

AGENDA

CITIZEN PARTICIPATION

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

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

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

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

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

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1. CITY COUNCIL MEETING CALLED TO ORDER
 2. ROLL CALL: 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 15, 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 April 1, 2025

- B. Deputy Registrar's Monthly Financial Statements
- C. Robbinsdale Wine & Spirits' Monthly Financial Statements
- D. Approval of Credit Card Charges and Payment – February 2025
- E. Approval of Credit Card Charges and Payment – March 2025
- F. Employee Handbook Updates
- G. Approval of Licenses
- H. Authorize Subordinate Funding Agreement (SFA) with Metropolitan Council
- I. Authorize City Manager to execute a Memorandum of Understanding with AFSCME
- J. Investment Report
- 7. PRESENTATIONS
 - A. None
- 8. PUBLIC HEARINGS
 - A. An Ordinance Adding a New Section 1165 to Chapter XI, Business and Trade Regulations of the City Code Pertaining to the Registration of Cannabis and Lower Potency Hemp Businesses with Related Regulations, and Repealing Section 1160 that regulates tetrahydrocannabinol (THC) Products
- 9. OLD BUSINESS
 - A. None
- 10. NEW BUSINESS
 - A. Reallocation of 2025 Sanborn Park Playground Budget
 - B. First Reading of An Ordinance Adding Section 1165 Cannabis and LPHE Business Regulations, and Repealing Section 1160, THC Products, to the Robbinsdale City Code Chapter XI, Business & Trade Regulations
 - C. Set Upcoming Special Work Session Dates/Times
- 11. OTHER BUSINESS
 - A. Voucher Requests Pending Approval for Disbursement
- 12. ADMINISTRATIVE REPORTS
- 13. COUNCIL GENERAL COMMUNICATIONS
- 14. ADJOURNMENT

MINUTES

CITY COUNCIL MEETING CALLED TO ORDER

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

ROLL CALL

Present: Blackledge, Greenberg, Parisian, Wagner, Sutton

Absent:

Staff: Tim Sandvik, City Manager; Chase Peterson-Etem, City Clerk; Stephan Papiz, City Forester/Natural Resources Specialist; Jenna Wolf, Water Resources Specialist

MICROPHONE CHECK

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

Matt Alexander, 235 Lake St. Wayzata, North Shore Development Partners (proposed developer at US Bank Site), noted their firm would not be able to accommodate a park-and-ride, transit stop, or any other requested additions to their proposed design plan for the US Bank Site.

Emily Braun, 3445 Abbott Ave. N., stated the fees for storm water drainage for churches and other faith organizations are higher than in other communities, and she asked the Council to consider options for reducing this.

Michele Mahmood, 4268, Twin Oak Lane, noted her concern about the amount of yard waste that is allowed for residents with the new waste hauler and asked the Council to look into options for expanding this, especially in the Fall and Spring.

Sandvik provided background on why the limit was decided on the yard waste amount, and noted if the Council wanted to, they could discuss options at a Work Session. Similarly, he stated the Council could discuss storm water drainage rates at an upcoming Work Session.

The Council agreed that they would like to discuss yard waste options and storm water drainage costs at an upcoming Work Session.

Sandvik stated the Council could discuss potential development plans for the US Bank Site at a future meeting as well.

The Council agreed discussions could happen at a future meeting.

APPROVAL OF THE APRIL 1, 2025, MEETING AGENDA

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

Mayor Sutton noted the movement of Items 8 and 10 ahead of Item 6, Consent Agenda.

Member Blackledge MOVED, seconded by Wagner to approve the April 1, 2025, City Council agenda as amended. The vote was unanimous and the motion carried.

CONSENT AGENDA

PRESENTATIONS

These items were considered after New Business.

PUBLIC HEARINGS

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

City Manager Sandvik introduced the history of the ordinance and the reason for amending the City Code.

Member Greenberg asked if Lower Twin Lake will still be no-wake. Sandvik stated the no-wake policy is consistent throughout. Member Greenberg reiterated that the no-wake language is struck through and asked for clarification. Sandvik noted different sections that include no-wake language.

Member Greenberg MOVED, seconded by Blackledge to open the public hearing. The vote was unanimous and the motion carried.

Mayor Sutton opened the public hearing.

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

Member Wagner MOVED, seconded by Blackledge to approve the first reading of an Ordinance Amending Section 815.07 of the Robbinsdale City Code and set second reading for May 6, 2025. The vote was unanimous and the motion carried.

NEW BUSINESS

A. Public Nuisance at 2732 Zenith Ave. N.

Sandvik provided an overview of the item and detailed the history of code violations occurring at the property since 2023. Staff asked that the Council waive the reading and adopt the resolution as shown in Exhibit A.

Member Wagner noted that in past similar situations, neighbors came out concerned about safety. Therefore, Member Wagner asked what safety considerations are being taken for Staff. Sandvik stated safety measures are being considered and will be addressed further in planning meetings.

Member Greenberg highlighted for the public that this is an unusual circumstance.

Mayor Sutton reiterated the attempts taken by the City to resolve this issue.

Member Greenberg MOVED, seconded by Wagner to adopt Resolution No. 8152 “A RESOLUTION TO ABATE PUBLIC NUISANCE AT 2732 ZENITH AVENUE NORTH AS SHOWN IN EXHIBIT A.” The vote was unanimous and the motion carried.

B. 1st Reading of Ordinance Adopting Updates to Appendix B - Fee Schedule

Sandvik provided an overview of the item and detailed the history of the fee schedule and noted the recommended updates to contractor licenses, permit fees, and EV charging. Sandvik noted this will be further discussed at the work session next week. Staff recommends holding the first reading and proceeding with a second

reading on May 6, 2025.

Member Parisian asked when the fees will come into effect, given the timeline noted by Staff. Sandvik stated as close to May 7, 2025, as possible.

Member Greenberg asked if the fees could be staggered, as some fees were significantly increased. Sandvik highlighted that the removal of the license requirement will mitigate that cost. He also noted some of the fees were not updated in a timely manner through the years.

Member Greenberg asked if the license covers every job completed in Robbinsdale, as opposed to paying for the license per time. Sandvik stated that is correct. Member Greenberg reiterated he still wants to be cognizant of the fee increase.

Member Wagner asked if there is any other impact on the budget due to these removals. Sandvik noted the intent is to treat it as an enterprise fund, and the intent is not to have offsets to the budget in other areas.

Mayor Sutton asked if the work session would be the correct place to address other fees noted in the schedule that someone wanted to discuss. Sandvik stated yes.

Member Wagner MOVED, seconded by Parisian to approve the first reading of an Ordinance Adopting Updates to Appendix B, Robbinsdale Ordinance Code and General Fee Schedule and set second reading for May 6, 2025. The vote was unanimous and the motion carried.

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

Sandvik provided an overview of the item and detailed the history of licenses and the purpose of removing redundancies.

Member Wagner asked if a worker has a State license, if they still need to get a project-specific permit. Sandvik answered in the affirmative. Member Wagner asked what the State standards look like. Sandvik stated the standards of the Department of Labor and Industry are similar. Member Wagner reiterated that the City will still be making sure regulations are met.

Member Parisian MOVED, seconded by Blackledge to approve the first reading of an Ordinance Amending Chapter IV, Building, Housing and Construction Regulations, Section 405, Licensed Construction Activities of the Robbinsdale City Code and set second reading for May 6, 2025. The vote was unanimous and the motion carried.

D. City of Robbinsdale - Top Goals and Priorities, 2025

Sandvik provided an overview of the item and detailed the history of establishing City goals and how goals were established for 2025. Staff recommended adopting the goals and encouraged the Council to expound on how this document has helped in the past.

Member Blackledge noted appreciation for the goal creation process. He highlighted his desire for more specificity in priority number 6, Humanize and Maintain Robbinsdale's Identity in the current political climate.

Member Wagner agreed with Member Blackledge and stated he would support adding clarifying wording. Additionally, he echoed his appreciation for the goal creation process. He noted the City is very intentional in setting goals by meeting with Staff leadership and department heads and deciding on priorities together.

Member Parisian agreed with Member Blackledge's suggestion for number 6. She also echoed appreciation for the goal-setting process and her approval of the current list. She asked Sandvik to note how goals that carry on for more than one calendar year are kept track of. Sandvik discussed the monthly report card he sends out related to the handbook, events, momentum on projects, recruiting, and retention.

Member Greenberg highlighted the holistic process of goal creation versus individual goals. He noted the numbers make it seem like one priority is higher than the next and suggested bullet points instead of the current numerical system.

Mayor Sutton asked if he should read the document being discussed. He then read the 7 top priorities, 5 opportunity goals, and 5 other brainstormed goals in the document.

Member Parisian MOVED, seconded by Wagner to approve the 2025 Top Goals and Priorities Amending Item 6 to Humanize and Maintain Robbinsdale's Culturally Diverse Identity in the Current Political Climate. The vote was unanimous and the motion carried.

CONSENT AGENDA (continued)

Member Parisian removed Items E and F for further consideration.

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

- 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
- 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
- E. Adopt Resolution Amending the 2024 General Fund Budget

Member Parisian referenced the operating surplus in 2024 and asked where those amounts are being moved to in 2025. She asked for Staff to expand on how common this process is, how budgets were set, and what those different accounts pay for. Sandvik stated that this budgeting occurs annually in addition to an annual audit and deficit budgeting. He highlighted the cost savings due to the Police Department shortage.

Member Wagner asked if the funds are allowed to be moved to investment vehicles. Sandvik stated that there

are certain dollars they can allocate to those.

Member Parisian MOVED, seconded by Greenberg to adopt Resolution No. 8150, “A RESOLUTION AMENDING THE 2024 GENERAL FUND BUDGET.” The vote was unanimous and the motion carried.

Mayor Sutton passed control over to Mayor Pro Tem Blackledge as Mayor Sutton needed to depart.

F. Establishment of the 2026-2027 Budget Calendar

Member Parisian asked if these dates are for the 2025 Budget Calendar. Sandvik stated this is to budget for the 2026 and 2027 years.

Member Parisian asked if the budget planning dates noted are fixed dates or general timelines, as some of the dates don’t fall on City Council meeting dates. Sandvik stated these are not specific dates and will be finalized closer to the meeting dates.

Member Wagner MOVED, seconded by Parisian to approve the 2026-2027 budget calendar with the change to certify proposed property tax levies to the County Auditor from year 2023 to year 2025. The vote was unanimous and the motion carried.

PRESENTATIONS (continued)

A. Robbinsdale Forestry/Natural Resources Annual Report

City Forester/Natural Resources Specialist Papiz introduced the annual Forestry/Natural Resources Annual Report. He noted the continued treatment of emerald ash borer trees on City-owned land with financial assistance due to a grant received in 2022. The equipment purchased with that grant should last till 2028. He highlighted zone-based public tree pruning, the objectives in tree pruning, structure-based pruning goals, and tree pruning and removal contracts. He also discussed prairie/raingarden management, noxious weeds, invasive species control, South Halifax Park Woodland Restoration, shade tree disease, insect control, gravel bed nursery bareroot tree planting, Tree Trust tree sale, tree spading, native plant kit sale through Minnesota Native Landscapes (MNL), ArcGIS-based public tree inventory, County Road 81 native landscape medians, Tree City USA, Arbor Day Celebration, and Adopt-a-Park Program.

Member Parisian highlighted the importance of the work Papiz does. She asked what is included in each native plant kit and how much square footage each kit covers. Papiz stated they cover roughly 40 to 60 square feet, and in the prairie grass kit, it would include some grasses such as Big Blue Stem, Indian Grass, Little Blue Stem, June Grass, Prairie Cord Grass. He noted the City Forestry website will have graphics that show what is in each kit.

Member Greenberg expressed his gratitude for the presentation, all Papiz does for the City, and the ecosystem within the City. He also passed along the City residents’ gratitude.

Member Wagner highlighted the impressive emerald ash borer mitigation program Papiz has implemented. He asked if residents can help with pulling out invasive species. Papiz stated he generally finds enough help with himself, a co-worker in water resources, and other City workers. However, volunteer outreach is on his mind if needed.

Member Wagner asked what the schedule of controlled burns looks like and the purpose of controlled burns. Papiz noted rain gardens are burned every year, and parks are not burned yearly due to pollinator larvae.

Mayor Pro Tem Blackledge thanked Papiz for his presentation and echoed sentiments shared by other Council Members. He also pointed City residents to the forestry website as a great resource.

B. Stormwater Pollution Prevention Plan Annual Report

Water Resources Specialist Wolf introduced the Stormwater Pollution Prevention Plan (SWPPP), which included public education and outreach, public participation, illicit discharge detection and elimination, construction site stormwater runoff control, post-construction stormwater management, and pollution prevention and good housekeeping. She highlighted that stormwater pollution threatens lake health. She also noted compliance with the MS4 permits, the success of the Crystal Lake flocculation plant, and plans for 2025.

Member Greenberg asked how much work is left to do on Crystal Lake. Wolf stated the Lake is a work in progress, but she sees many positive improvements. There will always be a need for the flocculation plant due to the nature of the Lake.

Member Greenberg asked if other neighboring communities impact Robbinsdale lakes. Wolf stated that is correct. She described the pipe coming into Crystal Lake from Minneapolis and the active discussions to resolve the situation.

Member Greenberg expressed gratitude for the presentation and the work being done.

Member Parisian asked what Wolf expects the volume of carp removal to be compared to last year and the pattern that created for the following years. Wolf stated that is typically correct, however, carp are good at reproduction. Further, Wolf stated she does believe there is a carp reduction in the Lake and she hopes to introduce more bluegill that consume carp eggs.

Member Parisian asked what putting more plant life into the lake entails and what barriers are in the way. Wolf noted there is limited research on transplanting aquatic plant life, so much of what will be done is trial and error, but there is no harm in trying it.

Member Wagner expressed gratitude and thankfulness for the community outreach activities.

Mayor Pro Tem Blackledge echoed other Council Members' sentiments. He also asked if people can be a part of the carp removal process. Wolf stated they do not advertise when it is done due to some residents' opposing views, but that can be changed, and she sees it as an educational activity.

Sandvik noted that as part of the MS4, there are future steps needed. He advised the Council to ask if there is any public input, and then by motion, go forward with items 1 through 4 as noted in the recommendations.

Member Parisian MOVED, seconded by Greenberg to approve receiving the annual report on the adopted SWPPP compliance for the 2024 calendar year, hold a public input meeting to receive comments and input on the adopted SWPPP, grant delegated authority to the Public Works Director/City Engineer and City Manager to process comments and advise the City Council of those decisions, and to authorize the City Manager to sign the Standard Annual Report upon conclusion of the comment investigation and submit that report to the MPCA by the designated date. The vote was unanimous and the motion carried.

PUBLIC HEARINGS

This item was considered after Approval of the April 1, 2025, Meeting Agenda.

OLD BUSINESS

A. None

NEW BUSINESS

This item was considered after Approval of the April 1, 2025, Meeting Agenda.

OTHER BUSINESS

A. Voucher Requests Pending Approval for Disbursement

Member Greenberg MOVED, seconded by Wagner to approve disbursement requests for the period ending April 1, 2025. The vote was unanimous and the motion carried.

ADMINISTRATIVE REPORTS

Peterson-Etem noted services with Republic Services officially started today, and all bins should be delivered. He also noted that yard waste removal is set to start on April 14th to be collected on residents' normal collection date.

Sandvik apologized for inadvertently citing the wrong code number and subsection regarding the no-wake language. He thanked the Council for their support in terms of resources and funding and also thanked Jenna and Stephan for their presentations. He noted the good conversation at the LRT Lowry Station open house last week, upcoming events, Staff success in transitioning to Republic Services, positive community response to social media postings, and important upcoming dates with the Fire Department.

COUNCIL GENERAL COMMUNICATIONS

Member Greenberg expressed his thankfulness for the presentations and the care for the ecosystems. He also highlighted Transgender Day of Visibility.

Member Parisian shared Member Greenberg's sentiments related to both the presentations and Transgender Day of Visibility.

Member Wagner thanked Staff for all the preparation they do prior to meetings, echoed the sentiments towards Transgender Visibility Day, and wished those who celebrate Ramadan a happy Eid. He also wanted to make note of the microphone feedback and asked to mitigate that in future meetings.

Mayor Pro Tem Blackledge thanked Staff for their time and expressed appreciation for other Council Members.

ADJOURNMENT

Mayor Pro Tem Blackledge MOVED, seconded by Wagner to adjourn the meeting at 9:44 p.m. The vote was unanimous and the motion carried.

Chase Peterson-Etem, City Clerk

Bradley Sutton, Mayor

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: April 15, 2025
RE: Deputy Registrar's Monthly Financial Statements

Background:

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

Analysis:

Year-to-date revenues amount to \$120,940, showing an increase of \$8,305 (7.4%) compared to the previous year. Expenditure has risen by \$8,032 (9.6%). The net gain before transfers for the year is \$29,515, which is \$273 (0.9%) more than last year.

Passport revenue year to date has increased by \$11,197 (43.6%) and motor vehicle fees have decreased by \$3,099 (3.6%).

Recommendation:

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

Attachments:

1. DEPS Feb 2025 P&L

City of Robbinsdale
Deputy Registrar
Profit and Loss Statement From Operations
For Period Ending February 28 2025

			Year to Date		% Inc (Dec) from Previous Year
	Feb-2025	Feb-2024	2025	2024	
Notary Fees		5	5	10	(50.0%)
Motor Vehicle Fees	38,614	44,680	79,936	85,528	(6.5%)
Motor Vehicle Fees - Kiosk		643	3,255	762	
Boat/Snow/ATV/ORV Fees	192	248	524	645	(18.8%)
Fish & Game Fees		5	2	9	(77.8%)
Passport Fees	17,080	13,319	36,878	25,681	43.6%
Other Revenue	119		341	-	#DIV/0!
Revenues	56,005	58,900	120,940	112,635	7.4%
Operating Expenses:					
Personal Services	37,517	36,956	73,843	66,335	11.3%
Supplies & Repairs	0	79	11	421	(97.4%)
Internal Serv Charges	7,913	7,367	15,826	14,734	7.4%
Other Charges & Services	257	918	1,135	1,942	(41.6%)
Other (Income) Expense	610	11	610	(39)	0.0%
Total	46,297	45,331	91,425	83,393	9.6%
Operating Income / (Loss)	9,708	13,569	29,515	29,242	
Percent to Revenues	17%	23%	0	26%	

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: April 15, 2025
RE: Robbinsdale Wine & Spirits' Monthly Financial Statements

Background:

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

Analysis:

Year-to-date sales amount to \$561,737, reflecting a \$40,319 decrease (6.7%) from the previous year. Gross profit from sales stands at \$185,587, compared to \$167,716 in 2024 (10.7% increase). Our year-to-date gross profit is currently at 33%, meeting our target. The net income before transfers including the non-operating revenue/expenses for this year totals -\$3,617, showing a decrease of 60.8% from the net loss of -\$9,230 in 2024.

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

Recommendation:

Approve a motion to acknowledge the Robbinsdale Wine & Spirits' financial reports for the month of February 2025.

