

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 APRIL 1, 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 March 18, 2025
- B. Approve Quote for Crack Sealing
- C. Approve participation in the SolSmart Hennepin County Cohort 2025
- D. Robbinsdale Joint Community Police and Partnership (JCPP) Donation
- E. Adopt Resolution Amending the 2024 General Fund Budget
- F. Establishment of the 2026-2027 Budget Calendar
- G. Hennepin County Art and Music Grant
- H. Hennepin County Youth Equipment Grant
- I. Ward 1 Park Recreation and Forestry Commissioner
- J. Approve Sochacki Park Water Quality Improvements Project and Support a Hennepin County Grant Application
- K. Receive Park Recreation and Forestry Commission Minutes from February 25
- L. Approval of Licenses

7. PRESENTATIONS

- A. Robbinsdale Forestry/Natural Resources Annual Report
- B. Stormwater Pollution Prevention Plan Annual Report

8. PUBLIC HEARINGS

- A. First reading of an ordinance amending section 815.07 of the Robbinsdale City Code

9. OLD BUSINESS

- A. None

10. NEW BUSINESS

- A. Public Nuisance at 2732 Zenith Ave. N.
- B. 1st Reading of Ordinance Adopting Updates to Appendix B - Fee Schedule
- C. 1st Reading of an Ordinance Amending Chapter IV, Building, Housing, and Construction Regulations
- D. City of Robbinsdale - Top Goals and Priorities, 2025

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 Pro Tem Blackledge called the meeting to order at 7:00 p.m.

ROLL CALL

Present: Blackledge, Greenberg, Parisian, Wagner

Absent: Sutton

Staff: Tim Sandvik, City Manager; Chase Peterson-Etem, City Clerk; Joanna Brookes, Human Resources Manager

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

Miles Toth, 4318 West Broadway, thanked the Council for the time they put into listening to them about the Water Tower lighting and appreciated the decision they have made about it.

Peter Lundquist, 4334 Halifax, noted he is a k-9 trainer and that he can't use regular dog parks to train his dogs because the dogs are trained to find narcotics and parks are not safe for them. He stated he has tried to reach out to the police department, but they haven't found any solutions and is asking if there is any space in Robbinsdale for him to use.

APPROVAL OF THE MARCH 18, 2025, MEETING AGENDA

City Clerk Peterson-Etem noted the addition of Other Business Item 11A, Voucher Disbursement Report.

Member Parisian MOVED, seconded by Wagner to approve the March 18, 2025, City Council agenda as amended. The vote was unanimous and the motion carried.

CONSENT AGENDA

Member Wagner MOVED, seconded by Greenberg to approve the consent agenda. The vote was unanimous and the motion carried.

- 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 Statement - December 2024
- F. Deputy Registrar's Monthly Financial Statements – December 2024
- G. Robbinsdale Wine & Spirits' Monthly Financial Statement – January 2025
- H. Deputy Registrar's Monthly Financial Statements – January 2025

- I. Authorize Staff to apply for grant funding through the MN DNR

PRESENTATIONS

A. Employee Handbook Updates

City Manager Sandvik introduced Human Resources Manager Joanna Brookes.

Brookes noted there are seven proposed updates to the handbook including free Community Center membership to Council Members, City employees, volunteers, elected officials, and Commissioners, correcting language regarding accrual and carry-over in terms of leave, proposing pay for probationary employees who are called for jury duty, changing policy to allow employees to reserve a designated amount of annual leave before invoking the Family and Medical Leave Act, bringing FMLA in line with recent ESST legislation changes, changing definition of “in good standing”, clarifying practice of hiring veterans, and explaining health insurance when employee resigns.

Member Wagner asked what would happen if the disciplinary investigation took a long time to resolve and the employee was unable to resign, and what is the process for disciplinary investigations. Brooks stated they have a progressive disciplinary policy that may look differently based on what occurred. She noted it is possible that investigations can take time, but not six months in her experience. She highlighted that the choice to resign is always with the employee. Sandvik stated resignation is the choice of the employee and if no wrongdoing is found the leave will be paid out.

Member Wagner asked if an employee leaves does the investigation continue. Sandvik stated it depends on the situation.

Member Parisian asked if the term “disciplinary investigation” is defined somewhere in the handbook. Brooks stated it is defined in the handbook and also in Minnesota State Statute.

Mayor Pro Tem Blackledge expressed gratitude for the document's attention to employees.

PUBLIC HEARINGS

A. None

OLD BUSINESS

A. None

NEW BUSINESS

A. Memorandum of Understanding – Energy Action Plan Addendum Development

Sandvik provided an overview of the item and detailed the history of the Energy Action Plan, who was involved in the plan, and creation of the Sustainability Coordinator. Sandvik noted going forward the addition of solar, addition of EV, and the backing of Hennepin County. He stated that authorization to continue this program is desired.

Member Parisian commented she is happy to support this and is encouraged by how this program has evolved. She additionally expressed gratitude to those working to collaborate behind the scenes.

Member Blackledge expressed gratitude for the energy put forward in this plan.

Member Parisian MOVED, seconded by Wagner to approve the Memorandum of Understanding with Xcel Energy to Develop and Implement an Addendum to the Robbinsdale Energy Action Plan. The vote was unanimous and the motion carried.

B. Authorize City Manager to Execute License Agreement with Birdhouse Restaurant

Sandvik provided an overview of the item and detailed the history of outdoor space utilization within the City and who frequents those spaces. Staff is recommending authorization to execute the license agreement with Birdhouse restaurant.

Member Wagner expressed appreciation for all the restaurants in Robbinsdale.

Member Greenberg stated this license is a win for the City and for the restaurant.

Member Wagner MOVED, seconded by Greenberg to approve the authorization for the City Manager to execute a license agreement with Birdhouse Restaurant. The vote was unanimous and the motion carried.

OTHER BUSINESS

A. Voucher Requests Pending Approval for Disbursement

Member Wagner MOVED, seconded by Parisian to approve voucher requests pending approval for disbursement. The vote was unanimous and the motion carried.

ADMINISTRATIVE REPORTS

Peterson-Etem noted the transition to Republic Services occurring on April 1st, the distribution of bins, the days of service, and the FAQ page on the City website.

Sandvik highlighted Wiz Bang Days and ways individuals can get involved, the opening of summer registrations for recreational activities, the delay of the Shoreline project, and LRT planning meetings occurring next week. He also stated his appreciation for the team heading up the Republic Service transition and the positive attitudes shown by City residents.

COUNCIL GENERAL COMMUNICATIONS

Member Wagner wished everyone a belated Happy St. Patrick's Day.

Member Parisian expressed thanks to Courtney Kirking, the Human Rights Commission, the Robbinsdale Historical Society, all those who put together the event and exhibit at City Hall recognizing women's contributions to Robbinsdale. Member Parisian wished people a Happy Women's History Month.

Member Greenberg thanked Staff for all their work during the transition to Republic Services.

Mayor Pro Tem Blackledge highlighted the *Utility Billing Newsletter* and the great information it provides. He encouraged all to give a wave to neighbors as people head outside more frequently.

ADJOURNMENT

Member Parisian MOVED, seconded by Greenberg to adjourn the meeting at 7:46 p.m. The vote was unanimous and the motion carried.

TO: Mayor and City Council
PREPARED BY: Richard McCoy, City Engineer/Public Works Director
APPROVED BY: Tim Sandvik, City Manager
DATE: April 1, 2025
RE: Approve Quote for Crack Sealing

Background:

Part of the approved 2025 Capital Improvement Plan is the Mill and Overlay Program. This program is used for the surficial treatment of streets in order to prolong the lives of the pavement.

Such programs are very necessary and operate hand-in-hand with the street reconstruction program in order to maintain good road surfaces throughout the City.

Part of the work being proposed as part of the 2025 program is the crack sealing primarily in the central part of the City (bounded by 36th Avenue to the south, the Railroad to the east, Highway 100 to the west and County Road 9 to the north). Parts of Hubbard Avenue (in the downtown) and 41st Avenue from the RR tracks to CR81 are also included. A map showing the streets selected are attached for City Council Member's information. It should be noted that this proposed contract work is above and beyond the regular crack sealing that Public Works staff conducts each year.

Given the nature and expected prices of the work, quotes were sought rather than formal bids (required when prices expected to be more than \$175K). The Streets Supervisor obtained pricing from two Contractors for the proposed work and received the following –

<u>Company</u>	<u>Total</u>
Allied Blacktop Co.	\$ 84,295.00
Asphalt Surface Technologies Corporation (ASTECH)	\$ 85,500.00

Analysis:

Funding has been allocated and is available in the approved Capital Works budget for Mill and Overlay Program with a total of \$ 250,000 allocated for 2025. The proposed work as identified in this report is expected to be performed as early in the season as the Contractor is available.

It is recommended that the quote from Allied Blacktop Co. be accepted.

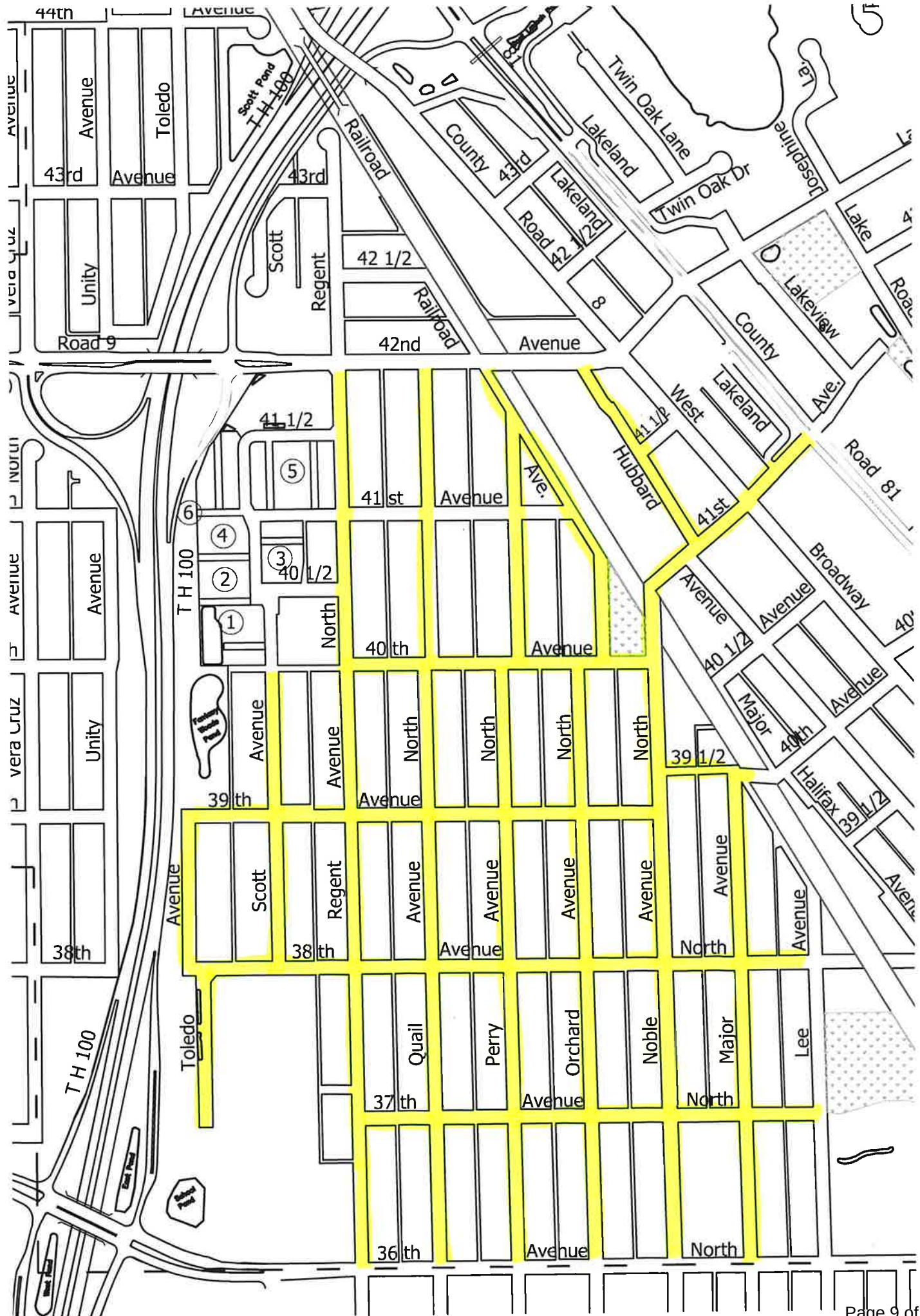
Recommendation:

By motion, authorize the Mayor and City Manager to accept the quote provided by Allied Blacktop Co of Maple Grove, MN, for the crack sealing of streets in the central part of the City

for the estimated amount of \$ 84,295.00.

Attachments:

1. 2025 Robbinsdale Crack Sealing Map - Contractor



TO: Mayor and City Council

PREPARED BY: Kayla Kirtz, Sustainability Coordinator

APPROVED BY: Tim Sandvik, City Manager

DATE: April 1, 2025

RE: Approve participation in the SolSmart Hennepin County Cohort 2025

Background:

SolSmart is led by the Interstate Renewable Energy Council (IREC) and the International City/County Management Association (ICMA), and funded by the United States Department of Energy Solar Energy Technologies Office. The program provides no-cost technical assistance to help local governments follow national best practices to expand solar energy use in their jurisdictions. SolSmart also recognizes and celebrates the communities with SolSmart designations of Platinum, Gold, Silver, and Bronze.

