2024 - 11/25/2024
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 2/12

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

Purchase Card Vendor: 100292 U. S. BANCORP

11012024 124060	AMAZON LIGHT COVERS 1000-1200-6234.00000	11/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	11/25/2024	27.54 27.54	0.00	Paid	Y 11/01/2024
11012024 124061	AMAZON SUPPLIES 1000-1200-6214.00000	11/01/2024 Bjohnson18 OPERATING SUPPLIES	11/25/2024	41.24 41.24	0.00	Paid	Y 11/01/2024
11012024 124149	HOME DEPOT BULBS/EXT 1000-1390-6214.00000	11/01/2024 Bjohnson18 OPERATING SUPPLIES	11/25/2024	46.94 46.94	0.00	Paid	Y 11/01/2024
11012024 124150	AMAZON BINDER/NUTS/BOLTS 1000-1260-6234.00000	11/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	11/25/2024	58.96 58.96	0.00	Paid	Y 11/01/2024
11012024 124151	POSITIVE PROMOTIONS FIRE FIGHTER HATS 1000-1260-6214.00000	11/01/2024 Bjohnson18 OPERATING SUPPLIES	11/25/2024	196.95 196.95	0.00	Paid	Y 11/01/2024
11012024 124152	AMAZON GLOVES/TAPE 1000-1260-6234.00000	11/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	11/25/2024	46.97 46.97	0.00	Paid	Y 11/01/2024
11012024 124153	AMAZON BLUB/TAPE 1000-1260-6234.00000	11/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	11/25/2024	78.24 78.24	0.00	Paid	Y 11/01/2024
11012024 124154	AMAZON TAPE 1000-1260-6234.00000	11/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	11/25/2024	12.98 12.98	0.00	Paid	Y 11/01/2024
11012024 124155	AMAZON OIL 7000-7010-6236.00000	11/01/2024 Bjohnson18 MOTOR FUELS	11/25/2024	34.97 34.97	0.00	Paid	Y 11/01/2024

01/08/2025 03:35 PM

User: DTAHOUN

DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
 EXP CHECK RUN DATES 11/25/2024 - 11/25/2024
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 3/12

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

Purchase Card Vendor: 100292 U. S. BANCORP

11012024 124156	MENARDS DUCT TAPE 6000-6020-6340.00000	11/01/2024 Bjohnson18 REPAIR & MAINTENANCE	11/25/2024	42.97 42.97	0.00	Paid	Y 11/01/2024
11012024 124157	AQUA FIX INC SEWER SWEETNER 6000-6010-6214.00000	11/01/2024 Bjohnson18 OPERATING SUPPLIES	11/25/2024	239.69 239.69	0.00	Paid	Y 11/01/2024
11012024 124158	ALCOHOL & GAMBLING ENFO BUYERS CARD FOR LIQUOR STORE 6400-6405-6514.00000	11/01/2024 Bjohnson18 DUES & MEMBERSHIPS	11/25/2024	20.43 20.43	0.00	Paid	Y 11/01/2024
11012024 124159	CRYSTAL CAR WASH CAR WASHES - # 210 7000-7010-6336.00000	11/01/2024 Bjohnson18 OTHER CONTRACTS	11/25/2024	36.00 36.00	0.00	Paid	Y 11/01/2024
11012024 124160	AMAZON PENS & RUBBER TIP FINGERS 7100-7105-6214.00000	11/01/2024 Bjohnson18 OPERATING SUPPLIES	11/25/2024	22.51 22.51	0.00	Paid	Y 11/01/2024
11012024 124161	AMAZON 4 CONFERENCE CHAIRS - HEATHER RAND'S 1000-1100-6214.00000	11/01/2024 Bjohnson18 OPERATING SUPPLIES	11/25/2024	269.65 269.65	0.00	Paid	Y 11/01/2024
11012024 124162	AMAZON 2025 CALENDAR - MELISSA 7100-7105-6214.00000	11/01/2024 Bjohnson18 OPERATING SUPPLIES	11/25/2024	11.35 11.35	0.00	Paid	Y 11/01/2024
11012024 124223	AMAZON 2025 CALENDAR - CORINNE 7100-7105-6214.00000	11/01/2024 Bjohnson18 OPERATING SUPPLIES	11/25/2024	11.35 11.35	0.00	Paid	Y 11/01/2024
11012024 124224	CRYSTAL CAR WASH CAR WASHES - FIRE DEPT 7000-7010-6336.00000	11/01/2024 Bjohnson18 OTHER CONTRACTS	11/25/2024	98.00 98.00	0.00	Paid	Y 11/01/2024

01/08/2025 03:35 PM

User: DTAHOUN

DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
 EXP CHECK RUN DATES 11/25/2024 - 11/25/2024
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 4/12

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

Purchase Card Vendor: 100292 U. S. BANCORP

11012024 124225	CRYSTAL CAR WASH CAR WASHES - POLICE DEPT 7000-7010-6336.00000	11/01/2024 Bjohnson18 OTHER CONTRACTS	11/25/2024	592.00 592.00	0.00	Paid	Y 11/01/2024
11012024 124226	AMAZON CRP CLASS SUPPLIES - PARK & REC 1000-1325-6214.00000	11/01/2024 Bjohnson18 OPERATING SUPPLIES	11/25/2024	53.80 53.80	0.00	Paid	Y 11/01/2024
11012024 124227	HOLIDAY CAR WASH POLICE DEPT CAR WASHES 7000-7010-6336.00000	11/01/2024 Bjohnson18 OTHER CONTRACTS	11/25/2024	33.00 33.00	0.00	Paid	Y 11/01/2024
11012024 124228	AMAZON PARK & REC - YOGA MATS 1000-1318-6214.00000	11/01/2024 Bjohnson18 OPERATING SUPPLIES	11/25/2024	59.96 59.96	0.00	Paid	Y 11/01/2024
11012024 124229	AMAZON PARK & REC- YOGA MAT CLEANING SPRAY 1000-1318-6214.00000	11/01/2024 Bjohnson18 OPERATING SUPPLIES	11/25/2024	31.32 31.32	0.00	Paid	Y 11/01/2024
11012024 124230	AMAZON PARK & REC - YOGA LAMP 1000-1318-6214.00000	11/01/2024 Bjohnson18 OPERATING SUPPLIES	11/25/2024	64.00 64.00	0.00	Paid	Y 11/01/2024
11012024 124231	CRYSTAL CAR WASH CAR WASHES - #210 7000-7010-6336.00000	11/01/2024 Bjohnson18 OTHER CONTRACTS	11/25/2024	72.00 72.00	0.00	Paid	Y 11/01/2024
11012024 124232	AMAZON TIRE 7000-7010-6234.00000	11/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	11/25/2024	707.86 707.86	0.00	Paid	Y 11/01/2024
11012024 124233	AMAZON TIRE 7000-7010-6234.00000	11/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	11/25/2024	707.86 707.86	0.00	Paid	Y 11/01/2024

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
 EXP CHECK RUN DATES 11/25/2024 - 11/25/2024
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

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

Purchase Card Vendor: 100292 U. S. BANCORP

11012024							
124234	AMAZON	11/01/2024	11/25/2024	67.30	0.00	Paid	Y
	SOLENOID COIL #254	Bjohnson18					11/01/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		67.30			
11012024							
124235	AMAZON	11/01/2024	11/25/2024	29.99	0.00	Paid	Y
	BRACKETS	Bjohnson18					11/01/2024
	6200-6220-6950.00000-00819024	MACHINERY & EQUIPMENT		29.99			
11012024							
124236	AMAZON	11/01/2024	11/25/2024	172.33	0.00	Paid	Y
	WADERS	Bjohnson18					11/01/2024
	6200-6220-6950.00000-00819024	MACHINERY & EQUIPMENT		172.33			
11012024							
124237	UPS	11/01/2024	11/25/2024	9.95	0.00	Paid	Y
	SHIPPING	Bjohnson18					11/01/2024
	6700-6705-6378.00000	POSTAGE & SHIPPING		9.95			
11012024							
124238	UPS	11/01/2024	11/25/2024	9.62	0.00	Paid	Y
	SHIPPING	Bjohnson18					11/01/2024
	6700-6705-6378.00000	POSTAGE & SHIPPING		9.62			
11012024							
124239	UPS	11/01/2024	11/25/2024	9.29	0.00	Paid	Y
	SHIPPING	Bjohnson18					11/01/2024
	6700-6705-6378.00000	POSTAGE & SHIPPING		9.29			
11012024							
124240	AMAZON	11/01/2024	11/25/2024	78.99	0.00	Paid	Y
	OFFICER I TEXTBOOK - BODIN	Bjohnson18					11/01/2024
	1000-1260-6516.00000	SUBSCRIPTIONS & BOOKS		78.99			
11012024							
124241	GFOA	11/01/2024	11/25/2024	190.00	0.00	Paid	Y
	GFOA MEMBERSHIP	Bjohnson18					11/01/2024
	1000-0000-1510.00000	PREPAID ITEMS		190.00			
11012024							
124242	BROADWAY PIZZA	11/01/2024	11/25/2024	50.12	0.00	Paid	Y
	ELECTION MEALS - SENT EMAIL TO CHASE	Bjohnson18					11/01/2024
	1000-1005-6510.00000	MEETING / TRAVEL EXPENSE		50.12			

01/08/2025 03:35 PM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 11/25/2024 - 11/25/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 6/12

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

Purchase Card Vendor: 100292 U. S. BANCORP

11012024 124243	CHIPOTLE ELECTION MEALS - SENT EMAIL TO CHASE Bjohnson18 1000-1005-6510.00000	11/01/2024	11/25/2024	128.68 128.68	0.00	Paid	Y 11/01/2024
11012024 124244	PANERA BREAD ELECTION MEALS - SENT EMAIL TO CHASE Bjohnson18 1000-1005-6510.00000	11/01/2024	11/25/2024	55.55 55.55	0.00	Paid	Y 11/01/2024
11012024 124245	HY VEE INC MN BPOA MEETING/TRAINING MN BPOA Bjohnson18 1000-1200-6382.00000	11/01/2024	11/25/2024	63.56 63.56	0.00	Paid	Y 11/01/2024
11012024 124246	CARIBOU COFFEE MN BPOA MEETING/TRAINING - INCLUDES Bjohnson18 1000-1200-6382.00000	11/01/2024	11/25/2024	39.04 39.04	0.00	Paid	Y 11/01/2024
11012024 124247	HY VEE INC WATER FOR TRAINING-INCLUDES 8 CENTS Bjohnson18 1000-1205-6512.00000	11/01/2024	11/25/2024	11.00 11.00	0.00	Paid	Y 11/01/2024
11012024 124248	FRANKIES MAC MEETING 1000-1200-6382.00000	11/01/2024 Bjohnson18	11/25/2024	82.37 82.37	0.00	Paid	Y 11/01/2024
11012024 124249	SCOUTING RENEWAL FEE EXPLORER REGISTRATION - KEEGAN SISK Bjohnson18 1000-1240-6214.00000	11/01/2024	11/25/2024	51.50 51.50	0.00	Paid	Y 11/01/2024
11012024 124250	SCOUTING RENEWAL FEE EXPLORER REGISTRATION - NICHOLAS Bjohnson18 1000-1240-6214.00000	11/01/2024	11/25/2024	51.50 51.50	0.00	Paid	Y 11/01/2024
11012024 124251	BCA PATROL OFFICER TRAINING 1000-1205-6512.00000	11/01/2024 Bjohnson18	11/25/2024	75.00 75.00	0.00	Paid	Y 11/01/2024

01/08/2025 03:35 PM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 11/25/2024 - 11/25/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 7/12

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

Purchase Card Vendor: 100292 U. S. BANCORP

11012024 124252	HOLIDAY ICE/WATER FOR TRAINING DAY 1000-1205-6510.00000	11/01/2024 Bjohnson18 MEETING / TRAVEL EXPENSE	11/25/2024	6.29 6.29	0.00	Paid	Y 11/01/2024
11012024 124253	HOLIDAY ICE/WATER FOR TRAINING DAY 1000-1205-6510.00000	11/01/2024 Bjohnson18 MEETING / TRAVEL EXPENSE	11/25/2024	26.29 26.29	0.00	Paid	Y 11/01/2024
11012024 124254	BEST WESTERN HOTEL FOR TRAINING - HEASLEY 1000-1205-6510.00000	11/01/2024 Bjohnson18 MEETING / TRAVEL EXPENSE	11/25/2024	237.28 237.28	0.00	Paid	Y 11/01/2024
11012024 124255	IAPE DUES FOR EVIDENCE TECH 1000-1200-6514.00000	11/01/2024 Bjohnson18 DUES & MEMBERSHIPS	11/25/2024	175.00 175.00	0.00	Paid	Y 11/01/2024
11012024 124256	HY VEE INC SUPPLIES FOR INVESTIGATORS 1000-1205-6234.00000	11/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	11/25/2024	30.85 30.85	0.00	Paid	Y 11/01/2024
11012024 124257	LENOVO TONER - PER LINDA WE SHOULD SEE 1000-1205-6234.00000	11/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	11/25/2024	248.27 248.27	0.00	Paid	Y 11/01/2024
11012024 124258	MENARDS SILT SOCK 1000-1615-6266.00000	11/01/2024 Bjohnson18 SAND, GRAVEL AND WOOD CHIPS	11/25/2024	26.96 26.96	0.00	Paid	Y 11/01/2024
11012024 124259	ULINE SPILL RESPONSE TRAILER 6200-6220-6950.00000-00819024	11/01/2024 Bjohnson18 MACHINERY & EQUIPMENT	11/25/2024	380.05 380.05	0.00	Paid	Y 11/01/2024
11012024 124260	APWA-MN APWA - MN FALL CONFERENCE 1000-1400-6512.00000	11/01/2024 Bjohnson18 CONFERENCE & SCHOOLS	11/25/2024	367.20 367.20	0.00	Paid	Y 11/01/2024

01/08/2025 03:35 PM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 11/25/2024 - 11/25/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 8/12

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

Purchase Card Vendor: 100292 U. S. BANCORP

11012024							
124261	MN DEPT OF LABOR	11/01/2024	11/25/2024	20.00	0.00	Paid	Y
	BOILER LICENSE - POWELL	Bjohnson18					11/01/2024
	7100-7115-6718.00000	LICENSES TAXES & FEES		20.00			
11012024							
124262	RAINBOW PRINTING	11/01/2024	11/25/2024	567.00	0.00	Paid	Y
	SCAN MEMBERSHIP CARDS	Bjohnson18					11/01/2024
	1000-1305-6214.00000	OPERATING SUPPLIES		567.00			
11012024							
124263	ISA	11/01/2024	11/25/2024	80.33	0.00	Paid	Y
	TREE BIOLOGY REFERENCE	Bjohnson18					11/01/2024
	1000-1370-6512.00000	CONFERENCE & SCHOOLS		80.33			
11012024							
124264	AMERICAN RED CROSS	11/01/2024	11/25/2024	228.00	0.00	Paid	Y
	FIRST AID TRAININGS	Bjohnson18					11/01/2024
	1000-1300-6512.00000	CONFERENCE & SCHOOLS		228.00			
11012024							
124265	MN DNR	11/01/2024	11/25/2024	203.80	0.00	Paid	Y
	DNR PERMIT	Bjohnson18					11/01/2024
	1000-1500-6718.00000	LICENSES TAXES & FEES		203.80			
11012024							
124266	HOME DEPOT	11/01/2024	11/25/2024	55.95	0.00	Paid	Y
	POWER GRAB / DIGITAL BRKR	Bjohnson18					11/01/2024
	7100-7115-6214.00000	OPERATING SUPPLIES		55.95			
11012024							
124267	MENARDS	11/01/2024	11/25/2024	25.91	0.00	Paid	Y
	CHISEL / TILE	Bjohnson18					11/01/2024
	7100-7115-6214.00000	OPERATING SUPPLIES		25.91			
11012024							
124268	HOME DEPOT	11/01/2024	11/25/2024	151.48	0.00	Paid	Y
	2 X 6'S / BOLTS / WASHERS	Bjohnson18					11/01/2024
	1000-1575-6234.00000	EQUIPMENT PARTS & SUPPLIES		151.48			
11012024							
124269	BEACON ATHLETICS	11/01/2024	11/25/2024	957.00	0.00	Paid	Y
	TARPS	Bjohnson18					11/01/2024
	1000-1571-6340.00000	REPAIR & MAINTENANCE		957.00			

01/08/2025 03:35 PM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 11/25/2024 - 11/25/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 9/12

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

Purchase Card Vendor: 100292 U. S. BANCORP

11012024 124270	ANTHAM SPORTS HOME PLATE/PITCHER RUBBER 1000-1571-6340.00000	11/01/2024 Bjohnson18 REPAIR & MAINTENANCE	11/25/2024	958.90 958.90	0.00	Paid	Y 11/01/2024
11012024 124271	DISCOUNT PLAYGROUND SWING/HANGER/BOLT/NET 1000-1567-6234.00000	11/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	11/25/2024	374.05 374.05	0.00	Paid	Y 11/01/2024
11012024 124272	AMAZON HDMI CABLES & KEYBOARDS 7100-7110-6214.00000	11/01/2024 Bjohnson18 OPERATING SUPPLIES	11/25/2024	307.93 307.93	0.00	Paid	Y 11/01/2024
11012024 124273	AMAZON LAPTOP BAGS 7100-7110-6214.00000	11/01/2024 Bjohnson18 OPERATING SUPPLIES	11/25/2024	61.80 61.80	0.00	Paid	Y 11/01/2024
11012024 124274	AMAZON REPLACEMENT UPS BATTERY 7100-7110-6234.00000	11/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	11/25/2024	139.90 139.90	0.00	Paid	Y 11/01/2024
11012024 124275	AMAZON PHONE BUSY LIGHT 7100-7110-6234.00000	11/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	11/25/2024	43.92 43.92	0.00	Paid	Y 11/01/2024
11012024 124276	LMNC LMC CONFERENCE 7100-7110-6512.00000	11/01/2024 Bjohnson18 CONFERENCE & SCHOOLS	11/25/2024	30.00 30.00	0.00	Paid	Y 11/01/2024
11012024 124277	AMAZON REPLACEMENT UPS BATTERY 7100-7110-6234.00000	11/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	11/25/2024	139.90 139.90	0.00	Paid	Y 11/01/2024
11012024 124278	AMAZON IPAD KEYBOARD 7100-7110-6234.00000	11/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	11/25/2024	119.99 119.99	0.00	Paid	Y 11/01/2024

01/08/2025 03:35 PM			INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE			Page: 10/12	
User: DTAHOUN			EXP CHECK RUN DATES 11/25/2024 - 11/25/2024				
DB: Robbinsdale			BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID				
			VENDOR CODE: CC VENDOR - CHECK TYPE: EFT				
Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
Purchase Card Vendor: 100292 U. S. BANCORP							
11012024							
124279	LMNC	11/01/2024	11/25/2024	(30.00)	0.00	Paid	Y
	LMC CONFERENCE - REFUND	Bjohnson18					11/01/2024
	7100-7110-6512.00000	CONFERENCE & SCHOOLS		(30.00)			
11012024							
124280	AMAZON	11/01/2024	11/25/2024	139.90	0.00	Paid	Y
	REPLACEMENT UPS BATTERY	Bjohnson18					11/01/2024
	7100-7110-6234.00000	EQUIPMENT PARTS & SUPPLIES		139.90			
11012024							
124281	AMAZON	11/01/2024	11/25/2024	297.00	0.00	Paid	Y
	IPHAD FOR COUNCIL	Bjohnson18					11/01/2024
	7100-7110-6234.00000	EQUIPMENT PARTS & SUPPLIES		297.00			
11012024							
124282	BIRCHGROVE SOFTWARE	11/01/2024	11/25/2024	593.55	0.00	Paid	Y
	ACTIV TRAK	Bjohnson18					11/01/2024
	7100-7110-6234.00000	EQUIPMENT PARTS & SUPPLIES		593.55			
11012024							
124283	AMAZON	11/01/2024	11/25/2024	389.95	0.00	Paid	Y
	LEXMARK	Bjohnson18					11/01/2024
	7100-7110-6234.00000	EQUIPMENT PARTS & SUPPLIES		389.95			
Total Purchase Card Vendor: 100292 U. S. BANCORP				14,013.76	0.00		
# of Invoices:	85	# Due:	0	Totals:	14,043.76	0.00	
# of Credit Memos:	1	# Due:	0	Totals:	(30.00)	0.00	
Net of Invoices and Credit Memos:				14,013.76	0.00		

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
 EXP CHECK RUN DATES 11/25/2024 - 11/25/2024
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY FUND ---							
	1000 - GENERAL FUND			8,369.54	0.00		
	6000 - WATER			282.66	0.00		
	6200 - STORM SEWER			582.37	0.00		
	6400 - LIQUOR OPERATIONS			20.43	0.00		
	6700 - DEPUTY REGISTRAR			28.86	0.00		
	7000 - CENTRAL GARAGE			2,348.99	0.00		
	7100 - CENTRAL SERVICES			2,380.91	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			190.00	0.00		
	1005 - LEGISLATIVE			234.35	0.00		
	1100 - PLANNING & ZONING			269.65	0.00		
	1200 - POLICE SUPPORT SERVICES			838.73	0.00		
	1205 - PATROL SERVICES			726.92	0.00		
	1215 - EMERGENCY RESPONSE UNIT			462.00	0.00		
	1235 - EMERGENCY MANAGEMENT			901.06	0.00		
	1240 - POLICE EXPLORERS			103.00	0.00		
	1260 - FIRE PREVENTION / SUPPRESSI			473.09	0.00		
	1300 - RECREATION ADMINISTRATION			228.00	0.00		
	1305 - COMMUNITY CENTER OPERATIONS			567.00	0.00		
	1318 - ADULT TAXABLE			155.28	0.00		
	1325 - GENERAL PROGRAMS			53.80	0.00		
	1370 - FORESTRY			80.33	0.00		
	1390 - LIBRARY BUILDING OPERATIONS			46.94	0.00		
	1400 - ENGINEERING SERVICES			367.20	0.00		
	1500 - PARKS ADMINISTRATION			203.80	0.00		
	1567 - PARKS EQUIPMENT MAINTENANCE			374.05	0.00		
	1571 - PARKS BALLFIELD MAINTENANCE			1,915.90	0.00		
	1575 - PARKS HOCKEY RINKS MAINTENA			151.48	0.00		
	1615 - ALLEY MAINTENANCE			26.96	0.00		
	6010 - WATER UTILITY DISTRIBUTION			239.69	0.00		
	6020 - WATER UTILITY WELL & PLANT			42.97	0.00		
	6220 - STORM SEWER CAP IMPROVEMENT			582.37	0.00		
	6405 - LIQUOR OPERATIONS			20.43	0.00		
	6705 - LICENSE CENTER OPERATIONS			28.86	0.00		
	7010 - CG VEHICLE MAINTENANCE			2,348.99	0.00		
	7105 - CS GENERAL OFFICE			45.21	0.00		
	7110 - CS INFORMATION TECHNOLOGY			2,233.84	0.00		
	7115 - CS GOVERNMENT BUILDINGS			101.86	0.00		
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	0084			380.05			

01/08/2025 03:35 PM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 11/25/2024 - 11/25/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	0337			190.00			
	0517			20.43			
	0731			1,354.94			
	1355			26.96			
	1568			234.35			
	3103			476.01			
	4364			454.12			
	5111			28.86			
	5157			78.99			
	6142			875.33			
	6348			367.20			
	6658			269.86			
	6719			1,933.76			
	6932			1,685.34			
	8046			282.66			
	8415			2,233.84			
	8424			2,727.09			
	8631			373.97			
	8722			20.00			

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: January 21, 2025
RE: Approval of Credit Card Charges and Payment – December 2024

Background:

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

Analysis:

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

Recommendation:

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

Attachments:

1. December 24 CC

01/09/2025 11:54 AM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 12/24/2024 - 12/24/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 1/11

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

Purchase Card Vendor: 100292 U. S. BANCORP

12012024							
124573	US BANK REBATE	12/01/2024	12/24/2024	(1,063.48)	0.00	Paid	Y
	US BANK REBATE	Bjohnson18					12/01/2024
	8900-8900-4852.00000	INTEREST INCOME		(1,063.48)			
12012024							
124574	AMAZON	12/01/2024	12/24/2024	16.49	0.00	Paid	Y
	K-PODS	Bjohnson18					12/01/2024
	1000-1200-6234.00000	EQUIPMENT PARTS & SUPPLIES		16.49			
12012024							
124575	AMAZON	12/01/2024	12/24/2024	21.99	0.00	Paid	Y
	DRONE AGRAS T20P	Bjohnson18					12/01/2024
	1000-1200-6234.00000	EQUIPMENT PARTS & SUPPLIES		21.99			
12012024							
124576	AMAZON	12/01/2024	12/24/2024	15.98	0.00	Paid	Y
	BATTERIES	Bjohnson18					12/01/2024
	1000-1200-6214.00000	OPERATING SUPPLIES		15.98			
12012024							
124577	AMAZON	12/01/2024	12/24/2024	20.98	0.00	Paid	Y
	BATTERIES	Bjohnson18					12/01/2024
	1000-1200-6214.00000	OPERATING SUPPLIES		20.98			
12012024							
124579	AMAZON	12/01/2024	12/24/2024	14.71	0.00	Paid	Y
	BATTERIES	Bjohnson18					12/01/2024
	1000-1200-6214.00000	OPERATING SUPPLIES		14.71			
12012024							
124580	AMAZON	12/01/2024	12/24/2024	18.98	0.00	Paid	Y
	TRAINING BOOK	Bjohnson18					12/01/2024
	1000-1200-6516.00000	SUBSCRIPTIONS & BOOKS		18.98			
12012024							
124582	HOME DEPOT	12/01/2024	12/24/2024	196.98	0.00	Paid	Y
	WOOD STUDS	Bjohnson18					12/01/2024
	1000-1575-6234.00000	EQUIPMENT PARTS & SUPPLIES		196.98			
12012024							
124583	HOME DEPOT	12/01/2024	12/24/2024	(90.04)	0.00	Paid	Y
	WOOD STUDS - CREDIT	Bjohnson18					12/01/2024
	1000-1575-6234.00000	EQUIPMENT PARTS & SUPPLIES		(90.04)			