Attachments:

1. Liquor Feb 2025 P&L

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending February 28, 2025

			Year to Date			% Inc (Dec) from Previous Year
	Feb-2025	Feb-2024	2025	2024	Amount Difference	
Sales	275,143	316,580	561,737	602,056	(40,319)	(6.7%)
Less Customer Discounts	2,507	3,368	5,177	6,663	(1,486)	(22.3%)
Net Sales	272,636	313,212	556,560	595,393	(38,833)	(6.5%)
Cost of Sales	192,116	223,739	370,973	427,677	(56,704)	(13.3%)
Gross Profit	80,520	89,473	185,587	167,716	17,871	10.7%
Percent to Net Sales	30%	29%	33%	28%		
Operating Expenses:						
Personal Services	55,053	54,231	109,837	99,035	10,802	10.9%
Supplies & Repairs	830	952	1,574	2,992	(1,418)	(47.4%)
Other Charges & Services	24,379	20,199	45,158	42,209	2,949	7.0%
Rent			0	0	0	
Depreciation	11,250	11,250	22,500	22,500	0	0.0%
Other (Income) Expense	32	(140)	95	(390)	485	(124.4%)
Total	91,544	86,492	179,164	166,346	12,818	7.7%
Operating Income / (Loss)	(11,024)	2,981	6,423	1,370	5,053	368.8%
Percent to Net Sales	-4%	1%	1%	0%		

Nonoperating Revenues (Expenses)

GASB 87 Adjustment					
Lease Interest Expense	(5,020)	(5,300)	(10,040)	(10,600)	560
	(5,020)	(5,300)	(10,040)	(10,600)	560
Income/(Loss) Before Transfers	(16,044)	(2,319)	(3,617)	(9,230)	5,613

	Current Month Analysis					
	Liquor	Wine	Beer	Misc	THC	Totals
Sales	118,398	46,139	95,895	6,459	5,745	272,636
Inventory of February 1	321,486	154,557	101,534	12,651	12,780	603,008
Purchases	56,284	31,290	54,748	2,737	2,304	147,363
Less Inventory of February 28	296,680	156,913	82,609	10,820	11,233	558,255
Cost of Sales	81,090	28,934	73,673	4,568	3,851	192,116
Gross Profit	37,308	17,205	22,222	1,891	1,894	80,520
Gross Profit % to Net Sales	32%	37%	23%	29%	33%	
Product % to Total Sales	43%	17%	35%	2%	2%	

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending February 28, 2025

Sales / Cost of Sales Analysis

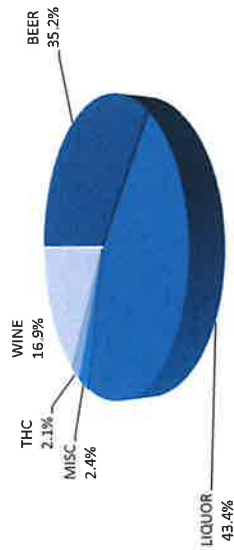
			Year to Date		% Inc (Dec) from Previous Year
	Feb-2025	Feb-2024	2025	2024	
Liquor Sales	118,398	133,115	242,479	254,476	(4.7%)
Liquor Cost of Sales	81,090	92,705	153,365	177,661	(13.7%)
Gross Profit	<u>37,308</u>	<u>40,410</u>	<u>89,114</u>	<u>76,815</u>	<u>16.0%</u>
Percent to Net Sales	32%	30%	37%	30%	
Wine Sales	46,139	53,934	91,953	103,953	(11.5%)
Wine Cost of Sales	28,934	35,979	51,296	69,372	(26.1%)
Gross Profit	<u>17,205</u>	<u>17,955</u>	<u>40,657</u>	<u>34,581</u>	<u>17.6%</u>
Percent to Net Sales	37%	33%	44%	33%	
Beer Sales	95,895	112,555	195,146	210,211	(7.2%)
Beer Cost of Sales	73,673	85,753	148,135	162,017	(8.6%)
Gross Profit	<u>22,222</u>	<u>26,802</u>	<u>47,011</u>	<u>48,194</u>	<u>(2.5%)</u>
Percent to Net Sales	23%	24%	24%	23%	
Misc Sales	6,459	7,602	14,100	14,853	(5.1%)
Misc Cost of Sales	4,568	5,275	9,779	11,303	(13.5%)
Gross Profit	<u>1,891</u>	<u>2,327</u>	<u>4,321</u>	<u>3,550</u>	<u>21.7%</u>
Percent to Net Sales	29%	31%	31%	24%	
THC Sales	5,745	6,006	12,882	11,900	8.3%
THC Cost of Sales	3,851	4,027	8,398	7,324	14.7%
Gross Profit	<u>1,894</u>	<u>1,979</u>	<u>4,484</u>	<u>4,576</u>	<u>(2.0%)</u>
Percent to Net Sales	33%	33%	35%	38%	
Total Sales	272,636	313,212	556,560	595,393	(6.5%)
Total Cost of Sales	192,116	223,739	370,973	427,677	(13.3%)
Gross Profit	<u>80,520</u>	<u>89,473</u>	<u>185,587</u>	<u>167,716</u>	<u>10.7%</u>
Percent to Net Sales	30%	29%	33%	28%	

Liquor Store Sales - 2024 and 2025

	<u>Jan 24</u>	<u>Jan 25</u>	<u>Feb 24</u>	<u>Feb 25</u>	<u>Mar 24</u>	<u>Mar 25</u>
Liquor	121,361.00	124,081.00	133,115.00	118,398.00	142,226.00	-
Wine	50,019.00	45,814.00	53,934.00	46,139.00	60,106.00	-
Beer	97,656.00	99,251.00	112,555.00	95,895.00	121,334.00	-
THC	5,894.00	7,137.00	6,006.00	5,745.00	6,215.00	-
Misc	7,251.00	7,641.00	7,602.00	6,459.00	8,766.00	-
	<u>282,181.00</u>	<u>283,924.00</u>	<u>313,212.00</u>	<u>272,636.00</u>	<u>338,647.00</u>	<u>-</u>
	<u>Apr 24</u>	<u>Apr 25</u>	<u>May 24</u>	<u>May 25</u>	<u>Jun 24</u>	<u>Jun 25</u>
Liquor	131,206.00	-	156,053.00	-	154,959.00	-
Wine	52,976.00	-	58,864.00	-	55,341.00	-
Beer	119,385.00	-	150,018.00	-	143,522.00	-
THC	6,557.00	-	7,655.00	-	7,550.00	-
Misc	8,104.00	-	11,695.00	-	11,305.00	-
	<u>318,228.00</u>	<u>-</u>	<u>384,285.00</u>	<u>-</u>	<u>372,677.00</u>	<u>-</u>
	<u>Jul 24</u>	<u>Jul 25</u>	<u>Aug 24</u>	<u>Aug 25</u>	<u>Sept 24</u>	<u>Sept 25</u>
Liquor	157,688.00	-	158,209.00	-	142,362.00	-
Wine	53,397.00	-	55,199.00	-	55,081.00	-
Beer	151,154.00	-	151,196.00	-	134,467.00	-
THC	7,775.00	-	8,017.00	-	7,767.00	-
Misc	11,550.00	-	10,890.00	-	9,799.00	-
	<u>381,564.00</u>	<u>-</u>	<u>383,511.00</u>	<u>-</u>	<u>349,476.00</u>	<u>-</u>
	<u>Oct 24</u>	<u>Oct 25</u>	<u>Nov 24</u>	<u>Nov 25</u>	<u>Dec 24</u>	<u>Dec 25</u>
Liquor	151,458.00	-	156,198.00	-	180,184.00	-
Wine	56,744.00	-	69,488.00	-	82,557.00	-
Beer	133,063.00	-	128,100.00	-	133,731.00	-
THC	6,595.00	-	8,128.00	-	6,602.00	-
Misc	9,010.00	-	8,607.00	-	9,640.00	-
	<u>356,870.00</u>	<u>-</u>	<u>370,521.00</u>	<u>-</u>	<u>412,714.00</u>	<u>-</u>

February 2025

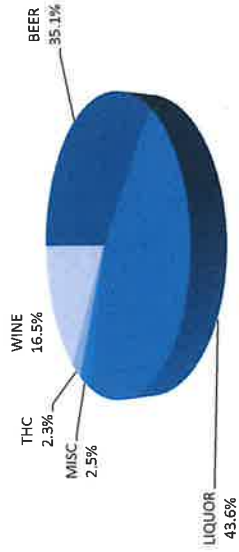
Liquor Store - Net Sales



February 2025		Net Sales per Dept.	% Net Sales of Total
BEER	6401.4763	95,895	35.2%
LIQUOR	6401.4761	118,398	43.4%
MISC	6401.4764	6,459	2.4%
THC	6401.4766	5,745	2.1%
WINE	6401.4762	46,139	16.9%
		272,636	

Yearly 2025

Liquor Store - Net Sales



Total 2025		Net Sales per Dept.	% Net Sales of Total
BEER	6401.4763	195,146	35.1%
LIQUOR	6401.4761	242,482	43.6%
MISC	6401.4764	14,100	2.5%
THC	6401.4766	12,882	2.3%
WINE	6401.4762	91,953	16.5%
		556,563	



TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: April 15, 2025
RE: Approval of Credit Card Charges and Payment – February 2025

Background:

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

Analysis:

The attached listings are the credit card payments made in the month of February 2025 representing charges for the period January 11, 2025, through February 10, 2025, for expenses for City operations.

Recommendation:

By motion approve the February 2025 payment for City credit card charges.

Attachments:

1. Feb 2025 CC

04/07/2025 10:18 AM
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DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 02/24/2025 - 02/24/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 1/23

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

Purchase Card Vendor: 100292 U. S. BANCORP

02012025 125763	AMAZON TECH SUPPLIES FOR EVIDENCE ROOM 1000-1200-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	112.95 112.95	0.00	Paid	Y 02/01/2025
02012025 125764	AMAZON REFUND FOR SWAT HELMET 1000-1215-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	(52.99) (52.99)	0.00	Paid	Y 02/01/2025
02012025 125765	AMAZON SWAT HELMET 1000-1215-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	54.98 54.98	0.00	Paid	Y 02/01/2025
02012025 125766	AMAZON WATERPROOF WINTER SHOES - SWAT 1000-1215-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	561.12 561.12	0.00	Paid	Y 02/01/2025
02012025 125767	AMAZON TECH SUPPLIES FOR EVIDENCE ROOM 1000-1200-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	197.43 197.43	0.00	Paid	Y 02/01/2025
02012025 125768	AMAZON WIRELESS CLICKER FOR MEETING ROOM 1000-1235-6960.00000	02/01/2025 Bjohnson18 FURNITURE & OFFICE EQUIPMENT	02/24/2025	55.98 55.98	0.00	Paid	Y 02/01/2025
02012025 125769	MENARDS SHELVING UNIT - CREDIT 7100-7115-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	(36.99) (36.99)	0.00	Paid	Y 02/01/2025
02012025 125770	MENARDS SHELVING UNIT 7100-7115-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	87.90 87.90	0.00	Paid	Y 02/01/2025
02012025 125771	MENARDS SHELVING UNIT 7100-7115-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	50.91 50.91	0.00	Paid	Y 02/01/2025

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INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 02/24/2025 - 02/24/2026
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VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 2/23

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

Purchase Card Vendor: 100292 U. S. BANCORP

02012025 125772	WING FAN BLADE / DOWEL 7000-7010-6234.00000	02/01/2025 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	02/24/2025	391.97 391.97	0.00	Paid	Y 02/01/2025
02012025 125773	USPS USPS - PRIORITY MAIL 6000-6010-6378.00000	02/01/2025 Bjohnson18 POSTAGE & SHIPPING	02/24/2025	13.10 13.10	0.00	Paid	Y 02/01/2025
02012025 125774	AMAZON HEX WRENCH SET 6000-6010-6234.00000	02/01/2025 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	02/24/2025	125.98 125.98	0.00	Paid	Y 02/01/2025
02012025 125775	AMAZON TONER 6400-6405-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	274.98 274.98	0.00	Paid	Y 02/01/2025
02012025 125776	ACE HARDWARE INVENTORY SUPPLIES 6400-6405-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	48.56 48.56	0.00	Paid	Y 02/01/2025
02012025 125777	CRYSTAL CAR WASH CAR WASHES - #210 7000-7010-6336.00000	02/01/2025 Bjohnson18 OTHER CONTRACTS	02/24/2025	36.00 36.00	0.00	Paid	Y 02/01/2025
02012025 125778	AMAZON BREAKROOM DISH SOAP / PAPER COIN 7100-7105-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	11.48 11.48	0.00	Paid	Y 02/01/2025
02012025 125779	AMAZON HANGING FILE FOLDERS - JANE/CE DEPT 1000-1440-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	17.96 17.96	0.00	Paid	Y 02/01/2025
02012025 125780	AMAZON HANGING FILE FOLDERS - JANE/RENTAL 1000-1450-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	17.96 17.96	0.00	Paid	Y 02/01/2025

04/07/2025 10:18 AM
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INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 02/24/2025 - 02/24/2026
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VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 3/23

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

Purchase Card Vendor: 100292 U. S. BANCORP

02012025 125781	AMAZON 2025 DESK CALENDAR-JANE 7100-7105-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	6.99 6.99	0.00	Paid	Y 02/01/2025
02012025 125782	AMAZON FILE FOLDERS - SUPPLY ROOM 7100-7105-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	35.84 35.84	0.00	Paid	Y 02/01/2025
02012025 125783	AMAZON STATIC GUARD SPRAY - NOELLE/MAIN 7100-7105-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	10.44 10.44	0.00	Paid	Y 02/01/2025
02012025 125784	AMAZON WET JET MOP / STICKERS-FIRE & ICE 1000-1305-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	32.93 32.93	0.00	Paid	Y 02/01/2025
02012025 125785	MICROFRAME AMAZON PAY DMV TAKE-A-NUMBER TICKETS 6700-6705-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	121.73 121.73	0.00	Paid	Y 02/01/2025
02012025 125786	AMAZON PARTY BANNER / NAPKINS / DECORATIONS 1000-1305-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	56.28 56.28	0.00	Paid	Y 02/01/2025
02012025 125787	AMAZON DRY ERASE BOARD CLEANING SPRAY 7100-7105-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	7.48 7.48	0.00	Paid	Y 02/01/2025
02012025 125788	AMAZON BATTERIES & BINDER BOOKS - UTILITIES 6000-6005-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	45.75 45.75	0.00	Paid	Y 02/01/2025
02012025 125789	CRYSTAL CAR WASH FIRE DEPT CAR WASHES 7000-7010-6336.00000	02/01/2025 Bjohnson18 OTHER CONTRACTS	02/24/2025	28.00 28.00	0.00	Paid	Y 02/01/2025

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INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 02/24/2025 - 02/24/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 4/23

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

Purchase Card Vendor: 100292 U. S. BANCORP

02012025 125790	CRYSTAL CAR WASH POLICE DEPT CAR WASHES 7000-7010-6336.00000	02/01/2025 Bjohnson18 OTHER CONTRACTS	02/24/2025	502.00 502.00	0.00	Paid	Y 02/01/2025
02012025 125791	HOLIDAY CAR WASH POLICE DEPT CAR WASHES 7000-7010-6336.00000	02/01/2025 Bjohnson18 OTHER CONTRACTS	02/24/2025	5.50 5.50	0.00	Paid	Y 02/01/2025
02012025 125792	AMAZON CELL PHONE CHARGING SUPPLIES 7100-7110-6234.00000	02/01/2025 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	02/24/2025	25.57 25.57	0.00	Paid	Y 02/01/2025
02012025 125793	AAMCO TRANSMISSION 7000-7010-6340.00000	02/01/2025 Bjohnson18 REPAIR & MAINTENANCE	02/24/2025	577.00 577.00	0.00	Paid	Y 02/01/2025
02012025 125794	DEPT OF LABOR MN DLI 7000-7010-6718.00000	02/01/2025 Bjohnson18 LICENSES TAXES & FEES	02/24/2025	20.00 20.00	0.00	Paid	Y 02/01/2025
02012025 125795	AMAZON WIRING HARNESS 7000-7010-6234.00000	02/01/2025 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	02/24/2025	65.99 65.99	0.00	Paid	Y 02/01/2025
02012025 125796	AMAZON CONNECTOR PLUGS WIRE TERMINILS 7000-7010-6234.00000	02/01/2025 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	02/24/2025	30.98 30.98	0.00	Paid	Y 02/01/2025
02012025 125797	AMAZON KEY BOX 7000-7010-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	46.99 46.99	0.00	Paid	Y 02/01/2025
02012025 125798	AMAZON HOSE - FLUID EX 7000-7010-6234.00000	02/01/2025 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	02/24/2025	19.87 19.87	0.00	Paid	Y 02/01/2025

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INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 02/24/2025 - 02/24/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 5/23

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

Purchase Card Vendor: 100292 U. S. BANCORP

02012025 125799	AMAZON USB CORD 7000-7010-6234.00000	02/01/2025 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	02/24/2025	5.99 5.99	0.00	Paid	Y 02/01/2025
02012025 125800	TRENCHERS PLUS BLOWER SKID SHOE 7000-7010-6234.00000	02/01/2025 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	02/24/2025	160.88 160.88	0.00	Paid	Y 02/01/2025
02012025 125801	AMAZON CABLES / LIGHTS 7000-7010-6234.00000	02/01/2025 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	02/24/2025	42.98 42.98	0.00	Paid	Y 02/01/2025
02012025 125802	AMAZON FLUID TESTER / ANTI FREEZE 7000-7010-6234.00000	02/01/2025 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	02/24/2025	41.98 41.98	0.00	Paid	Y 02/01/2025
02012025 125803	UPS SHIPPING 6700-6705-6378.00000	02/01/2025 Bjohnson18 POSTAGE & SHIPPING	02/24/2025	9.08 9.08	0.00	Paid	Y 02/01/2025
02012025 125804	UPS SHIPPING 6700-6705-6378.00000	02/01/2025 Bjohnson18 POSTAGE & SHIPPING	02/24/2025	9.62 9.62	0.00	Paid	Y 02/01/2025
02012025 125805	AMAZON SUPPLIES 6700-6705-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	82.78 82.78	0.00	Paid	Y 02/01/2025
02012025 125806	QUILL OPERATING SUPPLIES (SALES TAX RETURN 7100-7105-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	73.22 73.22	0.00	Paid	Y 02/01/2025
02012025 125807	MN GFOA MEMBERSHIP 1000-1050-6514.00000	02/01/2025 Bjohnson18 DUES & MEMBERSHIPS	02/24/2025	70.00 70.00	0.00	Paid	Y 02/01/2025

04/07/2025 10:18 AM
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INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 02/24/2025 - 02/24/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 6/23

