ROBBINSDALE

City Council Meeting
Tuesday, December 16, 2025
4100 Lakeview Avenue North
Robbinsdale, MN
7:00 PM

AGENDA

CITIZEN PARTICIPATION

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

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

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

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

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

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1. CITY COUNCIL MEETING CALLED TO ORDER

2. ROLL CALL: Blackledge, Greenberg, Parisian, Wagner, Mayor Sutton

3. MICROPHONE CHECK: Blackledge, Greenberg, Parisian, Wagner, Mayor Sutton

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

5. APPROVAL OF THE DECEMBER 16, 2025 MEETING AGENDA

6. CONSENT AGENDA: Pursuant to Council rules, one motion, non- debatable, will approve the recommendation noted. Any member of the Council may ask for an item to be taken from the Consent Agenda for discussion and separate action. Such items removed from the Consent Agenda shall be considered immediately following approval of the balance of the Consent Agenda:

   A. Approve City Council Meeting minutes from December 2, 2025

B. Resolution updating procedure to tally write-in votes

C. Second Reading of Ordinance No. 25-17 Updating the Fee Schedule

D. Deputy Registrar's Monthly Financial Statements

E. Robbinsdale Wine & Spirits' Monthly Financial Statements

F. Quarterly Financial Information for General, Water, Sanitary Sewer, Storm Sewer and Solid Waste

G. Authorize City Manager to Execute Organized Labor Agreement

H. Update to City Manager Contract

I. Non-union Pay and Insurance

J. Approval of Licenses

K. Approval of Credit Card Charges and Payment

L. 2026 License Renewals for The Birdhouse Eat & Drink

M. 2026 License Renewals for Broadway Pizza/Eagles Nest Lounge

N. 2026 License Renewals for Taqueria El Parian

O. 2026 License Renewals for Hy-Vee, Inc.

P. 2026 License Renewals for Marna's Eatery & Lounge

Q. 2026 Liquor License Renewal for Pig Ate My Pizza

R. 2026 Licenses for Travail Kitchen & Amusements

S. 2026 License Renewals for Wicked Wort Brewing Company

T. 2026 License Renewals for Robbinsdale Wine & Spirits

U. Police Department Property Room Upgrade

7. <u>PRESENTATIONS</u>

A. Human Rights Commission Annual Presentation

8. <u>PUBLIC HEARINGS</u>

A. Public Hearing – Finds on Broadway – Consignment & Secondhand Goods Licenses – 4180 West Broadway

B. Public Hearing – Pawn America – Pawnbroker & Secondhand Goods Licenses – 4134 West Broadway

C. Public Hearing – Fly Vintage & Vinyl, LLC – Consignment and Secondhand Goods Licenses – 3900 36th Avenue North

9. OLD BUSINESS

A. Consider Letter of Community Support

B. Updates to Employee Handbook

10. NEW BUSINESS

A. Preservation of Qualifying Census Tract for Low Income Housing Tax Credit (LIHTC) and Preliminary Conduit Bond Financing for Potential Affordable Housing Project at 3839 Lakeview Avenue North

B. Consider 2026 Legislative Priorities

C. First Reading of an Ordinance Updating Various Sections of the City Charter

11. OTHER BUSINESS

A. Voucher Requests Pending Approval for Disbursement

B. Letter of Resignation from Ward 4 Council Member Aaron Wagner

12. ADMINISTRATIVE REPORTS

13. COUNCIL GENERAL COMMUNICATIONS

14. ADJOURNMENT

MINUTES

CITY COUNCIL MEETING CALLED TO ORDER
Mayor Sutton called the meeting to order at 7:00 p.m.

ROLL CALL
Present: Blackledge, Greenberg (Remote), Parisian, Wagner, Sutton
Absent:
Staff: Tim Sandvik, City Manager; Diaa Tahoun, Finance Director; Richard McCoy, Public Works Director/City Engineer; Chase Peterson-Etem, Assistant City Manager/City Clerk

MICROPHONE CHECK

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

None.

APPROVAL OF THE DECEMBER 2, 2025, MEETING AGENDA

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

Member Parisian MOVED, seconded by Wagner, to approve the December 2, 2025, City Council agenda as amended.

A roll call was taken:
Ayes: Blackledge, Greenberg, Parisian, Wagner, Sutton
Nays: None
The motion carried.

CONSENT AGENDA

Member Blackledge removed Item E for further consideration.

Member Parisian MOVED, seconded by Blackledge, to approve the consent agenda, as revised.

A roll call was taken:
Ayes: Blackledge, Greenberg, Parisian, Wagner, Sutton
Nays: None
The motion carried.

A. Approve City Council Meeting minutes from November 18, 2025

B. Receive Sustainability Committee Meeting Minutes from October 1st, 2025

C. Receive Park, Recreation, and Forestry Commission meeting minutes from September 23, 2025

D. Approval of Credit Card Charges and Payment – October 2025

F. Accept SolarAPP+ Permitting Incentive from the Minnesota Department of Commerce

G. Second Reading for an Ordinance Amendment to City Code Section relating to the Domestic Animal Permitting

H. Second Reading for an Ordinance Amendment to Allow Event Centers as Conditional Uses in the B4 District

I. Second Reading of an Ordinance Amendment to the R1 Zoning District Regarding Foster Child

J. Second Reading for an Ordinance Amendment to City Code Section referring to Tobacco Product Licensing

K. Authorize City Manager to Execute Organized Labor Agreement

L. Approval of Licenses

M. Authorize City Manager to Execute Sentencing to Service Program Services Agreement

N. Authorize Mayor and City Manager to execute Amendment to Municipal Materials Management Agreement

E. Ward 1 Polling Place Location Designation

Member Blackledge acknowledged the Oromo Evangelical Church for serving as the Ward 1 polling place for many years and noted Parkway United Church will be the new polling location for Ward 1 moving forward.

Blackledge moved and Parisian seconded to approve that consent agenda item

Member Blackledge MOVED, seconded by Parisian, to approve the consent agenda item E. Ward 1 Polling Place Location Designation.

A roll call was taken:
Ayes: Blackledge, Greenberg, Parisian, Wagner, Sutton
Nays: None
The motion carried.

PRESENTATIONS

A. Robbinsdale School District

Superintendent Dr. Teri Staloch introduced Assistant Superintendent Dr. Bob McDowell and then provided an update on the district's financial context, including declining enrollment, increased expenditures, and inadequate State funding. Staloch also discussed statutory operating debt (SOD) requirements, steps involved in building consolidation, and the community engagement process.

McDowell reviewed building considerations, general recommendations, transportation, student impacts, and the proposed consolidation plan under the SOD plan.

Staloch discussed the costs associated with reductions, as well as past and upcoming meetings.

Member Wagner expressed a desire to understand the potential benefits of the plan better, noting that there may be untapped opportunities to create a stronger path forward.

Member Blackledge inquired about the difference between an IB school and a magnet school. McDowell explained that magnet schools do not have attendance boundaries, and their programming is designed around a thematic focus. He noted that IB schools have neighborhood boundaries; while the International Baccalaureate curriculum is a defining feature, IB programs are not considered magnet programs.

Member Parisian stated she received significant community feedback regarding Lakeview Elementary and asked whether any alternatives existed that would preserve an elementary school in Robbinsdale. Staloch discussed Lakeview's building size and meeting the needs of special education students.

Member Greenberg asked how many individuals participated in the Vision 2030 process. Staloch noted she did not know the exact number, but approximately 150 people applied for the Reimagine Rdale Vision Team, and that the application process was rigorous. She also described the purpose of the Vision 2030 team.

Member Greenberg asked why only non-magnet schools were being impacted. McDowell referenced the guiding change document, stating that in this first short-term phase, magnet elementary schools were not included. Staloch added that while the Vision 2030 team recommended maintaining immersion schools, the decision to retain magnet schools in Phase 1 was made by the administration, not the Vision 2030 team.

Member Greenberg asked further about boundaries for IB versus magnet schools. McDowell confirmed that IB programs have neighborhood boundaries, whereas magnet schools do not. He also noted that transportation is provided to magnet schools for families who choose them.

Member Greenberg noted that the current recommendation would leave Robbinsdale without a community school and asked why other options were eliminated and how the concerns of Robbinsdale residents would be addressed.

Staloch responded that the positive takeaway is that residents care deeply about their schools. She described the primary and secondary criteria used in the analysis and stated that none of the vetted options produced a better recommendation. She also mentioned other options for the Lakeview community.

Member Greenberg noted that those alternatives involve district resources rather than community-based ones and expressed concern that Robbinsdale residents feel resources are being removed from their City. Staloch acknowledged the concern, noting the district serves seven municipalities, including some without a neighborhood school. She again emphasized Lakeview's size, district debt, and the difficult decisions ahead.

Member Parisian asked, if Lakeview becomes an administrative site, how long would it take for the parcel to be reconsidered for redevelopment. Staloch replied that redevelopment has not been discussed.

Member Parisian asked about the district's commitment to maintaining the playground, field, and other public amenities located on the Lakeview property. McDowell stated that Highview students would also be located at that site.

Member Blackledge acknowledged that these are difficult decisions and encouraged residents to continue sharing their input.

Member Wagner stated that although he understands the financial situation, he personally does not support closing Lakeview.

Member Greenberg expressed concern that the final recommendation seemed to emerge quickly after several others had been discussed earlier in the process, leaving the Council little time to respond. He noted the significance of the decision and the community's belief that additional options exist. Staloch responded that criticism of the process is understandable, but stated that numerous meetings were held and additional options were presented. Her role is to bring forward what she believes are the best recommendations, but the Board is not obligated to accept them. Regardless of which buildings were named, the impacted communities would feel grief. She noted she is trying to lead with empathy.

Member Greenberg added that residents seem to understand why Robbinsdale Middle School is included in the plan, but the same sentiment is not shared regarding Lakeview. He stated that the feedback he has received shows a clear difference in community reaction between the two schools.

Mayor Sutton observed that some factors are difficult to quantify, and leaving Robbinsdale without a public school would be detrimental to the community.

B. 2026 Final Levy Presentation

Sandvik introduced Finance Director Tahoun and provided background on the levy process and past Council decisions.

Tahoun presented key definitions, 2026 budget features, general fund levy increases, debt service levy changes, HRA levy adjustments, property tax levy impacts, general fund revenue highlights, the proposed 2026 budget, expenditures, and fund reserve levels.

Member Parisian thanked the Staff for the presentation and looked forward to the upcoming public hearings.

Member Greenberg expressed appreciation for the work involved and asked Tahoun to summarize the tax impacts for residents. Tahoun explained that through allocations, staff were able to reduce the levy impact and noted the role of fiscal disparities. Greenberg summarized, stating the average homeowner would save approximately $128 per year, and Tahoun confirmed.

Member Greenberg discussed concerns about reliance on property taxes and encouraged exploring alternative revenue streams. Tahoun noted the City's use of reserves, the fully staffed Police Department, and the State of the market.

Sandvik noted the City's high reliance on local government aid, the tight financial year, and the impact of wage adjustments following the Police Department's pay analysis. He also discussed fiscal disparities and their benefits to the City.

PUBLIC HEARINGS

A. Public Hearing on Proposed Water, Sanitary Sewer, Storm Sewer, Solid Waste, and Street Light rate increases

Tahoun reviewed the recent utility rate study, noting efforts to match infrastructure investment needs while minimizing increases.

Mayor Sutton asked whether organics collection is mandated by Hennepin County. Sandvik confirmed that the County requires all municipalities to offer organics and prohibits charging different rates based on participation.

Member Blackledge MOVED, seconded by Parisian, to open the public hearing.

A roll call was taken:
Ayes: Blackledge, Greenberg, Parisian, Wagner, Sutton
Nays: None
The motion carried.

Kenneth Jambois, 4559 Grimes Ave. N., asked whether the City could use additional reserves to ease the burden on property taxpayers, noting that the combined utility and franchise fee increases are difficult for residents on fixed incomes. He also asked whether any bylaws dictate the required reserve level and commented that after 30 years in Robbinsdale, the increases feel significant.

Kelly Goski, 4129 Beard Ave. N., compared her current utility bill to one from eight years ago, stating that costs have increased roughly 120 percent. She expressed concern that Robbinsdale's utility rates appear to be among the highest in the seven-county metro area and felt that various "vanity projects" have contributed to rising costs. She noted that her block has experienced considerable turnover and suggested that affordability is a factor.

Ryan Leddy, 4342 Chowen Ave. N., compared Robbinsdale's water rates to those in Long Lake and Orono, stating that his previous water bills there were about half the cost. He compared Robbinsdale's rates to those of other area cities and said the City has become increasingly unaffordable.

Jeff Pouliot, 2945 Ewing Ave. N., commented that residents unable to afford water could at least "still sleep in the park."

Peggy Green, 3842 Regent Ave. N., stated that she can no longer afford the rising utility costs and believes she may have to sell her home. She urged the City to stop spending money it does not have.

James Brown, 34th and Indiana, voiced dissatisfaction with Council Member Wagner, expressed concerns about ongoing thefts in his neighborhood, and criticized the number of new public works trucks. He stated he has attempted to contact Commissioners but has not received satisfactory responses.

Joe Willging, 3609 York Ave., compared his property taxes and water bills in Arizona to those in Robbinsdale, stating that taxes there were one-fifth as high and water costs were lower despite Arizona being located in a desert climate.

Nick Hyde, 3931 Perry Ave. N., asked whether PFAS settlement funds from the MPCA could be used to support individual home mitigation rather than being directed exclusively to the water treatment plant.

Keighley Bailey, 4336 Chowen Ave. N., explained that her utility bills have climbed dramatically since she moved to Robbinsdale in 2021. As a young parent, she expressed concern about the combined effects of rising utilities and school system changes, stating she currently has "zero incentive" to stay in Robbinsdale and urged the City to find ways to retain residents.

Member Wagner MOVED, seconded by Blackledge, to close the public hearing.

A roll call was taken:
Ayes: Blackledge, Greenberg, Parisian, Wagner, Sutton
Nays: None

The motion carried.

Member Wagner thanked residents for attending and noted his own experience with rising water bills. He explained that much of the cost is tied to connecting to an independent water supply and addressing long-deferred infrastructure needs. He acknowledged that the current Council is paying for decisions made by previous administrations, but suggested that future strategies could be reconsidered to potentially reduce costs.

Member Parisian expressed appreciation for resident feedback and acknowledged the personal impact of rising costs. She emphasized that these decisions are not made lightly. She asked Tahoun if utility costs would be reviewed again next year. Tahoun stated yes.

Member Parisian stated she would like the review to include an analysis of why commercial tiered rates are not used, consider the impact of North Memorial joining the City water system, examine equity and cost-of-service issues, review programs in neighboring Cities for residents on fixed incomes or facing hardship, and assess how increases compare over time to median household income.

Member Greenberg raised similar questions to those of the public in past workshops and meetings and noted that Robbinsdale is dealing with a significant amount of aging infrastructure.

Member Blackledge also highlighted the challenges of maintaining old infrastructure and managing existing debt while remaining fiscally responsible. He commended Member Parisian's ideas regarding affordability programs and the creative approaches being considered.

Mayor Sutton noted that the Council is navigating a difficult situation and personally dislikes the high water bills but emphasized that infrastructure costs must be covered. He expressed a desire to slow future increases where possible.

Sandvik added that debt service for the water treatment plant must be repaid, even though the current Council did not make the initial decisions. He explained that studies conducted at the time showed that building the City's own water infrastructure was more cost-effective than connecting to Minneapolis. He also noted that comparisons to other Cities are not direct because Robbinsdale's infrastructure is older, and other municipalities collect fees differently. He clarified that PFAS settlement funds cannot be redirected to residents and must be used for infrastructure purposes. He commented that the initial spike in costs from 2021 to 2025 occurred when the treatment plant came online, but costs are expected to stabilize over time. Staff indicated they are open to exploring affordability programs and believe that efficiencies may improve as North Memorial joins the system.

Member Parisian MOVED, seconded by Greenberg, to waive the reading and adopt Resolution No. 8187 "A RESOLUTION ESTABLISHING CITY WATER, SANITARY SEWER, STORM SEWER, SOLID WASTE, AND STREET LIGHT RATES IN THE CITY OF ROBBINSDALE EFFECTIVE FOR ALL USAGE BEGINNING JANUARY 1, 2026."

A roll call was taken:
Ayes: Blackledge, Greenberg, Parisian, Wagner, Sutton
Nays: None
The motion carried.

B. Hold a public hearing to receive comments regarding the City's Street Improvement and Reconstruction Plan and adopt the City's Street Improvement and Reconstruction Plan.

Tahoun provided background on the item.