Hennepin County is partnering with SolSmart this spring to help Hennepin County municipalities establish smart solar zoning and permitting at the local level. The SolSmart Cohort includes:

- Monthly virtual workshops, peer-to-peer learning, and customized one-on-one support from SolSmart
- An independent Zoning Review, detailing how our current policies align with best practices for planning and zoning small and large-scale solar arrays
- Support to create and post a Permitting Checklist, making it easier for residents and contractors to find and adhere to our current requirements
- Help identifying opportunities for improvement and next steps toward possible changes in local solar zoning, planning, and permitting
- A SolSmart Bronze designation for communities who complete the program.

Analysis:

Sustainability has been deemed a goal of the Robbinsdale City Council for consecutive years. The City already participates in recognition and technical assistance programs similar to SolSmart, such as GreenStep Cities, Partners in Energy, and Charging Smart. It is evident that the City values solar energy operationally. One rooftop solar array has been installed on the Water Treatment Plant (WTP), and another is in progress at City Hall. The City also subscribes to a community solar garden to power the WTP and Public Safety with renewable energy. Residents in Robbinsdale want to install solar too, seeking to save money on utility bills and reduce their carbon footprint. Participating in SolSmart will help simplify and streamline the solar process for Robbinsdale residents. SolSmart will also help Robbinsdale to further advance the existing energy goals outlined in the Robbinsdale Energy Action Plan. Participation in this program is completely free, and the one-on-one technical assistance will be extremely valuable to support the work of the Sustainability Coordinator.

Recommendation:

By motion, approve participation in the SolSmart Hennepin County Cohort 2025 and authorize the Mayor to sign the SolSmart Solar Statement.

Attachments:

1. SolSmart Solar Statement

SOLAR STATEMENT



Wednesday, March 26, 2025

Debra Perry
International City/County Management Association
777 North Capitol St. NE, Ste. 500
Washington, DC 20002

Brandy O'Quinn
Interstate Renewable Energy Council
125 Wolf Road, Suite 100
Albany, NY 12205

Dear Debra Perry and Brandy O'Quinn:

On behalf of the City of Robbinsdale I am proud to announce our commitment to become a SolSmart-designated community. In partnership with the SolSmart team, our dedicated staff members will work to improve solar market conditions, making it faster, easier, and more affordable for our residents and businesses to install solar energy systems. These efforts will also increase the efficiency of local processes related to solar development, which may save our local government time and money.

We will leverage SolSmart to achieve the following solar goals:

- **Coordinate with local and regional entities to ensure equitable access to solar energy.**
- **Expand and communicate solar finance options for residential or commercial properties.**
- **Train staff on solar PV best practices in planning, zoning, permitting, and inspection.**

These goals demonstrate that our community is committed to making continual improvement in our solar market.

The SolSmart program will build on our solar efforts, such as the Robbinsdale Energy Action Plan and the solar energy systems already installed on government facilities including Robbinsdale City Hall and the Water Treatment Plant.

To measure progress along the way, we will track key metrics related to solar energy deployment, such as installed solar, permitting processing time, and growth in residential installations.

We understand that the SolSmart program has criteria and point requirements as outlined in the SolSmart Program Guide needed to achieve each tier of designation. We're excited to submit this solar statement to complete the first requirement of the program.

Inquiries related to our SolSmart participation can be directed to Kayla Kirtz, Sustainability Coordinator, at kkirtz@robbinsdalemn.gov.

Sincerely,

Brad Sutton
Mayor



TO: Mayor and City Council

PREPARED BY: Patrick Foley, Police Chief, Tim Sandvik, City Manager

APPROVED BY: Tim Sandvik, City Manager

DATE: April 1, 2025

RE: Robbinsdale Joint Community Police and Partnership (JCPP) Donation

Background:

The Robbinsdale Police Department continues to utilize community-based relationships, to build on partnerships for all community members.

Analysis:

Through a grant application put together by our Hennepin County JCPP Liaison, Phillip Gray, the Minnesota Chiefs of Police Foundation is giving the City of Robbinsdale a generous donation of \$1,500. This donation will provide essential supplies, shirts, and food for our upcoming meetings, directly benefiting the students of Robbinsdale Middle School and Highview High School who are part of the Multicultural Advisory Committee (MAC) group.

The student MAC group is being established to foster a safe and open environment where young people can develop meaningful relationships with law enforcement officers. This initiative plays a vital role in strengthening the bond between youth and law enforcement, encouraging open dialogue, and promoting trust and mutual respect in our community. The support from the Minnesota Chiefs of Police Association will directly contribute to the success of the program and the positive impact it aims to create.

We are truly grateful for this generous contribution, which will help us continue to empower our students and facilitate constructive conversations that are essential for building stronger, safer communities.

Recommendation:

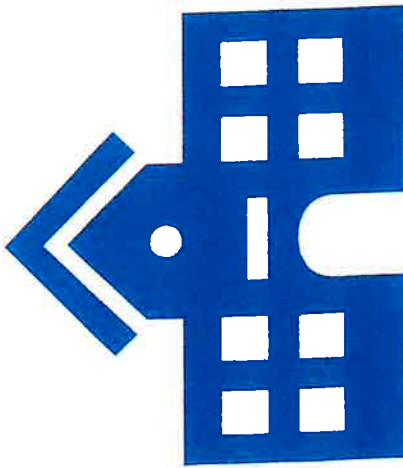
Council accept the \$1,500 donation from the Minnesota Chiefs of Police Foundation, and apply funds towards JCPP efforts.

Attachments:

1. RMS MAC
2. Studen MAC



Robbinsdale Middle School Student Multi-Cultural Advisory Committee



- In Partnership with Hennepin County Joint
Community Police Partnership and Robbinsdale
Police Department





Mission

To provide a safe environment that will naturally create and build relationships between youth and law enforcement.

Goals

- Affirm youth perspectives by creating platforms and pathways that give voice to youth community concerns and have stake in leadership decisions.
- Facilitate youth advocacy, community outreach and engagement.
- Provide resources, support and education to youth.





Objective

- The objective of the Student Multicultural Advisory Committee is to advise the Robbinsdale Police Leadership Team on issues affecting the Robbinsdale Community related to community concerns, diversity, equity and inclusion from the viewpoint of multicultural students.
- In addition, the Committee's recommendations will help inform Robbinsdale Police Department on community priorities, planning and provide an environment reflective of Robbinsdale Police Department's core value of working with our community to provide quality public service.

Are you ready??

We are seeking Student Leaders.

We are looking for Change Makers.

We are seeking those that want to make a difference

in their Class,

in their School,

in their Community.

IS THAT YOU?

Sign up to the Student Multi Cultural Committee TODAY!

Contact

Phillip Gray, JCPP Community Liaison,
Robbinsdale

Call 612-559-6579



The Opportunity **Student Multi-Cultural** **Advisory Committee** **(Student MAC)**

If you are interested in being involved in events, outreach activities, problem solving, community engagement, bettering your school and community and building positive and productive partnerships...

WE WANT YOU!!!

Your Community needs you!!

Your School Needs you!!

ARE YOU

READY

TO

CHANGE

YOUR

WORLD!!!





What is the Student
MAC?

for Highview



The Student MAC is a core component of the JCPP program. The students are an engaged group of student volunteers that advise the Robbinsdale Police Department on how to better serve, communicate with, and understand the youth within the Robbinsdale community.

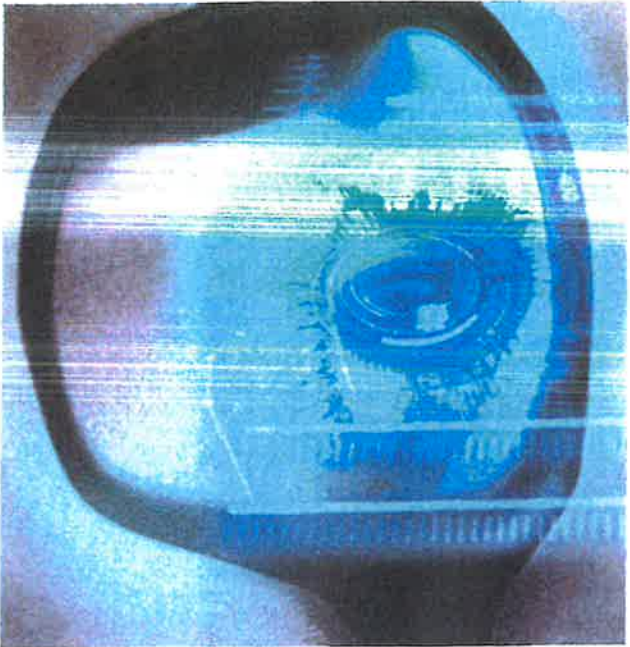
The students will meet weekly to discuss topics that include building community, resolving conflicts, decision making and problem solving. The goal is to build youth that advocate for themselves while building open communication with the Police and their community. Youth will meet and connect with Police and other community members at a monthly meeting.



Mission

To provide a safe environment that will naturally create and build relationships between youth and law enforcement.

Vision



The vision of JCPP and the Student MAC is to enhance and build communication and understanding between diverse communities and law enforcement.

The vision is to have communities partnering with Police Departments and Hennepin County.

Building:

Trust

Relationships

Positive Outcomes

Safer Communities

The Student MAC is a group of youth formed to empower young people with character building, conflict resolution building and restorative justice building skills for now and in the future.

The Opportunity **Student Multi-Cultural** **Advisory Committee** **(Student MAC)**

If you are interested in being involved in events, outreach activities, problem solving, community engagement, bettering your school and community and building positive and productive partnerships...

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Risk Management Internal Service Fund– replenish fund balance and establish future reserves	\$200,000
Park Capital Improvement Fund – establish future reserves and finance expected projects	\$150,000
Equipment Replacement Internal Service Fund – replenish fund balance and establish future reserves	\$1,00,000
Total	<u>\$2,250,000</u>
	-
	-

Also, Transfer from Debt Service fund 2013 GO to Permanent Improvement Revolving Fund – replenish fund balance and establish future reserves. \$104,244.88

Attachments:

1. Budget Memo Amending 2024 Budget resolution

Member _____ moved and Member _____ seconded a motion that the following resolution be adopted this 1st day of April 2025.

RESOLUTION NO. _____
A RESOLUTION AMENDING THE 2024 GENERAL FUND BUDGET

WHEREAS, The City Charter provides that the City Manager shall prepare a budget document setting forth all proposed expenditures for the administration, operations, and maintenance of all city departments; and

WHEREAS, The City Manager has prepared such documents, and the City Council has met in regular and special sessions for the purpose of determining an adequate budget for the administration, operations, and maintenance of all city departments during the fiscal year 2024; and the City Council adopted the 2024 budget on December 19, 2023; and

WHEREAS, the City Council believes that the 2024 General Fund expenditure budget should be amended to authorize 2024 transfers to other funds;

NOW, THEREFORE BE IT RESOLVED, that the following General Fund budget be amended and approved this 1st day of April 2025, in a regular scheduled Council meeting.

Revenue	Category	Amount
Original 2022 General Fund Revenue Budget		\$ 14,337,622
No Changes to Budget		
Amended General Fund Revenue Budget		<u>\$ 14,337,622</u>
Expenditures		
Original 2024 General Fund Expenditure Budget		\$ 14,578,407
Central Services Internal Service Fund – Government Buildings	Transfer Out	900,000
Risk Management Internal Service Fund –	Transfer Out	200,000
Park Capital Improvement Fund	Transfer Out	150,000
Equipment Replacement Internal Service Fund	Transfer Out	1,000,000
Amended 2024 General Fund Expenditure Budget		<u>\$ 15,828,407</u>

Also, Transfer from Debt Service fund 2013 GO to
Permanent Improvement Revolving Fund \$104,244.88

Be it further resolved that the City Council authorizes all 2024 transfer to other fund where no budget amendment is required.

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

and the following voted against same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 1ST DAY OF APRIL 2025.

Brad Sutton, Mayor

ATTEST:

Chase Peterson-Etem, Deputy City Clerk
(seal)

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: April 1, 2025
RE: Establishment of the 2026-2027 Budget Calendar

Background:

The City Council needs to establish the time frame for the preparation of the City's annual operating budget

Analysis:

The Budget Calendar is used by the City Manager to establish a preparation and review process to help ensure the budget is prepared in a timely and effective manner.

Recommendation:

By motion adopt the Budget Calendar establishing the preparation and review process for the 2026-2027 Budget process.

Attachments:

1. Budget Calendar 2026-2027

CITY OF ROBBINSDALE
BUDGET CALENDER
FOR 2026-2027 BUDGET

February
23

City Council Goals Review Session

April

7

City Council adopts Budget Calendar outlining budget process.

May

May 1

BS&A Budget module available for departments to enter in “2026 Dept Requested”

May 1 - June 1

Finance to set budgets and establish charges for Internal Service Funds.

May 1 - June 1

Departments submit requests to Finance for Capital Equipment for the 2026 - 2035 CIP.

May 15 - July 7

Departments submit requests for Capital Improvement Projects to Finance or Engineering for the 2026 – 2035 CIP.

June

19

BS&A “2026 Dept Requested” amounts finalized for Finance to review

July

June 19 - July 3

Finance to prepare preliminary budget (requested).

7

BS&A “2026 Finance” amounts finalized and available for departments to review

10

Departments submit changes or errors from BS&A “2026 Finance” amounts

14

Preliminary budget delivered to City Manager for review.

