

## **AGENDA**

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### **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 MAY 20, 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 May 6, 2025

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- B. Resolution Appointing a Data Practices Responsible Authority
  - C. Deputy Registrar's Monthly Financial Statements
  - D. Robbinsdale Wine & Spirits' Monthly Financial Statements
  - E. Approval of Licenses
  - F. Second Reading, Ordinance Amending City Code Sign Ordinance (Chapter V, Planning and Land Use, Section 410 - Signs)
  - G. Appointment of Human Rights Commissioners (HRC)
  - H. USTA Tennis Court Grants
  - I. Sanborn Park Building RFP
- 7. PRESENTATIONS
    - A. None
- 8. PUBLIC HEARINGS
    - A. Public Hearing related to Solid Waste Fees
- 9. OLD BUSINESS
    - A. None
- 10. NEW BUSINESS
    - A. Consider a Closed Session to Discuss the Purchase of Real Property
    - B. City Manager Annual Performance Review
- 11. OTHER BUSINESS
    - A. Voucher Requests Pending Approval for Disbursement
- 12. ADMINISTRATIVE REPORTS
  - 13. COUNCIL GENERAL COMMUNICATIONS
  - 14. ADJOURNMENT

## **MINUTES**

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### **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; Jeffrey Lunde, Hennepin County Commissioner; Rachel Leen, Communications Coordinator; Richard McCoy, City Engineer/Public Works Director; Heather Rand, Community Development Director

### **MICROPHONE CHECK**

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

Diane Jorde, 4231 Drew Ave. N., noted she is concerned about what happened on Sunday night and asked if there is a permit to hold events and the limits on the number of people who can attend. She also asked about other regulations in the parks as well as signage.

Jerry Blem, 2605 Parkview Blvd., asked about the park rules and signs, in particular around alcohol use signs and weapons signage.

Claudia Fuglie, 4556 Lake Dr., asked about accessibility throughout the city and noted that many convenient options, such as drive-throughs, do not offer a wheelchair-accessible option, and asked the Council to consider that during the planning process.

Carl Carrico, 4335 Unity Ave. N., noted his concern over the reopening of the transit center and also asked how the city plans to address the tents that have been spotted in the city.

Mayor Sutton noted the Council will be discussing the delicate process of the issues around homelessness, and the Council will meet to discuss it.

Jerry Blem, 2605 Parkview Blvd., noted the Robbinsdale Police Department has access to and utilizes a social worker, and noted that a person may be able to help in sensitive situations.

Mayor Sutton noted services are offered and available.

### **APPROVAL OF THE MAY 6, 2025, MEETING AGENDA**

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

Member Parisian MOVED, seconded by Greenberg, to approve the May 6, 2025, City Council agenda as amended. The vote was unanimous, and the motion carried.

### **CONSENT AGENDA**

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

- A. Approve City Council meeting minutes from April 15, 2025
- B. Receive Sustainability Committee Meeting minutes from February 19, 2025
- C. A Resolution Supporting the City of Robbinsdale to Host a Minnesota GreenCorps Member during the 2025-2026 Program Year
- D. Approval of Licenses
- E. 2nd Reading of an Ordinance Adopting Updates to Appendix B - Fee Schedule
- F. Receive Robbinsdale EDA Meeting Minutes of March 11, 2025 Meeting
- G. Receive Planning Commission Minutes of February 20th, 2025 Meeting
- H. Approval of Fiber Route Project for 2025
- I. Accept Funding from Conservation Partners Legacy Grant Program, ECP Round 4
- J. Authorize staff to accept grant funds from AKC Reunite Program
- K. Miller Concessions at Hy-Vee

## **PRESENTATIONS**

- A. Annual Presentation - Hennepin County Commissioner Lunde

Hennepin County Commissioner Lunde highlighted the Streets to Housing Program, team staffing, community safety, Cities United, youth intervention strategies, Blue Line extension, Commissioner Budget Amendments, and levy increases.

Member Wagner asked if Lunde received updates from County Staff when they came to City work sessions regarding light pollution and the Metro Transit Police substation. Lunde stated there was no current update, but he would work to secure more information.

Mayor Sutton asked when the County will request grant funding next year. Lunde stated the federal government will only provide up to 49%. He noted that Staff watch similar projects that are further in the process.

Mayor Sutton noted budget overruns in the SouthWest Transit project and asked what is being done to ensure budget adherence. Lunde noted a new governance structure, which allows the County to know expenditures ahead of time.

Mayor Sutton asked what would happen if the funding didn't come. Lunde stated that the County Board would need to meet and adjustments would need to be made.

Member Wagner expressed gratitude for Lunde's presence. Member Wagner asked for an update on the hiring of a Metro Transit Police Chief. Lunde stated the County is more of an advisory board to Metro Transit PD, and he has no insight on when the new chief will be hired.

Member Wagner asked what the Hennepin County Sheriff's Office's stance is regarding immigration enforcement. Lunde stated he does not want to speak for the Sheriff, but he believes the Sheriff's Office stance is similar to Robbinsdale in that immigration enforcement is a federal responsibility.

Member Wagner asked about the Herc disclosure timeline and legislative asks. Lunde noted County has received a bonding appropriation to add an anaerobic digester for organics, and there is a detailed plan in place. Member Wagner asked for clarification regarding Lunde stating they are repurposing. Lunde noted County received bonding money for a digester two years ago, and the County is looking to use that money in a different way.

Member Parisian thanked the Commissioner for his presentation and asked if this is the first year Hennepin County has been a part of the Cities United gathering. Lunde stated the County has attended in the past, but this is the first year of partnership. Member Parisian stated she would love to see the breakout topics and agenda.

Member Parisian highlighted interest in seeing the new Behavioral Health Center upon opening.

Member Parisian asked if there are plans for public involvement within the Birth Justice Community Advisory Board. Lunde stated the Community Advisory Board will be open to membership starting this summer.

Mayor Sutton asked why the organics fee goes up when participation in the program increases. Lunde noted that the State decided that everyone pays for organics despite usage and how the service is offered to residents is a city license.

City Manager Sandvik noted there is an additional charge for processing and carrying, and State statutes note service costs must be the same for each resident. Sandvik asked Mayor Sutton if he was referring to the chart provided by the hauler in the packet. Mayor Sutton stated yes. Sandvik noted that the reason fees increase as participation increases is due to additional truck and processing costs. Mayor Sutton stated that this does not make sense to him, but they can discuss this at a later time.

Member Blackledge asked what the definition of youth is in regard to the Crisis Intervention Center Hennepin County is looking to implement. Lunde stated that legally, it is very prescribed, but on the behavioral health side, they tend not to put limits on it because of brain development.

Member Greenberg asked what challenges are expected with the direction the Federal Government is headed. Lunde stated the County is taking on challenges as they come and not changing things preemptively. He did note the hiring freeze as one challenge.

Lunde noted the Council should expect a message in the near future regarding a meeting to hear Council priorities so he can best reflect those.

## B. Robbinsdale Communications Annual Presentation

Communications Coordinator Leen highlighted the current communication methods used by the City, social media engagement, Newsletters, website redesign, internal and external branding efforts, communication changes implemented this past year, and future communication goals.

Member Wagner expressed gratitude for the work Leen has done and appreciated the focus on accessibility for all residents. He noted the Birdtown Brief and Utility Insert don't have social media contacts and asked for Leen's consideration to add them.

Member Parisian thanked Leen for her innovation and asked if the website being mobile-friendly was by design. Leen stated that Civic Plus built that in from the beginning. Member Parisian also noted how impressed she was with the quick turnaround of the redesign.

Member Blackledge echoed the sentiments of the Council.

Member Greenberg asked why the number of individuals accessing the Birdtown Brief is smaller. Leen noted there are various ways to access it, and the people who do access it enjoy the resource.

Mayor Sutton expressed his gratitude and enjoys the growth he's seen. He asked why the Police Department doesn't have an Instagram. Leen noted she runs the Police Department's LinkedIn, and the Police Department runs their Facebook page, but they could have that discussion.

#### C. National Public Works Week Proclamation

City Engineer/Public Works Director Richard McCoy introduced the theme for National Public Works Week as people, purpose, and presence. McCoy stated that meeting the needs of people is public works purpose, despite the lack of fanfare. He highlighted the daily and seasonal tasks Public Works does for the community, water treatment facility tours being offered on May 20 and May 22, and plans to promote Public Works to legislators.

Member Wagner expressed his gratitude to the Robbinsdale Public Works Staff.

Member Wagner MOVED, seconded by Parisian, to adopt the Proclamation for National Public Works Week in the City of Robbinsdale. The vote was unanimous, and the motion carried.

#### D. Asian American and Pacific Islander Heritage Month Proclamation

Sandvik introduced the Proclamation put forth by the DEI committee.

Member Parisian thanked the DEI committee for this addition.

Member Wagner echoed Member Parisian's sentiments.

Member Parisian MOVED, seconded by Greenberg, to adopt the Proclamation for Asian American and Pacific Islander Heritage Month in the City of Robbinsdale. The vote was unanimous, and the motion carried.

### **PUBLIC HEARINGS**

#### A. Second reading of Ordinance No. 25-04 amending section 815.07 of the Robbinsdale City Code

Sandvik introduced the Ordinance history and updated language.

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

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

Member Parisian MOVED, seconded by Wagner, to waive the second reading and adopt Ordinance No. 25-04, AN ORDINANCE AMENDING SECTION 815.07 TO THE ROBBINSDALE CITY CODE RELATING TO HOURS OF OPERATION OF CRYSTAL LAKE AND LOWER TWIN LAKE. The vote was unanimous, and the motion carried.

## B. Public Hearing on Proposed Water Rates for North Memorial

Sandvik introduced the history of the item. Staff recommends adopting a single change in the utility fee schedule.

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

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

Member Wagner asked if this is a preliminary rate and can be changed in the future. Sandvik noted they spent a lot of time over the past two years going over usage and aligning fees accordingly.

Member Greenberg asked what percentage of homes in residence use over forty thousand gallons of water. Sandvik noted an incredibly small percentage of households. He stated the rate schedule is set up to discourage that amount of water usage.

Member Greenberg highlighted the benefit of North Memorial's water usage due to its efficiency. McCoy stated that having a high-usage consumer who is consistent will be better for the water treatment plant.

Mayor Sutton asked if they could bring utility rates down or freeze them. Sandvik stated the long-standing intention is to level off increases, but they have a one-hundred-year infrastructure being replaced. McCoy echoed the sentiments regarding the age of infrastructure in Robbinsdale.

Mayor Sutton noted that some individuals have complained about the quality of their water. McCoy highlighted that he has heard similar things shared, but the City is willing to come and test, and they are all on the same water.

Member Wagner asked where the legislature is with sales tax for the City, and if building a second water tower would qualify as a project under the bill. Sandvik stated that the tax language noted it had to be for community good, including more than just the City of Robbinsdale.

Member Wagner MOVED, seconded by Greenberg, to adopt Resolution NO. 8154 " A RESOLUTION ESTABLISHING CITY WATER, RATES IN THE CITY OF ROBBINSDALE EFFECTIVE FOR ALL USAGE BEGINNING MAY 6, 2025." The vote was unanimous, and the motion carried.

## C. Permit – Chickens – 4351 France Avenue North

Sandvik introduced the domestic animal application, noted the notification completion, and recommended approval.

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

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

Member Parisian asked if Staff received any comments from neighbors post notification. Sandvik stated Staff has not received any feedback.

Member Greenberg asked for clarification regarding the current status of the structure and the need for conditions a through f. Sandvik stated that the conditions are there so the resident knows what needs to be completed in order to be approved. Member Greenberg asked if the structure is complete. Sandvik stated a roughed-out area has begun, but nothing is complete.

Member Parisian MOVED, seconded by Blackledge, to approve the request of up to six (6) chickens at 4351 France Avenue North, subject to conditions a through f. The vote was unanimous, and the motion carried.

## **OLD BUSINESS**

- A. Second Reading and Adoption of an Ordinance Adding Section 1165 Cannabis and LPHE Business Regulations to the Robbinsdale City Code Chapter XI, Business & Trade Regulations, and Amending City Code Chapter V, Planning and Land Use Regulations, Sections 520, 521, 525 for the Purpose of Establishing Zoning Requirements for State Licensed Cannabis and Lower Potency Hemp Edible Businesses in the City.

Community Development Director Rand introduced the history of the Ordinance, discussed licensure and registration, and partnership with the State. Staff recommends approval of the Ordinance.

Member Wagner expressed gratitude towards Staff for staying on top of changes.

Mayor Sutton stated that before this point, there were no laws surrounding smoking cannabis in public parks and public settings, and now there will be. Sandvik noted there is a no drug use policy and no smoking policy, and the language currently proposed it clear that it is a prohibited act. Staff are prepared to react as appropriate based on community feedback.

Member Greenberg MOVED, seconded by Parisian, to waive the second reading and adopt Ordinance No. 25-07 "AN ORDINANCE ADDING 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 PUROSE OF ESTABLISHING ZONING REQUIREMENTS FOR THESE STATE LICENSED CANNABIS AND HEMP BUSINESSES." The vote was unanimous, and the motion carried.

- B. Second Reading of an Ordinance Amending Chapter IV, Building, Housing, and Construction Regulations

Rand highlighted the redundancies in licensing that this Ordinance would address.

Member Greenberg noted that while the City is waiving the licensing fee, some offsets are happening in other areas. Rand highlighted fee increases for basic construction project permits as noted in the consent agenda.

