

AGENDA

CITIZEN PARTICIPATION

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

- A. PUBLIC HEARINGS: Public hearings are conducted so that the public affected by a proposal may have input into the decision. During hearings, all affected residents will be given an opportunity to speak pursuant to the RULES OF PROCEDURE AND DECORUM OF THE CITY COUNCIL.
- B. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA

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

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

1. CITY COUNCIL MEETING CALLED TO ORDER
2. ROLL CALL: Parisian, Wagner, Murphy, Webb, Mayor Blonigan
3. MICROPHONE CHECK: Parisian, Wagner, Murphy, Webb, Mayor Blonigan
4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA
5. APPROVAL OF THE NOVEMBER 8, 2023 MEETING AGENDA
6. CONSENT AGENDA: Pursuant to Council rules, one motion, non- debatable, will approve the recommendation noted. Any member of the Council may ask for an item to be taken from the Consent Agenda for discussion and separate action. Such items removed from the

Consent Agenda shall be considered immediately following approval of the balance of the Consent Agenda:

- A. Approve City Council meeting minutes from October 17, 2023.
- B. Approve City Council special work session minutes from October 17, 2023.
- C. Receive Planning Commission meeting minutes from September 21, 2023.
- D. Receive Parks, Recreation, & Forestry Commission meeting minutes from September 26, 2023.
- E. Receive Human Rights Commission meeting minutes from September 28, 2023.
- F. Deputy Registrar's Monthly Financial Statements
- G. Robbinsdale Wine & Spirits' Monthly Financial Statements
- H. Resolution utilizing American Rescue Plan Act (ARPA) funds.
- I. Quarterly Financial Information for General, Water, Sanitary Sewer, Storm Sewer, and Solid Waste
- J. Approval of Credit Card Charges and Payment
- K. Extension of Bond issuance and related services contract
- L. Appointment of Human Rights Commissioners (HRC)
- M. Authorize Agreement with Axon for Body Cameras, Dash Cameras and data plan
- N. Second reading of an Ordinance amendment for retail financial services
- O. Variance request V23-2 for fence height at 4249 Unity Avenue North
- P. Approval of Licenses
- Q. Resolution adopting the 2040 Comprehensive Plan Update

7. PRESENTATIONS

- A. None

8. PUBLIC HEARINGS

- A. None

9. OLD BUSINESS

- A. None

10. NEW BUSINESS

- A. Ward 2 Vacancy and Special Election
- B. Proclamation Re-affirming Commitment to Beyond the Yellow Ribbon
- C. Conditional Use Permit request C23-4 for 3815 Crystal Lake Blvd. involving the Floodplain
- D. First Reading of an Ordinance amendment to allow Cannabis retailers

11. OTHER BUSINESS

- A. Voucher Requests Pending Approval for Disbursement

12. ADMINISTRATIVE REPORTS

13. COUNCIL GENERAL COMMUNICATIONS

14. ADJOURNMENT



City of Robbinsdale

City Council Meeting
Tuesday, October 17, 2023
Meeting No. 20

MINUTES

CITY COUNCIL MEETING CALLED TO ORDER

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

ROLL CALL

Present: Parisian, Wagner, Murphy, Mayor Blonigan

Absent:

Staff: Tim Sandvik, City Manager; Chase Peterson-Etem, City Clerk

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

Mayor Blonigan opened the floor to the public. No members of the public spoke.

APPROVAL OF THE OCTOBER 17, 2023 MEETING AGENDA

Member Murphy MOVED, seconded by Parisian to approve the October 17, 2023, Meeting Agenda. The vote was unanimous and the motion Passed.

CONSENT AGENDA

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

- A. Motion to approve City Council meeting minutes from October 3, 2023.
- B. Motion to approve the City Council Work Session meeting minutes of October 10, 2023.
- C. Approve Resolution No. 8060 for the Hennepin County Facilities Grant: National Fitness Campaign Fitness Court
- D. Approve Submission of the Clean Energy Resource Teams Seed Grant Application
- E. Approve Quote for Crack Sealing
- F. Investment Report
- G. Resolution No. 8061 to accept American Rescue Plan Act (ARPA) funds from US Treasury
- H. Approval of Licenses

PRESENTATIONS

A. SLR 81 (Stop Light Rail on 81) Group - Presentation

Karen Shull, 3939 Crystal Lake Blvd., representing SLR 81, noted they aren't against public transportation, but that there are alternatives. She noted SLR 81 would have 7 speakers tonight.

Bob Papousek, 3904 Lakeland Ave. N, noted his concern about the open Ward 2 Council seat and stated that leaves about 25% of residents without a voice. He stated this project will impact development and people's desire to live in Robbinsdale. He noted it could change the small town feel of Robbinsdale and the roughly 3,500 people in Ward 2 deserve representation in this critical decision-making time.

Mary Pattock, 2782 Dean Pkwy, provided five examples of why the City should not trust the Met Council. She noted she is on a task force to reform the Met Council and asked the City to beware.

Jerome Johnson, 378 Summit Ave Apt. A., stated he developed a set of proforma time tables based on potential operation configurations that have been proposed. Mayor Blonigan asked Mr. Johnson to provide a curriculum vitae for his work. Mr. Johnson shared his timetables comparing a light rail versus a bus rapid transit system.

Kristel Porter, West Broadway Business and Area Coalition, noted they have been doing engagement around the Blue Line Extension for a couple years and stated the businesses they represent feel they would not survive a project of this magnitude. She stated business owners are concerned that people will avoid the construction areas, even if they are constructed in segments, and this could ultimately lead to patrons not continuing to visit those businesses. She questioned the anti-displacement initiatives and stated they support bus rapid transit.

Tom Slupske, 4748 Edgewood, stated he lives in Crystal, MN and that what happens in Robbinsdale will also affect Crystal, as the communities are interconnected. He noted he attended the Tri-City Police Reform and shared comments from the Chiefs of Police from Robbinsdale, Crystal, and New Hope. He stated his concern for public safety and questioned if there would be tax hikes to fund increased safety concerns.

Ann Tranvik, 4007 Shoreline Dr., stated she is speaking about the potential park-and-ride station that is being proposed at 40th and Bottineau Blvd., and the impact that may have on the city. She noted safety hazards crossing the street and asked about pedestrian and bike traffic. She continued with her concerns about traffic on Shoreline Drive and how that could impact the character of the neighborhood.

Betty Ford, 3846 Lakeland Ave. N, presented her concerns about the new proposed route down County Road 81, including the need for an updated route, how business would be affected, natural environmental concerns, and the infrastructure and traffic flow. She also mentioned safety concerns and noted a study should be done comparing light rail to bus rapid transit.

George Selman., 3953 Zane Ave. N., thanked the presenters and people attending the Council meeting tonight. He noted this decision will impact the City for many years to come and encouraged folks to reach out to their representatives to voice their opinions.

Mayor Blonigan asked for a show of hands for the people who do not want the light rail to go down County Road 81. Approximately 85 people raised their hands. Approximately 16 of those hands were not Robbinsdale residents.

Member Murphy stated he is not in favor of the alignment down County Road 81 and noted residents have been voicing their concerns to him. He also mentioned looking into alternatives and taking a pause on this.

Member Parisian stated her appreciation for the people who are engaged in the process and conversations she had with constituents during her campaign process. She noted she had been a bus commuter for several years and was excited about this project long before she decided to run for office. She recognized several themes that came up tonight, including maintaining the character of Robbinsdale, green space and environmental impact, pedestrian and biker safety, and overall public safety. She noted that she shares those same concerns.

Member Wagner stated his support of the project and the current alignment, noting that is what he ran on. He noted the concerns about pedestrian and cyclist safety and how that is something he takes very seriously. He stated this project should enhance walkability and bikeability. He questioned whether a park-and-ride structure would also be used if there was a bus rapid transit system. He also spoke about the current alignment versus the original alignment and noted this new route avoids sharing it with a freight line, going through a wetland, and also avoids going through peoples' properties. He recognized his concerns about crime and noted efforts are being made. He stated the Council should focus on what they can do and advocate for in Robbinsdale. He mentioned North Memorial, which is the largest employer in Robbinsdale, and it's important to think of their needs as well.

Mayor Blonigan noted this process isn't done and that he wouldn't be deciding yet, as there will still be future input. He noted his skepticism of the Met Council and mentioned his thoughts on municipal consent. He stated his preferred route would be down the rail corridor instead of County Road 81 and stated he is waiting for a study to show ride times for the new route. He expressed his desire to do what is best for Robbinsdale and hopes for an elevated track.

Karen Shull stated she has been to the Met Council meetings and the CMC meetings and noted municipal consent is a factor.

George Selman thanked the Council for their time tonight.

B. Accept Council Member Webb's Resignation

Sandvik noted that staff is asking the Council to accept the letter of resignation, but will not take any formal action, and tonight would be an opportunity to outline potential next steps. He noted the city will need to conduct a special election based on the provisions in the Robbinsdale City Charter, and also emphasized that state statute dictates which days a special election can be held on, including, February, April, May, August, and November. He further described that Hennepin County is recommending that Robbinsdale hold its special election in May, as there is a required 46-day period of absentee voting. He continued that holding an election in February or April would cause absentee voting overlap with the Presidential Nomination Primary held on March 5, 2024, and that overlap would most likely lead to voter confusion and administrative burden. He also stated that if the city has more than two candidates, it would be required that we hold a special primary election and a special general election. No matter if the primary election was held in April or May, the general special election couldn't be held until August, because of the required 46-day absentee voting period. Sandvik reiterated the Council is not being asked to formally declare the vacancy, but to provide feedback, and this will come back to the Council in November.

Mayor Blonigan confirmed the dates of holding a special primary and special general election and noted he would lean towards holding the primary in May.

Member Murphy mentioned the Robbinsdale Charter Commission was asked to look into the process of filing a vacancy on the Council after the last time this took place, and noted they are in the process of doing this now. He also asked if we could tentatively plan for an April election in hopes two or fewer people would file, but change it if there are more candidates. Sandvik stated no, and stated they would set an official schedule when they declare the vacancy, which also sets the filing dates.

Member Wagner asked if this seat would again be open in the fall for the November election and if that would require another filing period. Sandvik stated if there is a special election in August, it could potentially occur on the same date as the primary election for the Ward 2 seat, starting in 2025.

Member Murphy asked if there would be enough time to update the City Charter to avoid holding a special election. Sandvik stated that because of the required timeline that a Charter amendment takes, there would not be enough time to amend the City Charter to avoid calling for a special election.

Member Parisian asked how the date of the election affects the candidate filing window. Peterson-Item noted the filing period is 56-70 days before the election and would be different depending on if the special election was held in April or May.

Former Council Member Mathias asked for clarification about why the election can't happen in February.

Sandvik noted that Hennepin County provided a statement stating a February special election would overlap with the March 5, 2024, Presidential Nomination Primary, causing significant concerns regarding a high burden of potential voter confusion and significant administrative burden.

It was the consensus of the Council to support staff's recommendation.

PUBLIC HEARINGS

A. Public Hearing - Licenses for Wicked Wort Brewing Company, LLC

Sandvik provided a brief overview of the licenses requested. He noted staff have reviewed the submitted materials and recommend approval. He also noted that since we are close to the end of the year, staff is also recommending that the fees be paid for the remainder of 2023, and also for 2024.

Mayor Blonigan opened the public hearing.

Brenda Remus, 3614 Abbott Ave. N., asked about the entertainment license. Sandvik stated the entertainment license is specific to entertainment being performed within the two buildings. He also noted a separate special event permit would be required for anything else outdoors.

Alex Doring, 3817 Brunswick Ave. N, Crystal, stated he is excited to be part of the community and hopes people find that the space is open to everyone.

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

Member Parisian MOVED, seconded by Murphy to approve the issuance of the Taproom and Small Brewer licenses, including Sunday sales, to Alexander Doering, dba Wicked Wort Brewing Company, LLC, 4165 West Broadway, as well as a restaurant license, entertainment license for 4165 West Broadway; and, convenience foods license for Bean There Coffee Shop at 4175 West Broadway, with license fees paid for the remainder of 2023 and through 2024. This vote was unanimous and the motion passed.

OLD BUSINESS

A. None

NEW BUSINESS

A. Consider Resolution Supporting Updates at Sochacki Park

Sandvik provided an overview of the item and noted the City has been working with Golden Valley and Three Rivers Park District. He noted that the City as the land owners are required by resolution to show support for this project, allowing Three Rivers Park District to apply for grant funding.

Member Wagner asked if more than just the Robbinsdale School District could utilize the classroom. Sandvik stated the classroom would be operated by Three Rivers Park District, and programming would be offered by a variety of organizations.

Member Parisian MOVED, seconded by Wagner to approve Resolution No. 8062 "A RESOLUTION SUPPORTING THE EFFORTS OF THREE RIVERS PARKS DISTRICT TO INSTALL THE "SOCHACKI CLASSROOM" AT SOCHACKI PARK." This vote was unanimous and the motion passed.

OTHER BUSINESS

A. Voucher Requests Pending Approval for Disbursement

Member Murphy MOVED, seconded by Wagner to approve the Voucher Requests pending approval for disbursement. The vote was unanimous and the motion Passed.

ADMINISTRATIVE REPORTS

Sandvik thanked folks for coming to the Birdtown Boo Bash, the event held at Lakeview Terrance Park on October 7, and community members who attended the Water Treatment Plant Grand opening. He noted job openings the City currently has and encouraged people to take a look at the city website. Additionally, he encouraged people to visit the City website as the Police Department is taking part in the Pink Patch Project in an effort to raise funds for breast cancer awareness. Lastly, he thanked Councilmember Webb for her time on the Council and appreciated her welcoming nature and pushing him to be challenged.

COUNCIL GENERAL COMMUNICATIONS

Member Parisian noted how welcoming and kind Councilmember Webb is and valued the viewpoints she brought to the City. She mentioned the Water Treatment Plant tours and thanked staff for their time and effort.

Member Wagner also thanked staff for their work on the Water Treatment Plant. He noted a trash pick-up at South Halifax Park on October 28, 2023, and encouraged people to attend. He extended his thoughts and prayers to the current situation in Israel and Palestine and hopes peace will come quickly.

Member Murphy thanked staff for taking down the trees near EMI. He noted we should include our Met Council representative at future meetings involving light rail. He wished Councilmember Webb all the best moving forward. Lastly, he offered his condolences to Luke Gustafson's family, as he was a former business owner in Robbinsdale and unexpectedly passed away.

Mayor Blonigan echoed the previous comments and noted the Water Treatment Plant is the largest project the City has done and that it will provide treated water for many years to come. He also recognized Councilmember Webb and noted her concern for every human being and was a great advocate for the community members.

ADJOURNMENT

Member Murphy MOVED, seconded by Wagner to adjourn the meeting at 9:04 p.m. This vote was unanimous and the motion passed.

Chase Peterson-Etem, City Clerk

William A. Blonigan, Mayor



City of Robbinsdale

MINUTES

CITY COUNCIL MEETING CALLED TO ORDER

Mayor Pro Tem Wagner called the meeting to order at 5:01 p.m.

ROLL CALL

Present: Murphy, Parisian, Mayor Blonigan, Mayor Pro Tem Wagner
Absent: Webb
Staff: Tim Sandvik, City Manager; Kayla Kirtz, Assistant to City Manager - Communications; Chase Peterson- Etem, City Clerk/Assistant to City Manager; Richard McCoy, Public Works Director/City Engineer; Diaa Tahoun, Finance Director

DISCUSSION

Robbinsdale Parkway United Church of Christ (UCC) representative voiced concerns about stormwater drainage fees. They stated that their charged rates far exceed rates charged to other churches in neighboring communities. The representative said there is a need for relief and is requesting that the Council reduce the stormwater drainage fees charged to churches.

Member Murphy asked the Public Works Director if churches are being charged the same as commercial properties. McCoy clarified that properties have different equivalencies, as specified in the City Code, and properties such as large commercial properties have a higher fraction of impervious surfaces.

Robbinsdale Parkway UCC noted that their church donated land on their property to the city for a rain garden. Sandvik clarified with McCoy whether or not the land was officially donated to the city. McCoy clarified that the land was passed as an easement and therefore the city does not own it, the church does.

Mayor Blonigan asked the other churches to share their concerns. Peace Lutheran noted that the churches were built before the city instigated the requirement of retention ponds for all new developments. Faith-Lilac Way noted that part of their impervious surface is also part of a city right-of-way.

Robbinsdale UCC clarified that churches are not expected to be treated differently from other land uses but are nonprofits and are seeking help from the Council to find a way to reduce stormwater fees for churches in a manner that achieves equity.

Member Murphy noted that the process for calculating charges for impervious surfaces could be made more specific with technologies like GIS.

Robbinsdale UCC shared an anecdote about recently replacing the roof of the church.

Sandvik thanked the representatives for coming in and discussing the topic, and noted that each city has different and aging infrastructure, so it is not easy to make direct comparisons with other cities. Sandvik recommended that the Council review the packet materials, including the proposed utility fees.

Mayor Pro Tem Wagner stated that he would be open to considering a financing option for converting parking lots if spaces are no longer needed.

A. Enterprise and Capital Project Fund Budgets, Capital Improvement Plan (CIP), Fee Schedule, and General Fund Updates

Sandvik introduced the attachments.

Mayor Pro Tem Wagner clarified the percentages on page 15 of the packet. Staff and Council discussed rate increases and revenue sources.

Member Murphy discussed the city's sources of revenue and proposed asking the state legislature for project funding.

Tahoun noted American Rescue Plan Act (ARPA) funds. Sandvik and Council discussed plans for the city's use of ARPA funds.

Council and staff discussed proposed utility rate adjustments for 2024. Mayor Blonigan stated his support for the water rate charges and is in support of looking into options for church stormwater fees. McCoy and Council discussed stormwater fees and replacement of aging city infrastructure.

Tahoun reviewed revenue from the municipal liquor store and the license center.

Tahoun reviewed Capital Improvement Funds.

Blonigan stated support for including the Parks, Recreation, & Forestry Commission in conversations about future parks planning.

Staff and Council discussed the solid waste management contract.

Member Murphy requested an addition to utility bills that breaks down the purpose of each charge.

Staff and Council discussed the special assessment process.

Sandvik encouraged the Council to reach out to staff with questions.

Sandvik introduced the 10 Year Capital Improvement Plan (CIP). McCoy highlighted different items included in the 10 Year CIP: civic campus, public works garage, solar panels on city hall, EV charging stations, central garage equipment, Lakeview Terrace Park sport court, Sanborn Park improvements, and Lee Park north end enhancements. McCoy discussed infrastructure replacement. McCoy highlighted upcoming street projects: Shoreline Drive, 36th Avenue, and West Broadway.

McCoy stated that decisions will need to be made about Water Tower 1, such as hosting community discussions about keeping the tower as a landmark or otherwise. Staff and Council discussed financial options for maintaining the water tower.

McCoy highlighted PFAS reduction projects and the demolition of existing Tower 2.

Mayor Pro Tem Wagner transitioned the discussion to the proposed fee schedule. Sandvik discussed the proposed fee schedule.

Sandvik suggested that Council consider scheduling a special work session in December and encouraged the Council to come to staff with questions.

STAFF UPDATES

None.

COUNCIL UPDATES

None.

ADJOURNMENT

Mayor Pro Tem Wagner adjourned the meeting at 6:53 p.m.

Kayla Kirtz, Assistant to City Manager-Communications

William A. Blonigan, Mayor

**ROBBINSDALE
PLANNING COMMISSION
MEETING MINUTES
THURSDAY, SEPTEMBER 21, 2023
7:00 P.M.
Council Chambers**

1. **MEETING CALL TO ORDER:**

Meeting called to order at 7:01 p.m.

ROLL CALL:

Commissioners Present: Montemayor, Allen, Ralston Aoki

Commissioners Absent: Harris, Weinberg

Staff Present: Rick Pearson, Community Development Coordinator

2. **#2A: CONSIDERATION OF MINUTES:**

MOTION by Commissioner Ralston Aoki, seconded by Commissioner Montemayor to approve Planning Commission Meeting Minutes of August 17, 2023.

The vote was 3-0 and the motion carried. (Harris, Weinberg absent)

3. **#3A: CONTINUED PUBLIC HEARING:**

Consideration of Conditional Use Permit C23-4 to construct a sunroom addition at 3815 Crystal Lake Blvd as requested by Homestead Remodeling & Consulting LLC

4. Pearson reported that the applicant came into the office this morning and signed the conditional use permit application. Need to continue the public hearing until October 26, 2023.

5. **MOTION** by Commissioner Ralston Aoki, seconded by Commissioner Montemayor to continue the public hearing to October 26, 2023 at 7:00 p.m.

The vote was 3-0 and the motion carried. (Harris, Weinberg absent)

#4A: PUBLIC HEARING:

Consideration of Zoning Text Amendment Z23-8 to amend the B-4 Community business district to allow retail financial services as a permitted use requested by SJB Enterprises Inc. DBA Your Exchange at 4050 Lakeland Ave N.

6. **MOTION** by Commissioner Ralston Aoki, seconded by Commissioner Montemayor to **OPEN** the public hearing.
The vote was 3-0 and the motion carried. (Harris, Weinberg)
7. Pearson presented the staff report for this zoning text amendment request. Clarified the use of the property by the business to include a number of services one of which includes check cashing. The owner is requesting that the ordinance be changed to include a variety of retail financial services which will include check cashing. There are a number of people that do not trust banks, can't have a bank account or access to loan institutions. People will now have access to a number of financial services. We think that it makes sense to allow retail financial services since it includes a variety of services in the B4 Community Business District.

Presented an overhead view of the location of the proposed business next door to the post office.

Staff is recommending to the City Council approval of this zoning text amendment.
8. **MOTION** by Commissioner Ralston Aoki, seconded by Commissioner Montemayor to **OPEN** the public hearing.
The vote was 3-0 and the motion carried. (Harris, Weinberg)
9. **Scott Bennett, Owner of SJB Enterprises DBA Your Exchange:**
Operates in 6 cities – St. Paul, Columbia Heights, Blaine, Coon Rapids, Fridley, and Brooklyn Park. In the industry for 22 years. Active nationally for the industry. Check cashing has a negative connotation but this service is used by a lot of normal people. Really a money center, check cashing just one of the services. Operates through the Department of Commerce. Robbinsdale would be a great area to operate in. Will be open after bank hours until from 9:00 am to 6 or 6:30 pm. Feels strongly that they have a great model and offer great services.
10. Commissioner Montemayor stated it's a great location next to the post office. **Mr. Bennett** stated that they offer green dot network, prepaid cards, digital products. We sell money orders .99 cents up to \$1000.
11. Commissioner Montemayor stated this business would be good for veterans.
12. Commissioner Ralston Aoki asked if the business will offer shipping. **Mr. Bennett** stated: "Not at this time, could get Amazon pick-up but not for large packages."

13. **MOTION** by Commissioner Montemayor, seconded by Commissioner Ralston Aoki to CLOSE the public hearing.
The vote was 3-0 and the motion carried. (Harris, Weinberg absent)
14. There was no further discussion.
15. **MOTION** by Commissioner Ralston Aoki, seconded by Commissioner Montemayor to recommend that the City Council amend Section 520.07 B-4 Community Business District, Subd. 2 Permitted uses to include:
(dd) retail financial services offering a variety of services that may include but are not limited to the following: check and card cashing, money orders and transfers coin and bill exchange, transit passes, bill payment options packing shipping;
The vote was 3-0 and the motion carried. (Harris, Weinberg absent)
16. Pearson stated he would try to get this item on the October 3, 2023 city council agenda.

#7A: OTHER BUSINESS: Discussion of Housing Plan for the BLRT Station Area

17. Pearson stated that he would like to talk about a City Council goal to develop a housing plan related to the station areas. Showed a couple of excerpts of the plan. Staff preferred alignment of County Road 81, station south of 40th Ave. Will be at grade but we preferred it elevated separated at 41st and 42nd Avenues. Reviewed sites for park and ride. Presented project office concept. Buffer is needed for separation of sidewalk and residential areas. Discussion continued on the need for commercial business, various sites and density. Very conceptual.

Discussed seven parcels on West Broadway, reviewed various sites for possible redevelopment, smaller townhomes with rooftop patios preferred over large apartment buildings.

#8: INFORMATION ONLY: Project Updates

18. No action required.

#9: ADJOURNMENT:

19. **MOTION** by Commissioner Ralston Aoki, seconded by Commissioner Allen to adjourn the meeting at 8:10 p.m.
The vote was 3-0 and the motion carried. (Harris, Weinberg absent)



Rick Pearson, AICP
Community Development Coordinator

Planning Commission
Meeting Minutes
September 21, 2023

ROBBINSDALE PARKS, RECREATION & FORESTRY COMMISSION

Tuesday, September 26, 2023 Minutes

Robbinsdale City Hall

The Parks, Recreation, and Forestry Commission, is an advisory commission to the City Council on matters relating to the City's parks system, recreation programs, and forestry activities.

1) Commission Meeting Called to Order

Present: Rochon-Washington, Hickman, Erdos-Thayer, Vaith

Excused: Hill, Markfort, Beck

Others: Matt Bazyk

2) Approval of the minutes of the regular meeting of August 22, 2023. (pg 2-3)

Minutes approved

3) New Business

A) Oath of Office – Daniel Hickman

Daniel received the "Orientation for Public Officials in Minnesota" and "Sturgis's Standard Code of Parliamentary Procedures" sent by Tim.

B) Welcomed Matt

C) Goals for 2024

Rochon-Washington: Fitness Parks and Improvements to facilities. Desire to have input in say what is going on in parks. Desire to keep gardens and trees in forefront. Mixed use space. Parents can use space safely while kids are also using space.

Vaith: More variety in parks. Desire to make this more accessible for multiple users such as wheelchair accessibility.

Erdos-Thayer: Visibility for fitness court is important. Fruited trees along the Boulevard. Segment towards multiple goals so that the Commission is able to combine the multiple visions of the community. "Bikifying" parks, more bike racks, making them more visible. Potential pump track in a park. Roseville: Pump track has support and funding from Three Rivers. Age agnostic parks. Fun Fund and increasing donations through Round Up programs to help fund the Fun Fund and increase scholarship dollars.

Hickman: Putting parks on the forefront so that the residents know about the smaller parks in our community.

Opportunities to come in-front of Council to discuss second stage of Budget for 2024. Would be interested in discussing how dollars are allocated with the budget. If dollar amounts are set.

4) Old Business

A) Equity in Recreational programming

B) Program updates: Looking to get more seniors involved in programs. New options such as tai chi are being discussed.

Rochon-Washington suggested Copper Field and other Senior Centers for program registration. Partnerships to fill recreation quota for residents.

Erdos-Thayer suggested doing a comprehensive program package for senior facilities to help seniors be more active and involved. Transportation options through Robbinsdale to help get seniors to programs in other communities.

C) Park Project updates

Sanborn North: Vaith- approves the transition of Sanborn North from baseball to softball field, but would have appreciated more conversation with PRF Commission prior to project starting.

5) City Report & Updates

A) Parks

Scott update on Lee Building. Grading of parking lot and trails at Humphrey Park in October.

B) Recreation: Looking for \$50K donation prior to Jan 4th.

Hickman and Vaith asked if Three Rivers would be willing to donate dollars to the Fitness Court.

C) Forestry: Gave updates from Stephan.

Erdos-Thayer: Tree overgrowth concerns on public walkways. 40th near railroad tracks 39th ½. Is city doing anything about these types of issues?

Rochon-Washington: Corner of Drew and Lowry up to Manor Park. Concerns about dead trees and dead tree limbs.

6) Adjournment

Meeting moved and voted to adjourn.

Meeting adjourned at 8:10.