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

Purchase Card Vendor: 100292 U. S. BANCORP

02012025 125808	QUILL OPERATING SUPPLIES (SALES TAX RETURN Bjohnson18 7100-7105-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	59.88 59.88	0.00	Paid	Y 02/01/2025
02012025 125809	QUILL OPERATING SUPPLIES (SALES TAX RETURN Bjohnson18 7100-7105-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	58.93 58.93	0.00	Paid	Y 02/01/2025
02012025 125810	BOARD ACCOUNTANCY MEMBERSHIP 1000-1050-6514.00000	02/01/2025 Bjohnson18 DUES & MEMBERSHIPS	02/24/2025	340.00 340.00	0.00	Paid	Y 02/01/2025
02012025 125811	AGA MEMBERSHIP 1000-1050-6514.00000	02/01/2025 Bjohnson18 DUES & MEMBERSHIPS	02/24/2025	85.00 85.00	0.00	Paid	Y 02/01/2025
02012025 125812	OFFICE DEPOT SUPPLIES - OUT OF STATEPURCHASE - 1000-1220-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	64.49 64.49	0.00	Paid	Y 02/01/2025
02012025 125813	RADISSON HOTEL 1000-1220-6510.00000	02/01/2025 Bjohnson18 MEETING / TRAVEL EXPENSE	02/24/2025	157.10 157.10	0.00	Paid	Y 02/01/2025
02012025 125814	NORTHERN STAR EVENTS EXPLORER CONFERENCE 1000-1240-6512.00000	02/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	02/24/2025	70.00 70.00	0.00	Paid	Y 02/01/2025
02012025 125815	MOS EQUIPMENT FARADAY BAGS 1000-1200-6235.00000	02/01/2025 Bjohnson18 SMALL EQUIP EXP <\$5,000	02/24/2025	345.00 345.00	0.00	Paid	Y 02/01/2025
02012025 125816	EZ PASS - PA PA TURNPIKE 1000-1200-6510.00000	02/01/2025 Bjohnson18 MEETING / TRAVEL EXPENSE	02/24/2025	41.50 41.50	0.00	Paid	Y 02/01/2025

04/07/2025 10:18 AM
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INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 02/24/2025 - 02/24/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 7/23

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

Purchase Card Vendor: 100292 U. S. BANCORP

02012025 125817	IL TOLLWAY IL TOLLWAY 1000-1200-6510.00000	02/01/2025 Bjohnson18 MEETING / TRAVEL EXPENSE	02/24/2025	33.40 33.40	0.00	Paid	Y 02/01/2025
02012025 125818	SOTA ATC SWAT TRAINING 1000-1215-6512.00000	02/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	02/24/2025	790.00 790.00	0.00	Paid	Y 02/01/2025
02012025 125819	SOTA ATC SWAT TRAINING 1000-1215-6512.00000	02/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	02/24/2025	395.00 395.00	0.00	Paid	Y 02/01/2025
02012025 125820	BCA TRAINING 1000-1205-6512.00000	02/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	02/24/2025	75.00 75.00	0.00	Paid	Y 02/01/2025
02012025 125821	STORM TRAINING GROUP TRAINING 1000-1205-6512.00000	02/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	02/24/2025	899.99 899.99	0.00	Paid	Y 02/01/2025
02012025 125822	STORM TRAINING GROUP TRAINING - CREDIT 1000-1205-6512.00000	02/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	02/24/2025	(899.99) (899.99)	0.00	Paid	Y 02/01/2025
02012025 125823	PELRA TRAINING - BROOKES 1000-1005-6510.00000	02/01/2025 Bjohnson18 MEETING / TRAVEL EXPENSE	02/24/2025	100.00 100.00	0.00	Paid	Y 02/01/2025
02012025 125824	MADDENS ON GULL LAKE TRAINING - SANDVIK 1000-1005-6510.00000	02/01/2025 Bjohnson18 MEETING / TRAVEL EXPENSE	02/24/2025	412.32 412.32	0.00	Paid	Y 02/01/2025
02012025 125825	STORM TRAINING GROUP STORM FIT2-SISK 1000-1205-6512.00000	02/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	02/24/2025	899.00 899.00	0.00	Paid	Y 02/01/2025

04/07/2025 10:18 AM
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Page: 8/23

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

Purchase Card Vendor: 100292 U. S. BANCORP

02012025 125826	URBAN LAND INSTITUTE CONFERENCE TRAINING - URBAN LAND 1000-1100-6512.00000	02/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	02/24/2025	40.00 40.00	0.00	Paid	Y 02/01/2025
02012025 125827	SLUC DEVELOPMENT CONTRACT TRAINING - 1000-1100-6512.00000	02/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	02/24/2025	58.00 58.00	0.00	Paid	Y 02/01/2025
02012025 125828	OF OF MN CONTNUED LEARNING ICC RENEWAL - BUILDING OFFICIAL - 1000-1430-6512.00000	02/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	02/24/2025	(350.00) (350.00)	0.00	Paid	Y 02/01/2025
02012025 125829	DOLLAR TREE LEISURE AGE SUPPLIES 1000-1335-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	44.25 44.25	0.00	Paid	Y 02/01/2025
02012025 125830	NORTHERN STAR EVENTS MEMBERSHIP - EXPLORERS 1000-1220-6514.00000	02/01/2025 Bjohnson18 DUES & MEMBERSHIPS	02/24/2025	50.00 50.00	0.00	Paid	Y 02/01/2025
02012025 125831	AMAZON COFFEE/HOT CHOCOLATE 1000-1205-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	39.52 39.52	0.00	Paid	Y 02/01/2025
02012025 125832	BCA TRAINING - WOODHALL 1000-1205-6512.00000	02/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	02/24/2025	75.00 75.00	0.00	Paid	Y 02/01/2025
02012025 125833	MAPET EVIDENCE MEMBERHIP 1000-1200-6514.00000	02/01/2025 Bjohnson18 DUES & MEMBERSHIPS	02/24/2025	35.00 35.00	0.00	Paid	Y 02/01/2025
02012025 125834	IAPE EVIDENCE MEMBERSHIP 1000-1200-6514.00000	02/01/2025 Bjohnson18 DUES & MEMBERSHIPS	02/24/2025	65.00 65.00	0.00	Paid	Y 02/01/2025

04/07/2025 10:18 AM
User: DTAHOUN
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INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 02/24/2025 - 02/24/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 9/23

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

Purchase Card Vendor: 100292 U. S. BANCORP

02012025 125835	BCA REFUND FOR TRAINING 1000-1200-6512.00000	02/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	02/24/2025	(25.00) (25.00)	0.00	Paid	Y 02/01/2025
02012025 125842	HARBOR FREIGHT TOOLS BALL JOINT / DIAGNOSTIC SCANNER 7000-7010-6235.00000	02/01/2025 Bjohnson18 SMALL EQUIP EXP <\$5,000	02/24/2025	1,634.97 1,634.97	0.00	Paid	Y 02/01/2025
02012025 125843	APWA BOOKS/SUBSCRIPTIONS 7000-7005-6516.00000	02/01/2025 Bjohnson18 SUBSCRIPTIONS & BOOKS	02/24/2025	556.00 556.00	0.00	Paid	Y 02/01/2025
02012025 125844	USPS CERTIFIED LETTER - STAFF 1000-1300-6378.00000	02/01/2025 Bjohnson18 POSTAGE & SHIPPING	02/24/2025	5.58 5.58	0.00	Paid	Y 02/01/2025
02012025 125845	USPS CERTIFIED LETTER - STAFF 1000-1300-6378.00000	02/01/2025 Bjohnson18 POSTAGE & SHIPPING	02/24/2025	5.58 5.58	0.00	Paid	Y 02/01/2025
02012025 125846	PEACH JAR PROGRAM MARKETING 1000-1318-6382.00000	02/01/2025 Bjohnson18 ADVERTISING / PROMOTIONS	02/24/2025	100.00 100.00	0.00	Paid	Y 02/01/2025
02012025 125847	MN STATE COLLEGES BITUMINOUS RE-CERT 1000-1400-6512.00000	02/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	02/24/2025	250.00 250.00	0.00	Paid	Y 02/01/2025
02012025 125848	WHEN TO WORK ANNUAL SUBSCRIPTION 1000-1300-6310.00000	02/01/2025 Bjohnson18 PROFESSIONAL SERVICES	02/24/2025	475.00 475.00	0.00	Paid	Y 02/01/2025
02012025 125849	HOME DEPOT WTP SUPPLIES - TILE 6000-6010-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	127.85 127.85	0.00	Paid	Y 02/01/2025

04/07/2025 10:18 AM
User: DTAHOUN
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INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 02/24/2025 - 02/24/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 10/23

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
02012025							
125850	PODANY'S	02/01/2025	02/24/2025	400.00	0.00	Paid	Y
	WTP FURNITURE	Bjohnson18					02/01/2025
	6000-6020-6234.00000	EQUIPMENT PARTS & SUPPLIES		400.00			
02012025							
125851	CABINET PARTS	02/01/2025	02/24/2025	71.79	0.00	Paid	Y
	HINGE & MOUNTING PLATE	Bjohnson18					02/01/2025
	7100-7115-6214.00000	OPERATING SUPPLIES		71.79			
02012025							
125852	AMAZON	02/01/2025	02/24/2025	28.99	0.00	Paid	Y
	CHIPMUNK REPELLENT	Bjohnson18					02/01/2025
	7000-7005-6214.00000	OPERATING SUPPLIES		28.99			
02012025							
125853	AMAZON	02/01/2025	02/24/2025	33.99	0.00	Paid	Y
	WHITE TAPE	Bjohnson18					02/01/2025
	1000-1500-6214.00000	OPERATING SUPPLIES		33.99			
02012025							
125854	AMAZON	02/01/2025	02/24/2025	91.91	0.00	Paid	Y
	TIRES	Bjohnson18					02/01/2025
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		91.91			
02012025							
125855	AMAZON	02/01/2025	02/24/2025	169.99	0.00	Paid	Y
	DETECTOR - CARBON	Bjohnson18					02/01/2025
	7100-7115-6214.00000	OPERATING SUPPLIES		169.99			
02012025							
125856	AMAZON	02/01/2025	02/24/2025	22.97	0.00	Paid	Y
	TEFLON TUBE	Bjohnson18					02/01/2025
	6000-6020-6234.00000	EQUIPMENT PARTS & SUPPLIES		22.97			
02012025							
125857	AMAZON	02/01/2025	02/24/2025	79.99	0.00	Paid	Y
	BLADE SET	Bjohnson18					02/01/2025
	7100-7115-6214.00000	OPERATING SUPPLIES		79.99			
02012025							
125858	CROWN PLASTICS	02/01/2025	02/24/2025	304.60	0.00	Paid	Y
	HDPE SHEET	Bjohnson18					02/01/2025
	1000-1575-6214.00000	OPERATING SUPPLIES		304.60			

04/07/2025 10:18 AM

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INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
 EXP CHECK RUN DATES 02/24/2025 - 02/24/2026
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 11/23

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

Purchase Card Vendor: 100292 U. S. BANCORP

02012025 125859	DF SUPPLY SECURE OPENERS - BOLT ASSEMBLY 6000-6020-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	95.35 95.35	0.00	Paid	Y 02/01/2025
02012025 125860	MENARDS DURABOND 7100-7115-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	25.68 25.68	0.00	Paid	Y 02/01/2025
02012025 125861	HOME DEPOT MOP / DRAIN 1000-1567-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	137.86 137.86	0.00	Paid	Y 02/01/2025
02012025 125862	MENARDS GROUT / SCREWS 7100-7115-6214.00000	02/01/2025 Bjohnson18 OPERATING SUPPLIES	02/24/2025	231.55 231.55	0.00	Paid	Y 02/01/2025
02012025 125863	FUSION LEARNING PARTNERS CEAM CONFERENCE 1000-1400-6512.00000	02/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	02/24/2025	450.00 450.00	0.00	Paid	Y 02/01/2025
02012025 125864	FUSION LEARNING PARTNERS CEAM MEMBERSHIP - RICHARD 1000-1400-6514.00000	02/01/2025 Bjohnson18 DUES & MEMBERSHIPS	02/24/2025	100.00 100.00	0.00	Paid	Y 02/01/2025
02012025 125865	U OF MN PEST SAFETY PESTICIDE MANUAL (INCLUDES SALES TAX 1000-1400-6516.00000	02/01/2025 Bjohnson18 SUBSCRIPTIONS & BOOKS	02/24/2025	186.03 186.03	0.00	Paid	Y 02/01/2025
02012025 125866	MN BURSERY & LANDSCAPE MN SHADE TREE - SHORT COURSES 1000-1370-6512.00000	02/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	02/24/2025	235.00 235.00	0.00	Paid	Y 02/01/2025
02012025 125867	AASHTO SCHOOLING - SMYKALKSKI - STORM WATER 1000-1600-6512.00000	02/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	02/24/2025	150.00 150.00	0.00	Paid	Y 02/01/2025

04/07/2025 10:18 AM
User: DTAHOUN
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INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 02/24/2025 - 02/24/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 12/23

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

Purchase Card Vendor: 100292 U. S. BANCORP

02012025 125868	U OF MN CONTINUED LEARNING TRANSITIONING INTO LEADERSHIP - D 1000-1600-6512.00000	02/01/2025 Bjohnson18	02/24/2025	45.00 45.00	0.00	Paid	Y 02/01/2025
02012025 125869	AMAZON ETHERNET CABLE 7100-7110-6214.00000	02/01/2025 Bjohnson18	02/24/2025	179.99 179.99	0.00	Paid	Y 02/01/2025
02012025 125870	QUICKEN QUICKEN SOFTWARE RENEWAL 7100-7110-6234.00000	02/01/2025 Bjohnson18	02/24/2025	71.88 71.88	0.00	Paid	Y 02/01/2025
02012025 125871	MN STATE COLLEGES MCFOA ANNUAL CONFERENCE 1000-1030-6512.00000	02/01/2025 Bjohnson18	02/24/2025	395.00 395.00	0.00	Paid	Y 02/01/2025
02012025 125872	AMAZON CONNECTORS 7100-7110-6214.00000	02/01/2025 Bjohnson18	02/24/2025	12.95 12.95	0.00	Paid	Y 02/01/2025
02012025 125873	AMAZON CONNECTORS & CABLE CRIMPER 7100-7110-6214.00000	02/01/2025 Bjohnson18	02/24/2025	58.34 58.34	0.00	Paid	Y 02/01/2025
02012025 125881	CULTIVATING AGGRESSION AGGRESSIVE FIRE ATTACK CLASS 1000-1260-6512.00000	02/01/2025 Bjohnson18	02/24/2025	27.46 27.46	0.00	Paid	Y 02/01/2025
02012025 125967	MENARDS SHELVING 1000-1200-6234.00000	02/01/2025 Bjohnson18	02/24/2025	102.74 102.74	0.00	Paid	Y 02/01/2025
02012025 125968	ECKBERG LAMMERS TRAINING: CC PURCHASE OVER \$1000 - 1000-1205-6512.00000	02/01/2025 Bjohnson18	02/24/2025	1,398.00 1,398.00	0.00	Paid	Y 02/01/2025

04/07/2025 10:18 AM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 02/24/2025 - 02/24/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 13/23

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
02012025							
125969	AMAZON	02/01/2025	02/24/2025	810.00	0.00	Paid	Y
	EVEIDENCE HARD DRIVE	Bjohnson18					02/01/2025
	1000-1200-6214.00000	OPERATING SUPPLIES		810.00			
02012025							
125970	EVENBRIGHT	02/01/2025	02/24/2025	180.00	0.00	Paid	Y
	EMERGENCY MANAGEMENT CONFERENCE	Bjohnson18					02/01/2025
	1000-1235-6512.00000	CONFERENCE & SCHOOLS		180.00			
03012025							
126358	US BANK REBATE	03/01/2025	03/24/2025	(845.21)	(845.21)	Open	N
	US BANK REBATE	Bjohnson18					03/01/2025
	8900-8900-4852.00000	INTEREST INCOME		(845.21)			
03012025							
126359	MN CHIEFS	03/01/2025	03/24/2025	217.00	217.00	Open	N
	MN CHEIFS MEMBERSHIP - ELDER	Bjohnson18					03/01/2025
	1000-1200-6514.00000	DUES & MEMBERSHIPS		217.00			
03012025							
126360	AMAZON	03/01/2025	03/24/2025	(554.94)	(554.94)	Open	N
	AMAZON - CREDIT	Bjohnson18					03/01/2025
	1000-1200-6214.00000	OPERATING SUPPLIES		(554.94)			
03012025							
126361	MENARDS	03/01/2025	03/24/2025	183.16	183.16	Open	N
	PIPE/ELBOWS/CUPLINKS	Bjohnson18					03/01/2025
	1000-1565-6234.00000	EQUIPMENT PARTS & SUPPLIES		183.16			
03012025							
126362	ACTIVE 911	03/01/2025	03/24/2025	535.50	535.50	Open	N
	911 SUBSCRIPTION	Bjohnson18					03/01/2025
	1000-1260-6332.00000	MAINTENANCE CONTRACTS		535.50			
03012025							
126363	PFC EQUIPMENT	03/01/2025	03/24/2025	1,507.97	1,507.97	Open	N
	ARORA REPAIR - CC PURCHASE OVER	Bjohnson18					03/01/2025
	1000-1260-6340.00000	REPAIR & MAINTENANCE		1,507.97			
03012025							
126364	MENARDS	03/01/2025	03/24/2025	62.91	62.91	Open	N
	BITS/LID/GRIPS	Bjohnson18					03/01/2025
	7100-7115-6234.00000	EQUIPMENT PARTS & SUPPLIES		62.91			

04/07/2025 10:18 AM

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DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
 EXP CHECK RUN DATES 02/24/2025 - 02/24/2026
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 14/23

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
03012025 126365	AMAZON MOBILE GREASE 6000-6020-6340.00000	03/01/2025 Bjohnson18 REPAIR & MAINTENANCE	03/24/2025	58.87 58.87	58.87	Open	N 03/01/2025
03012025 126366	AMAZON VACUUM CLEANERS 6000-6020-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	319.95 319.95	319.95	Open	N 03/01/2025
03012025 126367	AMAZON AIRCOMB / WRENCH 6000-6010-6234.00000	03/01/2025 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	03/24/2025	85.04 85.04	85.04	Open	N 03/01/2025
03012025 126368	HAMPTON INN HOTEL ROOM 6100-6105-6512.00000	03/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	03/24/2025	223.01 223.01	223.01	Open	N 03/01/2025
03012025 126369	COURTYARD MARRIOTT HOTEL ROOM 6000-6005-6512.00000	03/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	03/24/2025	290.58 290.58	290.58	Open	N 03/01/2025
03012025 126370	COURTYARD MARRIOTT HOTEL ROOM 6100-6105-6512.00000	03/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	03/24/2025	235.39 235.39	235.39	Open	N 03/01/2025
03012025 126371	COURTYARD MARRIOTT FOOD 6100-6105-6512.00000	03/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	03/24/2025	14.95 14.95	14.95	Open	N 03/01/2025
03012025 126372	ROLLIES RED NECK LOUNGE FOOD 6100-6105-6512.00000	03/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	03/24/2025	17.65 17.65	17.65	Open	N 03/01/2025
03012025 126373	CRYSTAL CAR WASH VEHICLE # 210 CAR WASHES 7000-7010-6336.00000	03/01/2025 Bjohnson18 OTHER CONTRACTS	03/24/2025	18.00 18.00	18.00	Open	N 03/01/2025