Member Parisian MOVED, seconded by Greenberg, to waive second reading and adopt Ordinance No. 25-06, "AN ORDINANCE AMENDING CHAPTER IV, BUILDING, HOUSING AND CONSTRUCTION REGULATIONS, SECTION 405, LICENSED CONSTRUCTION ACTIVITIES OF THE ROBBINSDALE CITY CODE." The vote was unanimous, and the motion carried.

## **NEW BUSINESS**

- A. First Reading of an Ordinance Amending City Code Sign Ordinance (Chapter V, Planning and Land Use, Section 410 - Signs)

Rand provided an overview of the item, detailed the history of the current city code, and brought the code up-to-date. She stated there was a public hearing held on April 17 and no members of the public came forth to comment. Staff recommends approval.

Member Greenberg asked for clarification regarding the wording of 15 square feet per parcel. Rand stated the intent of cumulative is in terms of the sign face. Sandvik stated that if someone does interpret it that way, it should not cause issues in way of enforcement.

Member Blackledge noted his thanks for the work done.

Mayor Sutton asked if signage had been a problem in the past. Sandvik stated they have received complaints in the past, but compliance enforcement is difficult. Mayor Sutton is concerned about limiting freedom of expression and isn't sure there is a need for this code.

Member Greenberg stated it's good to be clear and have rules in place, and it allows for recourse if an issue arises.

Member Sutton asked if there is language regarding duration. Sandvik didn't address duration, but highlighted that this Ordinance gives them standing.

Rand stated that there is a provision for businesses in commercial areas.

Member Wagner stated this clarifies existing language and that residential banners can be rediscussed if desired.

Mayor Sutton noted he would like to discuss residential banners further in a work session.

Member Greenberg reiterated his support for the Ordinance and noted that they could address residential banners if it becomes an issue.

Member Parisian highlighted that this is just clarifying the City Code and until hearing feedback from the City she would hold on discussing further in a work session.

Member Parisian MOVED, seconded by Blackledge, to approve the first reading of an Ordinance Amending Section 410 Pertaining to Signs in Residential Zoned Districts, Chapter V, Planning and Land Use. The vote was unanimous, and the motion carried.

## **OTHER BUSINESS**

### **A. Voucher Requests Pending Approval for Disbursement**

Member Greenberg MOVED, seconded by Blackledge, to approve voucher disbursement requests for the period ending May 6, 2025. The vote was unanimous, and the motion carried.

## **ADMINISTRATIVE REPORTS**

Peterson-Etem noted that if a resident has a Waste Management bin, to contact the City so that it can be changed over. He also highlighted that starting April 25, residents can now change garbage bin sizes if desired.

Sandvik highlighted the Arbor Day event, the Lions events, the Public Safety barbeque, the movie in the park, and Whizbang Days.

## **COUNCIL GENERAL COMMUNICATIONS**

Member Blackledge expressed thanks to the City for its mindfulness after a recent incident in the City and encouraged residents to be neighborly.

Member Greenberg noted it has been a heavy week due to the incident that occurred in Ward 2. He stated he is available and willing to talk to residents. Member Greenberg highlighted that with everything happening in the National Government, he wants people to know the City Staff are here for residents and their voices will be heard.

Member Parisian highlighted May being Mental Health Awareness Month and discussed crisis resources available.

Member Wagner echoed Member Parisian's sentiments regarding mental health and thanked the Mayor for his statement regarding the recent shooting. Member Wagner, addressing Sandvik, asked for a work session update on park signage, accessibility requirements in business districts, and a City update on the Herc timeline. Member Greenberg reminded residents that they are invited to walk with the Mayor on Thursday evening at 6:30 p.m. at Graeser Park.

Mayor Sutton encouraged positivity online and seeking to understand one another.

## **ADJOURNMENT**

Member Wagner MOVED, seconded by Greenberg, to adjourn the meeting at 10:06 p.m. The vote was unanimous, and the motion carried.

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Chase Peterson-Em, City Clerk

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Bradley Sutton, Mayor

TO: Mayor and City Council  
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager  
APPROVED BY: Tim Sandvik, City Manager  
DATE: May 20, 2025  
RE: Resolution Appointing a Data Practices Responsible Authority

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**Background:**

Per state statute, cities are required to appoint a single employee as the city's "responsible authority," who is responsible for the collection, use, and dissemination of government data. If the designation is not done through a Council resolution, the City Clerk is the designated responsible authority. Although the Clerk is already acting in this capacity, staff wanted to have the Council officially make the designation through a resolution.

**Analysis:**

None.

**Recommendation:**

Motion to adopt a Resolution Appointing a Responsible Authority and Assigning Duties.

**Attachments:**

1. Responsible Authority Resolution

Member \_\_\_\_\_ moved and Member \_\_\_\_\_ seconded a motion that the following resolution be read and adopted this 20<sup>th</sup> day of May 2025.

**RESOLUTION NO.**

**A RESOLUTION APPOINTING A RESPONSIBLE AUTHORITY AND ASSIGNING DUTIES**

**WHEREAS**, Minnesota Statutes, section 13.02, subdivision 16, as amended, requires that the City of Robbinsdale appoint one person as the Responsible Authority to administer the requirements for collection, storage, use, and dissemination of data on individuals within the City and,

**WHEREAS**, the Robbinsdale City Council shares concern expressed by the Legislature on the responsible use of all City data and wishes to satisfy this concern by immediately appointing an administratively qualified Responsible Authority as required under the statute

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

The City appoints Chase Peterson-Etem, City Clerk/Assistant to City Manager, as the Responsible Authority for the purposes of meeting all requirements of Minnesota Statutes, chapter 13 as amended, and with rules as lawfully promulgated by the commissioner of Administration.

**FURTHER, BE IT RESOLVED**, the Responsible Authority shall require the requesting party to pay the actual cost of making, certifying, and compiling copies and of preparing summary data, as allowed by Minnesota Statutes, chapter 13 and by Minnesota Rules, chapter 1205, as amended.

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

And the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 20<sup>th</sup> DAY OF May 2025.

\_\_\_\_\_  
Bradley Sutton, Mayor

Attest:

\_\_\_\_\_  
Chase Peterson-Etem, City Clerk

TO: Mayor and City Council  
PREPARED BY: Diaa Tahoun, Finance Director  
APPROVED BY: Tim Sandvik, City Manager  
DATE: May 20, 2025  
RE: Deputy Registrar's Monthly Financial Statements

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**Background:**

Attached are the Deputy Registrar's financial reports for the month of March 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 \$189,544, showing an increase of \$19,705 (11.6%) compared to the previous year. Expenditure has decreased by \$1,810 (-1.4%). The net gain before transfers for the year is \$62,237.89 which is \$21,515.29 (52.8%) more than last year at this time.

Passport revenue year to date has increased by \$15,067 (38.7%) and motor vehicle fees have increased by \$4,217 (3.2%).

**Recommendation:**

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

**Attachments:**

1. DEPS Mar 2025 P&L

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

|                            |          |          | Year to Date |         | % Inc (Dec)<br>from Previous<br>Year |
|----------------------------|----------|----------|--------------|---------|--------------------------------------|
|                            | Mar-2025 | Mar-2024 | 2025         | 2024    |                                      |
| Notary Fees                | 5        |          | 10           | 10      | 0.0%                                 |
| Motor Vehicle Fees         | 49,093   | 42,478   | 129,029      | 128,006 | 0.8%                                 |
| Motor Vehicle Fees - Kiosk | 1,900    | 1,199    | 5,155        | 1,961   |                                      |
| Boat/Snow/ATV/ORV Fees     | 215      | 249      | 739          | 894     | (17.3%)                              |
| Fish & Game Fees           |          | 2        | 2            | 11      | (81.8%)                              |
| Passport Fees              | 17,146   | 13,276   | 54,024       | 38,957  | 38.7%                                |
| Other Revenue              | 245      |          | 586          | -       | #DIV/0!                              |
| Revenues                   | 68,604   | 57,204   | 189,544      | 169,839 | 11.6%                                |
| Operating Expenses:        |          |          |              |         |                                      |
| Personal Services          | 37,550   | 36,829   | 100,555      | 103,164 | (2.5%)                               |
| Supplies & Repairs         | 46       | 204      | 262          | 625     | (58.1%)                              |
| Internal Serv Charges      | 7,913    | 7,367    | 23,739       | 22,101  | 7.4%                                 |
| Other Charges & Services   | 987      | 1,170    | 2,141        | 3,112   | (31.2%)                              |
| Other (Income) Expense     |          | 154      | 610          | 115     | 0.0%                                 |
| Total                      | 46,496   | 45,724   | 127,307      | 129,117 | (1.4%)                               |
| Operating Income / (Loss)  | 22,108   | 11,480   | 62,237       | 40,722  |                                      |
| Percent to Revenues        | 32%      | 20%      | 33%          | 24%     |                                      |

TO: Mayor and City Council  
PREPARED BY: Daa Tahoun, Finance Director  
APPROVED BY: Tim Sandvik, City Manager  
DATE: May 20, 2025  
RE: Robbinsdale Wine & Spirits' Monthly Financial Statements

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**Background:**

Attached are the Robbinsdale Wine & Spirits' financial reports for the month of March 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 \$881,123, reflecting a \$62,752 decrease (6.6%) from the previous year. Gross profit from sales stands at \$277,876, compared to \$265,733 in 2024 (6.5% increase). Our year-to-date gross profit is currently at 32%, meeting our target. The net income before transfers including the non-operating revenue/expenses for this year totals \$7,808 showing an increase of \$22,043 from the net loss of -\$14,235 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 March 2025.

**Attachments:**

1. Liquor Mar 2025 P&L

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

|                           |          |          | Year to Date |         |                      | % Inc (Dec)<br>from Previous<br>Year |
|---------------------------|----------|----------|--------------|---------|----------------------|--------------------------------------|
|                           | Mar-2025 | Mar-2024 | 2025         | 2024    | Amount<br>Difference |                                      |
| Sales                     | 319,386  | 341,819  | 881,123      | 943,875 | (62,752)             | (6.6%)                               |
| Less Customer Discounts   | 2,847    | 3,172    | 8,024        | 9,835   | (1,811)              | (18.4%)                              |
| Net Sales                 | 316,539  | 338,647  | 873,099      | 934,040 | (60,941)             | (6.5%)                               |
| Cost of Sales             | 224,250  | 240,630  | 595,223      | 668,307 | (73,084)             | (10.9%)                              |
| Gross Profit              | 92,289   | 98,017   | 277,876      | 265,733 | 12,143               | 4.6%                                 |
| Percent to Net Sales      | 29%      | 29%      | 32%          | 28%     |                      |                                      |
| Operating Expenses:       |          |          |              |         |                      |                                      |
| Personal Services         | 54,220   | 57,153   | 147,271      | 156,188 | (8,917)              | (5.7%)                               |
| Supplies & Repairs        | 1,440    | 4,240    | 3,337        | 7,232   | (3,895)              | (53.9%)                              |
| Other Charges & Services  | 25,409   | 25,015   | 70,567       | 67,224  | 3,343                | 5.0%                                 |
| Depreciation              | 11,250   | 11,250   | 33,750       | 33,750  | 0                    | 0.0%                                 |
| Other (Income) Expense    | (12)     | 64       | 83           | (326)   | 409                  | (125.5%)                             |
| Total                     | 92,307   | 97,722   | 255,008      | 264,068 | (9,060)              | (3.4%)                               |
| Operating Income / (Loss) | (18)     | 295      | 22,868       | 1,665   | 21,203               | 1273.5%                              |
| Percent to Net Sales      | 0%       | 0%       | 3%           | 0%      |                      |                                      |

**Nonoperating Revenues (Expenses)**

|                                |         |         |          |          |        |
|--------------------------------|---------|---------|----------|----------|--------|
| GASB 87 Adjustment             |         |         |          |          |        |
| Lease Interest Expense         | (5,020) | (5,300) | (15,060) | (15,900) | 840    |
|                                | (5,020) | (5,300) | (15,060) | (15,900) | 840    |
| Income/(Loss) Before Transfers | (5,038) | (5,005) | 7,808    | (14,235) | 22,043 |

|                             | Current Month Analysis |         |         |        |        |         |
|-----------------------------|------------------------|---------|---------|--------|--------|---------|
|                             | Liquor                 | Wine    | Beer    | Misc   | THC    | Totals  |
| Sales                       | 135,205                | 48,902  | 116,402 | 7,606  | 8,424  | 316,539 |
| Inventory of March 1        | 296,680                | 156,913 | 82,609  | 10,820 | 11,233 | 558,255 |
| Purchases                   | 112,806                | 31,683  | 83,678  | 3,076  | 3,873  | 235,116 |
| Less Inventory of March 31  | 316,194                | 157,634 | 76,694  | 8,849  | 9,750  | 569,121 |
| Cost of Sales               | 93,292                 | 30,962  | 89,593  | 5,047  | 5,356  | 224,250 |
| Gross Profit                | 41,913                 | 17,940  | 26,809  | 2,559  | 3,068  | 92,289  |
| Gross Profit % to Net Sales | 31%                    | 37%     | 23%     | 34%    | 36%    | 29%     |
| Product % to Total Sales    | 43%                    | 15%     | 37%     | 2%     | 3%     |         |