City Engineer McCoy presented the 10-year street reconstruction and capital works program, explaining the purpose of the plan and emphasizing the age of Robbinsdale's infrastructure. He noted that while other suburbs will eventually face similar challenges, Robbinsdale, as a first-ring suburb, must address these issues sooner. McCoy reviewed projects that have been deferred to later years, those planned for upcoming years, and provided a summary of projected expenditures.

Member Wagner asked which percentage of the projects would require bonding. McCoy noted that larger projects, such as Shoreline Drive and Chowen Avenue, would likely be candidates.

Member Wagner expressed continued support for the current budget but emphasized that the City cannot indefinitely avoid bonding. He requested further discussion on how to bond efficiently without causing double-digit tax increases.

Member Parisian asked about the Resolution language, indicating that the street improvement plan allocates no funding to specific projects at this time. McCoy explained that this language means the plan identifies expected projects, but actual funding is uncertain until bids are received and accepted. Sandvik reiterated that Council approval is required before any project can move forward.

Member Parisian asked whether an updated pavement condition assessment is planned. McCoy noted that the previous assessment is overdue, and a more in-depth assessment is needed. Member Parisian expressed support for a new assessment to inform project prioritization.

Member Greenberg asked whether it would make sense to prioritize Yates/Zane and 41st Avenue due to the frequency of water main breaks in that area. McCoy responded that multiple factors affect project prioritization, and timing can be constrained by other ongoing projects.

Member Blackledge inquired how the City coordinates with the City of Crystal on projects along West Broadway. McCoy stated that both cities coordinate on timing, project management, and cost-sharing agreements for construction.

Mayor Sutton expressed gratitude for the unseen work McCoy has done.

Sandvik noted the Staff's recommendations.

Member Wagner MOVED, seconded by Parisian, to open the public hearing.

A roll call was taken:
Ayes: Blackledge, Greenberg, Parisian, Wagner, Sutton
Nays: None
The motion carried.

Kenneth Jambois, 4559 Grimes Ave. N., asked where the City would obtain the $16 million planned for 2027 and $14 million for 2028 if bonds are not issued.

Nick Hyde, 3931 Perry Ave. N., suggested that next year could be an opportunity to invest in smaller pedestrian improvements rather than large-scale projects.

Kelly Goski, 4129 Beard Ave. N., expressed frustration, noting that she has heard similar concerns about dire infrastructure conditions dating back to 2007 and 2008. She welcomed the delay of some projects, but urged the Council to carefully evaluate what is truly necessary to stop unnecessary expenditures.

Ross Nova, 3605 France Ave. N., asked whether there is any warranty on completed work, noting that a newly laid road is already showing cracks.

Rory Onorato, 4322 Shoreline Drive, raised concerns about the closure of Lakeview, noting that there is still no clear plan for where students will be redirected and that young families may avoid moving to Robbinsdale without a local school. She also suggested allowing residents to roll driveway reconstruction costs into their property taxes and argued that funds should be prioritized for community needs rather than EV charging stations.

Joe Willging, 3609 York Ave., questioned the distinction between projects the City wants to do versus those it needs to do, emphasizing that Robbinsdale is a small community and should focus on maintaining existing infrastructure rather than adding new projects.

Theresa Bayard, 4335 Unity Ave. N., highlighted the financial strain on residents, noting the significant increases in both water and property taxes.

Member Parisian MOVED, seconded by Wagner, to close the public hearing.

A roll call was taken:
Ayes: Blackledge, Greenberg, Parisian, Wagner, Sutton
Nays: None
The motion carried.

Sandvik explained that projects deferred from this year were just moved to 2027 and 2028, but noted that these projections are heavily dependent on the light rail and should be taken with caution. He emphasized that street reconstruction costs are higher today than in the past because they now include water, sanitary, and stormwater work. He noted that warranties vary by project, and he asked the resident who posed that question to follow up regarding the road he referenced. Sandvik deferred the driveway question to McCoy and mentioned that Sanborn may receive grant funding not reflected in the current presentation.

McCoy clarified that the $16 million and $14 million figures for 2027 and 2028 are not the Staff's intended annual spending for streets; the presentation was prepared quickly, and the costs will be spread over ten years. He noted that while city streets are generally in good condition, problems arise when old infrastructure, like sewers, fails. He referenced the collapse of County Road 9, emphasizing that timely reconstruction helps prevent similar issues. He also noted that County Road 9 was not Robbinsdale's infrastructure to maintain. McCoy acknowledged that previous resurfacing practices in the 1990s left old pipes in place, which the city is now addressing. Regarding asphalt cracking, he confirmed that while asphalt naturally cracks, the City will cover maintenance, so property owners will not pay again within five years. He also noted that the civic campus concept is preliminary and the City may choose not to pursue it, and highlighted that the Public Works building, built in 1956, is no longer fit for purpose and reduces operational efficiency.

Mayor Sutton asked if driveway projects could be incorporated into property taxes and suggested this be discussed in a workshop. Sandvik responded that staff could provide financial estimates for that approach.

Member Wagner emphasized that public works projects are necessary and the City is actively pursuing State funding. He noted that without bonding, the City would struggle to fund these projects, even with local sales tax revenue.

Member Greenberg highlighted that the Shoreline project is in his Ward and encouraged residents to reach out with concerns so he can advocate on their behalf.

Member Parisian MOVED, seconded by Blackledge, to waive the reading and adopt Resolution No. 8188 "A RESOLUTION ADOPTING THE CITY'S STREET IMPROVEMENT AND RECONSTRUCTION PLAN 2026-2035".
A roll call was taken:
Ayes: Blackledge, Greenberg, Parisian, Wagner, Sutton
Nays: None
The motion carried.

C. Hold a public hearing to receive comments regarding the City's Capital Improvement Plan 2026-2035 and to adopt the City's Capital Improvement Plan 2026-2035

Tahoun provided background on the item.

McCoy presented the city's 10-year Capital Improvement Plan, outlining upcoming projects, funding sources, infrastructure needs, parks, system upgrades, significant purchases, and a summary of projected expenditures.

Member Greenberg noted that residents had expressed concerns about distinguishing between "nice to have" and essential expenditures, asking specifically what would happen if park equipment replacements were deferred. McCoy responded that parks and equipment are regularly inspected, and if items are still fit for purpose, their service life can be extended.

Member Parisian asked for clarification on the sales tax portion of the funding source pie chart. Tahoun explained that it represents a creative financing method as an alternative to traditional bonding.

Member Parisian expressed interest and support for the local option sales tax, but also conveyed caution and hesitancy due to the significant portion of the budget it represents.

Member Greenberg MOVED, seconded by Parisian, to open the public hearing.

A roll call was taken:
Ayes: Blackledge, Greenberg, Parisian, Wagner, Sutton
Nays: None
The motion carried.

No members of the public spoke.

Member Parisian MOVED, seconded by Blackledge, to close the public hearing.

A roll call was taken:
Ayes: Blackledge, Greenberg, Parisian, Wagner, Sutton
Nays: None
The motion carried.

Member Wagner expressed support for the civic campus project and hopes to see it come to fruition. He thanked staff for their efforts and encouraged residents to attend meetings beyond just the budget discussions, emphasizing the value of their feedback.

Member Blackledge MOVED, seconded by Wagner, to waive the reading and adopt Resolution No. 8189 "A RESOLUTION ADOPTING THE CITY'S CAPTIAL IMPROVEMENT PLAN 2026-2035".

A roll call was taken:
Ayes: Blackledge, Greenberg, Parisian, Wagner, Sutton

Nays: None
The motion carried.

D. Currency Exchange License Renewal - SJB Enterprises dba Your Exchange

Peterson-Etem presented background on the Item.
Member Wagner MOVED, seconded by Blackledge, to open the public hearing.

A roll call was taken:
Ayes: Blackledge, Greenberg, Parisian, Wagner, Sutton
Nays: None
The motion carried.

No members of the public spoke.

Member Wagner MOVED, seconded by Greenberg, to close the public hearing.

A roll call was taken:
Ayes: Blackledge, Greenberg, Parisian, Wagner, Sutton
Nays: None
The motion carried.

Member Wagner would appreciate the business owner coming in the future, but understands under the circumstances.

Member Wagner MOVED, seconded by Parisian, to approve the application for SJB Enterprises dba Your Exchange.

A roll call was taken:
Ayes: Blackledge, Greenberg, Parisian, Wagner, Sutton
Nays: None
The motion carried.

OLD BUSINESS

A. Budget Memo Adopting 2026 Final Levy and Budget

Tahoun introduced the item, discussed its impact on residents, and presented the Staff's recommendation.

Member Parisian acknowledged that residents are financially stretched, but explained why she believes the recommendation represents the right path forward.

Member Wagner thanked the Staff for their work and recognized the robust discussions among the council.

Member Blackledge expressed appreciation for the thoughtfulness shown throughout the budget discussion.

Member Greenberg echoed Member Parisian's sentiments, thanking Staff and Council for their collaboration and emphasizing the importance of keeping Robbinsdale in a strong position now and for the future.

Mayor Sutton also thanked the Staff and Council for their time and effort, expressing hope that residents recognize the careful consideration behind the decisions.

Member Blackledge MOVED, seconded by Wagner, to waive the reading and adopt Resolution No. 8190 "A RESOLUTION ADOPTING THE 2026 CITY PROPERTY TAX LEVY IN THE AMOUNT OF $12,094.634 AND ORDERING ITS CERTIFICATION TO THE HENNEPIN COUNTY AUDITOR".

A roll call was taken:
Ayes: Blackledge, Greenberg, Parisian, Wagner, Sutton
Nays: None
The motion carried.

Member Greenberg MOVED, seconded by Parisian, to waive the reading and adopt Resolution No. 8191 "A RESOLUTION ADOPTING THE 2026 FINAL BUDGET AND COMMITTING FUND BALANCE".

A roll call was taken:
Ayes: Blackledge, Greenberg, Parisian, Wagner, Sutton
Nays: None
The motion carried.

Member Parisian MOVED, seconded by Blackledge, to waive the reading and adopt Resolution No. 8192 "A RESOLUTION ADOPTING THE 2026 HRA PROPERTY TAX LEVY IN THE AMOUNT OF $339,881 AND ORDERING ITS CERTIFICATION TO THE HENNEPIN COUNTY AUDITOR".

A roll call was taken:
Ayes: Blackledge, Greenberg, Parisian, Wagner, Sutton
Nays: None
The motion carried.

NEW BUSINESS

A. None

OTHER BUSINESS

A. Voucher Requests Pending Approval for Disbursement

Member Wagner MOVED, seconded by Blackledge, to approve voucher disbursement requests for the period ending December 2, 2025.

A roll call was taken:
Ayes: Blackledge, Greenberg, Parisian, Wagner, Sutton
Nays: None
The motion carried.

ADMINISTRATIVE REPORTS

Peterson-Etem reminded residents that they can place a yard waste bin and up to 25 extra bags for collection and thanked everyone who attended the tree lighting event and contributed donations.

Sandvik also thanked residents for attending the tree lighting event and highlighted upcoming community activities, including the ice fishing event and the Santa parade, while noting there will be no ice rink at Sanborn due to ongoing projects. He also mentioned the ongoing coat drive and Toys for Tots collections at the Police Department and City Hall, and acknowledged the Staff and Council for their positive collaboration on the budget.

COUNCIL GENERAL COMMUNICATIONS

Member Wagner thanked the Staff and encouraged continued public input, also expressing appreciation for the Staff's work on the consent agenda. He requested that Staff review minor technical issues with presentations and audio in the gallery, noting that the technology worked well with Member Greenberg attending remotely.

Member Blackledge thanked Member Parisian for her comments during the budget discussion and encouraged residents to provide more feedback.

Member Greenberg thanked Gary Delmore for providing shelter to residents displaced by a recent fire and also thanked the fire department. He mentioned the upcoming Cooper High School play and expressed disappointment over the Lakeview closure discussion, encouraging residents to share their thoughts with the administration.

Mayor Sutton apologized for not keeping public commentary on topic and noted that Abby Ball is organizing baskets for fire victims, requesting a contact to coordinate with her. He also mentioned the Lions Club hosting the Reindeer Games and selling tickets.

ADJOURNMENT

Member Parisian MOVED, seconded by Blackledge to adjourn the meeting at 11:11 p.m.

_________________________________ _________________________________

Chase Peterson-Etem, City Clerk Bradley Sutton, Mayor

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Chase Peterson-Etem, Assistant City Manager
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
RE:	Resolution updating procedure to tally write-in votes

Background:

Minnesota Statute 204B.09, Subd. 3, allows for a governing body to adopt a resolution governing the counting of write-in votes for local elective office. Currently, the city counts individual write-in votes, which can be tedious and requires two staff members to review the votes. This resolution would allow the city to only count the write-in votes if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write in votes.

Analysis:

Although statute outlines two potential options that cities can take for tallying write-in votes, staff felt the second option was best for Robbinsdale.

1. Require the candidate to file a written request with the chief election official no later than the 19th day before the city election if the candidate wants to have the candidate's write-in votes individually recorded; or
2. Require that write-in votes for an individual candidate only be individually recorded if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate.

Recommendation:

Motion to Adopt a Resolution for Counting Write-In Votes for Local Elective Office.

Attachments:

1. Write-in Resolution

Member ________ moved and Member ___________ seconded a motion that the following resolution be read and adopted this 16th day of December 2025.

RESOLUTION NO.

A RESOLUTION FOR COUNTING WRITE-IN VOTES FOR LOCAL ELECTIVE OFFICE

WHEREAS, Minnesota Statute 204B.09, subdivision 3 allows for the governing body of a statutory or home rule charter city to adopt a resolution governing the counting of write-in votes for local elective office.

WHEREAS, the current write-in vote counting process is overly time consuming and unnecessary. It does not result in a change in election results unless a single write-in candidate receives the most votes for an office.

NOW, THEREFORE, BE IT RESOLVED that the City of Robbinsdale, Minnesota, hereby requires that write-in votes for an individual candidate will only be individually recorded if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate.

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: None

PASSED AND ADOPTED BY THE CITY COUNCIL THIS 16th DAY OF DECEMBER 2025.

____
Bradley Sutton, Mayor

ATTEST:

____
Chase Peterson-Etem, City Clerk

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Chase Peterson-Etem, Assistant City Manager
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
RE:	Second Reading of Ordinance No. 25-17 Updating the Fee Schedule

Background:

On November 18, 2025, the Council held the first reading of an Ordinance to update the Robbinsdale Fee Schedule. No changes were made from the first reading and staff recommends approval of the Ordinance and attached Fee Schedule Changes.

Analysis:

Staff recommends making the changes as outlined below to be implemented in January 2026. Further details of these changes can be seen in the attached documents. The first attachment is the Ordinance and the second attachment is the full Fee Schedule, which shows changes being recommended with a strike through and red text.

Recreation

- Building Rentals increase to $35 an hour, Reduce Deposits from $500 to $250
- Remove Deposit for liquor permit
- Remove rentals for tennis courts, horseshoes, ice rinks, RMS fields, lights, and Fitness Center

DPS

- Update Passport Photo Fee from $18 to $20

Engineering

- Increases to Speed Bump Sings, Speed Bump Administrative fees, Maps (Aerials, etc...), Sewer Maintenance (405.07), Crane (405.21), Street Excavations, Curb Cuts, Water Meters, Tailpieces, Horn, MXU, Resident request sign, Tree Trimming, Street Light Knockdown Fees, and Equipment/Personnel per hour fees.
- Addition of Excavator Contractors License and Telecommunications Facilities and Equipment (715.03)

Community Development

- Updating Attachments A - D to consider full update to fees for services administered by the Building Official (see attachment).

Recommendation:

Motion to waive the second reading and adopt Ordinance No. 25-17 "An Ordinance Amending Various Sections of the Robbinsdale Fee Schedule."

Attachments:

1. Draft Ordinance
2. Draft Fee Schedule

Member __________ moved and Member ___________ seconded a motion that the following ordinance, which was given its first reading on November 18, 2025, be given its second reading on this 16th day of December 2025, and that it be adopted.