01/09/2025 11:54 AM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 12/24/2024 - 12/24/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 2/11

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

Purchase Card Vendor: 100292 U. S. BANCORP

12012024 124584	MENARDS TEES/COUPLINGS 6000-6020-6340.00000	12/01/2024 Bjohnson18 REPAIR & MAINTENANCE	12/24/2024	32.02 32.02	0.00	Paid	Y 12/01/2024
12012024 124585	AMAZON GLASS CLEANER/HANGERS 6100-6110-6214.00000	12/01/2024 Bjohnson18 OPERATING SUPPLIES	12/24/2024	87.25 87.25	0.00	Paid	Y 12/01/2024
12012024 124586	AMAZON PARK & REC-HOCKEY GOAL 1000-1305-6234.00000	12/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	12/24/2024	396.02 396.02	0.00	Paid	Y 12/01/2024
12012024 124587	AMAZON FIRE DEPT - 2025 CALENDARS 1000-1260-6214.00000	12/01/2024 Bjohnson18 OPERATING SUPPLIES	12/24/2024	105.07 105.07	0.00	Paid	Y 12/01/2024
12012024 124588	AMAZON USB HUB - IT DEPT 7100-7110-6214.00000	12/01/2024 Bjohnson18 OPERATING SUPPLIES	12/24/2024	28.03 28.03	0.00	Paid	Y 12/01/2024
12012024 124589	CRYSTAL CAR WASH FIRE DEPT CAR WASHES 7000-7010-6336.00000	12/01/2024 Bjohnson18 OTHER CONTRACTS	12/24/2024	42.00 42.00	0.00	Paid	Y 12/01/2024
12012024 124590	CRYSTAL CAR WASH POLICE DEPT CAR WASHES 7000-7010-6336.00000	12/01/2024 Bjohnson18 OTHER CONTRACTS	12/24/2024	292.00 292.00	0.00	Paid	Y 12/01/2024
12012024 124591	HOLIDAY CAR WASH POLICE CAR WASHES 7000-7010-6336.00000	12/01/2024 Bjohnson18 OTHER CONTRACTS	12/24/2024	38.50 38.50	0.00	Paid	Y 12/01/2024
12012024 124592	AMAZON PENS 7100-7105-6214.00000	12/01/2024 Bjohnson18 OPERATING SUPPLIES	12/24/2024	27.98 27.98	0.00	Paid	Y 12/01/2024

01/09/2025 11:54 AM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 12/24/2024 - 12/24/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 3/11

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

Purchase Card Vendor: 100292 U. S. BANCORP

12012024 124593	AMAZON LIGHT METER - JAMES/WILL B 1000-1440-6214.00000	12/01/2024 Bjohnson18 OPERATING SUPPLIES	12/24/2024	34.29 34.29	0.00	Paid	Y 12/01/2024
12012024 124595	AMAZON HEATHER RAND - 2025 CALENDAR 7100-7105-6214.00000	12/01/2024 Bjohnson18 OPERATING SUPPLIES	12/24/2024	26.99 26.99	0.00	Paid	Y 12/01/2024
12012024 124597	AMAZON LIGHT METER TEMP MEASURER 1000-1440-6214.00000	12/01/2024 Bjohnson18 OPERATING SUPPLIES	12/24/2024	24.79 24.79	0.00	Paid	Y 12/01/2024
12012024 124600	AMAZON AIR FILTER KIT 7000-7010-6234.00000	12/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	12/24/2024	39.98 39.98	0.00	Paid	Y 12/01/2024
12012024 124601	AMAZON WADERS/HANGERS 6200-6220-6950.00000-00819024	12/01/2024 Bjohnson18 MACHINERY & EQUIPMENT	12/24/2024	112.21 112.21	0.00	Paid	Y 12/01/2024
12012024 124602	AMAZON LIGHTS (BEAMS) 7000-7010-6234.00000	12/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	12/24/2024	187.47 187.47	0.00	Paid	Y 12/01/2024
12012024 124603	AMAZON PLIERS 7000-7010-6214.00000	12/01/2024 Bjohnson18 OPERATING SUPPLIES	12/24/2024	24.98 24.98	0.00	Paid	Y 12/01/2024
12012024 124604	AMAZON CABLE TIES/ZIP LOC BAGS 7000-7010-6234.00000	12/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	12/24/2024	40.56 40.56	0.00	Paid	Y 12/01/2024
12012024 124605	AMAZON BLOWER MOTOR 7000-7010-6234.00000	12/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	12/24/2024	137.36 137.36	0.00	Paid	Y 12/01/2024

01/09/2025 11:54 AM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 12/24/2024 - 12/24/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 4/11

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

Purchase Card Vendor: 100292 U. S. BANCORP

12012024 124606	AMAZON ADAPTER 7000-7010-6234.00000	12/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	12/24/2024	43.99 43.99	0.00	Paid	Y 12/01/2024
12012024 124607	AMAZON SPRING KIT 7000-7010-6234.00000	12/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	12/24/2024	125.59 125.59	0.00	Paid	Y 12/01/2024
12012024 124608	AMAZON BALL BEARING 7000-7010-6234.00000	12/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	12/24/2024	22.23 22.23	0.00	Paid	Y 12/01/2024
12012024 124609	AMAZON ADAPTER 7000-7010-6234.00000	12/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	12/24/2024	162.27 162.27	0.00	Paid	Y 12/01/2024
12012024 124610	AMAZON SOCKET 7000-7010-6214.00000	12/01/2024 Bjohnson18 OPERATING SUPPLIES	12/24/2024	103.98 103.98	0.00	Paid	Y 12/01/2024
12012024 124611	AMAZON BATTERY CHARGERS 7000-7010-6214.00000	12/01/2024 Bjohnson18 OPERATING SUPPLIES	12/24/2024	62.60 62.60	0.00	Paid	Y 12/01/2024
12012024 124612	AMAZON WHIP LIGHTS 7000-7010-6234.00000	12/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	12/24/2024	34.98 34.98	0.00	Paid	Y 12/01/2024
12012024 124613	AMAZON SHIPPING TAGS 6000-6010-6214.00000	12/01/2024 Bjohnson18 OPERATING SUPPLIES	12/24/2024	33.93 33.93	0.00	Paid	Y 12/01/2024
12012024 124616	AMAZON DMV SUPPLIES 6700-6705-6214.00000	12/01/2024 Bjohnson18 OPERATING SUPPLIES	12/24/2024	39.02 39.02	0.00	Paid	Y 12/01/2024

01/09/2025 11:54 AM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 12/24/2024 - 12/24/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 5/11

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

Purchase Card Vendor: 100292 U. S. BANCORP

12012024 124617	UPS SHIPPING 6700-6705-6378.00000	12/01/2024 Bjohnson18 POSTAGE & SHIPPING	12/24/2024	9.95 9.95	0.00	Paid	Y 12/01/2024
12012024 124618	UPS SHIPPING 6700-6705-6378.00000	12/01/2024 Bjohnson18 POSTAGE & SHIPPING	12/24/2024	9.29 9.29	0.00	Paid	Y 12/01/2024
12012024 124619	GFOA GFOA CONFERENCE 1000-0000-1510.00000	12/01/2024 Bjohnson18 PREPAID ITEMS	12/24/2024	525.00 525.00	0.00	Paid	Y 12/01/2024
12012024 124621	ILLINOIS TOLLWAY TRAINING - TRAVEL 1000-1220-6510.00000	12/01/2024 Bjohnson18 MEETING / TRAVEL EXPENSE	12/24/2024	23.89 23.89	0.00	Paid	Y 12/01/2024
12012024 124623	SOCIETY FOR HR OFFICE MATERIALS - HR 1000-1030-6214.00000	12/01/2024 Bjohnson18 OPERATING SUPPLIES	12/24/2024	264.00 264.00	0.00	Paid	Y 12/01/2024
12012024 124624	LMC MCMA WORKSHOP 1000-1005-6512.00000	12/01/2024 Bjohnson18 CONFERENCE & SCHOOLS	12/24/2024	125.00 125.00	0.00	Paid	Y 12/01/2024
12012024 124627	FRANKIES MAC MEETING 1000-1200-6382.00000	12/01/2024 Bjohnson18 ADVERTISING / PROMOTIONS	12/24/2024	65.90 65.90	0.00	Paid	Y 12/01/2024
12012024 124628	SCSU DRIVER IMPROVEMENT EVOC/PIT REFRESH SCHOOL MHSRC/RANGE 1000-1205-6512.00000	12/01/2024 Bjohnson18 CONFERENCE & SCHOOLS	12/24/2024	525.00 525.00	0.00	Paid	Y 12/01/2024
12012024 124629	SCSU DRIVER IMPROVEMENT EVOC/PIT REFRESH SCHOOL MHSRC/RANGE 1000-1205-6512.00000	12/01/2024 Bjohnson18 CONFERENCE & SCHOOLS	12/24/2024	525.00 525.00	0.00	Paid	Y 12/01/2024

01/09/2025 11:54 AM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 12/24/2024 - 12/24/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 6/11

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

Purchase Card Vendor: 100292 U. S. BANCORP

12012024							
124630	SCSU DRIVER IMPROVEMENT	12/01/2024	12/24/2024	525.00	0.00	Paid	Y
	EVOC/PIT REFRESH SCHOOL MHSRC/RANGE	Bjohnson18					12/01/2024
	1000-1205-6512.00000	CONFERENCE & SCHOOLS		525.00			
12012024							
124631	SCSU DRIVER IMPROVEMENT	12/01/2024	12/24/2024	525.00	0.00	Paid	Y
	EVOC/PIT REFRESH SCHOOL MHSRC/RANGE	Bjohnson18					12/01/2024
	1000-1205-6512.00000	CONFERENCE & SCHOOLS		525.00			
12012024							
124632	SCSU DRIVER IMPROVEMENT	12/01/2024	12/24/2024	525.00	0.00	Paid	Y
	EVOC/PIT REFRESH SCHOOL MHSRC/RANGE	Bjohnson18					12/01/2024
	1000-1205-6512.00000	CONFERENCE & SCHOOLS		525.00			
12012024							
124633	PSI EXAMS	12/01/2024	12/24/2024	175.00	0.00	Paid	Y
	DRONE CERTIFICATION	Bjohnson18					12/01/2024
	1000-1205-6512.00000	CONFERENCE & SCHOOLS		175.00			
12012024							
124634	PSI EXAMS	12/01/2024	12/24/2024	175.00	0.00	Paid	Y
	DRONE CERTIFICATION	Bjohnson18					12/01/2024
	1000-1205-6512.00000	CONFERENCE & SCHOOLS		175.00			
12012024							
124637	MRPA	12/01/2024	12/24/2024	79.00	0.00	Paid	Y
	ATHLETIC MANAGEMENT INSTITUTE	Bjohnson18					12/01/2024
	1000-1300-6512.00000	CONFERENCE & SCHOOLS		79.00			
12012024							
124638	URBAN LAND INSTITUTE	12/01/2024	12/24/2024	250.00	0.00	Paid	Y
	ANNUAL PROF DUES - NATIONAL	Bjohnson18					12/01/2024
	1000-1100-6514.00000	DUES & MEMBERSHIPS		250.00			
12012024							
124639	URBAN LAND INSTITUTE	12/01/2024	12/24/2024	264.00	0.00	Paid	Y
	ANNUAL PROF DUES - MN CHAPTER	Bjohnson18					12/01/2024
	1000-1100-6514.00000	DUES & MEMBERSHIPS		264.00			
12012024							
124640	URBAN LAND INSTITUTE	12/01/2024	12/24/2024	30.00	0.00	Paid	Y
	CONFERENCE TRAINING ON 2025 LEGIS	Bjohnson18					12/01/2024
	1000-1100-6512.00000	CONFERENCE & SCHOOLS		30.00			

01/09/2025 11:54 AM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 12/24/2024 - 12/24/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 7/11

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

Purchase Card Vendor: 100292 U. S. BANCORP

12012024							
124641	DOLLAR TREE	12/01/2024	12/24/2024	36.25	0.00	Paid	Y
	BINGO ITEMS	Bjohnson18					12/01/2024
	1000-1335-6214.00000	OPERATING SUPPLIES		36.25			
12012024							
124642	BCA	12/01/2024	12/24/2024	25.00	0.00	Paid	Y
	BCA TRAINING - CARLSON	Bjohnson18					12/01/2024
	1000-1200-6512.00000	CONFERENCE & SCHOOLS		25.00			
12012024							
124644	MENARDS	12/01/2024	12/24/2024	15.97	0.00	Paid	Y
	U-BOLTS	Bjohnson18					12/01/2024
	1000-1630-6214.00000	OPERATING SUPPLIES		15.97			
12012024							
124645	AMERICAN RED CROSS	12/01/2024	12/24/2024	304.00	0.00	Paid	Y
	FIRST AID TRAININGS	Bjohnson18					12/01/2024
	7100-7105-6336.00000	OTHER CONTRACTS		304.00			
12012024							
124646	PEACH JAR	12/01/2024	12/24/2024	40.00	0.00	Paid	Y
	HS PROGRAM PROMOTION	Bjohnson18					12/01/2024
	1000-1305-6382.00000	ADVERTISING / PROMOTIONS		40.00			
12012024							
124648	MENARDS	12/01/2024	12/24/2024	223.11	0.00	Paid	Y
	WTP SUPPLIES	Bjohnson18					12/01/2024
	6100-6110-6234.00000	EQUIPMENT PARTS & SUPPLIES		223.11			
12012024							
124649	AMAZON	12/01/2024	12/24/2024	85.98	0.00	Paid	Y
	METAL PLATES/MAGNETS	Bjohnson18					12/01/2024
	1000-1567-6234.00000	EQUIPMENT PARTS & SUPPLIES		85.98			
12012024							
124650	AMAZON	12/01/2024	12/24/2024	386.98	0.00	Paid	Y
	ICE SHELTER	Bjohnson18					12/01/2024
	6100-6115-6214.00000	OPERATING SUPPLIES		386.98			
12012024							
124651	HOME DEPOT	12/01/2024	12/24/2024	136.88	0.00	Paid	Y
	CHAIN	Bjohnson18					12/01/2024
	1000-1567-6234.00000	EQUIPMENT PARTS & SUPPLIES		136.88			

01/09/2025 11:54 AM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 12/24/2024 - 12/24/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 8/11

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

Purchase Card Vendor: 100292 U. S. BANCORP

12012024 124652	HOME DEPOT SPRUCE TOPS 1000-1605-6234.00000	12/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	12/24/2024	602.58 602.58	0.00	Paid	Y 12/01/2024
12012024 124653	FLEET FARM STRAW BALE 1000-1567-6234.00000	12/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	12/24/2024	43.96 43.96	0.00	Paid	Y 12/01/2024
12012024 124654	PRAIRIE MOON SEEDS & SEED FILLER 6200-6220-6340.00000	12/01/2024 Bjohnson18 REPAIR & MAINTENANCE	12/24/2024	65.00 65.00	0.00	Paid	Y 12/01/2024
12012024 124656	CHIEF RIVER NURSERY SEEDLINGS FOR 2025 ARBOR DAY 1000-1370-6706.00000	12/01/2024 Bjohnson18 LANDSCAPING	12/24/2024	336.26 336.26	0.00	Paid	Y 12/01/2024
12012024 124658	AMAZON USB HUB 7100-7110-6214.00000	12/01/2024 Bjohnson18 OPERATING SUPPLIES	12/24/2024	28.03 28.03	0.00	Paid	Y 12/01/2024
12012024 124659	AMAZON WEBCAMS & MONITORS 7100-7110-6214.00000	12/01/2024 Bjohnson18 OPERATING SUPPLIES	12/24/2024	615.96 615.96	0.00	Paid	Y 12/01/2024
12012024 124660	AMAZON USB EXTENDERS 7100-7110-6234.00000	12/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	12/24/2024	7.59 7.59	0.00	Paid	Y 12/01/2024
12012024 124661	AMAZON USB HUBS 7100-7110-6234.00000	12/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	12/24/2024	209.15 209.15	0.00	Paid	Y 12/01/2024
12012024 124662	AMAZON LAPTOP MEMORY 7100-7110-6234.00000	12/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	12/24/2024	79.99 79.99	0.00	Paid	Y 12/01/2024

01/09/2025 11:54 AM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 12/24/2024 - 12/24/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

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

Purchase Card Vendor: 100292 U. S. BANCORP

12012024							
124663	AMAZON	12/01/2024	12/24/2024	114.96	0.00	Paid	Y
	LAPTOP CASES & MICE	Bjohnson18					12/01/2024
	7100-7110-6234.00000	EQUIPMENT PARTS & SUPPLIES		114.96			

Total Purchase Card Vendor: 100292 U. S. BANCORP	9,437.36	0.00
--	----------	------

# of Invoices:	71	# Due:	0	Totals:	10,590.88	0.00
# of Credit Memos:	2	# Due:	0	Totals:	(1,153.52)	0.00

Net of Invoices and Credit Memos:	9,437.36	0.00
-----------------------------------	----------	------

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
 EXP CHECK RUN DATES 12/24/2024 - 12/24/2025
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY FUND ---							
	1000 - GENERAL FUND			6,700.91	0.00		
	6000 - WATER			65.95	0.00		
	6100 - SANITARY SEWER			697.34	0.00		
	6200 - STORM SEWER			177.21	0.00		
	6700 - DEPUTY REGISTRAR			58.26	0.00		
	7000 - CENTRAL GARAGE			1,358.49	0.00		
	7100 - CENTRAL SERVICES			1,442.68	0.00		
	8900 - INVESTMENT CONTROL			(1,063.48)	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			525.00	0.00		
	1005 - LEGISLATIVE			125.00	0.00		
	1030 - ADMINISTRATIVE SERVICES			264.00	0.00		
	1100 - PLANNING & ZONING			544.00	0.00		
	1200 - POLICE SUPPORT SERVICES			200.03	0.00		
	1205 - PATROL SERVICES			2,975.00	0.00		
	1220 - INVESTIGATIONS / SPECIAL SV			23.89	0.00		
	1260 - FIRE PREVENTION / SUPPRESSI			105.07	0.00		
	1300 - RECREATION ADMINISTRATION			79.00	0.00		
	1305 - COMMUNITY CENTER OPERATIONS			436.02	0.00		
	1335 - SENIOR PROGRAMS			36.25	0.00		
	1370 - FORESTRY			336.26	0.00		
	1440 - CODE ENFORCEMENT			59.08	0.00		
	1567 - PARKS EQUIPMENT MAINTENANCE			266.82	0.00		
	1575 - PARKS HOCKEY RINKS MAINTENA			106.94	0.00		
	1605 - STREETScape			602.58	0.00		
	1630 - STREET SIGN MAINTENANCE			15.97	0.00		
	6010 - WATER UTILITY DISTRIBUTION			33.93	0.00		
	6020 - WATER UTILITY WELL & PLANT			32.02	0.00		
	6110 - SAN SEWER LIFT STATION MA			310.36	0.00		
	6115 - SAN SEWER MAINTENANCE			386.98	0.00		
	6220 - STORM SEWER CAP IMPROVEMENT			177.21	0.00		
	6705 - LICENSE CENTER OPERATIONS			58.26	0.00		
	7010 - CG VEHICLE MAINTENANCE			1,358.49	0.00		
	7105 - CS GENERAL OFFICE			358.97	0.00		
	7110 - CS INFORMATION TECHNOLOGY			1,083.71	0.00		
	8900 - INVESTMENT CONTROL			(1,063.48)	0.00		
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	0084			223.11			
	0337			525.00			
	0731			1,015.67			

01/09/2025 11:54 AM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 12/24/2024 - 12/24/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	1331			36.25			
	1355			15.97			
	1568			389.00			
	2743			23.89			
	3103			106.94			
	4364			25.00			
	5111			58.26			
	5319			544.00			
	5971			79.00			
	6142			344.00			
	6348			401.26			
	6658			2,975.00			
	6719			227.51			
	6932			994.77			
	8046			119.27			
	8415			1,055.68			
	8424			1,256.38			
	8631			65.90			
	8719			18.98			



TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: January 21, 2025
RE: Investment Report

Background:

Attached is the investment portfolio information for the quarter ending December 31, 2024, prepared by the Finance Department.

Analysis:

The report includes quarterly cash position amounts for 2024, as well as a future economic outlook. This summarized information reflects activity by category that has occurred to date throughout the quarter.

Recommendation:

Approve a motion to acknowledge the Investment Report for the quarter ended December 2024.

Attachments:

1. Q4 2024

Totals & Averages @ Market

Summary Totals

Original Face	\$48,452,000
Current Face (Par)	\$48,452,000
Market Principal	\$46,307,387
Accrued Interest	\$285,332
Cash & Cash Alternatives	\$4,650,829
Fixed Income Funds	\$0
Equity Balance	\$0
Total Portfolio Value	\$51,243,547
Next 12mo Cpn Cash Flow	\$1,020,152
Generic Annual Cpn Cash Flow	\$1,178,129

Weighted Averages

Coupon*	2.432%
Maturity**	2.14 yrs
Duration	2.01
Yield to Worst	4.377%
Yield to Maturity	4.381%
Market Price*	95.574
Tax Lots Holdings Included	163 of 164

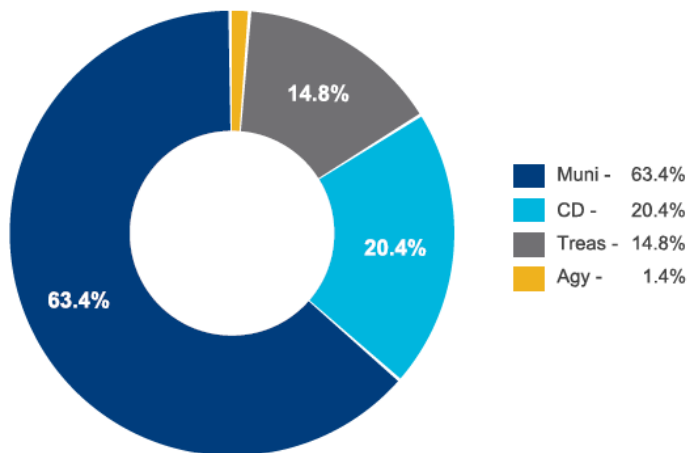
*Par-Wtd, all else Mkt-Wtd.

**Avg life used for principal paydowns, and perpetual securities are assigned a 40 year maturity.

State Board of Investment (SBI) Par \$100,000

State Board of Investment (SBI) Market Value \$113,196

Asset Class



Note

An unrealized loss is a decrease in the value of an investment that an investor holds. A gain or loss becomes realized when the investment is sold. Our investments are not intended to be sold, but instead held to maturity. The unrealized loss is a function of rising interest rates.

Economic Outlook**U.S. Equities**

Large-capitalization stocks once again led U.S. markets in 2024, as the S&P 500 index posted a 20%+ return for the second straight year. Growth stocks trounced value stocks (Russell 1000 Growth index, +33.4%; Russell 1000 Value index, +14.4%), keyed by the ongoing rally among the so-called “Magnificent Seven” technology stocks, which collectively rose nearly 50% on the year. Small-cap stocks recorded solid absolute returns (Russell 2000 Index, +11.5%) but trailed large-caps by a wide margin. Given these trends, the market became increasingly concentrated during the year, with the top 10-weighted stocks comprising nearly 40% of the S&P 500 by year-end.

International Equities

International stock indices were limited to single digits in 2024 (MSCI ACWI ex USA index, +5.5%), as returns were curbed by U.S. dollar appreciation. Developed markets underperformed (MSCI EAFE index, +3.8%) as certain key regions faced economic growth challenges, while emerging markets saw stronger gains (MSCI Emerging Markets index, +7.5%). (All international stock index returns are quoted in U.S. dollar terms.)

Fixed Income

Broad bond market index returns were constrained in 2024 (Bloomberg U.S. Aggregate index, +1.3%). While short-term rates fell as the Federal Reserve began cutting its policy rate, yields on intermediate- and long-term Treasury bonds were volatile and ended the year at higher levels (producing price declines) amid solid U.S. economic growth and stubborn inflation trends.

Commodities

Commodities collectively delivered moderate results in 2024 (Bloomberg Commodity Index, +5.4%). Oil prices remained relatively subdued throughout the year while gold surged to all-time highs.

Federal Reserve Enacts Another Rate Cut

The Federal voted to lower its benchmark policy interest rate, the federal funds rate, by another quarter percentage point to a range of 4.25%-4.50%. This was the third straight meeting at which the central bank has lowered the target rate, which has now declined by a full percentage point in just over three months. Fed officials concurrently updated their outlook for future fed funds rate

levels, with the median forecast now signaling two more quarter-point rate cuts by year-end 2025, a less aggressive pace than the prior forecast of four such cuts issued in September.

Existing Home Sales Hit Nine-Month High

Sales of existing homes in the U.S. surged 4.8% in November to reach a seasonally adjusted annual rate of 4.15 million units, the strongest showing since March, according to the National Association of Realtors. The robust monthly gain, which more than doubled economists' projections of 2.5%, helped drive year-over-year sales up 6.1%, the sharpest annual acceleration since mid-2021. Housing inventory declined 2.9% month-over-month in November to 1.33 million units but remained significantly higher—up 17.7%—compared to November 2023 levels.

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: January 21, 2025
RE: Deputy Registrar's Monthly Financial Statements

Background:

Attached are the Deputy Registrar's financial reports for the month of November 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 \$593,660, showing an increase of \$37,815 (6.8%) compared to the previous year. Expenditure has risen by \$41,929 (8.8%). The net gain before transfers for the year is \$75,196, which is \$4,115 (-5.2%) less than last year.

Passport revenue year to date decreased \$19,625 (-15.7%) and motor vehicle fees have increased \$104,734 (27.6%).