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

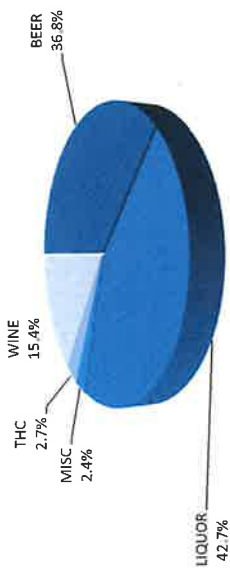
**Sales / Cost of Sales Analysis**

|                        | Mar-2025      | Mar-2024      | Year to Date   |                | % Inc (Dec)<br>from Previous<br>Year |
|------------------------|---------------|---------------|----------------|----------------|--------------------------------------|
|                        |               |               | 2025           | 2024           |                                      |
| <b>Liquor Sales</b>    | 135,205       | 142,226       | 377,684        | 396,702        | (4.8%)                               |
| Liquor Cost of Sales   | 93,292        | 98,863        | 246,657        | 276,524        | (10.8%)                              |
| Gross Profit           | <u>41,913</u> | <u>43,363</u> | <u>131,027</u> | <u>120,178</u> | <u>9.0%</u>                          |
| Percent to Net Sales   | 31%           | 30%           | 35%            | 30%            |                                      |
| <br><b>Wine Sales</b>  | <br>48,902    | <br>60,106    | <br>140,855    | <br>164,059    | <br>(14.1%)                          |
| Wine Cost of Sales     | 30,962        | 40,090        | 82,258         | 109,462        | (24.9%)                              |
| Gross Profit           | <u>17,940</u> | <u>20,016</u> | <u>58,597</u>  | <u>54,597</u>  | <u>7.3%</u>                          |
| Percent to Net Sales   | 37%           | 33%           | 42%            | 33%            |                                      |
| <br><b>Beer Sales</b>  | <br>116,402   | <br>121,334   | <br>311,548    | <br>331,545    | <br>(6.0%)                           |
| Beer Cost of Sales     | 89,593        | 91,732        | 237,728        | 253,749        | (6.3%)                               |
| Gross Profit           | <u>26,809</u> | <u>29,602</u> | <u>73,820</u>  | <u>77,796</u>  | <u>(5.1%)</u>                        |
| Percent to Net Sales   | 23%           | 24%           | 24%            | 23%            |                                      |
| <br><b>Misc Sales</b>  | <br>7,606     | <br>8,766     | <br>21,706     | <br>23,619     | <br>(8.1%)                           |
| Misc Cost of Sales     | 5,047         | 6,053         | 14,826         | 17,356         | (14.6%)                              |
| Gross Profit           | <u>2,559</u>  | <u>2,713</u>  | <u>6,880</u>   | <u>6,263</u>   | <u>9.9%</u>                          |
| Percent to Net Sales   | 34%           | 31%           | 32%            | 27%            |                                      |
| <br><b>THC Sales</b>   | <br>8,424     | <br>6,215     | <br>21,306     | <br>18,115     | <br>17.6%                            |
| THC Cost of Sales      | 5,356         | 3,892         | 13,754         | 11,216         | 22.6%                                |
| Gross Profit           | <u>3,068</u>  | <u>2,323</u>  | <u>7,552</u>   | <u>6,899</u>   | <u>9.5%</u>                          |
| Percent to Net Sales   | 36%           | 37%           | 35%            | 38%            |                                      |
| <br><b>Total Sales</b> | <br>316,539   | <br>338,647   | <br>873,099    | <br>934,040    | <br>(6.5%)                           |
| Total Cost of Sales    | 224,250       | 240,630       | 595,223        | 668,307        | (10.9%)                              |
| Gross Profit           | <u>92,289</u> | <u>98,017</u> | <u>277,876</u> | <u>265,733</u> | <u>4.6%</u>                          |
| Percent to Net Sales   | 29%           | 29%           | 32%            | 28%            |                                      |

### Liquor Store Sales - 2024 and 2025

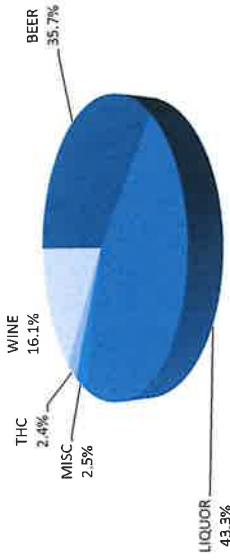
|        | <u>Jan 24</u>     | <u>Jan 25</u>     | <u>Feb 24</u>     | <u>Feb 25</u>     | <u>Mar 24</u>     | <u>Mar 25</u>     |
|--------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Liquor | 121,361.00        | 124,081.00        | 133,115.00        | 118,398.00        | 142,226.00        | 135,205.00        |
| Wine   | 50,019.00         | 45,814.00         | 53,934.00         | 46,139.00         | 60,106.00         | 48,902.00         |
| Beer   | 97,656.00         | 99,251.00         | 112,555.00        | 95,895.00         | 121,334.00        | 116,402.00        |
| THC    | 5,894.00          | 7,137.00          | 6,006.00          | 5,745.00          | 6,215.00          | 8,424.00          |
| Misc   | 7,251.00          | 7,641.00          | 7,602.00          | 6,459.00          | 8,766.00          | 7,606.00          |
|        | <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>316,539.00</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>          |

### March 2025 Liquor Store - Net Sales



| March 2025 | Net Sales per Dept | % Net Sales of Total |
|------------|--------------------|----------------------|
| BEER       | 116,402            | 36.8%                |
| LIQUOR     | 135,206            | 42.7%                |
| MISC       | 7,606              | 2.4%                 |
| THC        | 8,424              | 2.7%                 |
| WINE       | 48,902             | 15.4%                |
|            | 316,540            |                      |

### Yearly 2025 Liquor Store - Net Sales



| Total 2025 | Net Sales per Dept | % Net Sales of Total |
|------------|--------------------|----------------------|
| BEER       | 311,548            | 35.7%                |
| LIQUOR     | 377,688            | 43.3%                |
| MISC       | 21,706             | 2.5%                 |
| THC        | 21,306             | 2.4%                 |
| WINE       | 140,855            | 16.1%                |
|            | 873,103            |                      |



TO: Mayor and City Council  
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager  
APPROVED BY: Tim Sandvik, City Manager  
DATE: May 20, 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 5/20/2025.

**Attachments:**

1. Licenses

# **BUSINESS LICENSES FOR COUNCIL APPROVAL**

05/20/2025

| <b>License Type</b>             | <b>Applicant</b>                               | <b>License Fee</b> |
|---------------------------------|------------------------------------------------|--------------------|
| Transient Merchant - Food Truck | La Cocina                                      | 25.00              |
| Transient Merchant - Food Truck | Mama's Taco Truck                              | 25.00              |
| Transient Merchant - Food Truck | Market BBQ                                     | 25.00              |
| Transient Merchant - Food Truck | ODB's Meat & Greet, LLC                        | 25.00              |
| Transient Merchant - Food Truck | Sizzling Wagon Corp dba Sizzling Wagon Express | 25.00              |
| Transient Merchant - Food Truck | Soul to Soul Barbecue                          | 25.00              |
| Transient Merchant - Food Truck | Thai Thai Street Food                          | 25.00              |
| Transient Merchant - Food Truck | Wacky Wing Wagon                               | 50.00              |

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# Contractor Licenses for Council Approval

| <u>Name</u>                      | <u>Licensee Type</u>     | <u>Fee Amount</u> |
|----------------------------------|--------------------------|-------------------|
| A & E HEATING & COOLING          | Mechanical Contractor    | \$50.00           |
| AIR MECHANICAL INC               | Plumbing Contractor      | \$50.00           |
| CLEAR CHANNEL OUTDOOR            | Sign Contractor          | \$50.00           |
| EASCO PLUMBING & HEATING INC     | Plumbing Contractor      | \$50.00           |
| EASCO PLUMBING & HEATING INC     | Mechanical Contractor    | \$50.00           |
| INDOOR CLIMATE EXPERTS LLC       | Mechanical Contractor    | \$50.00           |
| KLEIN UNDERGROUND, LLC           | Concrete                 | \$50.00           |
| LOUIE & SONS PLUMBING            | Plumbing Contractor      | \$50.00           |
| MARVEL SEWER AND DRAIN LLC       | Sewer / Water Contractor | \$50.00           |
| MARVEL SEWER AND DRAIN LLC       | Excavation Contractor    | \$50.00           |
| MH PLUMBING INC                  | Plumbing Contractor      | \$50.00           |
| MR MAISON PLUMBING AND DRAIN LLC | Plumbing Contractor      | \$50.00           |

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**Number of Licenses Requesting Council Approval:**

**12**

TO: Mayor and City Council

PREPARED BY: Heather Rand, Community Development Director

APPROVED BY: Tim Sandvik, City Manager

DATE: May 20, 2025

RE: Second Reading, Ordinance Amending City Code Sign Ordinance  
(Chapter V, Planning and Land Use, Section 410 - Signs)

---

**Background:**

This is the second reading of a proposed ordinance that would amend Robbinsdale City Code Chapter V, Planning and Land Use Zoning code, Section 410 pertaining to sign regulations. This effort is part of a staff initiative to review city codes for clarity and for the purpose of keeping code current with contemporary land uses.

**Analysis:**

The purpose of the Robbinsdale city code sign regulations in Chapter V, Section 410 is to protect and preserve the integrity of residential areas, to reduce traffic and safety hazards, to promote an aesthetically pleasing environment, to promote equity in sign communication, and to otherwise implement the goals, objectives, and policies of the comprehensive municipal plan by the application of uniform regulations on exterior signage. It is not the intent of this section of city code to impose content-based restrictions on signs within the city. It is important to note that both city code and state law prohibit the city from prohibiting political election signs during local, state and national primary and general elections for example.

City code already contains language prohibiting large banner signs in residential zoned districts (R-1, R-2, R-3). There was some thought that this code language could be improved in its clarity. This ordinance attempts to do so. City staff are recommending changes to the sign code that more clearly prohibit banner signs in residential areas to better preserve the integrity and overall residential appeal of said districts. While religious organizations (churches, etc.) are currently zoned residential, and those religious organization land uses may from time to time wish to apply for a temporary, special use permit for a special event sign or banner, the new language addresses this need.

For the purpose of updating the code to reflect common practice, new code language limiting, but providing for some small signs in residential zoned neighborhoods is recommended. Specifically, the new proposed code language allows for small, non-commercial portable style signs in residential districts since they do not create large adverse effects if limited in size and quantity. The proposed new code language pertaining to small, portable signs places a cumulative square footage maximum of such signs at 15 square feet per property parcel, and the height of such signs is limited to a 3-foot maximum. Lastly, the number of small signs is limited to 3 non-commercial signs per residential property.

Finally, staff noticed that the existing city sign code is devoid of any mention of real estate signs that denote a house is for sale, yet those signs are commonly utilized on residential property. As such, new language related to the placement, size, location and duration of real estate signs in

residential zoned districts has been proposed to accommodate this type of temporary signage in residential neighborhoods.

The Robbinsdale Planning Commission held a public hearing on April 17, 2025, to which no members of the public provided additional input. The Planning Commission discussed the proposed code changes and voted 3-1 to recommend city council adoption (one commissioner absent). While there was some sentiment expressed that it is important the city not place limits on free speech, the consensus was that the proposed code changes are reasonable and meet the goals of the sign code purpose for the city.

**Recommendation:**

Staff recommend holding the second reading of the ordinance that would adopt changes to the city code in Chapter V, Planning and Land Use, Section 410 - Signs, and adopting an ordinance that supports the proposed changes to the city code in Chapter V, Section 410 Signs.

**Attachments:**

1. Ordinance Pertaining to City Code Signs in Residential

Member \_\_\_\_\_ moved and Member \_\_\_\_\_ seconded a motion that the following Ordinance, which was given its first reading on May 6, 2025, be given its second reading on this 20th day of May, 2025 and that it be adopted.

## **ORDINANCE 25-**

### **AN ORDINANCE AMENDING SECTION 410 PERTAINING TO SIGNS IN RESIDENTIAL ZONED DISTRICTS, CHAPTER V, PLANNING AND LAND USE**

#### **THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:**

1) That Robbinsdale's city code Chapters V, be amended with the following language:

*proposed new language shown bold and underlined, any proposed language to be removed has been strike through.*

#### **Section 410 – Signs**

##### **410.01. Title.**

This section may be referred to as the Robbinsdale sign ordinance.

##### **410.03. Purpose.**

This section is adopted to protect and promote public health, safety, and general welfare. It is the intent of this section to protect and preserve the integrity of residential areas, to reduce traffic and safety hazards, to promote an aesthetically pleasing environment, to promote equity in sign communication, and to otherwise implement the goals, objectives, and policies of the comprehensive municipal plan by the application of uniform regulations and exterior signage. It is not the intent of this section to impose content-based restrictions on signs within the city.

(Amended, Ord. No. 20-12)

##### **410.05. Definitions.**

Subdivision 1. For the purposes of this section the terms defined in this subsection have the meanings given to them. Where a question arises regarding the definition of a term not defined herein, the definition of the term has the meaning given by the zoning code. (Appendix A)

Subd. 2. "Advertising sign" means a sign that is used to advertise business, professions, uses, products, goods, or services (including entertainment) not related to the premises at which the sign is located.

Subd. 3. "District" means a zoning district established and defined by the zoning code.  
(Amended, Ord. No. 20-12)

Subd. 4. "Enforcement officer" means an individual appointed by the city manager responsible for administering and enforcing this section.

