

AGENDA

CITIZEN PARTICIPATION

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

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

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

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

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

1. CITY COUNCIL MEETING CALLED TO ORDER
2. ROLL CALL: Blackledge, Greenberg, Parisian, Wagner, Mayor Sutton
3. MICROPHONE CHECK: Blackledge, Greenberg, Parisian, Wagner, Mayor Sutton
4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA
5. APPROVAL OF THE MARCH 18, 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:

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- A. Approve City Council meeting minutes from March 4, 2025
 - B. Faith Lilac Way Lutheran Church Event
 - C. Approval of Licenses
 - D. Robin Center - Mobile Food Unit In Excess of 10 Days/Year
 - E. Robbinsdale Wine & Spirits' Monthly Financial Statements - December 2024
 - F. Deputy Registrar's Monthly Financial Statements - December 2024
 - G. Robbinsdale Wine & Spirits' Monthly Financial Statements - January 2025
 - H. Deputy Registrar's Monthly Financial Statements - January 2025
 - I. Authorize staff to apply for grant funding through the MN DNR
7. PRESENTATIONS
- A. Employee Handbook Updates
8. PUBLIC HEARINGS
- A. None
9. OLD BUSINESS
- A. None
10. NEW BUSINESS
- A. Memorandum of Understanding - Energy Action Plan Addendum Development
 - B. Authorize City Manager to Execute License Agreement with Birdhouse Restaurant
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 Sutton called the meeting to order at 7:00 p.m.

ROLL CALL

Present: Blackledge, Greenberg, Parisian, Wagner, Sutton

Absent:

Staff: Tim Sandvik, City Manager; Matt Bazyk, Recreation Services Manager; Chase Peterson-Etem, City Clerk

MICROPHONE CHECK

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

Theresa Bayard, 4335 Unity Ave. N., noted her utility bill and an assessment she received for a missed payment. She asked about a \$50 charge. She said she can't get out from late fees and asked the Council about the policy.

Miles Toth, 4318 West Broadway, thanked the Council for their time last week to address the lighting at the Water Tower site.

APPROVAL OF THE MARCH 4, 2025, MEETING AGENDA

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

1. Addition of Consent Item O, Approval of Licenses.
2. Addition of Business Item 11A, Voucher Disbursement Report

Member Parisian MOVED, seconded by Member Greenberg to approve the March 4, 2025, City Council agenda as amended. The vote was unanimous and the motion carried.

CONSENT AGENDA

Member Parisian removed Item M and N for further consideration

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

- A. Approve City Council meeting minutes of December 3, 2024
- B. Approve City Council meeting minutes of December 17, 2024
- C. Approve City Council meeting minutes from January 7, 2025
- D. Approve City Council meeting minutes from January 21, 2025
- E. Approve City Council meeting minutes from February 4, 2025

- F. Approve City Council meeting minutes from February 18, 2025
- G. Approve City Council Work Session minutes from January 14, 2025
- H. Approve City Council Work Session minutes from February 11, 2025
- I. Approve City Council 2025 Top Goals and Priorities meeting minutes from February 24, 2025
- J. Approve City Council Work Session meeting minutes from February 24, 2025
- K. Receive Sustainability Committee Meeting minutes from January 15, 2025
- L. Receive Planning Commission Meeting Minutes of January 16, 2025
- O. Approval of Licenses
- M. Twins Equipment Grant Submission
- N. Twins Youth Coaching Grant Submission

Member Parisian noted she removed items M and N to give thanks and acknowledgement to the Staff for submitting these grants for equipment and coaching on a quick deadline.

Member Parisian MOVED, seconded by Wagner to accept any equipment that comes from the Twins Equipment Grant and accept funds, if awarded, from the Twins Coaching Grant. The vote was unanimous and the motion carried.

PRESENTATIONS

A. Republic Services of the Twin Cities

City Clerk Peterson-Etem noted the City is switching from Waste Management to Republic Services. He introduced presenter Bev Mathiasen of Republic Services.

Bev Mathiasen introduced Frances Estrella, Municipal Administrator at Republic Services. She presented who Republic Services is, their vision, and the work they do. Mathiasen noted they are no longer just a hauling service, but highlighted their commitment to customer service and sustainability. In regard to customer service, Mathiasen stated they have highly trained representatives, twelve local agents, call center availability Monday through Saturday, “Track my Truck” feature through their website, designated voice and email inbox for the City, and experienced drivers. Republic Services invested in AI software this year to provide timely coaching to representatives and make sure customers feel heard. In regard to sustainability and environmental services, Mathiasen stated they are a leader in EV trucks and plan to bring EV’s to Minnesota in 2025. She stated Republic Services is intentionally selling the recycled plastics to companies who will use it in new recyclable products and not textiles. Additionally, she highlighted some PFAS projects Republic Services is involved in. She then expressed her gratitude for choosing Republic Services as their provider.

Member Wagner asked if residents should reach out to Republic Services directly if there is an issue? Mathiasen stated residents have a welcome letter being mailed to them that will designate which issues they need to call Republic Services for or if it is an issue they need to contact the city for.

Member Wagner asked what type of recycling Republic Services collects and if residents can expect to see a kickback of lower costs due to Republic Services being able to sell their recyclables. Mathiasen noted they will collect the same type of recyclables that are being collected currently. She noted there is legislation going on about that and it may be more appropriate to discuss at a workshop.

Member Greenberg asked where the current recyclables are going if the current polymer center in Indianapolis isn't finished. Mathiasen stated the majority of it goes into new products and some gets sold to buyers.

Member Greenberg asked if there will be ongoing communication that goes back and forth on the website once customers have signed up? Mathiasen noted the welcome card with information will be attached to the bin once distributed in addition to digital communication. Estrella stated once a quarter the city will receive educational pieces from Republic Services to send out to residents.

Member Greenberg stated the City would love for Republic Services to be involved in Robbinsdale upcoming events.

Member Parisian asked when the sticker program ends? Peterson-Etem stated it expires at the end of the month and they encourage residents to do extra spring cleaning before then or they could potentially see if they could give or sell them to community members.

Member Parisian asked if there's anything residents need to do in regard to bin transitions? Mathiasen stated they have a list for bin disbursement. Peterson-Etem added that they are prepared for calls regarding bin sizes and will help mitigate issues that arise.

Member Parisian asked if bin size is noted somewhere on the bin. Mathiasen stated you might be able to figure that out through your bill or a number on your bin.

Member Parisian noted she would like to hear more about the EV program once it exists in Minnesota.

Member Blackledge expressed gratitude for the educational information provided tonight and on the website.

Mayor Sutton expressed gratitude for advanced communication, level of technology investments, and intentional customer service. He noted the Whiz Band parade happening July 13th.

Petersen-Etem stated Staff is compiling a list of events they will partner with Republic Services on.

PUBLIC HEARINGS

A. None

OLD BUSINESS

A. None

NEW BUSINESS

A. Consider Resolution Approving Code Variance for 3819 W Broadway (US Internet)

Community Development Director Rand provided an overview of the item and detailed the history of the request by applicant US Internet. Rand stated the old building will be demolished and a new site will be developed. She highlighted the State Statute MS 462 and why US Internet requested the variance. Staff is recommending approval of the variance and members of the public who attended a public hearing February 20th also expressed support of

the variance.

Member Wagner asked the current setback of the existing structure? Rand stated the existing building is setback much further than thirty feet. Member Wagner noted support for this variance.

Member Greenberg highlighted his support for this variance due to the intention of the building.

Member Greenberg MOVED, seconded by Member Wagner to adopt Resolution No. 8147 “ A RESOLUTION APPROVING VARIANCE REQUEST V25-1 TO ALLOW A BUILDING TO BE SET BACK 30 FEET FROM THE REAR YARD PROPERTY LINE AT 3819 W BROADWAY”. The vote was unanimous and the motion carried.