Recommendation:

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

Attachments:

1. DEPS Nov 2024 P&L

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

			Year to Date			% Inc (Dec)
	Nov-2024	Nov-2023	2024	2023	Amount Difference	from Previous Year
Notary Fees			55	80	(25)	(31.3%)
Motor Vehicle Fees	34,091	36,065	471,412	379,672	91,740	24.2%
Motor Vehicle Fees - Kiosk			12,994	-	12,994	
Boat/Snow/ATV/ORV Fees	70	70	3,881	3,735	146	3.9%
Fish & Game Fees	3	3	79	105	(26)	(24.8%)
Passport Fees	10,800	8,862	105,240	124,865	(19,625)	(15.7%)
State Grants - Other			-	46,502	(46,502)	0.0%
Other Revenue/Transfer In	(27)	80	(1)	886	(887)	(100.1%)
Revenues	<u>44,937</u>	<u>45,080</u>	<u>593,660</u>	<u>555,845</u>	<u>37,815</u>	<u>6.8%</u>
Operating Expenses:						
Personal Services	36,696	49,524	422,082	373,094	48,988	13.1%
Supplies & Repairs	144	163	3,325	6,651	(3,326)	(50.0%)
Internal Serv Charges	7,367	7,274	81,076	80,016	1,060	1.3%
Other Charges & Services	1,527	1,112	11,483	11,281	202	1.8%
Furniture/Office Equipment		2,915	0	2,915	(2,915)	
Other (Income) Expense			498	2,578	(2,080)	(80.7%)
Total	<u>45,734</u>	<u>60,988</u>	<u>518,464</u>	<u>476,535</u>	<u>41,929</u>	<u>8.8%</u>
Operating Income / (Loss)	<u>(797)</u>	<u>(15,908)</u>	<u>75,196</u>	<u>79,310</u>	<u>(4,115)</u>	
Percent to Revenues	-2%	-35%	13%	14%		

TO: Mayor and City Council
PREPARED BY: Daa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: January 21, 2025
RE: Robbinsdale Wine & Spirits' Monthly Financial Statements

Background:

Attached are the Robbinsdale Wine & Spirits' financial reports for the month of November 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 \$3,851,172, reflecting a \$26,985 decrease (-.7%) from the previous year. Gross profit from sales stands at \$1,100,246, compared to \$1,080,712 in 2023 (1.8% increase). Our year-to-date gross profit is currently at 29%, meeting our target. The net loss before transfers including the non-operating revenue/expenses for this year totals -\$28,533, showing a decrease of -257.44% from the net income of \$18,123 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 November 2024.

Attachments:

1. Liquor Nov 2024 P&L

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

			Year to Date			% Inc (Dec) from Previous Year
	Nov-2024	Nov-2023	2024	2023	Amount Difference	
Sales	374,214	357,799	3,887,414	3,922,661	(35,247)	(0.9%)
Less Customer Discounts	3,693	3,844	36,241	44,504	(8,263)	(18.6%)
Net Sales	370,521	353,955	3,851,173	3,878,157	(26,984)	(0.7%)
Cost of Sales	255,637	250,019	2,750,927	2,797,445	(46,518)	(1.7%)
Gross Profit	114,884	103,936	1,100,246	1,080,712	19,534	1.8%
Percent to Net Sales	31%	29%	29%	28%		
Operating Expenses:						
Personal Services	57,009	75,969	654,100	610,245	43,855	7.2%
Supplies & Repairs	1,148	9,247	18,457	29,048	(10,591)	(36.5%)
Other Charges & Services	23,551	21,285	276,587	236,778	39,809	16.8%
Rent			-	5,300	(5,300)	(100.0%)
Depreciation	11,250	11,178	123,750	122,958	792	0.6%
Other (Income) Expense	32	(39)	(175)	(40)	(135)	337.5%
Total	92,990	117,640	1,072,719	1,004,289	68,430	6.8%
Operating Income / (Loss)	21,894	(13,704)	27,527	76,423	(48,896)	(64.0%)
Percent to Net Sales	6%	-4%	1%	2%		

Nonoperating Revenues (Expenses)

GASB 87 Adjustment					
Lease Interest Expense	(5,020)	(5,300)	(56,060)	(58,300)	2,240
	(5,020)	(5,300)	(56,060)	(58,300)	2,240
Income/(Loss) Before Transfers	16,874	(19,004)	(28,533)	18,123	(46,656)

Current Month Analysis

	Liquor	Wine	Beer	Misc	THC	Totals
Sales	156,198	69,488	128,100	8,607	8,128	370,521
Inventory of November 1	319,470	157,184	90,471	10,773	9,528	587,426
Purchases	111,950	55,333	106,620	6,644	7,647	288,194
Less Inventory of November 30	329,706	167,495	99,898	11,522	11,362	619,983
Cost of Sales	101,714	45,022	97,193	5,895	5,813	255,637
Gross Profit	54,484	24,466	30,907	2,712	2,315	114,884
Gross Profit % to Net Sales	35%	35%	24%	32%	28%	
Product % to Total Sales	42%	19%	35%	2%	2%	

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

Sales / Cost of Sales Analysis

	Nov-2024	Nov-2023	Year to Date		% Inc (Dec) from Previous Year
			2024	2023	
Liquor Sales	156,198	146,852	1,604,835	1,609,498	(0.3%)
Liquor Cost of Sales	101,714	102,522	1,115,776	1,131,907	(1.4%)
Gross Profit	<u>54,484</u>	<u>44,330</u>	<u>489,059</u>	<u>477,591</u>	<u>2.4%</u>
Percent to Net Sales	35%	30%	30%	30%	
Wine Sales	69,488	67,984	621,149	660,798	(6.0%)
Wine Cost of Sales	45,022	45,131	411,706	443,414	(7.2%)
Gross Profit	<u>24,466</u>	<u>22,853</u>	<u>209,443</u>	<u>217,384</u>	<u>(3.7%)</u>
Percent to Net Sales	35%	34%	34%	33%	
Beer Sales	128,100	126,339	1,442,450	1,496,478	(3.6%)
Beer Cost of Sales	97,193	93,709	1,099,437	1,145,800	(4.0%)
Gross Profit	<u>30,907</u>	<u>32,630</u>	<u>343,013</u>	<u>350,678</u>	<u>(2.2%)</u>
Percent to Net Sales	24%	26%	24%	23%	
Misc Sales	8,607	7,790	104,579	92,123	13.5%
Misc Cost of Sales	5,895	5,728	73,641	65,669	12.1%
Gross Profit	<u>2,712</u>	<u>2,062</u>	<u>30,938</u>	<u>26,454</u>	<u>17.0%</u>
Percent to Net Sales	32%	26%	30%	29%	
THC Sales	8,128	4,990	78,159	19,260	305.8%
THC Cost of Sales	5,813	2,929	50,368	10,654	372.8%
Gross Profit	<u>2,315</u>	<u>2,061</u>	<u>27,791</u>	<u>8,606</u>	<u>222.9%</u>
Percent to Net Sales	28%	41%	36%	45%	73%
Total Sales	370,521	353,955	3,851,172	3,878,157	(0.7%)
Total Cost of Sales	255,637	250,019	2,750,928	2,797,444	(1.7%)
Gross Profit	<u>114,884</u>	<u>103,936</u>	<u>1,100,244</u>	<u>1,080,713</u>	<u>1.8%</u>
Percent to Net Sales	31%	29%	29%	28%	

Liquor Store Sales - 2023 and 2024

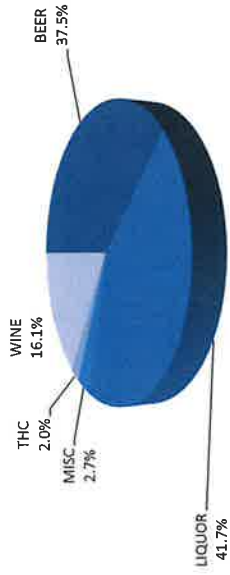
	<u>Jan 23</u>	<u>Jan 24</u>	<u>Feb 23</u>	<u>Feb 24</u>	<u>Mar 23</u>	<u>Mar 24</u>
Liquor	120,997.00	121,361.00	129,535.00	133,115.00	140,562.00	142,226.00
Wine	51,902.00	50,019.00	58,399.00	53,934.00	58,217.00	60,106.00
Beer	105,442.00	97,656.00	111,560.00	112,555.00	119,259.00	121,334.00
THC	-	5,894.00	-	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
	<u>283,488.00</u>	<u>282,181.00</u>	<u>305,158.00</u>	<u>313,212.00</u>	<u>323,845.00</u>	<u>338,647.00</u>
	<u>Apr 23</u>	<u>Apr 24</u>	<u>May 23</u>	<u>May 24</u>	<u>Jun 23</u>	<u>Jun 24</u>
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
	<u>335,287.00</u>	<u>318,228.00</u>	<u>386,674.00</u>	<u>384,285.00</u>	<u>392,528.00</u>	<u>372,677.00</u>
	<u>Jul 23</u>	<u>Jul 24</u>	<u>Aug 23</u>	<u>Aug 24</u>	<u>Sept 23</u>	<u>Sept 24</u>
Liquor	161,858.00	157,688.00	155,405.00	158,209.00	149,962.00	142,362.00
Wine	60,501.00	53,397.00	59,637.00	55,199.00	60,972.00	55,081.00
Beer	165,483.00	151,154.00	147,970.00	151,196.00	141,762.00	134,467.00
THC	955.00	7,775.00	3,705.00	8,017.00	4,670.00	7,767.00
Misc	11,355.00	11,550.00	10,414.00	10,890.00	10,108.00	9,799.00
	<u>400,152.00</u>	<u>381,564.00</u>	<u>377,131.00</u>	<u>383,511.00</u>	<u>367,474.00</u>	<u>349,476.00</u>
	<u>Oct 23</u>	<u>Oct 24</u>	<u>Nov 23</u>	<u>Nov 24</u>	<u>Dec 23</u>	<u>Dec 24</u>
Liquor	145,378.00	151,458.00	146,852.00	156,198.00	180,184.00	-
Wine	61,263.00	56,744.00	67,984.00	69,488.00	82,557.00	-
Beer	132,853.00	133,063.00	126,339.00	128,100.00	133,731.00	-
THC	4,940.00	6,595.00	4,990.00	8,128.00	6,602.00	-
Misc	8,031.00	9,010.00	7,790.00	8,607.00	9,640.00	-
	<u>352,465.00</u>	<u>356,870.00</u>	<u>353,955.00</u>	<u>370,521.00</u>	<u>412,714.00</u>	<u>-</u>

November 2024 Liquor Store - Net Sales



November 2024	Net Sales per Dept	% Net Sales of Total
BEER	128,129	34.6%
LIQUOR	156,170	42.1%
MISC	8,607	2.3%
THC	8,128	2.2%
WINE	69,488	18.8%
	370,522	

Yearly 2024 Liquor Store - Net Sales



Total 2024	Net Sales per Dept	% Net Sales of Total
BEER	1,442,489	37.5%
LIQUOR	1,604,795	41.7%
MISC	104,580	2.7%
THC	78,159	2.0%
WINE	621,149	16.1%
	3,851,172	



TO: Mayor and City Council
PREPARED BY: Heather Rand, Community Development Director
APPROVED BY: Tim Sandvik, City Manager
DATE: January 21, 2025
RE: Acceptance of Robbinsdale Planning Commission 2024 Activity Report

Background:

Robbinsdale City Code Chapter III, Section 320.01 Commissions, requires the Robbinsdale Planning Commission to submit an annual report summarizing planning commission meeting numbers, attendance and actions taken.

Analysis:

The 2024 Robbinsdale Planning Commission Report (see attached) was drafted by staff, reviewed by the planning commission at their January 16th meeting, and recommended by the planning commission for submittal to the city council.

Recommendation:

The Robbinsdale Planning Commission recommend the city council review and accept the 2024 Robbinsdale Planning Commission Report.

Attachments:

1. PC 2024 Annual Report

2024 PLANNING COMMISSION ANNUAL REPORT

The Planning Commission held 5 regularly scheduled meetings during 2024. There were 7 cancelled meetings this year, largely due to a lack of agendas.

The table below reflects commissioner's attendance.

Planning Commissioners		Meetings Present	Meetings Absent	Yearly Attendance
Harris	Ward 1	5	0	100%
Ralston-Aoki	Ward 2	2	3	40%
Allen	Ward 3	4	1	80%
Montemayor	Ward 4	3	2	60%
Weinberg	At Large	5	0	100%

In 2024, the Planning Commission continued to address development and land use issues on behalf of Robbinsdale residents seeking to improve their properties and reviewed development applications affecting neighborhoods and the community.

The following summarizes their activities:

Zoning Text Amendments

- Amendments to the Crystal Airport Zoning Ordinance
- Inclusion of a Private Utility Building use into the RB Zoning Districts
- Increased Setback Requirements for New Metal Roofed Accessory Structures

Rezone property

- Split Single family zoning and Commercial zoning property on West Broadway from R-1 & B-1 to R-B

Major Projects

- Hy-Vee Preliminary Plat Lot Subdivision

Miscellaneous

- City Code Violation Appeal for 4227 40th Ave N. Banner Sign

Discussions

- Energy Action Plan

SUMMARY / COMPARISON OF ACTIVITIES

2012-2024

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Zoning Actions (Text Amendments, Rezoning)	6	3	4	7	2	1	5	2	1	2	9	3
Variances	4	5	8	4	3	7	8	8	6	7	5	0
Conditional Use Permit	5	3	4	4	2	7	4	5	2	6	4	0
Subdivision Actions (Plats, Lot Splits, Text Amendments)	1	2	2	3	1	2	1	0	0	1	0	1
Sign Ordinance Variances	0	1	1	0	1	0	1	1	0	0	0	0
Comprehensive Plan Amendments	2	0	0	1	1	0	0	0	1	0	0	0
Vacation Reviews	0	0	0	1*	0	0	0	0	0	0	0	0
Miscellaneous Items (signs, combine lots)	1*	2	0*	0	1	0	5	1	3	2	1	1

* Some planning & zoning Action Items go directly to the City Council without Planning Commission review

TO: Mayor and City Council

PREPARED BY: Heather Rand, Community Development Director

APPROVED BY: Tim Sandvik, City Manager

DATE: January 21, 2025

RE: 2nd Reading and Adoption of Ordinance Changing Text Related to Public Utility Building

Background:

At the December 3, 2024 City Council Meeting, the council were presented with, discussed and unanimously support a change to the city zoning code that would include "Private Utility Building" in the permitted types of land use in a R-B (Residential Business District), if they apply for and secure a conditional use permit from the city council on case by case basis.

For the purpose of following city code procedures, this approved text change to the city ordinance must have a 1st and 2nd reading by placing on city council agenda (typically consent item), and publicizing the proposed change, before the code text change is formally adopted into city code by the city council. The first reading occurred on December 17th. On January 21, 2025, the second reading of the proposed code change is scheduled to be held by city council and the subsequent consideration of adopting an ordinance the delineates the code change being approved.

Analysis:

The overall goal of a city issued conditional use permit (CUP) in land use zoning, especially in an R-B (Residential-Business District) is to protect the residential character of the immediate area as property uses transition between residential and non-intensive commercial uses. Private Utility Buildings such as a data switching station for fiber internet or other utilities, do not have customer traffic, nor delivery trucks, nor need for large parking areas for employees and can readily be constructed to fit into the character of a residential neighborhood.

On November 21, 2024, the Robbinsdale Planning Commission held a public hearing and voted unanimously to recommend city council adopt the zoning code change that adds the commercial use "private utility building" to other business types that may operate in a R-B zone with a CUP. The proposed zoning code text change had been publicly noticed and published in the city designated newspaper.

Recommendation:

Staff recommend that the city council hold the second reading of the proposed zoning code change that amends city zoning code Chapter V., Section 515.07, Subd.4 Conditional uses, by adding the following text: **(O) Private utility building**. Staff recommend that the council approve the attached ordinance with specific zoning text change language clearly stated.

Attachments:

1. 2nd Reading and Final Adoption Ordinance

Member _____ moved and Member _____ seconded a motion that the following Ordinance, which was given its first reading on December 17, 2024, be giving its second reading this 21st day of January 2025 and that it be adopted.

ORDINANCE 25-02

**AN ORDINANCE AMENDING SECTION 515.07 SUBD. 4 OF THE ZONING
ORDINANCE ADDING PUBLIC UTILITY BUILDING IN BUSINESS- RESIDENTIAL
DISTRICT WITH CONDITIONAL USE PERMIT**

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:

- 1) That Robbinsdale's Residential-Business Conditional Use standards found in Section 515.07, Subdivision 4. Conditional uses adopted.

Is hereby amended with the following new language added shown in bold and underlined:

(O) Private utility building

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

City Code CHAPTER V, Planning and Land Use Regulation Section 515.07 Subd. 4 is being amended to include (O) Private utility building, as a type of use allowed with an approved conditional use permit in a Residential-Business zoning district.

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

PASSED BY THE CITY COUNCIL THIS 21st DAY OF JANUARY 2025.

Raymond Blackledge, Mayor Pro Tem

ATTEST:

Chase Peterson-Item, City Clerk

TO: Mayor and City Council

PREPARED BY: Heather Rand, Community Development Director

APPROVED BY: Tim Sandvik, City Manager

DATE: January 21, 2025

RE: Approve Professional Service Agreement with Rum River Consulting for Building Official Services

Background:

The city's full time building official position will be vacant due to staff resignation as of January 25, 2025. While the job vacancy has been posted (advertised), it may be months before a state licensed building official may be hired by the city and onboarded to assume the responsibilities of providing building construction permit plan review and inspection services per state and international building codes. For this reason, it is recommended that the city enter into a contract with Rum River Consulting to provide full service building official services.

Analysis:

Three professional service proposals were solicited by staff and reviewed for credentials, quality and scope of services to be provided, costs of the contracted service and references were checked. As a result of such, Rum River Consulting was selected as they have the credentialed and level of staffing that can best respond to our city's needs, and they have a solid reputation for providing responsive and customer friendly service in the 30 plus local units of government that are located in around the twin cities metropolitan area, that they currently contract with. A copy of the proposed contract is attached.

Rum River Consulting Fees are largely based on building permit fees collected and are anticipated to be provided for within existing city budget parameters. The contract is drafted such that it may be terminated by either party with a 60-day notice. This will enable the city to terminate the agreement when a new building official is hired.

Recommendation:

Motion for the approval of a resolution that approves the city entering into a professional services agreement with Rum River Consulting and further authorizes the city manager to execute the agreement so that building construction plan review and inspections may continue to be provided.

Attachments:

1. Rum River Contract
2. Resolution Regarding Rum River Consulting Agreement

**CITY OF ROBBINSDALE
HENNEPIN COUNTY
STATE OF MINNESOTA**

AGREEMENT FOR BUILDING OFFICIAL SERVICES

This Agreement for Building Official Services ("Agreement") is entered into on this 25th day of January, 2025, by and between the City of Robbinsdale, a Minnesota municipality, 4100 Lakeview Avenue North, Robbinsdale, Minnesota, 55422 ("Jurisdiction") and Rum River Ventures, LLC DBA Rum River Consultants, a Minnesota limited liability company, 23306 Cree Street NW, Suite 103, St. Francis, Minnesota 55070 ("Contractor"). The Jurisdiction and the Contractor may hereinafter be referred to separately as a "party" or collectively as the "parties."

RECITALS

WHEREAS, the Jurisdiction needs professional services to fulfill the needs of their building inspection services pursuant to Minn. Stat. § 326B.133; and

WHEREAS, the Contractor has substantial experience as a Building Official and providing building department services implementing the State Building Code and is otherwise qualified to assist the Jurisdiction on an as needed basis for the same; and

WHEREAS, the Jurisdiction desires to contract with the Contractor to act as the Designated Building Official and/or provide building inspection services for the Jurisdiction effective January 26, 2025; and

WHEREAS, the Contractor is engaged in an independent business and has complied with all federal, state, and local laws regarding business permits and licensing of any kind that may be required to carry out said business and the tasks as set forth in this Agreement; and

WHEREAS, the Contractor is an independent contractor and may be engaged to perform the same or similar activities for other municipalities during the Term of this Agreement and the Contractor shall not work solely on behalf of the Jurisdiction.

NOW, THEREFORE, for the reasons set forth above, and in consideration of the mutual promises and covenants made herein, it is agreed as follows:

1. **Services.** The Contractor shall provide services to the Jurisdiction on an as requested basis for the prices set forth on Exhibit A attached hereto (the "Services"). The Contractor shall perform the Services in the capacity of a Certified Building Official, at the direction of the Community Development Director, under Minn. Stat. §326B.133, in accordance with the Minnesota State Building

Code, applicable Jurisdiction Ordinances, and applicable Minnesota law. The Jurisdiction understands that all transportation expenses incurred while performing the Services shall be the responsibility of the Contractor. The Contractor reserves the right to change the prices and services offered in Exhibit A. The Contractor shall provide the Jurisdiction sixty (60) days written notice in advance of any such proposed changes. The Jurisdiction agrees that while performing the Services, the Contractor is acting as a public official on the Jurisdiction's behalf.

2. **Term.** This Agreement shall commence on the date written above and be renewed automatically each calendar year (referred to herein as the "Term"), unless terminated as provided herein. With the execution of this Agreement, it is the intention of the Contractor and the Jurisdiction to review this Agreement annually.

3. **Performance.** The Contractor shall complete the performance of building inspection services in accord with the conditions described in this Agreement. If any additional work outside the scope of building inspection services is contemplated, the Jurisdiction and the Contractor will mutually agree to the parameters of the additional work and anticipated costs as well as timeframe for completion. The Contractor shall maintain licenses by the State of Minnesota as a Certified Building Official and by the Minnesota Pollution Control Agency as a Certified Inspector for on-site septic systems. The Contractor shall perform the Services in a manner consistent with that of a reasonable and prudent Building Official. If any work is requested outside of the scope of the Services set forth in Exhibit A, such work shall not commence until the Contractor and the Jurisdiction agree to the terms, scope, price, and other details in writing (including via electronic mail). Such additional work shall still be subject to the terms and conditions of this Agreement.

4. **Indemnification, Hold Harmless, and Defend.** Any claims that arise against the Contractor, its agents, servants, or employees as a consequence of any act of malice and without good faith on the part of the Contractor or its agents, servants, or employees while engaged in the performance of the Agreement shall in no way be the obligation or responsibility of the Jurisdiction. The Contractor shall indemnify, hold harmless, and defend the Jurisdiction, its officers, agents, and employees against any and all liability, loss, costs, damages, expenses, claims, or actions, including attorney fees which the Jurisdiction, its officers, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of services performed under this Agreement or by reason of any act of malice and without good faith of the Contractor, its agents, servants, or employees, in the execution, performance, or failure to adequately perform the Contractor's obligations pursuant to this Agreement.

This Agreement to hold harmless and indemnify shall not apply to any claim arising out of a situation where the Contractor has previously notified the Jurisdiction of a failure by an owner or permit applicant to comply with the appropriate Code and the Jurisdiction fails to enforce the Code.

Nothing in this Agreement shall constitute a waiver by the Jurisdiction or the Contractor of any statutory limits or immunities from liability, including but not limited to MN Rules 1300.0110, Subpart 9, and Minnesota Statute §466.04.

5. **Duties and Powers of the Building Official.** As provided by Minnesota Administrative Rules 1300.0110, the Jurisdiction does hereby appoint Rum River Consultants as its Building Official. The Contractor shall have all powers and duties afforded under Minnesota laws, including those in the above Rule, and all powers of the Building Official shall extend to the Contractor's employees.

6. **Independent Contractor.** The Contractor shall perform the Services as an independent contractor of the Jurisdiction, and not as an employee. No withholdings or deductions shall be made from payments due to the Contractor. The Contractor shall not be eligible for benefits, workers compensation, or unemployment benefits. To the extent allowable by law, the Contractor may subcontract the performance of certain administrative or other duties under the Agreement.

7. **Insurance.** During the entire term of this Agreement, the Contractor shall maintain the following and will provide the Jurisdiction with evidence of the same upon request: (1) Commercial general liability insurance coverage with a policy limit of at least \$1,500,000 per occurrence; (2) Business automobile liability coverage with a total liability limit of at least \$1,500,000; and (3) Workers' compensation insurance. If the Contractor is not required by law to carry workers' compensation insurance, in place of proof of workers' compensation, the Contractor may provide a written statement of exemption specifying the particular provision of Minn. Stat. §176.041 that exempts the Contractor from having to carry such coverage. If the Contractor is required by law to carry workers' compensation insurance, the Contractor shall, at the time of execution of this Agreement, furnish evidence satisfactory to the Jurisdiction that the Contractor maintains insurance coverage pursuant to the terms of this Agreement. Jurisdiction shall be named as an additional insured on the commercial general liability insurance policy, providing proof of the same to Jurisdiction upon request.

8. **Warranty of Workmanship and Timely Completion.** The Contractor warrants that all work completed for and within the Jurisdiction shall be done in a workmanlike and timely manner in accordance with applicable industry standards. If the Jurisdiction receives complaints or comments regarding inadequate performance, the Jurisdiction is to inform the Contractor in writing as soon as practical and allow the Contractor the ability to address and answer to said complaint or comment.

9. **Amendments.** Any alterations, variations, modifications, or changes of any provisions of this Agreement shall only be valid when they have been reduced to writing and signed by the Jurisdiction and the Contractor.

10. **Regulatory Compliance.** The Contractor shall abide by all federal, state, and local laws, statutes, ordinances, rules, and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, programs, and staff for which the Contractor is responsible. The Contractor shall procure, at the Contractor's expense, all licenses, or other rights required for the provision of the Services. Any violation of federal, state, or local laws, statutes, ordinances, rules, or regulations, as well as loss of any applicable license, permit, or certification by the Contractor shall constitute a material breach of this Agreement, regardless of the reason and whether or not intentional, and shall entitle the Jurisdiction to terminate this Agreement effective as of the date of such violation, failure, or loss.

11. **Data Practices Compliance.** The Contractor will have access to data collected or maintained by the Jurisdiction to the extent necessary to perform the Contractor's obligations under this Agreement. The Contractor agrees to maintain all data obtained from the Jurisdiction in the same manner as the Jurisdiction is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. The Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the Jurisdiction. Upon termination of this Agreement, the Contractor agrees to return all data pertaining to the Jurisdiction within sixty (60) days of Agreement termination.