ORDINANCE NO. 25-17

AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE ROBBINSDALE FEE SCHEDULE

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

1) That Appendix B of Robbinsdale Ordinance Code and General Fee Schedule be amended as shown in attachment 1 with strike through removing text and added text in red, and described hereafter:

   Updating Attachments A – D to consider full update to fees for services administered by the Designated Building Official

   Miscellaneous fees
   - US Passport Photo Prints increase to $20

   Fees Established under Separate Resolutions
   - Speed Bump Signs increase to $200
   - Speed Bump Administration Fee increase to $100

   Maps
   - Aerials
     - 34x46 increase to $45
     - 21x27 increase to $40
     - 18x24 increase to $35
   - Others
     - 24x36 standard plan increase to $25
     - 34x46 lg address/zoning increase to $40
     - 21x27 sm address/zoning increase to $35
     - 18x24 address increase to 30
   - Shipping for any of the above maps increase to $10

   Building, Housing and Construction Regulations – Chapter IV
   - Sewer Maintenance increase to $75
   - Crane increase to $75
   - Parking Ramp increased to $150
   - Add Excavator with fee of $75
   - Add Demolition Contractor with fee of $75
   - Add Driveway Cement/Bituminous Contractor with fee of $75
   - Add Telecommunications Facilities and Equipment with a fee of $400 for the 1st 100 feet then $1.00 per foot thereafter

Streets, Alleys and Public Ways – Chapter VIII

- Street Excavations
  - Utility company increase to $50
  - All other increase to $125

Public Works/Public Utilities Misc.

- Water Meter increase to $185
- Tailpieces increase to $30
- Horn increase to $130
- MXU increase to $200
- Resident Requested Sign increased to $400 new, and $50+ cost per sign for replacement
- Median Tree with Diameter <3” increase to $1,200
- Median Tree with Diameter >3” increase to $1,400
- Boulevard Tree with Diameter <3" increase to $1,100
- Boulevard Tree with Diameter >3” increase to $1,200
- Park or Right-of-Way Tree, all sizes increase to $600
- LUMEC Light increase to $7,500
- HOLOPHANE Light (Single Luminaire) increase to $6,500
- HOLOPHANE Light (Double Luminaire) increase to $7,600
- ACUITY Light (25’ pole) increase to $5,300
- ACUITY Light (Noble – 25” pole + banner) increase to $5,500
- ACUITY Light (CR9 – 40’ pole) increase to $ 7,400
- Equipment & Personnel – Per Hour
  - Lawn mower increase to $40
  - Pickup truck, Van increased to $35
  - Utility trailer, Roller & trailer, Paint Striper, Compressor truck increase to $40
  - Dump truck, Water Wagon increase to $50
  - Backhoe, Loader, Sweeper, Grader increase to $75
  - Vactor increase to $225

Park, Community Gyms and Fitness Center Facilities

- Remove language for 50% reduction in fee for local associations to use turf fields
- Shelter Building
  - Hour rate increase to $35
  - Clean up/Damage Deposit reduction for Local Youth Associations remove fee
- Beer/Wine permit with Picnic reservation reduction for Local Youth Associations remove fee
- Remove Tennis/Horseshoe Courts
- Remove Ice Rinks remove
- Remove Lights
- Remove Fitness Center

Business and Trade Regulations

- Add Adult Use Cannabis Business – 1165 Start-Up Fee of $500, Renewal Fee of $1,000
- Add Adult Use Lower Potency Hemp (LPHE) Product Retail – 1165 Fee of $125

2) The following summary clearly informs the public of the intent and effect of the ordinance and is approved for publication: “The purpose of this ordinance is to update current City fees.”

First Reading: YEAS: Blackledge, Greenberg, Parisian, Wagner, Sutton
NAYS: None

Second Reading: YEAS:
NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL ON THIS 16th DAY OF December 2025.

____
Bradley Sutton, Mayor

Attest:

____
Chase Peterson-Etem, City Clerk

Robbinsdale

APPENDIX B
ROBBINSDALE ORDINANCE CODE AND GENERAL FEE SCHEDULE

Updated 05 - 06 - 2025

TABLE OF [1] CONTENTS
APPENDIX B
ROBBINSDALE ORDINANCE CODE
AND GENERAL FEE SCHEDULE

[1] Fees listed are local only. State and/or County fees may also apply.

FEE SCHEDULE

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
MISCELLANEOUS FEES				
Special Assessment Searches	Fee	Eng & Assessor		$25/search
Special Assessment Self Search	Fee	Assessor		$10/visit
City Ordinance Code (updating not included)	Fee	Administration		$150
City Zoning Ordinance Code (updating not included)	Fee	Administration		$100
City Charter (updating not included)	Fee	Administration		$50
Budget Book - Annual	Fee	Finance		$75
Financial Statements - Annual	Fee	Finance		$75
Comprehensive Plan (updating not included)	Fee	Administration		$75
Copies of Miscellaneous Information	Fee	All		$0.25 Per page
Council Meeting Minutes - mailed – Non-Resident Only	Fee	Administration		$25/year or $0.25 Per page + Postage
Notary	Fee	All		$5.00 per oath; Limited to 2 per occasion (Effective 8-1-14)
Owners List – name & address only (paper copy)	Fee	Assessor		$100 entire city or $0.25 Per page
Owners List - property characteristics (paper & electronic)	Fee	Assessor		$45 per hour for research
Property Record card – except personal residence	Fee	Assessor		$2/record card to maximum of 5
Abatement – administrative oversight	Fee	Assessor		$25
Returned Check	Fee	Finance		$50 each
Filing of Various Instruments	Fee	Administration		None
Administrative Charge for Special Assessments	Fee	Administration		$75 each
Abatement of Nuisance/Problem Property	Fee	All		$50 + actual city costs recovered $50 per visit to property by Inspector prior to and follow-up on Abatement
Conduit Debt Issuance	Fee	Finance		See Attachment G
Road Closure Permit for Construction/Maintenance	Fee	Eng		$100 Single Lane Closure $200 Full Road Closure
US Passport Photo Prints	Fee	Finance		$20 ~~$18~~ per set of two passport photos

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
FEES ESTABLISHED UNDER SEPARATE RESOLUTIONS				
Water Utility Surcharge – per dwelling unit				Separate Resolution
Water Utility Rate - per 1000 gallons				Separate Resolution
Sanitary Sewer Surcharge - per dwelling unit				Separate Resolution
Sanitary Sewer Rate – per 1000 gallons				Separate Resolution
Storm Water – per acre				Separate Resolution
Street Lighting – mid block				Separate Resolution
Garbage				(See Public Health) Separate Resolution
Speed Bumps (Resolution 6340)				$200 per bump site.
Speed Bump Signs				$200 ~~$150~~ per sign – 2 signs required per block
Speed Bump Administration Fee				$100 ~~$50~~
Tree Removal – Administration fee – requested oversight				$75.00
Tree Removal –Administration fee - forced removal				150.00
Candidate Filing Fee – City Charter Amendment 38	Fee			$30
MAPS				
Aerials:	Fee	Engineering		$45 ~~$35~~ - 34"x46" 1"=300' $40 ~~$30~~ - 21"x27" 1" = 500' $35 ~~$25~~ - 18"x24" 1"=600'
Others:	Fee	Engineering		$25 ~~$15~~ - 24"x36" standard plan (photo copy) $40 ~~$30~~ - 34"x46" lg address/zoning 1" =300' $35 ~~$25~~ - 21"x27" sm address/zoning 1"=500' $30 ~~$20~~ - 18"x24" address 1"=600'
Shipping for any of the above maps	Fee	Engineering		$10 ~~$5~~

FEE SCHEDULE

GENERAL PROVISIONS – CHAPTER I				
Administrative Penalties – 117	Fee	Code Enforcement	Per occurrence	See Attachment I

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
BUILDING, HOUSING AND CONSTRUCTION REGULATIONS – CHAPTER IV				
~~Demolition & Moving 400.05~~	~~Permit~~	~~Building Insp.~~		~~See Attachment A~~
~~Plumbing – 400.05~~	~~Permit~~	~~Building Insp.~~		~~See Attachment B~~
~~Fire Suppression – 400.05~~	~~Permit~~	~~Building Insp.~~		~~See Attachment C~~
~~General, Building – 400.05~~	~~Permit~~	~~Building Insp.~~		~~See Attachment C~~
~~Plan Review~~	~~Permit~~	~~Building Insp.~~		~~See Attachment C~~
~~License Verification (surcharge)~~	~~Permit~~	~~Building Insp.~~		~~See Attachment C~~
~~Excavations & other activities in the right of way – 405.19~~	~~Permit~~	~~Building Insp.~~		~~See Attachment C~~
~~Mechanical~~	~~Permit~~	~~Building Insp.~~		~~See Attachment D~~
Fees for Services Administered by the designated Building official	Permits and fees	Building Ins.		See attachment A
Signs – 410.25	Permit	Building Insp.		See Attachment B~~E~~
Off-Site Directional Signs—410.05 & 841	License	Administration & Engineering	12/31	$240/sign initial fee $40/sign/face plus sign replacement costs, if any, annually
Sewer Maintenance – 405.07	License	Engineering	12/31	$75 ~~$50~~
Crane – 405.21	License	Engineering	12/31	$75 ~~$50~~
Parking Ramp – 415.05	Certificate	Engineering	6/30	$150 ~~$100~~
Late Fee for Parking Ramp Renewal Submitted after 6/30	Fee	Engineering		$100
Inspection of Rental Dwellings – 425.31	License	Code Enforcement	12/31 Biannually	See Attachment H
Re-inspection of Rental Dwellings – 425.31	License	Code Enforcement		See Attachment H
Excavator 405.09	License	Engineering	12/31	$75
Demolition contractor 405.09	License	Engineering	12/31	$75
Driveway Cement/Bituminous Contractor 405.15	License	Engineering	12/31	$75
Telecommunications Facilities and Equipment 715.03	Permit	Engineering		$400 for the 1st 100 feet then $1.00 per foot thereafter

FEE SCHEDULE

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
PLANNING AND LAND USE REGULATIONS – CHAPTER V				
Lot split – 500.13	Fee	Community Development	Per Project	$200
Sketch Plats – 500.15	Fee	Community Development	Per Project	$100
Preliminary Plats – 500.17	Fee	Community Development	Per Project	$200+$100/lot *
Final Plat – 500.19	Fee	Community Development	Per Project	$150 *
Subdivision Variance Application – 500.39	Fee	Community Development	Per Project	$200 *
Initiation of Amendment to Subdivision Regulations – 500.47	Fee	Community Development	Per Project	$500 *
Initiate Amendment to City of Zoning Code	Fee	Community Development	Request	$500 *
Use Permit – 535.11, Subd. 1	Fee	Community Development	Per Project	$85 + time & materials $100 + additional expenses incurred $25 Sign permits requiring Council approval
Conditional Use Permit – 535.15, Subd. 1(a)	Fee	Community Development	Per Project	$250 * Plus Filing Fee
Conditional Use Permit – 515.05, 515.07, 520.03, 521.01,521.03	Fee	Community Development	Per Project	$750 + $250 per acre
Zoning Amendments – 535.15, Subd. 1(a)	Fee	Community Development	Per Project	$500
Zoning Variances and Appeals – 535.15, Subd. 1(a)	Fee	Community Development	Per Project	$200 * Plus Filing Fee
Review Encroachments in City Rights-of-Way	Fee	Community Development	Per Project	$150 *
Comprehensive Plan Amendments – 535.15, Subd. 1(a)	Fee	Community Development	Per Project	$500 *
Vacation – 830.01	Fee	Community Development	Per Project	$200 *
Zoning development pre-application review (variance, CUP, Rezoning, et al)	Fee	Community Development	Per Project	$50 *Fee applied to project if project proceeds.
Tax Combination or Split Review	Fee	Community Development	Per Request	$75
Request by a lender/agency, etc. for a Zoning Compliance letter	Fee	Community Development	Per Request	$75 **
Zoning research for state license forms (i.e. salon, wholesale motor vehicle, etc.)	Fee	Community Development	Per Request	$75 **
Request for property status letter (non-conforming, illegal, et al)	Fee	Community Development	Per Request	$200 **
Request for Floodplain technical assistance	Fee	Community Development	Per Request	$50 **
Request for Zoning Classification or Flood Plain panel & date	Fee	Community Development	Per Request	$25 **
*Applicant may be liable for additional expenses such as legal fees. ** Applicant may be billed for additional staff time.				

Description, Ordinance Chapters/Section	**Type**	**Department**	**Expiration**	**Fee**
PLANNING AND LAND USE REGULATIONS – CHAPTER V (Continued)				
Mailing fee for all required mail notifications	Fee	Community Development	Per Address	$1 per address
Architectural Review – signs in overlay district	Fee	Community Development	Per location	$50
Architectural Review – New construction in overlay district	Fee	Community Development	Per location	$50/hour. 1 hour minimum
Development consulting (except city sponsored)	Fee	Community Development	Per Request	$50/hr. 1-hour minimum. *Fee applied to project if project proceeds.
Rezoning request	Fee	Community Development	Per Request	$500
Rezoning request **for R-2 to R-1**	Fee	Community Development	Per Request	$150

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
PUBLIC HEALTH – CHAPTER VI				
Garbage Collector	License	Administration	12/31	$50/1st truck and $50/additional truck
Dumpster on Private Property 605.03				Fee listed along with fees for dumpster in right of way – Chapter VIII
Garbage Collections – 605.07	Fee	Administration		Adjusted annually by Council
Garbage/Recycling Cart Exchange	Fee	Utility Billing		$5
Residential Solid Waste Truck Return or Extra Pickup. Return: i.e. customer error. Extra: i.e. tenant move out.	Fee	Utility Billing		$10
Therapeutic Massage, Establishment – 613.13	License Fee	Administration Police Department	12/31	$250 annually $500 initial investigation $200 renewal investigation
Therapeutic Massage, Individual – 613.13	License Fee	Administration Police Department	12/31	$75 annually $50 annual investigation fee
Therapeutic Massage, Home Business—613.13 ● Limited to a business owner who is also the sole therapist	License Fee	Administration Police Department	12/31	$150 annually new $100 annually renewal $100 annual investigation
Temporary Food Sales – 615.01	License	Administration	12/31	$50; Non-Profits may submit all events at one time for one annual fee
Restaurant/Café without alcohol– 615.01	License	Administration	12/31	$50
Restaurant with alcohol – 615.01 & 1205.01	License	Administration	12/31	$200
Soft Drink Parlor – 615.03	License	Administration	12/31	$50
Convenience Food/Drive-In Establishment – 615.05	License	Administration	12/31	$50
Body Art Business - 625	License	Administration	12/31	$100 annually $500 initial investigation $200 renewal investigation

Description, Ordinance Chapters/Section	**Type**	**Department**	**Expiration**	**Fee**
PUBLIC UTILITIES – CHAPTER VII				
Storm, water & sanitary sewer connection inspection - 700.33	Permit	Engineering		$75/connection
Fire Water Charge (FWC) 705.03	Fee	Finance	Quarterly	None
Restoration of Service Charge – 705.09	Fee	Finance		$30
Service fee for non-functioning unit – 705.15	Fee	Engineering/Finance		$30/month 1st 12 months; $60/mo thereafter
Telecommunications Facilities and Equipment – 715.03	Permit	Engineering	Per occurrence	$100 (construction, maintenance, relocation on public right-of-way)
Telecommunications Towers – 720	License	Clerk	Annual or per occurrence	$500 (develop, construct, or erect tower and maintain tower). $500 per occurrence (modify tower or antenna array)
STREETS, ALLEYS AND PUBLIC WAYS – CHAPTER VIII				
Street Excavations – 800.05	Permit	Engineering	Each Occurrence	$50 ~~$35~~/utility company $125 ~~$75~~/all others
Street Repair – 800.23	Permit	Engineering		$600 for 1st 30 s.f. + $15 each additional square foot
Curb cuts/Driveway Apron or Sidewalk – 800.23	Permit	Engineering		$125 ~~$50~~
Excavations or Other Activities in Right of Way – 800.23	Permit	Engineering		See Street Excavations above
Vacation – 830.01	Fee	Planning	Per Project	$200
Newspaper Racks – 839.03	License	City Clerk	12/31	$25/year up to 5 boxes; $5/box $150 impoundment fee $25/site inspection or relocation
Courtesy Bench – 840.01	License	City Clerk	12/31	$50/bench
Placement of Dumpster/Collection Bin/Storage Container – In Right-of-Way 845.15 Private Property 605.03	Permit Permit	Engineering Code Enforcement	(7 day permit) 30 days	$50 1st 7 days; $75 for second week; $210 for each week after the second week. No pro-ration. $0 1st 30 days; $50 2nd 30 days; $100 3rd and subsequent 30 day permits. $50 per month for new residential & commercial construction for no more than 6 and 9 months respectively. $100 per month thereafter.