Subd. 5. "Establishment" means any of the following:

- (a) A distinct business entity situated as the sole occupant of a single structure.
- (b) A distinct business entity, with a separate exterior entrance, located in a separate structure attached to other structures by common walls or facade, or attached by means of an enclosed arcade.
- (c) A distinct business entity contained within a multiple tenant structure, possessing a single, common entrance for all establishments, or

(d) A distinct business entity contained within a single structure, not separated by walls or other physical barriers, where the business entity is made distinct by its existence as a separate leasehold, by its operation by separate entrepreneurs, or by its singularity of purpose.

Subd. 6. "Exempt sign" means a sign that is designated as being exempt from requirements of 410.09 and described in 410.11. (Added, Ord. No. 20-12)

Subd. 7. "Flashing sign" means a sign illuminated by lights that are varied in intensity or color and that is capable of rapidly changing copy or images in intervals of less than one hour; the term does not include time and temperature or electronic message center signs governed by subsection [410.07](#). (Amended, Ord. No. 07-07)

Subd. 8. "Exterior sign" means a sign which is erected exterior to a structure. The term does not include signs erected interior to a structure in such a manner as to be visible from the exterior.

Subd. 9. "Free-standing sign" means a stationary or portable self-supporting sign.

Subd. 10. "Ground elevation" means the average curb elevation along the street frontage upon which a free-standing sign is to be erected, or a roof or wall sign is to face.

Subd. 11. Non-conforming sign means any of the following:

(a) Legal - means a sign lawfully in existence that does not conform with the provisions of this section; and

(b) Illegal - means a sign that does not conform to the provisions of this section.

Subd. 12. "Message center sign" means a sign that is remotely programmable to change copy or messages, and which is equal to less than one-half of the available wall or ground sign in which it is included, and which, in no case, is larger than 25 square feet. The sign may include letters or numbers, but it cannot create the effect of movement, or change messages in intervals of less than one hour except that public transit message center signs may change messages more frequently. Examples of message center signs include signs which display scheduled worship services, events in churches, gasoline prices or movie marquees information. A message center sign's light intensity shall be limited to one-foot-candle as measured anywhere on any abutting parcel or right-of-way. (Added, Ord. No. 07-07) (Amended, Ord. 14-08)

Subd. 13. "Off-site directional sign" means a sign directing visitors to a specific property but not located on the said property. (Added, Ord. No. 01-06)

Subd. 14. "Roof sign" means a sign mounted on a building roof. A sign mounted on a roof in such a manner that it extends more than one foot below eave height or the top of a parapet wall is both a roof sign and a wall sign for the purposes of applying the provisions of subsection [410.09](#). (Amended, Ord. No. 07-07)

Subd. 15. "Shingle sign" means a three-dimensional sign that projects from the front of a building façade over a sidewalk, but not over a street or alley. Generally, the sign is perpendicular to the plane of the building façade. (Added, Ord. No. 07-07)

Subd. 16. "Sign" means letters, words, symbols, poster, billboard, picture, device, reading matter, or representation in the nature of an advertisement, announcement, message, or visual communication whether painted, printed, posted, affixed, digital, video, constructed, or displayed for purposes of information or communication: the term includes structural supports, uprights, bracing, and framework and architectural or graphic features that are intrinsically associated with a particular product, good, service, business, firm, corporation, or profession. (Amended, Ord. No. 07-07)

Subd. 17. "Sign area" means the physical area of a sign constituted of the face upon which the advertisement is borne. In the case of signs constituted of individual figures, symbols, or

components attached directly to a building wall or other integral construction feature of a building, sign area is that area included in the smallest square or rectangular geometric figure that can be drawn to circumscribe the entire message or communication. The permitted sign area for a sign applies to the area of each individual face when a sign displays no more than two faces. When a sign displays more than two faces, the maximum area of each sign face may not exceed the amount determined by multiplying the stipulated sign area by two and dividing by the total number of sign faces proposed. (Amended, Ord. No. 07-07)

Subd. 18. "Sign face" means a separate planar or curved surface created by a sign upon which an advertisement is borne: when a sign is constituted of more than one planar surface bearing advertising, separate planar surfaces intersecting at greater than 160 degrees interior angle constitute a single face. (Amended, Ord. No. 07-07)

Subd. 19. "Teardrop banner" means a free-standing fabric banner attached to a ground mounted frame or pole that causes the banner to remain taut in the absence of wind. (Added, Ord. No. 16-11; Amended, Ord. No. 20-12)

Subd. 20. "Wall sign" means a sign that is affixed to the wall of a building, including signs attached to windows, doors, marquees, canopies, or parapet walls: a sign affixed to a wall in such a manner that it extends more than one foot above eave height or the top of a parapet wall is both a wall sign and a roof sign for the purposes of applying the provisions of section 410.09 of this section. (Amended, Ord. No. 07-07)

#### **410.07. General provisions.**

##### Subdivision 1. Permit required.

Except as provided in subsection [410.11](#) and 410.29, all exterior signs proposed to be erected in the city require a permit. The permit number and date of the permitted sign's erection must be prominently displayed on the sign structure. (Amended, Ord. No. 20-12)

##### Subd. 2. Construction.

A sign may not be attached to or supported by rocks, fences, trees, or utility poles. A sign may not be erected so as to interfere with utility wires or supports thereof. Signs must be constructed in conformance with the 1997 edition of the Uniform Sign Code promulgated by the International Conference of Building Officials which is adopted by reference. Electric signs must conform with the electrical code and require an electrical permit. (Amended, Ord. No. 07-07; Amended Ord. No. 20-12)

##### Subd. 3. Motion.

A sign may not display any moving parts. Signs, except barber poles, may not rotate. A sign may not be subject to visible movement from normal wind pressure.

##### Subd. 4. Illumination.

A sign may not be illuminated by flashing or intermittent lights. Electronically or electrically-controlled time and temperature signs and message centers that display changing copy by means of a lamp bank of relatively constant light intensity are exempt from this subdivision, however, such message center signs may not flash, blink, flicker or exhibit rapidly changing information, or create the effect of movement. Light from illuminated signs must be shielded to prevent direct reflection onto adjacent private property or a public right-of-way. A sign may not be illuminated in such a manner as to imitate an official traffic control device, nor may the intensity of illumination of a sign obstruct the visibility of an official traffic control device. Incandescent light bulbs utilized for illumination of signs are limited to a maximum of 20 watts per bulb when mounted on the exterior of a sign. Signs located on property abutting residential property, except time and temperature signs and public transit message center signs, may not be illuminated

between the hours of 11 o'clock p.m. and six o'clock a.m. The provisions of this subdivision apply to an interior sign visible from the exterior, the provisions of subsection [410.05](#), subdivision 8 notwithstanding. (Amended, Ord. No. 07-01, Ord. No. 14-08)

Subd. 5. Projection.

A wall sign may not project more than 18 inches from the surface to which it is affixed. A sign, except for wall signs possessing a maximum projection of 18 inches or affixed to a canopy or marquee, may not project over public right-of-way or a public or private access route (sidewalk, etc.). A sign that projects over public right-of-way or public or private access routes must be located a minimum of eight feet above surface grade. Shingle signs are exempt from this section. (Amended, Ord. No. 07-07)

Subd. 6. Height.

A wall sign may not exceed the building eave in height. A roof sign may not be erected the top of which measures more than 30 feet in height when measured from ground elevation. A free-standing sign may not exceed 30 feet in height when measured from ground elevation.

Subd. 7. Setback and placement.

Except for traffic control or traffic directional signs, signs in the B- 1, B-2, B-3, B-4, and B-W zoning districts must be located behind the required front building setback in the district in which the premises are located. Except for traffic control or traffic directional signs, signs in the R- 1, R-2, R-3, and R-B zoning districts must be located not closer than five feet from a property line. A wall sign possessing a maximum projection of 18 inches will not be considered as encroachment on any required setback. A free-standing sign may not be erected within 15 feet of a street intersection, as measured from the street surfaces. No sign, except that of a governmental agency, may be erected or placed in a public right-of- way without the approval of the city council. Signs may not be placed in such a manner as to create a hazard to public health or safety, nor may a sign by reason of its placement obstruct the visibility of any traffic control device. A sign may not be placed so as to prevent free egress from or access to any door, window, or fire escape. A sign may not be affixed to any stand pipe or fire escape or be placed so as to obscure emergency equipment or information (e.g. fire extinguishers, fire hoses, first aid kits, alarms, emergency procedures, etc.), or to obstruct a fire lane. (Amended, Ord. No. 20-12)

Subd. 8. Number of faces and sign area.

A single sign may display any number of faces. The permitted sign area applies to the area of each individual face when a sign displays no more than two faces. When a sign displays more than two faces, the maximum area of each sign face may not exceed the amount determined by multiplying the stipulated sign area by two and dividing by the total number of sign faces proposed; i.e.,  $a = 2x \div y$  where "a" represents the maximum area of an individual sign face, "x" represents the maximum permitted area of the sign, and "y" represents the total number of faces proposed for a given sign.

Subd. 9. Obscene material.

A sign may not display material determined to be obscene, as defined by law.

Subd. 10. Maintenance and repair.

Signs must be properly maintained and kept in a safe state of repair. Signs must be maintained free of peeling or chipping paint or rust. A sign structure that is determined to be rotted, deteriorated, defaced, or otherwise hazardous must be repaired or replaced by the owner of the sign upon written notification by the enforcement officer.

**410.09. Zoning district provisions.**

Subdivision 1. Residential districts.

Except as provided for in subsection [410.11](#) special provisions, signs ~~may not be~~ erected in the R-1, R-2, or R-3 residential zoning districts **must comply with the following:** (Amended, Ord. No. 07-07)

(a) **Type.**

**Properties may only install noncommercial portable yard signs as regulated by clauses (b), (c) and (d).**

(b) **Size.**

**Properties have a 15 square foot cumulative maximum for signs.**

(c) **Number.**

**A property may be allowed to have a maximum of three signs in total.**

(d) **Height.**

**Signs may not exceed a height of three feet.**

Subd. 2. Residential-business district.

Except as provided for in subsection [410.11](#) signs erected in the R-B residential district must comply with the following:

(a) Type.

An establishment may erect wall signs or freestanding signs, or combinations thereof as regulated by clauses (b) and (c). (Amended, Ord. No. 07-07)

(b) Number.

An establishment may erect any number of wall signs provided that the total area of all wall signs erected along any one building wall may not exceed the total permitted area established by clause (c). An establishment may also erect a maximum of one free-standing sign along each building wall. For the purposes of this section building walls lying upon the same planar surface or parallel planar surfaces facing the same direction are considered one wall; and building walls lying upon separate planar surfaces but intersecting at greater than 160 degrees interior angle are considered one wall. (Amended, Ord. No. 07-07)

(c) **Size.**

(1) The cumulative area of wall signs erected on one building wall may not exceed 25 square feet plus one square foot of area for each additional one foot that the required sign setback is exceeded, up to a maximum of 50 square feet of sign area.

(2) The maximum size of a free-standing sign is 25 square feet of sign area plus one square foot of sign area for each additional one foot that the building wall, or street frontage, if greater, along which the sign is erected exceeds 50 feet in length, up to a maximum of 50 square feet of sign area. (Amended, Ord. No. 07-07)

(3) The total area of all signs erected upon and along an individual building wall may not exceed 75 square feet. (Amended, Ord. No. 07-07)

Subd. 3. Business districts.

Except as provided for in subsection [410.11](#) signs erected in the B-1, B- 2, B-3, B-4, and B-W zoning districts must comply with the following:

(a) Type.

An establishment may erect wall signs or free-standing signs, or combinations thereof as regulated by clauses (b) and (c). (Amended, Ord. No. 07-07)

(b) Number.

An establishment may erect any number of wall signs provided that the total area of all wall signs does not exceed the total permitted area established by clause (c). An establishment may erect a maximum of one free-standing sign along each building wall. Building walls lying upon

the same planar surface or parallel planar surfaces facing the same direction are considered one wall; and building walls lying upon separate planar surfaces but intersecting at greater than 160 degrees interior angle are considered one wall. (Amended, Ord. No. 07-07)

(c) Size.

(1) The cumulative area of all wall signs erected on one building wall may not exceed 50 square feet plus one square foot of area for each additional one foot that the required sign set back is exceeded, up to a maximum of 100 square feet of sign area.

(2) The maximum size of a shingle sign is six square feet and there shall be a minimum of ten feet clearance between the sign and the sidewalk. (Amended, Ord. No. 07-07)

(3) The maximum size of a free-standing sign is 50 square feet of sign area plus one square foot of sign area for each additional one foot that the building wall, or street frontage if greater, along which the sign is erected exceeds 50 feet in length, up to a maximum of 100 square feet of sign area.

(4) The total area of all signs erected upon and along an individual building wall may not exceed 150 square feet.

**410.11. Special provisions.**

Subdivision 1. The signs described in this subsection are permitted in all zoning districts and are exempt from the provisions of Section 410.09. These signs remain subject to the specified restrictions noted in each subsection. (Amended, Ord. No. 20-12)

Subd. 2. Safety, warning, and hazard signs.