ROBBINSDALE HUMAN RIGHTS COMMISSION
MEETING MINUTES
September 28, 2023

The meeting was called to order at 7:00 p.m.

Members present: Fox, Hansen, Lee, Ralston Aoki, Vanausdall-Smith, Nailon, Beahen
Members excused: Sedqi
Staff present: Dengnoue

APPROVAL OF AGENDA AND MINUTES:

MOVED by Ralston Aoki to approve agenda and agenda of August 24, 2023, seconded by Hansen. **MOTION CARRIED.**

MOVED by Hansen to approve minutes of July 27, 2023, seconded by Beahen **MOTION CARRIED.**

MOVED by Hansen to approve minutes of August 24, 2023, seconded by Beahen. **MOTION CARRIED.**

CHAIR REPORT:

Chair Lee mentioned that the housing market in Robbinsdale are becoming very expensive with inflation. Robbinsdale needs more affordable housing. She will be reaching out to the City Planner and Community Development Coordinator to ask if the City has statistics of housing in Robbinsdale.

OLD BUSINESS:

- A. Nothing to report.
- B. Commissioner Hansen attended the Park and Rec Commission meeting. It went well. HRC members will attend the Boo Bash event at Sanborn on October 6th. Participants were Lee, Fox and Hansen.
MOVED by Nailon to have the HRC participate in the Boo Bash event, seconded by Fox. **MOTION CARRIED.**
- C. Racism is a Health Crisis – Commissioner Beahen will follow up with the school. Not much to report.
- D. Crime Free Housing – no update.
- E. Report from Hansen about a potential Shelley Day celebration – Commissioner Hansen spoke with the Mayor, Council members Aaron, Webb, and Mia and all are very supportive of the idea. Hansen wants to bring this idea to the work session of October 10, 2023, he will also reach out to the Historical Society for more information.
MOVED by Beahen authorizing Hansen to continue his researches, seconded by Vanausdall-Smith and Nailon. **MOTION CARRIED.**
- F. Public Initiated Topics – none.
- G. DEI in the City of Robbinsdale – staff liaison Dengnoue shared with commissioners trainings city employees took about Bias in 2022 which were:
 - How Was Your Day – Embracing Diversity and Inclusion
Overcoming Unconscious BiasShe also shared that the City is currently working on Bias training for all staff.
- H. Khalil Azad – No report of anything new.

- I. Renter Report – Tabled
- J. Notable months and days – Beahen will send document to staff to print and bring to meeting of October 26 for discussion.

NEW BUSINESS:

- A. Review application received – Chair Lee will reach out to candidates to encourage them to come to the next meeting. Staff Dengnoue will also send out an email to the candidates to remind them of their applications and to invite them to the next meeting.
- B. There were discussion on materials to prepare for meeting with council. Hansen, Lee and Fox will send materials to Staff to be included in the agenda packet.

COMMISSIONER REPORTS/UPDATES:

Hansen – the pregnancy center moved to a new location

Nailon – joined the Citizen Police Academy and loves it so far

Ralston Aoki – questioned about the email received from the Minnesota HRC employee

Michelle. She questioned if the email addresses will be on the state website or will it be used internally? Also wondered what the commission can learn from the State HRC.

Vanausdall-Smith – getting more involved in the MN DEI group. More to come on this.

OTHER BUSINESS:

None.

ADJOURNMENT

The meeting adjourned at 8:47 p.m.


Recorded by, Charnelle Dengnoue



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: November 8, 2023
RE: Deputy Registrar's Monthly Financial Statements

Background:

The Deputy Registrar's financial reports for the month of September 2023 prepared by the Finance department. The reports include monthly and year to date amounts for 2023 with comparable amounts to 2022.

Analysis:

Year to date revenues are \$457,586 which is \$69,764 higher than the prior year. Expenditures were higher by \$15,727. There is a net gain before transfers of \$82,465 year to date, which is \$54,037 more than last year.

Passport revenue year to date increased \$26,327, (33.9%) and motor vehicle fees have decreased \$2,623, (-0.9%).

In July 2023, The Deputy Registrar received a payment in the amount of \$46,502.12 for the Transportation Omnibus Bill.

Recommendation:

Approve a motion to acknowledge the Deputy Registrar's financial reports for the month of September 2023.

Attachments:

1. DEPS Sep 2023

City of Robbinsdale
Deputy Registrar
Profit and Loss Statement From Operations
For Period Ending September 30, 2023

			Year to Date		% Inc (Dec) from Previous Year
	Sep-2023	Sep-2022	2023	2022	
Notary Fees		10	80	60	33.3%
Motor Vehicle Fees	34,039	33,332	302,638	305,261	(0.9%)
Boat/Snow/ATV/ORV Fees	186	226	3,577	4,126	(13.3%)
Fish & Game Fees		7	101	79	27.8%
Passport Fees	6,658	4,610	103,949	77,622	33.9%
State Grants - Other			46,502	-	0.0%
Other Revenue	63	425	739	674	9.6%
Revenues	<u>40,946</u>	<u>38,610</u>	<u>457,586</u>	<u>387,822</u>	<u>18.0%</u>
Operating Expenses:					
Personal Services	31,059	28,792	291,851	286,279	1.9%
Supplies & Repairs	11	239	6,217	3,305	88.1%
Internal Serv Charges	7,274	6,633	65,471	59,697	9.7%
Other Charges & Services	1,039	1,205	9,004	9,980	(9.8%)
Other (Income) Expense	(255)		2,578	133.00	0.0%
Total	<u>39,128</u>	<u>36,869</u>	<u>375,121</u>	<u>359,394</u>	<u>4.4%</u>
Operating Income / (Loss)	<u>1,818</u>	<u>1,741</u>	<u>82,465</u>	<u>28,428</u>	
Percent to Revenues	4%	5%	18%	7%	



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Daa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: November 8, 2023
RE: Robbinsdale Wine & Spirits' Monthly Financial Statements

Background:

The Robbinsdale Wine & Spirits' financial reports for the month of September 2023 were prepared by the Finance department. The report includes monthly and year to date amounts for 2023 with comparable amounts to 2022.

Analysis:

Year to date sales are \$3,208,387, which is up \$44,404 from the prior year. Gross profit on sales is at \$881,281 compared with \$868,330 in 2022. Gross profit year to date is at 28%, which is our target. Net income before transfers for the year is \$87,449, compared to a net income of \$106,054 in 2022.

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

Recommendation:

Approve a motion to acknowledge the Robbinsdale Wine & Spirits' financial reports for the month of September 2023.

Attachments:

1. Liquor Sep 2023

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending September 30, 2023

			Year to Date			% Inc (Dec) from Previous Year
	Sep-2023	Sep-2022	2023	2022	Amt Difference	
Sales	371,198	370,015	3,208,387	3,163,983	44,404	1.4%
Less Customer Discounts	3,724	3,988	36,650	36,447	203	0.6%
Net Sales	367,474	366,027	3,171,737	3,127,536	44,201	1.4%
Cost of Sales	259,584	264,727	2,290,456	2,259,206	31,250	1.4%
Gross Profit	107,890	101,300	881,281	868,330	12,951	1.5%
Percent to Net Sales	29%	28%	28%	28%		
Operating Expenses:						
Personal Services	52,488	48,969	483,865	418,207	65,658	15.7%
Supplies & Repairs	2,411	1,317	18,368	13,633	4,735	34.7%
Other Charges & Services	20,738	19,544	191,077	180,012	11,065	6.1%
Rent		15,437	0	141,417	(141,417)	(100.0%)
Depreciation	11,178	1,042	100,602	9,378	91,224	972.7%
Other (Income) Expense		101	(80)	(371)	291	(78.4%)
Total	86,815	86,410	793,832	762,276	31,556	4.1%
Operating Income / (Loss)	21,075	14,890	87,449	106,054	(18,605)	(17.5%)
	6%	4%	3%	3%	-42%	

Nonoperating Revenues (Expenses)

GASB 87 Adjustment					
Lease Interest Expense	(5,300)		(47,700)	0	(47,700)
	(5,300)	0	(47,700)	0	(47,700)
Income/(Loss) Before Transfers	15,775	14,890	39,749	106,054	(66,305)

	Current Month Analysis					
	Liquor	Wine	Beer	Misc	THC	Totals
Sales	149,962	60,972	141,762	10,108	4,670	367,474
Inventory of Sept 1	327,743	188,181	109,388	10,794	2,083	638,189
Purchases	95,838	24,408	104,220	7,184	3,138	234,788
Less Inventory of Sept 30	321,577	172,209	106,232	10,345	3,030	613,393
Cost of Sales	102,004	40,380	107,376	7,633	2,191	259,584
Gross Profit	47,958	20,592	34,386	2,475	2,479	107,890
Percent to Net Sales	32%	34%	24%	24%	53%	

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending September 30, 2023

Sales / Cost of Sales Analysis

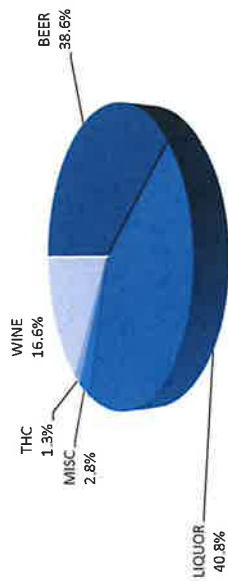
			Year to Date		% Inc (Dec)
	Sep-2023	Sep-2022	2023	2022	Year
Liquor Sales	149,962	149,773	1,317,268	1,283,138	2.7%
Liquor Cost of Sales	102,004	106,026	926,608	905,460	2.3%
Gross Profit	47,958	43,747	390,660	377,678	3.4%
Percent to Net Sales	32%	29%	30%	29%	
Wine Sales	60,972	61,433	531,551	545,139	(2.5%)
Wine Cost of Sales	40,380	41,639	357,837	363,127	(1.5%)
Gross Profit	20,592	19,794	173,714	182,012	(4.6%)
Percent to Net Sales	34%	32%	33%	33%	
Beer Sales	141,762	147,546	1,237,286	1,239,989	(0.2%)
Beer Cost of Sales	107,376	112,145	947,454	950,798	(0.4%)
Gross Profit	34,386	35,401	289,832	289,191	0.2%
Percent to Net Sales	24%	24%	23%	23%	
Misc Sales	10,108	7,275	76,302	59,270	28.7%
Misc Cost of Sales	7,633	4,917	54,672	39,820	37.3%
Gross Profit	2,475	2,358	21,630	19,450	11.2%
Percent to Net Sales	24%	32%	28%	33%	
THC Sales	4,670	0	9,330	0	#DIV/0!
THC Cost of Sales	2,191	0	3,885	0	#DIV/0!
Gross Profit	2,479	0	5,445	0	#DIV/0!
Percent to Net Sales	53%	#DIV/0!	58%	#DIV/0!	
Total Sales	367,474	366,027	3,171,737	3,127,536	1.4%
Total Cost of Sales	259,584	264,727	2,290,456	2,259,205	1.4%
Gross Profit	107,890	101,300	881,281	868,331	1.5%
Percent to Net Sales	29%	28%	28%	28%	

Liquor Store Sales - 2022 and 2023

	<u>Jan 22</u>	<u>Jan 23</u>	<u>Feb 22</u>	<u>Feb 23</u>	<u>Mar 22</u>	<u>Mar 23</u>
Liquor	123,900.00	120,997.00	125,645.00	129,535.00	136,615.00	140,562.00
Wine	57,476.00	51,902.00	58,802.00	58,399.00	62,698.00	58,217.00
Beer	103,532.00	105,442.00	108,537.00	111,560.00	121,472.00	119,259.00
THC		-		-		-
Misc	4,854.00	5,147.00	4,878.00	5,664.00	5,265.00	5,807.00
	<u>289,762.00</u>	<u>283,488.00</u>	<u>297,862.00</u>	<u>305,158.00</u>	<u>326,050.00</u>	<u>323,845.00</u>
	<u>Apr 22</u>	<u>Apr 23</u>	<u>May 22</u>	<u>May 23</u>	<u>Jun 22</u>	<u>Jun 23</u>
Liquor	138,057.00	142,789.00	152,041.00	156,806.00	149,756.00	159,354.00
Wine	60,785.00	59,356.00	62,406.00	62,001.00	59,268.00	60,566.00
Beer	127,068.00	126,409.00	154,493.00	157,829.00	159,730.00	161,572.00
THC		-		-		-
Misc	5,885.00	6,733.00	7,309.00	10,038.00	7,960.00	11,036.00
	<u>331,795.00</u>	<u>335,287.00</u>	<u>376,249.00</u>	<u>386,674.00</u>	<u>376,714.00</u>	<u>392,528.00</u>
	<u>Jul 22</u>	<u>Jul 23</u>	<u>Aug 22</u>	<u>Aug 23</u>	<u>Sept 22</u>	<u>Sept 23</u>
Liquor	159,522.00	161,858.00	147,829.00	155,405.00	149,773.00	149,962.00
Wine	63,008.00	60,501.00	59,263.00	59,637.00	61,433.00	60,972.00
Beer	169,025.00	165,483.00	148,586.00	147,970.00	147,546.00	141,762.00
THC		955.00		3,705.00		4,670.00
Misc	8,673.00	11,355.00	7,171.00	10,414.00	7,275.00	10,108.00
	<u>400,228.00</u>	<u>400,152.00</u>	<u>362,849.00</u>	<u>377,131.00</u>	<u>366,027.00</u>	<u>367,474.00</u>

September 2023

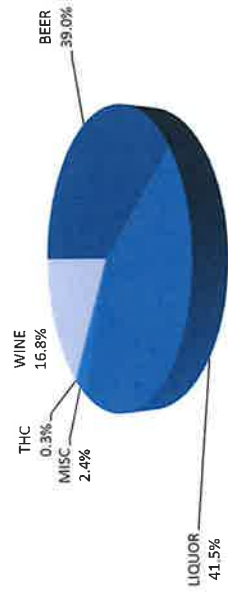
Liquor Store - Net Sales



September 2023		Net Sales per Dept	% Net Sales of Total
BEER	6401.4763	141,761	38.6%
LIQUOR	6401.4761	149,962	40.8%
MISC	6401.4764	10,108	2.8%
THC	6401.4766	4,670	1.3%
WINE	6401.4762	60,972	16.6%
		367,473	

Yearly 2023

Liquor Store - Net Sales



Total 2023		Net Sales per Dept	% Net Sales of Total
BEER	6401.4763	1,237,287	39.0%
LIQUOR	6401.4761	1,317,266	41.5%
MISC	6401.4764	76,302	2.4%
THC	6401.4766	9,330	0.3%
WINE	6401.4762	531,551	16.8%
		3,171,736	



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: November 8, 2023
RE: Resolution utilizing American Rescue Plan Act (ARPA) funds.

Background:

The American Rescue Plan Act (ARPA) is a federal law passed in 2021 that provides financial relief to various sectors and communities affected by the COVID-19 pandemic. The ARPA established a substantial fund to support a wide range of initiatives, including economic recovery, public health, and infrastructure projects.

Analysis:

The City has received \$1,572,462.12 in ARPA Act Funding from the Federal Government through US Treasury in response to the COVID-19 Public Health Emergency. These funds are available through December 31, 2024. The City Council accepted the ARPA funds on 10/17/2023. The resolution sets forth the City's desire to reimburse itself for the payroll and covered benefits expenses for public safety. The ARPA Act funds are considered Federal Assistance that is subject to Single Audit Requirements.

Recommendation:

By motion, waive the reading and order the adoption of the RESOLUTION UTILIZING AMERICAN RESCUE PLAN ACT (ARPA) FUNDS. (shown as Exhibit 1)

Attachments:

1. Reimbursement ARPA funds resolution

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 8th day of November, 2023.

RESOLUTION NO.

**RESOLUTION UTILIZING AMERICAN RESCUE PLAN
ACT (ARPA) FUNDS**

WHEREAS, Congress adopted the American Rescue Plan Act in March 2021 (ARPA) which included \$350B in recovery funds for cities across the country; and

WHEREAS, the City of Robbinsdale received American Rescue Plan Act (ARPA) funds of \$786,231.06 in 2021 and \$786,231.06 in 2022 for a total of \$1,572,462.12; and

WHEREAS, the United States Department of Treasury in the Final Rule issued January 6, 2022 allows local government recipients to utilize an amount not to exceed \$10M (standard allowance) of their awarded allocation for the replacement of lost public sector revenues due to the pandemic; and

WHEREAS, under the State and Local Fiscal Recovery Funds (SLFRF) program, funds must be used for costs incurred on or after March 3, 2021, obligated by December 31, 2024 and expended by December 31, 2026.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Robbinsdale to accept the as follows:

1. The City accepts its share of ARPA Coronavirus SLFRF funds from the United States Department of Treasury to use in a manner consistent with the Department of Treasury's guidance.
2. The City has determined the Standard Allowance related to lost public sector revenue is the least restrictive use of these funds and allows the City to utilize the funds for the provision of government services, including wages, infrastructure improvements, maintenance, capital projects and other services.

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

And the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 8TH DAY OF NOVEMBER 2023.

William A. Blonigan, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk

(seal)



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Diaa Tahoun, Finance Director

APPROVED BY: Tim Sandvik, City Manager

DATE: November 8, 2023

RE: Quarterly Financial Information for General, Water, Sanitary Sewer, Storm Sewer, and Solid Waste

Background:

Attached is quarterly financial information for the General, Water, Sanitary Sewer, Storm Sewer and Solid Waste Funds for the quarter ending September 2023, prepared by the finance department. The report includes a budget and quarterly amounts for 2023.

Analysis:

This is summarized information and reflects transactions that have occurred to date through the quarter. Many of the General Fund revenues are received in lump payments at various times during the years and many expenses are seasonal.

Recommendation:

Approve a motion to acknowledge the financial reports for the quarter ended September 2023.

Attachments:

1. Quarterly FS memo - 9.30.23

City of Robbinsdale
General Fund
For Period Ending September 30, 2023

	3rd Quarter 2023	Year to Date Actual	Annual Budget	Under (Over) Budget	Percent Received / Expended
Revenues/Other Cash Inflow					
Taxes	\$ 676,296	\$ 4,276,296	\$ 8,120,254	\$ 3,843,958	52.7%
Business Licenses	22,742	106,524	114,250	7,726	93.2%
Non-Business Licenses & Permits	84,762	213,190	480,274	267,084	44.4%
Intergovernmental	1,408,610	1,442,707	2,525,119	1,082,412	57.1%
General Government Fees	42,178	205,368	436,421	231,053	47.1%
Public Safety Fees	4,755	11,799	80,435	68,636	14.7%
Recreation Fees	34,357	95,694	134,684	38,990	71.1%
Fines & Forfeitures	39,377	144,666	232,563	87,897	62.2%
Franchise Fees	115,734	295,553	437,950	142,397	67.5%
Interest and dividends			91,400	91,400	
Miscellaneous Revenue	28,003	51,530	6,942	(44,588)	742.3%
Contributions From Other Funds			325,000	325,000	
Total Revenues/Other Cash Inflows	\$ 2,456,814	\$ 6,843,327	\$ 12,985,292	\$ 6,141,965	52.7%

Expenses/Other Cash Outflow					
City Council	\$ 32,722	\$ 76,622	\$ 128,555	\$ 51,933	59.6%
Legal Services	6,186	41,473	58,714	17,241	70.6%
Administrative Services	111,347	314,660	470,861	156,201	66.8%
Assessing	2,021	118,925	144,209	25,284	82.5%
Financial Services	72,215	261,522	453,581	192,059	57.7%
Community Development	122,004	373,140	554,400	181,260	67.3%
Police Services	1,268,927	3,929,359	6,519,887	2,590,528	60.3%
Fire Services	233,325	653,399	952,316	298,917	68.6%
Recreation & Parks	154,171	439,675	656,358	216,683	67.0%
Engineering Services	173,071	505,897	812,498	306,601	62.3%
Public Works	621,955	1,635,938	2,516,012	880,074	65.0%
Transfer to Other Funds					
Total Expenses/Other Cash Outflow	\$ 2,797,944	\$ 8,350,610	\$ 13,267,391	\$ 4,916,781	62.9%

City of Robbinsdale
Water Utility Fund
For Period Ending September 30, 2023

	3rd Quarter 2023	Year to Date Actual	Annual Budget	Under (Over) Budget	Percent Received / Expended
Water Utility Operations					
Revenues/Other Cash Inflow					
Water Charges	\$ 1,040,857	\$ 3,085,956	\$ 3,856,233	\$ 770,277	80.0%
Intergovernmental - Grants	712,316	1,890,279	2,320,450	430,171	81.5%
Interest Income	9,312	9,312	112,000	102,688	8.3%
Bond Proceeds	2,110,000	2,110,000	2,140,000	30,000	98.6%
Other Revenue	10	4,399	4,500	101	97.8%
Total Revenues/Other Cash Inflows	\$ 3,872,495	\$ 7,099,946	\$ 8,433,183	\$ 1,333,237	84.2%
Expenses/Other Cash Outflow					
Personal Service	\$ 100,898	\$ 338,519	\$ 359,320	\$ 20,801	94.2%
Supplies	122,402	344,396	140,230	(204,166)	245.6%
Other Services & Charges	598,417	1,055,749	766,956	(288,793)	137.7%
Depreciation	250,000	750,000	1,000,000	250,000	75.0%
Capital Improvements	1,293,278	2,610,523	5,219,241	2,608,718	50.0%
Bond Principal	1,912,650	2,392,650	2,613,300	220,650	91.6%
Bond Interest	253,353	360,524	469,463	108,939	76.8%
Fiscal Agent Fees	68	68	925	857	7.4%
Debt Issuance Cost	66,138	66,138	20,000	(46,138)	330.7%
Operating Transfers Out			65,000	65,000	
Total Expenses/Other Cash Outflow	\$ 4,597,204	\$ 7,918,567	\$ 10,654,435	\$ 2,735,868	74.3%
Increase (Decrease)					
Year-to-date Revenue less Expenses		\$ (818,621)			

City of Robbinsdale
Sanitary Sewer Fund
For Period Ending September 30, 2023

	3rd Quarter 2023	Year to Date Actual	Annual Budget	Under (Over) Budget	Percent Received / Expended
Sanitary Sewer Operations					
Revenues/Other Cash Inflow					
Sanitary Sewer Charges	\$ 618,878	\$ 2,144,711	\$ 2,886,321	\$ 741,610	74.3%
Interest Income			22,000	22,000	
Bond Proceeds	725,000	725,000	1,103,000	378,000	65.7%
Other Revenue		4,389	5,000	611	87.8%
Total Revenues/Other Cash Inflows	\$ 1,343,878	\$ 2,874,100	\$ 4,016,321	\$ 1,142,221	71.6%
Expenses/Other Cash Outflow					
Personal Service	\$ 40,017	\$ 99,706	\$ 196,501	\$ 96,795	50.7%
Supplies	15,476	26,353	50,669	24,316	52.0%
Other Charges & Services	389,899	1,079,852	1,491,240	411,388	72.4%
Depreciation	62,500	187,500	250,000	62,500	75.0%
Capital Improvements	360,688	684,914	1,628,100	943,186	42.1%
Bond Principal Pymts		530,000	530,000		100.0%
Bond Interest	22,213	51,638	51,638		100.0%
Fiscal Agent Fees	(50)	19	630	611	3.0%
Debt Issuance Cost	24,456	24,456	10,000		244.6%
Operating Transfers Out			16,000	16,000	
Total Expenses/Other Cash Outflow	\$ 915,199	\$ 2,684,438	\$ 4,224,778	\$ 1,554,796	63.5%
Increase (Decrease)					
Year-to-date Revenue less Expenses		<u>\$ 189,662</u>			

City of Robbinsdale
Storm Sewer Fund
For Period Ending September 30, 2023

	3rd Quarter 2023	Year to Date Actual	Annual Budget	Under (Over) Budget	Percent Received / Expended
Storm Sewer Operations					
Revenues/Other Cash Inflow					
Storm Sewer Charges	\$ 378,477	\$ 1,409,647	\$ 1,823,469	\$ 413,822	77.3%
Interest Income	2,465	2,465	10,500	8,035	23.5%
Bond Proceeds	560,000	560,000	1,255,000	695,000	44.6%
Other Revenue	-	-	-	-	-
Total Revenues/Other Cash Inflows	\$ 940,942	\$ 1,972,112	\$ 3,088,969	\$ 1,116,857	63.8%
Expenses/Other Cash Outflow					
Personal Service	\$ 35,096	\$ 102,717	\$ 183,972	\$ 81,255	55.8%
Supplies	26,050	79,626	127,700	48,074	62.4%
Other Charges & Services	360,058	557,869	462,332	(95,537)	120.7%
Depreciation	100,000	300,000	400,000	100,000	75.0%
Capital Improvements	322,501	342,473	1,568,500	1,226,027	21.8%
Bond Principal Pymts		430,000	430,000		100.0%
Bond Interest	44,044	95,644	95,644		100.0%
Fiscal Agent Fees	67	67	400		
Debt Issuance Cost	21,206	21,206			
Operating Transfers out			25,000	25,000	
Total Expenses/Other Cash Outflow	\$ 909,022	\$ 1,929,602	\$ 3,293,548	\$ 1,384,819	58.6%
Increase (Decrease)					
Year-to-date Revenue less Expenses		\$ 42,510			

City of Robbinsdale
Solid Waste Fund
For Period Ending September 30, 2023

	<u>3rd Quarter</u> <u>2023</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>	<u>Under (Over)</u> <u>Budget</u>	<u>Percent</u> <u>Received /</u> <u>Expended</u>
Solid Waste Operations					
<u>Revenues/Other Cash Inflow</u>					
Solid Waste Charges	\$ 381,020	\$ 1,485,525	\$ 2,202,246	\$ 716,721	67.5%
County Grant Revenue	31,845	31,845	35,000	3,155	91.0%
Interest Income					
Other Revenue	420	6,130	1,750	(4,380)	350.3%
Total Revenues/Other Cash Inflows	\$ 413,285	\$ 1,523,500	\$ 2,238,996	\$ 715,496	68.0%
<u>Expenses/Other Cash Outflow</u>					
Personal Service	\$	\$	\$	\$	
Supplies	-	18		(18)	
Other Charges & Services	484,581	1,294,561	1,959,173	664,612	66.1%
Transfer to Other Funds			200,000	200,000	
Total Expenses/Other Cash Outflow	\$ 484,581	\$ 1,294,579	\$ 2,159,173	\$ 864,594	60.0%
<u>Increase (Decrease)</u>					
Year-to-date Revenue less Expenses		<u>\$ 228,921</u>			



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: November 8, 2023
RE: Approval of Credit Card Charges and Payment

Background:

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

Analysis:

The attached listings are the credit card payments made in the month of September 2023, representing charges for the period August 11, 2023, through September 10, 2023, for expenses for City operations.

Recommendation:

By motion approve the September 2023, payment for City credit card charges.