PUBLIC WORKS/PUBLIC UTILITIES MISC.				
Sump Pump utility charge (non compliance)	Fee	Engineering		$50 per month
Water Meter	Fee	Public Works		$185 ~~$180~~ + tax
Tailpieces	Fee	Public Works		$30 ~~$47.54~~ + tax per pair
Horn (mandatory in new homes starting 01-01-06)	Fee	Public Works		$130 ~~$138.67~~ + tax
MXU	Fee	Public Works		$200 ~~$165~~ + tax
Locate curb stops, without Gopher State One Call Locate	Fee	Public Works		$50 each locate
Shut Off Water at Stop Box	Fee	Public Works		$150 ($100 refund if unable to shut off)
Water Main Shutdown	Fee	Public Works		$200 per valve
Hydrant meter rental fee	Fee	Public Works		$50 per week + $1,000 deposit + water usage
Resident Requested Sign – non warrant, including install, includes disabled parking signs (2)	Fee	Public Works		$400 ~~$200~~ new; $50 ~~$40~~ + cost per ~~of~~ sign for replacement
Tree Trimming				
CR 81 Corridor Tree Knockdown Fees				
Median Tree with Diameter <3"	Fee	Forestry	Each Occurrence	$1,200 ~~$1,175~~
Median Tree with Diameter >3"	Fee	Forestry	Each Occurrence	$1,400 ~~$1,325~~
Boulevard Tree with Diameter <3"	Fee	Forestry	Each Occurrence	$1,100 ~~$1,025~~
Boulevard Tree with Diameter >3"	Fee	Forestry	Each Occurrence	$1,200 ~~$1,175~~
Other Public Tree Knockdown Fees (Excluding CR 81 Corridor)				
Park or Right-of-Way Tree, all sizes	Fee	Forestry	Each Occurrence	$600 ~~$500~~
Pick up and Storage of Temporary Traffic Control Devices	Fee	Public Works	Per Permit	$65 for one device & $15 for each additional device for pick up; plus $250 for up to 10 items for up to 5 calendar days of storage; $250 for additional storage for up to 5 calendar days. Note: signs not picked up within 15 days are deemed to be abandoned.
Street Light Knockdown Fee				
LUMEC Light (Robbinsdale Streetscape Light)	Fee	Public Works		$7,500 ~~$6,400~~
HOLOPHANE LIGHT (CR81 – Single Luminaire)	Fee	Public Works		$6,500 ~~$5,900~~

HOLOPHANE LIGHT (CR81 – Double Luminaire)	Fee	Public Works		$7,600 ~~$6,900~~
ACUITY Light (25' pole)	Fee	Public Works		$5,300 ~~$4,800~~
ACUITY Light (Noble – 25' pole + banner)	Fee	Public Works		$5,500 ~~$5,000~~
ACUITY Light (CR9 – 40' pole)	Fee	Public Works		$7,400 ~~$6,700~~
EQUIPMENT & PERSONNEL – PER HOUR				
Lawn mower	Fee	Public Works		$40 ~~$30~~ + actual labor cost
Pickup truck, Van	Fee	Public Works		$35 ~~$25~~ + actual labor cost
Utility trailer, Roller & trailer, Paint Striper, Compressor truck	Fee	Public Works		$40~~$30~~ + actual labor cost
Dump truck, Water Wagon	Fee	Public Works		$50 ~~$40~~ + actual labor cost
Backhoe, Loader, Sweeper, Grader	Fee	Public Works		$75 ~~$50~~ + actual labor cost
Vactor	Fee	Public Works		$225 ~~$200~~+actual labor cost
Utility Meter Return	Fee	Engineering		20% of initial equipment cost
Description, Ordinance Chapters/Section	**Type**	**Department**	**Expiration**	**Fee**
PARKS MISCELLANEOUS				
Park Buildings	Fee	Parks		See Attachment F
Picnic Shelters	Fee	Parks		See Attachment F
Athletic Fields & Rink Lights	Fee	Parks		See Attachment F
Park Facilities and Equipment Fees	Fee	Parks & Recreation		See Attachment F

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
PUBLIC SAFETY – CHAPTER IX				
Dog and Cat – 915.03	License	Administration	12/31 – every other year	$15 neutered/spayed $20 not neutered/spayed $10 fee Multi-Cat Residence (in addition to regular licenses) $3/duplicate tags
Impoundment – 915.19	Fee	Animal Control		$75/1st offense $100/2nd offense $125/3rd offense Boarding fee for large & small animals–current contract rates apply.
Domesticated Animal – 915.37	Permit Fee	Administration	12/31	$25 +$1/address mailing to 200 feet $50/initial investigative fee
Wild & Exotic Animal – 915.39	Permit Fee	Administration	12/31	$50 $50/initial investigative fee
Potentially Dangerous Animals – 915.25 Dangerous Animals – 915.27	Permit Fee	Police	12/31	$200
False Alarms – 920.09	Penalties	Police & Fire Departments	12/31	See Attachment I
Repeat Nuisance Service Call Fee – 927.05	Fee	Police & Code Enforcement	365 day cycle	$250 for each call starting with third call, after proper notice, charged to owner and/or $250 for occupant if not the owner, plus additional fees for excess costs all per 927.05, Subd. 2, plus penalties in this code section.

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
DOMESTIC PARTNERSHIP REGISTRATION – CHAPTER X				
Domestic Partnership Registration – 1015 PART B	Fee	Administration	Not applicable	$20 – registration plus $1 per each additional certified copy at time of registration $15 – charge per certified copy plus $1 per each additional certified copy any time other than initial registration $15 – termination fee
BUSINESS AND TRADE REGULATIONS – CHAPTER XI				
Mini-golf – 1100.01	License	Administration	12/31	$75
Pool Hall or Bowling Alley – 1100.03.13 Change of Location – Pool Hall or Bowling Alley – 1100.03.14	License License	Administration Administration	12/31 12/31	None Same as regular
Theater – 1100.05	License	Administration	12/31	$200
Carnivals, Shows, Public Entertainment (Outdoors) – 1100.07	License	Administration	12/31	$100/day – single performance $300/multiple performance not to exceed 3 days $50/each additional day over 3 days
Carnivals, Shows, Public Entertainment (Indoors) – 1100.07	License	Administration	12/31	$75/day – single performance $150/annual
Entertainment (Indoors) including banners permitted by 521.01 subd 9(6)	License	Administration	12/31	$250/annual includes both indoor and outdoor advertising banners limited to 90 days total

Mechanical Amusement Devices – 1100.09	License	Administration	12/31	$15 per site and: $15/pinball machine $15/kiddie ride machine $15/all other mechanical amusement devices including video games

Lawful Gambling Investigation Fee – 1105.07	Initial Premises Permit	Administration	N/A	$100
Lawful Gambling, Exempt from MN § Section 349.214 – 1105.09	Permit	Administration	12/31	$50/annually/bingo only $5/occasion/bingo only *Note electronically connected Bingo-State License

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
BUSINESS AND TRADE REGS – Chapter XI (Cont'd)				
Public Dances – 1110.05	Permit	Administration	12/31 Daily Basis	$1,000 $60/day
Pet Shop – 1115.03	License	Administration	12/31	$50
Peddlers – 1120.01	License Fee	Administration	12/31	$100 $50 investigation fee
Transient Merchant – 1120.03	License	Administration	12/31	$50 – per vehicle or location
Transient Merchant – 1120.04 State licensed mobile food unit (MFU) at a temporary fixed location NOTE: There are zoning restrictions. Only allowed in B-3 and B-4 with property owner approval and in City Parks with Council Approval	License	Administration	Annual	$25/Site Plan Review $25/MFU
Going Out of Business Sale – 1120.05	License	Administration	12/31	$35 + $2 for each $1,000 of inventory or major part thereof $75-renewal for no more than 30 days $25/day – second renewal for 30 days
Car Wash – 1130.01	License	Administration	12/31	$75
Cigarette Vending /Tobacco Sales– 1132.05	License	Administration	12/31	$325
Christmas Tree Sales – 1130.05	License	Administration	12/31	$75
Dry Cleaning/Laundry Facility – 1130.07	License	Administration	12/31	$50
Auto Dealer – 1130.09 (Regulated under MN § Chapter 168)				Must provide copy of state license
Gas Station Pumps – 1130.11	License	Administration	12/31	$100/1st pump $10/each additional pump
Secondhand Goods Sales – 1135.09 Secondhand Goods Sales – 1135.17, Investigation	License Fee	Administration	6/30	$200 $750 investigative fee $400/multiple dealers/same location $50/one day secondhand sales $75/more than 1 day, less than 5 days
Consignment House Dealer – 1135.09	License	Administration	12/31	$100 $500 initial investigation fee $200 renewal investigation fee

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
BUSINESS AND TRADE REGS – Chapter XI (Cont'd)				
Pawn Broker – 1135.09 Pawn Broker, Investigation – 1135.17	License Fee	Administration	12/31	$2,750 + $2.00 transaction $800 investigation fee – up to $10,000 to recover costs
Adult Establishments – 1140.11 Adult Establishment – 1140.11, Investigation	License Fee	Administration	12/31	$2,500 $50 per video booth/viewing stall $800 investigation fee – up to $10,000 to recover costs
Lawn Fertilizer Application Control – 1145.00	License Fee	Administration	12/31	$100 - 1st Vehicle $25 each additional vehicle
Donation Collection Bins - 1155	License Fee	Administration	12/31	$50 per bin
Late Fees-License Renewal-1005.11 subd 2	Fee	Administration	12/15-12/31	$50
Adult Use Cannabis Business – 1165	Registration	Administration	12/31	Start-up $500, Renewal $1,000
Adult Use Lower Potency Hemp (LPHE) Product Retail – 1165	Registration	Administration	12/31	$125

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
LIQUOR AND BEER – CHAPTER XII				
Intoxicating Liquor: Off-sale, Municipal Liquor Dispensary Only – 1205.01, Subd. 5				
Intoxicating Liquor: 1205.01, Subd. 5 & 6 Off-sale, Municipal Liquor Dispensary – Off-sale, Brewer Off-Sale Malt Liquor Off-sale Micro distillery	License	Administration	12/31	$100/brewer or brew pub off-sale $300/microdistillery
Intoxicating Liquor – 1205.07 (NOTE: Public hearing required for increase in liquor fees)	License	Administration	12/31	$5,800/on-sale $300/on-sale club/0-1,000 members $500/on-sale club/1,001 + members $2,000/on sale wine only $550/brewer taproom or brew pub on-sale $300/cocktail room $200/Sunday on-sale (pro-rate qtly) $50/temporary, non-profit only $50/temporary, small brewer or micro distillery for social event
Intoxicating Liquor, Investigation – 1205.07	Fee	Police Department		$500 to $10,000 out-state (for all new intoxicating liquor license applications, including wine). $250 renewal This fee does not apply to Special Sunday or Temporary
3.2% Malt liquor – 1215.03 (NOTE: Public hearing required for increase in liquor fees)	License	Administration	12/31	$100/off-sale $550 on-sale only $50/temporary, non-profit only
3.2% Malt Liquor, Investigation – 1215.05	Fee	Police Department	12/31	$100/off sale only $500/on-sale only $250 on-sale renewal
Entertainment – 1200.25	License	Administration	12/31	$150

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
TRAFFIC, MOTOR VEHICLES AND OTHER VEHICLES – CHAPTER XIII				
Parking by Permit Only – 1305.13	Fee	Police Department		First 3 permits $0.00 Fourth permit - $25.00
MISCELLANEOUS PERMITS				
Loudspeaker Devices – 2005.13	Permit	City Council	12/31	$75.00
POLICE MISCELLANEOUS				
Audio Tapes	Fee	Police		$20 each
Video Cassette Tapes & DVD's	Fee	Police		$20 each
Fingerprinting (upon request)	Fee	Police		$20
Police Reports (any)	Fee	Police		$0.25 per page
Photos	Fee	Police		Actual costs + $10 handling fee
Security & Traffic Assignment for Officers	Fee	Police		Current senior top patrol overtime-hourly rate, including benefits, +3%.
Vehicle Lock-outs	Fee	Police		None
Request for Criminal Information – Apartment Complexes	Fee	Police		$100 annual
False Alarms	Fee	Police		See Attachment I
Drug & Chem. Lab cleanup – Ord. 625	Costs	All		Owner to Pay Costs
Body Cam Footage*	Fee	Police		$25 per request – *subject to public records regulations
FIRE/Comm Development MISCELLANEOUS				
Burning Permit	Permit	Fire	When altered	$50 - one time fee (no alterations)
Inspections – Day Care facilities	Fee	Fire		$50 each visit
Inspections – Rental properties	Fee	Fire		See Attachment H
Fire Reports	Fee	Fire		$0.25 per page
Fire Water Charge	Fee	Fire		None
Firework – consumer – Section 1150	License	Fire	12/31	Maximum allowable by State Statute 624.20
Fireworks – Display permit – Section 1150.06	Permit	Fire	12/31	$200.00

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
CERTIFICATE OF OCCUPANCY				
Certificate of Occupancy – Land Use Review	Permit	Comm Development		$125
Up to 5,000 sf	Permit	Comm Development		$500
5,001 – 25,000 sf	Permit	Comm Development		$800
25,001 – 75,000 sf	Permit	Comm Development		$1,200
75,001 – 100,000 sf	Permit	Comm Development		$1,600
100,000 – 200,000 sf	Permit	Comm Development		$2,000
200,001 sf or greater	Permit	Comm Development		$2,500

ATTACHMENT A

FEES FOR SERVICES ADMINISTERED BY THE CITY OF ROBBINSDALE DESIGNATED BUILDING OFFICIAL

The administration and issuance of permits, along with the collection of fees, shall be conducted in accordance with Minnesota Statutes § 326B and Minnesota Rules 1300.0120 and 1300.0160. All fees shall be commensurate with the level of service provided and be consistent with this adopted fee schedule.

Subd. 1. Fee Multiplier Table (FMT). The following table establishes permit and inspection fees for all projects that require plan review or are not otherwise specifically identified within this fee schedule. The minimum fee for these permits is $125. The cost of plan review is separate, if applicable.

Valuation	Permit Fee
$1 to $4,000	$125.00
$4,001 to $25,000	$125.00 for the first $4,000 plus $16.55 for each additional $1,000 or fraction thereof, to and including $25,000
$25,001 to $50,000	$464.15 for the first $25,000 plus $12 for each additional $1,000 or fraction thereof, to and including $50,000
$50,001 to $100,000	$764.15 for the first $50,000 plus $8.45 for each additional $1,000 or fraction thereof, to and including $100,000
$100,001 to $500,000	$1,186.65 for the first $100,000 plus $6.75 for each additional $1,000 or fraction thereof, to and including $500,000
$501,000 to $1,000,000	$3,886.65 for the first $500,000 plus $5.50 for each additional $1,000 or fraction thereof, to and including $1,000,000; and
$1,000,001 and up	$6,636.65 for the first $1,000,000 plus $4.50 for each additional $1,000 or fraction thereof

Subd. 2. Plumbing Permit Fees for Non-residential or Multi-Family Structures Regulated under the Minnesota State Building Code and Minnesota Rules Chapter 1305. The following permit fee table is based upon the construction valuation of the plumbing system. The cost of plan review is separate, if applicable.

Valuation/Project Details	Permit Fee
$0 to $1,500	$135.00
$1,501 to $2,500	$135.00 for the first $1,500, plus $43 for each additional $500 or fraction thereof, to and including $2,500;
$2,501 to $5,000	$221.00 for the first $2,500, plus $28 for each additional $500 or fraction thereof, to and including $5,000;
$5,001 to $25,000	$361.00 for the first $5,000, plus $53 for each additional $1,000 or fraction thereof, to and including $25,000;

Valuation/Project Details	Permit Fee
$25,001 to $50,000	$1,421 for the first $25,000, plus $51 for each additional $1,000 or fraction thereof, to and including $50,000;
$50,001 to $500,000	$2,696 for the first $50,000, plus $47 for each additional $10,000 or fraction thereof, to and including $500,000;
$500,001 to $3,000,000	$4,811 for the first $500,000, plus $61 for each additional $50,000 or fraction thereof, to and including $3,000,000; or
$3,000,001 and over	$7,861 for the first $3,000,000, plus $51 for each additional $100,000 or fraction thereof;
Manufactured home park or campground	$25 for each site, minimum charge of $135
Single fixture permit	$210.00

Subd. 3. Plumbing Permit Fees for Structures Regulated under the Minnesota Residential Code. The following table establishes plumbing permit fees for one and two-family residential structures.