12. **Termination.** Either party may terminate this Agreement by providing sixty (60) days written notice to the other party. In the event of a material breach, the Agreement may be terminated with ten (10) days written notice to the other party. In the event the Jurisdiction elects to terminate based upon an alleged material breach of the Agreement by the Contractor, the Contractor shall have ten (10) days (or the least amount of time reasonably necessary if longer than ten (10) days) to cure the breach.

13. **Billing and Payment.** Invoices shall be submitted periodically (customarily monthly) and are due and payable within thirty-five (35) days of receipt by the Jurisdiction. Past due balances may accrue interest at a rate of 1.0% per month (or the maximum rate of interest permitted by law, if less).

14. **Choice of Law and Venue.** This Agreement is being executed in and is intended to be performed in the State of Minnesota and shall be construed and enforced in accordance with Minnesota law. The parties hereto consent and agree that any legal action arising from or related to the Agreement shall be in Anoka County District Court, State of Minnesota.

15. **Severability.** The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

16. **Merger.** The Parties acknowledge and represent that no promise or representation not contained in this Agreement has been made to them and acknowledge and represent that this Agreement contains the entire understanding between the Parties and contains all terms and conditions between them.

17. **Subject to Audit.** In accordance with Minnesota law, the Contractor agrees that all books, records, documents, and accounting practices directly related to the use of public funds under this Agreement are subject to examination by the Jurisdiction and either the Legislative Auditor or State Auditor, as applicable, for a period of at least six (6) years from the termination of this Agreement. If the Jurisdiction requests the State Auditor to perform the audit, the Jurisdiction shall bear the cost. If the Contractor requests the State Auditor to perform the audit, the Contractor shall bear the cost.

18. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument. For purposes of this Agreement, the use of email, or other electronic medium shall have the same force and effect as an original signature.

IN WITNESS WHEREOF, the Parties hereto have signed and executed this Agreement, both in duplicate, on the day and year first above written.

JURISDICTION

Tim Sandvik, City Manager

ATTEST:

Chase Peterson-Em, City Clerk

CONTRACTOR

Andy J. Schreder, Chief Building Official & Owner

Exhibit A Services

1. Building Official Designation for Inspection Services and Additional Requested Work.

- a. Administration services required to conduct plan review, and all required inspections associated with a particular project will be charged 80% plan review fees and 80% permit fees due to the Contractor as calculated in accordance with the fee schedule which is reviewed by the Contractor and adopted by the Jurisdiction following the Contractor's recommended changes.
- b. The Contractor has the authority and responsibility to determine project valuation for the purposes of establishing applicable plan review and permit fees. Valuation data may be referenced from the State of Minnesota and/or the International Code Council.
- c. The Contractor will submit invoices for Plan Review and Permit Fees following the issuance of the permit.
- d. The Contractor recommends the previous Building Official/Service Provider complete and close out all permits that were issued prior to the effective date of this contract. If this is not possible, the following rates will apply and be invoiced within the first ninety (90) days of this contract:
 1. The Contractor will bill the Jurisdiction at a rate of \$95 per hour for time spent on permits issued prior to the start of this contract. This includes:
 - a. Time needed to review the background and history in order to become familiar with projects; and
 - b. Field Inspections including travel time while within the Jurisdiction limits; and
 - c. Administration of the permits.
 2. The Contractor is authorized to bill the Jurisdiction 80% of the Plan Review Fees and 80% of the Permit Fees if it is determined that a complete review of an existing permit and plans are necessary.

- e. All projects for which the Contractor has been paid will be the responsibility of the Contractor for all site inspections and documentation required until the completion of the work and satisfactory inspections.
- f. The Contractor will receive 100% of investigation fees, re-inspection fees, site inspections (typically no charge for project development inquiries), repetitive plan reviews (as identified by MN Rules 1300.0160, Subpart 5), septic maintenance/pumping/operation permit fees, moved-in building fees, manufactured home fees, temporary certificate of occupancies, copying, postage, and hourly fees.
- g. No additional charge to meet twice with property owners or developers, either in-person or virtually, regarding building codes in preparation of an impending application for building inspection services. If additional meetings are required after two meetings, an hourly rate of \$95 per hour will be billed to the Jurisdiction. 2-hour minimum if meetings are in-person. 1-hour minimum if meetings are held virtually.

2. **Fire Code Official Designation.** If the Contractor is designated as the Jurisdiction's Fire Code Official and/or provides fire code related inspections and enforcement, an hourly rate of \$95 per hour will be billed to the Jurisdiction. Fire Code Official services include:

- a. Fire site pre-plan reviews and inspections on new construction
- b. Fire damage assessment inspections
- c. Annual assemblies and hazardous occupancies inspections
- d. Hazardous materials reviews and inspections
- e. Storage materials, high pile storage, reviews, and inspections
- f. Tents, canopies, and temporary structures reviews and inspections
- g. Above and underground fuel tanks reviews and inspections
- h. New tenant fire reviews and inspections
- i. Fireworks sales reviews and inspections

3. **Minimum Permit and Plan Review Fees.**

- a. A minimum fee of \$100 shall be payable to the Contractor for a permit of any type where the Contractor involvement is required.
- b. Where plan review is performed on any permit, a minimum plan review fee of \$65 shall be payable to the Contractor.

4. **State Delegation.**

- a. The Contractor may provide Plan review for Public Buildings and State Licensed Facilities per MN Statute 326B.103 at a rate of 85% of the plan review fees collected in accordance with the Jurisdiction's adopted fee schedule. The Contractor is also authorized to bill the jurisdiction an additional 85% of the permit fee collected with a minimum fee of \$300.
 - b. The Contractor may provide Fire Sprinkler/Alarm plan review and other Fire inspection services for Public Buildings and State Licensed Facilities at a rate of 85% of the plan review fees collected in accordance with the Jurisdiction's adopted fee schedule and 85% of the permit fees collected in accordance with the Jurisdiction's adopted fee schedule with a minimum fee of \$300.
 - c. The Contractor may provide Mechanical Plan Review and Inspections for Public Buildings and State Licensed Facilities at a rate of 85% of the plan review fees collected in accordance with the Jurisdiction's adopted fee schedule and 85% of the permit fees collected in accordance with the Jurisdiction's adopted fee schedule with a minimum fee of \$300.
5. **Plumbing Plan Review Services.** The Contractor is authorized and responsible to act in the capacity of "administrative authority" as defined in the Minnesota State Plumbing Code 4714.0203 for plumbing plan review for commercial construction and remodel work as found in Minnesota Rules 1300.0215, Subp. 6 and Minnesota Statute 326B.43, Subp. 2. The Contractor is authorized to bill the jurisdiction 85% of the plumbing plan review fees. The Contractor is also authorized to bill the jurisdiction 85% of the permit fee collected with a minimum fee of \$300.
6. **Fire Sprinkler/Alarm Plan Review Services.** The Contractor is authorized and responsible to act in the capacity of "administrative authority" as defined in MN Statute 299F.011 for plan review and inspection services for new and remodel commercial work related to fire sprinkler and alarm systems. Permits are required as specified by Section 105 of the MN State Fire Code. The Contractor is authorized to bill the jurisdiction 85% of fire sprinkler and alarm system plan review fees. The Contractor is also authorized to bill the jurisdiction 85% of the permit fee collected with a minimum fee of \$300.
7. **Septic Systems.** The Contractor may provide system design review and inspection services for residential and commercial septic systems.
- a. New residential septic systems, the Contractor is authorized to bill the jurisdiction at a rate of \$350.

- b. Residential tank replacement and holding tank systems, the Contractor is authorized to bill the jurisdiction at a rate of \$175.
- c. The Contractor is authorized to bill the jurisdiction for review and inspection services for new commercial and alteration/repair commercial septic systems, in accordance with Minnesota Statute 326B.153, Subdivision 1. The minimum fee for all new commercial septic systems will be \$350.
- d. The Contractor will receive 15% of permit fees captured on all advanced septic systems which must be contracted out by the Jurisdiction.

8. **After Hours Work.** Inspections and/or other meetings requested outside of normal business hours (Monday through Friday, 8:00 am to 4:30 pm), or agreed upon work schedules, will be billed at \$125 per hour with a 2-hour minimum. These terms can be applied to emergency disaster response and the evaluation of buildings after natural or manmade disasters.

9. **Jurisdiction Meeting Attendance Provisions.**

- a. The Contractor may attend:
 - i. Up to two (2) City Council meetings annually at no charge to the Jurisdiction.
 - ii. Up to one (1) staff meeting monthly without incurring charges to the Jurisdiction. This includes meetings pertaining to commercial projects, developments, comprehensive planning, zoning, rental program management, and property maintenance (code compliance) administration.
- b. Beyond the aforementioned provisions, additional meetings will incur charges at a rate of \$95 per hour. A minimum charge of two (2) hours applies for in-person meetings and one (1) hour for virtual meetings.

10. **Transportation Costs.** The Contractor shall provide transportation to meetings and site inspections within the Jurisdiction at no additional cost.

11. **Zoning Supplemental Services.**

- a. If the Jurisdiction requests the Contractor provide zoning supplemental services on an as-needed basis, the rate charged will be \$95 per hour. The following services

are available:

- i. Answer zoning district questions such as setbacks and allowable uses.
 - ii. Review of preliminary site plans.
 - iii. Review and completion of zoning letter requests.
 - iv. Review and administration of variance, interim use, and conditional use permits.
 - v. Review and administration of site completion agreements or building permit escrow agreements.
- b. If the Contractor is requested to perform a zoning review in tandem with a building permit, the plan review fee will be charged at a rate of 90%.
- c. If the Contractor is requested to perform a plan review or site inspection related to a Jurisdiction issued zoning permit, the following rates will apply:
- i. Zoning Permit: Either 80% of the permit fee as calculated in accordance with the fee schedule, or \$100, whichever is greater.
 - ii. Zoning Plan Review: Either 90% of the plan review fee as calculated in accordance with the fee schedule, or \$75, whichever is greater.

12. Property Maintenance & Code Compliance. If the Contractor is requested by the Jurisdiction to perform code compliance administration and nuisance abatement services, including but not limited to issuing stop work orders, addressing work without a permit, conducting site completion agreement/escrow inspections, or any other type of investigation inspection, the following terms shall apply:

- a. Hourly Rate: All services related to code compliance administration and nuisance abatement will be charged at a rate of \$95 per hour. This rate covers all activities including inspections, verbal and written correspondence, preparation for and attendance at meetings, hearings, and court testimony.
- b. Inclusions: The hourly rate includes all necessary inspections, communication (both verbal and written), and preparation for and participation in meetings, hearings, and court proceedings. If additional services or extraordinary

circumstances arise, such as expert witness testimony or extended legal proceedings, these may be subject to additional charges, which will be communicated and agreed upon in advance.

- c. Billing and Documentation: The Contractor will invoice the Jurisdiction on a regular basis, providing detailed time logs and descriptions of the services performed. This ensures transparency and allows for verification of charges.
- d. General Provisions: The Contractor will maintain confidentiality and comply with all applicable laws and regulations in the performance of these services. Both parties agree to cooperate fully and communicate promptly to ensure effective administration and resolution of code compliance and nuisance abatement issues.

13. Rental License Program Administration.

- a. Adoption of the IPMC: If the Contractor administers the Jurisdiction's rental licensing program, the Contractor will work with the Jurisdiction to ensure the most recent International Property Maintenance Code (IPMC), specifying the version year has been adopted. The Jurisdiction may choose to adopt the IPMC as is or with specific amendments.
- b. Division into Cycles and Inspection Frequency: Rental units will be divided into two separate cycles for administrative purposes. Owners will be required to renew their rental licenses biennially, and an inspection of each unit will occur within this timeframe. The cycles' start and end dates will be decided upon mutually between the Contractor and Jurisdiction.
- c. Fee Structure:
 - i. *Single family, townhomes (attached or detached), duplex, and triplex rental properties*: The Contractor will charge the Jurisdiction 85% of the rental license fee as calculated in accordance with the fee schedule or \$170 per unit, whichever is greater.
 - ii. *Multi-family rental properties*: The Contractor will charge the Jurisdiction 85% of the rental license fee as calculated in accordance with the fee schedule or a minimum of \$255 per building plus \$64 per unit, whichever is greater.
 - iii. *Annual Fee Schedule*: The fee schedule referenced will be reviewed on an annual basis by the Contractor and adopted by the Jurisdiction following the

Contractor's recommended changes to ensure fees are commensurate with the services provided.

iv. *Reinspections:* The initial inspection and one reinspection are included in all rental license fees. Additional reinspections will be billed to the license applicant by the Jurisdiction. The Contractor will charge the Jurisdiction \$95 per hour for these additional reinspections, with a minimum fee of \$95. Time will be billed in quarter-hour increments.

d. Communication and Mailings: The Contractor encourages the use of electronic communication for all renewal notices and related correspondence. Should the Jurisdiction allow renewal by mail, all true costs associated with the rental license renewal mailings, including but not limited to postage, printing, and handling fees, will be billed to the Jurisdiction. These costs will be itemized and documented.

14. **Other Services Not Identified.** If the Contractor is requested for a service not identified in "Exhibit A", the rate charged is \$95 per hour.

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 21st day of January, 2025

CITY COUNCIL RESOLUTION NO. 2025-__

A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH
RUM RIVER CONSULTING, INC. TO PROVIDE BUILDING OFFICIAL SERVICES

WHEREAS, the Robbinsdale City Council has reviewed a proposed professional services agreement with Rum River Consulting to provide state licensed building official services to the city;

NOW THEREFORE, BE IT RESOLVED by the Robbinsdale City Council that said agreement is hereby approved and adopted, and the city manager is authorized to execute the agreement on the behalf of the city with attestment by the city clerk.

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

and the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED
THIS 21st DAY OF JANUARY 2025.

Brad 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 21, 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 1/21/2025.

Attachments:

1. Clerk Licenses
2. Engineering Licenses

BUSINESS LICENSES FOR COUNCIL APPROVAL

01/21/2025

License Type	Applicant	License Fee
Body Art	KICKROCKS INK & ART STUDIO	150.00
Animals - Domestic	Sean Braden	52.00
THC PRODUCT SALES	SMOKE SHOP	500.00
THC PRODUCT SALES	THE VAPOR BUNKER U.S.	500.00

Contractor Licenses for Council Approval

<u>Name</u>	<u>Licensee Type</u>	<u>Fee Amount</u>
360 HEATING AND AIR CONDITIONING, LLC	Mechanical Contractor	\$50.00
AIR MECHANICAL INC	Mechanical Contractor	\$50.00
APP PROFESSIONAL PLUMBING	Mechanical Contractor	\$50.00
APP PROFESSIONAL PLUMBING	Plumbing Contractor	\$50.00
CENTERPOINT ENERGY	Mechanical Contractor	\$50.00
CHAMPION PLUMBING	Plumbing Contractor	\$50.00
COMFORT HEATING & AIR CONDITIONING LLC	Mechanical Contractor	\$50.00
GUST PLUMBING INC	Plumbing Contractor	\$50.00
JACKSON FAMILY HEATING & COOLING LLC	Mechanical Contractor	\$50.00
LOGAN COMPANIES	Mechanical Contractor	\$50.00
SAYLER HEATING & AIR CONDITIONING INC	Mechanical Contractor	\$50.00
SODERLIN PLUMBING & HEATING INC	Plumbing Contractor	\$50.00
STEINKRAUS PLUMBING INC	Plumbing Contractor	\$50.00

Number of Licenses Requesting Council Approval:

13

BUSINESS LICENSES FOR COUNCIL APPROVAL

01/14/2025

License Type	Applicant	License Fee
Solid Waste Haulers	WASTE MANAGEMENT OF MINNESOTA INC.	1,500.00
Tree/Lawn Fertilizer	NORTHEAST TREE INC	50.00
Tree/Lawn Fertilizer	RAINBOW TREECARE	50.00

TO: Mayor and City Council

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

APPROVED BY: Tim Sandvik, City Manager

DATE: January 21, 2025

RE: Second reading of an ordinance amending Section 205 of the City Code
Salaries of Elected Officials

Background:

On December 17, 2024, the City Council approved the first reading of an Ordinance amending Section 205 of the City Code, Salaries of Elected Officials. This ordinance was originally brought to the Council on July 16, 2024, for a first reading, however, it was discovered this ordinance was never brought back to the Council for its second reading. For this reason, staff decided to have the Council hold both a first and second reading again.

Analysis:

The Salary Review Committee met on July 8 and discussed Council salary increases for the years 2025 and 2026. The committee ultimately decided on a one-time increase of 5% which would go into effect January 1, 2025. Since the second reading will be presented to the Council after January 1, 2025, any necessary retroactive pay would be provided.

Recommendation:

Motion to hold the second reading of Ordinance No. 25-01 "AN ORDINANCE AMENDING SECTION 205 OF THE CITY CODE SALARIES OF ELECTED OFFICIALS," as shown in Attachment 1.

Attachments:

1. Council Salary Ordinance

Member _____ moved and Member _____ seconded a motion that the following ordinance, which was given its first reading on December 17, 2024, be given its second reading on this 21st day of January 2025, and that it be adopted.

ORDINANCE NO. 25-01

**AN ORDINANCE AMENDING SECTION 205 OF THE CITY CODE
SALARIES OF ELECTED OFFICIALS**

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

- 1) Section 205 of the City Code is hereby amended with the following language to be removed shown by ~~strikeout~~ and new language added shown in **bold and underlined**:

205.01. Council salaries.

Subdivision 1. Mayor

~~The salary of the mayor is \$10,354 per annum effective January 1, 2016 and \$10,561 per annum effective January 1, 2018. The salary of the mayor is \$10,825 per annum effective January 1, 2019 and \$11,095~~ **\$11,941 per annum** effective January 1, 2020 **2025**.

205.03. Councilmembers.

~~The salary of each member of the council is \$8,259 per annum effective January 1, 2016 and \$8,424 per annum effective January 1, 2018. The salary of each member of the council is \$8,634 per annum effective January 1, 2019 and \$8,850~~ **\$9,525** per annum effective January 1, 2020 **2025**.

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

The purpose of this ordinance is to adjust the annual salaries for the Mayor and Councilmembers for the years 2025 and 2026 as recommended by the Council Salary Review Committee.

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

Second Reading: YEAS:
NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL ON THIS 21st DAY OF JANUARY 2025.

Raymond Blackledge, Mayor Pro Tem

Attest:

Chase Peterson-Etem, City Clerk

TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 21, 2025
RE: 2nd Reading of an Ordinance Adopting Updates to Appendix B - Fee Schedule

Background:

City Code often references "Appendix B", which lists all fees for licenses, permits, and various other City Services. Updates to Appendix B are required to be made by Ordinance.

Analysis:

At least annually, staff review the Fee Schedule to ensure charges remain appropriate. The attached Fee Schedule highlights proposed changes (in red). In summary, recommendations for updates include:

Create a New Certificate of Occupancy/Land Use Registration Application.

This would require staff review, and inspection by community development for commercial, industrial, public and/or multi family building or leased space in which the business, property/leased space use will change, OR, the ownership has changed in order to ensure local and state code compliance. In addition to zoning compliance and city code items, the review would include building/fire code and review applicable city business licenses. If there is not a change of use as defined by city zoning and building codes, the applicant receives a land use registration letter and is charged a fee of \$100. If the use reflects a change in use per city code, the a more thorough review and inspection is warranted before issuance of a certificate of occupancy and given this complexity of review, the fee would be based on square feet occupied as follows:

Land Use Review	\$100
Up to 5,000 sf	\$500
5,001-25,000 sf	\$800
25,001-75,000 sf	\$1,200
75,001-100,000 sf	\$1,600
100,001-200,000 sf	\$2,000
200,001 sf or greater	\$2,500

• **Planning and Land Use Regulations**

The City had provided approval for this update in years past, but was not properly captured in

prior Fee Schedules.

Rezoning request	Fee	Community Development	Per Request	\$500
------------------	-----	-----------------------	-------------	-------

Public Works/Public Utilities MISC. - Tree Trimming

City staff is making recommendation to update the following costs, as they reflect charges from professional firms who often assist in these areas.

Tree Trimming		
CR 81 Corridor Tree Knockdown Fees		
Median Tree with Diameter <3"	Each Occurrence	\$1,175
Median Tree with Diameter >3"	Each Occurrence	\$1,325
	Each Occurrence	\$1,025
Boulevard Tree with Diameter >3"	Each Occurrence	\$1,175
Other Public Tree Knockdown Fees (Excluding CR 81 Corridor)		
Park or Right-of-Way Tree, all sizes	Each Occurrence	\$500

Sump Pump utility charge (non compliance)		\$50 per month
Water Meter		\$180 + tax
Tailpieces		\$47.54 + tax per pair
Horn (mandatory in new homes starting 01-01-06)		\$138.67 + tax
Lawn mower		\$30 + actual labor cost

Building Inspection Updates

Attachment B

The fee for appliance only permits shall be \$50 plus \$1 state surcharge (\$51 total)

Attachment C

Siding House/Garage	\$155
Garage Siding	\$85
Roofing, tear off, House/Garage	\$155
Garage re-roof	\$85

Rental License and Inspection Fees

Again, as the City continues to incur costs related to Rental Lines and Inspections, staff is recommending that fees be adjusted to help cover those costs. After completing a study of neighboring communities, these updated, proposed fees are in line with our neighbors.

	Base License Fee as of the first working day in November	Received after ten working days in November	Received after twenty working days in November
Single Family or ½ duplex (when other side owner occupied)	\$200	\$225	\$325
Duplex or double bungalow (with one owner)	\$200 plus \$100 for 2 nd unit	\$325	\$425
Three unit dwelling	\$300 plus \$20 for each unit after 1 st 3 units	\$400	\$500
Townhomes (3 or more attached units)	\$200 plus \$100 for each unit more than one	\$225	\$325
Apartments (additional fire inspection fee if over 10 units)	\$300 including first 3 units plus \$20 per unit	\$400	\$500
Fire Inspection Fee	\$125 per structure		

Re-inspection Fees \$100 for each unit requiring re-inspection for the second and each subsequent re-inspection visit necessitated by required repairs not being completed or access being denied. If the initial inspection has a series of deadlines, the initial re-inspection of each group of items would be covered in the base license fee.

Staff will review the materials with Council, and respond to questions, comments, or concerns.

Recommendation:

Motion to hold the Second Reading of Ordinance No. 25-03 "AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE FEE SCHEDULE."

Attachments:

1. DRAFT - FEE SCHEDULE Updated 1.1.25
2. Fee Schedule Ordinance

APPENDIX B ROBBINSDALE ORDINANCE CODE AND GENERAL FEE SCHEDULE

Updated 01-01-24

TABLE OF ¹ CONTENTS
APPENDIX B
ROBBINSDALE ORDINANCE CODE
AND GENERAL FEE SCHEDULE

Miscellaneous Fees	1
Fees Established Under Separate Resolution and Maps	2
General Provisions – Chapter I Administrative Penalty System	2
Building, Housing and Construction Regulations – Chapter IV	3-4
Parking Ramp & Rental Inspections	3
Planning and Land Use – Chapter V	5-6
Public Health and Food – Chapter VI	7
Public Utilities and Public Works – Chapter VII	8
Streets, Alleys and Public Ways and Parks – Chapter VIII	9
Public Safety: Animals and False Alarms – Chapter IX	10
Domestic Partnership Registry – Chapter X	11
Business and Trade Regulations – Chapter XI	11-13
Liquor and Beer – Chapter XII	14
Traffic, Motor Vehicles; Miscellaneous Permits; Police and Fire Miscellaneous	15
Attachment A: DEMOLITION AND MOVING PERMIT FEES	
Attachment B: PLUMBING PERMIT FEE SCHEDULE	
Attachment C: PLUMBING PERMIT FEE SCHEDULE	
Attachment D: MECHANICAL PERMIT FEE SCHEDULE	
Attachment E: SIGN FEES	
Attachment F: PARK FACILITIES/EQUIPMENT FEES	
Attachment G: CONDUIT DEBT ISSUANCE FEE SCHEDULE	
Attachment H: RENTAL LICENSE INSPECTION FEES	
Attachment I: SCHEDULE OF OFFENSES AND FEES ADMINISTRATIVE PENALTY SYSTEM	

¹ Fees listed are local only. State and/or County fees may also apply.