Signs required by the Minnesota Occupational Safety and Health Administration (OSHA), or its federal counterpart, are exempt signs. Such signs must conform to the size and placement standards established by OSHA, or if no standards have been adopted, then the sign shall conform to size and placement specifications of the enforcement officer. Such signs are not included in the maximum number of signs allowed under subsection [410.09](#). (Amended, Ord. No. 20-12)

Subd. 3. Signs of ten square feet or less in area provided that placement of such signs is limited to one such sign for each street frontage from which either a principal or service entrance to the building is provided. Such signs are not included in the maximum number of signs allowed under subsection [410.09](#). (Amended, Ord. No. 20-12)

Subd. 4. Signs located within buildings or interior common space within multiple tenant structures, except for window signs regulated elsewhere in this code. (Amended, Ord. No. 20-12)

Subd. 5. Signs which are integrally attached to or part of: (Amended, Ord. No. 20-12)

(1) Waste roll-offs, dumpsters, garbage cans, portable storage units or other similar equipment owned and maintained by a commercial business for the purpose of waste collection or temporary storage; and (Added, Ord. No. 20-12)

(2) Personal property or motor vehicles such as, but not limited to, passenger vehicles, snowmobiles, all-terrain vehicles, trucks, semi-tractors and trailers, recreational vehicles, fish houses, boats, boat lifts, and trailers; and (Added, Ord. No. 20-12)

(3) Construction materials or equipment; and (Added, Ord. No. 20-12)

(4) Provided that none of these signs include off-site advertising. (Added, Ord. No. 20-12)

Subd. 6. Signs which are affixed on city owned property, which have been approved by the city council or the city manager. Such sign may include signs affixed to ballpark fences by a sponsoring entity. (Amended, Ord. 05-01; Ord. 05-09; Ord. 10-14; Ord. No. 20-12)

Subd. 7. Signs which are affixed on property owned by a county, state or federal governmental body, or a public school district, unless specifically prohibited by this section. (Amended, Ord. No. 20-12)

Subd. 8. Signs required by law. (Amended, Ord. No. 20-12)

Subd. 9. Signs erected within a public right-of-way that are approved by the appropriate governmental agency with authority over the right-of-way. (Amended, Ord. No. 20-12)

Subd. 10. Historic plaques.

Historic plaques, building names or dates, placed by recognized historical agencies, provided such signs shall not be placed or maintained in the public right-of-way without City Council approval, shall not be illuminated, and shall not exceed ten (10) square feet in area. Such signs are exempt from the maximum number of signs allowed under subsection [410.09](#). (Amended, Ord. No. 20-12)

Subd. 11. **Commercial P**ortable signs, pennants; temporary permits.

A **commercial** sign of a portable nature, pennant, teardrop banner or similar sign may not be erected in any zoning district, except by temporary permit issued by the building department as outlined in subsection [410.29](#). temporary permits are valid for a period not to exceed ten days. A temporary permit for a sign may not be renewed more than twice. Temporary permits for a **commercial** portable sign, pennant, teardrop banner, etc. may not be issued to the same premises for the same type of sign more than three times in any 12 month period. For the purpose of this subsection a renewal constitutes a separate permit and each separate sign represents a separate permit request. Teardrop banners are not allowed in the DD-1, DD-2 or other properties within the downtown architectural design guidelines overlay district. The signs are not included in the maximum number or maximum permitted sign area allowed under subsection [410.09](#), but such signs are otherwise subject to all restrictions applied under that subsection. A temporary permit application must include a site plan showing the proposed location of the sign and its proximity to property lines, sidewalks, driveways and other features as needed for review by staff. A temporary sign permit request may be denied by city staff if: (Amended, Ord. Nos. 90-18, Sec. 2; 09-10; 16-11; 20-12)

(a) The proposed location interferes with a visibility triangle as described in Section 510.25; (Amended, Ord. No. 16-11)

(b) The proposed sign occupies required parking or a fire lane; (Amended, Ord. No. 16-11)

(c) The proposed sign is located in public right-of-way; or (Amended, Ord. No. 16-11)

(d) Strong winds or other forces could bend the sign into an adjacent right-of-way. (Amended, Ord. No. 16-11)

Exceptions: A temporary sign of five square feet or less approved by the City Council for a period not exceeding ten days. Such signs may be placed on an off-site private or public location with the permission of the property owner or agency. This exemption does not apply to off-site advertising signs. (Added, Ord. No. 09-10; Amended, Ord. No. 20-12)

Subd. 12. Banners.

Banners may be displayed in any B, R-B or DD district or public right-of-way. **Banners are prohibited in all residential districts, excluding R-B. Permitted banners are allowed** subject to the following conditions: (Added, Ord. No. 09-10)

(a) A banner(s) may be displayed on up to 30 different days annually by administrative permit provided the banner is maintained in good repair, not faded or torn. The permit and permit application must include banner locations. Permitted banners shall be attached to building walls,

canopies or parapets. In no case may banners extend above a roof line. Permitted banners shall be no larger than 50 square feet. (Added, Ord. No. 09-10; Amended Ord. No. 20-12)

(b) Banners may be authorized by the City Council for a time period exceeding 30 days. (Added, Ord. No. 09-10)

(c) A banner may be displayed at an off-site location or right-of-way with approval by the ~~City Council~~ **City Manager** for a period not exceeding ten days provided: (Added, Ord. No. 09-10; Amended Ord. No. 20-12)

(1) The banners must be securely fastened to buildings, structures or fences in conformance with subdivision 13(a) of this code; (Added, Ord. No. 09-10)

(2) The banners must be individually approved for specific locations; (Added, Ord. No. 09-10)

(3) There may be no more than one banner per location; (Added, Ord. No. 09-10)

(4) Banners shall be no larger than 50 square feet; and (Added, Ord. No. 09-10)

(5) Off-premises advertising signs are not permitted. (Added, Ord. No. 20-12)

Subd. 13. Street spanning community event banners.

Community event banners may be displayed spanning the West Broadway public right-of-way between the south edge of 41<sup>st</sup> Avenue North and the north edge of 42<sup>nd</sup> Avenue North subject to the following conditions: (Added, Ord. No. 11-09)

(a) A banner promoting a noncommercial, community-wide event open to the general public may be displayed on a City-owned banner wire spanning West Broadway with approval by the City Council; and (Added, Ord. No. 11-09)

(b) Banners may only be authorized for City special events, City partnership events and "not for profit organizations" that are promoting a public event of substantial community-wide interest; and (Added, Ord. No. 11-09)

(c) All banners must conform to administrative guidelines prepared by the City Manager and adopted and amended by Council resolution including, but not limited to the following: (Added, Ord. No. 11-09)

(1) Application process;

(2) Banner material and size specifications;

(3) Design and content approval process;

(4) Scheduling and conflict resolution;

(5) Exceptions; and

(Added, Ord. No. 11-09)

(d) Cost/fees/procedures: (Added, Ord. No. 11-09)

(1) A banner application and banner policy and procedure form must be obtained from the City Clerk's office and completed by the party making the request and returned to the City Clerk's office no less than 30 days prior to the date requested to hang the banner; (Added, Ord. No. 11-09)

(2) A diagram showing the exact text and artwork for the banner must be included with the application; (Added, Ord. No. 11-09)

(3) The fee for the banner installation and any insurance requirement shall be set by Appendix B; (Added, Ord. No. 11-09)

(4) All approved banners must be delivered to the police/fire building by noon the Friday prior to the Monday hang date. Late fees shall be set by Appendix B. (Added, Ord. No. 11-09)

(5) Banners must be picked up from the police/fire building within seven days after the display week(s). The City assumes no responsibility for banners and any banners left more than one week may be discarded; and (Added, Ord. No. 11-09)

(e) City staff has the authority to refuse the placement of cross-street banners which, because of previous use, are in poor condition; and (Added, Ord. No. 11-09)

(f) City staff may remove any banner in the event that it becomes a danger to public safety, due to banner deterioration, storms, high winds, etc. (Added, Ord. No. 11-09)

(Deleted, Ord. No. 20-12)

**Subd. 14. Real estate signs.**

**Real estate signs shall be regulated as follows:**

**(a) A real estate sign which does not exceed ten square feet in area and ten feet in height is exempt from the required yard restrictions aside from setback standards.**

**(b) A real estate sign may only be displayed on the property on which the sign is advertising the sale, lease, or rental of.**

**(c) A real estate sign may only be displayed until the advertised property is sold, leased or rented.**

**(d) A real estate sign may only be displayed on the property on which the sign is advertising the sale, lease, or rental of.**

**(e) Strong winds or other forces should not be able to bend the sign into an adjacent right-of-way.**

**410.13. Multiple tenant structures.**

Subdivision 1. General rule.

Structures containing multiple tenants or establishments or structures connected to other structures must conform to the provisions of this subsection, in addition to the applicable district provisions contained in subsection [410.09](#).

Subd. 2. Structures with common entrance.

Establishments contained within a multiple tenant structure, for which a common exterior entrance for all tenants is provided, are collectively limited to the same types, numbers, and sizes of signs permitted for an establishment contained in a single tenant structure.

Subd. 3. Structures connected by common walls or facade.

Establishments contained within structures connected to other structures by means of common walls or a common facade but each possessing a separate exterior entrance, may display the same number, sizes, and types of signs that would be permitted for establishments contained within separate structures. In the case of establishments contained in shopping centers, each establishment may erect only wall signs and roof signs in conformance with the applicable district provisions. However, one free-standing sign to serve the entire center may be erected along each building wall of the shopping center. The maximum size of such free-standing sign is 50 square feet of sign area plus one square foot of sign area for each additional one foot that the building wall, or street frontage if greater, along which the sign is to be erected exceeds 50 feet in length, up to a maximum of 200 square feet of sign area. Establishments located in structures connected by common walls or a common facade shall only be permitted to have individual wall signs when all of the wall signs on the structure are consistent in design, materials and character. Individual wall signs may be placed on a sign raceway comprised of individual block letters or script, and may include a logo, located on a plane parallel to the sign raceway. Said letters and logo may be interior illuminated. Signs that do not conform to the above, must be compliant with a sign policy adopted for the shopping center that is approved by the City Council. In the case

where proposed signs do not conform with the aforementioned requirements, and if the shopping center does not have an integrated sign policy that has been approved by the City Council, then each establishment's sign must be approved by the City Council. For the purpose of this section a "shopping center" means a commercial area (i) planned and developed as an integrated whole with an undivided or unsegregated parking area serving the entire center, or (ii) advertised or promoted as a shopping center. (Amended, Ord. No. 12-06)

#### **410.15. Public service facility signs.**

Signs provided in conjunction with a public service facility are exempt from the requirements of section 410.09. Public service facilities include, but are not limited to, the provision of benches and trash receptacles for public use on public or private property. The provision of signs in conjunction with such public service facility requires the approval of the city council. The city council, in approving such signs, may stipulate conditions it deems necessary to insure consistency with the purpose and intent of this section. The city council may revoke the approval of such signs for cause. The total sign area of signs placed in conjunction with any individual public service facility may not exceed a total of 12 square feet. The signs are not included in the maximum number of signs allowed under subsection [410.09](#). (Amended, Ord. No. 07-07)

#### **410.17. Off-site directional signs.**

Off-site directional signs surrounded predominately by R-1 and R-2 zoned property may be permitted within the city. A maximum of two sites for the installation of such an off-site sign shall be permitted provided that the site is located in the public right-of-way, or on private property immediately adjacent to a collector, arterial, or minor arterial road. Each site may contain a single or double-faced sign. Double-faced signs means two signs placed back to back on a single pole. Approval of the proposed sign(s) and its/their location(s) must be obtained from the governing transportation jurisdiction or property owner and the city. Such sign(s) shall be designed and maintained per section 841.07. No sign permit shall be required. However, a fee will be charged for installation, review and approval. City approval shall include approval of a license pursuant to section 841 of the city code. No more than two off-site directional signs are allowed for any property. (Added, Ord. No. 01-06; Amended, Ord. No. 02-11; Ord. No. 07-07; Ord. No. 20-12)

#### **410.19. Non-conforming uses.**

A legal non-conforming use may display signs in conformance with the provisions for the most restrictive district in which the use may be permitted by the zoning code.

#### **410.21. Discontinuance of uses.**

Signs must be removed by the property owner within seven days of the discontinuance of the use, establishment, produce, or service. (Amended, Ord. No. 20-12)

#### **410.23. Non-conforming signs.**

Any premises determined to be non-conforming regarding the maximum number of signs permitted to be displayed, may erect no additional signs requiring a permit under subsection [410.07](#) unless it first reduces the existing total number of signs on the premises by an amount equal to the number of new signs proposed for erection. (Ed. note: All non-conforming signs were to have been made conforming by December 31, 1983 or the subject of a variance after that date.) (Amended, Ord. No. 20-12)

#### **410.25. Expansion of non-conforming signs - special permit. (Added, Ord. No. 90-18, Sec. 1)**

Subdivision 1. Permit.

Notwithstanding the provisions of subsections [410.15](#) and 410.23, the city council may issue a special permit to permit the expansion of a non-conforming sign if it finds any of the following requirements have been satisfied: (Amended, Ord. No. 07-07)

(a) The sign for which the special permit is requested is non-conforming by reason of subsection [410.15](#). (Amended, Ord. No. 07-07)

(b) At the time the sign was made non-conforming it was located upon property which was then zoned community business district B-4. (Amended, Ord. No. 07-07)

(c) The proposed expansion involves only the addition of one additional sign face to the back of the existing sign. (Amended, Ord. No. 07-07)

(d) The additional sign structure shall be no larger in any dimension than the existing sign structure, and shall not extend beyond the rectangular sign face of either sign. (Amended, Ord. No. 07-07)

(e) The additional sign shall be located parallel to the existing sign and each sign shall substantially shield the back of the other from public view; or

(f) The additional sign will not be detrimental to the public health, safety or welfare, nor will it detract from the general aesthetic appearance of the area.

Subd. 2. Permit fee.

Fees are set by Appendix B.

Subd. 3. Conditions.

The city council may place conditions upon the permit which it deems to be appropriate under the circumstances.