Type of Plumbing Permit	Permit Fee, Per Dwelling Unit
New construction	$150.00
Addition, alteration, remodel, or replacement	$125.00
Basement finish – Owner-occupied, non-rental (owner performed work)	Included with building permit provided inspections are performed together (e.g. framing, rough-in plumbing and mechanical)
Basement finish – Rental property and/or contractor-performed work	$125.00
Water heater, conditioning system, sewer or water connection, irrigation, backflow prevention ***or*** minor work	$125.00
Water heater, conditioning system, sewer or water connection, irrigation, backflow prevention ***and*** other minor work	$185.00, provided work is installed and inspected simultaneously

Subd. 4. Mechanical Permit Fees for Structures Regulated under the Minnesota Residential Code. The following table establishes mechanical permit fees for one and two-family residential structures:

Type of Mechanical Permit	Permit Fee, Per Dwelling Unit
New construction (HVAC, mechanical ventilation system, and gas lines)	$150.00
Addition, alteration, remodel, or replacement	$125.00

Type of Mechanical Permit	Permit Fee, Per Dwelling Unit
Basement finish – Owner-occupied, non-rental (owner performed work)	Included with building permit provided inspections are performed together (e.g. framing, rough-in plumbing and mechanical)
Basement finish – Rental property and/or contractor-performed work	$125.00
Furnace, fireplace, air conditioner, garage heater, gas lines, miscellaneous appliance, ***or*** other minor work	$125.00
Furnace, fireplace, air conditioner, garage heater, gas lines, miscellaneous appliance, ***and*** other minor work	$185.00, provided work is installed and inspected simultaneously

Subd. 5 Fire Protection System Permits. The following table establishes permit and inspection fees for administration of fire protection permits as regulated according to Section 105.7.1 through 105.7.25 of the Minnesota State Fire Code (MSFC). The cost of plan review is separate, if applicable.

Valuation/Project Details	Permit Fee
$0 to $1,500	$135.00
$1,501 to $2,500	$135.00 for the first $1,500, plus $43 for each additional $500 or fraction thereof, to and including $2,500;
$2,501 to $5,000	$221.00 for the first $2,500, plus $28 for each additional $500 or fraction thereof, to and including $5,000;
$5,001 to $25,000	$361.00 for the first $5,000, plus $53 for each additional $1,000 or fraction thereof, to and including $25,000;
$25,001 to $50,000	$1,421 for the first $25,000, plus $51 for each additional $1,000 or fraction thereof, to and including $50,000;
$50,001 to $500,000	$2,696 for the first $50,000, plus $47 for each additional $10,000 or fraction thereof, to and including $500,000;
$500,001 to $3,000,000	$4,811 for the first $500,000, plus $61 for each additional $50,000 or fraction thereof, to and including $3,000,000; or
$3,000,001 and over	$7,861 for the first $3,000,000, plus $51 for each additional $100,000 or fraction thereof;
Operational permits	$350.00, duration of permit determined by the Fire Code Official or their designee
Single fixture permit	$210.00

Subd. 6. Plan Review Fees. The following fees apply when an administrative or technical plan review is completed for all projects that are not otherwise specifically identified within this fee schedule. Plan review is determined by the Designated Building Official or their designee.

(a) **Building Permit Plan Review.**

(1) 65% of the permit fee as calculated in the FMT in Subd. 1.

(2) Plan review fees for similar plans are set forth in Minnesota Rules 1300.0160.

(3) Where a plan review fee is performed and charged for residential, the minimum fee for plan review is $81.25.

(4) Where a plan review fee is performed and charged for non-residential and multi-family, the minimum fee is $150.00.

(b) **Plan Revisions.** Applicant-submitted changes:

(1) **Non-Residential or Multi-Family Projects**.

(i) Review of plans for which the Designated Building Official or their designee has issued two (2) or more requests for additional information: $125 per hour with a minimum of one-half (1/2) hour.

(ii) Additional plan review required for changes, additions, or revisions to previously approved plans: $125 per hour with a minimum of one-half (1/2) hour.

(2) **Residential Projects**.

(i) Review of plans for which the Designated Building Official or their designee has issued two (2) or more requests for additional information: $95 per hour with a minimum of one-half (1/2) hour.

(ii) Additional plan review required for changes, additions, or revisions to previously approved plans: $95 per hour with a minimum of one-half (1/2) hour.

(c) **Abandoned Permit Applications**. When an application requiring plan review is submitted, and the applicant either:

(1) Elects not to proceed following completion of the review, or

(2) The application is deemed abandoned by the Designated Building Official pursuant to Minnesota Rules 1300.0120, Subpart 9;

The applicant will be assessed one hundred percent (100%) of the plan review fee, for plan review and processing services, whether or not a permit is issued.

(d) **Non-Residential or Multi-Family Plumbing and Fire Construction Permit Plan Review**: the following table establishes plan review and audit fees, unless otherwise indicated. These fees are based on the construction valuation of the performed work. This does not include the cost of the permit.

Valuation/Project Details	**Plan Review Fee**
$0 to $1,500	$135.00
$1,501 to $2,500	$135.00 for the first $1,500, plus $28 for each additional $500 or fraction thereof, to and including $2,500;
$2,501 to $5,000	$191.00 for the first $2,500, plus $25 for each additional $500 or fraction thereof, to and including $5,000;
$5,001 to $25,000	$316.00 for the first $5,000, plus $33 for each additional $1,000 or fraction thereof, to and including $25,000;

Valuation/Project Details	Plan Review Fee
$25,001 to $50,000	$976 for the first $25,000, plus $31 for each additional $1,000 or fraction thereof, to and including $50,000;
$50,001 to $500,000	$1,751 for the first $50,000, plus $23 for each additional $10,000 or fraction thereof, to and including $500,000;
$500,001 to $3,000,000	$2,786 for the first $500,000, plus $41 for each additional $100,000 or fraction thereof, to and including $3,000,000; and
$3,000,001 and over	$3,811 for the first $3,000,000, plus $33 for each additional $100,000 or fraction thereof;
Manufactured home park or campground (plumbing only)	One to 25 sites: $300 26 to 50 sites: $350 51 to 125 sites: $400 More than 125 sites: $500

Subd. 7. Industrialized Modular or Prefabricated Buildings, Plan Review and Inspection Fees.

(a) **Inspections and Audit Fees.** Inspection fees for industrialized modular or prefabricated buildings will be assessed at $125 per hour.

(b) **Plan Review Fees.** The following fees are for plan review and inspections of industrialized or modular buildings as defined in Minnesota Statutes § 326B.103, subdivision 8a, and prefabricated buildings as defined in Minnesota Statutes § 326B.103, subdivision 10a.

(1) Fees for the review of quality-control manuals, systems manuals, and related documents submitted are $125 per hour.

(2) Fees for the review of building plans, specifications, installation instructions, and related documents submitted include sixty five (65) percent of the fee, minimum plan review fee of $150.00. Plan review is determined by Designated Building Official or their designee.

Subd. 8. Project/Construction Valuation Determination. Valuation shall be assessed in accordance with Minnesota Rules 1300.0160. It must be based on the contract value with tables published by the State of Minnesota or the International Code Council (ICC), or as outlined in the following Building Valuation Data (BVD) table.

Use	Value Per Square Foot
Slab on grade	$17.00
Crawl space	$22.00
Unfinished basement (new home or addition)	$31.50
Basement finish (new home)	$56.50
Basement finish (existing home)	$25.00
Main/first floor area (new home or addition)	$150.00

Use	Value Per Square Foot
Second floor area (new home or addition)	$125.00
Attached garage	$75.00
Detached garage (slab on grade or frost protected footings)	$60.00
Post & beam accessory structure, interior finished	$60.00
Post & beam accessory structure, unfinished shell	$25.00
Lean-to	$25.00
Carport or gazebo	$50.00
Garage conversion to living space	$75.00
Porch, open	$55.00
Porch, 3-season	$130.00
Porch, 3-season on existing deck	$100.00
Porch, screened or breezeway, non-conditioned area	$90.00
Deck	$45.00
Roof over existing deck	$50.00
In-ground pool	$40.00
Above-ground pool	$15.00
Remodel, repair, alteration, other	Depends on the scope of work and required plan review and inspections

Subd. 9. Other Permits and Fees. The following table identifies costs for permits or fees associated with administration of either the Minnesota State Building Code or Robbinsdale City Code. The minimum fee for the following permits is $125. ***Plan review is charged according to Subd. 6 of this fee schedule, unless otherwise identified.***

Description	Cost (FMT = Fee Multiplier Table)
Accessory structure building permit, residential	Refer to the FMT in Subd. 1 Maximum fee: $850, includes plan review
Addition, alteration, remodel, or repair building permit	Refer to the FMT in Subd. 1
Agriculture permit exemption administrative application	$250, includes preliminary site plan review
Basement finish building permit	Refer to the FMT in Subd. 1 Maximum fee: $500, includes plan review
Change of use/occupancy	Refer to the FMT in Subd. 1 Minimum fee: $300

Description	Cost (FMT = Fee Multiplier Table)
Consultants, cost for service	If the actual cost to Robbinsdale for service provided by a contracted consultant is greater than indicated by this fee schedule, the greater rate shall be paid.
Deck building permit	Refer to the FMT in Subd. 1 Maximum fee: $675, includes plan review (pertains only if a residential deck is attached to the primary dwelling)
Demolition building permit, residential, non-residential, or multi-family	$300, includes two (2) site inspections and administrative plan review
Fence building permit, over seven (7) feet high	Refer to the FMT in Subd. 1
Inspection, no fee specifically indicated	$95 per hour, one (1) hour minimum
Inspection, outside normal business hours	$150 per hour, two (2) hour minimum
Inspection, reinspection	$95 per hour, one (1) hour minimum
Investigation	In addition to, but not to exceed, the original permit fee.
Manufactured home set-up building permit	$375, includes mechanical and plumbing inspections and plan review
Mechanical single appliance permit, non-residential or multi-family	$210.00
Mechanical temporary heating equipment, non-residential or multi-family	$210.00
Miscellaneous building permit, no fee specifically indicated	Refer to the FMT in Subd. 1
Moved-in structure building permit, residential	$250 if the structure being moved is within the corporate boundary of Robbinsdale; or $250 plus $95/hour plus mileage at the current IRS standard rate if the structure is located outside the corporate boundary of Robbinsdale
Reissuance or renewal of a permit	Refer to the FMT in Subd. 1 and determined based on the remaining work to be completed. Minimum fee: $50.00
Roof building permit, one and two-family residential	$125.00
Siding building permit, one and two-family residential	$125.00
Solar/Photovoltaic system building permit, one and two-family residential up to 3.5kW	$175.00
Solar/Photovoltaic system building permit, one and two-family residential over 3.5kW	Refer to the FMT in Subd. 1

Description	Cost (FMT = Fee Multiplier Table)
Solar/Photovoltaic system building permit, non-residential or multi-family	Refer to the FMT in Subd. 1
Temporary certificate of occupancy	One and two-family residential: $250.00 Non-residential or multi-family: $450.00
Window same size replacement building permit, one and two-family residential	$125.00 per dwelling unit
Technology fee (includes contractor license verification)	$10.00 per permit

Subd. 10. State Surcharge. In accordance with Minnesota Statutes § 326B.148, a state surcharge shall be charged on all permits, if applicable.

Subd. 11. Refunds. The Designated Building Official may authorize refunds of up to eighty percent (80%) of the issued permit fee when no work has commenced and no inspections have been performed.

(a) Requests must be submitted in writing by the permit applicant within one hundred eighty (180) days of permit issuance.

(1) Within (10) business days of receipt, the Designated Building Official or their designee shall review the request and determine the amount to be refunded or provide written justification if the request is denied.

(b) Fees retained shall cover expenses incurred for services rendered by the city and/or its consultant(s).

(c) Refunds shall only be issued to the original payee.

(d) No refunds shall be granted for the following:

(1) Plan review fees;

(2) Re-inspection fees;

(3) State surcharge fees;

(4) Fraudulent applications;

(5) Expired, revoked, suspended, or invalid permits;

(6) Technology fee, unless canceled within the same business day; or

(7) Contractor license verification.

Subd. 12. Work Without a Permit. If work requiring a permit under state law, rule, or Robbinsdale City Code, has commenced without first obtaining a permit, an investigation shall be conducted before a permit may be issued. Investigation fees are identified in Subd. 10 of this fee schedule. This fee is in addition to the permit fee and is due whether or not a permit is ultimately issued.

Subd. 13. Abandonment, Expiration, Revocation/Suspension, or Validity. The validity, expiration, suspension, and revocation of permits shall be governed by Minnesota Rules 1300.0120 and the following:

(a) An application for a permit for any proposed work shall be considered abandoned one hundred eighty (180) days after the date of filing, except in the following cases:

(1) The application has been actively pursued in good faith by the applicant, as determined by the Designated Building Official or their designee; and

(2) A written request for an extension, not to exceed one hundred eighty (180) days, has been submitted with justifiable cause demonstrated, and the extension has been approved by the Designated Building Official or their designee.

(b) Every permit issued shall expire unless the authorized work is commenced within one hundred eighty (180) days of issuance. The Designated Building Official or their designee may grant written extensions of time, not to exceed one hundred eighty (180) days, if the applicant demonstrates justifiable cause.

(c) The Designated Building Official or their designee may suspend or revoke a permit if it was issued in error, if the application contained incorrect, inaccurate, or incomplete information, or if there is a violation of any state law, rule, or ordinance.

(d) The issuance of a permit, or the approval of plans, specifications, or computations, shall not be construed as authorization for any violation of this code or any other ordinance of the Robbinsdale City Code. Any permit purporting to authorize work in violation of the code or other ordinances shall be invalid. A permit also becomes invalid if the authorized work is suspended or abandoned for more than one hundred eighty (180) days, commencing on the first day the work was suspended or abandoned.

Subd. 14. Subsurface Sewage Treatment System (SSTS) Fees. The following table identifies costs associated with SSTS administration and permits.

Description	**Fee**
SSTS: Type I, II, or III (new or replacement)	$450.00 (includes soil verification)
SSTS: Type IV or V (new or replacement for performance or engineered systems)	$375.00 + Actual Cost
Holding Tank (additional maintenance and operating permits required)	$350.00 (includes first years' operating permit)
Soil Site Review (charged in addition to the land use application)	$250.00 + $100.00 per lot
SSTS Abandonment/Removal	$125.00
Operating Permit	$200.00 annually
Maintenance Permit	$20.00
SSTS Reinspection	$95.00 per hour, 1 hour minimum

~~**ATTACHMENT A**~~

~~**DEMOLITION AND MOVING PERMIT FEES**~~

~~**FEES REQUIRED**~~

~~The Building Inspector, before issuing any house-moving permit or the demolition of any building or structure shall require payment by the applicant for such permit of fees in the amounts herein provide.~~

~~**DEMOLITION PERMIT**~~

~~The demolition permit fee shall be based on the total cost of demolishing such structure at the rate of 1.5% of the contract value.~~

~~In no case shall the fee charged for any demolition permit be less than one hundred twenty-five dollars ($125).~~

~~**MOVING PERMIT**~~

~~(a) For holding up, raising or moving any building or structure on the same lot, the fee shall be one hundred twenty-five dollars ($125).~~

~~(b) Minor buildings, as used in this section, shall be taken to mean accessory buildings, including, but not limited to, private garages, sheds, construction shacks, etc., as shall be determined by the Building Inspector.~~

~~(c) For a permit for moving any building, except a minor building as herein defined, from one location to another on private property, or to a different lot over the streets of the city, the fee shall be one hundred twenty-five dollars ($125). The same permit fees shall apply to any building being moved through the city from a place outside the city to another location outside the city.~~

~~ATTACHMENT B~~

~~PLUMBING PERMIT FEE SCHEDULE~~

~~FEES REQUIRED~~

~~The Building Official, before issuing any permit for the installation, alteration, addition or repair of any plumbing work, fixture or device shall require the payment by the applicant for such permit of the fees or fees in the amount herein provided.~~

~~Total Value~~	~~Fee~~
~~$2,000~~	~~$125.00 Minimum~~
~~$2,001 to $25,000~~	~~$125.00 for the first $2,000 plus $16.55 for each additional $1,000 or fraction thereof, to and including $25,000~~
~~$25,001 to $50,000~~	~~$505.65 for the first $25,000 plus $12 for each additional $1,000 or fraction thereof, to and including $50,000~~
~~$50,001 - $100,000~~	~~$805.65 for the first $50,000 plus $8.45 for each additional $1,000 or fraction thereof, to and including $100,000~~
~~$100,001 - $500,000~~	~~$1,288.15 for the first $100,00 plus $6.75 for each additional $1,000 or fraction thereof, to and including $500,000~~
~~$500,001 to $1,000,000~~	~~$3,928.15 for the first $500,000 plus $5.50 for each additional $1,000 or fraction thereof, to and including $1,000,000~~
~~$1,000,001 and up~~	~~$6,678.15 for the first $1,000,000 plus $4.50 for each additional $1,000 or fraction thereof~~

~~The fee for appliance only permits shall be $125 plus $1 state surcharge~~

~~1) The cost of installations, alterations, additions, or repairs shall include all labor and materials supplied by the contractor. In addition, it shall include all materials supplied by other sources when these materials are normally supplied by the contractor. The value of work by a homeowner shall be equal to the cost for labor and materials that would be charged by a contractor. All values shall be subject to approval of or determined by the Building Official.~~