B. Consider Resolution Approving Conditional Use Permit (CUP) for 3819 W Broadway (US Internet)

Community Development Director Rand provided an overview of the item and detailed history of Conditional Use Permits and Transit Oriented Overlay districts. Rand noted the request by US Internet for a Condition Use Permit for a 3935 square foot brick building with minimal parking and landscaping. A public hearing was held on February 20th and residents expressed support. She stated staff feel this Conditional Use Permit is consistent with the Comprehensive Plan and recommends approval with conditions that meet code.

Member Parisian asked how the number of five parking spaces was decided. Rand noted that US Internet believes one to two vehicles will be there at a time; however, they also want to look towards the future. Member Parisian noted her hope is to reduce the amount of pavement where possible.

Member Parisian asked how running a data center will impact Robbinsdale’s sustainability goals. Rand highlighted the small size of the facility. Tim Martin, US Internet CFO, stated it is not intended for data mining, but data switching which uses much less power.

Member Greenberg asked if the amount of noise produced by the facility would be similar to what is there today. Martin stated he doesn’t know if it will be the same, but stated the generator will only be run when tested and if power goes out. Additionally, he stated it will be below the seventy decibels and the lack of complaints in other areas.

Member Greenberg asked if there are requirements regarding the landscaping in the Conditional Use Permit. Rand noted wording can be used to make them adhere, but noted that since it is in the plan Staff will hold them to it.

Member Wagner asked when costumers will be able to get online. Martin stated two to three years.

Member Wagner asked about maps of future service areas. Martin noted competition would use those maps against them, but they are open to City Staff.

Member Wagner asked the difference between fiber and broadband. Martin stated not all fiber is created equal and US Internet has a superior network build that will “future-proof” Robbinsdale.

Mayor Sutton asked if this will cover one-hundred percent of Robbinsdale residents aside from outliers? Martin stated that is the intent, but bike trails and parkways do present issues.

Member Wagner MOVED, seconded by Member Greenberg to adopt Resolution No. 8148“ A RESOLUTION TO ALLOW FOR A CONDITIONAL USE PERMIT (CUP) FOR A PRIVATE UTILITY BUILDING AT 3819 WEST BROADWAY”. The vote was unanimous and the motion carried.

C. Approve Entering a Professional Services Agreement for the new Public Works Facility

City Engineer/Public Works Director McCoy provided an overview of the item and detailed the history of the current public works facility. McCoy highlighted the need for a new public works facility. Preliminary planning on the new public works facility was initiated twelve months ago with companies submitting conceptual design plans, estimated costs, and experience of employees. Oertel Architects was chosen to perform the job and gave an estimate of \$1.16 million. McCoy noted geothermal energy is feasible at the site for an additional \$25,000. Staff is recommending approval of the project in addition to the topographic and boundary survey for an additional \$26,700. Staff estimates some additional costs for hazardous materials analysis and geo-tech. McCoy noted how Public Works will function without the existing building while construction is occurring.

Member Wagner asked what the public works facility is and what it does. McCoy stated it is used for all public works operations. The public works building houses trucks, houses equipment, houses material for plowing, houses bulk material, acts as a staging area for removed brush, holds spare signage and posts, and provides space to perform maintenance on fleet vehicles.

Member Wagner asked what technological improvements will be done and if there will be fuel pumps on site. McCoy noted the constricted size of the site and regulations as to why no fuel pumps plan to be added. He stated the potential of geothermal use would be a technological improvement.

Member Wagner asked if office space will be improved or the same amount. McCoy stated a two-story administrative portion for public works staff and engineers is planned.

Member Greenberg asked if a geothermal system produces more than a solar system. McCoy noted it is more and plans to discuss costs with Council at a different date.

Member Parisian asked if any neighboring communities have similar systems. McCoy stated he was unsure, but would find out.

Member Parisian asked if he felt the current plan for Public Works was feasible while construction was occurring. McCoy noted Public Works has been speaking with the City of Crystal.

Member Greenberg asked if a phase approach to the construction was feasible. McCoy stated that would be difficult.

Mayor Sutton asked if the City is utilizing fuel pumps offered by Crystal. Sandvik noted technological challenges regarding that.

Mayor Sutton asked how this project compares in size to similar cities. McCoy noted he would gather data for public works facilities in similar size cities.

Mayor Sutton asked if there are safety concerns with the current public works building. McCoy stated yes.

Mayor Sutton noted the high costs and how City residents may feel. Sandvik highlighted the seriousness of this project and the use of grants and bonds.

Member Greenberg asked about the plan if the funding isn't there? McCoy noted the plan could sit on the shelf for a few years as the layout wouldn't vary, but specifications may change.

Member Blackledge highlighted the importance of sustainability and appreciation for other Members' comments.

Member Greenberg MOVED, seconded by Member Parisian to authorize the Mayor and City Manager to engage Oertel Architects (and Consultant partners) in a professional services contract for design and construction services associated with the New Robbinsdale Public Works Facility project in accordance with the submitted proposal dated February 10, 2025, for a sum not to exceed \$1,157,915.00. In addition, City Council authorize the inclusion of a Topographic and Boundary Survey for an additional cost not to exceed \$ 26,790.00. Consideration of including a Geothermal Energy System Design will be made after further consideration by City Council. The vote was unanimous and the motion carried.

D. Consider Resolution Authorizing Guidelines for Attendance by Interactive Technology

Sandvik provided an overview of the item and detailed the history of why this is being discussed and the advancement of technology that makes this possible. He noted Council Members wanting to use this technology will need to submit a request and must be visible via video. Sandvik noted Members can utilize interactive technology no more than six times per calendar year excluding extenuating circumstances.

Member Parisian noted her concern of meeting in different places and stated she feels the person running the meeting would need to be in Council Chambers.

Mayor Sutton asked if that would eliminate his ability to travel. Member Parisian stated the Mayor Pro Tem could run the meeting.

Member Greenberg asked if Sandvik believes this would be an issue and if so, can the policy be updated. Sandvik noted they can accommodate this as a “whereas” clause, but he does feel they have the capability.

Mayor Sutton asked the specific concern Member Parisian has. Member Parisian noted her concern due to past experiences and for residents who attend.

Mayor Sutton highlighted his experience running meeting where individuals are in different places and doesn’t feel the same concerns. Sandvik noted trying it and if issues arise they can readdress the conversation.

Member Blackledge agreed with the idea of trying it first.

Member Wagner noted he agrees with Member Parisian and would prefer the individual leading the meeting being present in Council Chambers.

Member Greenberg stated he can see both ways, but feels the use of this interactive technology will be limited so he’d be open to trying it first.

Mayor Sutton stated it is unknown if it will work till it’s tried.

Sandvik highlighted this is for very limited circumstances, but Staff appreciate the ability of interactive technology for voting purposes.

Member Greenberg expressed appreciation to Member Parisian for bringing up her concern.

Member Greenberg MOVED, seconded by Member Blackledge to adopt Resolution No. 8149 “ A RESOLUTION AUTHORIZING GUIDELINES ATTENDANCE BY INTERACTIVE TECHNOLOGY”. The motion carries 5-1 (Wagner voted against).

OTHER BUSINESS

A. Voucher Requests Pending Approval for Disbursements

Member Parisian MOVED, seconded by Member Greenberg to approve Voucher Requests Pending Approval for Disbursements. The vote was unanimous and the motion carried.

ADMINISTRATIVE REPORTS

Peterson-Etem noted the transition to Republic Services and the communication plan with residents and the change in collection day for a group of townhomes in Ward One.

Sandvik noted two upcoming workshops about Lowry Station on March 24th at Elim, native plant and tree sale on the website, applications for summer jobs, snow emergency protocol, and registrations opening up for events and programming.