August

3-6

Department of Revenue certifies LGA amounts to all cities.

3-6

Department Heads meet with City Manager and Budget Committee.

7-11

Finance Department makes adjustments and prepares City Manager’s Preliminary Budget.

12

City Manager’s Preliminary budget document distributed to City Council for review.

3

Engineering and Finance deliver preliminary ranking of CIP requests to Capital Works Group Members.

August

21

Capital Works Group to finalize preliminary CIP Project list for 2026-2035

14-28

Council meets in recessed budget work session to review the Proposed City Manager's Budget for 2026 (General Fund and Internal Service Funds) and to establish the Council's proposed General Fund and Debt Service fund property tax levies.

September

1 or 15

City Council meeting to certify the proposed property tax levies to County Auditor (by 9/30/2023). The adopted property tax levy cannot exceed the preliminary property tax levy. *(continue discussion at special meeting if needed)*.

11

Preliminary CIP Document distributed to Capital Works Group for review and comment.

11

Preliminary budgets for Special Revenue, Enterprise, and Capital Projects Funds, including the CIP Document distributed to City Manager for review.

15

Finance Department certifies City Council approved preliminary property tax levy to Hennepin County.

25

Discussion with Capital Works Group to finalize preliminary CIP

October

1

Preliminary budgets for Special Revenue, Enterprise, and Capital Projects Funds, including the ten-year CIP are distributed to City Council.

8 - 26

Council to meet in recessed budget meetings to review and discuss the 2026 proposed budgets for Special Revenue, Enterprise, and Capital Projects funds, including the ten-year CIP (2026-2035). (As Needed)

November

2 - 4

County Auditor begins required mailing of property tax notices to each owner of record with prior year's comparison.

5-16

Council to meet in recessed budget meetings to review and discuss the 2026 proposed budgets for Special Revenue, Enterprise, and Capital Projects funds, including the ten-year CIP (2026-2035). (As Needed)

December

1

Cities are required to hold public hearings on their budget and property tax levy.

1

City Council Adopts final 2026 Budget and 2026-2035 CIP.

15

Finance Department certifies the final property tax levy to the County Auditor.



TO: Mayor and City Council
PREPARED BY:
APPROVED BY: Tim Sandvik, City Manager
DATE: April 1, 2025
RE: Hennepin County Art and Music Grant

Background:

Hennepin County has annual grant opportunities. The spring grant opportunities include art initiatives for youth programs.

Analysis:

We are working in partnership with a local artist and our City Coop to provide art programs specifically targeted to teens in the LGBTQ+ community. Robbinsdale staff would like to apply for this grant to help support these programs in the amount of \$1,503.

Recommendation:

Please support the staff's application for the Hennepin County Art Grant and increased spending on the Recreation budget as these grants are reimbursed.

Attachments:

None

TO: Mayor and City Council
PREPARED BY: Matthew Bazyk, Recreation Services Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: April 1, 2025
RE: Hennepin County Youth Equipment Grant

Background:

Hennepin County has annual grant opportunities. The spring grant opportunities include equipment for youth programs. Robbinsdale Recreation has been successful for the past two years in being awarded this grant: once in support of our fast-pitch softball association and last year for our new girls in sports initiative.

Analysis:

Robbinsdale Recreation staff once again interested in applying for this grant. We will be applying for three different purposes in hopes that one of our initiatives gains funding.

- 1) Adaptive equipment to support program opportunities in partnership with Courage Kenny.
- 2) Coaching resources for training and equipment.
- 3) Storage solutions for better access to equipment at program sites and off-season equipment storage solutions.

Recommendation:

Support our applications to Hennepin County for this grant and support increased spending on the Recreation budget, as these grants are reimbursed.

Attachments:

None



TO: Mayor and City Council
PREPARED BY: Matthew Bazyk, Recreation Services Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: April 1, 2025
RE: Ward 1 Park Recreation and Forestry Commissioner

Background:

The Park, Recreation, and Forestry Commission received an application from Mary Davis to fill the Ward 1 Commission member. Mary attended the most recent Park, Recreation, and Forestry Commission meeting where she was able to meet the other commissioners and is excited to join.

Analysis:

Staff reviewed the attached application from Mary and is recommending appointment.

Recommendation:

Motion to appoint Mary Davis as the Ward 1 Commissioner for the Parks, Recreation and Forestry Commission.

Attachments:

1. Mary Davis PRF Application

APPLICATION FOR APPOINTMENT
TO ROBBINSDALE CITY COMMISSION

NAME: MARY DAVIS ADDRESS: 4282 W BROADWAY AVE

PHONE: (Home) [REDACTED] (Work) _____

EMAIL: [REDACTED]

RESIDENT OF ROBBINSDALE SINCE (Year) 2019 WARD: 4

OCCUPATION: PROJECT MANAGER EMPLOYER: UNITED HEALTHCARE

COMMISSION YOU ARE SEEKING: PARKS AND RECREATION ADVISORY COMMITTEE

For the Senior Commission, you must be over 55 years old. If seeking a position on the Senior Commission, you must initial here to indicate that you meet that qualification: _____

EDUCATION: (Please indicate highest grade completed or highest degree and major course of study.)

ASSOCIATES DEGREE IN GENERAL STUDIES

CIVIC AND OTHER ACTIVITIES: (Please list past and present civic activities and organizational memberships, particularly those which may be relevant to the appointment you are seeking.)

Previously volunteered with Cocos Heart Dog Rescue out of Hudson, WI after I adopted my dog from them 12 years ago.

COMMENTS: (Please briefly describe other qualifications, experiences and other information which you would like to have considered or which you believe are particularly relevant to the appointment you are seeking. Use additional pages if necessary.)

As a 5.5 year resident of the city, and a mother who frequents the parks in our town, I believe I can provide insight into what most primary care givers desire out of their parks. I am active in several mom communities online and listen to their complaints, and praises, of the area. I understand I have no experience in this civil servant space but I believe I bring a fresh pair of eyes as well as a willingness to listen to things fully before stating an opinion or posing questions. I find that is often lacking in many committees, civil or otherwise.

Please return to City Clerk's Office - 4100 Lakeview Avenue North, Robbinsdale, Minnesota 55422
Phone: 763-537-4534 Fax: 763- 531-1291

October 2016

Supplemental Questions for those applying for Human Rights Commissioner Appointments
Use additional sheets to respond to these questions.

- 1) Share an experience in which your willingness to lead or offer in opinion helped your workplace or classroom.
- 2) In your experience what is the key to developing a productive team?
- 3) What is your ability and willingness to coordinate a special topic/ one or more events related to human rights?
- 4) What projects or activities would you propose for the HRC in the next 12 months?
- 5) What do you think are most important issues in Robbinsdale and why?
- 6) Give an example of a time you have witnessed or been part of discrimination. Summarize your feelings, thoughts, or actions.
- 7) How in your life have you been advocating for Human Rights?
- 8) What bothers you the most? What keeps you up at night? What drives you?
- 9) What drove you to apply for the Commission? What can you do to move the needle?
- 10) Provide an example of a time when you successfully organized a diverse group of people to accomplish a task to address or support Human Rights.

TO: Mayor and City Council

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

APPROVED BY: Tim Sandvik, City Manager

DATE: April 1, 2025

RE: Approve Sohacki Park Water Quality Improvements Project and Support a Hennepin County Grant Application

Background:

City Council Members would be familiar with Sohacki Park and the associated Joint Powers Agreement with the Three Rivers Parks District (TRPD) and the City of Golden Valley. Recent efforts to better understand the ecological health of, and set appropriate goals for, the Sohacki Park wetlands (Grimes Pond and North and South Rice Ponds) has identified actions that are necessary to improve the wetlands, improve aesthetics, and provide improved recreation and education opportunities.

The proposed actions include the development of new stormwater best management practices (BMPs), the removal of accumulated sediment from existing BMPs, and the improved removal of sediment and dissolved nutrients from stormwater runoff. These actions will help to improve water quality for the Main Stem of Bassett Creek as well as the existing ponds and wetlands within the project Site (which includes South Halifax Park and the area operated as Sohacki Park by the Joint Powers Agreement).

TRPD secured funding to cover all of the implementation costs in 2024, including Phase II environmental site assessment activities at Sohacki Park and South Halifax Park to further assess past environmental concerns and finalize the design of all of the proposed water quality improvements at the Site. Overall, the project has already secured funding through the Bassett Creek Watershed and Federal Funds totalling approximately \$2.2 million dollars.

Phase II environmental site assessment activities at Sohacki Park and South Halifax Park were completed in 2024 and revealed that the existing levels of contamination are more significant and widespread than indicated by past investigations within the vicinity of proposed BMPs. As a result, the project is expected to incur additional costs to cover enrollment in both the Minnesota Pollution Control Agency (MPCA) and Minnesota Department of Agriculture (MDA) Voluntary Investigation and Cleanup (VIC) programs, to develop and implement response action plan (RAP) activities and the characterization/removal/disposal of contaminated soil, fill and accumulated sediment to protect both human health and the environment within the project Site.

Analysis:

Recommendation:

The project partners are seeking City Council support by way of a resolution for a grant application to the Hennepin County Environmental Response Fund in order to close the gap between the original project scope and the additional funds that will be needed to address the

contamination. A resolution has been attached for City Council's consideration.

Attachments:

1. Resolution - Support of Hennepin County Grant Application - 01Apr25

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 1st day of April, 2025.

RESOLUTION APPROVING THE SOCHACKI PARK WATER
QUALITY IMPROVEMENTS PROJECT AND SUPPORTING THE
GRANT APPLICATION TO THE HENNEPIN COUNTY
ENVIRONMENTAL RESPONSE FUND GRANT

WHEREAS, the City of Robbinsdale, along with the City of Golden Valley and Three Rivers Parks District, operate under a Joint Powers Agreement (JPA) for certain operations at Sochacki Park; and

WHEREAS, the JPA partners have been actively developing improvement plans for the stormwater management through the park by installing strategically located Best Management Practices (BMPs) that will help to improve water quality that ultimately flows into nearby Bassett Creek; and

WHEREAS, the ongoing investigation and plan development on the site has discovered levels of contamination that are more significant and widespread than indicated by past investigations within the vicinity of the proposed BMPs; and

WHEREAS, the City of Robbinsdale recognizes the benefits providing improved stormwater management BMPs in the park and the need to remove the contaminated soils to achieve this,

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Robbinsdale approves the Sochacki Park Improvements Project, for which an Environmental Response Fund grant application is being submitted to the Hennepin County Environment and Energy Department no later than May 1st, 2025 by Three Rivers Parks District and/or the project Consultant, Barr Engineering.

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

and the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 1ST DAY OF APRIL, 2025.

Bradley Sutton, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk

MINUTES

Call to order at 7:02

1. ROLL CALL: X Beck, X Erdos-Thayer, X Lavery, O Markfort, X Rochon-Washington, X Sparks

Also in attendance: Matt Bazyk, City Representative; Mary ____ Ward 1 Resident

2. CONSIDERATION OF MINUTES

- A. Minutes from Jan 28, 2025 Meeting
Motion to approve: Beck
Second: Lavery

3. OLD BUSINESS

- A. Park Master Plan: Officially adopted on 2.18.25
- B. Sanborn Stump: Wood Carving
 - Bazyk has contacted Two Rivers Gallery and Bockley Gallery to locate a potential artist. Bockley said they would provide some potential groups to reach out to but don't currently work with any native woodcarvers.

Beck: Mille Lacs Indian Museum for potential artist contacts.
- C. Lakeview Terrace Fitness Court
 - Scheduled for installation in Spring of 2025.

4. NEW BUSINESS

- A. ~~Commission Chair and Vice Chair~~: Pulled off due to missing Commissioners
Motioned: Rochon-Washington
Second: Lavery
- B. Sanborn Playground: Combined conversation with 4C.
- C. Sanborn Park, Sanborn Pipe, Chowen Ave and Shoreline Projects
Bazyk: Potentially push the playground in Sanborn to a later date. Address tennis courts and pickleball in 2025.
Erdo-Thayer: Agrees with shifting focus to tennis courts and pickleball for early "win" in a high-demand sport.
Lavery: Where is the funding for the PMP coming from?
Lavery: Park dedication fees from new development. The city needs to earmark those funds for park projects.
Lavery: Concerns about asbestos in the building. Grant for abatement
Beck: Is there a, or could we get a Project Manager to oversee the Sanborn

MINUTES

Park/Chowen/Shoreline Projects?

Motion to improve tennis and pickleball courts instead of playground due to other projects in the park.

Motioned: Erdos-Thayer
Second: Rochon-Washing
Passes 5-0 vote

5. INFORMATION ONLY

A. Recreation Review Spring/Summer 2025

- Coop Programs: Bird in Rec Review indicates programs organized and led by Robbinsdale staff

Beck: How is yoga free? It's a great model.

Sparks: Maybe incorporate a free-will donation model for programs such as Laughter Yoga and Yoga. QR code at the site?

- Graeser Park: Transition to City this summer.
- No Farmer's Market in 2025

B. Forestry Report

Mary: Ace coupon for native plants at the pickup.

Mary: Park cleanup contact NHS participants.

6. ADJOURNMENT: 8:24 pm

Sparks: Motioned

Lavery: Seconded



TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: April 1, 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 4/1/2025.