~~2) REVISION OF ESTIMATED COST: The estimated cost shall be subject to review by the Building Official, and if the estimate does not reflect the true cost, it shall be revised and the applicant shall pay the fee based upon such revision. The Building Official may revoke any permit issued containing false information regarding the value of the work authorized by said permit pursuant to Section 89.150 of this Code. If the actual cost exceeds the estimated by five hundred dollars ($500.00) or more, the applicant shall report within thirty (30) days after completion of this job, the actual cost to the Inspections Department and the fee shall be revised and the applicant shall pay a fee computed on the basis of the actual cost.~~

~~3) The city may require permit applications be accompanied by a copy of the contract.~~

~~PLAN REVIEW FEES~~

~~When submittal documents are required by the code, a plan review fee may be required at the time of submitting the documents for plan review. Said plan review fee shall be 65 percent of the plumbing permit fee, with a minimum fee of $300 to be collected.~~

~~The plan review fees specified in this subsection are separate fees from the permit fees specified above and are in addition to the permit fees.~~

~~When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items, an additional plan review fee may be charged.~~

~~WORK COMMENCING BEFORE PERMIT ISSUANCE~~

~~If work for which a permit is required by the code has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for the work. An investigation fee equal to the permit fee shall be collected and is in addition to the required permit fees.~~

~~**ATTACHMENT C**~~

~~**ROBBINSDALE BUILDING CODE FEE SCHEDULE***~~

~~Total Value~~	~~Fee~~
~~$2,000~~	~~$125.00 Minimum~~
~~$2,001 to $25,000~~	~~$125.00 for the first $2,000 plus $16.55 for each additional $1,000 or fraction thereof, to and including $25,000~~
~~$25,001 to $50,000~~	~~$505.65 for the first $25,000 plus $12 for each additional $1,000 or fraction thereof, to and including $50,000~~
~~$50,001 - $100,000~~	~~$805.65 for the first $50,000 plus $8.45 for each additional $1,000 or fraction thereof, to and including $100,000~~
~~$100,001 - $500,000~~	~~$1,288.15 for the first $100,00 plus $6.75 for each additional $1,000 or fraction thereof, to and including $500,000~~
~~$500,001 to $1,000,000~~	~~$3,928.15 for the first $500,000 plus $5.50 for each additional $1,000 or fraction thereof, to and including $1,000,000~~
~~$1,000,001 and up~~	~~$6,678.15 for the first $1,000,000 plus $4.50 for each additional $1,000 or fraction thereof~~

~~**OTHER INSPECTION FEES**~~

1. ~~Inspections outside of normal business hours (min. charge two hours) ....$125.00 per hour~~ [1]
2. ~~Re-inspection fee assessed under provisions of section 305.8……...........…...$125.00 per hour~~ [1]
3. ~~Inspections for which no fee is specifically indicated (minimum charge one-half hour)...$125.00 per hour~~ [1]
4. ~~Additional plan review required by changes, additions, or revisions to approved plans (minimum charge one-half hour)...$125.00 per hour~~ [1]
5. ~~For use of outside consultants for plan checking and inspections, or both ....Actual Cost~~ [2]

[1] ~~Or the total hourly cost to the jurisdiction, whichever is the greatest. The cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.~~

[2] ~~Actual costs include administrative and overhead costs.~~

~~RESIDENTIAL – FLAT FEES~~

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

~~FIRE SUPPRESSION EQUIPMENT FEES~~

~~The Building Official, before issuing any permit for the construction, installation, alteration, addition or repair of any fire suppression system or equipment connected therewith, shall require the payment by the applicant for such permit of the fees. The fees for fire suppression systems shall be the same as established by the building permit fee above, based on the contract value, with a minimum fee of $300 to be collected.~~

~~The cost of installations, alterations, additions, or repair shall include all labor and materials supplied by the contractor. In addition, it shall include all materials supplied by other sources when these materials are normally supplied by the contractor.~~

~~REVISION OF ESTIMATED COST: The estimated cost shall be subject to review by the Building Official, and if the estimate does not reflect the true cost, it shall be revised and the applicant shall pay the fee based upon such revision. The Building Official and/or Fire Chief may revoke any permit issued containing false information regarding the value of the work authorized by said permit. If the actual cost exceeds the estimated by five hundred dollars ($500.00) or more, the applicant shall report within thirty (30) days after completion of this job, the actual cost to the Inspections Department and the fee shall be revised and the applicant shall pay a fee computed on the basis of the actual cost. A copy of the contract may be required to verify the value.~~

~~PLAN REVIEW FEES~~

~~When submittal documents are required by the Building Code, a plan review fee may be required at the time of submitting the documents for plan review. Said plan review fee shall be 65 percent of the building permit fee. The plan review fee for similar buildings shall not exceed 25 percent of the normal building permit fee.~~

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

~~The plan review fees specified in this subsection are separate fees from the building permit fees specified above and are in addition to the building permit fees.~~

~~When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items, an additional plan review fee shall be charged as required by the Building Code.~~

~~WORK COMMENCING BEFORE PERMIT ISSUANCE~~

~~If work for which a permit is required by the code has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for the work. An investigation fee equal to the permit fee shall be collected and is in addition to the required permit fees.~~

~~LICENSE VERIFICATION FEE~~

~~A surcharge of $5.00 shall be added to all residential building permits when performed by state licensed residential building contractors and remodelers, and residential roofers. This fee will be in addition to the Building Permit and Plan Check fees.~~

~~ATTACHMENT D~~

~~MECHANICAL PERMIT FEE SCHEDULE~~

~~FEES REQUIRED~~
~~The Building Official, before issuing any permit for the construction, installation, alteration, addition or repair of any furnace, boiler, heating or power plant or system, or any device or equipment connected therewith, or for any other device connected, or to be connected, with any chimney or stack, or for the construction, installation, alteration, addition or repair of any air conditioning or ventilation system or sheet metal ductwork or piping system or equipment connected therewith, shall require the payment by the applicant for such permit of the fees or fees in the amount herein provided.~~

~~Total Value~~	~~Fee~~
~~$2,000~~	~~$125.00 Minimum~~
~~$2,001 to $25,000~~	~~$125.00 for the first $2,000 plus $16.55 for each additional $1,000 or fraction thereof, to and including $25,000~~
~~$25,001 to $50,000~~	~~$505.65 for the first $25,000 plus $12 for each additional $1,000 or fraction thereof, to and including $50,000~~
~~$50,001 - $100,000~~	~~$805.65 for the first $50,000 plus $8.45 for each additional $1,000 or fraction thereof, to and including $100,000~~
~~$100,001 - $500,000~~	~~$1,288.15 for the first $100,00 plus $6.75 for each additional $1,000 or fraction thereof, to and including $500,000~~
~~$500,001 to $1,000,000~~	~~$3,928.15 for the first $500,000 plus $5.50 for each additional $1,000 or fraction thereof, to and including $1,000,000~~
~~$1,000,001 and up~~	~~$6,678.15 for the first $1,000,000 plus $4.50 for each additional $1,000 or fraction thereof~~

~~(a) The cost of installations, alteration, additions, or repairs shall include all labor and materials supplied by the contractor. In addition, it shall include all materials supplied by other sources when the contractor normally supplies these materials.~~

~~(b) REVISION OF ESTIMATED COST: The estimated cost shall be subject to review by the Building Official, and if the estimate does not reflect the true cost, it shall be revised and the applicant shall pay the fee based upon such revision. The Building Official may revoke any permit issued containing false information regarding the value of the work authorized by said permit pursuant to Section 89.150 of this Code. If the actual cost exceeds the estimated by five hundred dollars ($500) or more, the applicant shall report within thirty (30) days after the completion of this job, the actual cost to the Inspections Department and the fee shall be revised and the applicant shall pay a fee computed on the basis of the actual cost.~~

~~(c) A copy of the contract must accompany all commercial permit applications.~~

~~PLAN REVIEW FEES~~

~~When submittal documents are required by the code, a plan review fee may be required at the time of submitting the documents for plan review. Said plan review fee shall be 65 percent of the mechanical permit fee, with a minimum fee of $300 to be collected.~~

~~The plan review fees specified in this subsection are separate fees from the permit fees specified above and are in addition to the permit fees.~~

~~When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items, an additional plan review fee may be charged.~~

~~WORK COMMENCING BEFORE PERMIT ISSUANCE~~

~~If work for which a permit is required by the code has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for the work. An investigation fee equal to the permit fee shall be collected and is in addition to the required permit fees.~~

SIGN FEES

SIGN PERMIT FEES SHALL BE:

$125.00	Permanent Signs
$125.00	Temporary Signs
$250.00	Special Signs once annually
$500.00	Special Signs more than once annually

Street Spanning Banner Signs Per Installation below**

PLAN REVIEW FEES

When submittal documents are required by the code, a plan review fee may be required at the time of submitting the documents for plan review. Said plan review fee shall be 65 percent of the sign permit fee.

The plan review fees specified in this subsection are separate fees from the permit fees specified above and are in addition to the permit fees.

When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items, an additional plan review fee may be charged.

WORK COMMENCING BEFORE PERMIT ISSUANCE

If work for which a permit is required by the code has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for the work. An investigation fee equal to the permit fee shall be collected and is in addition to the required permit fees.

****Street Spanning Banners – City code 410.11, Subd 14**
$125 permit fee for use of wires for one double sided banner per occasion for banners delivered including necessary hardware connections. Those Community Groups who have contributed a minimum of $750 for installation of the Banner wires on West Broadway shall be exempt from this fee. A fee to cover the charge for hardware needed for installation of the sign not supplied with the sign will be charged at cost.

Liability Insurance
Not required

$50 late fee for those delivering banners after noon Friday

ATTACHMENT C ~~F~~

PARK, COMMUNITY GYMS AND FITNESS CENTER FACILITIES

- Local Youth Associations may reserve shelter building or picnic shelter for meetings or association level special events free of charge. Additional fees for extra services or features will be charged.
- ~~**50% reduction in fee for local youth associations to use synthetic turf fields in March or April, if grass fields are not available.**~~
- Reduced rates are available for long term rentals of a minimum of 10 times by individuals or local associations. (10% reduction on total rental. Must be reserved on the same permit.)
- Clean-up/Damage deposit for use is $250 unless otherwise noted.
- Additional deposits may be required as noted below.
- Liability insurance may be required based on activity and facility being used.
- Permit required for any gathering of 25 or more people according to City ordinance 815.05
- Set up time must be included in rental hours.
- Picnic Shelters are available in 2 hour increments.
- Special requests requiring staff overtime will be billed at current rates.
- Additional portable restroom requests will be billed at current rates or supplied by renter with locations approved by staff.
- Rates include taxes.

	Applicant	**Local Youth Associations**
Shelter Building Clean up/Damage Deposit	$35 ~~$30~~ /hour-2 hour minimum $250	$0 ~~$500~~
Picnic Shelter (LVT) Clean up/Damage Deposit	$25/hour-2 hour minimum $250	$0
Picnic Shelter (other shelters)	$20/hr-2 hour minimum	$0
Beer/Wine permit with Picnic reservation (City Code 815.03)	$50	$50 ~~$100~~

~~Tennis/Horseshoe Courts~~	~~$25/hour~~	~~N/A~~
~~Ice Rinks~~	~~$25/hour~~	~~N/A~~
Open Park Area* for less than 50 people Open Park Area* for 50-500 people * Area to be specified on request and approved by staff	$25/hour	$0 $0
Large Multi-Sport Field (LVT,)	$30/hour	$5/hr
All Star Field	$40/hour	$5/hr (from $10)
Baseball Field-no prep	$25/hour	$5/hr (from $0)
Diamond game prep *during regular working hours in addition to rental fees*	$50 per time (from $40)	$35 per time (from $25)
~~Lights~~	~~$15 per hour~~	~~$12 per hour~~
Canoe/Kayak Rack Rental	$50 (May 1 -Oct 15)	N/A
Portable Recreation Feature** Deposit for features	$50/feature $500/feature up to $1500	
**Portable Recreation Feature includes, but not limited to, inflatables, stages, dunk tanks, rides, climbing wall, mechanical games.		

	Applicant		Local Youth Association
RCGFC Gym	$45-per hour per gym		$30 per hour per gym
Deposit			
~~Fitness Center~~	~~$100 per hour~~		~~$35/hour with coach supervision required~~
Deposit	$500		
Supervisor***	$25 per hour		$25 per hour
*** No Supervisor fee charged during normal business hours.			

Resident rates for RCGFC may apply for Robbinsdale Area School District residents.

ATTACHMENT D ~~G~~

CONDUIT DEBT ISSUANCE FEE SCHEDULE

CONDUIT DEBT PURPOSE

Periodically, qualified organizations will approach the City to issue tax-exempt debt through the City for the purchase of qualified equipment or the development, construction, or remodeling of facilities. The City is able to issue this debt to qualified organizations as authorized by applicable Minnesota Statutes and Federal Income Tax Law. The debt is issued in the City's name and reported within the City's Comprehensive Annual Financial Report. The City has a practice of charging a fee to qualified organizations who issue this type of debt through the City.

FEE SCHEDULE

New debt issuance fees:

0.5% of the initial amount of bonds being issued, due upon issuance.
0.5% of the initial amount of bonds being issued, due on first anniversary after the issuance of the bonds.
0.125% of the outstanding principle of the bonds, due annually until the bonds have been retired.

Refinancing issuance fees (periodically, an organization that issued bonds previously may desire to refund the old bonds and issue new bonds in their place):

0.125% of the initial amount of bonds being issued, due upon issuance.
0.125% of the outstanding principle of the bonds, due annually until the bonds have been retired.

JOINT POWERS FEES

An organization within Robbinsdale may desire to finance projects at facilities it owns within Robbinsdale by issuing bonds through another city. This requires the City Council to give host city approval and/or enter into a Joint Powers Agreement with the other city. Under this circumstance, the debt issuance fees would be the same as listed in the fee schedule above with the caveat that the fees would only pertain to the amount of bonds being issued related to projects being completed within the City of Robbinsdale.

When there is a reissuance or a refinancing, and the qualified organization did not previously pay all of the new debt issuance fees listed above, the qualified organization shall pay the new debt issuance fees listed above excluding any fees previously paid to the City of Robbinsdale.

ATTACHMENT E ~~H~~

RENTAL LICENSE INSPECTION FEES

City Code Section 425.31

Base Rental License Fees – includes routine bi-annual inspection and one return visit to verify required corrections have been made. Additional inspections required because work has not been completed or units are not available for inspection at scheduled times may be subject to additional charges as described below.

An escalating license fee will apply when a rental property owner fails to apply for or comply with the requirements allowing for issuance of a rental license:

Term: Bi-annual

	Base License Fee as of the first working day in November	Received after ten working days in November	Received after twenty working days in November
Single Family or ½ duplex (when other side owner occupied)	$200	$225	$325
Duplex or double bungalow (with one owner)	$200 plus $100 for 2nd unit	$325	$425
Three unit dwelling	$300 plus $20 for each unit after 1st 3 units	$400	$500
Townhomes (3 or more attached units)	$200 plus $100 for each unit more than one	$225	$325
Apartments (additional fire inspection fee if over 10 units)	$300 including first 3 units plus $20 per unit	$400	$500
Fire Inspection Fee	$125 per structure		

Initial/Conversion Inspection Fee: $750

Any existing single unit (home, apartment, or townhome) converted to rental use shall require a complete Housing Maintenance Code Inspection prior to occupancy. In addition, property owners or a locally designated manager must attend a training session (425.31, Subd 2) within 6 months of obtaining the rental license. The training shall review rental property regulations and owner obligations including, but not limited to, utility billing which can be assessed to the property and repeat nuisance call fees. Where the owner designates a local manager representative to the orientation meeting, written materials will be sent to the owner who must certify that the material has been read and understood. $150 of this fee may be waived for property owners who have personally completed this orientation program within the previous 12 month period and who have had no reported nuisance problem with any other properties owned by the same owner in the City of Robbinsdale. Failure to complete the training within 6 months shall subject the owner to a service fee described below.

Change in Ownership Property Review Fee: $500

When rental property ownership changes, a review of all of the previous rental licensing inspections and a walk through of the property will be conducted with the new owner. If this is the owner's first rental property in Robbinsdale, staff will also review rental property regulations and owner obligations including, but not limited to, utility billing which can be assessed to the property and repeat nuisance call fees. Where the owner designates a local manager representative to walk-thru the property and receive the information, written materials will be

sent to the owner who must certify that the material has been read and understood. $150 of this fee may be waived for property owners who have personally completed an orientation program with the City of Robbinsdale within the previous 24 month period and who have had no reported nuisance problem with any other properties owned by the same owner in the City of Robbinsdale.