COUNCIL GENERAL COMMUNICATIONS

Member Blackledge attended the Senior Commission and noted they are looking for people to join and encouraged people to check it out. He also recognized those celebrating Ramadan.

Member Greenberg went to an open house for Prism food shelf that services Robbinsdale. He also went to Cooper High School tonight where they held an Empty Bowls fundraiser. Empty Bowls is a food shelf in Robbinsdale and you can donate online. He highlighted that girl scouts will be selling cookies this weekend at numerous locations.

Member Parisian wished everyone a Happy International Women's Day and Women's History Month. She expressed thanks to members of the Human Rights Commission, especially Courtney, who coordinated a wonderful event for women's contributions to the community.

Member Wagner echoed all sentiments shared and thanked Public Works.

ADJOURNMENT

Member Blackledge MOVED, seconded by Greenberg to adjourn the meeting at 9:31 p.m. The vote was unanimous and the motion carried.

Chase Peterson-Etem, City Clerk

Bradley Sutton, Mayor

TO: Mayor and City Council

PREPARED BY:

APPROVED BY: Tim Sandvik, City Manager

DATE: March 18, 2025

RE: Faith Lilac Way Lutheran Church Event

Background:

Faith Lilac Way Lutheran Church, 5530 42nd Avenue North, submitted a block party application for a neighborhood event. The event is scheduled for Saturday, May 17, 2025, from 2:00 p.m. until 5:00 p.m. No street closures requested. The event will take place on the church grounds. Expected attendance unknown.

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

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

There will be live music played by a small ensemble.

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

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

Analysis:

Recommendation:

By motion,

1. Approve the request for Faith Lilac Way Lutheran Church, 5530 42nd Avenue North, event on

Saturday, May 17, 2025, 2:00 p.m. until 5:00 p.m.

2. Approve the temporary liquor license.

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: March 18, 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 3/18/2025.

Attachments:

1. Licenses

Contractor Licenses for Council Approval

<u>Name</u>	<u>Licensee Type</u>	<u>Fee Amount</u>
BLUE SKY CHIMNEY SWEEPS	Masonry	\$50.00
MERIDIAN BLUE CONTRUCTION, LLC	Commercial Contractor	\$50.00
MINT ROOFING INC	Roofing	\$50.00
PRECISION UTILITIES LLC	Sewer / Water Contractor	\$50.00
PRECISION UTILITIES LLC	Plumbing Contractor	\$50.00
TRUNORTH SOLAR, LLC	Contractor	\$50.00
TWIN CITY FIREPLACE & STONE CO	Mechanical Contractor	\$50.00
UNITED HEATING AND AIR CONDITIONING	Mechanical Contractor	\$50.00
WALSH PLUMBING INC	Plumbing Contractor	\$50.00

Number of Licenses Requesting Council Approval:

9

BUSINESS LICENSES FOR COUNCIL APPROVAL

03/05/2025

License Type	Applicant	License Fee
Crane Operators	MINT ROOFING INC.	50.00

**BUSINESS LICENSES
FOR COUNCIL APPROVAL**

03/18/2025

License Type	Applicant	License Fee
Transient Merchant - Solicitations	Rick Brambrink	150.00

TO: Mayor and City Council
PREPARED BY: Sherry O'Donnell, Admin Support/Deputy City Clerk
APPROVED BY: Tim Sandvik, City Manager
DATE: March 18, 2025
RE: Robin Center - Mobile Food Unit In Excess of 10 Days/Year

Background:

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

Analysis:

In 2022, 2023 and 2024, Taqueria Victor Hugo 2, LLC, parked in lower Robin Center. For 2025, Taqueria Victor Hugo 2, LLC, is requesting to park in lower Robin Center again beginning April 1, 2025, until the end of November, as weather permits. They would be parked Monday-Saturday, 10:30 a.m. to 8:00 p.m. They would park in the same spot as in the past three years. The plan review and license fees totaling \$50 have been paid. Robin Center has approved. The Police Chief approved the site plan. Planning/zoning approves and requires permits for any signs.

The Public Works Director/City Engineer approves with conditions:

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

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

Recommendation:

By motion, approve the mobile food unit license and the parking of Taqueria Victor Hugo 2 to park in lower Robin Center beginning April 1, 2025, until November 30, 2025, from 10:30 am to 8:00 pm, Monday-Saturday.

Attachments:

None



TO: Mayor and City Council
PREPARED BY: Daaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: March 18, 2025
RE: Robbinsdale Wine & Spirits' Monthly Financial Statements - December 2024

Background:

Attached are the Robbinsdale Wine & Spirits' financial reports for the month of December 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 \$4,285,400, reflecting a \$54,060 decrease (-1.2%) from the previous year. Gross profit from sales stands at \$1,189,882, compared to \$1,200,437 in 2023 (.9% decrease). Our year-to-date gross profit is currently at 28%, meeting our target. The net loss before transfers including the non-operating revenue/expenses for this year totals -\$38,984, showing a decrease of -183.65% from the net income of \$46,603 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 December 2024.

Attachments:

1. Liquor Dec 2024 P&L

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending December 31, 2024- **Unaudited**

			Year to Date			
	Dec-2024	Dec-2023	2024	2023	Amount Difference	% Inc (Dec) from Previous Year
Sales	397,986	416,799	4,285,400	4,339,460	(54,060)	(1.2%)
Less Customer Discounts	3,987	4,085	40,228	48,589	(8,361)	(17.2%)
Net Sales	393,999	412,714	4,245,172	4,290,871	(45,699)	(1.1%)
Cost of Sales	304,363	292,989	3,055,290	3,090,434	(35,144)	(1.1%)
Gross Profit	89,636	119,725	1,189,882	1,200,437	(10,555)	(0.9%)
Percent to Net Sales	23%	29%	28%	28%		
Operating Expenses:						
Personal Services	55,422	54,193	709,522	664,438	45,084	6.8%
Supplies & Repairs	2,242	1,902	20,699	30,950	(10,251)	(33.1%)
Other Charges & Services	26,011	23,804	302,648	260,582	42,066	16.1%
Rent			0	5,300	(5,300)	(100.0%)
Depreciation	11,250	11,178	135,000	134,136	864	0.6%
Other (Income) Expense	92	168	(83)	128	(211)	(164.8%)
Total	95,017	91,245	1,167,786	1,095,534	72,252	6.6%
Operating Income / (Loss)	(5,381)	28,480	22,096	104,903	(82,807)	(78.9%)
Percent to Net Sales	-1%	7%	1%	2%		

Nonoperating Revenues (Expenses)

GASB 87 Adjustment						
Lease Interest Expense	(5,020)	(5,300)	(61,080)	(58,300)	(2,780)	
	(5,020)	(5,300)	(61,080)	(58,300)	(2,780)	
Income/(Loss) Before Transfers	(10,401)	23,180	(38,984)	46,603	(85,587)	
Transfers Out		200,000	0	200,000		
Net Income/(Loss) After Transfers	(10,401)	(176,820)	(38,984)	(153,397)	(85,587)	

Current Month Analysis

	Liquor	Wine	Beer	Misc	THC	Totals
Sales	172,960	76,511	127,323	9,212	7,993	393,999
Inventory of December 1	329,706	167,495	99,898	11,522	11,362	619,983
Purchases	128,089	56,551	97,315	5,693	5,346	292,994
Inventory of December 31	322,630	164,996	99,167	10,712	11,109	608,614
Cost of Sales	135,165	59,050	98,046	6,503	5,599	304,363
Gross Profit	37,795	17,461	29,277	2,709	2,394	89,636
Gross Profit % to Net Sales	22%	23%	23%	29%	30%	
Product % to Total Sales	44%	19%	32%	2%	2%	

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending December 31, 2024- **Unaudited**