Attachments:

1. Licenses

Contractor Licenses for Council Approval

<u>Name</u>	<u>Licensee Type</u>	<u>Fee Amount</u>
BOB JASPER PLUMBING	Plumbing Contractor	\$50.00
BROTHERS UNDERGROUND	Sewer / Water Contractor	\$50.00
BROTHERS UNDERGROUND	Excavation Contractor	\$50.00
CICHY'S WATER & SEWER	Sewer / Water Contractor	\$50.00
DEFEND HOME SERVICES (DBA) DEFEND SEWER REPAIR LLC	Sewer / Water Contractor	\$50.00
GENE'S WATER & SEWER INC	Sewer / Water Contractor	\$50.00
NEW CENTURY SERVICE	Plumbing Contractor	\$50.00
SABASTIAN AND SONS PLUMBING LLC	Plumbing Contractor	\$50.00
SEMLAK PLUMBING	Plumbing Contractor	\$50.00
TIM'S QUALITY PLUMBING	Plumbing Contractor	\$50.00
TIM'S QUALITY PLUMBING	Mechanical Contractor	\$50.00

Number of Licenses Requesting Council Approval:

11

BUSINESS LICENSES FOR COUNCIL APPROVAL

03/20/2025

License Type	Applicant	License Fee
Tree/Lawn Fertilizer	BLUE RIBBON PRUNING	50.00

2025 City of Robbinsdale Forestry Report



Emerald Ash Borer (EAB)



- First confirmed in Robbinsdale in Spring of 2018
 - Continued rapid expansion of EAB in untreated private trees
 - All untreated ash trees in Robbinsdale likely infested with EAB
 - Many trees now have extensive woodpecker damage & no longer treatable
 - Treatments of public trees delayed the death of many private ash...creating a degree of "herd immunity"
- Only actively manage (forcibly remove) private EAB-infested ash per City's EAB Management Plan if:
 - Tree is thoroughly infested
 - Over 20" in diameter
 - Growing within ~10 feet of right-of-way along a high traffic corridor
- Generally, pursue a hands-off philosophy - dead private ash treated like other dead or hazard trees



EAB larvae gallery



In-House Public Ash Tree Preventative Treatments

- Treat (inject) all healthy public ash trees on a 3-year rotation
- Treatments 100% effective; proactively treating since 2016
- Use insecticide called TREE-äge R10 (emamectin benzoate)
- Administered by ArborJet's Quikjet-Air machine
- 126 ash trees injected in 2024
 - Average DBH: 17.4", smallest 6", largest 42"; 'skipped' 3 trees
 - All city ash trees marked with round aluminum tag
 - Stamped with "RF" (Robbinsdale Forestry) and a number that...
 - Refers to last year treated (i.e. "24", "23", etc.)
- Will inject ~151 healthy ash trees in 2025 last retreated in 2022



Late-stage EAB larvae galleries



Quikjet-Air injection gun



Managing Ash for EAB DNR Grant

- Awarded grant in late 2022 for continuing public ash tree protection program
 - Funding Source: Minnesota Environment and Natural Resources Trust Fund
 - Grant period November 2022 through June 2025; \$32,500 total
 - Administered by the DNR
- Funds have gone towards purchasing insecticide, injection plugs and other equipment as needed
- Grant funding fully utilized earlier this year on materials and now officially closed
- Purchased equipment and insecticide will likely last into 2028



EAB adult beetle



Pruning



Zone-Based Public Tree Pruning



- Regular structural rotational pruning of public street/right of way/park trees
 - Robbinsdale divided into 6 pruning zones
 - Goal - prune every tree in the assigned zone during tree dormancy
- Extensive pruning in January & March and again late November into December
- Finished up Zone 6 (SE corner) late 2024
- Currently working in "Zone 5"
 - Zones 5 & 6 on map were switched due to level of need
 - Will restart rotation again in Zone 1 possibly next winter
- Work performed within current ANSI A300 Standards for Pruning
- "Full Prune" on all city trees...not just clearance/crown raising
- Emphasize rope & saddle climbing to access entire canopy
- Normally a crew of 3, always one ground worker, no chipper
- Pruning notification letter mailed in advance to residents with Blvd. tree(s)

Public Tree Pruning Goals & Objectives



- Primary objectives:
 - Clearance over streets & sidewalks (9' pedestrian & 12'-16' vehicle) & private property
 - Hazard mitigation/risk reduction
 - Removal of all deadwood >2"
 - Removal of any defective/cracked/damaged/rubbing or broken limbs and old branch stubs
 - Selection/favoring of a single dominant center leader (when practical)
 - Subordinating any/all codominant leaders
 - Accomplished primarily through reduction cuts
- Secondary objectives
 - a. Consideration of tree shape ("balancing out the canopy")
 - b. Squirrel nest removal (promotes decay in crotches)
- Specifications followed to accomplish structural-based pruning goals:
 - Keep majority of cuts "reduction" in nature (remove the larger of 2 stems at a union)
 - No cuts larger than 4" in diameter; Most work accomplished with handsaws
 - Shorten (reduce) instead of removal of long lateral limbs to reduce wound area & trunk decay
 - Heavy pruning dose on competing leaders
 - Minimal pruning dose on identified central leader
 - 'Thin' canopy as needed by removing crossing/rubbing limbs
- Less 'routine' tree storm damage experienced since beginning this intensive pruning in 2016!



Tree Pruning & Removal Contracts



- Pruning:
 - Currently Bratt Tree Company
 - 1. Hourly time & materials-based work
 - 2. Rebid late 2024 - Contract runs through 2026
 - Occasionally use Blue Ribbon Pruning (Robbinsdale-based company) for random deadwood removal jobs
- Tree & Stump Removal:
 - Currently Precision Landscape & Tree (was Nick's Tree Service in 2024)
 - 1. Unit-cost based work depending on tree diameter class
 - 2. Rebid late 2024 - Contract runs through 2026
 - Also performs emergency response call-outs



Prairie/Raingarden Management



- Annual coordination w/ Prairie Restoration Inc. to manage prairies, raingardens & other native plantings
- 2025 Spring Management Activities:
 - **Prescribed burns**
 - All 4 parks -> Hollingsworth, Humphrey, Sochacki (remnant & restored) & Mielke
 - All public raingardens & the prairie strips along Railroad Ave north of 40th Ave
 - **Dormant mows:** Manor Park Splash Pad & Lakeview/Co Rd 81 Detention Pond
- 2025 Integrated Plant Management visits
 - Up to 3 visits per season: spot herbicide treatments & hand weeding
 - Growing season control of exotic/invasive species



City Hall raingarden burn



Public Works raingarden burn



Railroad Ave burn

Noxious Weeds & Invasive Species Control



- No new species/finds in 2024
- Exotic *Phragmites* grass (Eurasian common reed, Prohibited - Control) present around Crystal Lake
 - MN Aquatic Invasive Species Research Center (U of M) treated several separate stands last fall
 - Coordinated with Water Resources Specialist to confirm ID & document locations
- Buckthorn & Garlic Mustard - Control assistance from County Sentence to Serve (STS) Crews
 - Buckthorn - woody, highly invasive where there is no fire/flooding
 - Process of eradicating in LVT & South Halifax Park
 - Currently removing in Sochacki Park
 - All cut stumps treated with herbicide/basal bark oil mix
 - Garlic mustard - herbaceous biennial, highly invasive in woodland understories
 - Sochacki, Humphrey & LVT Parks in spring (mid-April to mid-June)
 - Pull 2nd year plants with help from staff and STS
 - Much less in 2024 after years of removing plants before going to seed



Common buckthorn



Garlic mustard infestation

South Halifax Park Woodland Restoration



- South Halifax Park seedling planting
 - Removal of buckthorn understory winter 2024
 - Added ~1000 tree seedlings to wooded hillside understory of South Halifax to replace buckthorn
 - Use of woodland understory tree & shrub species
 - Placed grow tubes around ~350 trees
 - Helps protect from rodent damage
 - Concentrates light & warmth to promote growth
 - Labor & seedlings provided by Hennepin County
 - ~20 different species



Seedling planting spring 2024

2024 Shade Tree Disease & Insect Control



- Scout for Dutch elm disease (DED) and oak wilt every year
- Minimal Dutch elm disease in 2024
 - Only 1 private elm diagnosed
 - Removed within compliance time frame by property owner
 - Only 2 public elms found & removed - 1 Blvd. and one park tree
- Oak wilt
 - Most commonly moves underground between infected trees
 - No new finds in 2024
- Two-lined Chestnut Borer (2LCB)
 - Native insect that attacks stressed oak trees
 - Can be controlled with same insecticide as used for ash injections (emamectin benzoate)
 - Provides 2 years of control
 - Treated/injected 11 public trees showing tip dieback due to 2LCB infestation symptoms



Large elm that succumbed to DED along Regent Ave



Tip dieback on mature bur oaks

Gravelbed Nursery Bareroot Tree Planting



- Utilized our Gravelbed Nursery for tree planting since 2015
- Basically, bed of irrigated pea gravel ~15" deep, 14' wide & 54' long
 - Provides temporary storage of bareroot trees
 - Allows for staggered tree planting & increased fibrous root production
 - Bareroot stock costs fraction of traditional container trees/B&B
 - Easy to plant solo using 30" auger mounted on 'Toolcat' machine
 - New trees delivered & installed in gravel each May
- Planted out 100 trees last fall from late September to late-November
- Diversity of 25+ different species/cultivars
- NO more maples!...Overplanted in landscape, very susceptible to drought
- Ongoing plan: Continue planting in any one of the hundreds of open boulevard addresses & rights of way locations:
 - Replace all recently removed trees
 - Reforestation in recent street reconstruction projects
 - Repopulate gaps in street canopy where diseased elms probably once grew but were never replanted
- In depth description of our gravelbed is showcased as part of the University of MN community gravelbed stories series (link is on Forestry webpage)



Spring preparation for new trees



Fibrous root system after ~4 months in gravel

Tree Trust Tree Sale



- Tree Trust specializes in Metro Area-wide community tree sales
- Inaugural sale in Fall 2023
- Goal is to encourage replacement in private landscapes:
 - Long-removed elms that perished from Dutch elm disease
 - Recent ash removals due to EAB
 - Other trees that have died (drought, girdling roots, etc.)
- Sold 96 trees (74 in spring and 22 in fall)
- 246 total new trees in private landscapes between 2023-2024
- Sale currently open -100 trees available
 - Local pickup location: Public Works, 2 separate dates/times
 - Transportable: #10 container size...easy to manage
 - Affordable: \$45 each, mix of 9 different species (no maples!)
 - Limit of 2 per residence; each tree comes with a bag of mulch



2023 Tree Sale staging

Tree Spading

- Spaded out a young oak from the 41st Ave N construction project
- Utilize Northland Tree's 90" spade
- Usually spade out 1-6 trees each year depending on construction plans



Native Plant Kit Sale through Minnesota Native Landscapes (MNL)



Big bluestem & Indian grass



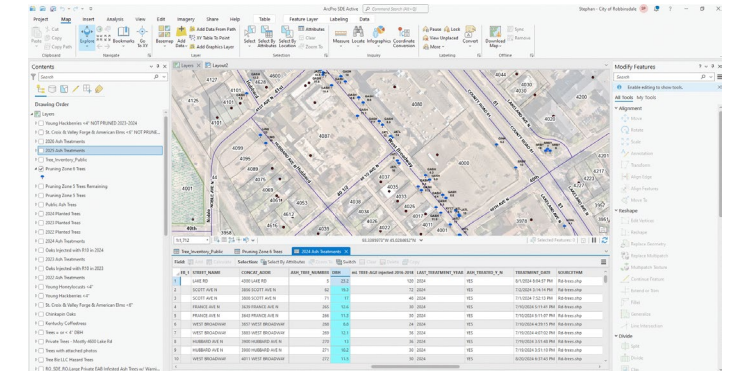
Purple prairie clover

- Inaugural program to encourage greater use of native plants in private landscapes
- Program through MNL called Community Habitat Partnership
 - Several other cities have been program participants
 - Only cost to City will be plant delivery; City acts as a go-between and 'host'
- Native plants sold as themed kits of 36 plants of 6 different species
- MNL Staff assembles each kit with best looking plants the week of delivery
- Offering residents 6 different landscape themes:
 - Backyard Prairie, Short & Tidy, Part-Shade Garden, Rain Garden, Shoreline Stabilization and Prairie Grass
- Program impetus is to provide local pickup option since most native plant nurseries are outside Metro Area
- No purchase limit; each kit costs \$60; pickup Saturday May 17th from 8am-noon at Lee Park

ArcGIS-based Public Tree Inventory



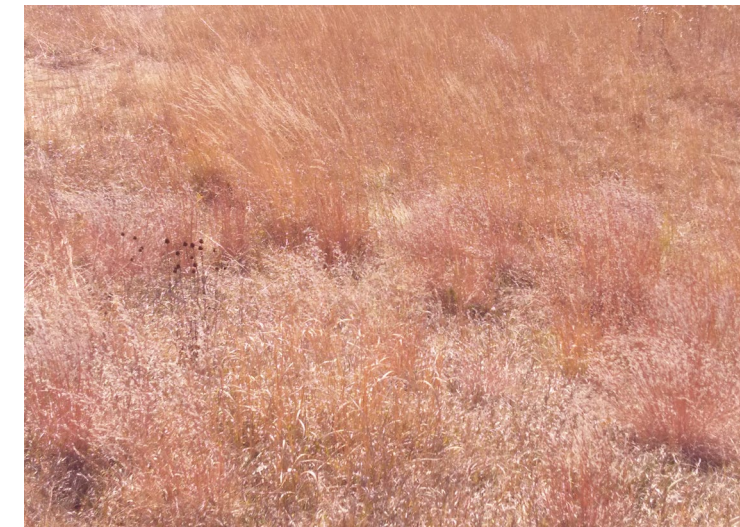
- Professionally completed geographical inventory of all public trees
- Can edit when mobile using app called "Field Maps"
- Public view-only inventory available from forestry webpage
- Inventory is "live" meaning any updates immediately are synced with the public view-only inventory



Screenshot of ArcGIS Pro screen

County Road 81 Native Landscape Medians

- Project by County, officially handed over to the City on 1 July 2022
 - Little bluestem (dry site prairie grass) throughout center medians
 - Other ornamental plants in median noses
- Maintained by Minnesota Native Landscapes (MNL)
 - Work is co-coordinated with Crystal & Brooklyn Park
 - Public Works Dept. provides rolling traffic control
 - Ongoing agreement w/ MNL for entire corridor through mid-2027
- Tasks involve spring cleanup, dormant mowing and 3 summer (Integrated Plant Management) spot treatments



Little bluestem in fall

Tree City USA, Annual Arbor Day Celebration & Adopt-a-Park Program



- Tree City USA
 - 2024 = 46th year Robbinsdale earned distinction from Arbor Day Foundation
- Saturday April 26th: Annual Arbor Day celebration
 - Location: Norma-Kelly Park (2016 = last year Arbor Day was here)
 - ~50 free tree seedlings to be given away
 - Forestry & recreation handouts
 - Water Resources information & displays including the popular interactive "Magic is in the Roots" display custom built by Engineering Staff!
- Adopt-a-Park Groups - Co-managed between Forestry & Recreation staff
 - Annual renewal information sent out to all 16 groups in late March
 - Groups asked to undertake 3 pickups per year
 - Free clean-up supplies offered for interested groups
 - Simple online form an option for reporting trash pick-up



The Magic is in the Roots display



2024 Arbor Day Celebration

Questions?