Service Fee for Failure to Attend Initial/Conversion Training or Crime Free Housing Training (Section 425.31, Subd 4)
$100 for each month that training is not completed for a maximum of three months. If after 3 months (9 months after license issuance) the training has not been completed, the rental license(s) may be subject to suspension or revocation by the City Council.

Failure to Provide Copy of Lease Addendum $100
After one month, rental license is subject to suspension or revocation by the City Council.

Failure to Terminate Tenancy (425.32, Subd 5b) $750
For each month, after 3 months, the rental license is subject to suspension or revocation by the City Council.

Re-inspection Fees
$125 for each unit requiring re-inspection for the second and each subsequent re-inspection visit necessitated by required repairs not being completed or access being denied. If the initial inspection has a series of deadlines, the initial re-inspection of each group of items would be covered in the base license fee.

Interim Inspection Fees:
$125 for each visit required to inspect legitimate maintenance concerns reported by tenant, area resident, or observed by City Staff between the bi-annual licensing inspections.

Administrative Fees:
Surcharge for failure to schedule required inspection:
An administrative fee of $100 will be assessed as a surcharge when a required inspection is 10 days past due and the owner or owner’s representative has not scheduled the appointment and staff is required to make this contact.

Appeal Fee $30/ filing of an appeal to City Council on a HMC order.

ATTACHMENT ~~I~~ F

SCHEDULE OF OFFENSES AND FEES
ADMINISTRATIVE PENALTY SYSTEM

General Rules of Administrative Fine System

1. Each day a violation exists constitutes a separate offence. (117.01, subd 4A)
2. Fees are due to the City within 10 days of the date of the citation. (117.01, subd 5B)
3. A late payment charge of 10% of the fine amount, with a minimum of $15, is required if not paid within 10 days from the date of the citation. (117.01, subd 10D)
4. City may collect unpaid fines by a special assessment to the property when the violation can be identified to a property. (117.01, subd 10 A&B)
5. Failure to pay a fine or request a hearing is punishable by criminal penalties. (117.01, subd 11)
6. Appeal hearings can be scheduled. Hearing officers will not be city employees and will be selected from a list of qualified individuals. (117.01, subd 6 & 7)

Level One Violations **$50.00**

- Minor or incidental inappropriate garbage/recycling/yard waste management including, but not limited to, garbage placed for pick up without stickers, garbage containers not properly stored between collection dates, improper use of carts, use of extra carts not being billed.
- Inoperable vehicle on property, inoperable vehicle being used as storage (*inoperable vehicle includes those vehicles with tabs 90 days past due).
- Local parking violations including, but not limited to, vehicle parked on grass, violation of permit parking restrictions, snow emergency violations, inappropriate RV storage.
- Animal issues including, but not limited to, barking dogs, unlicensed animal (under owner's control), excessive feces on the yard.
- Property condition including, but not limited to, tall grass, vegetation overflowing alley, adjacent public sidewalk not shoveled, minor exterior storage (junk in the yard or along alley).
- Loud parties, recreational fire violations.
- False alarms each false alarm for the 4th –6th occurrence in a calendar year.

Level Two Violations **$100.00**

- Local parking violations including, but not limited to, parking in fire lanes, blocking access.
- Property maintenance violations including, but not limited to, peeling paint, eaves hanging, doors delaminated, fences collapsing.
- City code violations (not listed elsewhere) designated as a misdemeanor or petty misdemeanor, including Chapter 5–Zoning code. Includes erosion control, sight triangle violations, setback encroachments, excessively bright lights, bus idling, being in parks after hours.
- Animals at large (licensed), failure to follow restrictions for potentially dangerous animals.
- Failing to collect and remove animal feces from public property (including Parks and Right-of-Way) and on other persons property.
- False alarms each false alarm for the 7th – 10th occurrence in a calendar year.
- Sign regulation violations, unpermitted exterior display of merchandise.
- Missing address numbers visible from the street or alley.

Level Three Violations **$150.00**

- Unlicensed animal at large.
- False alarms each false alarm for the 11th –15th occurrence in a calendar year.

Level Four Violations **$200.00**

- False alarms each false alarm in excess of 15 occurrences in a calendar year.

Level Five Violations **$400.00**

The violation is a major infraction that involves unsafe conditions, constitutes a blighting influence on surrounding properties or neighborhood, involves neglect of property maintenance, or endangers life or property, supported by the enforcement officer's written justification.

- Failure to obtain a required permit or license (not listed elsewhere), includes rental without a license and creation of a 2nd dwelling unit in a structure without zoning approval
- Failure to maintain or violation of a condition of approval for a conditional use permit, Home occupation violations.
- Excessive or habitual accumulations of garbage, rubbish or exterior storage of materials unrelated to a lawfully permitted construction or remodeling project.
- Unpermitted use of street right-of-way or boulevard encroachments.
- Illegal occupancy of a basement, attic or other room with inadequate egress for sleeping purposes.
- Violation of the prohibition on providing conversion therapy to a minor or vulnerable adult, or any other violation of Section 2050 of the City Code

Violation for Excessive Repeat Nuisance Service Calls:

- $500 for the 4th Repeat Nuisance Service Call in 730 days
- $500 for the 5th Repeat Nuisance Service Call in 730 days
- $1000 for the 6th Repeat Nuisance Service Call in 730 days
- $1500 for the 7th Repeat Nuisance Service Call in 730 days
- $2000 for each Repeat Nuisance Service Call in excess of 7 occurrences in 730 days

Disorderly House

- $2000 for conviction under Minnesota Statutes Section 609.33

Repeat Violations

Repeat violations occurring within 12 months are subject to double fees. Said violations are a new case involving the same violation (i.e. a second offence parking in a fire lane). Repeat violations are distinguished from continuing violations. Double fees do not apply to false alarms. Subsequent repeat violations occurring within 12 months are subject to a doubling of the preceding penalty.

Continuing Violations
When situations which are subject to an administrative citation continue without resolution for more than a month despite repeat citations, an officer may issue a citation with a fee doubling the preceding penalty, not to exceed $2000.

Hearing Officer ability to adjust fees for continuing violations
In cases involving continuing violations, the hearing officer may adjust and impose a fee for each day the violation continues, not to exceed $2,000 per violation per day; unless city code specifies differently, i.e. max erosion control $300/day.

Fees Payable to Hearing Officers:
Fees paid to hearing officer: The fee will be $150 as a maximum charge for up to two consecutive hearings. Additional consecutive hearings would be $75 each.

Hearing Request fee:
Hearing Request Deposit fee: $25 is due along with the appeal form. The fee is refundable as provided in the hearing officer's decision. In cases where a violation was found to have occurred, the hearing officer may apply the refund towards the citation payment as provided in the hearing officer's decision.

Special Assessment Charge:
A special assessment charge of $50- will be added for unpaid fine amounts that are specially assessed.

ATTACHMENT G ~~J~~

EV CHARGING

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

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

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Diaa Tahoun, Finance Director
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
RE:	Deputy Registrar's Monthly Financial Statements

Background:

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

Analysis:

Year-to-date revenues amount to $592,394 showing an increase of $43,672 (8%) compared to the previous year. Expenditure has increased by $26,137 (5.5%). The net gain before transfers for the year is $93,527, which is $17,535 (23.1%) more than last year at this time.

Passport revenue year to date has increased by $38,034 (40.3%) and motor vehicle fees have increased by $4,360 (1%).

Recommendation:

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

Attachments:

1. DEPS Oct 2025 P&L

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

	Oct-2025	Oct-2024	Year to Date 2025	Year to Date 2024	Amount Difference	% Inc (Dec) from Previous Year
Notary Fees		5	10	55	(45)	(81.8%)
Motor Vehicle Fees	38,566	40,826	430,641	437,321	(6,680)	(1.5%)
Motor Vehicle Fees - Kiosk	1,131	3,431	24,034	12,994	11,040	
Boat/Snow/ATV/ORV Fees	158	153	3,672	3,811	(139)	(3.6%)
Fish & Game Fees	6	1	33	76	(43)	(56.6%)
Passport Fees	8,098	9,608	132,474	94,440	38,034	40.3%
State Grants - Other			(1)	-	(1)	0.0%
Other Revenue / Transfer In	44	(313)	1,531	26	1,505	5788.5%
Revenues	48,003	53,711	592,394	548,723	43,672	8.0%

Operating Expenses:

	Oct-2025	Oct-2024	Year to Date 2025	Year to Date 2024	Amount Difference	% Inc (Dec) from Previous Year
Personal Services	52,763	52,339	405,847	385,386	20,461	5.3%
Supplies & Repairs	37	34	2,929	3,181	(252)	(7.9%)
Internal Serv Charges	7,913	7,367	79,130	73,709	5,421	7.4%
Other Charges & Services	965	3,090	10,340	9,956	384	3.9%
Other (Income) Expense			621	498.00	123	-
Total	61,678	62,830	498,867	472,730	26,137	5.5%
Operating Income / (Loss)	(13,675)	(9,120)	93,527	75,993	17,535	23.1%
Percent to Revenues	-28%	-17%	16%	14%		

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Diaa Tahoun, Finance Director
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
RE:	Robbinsdale Wine & Spirits' Monthly Financial Statements

Background:

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

Analysis:

Year-to-date sales amount to $ 3,367,836, reflecting a $ 112,816 decrease (3.2%) from the previous year. Gross profit from sales stands at $ 1,003,026 compared to $ 985,361 in 2024 (1.8% increase). Our year-to-date gross profit is currently at 30%, meeting our target. The net income before transfers including the non-operating revenue/expenses for this year totals $ 41,828 showing an increase of $98,106 from the net loss of $56,278 in 2024.

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

Recommendation:

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

Attachments:

1. Liquor Oct 2025 P&L
2. Liquor Oct 2025 pie

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

	Oct-2025	Oct-2024	Year to Date 2025	Year to Date 2024	Amount Difference	% Inc (Dec) from Previous Year
Sales	360,475	360,223	3,397,934	3,513,200	(115,266)	(3.3%)
Less Customer Discounts	2,891	3,353	30,098	32,548	(2,450)	(7.5%)
Net Sales	357,584	356,870	3,367,836	3,480,652	(112,816)	(3.2%)
Cost of Sales	253,291	259,517	2,364,810	2,495,291	(130,481)	(5.2%)
Gross Profit	104,293	97,353	1,003,026	985,361	17,665	1.8%
Percent to Net Sales	29%	27%	30%	28%	-16%	
Operating Expenses:						
Personal Services	70,711	78,403	539,217	597,091	(57,874)	(9.7%)
Supplies & Repairs	1,194	1,234	13,561	17,309	(3,748)	(21.7%)
Other Charges & Services	24,137	23,551	245,224	253,036	(7,812)	(3.1%)
Depreciation	11,250	12,337	112,500	123,370	(10,870)	(8.8%)
Other (Income) Expense	141	155	496	(207)	703	(339.6%)
Total	107,433	115,680	910,998	990,599	(79,601)	(8.0%)
Operating Income / (Loss)	(3,140)	(18,327)	92,028	(5,238)	97,266	(1856.9%)
Percent to Net Sales	-1%	-5%	3%	0%		

Nonoperating Revenues (Expenses)

	Oct-2025	Oct-2024	Year to Date 2025	Year to Date 2024	Amount Difference
GASB 87 Adjustment					
Lease Interest Expense	(5,020)	(5,020)	(50,200)	(51,040)	840
	(5,020)	(5,020)	(50,200)	(51,040)	840
Income/(Loss) Before Transfers	(8,160)	(23,347)	41,828	(56,278)	98,106

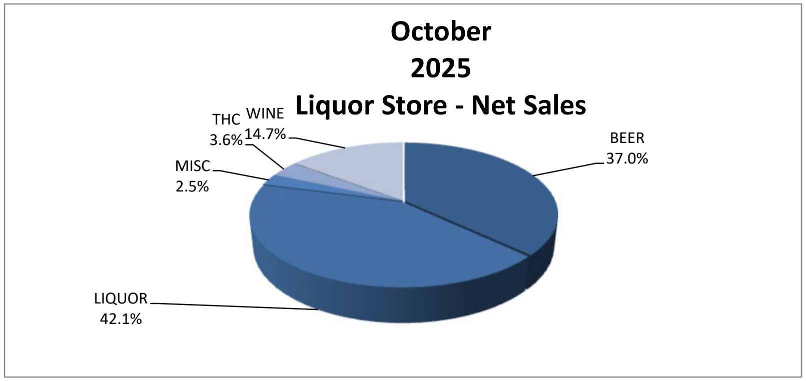
Current Month Analysis

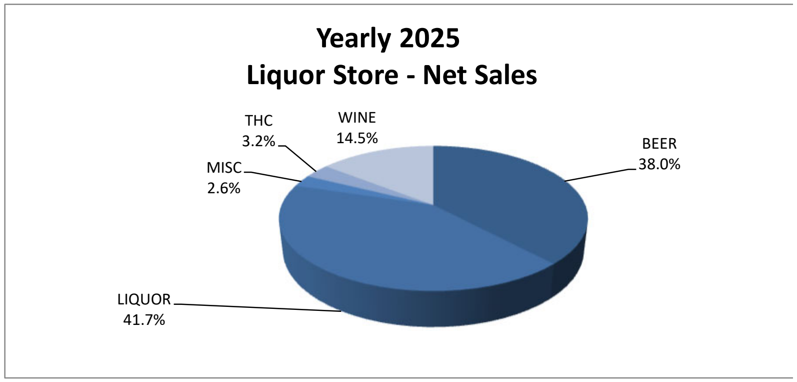
	Liquor	Wine	Beer	Misc	THC	Totals
Sales	150,570	52,614	132,262	9,099	13,039	357,584
Inventory of October 1	309,167	161,013	94,110	10,325	13,938	588,553
Purchases	96,775	38,398	91,089	6,347	6,938	239,547
Less Inventory of October 31	303,396	164,781	84,245	9,848	12,539	574,809
Cost of Sales	102,546	34,630	100,954	6,824	8,337	253,291
Gross Profit	48,024	17,984	31,308	2,275	4,702	104,293
Gross Profit % to Net Sales	32%	34%	24%	25%	36%	
Product % to Total Sales	42%	15%	37%	3%	4%	

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

Sales / Cost of Sales Analysis

	Oct-2025	Oct-2024	Year to Date 2025	Year to Date 2024	% Inc (Dec) from Previous Year
Liquor Sales	150,570	151,458	1,404,252	1,448,637	(3.1%)
Liquor Cost of Sales	102,546	110,972	950,464	1,014,062	(6.3%)
Gross Profit	48,024	40,486	453,788	434,575	4.4%
Percent to Net Sales	32%	27%	32%	30%	
Wine Sales	52,614	56,744	487,518	551,661	(11.6%)
Wine Cost of Sales	34,630	36,633	306,879	366,684	(16.3%)
Gross Profit	17,984	20,111	180,639	184,977	(2.3%)
Percent to Net Sales	34%	35%	37%	34%	
Beer Sales	132,262	133,063	1,278,914	1,314,350	(2.7%)
Beer Cost of Sales	100,954	101,386	976,832	1,002,244	(2.5%)
Gross Profit	31,308	31,677	302,082	312,106	(3.2%)
Percent to Net Sales	24%	24%	24%	24%	
Misc Sales	9,099	9,010	88,861	95,972	(7.4%)
Misc Cost of Sales	6,824	6,334	61,928	67,745	(8.6%)
Gross Profit	2,275	2,676	26,933	28,227	(4.6%)
Percent to Net Sales	25%	30%	30%	29%	
THC Sales	13,039	6,595	108,291	70,031	54.6%
THC Cost of Sales	8,337	4,192	68,707	44,555	54.2%
Gross Profit	4,702	2,403	39,584	25,476	55.4%
Percent to Net Sales	36%	36%	37%	36%	
Total Sales	357,584	356,870	3,367,836	3,480,651	(3.2%)
Total Cost of Sales	253,291	259,517	2,364,810	2,495,290	(5.2%)
Gross Profit	104,293	97,353	1,003,026	985,361	1.8%
Percent to Net Sales	29%	27%	30%	28%	





October 2025		Net Sales per Dept	% Net Sales of Total
BEER	6401.4763	132,262	37.0%
LIQUOR	6401.4761	150,570	42.1%
MISC	6401.4764	9,099	2.5%
THC	6401.4766	13,039	3.6%
WINE	6401.4762	52,614	14.7%
		357,584	

Total 2025		Net Sales per Dept	% Net Sales of Total
BEER	6401.4763	1,278,913	38.0%
LIQUOR	6401.4761	1,404,255	41.7%
MISC	6401.4764	88,861	2.6%
THC	6401.4766	108,290	3.2%
WINE	6401.4762	487,517	14.5%
		3,367,836	

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Diaa Tahoun, Finance Director
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
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 2025 prepared by the finance department. The report includes a budget and quarterly amount for 2025.