Sales / Cost of Sales Analysis

			Year to Date		% Inc (Dec) from Previous Year
	Dec-2024	Dec-2023	2024	2023	
Liquor Sales	172,960	180,184	1,777,795	1,789,682	(0.7%)
Liquor Cost of Sales	135,165	125,360	1,250,941	1,257,267	(0.5%)
Gross Profit	37,795	54,824	526,854	532,415	(1.0%)
Percent to Net Sales	22%	30%	30%	30%	
Wine Sales	76,511	82,557	697,660	743,355	(6.1%)
Wine Cost of Sales	59,050	54,211	470,756	497,625	(5.4%)
Gross Profit	17,461	28,346	226,904	245,730	(7.7%)
Percent to Net Sales	23%	34%	33%	33%	
Beer Sales	127,323	133,731	1,569,773	1,630,209	(3.7%)
Beer Cost of Sales	98,046	101,632	1,197,483	1,247,432	(4.0%)
Gross Profit	29,277	32,099	372,290	382,777	(2.7%)
Percent to Net Sales	23%	24%	24%	23%	
Misc Sales	9,212	9,640	113,791	101,763	11.8%
Misc Cost of Sales	6,503	6,785	80,144	72,454	10.6%
Gross Profit	2,709	2,855	33,647	29,309	14.8%
Percent to Net Sales	29%	30%	30%	29%	
THC Sales	7,993	6,602	86,152	25,862	233.1%
THC Cost of Sales	5,599	5,001	55,967	15,655	257.5%
Gross Profit	2,394	1,601	30,185	10,207	195.7%
Percent to Net Sales	30%	24%	35%	39%	84%
Total Sales	393,999	412,714	4,245,171	4,290,871	(1.1%)
Total Cost of Sales	304,363	292,989	3,055,291	3,090,433	(1.1%)
Gross Profit	89,636	119,725	1,189,880	1,200,438	(0.9%)
Percent to Net Sales	23%	29%	28%	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>

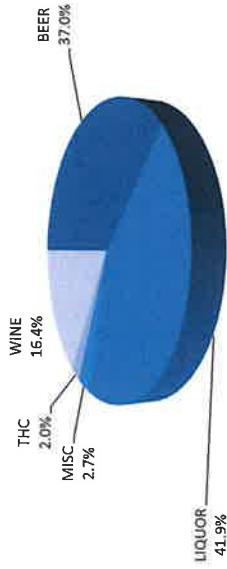
	<u>Oct 23</u>	<u>Oct 24</u>	<u>Nov 23</u>	<u>Nov 24</u>	<u>Dec 23</u>	<u>Dec 24</u>
Liquor	145,378.00	151,458.00	146,852.00	156,198.00	180,184.00	172,960.00
Wine	61,263.00	56,744.00	67,984.00	69,488.00	82,557.00	76,511.00
Beer	132,853.00	133,063.00	126,339.00	128,100.00	133,731.00	127,323.00
THC	4,940.00	6,595.00	4,990.00	8,128.00	6,602.00	7,993.00
Misc	8,031.00	9,010.00	7,790.00	8,607.00	9,640.00	9,212.00
	<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>393,999.00</u>

December 2024 Liquor Store - Net Sales



December 2024	Net Sales per Dept	% Net Sales of Total
BEER	127,322	32.3%
LIQUOR	172,960	43.9%
MISC	9,212	2.3%
THC	7,993	2.0%
WINE	76,511	19.4%
	393,998	

Yearly 2024 Liquor Store - Net Sales



Total 2024	Net Sales per Dept	% Net Sales of Total
BEER	1,569,811	37.0%
LIQUOR	1,777,755	41.9%
MISC	113,792	2.7%
THC	86,152	2.0%
WINE	697,660	16.4%
	4,245,170	

TO: Mayor and City Council
PREPARED BY: Daa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: March 18, 2025
RE: Deputy Registrar's Monthly Financial Statements - December 2024

Background:

Attached are the Deputy Registrar's financial reports for the month of December 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 \$647,201, showing an increase of \$45,712 (7.6%) compared to the previous year. Expenditure has risen by \$44,127 (7.6%). The net gain before transfers for the year is \$82,580, which is \$1,585 (1.9%) more than last year.

Passport revenue year to date has decreased by \$16,356 (-12.0%) and motor vehicle fees have increased to \$109,228 (26.4%).

Recommendation:

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

Attachments:

1. DEPS Dec 2024 P&L

City of Robbinsdale
License Center
Profit and Loss Statement From Operations
For Period Ending December 31, 2024 - **Unaudited**

			Year to Date		% Inc (Dec) from Previous Year
	Dec-2024	Dec-2023	2024	2023	
Notary Fees	5		60	80	(25.0%)
Motor Vehicle Fees	37,370	34,158	508,782	413,830	22.9%
Motor Vehicle Fees - Kiosk	1,328	46	14,322	46	
Boat/Snow/ATV/ORV Fees	101	88	3,982	3,823	4.1%
Fish & Game Fees	4	-	83	105	(21.0%)
Passport Fees	14,621	11,352	119,861	136,217	(12.0%)
Interest Income			-	-	0.0%
State Grants - Other			-	46,502	0.0%
Other Revenue/Transfer In	112		111	886	(87.5%)
Revenues	<u>53,541</u>	<u>45,644</u>	<u>647,201</u>	<u>601,489</u>	<u>7.6%</u>
Operating Expenses:					
Personal Services	36,907	35,102	458,989	408,196	12.4%
Supplies & Repairs	612	331	3,937	6,982	(43.6%)
Internal Serv Charges	7,367	7,274	88,443	87,290	1.3%
Other Charges & Services	1,242	1,022	12,754	12,303	3.7%
Other (Income) Expense		230	498	2,808	0.0%
Total	<u>46,128</u>	<u>43,959</u>	<u>564,621</u>	<u>520,494</u>	<u>8.5%</u>
Operating Income / (Loss)	<u>7,413</u>	<u>1,685</u>	<u>82,580</u>	<u>80,995</u>	
Percent to Revenues	14%	4%	13%	13%	
Transfers Out	50,000	50,000	50,000	50,000	
Net Income After Transfers	<u>(42,587)</u>	<u>(48,315)</u>	<u>32,580</u>	<u>30,995</u>	



TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: March 18, 2025
RE: Robbinsdale Wine & Spirits' Monthly Financial Statements - January 2025

Background:

Attached are the Robbinsdale Wine & Spirits' financial reports for the month of January 2025 prepared by the Finance department. The report includes monthly and year-to-date amounts for 2025 with comparable amounts to 2024.

Analysis:

Year-to-date sales amount to \$286,594, reflecting a \$1,118 increase (.4%) from the previous year. Gross profit from sales stands at \$105,067, compared to \$78,243 in 2024(34.3% increase). Our year-to-date gross profit is currently at 37%, meeting our target. The net income before transfers including the non-operating revenue/expenses for this year totals \$12,427, showing an increase of 279.82% from the net loss of \$-6,911 in 2024.

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 January 2025.