04/07/2025 10:18 AM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 02/24/2025 - 02/24/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 15/23

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

Purchase Card Vendor: 100292 U. S. BANCORP

03012025 126374	AMAZON JOHN ELDER PHONE CASE 1000-1200-6376.00000	03/01/2025 Bjohnson18 CELLULAR PHONE / PAGING	03/24/2025	20.88 20.88	20.88	Open	N 03/01/2025
03012025 126375	AMAZON EXTENSION CORDS - IT SUPPLIES 7100-7110-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	26.57 26.57	26.57	Open	N 03/01/2025
03012025 126376	AMAZON COMMUNITY GYM SUPPLIES 1000-1305-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	66.30 66.30	66.30	Open	N 03/01/2025
03012025 126377	AMAZON COMMUNITY GYM SUPPLIES 1000-1305-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	168.23 168.23	168.23	Open	N 03/01/2025
03012025 126378	AMAZON MAGAZINE ORGANIZERS - STEPHAN PAPIZ 1000-1370-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	55.53 55.53	55.53	Open	N 03/01/2025
03012025 126379	AMAZON JOHN ELDER CELL PHONE SCREEN 1000-1200-6376.00000	03/01/2025 Bjohnson18 CELLULAR PHONE / PAGING	03/24/2025	16.98 16.98	16.98	Open	N 03/01/2025
03012025 126380	AMAZON INTEROFFICE ENVELOPES & SCOTCH TAPE 7100-7105-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	30.44 30.44	30.44	Open	N 03/01/2025
03012025 126381	RUBBER STAMP & BUTTON - AMAZON PAY CITY SEAL STAMPER + DIGITAL COPY - 1000-1030-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	67.00 67.00	67.00	Open	N 03/01/2025
03012025 126382	AMAZON CHAIR/FLOOR MAT - RICH SCHULTZ 7100-7105-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	48.44 48.44	48.44	Open	N 03/01/2025

04/07/2025 10:18 AM

User: DTAHOUN

DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
 EXP CHECK RUN DATES 02/24/2025 - 02/24/2026
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 16/23

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

Purchase Card Vendor: 100292 U. S. BANCORP

03012025 126383	CRYSTAL CAR WASH CAR WASHE S- FIRE DEPT 7000-7010-6336.00000	03/01/2025 Bjohnson18 OTHER CONTRACTS	03/24/2025	84.00 84.00	84.00	Open	N 03/01/2025
03012025 126384	CRYSTAL CAR WASH POLICE DEPT CAR WASHES 7000-7010-6336.00000	03/01/2025 Bjohnson18 OTHER CONTRACTS	03/24/2025	744.00 744.00	744.00	Open	N 03/01/2025
03012025 126385	AMAZON SIGN HERE FLAGS - OFFICE SUPPLIES 7000-7010-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	14.52 14.52	14.52	Open	N 03/01/2025
03012025 126386	HOLIDAY CAR WASH POLICE DEPT CAR WASHES 7000-7010-6336.00000	03/01/2025 Bjohnson18 OTHER CONTRACTS	03/24/2025	16.50 16.50	16.50	Open	N 03/01/2025
03012025 126387	AMAZON SIGN HERE FLAGS - OFFICE SUPPLIES 7100-7105-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	9.83 9.83	9.83	Open	N 03/01/2025
03012025 126388	AMAZON MAGNETIC PHONE HOLDER 7000-7010-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	40.15 40.15	40.15	Open	N 03/01/2025
03012025 126389	UPS SHIPPING 6700-6705-6378.00000	03/01/2025 Bjohnson18 POSTAGE & SHIPPING	03/24/2025	10.38 10.38	10.38	Open	N 03/01/2025
03012025 126390	UPS SHIPPING 6700-6705-6378.00000	03/01/2025 Bjohnson18 POSTAGE & SHIPPING	03/24/2025	9.29 9.29	9.29	Open	N 03/01/2025
03012025 126391	AMAZON DMV SUPPLIES 6700-6705-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	35.11 35.11	35.11	Open	N 03/01/2025

04/07/2025 10:18 AM

User: DTAHOUN

DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
 EXP CHECK RUN DATES 02/24/2025 - 02/24/2026
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 17/23

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
03012025 126392	HOLIDAY INN FIRE SCHOOL - LODGING 1000-1260-6510.00000	03/01/2025 Bjohnson18	03/24/2025	237.28	237.28	Open	N 03/01/2025
		MEETING / TRAVEL EXPENSE		237.28			
03012025 126393	HOLIDAY INN FIRE SCHOOL - LODGING 1000-1260-6510.00000	03/01/2025 Bjohnson18	03/24/2025	237.28	237.28	Open	N 03/01/2025
		MEETING / TRAVEL EXPENSE		237.28			
03012025 126394	AXON MOUNTS 1000-1205-6216.00000	03/01/2025 Bjohnson18	03/24/2025	340.00	340.00	Open	N 03/01/2025
		CLOTHING & PERSONAL EQUIPMENT		340.00			
03012025 126395	NATIONAL TACTICAL TRAINING 1000-1215-6512.00000	03/01/2025 Bjohnson18	03/24/2025	35.00	35.00	Open	N 03/01/2025
		CONFERENCE & SCHOOLS		35.00			
03012025 126396	AMAZON GUN CASES 1000-1205-6235.00000	03/01/2025 Bjohnson18	03/24/2025	291.33	291.33	Open	N 03/01/2025
		SMALL EQUIP EXP <\$5,000		291.33			
03012025 126397	BCA TRAINING 1000-1200-6512.00000	03/01/2025 Bjohnson18	03/24/2025	75.00	75.00	Open	N 03/01/2025
		CONFERENCE & SCHOOLS		75.00			
03012025 126398	HY-VEE INC GOALS SESSION - FOOD 1000-1005-6510.00000	03/01/2025 Bjohnson18	03/24/2025	112.67	112.67	Open	N 03/01/2025
		MEETING / TRAVEL EXPENSE		112.67			
03012025 126399	JERSEY MIKES GOALS SESSION - FOOD 1000-1005-6510.00000	03/01/2025 Bjohnson18	03/24/2025	248.98	248.98	Open	N 03/01/2025
		MEETING / TRAVEL EXPENSE		248.98			
03012025 126400	DOCUSIGN ONLINE SIGNATURE SOFTWARE 1000-1030-6214.00000	03/01/2025 Bjohnson18	03/24/2025	120.00	120.00	Open	N 03/01/2025
		OPERATING SUPPLIES		120.00			

04/07/2025 10:18 AM
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INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 02/24/2025 - 02/24/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 18/23

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

Purchase Card Vendor: 100292 U. S. BANCORP

03012025 126401	DELTA AIRLINES FDIC - AIRFARE - CC PURCHASE OVER 1000-1260-6510.00000	03/01/2025 Bjohnson18 MEETING / TRAVEL EXPENSE	03/24/2025	1,753.94 1,753.94	1,753.94	Open	N 03/01/2025
03012025 126402	MENARDS SHELVING/STORAGE - INCLUDES \$32.78 1000-1200-6234.00000	03/01/2025 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	03/24/2025	436.18 436.18	436.18	Open	N 03/01/2025
03012025 126403	USPCA K-9 PROGRAM 1000-1250-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	50.00 50.00	50.00	Open	N 03/01/2025
03012025 126404	FUNNER BROTHERS TRAINING SUPPLIES 1000-1205-6512.00000	03/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	03/24/2025	20.00 20.00	20.00	Open	N 03/01/2025
03012025 126405	URBAN LAND INSTITUTE CONFERENCE TRAINING - URBAN LAND 1000-1100-6512.00000	03/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	03/24/2025	80.00 80.00	80.00	Open	N 03/01/2025
03012025 126406	MINNEAPOLIS CLUB RAMP PARKING RAMP FOR URBAN LAND 1000-1100-6510.00000	03/01/2025 Bjohnson18 MEETING / TRAVEL EXPENSE	03/24/2025	14.00 14.00	14.00	Open	N 03/01/2025
03012025 126407	HY-VEE INC SENIOR PROGRAM DECAF COFFEE 1000-1335-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	6.00 6.00	6.00	Open	N 03/01/2025
03012025 126408	KODEX SUBPOENA 1000-1220-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	45.00 45.00	45.00	Open	N 03/01/2025
03012025 126409	BCA TRIANING - MUHIDINE 1000-1205-6512.00000	03/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	03/24/2025	75.00 75.00	75.00	Open	N 03/01/2025

04/07/2025 10:18 AM
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INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 02/24/2025 - 02/24/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 19/23

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

Purchase Card Vendor: 100292 U. S. BANCORP

03012025 126410	MENARDS HOSE 7000-7005-6234.00000	03/01/2025 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	03/24/2025	54.99 54.99	54.99	Open	N 03/01/2025
03012025 126411	PODANY'S WTP - FURNITURE 6000-6020-6234.00000	03/01/2025 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	03/24/2025	954.95 954.95	954.95	Open	N 03/01/2025
03012025 126412	DELTA ESO CONFERENCE- POWELL 1000-1260-6510.00000	03/01/2025 Bjohnson18 MEETING / TRAVEL EXPENSE	03/24/2025	451.97 451.97	451.97	Open	N 03/01/2025
03012025 126413	DELTA ESO CONFERENCE - OPHEIM 1000-1260-6510.00000	03/01/2025 Bjohnson18 MEETING / TRAVEL EXPENSE	03/24/2025	451.97 451.97	451.97	Open	N 03/01/2025
03012025 126414	DELTA ESO CONFERENCE - ROBERTUS 1000-1260-6510.00000	03/01/2025 Bjohnson18 MEETING / TRAVEL EXPENSE	03/24/2025	451.97 451.97	451.97	Open	N 03/01/2025
03012025 126415	HOME DEPOT WTP SUPPLIES 6000-6010-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	267.10 267.10	267.10	Open	N 03/01/2025
03012025 126416	HOME DEPOT WTP SUPPLIES 6000-6020-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	100.00 100.00	100.00	Open	N 03/01/2025
03012025 126417	AMAZON VERTICAL BLINDS 7100-7115-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	8.99 8.99	8.99	Open	N 03/01/2025
03012025 126418	AMAZON GARAGE DOOR OPENER 7000-7005-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	187.25 187.25	187.25	Open	N 03/01/2025

04/07/2025 10:18 AM
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INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 02/24/2025 - 02/24/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 20/23

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
03012025							
126419	FSP MPSTMA	03/01/2025	03/24/2025	80.00	80.00	Open	N
	CONFERENCE - LEONARD	Bjohnson18					03/01/2025
	1000-1500-6512.00000	CONFERENCE & SCHOOLS		80.00			
03012025							
126420	AMAZON	03/01/2025	03/24/2025	399.99	399.99	Open	N
	INDUSTRIAL CLEANER	Bjohnson18					03/01/2025
	7100-7115-6234.00000	EQUIPMENT PARTS & SUPPLIES		399.99			
03012025							
126421	AMAZON	03/01/2025	03/24/2025	55.97	55.97	Open	N
	PIPE STRAP CLAMPS/ LEAK DETECTOR	Bjohnson18					03/01/2025
	1000-1571-6234.00000	EQUIPMENT PARTS & SUPPLIES		12.99			
	7100-7115-6214.00000	OPERATING SUPPLIES		29.99			
	1000-1571-6234.00000	EQUIPMENT PARTS & SUPPLIES		12.99			
03012025							
126422	MENARDS	03/01/2025	03/24/2025	675.49	675.49	Open	N
	SCREWS/NUTS/DRIVERS	Bjohnson18					03/01/2025
	1000-1571-6234.00000	EQUIPMENT PARTS & SUPPLIES		675.49			
03012025							
126423	WARNER STELLIAN	03/01/2025	03/24/2025	90.09	90.09	Open	N
	DEPOSIT- FRIDGE	Bjohnson18					03/01/2025
	7100-7115-6234.00000	EQUIPMENT PARTS & SUPPLIES		90.09			
03012025							
126424	U OF MN PEST SAFETY	03/01/2025	03/24/2025	(14.65)	(14.65)	Open	N
	REFUND - SALES TAX	Bjohnson18					03/01/2025
	1000-1400-6516.00000	SUBSCRIPTIONS & BOOKS		(14.65)			
03012025							
126425	ISA	03/01/2025	03/24/2025	175.00	175.00	Open	N
	ISA MEMBERSHIP - STEPHAN PAPIZ	Bjohnson18					03/01/2025
	1000-1370-6514.00000	DUES & MEMBERSHIPS		175.00			
03012025							
126426	APWA	03/01/2025	03/24/2025	21.00	21.00	Open	N
	NATIONAL PW WEEK POSTER	Bjohnson18					03/01/2025
	1000-1400-6516.00000	SUBSCRIPTIONS & BOOKS		21.00			

04/07/2025 10:18 AM
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INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 02/24/2025 - 02/24/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 21/23

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

Purchase Card Vendor: 100292 U. S. BANCORP

03012025							
126427	U OF MN CONTINUED LEARNING	03/01/2025	03/24/2025	175.00	175.00	Open	N
	SMYKALSKI - TURF GRASS COURSE	Bjohnson18					03/01/2025
	1000-1600-6512.00000	CONFERENCE & SCHOOLS		175.00			

03012025							
126428	U OF MN CONTINUED LEARNING	03/01/2025	03/24/2025	45.00	45.00	Open	N
	NEVALA - LEADERSHIP COURSE	Bjohnson18					03/01/2025
	1000-1600-6512.00000	CONFERENCE & SCHOOLS		45.00			

03012025							
126429	DEPT OF LABOR	03/01/2025	03/24/2025	20.00	20.00	Open	N
	ROBERTUS - BOILER LICENSE	Bjohnson18					03/01/2025
	7100-7115-6718.00000	LICENSES TAXES & FEES		20.00			

03012025							
126430	QUILL	03/01/2025	03/24/2025	(15.08)	(15.08)	Open	N
	SALE TAX REFUND	Bjohnson18					03/01/2025
	7100-7105-6214.00000	OPERATING SUPPLIES		(15.08)			

03012025							
126436	ECKBERG LAMMERS	03/01/2025	03/24/2025	699.00	699.00	Open	N
	FTO - MULLEN	Bjohnson18					03/01/2025
	1000-1205-6512.00000	CONFERENCE & SCHOOLS		699.00			

03012025							
126437	FBI LEEDA	03/01/2025	03/24/2025	795.00	795.00	Open	N
	FBI LEEDA - MO	Bjohnson18					03/01/2025
	1000-1205-6512.00000	CONFERENCE & SCHOOLS		795.00			

05242023							
112992	HYATT REGENCY	05/24/2023	07/10/2023	0.00	0.00	Void	N
	GFOA CONFERENCE - HOTEL	Bjohnson18					05/24/2023
	1000-1050-6510.00000	MEETING / TRAVEL EXPENSE		931.48			

Total Purchase Card Vendor: 100292 U. S. BANCORP

# of Invoices:	177	# Due:	71	Totals:	34,253.07	15,572.52
# of Credit Memos:	9	# Due:	4	Totals:	(2,794.85)	(1,429.88)
Net of Invoices and Credit Memos:					31,458.22	14,142.64

04/07/2025 10:18 AM
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INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 02/24/2025 - 02/24/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 22/23

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY FUND ---							
	1000 - GENERAL FUND			20,850.02	10,494.00		
	6000 - WATER			2,907.49	2,076.49		
	6100 - SANITARY SEWER			491.00	491.00		
	6400 - LIQUOR OPERATIONS			323.54	0.00		
	6700 - DEPUTY REGISTRAR			277.99	54.78		
	7000 - CENTRAL GARAGE			5,447.41	1,159.41		
	7100 - CENTRAL SERVICES			2,005.98	712.17		
	8900 - INVESTMENT CONTROL			(845.21)	(845.21)		
--- TOTALS BY DEPT/ACTIVITY ---							
	1005 - LEGISLATIVE			873.97	361.65		
	1030 - ADMINISTRATIVE SERVICES			582.00	187.00		
	1050 - FINANCIAL SERVICES			495.00	0.00		
	1100 - PLANNING & ZONING			192.00	94.00		
	1200 - POLICE SUPPORT SERVICES			1,929.12	211.10		
	1205 - PATROL SERVICES			4,706.85	2,220.33		
	1215 - EMERGENCY RESPONSE UNIT			1,783.11	35.00		
	1220 - INVESTIGATIONS / SPECIAL SV			316.59	45.00		
	1235 - EMERGENCY MANAGEMENT			235.98	0.00		
	1240 - POLICE EXPLORERS			70.00	0.00		
	1250 - K9			50.00	50.00		
	1260 - FIRE PREVENTION / SUPPRESSI			5,655.34	5,627.88		
	1300 - RECREATION ADMINISTRATION			486.16	0.00		
	1305 - COMMUNITY CENTER OPERATIONS			323.74	234.53		
	1318 - ADULT TAXABLE			100.00	0.00		
	1335 - SENIOR PROGRAMS			50.25	6.00		
	1370 - FORESTRY			465.53	230.53		
	1400 - ENGINEERING SERVICES			992.38	6.35		
	1430 - BUILDING INSPECTIONS			(350.00)	0.00		
	1440 - CODE ENFORCEMENT			17.96	0.00		
	1450 - RENTAL LICENSING			17.96	0.00		
	1500 - PARKS ADMINISTRATION			113.99	80.00		
	1565 - PARKS FACILITY MAINTENANCE			183.16	183.16		
	1567 - PARKS EQUIPMENT MAINTENANCE			137.86	0.00		
	1571 - PARKS BALLFIELD MAINTENANCE			701.47	701.47		
	1575 - PARKS HOCKEY RINKS MAINTENA			304.60	0.00		
	1600 - STREETS ADMINISTRATION			415.00	220.00		
	6005 - WATER UTILITY ADMINISTRATIC			336.33	290.58		
	6010 - WATER UTILITY DISTRIBUTION			619.07	352.14		
	6020 - WATER UTILITY WELL & PLANT			1,952.09	1,433.77		
	6105 - SANITARY SEWER ADMINISTRATI			491.00	491.00		
	6405 - LIQUOR OPERATIONS			323.54	0.00		

04/07/2025 10:18 AM

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INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE

EXP CHECK RUN DATES 02/24/2025 - 02/24/2026

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 23/23

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY DEPT/ACTIVITY ---							
	6705 - LICENSE CENTER OPERATIONS			277.99	54.78		
	7005 - CG BUILDING OPERATIONS			827.23	242.24		
	7010 - CG VEHICLE MAINTENANCE			4,620.18	917.17		
	7105 - CS GENERAL OFFICE			337.89	73.63		
	7110 - CS INFORMATION TECHNOLOGY			375.30	26.57		
	7115 - CS GOVERNMENT BUILDINGS			1,292.79	611.97		
	8900 - INVESTMENT CONTROL			(845.21)	(845.21)		
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	0084			3,205.81			
	0337			671.95			
	0517			323.54			
	0731			2,349.13			
	1331			50.25			
	1355			2,245.96			
	1541			1,753.94			
	1568			993.97			
	2743			2,712.82			
	3103			2,783.33			
	4364			359.52			
	5111			156.26			
	5157			502.02			
	5319			192.00			
	5335			(350.00)			
	6142			836.16			
	6348			1,152.38			
	6658			2,393.00			
	6719			591.53			
	6932			1,052.81			
	8046			1,384.52			
	8415			718.16			
	8424			2,792.45			
	8631			2,996.92			
	8722			435.00			



TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: April 15, 2025
RE: Approval of Credit Card Charges and Payment – March 2025

Background:

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

Analysis:

The attached listings are the credit card payments made in the month of March 2025 representing charges for the period February 11, 2025, through March 10, 2025, for expenses for City operations.