Stephan Papiz
Forester/Natural Resources Specialist
spapiz@robbinsdalemn.gov; 763-531-1273

TO: Mayor and City Council
PREPARED BY: Jenna Wolf
APPROVED BY: Tim Sandvik, City Manager
DATE: April 1, 2025
RE: Stormwater Pollution Prevention Plan Annual Report

Background:

In response to the National Pollutant Discharge Elimination System (NPDES) and the Municipal Separate Storm Sewer System (MS4) permit requirements for municipalities to reduce the amount of sediment and other pollutants entering state waters, the City Council adopted its first Stormwater Pollution Prevention Plan (SWPPP) in April 2003.

The SWPPP contains actions that the City adopts as part of its normal course of business in order to prevent pollution and the degradation of water bodies within our municipal and watershed boundaries.

One of the items contained in the SWPPP involves the holding of a public meeting to hear comments and input on the adopted plan. Another item requires the completion of an annual report for the previous calendar year for submission to the Minnesota Pollution Control Agency (MPCA). Staff were notified on 1/11/2023 that MPCA is in the process of redesigning their online annual reporting platform this year and will not, at this time, be requiring an annual MS4 report to be submitted to them by its usual deadline of June 30th. Instead, the 2024 annual report will be due to the MPCA at a later date when they have finalized updating their online reporting platform. That said, staff will still present the results of last year's SWPPP to Council at the April 1st meeting this year. The presentation slides are included with this memo as Attachment A.

Annual Report to City Council on Permit Compliance:

Comments addressing each of the current Minimum Control Measures (MCMs) are as follows –

MCM 1: Public Education and Outreach

The MS4 permit requires the City to review its current program of education to focus on local water quality and stormwater-related issues. The City focuses public education efforts on illicit discharge detection and elimination, construction activities, proper disposal of yard waste and pet waste, and deicing material storage and use.

The City complied with the identified actions during 2024. Council Members may be aware that the City partners with two watershed management commissions, Shingle Creek and Bassett Creek, to provide educational materials for residents and local elementary school classrooms. In addition, articles relating to water quality are written for inclusion in each City newsletter and posts are occasionally made on social media.

The most recent iteration of the City's MS4 permit, which was issued in October 2021, requires that the City provide educational information to the public related to pet waste and de-icing salt. Staff achieved this new requirement by including information in newsletters and public presentations. Additionally, informational flyers about pet waste and de-icing salt were hung on a bulletin board in the lobby of City Hall at times when their information was seasonally-relevant.

MCM 2: Public Participation and Involvement

The MS4 permit requires the City to have programs and actions in place to allow solicitation of comments and involve the public in activities associated with water quality. Typical components of this element include the holding of this Annual Public Hearing with appropriate public notice and staff involvement at the Lower Twin Lake Association Annual Meeting, public schools, and community events.

The City complied with the identified actions during 2024. The Annual Public Hearing was held as part of the City Council meeting on April 2nd, 2024. A public notice was sent out at least 30 days before the public meeting soliciting comments and testimony from the public regarding the City's SWPPP. No written comments were received. Staff gave water quality-themed presentations to the Lower Twin Lake Association on 9/18/2024 and had a table at the Chamber of Commerce Meet and Greet event in September 2024 with a variety of water quality related educational materials for residents.

MCM 3: Illicit Discharge Detection and Elimination

The MS4 permit requires the review of existing procedures, policies and controls to specifically include prioritized areas and written procedures for inspections and actions to detect and eliminate illicit discharges.

The required inspections and enforcement as well as a staff refresher training were all completed during 2024.

MCM 4: Construction Site Runoff Controls

The MS4 permit requires the development of written procedures and checklists to handle site plan reviews and inspections, including the retention of the information.

Site inspections and enforcement were completed during 2024.

MCM 5: Post Construction Stormwater Management

The MS4 permit requires the development of written procedures for post construction site inspections of both public and privately-owned structural Best Management Practices (BMPs) as well as the development of maintenance agreements and Enforcement Response Procedures (ERPs).

City staff have a Post-Construction Stormwater Management plan complete with maintenance agreements templates and an ERP flow-chart. The document was reviewed over the winter to ensure compliance with the MS4 General Permit requirements.

MCM 6: Pollution Prevention / Good Housekeeping for Municipal Operations

The MS4 permit requires the City to implement operations and maintenance plans that reduce or prevent pollutants from entering receiving waters. Newer elements included in this measure are the creation of a facilities inventory and development of procedures for determining the effectiveness of ponds in removing total suspended solids (TSS) and total phosphorus (TP).

The required BMP inspection and maintenance, materials handling, facilities inventory, and staff training were all completed during 2024.

Compliance with TMDL Waste Load Allocation

In addition to compliance with the 6 Minimum Control Measures identified above, the MS4 permit requires an annual report to track progress against the load reductions associated with the various Total Maximum Daily Load (TMDL) plans the City is involved in.

The current TMDL schedules applicable to Robbinsdale are –

- Shingle Creek Chloride TMDL: Review completed in 2014. No updates since then.
- Crystal Lake TMDL: Monitoring and plant surveys completed in 2022 and will be recurring in 2025.
- Middle Twin Lake TMDL: Will be intensively monitored by watershed commission in 2025.
- Lower Twin Lake TMDL: Will be monitored by a volunteer in 2025.
- Ryan Lake TMDL: Will be monitored by a volunteer in 2025.

Council members may be aware of the many projects that have been implemented over the years since the introduction of the TMDLs and staff continues to explore opportunities for improvements that address these plans.

The MPCA has adopted the Upper Mississippi Bacteria TMDL. Overall reductions of approximately 70% are required. Typical actions that are being sought to reduce bacteria in waterways include –

- Identification of bacteria sources – BMPs include monitoring outfalls to pinpoint localized hotspots of sanitary pipe or septic systems that could have failed and be contributing.
- Reduction of input from pet waste – BMPs include adoption, enforcement and education of pet waste pick up and providing infiltration and/or filtration downstream of animal congregation areas.
- Reduction of input from wildlife – BMPs include promoting animal feeding bans, the control of nuisance populations of waterfowl and providing infiltration and/or filtration downstream of waterfowl congregation areas.
- Reduction of input from humans – BMPs include eliminating illicit connections and sanitary sewer overflows.
- Reduction of conditions that promote bacteria growth and survival – BMPs include reducing dry weather flows (to allow pipes to dry out) and investigating ways to reduce biofilm buildup in pipes.

Annual Report Summary:

Overall, the City has complied with the operational aspects of the MS4 permit during 2024.

Public Notification and Consultation:

As part of the continuous improvement philosophy of the SWPPP, an annual public meeting is required to be held. Notification of this meeting (to be held as part of tonight's City Council meeting) appeared in the SunPost. This notification complied with the statutory requirement for a minimum 30-day notice.

In addition to the verbal submissions to be received tonight, staff is prepared to accept written feedback at any time. However, nothing has been received up to the time of writing this report.

All comments received, whether electronic, written or verbal, will be dealt with through a Record of Decision (ROD) process whereby the issues raised will be investigated and a formal decision made and kept regarding each issue.

The MPCA has stated that Public Meetings should be held, and any reports of comments submitted to the agency.

Analysis:

Staff respectfully submit the annual report for receipt by City Council, recommend holding the annual public input meeting, allow staff to process all comments received from the public, authorize the City Manager to sign and submit the annual report to the MPCA when it is eventually due.

Recommendation:

- i) Receive and note the annual report on the adopted SWPPP compliance for the 2024 calendar year.
- ii) Hold the public input meeting to receive any comments and input regarding the adopted SWPPP.
- iii) Grant delegated authority to the Public Works Director / City Engineer and City Manager to process all comments received, create and keep a record of decision of each comment, and advise the City Council of those decisions.
- iv) Authorize the City Manager to sign the standard annual report upon the conclusion of comment investigation and submit the report to the MPCA by the designated date.

Attachments:

1. Attachment A - Annual SWPPP Report to City Council 2025



Stormwater Pollution Prevention Plan (SWPPP)

Annual Report

Jenna Wolf – Water Resources Specialist

Q: Where does the water go when it rains?





A: Our ponds, lakes, and streams



Stormwater Pollution Threatens Lake Health

- Litter/garbage
- Invasive species
- Deicing salt
- Fertilizer
- Organic material (grass clippings, leaves, etc.)



“Every property is lakefront property”



MS4 Permit

Municipal Separate Storm Sewer System Permit

- Generally applies to cities with populations 10,000 or more that own and operate storm sewer systems
- Designed to reduce the amount of sediment and other pollutants entering state waters from stormwater systems
- Involves extensive inspections, record keeping, and reporting





SWPPP

Stormwater Pollution Prevention Plan

1. Public Education and Outreach
2. Public Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Stormwater Runoff Control
5. Post Construction Stormwater Management
6. Pollution Prevention and Good Housekeeping





1. Public Education and Outreach

- Relevant activities:
 - Spring and fall City newsletters
 - Posts on City social media pages
 - Articles in utility bill news inserts
 - Posters at City Hall

PET WASTE & WATER POLLUTION

Dog waste left on the ground washes into storm drains, lakes and streams, exposing people, pets and wildlife to harmful bacteria.

Good Neighbors Care About Clean Water

There are an estimated **310,000 dogs** in Hennepin County, and they create over **40,000 tons of waste** per year — that's a lot of poop!

This poop causes bacteria, excessive algae growth, and other water quality issues in our communities, so city ordinances require owners to clean up dog waste. This is also the neighborly thing to do to make sure we can all enjoy our local wetlands, lakes, and streams.

How does pet waste in my yard pollute water?

Dog waste contains harmful bacteria and parasites. When waste is left on lawns or not picked up, it is washed by the next rainstorm into the nearest lake or stream. Wading, swimming, or playing in bacteria-laden waters can be harmful to humans and pets alike. Pet waste also contains nutrients that promote weed and algae growth in lakes and rivers. Picking up pet waste keeps recreation areas clean, safe, and enjoyable.



What about all the other animals?

It is true that squirrels, birds and other wildlife can also contribute to water pollution. However, these animals tend to spread out waste across the landscape, whereas dog waste is concentrated in yards and along sidewalks or paths.

How can I be a good neighbor?

Pick up dog waste from your yard and throw it in the garbage — it is not a fertilizer. Carry disposable bags while walking your dog. Do the same at the dog park — don't make it somebody else's problem.

NEED MORE INFORMATION?

For more information regarding the information in this flier, visit:
westmetrowateralliance.org/pet-waste

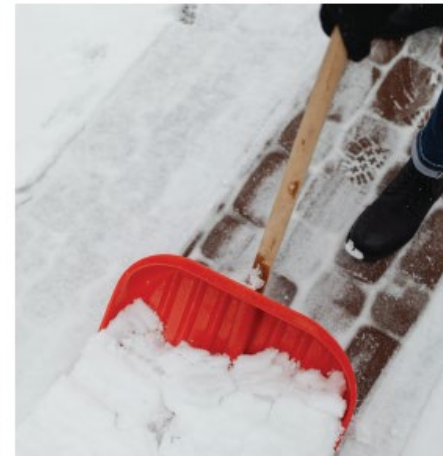


SNOW AND ICE CARE

Help Keep Our Water Clean!

Salt use has been on the rise since the 1950s, leading to waters becoming increasingly salty. Chloride levels have become so high, many creeks and lakes are now considered unhealthly.

Chlorides harm plants and animals, contaminate drinking water, damage buildings, corrode vehicles, roads and bridges. Too much salt can lead to costly damages and environmental consequences!