Attachments:

1. Liquor Jan 2025 P&L

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending January 31, 2025

			Year to Date		Amount Difference	% Inc (Dec) from Previous Year
	Jan-2025	Jan-2024	2025	2024		
Sales	286,594	285,476	286,594	285,476	1,118	0.4%
Less Customer Discounts	2,670	3,295	2,670	3,295	(625)	(19.0%)
Net Sales	283,924	282,181	283,924	282,181	1,743	0.6%
Cost of Sales	178,857	203,938	178,857	203,938	(25,081)	(12.3%)
Gross Profit	105,067	78,243	105,067	78,243	26,824	34.3%
Percent to Net Sales	37%	28%	37%	28%	1539%	
Operating Expenses:						
Personal Services	54,784	44,804	54,784	44,804	9,980	22.3%
Supplies & Repairs	744	2,040	744	2,040	(1,296)	(63.5%)
Other Charges & Services	20,779	22,010	20,779	22,010	(1,231)	(5.6%)
Depreciation	11,250	11,250	11,250	11,250	0	0.0%
Other (Income) Expense	63	(250)	63	(250)	313	0.0%
Total	87,620	79,854	87,620	79,854	7,766	9.7%
Operating Income / (Loss)	17,447	(1,611)	17,447	(1,611)	19,058	(1183%)
Percent to Net Sales	6%	-1%	6%	-1%		

Nonoperating Revenues (Expenses)

GASB 87 Adjustment					
Lease Interest Expense	(5,020)	(5,300)	(5,020)	(5,300)	280
	(5,020)	(5,300)	(5,020)	(5,300)	280
Income/(Loss) Before Transfers	12,427	(6,911)	12,427	(6,911)	19,338

Current Month Analysis

	Liquor	Wine	Beer	Misc	THC	Total
Sales	124,081	45,814	99,251	7,641	7,137	283,924
Inventory of January 1	322,630	164,952	99,167	10,708	11,109	608,566
Purchases	71,131	11,967	76,829	7,154	6,218	173,299
Less Inventory of January 31	321,486	154,557	101,534	12,651	12,780	603,008
Cost of Sales	72,275	22,362	74,462	5,211	4,547	178,857
Gross Profit	51,806	23,452	24,789	2,430	2,590	105,067
Gross Profit % to Net Sales	42%	51%	25%	32%	36%	
Product % to Total Sales	44%	16%	35%	3%	3%	

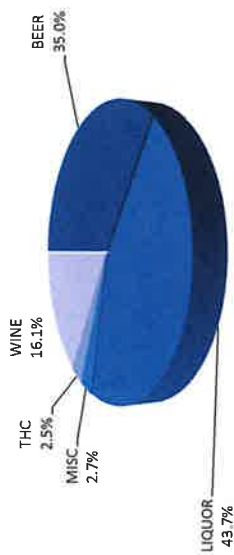
City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending January 31, 2025

Sales / Cost of Sales Analysis

	Jan-2025	Jan-2024	Year to Date		% Inc (Dec) from Previous Year
			2025	2024	
Liquor Sales	124,081	121,361	124,081	121,361	2.2%
Liquor Cost of Sales	<u>72,275</u>	<u>84,956</u>	<u>72,275</u>	<u>84,956</u>	<u>(14.9%)</u>
Gross Profit	<u>51,806</u>	<u>36,405</u>	<u>51,806</u>	<u>36,405</u>	<u>42.3%</u>
Percent to Net Sales	42%	30%	42%	30%	
 Wine Sales	 45,814	 50,019	 45,814	 50,019	 (8.4%)
Wine Cost of Sales	<u>22,362</u>	<u>33,393</u>	<u>22,362</u>	<u>33,393</u>	<u>(33.0%)</u>
Gross Profit	<u>23,452</u>	<u>16,626</u>	<u>23,452</u>	<u>16,626</u>	<u>41.1%</u>
Percent to Net Sales	51%	33%	51%	33%	
 Beer Sales	 99,251	 97,656	 99,251	 97,656	 1.6%
Beer Cost of Sales	<u>74,462</u>	<u>76,264</u>	<u>74,462</u>	<u>76,264</u>	<u>(2.4%)</u>
Gross Profit	<u>24,789</u>	<u>21,392</u>	<u>24,789</u>	<u>21,392</u>	<u>15.9%</u>
Percent to Net Sales	25%	22%	25%	22%	
 Misc Sales	 7,641	 7,251	 7,641	 7,251	 5.4%
Misc Cost of Sales	<u>5,211</u>	<u>6,028</u>	<u>5,211</u>	<u>6,028</u>	<u>(13.6%)</u>
Gross Profit	<u>2,430</u>	<u>1,223</u>	<u>2,430</u>	<u>1,223</u>	<u>98.7%</u>
Percent to Net Sales	32%	17%	32%	17%	
 THC Sales	 7,137	 5,894.00	 7,137	 5,894.00	 21.1%
THC Cost of Sales	<u>4,547</u>	<u>3,297.00</u>	<u>4,547</u>	<u>3,297.00</u>	<u>37.9%</u>
Gross Profit	<u>2,590</u>	<u>2,597.00</u>	<u>2,590</u>	<u>2,597.00</u>	<u>(0.3%)</u>
Percent to Net Sales	36%	44%	36%	44%	
 Total Sales	 283,924	 282,181	 283,924	 282,181	 0.6%
Total Cost of Sales	<u>178,857</u>	<u>203,938</u>	<u>178,857</u>	<u>203,938</u>	<u>(12.3%)</u>
Gross Profit	<u>105,067</u>	<u>78,243</u>	<u>105,067</u>	<u>78,243</u>	<u>34.3%</u>
Percent to Net Sales	37%	28%	37%	28%	

January 2025

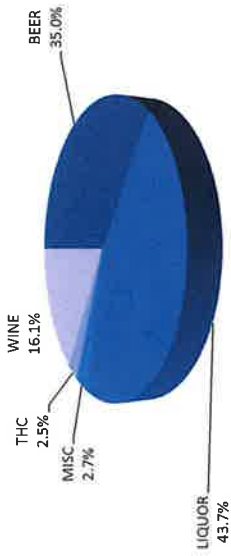
Liquor Store - Net Sales



January 2025	Net Sales per Dept	% Net Sales of Total
BEER	99,251	35.0%
LIQUOR	124,084	43.7%
MISC	7,641	2.7%
THC	7,137	2.5%
WINE	45,814	16.1%
	283,927	

Yearly 2025

Liquor Store - Net Sales



Total 2025	Net Sales per Dept	% Net Sales of Total
BEER	99,251	35.0%
LIQUOR	124,084	43.7%
MISC	7,641	2.7%
THC	7,137	2.5%
WINE	45,814	16.1%
	283,927	

TO: Mayor and City Council
PREPARED BY: Daa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: March 18, 2025
RE: Deputy Registrar's Monthly Financial Statements - January 2025

Background:

Attached are the Deputy Registrar's financial reports for the month of January 2025, prepared by the Finance department. The reports include monthly and year-to-date amounts for 2025 with comparable amounts to 2024.

Analysis:

Year-to-date revenues amount to \$64,935, showing an increase of \$11,200 (20.8%) compared to the previous year. Expenditure has risen by \$7,066 (18.6%). The net gain before transfers for the year is \$19,807, which is \$4,134 (26.4%) more than last year.

Passport revenue year to date has increased by \$7,436 (60.2%) and motor vehicle fees have increased by \$3,610 (8.8%).

Recommendation:

Approve a motion to acknowledge the Deputy Registrar's financial reports for the month of January 2025.