APPENDIX B
FEE SCHEDULE

Page 1

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
MISCELLANEOUS FEES				
Special Assessment Searches	Fee	Eng & Assessor		\$25/search
Special Assessment Self Search	Fee	Assessor		\$10/visit
City Ordinance Code (updating not included)	Fee	Administration		\$150
City Zoning Ordinance Code (updating not included)	Fee	Administration		\$100
City Charter (updating not included)	Fee	Administration		\$50
Budget Book - Annual	Fee	Finance		\$75
Financial Statements - Annual	Fee	Finance		\$75
Comprehensive Plan (updating not included)	Fee	Administration		\$75
Copies of Miscellaneous Information	Fee	All		\$0.25 Per page
Council Meeting Minutes - mailed – Non-Resident Only	Fee	Administration		\$25/year or \$0.25 Per page + Postage
Notary	Fee	All		\$5.00 per oath; Limited to 2 per occasion (Effective 8-1-14)
Owners List – name & address only (paper copy)	Fee	Assessor		\$100 entire city or \$0.25 Per page
Owners List - property characteristics (paper & electronic)	Fee	Assessor		\$45 per hour for research
Property Record card – except personal residence	Fee	Assessor		\$2/record card to maximum of 5
Abatement – administrative oversight	Fee	Assessor		\$25
Returned Check	Fee	Finance		\$50 each
Filing of Various Instruments	Fee	Administration		None
Administrative Charge for Special Assessments	Fee	Administration		\$75 each
Abatement of Nuisance/Problem Property	Fee	All		\$50 + actual city costs recovered \$50 per visit to property by Inspector prior to and follow-up on Abatement
Conduit Debt Issuance	Fee	Finance		See Attachment G
Road Closure Permit for Construction/Maintenance	Fee	Eng		\$100 Single Lane Closure \$200 Full Road Closure
US Passport Photo Prints	Fee	Finance		\$18 per set of two passport photos

APPENDIX B
FEE SCHEDULE

Page 2

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
FEES ESTABLISHED UNDER SEPARATE RESOLUTIONS				
Water Utility Surcharge – per dwelling unit				Separate Resolution
Water Utility Rate - per 1000 gallons				Separate Resolution
Sanitary Sewer Surcharge - per dwelling unit				Separate Resolution
Sanitary Sewer Rate – per 1000 gallons				Separate Resolution
Storm Water – per acre				Separate Resolution
Street Lighting – mid block				Separate Resolution
Garbage				(See Public Health) Separate Resolution
Speed Bumps (Resolution 6340)				\$200 per bump site.
Speed Bump Signs				\$150 per sign – 2 signs required per block
Speed Bump Administration Fee				\$50
Tree Removal – Administration fee – requested oversight				\$75.00
Tree Removal –Administration fee - forced removal				150.00
Candidate Filing Fee – City Charter Amendment 38	Fee			\$30
MAPS				
Aerials:	Fee	Engineering		\$35 - 34"x46" 1"=300' \$30 - 21"x27" 1" = 500' \$25 - 18"x24" 1"=600'
Others:	Fee	Engineering		\$15 - 24"x36" standard plan (photo copy) \$30 - 34"x46" lg address/zoning 1"=300' \$25 - 21"x27" sm address/zoning 1"=500' \$20 - 18"x24" address 1"=600'
Shipping for any of the above maps	Fee	Engineering		\$5
GENERAL PROVISIONS – CHAPTER I				
Administrative Penalties – 117	Fee	Code Enforcement	Per occurrence	See Attachment I

APPENDIX B
FEE SCHEDULE

Page 3

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
BUILDING, HOUSING AND CONSTRUCTION REGULATIONS – CHAPTER IV				
Demolition & Moving– 400.05	Permit	Building Insp.		See Attachment A
Plumbing – 400.05	Permit	Building Insp.		See Attachment B
Fire Suppression – 400.05	Permit	Building Insp.		See Attachment C
General, Building – 400.05	Permit	Building Insp.		See Attachment C
Plan Review	Permit	Building Insp.		See Attachment C
License Verification (surcharge)	Permit	Building Insp.		See Attachment C
Excavations & other activities in the right of way – 405.19	Permit	Building Insp.		See Attachment C
Mechanical	Permit	Building Insp.		See Attachment D
Signs – 410.25	Permit	Building Insp.		See Attachment E
Masonry – 405.15	Permit	Building Insp.	12/31	\$50
Contractors – 405.13	License	Building Insp.	12/31	\$50
Excavator – 405.09	License	Building Insp.	12/31	\$50
Demolition – 405.08	License	Building Insp.	12/31	\$50
Heating & Air Conditioning – 405.01	License	Building Insp.	12/31	\$50
Off-Site Directional Signs—410.05 & 841	License	Administration & Engineering	12/31	\$240/sign initial fee \$40/sign/face plus sign replacement costs, if any, annually
Roofing – 405.17	License	Building Insp.	12/31	\$50
Plastering, Stucco, Lathing – 405.11	License	Building Insp.	12/31	\$50
Plumbing – 405.01	License	Building Insp.	12/31	\$50
Sewer Maintenance – 405.07	License	Engineering	12/31	\$50
Crane – 405.21	License	Engineering	12/31	\$50
Sign Hanger – 410.27	License	Building Insp.	12/31	\$50
Parking Ramp – 415.05	Certificate	Engineering	6/30	\$100
Late Fee for Parking Ramp Renewal Submitted after 6/30	Fee	Engineering		\$100
Inspection of Rental Dwellings – 425.31	License	Code Enforcement	12/31 Biannually	See Attachment H
Re-inspection of Rental Dwellings – 425.31	License	Code Enforcement		See Attachment H

APPENDIX B
FEE SCHEDULE

Page 4

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
BUILDING, HOUSING AND CONSTRUCTION REGULATIONS – CHAPTER IV (CONTINUED)				
Point of Sale Administration Fee – 435.07	Fee	Comm. Devt	12/31	● \$50 Initial Evaluator Certification Fee ● \$25 Annual Evaluator Certification ● \$50 Filing Fee for Point of Sale Reports ● \$50 Building Official Verification of R/R Item Completion/Resolution – 1st visit, waived if work covered by building permit. \$25/visit for additional follow-up inspections, as required for compliance. ● \$25 Filing Fee for Buyer's Responsibility Agreement

APPENDIX B
FEE SCHEDULE

Page 5

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
PLANNING AND LAND USE REGULATIONS – CHAPTER V				
Lot split – 500.13	Fee	Community Development	Per Project	\$200
Sketch Plats – 500.15	Fee	Community Development	Per Project	\$100
Preliminary Plats – 500.17	Fee	Community Development	Per Project	\$200+\$100/lot *
Final Plat – 500.19	Fee	Community Development	Per Project	\$150 *
Subdivision Variance Application – 500.39	Fee	Community Development	Per Project	\$200 *
Initiation of Amendment to Subdivision Regulations – 500.47	Fee	Community Development	Per Project	\$500 *
Initiate Amendment to City of Zoning Code	Fee	Community Development	Request	\$500 *
Use Permit – 535.11, Subd. 1	Fee	Community Development	Per Project	\$85 + time & materials \$100 + additional expenses incurred \$25 Sign permits requiring Council approval
Conditional Use Permit – 535.15, Subd. 1(a)	Fee	Community Development	Per Project	\$250 * Plus Filing Fee
Conditional Use Permit – 515.05, 515.07, 520.03, 521.01, 521.03	Fee	Community Development	Per Project	\$750 + \$250 per acre
Zoning Amendments – 535.15, Subd. 1(a)	Fee	Community Development	Per Project	\$500
Zoning Variances and Appeals – 535.15, Subd. 1(a)	Fee	Community Development	Per Project	\$200 * Plus Filing Fee
Review Encroachments in City Rights-of-Way	Fee	Community Development	Per Project	\$150 *
Comprehensive Plan Amendments – 535.15, Subd. 1(a)	Fee	Community Development	Per Project	\$500 *
Vacation – 830.01	Fee	Community Development	Per Project	\$200 *
Zoning development pre-application review (variance, CUP, Rezoning, et al)	Fee	Community Development	Per Project	\$50 *Fee applied to project if project proceeds.
Tax Combination or Split Review	Fee	Community Development	Per Request	\$75
Request by a lender/agency, etc. for a Zoning Compliance letter	Fee	Community Development	Per Request	\$75 **
Zoning research for state license forms (i.e. salon, wholesale motor vehicle, etc.)	Fee	Community Development	Per Request	\$75 **
Request for property status letter (non-conforming, illegal, et al)	Fee	Community Development	Per Request	\$200 **
Request for Floodplain technical assistance	Fee	Community Development	Per Request	\$50 **
Request for Zoning Classification or Flood Plain panel & date	Fee	Community Development	Per Request	\$25 **
*Applicant may be liable for additional expenses such as legal fees. ** Applicant may be billed for additional staff time.				

APPENDIX B
FEE SCHEDULE

Page 6

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
PLANNING AND LAND USE REGULATIONS – CHAPTER V (Continued)				
Mailing fee for all required mail notifications	Fee	Community Development	Per Address	\$1 per address
Architectural Review – signs in overlay district	Fee	Community Development	Per location	\$50
Architectural Review – New construction in overlay district	Fee	Community Development	Per location	\$50/hour. 1 hour minimum
Development consulting (except city sponsored)	Fee	Community Development	Per Request	\$50/hr. 1-hour minimum. *Fee applied to project if project proceeds.
<u>Rezoning request</u>	<u>Fee</u>	<u>Community Development</u>	<u>Per Request</u>	<u>\$500</u>
Rezoning request for R-2 to R-1	Fee	Community Development	Per Request	\$150

APPENDIX B
FEE SCHEDULE

Page 7

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
PUBLIC HEALTH – CHAPTER VI				
Garbage Collector	License	Administration	12/31	\$50/1 st truck and \$50/additional truck
Dumpster on Private Property 605.03				Fee listed along with fees for dumpster in right of way – Chapter VIII
Garbage Collections – 605.07	Fee	Administration		Adjusted annually by Council
Garbage/Recycling Cart Exchange	Fee	Utility Billing		\$5
Residential Solid Waste Truck Return or Extra Pickup. Return: i.e. customer error. Extra: i.e. tenant move out.	Fee	Utility Billing		\$10
Therapeutic Massage, Establishment – 613.13	License Fee	Administration Police Department	12/31	\$250 annually \$500 initial investigation \$200 renewal investigation
Therapeutic Massage, Individual – 613.13	License Fee	Administration Police Department	12/31	\$75 annually \$50 annual investigation fee
Therapeutic Massage, Home Business—613.13 • Limited to a business owner who is also the sole therapist	License Fee	Administration Police Department	12/31	\$150 annually new \$100 annually renewal \$100 annual investigation
Temporary Food Sales – 615.01	License	Administration	12/31	\$50; Non-Profits may submit all events at one time for one annual fee
Restaurant/Café without alcohol– 615.01	License	Administration	12/31	\$50
Restaurant with alcohol – 615.01 & 1205.01	License	Administration	12/31	\$200
Soft Drink Parlor – 615.03	License	Administration	12/31	\$50
Convenience Food/Drive-In Establishment – 615.05	License	Administration	12/31	\$50
Body Art Business - 625	License	Administration	12/31	\$100 annually \$500 initial investigation \$200 renewal investigation

APPENDIX B
FEE SCHEDULE

Page 8

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
PUBLIC UTILITIES – CHAPTER VII				
Storm, water & sanitary sewer connection inspection - 700.33	Permit	Engineering		\$75/connection
Fire Water Charge (FWC) 705.03	Fee	Finance	Quarterly	None
Restoration of Service Charge – 705.09	Fee	Finance		\$30
Service fee for non-functioning unit – 705.15	Fee	Engineering/Finance		\$30/month 1 st 12 months; \$60/mo thereafter
Telecommunications Facilities and Equipment – 715.03	Permit	Engineering	Per occurrence	\$100 (construction, maintenance, relocation on public right-of-way)
Telecommunications Towers – 720	License	Clerk	Annual or per occurrence	\$500 (develop, construct, or erect tower and maintain tower). \$500 per occurrence (modify tower or antenna array)
STREETS, ALLEYS AND PUBLIC WAYS – CHAPTER VIII				
Street Excavations – 800.05	Permit	Engineering	Each Occurrence	\$35/utility company \$75/all others
Street Repair – 800.23	Permit	Engineering		\$600 for 1 st 30 s.f. + \$15 each additional square foot
Curb cuts/Driveway Apron or Sidewalk – 800.23	Permit	Engineering		\$50
Excavations or Other Activities in Right of Way – 800.23	Permit	Engineering		See Street Excavations above
Vacation – 830.01	Fee	Planning	Per Project	\$200
Newspaper Racks – 839.03	License	City Clerk	12/31	\$25/year up to 5 boxes; \$5/box \$150 impoundment fee \$25/site inspection or relocation
Courtesy Bench – 840.01	License	City Clerk	12/31	\$50/bench
Placement of Dumpster/Collection Bin/Storage Container – In Right-of-Way 845.15	Permit	Engineering	(7 day permit)	\$50 1 st 7 days; \$75 for second week; \$210 for each week after the second week. No pro-ration.
Private Property 605.03	Permit	Code Enforcement	30 days	\$0 1 st 30 days; \$50 2 nd 30 days; \$100 3 rd and subsequent 30 day permits. \$50 per month for new residential & commercial construction for no more than 6 and 9 months respectively. \$100 per month thereafter.

APPENDIX B
FEE SCHEDULE

Page 9

PUBLIC WORKS/PUBLIC UTILITIES MISC.				
Sump Pump utility charge (non compliance)	Fee	Engineering		\$50 per month
Water Meter	Fee	Public Works		\$130-180 + tax
Tailpieces	Fee	Public Works		\$10-47.54 + tax per pair
Horn (mandatory in new homes starting 01-01-06)	Fee	Public Works		\$35-138.67 + tax
MXU	Fee	Public Works		\$165 + tax
Locate curb stops, without Gopher State One Call Locate	Fee	Public Works		\$50 each locate
Shut Off Water at Stop Box	Fee	Public Works		\$150 (\$100 refund if unable to shut off)
Water Main Shutdown	Fee	Public Works		\$200 per valve
Hydrant meter rental fee	Fee	Public Works		\$50 per week + \$1,000 deposit + water usage
Resident Requested Sign – non warrant, including install	Fee	Public Works		\$200 new; \$40 + cost of sign for replacement
Tree Trimming				
CR 81 Corridor Tree Knockdown Fees				
Median Tree with Diameter <3"	Fee	Forestry	Each Occurrence	\$1,125 <u>\$1,175</u>
Median Tree with Diameter >3"	Fee	Forestry	Each Occurrence	\$1,275 <u>\$1,325</u>
	Fee	Forestry	Each Occurrence	\$975 <u>\$1,025</u>
Boulevard Tree with Diameter >3"	Fee	Forestry	Each Occurrence	\$1,125 <u>\$1,175</u>
Other Public Tree Knockdown Fees (Excluding CR 81 Corridor)				
Park or Right-of-Way Tree, all sizes	Fee	Forestry	Each Occurrence	\$450 <u>\$500</u>
Pick up and Storage of Temporary Traffic Control Devices	Fee	Public Works	Per Permit	\$65 for one device & \$15 for each additional device for pick up; plus \$250 for up to 10 items for up to 5 calendar days of storage; \$250 for additional storage for up to 5 calendar days. Note: signs not picked up within 15 days are deemed to be abandoned.
Street Light Knockdown Fee				
LUMEC Light (Robbinsdale Streetscape Light)	Fee	Public Works		\$6,400
HOLOPHANE LIGHT (CR81 – Single Luminaire)	Fee	Public Works		\$5,900

APPENDIX B
FEE SCHEDULE

Page 10

HOLOPHANE LIGHT (CR81 – Double Luminaire)	Fee	Public Works		\$6,900
ACUITY Light (25' pole)	Fee	Public Works		\$4,800
ACUITY Light (Noble – 25' pole + banner)	Fee	Public Works		\$5,000
ACUITY Light (CR9 – 40' pole)	Fee			\$6,700
<u>EQUIPMENT & PERSONNEL – PER HOUR</u>				
Litter picker ; Lawn mower	Fee	Public Works		\$20-30 + actual labor cost
Pickup truck, Van	Fee	Public Works		\$25 + actual labor cost
Utility trailer, Roller & trailer, Paint Striper, Compressor truck	Fee	Public Works		\$30 + actual labor cost
Dump truck, Water Wagon	Fee	Public Works		\$40 + actual labor cost
Backhoe, Loader, Sweeper, Grader	Fee	Public Works		\$50 + actual labor cost
Vactor	Fee	Public Works		\$200+actual labor cost
Utility Meter Return	Fee	Engineering		20% of initial equipment cost

APPENDIX B
FEE SCHEDULE

Page 11

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
PARKS MISCELLANEOUS				
Park Buildings	Fee	Parks		See Attachment F
Picnic Shelters	Fee	Parks		See Attachment F
Athletic Fields & Rink Lights	Fee	Parks		See Attachment F
Park Facilities and Equipment Fees	Fee	Parks & Recreation		See Attachment F

APPENDIX B
FEE SCHEDULE

Page 12

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
PUBLIC SAFETY – CHAPTER IX				
Dog and Cat – 915.03	License	Administration	12/31 – every other year	\$15 neutered/spayed \$20 not neutered/spayed \$10 fee Multi-Cat Residence (in addition to regular licenses) \$3/duplicate tags
Impoundment – 915.19	Fee	Animal Control		\$75/1 st offense \$100/2 nd offense \$125/3 rd offense Boarding fee for large & small animals–current contract rates apply.
Domesticated Animal – 915.37	Permit Fee	Administration	12/31	\$25 +\$1/address mailing to 200 feet \$50/initial investigative fee
Wild & Exotic Animal – 915.39	Permit Fee	Administration	12/31	\$50 \$50/initial investigative fee
Potentially Dangerous Animals – 915.25 Dangerous Animals – 915.27	Permit Fee	Police	12/31	\$200
False Alarms – 920.09	Penalties	Police & Fire Departments	12/31	See Attachment I
Repeat Nuisance Service Call Fee – 927.05	Fee	Police & Code Enforcement	365 day cycle	\$250 for each call starting with third call, after proper notice, charged to owner and/or \$250 for occupant if not the owner, plus additional fees for excess costs all per 927.05, Subd. 2, plus penalties in this code section.

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
---	------	------------	------------	-----

APPENDIX B
FEE SCHEDULE

Page 13

DOMESTIC PARTNERSHIP REGISTRATION – CHAPTER X				
Domestic Partnership Registration – 1015 PART B	Fee	Administration	Not applicable	\$20 – registration plus \$1 per each additional certified copy at time of registration \$15 – charge per certified copy plus \$1 per each additional certified copy any time other than initial registration \$15 – termination fee
BUSINESS AND TRADE REGULATIONS – CHAPTER XI				
Mini-golf – 1100.01	License	Administration	12/31	\$75
Pool Hall or Bowling Alley – 1100.03.13	License	Administration	12/31	None
Change of Location – Pool Hall or Bowling Alley – 1100.03.14	License	Administration	12/31	Same as regular
Theater – 1100.05	License	Administration	12/31	\$200
Carnivals, Shows, Public Entertainment (Outdoors) – 1100.07	License	Administration	12/31	\$100/day – single performance \$300/multiple performance not to exceed 3 days \$50/each additional day over 3 days
Carnivals, Shows, Public Entertainment (Indoors) – 1100.07	License	Administration	12/31	\$75/day – single performance \$150/annual
Entertainment (Indoors) including banners permitted by 521.01 subd 9(6)	License	Administration	12/31	\$250/annual includes both indoor and outdoor advertising banners limited to 90 days total
Mechanical Amusement Devices – 1100.09	License	Administration	12/31	\$15 per site and: \$15/pinball machine \$15/kiddie ride machine \$15/all other mechanical amusement devices including video games

APPENDIX B
FEE SCHEDULE

Page 14

Lawful Gambling Investigation Fee – 1105.07	Initial Premises Permit	Administration	N/A	\$100
Lawful Gambling, Exempt from MN § Section 349.214 – 1105.09	Permit	Administration	12/31	\$50/annually/bingo only \$5/occasion/bingo only *Note electronically connected Bingo-State License

APPENDIX B
FEE SCHEDULE

Page 15

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
BUSINESS AND TRADE REGS – Chapter XI (Cont’d)				
Public Dances – 1110.05	Permit	Administration	12/31 Daily Basis	\$1,000 \$60/day
Pet Shop – 1115.03	License	Administration	12/31	\$50
Peddlers – 1120.01	License Fee	Administration	12/31	\$100 \$50 investigation fee
Transient Merchant – 1120.03	License	Administration	12/31	\$50 – per vehicle or location
Transient Merchant – 1120.04 State licensed mobile food unit (MFU) at a temporary fixed location NOTE: There are zoning restrictions. Only allowed in B-3 and B-4 with property owner approval and in City Parks with Council Approval	License	Administration	Annual	\$25/Site Plan Review \$25/MFU
Going Out of Business Sale – 1120.05	License	Administration	12/31	\$35 + \$2 for each \$1,000 of inventory or major part thereof \$75-renewal for no more than 30 days \$25/day – second renewal for 30 days
Car Wash – 1130.01	License	Administration	12/31	\$75
Cigarette Vending /Tobacco Sales– 1132.05	License	Administration	12/31	\$325
Christmas Tree Sales – 1130.05	License	Administration	12/31	\$75
Dry Cleaning/Laundry Facility – 1130.07	License	Administration	12/31	\$50
Auto Dealer – 1130.09 (Regulated under MN § Chapter 168)				Must provide copy of state license
Gas Station Pumps – 1130.11	License	Administration	12/31	\$100/1 st pump \$10/each additional pump
Secondhand Goods Sales – 1135.09 Secondhand Goods Sales – 1135.17, Investigation	License Fee	Administration	6/30	\$200 \$750 investigative fee \$400/multiple dealers/same location \$50/one day secondhand sales \$75/more than 1 day, less than 5 days
Consignment House Dealer – 1135.09	License	Administration	12/31	\$100 \$500 initial investigation fee \$200 renewal investigation fee

APPENDIX B
FEE SCHEDULE

Page 16

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
BUSINESS AND TRADE REGS – Chapter XI (Cont'd)				
Pawn Broker – 1135.09 Pawn Broker, Investigation – 1135.17	License Fee	Administration	12/31	\$2,750 + \$2.00 transaction \$800 investigation fee – up to \$10,000 to recover costs
Adult Establishments – 1140.11 Adult Establishment – 1140.11, Investigation	License Fee	Administration	12/31	\$2,500 \$50 per video booth/viewing stall \$800 investigation fee – up to \$10,000 to recover costs
Lawn Fertilizer Application Control – 1145.00	License Fee	Administration	12/31	\$100 - 1 st Vehicle \$25 each additional vehicle
Donation Collection Bins - 1155	License Fee	Administration	12/31	\$50 per bin
Late Fees-License Renewal-1005.11 subd 2	Fee	Administration	12/15-12/31	\$50

APPENDIX B
FEE SCHEDULE

Page 17

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
LIQUOR AND BEER – CHAPTER XII				
Intoxicating Liquor: Off-sale, Municipal Liquor Dispensary Only – 1205.01, Subd. 5				
Intoxicating Liquor: 1205.01, Subd. 5 & 6 Off-sale, Municipal Liquor Dispensary – Off-sale, Brewer Off-Sale Malt Liquor Off-sale Micro distillery	License	Administration	12/31	\$100/brewer or brew pub off-sale \$300/microdistillery
Intoxicating Liquor – 1205.07 (NOTE: Public hearing required for increase in liquor fees)	License	Administration	12/31	\$5,800/on-sale \$300/on-sale club/0-1,000 members \$500/on-sale club/1,001 + members \$2,000/on sale wine only \$550/brewer taproom or brew pub on-sale \$300/cocktail room \$200/Sunday on-sale (pro-rate qtly) \$50/temporary, non-profit only \$50/temporary, small brewer or micro distillery for social event
Intoxicating Liquor, Investigation – 1205.07	Fee	Police Department		\$500 to \$10,000 out-state (for all new intoxicating liquor license applications, including wine). \$250 renewal This fee does not apply to Special Sunday or Temporary
3.2% Malt liquor – 1215.03 (NOTE: Public hearing required for increase in liquor fees)	License	Administration	12/31	\$100/off-sale \$550 on-sale only \$50/temporary, non-profit only
3.2% Malt Liquor, Investigation – 1215.05	Fee	Police Department	12/31	\$100/off sale only \$500/on-sale only \$250 on-sale renewal
Entertainment – 1200.25	License	Administration	12/31	\$150

APPENDIX B
FEE SCHEDULE

Page 18

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
TRAFFIC, MOTOR VEHICLES AND OTHER VEHICLES – CHAPTER XIII				
Parking by Permit Only – 1305.13	Fee	Police Department		First 3 permits \$0.00 Fourth permit - \$25.00
MISCELLANEOUS PERMITS				
Loudspeaker Devices – 2005.13	Permit	City Council	12/31	\$75.00
POLICE MISCELLANEOUS				
Audio Tapes	Fee	Police		\$20 each
Video Cassette Tapes & DVD's	Fee	Police		\$20 each
Fingerprinting (upon request)	Fee	Police		\$20
Police Reports (any)	Fee	Police		\$0.25 per page
Photos	Fee	Police		Actual costs + \$10 handling fee
Security & Traffic Assignment for Officers	Fee	Police		Current senior top patrol overtime-hourly rate, including benefits, +3%.
Vehicle Lock-outs	Fee	Police		None
Request for Criminal Information – Apartment Complexes	Fee	Police		\$100 annual
False Alarms	Fee	Police		See Attachment I
Drug & Chem. Lab cleanup – Ord. 625	Costs	All		Owner to Pay Costs
Body Cam Footage*	Fee	Police		\$25 per request – *subject to public records regulations
<u>FIRE/Comm Development</u> MISCELLANEOUS				
Burning Permit	Permit	Fire	When altered	\$50 - one time fee (no alterations)
Inspections – Day Care facilities	Fee	Fire		\$50 each visit
Inspections – Rental properties	Fee	Fire		See Attachment H
Fire Reports	Fee	Fire		\$0.25 per page
Fire Water Charge	Fee	Fire		None
Firework – consumer – Section 1150	License	Fire	12/31	Maximum allowable by State Statute 624.20
Fireworks – Display permit – Section 1150.06	Permit	Fire	12/31	\$200.00

APPENDIX B
FEE SCHEDULE

Page 19

<u>CERTIFICATE OF OCCUPANCY</u>				
<u>Certificate of Occupancy – Land Use Review</u>	<u>Permit</u>	<u>Comm Development</u>		<u>\$100</u>
<u>Up to 5,000 sf</u>	<u>Permit</u>	<u>Comm Development</u>		<u>\$500</u>
<u>5,001 – 25,000 sf</u>	<u>Permit</u>	<u>Comm Development</u>		<u>\$800</u>
<u>25,001 – 75,000 sf</u>	<u>Permit</u>	<u>Comm Development</u>		<u>\$1,200</u>
<u>75,001 – 100,000 sf</u>	<u>Permit</u>	<u>Comm Development</u>		<u>\$1,600</u>
<u>100,000 – 200,000 sf</u>	<u>Permit</u>	<u>Comm Development</u>		<u>\$2,000</u>
<u>200,001 sf or greater</u>	<u>Permit</u>	<u>Comm Development</u>		<u>\$2,500</u>

ATTACHMENT A

DEMOLITION AND MOVING PERMIT FEES

FEES REQUIRED

The Building Inspector, before issuing any house-moving permit or the demolition of any building or structure shall require payment by the applicant for such permit of fees in the amounts herein provide.

DEMOLITION PERMIT

The demolition permit fee shall be based on the total cost of demolishing such structure at the rate of 1.5% of the contract value.