Help keep our waters clean with these simple steps:

1. Clear walkways of snow to minimize ice build-up.
2. Temperature matters. If the temperature is below 15 degrees, salt doesn't work effectively. Consider using sand for traction.
3. Scatter salt where it's critical. Leave about 3 inches between grains of salt. A 12-ounce coffee cup of salt is enough to cover 10 sidewalk squares or a 20-foot driveway.
4. Sweep up leftover salt, sand and deicer to reuse as needed.

Created in collaboration with MN Water Let's Keep it Clean, the West Metro Water Alliance and the Nine Mile Creek Watershed District.





City of Robbinsdale, MN - Government
Published by Rachel Leen
July 23, 2024

Now that the carp removal project at Crystal Lake has concluded for the 2024 season, let's take a look at some data over the past few years:

- The first survey taken in 2020 showed a population of 12,011 carp in the lake, which equates to 311 lbs/acre. At any level higher than 89 lbs/acre, ecological damage starts to occur.
- 2021 marked the first year of removal efforts, with 3,923 carp removed and biomass at the end of the season at 317.2 lbs/acre.
- In 2022, 3,626 carp were removed, with biomass at the end of the season at 180.8 lbs/acre.
- In 2023, 1,394 carp were removed, with biomass at the end of the season at 130.8 lbs/acre.
- In 2024, 698 carp were removed, with biomass at the end of the season at 105 lbs/acre.

In summary, carp removal efforts are on the right track to getting numbers back down to a reasonable level so that native fish and plant populations can bounce back. Another survey will be done to measure where the carp population is at now, and next steps will be determined from there!



City of Robbinsdale, MN - Government
Published by Rachel Leen
October 3, 2024

What is this mysterious object recently found on Ryan Creek/Lower Twin Lake? Is it a brain? An alien egg? A plant? No, it's an animal!

This is a Freshwater Bryozoan (Phylactolaemata) — a filter feeder. Don't be alarmed if you see them in the water, they may look weird or scary, but they're completely harmless. The big mass isn't one creature, but rather thousands and thousands of microscopic bryozoans living in the exoskeleton.

They form these gelatinous masses as a way to allow faster reproduction and better protection from predators. Bryozoans are indicators of good water quality and a healthy ecosystem. Very cool find!

Water-themed posts on the City social media pages tend to generate a lot of interest from residents



2. Public Participation

- Relevant activities:
 - Community events (ex: Chamber of Commerce Meet and Greet)
 - Lake association meeting presentations
 - Flocculation Plant Tours (Coming Back Summer 2025!)



Public Participation



Chamber of Commerce Meet and Greet 2024



Public Participation



Arbor Day 2024



3. Illicit Discharge Detection and Elimination

- Sediment (soil/dirt)
- Excess nutrients (nitrogen and phosphorus)
 - Fertilizer, leaves, grass clippings
- Petroleum products
- Animal waste (bacteria)
- Toxic chemicals
- Debris, trash, litter

Illicit Discharge:
“Any material
entering into the
storm sewer other
than stormwater”





3. Illicit Discharge Detection and Elimination

- Relevant activities:
 - Locate, investigate, and eliminate local sources of illicit discharges
 - Conduct illicit discharge training for City staff



Example Illicit Discharge

7-28-24



Example Illicit Discharge





4. Construction Site Stormwater Runoff Control

- Relevant activities:
 - Review building plans for sites >1 acre
 - 2 site reviews in 2024
- Inspect constructions sites >1 acre
 - Weekly
 - Whenever we receive 0.5” of rain within 24 hours
 - This amounted to **49 total inspections** in 2024

Construction Site Inspection Criteria



Silt Fences

Construction Site Inspection Criteria



Rock Entrances

Construction Site Inspection Criteria



Street Sweeping



5. Post Construction Stormwater Management

- Relevant activities:
 - Ensure that building plans incorporate practices to protect water
 - Ponds, raingardens, underground storage tanks, etc.
- Ensure that infrastructure continues to function into the future
 - Create agreements for landowner and ensure compliance



Fox in a Rain Garden!



6. Pollution Prevention and Good Housekeeping

- Relevant activities:
 - Track City activity and ensure we are using best practices
 - Stockpiled material
 - Snow and ice management activities
 - Inspect City-owned stormwater infrastructure and perform maintenance as needed

Additional Requirements Due to Local Impaired Waters



- Relevant activities:
 - Create map of potential bacteria sources
 - Have a bacteria reduction plan
 - Track amount of City deicing salt usage



Summary

- Overall, the City has complied with the operational aspects of the MS4 permit during 2024.
- Staff continue seeking ways to improve operations and better-protect our local water resources.



Crystal Lake Flocculation Plant 2024

Ran for 87 days

0 pounds of total phosphorus removed
(due to high algae levels)

1,570 pounds of total suspended solids
removed

31 million gallons of lake water treated

3,862 gallons of aluminum sulfate
chemical used





Plan for 2025

- Run Flocculation Treatment Plant from Memorial Day to Labor Day
- Floc Plant Tours Returning!
- More carp removal scheduled on Crystal Lake
- Algae Control on Crystal Lake
- Aquatic Plant Restoration effort on Crystal Lake
- Curly Leaf Pondweed Treatments on Lower Twin Lake
- Looking for Alternate Commissioner for Bassett Creek Watershed

Questions?

Jenna Wolf – Water Resources Specialist

jwolf@ci.robbinsdale.mn.us

763-531-1248

TO: Mayor and City Council

PREPARED BY: Kayla Kirtz, Sustainability Coordinator

APPROVED BY: Tim Sandvik, City Manager

DATE: April 1, 2025

RE: First reading of an ordinance amending section 815.07 of the Robbinsdale City Code

Background:

In the fall of 2023, staff were requested by the City Council to make updates to the signage at the Lower Twin Lake boat launch. The signage was outdated, inaccurate, and cluttered. Since the initial ask, the project has evolved into a larger effort that involves updating the signage at both Lower Twin Lake and Crystal Lake boat launches, as well as making updates to the City Code language. All elements of the project are intended to clean up the signage at the Lower Twin and Crystal Lake boat launches to promote consistency between the boat launches, and to make the signage more clear, concise, and accessible.

In June of 2024, the City Council approved a series of City Code changes that clarified the proper name of Lower Twin Lake, more precisely stated that Lower Twin is a no-wake lake no matter the type of watercraft you are traveling on, and expanded upon the law enforcement agencies responsible for responding to incidents at Lower Twin Lake. At the time of proposing City Code changes, staff also intended to update language in order to clarify that the hours of operation at Lower Twin and Crystal Lake are from sunrise to sunset, on any day. This would enable signage at the boat launches to be very clear as to when boats may be operated on the lake. Following the first ordinance reading, staff were informed by the Minnesota Department of Natural Resources (DNR) that a more extensive review process by the DNR would need to take place, since the City was technically attempting to alter the hours of operation of Lower Twin Lake, thereby delaying the project further. Staff have now completed the necessary "water surface use management" materials needed to submit to the DNR and are prepared to hold a public hearing accepting public comment relating to the ordinance to update hours of operation at Lower Twin Lake and clarify the hours of operation at Crystal Lake.

Analysis:

The proposed City Code changes will update the hours of operation of Lower Twin Lake from sunrise-noon & 6:00 p.m.-sunset to a clear and concise sunrise to sunset. Staff find this usage more easily understood and enforceable and will enable signage at the boat launch to be simplified and more accessible to the public. The proposed changes also intend to create consistency between Subd. 5. (a) and Subd. 5. (b) of section 815.07.

Recommendation:

1. Hold a public hearing and consider public comment on the proposed ordinance.
2. Hold the first reading of the ordinance amending section 815.07 of the Robbinsdale City Code.

Attachments:

1. First reading of an ordinance amending section 815.07 of the Robbinsdale City Code

Member _____ moved and Member _____ seconded a motion that the following ordinance which was given its first reading on April 1, 2025 be given its second reading on this _____ day of _____, 2025, and that it be adopted.

ORDINANCE NO. 25-____

AN ORDINANCE AMENDING SECTION 815.07 OF THE ROBBINSDALE CITY CODE RELATING TO HOURS OF OPERATION OF CRYSTAL LAKE AND LOWER TWIN LAKE

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

- 1) Section 815.07 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**:

815.07. Speed and operation of watercraft; regulation of docks.

Subd. 5. Time.

(a) ~~Crystal Lake. A mechanical powered boat, motorboat, or~~ **Any** watercraft may **only** not be operated **between sunrise and sunset on any day** ~~from sunset to sunrise the following day.~~

(b) ~~Lower Twin Lake. Any~~ watercraft may **only** not be operated between **sunrise and sunset** ~~the hours of 12:00 (noon) and 6 o'clock P.M. on any day; unless such watercraft is operated for the limited purpose of traveling on Lower Twin Lake to or from Middle or Upper Twin Lake, and at a no wake speed (not greater than five miles per hour).~~

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

Robbinsdale City Code Section 815.07 is being amended to clarify the hours of operation of Crystal Lake and Lower Twin Lake.

- 3) This ordinance shall be effective immediately upon its passage and publication.

First Reading: YEAS:

NAYS:

Second Reading: YEAS:

NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL ON THIS _____ DAY OF _____, 2025.

Brad Sutton, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk
(SEAL)

TO: Mayor and City Council
PREPARED BY: Will Bucheger, Assistant Planner
APPROVED BY: Tim Sandvik, City Manager
DATE: April 1, 2025
RE: Public Nuisance at 2732 Zenith Ave. N.

Background:

Staff has been undertaking efforts to abate property maintenance and zoning violations at 2732 Zenith Ave N that have continued since 2023.

The conditions in violation of city ordinance are:

The wood fence along the alley has a board falling over from rot and the gate being unable to be closed. This fence is seen as not structurally sound. This property also has exterior storage and rubbish items at the side yard and driveway. These items include miscellaneous wood pieces from a building project, a stack of vehicle tires, a broken grill, a box spring, and various other miscellaneous objects. Decay of the fence may cause further destruction and the pile of wood in the front yard creates harborage for pests to enter.

At the time of the initial violation warning for the fence in 2023, the property owner was Ognjen Jovicic. Mr. Jovicic received two warning notices in November 2023, for the maintenance of the fence along the alley, no action was taken in regard to those violation warnings. He received 10 citations since that time. In January of 2025, Nationstar Mortgage LLC was indicated as the taxpayer property owner per Hennepin County's records. With that information, Code Enforcement began sending citations to the new property owner to match the information indicated on Hennepin County. Nationstar Mortgage LLC has been sent 3 additional citations for the issues originally notified to Mr. Jovicic from 2023 regarding the fence. For the exterior storage items, staff sent initial warning violations in August 2024. The initial warnings for the exterior storage items were ignored and 2 citations were dispatched to Mr. Jovicic and 4 citations were dispatched to Nationstar Mortgage LLC after the ownership change.

The only communication staff has received over these violations came from a Tamilya Isom with Cyprexx Services starting January 30th, 2025. Cyprexx Services is a property preservation company working with Nationstar Mortgage LLC and is assigned to the property located 2732 Zenith Ave N. They stated in their email from January of this year that they are waiting for client approval on payment and debris removal. At the time of the report no violations have been corrected.

The property is fairly visible on Zenith Ave N and leaves a negative impression of the City of Robbinsdale on passersby. Neighbors have made various complaints on the condition of the fence, exterior storage items and general maintenance of the property since 2023.

This property is in violation of section 425.15 Subd 3 as it relates to the maintenance of the rear yard fence and also section 510.25 Subd 3 as it relates to exterior storage of materials, and also

section 2020.01 Subd 1(a) as it relates to allowing a public nuisance, which is detrimental to neighborhood properties, or an annoyance to other residents.

The Intent to Abate was posted on the home, emailed to Cyprexx Services LLC, and also mailed to the property owner Nationstar Mortgage LLC on March 21st, 2025. Tamilya Isom replied back to the Intent to Abate and notified staff that the notification letter was forwarded to Nationstar Mortgage LLC for review. She did not request a public hearing in the email reply and no request for a public hearing has been given to staff at the time of this report.

This request for abatement is staff initiated after reasonable efforts to gain compliance and the current inability of the owner to clean up and maintain the property. Time to do the work was allowed after each verbal notice or warning. Failure to maintain the exterior yard free of stored items negatively affects the neighborhood visually and will eventually result in additional complaints.

Analysis:

Code Enforcement has been attempting to achieve compliance since 11/8/2023 for the maintenance of the fence and since 8/14/2024 for the exterior storage items. Citations are thought to be ineffective after repeated attempts. The neighborhood is negatively affected visually. The owner has not made any attempts to correct any violations. For these reasons, the Code Enforcement sees no alternative other than to seek abatement authority.

Recommendation:

By motion, waive the reading and order the adoption of the Resolution shown in Exhibit A.

Attachments:

1. Exhibit A - Resolution
2. Exhibit B - Timeline

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 1st day of April 2025.

RESOLUTION NO.

A RESOLUTION TO ABATE PUBLIC NUISANCE AT 2732 ZENITH AVENUE NORTH

WHEREAS; the property located at 2732 Zenith Ave N which is also known by the property identification numbers 08-029-24-34-0204 has been found to be in violation of the Robbinsdale City Code 510.25 Subd 3, relating to exterior storage, section 425.15 Subd 3 relating to the fence maintenance, and section 2020.01 Subd 1(a) relating to allowing a public nuisance; and

WHEREAS; verbal warnings and orders regarding the violations can be identified in Exhibit B; and

WHEREAS; the owners have failed to comply with a compliance order within the time set therein and no appeal has been taken;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Robbinsdale, Minnesota hereby directs staff to remedy the deficiencies cited in the compliance order.