Attachments:

1. DEPS Jan 2025 P&L

City of Robbinsdale
Deputy Registrar
Profit and Loss Statement From Operations
For Period Ending January 31, 2025

			Year to Date		% Inc (Dec) from Previous Year
	Jan-2025	Jan-2024	2025	2024	
Notary Fees	5	5	5	5	0.0%
Motor Vehicle Fees	41,322	40,848	41,322	40,848	1.2%
Motor Vehicle Fees - Kiosk	3,255	119	3,255	119	2635.3%
Boat/Snow/ATV/ORV Fees	332	397	332	397	(16.4%)
Fish & Game Fees	2	4	2	4	0.0%
Passport Fees	19,798	12,362	19,798	12,362	60.2%
Cash Over & Short	(1)		(1)	-	
Other Revenue	222		222	-	
Revenues	<u>64,935</u>	<u>53,735</u>	<u>64,935</u>	<u>53,735</u>	20.8%
Operating Expenses:					
Personal Services	36,326	29,379	36,326	29,379	23.6%
Supplies & Repairs	11	342	11	342	(96.8%)
Internal Serv Charges	7,913	7,367	7,913	7,367	7.4%
Other Charges & Services	878	1,024	878	1,024	(14.3%)
Other (Income) Expense		(50)	0	(50)	0.0%
Total	<u>45,128</u>	<u>38,062</u>	<u>45,128</u>	<u>38,062</u>	18.6%
Operating Income / (Loss)	<u>19,807</u>	<u>15,673</u>	<u>19,807</u>	<u>15,673</u>	
Percent to Revenues	31%	29%	31%	29%	

TO: Mayor and City Council

PREPARED BY: Stephan Papiz, Forester/Natural Resources Specialist, Tim Sandvik, City Manager

APPROVED BY: Tim Sandvik, City Manager

DATE: March 18, 2025

RE: Authorize staff to apply for grant funding through the MN DNR

Background:

City staff continue to explore opportunities for special revenue, including grant funding.

Analysis:

The City Forester has identified a program through the Minnesota Department of Natural Resources (DNR) for an Expedited Conservation Project (ECP). This grant would fund ongoing maintenance and enhancement of native prairie plants growing on public lands within Robbinsdale.

We are requesting the grant's full funding limit of \$50,000 over the life of the grant, which runs through June 30th, 2028. The proposed work, performed through Prairie Restorations, Inc., encompasses annual prescribed burns, dormant mows, seeding, and invasive species control across 12 separate public locations, including parks and raingardens.

Recommendation:

Authorize staff to submit materials to be considered for MN DNR ECP funding.

Attachments:

None

TO: Mayor and City Council

PREPARED BY: Joanna Brookes, Human Resources and Risk Management Manager

APPROVED BY: Tim Sandvik, City Manager

DATE: March 18, 2025

RE: Employee Handbook Updates

Background:

Policies, procedures, and expectations around the workplace are constantly evolving. Staff and leadership are committed to continually reviewing and updating our Employee Handbook to ensure that it reflects our desire to be known as a welcoming, transparent, and fair employer, which will help us with recruitment and retention.

Analysis:

Staff will present proposed updates, and gather Council feedback for formal adoption on April 1, 2025.

Recommendation:

None.

Attachments:

1. Employee Handbook Updates 2025 Q1

Employee Handbook Updates 2025 Q1

1. ROBBINSDALE COMMUNITY GYM AND FITNESS CENTER MEMBERSHIPS p.6-9

Full-time and regular part-time employees are eligible for ~~reduced rate~~ **free** RCGFC memberships while the individual is employed by the City of Robbinsdale.

Eligibility: Full time and part time employees, volunteers, Commissioners and City Council members are eligible for RCGFC memberships.

Fees: ~~Payment is 50% of the regular rates for an individual or family membership. Punch passes and daily fees do not apply.~~

~~Resident employees pay 50% of the resident rates.~~

~~Non-resident employees pay 50% of the non-resident rates.~~

Time Period: Memberships are valid only while the individual is working; volunteering; serving as a Commissioner; or on the City Council for the City of Robbinsdale.

- *This update provides an additional employee benefit at minimal cost to the City, improving employee health and increasing the use of the Robbinsdale Community Gym and Fitness Center.*

2. VACATION ACCRUAL AND CARRY OVER p. 7-28

Accrual.

Years of Service	Earn Accrue:	Accrue Carry Over:
1 through 5	80 hours	120 hours per year
6 through 10	120 hours	160 hours per year
Commencing the 11 th year- 8 hours added for each year of service to a maximum of 160 hours per year.		40 hours more than entitled to earn each year 40 hours beyond max accrual up to 200 hours per year
After 20 years of service, 8 hours added for each year of service to a maximum of 200 hours per year.		40 hours more than entitled to earn each year 40 hours beyond max accrual up to 240 hours per year.

- *Update in terminology to be more understandable*

3. JURY DUTY p. 7-14

~~Non-probationary~~ Full-time and part-time employees will be allowed necessary time off without loss of pay for required jury duty or when subpoenaed for court proceedings, unless the employee is a party to such action. ~~Probationary employees will be granted time off without pay.~~

- *Removes a penalty for new employees by offering the same policy for probationary and non-probationary employees, for this circumstance which benefits society and is entirely out of the employee's control, improving retention and morale.*

4. FAMILY AND MEDICAL LEAVE ACT p. 7-3

Use of Paid Leave Benefits.

An employee will be required to substitute applicable accrued leave time benefits for all or part of the FMLA leave taken for any reason, with the exception of leave taken for the birth or adoption of a child. In this situation, the employee has the option to utilize all **any** of their accrued leave benefits, or take the entire leave as unpaid. These **Eligible** accrued leave time benefits ~~would~~ include sick time, vacation time, personal leave time, and floating holidays. The use of this accrued leave time occurs simultaneously with FMLA leave and does not extend the length of FMLA leave.

With exceptions noted below, an employee cannot choose to use some of their accrued leave benefits, and supplement the remaining time with unpaid leave, but rather shall be required to use all accrued **applicable** leave time benefits until exhausted, before any remaining time under FMLA shall be unpaid.

Exception: Employees may (but are not required to) use accrued sick leave during the FMLA period.

Exception: If an employee does not choose to use sick leave, they must use any available vacation and comp time during their FMLA period, with the exception that employees may choose to preserve up to 40 hours of vacation and use unpaid leave beyond that.

- *Sick leave change due to advice from the League of Minnesota Cities, confirmed by City Attorney, to address possible conflicts between city policies and recent ESST legislation.*
- *Vacation preservation change added as a benefit to employees who may need to use vacation following an FMLA event.*

5. **RESIGNATION** p. 9-5

Procedure.

An employee must comply with the following procedure in order to be deemed as leaving city employment in good standing and to be eligible to receive any applicable termination benefits and consideration for possible future employment opportunities with the city.

An employee who wishes to resign from city service in good standing because of retirement or other reasons, shall provide the department head with a written resignation letter, stating the effective date of the resignation and the reason for leaving.

The resignation notice must be given at least 14 calendar days prior to leaving.

Department heads are required to provide notice at least 30 calendar days before leaving. The city manager may agree to a shorter period of notice in unusual circumstances.

An employee who resigns after a disciplinary investigation has been initiated, or who is otherwise resigning to evade consequences of employee misconduct, shall **not** be deemed to be leaving in good standing at the time of resignation.

- *Expansion of definition of “good standing.” Employees who leave in good standing are eligible for termination benefits, including vacation and sick leave payout.*

6. **RECRUITMENT AND SELECTION** p.2-3 (add after Promoting from Within)

Veterans.

The City encourages and supports veterans who apply for City jobs.

The City will grant an interview to veterans who meet the minimum qualifications of the position and who submit form DD214 or other documentation showing honorable discharge in accordance with MN Statute 43A.11 § Subd. 7.

- *Addition to document City policy regarding veteran’s preference.*

7. **INSURANCE BENEFITS SUMMARY** p. 6-4

Termination.

Insurance coverage ends on the last day of the month in which the employee separates from employment. Upon an employee's separation from employment, any remaining portion of the monthly insurance premium will be deducted from the employee's final paycheck.

The City contribution to the employee's health insurance premium shall be pro-rated to the employee's last day of employment. For example, if the employee's last day of work was the first of the month, the employee would receive 1/30th of the City contribution (if a 30 day month). The employee is responsible for the remainder of the premium.