Subd. 4. Effect of special permit on non-conformity.

The special permit is intended only to permit the expansion of a legal non-conforming sign. Following issuance of the special permit, the existing sign and its expansion will be deemed lawful. (Amended Ord. No. 20-12)

Subd. 5. Other permits and licenses.

The special permit is in addition to all other permits, licenses and approvals required under this code for the erection of signs. (Amended Ord. No. 20-12)

#### **410.27. Building addresses.**

Structures fronting upon a public or private right-of-way must at all times conspicuously display the address number of the subject premises. If the structure also abuts an alley, building numbers must also be attached in a conspicuous location to the alley side of the structure. If a garage or similar accessory building obstructs the view of the main structure from the alley, the building numbers for the structure must be placed in a conspicuous location on the garage or accessory building. Address numbers are issued by the enforcement officer or upon the request of the owner of the subject premises. No address number may be changed except upon the order or approval of the enforcement officer. Upon notification of a change in address number for a structure, the owner thereof must immediately replace the posted address number with the correct new number. The enforcement officer must maintain a permanent, public record of all issued address numbers. Address numbers must measure a minimum of four inches in height and may not exceed one foot in height. When address numbers are proposed to exceed one foot in height, the address numbers are considered as an exterior sign subject to applicable regulations of this section. For address numbers measuring less than one foot in height no sign permit is required. (Amended Ord. No. 20-12)

#### **410.29. Sign permits.**

Subdivision 1. **Commercial P**portable signs, pennants, and banners require a temporary permit as provided in subsection [410.11](#), subdivision 12. (Amended, Ord. No. 90-18, Sec. 3; Deleted, Ord. No. 20-12)

The owner of a sign may change the display surface or sign face on a previously approved and erected sign or complete replacement of a sign when such change or replacement would be consistent with a previously issued sign permit or a sign considered to be a legal nonconformity and would not require compliance with applicable building codes, unless such sign has been deemed abandoned. (Added, Ord. No. 20-12)

Subd. 2. Application.

Application for a regular sign permit, special sign permit, or temporary sign permit is made to the enforcement officer upon an approved application form, accompanied by required supporting information and fees. (Amended, Ord. No. 90-18, Sec. 3)

Subd. 3. Fees.

Fees are set by Appendix B.

#### **410.31. Sign hanger license.**

Subdivision 1. License required.

A person engaged in the business or occupation of sign hanging or repair may not install, reconstruct, alter, repair, or remove an exterior sign requiring a permit without first having obtained a license.

Subd. 2. License application.

Application for a sign hanger's license is filed with the city clerk upon an approved application form, accompanied by required supporting information and fees.

Subd. 3. License validity.

Sign hanger licenses expire annually on December 31. Licenses will not be issued to a minor. Licenses are not transferable.

Subd. 4. License fee.

The annual fee for a sign hanger's license is fixed by Appendix B. A license application will not be accepted nor a license issued unless the fee is paid. The license fee may not be prorated.

Subd. 5. Insurance required.

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

#### **410.33. Variances, amendments, appeals.**

Variances from the literal provisions of this section and appeals from administrative decisions made under this section are made pursuant to the provisions of section 535 of the zoning code (Appendix A to this code) except that amendments are approved by a majority vote of the city council.

#### **410.35. Miscellaneous provisions.**

Subdivision 1. Substitution Clause.

The owner of any sign which is otherwise allowed by this section may substitute noncommercial copy in lieu of any other noncommercial or commercial copy. This substitution

of copy may be made without any additional approval or permitting. The purpose of this provision is to prevent any inadvertent favoring of commercial speech over noncommercial speech, or favoring of any particular noncommercial message over any other noncommercial message. This provision prevails over any more specific provision to the contrary. (Added, Ord. No. 20-12)

Subd. 2. Process and enforcement.

(a) Administration: Provisions of this section shall be administered and enforced by the city manager. Their duties shall include: (Added, Ord. No. 20-12)

(1) Determining whether all sign permit applications comply with the terms of this section. (Added, Ord. No. 20-12)

(2) Conducting site inspections to determine compliance with the terms of this inspection. (Added, Ord. No. 20-12)

(b) Unlawful signs.

Signs placed upon public property, or within the public right-of-way, or in violation of the terms of this section, shall be immediately determined to be abandoned under this section. Abandoned signs shall be subject to removal by the city. Upon removal, the city manager, or their designee, shall mark the date of removal of the sign and hold it for 30 days at the city's offices. The owner of the sign may collect the sign from the city's offices at any point during that time. If the sign is not retrieved within 30 days, the city may destroy the sign. (Added, Ord. No. 20-12)

(c) Violations.

(1) Violations; separate offence.

Each day that the violation continues shall constitute a separate offense. Violations of this ordinance shall be deemed a misdemeanor and subject to legal action including, but not limited to, Administrative Penalties as described in Section 117 of the city code. (Added, Ord. No. 20-12)

**410.37. Severability.**

The provisions of this section are severable from one another. If any section, subsection, sentence, clause, or phrase of this section is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this section. The city council hereby declares that it would have adopted each section, subsection, sentence, or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases were to be declared invalid. (Added, Ord. No. 20-12)

**410.39. Elections.**

All non-commercial signs of any size may be posted in any number from 46 days before the state primary in a state general election year until ten days following general election, and 13 weeks prior to any special election until ten days following the special election, consistent with Minnesota Statutes, section 211B.045. Sign installation shall comply with the Fair Campaign Practices Act contained in Minnesota Statutes, chapter 211B. (Added, Ord. No. 20-12)

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

**PASSED BY THE CITY COUNCIL THIS 20th DAY OF MAY 2025.**

ATTEST:

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Brad Sutton, Mayor

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Chase Peterson-Etem, City Clerk

TO: Mayor and City Council  
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager  
APPROVED BY: Tim Sandvik, City Manager  
DATE: May 20, 2025  
RE: Appointment of Human Rights Commissioners (HRC)

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**Background:**

The Human Rights Commission monitors and advises the City Council on Human Rights issues and consists of 11 commissioners. The City has received two applications from community members wanting to join.

**Analysis:**

Attached are the applications of Matthew Murphy and Daniel Dlugose. The HRC has reviewed the applications and recommends the appointment of both Matthew and Daniel to serve on the HRC.

**Recommendation:**

Motion to appoint Matthew Murphy and Daniel Dlugose to the Human Rights Commission for terms to commence May 20, 2025.

**Attachments:**

1. Matthew Murphy HRC Application
2. Dan Dlugose HRC Application

APPLICATION FOR APPOINTMENT  
TO ROBBINSDALE CITY COMMISSION

NAME: Matthew Murphy ADDRESS: [REDACTED]

PHONE: (Home) [REDACTED] (Work) \_\_\_\_\_

EMAIL: [REDACTED]

RESIDENT OF ROBBINSDALE SINCE (Year) 2024 WARD: 2

OCCUPATION: Program Analyst EMPLOYER: Veterans Health Administration

COMMISSION YOU ARE SEEKING: Human Rights Commission

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

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

Bachelors of Science in Telecommunications Management - Saint Mary's University of Minnesota

Graduate Certificate in Technical Communication - University of Minnesota

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

A11Y NextGen - Outreach and training on digital accessibility and section 508 compliance - 2024

Twin Cities Rotaract - young professionals service organization under the Rotary International umbrella - 2004

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Professional experience in project and contract management, risk management, and data analysis

Semi-professional print and digital artist (member-artist at Robbin Gallery)

Graduate studies in technical communication

DHS Trusted Tester trained in 508 compliance testing and digital accessibility

\_\_\_\_\_

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

October 2016

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

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

## Supplemental Questions for those applying for Human Rights Commissioner Appointments

Use additional sheets to respond to these questions.

1) Share an experience in which your willingness to lead or offer in opinion helped your workplace or classroom.

As a program analyst at the Minneapolis VA Medical Center, I manage multiple contracts simultaneously, coordinating efforts between vendors, internal customers, and subject matter experts. Recently, my team and I secured approval for a medical device contract that will save the VA several hundred thousand dollars annually. Beyond my leadership role, I also built a strong relationship with the vendor, which allowed me to suggest improvements to their reporting process—conversations that proved beneficial for everyone involved.

2) In your experience what is the key to developing a productive team?

From my experience, effective communication is essential for building a high-performing team, with the team leader's emotional intelligence playing a critical role. The leader must be able to "read the room" from the outset of the team's formation. Their first priority is to create a safe and respectful environment that fosters open communication.

In a successful team, members naturally gravitate toward roles that align with their strengths. This process is supported by open dialogue, experimentation, and the freedom to make mistakes without fear of punishment. The leader's emotional intelligence is key to guiding this dynamic and ensuring the team thrives.

3) What is your ability and willingness to coordinate a special topic/ one or more events related to human rights?

Although event coordination is not something I have experience in, my professional role involves market research and analysis of market trends, as well as the selection of vendors and contractors. I am certainly willing to step up and learn.

4) What projects or activities would you propose for the HRC in the next 12 months?

My background and passion lie in accessible communication and digital accessibility. After reviewing the commission's agendas and minutes, I noticed these areas have not been addressed. I believe access to information should not be limited to those who are sighted, able to speak, or speak English at home.

I also see art as a powerful tool for spreading a message. I would love to explore ways to incorporate art into the HRC's outreach efforts.

5) What do you think are most important issues in Robbinsdale and why?

Blue Line extension: While I am dependent of public transportation, I understand the concern regarding the Blue Line extension. Citizens of Robbinsdale have a very strong sense of the uniqueness of their town. The light rail extension will undoubtedly change the character of the parts of Robbinsdale that it touches.

School District budget shortfall: The shortfall came as a shock. There is a lot of anger around the mismanagement and accounting. In the current political climate, where funding for school programs is being canceled, these feelings are rising again.

Public safety: People here are concerned that crime, especially violent crime is increasing in Robbinsdale. Several incidents in the past year have raised the levels of fear and anger. Communities on apps such as Next Door are often filled with warnings about package thieves or the sound of police helicopters overhead.

6) Give an example of a time you have witnessed or been part of discrimination. Summarize your feelings, thoughts, or actions.

As a middle-class white male, I am not often on the receiving side of racial discrimination. However, as a neurodivergent individual with an unseen disability, I am often in situations in which I am unknowingly dis-abled. When the bartender hands me my glass, he doesn't know that I can't tell how far away it is. When I walk through the mall, no one knows that I can't hear because my head is reacting to the loud background music. People take it for granted that I can drive myself to an appointment.

These things are much different than the ingrown social biases we face. Last year, while riding the bus down Broadway, a black man began to verbally assault the white driver for checking more black's passes than white's. As the situation escalated, and I noted that I was the only other white male on the bus, I felt very uncomfortable.

Eventually, a black woman stepped between the man and the driver. It was obvious that she was highly educated and that she was a trained activist. She kept her attention on the driver, continuing the conversation as a debate rather than an assault.

After seeing this, I found I was very curious. I WANTED to listen to what she had to say. I wanted a chance to talk with her one-on-one and ask questions. I never got that chance, but this incident stands out in my mind.

7) How in your life have you been advocating for Human Rights?

I feel my life experiences have been leading me to advocating. Throughout my young life and career, I can that I was scared to stand up and be an advocate. As I grew older, began to educate myself and let myself become vulnerable enough to look deeper into human rights issues.

I worked for many years at DHS. I started soon after 9/11. It was a noble mission and we accomplished things that no other government agency had ever done. Then my nurse colleagues were sent to the border to care for children who had crossed alone or were separated from their families. I still see the images they brought back, and the weariness that never really left them.

Later, after we had a daughter, I fought the Trump ballot on social media with the message that no one should vote for a president who would hurt their daughter. In one project, we created protest art to be displayed on the White House lawn. That display is now a part of the Trump Presidential Library.

After leaving DHS, I became interested in disability and accessibility. I completed industry certification in Section 508 compliance testing. I was lucky enough to secure an internship with a Microsoft executive focused on DEI and Inclusion. Wrote op/ed pieces on social media and offered testing and editing services for individuals needing to make their documents compliant with Section 508.

Most recently, I began a letter-writing campaign to my elected officials urging them to protect the veterans depending on services provided at VA hospitals, and in particular, the Minneapolis VA Medical Center. Veterans are heroes and deserve better.

In addition, I created a campaign to increase conversation about what a civil servant really is and what sort of jobs they actually do. Called 'Civil Servant Superheroes', I create a fictional superhero based on an actual job position that is open in the federal government, and share the character's back story, heroic image, and a link to the job announcement.

8) What bothers you the most? What keeps you up at night? What drives you?

Without hesitation, I find it deeply concerning that we have a president with a criminal record and a history of sexual misconduct making decisions that will shape the world my daughter will inherit.

9) What drove you to apply for the Commission? What can you do to move the needle?

I do not believe the current president prioritizes the best interests of our country or its people. I have long been interested in the Robbinsdale Human Rights Commission, even before becoming a resident. However, I hesitated to apply due to my perceived lack of experience.

Now, I feel compelled to step up, regardless of my experience, because meaningful change will not happen on its own.

I believe the path forward lies within our local communities. Strengthening our communities is essential, and I can no longer wait for others to take the lead.

While I may not have an immediate solution for how to 'move the needle,' I am eager to learn and contribute to the positive change our community needs.

10) Provide an example of a time when you successfully organized a diverse group of people to accomplish a task to address or support Human Rights.

I am not yet an organizer, but as a project manager, I encounter similar challenges. My strengths lie in envisioning possibilities, analyzing information, identifying alternatives, and mitigating risks.