In no case shall the fee charged for any demolition permit be less than fifty dollars (\$50).

MOVING PERMIT

- (a) For holding up, raising or moving any building or structure on the same lot, the fee shall be fifty dollars (\$50).
- (b) Minor buildings, as used in this section, shall be taken to mean accessory buildings, including, but not limited to, private garages, sheds, construction shacks, etc., as shall be determined by the Building Inspector.
- (c) For a permit for moving any building, except a minor building as herein defined, from one location to another on private property, or to a different lot over the streets of the city, the fee shall be one hundred dollars (\$100). The same permit fees shall apply to any building being moved through the city from a place outside the city to another location outside the city.

PLUMBING PERMIT FEE SCHEDULE

FEES REQUIRED

The Building Official, before issuing any permit for the installation, alteration, addition or repair of any plumbing work, fixture or device shall require the payment by the applicant for such permit of the fees or fees in the amount herein provided.

Contract \$2,439.00 or less	\$50.00
Contract \$2439.00 to \$10,000	2% of contract value
Contract more than \$10,000	\$200.00 for first \$10,000.00 Plus 1.5% for the remainder of contract value

The fee for appliance only permits shall be \$50 plus \$1 state surcharge (\$51 total) ~~\$15.00 per appliance.~~

1) The cost of installations, alterations, additions, or repairs shall include all labor and materials supplied by the contractor. In addition, it shall include all materials supplied by other sources when these materials are normally supplied by the contractor. The value of work by a homeowner shall be equal to the cost for labor and materials that would be charged by a contractor. All values shall be subject to approval of or determined by the Building Official.

2) REVISION OF ESTIMATED COST: The estimated cost shall be subject to review by the Building Official, and if the estimate does not reflect the true cost, it shall be revised and the applicant shall pay the fee based upon such revision. The Building Official may revoke any permit issued containing false information regarding the value of the work authorized by said permit pursuant to Section 89.150 of this Code. If the actual cost exceeds the estimated by five hundred dollars (\$500.00) or more, the applicant shall report within thirty (30) days after completion of this job, the actual cost to the Inspections Department and the fee shall be revised and the applicant shall pay a fee computed on the basis of the actual cost.

3) The city may require permit applications be accompanied by a copy of the contract.

PLAN REVIEW FEES

When submittal documents are required by the code, a plan review fee may be required at the time of submitting the documents for plan review. Said plan review fee shall be 65 percent of the plumbing permit fee.

The plan review fees specified in this subsection are separate fees from the permit fees specified above and are in addition to the permit fees.

When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items, an additional plan review fee may be charged.

WORK COMMENCING BEFORE PERMIT ISSUANCE

If work for which a permit is required by the code has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for the work. An investigation fee equal to the permit fee shall be collected and is in addition to the required permit fees.

ROBBINSDALE BUILDING CODE FEE SCHEDULE*

<u>Total Valuation</u>	<u>Fee</u>
\$1.00 to \$500.00	\$50.00
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00, with a minimum fee of \$50.00.
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to 500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof.
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof.

OTHER INSPECTION FEES

1. Inspections outside of normal business hours (min. charge two hours).....\$65.00 per hour ¹
2. Re-inspection fee assessed under provisions of section 305.8.....\$65.00 per hour ¹
3. Inspections for which no fee is specifically indicated
(minimum charge one-half hour).....\$65.00 per hour ¹

4. Additional plan review required by changes, additions, or revisions to approved plans (minimum charge one-half hour).....\$65.00 per hour ¹

5. For use of outside consultants for plan checking and inspections, or bothActual Cost ²

¹Or the total hourly cost to the jurisdiction, whichever is the greatest. The cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

²Actual costs include administrative and overhead costs.

RESIDENTIAL - FLAT FEES

Siding <u>House/Garage</u>	\$50 + \$50 for each inspection over two (2) <u>\$155</u>
<u>Garage Siding</u>	<u>\$85</u>
<u>Windows</u>	\$50 + \$50 for each inspection over two (2)
<u>Roofing, over existing layer</u>	\$75 + \$50 for each inspection over two (2)
<u>Roofing, tear off, House/Garage</u>	<u>\$155</u>
<u>Roofing, tear off</u>	\$75 + \$50 for each inspection over two (2)
<u>Garage re-roof</u>	<u>\$85</u>

FIRE SUPPRESSION EQUIPMENT FEES

The Building Official, before issuing any permit for the construction, installation, alteration, addition or repair of any fire suppression system or equipment connected therewith, shall require the payment by the applicant for such permit of the fees. The fees for fire suppression systems shall be the same as established by the building permit fee above, based on the contract value.

The cost of installations, alterations, additions, or repair shall include all labor and materials supplied by the contractor. In addition, it shall include all materials supplied by other sources when these materials are normally supplied by the contractor.

REVISION OF ESTIMATED COST: The estimated cost shall be subject to review by the Building Official, and if the estimate does not reflect the true cost, it shall be revised and the applicant shall pay the fee based upon such revision. The Building Official and/or Fire Chief may revoke any permit issued containing false information regarding the value of the work authorized by said permit. If the actual cost exceeds the estimated by five hundred dollars (\$500.00) or more, the applicant shall report within thirty (30) days after completion of this job, the actual cost to the Inspections Department and the fee shall be revised and the applicant shall pay a fee computed on the basis of the actual cost. A copy of the contract may be required to verify the value.

PLAN REVIEW FEES

When submittal documents are required by the Building Code, a plan review fee may be required at the time of submitting the documents for plan review. Said plan review fee shall be 65 percent of the building permit fee. The plan review fee for similar buildings shall not exceed 25 percent of the normal building permit fee.

The plan review fees specified in this subsection are separate fees from the building permit fees specified above and are in addition to the building permit fees.

When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items, an additional plan review fee shall be charged as required by the Building Code.

WORK COMMENCING BEFORE PERMIT ISSUANCE

If work for which a permit is required by the code has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for the work. An investigation fee equal to the permit fee shall be collected and is in addition to the required permit fees.

LICENSE VERIFICATION FEE

A surcharge of \$5.00 shall be added to all residential building permits when performed by state licensed residential building contractors and remodelers, and residential roofers. This fee will be in addition to the Building Permit and Plan Check fees.

MECHANICAL PERMIT FEE SCHEDULE**FEES REQUIRED**

The Building Official, before issuing any permit for the construction, installation, alteration, addition or repair of any furnace, boiler, heating or power plant or system, or any device or equipment connected therewith, or for any other device connected, or to be connected, with any chimney or stack, or for the construction, installation, alteration, addition or repair of any air conditioning or ventilation system or sheet metal ductwork or piping system or equipment connected therewith, shall require the payment by the applicant for such permit of the fees or fees in the amount herein provided.

Contract \$2,439 or less	\$50
Contract \$2,439 to \$10,000.....	2% of contract value
Contract for more than \$10,000	\$200 for first \$10,000
	Plus 1.5% for the remainder of contract value

- (a) The cost of installations, alteration, additions, or repairs shall include all labor and materials supplied by the contractor. In addition, it shall include all materials supplied by other sources when the contractor normally supplies these materials.
- (b) **REVISION OF ESTIMATED COST:** The estimated cost shall be subject to review by the Building Official, and if the estimate does not reflect the true cost, it shall be revised and the applicant shall pay the fee based upon such revision. The Building Official may revoke any permit issued containing false information regarding the value of the work authorized by said permit pursuant to Section 89.150 of this Code. If the actual cost exceeds the estimated by five hundred dollars (\$500) or more, the applicant shall report within thirty (30) days after the completion of this job, the actual cost to the Inspections Department and the fee shall be revised and the applicant shall pay a fee computed on the basis of the actual cost.
- (c) A copy of the contract must accompany all commercial permit applications.

PLAN REVIEW FEES

When submittal documents are required by the code, a plan review fee may be required at the time of submitting the documents for plan review. Said plan review fee shall be 65 percent of the mechanical permit fee.

The plan review fees specified in this subsection are separate fees from the permit fees specified above and are in addition to the permit fees.

When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items, an additional plan review fee may be charged.

WORK COMMENCING BEFORE PERMIT ISSUANCE

If work for which a permit is required by the code has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for the work. An investigation fee equal to the permit fee shall be collected and is in addition to the required permit fees.

SIGN FEES

SIGN PERMIT FEES SHALL BE:

\$100.00	Permanent Signs
\$ 50.00	Temporary Signs
\$250.00	Special Signs once annually
\$500.00	Special Signs more than once annually

Street Spanning Banner Signs Per Installation below**

PLAN REVIEW FEES

When submittal documents are required by the code, a plan review fee may be required at the time of submitting the documents for plan review. Said plan review fee shall be 65 percent of the sign permit fee.

The plan review fees specified in this subsection are separate fees from the permit fees specified above and are in addition to the permit fees.

When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items, an additional plan review fee may be charged.

WORK COMMENCING BEFORE PERMIT ISSUANCE

If work for which a permit is required by the code has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for the work. An investigation fee equal to the permit fee shall be collected and is in addition to the required permit fees.

****Street Spanning Banners – City code 410.11, Subd 14**

\$100 permit fee for use of wires for one double sided banner per occasion for banners delivered including necessary hardware connections. Those Community Groups who have contributed a minimum of \$750 for installation of the Banner wires on West Broadway shall be exempt from this fee. A fee to cover the charge for hardware needed for installation of the sign not supplied with the sign will be charged at cost.

Liability Insurance

Not required

\$50 late fee for those delivering banners after noon Friday

PARK, COMMUNITY GYMS AND FITNESS CENTER FACILITIES

- Local Youth Associations may reserve shelter building or picnic shelter for meetings or association level special events free of charge. Additional fees for extra services or features will be charged.
- 50% reduction in fee for local youth associations to use synthetic turf fields in March or April, if grass fields are not available.**
- Reduced rates are available for long term rentals of a minimum of 10 times by individuals or local associations. (10% reduction on total rental. Must be reserved on the same permit.)
- Clean-up/Damage deposit for use is \$250 unless otherwise noted.
- Additional deposits may be required as noted below.
- Liability insurance may be required based on activity and facility being used.
- Permit required for any gathering of 25 or more people according to City ordinance 815.05
- Set up time must be included in rental hours.
- Picnic Shelters are available in 2 hour increments.
- Special requests requiring staff overtime will be billed at current rates.
- Additional portable restroom requests will be billed at current rates or supplied by renter with locations approved by staff.
- Rates include taxes.

	Applicant	Local Youth Associations
Shelter Building	\$30 \$15 /hour-2 hour minimum	\$0
Clean up/Damage Deposit	\$250 \$500	\$500
Picnic Shelter (LVT)	<u>\$25/hour-2 hour minimum</u>	\$0
<u>Clean up/Damage Deposit</u>	<u>\$250</u>	
Picnic Shelter (other shelters)	\$20/hr-2 hour minimum	\$0
Beer/Wine permit with Picnic reservation (City Code 815.03)	\$50	\$50
Additional deposit	\$100	\$100

Tennis/Horseshoe Courts	\$25/hour	N/A
Ice Rinks	\$25/hour	N/A
Open Park Area* for less than 50 people	\$25/hour	\$0
Open Park Area* for 50-500 people		\$0
* Area to be specified on request and approved by staff		
Large Multi-Sport Field (LVT, RMS)	\$ 30/hour	\$5/hr
All Star Field	\$40/hour	\$5/hr (from \$10)
Baseball Field-no prep	\$25/hour	\$5/hr (from \$0)
Diamond game prep <i>during regular working hours in addition to rental fees</i>	\$50 per time (from \$40)	\$35 per time (from \$25)
Lights	\$15 per hour	\$12 per hour
Canoe/Kayak Rack Rental	\$50 (May 1 -Oct 15)	N/A
Portable Recreation Feature**	\$50/feature	
Deposit for features	\$500/feature up to \$1500	
**Portable Recreation Feature includes, but not limited to, inflatables, stages, dunk tanks, rides, climbing wall, mechanical games.		

	Applicant		Local Youth Association
RCGFC Gym	\$45-per hour per gym		\$30 per hour per gym
Deposit			
Fitness Center	\$100 per hour		\$35/hour with coach supervision required
Deposit	\$500		
Supervisor***	\$25 per hour		\$25 per hour
*** No Supervisor fee charged during normal business hours.			

Resident rates for RCGFC may apply for Robbinsdale Area School District residents.

CONDUIT DEBT ISSUANCE FEE SCHEDULE

CONDUIT DEBT PURPOSE

Periodically, qualified organizations will approach the City to issue tax-exempt debt through the City for the purchase of qualified equipment or the development, construction, or remodeling of facilities. The City is able to issue this debt to qualified organizations as authorized by applicable Minnesota Statutes and Federal Income Tax Law. The debt is issued in the City's name and reported within the City's Comprehensive Annual Financial Report. The City has a practice of charging a fee to qualified organizations who issue this type of debt through the City.

FEE SCHEDULE

New debt issuance fees:

0.5% of the initial amount of bonds being issued, due upon issuance.

0.5% of the initial amount of bonds being issued, due on first anniversary after the issuance of the bonds.

0.125% of the outstanding principle of the bonds, due annually until the bonds have been retired.

Refinancing issuance fees (periodically, an organization that issued bonds previously may desire to refund the old bonds and issue new bonds in their place):

0.125% of the initial amount of bonds being issued, due upon issuance.

0.125% of the outstanding principle of the bonds, due annually until the bonds have been retired.

JOINT POWERS FEES

An organization within Robbinsdale may desire to finance projects at facilities it owns within Robbinsdale by issuing bonds through another city. This requires the City Council to give host city approval and/or enter into a Joint Powers Agreement with the other city. Under this circumstance, the debt issuance fees would be the same as listed in the fee schedule above with the caveat that the fees would only pertain to the amount of bonds being issued related to projects being completed within the City of Robbinsdale.

When there is a reissuance or a refinancing, and the qualified organization did not previously pay all of the new debt issuance fees listed above, the qualified organization shall pay the new debt issuance fees listed above excluding any fees previously paid to the City of Robbinsdale.

RENTAL LICENSE INSPECTION FEES

City Code Section 425.31

Base Rental License Fees – includes routine bi-annual inspection and one return visit to verify required corrections have been made. Additional inspections required because work has not been completed or units are not available for inspection at scheduled times may be subject to additional charges as described below.

An escalating license fee will apply when a rental property owner fails to apply for or comply with the requirements allowing for issuance of a rental license:

Term: Bi-annual

	Base License Fee as of the first working day in November	Received after ten working days in November	Received after twenty working days in November
Single Family or ½ duplex (when other side owner occupied)	\$125-200	\$225	\$325
Duplex or double bungalow (with one owner)	\$225-200 plus \$100 for 2 nd unit	\$325	\$425
Three unit dwelling	\$300 plus \$20 for each unit after 1 st 3 units	\$400	\$500
Townhomes (3 or more attached units)	\$125-200 plus \$100 for each unit more than one	\$225	\$325
Apartments (additional fire inspection fee if over 10 units)	\$300 including first 3 units plus \$20 per unit	\$400	\$500
Fire Inspection Fee	\$125 per structure		

Initial/Conversion Inspection Fee:

\$750

Any existing single unit (home, apartment, or townhome) converted to rental use shall require a complete Housing Maintenance Code Inspection prior to occupancy. In addition, property owners or a locally designated manager must attend a training session (425.31, Subd 2) within 6 months of obtaining the rental license. The training shall review rental property regulations and owner obligations including, but not limited to, utility billing which can be assessed to the property and repeat nuisance call fees. Where the owner designates a local manager representative to the orientation meeting, written materials will be sent to the owner who must certify that the material has been read and understood. \$150 of this fee may be waived for property owners who have personally completed this orientation program within the previous 12 month period and who have had no reported nuisance problem with any other properties owned by the same owner in the City of Robbinsdale. Failure to complete the training within 6 months shall subject the owner to a service fee described below.

Change in Ownership Property Review Fee:

\$500

When rental property ownership changes, a review of all of the previous rental licensing inspections and a walk through of the property will be conducted with the new owner. If this is the owner's first rental property in Robbinsdale, staff will also review rental property regulations

and owner obligations including, but not limited to, utility billing which can be assessed to the property and repeat nuisance call fees. Where the owner designates a local manager representative to walk-thru the property and receive the information, written materials will be

ATTACHMENT H – Page 2

sent to the owner who must certify that the material has been read and understood. \$150 of this fee may be waived for property owners who have personally completed an orientation program with the City of Robbinsdale within the previous 24 month period and who have had no reported nuisance problem with any other properties owned by the same owner in the City of Robbinsdale.

Service Fee for Failure to Attend Initial/Conversion Training or Crime Free Housing Training (Section 425.31, Subd 4)

\$100 for each month that training is not completed for a maximum of three months. If after 3 months (9 months after license issuance) the training has not been completed, the rental license(s) may be subject to suspension or revocation by the City Council.

Failure to Provide Copy of Lease Addendum

\$100

After one month, rental license is subject to suspension or revocation by the City Council.

Failure to Terminate Tenancy (425.32, Subd 5b)

\$750

For each month, after 3 months, the rental license is subject to suspension or revocation by the City Council.

Re-inspection Fees

~~\$50-100~~ for each unit requiring re-inspection for the second and each subsequent re-inspection visit necessitated by required repairs not being completed or access being denied. If the initial inspection has a series of deadlines, the initial re-inspection of each group of items would be covered in the base license fee.

Interim Inspection Fees:

\$50 for each visit required to inspect legitimate maintenance concerns reported by tenant, area resident, or observed by City Staff between the bi-annual licensing inspections.

Administrative Fees:

Surcharge for failure to schedule required inspection:

An administrative fee of \$100 will be assessed as a surcharge when a required inspection is 10 days past due and the owner or owner's representative has not scheduled the appointment and staff is required to make this contact.

Appeal Fee

\$30/ filing of an appeal to City Council on a HMC order.

**SCHEDULE OF OFFENSES AND FEES
ADMINISTRATIVE PENALTY SYSTEM**

General Rules of Administrative Fine System

1. Each day a violation exists constitutes a separate offence. (117.01, subd 4A)
2. Fees are due to the City within 10 days of the date of the citation. (117.01, subd 5B)
3. A late payment charge of 10% of the fine amount, with a minimum of \$15, is required if not paid within 10 days from the date of the citation. (117.01, subd 10D)
4. City may collect unpaid fines by a special assessment to the property when the violation can be identified to a property. (117.01, subd 10 A&B)
5. Failure to pay a fine or request a hearing is punishable by criminal penalties. (117.01, subd 11)
6. Appeal hearings can be scheduled. Hearing officers will not be city employees and will be selected from a list of qualified individuals. (117.01, subd 6 & 7)

Level One Violations \$50.00

- Minor or incidental inappropriate garbage/recycling/yard waste management including, but not limited to, garbage placed for pick up without stickers, garbage containers not properly stored between collection dates, improper use of carts, use of extra carts not being billed.
- Inoperable vehicle on property, inoperable vehicle being used as storage (*inoperable vehicle includes those vehicles with tabs 90 days past due).
- Local parking violations including, but not limited to, vehicle parked on grass, violation of permit parking restrictions, snow emergency violations, inappropriate RV storage.
- Animal issues including, but not limited to, barking dogs, unlicensed animal (under owner's control), excessive feces on the yard.
- Property condition including, but not limited to, tall grass, vegetation overflowing alley, adjacent public sidewalk not shoveled, minor exterior storage (junk in the yard or along alley).
- Loud parties, recreational fire violations.
- False alarms each false alarm for the 4th –6th occurrence in a calendar year.

Level Two Violations \$100.00

- Local parking violations including, but not limited to, parking in fire lanes, blocking access.
- Property maintenance violations including, but not limited to, peeling paint, eaves hanging, doors delaminated, fences collapsing.
- City code violations (not listed elsewhere) designated as a misdemeanor or petty misdemeanor, including Chapter 5–Zoning code. Includes erosion control, sight triangle violations, setback encroachments, excessively bright lights, bus idling, being in parks after hours.
- Animals at large (licensed), failure to follow restrictions for potentially dangerous animals.
- Failing to collect and remove animal feces from public property (including Parks and Right-of-Way) and on other persons property.
- False alarms each false alarm for the 7th – 10th occurrence in a calendar year.
- Sign regulation violations, unpermitted exterior display of merchandise.
- Missing address numbers visible from the street or alley.

Level Three Violations \$150.00

- Unlicensed animal at large.
- False alarms each false alarm for the 11th –15th occurrence in a calendar year.

Level Four Violations \$200.00

- False alarms each false alarm in excess of 15 occurrences in a calendar year.

Level Five Violations \$400.00

The violation is a major infraction that involves unsafe conditions, constitutes a blighting influence on surrounding properties or neighborhood, involves neglect of property maintenance, or endangers life or property, supported by the enforcement officer's written justification.

- Failure to obtain a required permit or license (not listed elsewhere), includes rental without a license and creation of a 2nd dwelling unit in a structure without zoning approval
- Failure to maintain or violation of a condition of approval for a conditional use permit, Home occupation violations.
- Excessive or habitual accumulations of garbage, rubbish or exterior storage of materials unrelated to a lawfully permitted construction or remodeling project.
- Unpermitted use of street right-of-way or boulevard encroachments.
- Illegal occupancy of a basement, attic or other room with inadequate egress for sleeping purposes.
- Violation of the prohibition on providing conversion therapy to a minor or vulnerable adult, or any other violation of Section 2050 of the City Code

Violation for Excessive Repeat Nuisance Service Calls:

- \$500 for the 4th Repeat Nuisance Service Call in 730 days
- \$500 for the 5th Repeat Nuisance Service Call in 730 days
- \$1000 for the 6th Repeat Nuisance Service Call in 730 days
- \$1500 for the 7th Repeat Nuisance Service Call in 730 days
- \$2000 for each Repeat Nuisance Service Call in excess of 7 occurrences in 730 days

Disorderly House

- \$2000 for conviction under Minnesota Statutes Section 609.33

Repeat Violations

Repeat violations occurring within 12 months are subject to double fees. Said violations are a new case involving the same violation (i.e. a second offence parking in a fire lane). Repeat violations are distinguished from continuing violations. Double fees do not apply to false alarms. Subsequent repeat violations occurring within 12 months are subject to a doubling of the preceding penalty.

Continuing Violations

When situations which are subject to an administrative citation continue without resolution for more than a month despite repeat citations, an officer may issue a citation with a fee doubling the preceding penalty, not to exceed \$2000.

Hearing Officer ability to adjust fees for continuing violations

In cases involving continuing violations, the hearing officer may adjust and impose a fee for each day the violation continues, not to exceed \$2,000 per violation per day; unless city code specifies differently, i.e. max erosion control \$300/day.

Fees Payable to Hearing Officers:

Fees paid to hearing officer: The fee will be \$150 as a maximum charge for up to two consecutive hearings. Additional consecutive hearings would be \$75 each.

Hearing Request fee:

Hearing Request Deposit fee: \$25 is due along with the appeal form. The fee is refundable as provided in the hearing officer's decision. In cases where a violation was found to have occurred, the hearing officer may apply the refund towards the citation payment as provided in the hearing officer's decision.

Special Assessment Charge:

A special assessment charge of \$50- will be added for unpaid fine amounts that are specially assessed.

Member _____ moved and Member _____ seconded a motion that the following ordinance, which was given its first reading on November 6, 2024, be given its second reading on this 21st day of January, 2025, and that it be adopted.

ORDINANCE NO. 25-03

AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE FEE SCHEDULE

THE CITY OF ROBBINSDALE DOES ORDAIN THAT:

Section 1. That Appendix B of Robbinsdale Ordinance Code and General Fee Schedule be amended as showing in attachment 1, and described hereafter:

Planning and Land Use Regulations

Rezoning request	Fee	Community Development	Per Request	\$500
------------------	-----	-----------------------	-------------	-------

PUBLIC WORKS/PUBLIC UTILITIES

Median Tree with Diameter <3"	Fee	Forestry	Each Occurrence	\$1,175
Median Tree with Diameter >3"	Fee	Forestry	Each Occurrence	\$1,325
Boulevard Tree with Diameter <3"	Fee	Forestry	Each Occurrence	\$1,025
Boulevard Tree with Diameter >3"	Fee	Forestry	Each Occurrence	\$1,175
Other Public Tree Knockdown Fees (Excluding CR 81 Corridor)				
Park or Right-of-Way Tree, all sizes	Fee	Forestry	Each Occurrence	\$500
Sump Pump utility charge (non compliance)	Fee	Engineering		\$50 per month
Water Meter	Fee	Public Works		\$180 + tax
Tailpieces	Fee	Public Works		\$47.54 + tax per pair
Horn (mandatory in new homes starting 01-01-06)	Fee	Public Works		\$138.67 + tax
Lawn mower	Fee	Public Works		\$30 + actual labor cost

CERTIFICATE OF OCCUPANCY

- Certificate of Occupancy – Land Use Review \$100
- Up to 5,000 sf \$500
- 5,001 – 25,000 sf \$800
- 25,001 – 75,000 sf \$1,200
- 75,001 – 100,000 sf \$1,600
- 100,000 – 200,000 sf \$2,000
- 200,001 sf or greater \$2,500

Attachment B

The fee for appliance only permits shall be \$50 plus \$1 state surcharge (\$51 total)

Attachment C

Siding House/Garage	\$155
Garage Siding	\$85
Roofing, tear off, House/Garage	\$155
Garage re-roof	\$85

Attachment F

	Applicant	Local Youth Associations
Shelter Building	\$30 /hour-2 hour minimum	\$0
Clean up/Damage Deposit	\$250	\$500
Picnic Shelter (LVT)	\$25/hour-2 hour minimum	\$0
Clean up/Damage Deposit	\$250	
Large Multi-Sport Field (LVT)	\$30/hour	\$5/hr

Attachment H**RENTAL LICENSE INSPECTION FEES**

	Base License Fee as of the first working day in November	Received after ten working days in November	Received after twenty working days in November
Single Family or ½ duplex (when other side owner occupied)	\$200	\$225	\$325
Duplex or double bungalow (with one owner)	\$200 plus \$100 for 2 nd unit	\$325	\$425
Three unit dwelling	\$300 plus \$20 for each unit after 1 st 3 units	\$400	\$500
Townhomes (3 or more attached units)	\$200 plus \$100 for each unit more than one	\$225	\$325
Apartments (additional fire inspection fee if over 10 units)	\$300 including first 3 units plus \$20 per unit	\$400	\$500
Fire Inspection Fee	\$125 per structure		

- **Re-inspection Fees**

\$100 for each unit requiring re-inspection for the second and each subsequent re-inspection visit necessitated by required repairs not being completed or access being denied. If the initial inspection has a series of deadlines, the initial re-inspection of each group of items would be covered in the base license fee.