- *Documents existing City practice – this language added as part of a grievance settlement.*

TO: Mayor and City Council

PREPARED BY: Kayla Kirtz, Sustainability Coordinator

APPROVED BY: Tim Sandvik, City Manager

DATE: March 18, 2025

RE: Memorandum of Understanding - Energy Action Plan Addendum Development

Background:

In October of 2022, the City signed a Memorandum of Understanding (MOU) with Xcel Energy to confirm Robbinsdale's intent to participate in the initial plan development phase of Partners in Energy and to ultimately develop the Robbinsdale Energy Action Plan. This MOU spanned 24 months, and included 6 months of planning and development of the Robbinsdale EAP and about 18 months of plan implementation. After 6 months of plan development, the Robbinsdale City Council approved the Energy Action Plan in August of 2023, setting a goal to reduce city-wide greenhouse gas emissions 30% by 2030. For 18 months following the EAP adoption, City staff implemented strategies and are now ready to add and develop new beneficial electrification and electric vehicle strategies with the help of Xcel Energy and Partners in Energy facilitators.

Analysis:

The main goal of this effort is to help achieve the initial city-wide goal by creating and implementing new beneficial electrification and electric vehicle strategies.

Recommendation:

Authorize the Mayor to sign the Memorandum of Understanding with Xcel Energy to develop and implement an addendum to the Robbinsdale Energy Action Plan.

Attachments:

1. Addendum Proposal
2. MOU

XCEL ENERGY PARTNERS IN ENERGY ROBBINSDALE PLAN EXTENSION

Timeline: February 2025-December 2025

Summary & Background

City of Robbinsdale approved their Energy Action Plan in 2023, setting a goal to reduce city-wide greenhouse gas emissions 30% by 2030.

After implementing their strategies in 2023-2024, the City of Robbinsdale is ready to add and develop new beneficial electrification and electric vehicle strategies with the help of Xcel Energy and Partners in Energy facilitators.

The main goal of this effort is to help achieve the initial city-wide goal by creating and implementing additional strategies.

The targeted outcomes of this effort include:

- Create and facilitate two planning workshops with City of Robbinsdale staff and stakeholders
- Create and review up two workshop surveys
- Collect and analyze 2024 data, including beneficial electrification rebates and programs
- Create beneficial electrification strategies to achieve the city-wide goal
- Create EV strategies to achieve the city-wide goal
- Create addendum to Energy Action Plan, including new strategies and existing strategies
- Project management support during planning and implementation kickoff

Schedule & Roles

Timeline	Xcel Energy Partners in Energy Responsibilities	Community Responsibilities
Feb-March 2025	• Host planning check-in calls • Create scope for workshops • Collect and analyze data • Schedule workshops	• Attend check-in calls • Recruit city and community stakeholders • Schedule workshops
April-June 2025	• Create workshop surveys • Plan and host Workshop 1: <i>Current Plan and New Focus Areas</i> • Plan and host Workshop 2: <i>Strategy Development: Beneficial Electrification and EVs</i>	• Review planning workshop materials • Attend workshops
July- Aug 2025	• Draft strategy recommendations and write addendum	• Review draft strategy recommendations • Present to City Council
Sept-Dec 2025	• Host kickoff meeting for extended plan strategies • Implementation kickoff	• Participate in kickoff meeting • Participate in check-in calls for implementation • Implement strategies

Jan 2026	Continued implementation support to be determined and set with new MOU	
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Work Plan Components

Project Management

- Host check-in calls during the planning process with City lead and Xcel Energy
- City staff and stakeholder recruitment by City lead

Data Analysis

Collect and analyze data for beneficial electrification programs to inform strategy development, propose near-term targets, and identify metrics to measure success. Collect EV baseline data, including charging station information, EV adoption trends, and existing policies/plans for EV charging.

Surveys

Surveys will be used for workshops to solicit feedback and confirm decisions with stakeholders. Partners in Energy facilitators will create and host the surveys.

Workshops

The first workshop will be hosted with City staff and stakeholders to anchor everyone in the current strategies from the Energy Action Plan, and identify priority strategies to continue in implementation. They will also learn about the programs, resources, and city engagement in focus areas of beneficial electrification and EVs and do an initial brainstorm.

The second workshop will be hosted with City staff and stakeholders to review 2024 data and identify strategies and tactics for the new focus areas of beneficial electrification and EVs.

Workshop 1: Current Plan and New Focus Areas (2.5 hours)

- Anchoring in Energy Action Plan**
 - Review strategies completed
 - Review identified priority strategies to continue
- Background, Resources, and Programs for New Focus Areas**
 - Beneficial Electrification
 - EVs
- Initial Brainstorm of New Strategies**
 - Beneficial Electrification
 - EVs

Workshop 2: Strategy Development: Beneficial Electrification and EVs (2.5 hours)

- Data Review: Target Setting & Identifying Metrics**
 - Review 2024 data from implementation
 - Identify metrics and set targets to measure future success
- Strategy Development**
 - Refine new strategies
 - Identify tactics

Deliverables

Partners in Energy will synthesize workshop input into an addendum with recommended strategies for achieving the city-wide goal. Facilitators will also create a presentation deck to be used by City staff at City Council presentations. Facilitators will attend one City Council meeting to present recommended strategies, as requested by the City of Robbinsdale team.

Implementation Support

Partners in Energy will provide support to implement the recommended strategies from the initial plan and the addendum strategies. This will take place from Sept. 2025-Dec 2025, at which point we will reassess a new timeline for future support. This includes:

- Joint Marketing
- Energy Expertise
- Education and Outreach
- Project Management
- Tracking and Reporting

Memorandum of Understanding Energy Action Plan Addendum Development

Brad Sutton
City of Robbinsdale
4100 Lakeview Ave North
Robbinsdale, MN 55422

The intent of this Memorandum of Understanding is to confirm the City of Robbinsdale's intent to develop an addendum to the Energy Action Plan and outline the commitment that Robbinsdale and Xcel Energy are making to this collaborative initiative. The objectives of this phase of Partners in Energy are to develop an addendum to the Energy Action Plan and outline the first months of implementation support.

In order to achieve this Xcel Energy will provide:

- Consulting support to assist in identifying potential community stakeholders and constructing or delivering an invitation or informational announcement regarding the planning process.
- Data analysis of community energy use and Xcel Energy program participation to the extent that it is legally and technically prudent and feasible. The results can be used to identify potential opportunities to implement plan strategies. Xcel Energy will attempt to integrate data provided by City of Robbinsdale into the analysis if feasible.
- Professional facilitation of 2 development work sessions with the community stakeholder group to develop the energy action plan addendum's new implementation strategies focused on beneficial electrification and electric vehicles.
- Assistance as needed in synthesizing the community and program data collected with the vision of the community to identify attainable goals that align with suitable strategies and tactics.
- Development of the documented energy action plan addendum that will incorporate inputs from the stakeholder planning team and will be accessible to the community.
- Commitment to delivering an actionable and complete energy action plan addendum within 7 months of City of Robbinsdale and Xcel Energy signing this Memorandum of Understanding.

Although participation in the addendum development phase of Partners in Energy requires no monetary contribution, City of Robbinsdale does agree to provide:

- A single contact point to recruit active and engaged stakeholders, coordinate planning meeting logistics and distribute deliverables, and lead participation of the community in the planning process.

- Identification of existing community energy plans, programs, or initiatives that could be leveraged in successful development and delivery of this addendum.
- Community staff engagement in developing workshop agendas, participating in regular check-in meetings, and supporting follow-up work between workshops.
- Commitment to ensuring community stakeholder engagement throughout the planning workshops. This could include consultation with key community stakeholders who may be relevant to the plan but not present on the energy action planning team to gain input on proposed goals and strategies.
- In-person meeting facilities to host workshops.
- Good-faith evaluation of the recommendations and analysis provided, as well as fair consideration of the potential strategies and tactics identified to ensure alignment with the community's goals and priorities.
- Timely review of the energy action plan addendum document, as well as shepherding the completed addendum through stakeholder review process.
- Commitment to delivering an actionable and complete addendum within a 7-month timeframe of City of Robbinsdale and Xcel Energy signing this Memorandum of Understanding.
- Approval to share City of Robbinsdale's aggregated Xcel Energy data (processed through Partners in Energy) with the Partners in Energy Network to be used primarily as a benchmark to other communities.
- Public distribution of the work products developed with the support of Xcel Energy's Partners in Energy.