Attachments:

1. CC Sep 2023

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
09072023	AMAZON	09/07/2023	09/26/2023	32.31	0.00	Paid	Y
115140	KEY TAGS	Bjohnson18					09/07/2023
	6000-6020-6234.00000	EQUIPMENT PARTS & SUPPLIES		32.31			
09072023	AMAZON	09/07/2023	09/26/2023	35.98	0.00	Paid	Y
115141	CARABINER CLIPS	Bjohnson18					09/07/2023
	6000-6020-6234.00000	EQUIPMENT PARTS & SUPPLIES		35.98			
09102023	AMAZON	09/10/2023	09/26/2023	29.99	0.00	Paid	Y
115142	MICROFIBER TOWELS	Bjohnson18					09/10/2023
	6000-6020-6234.00000	EQUIPMENT PARTS & SUPPLIES		29.99			
09082023	HY-VEE INC	09/08/2023	09/26/2023	29.99	0.00	Paid	Y
115143	REFRESHMENTS FOR TOMCZIK	Bjohnson18					09/08/2023
	1000-1205-6214.00000	OPERATING SUPPLIES		29.99			
09042023	CRYSTAL CAR WASH	09/01/2023	09/26/2023	112.00	0.00	Paid	Y
115144	FIRE DEPT CAR WASHES	Bjohnson18					09/01/2023
	7000-7010-6336.00000	OTHER CONTRACTS		112.00			
09012023	CRYSTAL CAR WASH	09/01/2023	09/26/2023	560.00	0.00	Paid	Y
115145	POLICE DEPT CAR WASHES	Bjohnson18					09/01/2023
	7000-7010-6336.00000	OTHER CONTRACTS		560.00			
09012023	HOLIDAY CAR WASH	09/01/2023	09/26/2023	27.50	0.00	Paid	Y
115146	POLICE DEPT CAR WASHES	Bjohnson18					09/01/2023
	7000-7010-6336.00000	OTHER CONTRACTS		27.50			
09062023	AMAZON	09/06/2023	09/26/2023	7.45	0.00	Paid	Y
115147	SUPPLIES PARK & REC	Bjohnson18					09/06/2023
	1000-1330-6214.00000	OPERATING SUPPLIES		7.45			
09072023	AMAZON	09/07/2023	09/26/2023	34.97	0.00	Paid	Y
115148	P & R DRY-ERASE BOARD: MATT BAZYK	Bjohnson18					09/07/2023
	1000-1305-6960.00000	FURNITURE & OFFICE EQUIPMENT		34.97			

Inv Num	Vendor	Description	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnized
Inv Ref#		GL Distribution	Entered By					Post Date
Purchase Card Vendor: 100292 U. S. BANCORP								
09072023	AMAZON		09/07/2023	09/26/2023	21.99	0.00	Paid	Y
115149	CITY HALL CLEANING SUPPLIES		Bjohnson18					09/07/2023
	7100-7105-6214.00000	OPERATING SUPPLIES			21.99			
09102023	CRYSTAL CAR WASH		09/10/2023	09/26/2023	18.00	0.00	Paid	Y
115150	CAR WASHES - ENGINEERING & CODE EN		Bjohnson18					09/10/2023
	7000-7010-6336.00000	OTHER CONTRACTS			18.00			
09092023	AMAZON		09/09/2023	09/26/2023	22.06	0.00	Paid	Y
115151	CITY HALL OFFICE SUPPLIES		Bjohnson18					09/09/2023
	7100-7105-6214.00000	OPERATING SUPPLIES			22.06			
09092023	AMAZON		09/09/2023	09/26/2023	7.28	0.00	Paid	Y
115152	CITY HALL SUPPLIES		Bjohnson18					09/09/2023
	7100-7105-6214.00000	OPERATING SUPPLIES			7.28			
09092023	AMAZON		09/09/2023	09/26/2023	191.97	0.00	Paid	Y
115153	ORGANICS/COMPOST BAGS		Bjohnson18					09/09/2023
	7100-7105-6214.00000	OPERATING SUPPLIES			191.97			
09092023	AMAZON		09/09/2023	09/26/2023	5.99	0.00	Paid	Y
115156	PENS FOR DMV		Bjohnson18					09/09/2023
	6700-6705-6214.00000	OPERATING SUPPLIES			5.99			
08102023	CRYSTAL CAR WASH		08/10/2023	09/26/2023	18.00	0.00	Paid	Y
115158	ENGINEERING/CE DEPT CAR WASHES		Bjohnson18					08/10/2023
	7000-7010-6336.00000	OTHER CONTRACTS			18.00			
08102023	AMAZON		08/10/2023	09/26/2023	81.29	0.00	Paid	Y
115160	PARK & REC SUPPLIES		Bjohnson18					08/10/2023
	1000-1300-6214.00000	OPERATING SUPPLIES			81.29			
08102023	AMAZON		08/10/2023	09/26/2023	14.00	0.00	Paid	Y
115161	CALCULATOR INK ROLLS		Bjohnson18					08/10/2023
	7100-7105-6214.00000	OPERATING SUPPLIES			14.00			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
08162023	AMAZON	08/16/2023	09/26/2023	56.98	0.00	Paid	Y
115162	SUPPLIES PARK & REC	Bjohnson18					08/16/2023
	1000-1330-6214.00000	OPERATING SUPPLIES		56.98			
08252023	AMAZON	08/25/2023	09/26/2023	24.99	0.00	Paid	Y
115163	PUBLIC WORKS SUPPLIES - BATTERIES	Bjohnson18					08/25/2023
	1000-1500-6214.00000	OPERATING SUPPLIES		24.99			
08292023	AMAZON	08/29/2023	09/26/2023	52.89	0.00	Paid	Y
115164	MEET & GREET EVENT SUPPLIES	Bjohnson18					08/29/2023
	1000-1030-6740.00000	CONTINGENCY		52.89			
08292023	AMAZON	09/29/2023	09/26/2023	37.88	0.00	Paid	Y
115165	MEET & GREET EVENT SUPPLIES	Bjohnson18					09/29/2023
	1000-1030-6740.00000	CONTINGENCY		37.88			
08292023	AMAZON	08/29/2023	09/26/2023	24.99	0.00	Paid	Y
115166	CITY HALL SUPPLIES	Bjohnson18					08/29/2023
	7100-7105-6214.00000	OPERATING SUPPLIES		24.99			
08292023	AMAZON	08/29/2023	09/26/2023	55.99	0.00	Paid	Y
115167	PARK & REC SUPPLIES	Bjohnson18					08/29/2023
	1000-1330-6214.00000	OPERATING SUPPLIES		55.99			
08302023	HY-VEE INC	08/30/2023	09/26/2023	73.42	0.00	Paid	Y
115168	JCCP ENVENT - NO RECEIPT PRINTED P	Bjohnson18					08/30/2023
	1000-1205-6214.00000	OPERATING SUPPLIES		73.42			
08292023	STATE OF MN POST BOARD	08/29/2023	09/26/2023	90.00	0.00	Paid	Y
115169	POST LICENSE	Bjohnson18					08/29/2023
	1000-1200-6718.00000	LICENSES TAXES & FEES		90.00			
08292023	STATE OF MN POST BOARD	08/29/2023	09/26/2023	90.00	0.00	Paid	Y
115170	POST LICENSE	Bjohnson18					08/29/2023
	1000-1200-6718.00000	LICENSES TAXES & FEES		90.00			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
08292023							
115171	POST BOARD SERVICE FEE	08/29/2023	09/26/2023	1.94	0.00	Paid	Y
	POST LICENSE FEE	Bjohnson18					08/29/2023
	1000-1200-6718.00000	LICENSES TAXES & FEES		1.94			
08292023							
115172	POST BOARD SERVICE FEE	08/29/2023	09/26/2023	1.94	0.00	Paid	Y
	POST LICENSE FEE	Bjohnson18					08/29/2023
	1000-1200-6718.00000	LICENSES TAXES & FEES		1.94			
09062023							
115173	MUNIPLATFORM	09/06/2023	09/26/2023	274.00	0.00	Paid	Y
	2023A BOND FEES	Bjohnson18					09/06/2023
	4156-4156-7042.00000	DEBT ISSUANCE COSTS		274.00			
09062023							
115174	MUNIPLATFORM	09/06/2023	09/26/2023	193.91	0.00	Paid	Y
	2023A BOND FEES	Bjohnson18					09/06/2023
	6000-6025-7042.00000-00038222	DEBT ISSUANCE COSTS		193.91			
09062023							
115175	MUNIPLATFORM	09/06/2023	09/26/2023	29.27	0.00	Paid	Y
	2023A BOND FEES	Bjohnson18					09/06/2023
	6000-6025-7042.00000-00045022	DEBT ISSUANCE COSTS		29.27			
09062023							
115176	MUNIPLATFORM	09/06/2023	09/26/2023	31.82	0.00	Paid	Y
	2023A BOND FEES	Bjohnson18					09/06/2023
	6000-6025-7042.00000-00054623	DEBT ISSUANCE COSTS		31.82			
09062023							
115177	MUNIPLATFORM	09/06/2023	09/26/2023	66.94	0.00	Paid	Y
	2023A BOND FEES	Bjohnson18					09/06/2023
	6100-6120-7042.00000-00038222	DEBT ISSUANCE COSTS		66.94			
09062023							
115178	MUNIPLATFORM	09/06/2023	09/26/2023	10.09	0.00	Paid	Y
	2023A BOND FEES	Bjohnson18					09/06/2023
	6100-6120-7042.00000-00045022	DEBT ISSUANCE COSTS		10.09			
09062023							
115179	MUNIPLATFORM	09/06/2023	09/26/2023	10.97	0.00	Paid	Y
	2023A BOND FEES	Bjohnson18					09/06/2023
	6100-6120-7042.00000-00054623	DEBT ISSUANCE COSTS		10.97			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
09062023	MUNIPLATFORM	09/06/2023	09/26/2023	50.96	0.00	Paid	Y
115180	2023A BOND FEES	Bjohnson18					09/06/2023
	6200-6220-7042.00000-00038222	DEBT ISSUANCE COSTS		50.96			
09062023	MUNIPLATFORM	09/06/2023	09/26/2023	7.71	0.00	Paid	Y
115181	2023A BOND FEES	Bjohnson18					09/06/2023
	6200-6220-7042.00000-00045022	DEBT ISSUANCE COSTS		7.71			
09062023	MUNIPLATFORM	09/06/2023	09/26/2023	8.33	0.00	Paid	Y
115182	2023A BOND FEES	Bjohnson18					09/06/2023
	6200-6220-7042.00000-00054623	DEBT ISSUANCE COSTS		8.33			
09062023	MUNIPLATFORM	09/06/2023	09/26/2023	66.00	0.00	Paid	Y
115183	2023A BOND FEES	Bjohnson18					09/06/2023
	4056-4056-7042.00000	DEBT ISSUANCE COSTS		66.00			
08092023	MENARDS	08/09/2023	09/26/2023	29.28	0.00	Paid	Y
115184	DISTILLED WATER	Bjohnson18					08/09/2023
	6000-6020-6214.00000	OPERATING SUPPLIES		29.28			
09052023	USPS	09/05/2023	09/26/2023	75.65	0.00	Paid	Y
115185	SHIPPING WATER SAMPLES	Bjohnson18					09/05/2023
	6000-6005-6378.00000	POSTAGE & SHIPPING		75.65			
08142023	SHERWIN WILLIAMS	08/14/2023	09/26/2023	199.69	0.00	Paid	Y
115186	PAINT	Bjohnson18					08/14/2023
	6000-6020-6234.00000	EQUIPMENT PARTS & SUPPLIES		199.69			
08272023	AMAZON	08/27/2023	09/26/2023	13.88	0.00	Paid	Y
115187	BRASS ELBOW	Bjohnson18					08/27/2023
	6100-6110-6214.00000	OPERATING SUPPLIES		13.88			
08112023	MENARDS	08/11/2023	09/26/2023	398.66	0.00	Paid	Y
115188	SHEETROCK/SCREWS/SPRAYPAINT	Bjohnson18					08/11/2023
	1000-1260-6512.00000	CONFERENCE & SCHOOLS		398.66			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnized
Inv Ref#	Description	Entered By					Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
08212023							
115189	HOME DEPOT	08/21/2023	09/26/2023	42.02	0.00	Paid	Y
	KNIFE/CEMENT	Bjohnson18					08/21/2023
	7100-7115-6214.00000	OPERATING SUPPLIES		42.02			
09072023							
115190	BATTERIES PLUS	09/07/2023	09/26/2023	(1,360.00)	0.00	Paid	Y
	BATTERIES - CREDIT	Bjohnson18					09/07/2023
	1000-1565-6214.00000	OPERATING SUPPLIES		(1,360.00)			
09072023							
115192	BATTERIES PLUS	09/07/2023	09/26/2023	170.00	0.00	Paid	Y
	BATTERIES	Bjohnson18					09/07/2023
	1000-1565-6214.00000	OPERATING SUPPLIES		170.00			
09072023							
115193	MENARDS	09/07/2023	09/26/2023	16.98	0.00	Paid	Y
	WELDABLE FLAT 1/4 X 1/2	Bjohnson18					09/07/2023
	1000-1567-6214.00000	OPERATING SUPPLIES		16.98			
08292023							
115194	MENARDS	08/29/2023	09/26/2023	39.82	0.00	Paid	Y
	FLEX SEAL / PRIMER	Bjohnson18					08/29/2023
	1000-1567-6214.00000	OPERATING SUPPLIES		39.82			
08292023							
115195	AMAZON	08/29/2023	09/26/2023	98.00	0.00	Paid	Y
	BARRICADE TAPE	Bjohnson18					08/29/2023
	1000-1260-6214.00000	OPERATING SUPPLIES		98.00			
08292023							
115196	AMAZON	08/29/2023	09/26/2023	51.88	0.00	Paid	Y
	AMP/CONNECTOR/PLUG	Bjohnson18					08/29/2023
	1000-1260-6214.00000	OPERATING SUPPLIES		51.88			
08162023							
115198	AMAZON	08/16/2023	09/26/2023	99.24	0.00	Paid	Y
	CORD REEL	Bjohnson18					08/16/2023
	1000-1260-6214.00000	OPERATING SUPPLIES		99.24			
08112023							
115199	AMAZON	08/11/2023	09/26/2023	101.31	0.00	Paid	Y
	DRYING TOWEL/FILTER	Bjohnson18					08/11/2023
	1000-1260-6214.00000	OPERATING SUPPLIES		101.31			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
09052023							
115200	POSITIVE PROMOTIONS	09/05/2023	09/26/2023	716.82	0.00	Paid	Y
	PLASTIC FIRE FIGHTER HATS/PENCIL P	Bjohnson18					09/05/2023
	1000-1260-6218.00000	PRINTING		716.82			
09072023							
115201	BATTERIES PLUS	09/07/2023	09/26/2023	1,360.00	0.00	Paid	Y
	BATTERIES	Bjohnson18					09/07/2023
	1000-1565-6214.00000	OPERATING SUPPLIES		1,360.00			
08132023							
115235	AMAZON	08/13/2023	09/26/2023	109.51	0.00	Paid	Y
	STRAPS - MOWER TRAILER/BULBS	Bjohnson18					08/13/2023
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		109.51			
08132023							
115236	AMAZON	08/13/2023	09/26/2023	43.00	0.00	Paid	Y
	DRAIN PLUGS	Bjohnson18					08/13/2023
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		43.00			
08292023							
115237	AMAZON	08/29/2023	09/26/2023	67.60	0.00	Paid	Y
	PUMP REPAIR PACKING	Bjohnson18					08/29/2023
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		67.60			
08152023							
115238	AMAZON	08/15/2023	09/26/2023	104.91	0.00	Paid	Y
	TIRE	Bjohnson18					08/15/2023
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		104.91			
09072023							
115239	AMAZON	09/07/2023	09/26/2023	35.98	0.00	Paid	Y
	HOSE CAPS	Bjohnson18					09/07/2023
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		35.98			
09072023							
115240	AMAZON	09/07/2023	09/26/2023	28.86	0.00	Paid	Y
	BAND SAW BLADE	Bjohnson18					09/07/2023
	7000-7010-6214.00000	OPERATING SUPPLIES		28.86			
08142023							
115241	AMAZON	08/14/2023	09/26/2023	125.90	0.00	Paid	Y
	TURF TIRE	Bjohnson18					08/14/2023
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		125.90			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnized
Inv Ref#	Description	Entered By					Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
08292023	AMAZON	08/29/2023	09/26/2023	39.99	0.00	Paid	Y
115242	LED HEADLIGHT 7000-7010-6234.00000	Bjohnson18 EQUIPMENT PARTS & SUPPLIES		39.99			08/29/2023
08162023	AMAZON	08/16/2023	09/26/2023	12.99	0.00	Paid	Y
115243	BALL BEARING FAN 7000-7010-6234.00000	Bjohnson18 EQUIPMENT PARTS & SUPPLIES		12.99			08/16/2023
09082023	AMAZON	09/08/2023	09/26/2023	169.98	0.00	Paid	Y
115244	TURF TIRES 7000-7010-6234.00000	Bjohnson18 EQUIPMENT PARTS & SUPPLIES		169.98			09/08/2023
08142023	UPS	08/14/2023	09/26/2023	7.88	0.00	Paid	Y
115245	SHIPPING 6700-6705-6378.00000	Bjohnson18 POSTAGE & SHIPPING		7.88			08/14/2023
08202023	FULL SLATE	08/20/2023	09/26/2023	49.95	0.00	Paid	Y
115284	APPOINTMENT SOFTWARE 6700-6705-6336.00000	Bjohnson18 OTHER CONTRACTS		49.95			08/20/2023
08212023	UPS	08/21/2023	09/26/2023	7.88	0.00	Paid	Y
115285	SHIPPING 6700-6705-6378.00000	Bjohnson18 POSTAGE & SHIPPING		7.88			08/21/2023
09032023	AMAZON	09/03/2023	09/26/2023	41.89	0.00	Paid	Y
115286	SUPPLIES - DMV 6700-6705-6214.00000	Bjohnson18 OPERATING SUPPLIES		41.89			09/03/2023
09042023	UPS	09/04/2023	09/26/2023	23.64	0.00	Paid	Y
115287	SHIPPING 6700-6705-6378.00000	Bjohnson18 POSTAGE & SHIPPING		23.64			09/04/2023
09062023	MN SECRETARY OF STATE	09/06/2023	09/26/2023	120.00	0.00	Paid	Y
115288	NOTARY RENEWAL - JEFF LENARZ 6700-6705-6728.00000	Bjohnson18 MISCELLANEOUS OTHER CHARGES		120.00			09/06/2023

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
08252023	AMAZON	08/25/2023	09/26/2023	67.27	0.00	Paid	Y
115293	RAIN GEAR	Bjohnson18					08/25/2023
	6100-6105-6216.00000	CLOTHING & PERSONAL EQUIPMENT		67.27			
08252023	AMAZON	08/25/2023	09/26/2023	49.03	0.00	Paid	Y
115294	RAIN GEAR	Bjohnson18					08/25/2023
	6100-6105-6216.00000	CLOTHING & PERSONAL EQUIPMENT		49.03			
08272023	AMAZON	08/27/2023	09/26/2023	48.51	0.00	Paid	Y
115295	RAIN GEAR	Bjohnson18					08/27/2023
	6100-6105-6216.00000	CLOTHING & PERSONAL EQUIPMENT		48.51			
08302023	AMAZON	08/30/2023	09/26/2023	61.28	0.00	Paid	Y
115296	RAIN GEAR	Bjohnson18					08/30/2023
	6100-6105-6216.00000	CLOTHING & PERSONAL EQUIPMENT		61.28			
08122023	DUNK N JUMP	08/12/2023	09/26/2023	325.78	0.00	Paid	Y
115297	OPEN HOUSE	Bjohnson18					08/12/2023
	1000-1200-6216.00000	CLOTHING & PERSONAL EQUIPMENT		325.78			
08122023	DUNK N JUMP	08/12/2023	09/26/2023	11.40	0.00	Paid	Y
115298	OPEN HOUSE	Bjohnson18					08/12/2023
	1000-1200-6216.00000	CLOTHING & PERSONAL EQUIPMENT		11.40			
08112023	HY-VEE INC	08/11/2023	09/26/2023	44.45	0.00	Paid	Y
115299	OPEN HOUSE	Bjohnson18					08/11/2023
	1000-1200-6216.00000	CLOTHING & PERSONAL EQUIPMENT		44.45			
08142023	BCA	08/14/2023	09/26/2023	125.00	0.00	Paid	Y
115300	INTOX	Bjohnson18					08/14/2023
	1000-1205-6512.00000	CONFERENCE & SCHOOLS		125.00			
08242023	CRISIS NEGOTIATIONS	08/24/2023	09/26/2023	595.00	0.00	Paid	Y
115301	NEGOTIATOR TRAINING	Bjohnson18					08/24/2023
	1000-1215-6512.00000	CONFERENCE & SCHOOLS		595.00			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlnized Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
08252023 115302	ALLIED MEDICAL EMT TRAINING 1000-1205-6512.00000	08/25/2023 Bjohnson18 CONFERENCE & SCHOOLS	09/26/2023	295.00 295.00	0.00	Paid	Y 08/25/2023
09062023 115303	STORM TRAINING REPULS TRAINING 1000-1205-6512.00000	09/06/2023 Bjohnson18 CONFERENCE & SCHOOLS	09/26/2023	99.00 99.00	0.00	Paid	Y 09/06/2023
08252023 115304	WRISTBANDBROS.COM PROMO-MARKETING 1000-1030-6740.00000	08/25/2023 Bjohnson18 CONTINGENCY	09/26/2023	150.00 150.00	0.00	Paid	Y 08/25/2023
08252023 115305	STICKER MULE PROMO/MARKETING 1000-1030-6740.00000	08/25/2023 Bjohnson18 CONTINGENCY	09/26/2023	96.00 96.00	0.00	Paid	Y 08/25/2023
09072023 115306	4 IMPRINT INC PROMO/MARKETING 1000-1030-6740.00000	09/07/2023 Bjohnson18 CONTINGENCY	09/26/2023	595.09 595.09	0.00	Paid	Y 09/07/2023
08152023 115307	BADEN SOCCER BALLS 1000-1330-6214.00000	08/15/2023 Bjohnson18 OPERATING SUPPLIES	09/26/2023	809.28 809.28	0.00	Paid	Y 08/15/2023
08292023 115308	MRPA MRPA CONFERENCE 1000-1300-6512.00000	08/29/2023 Bjohnson18 CONFERENCE & SCHOOLS	09/26/2023	465.00 465.00	0.00	Paid	Y 08/29/2023
08212023 115309	STORM SRO TRAINING 1000-1205-6512.00000	08/21/2023 Bjohnson18 CONFERENCE & SCHOOLS	09/26/2023	299.00 299.00	0.00	Paid	Y 08/21/2023
09072023 115310	MENARDS TOOL PARTS FOR POLICE - 1.28 SALES 1000-1200-6214.00000	09/07/2023 Bjohnson18 OPERATING SUPPLIES	09/26/2023	19.26 19.26	0.00	Paid	Y 09/07/2023

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
09072023	APWA	09/07/2023	09/26/2023	262.36	0.00	Paid	Y
115311	APWA MN FALL WORKSHOP	Bjohnson18					09/07/2023
	1000-1600-6512.00000	CONFERENCE & SCHOOLS		262.36			
08312023	HOME DEPOT	08/31/2023	09/26/2023	604.80	0.00	Paid	Y
115312	GLASS GRIDS	Bjohnson18					08/31/2023
	6000-6020-6234.00000	EQUIPMENT PARTS & SUPPLIES		604.80			
09072023	MENARDS	09/07/2023	09/26/2023	869.13	0.00	Paid	Y
115313	GREEN LUMBER	Bjohnson18					09/07/2023
	6200-6210-6706.00000	LANDSCAPING		869.13			
09072023	MENARDS	09/07/2023	09/26/2023	591.52	0.00	Paid	Y
115314	GREEN LUMBER	Bjohnson18					09/07/2023
	6200-6210-6214.00000	OPERATING SUPPLIES		591.52			
08222023	UNIQUE METAL WORX WELDING	08/22/2023	09/26/2023	1,300.00	0.00	Paid	Y
115315	RAILING AT CITY HALL	Bjohnson18					08/22/2023
	7100-7115-6915.00000-00010123	BUILDING & STRUCTURES (INCLUDE		1,300.00			
08142023	MENARDS	08/14/2023	09/26/2023	499.90	0.00	Paid	Y
115316	BANQUET TABLE	Bjohnson18					08/14/2023
	1000-1565-6234.00000	EQUIPMENT PARTS & SUPPLIES		499.90			
08142023	HOME DEPOT	08/14/2023	09/26/2023	255.68	0.00	Paid	Y
115317	CEMENT/SCOOP/PRIMER	Bjohnson18					08/14/2023
	1000-1569-6234.00000	EQUIPMENT PARTS & SUPPLIES		255.68			
08102023	MENARDS	08/10/2023	09/26/2023	59.98	0.00	Paid	Y
115318	GREEN FENCE	Bjohnson18					08/10/2023
	7100-7115-6214.00000	OPERATING SUPPLIES		59.98			
08292023	HOME DEPOT	08/29/2023	09/26/2023	79.76	0.00	Paid	Y
115319	CRABGRASS SPRAY	Bjohnson18					08/29/2023
	7100-7115-6706.00000	LANDSCAPING		79.76			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
08292023 115320	MENARDS PAINT/TRIM/CEDAR 1000-1565-6234.00000	08/29/2023 Bjohnson18	09/26/2023	207.58	0.00	Paid	Y 08/29/2023
08232023 115321	EPIC SPORTS CREDIT - SOCCER NET CLIPS 1000-1575-6234.00000	08/23/2023 Bjohnson18	09/26/2023	(16.96)	0.00	Paid	Y 08/23/2023
08242023 115322	NET WORLD HOCKEY NETS 1000-1575-6234.00000	08/24/2023 Bjohnson18	09/26/2023	905.86	0.00	Paid	Y 08/24/2023
08162023 115323	CERES MULCH NATURAL PSM MULCH 1000-1605-6266.00000	08/16/2023 Bjohnson18	09/26/2023	175.00	0.00	Paid	Y 08/16/2023
08162023 115325	CERES MULCH NATURAL PSM MULCH 1000-1605-6266.00000	08/16/2023 Bjohnson18	09/26/2023	210.00	0.00	Paid	Y 08/16/2023
08222023 115329	EPIC SPORTS BISON NET CLIPS (16.96 SALES TAX O 1000-1571-6234.00000	08/22/2023 Bjohnson18	09/26/2023	242.27	0.00	Paid	Y 08/22/2023
09062023 115330	U OF M LTAP CLASSES - ANDY NAUER 1000-1500-6512.00000	09/06/2023 Bjohnson18	09/26/2023	225.00	0.00	Paid	Y 09/06/2023
08272023 115332	HILTON MILKSHAKES 1000-1400-6512.00000	08/27/2023 Bjohnson18	09/26/2023	18.21	0.00	Paid	Y 08/27/2023
08282023 115333	MARY JANE'S BREAKFAST 1000-1400-6512.00000	08/28/2023 Bjohnson18	09/26/2023	38.00	0.00	Paid	Y 08/28/2023