Section 2. That the following summary clearly informs the public of the intent and effect of the ordinance, and it is approved for publication: “The purpose of this ordinance is to update current City fees.

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

Second Reading: YEAS:
NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS 21st DAY OF JANUARY 2025.

ATTEST:

Raymond Blackledge, Mayor Pro Tem

Chase Peterson-Etem, City Clerk

TO: Mayor and City Council

PREPARED BY: Heather Rand, Community Development Director

APPROVED BY: Tim Sandvik, City Manager

DATE: January 21, 2025

RE: Approve Multi-jurisdictional Elevate Hennepin Contract Agreement

Background:

At the December 2024 REDA meeting, a multi-jurisdictional, two-year contract with the Hennepin County Board and Hennepin County was adopted for the purpose of continuing the partnership between the county and various Hennepin County located cities to continue to cooperate in supporting the Elevate Hennepin Program. Recently, Hennepin County has determined a preference that the contract be with the city as the partner and not municipal Economic Development Authority (EDA). As such, the City Council is now being asked to approve the 2025-2026 contract, and at the February 11th REDA meeting, the REDA will be requested to rescind their approval of the contract that body approved. Robbinsdale legal council have reviewed the matter and have approved this change as to legal form.

Analysis:

The Elevate Hennepin Program is staffed by Hennepin County and provides entrepreneurs and small businesses with up to 25 hours of free, confidential business counseling in addition to access to capital (small business loans). The program kicked off in 2023 and to date, has provided over 20 Robbinsdale located small business and/or start up entrepreneurs residing in the city with counseling support on a variety of technical topics such as developing a business plan, marketing plan, a variety of legal, human resource management, information technology and financial advice. Partnerships cities that enter into the contract are required to support the program by marketing it within their respective communities and providing \$5,000 per year toward the funding of the program. Hennepin County staff implemented and manage the program on a day-to-day basis, by contracting with a pool of private sector and non-profit business consultants and securing loan funding from a variety of sources to be made available to entrepreneurs. The partnership has borne good results to date and city staff have been pleased with the collaborative approach baked into the partnership with the county so that these important services are being made available, as the program results advance prosperity for individuals, and directly support the growth of small businesses and the services and jobs they provide in our community.

In the coming year, Hennepin County will share updates with the city on the results of Elevate Hennepin. A copy of the agreement is attached for review.

Recommendation:

Staff recommend the approval of the Elevate Hennepin Multi-Jurisdictional Agreement for 2025-2026 and suggest the Robbinsdale City Council approve the attached resolution that enables the mayor to execute the agreement on the behalf of the city and the clerk to attest to such.

At the February 11, 2025, REDA Meeting, staff will request that REDA take action to rescind

their agreement and advance the contract funds to the city for payment of the contract for 2025-2026.

Attachments:

1. Elevate Hennepin 2025-2026 Agreement
2. Resolution - Elevate Hennepin 2025-2026

**ELEVATE HENNEPIN™
MULTI-JURISDICTIONAL AGREEMENT
2025-2026**

This Agreement (“Agreement”) is between County of Hennepin, A-2300 Government Center, Minneapolis, Minnesota 55487, a public body corporate and politic under the law of the State of Minnesota (“COUNTY”), the Hennepin County Housing and Redevelopment Authority, A-2300 Government Center, Minneapolis, Minnesota 55487, a public body corporate and politic under the law of the State of Minnesota (“HCHRA”) and the City of Robbinsdale, 4100 Lakeview Ave N, Robbinsdale, MN 55422 (“CITY”), a political subdivision of the State of Minnesota, each a “Party” and collectively “Parties”.

RECITALS

WHEREAS, the HCHRA operates Elevate Hennepin, a suite of small business resources and programming that provides aspiring entrepreneurs and local businesses based in Hennepin County with inclusive access to professional consulting, a network of over thirty culturally diverse small business technical experts, and targeted cohort-based programming for businesses at specific stages of growth, all of which are services and resources available through a website that provides one-stop access to a wide variety of events, trainings, and other small business resources; and

WHEREAS, beginning in 2025, the COUNTY will offer eligible businesses access to low-barrier financing to (1) a small business capital loan fund and (2) a capital commercial space loan fund (together, “Loan Programs”), each operated by a competitively selected nonprofit community-based lender, (NextStage); and

WHEREAS, in addition to Elevate Hennepin and the Loan Programs, the HCHRA and the COUNTY each operate and/or offer various other economic development resources to start, grow, and improve Hennepin County businesses and commercial spaces (together, “Economic Development Resources”); and

WHEREAS, the COUNTY’s and the HCHRA’s Economic Development Resources together make up a program for economic development in the City of Robbinsdale (the “Program”); and

WHEREAS, CITY intends to delegate administration of the Program and related ministerial tasks to the Robbinsdale Economic Development Authority (“AUTHORITY”), and COUNTY and HCHRA authorize such delegation in accordance with Section 11 of this Agreement, but all Parties acknowledge and intend that CITY shall retain ultimate discretion and responsibility

WHEREAS, the Program represents a multijurisdictional program authorized under Minnesota Statute § 383B.79, designed to promote economic development and job creation in the City of Robbinsdale.

NOW THEREFORE, the Parties agree to cooperate in the implementation and promotion of the Program as follows:

1. TERM AND COST OF THE AGREEMENT

This Agreement shall commence on January 1, 2025, and expire on December 31, 2026 unless terminated earlier in accordance with the provisions herein.

CITY shall pay HCHRA in accordance with this Agreement an annual fee of **Five Thousand Dollars and no/100 (\$5,000.00) in 2025, and Five Thousand Dollars and no/100 (\$5,000.00) in 2026**. The total cost of this Agreement, including all reimbursable expenses, shall not exceed **Ten Thousand Dollars and no/100 (\$10,000.00)**.

2. SERVICES TO BE PROVIDED

- A. HCHRA shall maintain Elevate Hennepin as described above, offering technical assistance and cohort programming, available at no-cost to qualifying businesses and entrepreneurs located in City of Robbinsdale throughout the contract term. HCHRA shall provide CITY with a bi-annual report documenting the number of business clients served by the Program, aggregate demographics of business clients, a bi-annual list of business clients that have used Elevate Hennepin to assist CITY in measuring outcomes.
- B. The Program, through a COUNTY grant agreement with NextStage, will offer low-barrier financing to eligible and qualifying businesses in the City of Robbinsdale. The low-barrier financing includes (1) general purpose, subordinated small business loans up to an estimated maximum loan amount of \$50,000; and (2) a unique financing product designed to assist qualified, low-equity borrowers in the purchase and renovation of commercial space as their place of business up to an estimated maximum loan amount of \$350,000. COUNTY shall monitor loan activity and lender performance on an annual or more frequent basis and provide updates to CITY upon request.
- C. HCHRA shall provide CITY with branding guidelines and communication toolkits to promote the Program on the City of Robbinsdale's website, newsletter, social media, and other communication channels. HCHRA shall promote and recognize CITY as a Program (*ie*, Elevate Hennepin) sponsor and include recognition of CITY on the website promoting all Elevate Hennepin programming.

CITY shall promote Elevate Hennepin on the City of Robbinsdale's website, newsletters, social media, and other forms of communications, as appropriate and following the directives in Section 18 of this Agreement, and shall follow HCHRA's branding guidelines, as directed by HCHRA. CITY shall make best efforts to coordinate communications with HCHRA and provide a bi-annual update on CITY's promotional and communication efforts, in a virtual meeting with HCHRA staff.

- D. CITY confirms, transfers, assigns, and conveys to HCHRA and COUNTY all right, title, and interest in all intellectual property which CITY may create, conceive,

develop, or originate, either individually or jointly with others, and which arises out of the performance of this Agreement, including but not limited to copyrights, patents, trade secrets, trademarks, service marks, and rights in data or other technology ("Intellectual Property Rights"). As applicable, all works of authorship created by CITY for HCHRA or COUNTY in performance of this Agreement shall be considered "works made for hire" as defined in the U.S. Copyright Act. CITY shall, upon request of HCHRA or COUNTY, execute all papers and perform all other acts necessary to assist HCHRA to establish, protect, and preserve HCHRA and COUNTY's Intellectual Property Rights.

For clarification, all Parties shall retain ownership of intellectual property developed prior to or outside of this Agreement ("Pre-existing IP"). However, and as applicable, COUNTY grants HCHRA and CITY a royalty-free license to use COUNTY's Elevate Hennepin service mark solely for the purposes and duration of this Agreement. Any use of the Elevate Hennepin name, service mark and/or any other Hennepin County or HCHRA Intellectual Property Rights that is not expressly permitted by this Agreement (including without limitation any use of the Elevate Hennepin service mark in connection with products sold under any third-party private label) is prohibited without the prior written consent of COUNTY. CITY recognizes and acknowledges that all right, title, and interest in and to the Elevate Hennepin service mark and Elevate Hennepin intellectual property is owned by COUNTY. The Elevate Hennepin service mark and any other Intellectual Property Rights licensed under this Agreement are provided on an "as is" basis.

- E. CITY agrees that when publicly identifying or using the Elevate Hennepin service mark, it will include a service mark symbol as follows: Elevate HennepinSM. CITY further agrees that it will immediately cease all use of the Elevate Hennepin service mark and any HCHRA or COUNTY Pre-existing IP upon termination of this Agreement.
- F. Should COUNTY rename or rebrand the Elevate HennepinTM suite of resources and programming at any point, the terms and obligations under this Section remain in force and will be applicable to the intellectual property under COUNTY's chosen name or brand.

3. PAYMENT FOR SERVICES

HCHRA shall invoice CITY on an annual basis by December 15. CITY shall provide payment by the end of each calendar year. In the event this Agreement is terminated early by either party in accordance with this Agreement, CITY shall be responsible for payment to HCHRA of a portion of any unpaid annual cost, prorated through the date notice of termination was provided.

4. CONTRACT ADMINISTRATION

To coordinate the services of HCHRA, COUNTY, and CITY so as to accomplish the purposes of this Agreement, Tim Sandvik, City Manager, or successor ("Contract Administrator"), shall manage this Agreement on behalf of CITY and serve as liaison between CITY and HCHRA and COUNTY.

Lily Shaw, Economic Development Manager, lily.shaw@hennepin.us, Hennepin County Housing and Economic Development, 625 4th Avenue South, Suite 1500, Minneapolis, MN 55415, or successor, shall manage the Agreement on behalf of HCHRA and COUNTY.

5. INDEPENDENT CONTRACTORS

CITY, COUNTY, and HCHRA shall select the means, method, and manner of performing the services. Nothing is intended nor should be construed as creating or establishing the relationship of a partnership or a joint venture between the parties or as constituting CITY as the agent, representative, or employee of HCHRA or COUNTY for any purpose. CITY, COUNTY, and HCHRA are and shall remain independent contractors for all services performed under this Agreement. CITY, COUNTY, and HCHRA shall secure at their own expense all personnel required in performing services under this Agreement. CITY's personnel and/or subcontractors engaged to perform any work or services required by this Agreement will have no contractual relationship with HCHRA or COUNTY and will not be considered employees of HCHRA or COUNTY. Neither HCHRA nor COUNTY shall be responsible for any claims related to or on behalf of any of CITY'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 applicable law, against CITY, its officers, agents, contractors, or employees. Such personnel or other persons shall neither accrue nor be entitled to any compensation, rights, or benefits of any kind from HCHRA or COUNTY, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, workers' compensation, unemployment compensation, disability, severance pay, and retirement benefits.

6. RECORDS – AVAILABILITY/ACCESS

Subject to the requirements of Minnesota Statutes section 16C.05, subd. 5, HCHRA, COUNTY, CITY, the State 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. which are pertinent to the accounting procedures and practices 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, cancellation, or termination.

7. DEFAULT AND CANCELLATION/TERMINATION

Notwithstanding any provision of this Agreement, any Party may withdraw from this Agreement before the expiration date of December 31, 2026. Notice shall be effective upon delivery to the contact managers for all Parties listed in Section 4 of this Agreement of a copy of the resolution of the Party's governing body, or a copy of the Party's appropriate administrative authority, indicating its intent to withdraw from this Agreement.

If CITY, COUNTY, or HCHRA 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, that Party shall be in default. Unless the default is excused in writing by the non-defaulting Parties, the non-defaulting Parties may upon written notice immediately terminate this Agreement in its entirety.

All Parties shall attempt to resolve disputes related to this Agreement in good faith.

8. INDEMNIFICATION

All Parties to this Agreement shall be liable for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other Parties, their officers, employees or agents. All Parties hereby agrees to indemnify, hold harmless and defend the other Parties, their officers, employees or agents, against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other Parties, their officers, employees or agents may sustain, incur or be required to pay, arising out of or by reason of any act or omission of the indemnifying Party, its officers, employees or agents, in the execution, performance, or failure to adequately perform its obligations pursuant to this Agreement. Liability of the Parties shall be governed by the provisions of the Municipal Tort Claims Act, Minn. Stat. Ch. 466, and other applicable laws.

Under no circumstances, however, shall a Party be required to pay on behalf of itself and the other Parties, any amounts in excess of the limits on liability established in Minnesota Municipal Tort Liability Act, Minn. Stat. Ch. 466, applicable to any one Party. The limits of liability for one or more of the Parties may not be added together to determine the maximum amount of liability for any Party.

9. INSURANCE

All Parties shall maintain public liability coverage protecting itself, its Board, officers, agents, employees and duly authorized volunteers against any unusual and customary public liability claims in amounts which shall, at a minimum, comply with Minn. Stat. § 466.04 and the Workers' Compensation law and shall be in accordance with Minnesota statutory requirements. Said policies shall be kept in effect during the entire term of this Agreement. The Parties may satisfy this requirement through a program of self-insurance.

10. DATA PRIVACY

- A. The Parties, their agents, employees, and any of their subcontractors, in providing all services hereunder, agree to abide by the provisions of the Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Ch. 13, as amended, and Minn. Rules promulgated pursuant to chapter 13. All Parties shall promptly notify the others if that Party becomes aware of any potential claims, or facts giving rise to such claims, under the MGDPA or other data, data security, privacy or confidentiality laws, related to services performed under this Agreement.
- B. In addition to the foregoing MGDPA and other applicable law obligations, CITY shall comply with the following duties and obligations regarding HCHRA Data and COUNTY Data (as each term is defined herein).

As used herein, "HCHRA Data" means any data or information, and any copies thereof, created by CITY or acquired by CITY from or through HCHRA pursuant to this Agreement, including but not limited to handwriting, typewriting, printing, photocopying, photographing, facsimile transmitting, and every other means of recording any form of communication or representation, including electronic media, email, letters, works, pictures, drawings, sounds, videos, or symbols, or combinations thereof.

As used herein, "County Data" means any data or information, and any copies thereof, created by CITY or acquired by CITY from or through COUNTY pursuant to this Agreement, including but not limited to handwriting, typewriting, printing, photocopying, photographing, facsimile transmitting, and every other means of recording any form of communication or representation, including electronic media, email, letters, works, pictures, drawings, sounds, videos, or symbols, or combinations thereof.

If CITY has access to or possession/control of HCHRA Data or COUNTY Data, CITY shall safeguard and protect the HCHRA Data and/or COUNTY Data in accordance with generally accepted industry standards, all laws, and all then applicable HCHRA and/or COUNTY policies, procedures, rules and directions, as applicable. To the extent of any inconsistency between accepted industry standards and such HCHRA and/or COUNTY policies, procedures, rules and directions, CITY shall notify HCHRA and/or COUNTY of the inconsistency and follow HCHRA and/or COUNTY direction. CITY shall immediately notify HCHRA and/or COUNTY of any known or suspected security breach or unauthorized access to HCHRA Data or COUNTY Data, as applicable, then comply with all responsive directions provided by HCHRA and/or COUNTY. The foregoing shall not be construed as eliminating, limiting or otherwise modifying CITY's indemnification obligations herein.

- C. INTENTIONALLY OMITTED.
- D. Upon expiration or termination of this Agreement:

- (1) At the discretion of HCHRA and COUNTY, and as specified in writing by the Contract Administrator, CITY shall deliver to the Contract Administrator all HCHRA Data and COUNTY Data so specified by HCHRA and COUNTY.
- (2) HCHRA shall have full ownership and control of all such HCHRA Data. If HCHRA permits CITY to retain copies of the HCHRA Data, CITY shall not, without the prior written consent of HCHRA or unless required by law, use any of the HCHRA Data for any purpose or in any manner whatsoever; shall not assign, license, loan, sell, copyright, patent and/or transfer any or all of such HCHRA Data; and shall not do anything which in the opinion of HCHRA would affect HCHRA's ownership and/or control of such HCHRA Data.
- (3) COUNTY shall have full ownership and control of all such COUNTY Data. If COUNTY permits CITY to retain copies of the COUNTY Data, CITY shall not, without the prior written consent of COUNTY or unless required by law, use any of the COUNTY Data for any purpose or in any manner whatsoever; shall not assign, license, loan, sell, copyright, patent and/or transfer any or all of such COUNTY Data; and shall not do anything which in the opinion of HCHRA would affect COUNTY's ownership and/or control of such COUNTY Data.
- (3) Except to the extent required by law or as agreed to by HCHRA and/or COUNTY, CITY shall not retain any HCHRA Data or COUNTY Data that are confidential, protected, privileged, not public, nonpublic, or private, as those classifications are determined pursuant to applicable law. In addition, CITY shall, upon HCHRA's or COUNTY's request, certify destruction of any HCHRA Data or COUNTY Data so specified.

11. SUCCESSORS, SUBCONTRACTING AND ASSIGNMENTS

- A. CITY, COUNTY, and HCHRA each bind themselves, their partners, successors, assigns and legal representatives to each other for all covenants, agreements and obligations herein.
- B. Neither CITY, COUNTY, nor HCHRA shall assign, transfer or pledge this Agreement and/or the services to be performed, whether in whole or in part, nor assign any monies due or to become due to it without the prior written consent of the other Party. Permission to assign, however, shall under no circumstances relieve the assigning Party of its liabilities and obligations under the Agreement. Nothing in this Agreement shall prevent HCHRA from renaming or rebranding Elevate HennepinSM during or after the term of this Agreement, and such renaming or rebranding will not affect the obligations of the Parties or the terms of this Agreement.
- C. CITY shall not subcontract this Agreement and/or the services to be performed, whether in whole or in part, without the prior written consent of HCHRA and COUNTY. Permission to subcontract, however, shall under no circumstances relieve CITY of its liabilities and obligations under the Agreement. Further, all Parties shall be fully responsible for the acts, omissions, and failure of its subcontractors in the

performance of the specified contractual services, and of person(s) directly or indirectly employed by subcontractors. Contracts between any Party and each of their subcontractors shall require that the subcontractor's services be performed in accordance with this Agreement. The Parties shall make contracts between them and any subcontractors available upon request from any other Party.

12. MERGER, MODIFICATION AND SEVERABILITY

The entire Agreement 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. The Parties are all bound by their own electronic signature(s) on this Agreement, and all agree and accepts the electronic signature of the other Parties.

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, Insurance, Merger, Modification and Severability, 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.

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

13. DUTY TO NOTIFY

All Parties shall promptly notify the others of any demand, claim, action, cause of action or litigation brought against any Party, its employees, officers, agents or subcontractors, which arises out of the services described in this Agreement. All Parties shall also notify the others whenever a Party has a reasonable basis for believing that it and/or its employees, officers, agents or subcontractors, and/or the other party, might become the subject of a demand, claim, action, cause of action, administrative action, criminal arrest, criminal charge or litigation arising out of and/or related to the services described in this Agreement.

14. SURVIVAL OF PROVISIONS

Provisions that by their nature are intended to survive the term or termination of this Agreement do survive such term or termination. Such provisions include but are not limited to: SERVICES TO BE PROVIDED (as to ownership of property); INDEPENDENT CONTRACTORS; INDEMNIFICATION; INSURANCE; DUTY TO NOTIFY; DATA PRIVACY AND SECURITY; RECORDS-AVAILABILITY/ACCESS; DEFAULT AND TERMINATION; MEDIA OUTREACH; and MINNESOTA LAW GOVERNS.

15. COMPLIANCE AND NON-DEBARMENT CERTIFICATION

- A. All Parties shall comply with all applicable law, conditions of any funding sources, regulations, rules and ordinances currently in force or later enacted.
- B. All Parties certify that they are not prohibited from doing business with either the federal government or the state of Minnesota as a result of debarment or suspension proceedings. All Parties shall immediately notify the others if that Party is debarred or suspended during the term of this Agreement.

16. 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 HCHRA shall be sent to the HCHRA Administrator with a copy to the originating HCHRA department at the address given in Section 4 of this Agreement. Notices to COUNTY shall be sent to the COUNTY Administrator with a copy to the Hennepin County Department of Housing and Economic Development at the address given in Section 4 of this Agreement. Notice to CITY shall be sent to the address stated in Section 4 of this Agreement.

17. CONFLICTS OF INTEREST

All Parties affirm that to the best of their knowledge, their involvement in this Agreement does not result in a conflict or potential conflict of interest with any other Party or entity which may be affected by the terms of this Agreement. Should any conflict or potential conflict of interest become known to any Party, that Party shall immediately notify the others of the conflict or potential conflict, specifying the part of this Agreement giving rise to the conflict or potential conflict, and advise the others whether it will or will not resign from the other engagement or representation. Unless waived by the non-conflicted Parties, a conflict or potential conflict may, in the non-conflicted Parties' discretion, be cause for termination of this Agreement.

18. MEDIA OUTREACH

HCHRA shall provide media toolkits including, but not limited to, sample social media posts to CITY. HCHRA shall also provide Program brand guidance to CITY, which CITY shall follow. For clarification and not limitation, all Outreach shall be provided by HCHRA prior to publication or release. As used herein, the term "Outreach" shall mean all media, social media, news releases, external facing communications, advertising, marketing, promotions, client lists, civic/community events or opportunities, and/or other forms of outreach created for CITY pursuant to this Agreement that reference or otherwise use the term "Hennepin County," "HCHRA" or any derivative thereof; or (ii) that directly or indirectly relate to, reference, or concern the County of Hennepin, HCHRA, this Agreement, the services performed hereunder, or HCHRA or Hennepin County personnel,

including but not limited to HCHRA and Hennepin County employees and elected officials.

19. 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.

THIS PORTION OF PAGE INTENTIONALLY LEFT BLANK

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 21st day of January, 2025

CITY COUNCIL RESOLUTION NO. 2025-__

A RESOLUTION APPROVING ELEVATE HENNEPIN MULTI-JURISDICTIONAL AGREEMENT FOR 2025-2026

WHEREAS, the Robbinsdale City Council has reviewed a proposed Elevate Hennepin Multi-Jurisdictional Contract Agreement for 2025-2026 and desires to support the program's continuation as it has demonstrated positive results in the community;

NOW THEREFORE, BE IT RESOLVED by the Robbinsdale City Council that said agreement contract agreement is hereby approved and adopted, and the appropriate city signatories are authorized to execute the agreement on the behalf of the city.

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

and the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 21st DAY OF JANUARY 2025.

ATTEST:

Brad Sutton, Mayor

Chase Peterson-Etem, City Clerk

TO: Mayor and City Council
PREPARED BY: Richard McCoy, City Engineer/Public Works Director
APPROVED BY: Tim Sandvik, City Manager
DATE: January 21, 2025
RE: Accept Quote for Separating Bucket - Project 8211

Background:

Part of the approved 2025 Capital Equipment Budget is the purchase of a separating bucket.

This equipment is a Vipermetal Model 3-1720HD, loader mounted bucket of 3 cubic yards capacity that will be used to screen street sweepings and spoil piles to separate out garbage and chunks of asphalt and concrete. It will allow for greater efficiency and effectiveness of managing the piles of debris in the public works yard.

Analysis:

Two prices were obtained for the equipment as follows –

<u>Vendor</u>	<u>Location</u>	<u>Price</u>
Midwest Equipment Repair LLC	Bennington, NE	\$ 72,289.00
Ken Burns Inc.	Manchester, IA	\$ 57,621.20

The prices indicated above includes the bucket, hoses and accessories, the mounting hardware and delivery. The approved budget for this equipment is \$ 75,000.00.

Staff recommends the purchase of the equipment from Ken Burns LLC of Manchester, IA for a total cost of \$ 57,621.20.

Recommendation:

By motion, authorize the City Manager and Finance Director to issue a Purchase Order to Ken Burns LLC for the purchase of a Vipermetal Model 3-1720HD separating bucket as provided in Estimate #0039 dated December 11, 2024 plus delivery for the total amount of \$ 57,621.20.

Attachments:

None



TO: Mayor and City Council
PREPARED BY: Matthew Bazyk, Recreation Services Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 21, 2025
RE: Acceptance of Mortenson Family Foundation Grant

Background:

Robbinsdale Recreation is developing a new program that will teach gardening enthusiasts the skills and knowledge needed to sell produce at Farmers Markets.

Analysis:

"Robbinsdale Roots" is a new program developed by Robbinsdale Recreation staff and funded by a \$5,000 grant from the Mortenson Family Foundation. These grant dollars will allow the program managers to purchase the needed supplies and permits that will allow for program success.

This program will be partnering with the Robbinsdale Farmers Market for the summer.

Recommendation:

Acknowledge and thank the Mortenson Family Foundation and accept the grant.