Recommendation:

By motion approve the March 2025 payment for City credit card charges.

Attachments:

1. Mar 2025 CC

04/07/2025 01:17 PM

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INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
 EXP CHECK RUN DATES 03/24/2025 - 03/24/2026
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 1/11

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

Purchase Card Vendor: 100292 U. S. BANCORP

03012025 126358	US BANK REBATE US BANK REBATE 8900-8900-4852.00000	03/01/2025 Bjohnson18 INTEREST INCOME	03/24/2025	(845.21) (845.21)	0.00	Paid	Y 03/01/2025
03012025 126359	MN CHIEFS MN CHEIFS MEMBERSHIP - ELDER 1000-1200-6514.00000	03/01/2025 Bjohnson18 DUES & MEMBERSHIPS	03/24/2025	217.00 217.00	0.00	Paid	Y 03/01/2025
03012025 126360	AMAZON AMAZON - CREDIT 1000-1200-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	(554.94) (554.94)	0.00	Paid	Y 03/01/2025
03012025 126361	MENARDS PIPE/ELBOWS/CUPLINKS 1000-1565-6234.00000	03/01/2025 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	03/24/2025	183.16 183.16	0.00	Paid	Y 03/01/2025
03012025 126362	ACTIVE 911 911 SUBSCRIPTION 1000-1260-6332.00000	03/01/2025 Bjohnson18 MAINTENANCE CONTRACTS	03/24/2025	535.50 535.50	0.00	Paid	Y 03/01/2025
03012025 126363	PFC EQUIPMENT ARORA REPAIR - CC PURCHASE OVER 1000-1260-6340.00000	03/01/2025 Bjohnson18 REPAIR & MAINTENANCE	03/24/2025	1,507.97 1,507.97	0.00	Paid	Y 03/01/2025
03012025 126364	MENARDS BITS/LID/GRIPS 7100-7115-6234.00000	03/01/2025 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	03/24/2025	62.91 62.91	0.00	Paid	Y 03/01/2025
03012025 126365	AMAZON MOBILE GREASE 6000-6020-6340.00000	03/01/2025 Bjohnson18 REPAIR & MAINTENANCE	03/24/2025	58.87 58.87	0.00	Paid	Y 03/01/2025
03012025 126366	AMAZON VACUUM CLEANERS 6000-6020-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	319.95 319.95	0.00	Paid	Y 03/01/2025

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
 EXP CHECK RUN DATES 03/24/2025 - 03/24/2026
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
03012025 126367	AMAZON AIRCOMB / WRENCH 6000-6010-6234.00000	03/01/2025 Bjohnson18	03/24/2025	85.04 85.04	0.00	Paid	Y 03/01/2025
03012025 126368	HAMPTON INN HOTEL ROOM 6100-6105-6510.00000	03/01/2025 Bjohnson18	03/24/2025	223.01 223.01	0.00	Paid	Y 03/01/2025
03012025 126369	COURTYARD MARRIOTT HOTEL ROOM 6000-6005-6512.00000	03/01/2025 Bjohnson18	03/24/2025	290.58 290.58	0.00	Paid	Y 03/01/2025
03012025 126370	COURTYARD MARRIOTT HOTEL ROOM 6100-6105-6512.00000	03/01/2025 Bjohnson18	03/24/2025	235.39 235.39	0.00	Paid	Y 03/01/2025
03012025 126371	COURTYARD MARRIOTT FOOD 6100-6105-6510.00000	03/01/2025 Bjohnson18	03/24/2025	14.95 14.95	0.00	Paid	Y 03/01/2025
03012025 126372	ROLLIES RED NECK LOUNGE FOOD 6100-6105-6512.00000	03/01/2025 Bjohnson18	03/24/2025	17.65 17.65	0.00	Paid	Y 03/01/2025
03012025 126373	CRYSTAL CAR WASH VEHICLE # 210 CAR WASHES 7000-7010-6336.00000	03/01/2025 Bjohnson18	03/24/2025	18.00 18.00	0.00	Paid	Y 03/01/2025
03012025 126374	AMAZON JOHN ELDER PHONE CASE 1000-1200-6376.00000	03/01/2025 Bjohnson18	03/24/2025	20.88 20.88	0.00	Paid	Y 03/01/2025
03012025 126375	AMAZON EXTENSION CORDS - IT SUPPLIES 7100-7110-6214.00000	03/01/2025 Bjohnson18	03/24/2025	26.57 26.57	0.00	Paid	Y 03/01/2025

04/07/2025 01:17 PM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 03/24/2025 - 03/24/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 3/11

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

Purchase Card Vendor: 100292 U. S. BANCORP

03012025 126376	AMAZON COMMUNITY GYM SUPPLIES 1000-1305-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	66.30 66.30	0.00	Paid	Y 03/01/2025
03012025 126377	AMAZON COMMUNITY GYM SUPPLIES 1000-1305-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	168.23 168.23	0.00	Paid	Y 03/01/2025
03012025 126378	AMAZON MAGAZINE ORGANIZERS - STEPHAN PAPIZ 1000-1370-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	55.53 55.53	0.00	Paid	Y 03/01/2025
03012025 126379	AMAZON JOHN ELDER CELL PHONE SCREEN 1000-1200-6376.00000	03/01/2025 Bjohnson18 CELLULAR PHONE / PAGING	03/24/2025	16.98 16.98	0.00	Paid	Y 03/01/2025
03012025 126380	AMAZON INTEROFFICE ENVELOPES & SCOTCH TAPE 7100-7105-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	30.44 30.44	0.00	Paid	Y 03/01/2025
03012025 126381	RUBBER STAMP & BUTTON - AMAZON PAY CITY SEAL STAMPER + DIGITAL COPY - 1000-1030-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	67.00 67.00	0.00	Paid	Y 03/01/2025
03012025 126382	AMAZON CHAIR/FLOOR MAT - RICH SCHULTZ 7100-7105-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	48.44 48.44	0.00	Paid	Y 03/01/2025
03012025 126383	CRYSTAL CAR WASH CAR WASHE S- FIRE DEPT 7000-7010-6336.00000	03/01/2025 Bjohnson18 OTHER CONTRACTS	03/24/2025	84.00 84.00	0.00	Paid	Y 03/01/2025
03012025 126384	CRYSTAL CAR WASH POLICE DEPT CAR WASHES 7000-7010-6336.00000	03/01/2025 Bjohnson18 OTHER CONTRACTS	03/24/2025	744.00 744.00	0.00	Paid	Y 03/01/2025

04/07/2025 01:17 PM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 03/24/2025 - 03/24/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 4/11

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

Purchase Card Vendor: 100292 U. S. BANCORP

03012025 126385	AMAZON SIGN HERE FLAGS - OFFICE SUPPLIES 7000-7010-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	14.52 14.52	0.00	Paid	Y 03/01/2025
03012025 126386	HOLIDAY CAR WASH POLICE DEPT CAR WASHES 7000-7010-6336.00000	03/01/2025 Bjohnson18 OTHER CONTRACTS	03/24/2025	16.50 16.50	0.00	Paid	Y 03/01/2025
03012025 126387	AMAZON SIGN HERE FLAGS - OFFICE SUPPLIES 7100-7105-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	9.83 9.83	0.00	Paid	Y 03/01/2025
03012025 126388	AMAZON MAGNETIC PHONE HOLDER 7000-7010-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	40.15 40.15	0.00	Paid	Y 03/01/2025
03012025 126389	UPS SHIPPING 6700-6705-6378.00000	03/01/2025 Bjohnson18 POSTAGE & SHIPPING	03/24/2025	10.38 10.38	0.00	Paid	Y 03/01/2025
03012025 126390	UPS SHIPPING 6700-6705-6378.00000	03/01/2025 Bjohnson18 POSTAGE & SHIPPING	03/24/2025	9.29 9.29	0.00	Paid	Y 03/01/2025
03012025 126391	AMAZON DMV SUPPLIES 6700-6705-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	35.11 35.11	0.00	Paid	Y 03/01/2025
03012025 126392	HOLIDAY INN FIRE SCHOOL - LODGING 1000-1260-6510.00000	03/01/2025 Bjohnson18 MEETING / TRAVEL EXPENSE	03/24/2025	237.28 237.28	0.00	Paid	Y 03/01/2025
03012025 126393	HOLIDAY INN FIRE SCHOOL - LODGING 1000-1260-6510.00000	03/01/2025 Bjohnson18 MEETING / TRAVEL EXPENSE	03/24/2025	237.28 237.28	0.00	Paid	Y 03/01/2025

04/07/2025 01:17 PM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 03/24/2025 - 03/24/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 5/11

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

Purchase Card Vendor: 100292 U. S. BANCORP

03012025 126394	AXON MOUNTS 1000-1205-6216.00000	03/01/2025 Bjohnson18 CLOTHING & PERSONAL EQUIPMENT	03/24/2025	340.00 340.00	0.00	Paid	Y 03/01/2025
03012025 126395	NATIONAL TACTICAL TRAINING 1000-1215-6512.00000	03/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	03/24/2025	35.00 35.00	0.00	Paid	Y 03/01/2025
03012025 126396	AMAZON GUN CASES 1000-1205-6235.00000	03/01/2025 Bjohnson18 SMALL EQUIP EXP <\$5,000	03/24/2025	291.33 291.33	0.00	Paid	Y 03/01/2025
03012025 126397	BCA TRAINING 1000-1200-6512.00000	03/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	03/24/2025	75.00 75.00	0.00	Paid	Y 03/01/2025
03012025 126398	HY-VEE INC GOALS SESSION - FOOD 1000-1005-6510.00000	03/01/2025 Bjohnson18 MEETING / TRAVEL EXPENSE	03/24/2025	112.67 112.67	0.00	Paid	Y 03/01/2025
03012025 126399	JERSEY MIKES GOALS SESSION - FOOD 1000-1005-6510.00000	03/01/2025 Bjohnson18 MEETING / TRAVEL EXPENSE	03/24/2025	248.98 248.98	0.00	Paid	Y 03/01/2025
03012025 126400	DOCUSIGN ONLINE SIGNATURE SOFTWARE 1000-1030-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	120.00 120.00	0.00	Paid	Y 03/01/2025
03012025 126401	DELTA AIRLINES FDIC - AIRFARE - CC PURCHASE OVER 1000-1260-6510.00000	03/01/2025 Bjohnson18 MEETING / TRAVEL EXPENSE	03/24/2025	1,753.94 1,753.94	0.00	Paid	Y 03/01/2025
03012025 126402	MENARDS SHELVING/STORAGE - INCLUDES \$32.78 1000-1200-6234.00000	03/01/2025 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	03/24/2025	436.18 436.18	0.00	Paid	Y 03/01/2025

04/07/2025 01:17 PM

User: DTAHOUN

DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
 EXP CHECK RUN DATES 03/24/2025 - 03/24/2026
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 6/11

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

Purchase Card Vendor: 100292 U. S. BANCORP

03012025 126403	USPCA K-9 PROGRAM 1000-1250-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	50.00 50.00	0.00	Paid	Y 03/01/2025
03012025 126404	FUNNER BROTHERS TRAINING SUPPLIES 1000-1205-6512.00000	03/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	03/24/2025	20.00 20.00	0.00	Paid	Y 03/01/2025
03012025 126405	URBAN LAND INSTITUTE CONFERENCE TRAINING - URBAN LAND 1000-1100-6512.00000	03/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	03/24/2025	80.00 80.00	0.00	Paid	Y 03/01/2025
03012025 126406	MINNEAPOLIS CLUB RAMP PARKING RAMP FOR URBAN LAND 1000-1100-6510.00000	03/01/2025 Bjohnson18 MEETING / TRAVEL EXPENSE	03/24/2025	14.00 14.00	0.00	Paid	Y 03/01/2025
03012025 126407	HY-VEE INC SENIOR PROGRAM DECAF COFFEE 1000-1335-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	6.00 6.00	0.00	Paid	Y 03/01/2025
03012025 126408	KODEX SUBPOENA 1000-1220-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	45.00 45.00	0.00	Paid	Y 03/01/2025
03012025 126409	BCA TRIANING - MUHIDINE 1000-1205-6512.00000	03/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	03/24/2025	75.00 75.00	0.00	Paid	Y 03/01/2025
03012025 126410	MENARDS HOSE 7000-7005-6234.00000	03/01/2025 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	03/24/2025	54.99 54.99	0.00	Paid	Y 03/01/2025
03012025 126411	PODANY'S WTP - FURNITURE 6000-6020-6234.00000	03/01/2025 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	03/24/2025	954.95 954.95	0.00	Paid	Y 03/01/2025

04/07/2025 01:17 PM

User: DTAHOUN

DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
 EXP CHECK RUN DATES 03/24/2025 - 03/24/2026
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 7/11

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

Purchase Card Vendor: 100292 U. S. BANCORP

03012025 126412	DELTA ESO CONFERENCE- POWELL 1000-1260-6510.00000	03/01/2025 Bjohnson18 MEETING / TRAVEL EXPENSE	03/24/2025	451.97 451.97	0.00	Paid	Y 03/01/2025
03012025 126413	DELTA ESO CONFERENCE - OPHEIM 1000-1260-6510.00000	03/01/2025 Bjohnson18 MEETING / TRAVEL EXPENSE	03/24/2025	451.97 451.97	0.00	Paid	Y 03/01/2025
03012025 126414	DELTA ESO CONFERENCE - ROBERTUS 1000-1260-6510.00000	03/01/2025 Bjohnson18 MEETING / TRAVEL EXPENSE	03/24/2025	451.97 451.97	0.00	Paid	Y 03/01/2025
03012025 126415	HOME DEPOT WTP SUPPLIES 6000-6010-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	267.10 267.10	0.00	Paid	Y 03/01/2025
03012025 126416	HOME DEPOT WTP SUPPLIES 6000-6020-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	100.00 100.00	0.00	Paid	Y 03/01/2025
03012025 126417	AMAZON VERTICAL BLINDS 7100-7115-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	8.99 8.99	0.00	Paid	Y 03/01/2025
03012025 126418	AMAZON GARAGE DOOR OPENER 7000-7005-6214.00000	03/01/2025 Bjohnson18 OPERATING SUPPLIES	03/24/2025	187.25 187.25	0.00	Paid	Y 03/01/2025
03012025 126419	FSP MPSTMA CONFERENCE - LEONARD 1000-1500-6512.00000	03/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	03/24/2025	80.00 80.00	0.00	Paid	Y 03/01/2025
03012025 126420	AMAZON INDUSTRIAL CLEANER 7100-7115-6234.00000	03/01/2025 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	03/24/2025	399.99 399.99	0.00	Paid	Y 03/01/2025

04/07/2025 01:17 PM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 03/24/2025 - 03/24/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 8/11

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

Purchase Card Vendor: 100292 U. S. BANCORP

03012025							
126421	AMAZON	03/01/2025	03/24/2025	55.97	0.00	Paid	Y
	PIPE STRAP CLAMPS/ LEAK DETECTOR	Bjohnson18					03/01/2025
	1000-1571-6234.00000	EQUIPMENT PARTS & SUPPLIES		12.99			
	7100-7115-6214.00000	OPERATING SUPPLIES		29.99			
	1000-1571-6234.00000	EQUIPMENT PARTS & SUPPLIES		12.99			
03012025							
126422	MENARDS	03/01/2025	03/24/2025	675.49	0.00	Paid	Y
	SCREWS/NUTS/DRIVERS	Bjohnson18					03/01/2025
	1000-1571-6234.00000	EQUIPMENT PARTS & SUPPLIES		675.49			
03012025							
126423	WARNER STELLIAN	03/01/2025	03/24/2025	90.09	0.00	Paid	Y
	DEPOSIT- FRIDGE	Bjohnson18					03/01/2025
	7100-7115-6234.00000	EQUIPMENT PARTS & SUPPLIES		90.09			
03012025							
126424	U OF MN PEST SAFETY	03/01/2025	03/24/2025	(14.65)	0.00	Paid	Y
	REFUND - SALES TAX	Bjohnson18					03/01/2025
	1000-1400-6516.00000	SUBSCRIPTIONS & BOOKS		(14.65)			
03012025							
126425	ISA	03/01/2025	03/24/2025	175.00	0.00	Paid	Y
	ISA MEMBERSHIP - STEPHAN PAPIZ	Bjohnson18					03/01/2025
	1000-1370-6514.00000	DUES & MEMBERSHIPS		175.00			
03012025							
126426	APWA	03/01/2025	03/24/2025	21.00	0.00	Paid	Y
	NATIONAL PW WEEK POSTER	Bjohnson18					03/01/2025
	1000-1400-6516.00000	SUBSCRIPTIONS & BOOKS		21.00			
03012025							
126427	U OF MN CONTINUED LEARNING	03/01/2025	03/24/2025	175.00	0.00	Paid	Y
	SMYKALSKI - TURF GRASS COURSE	Bjohnson18					03/01/2025
	1000-1600-6512.00000	CONFERENCE & SCHOOLS		175.00			
03012025							
126428	U OF MN CONTINUED LEARNING	03/01/2025	03/24/2025	45.00	0.00	Paid	Y
	NEVALA - LEADERSHIP COURSE	Bjohnson18					03/01/2025
	1000-1600-6512.00000	CONFERENCE & SCHOOLS		45.00			

04/07/2025 01:17 PM			INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE			Page: 9/11	
User: DTAHOUN			EXP CHECK RUN DATES 03/24/2025 - 03/24/2026				
DB: Robbinsdale			BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID				
			VENDOR CODE: CC VENDOR - CHECK TYPE: EFT				
Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
03012025							
126429	DEPT OF LABOR	03/01/2025	03/24/2025	20.00	0.00	Paid	Y
	ROBERTUS - BOILER LICENSE	Bjohnson18					03/01/2025
	7100-7115-6718.00000	LICENSES TAXES & FEES		20.00			
03012025							
126430	QUILL	03/01/2025	03/24/2025	(15.08)	0.00	Paid	Y
	SALE TAX REFUND	Bjohnson18					03/01/2025
	7100-7105-6214.00000	OPERATING SUPPLIES		(15.08)			
03012025							
126436	ECKBERG LAMMERS	03/01/2025	03/24/2025	699.00	0.00	Paid	Y
	FTO - MULLEN	Bjohnson18					03/01/2025
	1000-1205-6512.00000	CONFERENCE & SCHOOLS		699.00			
03012025							
126437	FBI LEEDA	03/01/2025	03/24/2025	795.00	0.00	Paid	Y
	FBI LEEDA - MO	Bjohnson18					03/01/2025
	1000-1205-6512.00000	CONFERENCE & SCHOOLS		795.00			
05242023							
112992	HYATT REGENCY	05/24/2023	07/10/2023	0.00	0.00	Void	N
	GFOA CONFERENCE - HOTEL	Bjohnson18					05/24/2023
	1000-1050-6510.00000	MEETING / TRAVEL EXPENSE		931.48			
Total Purchase Card Vendor: 100292 U. S. BANCORP				14,142.64	0.00		
# of Invoices:	72	# Due:	0	Totals:	15,572.52	0.00	
# of Credit Memos:	4	# Due:	0	Totals:	(1,429.88)	0.00	
Net of Invoices and Credit Memos:				14,142.64	0.00		