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
08292023							
115334	CINE CAFE	08/29/2023	09/26/2023	9.66	0.00	Paid	Y
	ORANGE JUICE MILK PASTRY	Bjohnson18					08/29/2023
	1000-1400-6512.00000	CONFERENCE & SCHOOLS		9.66			
08302023							
115335	FLYING HIGH FOODS	08/30/2023	09/26/2023	21.16	0.00	Paid	Y
	CHICKEN SANDWICH	Bjohnson18					08/30/2023
	1000-1400-6512.00000	CONFERENCE & SCHOOLS		21.16			
08302023							
115336	MTS	08/30/2023	09/26/2023	2.50	0.00	Paid	Y
	LIGHT RAIL TICKET	Bjohnson18					08/30/2023
	1000-1400-6510.00000	MEETING / TRAVEL EXPENSE		2.50			
083002023							
115337	HILTON HOTEL	08/30/2023	09/26/2023	1,287.24	0.00	Paid	Y
	ACCOMODATION - SAN DIEGO, CA	Bjohnson18					08/30/2023
	1000-1400-6512.00000	CONFERENCE & SCHOOLS		1,287.24			
08162023							
115338	APWA-MN	08/16/2023	09/26/2023	250.00	0.00	Paid	Y
	APWA FALL WORKSHOP	Bjohnson18					08/16/2023
	6100-6115-6512.00000	CONFERENCE & SCHOOLS		250.00			
08162023							
115339	APWA-MN	08/16/2023	09/26/2023	12.36	0.00	Paid	Y
	NYSTROM - PROCESSING FEE	Bjohnson18					08/16/2023
	6100-6115-6512.00000	CONFERENCE & SCHOOLS		12.36			
08162023							
115340	AMAZON	08/16/2023	09/26/2023	22.93	0.00	Paid	Y
	USB HUB	Bjohnson18					08/16/2023
	7100-7110-6214.00000	OPERATING SUPPLIES		22.93			
08222023							
115341	AMAZON	08/22/2023	09/26/2023	24.99	0.00	Paid	Y
	BLUETOOTH HEADPHONES	Bjohnson18					08/22/2023
	7100-7110-6214.00000	OPERATING SUPPLIES		24.99			
08252023							
115342	AMAZON	08/25/2023	09/26/2023	14.89	0.00	Paid	Y
	BLUETOOTH ADAPTER	Bjohnson18					08/25/2023
	7100-7110-6214.00000	OPERATING SUPPLIES		14.89			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
08252023							
115343	AMAZON	08/25/2023	09/26/2023	49.98	0.00	Paid	Y
	SSD DRIVE	Bjohnson18					08/25/2023
	7100-7110-6214.00000	OPERATING SUPPLIES		49.98			
09102023							
115344	AMAZON	09/10/2023	09/26/2023	18.98	0.00	Paid	Y
	USB EXTENDER CABLES	Bjohnson18					09/10/2023
	7100-7110-6214.00000	OPERATING SUPPLIES		18.98			
09262023							
115345	US BANK REBATE	09/26/2023	09/26/2023	(994.43)	0.00	Paid	Y
	US BANK REBATE	Bjohnson18					09/26/2023
	8900-8900-4852.00000	INTEREST INCOME		(994.43)			
Total Purchase Card Vendor: 100292 U. S. BANCORP				16,958.68	0.00		
# of Invoices:	117	# Due:	0	Totals:	19,330.07	0.00	
# of Credit Memos:	3	# Due:	0	Totals:	(2,371.39)	0.00	
Net of Invoices and Credit Memos:				16,958.68	0.00		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
1000	- GENERAL FUND			10,605.16	0.00		
4056	- 2023 GO EQUIP CERTIFICATES			66.00	0.00		
4156	- SA BONDS - 2023 STREET IMP			274.00	0.00		
6000	- WATER			1,262.70	0.00		
6100	- SANITARY SEWER			590.33	0.00		
6200	- STORM SEWER			1,527.65	0.00		
6700	- DEPUTY REGISTRAR			257.23	0.00		
7000	- CENTRAL GARAGE			1,474.22	0.00		
7100	- CENTRAL SERVICES			1,895.82	0.00		
8900	- INVESTMENT CONTROL			(994.43)	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
1030	- ADMINISTRATIVE SERVICES			931.86	0.00		
1200	- POLICE SUPPORT SERVICES			584.77	0.00		
1205	- PATROL SERVICES			921.41	0.00		
1215	- EMERGENCY RESPONSE UNIT			595.00	0.00		
1260	- FIRE PREVENTION / SUPPRESS			1,465.91	0.00		
1300	- RECREATION ADMINISTRATION			546.29	0.00		
1305	- COMMUNITY CENTER OPERATION			34.97	0.00		
1330	- YOUTH - CHILDREN PROGRAMS			929.70	0.00		
1400	- ENGINEERING SERVICES			1,376.77	0.00		
1500	- PARKS ADMINISTRATION			249.99	0.00		
1565	- PARKS FACILITY MAINTENANCE			877.48	0.00		
1567	- PARKS EQUIPMENT MAINTENANC			56.80	0.00		
1569	- PARKS TURF MAINTENANCE			255.68	0.00		
1571	- PARKS BALLFIELD MAINTENANC			242.27	0.00		
1575	- PARKS HOCKEY RINKS MAINTEN			888.90	0.00		
1600	- STREETS ADMINISTRATION			262.36	0.00		
1605	- STREETSCAPE			385.00	0.00		
4056	- 2023 GO EQUIP CERTIFICATES			66.00	0.00		
4156	- SA BONDS - 2023 STREET IMP			274.00	0.00		
6005	- WATER UTILITY ADMINISTRATION			75.65	0.00		
6020	- WATER UTILITY WELL & PLANT			932.05	0.00		
6025	- WATER UTILITY CAPITAL IMPR			255.00	0.00		
6105	- SANITARY SEWER ADMINISTRATION			226.09	0.00		
6110	- SAN SEWER LIFT STATION MA			13.88	0.00		
6115	- SAN SEWER MAINTENANCE			262.36	0.00		
6120	- SAN SEWER CAPITAL IMPROVEM			88.00	0.00		
6210	- STORM SEWER MAINTENANCE			1,460.65	0.00		
6220	- STORM SEWER CAP IMPROVEMEN			67.00	0.00		
6705	- LICENSE CENTER OPERATIONS			257.23	0.00		
7010	- CG VEHICLE MAINTENANCE			1,474.22	0.00		

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 09/26/2023 - 09/26/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY DEPT/ACTIVITY ---							
	7105 - CS GENERAL OFFICE			282.29	0.00		
	7110 - CS INFORMATION TECHNOLOGY			131.77	0.00		
	7115 - CS GOVERNMENT BUILDINGS			1,481.76	0.00		
	8900 - INVESTMENT CONTROL			(994.43)	0.00		
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	0084			98.28			
	0337			476.00			
	0731			1,376.22			
	1219			1,274.28			
	1355			2,327.81			
	1568			841.09			
	2743			1,495.63			
	3103			1,734.73			
	4364			29.99			
	5111			251.24			
	5157			226.09			
	6348			1,376.77			
	6719			257.30			
	6932			738.72			
	8046			318.50			
	8415			131.77			
	8424			4,144.07			
	8631			318.26			
	8722			262.36			



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: November 8, 2023
RE: Extension of Bond issuance and related services contract

Background:

In March 2015, the City entered into a contract with Baker Tilly to manage bond issuance and related services. Given the significant passage of time and the current economic environment characterized by inflationary pressures, it is advisable to consider updating the compliance language and fee schedule within this contract.

Analysis:

Based on our assessment, it is anticipated that Baker Tilly's new contract will result in an approximate 32% increase in their provision of arbitrage services as of January 1, 2024, and an approximate 15% increase in bond issuance services as of January 1, 2026. A copy of the engagement letter agreement related to services is provided as Exhibit 1.

Recommendation:

By motion, authorize the City Manager to sign the new contract with Baker Tilly for the purpose of managing Bond issuance and related services on behalf of both the City of Robbinsdale and the Robbinsdale Economic Development Authority (REDA)

Attachments:

1. Robbinsdale MN MSA Agreement Oct-27-2023



Baker Tilly US, LLP
30 East Seventh Street
Suite 3025
St. Paul, MN 55101

651-223-3066
bakertilly.com

October 27, 2023

City of Robbinsdale
4100 Lakeview Avenue North
Robbinsdale, MN 55422

RE: Engagement Letter Agreement Related to Services

This letter agreement (the "Engagement Letter") is to confirm our understanding of the basis upon which Baker Tilly US, LLP ("Baker Tilly") and its affiliates are being engaged by the City of Robbinsdale, MN (the "Client") to assist the Client with advisory services.

Scope, Objectives and Approach

It is anticipated that projects undertaken in accordance with this Engagement Letter will be at the request of the Client. The scope of services, additional terms and associated fee for individual engagements will be contained in a Scope Appendix or Appendices to this Engagement Letter. Authorization to provide services will commence upon execution and return of this Engagement Letter and one or more Appendices.

Management's Responsibilities

It is understood that Baker Tilly will serve in an advisory capacity with the Client. The Client is responsible for management decisions and functions, and for designating an individual with suitable skill, knowledge or experience to oversee the services we provide. The Client is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. The Client is responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

The procedures we perform in our engagement will be heavily influenced by the representations that we receive from Client personnel. Accordingly, false representations could cause material errors to go undetected. The Client, therefore, agrees that Baker Tilly will have no liability in connection with claims based upon our failure to detect material errors resulting from false representations made to us by any Client personnel and our failure to provide an acceptable level of service due to those false representations.

The ability to provide service according to timelines established and at fees indicated will rely in part on receiving timely responses from the Client. The Client will provide information and responses to deliverables within the timeframes established in a Scope Appendix unless subsequently agreed otherwise in writing.

The responsibility for auditing the records of the Client rests with the Client's separately retained auditor and the work performed by Baker Tilly shall not include an audit or review of the records or the expression of an opinion on financial data.

Ownership of Intellectual Property

Unless otherwise stated in a specific Scope Appendix, subject to Baker Tilly's rights in Baker Tilly's Knowledge (as defined below), Client shall own all intellectual property rights in the deliverables developed under the applicable Scope Appendix or Appendices ("Deliverables"). Notwithstanding the foregoing, Baker Tilly will maintain all ownership right, title and interest to all Baker Tilly's Knowledge. For purposes of this Agreement "Baker Tilly's Knowledge" means Baker Tilly's proprietary programs, modules, products, inventions, designs, data, or other information, including all copyright, patent, trademark and other intellectual property rights related thereto, that are (1) owned or developed by Baker Tilly prior to the Effective Date of this Agreement or the applicable Scope Appendix or Appendices ("Baker Tilly's Preexisting Knowledge") (2) developed or obtained by Baker Tilly after the Effective Date, that are reusable from client to client and project to project, where Client has not paid for such development; and (3) extensions, enhancements, or modifications of Baker Tilly's Preexisting Knowledge which do not include or incorporate Client's confidential information. To the extent that any Baker Tilly Knowledge is incorporated into the Deliverables, Baker Tilly grants to Client a non-exclusive, paid up, perpetual royalty-free worldwide license to use such Baker Tilly Knowledge in connection with the Deliverables, and for no other purpose without the prior written consent of Baker Tilly. Additionally, Baker Tilly may maintain copies of its work papers for a period of time and for use in a manner sufficient to satisfy any applicable legal or regulatory requirements for records retention.

The supporting documentation for this engagement, including, but not limited to work papers, is the property of Baker Tilly and constitutes confidential information. We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. If we are required by law, regulation or professional standards to make certain documentation available to required third parties, the Client hereby authorizes us to do so.

Timing and Fees

Specific services will commence upon execution and return of a Scope Appendix to this Engagement Letter and our professional fees will be based on the rates outlined in such Scope Appendix.

Payment of professional fees is not contingent upon project completion by Client nor material timing changes in project completion. Professional fees provided according to the Scope Appendix are due within 30 days of being invoiced, regardless of project status. If necessary, monthly payment plan arrangements may be negotiated upon request.

Unless otherwise stated, in addition to the fees described in a Scope Appendix the Client will pay all of Baker Tilly's reasonable out-of-pocket expenses incurred in connection with the engagement. All out of pocket costs will be passed through at cost and will be in addition to the professional fee.

Dispute Resolution

Except for disputes related to confidentiality or intellectual property rights, all disputes and controversies between the parties hereto of every kind and nature arising out of or in connection with this Engagement Letter or the applicable Scope Appendix or Appendices as to the existence, construction, validity, interpretation or meaning, performance, nonperformance, enforcement, operation, breach, continuation, or termination of this Agreement or the applicable Scope Appendix or Appendices as shall be resolved as set forth in this section using the following procedure: In the unlikely event that differences concerning the services or fees provided by Baker Tilly should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute by engaging in mediation with a mutually agreed-upon mediator before resorting to litigation or any other dispute resolution procedure. Each party shall bear their own expenses from mediation and the fees and expenses of the mediator shall be shared equally by the parties. If the dispute is not resolved by mediation, then the parties agree to expressly waive trial by jury in any judicial proceeding involving directly or indirectly, any matter (whether sounding in tort, contract, or otherwise) in any way arising out of, related to, or connected with this Agreement or the applicable Scope Appendix or Appendices as or the relationship of the parties established hereunder.

Because a breach of any the provisions of this Engagement Letter or the applicable Scope Appendix or Appendices as concerning confidentiality or intellectual property rights will irreparably harm the non-breaching party, Client and Baker Tilly agree that if a party breaches any of its obligations thereunder, the non-breaching party shall, without limiting its other rights or remedies, be entitled to seek equitable relief (including, but not limited to, injunctive relief) to enforce its rights thereunder, including without limitation protection of its proprietary rights. The parties agree that the parties need not invoke the mediation procedures set forth in this section in order to seek injunctive or declaratory relief.

Limitation on Damages

To the extent allowed under applicable law, the aggregate liability (including attorney's fees and all other costs) of either party and its present or former partners, principals, agents or employees to the other party related to the services performed under an applicable Scope Appendix or Appendices shall not exceed the fees paid to Baker Tilly under the applicable Scope Appendix or Appendices to which the claim relates, except to the extent finally determined to have resulted from the gross negligence, willful misconduct or fraudulent behavior of the at-fault party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages, delays or interruptions arising out of or related to this Engagement Letter or the applicable Scope Appendix or Appendices as even if the other party has been advised of the possibility of such damages.

Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Engagement Letter are material bargained for bases of this Engagement Letter and that they have been taken into account and reflected in determining the consideration to be given by each party under this Engagement Letter and in the decision by each party to enter into this Engagement Letter.

The terms of this section shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort or any form of negligence, whether of you, Baker Tilly or others), but these terms shall not apply to the extent finally determined to be contrary to the applicable law or regulation. These terms shall also continue to apply after any termination of this Engagement Letter.

You accept and acknowledge that any legal proceedings arising from or in conjunction with the services provided under this Engagement Letter must be commenced within twelve (12) months after the performance of the services for which the action is brought, without consideration as to the time of discovery of any claim.

Baker Tilly will maintain Professional Liability (Errors and Omissions) Insurance that provides coverage for claims we may be legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to our professional services required under this contract.

Baker Tilly will carry the following minimum limits:

- \$2,000,000 per claim
- \$2,000,000 aggregate

The retroactive or prior acts date of such coverage will not be after the effective date of this contract and Baker Tilly will maintain such insurance for a period of at least two (2) years following completion of the work. If such insurance is discontinued, extended reporting period coverage must be obtained by Baker Tilly to fulfill this requirement.

Other Matters

E-Verify Program

Baker Tilly participates in the E-Verify program. For the purpose of this paragraph, the E-Verify program means the electronic verification of the work authorization program of the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, s.401(a), as amended, operated by the United States Department of Homeland Security or a successor work authorization program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work authorization status of newly hired employees under the Immigration Reform and Control Act of 1986 (P.L. 99-603). Baker Tilly does not employ any “unauthorized aliens” as that term is defined in 8 U.S.C. 1324a(h)(3).

Investments

Baker Tilly certifies that pursuant to I.C. 5-22-16.5 *et seq.* Baker Tilly is not now engaged in investment activities in Iran. Baker Tilly understands that providing a false certification could result in the fines, penalties, and civil action listed in I.C. 5-22-16.5-14.

Non-Discrimination

Pursuant to I.C. §22-9-1-10, Baker Tilly and its subcontractors, if any, shall not discriminate against any employee or applicant for employment to be employed in the performance of this Engagement Letter, with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of race, religion, color, sex, disability, national origin, ancestry, or veteran status. Breach of this covenant may be regarded as a material breach of this Engagement Letter.

Baker Tilly certifies that, except for de minimis and non-systematic violations, it has not violated the terms of I.C. 24-4.7, I.C. 24-5-12, or I.C. 24-5-14 in the previous three hundred sixty-five (365) days, even if I.C. 24-4.7 is preempted by federal law, and that Baker Tilly will not violate the terms of I.C. 24-4.7 for the duration of the Engagement Letter, even if I.C. 24-4.7 is preempted by federal law. Baker Tilly further certifies that any affiliate or principal of Baker Tilly and any agent acting on behalf of Baker Tilly or on behalf of any affiliate or principal of Baker Tilly, except for de minimis and non-systematic violations, has not violated the terms of I.C. 24-4.7 in the previous three hundred sixty-five (365) days, even if I.C. 24-4.7 is preempted by federal law, and will not violate the terms of I.C. 24-4.7 for the duration of the Engagement Letter, even if I.C. 24-4.7 is preempted by federal law.

In the event Baker Tilly is requested by the Client; or required by government regulation, subpoena, or other legal process to produce our engagement working papers or its personnel as witnesses with respect to its Services rendered for the Client, so long as Baker Tilly is not a party to the proceeding in which the information is sought, Client will reimburse Baker Tilly for its professional time and expenses, as well as the fees and legal expenses incurred in responding to such a request.

Neither this Engagement Letter, any claim, nor any rights or licenses granted hereunder may be assigned, delegated, or subcontracted by either party without the ‘written consent of the other party. Either party may assign and transfer this Engagement Letter to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other business reorganization, or the sale of interest or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this Engagement Letter.

In the event that any provision of this Engagement Letter or statement of work contained in a Scope Appendix hereto is held by a court of competent jurisdiction to be unenforceable because it is invalid or in conflict with any law of any relevant jurisdiction, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Engagement Letter or statement of work did not contain the particular provisions held to be unenforceable. The unenforceable provisions shall be replaced by mutually acceptable provisions which, being valid, legal and enforceable, come closest to the intention of the parties underlying the invalid or unenforceable provision. If the Services should become subject to the independence rules of the U.S. Securities and Exchange Commission with respect to Client, such that any provision of this Engagement Letter would impair Baker Tilly's independence under its rules, such provision(s) shall be of no effect.

All non-municipal advisory services provided hereunder shall be performed in accordance with the professional standards of the Baker Tilly affiliate that performs the services and may not create a fiduciary relationship between the Baker Tilly affiliate and the Client.

Termination

Both the Client and Baker Tilly have the right to terminate this Engagement Letter, or any work being done under an individual Scope Appendix at any time after advance written notice of at least 30 days. On termination, all fees and charges incurred prior to termination shall be paid as soon as possible. Unless otherwise agreed to by the Client and Baker Tilly, the scope of services provided in a Scope Appendix will terminate 60 days after completion of the services in such Appendix.

Important Disclosures

Incorporated as Attachment A and part of this Engagement Letter are important disclosures. These include disclosures that apply generally and those that are applicable in the event Baker Tilly is engaged to provide municipal advisory services.

Records – Availability/Access

Subject to the requirements of Minnesota Statutes, Section 16C.05, subd. 5, Baker Tilly will allow the client, or its duly authorized agents, and the state auditor or legislative auditor reasonable access to Baker Tilly's books, records, documents, and accounting procedures and practices that are pertinent to all services provided under this agreement for a minimum of six (6) years from the termination of this agreement.

Data Practices Act Compliance

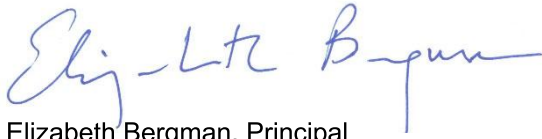
Data provided, produced, or obtained under this Contract shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Baker Tilly will promptly report to the City any requests from third parties for information relating to this Contract. Baker Tilly agrees to promptly respond to inquiries from the City concerning data requests.

This Engagement Letter, including the attached Disclosures as updated from time to time, comprises the complete and exclusive statement of the agreement between the parties, superseding all proposals, oral or written, and all other communications between the parties. Both parties acknowledge that work performed pursuant to the Engagement Letter will be done through Scope Appendices executed and made a part of this document.

Any rights and duties of the parties that by their nature extend beyond the expiration or termination of this Engagement Letter shall survive the expiration or termination of this Engagement Letter or any statement of work contained in a Scope Appendix hereto.

If this Engagement Letter is acceptable, please sign below and return one copy to us for our files.

Sincerely,



Elizabeth Bergman, Principal

Signature Section:

The terms as set forth in this Engagement Letter are agreed to on behalf of the Client by:

Name: _____

Title: _____

Date: _____

Attachment A

Important Disclosures

Non-Exclusive Services

Client acknowledges and agrees that Baker Tilly and its affiliates, including but not limited to Baker Tilly US, LLP, Baker Tilly Municipal Advisors, LLC, Baker Tilly Capital, LLC, and Baker Tilly Wealth Management, LLC, is free to render municipal advisory and other services to the Client or others and that Baker Tilly does not make its services available exclusively to the Client.

Affiliated Entities

Baker Tilly US, LLP is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity and each describes itself as such. Baker Tilly US, LLP is not Baker Tilly International's agent and does not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly US, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

Baker Tilly Wealth Management, LLC ("BTWM"), a U.S. Securities and Exchange Commission ("SEC") registered investment adviser, may provide services to the Client in connection with the investment of proceeds from an issuance of securities. In such instances, services will be provided under a separate engagement, for an additional fee. Notwithstanding the foregoing, Baker Tilly may act as solicitor for and recommend the use of BTWM, but the Client shall be under no obligation to retain BTWM or to otherwise utilize BTWM relative to Client's investments. The fees paid with respect to investment services are typically based in part on the size of the issuance proceeds and Baker Tilly may have incentive to recommend larger financings than would be in the Client's best interest. Baker Tilly will manage and mitigate this potential conflict of interest by this disclosure of the affiliated entity's relationship, a Solicitation Disclosure Statement when Client retains BTWM's services.

Baker Tilly Capital, LLC ("BTC") is a limited service broker-dealer specializing in merger and acquisition, capital sourcing, project finance and corporate finance advisory services. BTC does not participate in any municipal offerings advised on by its affiliate Baker Tilly Municipal Advisors. Any services provided to Client by BTC would be done so under a separate engagement for an additional fee.

Baker Tilly Municipal Advisors ("BTMA") is registered as a "municipal advisor" pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the SEC and the Municipal Securities Rulemaking Board ("MSRB"). As such, BTMA may provide certain specific municipal advisory services to the Client. BTMA is neither a placement agent to the Client nor a broker/dealer. The offer and sale of any bonds is made by the Client, in the sole discretion of the Client, and under its control and supervision. The Client acknowledges that BTMA does not undertake to sell or attempt to sell bonds or other debt obligations and will not take part in the offer or sale thereof.

Baker Tilly, may provide services to the Client in connection with human resources consulting, including, but not limited to, executive recruitment, talent management and community survey services. In such instances, services will be provided under a separate scope of work for an additional fee. Certain executives of the Client may have been hired after the services of Baker Tilly were utilized and may make decisions about whether to engage other services of Baker Tilly or its affiliates. Notwithstanding the foregoing, Baker Tilly may recommend the use of Baker Tilly or a subsidiary, but the Client shall be under no obligation to retain Baker Tilly or an affiliate or to otherwise utilize either relative to the Client's activities.

Conflict Disclosure Applicable to Municipal Advisory Services Provided by BTMA

Legal or Disciplinary Disclosure. BTMA is required to disclose to the SEC information regarding criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving BTMA. Pursuant to MSRB Rule G-42, BTMA is required to disclose any legal or disciplinary event that is material to the Client's evaluation of BTMA or the integrity of its management or advisory personnel.

There are no criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations or civil litigation involving BTMA. Copies of BTMA filings with the SEC can currently be found by accessing the SEC's EDGAR system Company Search Page which is currently available at <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either Baker Tilly Municipal Advisors, LLC or for our CIK number which is 0001616995. The MSRB has made available on its website (www.msrb.org) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority.

Contingent Fee. The fees to be paid by the Client to BTMA are or may be based on the size of the transaction and partially contingent on the successful closing of the transaction. Although this form of compensation may be customary in the municipal securities market, it presents a conflict because BTMA may have an incentive to recommend unnecessary financings, larger financings or financings that are disadvantageous to the Client. For example, when facts or circumstances arise that could cause a financing or other transaction to be delayed or fail to close, BTMA may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

Hourly Fee Arrangements. Under an hourly fee form of compensation, BTMA will be paid an amount equal to the number of hours worked multiplied by an agreed upon billing rate. This form of compensation presents a potential conflict of interest if BTMA and the Client do not agree on a maximum fee under the applicable Appendix to this Engagement Letter because BTMA will not have a financial incentive to recommend alternatives that would result in fewer hours worked. In addition, hourly fees are typically payable by the Client whether or not the financing transaction closes.

Fixed Fee Arrangements. The fees to be paid by the Client to BTMA may be in a fixed amount established at the outset of the service. The amount is usually based upon an analysis by the Client and BTMA of, among other things, the expected duration and complexity of the transaction and the work documented in the Scope Appendix to be performed by Baker Tilly. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, Baker Tilly may suffer a loss. Thus, Baker Tilly may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives.

BTMA manages and mitigates conflicts related to fees and/or other services provided primarily through clarity in the fee to be charged and scope of work to be undertaken and by adherence to MSRB Rules including, but not limited to, the fiduciary duty which it owes to the Client requiring BTMA to put the interests of the Client ahead of its own and BTMA's duty to deal fairly with all persons in its municipal advisory activities.

To the extent any additional material conflicts of interest have been identified specific to a scope of work the conflict will be identified in the respective Scope Appendix. Material conflicts of interest that arise after the date of a Scope Appendix will be provide to the Client in writing at that time.

RE: Municipal Advisory Services
Debt Issuance, Arbitrage, and Continuing Disclosure

DATE: October 27, 2023

This Scope Appendix is attached by reference to the above-named engagement letter (the “Engagement Letter”) between City of Robbinsdale, MN (the “Client”) and Baker Tilly US, LLP and relates to services to be provided by Baker Tilly Municipal Advisors, LLC.

SCOPE OF WORK

Baker Tilly Municipal Advisors, LLC (“BTMA”) will perform the following services:

A. General Municipal Advisory Services

Unless otherwise agreed to by the parties, in connection with any request for services relative to any financial topic, new project concept planning or other financially related topic or project (each referred to herein as a “Project”), BTMA shall perform the following services, as applicable:

1. Provide general financial advice relative to a Project.
2. Survey the resources available to determine the financial feasibility of a Project.
3. Assist in the development of a plan including alternative approaches for a particular Project that may be available and appropriate for such Project.
4. Assist the Client in selecting an approach for a Project.
5. Advise the Client generally on current market conditions, financial impacts of federal, state or other laws, and other general information and economic data that might be relevant to a Project.
6. Assist Client, as requested, in identifying other professional services that may be necessary to a Project.
7. Assist Client in coordinating the activities of the working group for a Project as needed.
8. Assist with the review of documents provided that are relevant to the development of a plan and alternative approaches for a Project.
9. Assist the Client with other components of a Project as requested and agreed upon.

B. Securities Issuance

Unless otherwise agreed to by the parties, in connection with any request for services relative to any debt issuance including modifying or refunding of a prior issuance or other financings (each referred to herein as a “Transaction”), BTMA shall perform the following services, as applicable:

1. Develop a preliminary estimate of project costs and provide a financial feasibility to assist the Client in its determination of what type of financing is most suitable to meet the needs of the Client for the particular issuance (“Debt Obligation”).
2. Assist the Client in determination of an appropriate method of sale for the Debt Obligation (e.g. competitive, negotiated, private placement.)
3. Provide for the Client's consideration an amount, the security, maturity structure, call provisions, estimated pricing, and other terms and conditions of the Debt Obligation.