BE IT FURTHER RESOLVED that the cost of such remedy, including staff time, incurred in the abatement shall be billed to the recorded owner of the property, due upon receipt. Any unpaid charges will be levied and collected as a special assessment in the manner provided by Minnesota Statutes Chapter 429.

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 1st DAY OF APRIL 2025.

Brad Sutton, Mayor

ATTEST:

Chase Peterson-Em, City Clerk

Exhibit B

Contact attempts made for fence maintenance violation. All notices have been mailed to the taxpayer indicated in Hennepin County Records at the time of the citation being submitted.

11/1/2023 – First Violation Warning was mailed to the property owner Ognjen Jovicic attempting to comply the code violation.

11/8/2023 – Final Violation Warning was mailed to the property owner Ognjen Jovicic.

11/22/2023 – First Citation Valued at \$100.00 was mailed to the property owner Ognjen Jovicic attempting to comply the code violation.

12/6/2023 – Submitted \$100.00 Citation to Finance Department to Process.

12/27/2023 – Second Citation Valued at \$200.00 was mailed to the property owner Ognjen Jovicic attempting to comply the code violation.

1/10/2024 – Submitted \$200.00 Citation to Finance Department to Process.

3/20/2024 – Third Citation Valued at \$400.00 was mailed to the property owner Ognjen Jovicic attempting to comply the code violation.

4/10/2025 - Submitted \$400.00 Citation to Finance Department to Process.

5/2/2024 – Fourth Citation Valued at \$800.00 was mailed to the property owner Ognjen Jovicic attempting to comply the code violation.

5/17/2024 – Submitted \$800.00 Citation to Finance Department to Process.

6/5/2024 – Fifth Citation Valued at \$1,6000.00 was mailed to property owner Ognjen Jovicic attempting to comply the code violation.

6/27/2024 – Submitted Citation to Finance Department to Process.

7/5/2024 – Sixth Citation Valued at \$2,000.00 was mailed to property owner Ognjen Jovicic attempting to comply the code violation.

7/22/2024 – Submitted Citation to Finance Department to Process.

8/8/2024 – Seventh Citation Valued at \$2,000.00 was mailed to property owner Ognjen Jovicic attempting to comply the code violation.

8/23/2024 – Submitted Citation to Finance Department to Process.

9/9/2024 – Eighth Citation Valued at \$2,000.00 was mailed to property owner Ognjen Jovicic attempting to comply the code violation.

9/25/2024 – Submitted Citation to Finance Department to Process.

10/10/2024 – Ninth Citation Valued at \$2,000.00 was mailed to property owner Ognjen Jovicic attempting to comply the code violation.

10/30/2024 – Submitted Citation to Finance Department to Process.

11/18/2024 – Tenth Citation Valued at \$2,000.00 was mailed to property owner Ognjen Jovicic attempting to comply the code violation.

12/3/2024 – Submitted Citation to Finance Department to Process.

1/3/2025 – Eleventh Citation Valued at \$2,000.00 was mailed to property owner Nationstar Mortgage LLC attempting to comply the code violation.

1/21/2025 – Submitted Citation to Finance Department to Process.

2/7/2025 – Twelfth Citation Valued at \$2,000.00 was mailed to property owner Nationstar Mortgage LLC attempting to comply the code violation.

2/25/2025 – Submitted Citation to Finance Department to Process.

3/10/2025 – Thirteenth Citation Valued at \$2,000.00 was mailed to property owner Nationstar Mortgage LLC attempting to comply the code violation.

Contact attempts made for exterior storage violation. All notices have been mailed to the taxpayer indicated in Hennepin County Records at the time of the citation being submitted.

8/14/2024 – First Violation Warning was mailed to the property owner Ognjen Jovicic attempting to comply the code violation.

8/30/2024 – Final Violation Warning was mailed to the property owner Ognjen Jovicic attempting to comply the code violation.

9/23/2024 – First Citation Valued at \$50.00 was mailed to the property owner Ognjen Jovicic attempting to comply the code violation.

10/7/2024 Submitted to Finance Department to Process.

10/28/2024 – Second Citation Valued at \$100.00 was mailed to the property owner Ognjen Jovicic attempting to comply the code violation.

11/18/2024 – Submitted to Finance Department to Process.

12/31/2024 – Third Citation Valued at \$200.00 was mailed to the property owner Nationstar Mortgage LLC attempting to comply the code violation.

1/17/2024 – Submitted to Finance Department to Process.

2/4/2025 – Fourth Citation Valued at \$400.00 was mailed to the property owner Nationstar Mortgage LLC attempting to comply the code violation.

2/25/2025 – Submitted to Finance Department to Process.

3/6/2025 – Fifth Citation Valued at \$800.00 was mailed to the property owner Nationstar Mortgage LLC attempting to comply the code violation.

3/21/2025 – Submitted to Finance Department to Process.

TO: Mayor and City Council

PREPARED BY: Tim Sandvik, City Manager

APPROVED BY: Tim Sandvik, City Manager

DATE: April 1, 2025

RE: 1st Reading of 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. Updates are typically done for the start of the year, but these efforts are ongoing and staff recommends changes at this time. The attached Fee Schedule highlights proposed changes (in red). In summary, recommendations for updates include:

Building, Housing, and Construction Regulations - Chapter 4

In January of this year, the city began to contract with Rum River Consulting (RRC) to provide building construction permitting, plan review and inspection services to Robbinsdale residents, businesses, and their building contractors due to a vacancy in the city's Building Official position. RRC contracts with over 20 other municipalities in the Twin Cities Metropolitan Area and have been providing excellent service these last few months to Robbinsdale. As a result in this change, city staff and Rum River have completed a more in-depth review of building construction permitting, inspection and plan review fees that the city and its contractor Rum River charge and found that some baseline fees (minimum fee charge) do not cover the actual cost of providing the service. It was also found that Robbinsdale's minimum fees were lower than the majority of the other 20 plus jurisdictions Rum River Consulting works in.

When it comes to fees charged, the goal is for the fee to reflect the actual cost to the city and/or its contractor to perform the work, and to ensure that the fees are transparent, and that the fees are consistent with other cities to introduce an element of fairness as a cost of doing business.

As such, staff recommend some modest in dollar fee changes including increasing the minimum permit and inspection fee from \$50 dollars, to \$125. For the more specialized construction permit plan review and inspection for plumbing, fire sprinkler/suppression equipment, and work on state owned and licensed buildings, the minimum fee is proposed is listed now as \$300. In keeping with the intention of charging fees based on cost to perform such work, it is also recommended that the city's minimum fee to re-inspect a rental license property that failed a previous city inspection, and the minimum fee charged for demolition and building moving be increased to \$125.

Lastly, staff recommends that the city discontinue the practice of licensing construction, plumbing and mechanical building contractors going forward, as the state's Department of Labor & Industry (DOLI) performs annual licensing of these contractors and maintains a searchable

data base for individuals and the city building inspectors and/or contractors to verify. This takes into account that the state (DOLI) verifies state code requirements for training certificates and insurance coverages for these contractors as having been met. It is redundant for the city to also license these businesses and as such, staff recommend the requirement for such licensing should be repealed in city code Chapter IV, Building, Housing & Contractors, Section 405, Licensed Construction Activities, and be eliminated from the city fee schedule.

The city's fee schedule with strike thru notations and with red ink fee adjustment related to building construction permits and rental license inspections recommendations are also attached.

EV Charging

Coming this summer, the City will install a dual-port Level 3 direct current electric vehicle fast charging station at Robbinsdale City Hall. This charging station is intended to be available for public use. The suggested fees take into account various factors: Xcel Energy customer charges and demand charges, annual warranty fees, and the annual network subscription. These fees are being set with the intention of making Robbinsdale's electric vehicle charging network a self-sustaining program: any profits made from EV charging will be used to reinvest in the installation of new charging stations, replacement of charging stations at the end of their life, and to address any unanticipated maintenance expenses. The suggested fee is equivalent to a customer spending \$1.58 per one gallon of gas. Staff intend to reevaluate the public EV charging fee structure after six months once significant user data has accumulated.

Connection Fee (per connection)	\$1.00
Charging Rate (per kWh)	\$0.75
Idle Time Rate (per hour) (kicks in 15 minutes after vehicle is fully charged)	\$1.00

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

Recommendation:

Hold the First Reading of an Ordinance Adopting Updates to Appendix B - Fee Schedule

Attachments:

1. DRAFT - FEE SCHEDULE Updated 4.125

Robbinsdale

**APPENDIX B
ROBBINSDALE ORDINANCE CODE
AND GENERAL FEE SCHEDULE**

Updated xx - xx - xxxx

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ROBBINSDALE ORDINANCE CODE
AND GENERAL FEE SCHEDULE

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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

FEE SCHEDULE

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

FEE SCHEDULE

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

FEE SCHEDULE

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.				

FEE SCHEDULE

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.
Rezoning request	Fee	Community Development	Per Request	\$500
Rezoning request for R-2 to R-1	Fee	Community Development	Per Request	\$150

FEE SCHEDULE

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

FEE SCHEDULE

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.

FEE SCHEDULE

PUBLIC WORKS/PUBLIC UTILITIES MISC.				
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
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	\$1,175
Median Tree with Diameter >3"	Fee	Forestry	Each Occurrence	\$1,325
	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
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

FEE SCHEDULE

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>				
Lawn mower	Fee	Public Works		\$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

FEE SCHEDULE

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

FEE SCHEDULE

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
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FEE SCHEDULE

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

FEE SCHEDULE

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

FEE SCHEDULE

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

FEE SCHEDULE

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

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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

FEE SCHEDULE

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
FIRE/Comm Development 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

FEE SCHEDULE

CERTIFICATE OF OCCUPANCY				
Certificate of Occupancy – Land Use Review	Permit	Comm Development		\$100 \$125.00
Up to 5,000 sf	Permit	Comm Development		\$500
5,001 – 25,000 sf	Permit	Comm Development		\$800
25,001 – 75,000 sf	Permit	Comm Development		\$1,200
75,001 – 100,000 sf	Permit	Comm Development		\$1,600
100,000 – 200,000 sf	Permit	Comm Development		\$2,000
200,001 sf or greater	Permit	Comm Development		\$2,500

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).~~
one hundred twenty five (\$125.00)

MOVING PERMIT

- (a) For holding up, raising or moving any building or structure on the same lot, the fee shall be ~~fifty dollars (\$50).~~ one hundred twenty five (\$125.00)
- (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. One hundred twenty five (\$125.00)

PLUMBING PERMIT FEE SCHEDULE**FEE 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

Total Value**Fee**

\$2,000	\$125.00 Minimum
\$2,001 to \$25,000	\$125.00 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$505.65 for the first \$25,000 plus \$12 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001- \$100,000	\$805.65 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001-\$500,000	\$1,288.15 for the first \$100,000 plus 6.75 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,928.15 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$6,678.15 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof

The fee for appliance only permits shall be ~~\$50 plus \$1 state surcharge (\$51 total)~~
\$125.00 fee

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, **with a minimum fee of \$300 to be collected.**

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 \$2,000	\$50.00 \$125.00 Minimum
\$501.00 to \$2,000.00 \$2,001 to \$25,000	\$125.00 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof, to and including \$25,000 \$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 \$25,001 to \$50,000	\$505.65 for the first \$25,000 plus \$12 for each additional \$1,000 or fraction thereof, to and including \$50,000 \$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00 \$50,001- \$100,000	\$805.65 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof, to and including \$100,000 \$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 \$100,001-\$500,000	\$1,288.15 for the first \$100,000 plus 6.75 for each additional \$1,000 or fraction thereof, to and including \$500,000 \$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 \$500,001 to \$1,000,000	\$3,928.15 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000 \$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 \$1,000,001 and up	\$6,678.15 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof \$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
~~\$125.00~~
2. Re-inspection fee assessed under provisions of section 305.8.....~~\$65.00~~ per hour ¹
~~\$125.00~~
3. Inspections for which no fee is specifically indicated
(minimum charge one-half hour).....~~\$65.00~~ per hour ¹
~~\$125.00~~

4. Additional plan review required by changes, additions, or revisions to approved plans (minimum charge one-half hour).....~~\$65.00~~ per hour ¹
\$125.00

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 House/Garage	\$155
Garage Siding	\$85 \$125.00
Roofing, tear off, House/Garage	\$155
Garage re-roof	\$85 \$125.00

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, with a minimum fee of \$300 to be collected.

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.

Plan review fees for public buildings and state licensed facilities will have a minimum fee collected of \$300.00

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~~

Total Value**Fee**

\$2,000	\$125.00 Minimum
\$2,001 to \$25,000	\$125.00 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$505.65 for the first \$25,000 plus \$12 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001- \$100,000	\$805.65 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001-\$500,000	\$1,288.15 for the first \$100,000 plus 6.75 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,928.15 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$6,678.15 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof

- (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, **with a minimum fee of \$300 to be collected.**

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:**

\$125.00	\$100.00	Permanent Signs
\$125.00	\$ 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**

\$125.00 ~~\$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 /hour-2 hour minimum	\$0
Clean up/Damage Deposit	\$250	\$500
Picnic Shelter (LVT)	<u>\$25/hour-2 hour minimum</u>	\$0
Clean up/Damage Deposit	<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
		\$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,))	\$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)	\$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		

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

~~\$125.00~~ ~~\$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:

~~\$125.00~~ ~~\$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.