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
 EXP CHECK RUN DATES 03/24/2025 - 03/24/2026
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY FUND ---							
	1000 - GENERAL FUND			10,494.00	0.00		
	6000 - WATER			2,076.49	0.00		
	6100 - SANITARY SEWER			491.00	0.00		
	6700 - DEPUTY REGISTRAR			54.78	0.00		
	7000 - CENTRAL GARAGE			1,159.41	0.00		
	7100 - CENTRAL SERVICES			712.17	0.00		
	8900 - INVESTMENT CONTROL			(845.21)	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	1005 - LEGISLATIVE			361.65	0.00		
	1030 - ADMINISTRATIVE SERVICES			187.00	0.00		
	1100 - PLANNING & ZONING			94.00	0.00		
	1200 - POLICE SUPPORT SERVICES			211.10	0.00		
	1205 - PATROL SERVICES			2,220.33	0.00		
	1215 - EMERGENCY RESPONSE UNIT			35.00	0.00		
	1220 - INVESTIGATIONS / SPECIAL SV			45.00	0.00		
	1250 - K9			50.00	0.00		
	1260 - FIRE PREVENTION / SUPPRESSI			5,627.88	0.00		
	1305 - COMMUNITY CENTER OPERATIONS			234.53	0.00		
	1335 - SENIOR PROGRAMS			6.00	0.00		
	1370 - FORESTRY			230.53	0.00		
	1400 - ENGINEERING SERVICES			6.35	0.00		
	1500 - PARKS ADMINISTRATION			80.00	0.00		
	1565 - PARKS FACILITY MAINTENANCE			183.16	0.00		
	1571 - PARKS BALLFIELD MAINTENANCE			701.47	0.00		
	1600 - STREETS ADMINISTRATION			220.00	0.00		
	6005 - WATER UTILITY ADMINISTRATIC			290.58	0.00		
	6010 - WATER UTILITY DISTRIBUTION			352.14	0.00		
	6020 - WATER UTILITY WELL & PLANT			1,433.77	0.00		
	6105 - SANITARY SEWER ADMINISTRATI			491.00	0.00		
	6705 - LICENSE CENTER OPERATIONS			54.78	0.00		
	7005 - CG BUILDING OPERATIONS			242.24	0.00		
	7010 - CG VEHICLE MAINTENANCE			917.17	0.00		
	7105 - CS GENERAL OFFICE			73.63	0.00		
	7110 - CS INFORMATION TECHNOLOGY			26.57	0.00		
	7115 - CS GOVERNMENT BUILDINGS			611.97	0.00		
	8900 - INVESTMENT CONTROL			(845.21)	0.00		
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	0084			2,677.96			
	0337			(15.08)			
	0731			1,387.22			

04/07/2025 01:17 PM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 03/24/2025 - 03/24/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	1331			6.00			
	1355			54.99			
	1541			1,753.94			
	1568			481.65			
	2743			741.33			
	3103			2,289.54			
	4364			120.00			
	5111			54.78			
	5157			474.56			
	5319			94.00			
	6348			181.35			
	6658			1,494.00			
	6719			(337.94)			
	6932			40.15			
	8046			1,245.44			
	8424			1,497.78			
	8631			506.18			
	8722			240.00			

TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: April 15, 2025
RE: Employee Handbook Updates

Background:

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

Analysis:

At the March 18th, 2025 City Council meeting, staff presented proposed updates. While the City Council doesn't typically play a role in this level of detail related to policy and/or personnel, if associated costs are considered, we ask that Council provide formal approval.

Recommendation:

Motion to approve the attached updates to the City of Robbinsdale Employee Handbook, effective immediately.

Attachments:

1. Employee Handbook Updates 2025 Q1

Employee Handbook Updates 2025 Q1

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

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

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

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

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

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

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

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

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

Accrual.

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

- *Update in terminology to be more understandable*

3. JURY DUTY p. 7-14

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

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

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

Use of Paid Leave Benefits.

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

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

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

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

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

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

Procedure.

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

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

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

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

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

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

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

Veterans.

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

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

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

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

Termination.

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

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

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



TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: April 15, 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 4/15/2025.

Attachments:

1. Licenses
2. Licenses 2

Contractor Licenses for Council Approval

<u>Name</u>	<u>Licensee Type</u>	<u>Fee Amount</u>
ALL PRIDE PLUMBING INC	Plumbing Contractor	\$50.00
ALL PRIDE PLUMBING INC	Mechanical Contractor	\$50.00
AQUARIUS WATER COND & PLMBG	Sewer / Water Contractor	\$50.00
BONFE'S PLMBG, HTNG, & AIR INC	Excavation Contractor	\$50.00
GOPHER SEWER AND DRAIN	Sewer / Water Contractor	\$50.00
GOPHER SEWER AND DRAIN	Excavation Contractor	\$50.00
LE'S HEATING AND AIR INC	Mechanical Contractor	\$50.00
MAJESTIC PLUMBING INC	Plumbing Contractor	\$50.00
MCQUILLAN HOME SERVICES LLC	Plumbing Contractor	\$50.00
MCQUILLAN HOME SERVICES LLC	Sewer / Water Contractor	\$50.00
MCQUILLAN HOME SERVICES LLC	Excavation Contractor	\$50.00

Number of Licenses Requesting Council Approval:

11

BUSINESS LICENSES FOR COUNCIL APPROVAL

04/15/2025

License Type	Applicant	License Fee
Convenience Foods	DOLLAR GENERAL STORE #19170	50.00

TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: April 15, 2025
RE: Authorize Subordinate Funding Agreement (SFA) with Metropolitan Council

Background:

As City staff continue to dedicate time and resources coordinating with the Blue Line Extension Light Rail Transit Project, both the City and Project recognize the desire to supplement costs, including wages.

Analysis:

Some years ago, the two parties entered into a Master Funding Agreement (MFA #181013) - this would allow for an SFA between the two parties, included the proposed. The attached SFA remains a draft, as details are being ironed out, but staff is recommending that the not-to-exceed amount remain \$500,000, and the term of the agreement run from January 1, 2025 through December 31, 2026. Staff is also working with the project office to formally identify all job tasks and positions that would qualify for reimbursement.

Recommendation:

Authorize the Mayor and City Manager to execute Subordinate Funding Agreement #01 to MFA #181013, for years 2025 and 2026.

Attachments:

1. AGR_18I013A_Robbinsdale_SFA1_v2City_20240327 MC edits - DRAFT

PROJECT: BLUE LINE EXTENSION LIGHT RAIL TRANSIT PROJECT

MASTER AGREEMENT: Master Funding Agreement #18I013 – City of Robbinsdale (“MFA”)

PARTIES TO AGREEMENT:

- Metropolitan Council (“Council”)
- City of Robbinsdale, Minnesota (“City”)

**SUBORDINATE FUNDING AGREEMENT #01 TO MFA
City of Robbinsdale 2025 and 2026 Staff Support**

This Subordinate Funding Agreement (“SFA”) with the City of Robbinsdale (“City”) is entered by and between the above-named Parties.

WHEREAS:

1. The Parties entered a Metro Blue Line Extension Light Rail Transit Project (“Project”) Master Funding Agreement (“MFA”) effective on May 16, 2018 (Council Agreement #18I013).
2. The Parties provided in the MFA that certain aspects of funding for the Project would be determined in subsequent SFAs.
3. The Parties desire to enter this SFA to provide funding for City activities required for the Project, as described below.

NOW, THEREFORE, in reliance on the statements in these recitals, the Parties hereby agree as follows:

1. **Amount of Authorized Funding.** The activities authorized by this SFA will not exceed \$XXX,XXX unless authorized in a subsequent amendment to this SFA.
2. **Project Budget:** The budget for the activities described in this SFA is provided as **Exhibit A**. Funds provided in this SFA may only be used for reimbursing the City’s costs for activities directly incurred within the described Specific Description of Funding Authorization below, and as detailed in the MFA. Upon prior written consent of the Council’s Authorized Representative, the City may add or substitute staff in Exhibit A without an amendment to this SFA.
3. **Specific Description of Funding Authorization:** The City professional staff costs incurred for the Project in the areas of design support, right of way, environmental review, utility relocation, and other related tasks authorized by Council’s Authorized Representative will be reimbursed according to the Total Hourly Rates set forth in Exhibit A, entitled “Staff Support Services.” Total Hourly Rates reflect

each employee's actual rate of pay, plus usual and customary labor and overhead additives. Reimbursement payments made by the Council for the City professional staff costs will be billed monthly based on actual payroll records and in accordance with the positions authorized in Exhibit A.

4. **Project Activity Period.** The Project Activity Period for the purposes of this SFA will run from January 1, 2025 to December 31, 2026, and will terminate on the date all costs under this SFA have been reimbursed, unless terminated earlier consistent with the terms of the MFA.
5. **Contractor Agreement.** This SFA, in conjunction with the MFA, constitutes a contractor agreement for the purposes of any federal grant funds passed through the City hereby.
6. **Authorized Representatives.** Each party's Authorized Representative and successor is responsible for administering this SFA and is authorized to give and receive any notice required or permitted under this SFA.

a. **City's Authorized Representative is**

b. **Council's Authorized Representative is**

Alicia Vap, or successor
Project Director, Blue Line Extension
6465 Wayzata Boulevard, Suite 600
St. Louis Park, MN 55426
Alicia.Vap@metrotransit.org

7. **Incorporation.** The terms, conditions, and definitions of the MFA are expressly incorporated into this SFA except as modified. Furthermore, this SFA may be executed in counterparts, each of which shall be deemed to an original, but all of which, taken together, shall constitute one and the same agreement.

IN WITNESS WHEREOF, the parties have caused this SFA to be executed by their fully authorized representatives on the dates indicated below.

CITY OF ROBBINSDALE

Approved as to Form

By: _____

Its: _____

Date: _____

Approved

By: _____

Its: _____

Date: _____

METROPOLITAN COUNCIL

By: _____

Its: _____

Date: _____

EXHIBIT A
STAFF SUPPORT SERVICES

Names	Hourly	Overhead %	Loaded OH Rate	Total Hourly Rates	Est. Hours	Total

ROBBINSDALE

TO: Mayor and City Council

PREPARED BY: Tim Sandvik, City Manager

APPROVED BY: Tim Sandvik, City Manager

DATE: April 15, 2025

RE: Authorize City Manager to Execute Memorandum of Understanding (MOU) with AFSCME

Background:

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

Analysis:

In tandem with the Compensation and Classification process, City Administration has been meeting with stewards and reps from AFSCME related to Healthcare Coverage as outlined in the current agreement.

Insurance/Benefits

There shall be no language changes to Insurance in the current agreement. But, effective January 1, 2025, AFSCME employees will receive insurance benefits (including medical, dental, life, short term disability, long term disability, and "opt out" option) at the same level and Employer contribution rate as City non-represented employees. This does not preclude the Employer and Union from discussing Insurance language for any future agreements.

Wages

All employees shall advance to the newly assigned Grade, at the Step closest to the previously aggregated upon wages (without going under AND the adjustment shall not be less than \$0.58 (58 cents) per hour), effective January 1, 2025. All employees adjusted to a Step that is not 7, shall be eligible for a Step increase upon a successful review at their anniversary date. If employees were at Step 7 in 2024, and are placed on a new Grade/Step that is not Step 7, they shall be eligible to advance upon a successful review at their anniversary date, annually (starting January 1, 2025), until Step 7 is reached.

Position Title	Assigned Grade
RCC SUPERVISOR	3
COMMUNITY SERVICE OFFICER	7
CERTIFIED CUSTOMER SERVICE REP - LICENSE CENTER	7
CUSTOMER SERVICE REP	7
CUSTOMER SERVICE REP/OFFICE ASSISTANT	7
LICENSE CENTER MOTOR VEHICLE SPECIALIST	9
POLICE RECORDS CLERK	9
PUBLIC SAFETY TECHNOLOGY/OFFICE SUPPORT	9
ADMINISTRATIVE SUPPORT - FINANCE	11
ADMINISTRATIVE SUPPORT - RECREATION	11
ADMINISTRATIVE SUPPORT - UTILITY BILLING	11
ADMINISTRATIVE SUPPORT - ENGINEERING	11
ADMINISTRATIVE SUPPORT - PUBLIC WORKS	11
ADMINISTRATIVE SUPPORT - COMMUNITY DEVELOPMENT	11
LICENSE CENTER ASSISTANT MANAGER	12
EVIDENCE TECHNICIAN	12
CRIME ANALYST	13
ACCOUNTANT II PT	14
ENGINEERING TECHNICIAN	15
WATER RESOURCE SPECIALIST	15
CITY FORESTER/NATURAL RESOURCE SPECIALIST	17
ASSISTANT PLANNER	18
RENTAL AND HOUSING INSPECTOR	18

2025

			Standard Steps						
Points		Grade	1	2	3	4	5	6	7
1	100	1	\$ 17.18	\$ 17.70	\$ 18.23	\$ 18.77	\$ 19.33	\$ 19.91	\$ 20.51
101	105	2	\$ 18.22	\$ 18.75	\$ 19.32	\$ 19.90	\$ 20.49	\$ 21.11	\$ 21.75
106	125	3	\$ 19.30	\$ 19.88	\$ 20.48	\$ 21.09	\$ 21.72	\$ 22.38	\$ 23.05
126	130	4	\$ 20.46	\$ 21.07	\$ 21.70	\$ 22.36	\$ 23.03	\$ 23.72	\$ 24.44
131	134	5	\$ 21.69	\$ 22.35	\$ 23.01	\$ 23.70	\$ 24.42	\$ 25.15	\$ 25.90
135	138	6	\$ 22.99	\$ 23.68	\$ 24.39	\$ 25.12	\$ 25.88	\$ 26.65	\$ 27.46
139	145	7	\$ 24.37	\$ 25.10	\$ 25.85	\$ 26.63	\$ 27.43	\$ 28.26	\$ 29.10
146	150	8	\$ 25.83	\$ 26.61	\$ 27.41	\$ 28.22	\$ 29.07	\$ 29.95	\$ 30.84
151	175	9	\$ 27.39	\$ 28.20	\$ 29.05	\$ 29.92	\$ 30.82	\$ 31.74	\$ 32.70
176	180	10	\$ 29.03	\$ 29.90	\$ 30.79	\$ 31.72	\$ 32.67	\$ 33.65	\$ 34.66
181	185	11	\$ 30.77	\$ 31.69	\$ 32.64	\$ 33.62	\$ 34.63	\$ 35.67	\$ 36.74
186	192	12	\$ 32.61	\$ 33.60	\$ 34.60	\$ 35.64	\$ 36.71	\$ 37.81	\$ 38.95
193	235	13	\$ 34.57	\$ 35.60	\$ 36.68	\$ 37.78	\$ 38.91	\$ 40.08	\$ 41.28
236	245	14	\$ 36.65	\$ 37.75	\$ 38.87	\$ 40.04	\$ 41.24	\$ 42.49	\$ 43.76
246	281	15	\$ 38.84	\$ 40.01	\$ 41.21	\$ 42.45	\$ 43.72	\$ 45.03	\$ 46.38
282	291	16	\$ 41.17	\$ 42.41	\$ 43.69	\$ 44.99	\$ 46.35	\$ 47.73	\$ 49.16
292	296	17	\$ 43.65	\$ 44.95	\$ 46.31	\$ 47.69	\$ 49.12	\$ 50.60	\$ 52.11
297	348	18	\$ 46.26	\$ 47.65	\$ 49.08	\$ 50.55	\$ 52.07	\$ 53.63	\$ 55.24
349	400	19	\$ 49.04	\$ 50.51	\$ 52.03	\$ 53.59	\$ 55.20	\$ 56.85	\$ 58.56
401	450	20	\$ 51.98	\$ 53.54	\$ 55.14	\$ 56.80	\$ 58.51	\$ 60.26	\$ 62.07
451	456	21	\$ 55.10	\$ 56.76	\$ 58.46	\$ 60.22	\$ 62.02	\$ 63.88	\$ 65.79
457	462	22	\$ 58.41	\$ 60.16	\$ 61.97	\$ 63.83	\$ 65.74	\$ 67.71	\$ 69.74
463	520	23	\$ 61.91	\$ 63.77	\$ 65.68	\$ 67.66	\$ 69.69	\$ 71.78	\$ 73.93
521	600	24	\$ 65.63	\$ 67.60	\$ 69.62	\$ 71.72	\$ 73.87	\$ 76.08	\$ 78.36
601	700	25	\$ 69.56	\$ 71.65	\$ 73.81	\$ 76.01	\$ 78.30	\$ 80.65	\$ 83.07
701	800	26	\$ 73.74	\$ 75.95	\$ 78.23	\$ 80.57	\$ 83.00	\$ 85.48	\$ 88.05
801	860	27	\$ 78.16	\$ 80.51	\$ 82.92	\$ 85.41	\$ 87.98	\$ 90.61	\$ 93.33
861	900	28	\$ 82.85	\$ 85.34	\$ 87.90	\$ 90.53	\$ 93.25	\$ 96.05	\$ 98.94

Recommendation:

Authorize City Manager to Execute Memorandum of Understanding with AFSCME, updating language for wages and insurance/benefits, and extending the current agreement through December 31, 2025.

Attachments:

None



TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: April 15, 2025
RE: Investment Report

Background:

Attached is the investment portfolio information for the quarter ending March 31, 2025, prepared by the Finance Department. The report includes quarterly cash position amounts for 2025, as well as a future economic outlook.

Analysis:

This summarized information reflects activity by category that has occurred to date throughout the quarter.

Recommendation:

Approve a motion to acknowledge the Investment Report for the quarter ended March 2025.