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4. Advise the Client on current market conditions, financial impacts of federal, state or other laws, and other general information and economic data that might normally be expected to influence the ability to borrow or interest rates of the Debt Obligation.
5. Assist the Client in the analysis of advisability of securing a credit rating, and the selection of a credit rating firm or firms for the Debt Obligation and further assist in the development and presentation of information to obtain a credit rating or credit ratings for the Debt Obligation.
6. Assist the Client in the analysis of utilizing credit enhancement and provide assistance in seeking such credit enhancement if such credit enhancements would be advantageous to the Client.
7. Assist Client in coordinating the financing activities between various parties to any Transaction as needed.
8. Assist Client in identifying other professional services that may be necessary for the issuance or post-issuance requirements of the Debt Obligation.
9. Assist the Client in connection with the preparation, composition, review and distribution of an offering document (e.g. Preliminary and Final Official Statement, Offering Circular, Term Sheet, or Private Placement Memorandum, as applicable) of the type and nature generally prepared in connection with the sale of municipal securities, which will disclose technical data, information and schedules relating to the Client, the project and the Debt Obligation.
10. Provide relevant information for and assist with the review of other primary financing documents, including but not limited to the relevant governing body issuance resolutions/ordinances, bond purchase agreement, closing documents, and official notice of sale.
11. Communicate with potential underwriters or investors, as appropriate to any Transaction, to ensure that each is furnished with information the Client has deemed to be material in order to render an independent, informed purchase or investment decision concerning the Client's proposed financing.
12. Facilitate the sale of Debt Obligations through receipt and analysis of bids in a competitive sale or analysis of pricing and terms offered by an underwriter or purchaser in a negotiated or private placement sale.
13. Coordinate with the proper parties to ensure the efficient delivery of the Debt Obligations to the applicable purchaser and receipt of proceeds.

C. Arbitrage Monitoring Services

BTMA shall, based on information supplied by Client, make arbitrage calculations (to include for purposes of this document, rebate and yield reduction calculations) required by Section 148 of the Internal Revenue Service ("IRS") Code and related U.S. Treasury regulations with respect to specified Debt Obligations for the reporting period designated for any such Debt Obligation. Annually, BTMA will provide the Client with a listing of the specified Debt Obligations and the reporting period designated for any such Debt Obligation (an "Authorization Listing") to confirm the scope of the ongoing arbitrage monitoring services. Exhibit A reflects the Authorization Listing as of the date of this Scope Appendix.

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In carrying out its duties, BTMA shall periodically, for each specified Debt Obligation:

1. Determine the arbitrage yield limit on the applicable Debt Obligation;
2. Determine the amount of any arbitrage payment due the IRS while taking into consideration applicable exceptions;
3. Notify Client and/or its designee of any liability amount;
4. Prepare for submission by Client the form(s) with which to submit any payment amount due to the IRS at the appropriate intervals throughout the term of the engagement relative to each specified Debt Obligation.

Client agrees to timely provide BTMA with accurate information concerning cash and investment activity within all funds relative to the subject Debt Obligations. The information to be provided shall include:

1. Deposits and withdrawals of proceeds or money from other sources within any funds subject to the IRS arbitrage rules;
2. Payments of principal and interest on the Debt Obligations; and
3. All investment activity including:
 - a) Date of purchase or acquisition;
 - b) Purchase price of investments including any accrued interest;
 - c) Face amount and maturity date;
 - d) Stated rate of interest;
 - e) Interest payment dates;
 - f) Date of sale, transfer, or other disposition;
 - g) Sale or disposition price; and
 - h) Accrued interest due on the date of sale or disposition.
4. The Client will provide copies of Debt Obligation offering or legal documents, including, but not limited to, the official statement, the information return filed upon issuance (Form 8038 or 8038-G), the arbitrage certificate, verification report and the bond ordinance/trust indenture.
5. Any other information necessary for BTMA to make the calculations required for the specified Debt Obligation.

The Client is responsible for annually confirming the Authorization Listing and for notifying BTMA of any of the following:

- additional or subsequent Debt Obligations that would require arbitrage monitoring services;
- redemptions/refundings of Debt Obligations that would affect the reporting period designated in the most recent Authorization Listing.

Our engagement will not include verifying that: proceeds were used for purpose expenditures; investments were purchased at market price; no amounts were paid to any party in order to reduce the yield on any investment; the Debt Obligation was appropriately structured or qualified as a tax-exempt offering; or information provided to us is complete and accurate.

During the performance of these procedures, it may become necessary for us to consult with your bond counsel and/or obtain information from them concerning interpretations of the above information as affected by applicable sections of the Internal Revenue Code. We will consult with you before any such action is initiated.

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Subsequent changes in official interpretations of the tax law may require or permit revision of calculations by requiring or permitting a different methodology for the calculation of arbitrage rebate and yield reduction. We will be under no obligation to update our report for any events occurring, or data or information coming to our attention, subsequent to the issuance of our report.

Calculation and payment of any arbitrage rebate liability and yield reduction payment due is the responsibility of the Client. As such, management has the primary responsibility for the arbitrage rebate and/or yield reduction payment return which the Client may be required to file. You should review the report and calculations carefully upon receipt.

D. Continuing Disclosure Services

BTMA will commence continuing disclosure services for debt obligations as set forth in any continuing disclosure undertaking for the debt obligations that the Client will execute upon settlement. Annually, BTMA will check in with the Client to confirm the engagement for the next annual reporting period.

In carrying out its duties, BTMA shall do the following:

1. Preparation and filing of annual reporting.

The Client will provide BTMA with a copy of each executed Continuing Disclosure Undertaking ("CDU") including master and supplemental CDUs if any.

BTMA will:

- Identify the Client's reporting obligations, compile and prepare, as needed, any necessary operating data, and file any required annual report and financial statements, including the audit as provided for in each CDU for the reporting period;
- Provide to the Municipal Securities Rulemaking Board ("MSRB") through its Electronic Municipal Market Access System ("EMMA"), the annual information required under each respective CDU; and
- Provide additional reporting to purchasers, as set forth in Debt Obligation documents or private agreements;

2. Assistance filing reportable events on EMMA

Upon notification of one of the events listed as set forth in each CDU (collectively, Reportable Events), BTMA will assist the Client with filing any Reportable Events. Most Reportable Events are required by the Rule to be filed within ten business days of the occurrence of such event. Client will notify BTMA as soon as possible when they believe a reportable event has or may have occurred to enable BTMA to file a timely notice on EMMA. It is the Client's sole responsibility to notify BTMA of the potential occurrence of a Reportable Event.

3. Five-year Compliance Check

At the time any Debt Obligations subject to the Rule are issued, the Client must disclose in its official statement any instances in the past five years it failed to comply, in all material respects, with any previous undertakings for Debt Obligations which were subject to the Rule. BTMA will:

- A. Compile reporting requirements for any Debt Obligations that were outstanding during the five-year period and assess all financial data, operating data, and reportable event filings made for each applicable debt obligation. If necessary, at the time that BTMA conducts services annually under Item 1, BTMA will update the five-year compliance check.
- B. If a deficiency is found and the debt obligation(s) remain outstanding at the time of BTMA's compliance check, BTMA will prepare any necessary reporting or notices to meet the CDU obligations. BTMA will provide the Client with documentation that the EMMA filing has been completed.

Client agrees to provide BTMA with the audit and accurate information with respect to compiling the annual report in a timely manner and to fully disclose to BTMA any Reportable Events as they occur.

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4. EMMA Issuer Homepage (Upon request. Hourly rates will apply.)
BTMA will assist the Client on the creation of an Issuer Homepage on EMMA where Client and related entity filings may be shown. The Client will have the option to review the Homepage and provide additional information related to the Client.
5. Other post issuance services (Upon Request. Hourly rates will apply.)
If requested, BTMA will provide to the Client other post issuance services including, but not limited to, consultation related to disclosure operating procedures, post issuance policies and procedures, and debt management.

E. Housing and Economic Development Services

1. Preparation of preliminary tax increment or tax abatement revenues projections for proposed new project. Estimation of future values and tax increments for a targeted area. Forecast the projected tax increment revenues to be generated over the life of the district based on those assumptions. Estimated range of available revenues based on valuations.
2. Assist Client with establishment of tax increment financing (TIF) district including drafting of TIF Plan and required notifications, presentations and attendance at workshops and/or public hearings, etc.
3. Assist Client with the creation of tax abatement, identification of tax abatement properties, drafting of required notice(s) and supporting documentation, presentations and attendance at workshops and/or public hearings, etc.
4. Assist Client with incentive portfolio development and potential for availability of financing tools including review of federal, state, and local tax credits and incentives available.
5. Assist Client with financial needs (But-For) analysis through review of developer information and determination on the reasonableness of assumptions. In certain cases, suggest alternative assumptions and provide sensitivity analysis, as necessary.
6. Assist Client with completion of rate of return calculation including Cash-on-Cash Return and Internal Rate of Return. Assist Client with defining appropriate level of assistance based on developer's rates of return comparing developer rate of return to the "market" return for similar projects, commenting on reasonableness of return considering type of project, current market and developer at risk equity.
7. Assist Client with negotiating public assistance agreements with developers.
8. Provide financial feasibility review to assist Client with assessment of the sufficiency of tax increment/tax abatement and other available revenues to support total project costs based on developer-provided total development costs and project assumptions. As necessary, suggest alternative assumptions and provide sensitivity analysis to assess sufficiency of tax increment or tax abatement revenues to support costs with considerations for timing of financing needs to provide financial support. Prepare cash flow analysis based on sensitivity analysis.
9. Provide background developer reviews to assist Client with learning more about prospective developers by performing in-depth business credit analyses, evaluating market conditions, assessing proposed business plans, and checking credentials and references.
10. Preparation of tax increment financing (TIF) management program to assist Client with analysis of existing TIF districts that includes an overview of current district status, preparation of cash flow analysis, suggestions for ongoing administrative goals, and recommendations for future opportunities or required compliance items.

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11. Preparation of annual reports to assist Client with meeting annual compliance requirements and filing submission deadlines.
12. Assist Client with estimation of economic impacts of proposed developments including cost-benefit and/or net benefit analysis.
13. Assist Client with other components of a housing and economic development project as requested and agreed upon.

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COMPENSATION AND INVOICING

A. Compensation for services relating to debt obligations

1. Fees for Services

a) General obligation debt:

	<u>Par Amount</u>		<u>Base Fee</u>	<u>Additional Purposes Fee</u>	<u>Total Par</u>	<u>Total Fee</u>
Tier 1	-	to 2,999,999.99	\$ 18,000	\$ 5,000	Total Par of all purposes	Base Fee + \$5,000 for each addtl purpose
Tier 2	3,000,000.00	to 4,999,999.99	\$ 25,000	\$ 5,000	Total Par of all purposes	Base Fee + \$5,000 for each addtl purpose
Tier 3	5,000,000.00	to 9,999,999.99	\$ 30,000	\$ 7,500	Total Par of all purposes	Base Fee + \$7,500 for each addtl purpose
Tier 4	10,000,000.00	to 24,999,999.99	\$ 45,000	\$ 7,500	Total Par of all purposes	Base Fee + \$7,500 for each addtl purpose
Tier 5	25,000,000.00	to 49,999,999.99	\$ 65,000	\$ 10,000	Total Par of all purposes	Base Fee + \$10,000 for each addtl purpose
Tier 6	50,000,000.00	to 74,999,999.99	\$ 75,000	\$ 10,000	Total Par of all purposes	Base Fee + \$10,000 for each addtl purpose
Tier 7	75,000,000.00	to 99,999,999.99	\$ 100,000	\$ 10,000	Total Par of all purposes	Base Fee + \$10,000 for each addtl purpose

- b) The foregoing schedule shall apply to the total Par amount as indicated in the Preliminary Official Statement or Terms of Offering.
- c) The foregoing schedule shall apply to all debt obligations closed after January 1, 2026. Between the date of this scope appendix and January 1, 2026, the bond fee schedule contained in the previous contract, attached, dated March 13, 2015 shall apply.
- d) The foregoing schedule shall include BTMA's services through closing of a Debt Obligation. If BTMA performs post-closing services relative to a Debt Obligation, it shall be compensated for such services at the hourly rates set out in Section B herein.
- e) Non ad valorem supported debt and advance refundings, shall be compensated at 1.35 times the fee set out in paragraph 1.a. above.
- f) Debt Obligations dependent on successful referenda, including GO sales tax revenue, shall be compensated at 1.25 times the fee set out in paragraph 1.a. above.
- g) In the event it is necessary for BTMA to repeat Debt Obligation services because of events beyond BTMA's control, BTMA shall be compensated for such repetitive services at the hourly rates set in paragraph B herein. BTMA shall not be entitled to compensation under this section for failed referenda unless otherwise provided by agreement between the Client and BTMA.
- h) Fee schedule and billing rates are subject to change periodically due to changing requirements and economic conditions. Baker Tilly will notify Client sixty (60) days in advance of any change to fees. If Client does not dispute such change in fees within that sixty (60) day period, Client will be deemed to have accepted such change. The fees billed will be the fees in place at the time services are provided. Actual fees will be based upon experience of the staff assigned and the complexity of the engagement.
- i) BTMA's fees shall be payable as follows:
 - (i) Except as specified elsewhere in this section, for a Debt Obligation, fees are due upon closing of the Debt Obligation, except that if the Debt Obligation is awarded but cannot be closed by reason of an error, act or omission of the Client, BTMA shall be paid the amount which it would have been due upon closing.
 - (ii) If an issuance is awarded and does not close for a reason that is beyond the control of the Client and without fault of the Client, then BTMA shall be compensated at one-half the amount which would have been due upon closing.
 - (iii) If a Client Debt Obligation is abandoned for any reason and BTMA is without fault for such abandonment, BTMA shall be paid a fee in the amount that would have been due if BTMA's services to the point of abandonment had been charged at the hourly rate set out in paragraph B herein however not more than the fee had the Debt Obligation been issued. A Debt Obligation shall be deemed abandoned upon notice by the Client to BTMA of abandonment or whenever the Client has taken no action with respect to the Debt Obligation for one year, whichever occurs first. Delay in the issuance of Debt Obligations resulting from failed authorization referenda shall not constitute abandonment unless otherwise provided by agreement between the Client and BTMA.

SCOPE APPENDIX to
Engagement Letter dated: October 27, 2023
Between City of Robbinsdale, MN and
Baker Tilly US, LLP

- (iv) Fees for services provided in connection with a private placement are not contingent on the successful placement of the Debt Obligation.

The Client shall be responsible for issuance expenses including, without exclusion of other expenses: (i) posting and distributing the Official Statement, (ii) legal fees, (iii) printing, (iv) delivery and settlement, (v) travel, (vi) rating fees, (vii) out-of-pocket Debt Obligation related expenses, and (viii) governmental and governmental agency fees and charges.

2. Compensation and Invoicing for Arbitrage Services

Fees for services set forth in the Scope Appendix will be applied as follows per determination for each Debt Obligation:

- a) Initial determination for a Debt Obligation: \$2,500 for the first year, plus \$500 for each additional year up to a five-year period when such determinations are made for periods in excess of one year.
- b) Subsequent determination for a Debt Obligation: \$1,750 for one year, plus \$500 for each additional year when such determinations are made for periods in excess of one year.
- c) Preparation of Form 8038-T: \$500
- d) If BTMA is required to perform allocations of investments among funds and/or Debt Obligations, additional compensation will be charged at the standard hourly rates in place at the time services are provided.

The above fees will be implemented as of the date of this contract.

3. Hourly rates for housing/economic development and other pre-debt or non-debt issuance related services

Standard Hourly Rates by Job Classification
2023

Principal	\$330
Director	\$300
Manager	\$260
Consultant	\$200
Support, municipal bond disclosure specialist	\$150
Intern	\$110

Billing rates are subject to change periodically due to changing requirements and economic conditions. Baker Tilly will notify Client thirty (30) days in advance of any change to fees. If Client does not dispute such change in fees within that thirty (30) day period, Client will be deemed to have accepted such change. The fees billed will be the fees in place at the time services are provided. Actual fees will be based upon experience of the staff assigned and the complexity of the engagement.

The above hourly fees shall include all expenses incurred by BTMA with the exception of expenses incurred for mileage which will be billed on a separate line item. No such expenses will be incurred without the prior authorization of the Client. Hourly projects that are active as of the date of this contract, will transition to the new hourly rates herein on January 1, 2024.

4. Compensation for Continuing Disclosure Services

Fees for continuing disclosure services include the following:

- a) Full Disclosure - An annual report is required to be prepared by BTMA:
 - (i) A fee of \$1,300.00 will be applied to each separate type of debt report required (i.e., general obligation, revenue, etc.); plus
 - (ii) A fee of \$200.00 per debt obligation.
- b) Full Disclosure – The Client’s audited financial statements contain some or all of the required financial and operating data:
 - (i) A fee of \$600.00; plus
 - (ii) A fee of \$200.00 per debt obligation.
- c) Full Disclosure – A Final Official Statement previously filed on EMMA can be referenced as containing all the required financial and operating data:
 - (i) A fee of \$200.00 per debt obligation.
- d) Limited Disclosure
 - (i) A fee of \$600.00; plus
 - (ii) A fee of \$200.00 per debt obligation.

In addition to the above, Client shall be responsible for any county auditor certificate fees incurred for the preparation of an annual report.

5. Expenses and Hourly Fees

Amounts due BTMA for expenses and services charged at hourly rates shall not be contingent.

BILLING PROCEDURES

Normally, you will receive a monthly statement showing fees and costs incurred in the prior month. Occasionally, we may bill on a less frequent basis if the time involved in the prior month was minimal or if arrangements are made for the payment of fees from bond proceeds. The account balance is due and payable on receipt of the statement.

Nonattest Services

As part of this engagement, we will perform certain nonattest services. For purposes of the Engagement Letter and this Scope Appendix, nonattest services include services that the *Government Auditing Standards* refers to as nonaudit services.

We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

In connection with our performance of any nonattest services, you agree that you will:

- > Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.
- > Designate an employee with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- > Evaluate the adequacy and results of the nonattest services we perform.
- > Accept responsibility for the results of our nonattest services.
- > Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

**SCOPE APPENDIX to
Engagement Letter dated: October 27, 2023
Between City of Robbinsdale, MN and
Baker Tilly US, LLP**

Conflicts of Interest

Attachment A to the Engagement Letter contains important disclosure information that is applicable to this Scope Appendix.

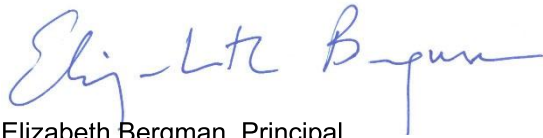
We are unaware of any additional conflicts of interest related to this Scope Appendix that exist at this time.

Termination

Notwithstanding termination provisions contained in the Engagement Letter, this Scope Appendix is intended to be ongoing and applicable individually to specific services including financings, arbitrage computations, and/or continuing disclosure engagement, ("Sub-engagements") as if they are the sole subject of the Scope Appendix. As such, termination may occur for a specific Sub-engagement without terminating the Scope Appendix itself. On termination of a Sub-engagement or the Scope Appendix, all fees and charges incurred prior to termination shall be paid promptly. Unless otherwise agreed to by the Client and Baker Tilly, the scope of services provided in a Sub-engagement performed under this Scope Appendix will terminate 60 days after completion of the services for such Sub-engagement.

If this Scope Appendix is acceptable, please sign below and return one copy to us for our files. We look forward to working with you on this important project.

Sincerely,



Elizabeth Bergman, Principal

Signature Section:

The services and terms as set forth in this Scope Appendix are agreed to on behalf of the Client by:

Name: _____

Title: _____

Date: _____



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: November 8, 2023
RE: Appointment of Human Rights Commissioners (HRC)

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 Jennifer Birkhofer and Carlos Wallace Smith Jr. The HRC has reviewed the applications and recommends the appointment of both Jennifer and Carlos to serve on the HRC.

Recommendation:

Motion to appoint Jennifer Birkhofer and Carlos Wallace Smith Jr. to the Human Rights Commission for terms to commence November 8, 2023.

Attachments:

1. Jennifer Birkhofer HRC Application
2. Carlos Wallace Smith Jr. HRC Application

APPLICATION FOR APPOINTMENT
TO ROBBINSDALE CITY COMMISSION

NAME: Jennifer Birkhofer ADDRESS: [REDACTED]

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

EMAIL: [REDACTED]

RESIDENT OF ROBBINSDALE SINCE (Year) 2021 WARD: 5

OCCUPATION: School Psychologist EMPLOYER: Osseo Area School District 279

COMMISSION YOU ARE SEEKING: Human Rights Commission (RHRC)

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.)

UW - Eau Claire, School Psychology, Education Specialist and
Masters degrees (Ed.S. + M.S.E)

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

Previously I have volunteered with the Red Cross, children
with learning difficulties in St. Cloud and Eau Claire, children in
a rural community in Ecuador, and children at an orphanage in
South Africa. Currently I am a Nationally Certified School Psychologist,
and a member of the National Association of School Psychologists.

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.)

In my job, I work to ensure students with physical, mental, social,
and behavioral disabilities receive access to services to support their
learning and development. I also work with diverse and multi-lingual
families, and strive to support equity for all. I am conscious
of historical and socioeconomic factors that create barriers for individuals
and would like to do what I can to support Robbinsdale in ensuring we're

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engaging in best practices for all individuals.
Thank you for your time and consideration!

October 2016

Jennifer Birkhofer - Robbinsdale Human Rights Commission application - Supplemental Questions

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

I am currently the co-lead for Osseo School District's School Psychology team which includes over 20 professional team members, and I am the mentor to two team members who are new to our district. These leadership positions support my team members in developing their knowledge and skills, which in-turn supports their work with supporting students, families, and coworkers, and I learn more to hone my skills in the process. Through my training and work experience in School Psychology, I work to support equity in schools, positive school climate, match students with beneficial academic and social supports, and collaborate to ensure supports are provided to students with disabilities to help all students be successful. I have coordinated disseminating information about trauma-informed practices in schools via weekly emails to teachers across two school districts, developed a monthly newsletter for families in Early Childhood Special Education, and compiled a free 5th-grade to middle school transition (and beyond) life skills resource.

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

I feel that the key to developing a productive team is respect, active listening, reliability, trust in one another, embracing each others' strengths, and clear and conscientious communication.

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

I am happy to work to coordinate special topics or events related to Human Rights. I have led presentations to staff regarding Mental Health, positive behavioral strategies, and evidence-based interventions. I was a teaching intern for an Introductory Psychology course in college, and I regularly interpret and present data to educational teams where I collaborate with teachers, special education teachers, related service providers, school social workers and counselors, interpreters, and parents to support positive outcomes for children. I am interested in researching best practices to support community engagement and promote human rights because I value working toward creating a more just society.

Jennifer Birkhofer - Robbinsdale Human Rights Commission application - Supplemental Questions

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

I have much to learn about what is already being done, but my initial thoughts include the following ideas (*not necessarily limited to a 12-month timeframe*):

- Partner and collaborate with MN Dept. of Human Rights to support a best-practice framework with Robbinsdale's Human Rights Commission (they report they're happy to collaborate with local HRCs on their website).
- Decrease discrimination through promoting some kind of a "Be Kind" campaign since connected communities likely have lower stress, greater wellbeing, and lower rates of school violence. There's evidence of an ecological model being one of the best descriptors of the influences of behavior in a community, so by working to address numerous factors we're likely to have the greatest success, but one must start somewhere. Global data indicates a need for this kind of work, and some individuals may be turned-off if it's marketed as an anti-discrimination effort. Sometimes it's most effective to keep things simple.
- Consider giving local Human Rights Awards (Example: Human Rights Commission | St. Louis Park, MN)
- Humans of New York (HONY) was popular in NYC - would we want to consider doing something like this in Robbinsdale? (This could share individual stories from community members that may connect and move people, change perceptions, and help people realize that everyone has more to them than meets the eye/everyone faces invisible battles so always strive to pay it forward and help one another, like described in this article about the impact of HONY)
- I believe it would be beneficial to work to expand Robbinsdale's HRC website to include information about illegal discrimination (example: Human Rights Commission - Brooklyn Park), links to MN Dept of Human Rights (<https://mn.gov/mdhr/>), incorporate our own diversity lens brochure (example: Human Rights Commission | St. Louis Park, MN), discussion series (links to ted talks or similar to this: Human Rights Commission | City of Shoreview) and reporting discrimination, as well as space on website for community members to submit ideas, questions, recommendations or concerns to raise awareness about to the Robbinsdale HRC committee members.
- I think it's important to consider that sustainability and environmentally-friendly practices are human rights to support humanity's future generations, the youth of Robbinsdale, so it would be important to educate commission members about best-practices globally to determine what could be adopted in Robbinsdale.
- Given the mental health crisis for youth (and data suggests adults are struggling, too), I believe we can use lessons from Iceland and expand it to other opportunities outside of the athletic realm to increase positive outcomes for students. I would also be interested

Jennifer Birkhofer - Robbinsdale Human Rights Commission application - Supplemental Questions

in collaborating with Robbinsdale Areas Schools to reduce barriers for students to receive mental health supports.

- Perhaps the committee would want to communicate to community members some simple language related to parenting strategies to support early childhood development to promote positive outcomes for our youth - such as the importance of early language exposure and reading (there are many more studies that show this), using a 5:1 ratio of positive feedback to redirections (beneficial for parents, not just teachers), limiting screen time, and providing consistency, consequences and rationale to support childrens' behavior and development of a sense of morality and impact of one's behavior on others. It could just be conveyed one piece at a time and be promoted as: Bright futures (or something like that), or done in a different manner!
- Analyze and provide recommendations about the accessibility of the city of Robbinsdale community communications for English Language learners or non-readers, as well as community members who are not on social media.
- It may be beneficial to work to promote/make community members more aware of ESL courses for adults, computer literacy training, and support individuals who are looking for jobs with interviewing strategies and resume/cover letter support (perhaps this is something that the public library already does?)
- Perhaps our city would be able to partner with the University of Minnesota School of Public Health to determine additional strategies we could be implementing in our community to promote citizens' wellbeing.
- Consider partnering with local organizations to promote volunteering opportunities (providing background checks) with aging adults and individuals with disabilities who are interested in such a program to improve their quality of life (therapy animals? reading books, Tai chi, other activities?).
- delineate a process for advising the Mayor, City Council and city staff on civil and human rights issues if there's no clear outline for how this routinely occurs already.
- Increase awareness for businesses about human rights protections - it looks like there are certificates offered by MN Dept of Human Rights.
- Increase community awareness of current Human rights disparities in MN:
<https://mn.gov/mdhr/news-community/reports/>
- Increase awareness of citizens of Robbinsdale of process for reporting discrimination
[Latest Civil Rights News / Minnesota.gov](#) + fact sheets: [Resources / Minnesota.gov](#)

(these previous two ideas tie into Robbinsdale's HRC's goal of promoting awareness

and understanding of human rights)

- Monthly information shared via the City of Robbinsdale social media platforms - use infographics to catch readers' attention and increase comprehension (looks like this was already one of Robbinsdale's HRC goals, but I thought of the idea before coming across Robbinsdale's HRC 2018 goals that are linked on the website)
- Hold community connection events to learn about neighbors - similarities and differences and brainstorming/ goal-setting about how to be good neighbors (looks like this was also already a goal in 2018) - however also consider providing bus passes, childcare, interpreters, and dinner to increase participation across all demographics in the community.

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

Two of the most important issues in Robbinsdale may be systemic racism and community violence due to other happenings around the Minneapolis/St. Paul metropolitan area. I don't have current data on Robbinsdale- area-specific issues, but I would be happy to collaborate to research this, or review any local data that has been collected. If we were to survey the Robbinsdale population for topics of interest, we would have to be cognizant of any response bias/which populations the survey missed reaching.

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 female, I am aware that I'm privileged. I did a cross-cultural research study about implicit attitudes toward ageism with American and Chinese participants in college. I also had the opportunity to study abroad in college in South Africa, and I learned about the apartheid and the enduring impacts of that in the country today. It was the second time that I was a minority in a country, and the first time that I felt "White guilt" due to the continuing impacts of the caucasian colonizers of South Africa resulting in incredible disparities.