APPLICATION FOR APPOINTMENT  
TO ROBBINSDALE CITY COMMISSION

NAME: Daniel Leo Dlugose ADDRESS: [REDACTED]  
PHONE: ( [REDACTED] ) (Work) [REDACTED]  
EMAIL: [REDACTED]

RESIDENT OF ROBBINSDALE SINCE (Year) 2023 WARD: 1

OCCUPATION: Nurse (ret.) EMPLOYER: N/A

COMMISSION YOU ARE SEEKING: Human Rights Commission

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

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

Highest: 1 year Catholic University in Philosophy Wash. DC 1979  
BA Psychology, SUNY Albany 1997, BS Arcadia Univ., Computer Sci 12/1984  
AAS Nursing Alamogordo Comm. College spring 1995 North Carolina  
Certificate Biotechnology, Boston Univ. School of Medicine, Fall 2003  
Foundation Certificate in Teaching ESL, London Teacher Training College, Grade A distinction 2018

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

One year volunteer work - ESL and health education 2013-14 } more details  
One year volunteer work - ESL and health education 2018-19 } on other pages  
current volunteer Red Cross at blood drives in Minnesota Veterans Home  
current volunteer First Unitarian Universalist church - getting out vote, Chorus  
pending volunteer Karen Organization of Minnesota

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

Post BA Psychology experience extra training 2 semesters CG Jung Institute of Colorado  
Wellbeing Economy Forum June 11-12 Iceland, economy, civil rights,  
healthcare, governance for all people, etc.  
Training in International Business and Diplomacy Protocol by USIDHR  
(US Institute of Diplomacy and Human Rights) Sept 11-13-24 Washington DC

Please return to City Clerk's Office - 4100 Lakeview Avenue North, Robbinsdale, Minnesota 55422

Blog "Asia Health Travels" <https://Dlugose.wordpress.com>  
Phone: 763-537-4534 Fax: 763-531-1291

October 2016

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- 10) Provide an example of a time when you successfully organized a diverse group of people to accomplish a task to address or support Human Rights.

## Human Rights Commission Volunteer

### Education      Chronologic

Honors Scientific High School Diploma NY State Board of Regents, 1967

Hunter College of City of NY Philosophy 1974-75 (2 semesters)

BA Psychology State Univ. of NY at Albany,

BS Computer Science Arcadia University, Glenside MD 1984

AAS Nursing Alamance Community College, Graham NC 1995

Certificate Biotechnology Boston U. School of Medicine, 2003

I speak and understand basic French, and very basic words and phrases in German and Spanish.

### **Civic and other activities**

High School (Niagara Falls NY) Musician and fund raiser for Salvation Army

Volunteer Meditation Instructor Shambhala International 1993-present

1988-2024. Senior Coordinator for event at Boston Shambhala Center year Nov 2000-spring 2001 about 60 volunteers in several committees to plan housing, teaching events, fund-raising participation in Boston marathon.

2003 (approx.) training as a Mental Health First Aid Responder by the Massachusetts Department of Mental Health.

Several Red Cross courses including attending a neighborhood ambulance run.

2004-2007 various services as a Registered Nurse serving in Boston Medical Reserve Corps – attending training, practice emergencies, giving vaccinations

2013-14 One year abroad doing volunteer work in developing countries in Asia and South Pacific region primarily in health care teaching and English as a second language for Project Hope and other NGO's in Marshall Islands, Kiribas, Solomon Islands, Vanuatu, India, Nepal (including Himalayan Medical Trek) , Thailand (ESL) at high school Kaw Tha Blay Learning Ctr for a semester.

2010-2012 Three years of teaching ESL in Aurora, CO for Project Worthmore, with a Volunteer of the Year award.

2015-2023 Volunteer at Denver Museum of Nature and Science sequentially in Expedition Health. Paleontology Lab and Anthropology Lab (Native artifacts)

2018-19 Year abroad with wife, miscellaneous work in Vietnam (ESL), Malaysia (hostel staff), Myanmar (ESL), India (health care advising in a school), Nepal (office support for Women's Foundation of Nepal), Northern Norway a week of living on a farm while preparing the village church for a family religious celebration. Northern Sweden making repairs on a

cabin on a rural property and helping with various family tasks.

Six weeks in Poland Jan – Feb 2024 Volunteer with Polish NGO Ocalenie supervising children at two border crossings from Ukraine while parents made plans to settle in new locations.

2023 Occasional volunteer at Museum of Boulder (Exhibits: Native American, children, science, history)

For all in-between years 2008-2023 I volunteered as a meditation instructor for Boulder Shambhala Center in Boulder, France and a few other locations.

Ongoing activities and donations:

I am currently making recurring donations to Himalayan Health Care, various organizations supporting Ukraine.

I pay the teachers at a school in Thailand their salaries monthly, with additional money going to the Headmaster who defends Karen people in Burma by providing food, first-aid supplies, and trips for him to teach people about Human slavery, and addiction caused by the Burmese Army (Tatmadaw ).

## **Minnesota volunteer work**

American Red Cross –receptionist for blood draws at 3 occasions, ongoing ARC volunteer at the Minnesota Veterans home at Fort Snelling about 1-2 times/week.

Volunteer at First Unitarian-Universalist Church, serving in Chorus, Library Committee, and occasionally leading the Meditation Group.

## **Supplemental Questions:**

1) Share experience in which my willingness to lead In analysis helped my classes in Greek Philosophy at Hunter College, I was considered the leader in analysis of various topics. As Dr. Alfred DiLascia said “his comments on a variety of philosophical problems, often difficult, that were highly commendable, textually precise, interpretively perceptive and orally well delivered” [see letter by Dr. Alfred DiLascia]

2) Keys to developing a good team. Analyze my own strengths and weaknesses for the task proposed to choose assistants that have the strengths that I don't. Determine if any outside groups in the same organization need to be consulted. Consult my manager about people likely to be needed on the team. Start initial meetings with introductions of new members. Allow some time before or after meetings to socialize to learn how to better listen to and talk to various

individuals. Agree on subjects for next meeting. Make needed communications between meeting by phone or email as needed. Don't assume from my impressions that someone has a weakness or strength without consulting someone else who knows that person.

3) Ability and willingness to coordinate a special topic/ one or more events related to human rights: Treatment of refugees. They often need help with learning English language, customs and normal practices. I have experience both through courses (French, German, ESL) and in-person interaction in America, Asia and Europe. I have friends in Vietnam, Nepal and Poland. I am familiar with the curriculum to become an American citizen. I grew up in a mixed African-American, White and Hispanic neighborhood.

3) Special topics: immigration, mental illness

4) most important issues Robbinsdale: transit, housing costs

5) Time I was discriminated against: poor person not fitting into school. Feelings: shame, fear

6) Witnessing discrimination: Supervisor talking about another employee in a negative way related to ethnic group – I told him I did not feel I should be listening to this.

7) How have I been advocacy re: Human Rights.  
Participating in marches on peace rights: Albany NY 1973,

Women's rights Washington DC about 1980 as a early member of NOW, and a few others. I occasionally call a government representative including my Minnesota representative in Congress. I have often messaged the Office of the President. Volunteer work in two elections: Pennsylvania, Minnesota. I worked for Boulder County Colorado as a part time employee in the Fall 2015 elections and was trained in handwriting analysis.

8) What bothers you most: climate change, war, discrimination in general, lack of preventative healthcare.

9) What drove you to apply: I want to serve in an on-going meaningful way in a field where I have some expertise and experience.

10) Example of leadership in diverse group:

When working as the Manager of the Occupational Health Clinic at a General Motors warehouse In Massachusetts, I listened patiently to employees who were injured by on-site work at the warehouse. I believed the employee and personally checked out the place and equipment that was involved to understand the mechanism of the injury. Each week my supervisor – a Physiatrist MD would visit me to advise me approve measures I had taken The manager of the warehouse threatened to call me before the executive committee to decide whether to fire me, so knowing the GM

Healthcare leadership, I called them and explained the situation and I was reassured that they would protect me. After that I began attending some meetings of the Management / Union Safety Committee to hear both sides and understand the underlying issues. Within the next year I achieved the faith of the Union and Warehouse leadership, though the Manager stopped talking to me.

## Comments

If chosen I will be one of the members of the Committee that regularly talks to people with ethnic diversity. I am related to several African Americans who I love, and often ride on buses and have a discussion with a person or persons of ethnic diversity. Waiting at bus stops or stopping there to ask for directions gives me an opportunity to connect. I once got a cheer from a group of African Americans when I sprinted out to catch the bus that I had just missed. Since I had missed it they promised me to get me to my destination.

While working for Project Worthmore, there were also group trips to visit places such as museums, the Denver Botanical Gardens (in varying seasons). I remember standing in awe and grief at pictures of mistreated slaves in a museum with African American immigrants and other immigrants from Nepal, Thailand and Myanmar.

# Hunter College

OF THE CITY UNIVERSITY OF NEW YORK | 695 PARK AVENUE, NEW YORK, N.Y. 10021 | DEPARTMENT OF PHILOSOPHY

Telephone  
360-2427

New York  
November 6, 1976

To Whom It May Concern:

Mr. Dlugose is a very unusual person: both sensitive and reflective, he is endowed with an admirable talent for discerning central issues in any given philosophical problem. He first came to my attention in a course I taught at Hunter College last semester, "Plato and pre-Socratic philosophy", and soon exhibited a very penetrating mind as he came to class thoroughly prepared, in itself no virtue yet indispensable for any fruitful class discussion. And so it was not just his diligence that I found admirable but also -and indeed chiefly- his ~~excellent~~ comments on a variety of philosophical problems, often difficult, that were highly commendable: textually precise, interpretatively perceptive and orally well delivered. Indeed, I myself always enjoyed Mr. Dlugose's contributions, and would often call upon him to enhance and deepen the class discussion.

Last Spring Mr. Dlugose invited me to dinner in his home and just last week came to visit me from Washington, D.C., and all my earlier impressions were promptly confirmed. After knowing him both formally in the class-room and informally outside, I am wholly convinced Mr. Dlugose will honor any graduate school he chooses to attend, and eventually make an excellent teacher: he is so deeply sensitive to philosophical issues which he not only speculates about but actually and significantly lives, that he would immediately inspire if not inflame students with the love of philosophy he himself has. I personally hope you can help him with his ~~studies~~ studies -both undergraduate and graduate- for he is, in my long teaching experience (27 years), a first-rate student and hence would make a superior candidate for a career as a college professor of philosophy, in the light of both his temperament and talent.

Along with all that I have said, Mr. Dlugose is a genuinely gentle and - I do not hesitate to use the much abused word - lovable person, not only in my opinion but in that of his fellow students who invariably spoke of him with affection and admiration. Mr. Dlugose deserves your full support for I am fully confident that it will eventually -in more tough-minded words- "pay-off", in more senses than one. In conclusion then, I wish Mr. Dlugose the very best in his studies -undergraduate and graduate- as well as in his future career as a philosopher.

Respectfully yours,

*Alfred DiLascia*

Alfred DiLascia  
Adjunct Professor of Philosophy



TO: Mayor and City Council  
PREPARED BY: Matthew Bazyk, Recreation Services Manager  
APPROVED BY: Tim Sandvik, City Manager  
DATE: May 20, 2025  
RE: USTA Tennis Court Grants

---

**Background:**

Robbinsdale Recreation Department, Parks Department and Engineers are renovating the tennis courts at Sanborn Park. The project will include the removal of the current courts, regrading of the area and installation of two new tennis courts and two pickleball courts. USTA National and USTA Northern Section offer grant opportunities for grant reconstruction.

USTA National classifies our project as "TVS Category III" which qualifies for "funding consideration, which can match up to 50% of your total project cost (not to exceed \$200,000). The maximum grant amount per court is \$20,000 for Reconstruction projects, \$35,000 for New Construction projects..."

USTA Northern will match up to \$20,000 in new court construction.

Funds from either grant can only be applied to the tennis courts, not the pickleball courts.

**Analysis:**

Matt Bazyk, Recreation Services Manager, intends to apply for both grants for a matching total of \$90,000 for the Sanborn Tennis Court Reconstruction Project.

**Recommendation:**

Allow for the grant submissions and recognize the USTA National organization and the USTA Northern Region organization if we are awarded the funds.

**Attachments:**

None



TO: Mayor and City Council  
PREPARED BY: Matthew Bazyk, Recreation Services Manager  
APPROVED BY: Tim Sandvik, City Manager  
DATE: May 20, 2025  
RE: Sanborn Park Building RFP

---

**Background:**

Sanborn Park's park building has reached the end of its useful life. The Robbinsdale Recreation, Parks, and Engineering departments are working on plans to replace the building, step 1 being the Request for Proposals for the design of a new park building and demolition of the current building.

**Analysis:**

Recreation Services Manager, Matthew Bazyk, has written the attached RFP with the help of the Engineering Department and City Manager and is requesting the ability to send it out Monday, May 26th. We are budgeted to start this project in 2025 and hope to have the current building removed in November, with the construction of the new building starting at the completion of the stormwater project planned for Sanborn in 2025-2026.

**Recommendation:**

Approve the submission of the attached Sanborn Building RFP for distribution.

**Attachments:**

1. City of Robbinsdale - Sanborn Building RFP - DRAFT

**Request for Proposals (RFP) - City of Robbinsdale**

**Facility Needs Study and Building Design– Sanborn Park Building**

**Submissions Due – June 27, 2024**

**Introduction**

The City of Robbinsdale, MN, (“City”) is requesting proposals to better understand the full needs of a new building in Sanborn Park.