Attachments:

1. Q1 2025

PORTFOLIO STATISTICS

GENERAL

# of Positions	152
Total Par	51,594,826
Total Market Value	\$49,660,536
Total Accrued Interest	\$246,390
Cash	\$0
Portfolio Value	\$49,906,927
Callable %	2.88%

AVERAGES

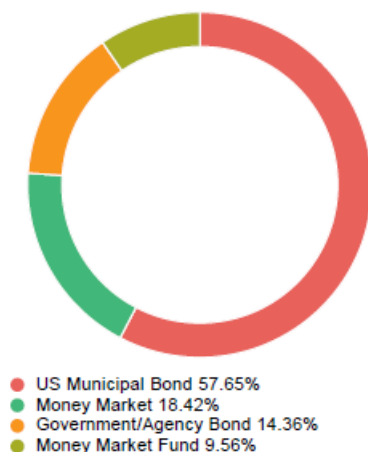
Maturity	06/04/2027 (2.16 Yrs)
Duration	2.027
Coupon	2.395
Price	87.140
Yield to Worst	4.171
Yield to Maturity	4.182

INCOME

Next 12 Months	\$1,031,906
Annualized Gross Income	\$1,122,110
Unrealized Gain/Loss	-\$83,208

State Board of Investment (SBI) Par \$100,000
State Board of Investment (SBI) Market Value \$108,354

ASSET TYPE DISTRIBUTION



Note

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

Economic Outlook

Global Tariff War Triggers Market Turmoil

Global markets were rocked late last week after President Trump on Wednesday announced a higher-than-expected series of reciprocal tariffs on a multitude of countries. The plan imposes a 10% baseline duty on all imports starting April 5 plus higher rates on certain countries, including Japan (24%), the European Union (20%), and China (34%) creating a total 54% rate on the latter after including two previously announced tariffs totaling 20%. China immediately retaliated with plans to apply a matching 34% levy on all U.S. imports starting April 10. The S&P 500 index plunged more than 10% over Thursday and Friday to close at 5,074, its lowest level since May of 2024.

The U.S. Department of Labor reported last week that the U.S. economy added 228,000 jobs in March. This exceeded economists' expectations of a 140,000 increase and was the highest tally in three months—though the number of additions from the prior two months was also reduced by 48,000. Job gains in March came primarily in health care, transportation, and warehousing, while federal government employment declined. During the month, the unemployment rate ticked up to 4.2% from 4.1%, while average hourly wages rose at a 3.8% annual rate, an eight-month low.

The Institute for Supply Management (ISM) reported that its ISM Manufacturing Index registered 49.0% in March, down from 50.3% in February, caused by a drop in new orders, employment, and supplier deliveries. This marked the first month this year the index was below the 50% threshold that differentiates expansion of business activity from contraction. Over in the services sector, ISM's Services Index came in at 50.8% for the month. While this was the ninth straight month of expanding activity, this was a decrease from 53.8% in February and was the lowest reading since June of 2024.

TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: April 15, 2025
RE: North Memorial, Manor Park - Mobile Food Unit In Excess of 10 Days/Year

Background:

North Memorial has requested hosting of Food Trucks, most weekdays from May 1 - September 29, as a gesture of staff appreciation. Unfortunately, North Memorial is zoned Residential Business (RB), and Food Trucks (Certain Transient Merchants as defined by City Code 1120.05) are not a permitted use.

Analysis:

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

Outside of the aforementioned zones (and as defined within), Section 1120.05 Certain Transient Merchants gives guidance on things like the licensing process (including applications guidelines related to Noise, Insurance, and Hours and Location) - specifically, Code states: *"The city establishes the hours of operation and the duration of occupancy. Exterior sales are allowed at locations permitted by the zoning code. City council approval is required for dispensing and vending in a city park."*

Recommendation:

As this application was submitted last week, and the applicant is requesting approval for operations from May 1 through September 29, staff recommend the following:

Approval of Food Truck application at Manor Park for North Memorial Personnel, as long as the applicant meets the following requirements:

- All Food Truck Operators must maintain a state licensed mobile food until dispensing and vending at a temporary fixed location, as directed by the City Manager or their designee.
- The owner/operator of each mobile food unit must maintain a public license with the City, and provide all required documentation, including insurance, and shall be responsible for associated fees.
- Each license application must include dates, description of vehicles used, description of food items, and follow any site plan as approved by the City Manager or their designee.
- Noise must adhere to all regulations as defined within City Code.
- Hours will be limited to 10:30am to 2:00pm

Attachments:

None

TO: Mayor and City Council

PREPARED BY: Heather Rand, Community Development Director

APPROVED BY: Tim Sandvik, City Manager

DATE: April 15, 2025

RE: An Ordinance Adding a New Section 1165 to Chapter XI, Business and Trade Regulations of the City Code Pertaining to the Registration of Cannabis and Lower Potency Hemp Businesses with Related Regulations, and Repealing Section 1160 that regulates tetrahydrocannabinol (THC) Products

Background:

During the 2023 legislative session, the Minnesota Legislature passed a law legalizing the adult use of cannabis and it created the MN Office of Cannabis Management (OCM) to regulate a full range of activities related to cannabis and lower-potency hemp edible products in the state formerly referred to as THC products. The Minnesota OCM is close to having regulations adopted related to the state licensing and regulating these products and their business activities.

The Minnesota State Statutes, Chapter 342 allow for local units of government such as the city to register the state licensed businesses, and establish the location, time, manner and enforcement of such business activities.

Per Robbinsdale Chapter XI, Section 1160, the city has already been licensing businesses that sell THC products for the last couple of years. Such THC products are now defined in state law as low-potency hemp edible (LPHE) products. Given the changes in state law, staff recommend the repeal of Section 1160, and the consideration and adoption of a new, comprehensive section of city code referred to as Section 1165 that has been drafted and is attached for review.

Analysis:

The new code was developed with input from the staff at the OCM, discussions held at City Council work sessions on January 14, 2024, and April 8, 2024, and from a public hearing held by the Planning Commission on February 20th that resulted in their recommendations to city council that pertain to land use zoning and requiring a 300-foot buffer between a state licensed cannabis or HDPE business and a school.

More specifically, the planning commission have recommended that the city code allow city registered, state licensed cannabis businesses to be located only in B-2, B-3, B-4, DD1, DD2 and Business Warehouse zoning districts. This aligns with existing city code zoning provisions for determining allowable districts for off-sale liquor and THC product businesses.

The proposed new code limits the number of state-licensed, private sector, adult-use cannabis retailers that may be registered to operate in the city to a total of two city wide, and it requires the HDPE product businesses to also seek registration with the city, though the number of HDPE product businesses is not limited in number in the city.

The proposed new city code authorizes the Robbinsdale Police Department or their designee to enforce state law and related cannabis and HDPE product rules, including prohibitions on sales to those under 21 years of age and permitted business hours of operation. The proposed new ordinance code language establishes a special event permitting process for state-licensed cannabis and HDPE businesses, with correlating city fees to be charged for registrations, fines and special event permits.

The proposed new ordinance with code changes allows for the city's municipal liquor store to apply to become a state-licensed and city-registered cannabis retailer and/or a LPHE product retailer, which will not impact the number of permitted city-registered cannabis retail businesses in the city.

Lastly, the proposed new city code prohibits the consumption and use of cannabis and LPHE products in public places citywide, unless such use is affiliated with a city council approved special event permit.

Recommendation:

Allow staff to present an overview of the proposed ordinance adopting new city code Section 1165, Chapter XI establishing cannabis and HDPE product business regulations, and repealing Section 1160, Chapter XI related to THC products.

Hold Public Hearing to receive and accept public input.
Close Public Hearing.

Under the city council meeting agenda item 10.B, New Business, take up discussion and further city council deliberation on this ordinance, as part of the First Reading of the Ordinance.

Attachments:

1. Public Hearing Notice - Cannabis Code Amendments
2. Ordinance

City of Robbinsdale
(Official Publication)

Public Hearing Notice

NOTICE IS HEREBY GIVEN that there will be a Public Hearing of the City Council of the City of Robbinsdale, Minnesota on **Tuesday, April 15, 2025, at 7:00 p.m.** The meeting will be held in the City Council Chambers at Robbinsdale City Hall, 4100 Lakeview Ave. N, Robbinsdale MN 55422.

This public hearing is to consider a city ordinance text change pertaining to zoning, registration and special event permitting related to state licensed and authorized cannabis and lower potency hemp products.

Any and all persons desiring to be heard shall be given an opportunity at the above stated time. Residents seeking further information on the public hearing should contact City Clerk Chase Peterson-Etem at 763-531-1253 or cpeterson-etem@ci.robbinsdale.mn.us.

By: Chase Peterson-Etem, City Clerk
Publish dates: March xx, 2025

Member _____ moved and Member _____ seconded a motion that the following Ordinance, which was given its first reading on April 15, 2025, be given its second reading on this ____ day of May, 2025 and that it be adopted.

ORDINANCE 25-

AN ORDINANCE ADDING A NEW SECTION 1165 TO CHAPTER XI, BUSINESS AND TRADE REGULATIONS OF THE CITY CODE REGARDING THE REGISTRATION OF CANNABIS AND LOWER POTENCY HEMP EDIBLE PRODUCT BUSINESSES AND RELATED REGULATIONS INCLUDING FEES, AND AMENDING TEXT IN CHAPTER V, PLANNING AND LAND USE REGULATIONS, SECTIONS 520, 521, 525 FOR THE PUPOSE OF ESTABLISHING ZONING REQUIREMENTS FOR THESE STATE LICENSED CANNABIS BUSINESSES

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:

- 1) That Robbinsdale’s city code Chapters V and XI, be amended with the following language:

Section 1165 – Adult-Use Cannabis Business and Low Potency Hemp Edible (LPHE) Product Retailer Registrations and Related Business Regulations

1165.01. Findings and purpose.

The purpose of this section is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes the city of Robbinsdale to protect the public health, safety, and welfare of Robbinsdale residents by establishing certain regulations for cannabis and LPHE businesses within the legal boundaries of the city for the following reasons:

- (a) Robbinsdale finds and concludes that registration and lawful land use regulations are appropriate and will promote the community’s interests in reasonable zoning and regulation of cannabis and LPHE product businesses including time, place and manner of operation regulations as allowed in state statute for the public good.
- (b) The city of Robbinsdale has the authority to adopt reasonable restrictions on the operation of cannabis businesses pursuant to Minn. Statute 342.13(c) for cannabis and LPHE product businesses provided that such restrictions do not prohibit the establishment of such businesses, and pursuant to Minn. Statute 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and LPHE edible retail businesses, and pursuant to Minn. Statute 152.0263, Subd. 5, regarding the use of cannabis and LPHE products in public places, and pursuant to Minn. Statute 462.357, regarding the authority of local authority to adopt zoning code ordinances.
- (c) The city of Robbinsdale is responsible for the administration and enforcement of this section. Any violation of the provisions or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this section

can occur regardless of whether a city registration or permit is required for a regulated activity referenced in this section.

1165.02. Definitions and interpretations.

Unless otherwise noted in this section, words and phrases contained in Minn. Stat. Chapter 342 and the rules promulgated thereunder, shall have the same meaning in this section. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- a) “Office of Cannabis Management” means the Minnesota Office of Cannabis Management, referred to as “OCM” in this section.
- b) “Lower-potency Hemp Edible (LPHE) Product Retail Business” has a meaning as defined under Minn. Stat. 342.01.
- c) “State License” means an approved license issued by the State of Minnesota’s Office of Cannabis Management (OCM) to a cannabis or LPHE business per Minn. Statute Chapter 342.
- d) “Retail Registration” means an approved registration issued by the city of Robbinsdale to a state licensed cannabis retail business or LPHE product retail business.
- e) “Preliminary License Approval” means OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. 342.17.
- f) “Cannabis Business” means the same as “cannabis business” as defined in Minn. Statute 342.01.
- g) “Cannabis Retail Business” means any person, partnership, firm, or corporation that has a state license to sell cannabis products to a consumer and not for the purpose of resale in any form, excluding LPHE product retailers. May include a state licensed medical cannabis retailer business.
- h) “Cannabis Cultivation Business” means a cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flowers for sale to other cannabis businesses, including cannabis flowers to a cannabis manufacturer that may be located on the same premises, and perform other actions approved by the OCM, such as cannabis or hemp product manufacturing, distribution, product testing, product transportation and delivery, and/or product wholesaling.
- i) “Place of Public Accommodation” means a business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.
- j) “Public Place” means a public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms;

meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.

- k) “School” means a public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.

1165.03. Registration of cannabis retail businesses and LPHE product retailer businesses.

Requirements for registration, fees and enforcement for cannabis retail and LPHE product businesses are as follows:

- (a) City Registration Required. No individual or entity may operate a state licensed cannabis or LPHE product retail business within the city of Robbinsdale without first registering with the city of Robbinsdale. Any state licensed cannabis or LPHE retail business that sells to a customer or patient without valid retail registration granted by the city shall incur a civil penalty of up to \$2,000 for each violation.
- (b) Application and issuance of city registration. An applicant for a retail registration shall fill out a city application form, as provided by the Robbinsdale city clerk. Said form shall include, but is not limited to the full name of the property owner and the applicant if different, the proposed owner and applicant’s addresses, email address and telephone numbers, the proposed state licensed cannabis product business name, address, email, telephone number, parcel ID for the property which the retail registration is sought, and a certification that the applicant understands that they must comply with the requirements of local ordinances established pursuant to Minn. Stat. 342.13. The applicant shall include with the registration application form the registration fee as required by the city, and a copy of a valid state license or written notice from OCM of license preapproval. Once an application is considered complete, the Robbinsdale city clerk will notify the applicant and forward the application to the Robbinsdale city council for consideration approval or denial. The city registration application fee shall be non-refundable.
- (c) Preliminary compliance checks prior to retail registration. Prior to issuance of a cannabis retail business registration, the city shall conduct a preliminary compliance check to ensure compliance with local ordinances. Pursuant to Minn. Stat. Chapter 342, within 30 days of receiving a copy of a state license application form from OCM, Robbinsdale shall certify on a form provided by OCM whether a proposed cannabis or LPHE product retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.
- (d) Registration Application Fees. A registration fee, as established in Robbinsdale’s fee schedule, shall be charged to applicants depending on the type of retail business license applied for. An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee. Any renewal retail registration fee imposed by Robbinsdale shall be charged at the time of the second renewal and each subsequent renewal thereafter. A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less. A medical cannabis product retail business operating an adult-use retail location may only be charged a single registration fee, not to

exceed the lesser of a single retail registration fee, defined under this section and related code requirements.

- (e) Approval and issuance of registration. The city shall issue a retail registration to a state licensed cannabis retail or LPHE product business that adheres to the requirements of Minn. Stat. 342.22. A state licensed cannabis retail business or LPHE product retail license registration application shall not be approved or renewed if the applicant is unable to meet the requirements of this section or other applicable city codes. A state licensed cannabis retail business or LPHE product retail business application that meets the code requirements of this section and other applicable city codes shall be approved.
- (f) Annual Compliance Checks. The Robbinsdale Police Department or its designee shall complete at minimum of one compliance check per calendar year of every cannabis business registered by the city to assess if the business meets age verification requirements, as required under Minn. Stat. 342.22 Subd. 4(b) and Minn. Stat. 342.24 and related city code. The Robbinsdale Police Department or its designee shall conduct at a minimum of one unannounced age verification compliance check at least once per calendar year. Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government. Any failures under this section must be reported to the OCM.
- (g) Location Change of Registered Cannabis Business. A state licensed cannabis retail business or LPHE product business shall be required to submit a new application for registration if it seeks to move to a new location still within the legal boundaries of Robbinsdale.
- (h) Renewal of Registration. The Robbinsdale city council shall consider renewal of an annual registration of a state licensed cannabis retail business and LPHE product retail businesses at the same time OCM renews the cannabis retail business' license. A state licensed cannabis or LPHE product retail business shall apply to renew registration on a form established by the Robbinsdale city clerk. A cannabis or LPHE product retail registration issued under this section shall not be transferred.
- (i) Renewal Fees. The Robbinsdale city council may charge a renewal fee for the registration starting at the second renewal, as established in Robbinsdale's fee schedule.
- (j) Suspension of registration. The Robbinsdale City Council may suspend a cannabis or LPHE product retail business's registration if it violates the ordinances of the city or poses an immediate threat to the health or safety of the public. The city of Robbinsdale shall immediately notify the registered retail business in writing the grounds for the suspension.
- (k) Notification of suspension to OCM. The city of Robbinsdale shall immediately notify the OCM in writing on the grounds for any registration suspension. OCM will provide the city of Robbinsdale and cannabis or LPHE product business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.
- (l) Length of suspension. The suspension of a cannabis or LPHE product retail business registration from the city may be for up to 30 calendar days, unless OCM suspends the

license for a longer period. The business may not make sales to customers if their registration is suspended.

- (m) The city of Robbinsdale may reinstate a registration if it determines that the violations have been resolved.
- (n) Civil Penalties. Subject to Minn. Stat. 342.22, subd. 5(e) the city of Robbinsdale may impose a civil penalty, as specified in the city of Robbinsdale's Fee Schedule, for registration violations, not to exceed \$2,000.
- (o) Limiting Cannabis Retail Business Registrations in the city. The city of Robbinsdale shall limit the number of cannabis retail businesses to no fewer than one registration for every 12,500 residents within the city of Robbinsdale's legal boundaries. The city of Robbinsdale shall limit the maximum number of cannabis retail businesses to two businesses within city limits. The city does not limit the number of LPHE product business registrations within city limits.

Section 1165.04. Requirements for cannabis businesses including buffer and zoning.

Minimum Buffer Requirements.

The city of Robbinsdale shall prohibit the operation of a cannabis businesses located within 300 feet of a school. Pursuant to Minn. Stat. 462.357 subd. 1e, nothing shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school, daycare, residential treatment facility, attraction with a public park that is regularly used by minors moves within the minimum buffer zone.

The city of Robbinsdale shall prohibit the operation of a cannabis retail business located within 500 feet of a another registered cannabis retail business. Noncompliance with this buffer requirement is grounds for denial of a new business registration application.

Zoning and Land Use.

State licensed, city registered cannabis retail businesses and LPHE product retail businesses are allowed to be located in the city's B-2 (Limited Community Business), B-3 (Highway Commercial), B-4 (Community Business), DD-1 (Downtown Business District) and DD-2 (Downtown transition and Transit District) zoning districts.

State licensed cannabis cultivation businesses and hemp cultivation businesses are allowed to be located within the city's B-W (Business Warehouse) district. This includes cannabis and hemp product manufacturers, product testing businesses, product transportation and delivery businesses, and cannabis and/or hemp product wholesalers.

Hours of operation for city registered cannabis retail and LPHE product businesses.

City permitted hours of operation for city registered cannabis product and LPHE product retail businesses are 8 am – 10 pm on Monday through Saturday, and from 11 am to 6 pm on Sundays.

If the city registered LPHE product retail business is also a city licensed on-sale liquor establishment such as a restaurant, the permitted hours of operation for on-sale product sales are 8 am - 2 am, Monday through Saturday and 10 am to 2 am on Sundays, with the LPHE products to be consumed on site.

Display of state license and city registration required.

All licenses and registrations pertaining to the cannabis retail business and LPHE product retail business must be posted and displayed in plain view of the general public on the business premises.

State licensed, registered cannabis retail business signs.

Cannabis retail businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business, unless otherwise limited by Robbinsdale's sign ordinances and Minn. Statute Chapter 342.

1165.05. City permit required for temporary cannabis or LPHE product special events. A state licensed and city registered cannabis business retailer or LPHE product business retailer may apply to the city for a temporary special event permit. The city approved special event permit is required and must be limited to a specific date, time, and location. A special event permit application fee shall be charged to all applicants and is non-refundable.

Temporary cannabis or LPHE product special event permit application procedure.