One example of discrimination I observed indirectly when a coworker described her experience with racial discrimination. I felt terrible for her, thought it was horrible that she went

Jennifer Birkhofer - Robbinsdale Human Rights Commission application - Supplemental Questions

through that unjust experience, and worked to promote a positive relationship with her so that she felt supported.

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

Through my career in School Psychology, I support Human Rights via advocating for access to appropriate educational supports for students with disabilities. I look forward to expanding my opportunities to advocate for other categories of Human Rights.

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

Issues at the forefront of my mind at the moment include inequity, disparity, and community violence. There are so many lenses to consider when seeking to address the whole spectrum of Human Rights. I work to continuously engage in self-improvement, and believe I have skills to help others as well. I simply strive to make the world a better place, through one little piece, effort, or interaction at a time.

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

I believe that each individual has the opportunity to work toward being the change they want to see in the world. I also believe that we accomplish more together than individually. I look forward to having the opportunity to work with other people passionate and knowledgeable about Human Rights to improve our community.

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 currently have limited direct experience in this outside of the field of education (which I have already described various experiences related to this above), but I look forward to growing my knowledge and skills to support Human Rights efforts in Robbinsdale.

APPLICATION FOR APPOINTMENT
TO ROBBINSDALE CITY COMMISSION

NAME: Carlos Wallace Smith Jr. ADDRESS: [REDACTED]

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

EMAIL: [REDACTED]

RESIDENT OF ROBBINSDALE SINCE (Year) 2023 WARD: _____

OCCUPATION: Small Business Owner EMPLOYER: Self-Employed: Hopeville Homes Healthcare Services LLC

COMMISSION YOU ARE SEEKING: Human Rights

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.)

I'm currently working on my dissertation for a PhD in Public Policy at Liberty University.

Masters in Management - The College of St. Scholastica;

Masters in Project Management - Devry University

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.)

LeadingAge: The organization, among other services, is engaged in advocating for older adults and aging services.

LeadingAge fights to remove barriers to care and improve funding for the sector.

Residential Providers Association of Minnesota (RPAMN): At RPAMN we are dedicated to informing, educating, and advocating for residential providers serving individuals in the mental health, disability, and elderly communities.

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.)

See attached

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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.

COMMENTS:

Education:

I have completed 4 years of coursework for a PhD in public policy and am currently working on my dissertation.

Experience:

1. As a member of the Board of Directors of the National Social Security and Welfare Corporation of Liberia, I advocated for the rights of all workers in the country.
2. In my capacity as Government Relations Manager of Firestone Liberia, I represented and advocated for the rights of the company's expatriate workers at all relevant government ministries and agencies.
3. As a member of the Executive Committee of the Rubber Planters Association of Liberia (RPAL), I represented and advocated for the rights of rubber growers/processors.
4. As a member of the Executive Council of the Liberia Chamber of Commerce, I helped to represent and advocated for the rights of businesses (local and foreign).

Supplemental Questions and Answers

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

When I joined Firestone Liberia in 2009, the company was perhaps the most hated corporate entity in Liberia, yet the biggest corporate contributor to the nation's economy. Something seemed off. Firestone Liberia was the largest private sector employer – providing, not just competitive salaries, but also free housing, utilities, and transportation for all its workers and their dependents. All school-age dependents had free and automatic enrollment in the company's school system (comprising 28 schools). So why did they hate the company so much? I took on the responsibility to find out. It turned out, the locals felt disrespected, discriminated against, and treated as second-class citizens in their own country. This feeling was exacerbated by the fact that the expats only interacted socially with one another and largely stayed away from the locals outside of work. I advised management to encourage expat-local social interactions through sports and other social activities; to include local chiefs and elders in corporate-social decisions involving their communities; to launch a nation-wide PR campaign to counter the false perception that Firestone was just a taker and was not giving anything back to Liberia. The company took my advice, and I developed and launched the Firestone Cares campaign in newspapers, magazines, and on radio; The company even set up its own radio station, which I managed; We launched the annual Firestone Got Talent program, which brought together expats and locals in a fun-fill display of talent; The inter-department soccer tournaments further brought expats and local workers together as they plan, practice,

played and celebrated together. The net effect of all this was a drastic decrease in the negative the perception of and hostility towards Firestone Liberia/Bridgestone America.

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

Develop and seek buy-in for clearly defined goals; Be a mentor/coach and not a boss; Lead by example; Motivate team members with awards/rewards and other incentives; Encourage diversity of people, opinion, and idea; Establish good intra-team and inter-team communications; Find the strength in each team member and utilize it towards achieving the team/organizational goals. Identify the weakness in team members and adopt a team effort to help them improve; Always remain result/goal focused.

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

I believe my background in public policy, public relations and advocacy have amply prepared me for such tasks, and my passion for human rights advocacy drives my willingness to get involved in and lead said events.

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

If these are not already being done, I will propose:

A semi-annual dialogue with the immigrant/minority community, and a similar meeting with the vulnerable community. This will allow the commission to glean information about human rights issues in these communities and use said information to advise the mayor or city council on policy decision-making.

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

Diversity and multiculturalism

With the advent and irreversibility of globalization, as well as their attending manifestations in every aspect of life (social, political, economic, religious, academic, cultural, etc.), it behooves the good people of Robbinsdale to be attentive and responsive to the issues of diversity and multiculturalism. Encouraging and promoting diversity and multiculturalism hold immense benefits for the city and thus are important issues. The push by Robbinsdale to repeal restrictive covenants, and the establishment of the Multicultural Advisory Committee as part of the Joint Community Police Partnership (JCPP) are indicative of the importance of these issues and the city's responsiveness to same.

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

Over a year ago, I went to a Precision Tune store to get my car repaired. I was the only Black person in the store at the time. I stood in the line for about 30 minutes awaiting my turn, as other customers (all Whites) were before me. When I finally got to the front on the line, the attendant, who had watched me wait all this time, blatantly disregarded this fact, and asked a White lady who came in after me to come to the counter to be served. When I complained and asked why I was being treated this way, the attendant remorselessly and unapologetically stated that I was not a regular customer and that he would serve all his regular customers before he served me. I asked to speak to his

manager. No one in the store said anything. They all just sat silently. While I was waiting for the manager, a White gentleman walked in, and he was promptly called to the counter. However, he hesitated, on account of the fact that I was standing ahead of him. I explained what was going on and inquired from him if he was a regular customer, he said he was a first-time customer. Just then the manager arrived. I expressed my disgust and displeasure at the racist and discriminatory behavior of the attendant. Rather than apologize, the manager asked me to calm down and asked the offending attendant to serve me. I refused the service, thanked them and walked out. The White gentleman walked out also, sympathized with me and we both drove off.

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

See # 10. Also, through my involvement with RPAMN and LeadingAge

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

- a. What bothers me most are: the unequal treatment of minorities in the criminal justice system; The gutting of the Voting Rights Act and the incessant campaign to disenfranchise minorities; and the anti-woke campaign and the accompanying increase in race-motivated policies.
- b. What keeps me up at night: (1) Fear that my 2 sons or I could get caught up in a Philando Castile/George Floyd-like situation; and (2) how I could help to improve my community.
- c. What drives me: I am driven by my love for America and my deep and abiding belief in its values and its promise. I am also driven by my passion for giving back and standing up for what's right.

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

I am driven by a strong desire to give back to and serve my community. I believe my background in public policy and being a member of the immigrant community give me a level of understanding and perspective of human rights issues that would be beneficial to the commission.

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.

When I joined Firestone Liberia, the company was in the middle of a lawsuit in Indianapolis, IN for child labor, and was under threat of another lawsuit by neighboring villagers who accused the company of polluting the creek from which they got their drinking water. As the liaison between the two groups, representing Firestone, I helped broker an agreement that was sensitive to the rights of the villagers. I also ensured that the company fulfil its promise of (1) building hand pumps in the villages, (2) allowing the villagers to get free medical care at the Firestone Hospital, (3) providing scholarships for 10 villagers, annually, to attend any college of their choosing in Liberia, (4) buying rubber from planters in the villages, and (5) awarding building construction contracts to qualified villagers. Additionally, the company agreed to redirect its wastewater from the creek in the village to a wastewater pond to be constructed by the company in 3 years. By

doing this, I helped ensure that the rights of the villagers were respected and protected and the potential lawsuits against was company were avoided. This also greatly improved the relationship between the company and the elders and residents of the neighboring villages.



City of Robbinsdale

TO: Mayor and City Council

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

APPROVED BY: Tim Sandvik, City Manager

DATE: November 8, 2023

RE: Authorize Agreement with Axon for Body Cameras, Dash Cameras and data plan

Background:

In 2022, body worn cameras (BWC) and squad car cameras were provided by WatchGuard. These video and audio recording systems had reached the end of their shelf life and needed to be replaced. At the same time, WatchGuard was purchased by Motorola. In this transition, they greatly reduced supporting the product and customer service became dismal. With this came exceptionally long repair timelines. This caused us to be in a position that we did not have enough BWC for on duty staff. Additionally, the cost to replace with new equipment was cost prohibitive; therefore, we began to look for another vendor.

Analysis:

One vendor we worked with was Getac, as they manufacture the Mobile Laptop Computers we have operating in each of our squads. Getac provided great service, communication, and the equipment was very durable, considering the amount of use and the dynamics of temperature and environmental related challenges in a patrol vehicle. Based off of our success with Getac, their reduced pricing and the strong customer service, we went with them for our BWC and squad cameras in 2023.

Unfortunately, in 2023, we experienced challenges with the Getac BWC system. A large portion of these issues were not things that could have been identified or verified prior to purchasing this product. Some of the most pressing issues include:

- Interconnected system that has caused our cameras to malfunction, due to issues on other systems.
- Buffering on the system which causes extensive delays in viewing video – up to 48 hours which conflicts with keeping people in custody and the charging of crimes.
- Design of BWC has caused video to be mis-categorized.
- Issues where BWC is not syncing with squad cameras. This means that, intermittently, BWC will not start when emergency lighting is activated.
- Currently, operating the BWC's takes officers' attention away from handling calls. This is an officer safety issue.
- Video doesn't download unless it is "docked" in a docking station.
- Exceptionally slow upload and download speeds taking some files 12 – 14 hours to prepare for city and county attorneys.
- BWC mounting causes camera to destabilize and move side to side and even upside down. This is difficult to view and track.
- Convex nature of the manual activation of the BWCs can cause operational issues.

- Video quality issues, have occasionally been observed

Due to these critical issues, we feel the need to move to another vendor and platform. Axon is a system that a great number of agencies use. Through in-depth research, we have found:

- Axon has proven to be reliable to several agencies across the state.
- Better internal and external features.
- Design keeps BWC to be in a static position.
- Concave design lessens opportunity operational issues.
- All video is uploaded automatically to Evidence.com website.
- Video downloads automatically from squad car via cellular transmission making the ability to view it much quicker. No docking necessary and administration can view it quickly if needed. This also takes strain off our city Wi-Fi network.
- This system ties directly into the current system utilized for the TASERs our officers currently carry.
- Axon will sync directly to our computer aided dispatching system. This automatically links video to case numbers.
- Links are prepared and can be directly sent to the city or county attorney. No need for staff time to download and upload video.

The Axon Evidence system has an internal auditing workflow that will allow the department to comply with state statute (including MN Stats 13.825 and 626.8473) and department policy. The system will allow supervisors and administration to audit the officers use to make sure they are activating recordings appropriately and to ensure videos are being saved with correct retention times. Doing internal auditing regularly will help the process when we have our mandated external audit.

The overwhelming challenging issues we have experienced with Getac do not appear to be present with Axon. Axon is one of the largest BWC/squad camera systems across the nation. With the importance on cameras in law enforcement today, we feel it is necessary to replace this current system to ensure we can continue to keep the public trust placed in all of us.

The Master Services Contract and Purchasing agreement includes a five-year term, and covers costs for Body Cameras, Dash Cameras, and a data plan. The total, annual cost for implementation shall not exceed \$60,000 (\$300,000 for the five-year term).

Recommendation:

Authorize the City Manager and Police Chief, with guidance of the City Attorney, to execute a Master Services Contract and Purchasing Agreement with Axon Enterprise Inc.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Rick Pearson, Community Development Coordinator
APPROVED BY: Tim Sandvik, City Manager
DATE: November 8, 2023
RE: Second reading of an Ordinance amendment for retail financial services

Background:

Council gave the first reading of this Ordinance on October 3, 2023, amending the B-4 zoning district to allow retail financial services as a permitted use.

Analysis:

The Ordinance is ready for its second reading.

Recommendation:

Motion to hold the SECOND READING of the ORDINANCE shown in **Attachment 1** AMENDING CITY CODE SECTION 520.07, SUBD. 2. PERMITTED USES TO INCLUDE RETAIL FINANCIAL SERVICES OFFERING A VARIETY OF SERVICES THAT MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING: CHECK AND CARD CASHING, MONEY ORDERS AND TRANSFERS, COIN AND BILL EXCHANGE, TRANSIT PASSES, BILL PAYMENT OPTIONS AND PACKAGE SHIPPING;

Attachments:

1. Ordinance 23-13

Member _____ moved and Member _____ seconded a motion that the following Ordinance, which was given its first reading on October 3, 2023, be given its second reading this 8th day of November 2023 and that it be adopted.

ORDINANCE NO. 23-13

AN ORDINANCE AMENDING SECTION 520.07 OF THE CITY CODE PERTAINING TO B-4 COMMUNITY BUSINESS DISTRICT PERMITTED USES TO INCLUDE RETAIL FINANCIAL SERVICES OFFERING A VARIETY OF SERVICES THAT MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING: CHECK AND CARD CASHING, MONEY ORDERS AND TRANSFERS, COIN AND BILL EXCHANGE, TRANSIT PASSES, BILL PAYMENT OPTIONS AND PACKAGE SHIPPING;
(SJB Enterprises, Inc.)

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:

1) That City Code Chapter 5 Section 520.07 Community Business Permitted uses is hereby amended with the following language to be removed shown by strikeout and new language added shown in bold and underlined:

(dd) retail financial services offering a variety of services that may include but are not limited to the following: check and card cashing, money orders and transfers coin and bill exchange, transit passes, bill payment options, package shipping;

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

Retail financial services offering a variety of services is a permitted use in the B-4, Community business zoning district

First Reading: YEAS: Murphy, Webb, Parisian, Wagner, Mayor Blonigan
NAYS: None

Second Reading: YEAS:
NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS 8TH DAY OF NOVEMBER, 2023.

William A. Blonigan, Mayor

ATTEST:

Chase Etem-Peterson, City Clerk
(SEAL)



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Rick Pearson, Community Development Coordinator

APPROVED BY: Tim Sandvik, City Manager

DATE: November 8, 2023

RE: Variance request V23-2 for fence height at 4249 Unity Avenue North

Background:

Mr. Chad Vliem, property owner of 4249 Unity Ave. N., wants to construct a 7-foot tall privacy fence in his side and rear yard which requires a variance. On October 26, 2023, the Planning Commission conducted a public hearing for the variance. The minutes to the public hearing are included in **Attachment A**.

Analysis:

The report prepared for the Planning Commission is provided as **Attachment B**. In the report, it was noted that:

- The fence is below a retaining wall that ranges from 2 to 4 feet high which elevates the applicant's recreational area.
- There is precedent for an 8-foot high fence on Perry Ave. N. granted in 2000.
- Staff noted in the presentation that the fence will not be visible beyond the two neighboring properties.

At the public hearing, no one other than the applicant and his family attended to provide comment. Subsequently, the Commissioners unanimously (of those present) adopted a motion recommending approval of the variance.

Recommendation:

Motion to waive the reading and adopt the resolution shown in **Attachment C** recommending APPROVAL OF VARIANCE REQUEST V23-2 ALLOWING A SEVEN-FOOT HIGH PRIVACY FENCE IN THE REAR AND SIDE YARD AT 4249 UNITY AVENUE NORTH.

Attachments:

1. Planning Commission meeting minutes
2. Planning Commission staff report
3. Resolution

EXCERPT OF PLANNING COMMISSION MEETING MINUTES OF OCTOBER 26, 2023

4A: PUBLIC HEARING:

Consideration of Variance Request V23-2 to allow a 7-foot high fence in the side yard at 4249 Unity Ave N as requested by Chad Vliem.

17. **MOTION** by Commissioner Allen, seconded by Commissioner Harris to **OPEN** the public hearing.
The vote was 4-0 and the motion carried. (Ralston Aoki absent)
18. Pearson presented the staff report for this variance request to construct a 7-foot tall fence in the side yard. Presented a Google image of the property. Pictures show the entire lot including the house, the backyard, retaining wall that lifts much of the backyard 2-4 feet higher than the house. Reviewed survey. Highlighted privacy fence. This variance is based on topography of the land. Biggest impact to the neighbor on the south. Had a conversation with that neighbor and no objections from the neighbor. Recommending approval of variance with conditions. Noted that a small wood shed will have to be relocated to comply with setbacks.
19. There were no questions for staff.
20. **Chad Vliem, 4249 Unity Ave N. Homeowner.**
Retaining wall wraps around the property. The fence is being built on the lower grade. Just want privacy when they sit on their deck. He said the small shed will be removed.
21. Chair opened the floor for comment. No one spoke to this agenda item.
22. **MOTION** by Commissioner Harris, seconded by Commissioner Montemayor to **CLOSE** the public hearing.
The vote was 4-0 and the motion carried. (Ralston Aoki absent)
23. **MOTION** by Commissioner Harris, seconded by Commissioner Allen to recommend that the City Council approve variance request V23-2 for 4249 Unity Ave. N. to allow a seven-foot high privacy fence based upon the following findings of fact:
 - a. That the fence height increase to preserve privacy is necessitated by the change in topography between the two properties; and
 - b. That the increased fence height contributes to the property owner's enjoyment of their low-density residential properties which is consistent with the Comprehensive Plan;
 - c. That the privacy fence separating the two rear and side yards supports the recreational use of the properties;
 - d. That the elevational differential between the rear yards would render a standard 6-foot high fence as non-functional; and

- e. That the increased height of the fence will have minimal or no impact on the neighborhood or surrounding area; and

And with the following conditions:

- 1. That the fence can be no higher than seven feet. Otherwise, a building permit would be required.
- 2. That fence must be maintained in good repair and consistent finish.

The vote was 4-0 and the motion carried. (Ralston Aoki absent)

- 24. Pearson noted that this item would go before the City Council on November 7th on the consent agenda, which would be approved with other non-controversial items.

ADMINISTRATIVE STAFF REPORT

APPLICANT: Chad Vliem
CASE NO: V23-2
ADDRESS: 4249 Unity Ave. N.
PC DATE: October 26, 2023
APPLICATION DATE: September 28, 2023
PROCESSING DEADLINE: November 27, 2023

ACTION/REQUEST:

Chad Vliem is the property owner of 4249 Unity Ave. N. He wants to construct a 7-foot tall privacy fence in his side and rear yard which requires a variance. The location is shown in **Attachments A & B**.

BACKGROUND/ANALYSIS:

Fence heights are restricted to six feet in side and rear yards (Section 510.25, Subd. (b) (1). However, the City Council can approve higher fences on public property for safety or security measures.

The applicant provided a narrative explaining their need for a seven-foot tall fence. It is provided as **Attachment C** along with a survey showing the location of the fence.



The fence height increase would start alongside their southerly side yard (alongside the house and extend into the rear yard alongside the neighbor's garage. In essence, the Vliem rear yard is 2-4 feet higher in elevation from their neighbor's yard. A six-foot high fence is not high enough to provide the privacy they want. The aerial photography available through Hennepin County shows a retaining wall elevating much of the rear yard.

Precedents

Variance	Address	Comments
V09-6	3904,08,12,16 Lakeland Ave. N.	The six-foot high fence in the front yard provided screening along County Road 81.
V07-4	3815-21 36 th Ave. N.	The 8-foot high privacy fence separated a single-family house on Grimes Ave. N. from the collective driveways and garages of four townhouses.
V00-11	3621 Perry Ave. N.	The 8-foot high fence height screened a walkway connecting a side door, deck and the detached garage in the rear yard.
V93-9	4254 Lakeland Ave. N.	The 6-8 foot high fence along the front and street-side yard screened the house from Lakeland Ave. N. as it was reconstructed with County Road 81 approximately 20 feet from the house.

The most applicable example provided above is the fence at 3621 Perry. The other variances provided enhanced screening along County Road 81, or to screen townhouse garages from a single-family house.

Findings

Section 535.05. Variances and Appeals

Subdivision 2. Authority/variances. The City Council, acting as the board of appeals and adjustments, upon the receipt of the recommendation of the Planning Commission, shall have the authority to consider and grant variances to the provisions of this code, including the expansion of nonconformities subject to the following:

(a) variances shall only be granted;

(1) when the variance is in harmony with the purposes and intent of the code;

The variance will provide privacy between rear yards where the change in topography would compromise the privacy; and

(2) when the variance is consistent with the comprehensive plan. ***The privacy fence supports the low-density residential uses which are consistent with the Comprehensive Plan.***

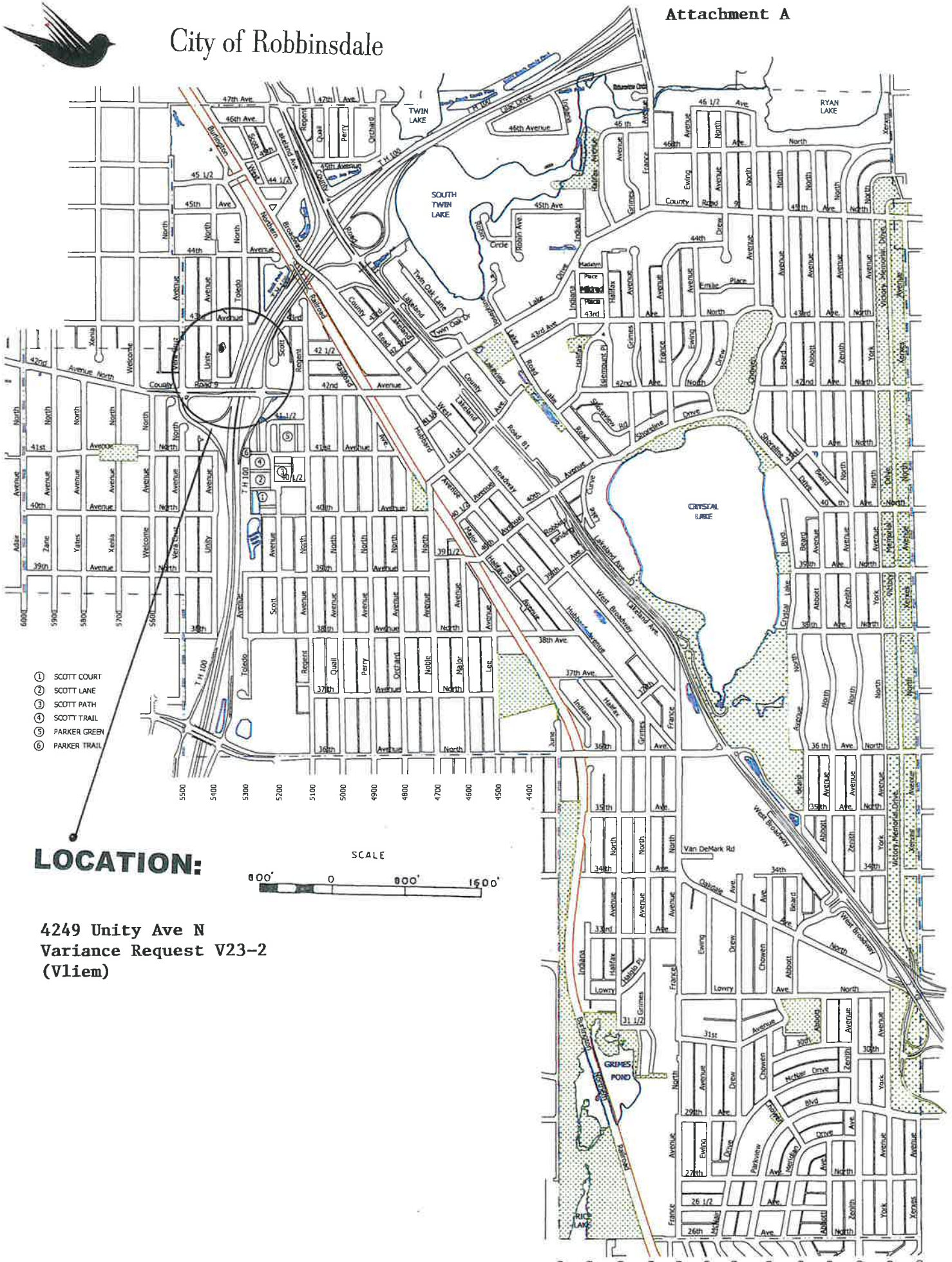
(b) as part of the determination of whether to grant a variance, the applicant may also be required to establish that there are practical difficulties in complying with this code. "Practical difficulties," as used in connection with the granting of a variance, means that:

(1) the property owner proposes to use the property in a reasonable manner not permitted by the code ***The privacy fence on one side of the rear yard supports the recreational use of the rear yard;***

- (2) the plight of the landowner is due to circumstances unique to the property and not created by the landowner *The change in elevation between the applicant's rear yard and the southerly neighbor's rear yard cause a standard six foot high privacy fence to be ineffective;* and
- (3) the variance, if granted, will not alter the essential character of the locality. *The 7-foot high fence will have minimal or no impact visible from the street or the alley.*

RECOMMENDATION:

1. Hold the public hearing.
 2. Motion to recommend that the City Council approve variance request V23-2 for 4249 Unity Ave. N. to allow a seven-foot high privacy fence based upon the following findings of fact:
 - a. That the fence height increase to preserve privacy is necessitated by the change in topography between the two properties; and
 - b. That the increased fence height contributes to the property owner's enjoyment of their low-density residential properties which is consistent with the Comprehensive Plan;
 - c. That the privacy fence separating the two rear and side yards supports the recreational use of the properties;
 - d. That the elevational differential between the rear yards would render a standard 6-foot high fence as non-functional; and
 - e. That the increased height of the fence will have minimal or no impact on the neighborhood or surrounding area; and
- And with the following conditions:
1. That the fence can be no higher than seven feet. Otherwise, a building permit would be required.
 2. That fence must be maintained in good repair and consistent finish.