**Resource Commitment Summary
Addendum Development Phase**

City of Robbinsdale	Xcel Energy
• Single point of contact • Access to existing energy-related plans and programs • Support in maintaining community stakeholder engagement throughout the planning process. • Meeting facilities • Commitment to completing the addendum development and approval • Agreement to share aggregated community data through the Partners in Energy Network • Agreement that the addendum resulting from this work will be available to the public	• Assistance identifying and recruiting stakeholders • Analysis of community energy use and program participation • Facilitation of planning sessions • Training and guidance developing goals and strategies • Documentation and delivery of the energy action plan addendum

Implementation Phase (September 2025-December 2025)

Xcel Energy will provide support to implement the recommended strategies from the initial plan and the addendum strategies focused on beneficial electrification and electric vehicles. This will take place from Sept. 2025-Dec 2025, at which point we will reassess a new timeline for future support. This includes:

- Joint Marketing
- Energy Expertise
- Education and Outreach
- Project Management
- Tracking and Reporting

Support funded by Xcel Energy for this implementation phase is not to exceed 90 hours. These hours will include those provided through the Partners in Energy team from Center for Energy and Environment and does not include support provided by Xcel Energy internal program staff.

Xcel Energy Implementation Project Management

- Provide presentation content outlining Partners in Energy process, identified focus areas and goals, and benefits to community to be presented to Council as part of update process.
- Facilitate regular check-in meetings, track and report energy impacts and activities (process annual data from Xcel Energy) and help coordinate implementation kick-off activities.
- Provide up to \$600 for reimbursed expenses related to printing and distribution of co-branded marketing materials, venue fees, food, and other related needs associated with

outreach and education. Xcel Energy funding will not be provided for the purchase of alcohol.

City of Robbinsdale Implementation Project Management

- Participate in coordination and tracking of scheduled check-ins, activities, and events.
- Provide Xcel Energy an opportunity to review marketing materials to assure accuracy when they incorporate the Xcel Energy logo or reference any of Xcel Energy's products or services.
- Share the plan addendum document, supporting work documents, collateral, and implementation results with the public. The experience, successes, and lessons learned from this community will inform others looking at similar or expanded initiatives.
- Share progress on upcoming sustainability planning as it relates to activities outlined in the addendum.

Support funded by Xcel Energy for project management is not to exceed 42 hours. These hours will include those provided through the Partners in Energy team from Center for Energy and Environment and does not include support provided by Xcel Energy internal program staff.

Legal Applicability and Waiver

This is a voluntary agreement and not intended to be legally binding for either party. This Memorandum of Understanding has no impact, nor does it alter or modify any existing Franchise Agreement or other existing agreements between Xcel Energy and City of Robbinsdale. Parties agree that this Memorandum of Understanding is to memorialize the intent of the Parties regarding Partners in Energy but does not create a legal agreement between the Parties. It is agreed by the Parties that nothing in this Memorandum of Understanding will be deemed or construed as creating a joint venture, trust, partnership, or any other legal relationship among the Parties. This Memorandum of Understanding is for the benefit of the Parties and does not create third party rights. Nothing in this Memorandum of Understanding constitutes a waiver of City of Robbinsdale's ordinances, City of Robbinsdale's regulatory jurisdiction, or Minnesota's utility regulatory jurisdiction.

Single Points of Contact

All communications pertaining to this agreement shall be directed to Kayla Kirtz on behalf of City of Robbinsdale and Sofia Troutman on behalf of Xcel Energy.

Xcel Energy is excited about this opportunity to support City of Robbinsdale in advancing its goals. The resources outlined above and provided through Partners in Energy are provided as a part of our commitment to the communities we serve and Xcel Energy's support of energy efficiency and renewable energy as important resources to meet your future energy needs.

Thank you again for your continued interest in Xcel Energy's Partner in Energy. We look forward to assisting City of Robbinsdale in developing its energy action plan addendum.

For City of Robbinsdale:

Signature:

Name:

Title:

Date:

For Xcel Energy:

Signature:

Name:

Title:

Date:

TO: Mayor and City Council

PREPARED BY: Tim Sandvik, City Manager

APPROVED BY: Tim Sandvik, City Manager

DATE: March 18, 2025

RE: Authorize City Manager to Execute License Agreement with Birdhouse Restaurant

Background:

The Birdhouse restaurant has reached out to the City to request continued use of the City-owned plaza immediately adjacent to their restaurant. In recent history, as outdoor seating helped accommodate their business, the use has proven to be a good partnership.

Analysis:

In 2023, City staff worked with Council to update terms of the "Policy for use of the Downtown Plaza for Community Events Sponsored by Local Businesses and Use by Adjacent Restaurant" (attached). Policy considerations include:

- Allowing for use of the space by the Lions Club during Whiz Bang Days
- Include a monthly fee, payable to the City of Robbinsdale
- Final review includes inspection by the Building Official and Fire Marshall to ensure code, safety, and SAC/WAC (through the met Council) requirements are met
- All operations meet requirements of any associated licensure (to include liquor licensing)
- Continued observation of Limitations, Requirements, Indemnification, and Termination clauses

At the time of completing the packet item. staff is still working with Birdhouse personnel to finalize details of the License Agreement.

Recommendation:

By motion, authorize City Manager to Execute License Agreement with Birdhouse Restaurant.

Attachments:

1. Plaza Use Policy

**Policy for use of the Downtown Plaza
for Community Events Sponsored by Local Businesses
and Use by Adjacent Restaurant**

Purpose: The City Council seeks to increase the use of the Downtown Plaza by providing for the administrative approval of occasional events sponsored by local businesses when pre-approved by the City Manager and subject to certain conditions to protect health and safety. This policy also allows use by adjacent restaurant for summer outdoor seating in compliance with City Code.

Findings:

1. Locating special events in the Downtown encourages more pedestrian traffic, which has the potential in increase and promote community interactions and business on the Plaza and in the Downtown;
2. The Robbinsdale Downtown Plaza, 4151 West Broadway, provides a visible location with high pedestrian traffic and sufficient space within the Plaza to set up small events that do no conflict with the regular use of public rights-of-way and sidewalks;
3. The northwesterly portion of the plaza does not benefit from shade and is used less often; and
4. The City Council is authorized to direct the City Manger to undertake the administration of the policy.

The Plaza Area should be utilized for Community Outreach activies when not in conflict with other authorized activities.

The Robbinsdale Lions Club has priority use of the entire plaza during Whiz Bang Days.

The City Manager is authorized to administratively approve requests for exclusive use of the Robbinsdale Downtown Plaza, 4151 West Broadway, for occasional special events sponsored by local businesses, provided the following conditions are met:

1. The applicant is the owner of a business in Robbinsdale; and
2. The activity are is limited to the plaza and not to include the adjacent sidewalk areas; and
3. Any food or beverage service is required to obtain County/City licenses, if applicable; and
4. The time for the activity is limited to no more than 4 hours; and
5. The applicant is limited to no more than 10 days per calendar year; and
6. The City Manager has the discretion to place other restrictions or requirements on the applicant and its sales activities on a case by case basis; and
7. All applicable requirements of City Code may not be waived.



TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: March 18, 2025
RE: Voucher Requests Pending Approval for Disbursement

Background:

The check register dated 3/18/25 reflects the voucher requests pending approval for disbursement.

The check register dated 3/5/25 through 3/18/25 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 3/18/2025.

Attachments:

None