**Background Information**

Robbinsdale, Minnesota, is a city of roughly 15,000 people located next to the northwest corner of Minneapolis. The City is over 100 years old and has maintained its small-town feel - part of our Mission Statement.

The city is governed by the Robbinsdale City Council, made up of a Mayor and 4 Council Members. Each Council Member represents a specific area ("Ward") of the city. The City Council formulates the city policy. The City Manager is responsible for city administration.

**Purpose**

The City is requesting proposals from selected firms for architectural design and professional services for a new building in Sanborn Park. Specifically, the City is requesting a space needs study and cost estimation for 100% building design.

The objective of the study is to review the needs of the above facilities and create a master plan for implementation, including building plan level cost estimates – the selected firm will be highly considered for the construction of said building. The selected contractor will enter into an agreement based on the City’s Professional Services Agreement – a copy may be made available upon request.

**RFP Administrator**

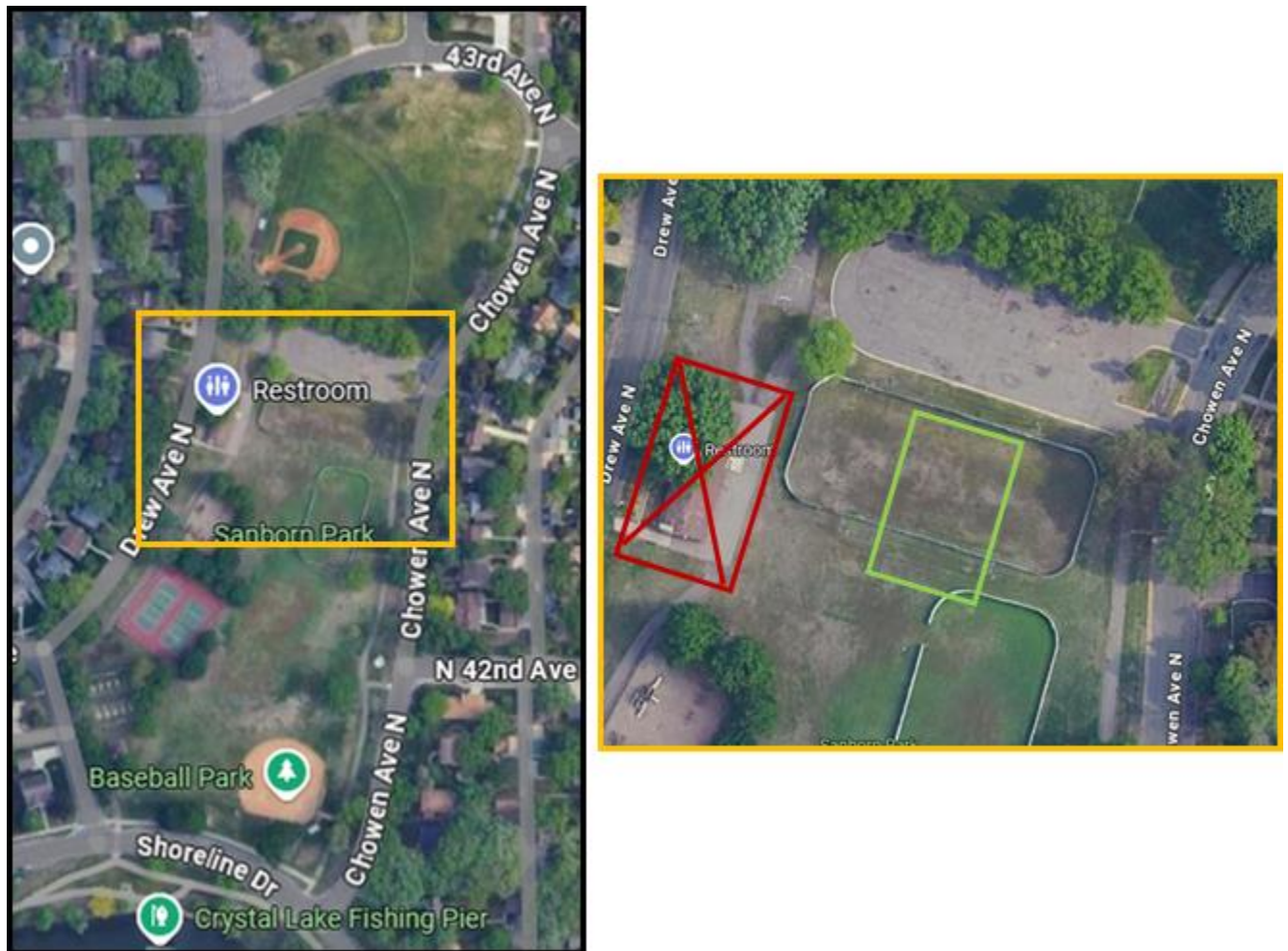
The Request for proposals is being issued by

City of Robbinsdale, MN  
4100 Lakeview Ave N  
Robbinsdale, MN  
55422

All communications concerning this RFP shall be directed to Tim Sandvik, City Manager – 763.531.1258 or [tsandvik@ci.robbsindalemn.us](mailto:tsandvik@ci.robbsindalemn.us)

Note – the City is not liable for any costs incurred by prospective firms prior to the signing of a contract. Expenses incurred in the preparation of submittals, presentations, and other incidental activities related to this solicitation are solely the responsibility of the respondent.

Current site: YELLOW: Work site, RED: Building to be demolished, GREEN: Approximate space for the new building.



## Proposals

The RFP will be distributed on Monday, May 26, 2025. To be considered, consultants must submit no less than one electronic copy (pdf format) no later than June 27, 2025. The City maintains the right to overlook any technicalities and accept or reject any or all proposals if it is in the best interest of the City.

General timeline as follows, see below for more details:

May: RFP Posted, June: Consultant questions and plan development, July: City decision making, August through October: Planning and design, November: Final product and demolition of current park building.

**City of Robbinsdale**

4100 Lakeview Avenue North

Robbinsdale, MN 55422

763-537-4534

www.robbinsdalemn.gov

**Selection Criteria**

Responses to this RFP will be evaluated by a selection committee based on the consultant's proposal and information submitted. The Committee will review all proposals and make a recommendation to the City Council as necessary. Proposals will be considered on the following:

- Quality of the response of the RFP
- Experience of the proposed project team with similar projects
- Experience with sustainable design
- Fees
- References
- Consultant's workload, availability, and ability to complete the project within the outlined schedule

**Disclosure**

All information in the Consultant's proposal, except for fee analysis, is subject to disclosure under the provisions of Minnesota Statutes Chapter 13 – Minnesota Government Data Practices Act.

**Scope of Services**

The City of Robbinsdale maintains the desire to provide a high level of services to its residents and visitors, including programs and services offered through the Recreation Department. The current Sanborn building has passed its useful stage and must be removed. The building has been tested for hazardous materials and found "category II non-friable asbestos-containing building materials in or on the fabric of the structure". Full report available upon request. The size and function of the current building are both outdated and inadequate – from the functions of programmable space and warming house to the unused concession stand and the need for additional storage and office space, the City has outgrown the building. The building is located at 4236 Drew Ave N, Robbinsdale, MN.

The current building resides under a 75 year-old Oak Tree who's canopy needs to be protected. Bids should include the cost for building removal, taking this stipulation into account. Additional expectations are that the selected firm restore the walking path that is in front of the building, ensuring a connected path through the park, and daily sweeping of any tracking.

The firm selected through this RFP will enter into an agreement with the City to provide professional services related to the project. Based upon the requirements of the City, the Consultant shall provide services necessary to meet current standards. The City will provide current staffing, bulk storage, fueling, and other potential needs.

1. Space Needs Study
  - a. Evaluation of existing and future needs, equipment storage, an indoor public space, program areas, a warming house, public restrooms with outdoor access, indoor staff restrooms, and covered outdoor space. Staff work areas should be expandable for the potential departmental growth.

- b. Evaluation of existing structures to prepare proposed improvements – this may include structural, mechanical, electrical, and general conditions.
  - c. Propose gross areas needed to accommodate all staffing, operations and storage needs.
  - d. The City wants to ensure sustainability potential and would like to consider a fully electric building with a green roof.
- 2. Site Master Planning, Design, and Preliminary Cost Estimating
  - a. 100% design of building options to accommodate future needs.
  - b. The city has the parking lot and traffic flow planned. (Available upon request.)
  - c. Preliminary cost estimates for schematic design options. Cost estimates should be confirmed with recent project costs.
  - d. Plan for demolishing the old building while preserving the surrounding tree canopy.
- 3. Process shall include
  - a. Review prior building as-builts and plans made available by City staff.
  - b. Meet with staff as needed, including scheduled meetings to provide updates on progress.
  - c. Prepare 20 copies of the final report and master plan

#### **Tentative Timeline**

| <b>Event</b>                   | <b>Date</b>                     |
|--------------------------------|---------------------------------|
| Issue Request for Proposals    | May 26, 2025                    |
| Consultant Questions Due       | June 24, 2025                   |
| Submissions Due                | June 27, 2025                   |
| Council Approves Consultant    | July 15, 2024                   |
| Meet with the staff            | Late July or Early August, 2025 |
| DRAFT for Review               | Early October 2025              |
| Final Report Available         | November 1st, 2025              |
| Demolition of Current Building | November 2025                   |

TO: Mayor and City Council

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

APPROVED BY: Tim Sandvik, City Manager

DATE: May 20, 2025

RE: Public Hearing related to Solid Waste Fees

---

**Background:**

Last December, staff made recommendations to the Council to set Solid Waste fees for 2025, which were adopted and effective starting January 1, 2025. During this same time period, staff was finalizing contract language with our new Waste Hauler, Republic Services of the Twin Cities. Although the fees did anticipate changes in general solid waste service changes with Republic Services, the new contract did not include unlimited yard waste as was the case with the previous waste hauler. The new service provides one yard waste cart per residence, as opposed to people using their own carts for the unlimited service. With the new service, residents can request an additional yard waste cart, but since that requires additional time and disposal fees, a rate of \$5 per month is recommended for an additional yard waste cart. For further transparency, we are also proposing to include the administrative fee for when a resident requests to change their trash cart size.

**Analysis:**

The recommended fee for an additional yard waste cart is \$5 per month, which helps to cover the incurred costs to provide the service. Similarly, the exchange fee is recommended at \$10 per requested switch to help cover administrative costs and costs of having drivers exchange carts.

**Recommendation:**

1. Motion to hold open public hearing, take public testimony, and close public hearing.
2. Motion to adopt a Resolution Establishing City Solid Waste Fees for Additional Yard Waste Carts and Cart Exchange Fees.

**Attachments:**

1. Resolution

Member \_\_\_\_\_ moved and Member \_\_\_\_\_ seconded a motion that the following resolution be read and adopted this 20<sup>th</sup> day of May 2025.

**RESOLUTION NO.**

**A RESOLUTION ESTABLISHING CITY SOLID WASTE FEES FOR ADDITIONAL YARD WASTE CARTS AND CART EXCHANGE FEES**

**WHEREAS**, Robbinsdale City Code, Section 705.01 sets the policy for determining and establishing utility charges by resolution; and

**WHEREAS**, rate adjustments are needed to properly fund operations; and

**WHEREAS**, cart exchange fees will not be applied for damages that occur to carts at no fault of the resident; and

**WHEREAS**, a public hearing was held on May 20, 2025, for the purpose of determining whether to adjust the solid waste rates and the City Council considered the public input, if any, provided at said public hearing;

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Robbinsdale, Minnesota, that the effective rate for additional yard waste carts and cart exchange fees beginning May 20, 2025:

1. Additional yard waste cart rate to be \$5.00 per month; and
2. Cart exchange rate to be \$10.00 per occurrence.

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

And the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 20<sup>th</sup> DAY OF May 2025.

\_\_\_\_\_  
Bradley Sutton, Mayor

Attest:

\_\_\_\_\_  
Chase Peterson-Etem, City Clerk



TO: Mayor and City Council  
PREPARED BY: Richard McCoy, City Engineer/Public Works Director  
APPROVED BY: Tim Sandvik, City Manager  
DATE: May 20, 2025  
RE: Consider a Closed Session to Discuss the Purchase of Real Property

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**Background:**

City staff will ask that Council consider a closed session to consider the purchase of real property.

**Analysis:**

Under MN State Statute 13D.05 subd 3(c)(3), the Council may enter closed session to discuss the purchase of real property. The property to be discussed, is 3400 Oakdale Ave N, Robbinsdale, MN.

**Recommendation:**

By motion, move to closed session to discuss the purchase of real property.

**Attachments:**

None

TO: Mayor and City Council  
PREPARED BY: Tim Sandvik, City Manager  
APPROVED BY: Tim Sandvik, City Manager  
DATE: May 20, 2025  
RE: City Manager Annual Performance Review

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**Background:**

Per the City Manager's contract, Mr. Sandvik is eligible for an annual review. At the April 8, 2025 City Council Work Session, Council agreed to host a closed session to review the City Manager's performance.

**Analysis:**

Under Minnesota State Statute Ch 13D, a public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation.

**Recommendation:**

By motion, adjourn to a closed session to discuss the City Manager's annual performance review.

**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: May 20, 2025  
RE: Voucher Requests Pending Approval for Disbursement

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**Background:**

The check register dated 5/20/25 reflects the voucher requests pending approval for disbursement.

The check register dated 5/7/25 through 5/20/25 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 5/20/2025.

**Attachments:**

None