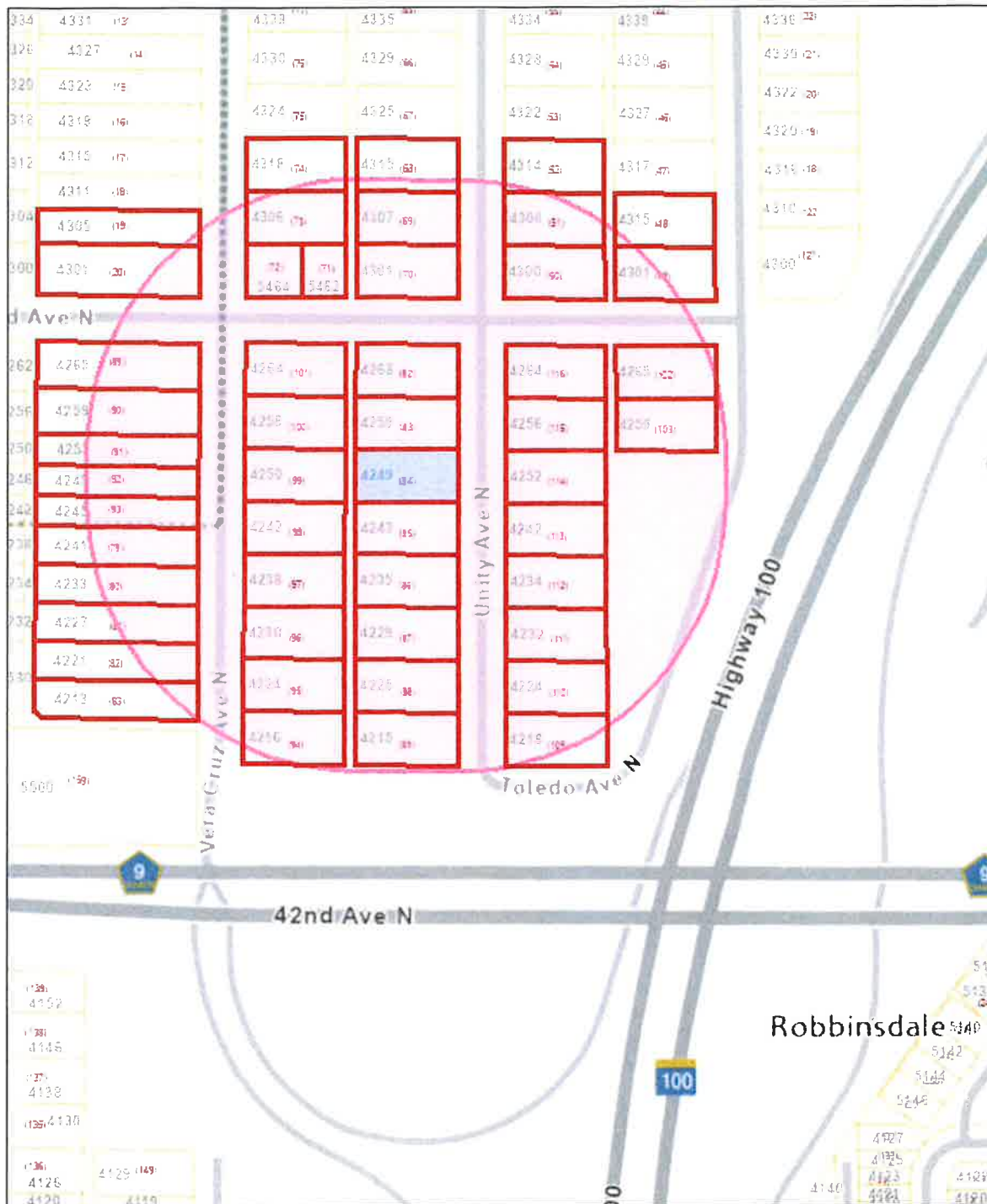


4249 Unity Ave N
Variance Request V23-2
(Vliem)



Hennepin County Locate & Notify Map

Date: 9/29/2023



Buffer Size: 350

Map Comments:

4249 UNITY AVE N
VARIANCE REQUEST V23-2
(VLIEM)

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

For more information, contact Hennepin County GIS Office
300 6th Street South, Minneapolis, MN 55487 / gis.info@hennepin.us

9/29/2023

Chad Vliem
4249 Unity Ave N
Robbinsdale, Mn 55422



To Whom this May Concern,

I am requesting to build a 7 ft tall privacy fence along the side of my property, starting at the front side of my house and end where my neighbors garage starts. The current chain link fence is my neighbor's and is 5 ft tall.

My main reason for wanting this taller fence is my yard sits 2-4 ft taller than most of my neighbor's yard, possibly more than that if sitting at our circular fire pit patio in back yard. A 6 ft fence would not provide enough privacy, either side would easily be able to see right over it.

I don't feel I can be in my backyard without feeling I am sharing it with my neighbor. As of recent, my neighbor has built a tall playground right next to the property line and our deck.

My neighbor has trespassed multiple times, one of them being jumping over his short chain link fence to retrieve his children's toy. I feel like he deems this as okay because it is his fence and he can see over it. I believe a taller privacy fence would solve this. I think it would also work to his benefit as well, his children's toys would have a harder time getting tossed over the taller fence.

Thank you,

Chad Vliem

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 8th day of November 2023.

RESOLUTION NO.

A RESOLUTION APPROVING VARIANCE REQUEST V23-2 ALLOWING A SEVEN FOOT HIGH PRIVACY FENCE IN THE SIDE AND REAR YARD AT 4249 UNITY AVENUE NORTH (Vliem)

WHEREAS, the owner of 4249 Unity Avenue N. has an elevated recreational area in his rear yard and has requested a variance to construct a seven-foot high privacy fence to screen his rear yard from the neighboring property to the south; and

WHEREAS, the Planning Commission conducted a public hearing for the variance as required and unanimously adopted a recommendation of approval based upon the following findings of fact:

- a. That the increase in fence height to preserve privacy is necessitated by the change in topography between the two properties; and
- b. That the increased fence height contributes to the property owner's enjoyment of their low-density residential properties which is consistent with the Comprehensive Plan;
- c. That the privacy fence separating the two rear and side yards supports the recreational use of the properties;
- d. That the elevational differential between the rear yards would render a standard 6-foot high fence as non-functional; and
- e. That the increased height of the fence will have minimal or no impact on the neighborhood or surrounding area; and

WHEREAS, the Council accepts these findings:

NOW, THEREFORE, BE IT RESOLVED by the Robbinsdale City Council as follows: That variance request V23-2 that would allow a seven- foot high privacy fence to be constructed in the side and rear yard at 4249 Lakeland Ave. N. as shown and legally described on **Attachment 1** pursuant to Sections 510.25 (b) and 535.05 is hereby approved subject to the following conditions:

1. That the fence can be no higher than seven feet. Otherwise, a building permit would be required.
2. That fence must be maintained in good repair and consistent finish.

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

And the following voted against the same:

**PASSED AND ADOPTED BY THE CITY COUNCIL THIS 8TH DAY OF NOVEMBER
2023.**

William A. Blonigan, Mayor

ATTEST:

Chase Etem-Peterson, City Clerk
(Seal)



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: November 8, 2023
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 11/8/2023.

Attachments:

1. Licenses

Contractor Licenses for Council Approval

<u>Name</u>	<u>Licensee Type</u>	<u>Fee Amount</u>
AIR MECHANICAL INC	Mechanical Contractor	\$50.00
AIR MECHANICAL INC	Plumbing Contractor	\$50.00
ALL WEATHER HEATING & COOLING	Mechanical Contractor	\$50.00
AP PLUMBING LLC	Plumbing Contractor	\$50.00
AP PLUMBING LLC	Mechanical Contractor	\$50.00
AQUARIUS WATER COND & PLMBG	Plumbing Contractor	\$50.00
AQUARIUS WATER COND & PLMBG	Mechanical Contractor	\$50.00
BONFE'S PLMBG, HTNG, & AIR INC	Mechanical Contractor	\$50.00
BONFE'S PLMBG, HTNG, & AIR INC	Plumbing Contractor	\$50.00
BONFE'S PLMBG, HTNG, & AIR INC	Sewer / Water Contractor	\$50.00
BREDAHL PLUMBING INC	Plumbing Contractor	\$50.00
CENTRAIRE HEATING & A/C INC	Mechanical Contractor	\$50.00
CENTRAIRE HEATING & A/C INC	Plumbing Contractor	\$50.00
CMS/NEXTECH LLC	Mechanical Contractor	\$50.00
D J KRANZ CO INC	General Contractor	\$50.00
DEZIEL HEATING & A/C	Mechanical Contractor	\$50.00
DEZIEL HEATING & A/C	Plumbing Contractor	\$50.00
DIVERSIFIED PLUMBING & HEATING INC	Mechanical Contractor	\$50.00
DIVERSIFIED PLUMBING & HEATING INC	Plumbing Contractor	\$50.00
DOUG LINDEN INC	Mechanical Contractor	\$50.00
ED BROWN PLUMBING LLC	Plumbing Contractor	\$50.00
FFM, LLC	Mechanical Contractor	\$50.00
FFM, LLC	Plumbing Contractor	\$50.00
FOUNDATION SERVICE CORP	Excavation Contractor	\$50.00
GENZ-RYAN HEATING & PLUMBING	Plumbing Contractor	\$50.00
GENZ-RYAN HEATING & PLUMBING	Mechanical Contractor	\$50.00
GRIDOR CONSTRUCTION, INC	Commercial Contractor	\$50.00
HERO HOME SERVICES INC.	Mechanical Contractor	\$50.00

HERO HOME SERVICES INC.	Excavation Contractor	\$50.00
HERO HOME SERVICES INC.	Plumbing Contractor	\$50.00
HERO HOME SERVICES INC.	Sewer / Water Contractor	\$50.00
HOME ENERGY CENTER	Mechanical Contractor	\$50.00
INDIGO SIGNS	Sign Contractor	\$50.00
J C MILLER & SONS INC.	Concrete	\$50.00
J. P. HANDYMAN & REMODELING	Commercial Contractor	\$50.00
KGPCo SERVICES LLC	Commercial Contractor	\$50.00
LARSON PLUMBING INC	Plumbing Contractor	\$50.00
LARSON PLUMBING INC	Mechanical Contractor	\$50.00
M & S PLUMBING LLC	Plumbing Contractor	\$50.00
MARK'S PLUMBING SERVICE & REPAIR	Plumbing Contractor	\$50.00
MCQUILLAN HOME SERVICES LLC	Mechanical Contractor	\$50.00
MCQUILLAN HOME SERVICES LLC	Plumbing Contractor	\$50.00
MIDLAND HVAC LLC	Mechanical Contractor	\$50.00
MIDWEST ELECTRIC & GENERATOR	Mechanical Contractor	\$50.00
MIKE LARSON MASTER PLUMBER, INC.	Plumbing Contractor	\$50.00
MINNESOTA RUSCO INC	Plumbing Contractor	\$50.00
O'BOYS HEATING & AIR	Mechanical Contractor	\$50.00
ONE WAY WIRELESS CONSTRUCTION, INC	General Contractor	\$50.00
PLUMB RIGHT CORP	Plumbing Contractor	\$50.00
RESTORATION SYSTEMS INC	Concrete	\$50.00
RICK'S PLUMBING INC	Plumbing Contractor	\$50.00
RITEWAY CONCRETE, INC.	Concrete	\$50.00
SAYLER HEATING & AIR CONDITIONING INC	Mechanical Contractor	\$50.00
SCHWANTES HEATING & AIR CONDITIONING INC	Mechanical Contractor	\$50.00
SERVICE STAR PLUMBING LLC	Plumbing Contractor	\$50.00
SERVICE TODAY!	Mechanical Contractor	\$50.00
SERVICE TODAY!	Plumbing Contractor	\$50.00
SIGNART CO INC	Sign Contractor	\$50.00
SOWADA & BARNA PLUMBING LLC	Plumbing Contractor	\$50.00

STAFFORD HOME SERVICES INC	Mechanical Contractor	\$50.00
STREET PLUMBING INC	Plumbing Contractor	\$50.00
TERRY OVERACKER PLUMBING INC	Plumbing Contractor	\$50.00
THE FIREPLACE GUYS LLC	Mechanical Contractor	\$50.00
TJK PLUMBING INC	Plumbing Contractor	\$50.00
TJK PLUMBING INC	Mechanical Contractor	\$50.00
TOP TIER HEATING & AIR CONDITIONING	Mechanical Contractor	\$50.00
TOTAL COMFORT	Mechanical Contractor	\$50.00
TOTAL COMFORT	Plumbing Contractor	\$50.00
UNITED HEATING AND AIR CONDITIONING	Mechanical Contractor	\$50.00
WARNERS STELLIAN APPLIANCE CO	Plumbing Contractor	\$50.00
WARNERS STELLIAN APPLIANCE CO	Mechanical Contractor	\$50.00
WATER HILL REMODELING	General Contractor	\$50.00
WELD & SONS PLUMBING & HEATING	Plumbing Contractor	\$50.00
WELD & SONS PLUMBING & HEATING	Mechanical Contractor	\$50.00

Number of Licenses Requesting Council Approval:

74

BUSINESS LICENSES FOR COUNCIL APPROVAL

10/20/2023

License Type	Applicant	License Fee
Crane Operators	BRATT TREE COMPANY INC	50.00
Solid Waste Haulers	ALLIED WASTE SERVICES OF NA LLC dba REPU	300.00
Tree/Lawn Fertilizer	NICK'S TREE SERVICE	50.00
Tree/Lawn Fertilizer	THE DAVEY TREE EXPERT COMPANY	50.00
Tree/Lawn Fertilizer	BIRCH TREE CARE	50.00
Tree/Lawn Fertilizer	BRATT TREE COMPANY INC	50.00
Tree/Lawn Fertilizer	SOS aka: SCHROEDER OUTDOOR SERVICES	50.00



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY:

APPROVED BY: Tim Sandvik, City Manager

DATE: November 8, 2023

RE: Resolution adopting the 2040 Comprehensive Plan Update

Background:

Michael Larson of the Metropolitan Council staff alerted Robbinsdale that the City is required to adopt a resolution adopting the comprehensive plan. The City Council authorized the submission of the Comp Plan update to the Metropolitan Council on December 18, 2018.

Analysis:

The Metropolitan Council letter approving the comp plan update dated November 16, 2021 is provided as **Attachment A**.

Recommendation:

Motion to waive the reading and adopt the resolution shown in Attachment B: A RESOLUTION ADOPTING THE 2040 ROBBINSDALE COMPREHENSIVE PLAN UPDATE, A COMPILATION OF POLICY STATEMENTS, GOALS, STANDARDS, AND MAPS FOR GUIDING THE OVERALL DEVELOPMENT AND REDEVELOPMENT OF THE CITY OF ROBBINSDALE.

Attachments:

1. Metropolitan Council Notice of Council Action
2. Resolution adopting 2040 Comprehensive Plan Update

November 16, 2021

Rick Pearson, Community Development Director
City of Robbinsdale
4100 Lakeview Avenue North
Robbinsdale, MN 55422

RE: City of Robbinsdale 2040 Comprehensive Plan - Notice of Council Action
Metropolitan Council Review File No. 22039-1
Metropolitan Council District 7

Dear Rick Pearson:

The Metropolitan Council reviewed the City of Robbinsdale 2040 Comprehensive Plan (Plan) at its meeting on November 10, 2021. The Council based its review on the staff's report and analysis (attached).

The Council found that the City's 2040 Plan meets all Metropolitan Land Planning Act requirements; conforms to the regional system plans including transportation, aviation, water resources management, and parks; is consistent with *Thrive MSP 2040*; and is compatible with the plans of adjacent jurisdictions.

In addition to the Advisory Comments and Review Record, the Council adopted the following recommendations.

- Authorize the City of Robbinsdale to put its 2040 Comprehensive Plan into effect.
- Revise the City's forecasts upward as shown in Table 1 of the attached Review Record.
- Revise the City's affordable housing need allocation for 2021-2030 to 101 units.
- Approve the Robbinsdale's Comprehensive Sewer Plan.
- Advise the City to:
 - a. Incorporate Chapter VII of the City Code for Public Utilities as part of the final locally adopted version of the Comprehensive Plan.

Please consult the attached staff report for important information about the City's next steps. Of particular importance are the Council's actions, listed on page 1, general Advisory Comments listed on page 3, and the specific comments for technical review areas, which are found in the body of the report. The final copy of the Plan needs to include all supplemental information/changes made during the review.

Congratulations on completing this important project. We look forward to supporting the City's implementation efforts. Don't hesitate

to reach out to your sector representative, Michael Larson, for assistance, at 651-602-1407.

Sincerely,



Angela R. Torres, AICP, Manager
Local Planning Assistance

Attachment

cc: Marcia Glick, City Manager, City of Robbinsdale
Tod Sherman, Development Reviews Coordinator, MnDOT Metro Division
Robert Lilligren, Metropolitan Council, District 7
Michael Larson, AICP, Sector Representative/Principal Reviewer
Reviews Coordinator

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Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 8th day of November 2023.

RESOLUTION NO.

A RESOLUTION ADOPTING THE 2040 ROBBINSDALE COMPREHENSIVE PLAN UPDATE, A COMPILATION OF POLICY STATEMENTS, GOALS, STANDARDS, AND MAPS FOR GUIDING THE OVERALL DEVELOPMENT AND REDEVELOPMENT OF THE CITY OF ROBBINSDALE

WHEREAS, Minnesota Statutes section 473.864 requires each local governmental unit to review and, if necessary, amend its entire comprehensive plan and its fiscal devices and official controls at least once every ten years to ensure its comprehensive plan conforms to metropolitan system plans and ensure its fiscal devices and official controls do not conflict with the comprehensive plan or permit activities that conflict with metropolitan system plans; and

WHEREAS, Minnesota Statutes sections 473.858 and 473.864 require local governmental units to complete their “decennial” reviews by December 31, 2018; and

WHEREAS, the City of Robbinsdale authorized the review and update of its Comprehensive Plan; and

WHEREAS, the proposed Robbinsdale 2040 Comprehensive Plan is a planning tool intended to guide the future growth and development of the City of Robbinsdale in a manner that conforms with metropolitan system plans and complies with the Metropolitan Land Planning Act and other applicable planning statutes; and

WHEREAS, the proposed Robbinsdale 2040 Comprehensive Plan reflect a community planning process conducted in the years 2016 through 2018 involving elected officials, appointed officials, city staff, community organizations, the public at large, developers, and other stakeholders; and

WHEREAS, pursuant to Minnesota Statutes section 473.858, the proposed 2040 Comprehensive Plan was submitted to adjacent governmental units and affected special districts and school districts for review and comment on April 9, 2018, and the statutory six-month review and comment period has elapsed; and

WHEREAS, the Planning Commission has considered the proposed 2040 Comprehensive Plan and all public comments, and thereafter submitted its recommendations to the City Council of the City of Robbinsdale; and

WHEREAS, on December 18, 2018, the City Council conducted a public hearing on the proposed 2040 Comprehensive Plan; and

WHEREAS, the City Council approved Resolution 7694 authorizing the proposed 2040 Comprehensive Plan to be submitted to the Metropolitan Council for review; and

WHEREAS, at its regular meeting on November 10, 2021, the Metropolitan Council completed its review of the proposed 2040 Comprehensive Plan and found that the Plan meets the requirements of the Metropolitan Land Planning Act; conforms to the metropolitan system plans for transportation (including aviation), water resources, and parks; is consistent with *Thrive MSP 2040*; and is compatible with the plans of adjacent jurisdictions and affected special districts and school districts; and

WHEREAS, the 2040 proposed Comprehensive Plan includes all revisions made during the review process and responds to additional advisory comments that are part of the Metropolitan Council's actions authorizing the City of Robbinsdale to place its proposed 2040 Comprehensive Plan into effect.

WHEREAS, the Council accepts these findings:

NOW THERE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE, that the City of Robbinsdale 2040 Comprehensive Plan is adopted and is effective as of the date of this resolution.

BE IT FURTHER RESOLVED that, pursuant to sections 473.864 and 473.865 of the Metropolitan Land Planning Act, the City of Robbinsdale will: (1) review its fiscal devices and official controls; (2) if necessary, amend its fiscal devices and official controls to ensure they do not conflict with the 2040 Comprehensive Plan or permit activity in conflict with metropolitan system plans; and (3) submit amendments to fiscal devices or official controls to the Metropolitan Council for "information purposes."

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

And the following voted against the same:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS 8TH DAY OF NOVEMBER 2023.

ATTEST:

William A. Blonigan, Mayor

Chase Etem-Peterson, City Clerk
(Seal)



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: November 8, 2023
RE: Ward 2 Vacancy and Special Election

Background:

Ward 2 Council Member Sheila Webb submitted a letter of resignation on October 5, 2023, effective October 10, 2023. The process to fill a vacancy is governed by City Charter section 2.07. Per City Charter, when a vacancy occurs, the Council must by resolution declare the vacancy to exist. In the resolution, the Council must also call for a special election which specifies the date for the special election while also including a provision for a primary election if needed. The City Charter dictates that the special election shall conform as much as possible with City Charter and State election laws as listed in Minnesota Statutes.

Analysis:

Based on direction from Hennepin County and following provisions in State Statute, staff determined that holding an election on May 14, 2024, is the best option for Robbinsdale voters. This date will help to eliminate unnecessary voter confusion, as other possible dates would overlap with the Presidential Nomination Primary election happening in March. Once the vacancy is declared and the special election is confirmed, the candidate filing period will be open from March 5, 2024, to March 19, 2024. If more than 2 candidates file for the vacant Ward 2 Council seat, a primary special election will be held on May 14, 2024, and the general special election will be pushed to the next available date on the election calendar, which would be August 13, 2024.

Recommendation:

Motion to waive the reading and adopt a resolution declaring a vacancy and calling a special election for the Ward 2 City Council Seat.

Attachments:

1. Ward 2 Vacancy Resolution

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 8th day of November, 2023.

RESOLUTION NO.

**A RESOLUTION DECLARING A VACANCY AND CALLING A SPECIAL ELECTION
FOR THE WARD 2 CITY COUNCIL SEAT**

WHEREAS, the Robbinsdale City Charter sets forth the process to fill a City Council vacancy in Section 2.07; and

WHEREAS, Ward 2 Council Member Webb submitted their letter resigning as a City Council Member to the City Council which was effective on October 10, 2023; and

WHEREAS, Section 2.07 of the City Charter states that when a vacancy occurs the council must by resolution declare the vacancy to exist, and if the unexpired term is for more than eight months, then a special election shall be held in accordance with the Robbinsdale City Charter and Minnesota Statutes; and

WHEREAS, the term of the Ward 2 City Council seat expires at the end of 2024, making the unexpired term longer than the prescribed 8 months that would have allowed for an appointment by the City Council;

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Robbinsdale, in accordance with the Robbinsdale City Charter, declares a vacancy to exist in the Ward 2 City Council seat; and

BE IT FURTHER RESOLVED, that the City Clerk will put out notice of a candidate filing period to be opened from March 5, 2024 through March 19, 2024, in accordance with the Secretary of State's election calendar; and

BE IT FURTHER RESOLVED, that the City Council of the City of Robbinsdale hereby sets a special election for the Ward 2 City Council seat to be held May 14, 2024, unless more than two eligible residents file for the office; and if more than two candidates file for the Ward 2 City Council seat, a primary election will be held on May 14, 2024, to determine the two candidates to be put on the special election ballot, and the special election will then be held on August 13, 2024.

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 8TH DAY OF NOVEMBER, 2023.

William A. Blonigan, Mayor

Attest:

Chase Peterson-Etem, City Clerk



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: November 8, 2023
RE: Proclamation Re-affirming Commitment to Beyond the Yellow Ribbon

Background:

In 2014, the Cities of Crystal, Golden Valley, New Hope, and Robbinsdale united to form the Quad Cities Beyond the Yellow Ribbon initiative.

Analysis:

In recent history, those (personnel) championing these efforts have experienced turnover, and with a renewed effort, they are asking for continued support. Participating in Beyond the Yellow Ribbon initiative does not require the contribution of resources by way of dollars or staff time; rather, it is an effort to connect existing resources with persons who may be in need.

Staff will introduce the item for Council consideration.

Recommendation:

Recognize the attached Proclamation, Re-affirming the City of Robbinsdale's Commitment to Beyond the Yellow Ribbon.

Attachments:

1. Proclamation reaffirming commitment to BTYR

Proclamation

PROCLAMATION RE- AFFIRMING CITY OF ROBBINSDALE'S COMMITMENT TO BEYOND THE YELLOW RIBBON

WHEREAS, in 2014, the cities of Crystal, Golden Valley, New Hope and Robbinsdale united to form the Quad Cities Beyond the Yellow Ribbon initiative; and

WHEREAS, a Yellow Ribbon community unites key areas within a community to create a network that connects organizations, resources, and employers to meet the needs of local service members, veterans and military families in Minnesota; and

WHEREAS, the outward showing of support enables successful transitions for those affected by military deployments and builds a stronger, more compassionate community; and

WHEREAS, the Robbinsdale City Council continues to support the Quad Cities Beyond the Yellow Ribbon initiative and agrees to be an ongoing active participant to help the Quad Cities maintain the Yellow Ribbon Community official designation.

NOW, THEREFORE, BE IT RESOLVED that the City Council for the City of Robbinsdale agrees to re-affirm our support for and continue to actively participate in the Quad Cities Beyond the Yellow Ribbon initiative along with the cities of Crystal, Golden Valley, and New Hope.

Adopted by the City Council of Robbinsdale, Minnesota this 8th day of November, 2023.

William A. Blonigan, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Rick Pearson, Community Development Coordinator

APPROVED BY: Tim Sandvik, City Manager

DATE: November 8, 2023

RE: Conditional Use Permit request C23-4 for 3815 Crystal Lake Blvd.
involving the Floodplain

Background:

Robert Rausch property owner of 3815 Crystal Lake Blvd signed a contract to construct a sunroom to be attached to his house facing the lake. The entire rear yard of his property is in the floodplain (below the 100-year flood elevation of 856) which requires a conditional use permit. On October 26, the Planning Commission conducted a public hearing for the conditional use permit request. The minutes for the public hearing are provided as **Attachment A**.

Analysis:

The report prepared for the Planning Commission is provided as **Attachment B**. The application was initially received back in July from the contractor. However, the property owner did not sign the application until September 21, validating the request. Further details include:

- The house was constructed in 1960, before floodplain zoning took effect.
- The sunroom addition has minimal impact on the floodplain as the room itself is several feet above the flood elevation.
- The posts supporting the sunroom addition are the only impact which is considered negligible.
- Similar approvals have been granted: 3855 Crystal Lake Blvd was granted approval in 2007 for a deck. The most applicable condition of the approval is that the space underneath the deck cannot be walled-in or in anyway, enclosed.

At the public hearing, no one attended from the neighborhood. Mr. Rausch was present for comment. Mr. Rausch seems to have had second thoughts about proceeding with the project. First of all, he hesitated signing the application submitted by the contractor. Then, he gave staff copies of newspaper clippings about the DNR objecting to other situations of floodplain encroachments that were not applicable to the current request.

Staff explained that the application is being treated consistent with similar requests. Staff is not going to recommend denial of a request that is similar to another application that was approved with conditions. Such an action could be argued as arbitrary and capricious if a suit was brought by the contractor.

The Commissioners' questions confirmed that the sunroom was above the level of the floodplain, and that the supporting posts were the only impact. Mr. Rauch expressed some frustration that the space below the sunroom could not be finished or filled in. As a result, staff explained the

concept of compensating storage and the consequences of finishing off the space beneath the proposed sunroom addition.

Mr. Rausch then asked about the neighboring property to the south which apparently had an addition off the rear of the house. Staff promised that the permit history of that property would be reviewed. Subsequently, the Commissioners were satisfied and unanimously (of those present) adopted a motion to recommend approval of the conditional use permit.

Recommendation:

Motion to waive the reading and adopt the resolution shown in **Attachment C: A RESOLUTION APPROVING CONDITIONAL USE PERMIT REQUEST C23-4 TO ALLOW POSTS SUPPORTING A SUNROOM ADDITION IN THE FLOODPLAIN AT 3815 CRYSTAL LAKE BOULEVARD**

Attachments:

1. Planning Commission meeting minutes
2. Planning Commission staff report
3. Resolution

EXCERPT OF PLANNING COMMISSION MEETING MINUTES OF OCTOBER 26, 2023

#3A: CONTINUED PUBLIC HEARING:

Consideration of Conditional Use Permit C23-4 to construct a sunroom addition at 3815 Crystal Lake Blvd as requested by Robert Rausch, homeowner and Homestead Remodeling & Consulting LLC

4. **MOTION** by Commissioner Harris, seconded by Commissioner Montemayor to re-open the continued public hearing. **The vote was 4-0 and the motion carried. (Ralston Aoki absent)**
5. Pearson presented the staff report for this conditional use permit to build a sunroom on the back of the house. The sunroom is above the floodplain, but the posts supporting the addition are in the floodplain. The primary concern is to ensure the space underneath the sunroom remains open. It cannot be finished into an enclosed room or porch. This is a recommended condition of approval. Applicant wants city to deny this application. This application will be treated the same as other similar applications. The city cannot be used by the applicant to back out of the project which is between the applicant and the contractor. Staff is recommending approval of this conditional use request for the sunroom in the flood plain with findings and three conditions.
6. Commissioner Allen asked if the city has a process for withdrawal of a conditional use permit. Pearson explained yes, the applicant needs to make a written request to withdraw. Explained this to Mr. Rausch. He chose to come in and sign the application.
7. Commissioner Allen asked if the city approves the conditional use permit, this creates the right for him to do so. Pearson replied yes the approval does, but if he does not complete the work the permit expires in one year and it can be extended with a written letter to the City Council.
8. **Robert Rausch, Homeowner, 3815 Crystal Lake Blvd.**
When he purchased the house, he did not know it was in the flood plain. He has had fish in his backyard. Neighbor has a sunroom and it is enclosed. Why does he have the condition to not enclose the floor of the sunroom?