EV Charging

Dual-port Level 3 direct current electric vehicle fast charging station at Robbinsdale City Hall is intended to be available for public use. T

Connection Fee (per connection)	\$1.00
Charging Rate (per kWh)	\$0.75
Idle Time Rate (per hour) (kicks in 15 minutes after vehicle is fully charged)	\$1.00

TO: Mayor and City Council

PREPARED BY: Tim Sandvik, City Manager

APPROVED BY: Tim Sandvik, City Manager

DATE: April 1, 2025

RE: 1st Reading of an Ordinance Amending Chapter IV, Building, Housing, and Construction Regulations

Background:

In January of this year, the city began to contract with Rum River Consulting (RRC) to provide building construction permitting, plan review and inspection services to Robbinsdale residents, businesses, and their building contractors due to a vacancy in the city's Building Official position. RRC contracts with over 20 other municipalities in the Twin Cities Metropolitan Area and have been providing excellent service these last few months to Robbinsdale. As a result in this change, city staff and Rum River have completed a more in-depth review of certain licensing, including that of contractors.

Analysis:

Staff recommends that the city discontinue the practice of licensing construction, plumbing and mechanical building contractors going forward, as the state's Department of Labor & Industry (DOLI) performs annual licensing of these contractors and maintains a searchable data base for individuals and the city building inspectors and/or contractors to verify. This takes into account that the state (DOLI) verifies state code requirements for training certificates and insurance coverages for these contractors as having been met. It is redundant for the city to also license these businesses and as such, staff recommend the requirement for such licensing should be repealed in city code (see attached Robbinsdale city code, Chapter IV, Building, Housing & Contractors, Section 405, Licensed Construction Activities, with proposed strike through edits) and the \$50 permit fee be eliminated from the city fee schedule.

Recommendation:

Hold the 1st Reading of an Ordinance Amending Chapter IV

Attachments:

1. 1st Reading of an Ordinance Amending Chapter IV, Building, Housing, and Construction Regulations

Member _____ moved and Member _____ seconded a motion that the following Ordinance, which was given its first reading on April 1, 2025, be given its second reading on this ____ day of May, 2025 and that it be adopted.

ORDINANCE 25-

AN ORDINANCE AMENDING CHAPTER IV, BUILDING, HOUSING AND CONSTRUCTION REGULATIONS, SECTION 405, LICENSED CONSTRUCTION ACTIVITIES OF THE ROBBINSDALE CITY CODE

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:

- 1) That Robbinsdale's city code Chapter IV, Section 405 Licensed Construction Activities be amended with the following language to be removed as shown by strikeout and new language added as shown in bold and underlined:

405.01. Plumbing.

No person may engage in the business of installing, altering, extending, repairing or maintaining plumbing work or house drainage or connecting plumbing installations without a license from the city ~~state~~. Licenses will be issued only to individuals or contractors as provided by the applicable statutes of the state. A person not so licensed may do plumbing work which complies with the provisions of the minimum standards prescribed by this chapter on premises or that part of premises owned and actually occupied by the person as a homestead if the person files with the building official an affidavit showing that the person performed the actual work in the homestead. Application for the license is made to the city council and such license will be granted upon proof of the applicant's qualifications and upon the filing of a certificate of insurance to the city with public liability insurance of not less than \$1,500,000 combined single limit issued by an insurance company authorized to do business in the state of Minnesota. In lieu of the insurance requirements above, insurance with the state of Minnesota will be accepted in accordance with Minnesota Statutes, section 326.40. The annual fee for a license to engage in the business of plumbing is set forth in Appendix B. Plumbing licenses expire annually on December 31. Applications for licenses are considered by the city council, and, if approved by the city council, a license will be issued by the city clerk. Licenses are not transferable. The license fee is paid to the city clerk at the time of filing on the application. The license fee may not be prorated. (Amended, Ord. No. 03-22, Ord. No. 13-01, Ord. No. 18-02)

405.03. Electrical.

No person may engage in the business of installing, altering, extending, repairing, or maintaining electrical work of any kind or nature unless a license to do such work is first obtained from the state. Anyone not so licensed may do electrical work which complies

with the provision of the minimum standards prescribed by this chapter on premises or that part of premises owned and actually occupied by that person as a homestead if the person files with the director an affidavit showing that the person performed the actual work in the homestead.

405.05. Heating and air conditioning.

No person may engage in the business of installing or repairing heating or air conditioning plants, equipment or work for any purpose whatsoever in the city without first having procured a license therefor. from the state. Licenses shall be issued only to individuals or contractors who show a thorough understanding of the laws and regulations governing heating and air conditioning installation and who demonstrate sufficient knowledge, skill and training to enable them to carry on such work. Application for license is made to the city council and may be granted upon proof of the applicant's qualifications therefor and upon the filing of a certificate of insurance with the city with public liability insurance of not less than \$1,500,000 combined single limit issued by an insurance company authorized to do business in the state of Minnesota. The annual fee for a license to engage in the business of installing and repairing heating and air conditioning is set in Appendix B. A heating and air conditioning license expires annually on December 31. Applications for licenses will be considered by the city council, and if approved by the city council, a license will be issued by the city clerk. Licenses are not transferable. The fee for the license will be paid to the city clerk at the time of filing on the application. The license fee may not be prorated. (Amended, Ord. No. 03-22, Ord. No. 13-01)

405.07. Sewer maintenance.

No person may engage in the business of placement, replacement, alteration or repair of a sewer or house drainage system without a license from the city council. The applicant must provide a certificate of insurance with the city with public liability insurance of not less than \$1,500,000 combined single limit issued by an insurance company authorized to do business in the state of Minnesota. Application for a license is made to the city council and may be granted upon proof of the applicant's qualifications conditioned upon compliance with this chapter. The annual license fee is fixed by AppendixB. The license expires annually on December 31. Licenses are issued by the city clerk. Licenses are transferable from one person, firm or corporation to another person, firm or corporation. (Amended, Ord. No. 03-22, Ord. No. 13-01)

405.09. Excavators.

No person may fill, excavate, dig or grade the surface of the earth nor open any pits or excavated areas in the earth nor do any other acts which would raise or lower the grade of any land, if the same has an area of more than 1,000 square feet and a depth of more than 1 foot or will raise the grade more than 1 foot, without a license from the state. Persons licensed as general contractors or movers and wreckers do not require an excavator's

license. The applicant must provide a certificate of insurance with the city with public liability insurance of not less than \$1,500,000 combined single limit issued by an insurance company authorized to do business in the state of Minnesota. Application for a license is made to the city council and the license will be conditioned upon compliance with this chapter. The annual license fee is fixed by Appendix B. Licenses expire annually on December 31. Applications for licenses will be considered by the city council, and, if approved by the city council, a license will be issued by the city clerk. Licenses are not transferable. The annual license fee is paid to the city clerk at the time of filing the application. The license fee may not be prorated. (Amended, Ord. No. 03-22, Ord. No. 13-01)

405.11. Plastering, stucco, and lathing.

No person may engage in the business of plastering, stucco work, or any lathing work without a license from the city councilstate. Licenses will be issued only to individuals or contractors as provided by the applicable statutes of the state. Anyone not so licensed may nevertheless do plastering, stucco, and lathing work, which complies with the minimum standards established by this chapter on that person's homestead if the person first files with the inspector an affidavit to that effect. The applicant must provide a certificate of insurance with the city with public liability insurance of not less than \$1,500,000 combined single limit issued by an insurance company authorized to do business in the state of Minnesota. Application for such license is made to the city council and such license will be granted by a majority vote of the council upon proof of the applicant's qualifications conditioned upon compliance with this chapter. The annual license fee is fixed by Appendix B. Licenses expire annually on December 31. Applications for licenses will be considered by the city council, and, if approved by the city council, a license will be issued by the city clerk. Licenses are not transferable. The annual license fee must be paid to the city clerk at the time of filing the application. License fees may not be prorated. (Amended, Ord. No. 03-22, Ord. No. 13-01)

405.13. Contracting.

No person may engage in the business of subcontracting the construction, alterations, or repair of any building without a license **from the state**. Licenses will be issued only to individuals or contractors as provided by the applicable statutes of the state of Minnesota. Application for a license is made to the city council and will be granted upon proof of the applicant's qualifications conditioned upon compliance with this chapter. The annual license fee is fixed by Appendix B. The contractor must provide a certificate of insurance with the city with public liability insurance of not less than \$1,500,000 combined single limit issued by an insurance company authorized to do business in the state of Minnesota. Licenses expire annually on December 31. Licenses are issued by the city clerk. Licenses are not transferable. The annual license fee is paid to the city clerk at the time of filing the application. License fees may not be prorated. (Amended, Ord. No. 03-22, Ord. No. 13-01)

405.15. Masonry work.

No person may engage in the business of doing masonry work without a license from the city council ~~state~~. Licenses will be issued only to individuals or contractors as provided by the applicable statutes of the state of Minnesota. A person not so licensed may nevertheless do masonry work which complies with the minimum standards established by this chapter on the persons own homestead if the person first files with the building official an affidavit to that effect. The applicant must provide a certificate of insurance with the city with public liability insurance of not less than \$1,500,000 combined single limit issued by an insurance company authorized to do business in the state of Minnesota. Application for the license is made to the city council and the license will be granted upon proof of the applicant's qualifications conditioned upon compliance with this chapter. The annual license fee is fixed by Appendix B. Licenses expire annually on December 31. Licenses are issued by the city clerk. Licenses are not transferable. The annual license fee is paid to the city clerk at the time of filing the application. License fees may not be prorated. (Amended, Ord. No. 03-22, Ord. No. 13-01)

405.17. Roofing license.

No person may engage in the business of roof surfacing, roof resurfacing, or any roofing work without a license from the city ~~state~~. Licenses are issued only to individuals or contractors as provided by the applicable statutes of the state of Minnesota. A person not so licensed may do roofing work which complies with the minimum standards established by this chapter on the person's own homestead if the person first files with the building official an affidavit showing that the person will perform the actual work in the homestead. The applicant must provide a certificate of insurance with the city with public liability insurance of not less than \$1,500,000 combined single limit issued by an insurance company authorized to do business in the state of Minnesota. Application for the license is made to the city council and the license will be granted upon proof of the applicant's qualifications conditioned upon compliance with this chapter. Licenses expire annually on December 31. Licenses are issued by the city clerk. The license fee must be paid to the city clerk at the time of filing the application. License fees may not be prorated. The license fee is fixed by Appendix B. Licenses are not transferable. (Amended, Ord. No. 03-22, Ord. No. 13-01)

- 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 IV, Building, Housing and Construction Regulations, Section 405, Licensed Construction Activities is being amended so as to not require a city of Robbinsdale building construction license, if the state licenses such business or individuals per state statute.

First Reading: YEAS:
NAYS:
Second Reading: YEAS:
NAYS:

PASSED BY THE CITY COUNCIL THIS ____ DAY OF MAY, 2025.

ATTEST:

Brad Sutton, Mayor

Chase Etem-Peterson, City Clerk



TO: Mayor and City Council
PREPARED BY:
APPROVED BY: Tim Sandvik, City Manager
DATE: April 1, 2025
RE: City of Robbinsdale - Top Goals and Priorities, 2025

Background:

Annually, the City Council and staff leadership convene to discuss Top Priorities and Goals for the upcoming year.

Analysis:

The exercise itself, its a good opportunity for consensus making, and ultimately helps guide the Council and staff as the year progresses.

Staff will review the attached document, and entertain discussion from Council.

Recommendation:

Staff recommends that Council adopt the 2025 Top Goals and Priorities

Attachments:

1. 2025 Goals and Priorities - DRAFT

2025 Top Goals and Priorities

Top Priorities

1. Develop and implement a Robbinsdale public relations plan.
2. Pursue projects related to environmental sustainability, such as:
 - a. Green building standards for City facilities, public EV charger installation, achieving GreenStep 5, continue public education efforts, and exploring energy efficiency programs for businesses.
3. Execute the Robbinsdale Parks Master Plan.
4. Conduct a staffing study to align resources and needs.
5. Review, revise, and create a budget process that aligns resources with priorities.
 - a. Identify innovative ways to increase the City's tax capacity.
 - b. Pursue new funding opportunities.
6. Humanize and maintain Robbinsdale's identity in the current political climate.
7. Recruit and maintain staff to achieve a fully staffed Police Department.

Opportunity Goals

8. Support, celebrate, and encourage more community events.
9. Lead at least three redevelopment projects with a focus on high-density and mixed-use development.
10. Protect Robbinsdale interests throughout the entirety of the Blue Line Extension project by:
 - a. Advocating for City infrastructure
 - b. Developing zoning code related to transit-oriented development
 - c. Working with Anti-Displacement recommendations.
11. Expand sidewalk infrastructure.
12. Develop a small business information resource packet.

Other Brainstormed Goals

13. Understand the challenges of the current fire service model and implement changes.
14. Bring back and make improvements to the new resident packet.
15. Develop a resident survey to provide input opportunity for all voices.
16. Maintain an AA+ bond rating.
17. Initiate construction of the Robbinsdale Public Works Facility.





TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: April 1, 2025
RE: Voucher Requests Pending Approval for Disbursement

Background:

The check register dated 4/1/25 reflects the voucher requests pending approval for disbursement.

The check register dated 3/19/25 through 4/1/25 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 4/1/2025.

Attachments:

None