The special event application shall be made to the city clerk on an application form they provide to the applicant. Upon city review of the application, if the application is deemed incomplete by the city clerk, they shall notify the applicant in writing as to any deficiencies. The city council shall consider completed applications for temporary cannabis or LPHE product special events. The city council may restrict or prohibit any on-site consumption of cannabis or LPHE products at such special events. If there are public health, safety, or welfare concerns associated with a proposed temporary cannabis or LPHE product special event proposed, the city council may deny the approval of the permit. If the permit is not approved, the city shall notify the applicant of the standards not met and basis for denial.

1165.06. City of Robbinsdale as cannabis business and LPHE business retailer.

The City of Robbinsdale may establish, own, and operate a municipal cannabis retail business subject to any restrictions in city code. The municipal cannabis retail store shall not be included in any limitations that the city has established regarding the maximum number of allowable cannabis business retailers in the city. The city of Robbinsdale may also be registered for the sale of LPHE products at its retail store. The city of Robbinsdale shall be subject to all of the same retail license requirements and procedures applicable to all other applicants for such licenses and registrations including OCM rules and regulations.

1165.07. Use of cannabis and LPHE products in public prohibited.

No person shall use cannabis flower, cannabis products, lower-potency hemp edible products, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption for adult-use.

1165.01. Findings and purpose pertaining to Cannabis and LPHE Business Regulation.

1165.02. Definitions and interpretations.

11.65.03. Registration of cannabis and LPHE product retail businesses including fees.

11.65.04. Requirements for a cannabis business including buffer and zoning.

11.65.05. Temporary cannabis special event permits including fees.

1165.06. City of Robbinsdale allowed as cannabis business and LPHE product retailer.

1165.07. Use of cannabis and LPHE products in public is prohibited.

520.03 Zoning: Cannabis Businesses Allowed in Certain Business Districts.

521.01. Zoning: Cannabis Businesses Allowed in Downtown District-1.

521.03. Zoning: Cannabis Businesses Allowed in Downtown District -2.

525.01. Zoning: Cannabis Businesses Allowed in B-W, Business Warehouse District.

First Reading: YEAS:

NAYS:

Second Reading: YEAS:

NAYS:

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

Brad Sutton, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk

TO: Mayor and City Council

PREPARED BY: Matthew Bazyk, Recreation Services Manager

APPROVED BY: Tim Sandvik, City Manager

DATE: April 15, 2025

RE: Reallocation of 2025 Sanborn Park Playground Budget

Background:

Sanborn Park Playground is slated for improvements as part of the City's 2025 Capital Improvement Plan (CIP), which currently allocates \$300,000 for the project. However, the recently adopted Parks Master Plan recommends a more substantial investment to support a broader vision for playground upgrades citywide, including Sanborn Park. The proposed playground improvements would require relocating the existing building currently occupying the planned site. To ensure consistency between the CIP and the scope of the envisioned improvements, the Robbinsdale Recreation and Parks Departments are actively collaborating to better align budget planning and project goals.

Analysis:

The City Engineer's office is planning the installation of a new storm sewer system through Sanborn Park, which will impact potential construction in the central and eastern areas of the park. As a result, proposed improvements are being shifted to the western portion of the park to avoid conflict with the infrastructure project.

To enhance recreational offerings and respond to growing community interest, staff are exploring updates to the existing tennis courts and the addition of new pickleball courts on the west side of Sanborn Park. A preliminary quote has been received for the combined project, totaling \$183,758—\$128,159 for the tennis court renovations and \$55,599 for the construction of pickleball courts. While additional bids will be solicited to ensure cost competitiveness, this estimate provides a baseline for planning.

In support of the project, the Recreation staff is proactively pursuing external funding opportunities, including potential grants from Hennepin County and the United States Tennis Association (USTA), to help offset project costs and expand the scope of amenities available to residents.

Recommendation:

Staff recommends reallocating a portion of the 2025 Sanborn Park Playground CIP budget to fund the proposed tennis and pickleball court improvements on the park's west side. This approach allows the City to move forward with critical recreational upgrades while accommodating the planned storm sewer installation.

The Recreation and Parks Departments will continue to collaborate on a revised playground plan and budget for 2026. This future plan will reflect the removal of the existing building and align

more closely with the vision and standards outlined in the Parks Master Plan.

Attachments:

None



TO: Mayor and City Council

PREPARED BY: Heather Rand, Community Development Director

APPROVED BY: Tim Sandvik, City Manager

DATE: April 15, 2025

RE: First Reading of An Ordinance Adding Section 1165 Cannabis and LPHE Business Regulations, and Repealing Section 1160, THC Products, to the Robbinsdale City Code Chapter XI, Business & Trade Regulations

Background:

Due to changes in MN Chapter 342, the state has legalized cannabis and lower-potency hemp edible (HDPE) product business selling to adults (age 21 or older) with the MN Office of Cannabis Management (OCM) establishing new state regulations, rules and licensing. Further, the state statute allows limited authority of cities to regulate the location, time, and manner of such through city registration, zoning, special event permitting and other local regulations. The mechanism for adopting such city regulations is for the city council to adopt an ordinance approving the new city code language, and repealing any out-of-date city code language (Chapter XI, Section 1160 THC. Ordinances approval requires a publicized public hearing to receive public input, and publicized first and second readings of such code changes at two different city council meetings, and then final publication after city council approval for the ordinance with city code changes to go into effect.

Analysis:

A public hearing is scheduled to be held on April 15th, just prior to the first reading of this proposed ordinance that adds a new Section 1165 to the Robbinsdale City Code Chapter XI of Business and Trade Regulations. The proposed ordinance establishes a city registration process for cannabis and HDPE businesses in the city, and specifies the permitted location for such state-licensed businesses to be in the city's B-2, B-3, B-4, DD1, DD2, and Business Warehouse zoning districts, with no more than 2 allowable cannabis retail businesses in the city not counting the potential of the city's municipal liquor store should the city at a later date determine is wishes to apply for a state license.

The city's planning commission held a public hearing and recommended that the city council adopt these zoning and buffer requirements at their February 20th, 2025 meeting.

The proposed new code establishes a city registration process for HDPE product businesses, requires a 300-foot buffer of all cannabis and HDPE product businesses from schools, specifies a special event permit process and establishes registration fees and rule enforcement protocols.

Lastly, the proposed new code prohibits the use of cannabis and LPHE products in all public places including parks, sidewalks, streets, etc.

With these proposed new code changes, the existing city code found in Section 1160, Chapter XI, related to Tetrahydrocannabinol (THC) product businesses being licensed by the city becomes obsolete or redundant. For this reason, the proposed ordinance calls for the repeal of the THC chapter in city code.

Recommendation:

After this first reading of the ordinance, staff recommend the city council hold over final ordinance approval and adoption until a second reading of the ordinance, tentatively scheduled for May 6, 2025, is held.

Attachments:

1. Ordinance

Member _____ moved and Member _____ seconded a motion that the following Ordinance, which was given its first reading on April 15, 2025, be given its second reading on this ____ day of May, 2025 and that it be adopted.

ORDINANCE 25-

AN ORDINANCE ADDING A NEW SECTION 1165 TO CHAPTER XI, BUSINESS AND TRADE REGULATIONS OF THE CITY CODE REGARDING THE REGISTRATION OF CANNABIS AND LOWER POTENCY HEMP EDIBLE PRODUCT BUSINESSES AND RELATED REGULATIONS INCLUDING FEES, AND AMENDING TEXT IN CHAPTER V, PLANNING AND LAND USE REGULATIONS, SECTIONS 520, 521, 525 FOR THE PUPOSE OF ESTABLISHING ZONING REQUIREMENTS FOR THESE STATE LICENSED CANNABIS BUSINESSES

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:

- 1) That Robbinsdale’s city code Chapters V and XI, be amended with the following language:

Section 1165 – Adult-Use Cannabis Business and Low Potency Hemp Edible (LPHE) Product Retailer Registrations and Related Business Regulations

1165.01. Findings and purpose.

The purpose of this section is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes the city of Robbinsdale to protect the public health, safety, and welfare of Robbinsdale residents by establishing certain regulations for cannabis and LPHE businesses within the legal boundaries of the city for the following reasons:

- (a) Robbinsdale finds and concludes that registration and lawful land use regulations are appropriate and will promote the community’s interests in reasonable zoning and regulation of cannabis and LPHE product businesses including time, place and manner of operation regulations as allowed in state statute for the public good.
- (b) The city of Robbinsdale has the authority to adopt reasonable restrictions on the operation of cannabis businesses pursuant to Minn. Statute 342.13(c) for cannabis and LPHE product businesses provided that such restrictions do not prohibit the establishment of such businesses, and pursuant to Minn. Statute 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and LPHE edible retail businesses, and pursuant to Minn. Statute 152.0263, Subd. 5, regarding the use of cannabis and LPHE products in public places, and pursuant to Minn. Statute 462.357, regarding the authority of local authority to adopt zoning code ordinances.
- (c) The city of Robbinsdale is responsible for the administration and enforcement of this section. Any violation of the provisions or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this section

can occur regardless of whether a city registration or permit is required for a regulated activity referenced in this section.

1165.02. Definitions and interpretations.

Unless otherwise noted in this section, words and phrases contained in Minn. Stat. Chapter 342 and the rules promulgated thereunder, shall have the same meaning in this section. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- a) “Office of Cannabis Management” means the Minnesota Office of Cannabis Management, referred to as “OCM” in this section.
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- c) “State License” means an approved license issued by the State of Minnesota’s Office of Cannabis Management (OCM) to a cannabis or LPHE business per Minn. Statute Chapter 342.
- d) “Retail Registration” means an approved registration issued by the city of Robbinsdale to a state licensed cannabis retail business or LPHE product retail business.
- e) “Preliminary License Approval” means OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. 342.17.
- f) “Cannabis Business” means the same as “cannabis business” as defined in Minn. Statute 342.01.
- g) “Cannabis Retail Business” means any person, partnership, firm, or corporation that has a state license to sell cannabis products to a consumer and not for the purpose of resale in any form, excluding LPHE product retailers. May include a state licensed medical cannabis retailer business.
- h) “Cannabis Cultivation Business” means a cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flowers for sale to other cannabis businesses, including cannabis flowers to a cannabis manufacturer that may be located on the same premises, and perform other actions approved by the OCM, such as cannabis or hemp product manufacturing, distribution, product testing, product transportation and delivery, and/or product wholesaling.
- i) “Place of Public Accommodation” means a business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.
- j) “Public Place” means a public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms;

meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.

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Requirements for registration, fees and enforcement for cannabis retail and LPHE product businesses are as follows:

- (a) City Registration Required. No individual or entity may operate a state licensed cannabis or LPHE product retail business within the city of Robbinsdale without first registering with the city of Robbinsdale. Any state licensed cannabis or LPHE retail business that sells to a customer or patient without valid retail registration granted by the city shall incur a civil penalty of up to \$2,000 for each violation.
- (b) Application and issuance of city registration. An applicant for a retail registration shall fill out a city application form, as provided by the Robbinsdale city clerk. Said form shall include, but is not limited to the full name of the property owner and the applicant if different, the proposed owner and applicant’s addresses, email address and telephone numbers, the proposed state licensed cannabis product business name, address, email, telephone number, parcel ID for the property which the retail registration is sought, and a certification that the applicant understands that they must comply with the requirements of local ordinances established pursuant to Minn. Stat. 342.13. The applicant shall include with the registration application form the registration fee as required by the city, and a copy of a valid state license or written notice from OCM of license preapproval. Once an application is considered complete, the Robbinsdale city clerk will notify the applicant and forward the application to the Robbinsdale city council for consideration approval or denial. The city registration application fee shall be non-refundable.
- (c) Preliminary compliance checks prior to retail registration. Prior to issuance of a cannabis retail business registration, the city shall conduct a preliminary compliance check to ensure compliance with local ordinances. Pursuant to Minn. Stat. Chapter 342, within 30 days of receiving a copy of a state license application form from OCM, Robbinsdale shall certify on a form provided by OCM whether a proposed cannabis or LPHE product retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.
- (d) Registration Application Fees. A registration fee, as established in Robbinsdale’s fee schedule, shall be charged to applicants depending on the type of retail business license applied for. An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee. Any renewal retail registration fee imposed by Robbinsdale shall be charged at the time of the second renewal and each subsequent renewal thereafter. A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less. A medical cannabis product retail business operating an adult-use retail location may only be charged a single registration fee, not to

exceed the lesser of a single retail registration fee, defined under this section and related code requirements.

- (e) Approval and issuance of registration. The city shall issue a retail registration to a state licensed cannabis retail or LPHE product business that adheres to the requirements of Minn. Stat. 342.22. A state licensed cannabis retail business or LPHE product retail license registration application shall not be approved or renewed if the applicant is unable to meet the requirements of this section or other applicable city codes. A state licensed cannabis retail business or LPHE product retail business application that meets the code requirements of this section and other applicable city codes shall be approved.
- (f) Annual Compliance Checks. The Robbinsdale Police Department or its designee shall complete at minimum of one compliance check per calendar year of every cannabis business registered by the city to assess if the business meets age verification requirements, as required under Minn. Stat. 342.22 Subd. 4(b) and Minn. Stat. 342.24 and related city code. The Robbinsdale Police Department or its designee shall conduct at a minimum of one unannounced age verification compliance check at least once per calendar year. Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government. Any failures under this section must be reported to the OCM.
- (g) Location Change of Registered Cannabis Business. A state licensed cannabis retail business or LPHE product business shall be required to submit a new application for registration if it seeks to move to a new location still within the legal boundaries of Robbinsdale.
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license for a longer period. The business may not make sales to customers if their registration is suspended.

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Section 1165.04. Requirements for cannabis businesses including buffer and zoning.

Minimum Buffer Requirements.

The city of Robbinsdale shall prohibit the operation of a cannabis businesses located within 300 feet of a school. Pursuant to Minn. Stat. 462.357 subd. 1e, nothing shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school, daycare, residential treatment facility, attraction with a public park that is regularly used by minors moves within the minimum buffer zone.

The city of Robbinsdale shall prohibit the operation of a cannabis retail business located within 500 feet of a another registered cannabis retail business. Noncompliance with this buffer requirement is grounds for denial of a new business registration application.

Zoning and Land Use.

State licensed, city registered cannabis retail businesses and LPHE product retail businesses are allowed to be located in the city's B-2 (Limited Community Business), B-3 (Highway Commercial), B-4 (Community Business), DD-1 (Downtown Business District) and DD-2 (Downtown transition and Transit District) zoning districts.

State licensed cannabis cultivation businesses and hemp cultivation businesses are allowed to be located within the city's B-W (Business Warehouse) district. This includes cannabis and hemp product manufacturers, product testing businesses, product transportation and delivery businesses, and cannabis and/or hemp product wholesalers.

Hours of operation for city registered cannabis retail and LPHE product businesses.

City permitted hours of operation for city registered cannabis product and LPHE product retail businesses are 8 am – 10 pm on Monday through Saturday, and from 11 am to 6 pm on Sundays.

If the city registered LPHE product retail business is also a city licensed on-sale liquor establishment such as a restaurant, the permitted hours of operation for on-sale product sales are 8 am - 2 am, Monday through Saturday and 10 am to 2 am on Sundays, with the LPHE products to be consumed on site.

Display of state license and city registration required.

All licenses and registrations pertaining to the cannabis retail business and LPHE product retail business must be posted and displayed in plain view of the general public on the business premises.

State licensed, registered cannabis retail business signs.

Cannabis retail businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business, unless otherwise limited by Robbinsdale's sign ordinances and Minn. Statute Chapter 342.

1165.05. City permit required for temporary cannabis or LPHE product special events. A state licensed and city registered cannabis business retailer or LPHE product business retailer may apply to the city for a temporary special event permit. The city approved special event permit is required and must be limited to a specific date, time, and location. A special event permit application fee shall be charged to all applicants and is non-refundable.

Temporary cannabis or LPHE product special event permit application procedure.

The special event application shall be made to the city clerk on an application form they provide to the applicant. Upon city review of the application, if the application is deemed incomplete by the city clerk, they shall notify the applicant in writing as to any deficiencies. The city council shall consider completed applications for temporary cannabis or LPHE product special events. The city council may restrict or prohibit any on-site consumption of cannabis or LPHE products at such special events. If there are public health, safety, or welfare concerns associated with a proposed temporary cannabis or LPHE product special event proposed, the city council may deny the approval of the permit. If the permit is not approved, the city shall notify the applicant of the standards not met and basis for denial.

1165.06. City of Robbinsdale as cannabis business and LPHE business retailer.

The City of Robbinsdale may establish, own, and operate a municipal cannabis retail business subject to any restrictions in city code. The municipal cannabis retail store shall not be included in any limitations that the city has established regarding the maximum number of allowable cannabis business retailers in the city. The city of Robbinsdale may also be registered for the sale of LPHE products at its retail store. The city of Robbinsdale shall be subject to all of the same retail license requirements and procedures applicable to all other applicants for such licenses and registrations including OCM rules and regulations.

1165.07. Use of cannabis and LPHE products in public prohibited.

No person shall use cannabis flower, cannabis products, lower-potency hemp edible products, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption for adult-use.

1165.01. Findings and purpose pertaining to Cannabis and LPHE Business Regulation.

1165.02. Definitions and interpretations.

11.65.03. Registration of cannabis and LPHE product retail businesses including fees.

11.65.04. Requirements for a cannabis business including buffer and zoning.

11.65.05. Temporary cannabis special event permits including fees.

1165.06. City of Robbinsdale allowed as cannabis business and LPHE product retailer.

1165.07. Use of cannabis and LPHE products in public is prohibited.

520.03 Zoning: Cannabis Businesses Allowed in Certain Business Districts.

521.01. Zoning: Cannabis Businesses Allowed in Downtown District-1.

521.03. Zoning: Cannabis Businesses Allowed in Downtown District -2.

525.01. Zoning: Cannabis Businesses Allowed in B-W, Business Warehouse District.

First Reading: YEAS:

NAYS:

Second Reading: YEAS:

NAYS:

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

Brad Sutton, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk



TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: April 15, 2025
RE: Set Upcoming Special Work Session Dates/Times

Background:

From time to time, the City Council may establish Special Work Sessions for a variety of topics. On occasion, the Council may use Special Work Sessions as an opportunity to tour a facility or project, as a group, while being a public meeting.

Analysis:

Staff recommends that Council set the following Special Work Session Dates/Times:

- Tuesday, May 6th, 6pm, 4101 Hubbard Ave N, Robbinsdale MN, 55422
- Tuesday, May 20th, 6pm, 4601 Toledo Ave N, Robbinsdale MN, 55422

The goal of each, is to tour City Facilities, so Council can familiarize themselves with the sites, and be prepared for future discussions on both.

Recommendation:

Set Special Work Sessions, for facility tours.

Attachments:

None



TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: April 15, 2025
RE: Voucher Requests Pending Approval for Disbursement

Background:

The check register dated 4/15/25 reflects the voucher requests pending approval for disbursement.

The check register dated 4/2/25 through 4/15/25 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 4/15/2025.

Attachments:

None