Pearson explained that the floor of the sunroom should not be enclosed because his entire rear yard is in the floodplain. The posts in the flood plain have the most impact on the project. Looked at other examples, and concluded that Mr. Rausch backyard is very shallow.
9. Commissioner Allen asked the applicant if he plans to wall in the lower half of the sunroom. **Mr. Rausch** replied that he did not plan to initially but perhaps somewhere down the road.

10. Pearson noted that Crystal Lake does not have a natural outlet. Pumps water to Ryan Lake. Meant to maintain elevation at Ryan Lake.
11. Commissioner Harris asked what is the primary concern for approving or denying the conditional use permit – is it the impact on the lake at the flood stage or damage to the homeowners property. Pearson replied it is both. Drainage of the lake has only so much capacity, could reduce storage capacity of water. Therefore, the ultimate level of the lake does not change.
12. **Mr. Rausch** noted that the neighbors have a dock into the lake, noticed that the lake level was high but got lower later in the day.
13. Commissioner Weinberg opened the floor for public comment. No one addressed this agenda item.
14. **MOTION** by Commissioner Harris, seconded by Commissioner Allen to **CLOSE** the public hearing.
The vote was 4-0 and the motion carried. (Ralston Aoki absent)
15. **MOTION** by Commissioner Allen, seconded by Commissioner Montemayor to recommend that the City Council approve conditional use permit request C23-4 for 3815 Crystal Lake Blvd. for a sunroom in the floodplain based upon the following findings of fact:
 - a. That the sunroom is a conditional use accessory to a permitted residential use consistent with the comprehensive plan; and
 - b. That the sunroom conditional use is consistent in character with other similarly improved properties in the neighborhood and geographical area; and
 - c. That the sunroom conditional use will not have any kind of negative impact on the floodplain or surrounding properties (i.e., no velocity or flow obstruction, no increase in property damage potential; and
 - d. That there will be no fill under the sunroom increasing the stage of the 1% chance or regional flood and the area under the deck will not be enclosed which would cause and increase in flood damage; andAnd with the following conditions:
 1. That all watershed and DNR requirements are met; and
 2. That the area underneath the sunroom will not be enclosed; and
 3. That there will be no storage of hazardous materials.**The vote was 4-0 and the motion carried. (Ralston Aoki absent)**
16. Pearson noted that this item will be on the November 7th City Council agenda and might be on the consent agenda or new business. Advised the applicant to attend if they wanted to make further comments.

ADMINISTRATIVE STAFF REPORT

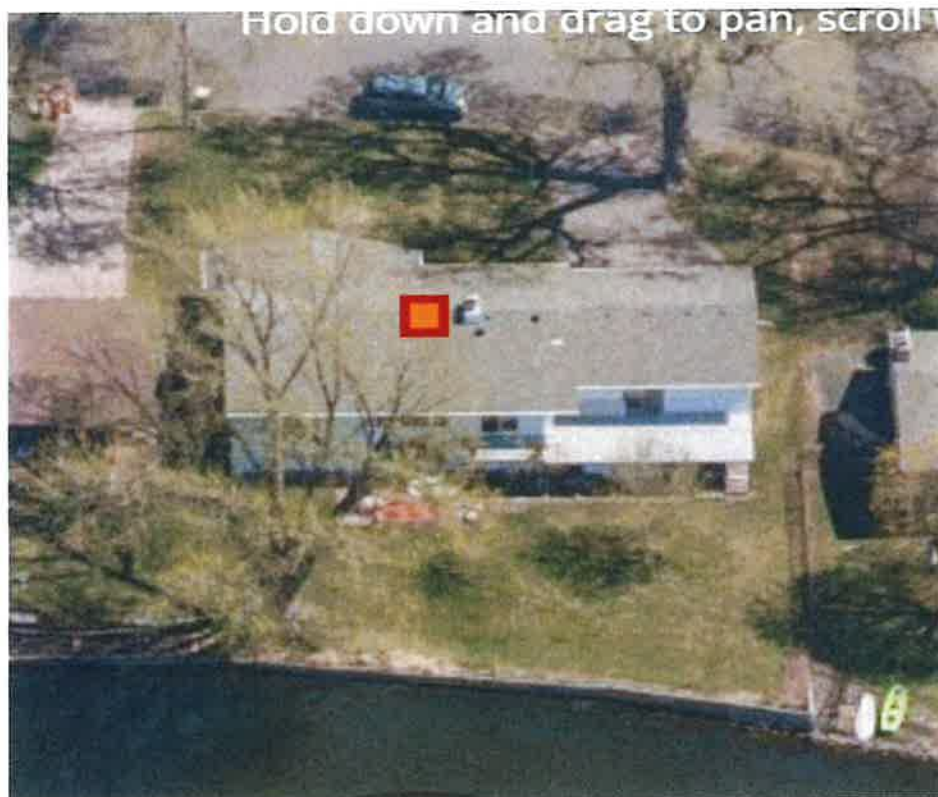
APPLICANT: Homestead Remodeling & Consulting LLC
CASE NO: C23-4
ADDRESS: 3815 Crystal Lake Blvd.
PC DATE: October 26, 2023
APPLICATION DATE: September 21, 2023
PROCESSING DEADLINE: **November 20, 2023**

ACTION/REQUEST:

On September 21, the Planning Commission tabled action regarding this conditional use permit application. On that very day, the property owner appeared to sign the application. The request will enable the construction of a sun-room that will be attached to the building elevation facing the lake. The location is shown in **Attachments A & B**.

BACKGROUND/ANALYSIS:

The house was constructed in 1960. The property at 3815 Crystal Lake Blvd is on the eastern side of Crystal Lake and the entire rear yard is below the 100-year flood elevation.



Floodplain zoning came into being in the middle 1970's. In effect, many lakeshore properties have rear yards that are entirely within the floodplain, meaning the elevations are below the 100-year rainfall event.

The sunroom project can be treated like a deck or a fence which are conditional uses in floodplains as long as they have "flow-through" characteristics. The reason is that any floating debris in a flood will not get hung up on a structure which could impede the flow of water and cause further damage to property.

Findings for Conditional Uses

The Planning Commission shall make findings of fact regarding any adverse effects of the proposed conditional use and what additional requirements may be necessary to reduce such adverse effects. Its judgment shall be based upon, but not limited to, the following factors:

1. Consistency with the City Comprehensive Plan.
The sunroom is accessory to the residential permitted use which is consistent with the low density land use designation in the Comprehensive Plan.
2. The geographical area involved.
The principal structure with a sunroom or deck oriented towards Crystal Lake is consistent with similarly located residential uses.
3. Whether such use will cause deterioration of the area in which it is proposed.
The sunroom will enhance the property value and residential use.
4. The character of the surrounding area.
The sunroom will be consistent with other residential uses in the area that have decks or sunrooms in the floodplain.
5. The demonstrated need for such use.
The property owner determines their need for the sunroom
6. Whether the proposed use would cause odors, dust, flies, vermin, smoke, gas, noise or vibration, or would impose hazards to life or property in the neighborhood.
The sunroom will not have any kind of negative impact on the floodplain or surrounding properties (i.e., no velocity or flow obstruction, no increase in property damage potential) given that the impact is limited to the posts or footings which support the structure which is above the floodplain.
7. Whether such use would inherently lead to or encourage disturbing influences in the neighborhood.
Similar conditional uses have been approved in the neighborhood.
8. Whether stored equipment or materials would be screened and whether there would be continuous operation within the visible range of surrounding residences.
There will be no storage of equipment or materials under the sunroom.

In addition, Floodway conditional uses have a specific required finding that: The conditional use must not cause any increase in the stage of the 1% chance or regional flood or cause an increase in flood damages in the reach or reaches affected.

There will be no fill under the sunroom increasing the stage of the 1% chance or regional flood and the area under the sunroom will not be enclosed which would cause an increase in flood damage.

Staff has no objection to the sunroom conditional use as similar conditional uses for decks have been approved in the past. A similar property in the floodplain for Crystal Lake at 3855 Crystal Lake Blvd. was granted a conditional use permit in 2007. The primary concern is to ensure that the area beneath the deck or sunroom is not enclosed below the 1% flood elevation.

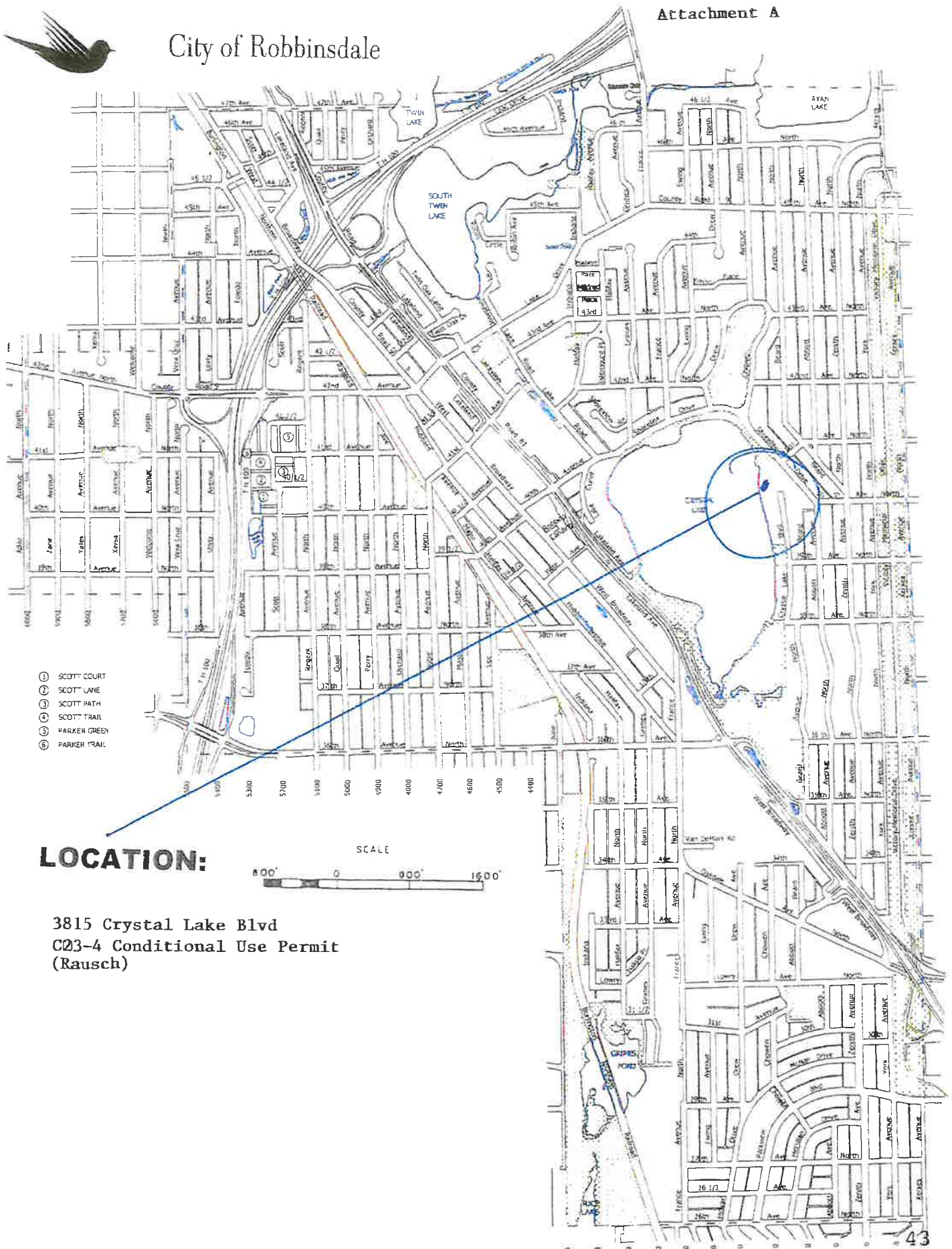
The Minnesota Department of Natural Resources was given a copy of the survey for comment. No comments have been received, but similar situations have resulted in a comment that the deck needs to be free-standing, not attached to the house.

RECOMMENDATION:

1. Hold the public hearing.
2. Motion to recommend that the City Council approve conditional use permit request C23-4 for 3815 Crystal Lake Blvd. for a sunroom in the floodplain based upon the following findings of fact:
 - a. That the sunroom is a conditional use accessory to a permitted residential use consistent with the comprehensive plan; and
 - b. That the sunroom conditional use is consistent in character with other similarly improved properties in the neighborhood and geographical area; and
 - c. That the sunroom conditional use will not have any kind of negative impact on the floodplain or surrounding properties (i.e., no velocity or flow obstruction, no increase in property damage potential; and
 - d. That there will be no fill under the sunroom increasing the stage of the 1% chance or regional flood and the area under the deck will not be enclosed which would cause and increase in flood damage; and

And with the following conditions:

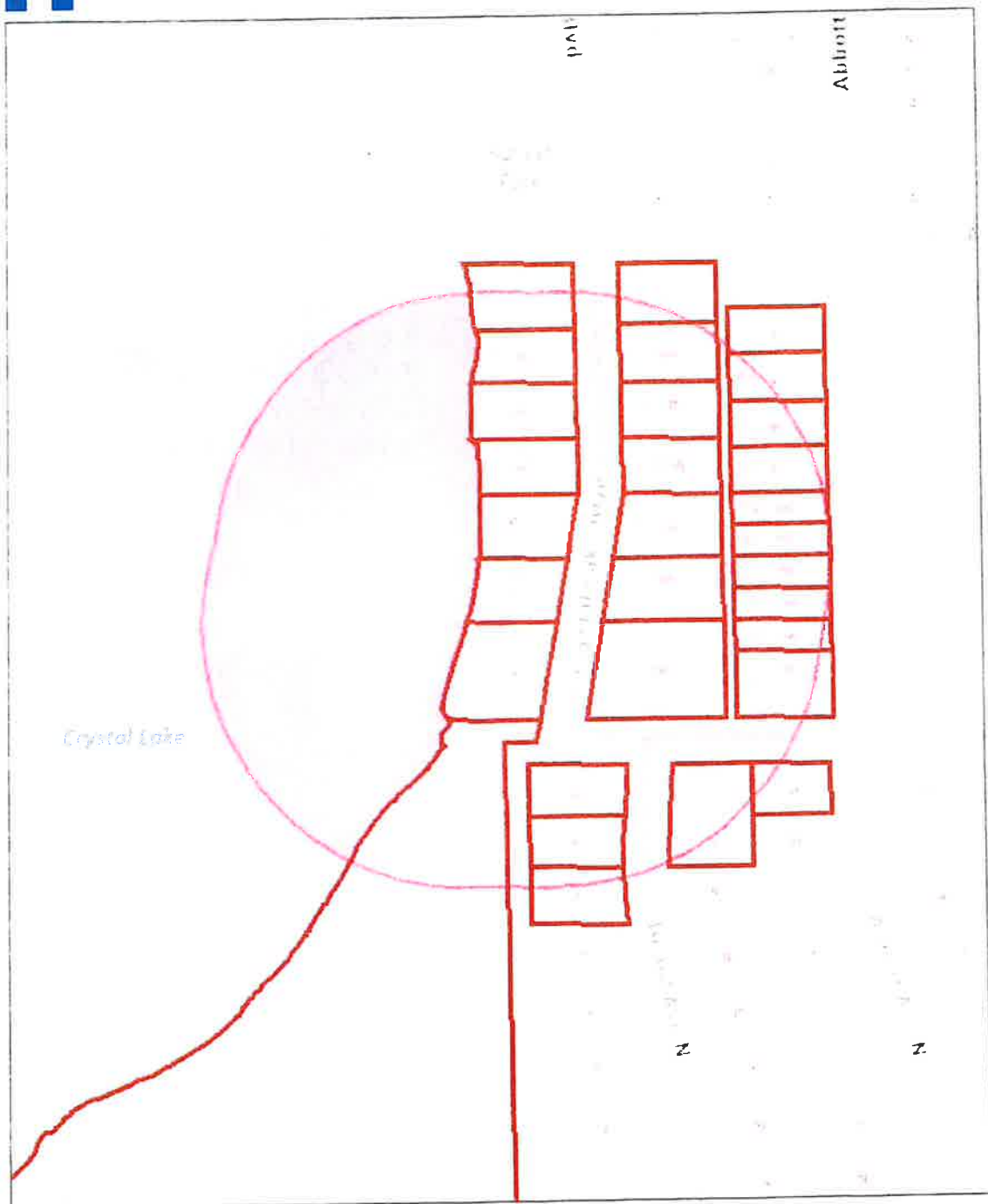
1. That all watershed and DNR requirements are met; and
2. That the area underneath the sunroom will not be enclosed; and
3. That there will be no storage of hazardous materials.





Hennepin County Locate & Notify Map

Date: 7/19/2023



Buffer Size: 350

Map Comments:

CONDITIONAL USE PERMIT C23-4
3815 Crystal Lake Blvd (Rausch)

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

For more information, contact Hennepin County GIS Office
300 6th Street South, Minneapolis, MN 55487 / gis.info@hennepin.us

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 8th day of November 2023.

RESOLUTION NO.

A RESOLUTION APPROVING CONDITIONAL USE PERMIT REQUEST C23-4 TO ALLOW POSTS SUPPORTING A SUNROOM ADDITION IN THE FLOODPLAIN AT 3815 CRYSTAL LAKE BOULEVARD

WHEREAS, the property owner of 3815 Crystal Lake Boulevard contracted for a sunroom addition to the house in a location which is in the floodplain; and

WHEREAS, the sunroom addition is supported by posts which will be in the floodplain which requires a conditional use permit; and

WHEREAS, the Planning Commission conducted a public hearing on October 26, 2023 and adopted a motion recommending approval of the conditional use permit request based upon the following findings of fact:

- a. That the sunroom is a conditional use accessory to a permitted residential use consistent with the comprehensive plan; and
- b. That the sunroom conditional use is consistent in character with other similarly improved properties in the neighborhood and geographical area; and
- c. That the sunroom conditional use will not have any kind of negative impact on the floodplain or surrounding properties (i.e., no velocity or flow obstruction, no increase in property damage potential; and
- d. That there will be no fill under the sunroom increasing the stage of the 1% chance or regional flood and the area under the deck will not be enclosed which would cause and increase in flood damage; and

WHEREAS, the Council accepts these findings:

NOW, THEREFORE, BE IT RESOLVED by the Robbinsdale City Council as that Conditional use permit request C23-4 to allow the posts supporting a sunroom addition to be constructed in the floodplain at 3815 Crystal Lake Boulevard Legally described in Attachment 1 pursuant to Sections 530.01, Subd. 4(c) and 535.01 is hereby approved with the following conditions:

1. That all watershed and DNR requirements are met;
2. That the area underneath the sunroom will not be enclosed; and
3. That there will be no storage of hazardous materials.

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

And the following voted against the same:

**PASSED AND ADOPTED BY THE CITY COUNCIL THIS 8TH DAY OF NOVEMBER
2023.**

ATTEST:

William A. Blonigan, Mayor

Chase Etem-Peterson, City Clerk
(Seal)



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Rick Pearson, Community Development Coordinator

APPROVED BY: Tim Sandvik, City Manager

DATE: November 8, 2023

RE: First Reading of an Ordinance amendment to allow Cannabis retailers

Background:

This zoning text amendment is a follow-up to the recent legislation, which legalized recreational cannabis use. Cities will still have the zoning ability to regulate the locations where cannabis products can be sold. On October 26, 2023, the Planning Commission conducted a public hearing as required. The minutes to the meeting are attached as **Attachment 1**.

Analysis:

The report prepared for the Planning Commission is included as **Attachment 2**. The report explained that the zoning text amendment would allow the retail sale of cannabis products in the same places that were allowed by the 2022 zoning text amendment. In 2022, the Council directed that cannabis products could be sold in any commercial district except B-1, Neighborhood business. The currently proposed amendment following previous Council direction and will allow cannabis products to be sold in the same location. Presumably, subject to licensing requirements that will be determined by the city in accordance with State Statues.

The Planning Commission agreed that the code amendment made sense, although they asked if locational criteria (minimum distances from schools, for example) could be applied. Staff explained that separation criteria could be specified in licensing. As no one else was present for comment at the public hearing, the Commissioners unanimously (of those present) adopted a motion recommending adoption of the ordinance amendment.

Recommendation:

Motion to hold the FIRST READING of the ORDINANCE AMENDING CITY CODE SECTION 520.03 AND 521.01 PERMITTED USES TO INCLUDE CANNABIS RETAILERS AS A PERMITTED USE.

Attachments:

1. Planning Commission meeting minutes
2. Planning Commission staff report
3. Ordinance

EXCERPT OF PLANNING COMMISSION MEETING MINUTES OF OCTOBER 26, 2023

#5A: PUBLIC HEARING:

Consideration of Zoning Text Amendment Z23-9 to allow the retail sale of cannabis products in the B-2 and DD-1 districts as allowed by State Statutes as requested by the City of Robbinsdale

25. **MOTION** by Commissioner Allen, seconded by Commissioner Markfort to **OPEN** the public hearing.
The vote was 4-0 and the motion carried. (Ralston Aoki absent)
26. Pearson presented the staff report initiated by the state legislature legalizing marijuana. Direction given by the city council to allow cannabis materials to be sold in most commercial districts except the B-1 District. Licensing process is still being created. Inserting cannabis retailers, restaurant establishments that sell cannabis products allowed in B-2, B-3, B-4. Also doing the same with DD-1 downtown district inserting cannabis retailers along with THC product. Treating all equally.
27. Commissioner Allen asked if this is consistent with alcohol and tobacco regulations regarding where they are sold. Pearson replied its very similar to how tobacco is sold; convenience store. Limited licensing in the city for smoke shop.
28. Pearson clarified that edibles can only be sold in any district except B-1. Retail cannabis is being given the same approval. Legislature has to fine-tune the level of controls that cities have i.e. licensing, age restrictions, and type of packaging.
29. No further questions of staff.
30. **MOTION** by Commissioner Allen, seconded by Commissioner Harris to **CLOSE** the public hearing.
The vote was 4-0 and the motion carried. (Ralston Aoki absent)
31. **MOTION** by Commissioner Harris, seconded by Commissioner Montemayor to recommend that the City Council adopt the zoning text amendment to allow cannabis retailers in the B-2 and DD-1 District in compliance with the requirements of applicable State Statutes.
The vote was 4-0 and the motion carried. (Ralston Aoki absent)
32. Pearson noted that the first reading will be November 7th and the second reading probably December 5th.

ADMINISTRATIVE STAFF REPORT

APPLICANT: Staff initiated
CASE NO: Zoning Text Amendment Z23-9
ADDRESS: City wide
PC DATE: October 26, 2023
APPLICATION DATE: N/A
PROCESSING DEADLINE: N/A

ACTION/REQUEST:

This zoning text amendment is a follow-up to the recent legislation, which legalized cannabis use. The cities will still have the zoning ability to regulate the locations where cannabis products can be sold.

BACKGROUND/ANALYSIS:

In 2022, zoning text amendments were adopted allowing the retail sale or service of consumable THC or Cannabinoid products in most commercial districts with the exception of B-1, Neighborhood business.

The map shown below illustrates the areas in Robbinsdale that allows the sale of THC or Cannabinoid products with a license:



*B-2, B-3, B-4, DD-1 and DD-2 Districts
(Retail - Product sales)*

Staff is updating the zoning ordinance so that cannabis products allowed by the 2023 legislation will be able to be sold in the same locations allowed by the zoning amendment last year.

Draft Zoning Language: New proposed language is both underlined and in bold. Language to be removed is shown by strikeout.

520.03. B-2 limited commercial district

(x) **cannabis retailers**~~retail~~ and restaurant establishments that sell THC products, as defined in City Code subject to licensing requirements of Section 1160 of the City Code.

521.01. DD-1 – downtown district

Subd. 2. Permitted uses

(a) retail including, but not limited to, the sale of hardware, paint and wallpaper, meat market, bakery, grocery food items, gifts, flowers, drug store/pharmacy, books, hobby supplies, jewelry, antiques, new wearing apparel, pets and pet supplies, marine tropical fish sales and service, **cannabis retailers and** THC products, as defined in City Code subject to licensing requirements of section 1160 of the City Code and craft shops making articles exclusively for sale at retail on the premises.

This doesn't mean that retailers will be open for business without proper licensing. The licensing mechanisms will still have to be developed, assuming that cities will still have licensing authority.

RECOMMENDATION:

1. Hold the public hearing.
2. Motion to recommend that the City Council adopt the zoning text amendment to allow cannabis retailers in the B-2 and DD-1 District in compliance with the requirements of applicable State Statutes.

Member _____ moved and Member _____ seconded a motion that the following Ordinance, which was given its first reading on November 8, 2023, be given its second reading this ____ day of _____ 2023 and that it be adopted.

ORDINANCE NO. 23-

AN ORDINANCE AMENDING SECTION 520.03 OF THE CITY CODE PERTAINING TO B-2 LIMITED COMMUNITY BUSINESS AND SECTION 521.01 DOWNTOWN DISTRICT PERMITTED USES TO INCLUDE CANNABIS RETAILERS AS A PERMITTED USE

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:

1) That City Code Chapter 5 Sections 520.03 Limited Community Business Permitted uses is hereby amended with the following language to be removed shown by strikeout and new language added shown in bold and underlined:

(x) ~~cannabis retailers~~~~retail~~ and restaurant establishments that sell THC products, as defined in City Code subject to licensing requirements of Section 1160 of the City Code.

2) That City Code Chapter 5 Section 521.01 Downtown district permitted uses is hereby amended with the following new language shown in bold and underlined:

(a) retail including, but not limited to, the sale of hardware, paint and wallpaper, meatmarket, bakery, grocery food items, gifts, flowers, drug store/pharmacy, books, hobby supplies, jewelry, antiques, new wearing apparel, pets and pet supplies, marine tropical fish sales and service, **cannabis retailers and** THC products, as defined in City Code subject to licensing requirements of section 1160 of the City Code and craft shops making articles exclusively for sale at retail on the premises.

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

Cannabis retailers will be a permitted use in the B-2, Limited Community Business and DD-1 Downtown districts subject to licensing requirements as allowed by State Statutes.

First Reading: YEAS:
NAYS:

Second Reading: YEAS:
NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS ____ DAY OF _____, 2023.

William A. Blonigan, Mayor

ATTEST:

Chase Etem-Peterson, City Clerk
(SEAL)



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: November 8, 2023
RE: Voucher Requests Pending Approval for Disbursement

Background:

The check register dated 11/8/23 reflects the voucher requests pending approval for disbursement.

The check register dated 10/18/23 through 11/8/23 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 11/8/2023.

Attachments:

None