Attachments:

1. Mortenson Family Foundation



November 12th, 2024

William Cardenas
Community Engagement Coordinator
City of Robbinsdale
4100 Lakeview Ave N
Robbinsdale, MN 55422

Hello:

I'm writing with great news. City of Robbinsdale was approved by the Mortenson Family Foundation for a grant in the amount of \$5,000 for Community Gardens purposes. Congratulations! Mortenson Family Foundation is excited to partner with you, and your continued work in serving community.

The Foundation engages community members in our Investment, Expanding Opportunities for Children and Families, and Sustaining Developing Communities committees. This grant was recommended to the board by one of our committee members as a one-time discretionary grant because they care and want to celebrate your work.

Please send a receipt directly to the Mortenson Family Foundation. If your organization plans to publicly acknowledge this gift, please identify it as a gift from the Mortenson Family Foundation

If you have any questions, please feel free to contact me at 763.287.5770 or ambar.hanson@mortensonfamily.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Ambar Hanson". The signature is fluid and cursive, written over a light blue horizontal line.

Ambar Cristina Hanson
Executive Director

MINUTES

ROLL CALL

Present: Greenberg, Hanelitz, Hart, Heid, Lyng, Myers, Pendaz-Foster, Presler

Absent: Hansen

Staff: Kayla Kirtz, Sustainability Coordinator; Tim Sandvik, City Manager

CONSIDERATION OF MINUTES

A. October 16, 2024 Sustainability Committee Minutes

Lyng motioned to approve the minutes of the October 16, 2024 Sustainability Committee Meeting and Heid seconded. The meeting minutes were unanimously adopted.

NEW BUSINESS

A. A Conversation with City Manager Tim Sandvik

Tim Sandvik, Robbinsdale City Manager, introduced himself and shared information about his background in local government with the group. Sandvik explained the history of the Sustainability Committee, the difference between a committee and a commission, and encouraged the Committee to prepare to provide a six-month update to the City Council in March. Sandvik and Kirtz opened up the floor for discussion and Q&A among the group. Questions posed to Sandvik varied, some highlights include:

- What do you see as the advantages of being a commission rather than a committee?
- What is the process and timeline for securing funding for a project?
- Could the City go above and beyond certain state statutes and implement more strict requirements for certain policies?
- Are there low-hanging fruit tasks that you'd like to see the Committee address?

The Committee discussed additional topics, including organics recycling, annual priorities set by the City Council, PFAS treatment, and how to improve city communications related to sustainability topics. Kirtz and Sandvik encouraged the group to identify two or three actionable items to pursue and discuss at the next Committee meeting.

B. Swap, Don't Shop Event

Hart shared that she is working with the "Buy Nothing" groups in Robbinsdale, North Minneapolis, Crystal, and New Hope to schedule a "Swap, Don't Shop" event for holiday gift giving. Hart stated they are looking at dates in December to schedule the event and are also seeking a host site. The committee voiced support for the event. Kirtz stated that she and Hart could coordinate on specific outlying needs and that the Sustainability Committee could provide support.

C. Tree Lighting Event

Kirtz informed the group of the annual Tree Lighting event held at City Hall on Tuesday, December 3rd at 6:00 p.m. Kirtz explained that she is working with the Partners in Energy implementation team to include energy

outreach at the event and is looking for two or three volunteers from the Sustainability Committee to help out at the event. Heid, Presler, and Pendaz-Foster expressed interest in volunteering at the event. Kirtz noted she would follow up with them with more details.

OLD BUSINESS

None.

INFORMATION ONLY

A. Geothermal Feasibility Study

Kirtz informed the Committee that the City has begun a geothermal feasibility study at the site of the Public Works facility. Kirtz explained that the project is funded by a Local Climate Action grant from the Minnesota Pollution Control Agency.

B. Water Treatment Plant Solar Array

Kirtz informed the Committee that the solar array on the roof of the Water Treatment Plant is now officially operational as of Tuesday, November 12th.

C. Sanborn Park Resilience Hub Planning Grant

Kirtz informed the Committee that there are a number of climate-related grants available from various state departments and that the City is intending to apply.

D. Roundtable Updates

Committee members each shared a brief update. Myers voiced she was feeling hopeful and motivated about the action that the Committee can take on a local level. Hanelitz shared that she was glad to hear Sandvik's suggestion that the group prioritize actionable items. Heid voiced that he was also feeling optimistic. Pendaz-Foster shared information about an upcoming panel hosted by the Inver Hills Community College climate change program that Kirtz, Hart, and Mayor Blonigan will be speaking on. The panel is scheduled for December 10th at 2:00 p.m. and is open to the public via Zoom or in person. Pendaz-Foster also suggested that the group write a thank-you note to Mayor Blonigan for his leadership on sustainability before his term ends. Presler suggested that by December 18th, the group identify a project to move forward with and then start planning and implementing it. Presler suggested focusing on organics recycling. The group determined that at the December meeting, the group will vote on top priorities and will spend the coming months creating a one-page goals document and implementing action items.

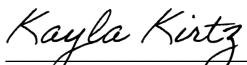
E. December Meeting

Kirtz confirmed with the group that the meeting date in December is still a viable time to meet, given the upcoming holiday.

Kirtz confirmed with the group that at the December meeting, the group would decide on two or three actionable items to pursue and implement before giving a six-month update to the City Council in March.

ADJOURNMENT

Kirtz adjourned the meeting at 8:13 p.m.

 01-15-2025
Kayla Kirtz, Sustainability Coordinator

MINUTES

ROLL CALL

Present: Allen, Weinberg, Montemayor, Aoki, Chair Harris
Absent: None
Staff: Heather Rand, Community Development Director; Will Bucheger, Assistant Planner

CONSIDERATION OF MINUTES

A. October 24, 2024 Planning Commission Meeting Minutes

Commissioner Weinberg MOVED, seconded by Commissioner Montemayor to approve the October 24th, 2024, Planning Commission Meeting Minutes. The vote was unanimous and the motion carried.

PUBLIC HEARINGS

A. Zoning Text Amendment to Section 515.07 Subd. 4

Assistant Planner Bucheger gave a staff presentation for a zoning text amendment that proposes to create a new conditional use within the Residential-Business (R-B) zoning district of the city that would allow for a “Private Utility Building”. He explained that the applicant US Internet (USI), a fiber optic internet service provider, has interest in locating a private utility building at 3819 West Broadway. He explained that the property is attempting to be rezoned to fit inside the comprehensive plan but unfortunately the R-B zoning district does not include the use of private utility buildings.

Applicant Travis Carter stepped forward and explained USI's goal within the city and their desired fiber optic cable expansion. He spoke that residents within the city have a strong desire for their services and he imagines that this use will thrive within the community.

Commissioner Weinberg MOVED, seconded by Commissioner Allen to open the public hearing at 7:09 PM. The vote was unanimous and the motion carried. The public hearing is now open.

Brian Walker the Program Director for Pro Life Action Ministries stepped forward and spoke that after listening to the staff report, he has no issues with the zoning text amendment to the code or with the rezone for 3819 West Broadway. Pro Life Action Ministries own the property at 3821 West Broadway.

Resident Fran Liles of 4401 Robin Ave N stepped forward and expressed her approval of this project and stated that this use would be a great benefit to the city.

Commissioner Weinberg MOVED, seconded by Commissioner Aoki to close the public hearing at 7:11 PM. The vote was unanimous and the motion carried. The public hearing is now closed.

Commissioner Allen MOVED, seconded by Commissioner Weinberg to recommend approval of the Zoning Text Amendment to Section 515.07 Subd 4. to create the conditional use of private utility buildings within the Residential-business district. The vote was unanimous and the motion carried.

B. 3819 West Broadway Rezone

Bucheger gave a staff presentation and explained that US Internet is requesting a zoning change since they wish to purchase the property from Rbbnsdl Clnc Hldng Co Llc with the intentions to demolish the existing building and construct a private utility building for operation within the city. He spoke that the current split zoning makes construction on this property difficult, and that city staff recommend this rezone to be compatible with the city's comprehensive plan.

Commissioner Montemayor MOVED, seconded by Commissioner Aoki to open the public hearing at 7:17 PM. The vote was unanimous and the motion carried. The public hearing is now open.

Brian Walker with Pro Life Action Ministries stepped forward and spoke that he did not receive a physical notice.

Bucheger stated that public hearing notices to residents are sent to the actual taxpayer for the property and that the failure to receive a notice does not invalidate the public hearing at tonight's meeting.

Commissioner Weinberg MOVED, seconded by Commissioner Montemayor to close the public hearing at 7:19 PM. The vote was unanimous and the motion carried. The public hearing is now closed.

Harris asked if the Conditional Use Permit will require the applicants to come back to the Planning Commission with site plans for their review.

Bucheger responded that any Conditional Use Permit will require review from the Planning Commission and that it will require another public hearing.

Commissioner Weinberg MOVED, seconded by Commissioner Allen to recommend approval for the request to rezone the property at 3819 West Broadway to the Residential-business zoning district. The vote was unanimous and the motion carried.

OLD BUSINESS

A. None

NEW BUSINESS

OTHER BUSINESS

INFORMATION ONLY

ADJOURNMENT

Commissioner Allen MOVED, seconded by Commissioner Weinberg to adjourn the meeting. The vote was unanimous and the motion carried. The meeting was adjourned at 7:27 PM.



TO: Mayor and City Council

PREPARED BY:

APPROVED BY: Tim Sandvik, City Manager

DATE: January 21, 2025

RE: Authorize City Manager to execute Memorandum of Understanding (MOU) with LELS Local 179

Background:

The City of Robbinsdale and Law Enforcement Labor Services, Inc (Local No. 179) currently have an agreement for Patrol Officers that runs through 2025. However, at the start of the year, while completing payroll, it was discovered there were small errors in recorded wages in the executed agreement.

Analysis:

Unfortunately, both parties missed the error at time of signing, but both were in immediate agreement to rectify as stated in the attached MOU.

Recommendation:

Authorize City Manager to execute the attached MOU with LELS Local No 179

Attachments:

1. Robbinsdale Wage Correction MOU

MEMORANDUM OF UNDERSTANDING
Between
Law Enforcement Labor Services, Inc. (Local No. 179)
And
City of Robbinsdale

WHEREAS, the City of Robbinsdale (“City”) and Law Enforcement Labor Services (“Union”) are parties to a Labor Agreement in effect from January 1, 2024 through December 31, 2025 (“Labor Agreement”); and

WHEREAS, the City and Union recognize an error in the 2025 wage rates set forth in the Wage Schedule within the Labor Agreement and agree to correct the error.

NOW, THEREFORE, the parties agree as follows:

The erroneous 1.1.25 – 12.31.25 Wage Schedule shall be rescinded and replaced with the following corrected Wage Schedule, effective January 1, 2025:

	Start	1 year	2 years	3 years	4 years	5 years
1.1.25 - 12.31.25	\$ 38.22	\$ 40.84	\$ 43.46	\$ 46.08	\$ 48.70	\$ 51.34

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding on the latest date affixed to the signatures below.

FOR THE CITY

FOR THE UNION

Date

Date



TO: Mayor and City Council

PREPARED BY: Heather Rand, Community Development Director

APPROVED BY: Tim Sandvik, City Manager

DATE: January 21, 2025

RE: Approve Final Plat for 3505 Bottineau Boulevard (Hy-Vee) Robbinsdale Mall Forth Addition

Background:

Hy-Vee, Inc. is the property owner of 3505 Bottineau Boulevard, a large 9.57 acre parcel of land that has been developed into a convenience store and gas station, and a large retail building occupied currently by Hy-Vee Grocery Store. Hy-Vee has applied to the city to update their plat of land, so that the gas station/convenience store buildings are on a separate lot from the large grocery store building and related parking, an action commonly referred to as a legal lot split. Their reason for pursuing this new plat with legal descriptions that split the lot, is to have the ability to sell off the convenience store/gas station proposed lot in the future, rather than lease it should they choose to do so.

Analysis:

City planning and engineering staff, and Hennepin County transportation planning staff reviewed the preliminary application and worked with the applicant to ensure compliance with city and county codes and policy. The Robbinsdale Planning Commission held a public hearing on the preliminary plat application for 3505 Bottineau Boulevard on October 24, 2024, to which there was no public opposition received from members of the public. As such, the Planning Commission recommended unanimously that the city council approve a preliminary plat at 3505 Bottineau Boulevard whereby the lot split would occur, and the plat would be called Robbinsdale Mall Fourth Addition.

On November 19th, 2024, the Robbinsdale City Council granted preliminary approval to the application put forth by property owner Hy-Vee, Inc, to lot split or subdivide their parcel of land located at 3505 Bottineau Boulevard by way of created a new legal land plat with subdivided lots. This was step one of a two-step replating process that is required by state law. The next step in the land subdivision process is for the city to consider an application from Hy-Vee, Inc. as property owner, to finalize the plat that they received preliminary approval for. An aerial photo of the site from the Hennepin County Recorder's Office can be found attached for reference.

When the city council granted the preliminary plat approval, that was with the condition that staff work with city legal counsel to ensure that the proposed new plat would not negate or complicate the existing redevelopment Tax Increment Financing (TIF) agreement between the city and Hy-Vee, Inc. for 3505 Bottineau Boulevard. The city's legal counsel has since reviewed the proposed plat and recommended a slight modification that has been incorporated into the final plat now being considered for approval. In summary, that change addresses the fact that since the TIF district was created, some right of way land on Bottineau Boulevard was turned back to Hy-Vee, Inc. as the property owner, as it was deemed surplus, and that small land area cannot be added into the TIF district more than 4 years after the TIF district was created per state

law, but instead, must be a separate lot(s).

The final plat and related legal description have been prepared and is now reflected to the satisfaction of city legal counsel and can be found attached.

Recommendation:

Motion to recommend that the City Council Approve the Final Plat as put forth, to be known as the Robbinsdale Mall Forth Addition, at the January 21, 2025, Robbinsdale City Council Meeting, and the motion also approves the attached resolution.

Attachments:

1. 3505 Bottineau Blvd Aerial Map
2. 3505 Bottineau (Hy-Vee) Final Plat
3. Resolution Final Plat Robbinsdale Mall Fourth Addition



Hennepin County Property Map

Date: 1/15/2025



PARCEL ID: 0802924220030

OWNER NAME: Hy-Vee Inc

PARCEL ADDRESS: 3505 Bottineau Blvd,
Robbinsdale MN 55422

PARCEL AREA: 9.57 acres, 416,810 sq ft

A-T-B: Both

SALE PRICE: \$3,811,746

SALE DATE: 11/2016

SALE CODE: Vacant Land

ASSESSED 2023, PAYABLE 2024
PROPERTY TYPE: Commercial-Preferred
HOMESTEAD: Non-Homestead
MARKET VALUE: \$12,065,000
TAX TOTAL: \$385,678.48

ASSESSED 2024, PAYABLE 2025
PROPERTY TYPE: Commercial
HOMESTEAD: Non-Homestead
MARKET VALUE: \$12,065,000

Comments:

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

COPYRIGHT © HENNEPIN
COUNTY 2025

ROBBINSDALE MALL FOURTH ADDITION

R.T. DOC. NO.

KNOW ALL PERSONS BY THESE PRESENTS: That Hy-Vee Inc., an Iowa corporation, fee owner of the following described property situated in the County of Hennepin, State of Minnesota, to wit:

Lot 1, Block 1, ROBBINSDALE MALL SECOND ADDITION, according to the recorded plat thereof, Hennepin County, Minnesota

AND

Lot 1, Block 1, ROBBINSDALE MALL THIRD ADDITION, according to the recorded plat thereof, Hennepin County, Minnesota

Have caused the same to be surveyed and platted as ROBBINSDALE MALL FOURTH ADDITION and do hereby dedicate to the public for public use forever the easements as show for drainage and utility purposes as shown on this plat.

In witness whereof said Hy-Vee, Inc., an Iowa corporation has caused these presents to be signed by its proper officers this _____ day of _____, 20__.

HY-VEE, INC.

By _____ By _____
Name, Title Name, Title

STATE OF _____
COUNTY OF _____
The foregoing instrument was acknowledged before me this _____ day of _____, 20__, by _____, _____ and _____, _____ of _____, a _____, on behalf of the _____.

(Signature) _____
(Name Printed)

Notary Public, _____ County, _____
My Commission Expires _____

I Mathew Welinski do hereby certify that this plat was prepared by me or under my direct supervision; that i am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20__.

Mathew J. Welinski, Land Surveyor
Minnesota License No. 53596

STATE OF MINNESOTA
COUNTY OF _____
This instrument was acknowledged before me on this _____ day of _____, 20__, by _____.

(Signature) _____
(Name Printed)

Notary Public, _____ County, Minnesota
My Commission Expires _____

CITY COUNCIL, CITY OF ROBBINSDALE, MINNESOTA
This plat of ROBBINSDALE MALL FOURTH ADDITION was approved and accepted by the City Council of the City of Robbinsdale, Minnesota, at a regular meeting thereof held this _____ day of _____, 20__. and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subdivision 2.

CITY COUNCIL, CITY OF ROBBINSDALE, MINNESOTA

By _____ By _____
Mayor Manager

RESIDENT AND REAL ESTATE SERVICES, Hennepin County, Minnesota
I hereby certify that taxes payable in 20__ and prior years have been paid for land described on this plat, dated this _____ day of _____, 20__.

Mark V. Chapin, County Auditor By _____
Deputy

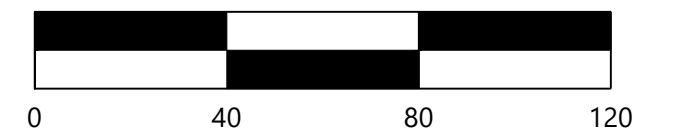
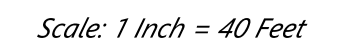
SURVEY DIVISION, Hennepin County, Minnesota
Pursuant to MINN. STAT. Sec. 383B.565 (1969) this plat has been approved this _____ day of _____, 20__.

Chris F. Mavis, County Surveyor By _____

REGISTRAR OF TITLES, Hennepin County, Minnesota
I hereby certify that the within plat of ROBBINSDALE MALL FOURTH ADDITION was filed in this office this _____ day of _____, 20__, at __ o'clock __.M.

Martin McCormick, Registrar of Titles By _____
Deputy

R.T. DOC. NO.



The north line of the Northwest Quarter of the Northwest Quarter of Section 8, Township 29, Range 24 is assumed to bear S 89°48'57" E.

- Denotes 1/2 inch by 14 inch iron rebar set and marked by License No. 53596
- Denotes 1/2 inch by 14 inch iron rebar found and marked by License No. 23021, unless otherwise noted
- ⦿ Denotes found Hennepin County Cast Iron Monument

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 21st day of January, 2025

CITY COUNCIL RESOLUTION NO. 2025-__

A RESOLUTION APPROVING THE FINAL PLAT FOR ROBBINSDALE MALL
FOURTH ADDITION AND AUTHORIZING ITS EXECUTION BY THE MAYOR AND
CITY CLERK

WHEREAS, the Planning Commission held a public hearing on October 24, 2024 regarding a preliminary plat that would create Robbinsdale Mall Forth Addition at property located at 3505 Bottineau Boulevard under ownership by Hy-Vee, Inc.; and

WHEREAS, the City Council gave preliminary approval of the proposed plat on November 19, 2024, with conditions that have been met in the final plat document attached and proposed boundary lines as shown;

NOW THEREFORE, BE IT RESOLVED by the City Council of Robbinsdale that the final plat for ROBBINSDALE MALL FOURTH ADDITION attached, is hereby approved and the Mayor and City Clerk are authorized to affix their signatures and official seal of the city to said plat pursuant to Section 500.19 of the Robbinsdale City Code with the following conditions:

1. That final plat be approved by the city attorney; and
2. That the final plat be recorded at the property owner's sole expense at the Hennepin County Recorder/Registrar of Titles office.

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

and the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED
THIS 21st DAY OF JANUARY 2025.

Brad Sutton, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk

ROBBINSDALE MALL FOURTH ADDITION

R.T. DOC. NO.

KNOW ALL PERSONS BY THESE PRESENTS, That My Vee, Inc., an Iowa corporation, for and on behalf of the following described property situated in the County of Hennepin, State of Minnesota, to wit:

Lot 1, Block 1, ROBBINSDALE MALL SECOND ADDITION, according to the recorded plat thereof, Hennepin County, Minnesota

AND

Lot 1, Block 1, ROBBINSDALE MALL THIRD ADDITION, according to the recorded plat thereof, Hennepin County, Minnesota

Have caused the same to be surveyed and platted as ROBBINSDALE MALL FOURTH ADDITION and do hereby acknowledge to the public for public use forever the monuments as shown for damage and fully purposes as shown on this plat.

In witness whereof said My Vee, Inc., an Iowa corporation has caused these presents to be signed by its proper officers this _____ day of _____, 20__.

HY-VEE, INC.

My Name Title _____ By _____ Name Title _____

STATE OF MINNESOTA

The foregoing instrument was acknowledged before me this _____ day of _____, 20__ by _____ and _____ of _____ County, _____ State of _____.

Notary Public _____ County _____ My Commission Expires _____

I, Andrew Melnicki do hereby certify that this plat was prepared by me or under my direct supervision, that I am a duly Licensed Land Surveyor in the State of Minnesota, that this plat is a true and correct representation of the boundary survey, that all mathematical data and labels are correctly designated on this plat, that all monuments depicted on this plat have been set in accordance with the Minnesota Surveying and Mapping Act, Chapter 359A, Section 359A.01, that all of the data of this plat are true and correct and are shown and labeled on this plat and all points, ways are shown and labeled on this plat.

Dated this _____ day of _____, 20__

Andrew J. Melnicki, Land Surveyor
Minnesota License No. 55596

STATE OF MINNESOTA

This instrument was acknowledged before me on this _____ day of _____, 20__ by _____

Notary Public _____ County _____ My Commission Expires _____

CITY COUNCIL, CITY OF ROBBINSDALE, MINNESOTA
The plat of ROBBINSDALE MALL FOURTH ADDITION was prepared and accepted by the City Council of the City of Robbinsdale, Minnesota, at its regular meeting thereof held this _____ day of _____, 20__ and said plat was recorded with the County of Hennepin, State of Minnesota, on this _____ day of _____, 20__.

CITY COUNCIL, CITY OF ROBBINSDALE, MINNESOTA

My Name Title _____ By _____ Name Title _____

REGENT AND REAL ESTATE SERVICES, Hennepin County, Minnesota
I hereby certify that fees payable in 20__ and past year have been paid for land described on this plat, dated this _____ day of _____, 20__.

Notary Public _____ County _____ By _____ Name Title _____

SHERIFF DANIELSON, Hennepin County, Minnesota
Permitted to MINN. STAT. Sec. 33A.55 (1989) this plat has been approved this _____ day of _____, 20__.

Chris F. Meek, County Sheriff

REGISTRAR OF TITLES, Hennepin County, Minnesota
I hereby certify that the return plat of ROBBINSDALE MALL FOURTH ADDITION was filed in my office this _____ day of _____, 20__.

My Name Title _____ By _____ Name Title _____

R.T. DOC. NO.





TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 21, 2025
RE: Appointment of Commissioners

Background:

Section 320 of City Code outlines parameters for City Commissions, including membership make up, terms, and meeting procedures. The City Charter includes reference to Council authority in establishing Commissions, which serve in an advisory capacity to the City Council. On January 14, 2025, the Council held a Work Session where they discussed the reappointment of current commission members for the following Commissions: Planning; Park, Recreation, & Forestry; Human Rights; and Senior.

Analysis:

Under City Code 320.1 Subd. 2:

- Terms for Planning and Park, Recreation, and Forestry Commission members expire on December 31 of even years, with appointment requiring a 4/5ths vote by the Council.
- Terms for Human Rights Commission members run concurrent with the Mayor.
- Terms for Senior Commission members are staggered, expiring even and odd number years.
- Terms for Charter Commission members align with their initial appointment and are appointed/reappointed by the Chief Judge of Hennepin County.

The Council determined to reappoint the following members:

Planning	Parks, Recreation, and Forestry	Human Rights	Senior
Lucas Harris – Ward 1	*Michelle Vaith – Ward 1*	Patrick Nailon	Pat John
Susan Carlson Weinberg – Ward 2	Mark Lavery – Ward 2	Carlos Wallace Smith Jr.	Carol Kile
Rebecca Allen – Ward 3	Denise Beck – Ward 3	Rita Fox	Claudia Fuglie
Jane Montemayor – Ward 4	Nicholas Erdos-Thayer – Ward 3	Molly Beahen	
	Damien Rochon-Washington – Ward 4	Julie Ralston Aoki	
		Courtney Kirkeeing	
		Kristyn Lee	

** David Ulbrich has also been nominated to the Planning Commission, to serve in the At-Large role.

* Michelle Vaith did not seek reappointment, but has offered to remain on Until a Ward 1 representative has been appointed, in order for the Commission to remain a full body.

Recommendation:

Motion to appoint Commissioners as determined at the January 14, 2025, City Council Work Session.

Attachments:

None



TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 21, 2025
RE: City Council Appointments

Background:

At least on an annual basis, Council formally accepts assignments to a variety of roles - some associated with neighboring jurisdictions, some are organizations who serve the Robbinsdale Community, and commitments vary from ad hoc to perpetual.

Analysis:

The Mayor and Council Members have agreed to the following roles:

Mayor Sutton - Corridor Management Committee Alternate (BLRT)
Council Member Blackledge - Mayor Pro Tem, League of Minnesota Cities - Policy Committee, District 281 Partnership (Robbinsdale School District)
Council Member Greenberg - National League of Cities, Metro Cities Policy Committee
Council Member Parisian - League of Minnesota Cities - Policy Committee, National League of Cities
Council Member Wagner - Corridor Management Committee (BLRT), Northwest Suburbs Cable Commission, Metro Cities Policy Committee

*Note, as allowed by the NWSCC Bylaws, the Council will nominate William A. Blonigan as a second representative on the Commission

Recommendation:

Staff recommends that Council approve the above City Council assignments for 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 21, 2025
RE: Voucher Requests Pending Approval for Disbursement

Background:

The check register dated 1/21/25 reflects the voucher requests pending approval for disbursement.

The check register dated 1/8/25 through 1/21/25 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 1/21/2025.

Attachments:

None