Analysis:

This is summarized information and reflects transactions that have occurred to date throughout 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 ending September 2025.

Attachments:

1. Quarterly Financials 2025- 3rd

City of Robbinsdale
General Fund
For Period Ending September 30, 2025

		3rd Quarter 2025		Year to Date Actual		Annual Budget		Under (Over) Budget	Percent Received / Expended
Revenues/Other Cash Inflow									
Taxes	$	735,817	$	4,935,817	$	9,504,954	$	4,569,137	51.9%
Business Licenses		5,850		86,790		121,000		34,210	71.7%
Non-Business Licenses & Permits		124,025		320,339		429,459		109,120	74.6%
Intergovernmental		1,270,216		1,575,827		2,932,766		1,356,939	53.7%
General Government Fees		58,150		219,624		318,420		98,796	69.0%
Public Safety Fees		7,592		17,114		21,000		3,886	81.5%
Recreation Fees		36,564		127,310		120,394		(6,916)	105.7%
Fines & Forfeitures		32,279		134,710		195,000		60,290	69.1%
Franchise Fees		101,931		275,780		520,000		244,220	53.0%
Interest and dividends						156,560		156,560	
Miscellaneous Revenue		611		203,886		16,500		(187,386)	1235.7%
Contributions From Other Funds						300,000		300,000	
Total Revenues/Other Cash Inflows	**$**	**2,373,035**	**$**	**7,897,197**	**$**	**14,636,053**	**$**	**6,738,856**	**54.0%**

		3rd Quarter 2025		Year to Date Actual		Annual Budget		Under (Over) Budget	Percent Received / Expended
Expenses/Other Cash Outflow									
City Council	$	55,250	$	163,025	$	188,580	$	25,555	86.4%
Legal Services		17,321		52,143		124,467		72,324	41.9%
Administrative Services		109,048		340,765		490,128		149,363	69.5%
Assessing		2,177		8,914		10,715		1,801	83.2%
Financial Services		55,333		182,011		343,925		161,914	52.9%
Community Development		154,604		463,849		658,119		194,270	70.5%
Police Services		1,611,181		4,737,740		7,411,855		2,674,115	63.9%
Fire Services		270,332		717,676		1,131,222		413,546	63.4%
Recreation & Parks		229,021		605,326		775,538		170,212	78.1%
Engineering Services		191,217		621,778		1,041,184		419,406	59.7%
Public Works		728,971		1,840,881		2,963,434		1,122,553	62.1%
Transfer to Other Funds									
Total Expenses/Other Cash Outflow	**$**	**3,424,455**	**$**	**9,734,108**	**$**	**15,139,167**	**$**	**5,405,059**	**64.3%**

City of Robbinsdale
Water Utility Fund
For Period Ending September 30, 2025

	3rd Quarter 2025	Year to Date Actual	Annual Budget	Under (Over) Budget	Percent Received / Expended
Water Utility Operations					
Revenues/Other Cash Inflow					
Water Charges	$ 1,034,015	$ 3,295,384	$ 4,738,934	$ 1,443,550	69.5%
Intergovernmental - Grants	1,133	91,501	6,002,500	5,910,999	1.5%
Interest Income	541	11,604	135,000	123,396	8.6%
Bond Proceeds	935,000	935,000	3,904,610	2,969,610	23.9%
Other Revenue		2,927	44,500	41,573	6.6%
Total Revenues/Other Cash Inflows	**$ 1,970,689**	**$ 4,336,416**	**$ 14,825,544**	**$ 10,489,128**	**29.2%**
Expenses/Other Cash Outflow					
Personal Service	$ 124,623	$ 403,212	$ 435,645	$ 32,433	92.6%
Supplies	114,893	285,672	562,647	276,975	50.8%
Other Services & Charges	275,962	753,231	1,083,026	329,795	69.5%
Depreciation	309,000	927,000	1,236,000	309,000	75.0%
Capital Improvements	47,141	201,013	10,173,210	9,972,197	2.0%
Bond Principal	2,064,697	2,399,697	2,192,771	(206,926)	109.4%
Bond Interest	282,882	572,026	823,821	251,795	69.4%
Fiscal Agent Fees	38	409	610	201	67.0%
Debt Issuance Cost	18,759	18,759	20,000	1,241	93.8%
Operating Transfers Out			65,000	65,000	
Total Expenses/Other Cash Outflow	**$ 3,237,995**	**$ 5,561,019**	**$ 16,592,730**	**$ 11,031,711**	**33.5%**

	Increase (Decrease)
Year-to-date Revenue less Expenses	$ (1,224,603)

City of Robbinsdale
Sanitary Sewer Fund
For Period Ending September 30, 2025

	3rd Quarter 2025	Year to Date Actual	Annual Budget	Under (Over) Budget	Percent Received / Expended
Sanitary Sewer Operations					
Revenues/Other Cash Inflow					
Sanitary Sewer Charges	$ 592,565	$ 2,162,169	$ 3,315,403	$ 1,153,234	65.2%
Interest Income	190	4,095	57,500	53,405	7.1%
Bond Proceeds			743,800	743,800	
Other Revenue		2,927	5,000	2,073	58.5%
Total Revenues/Other Cash Inflows	**$ 592,755**	**$ 2,169,191**	**$ 4,121,703**	**$ 1,952,512**	**52.6%**
Expenses/Other Cash Outflow					
Personal Service	$ 42,687	$ 121,315	$ 235,606	$ 114,291	51.5%
Supplies	4,284	20,975	49,664	28,689	42.2%
Other Charges & Services	383,602	1,149,322	1,597,835	448,513	71.9%
Depreciation	66,307	198,919	265,225	66,306	75.0%
Capital Improvements		5,028	1,020,800	1,015,772	0.5%
Bond Principal Pymts		245,000	215,000	(30,000)	114.0%
Bond Interest	28,525	61,150	49,150	(12,000)	124.4%
Fiscal Agent Fees	43	304	668	364	45.5%
Debt Issuance Cost	59	59			#DIV/0!
Operating Transfers Out			16,000	16,000	
Total Expenses/Other Cash Outflow	**$ 525,507**	**$ 1,802,072**	**$ 3,449,948**	**$ 1,647,935**	**52.2%**

	Increase (Decrease)
Year-to-date Revenue less Expenses	$ 367,119

City of Robbinsdale
Storm Sewer Fund
For Period Ending September 30, 2025

	3rd Quarter 2025	Year to Date Actual	Annual Budget	Under (Over) Budget	Percent Received / Expended
Storm Sewer Operations					
Revenues/Other Cash Inflow					
Storm Sewer Charges	$ 362,538	$ 1,446,410	$ 2,071,001	$ 624,591	69.8%
Interest Income	144	3,072	60,000	56,928	5.1%
Bond Proceeds	2,905,000	2,905,000	4,352,100	1,447,100	66.7%
Other Revenue		866		(866)	
Total Revenues/Other Cash Inflows	**$ 3,267,682**	**$ 4,355,348**	**$ 6,483,101**	**$ 2,127,753**	**67.2%**
Expenses/Other Cash Outflow					
Personal Service	$ 42,244	$ 113,663	$ 195,143	$ 81,480	58.2%
Supplies	23,853	47,520	162,656	115,136	29.2%
Other Charges & Services	151,760	382,689	556,441	173,752	68.8%
Depreciation	100,000	300,000	400,000	100,000	75.0%
Capital Improvements	9,478	11,053	4,579,600	4,568,547	0.2%
Bond Principal Pymts		415,000	415,000		100.0%
Bond Interest	47,391	97,147	97,147		100.0%
Fiscal Agent Fees	60	479		(479)	
Debt Issuance Cost	57,803	57,803		(57,803)	
Operating Transfers out			25,000	25,000	
Total Expenses/Other Cash Outflow	**$ 432,589**	**$ 1,425,354**	**$ 6,430,987**	**$ 5,005,633**	**22.2%**

	Increase (Decrease)
Year-to-date Revenue less Expenses	$ 2,929,994

City of Robbinsdale
Solid Waste Fund
For Period Ending September 30, 2025

		3rd Quarter 2025		Year to Date Actual		Annual Budget		Under (Over) Budget	Percent Received / Expended
Solid Waste Operations									
Revenues/Other Cash Inflow									
Solid Waste Charges	$	456,929	$	1,816,726	$	2,446,860	$	630,134	74.2%
County Grant Revenue				31,290		66,000		34,710	47.4%
Interest Income						79,000		79,000	
Other Revenue		650		2,550		3,000		450	85.0%
Total Revenues/Other Cash Inflows	**$**	**457,579**	**$**	**1,850,566**	**$**	**2,594,860**	**$**	**744,294**	**71.3%**
Expenses/Other Cash Outflow									
Personal Service	$		$		$		$		
Supplies									
Other Charges & Services		515,343		1,620,179		2,206,989		586,810	73.4%
Transfer to Other Funds						200,000		200,000	
Total Expenses/Other Cash Outflow	**$**	**515,343**	**$**	**1,620,179**	**$**	**2,406,989**	**$**	**786,810**	**67.3%**
				Increase (Decrease)					
Year-to-date Revenue less Expenses			$	230,387					

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Joanna Brookes, Human Resources and Risk Management Manager, Chase Peterson-Etem, Assistant City Manager
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
RE:	Authorize City Manager to Execute Organized Labor Agreement

Background:

Robbinsdale City Staff began meeting with the American Federation of State, County, and Municipal Employees (AFSCME), MN Council 5, Local 2454 union last Spring to negotiate a new labor agreement.

Analysis:

Over several months, both parties came to agreements as highlighted in the attached resolution.

Recommendation:

Authorize the City Manager to execute a Labor Agreement between the City of Robbinsdale, MN, and the American Federation of State, County, and Municipal Employees (AFSCME), MN Council 5, Local 2454 effective January 1, 2026 - December 31, 2028.

Attachments:

1. Resolution

Member ____________ moved and Member ____________________ seconded a motion that the following resolution be read and adopted this 16th day of December 2025.

RESOLUTION NO.

A RESOLUTION APPROVING THE LABOR AGREEMENT WITH THE CITY OF ROBBINSDALE, MN, and AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME), MN COUNCIL 5, LOCAL 2454 EFFECTIVE JANUARY 1, 2026 – DECEMBER 31, 2028

WHEREAS, the City of Robbinsdale staff and American Federation of State, County, and Municipal Employees (AFSCME), MN Council 5, Local 2454, have agreed to a three-year contract from January 1, 2026, through December 31, 2028; and

WHEREAS, the two parties have agreed on a Cost of Living (COLA) adjustment for 2026, 2027, and 2028 as follows:

2% COLA increase effective January 1, 2026
1% COLA increase effective July 1, 2026
2% COLA increase effective January 1, 2027
1% COLA increase effective July 1, 2027
2% COLA increase effective January 1, 2028
1% COLA increase effective July 1, 2028; and

WHEREAS, the two parties have agreed to an increase in insurance contributions to $1,300 each month per Employee for those selecting single coverage and $2,100 for Employee + Child(ren), Employee + spouse, and Family coverage; and

WHEREAS, both parties agree to the Paid Time Off (PTO) proposal as presented by the City of Robbinsdale; and

WHEREAS, both parties agree to split Minnesota Paid Family Medical Leave (MNPFML) premiums 50/50 with a conditional match should any other bargaining unit get a larger percentage split from the city; and

WHEREAS, both parties agree to allow part time employees to carry over an additional week of vacation at their scheduled hours; and

WHEREAS, both parties agree to increasing the compensatory time bank from 24 to 40 hours; and

WHEREAS, both parties agree to remove probationary hold on vacation usage; and

WHEREAS, the two parties have agreed to add "Cousin" to bereavement leave; and

WHEREAS, both parties agree to adding Holiday pay for part time workers that is equal to what a regular day is; and

WHEREAS, both parties have agreed to provide incentive pay of $10 per diem, not to exceed $50 per pay period, for employees who assist customers in a language in which they are fluent that is not English;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE:
That the labor agreement for 2026 through 2028 between the City of Robbinsdale and American Federation of State, County, and Municipal Employees (AFSCME), MN Council 5, Local 2454 is hereby approved.

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 16th DAY OF DECEMBER 2025.

____
Bradley Sutton, Mayor

ATTEST:

____
Chase Peterson-Etem, City Clerk

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Joanna Brookes, Human Resources and Risk Management Manager, Diaa Tahoun, Finance Director
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
RE:	Update to City Manager Contract

Background:

Effective January 1, 2026, the City is offering a transition from Sick/Vacation Paid Leave to Paid Time Off (PTO) to all employees.

Analysis:

All staff have been offered an opportunity to transition to the updated PTO system, or continue with existing accruals until employment is terminated. If staff opt for the new PTO system, it will provide more flexibility, especially with the recently adopted Earned Safe and Sick Time (ESST).

The City Manager has elected to adopt the PTO plan, and accordingly, their Employment Agreement will need to be updated. Specifically, Section 5 shall strike references to Vacation and Sick time, and mirror updated language from the Employee Handbook related to PTO:

Section 5: ~~Vacation, Sick,~~ Paid Time Off (PTO) and Holiday Leave
A. Employee will accrue ~~sick and vacation~~ Paid Time Off (PTO) leave on an annual basis at the rate provided to full-time employees in the City Personnel Policies based on service. Upon hire, the City will deposit 40 hours of vacation leave into Employees accrual bank. Upon hire, the Employee will accrue ~~vacation~~ PTO at the accrual rate of an 11-year employee, and progress thereafter for subsequent years, as referenced in the City's Employee Handbook.

B. In the event the Employee's employment is terminated, either voluntarily or involuntarily, the Employee will be compensated for all accrued ~~vacation and sick time~~ PTO, all paid holidays including floating holidays, and other benefits to date.

C. If the City Manager exceeds accrued hours (~~sick or vacation~~ PTO) as defined by the Employee Handbook, those hours shall be paid out at year's end.

Recommendation:

Authorize the Mayor to execute an updated Employment Agreement for the City Manager.

Attachments:

None

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Diaa Tahoun, Finance Director
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
RE:	Non-union Pay and Insurance

Background:

The non-represented employees include the full-time supervisory and confidential employees.

Analysis:

Staff is recommending a 3% Cost of Living Adjustment (COLA) increase for non-union employees effective January 1, 2026, in order to maintain parity with other union groups and to remain comparable to surrounding cities.

Staff is also recommending that the monthly health insurance contribution increases from $1,200/month to $1,300 for those who select single and from $1,900/month to $2,100 for those who select anything other than single (single + spouse + child and family coverage).

Recommendation:

By motion, approve the non-represented employees 3% wage adjustment effective January 1, 2026 and change in monthly health insurance contribution

Attachments:

None

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Chase Peterson-Etem, Assistant City Manager
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
RE:	Approval of Licenses

Background:

As required by City Code, contractor and business licenses issued in the City of Robbinsdale must be approved by the City Council. Attached is a list of applicants requesting a license or license renewal to operate within the City. All appropriate fees have been paid and certificates of insurance and bonds, if required, have been filed with the City Clerk.

Analysis:

Not applicable.

Recommendation:

By motion, approve issuance of licenses dated 12/16/2025.

Attachments:

1. Licenses

LICENSE APPROVAL LIST

12/16/25

BUSINESS	TYPE	FEE
Crown Castle	Telecommunications Tower	$500
Verizon Wireless	Telecommunications Tower	$500
Athens Café	Restaurant	$ 50
Mai Thai Restaurant	Restaurant	$ 50
RB Tobacco, Inc.	Tobacco Sales	$325
RB Tobacco, Inc.	THC Sales	$500
Smoke Shop	Tobacco Sales	$325
Smoke Shop	THC Sales	$500
U.S. Bench Corporation	Courtesy Benches	$450
Clark One, Inc. (BP)	Gas Pumps	$130
Clark One, Inc. (BP)	Tobacco Sales	$325
Clark One, Inc. (BP)	Convenience Foods	$ 50
Celine Stop	Gas Pumps	$110
Celine Stop	Tobacco Sales	$325
Celine Stop	Convenience Foods	$ 50
Lakeland Market, Inc.	Gas Pumps	$140
Lakeland Market, Inc.	Tobacco Sales	$325
Lakeland Market, Inc.	Convenience Foods	$ 50
McDonald's	Convenience Foods	$ 50
Jodi Stitt Massage Therapy, LLC	Massage Therapy Business (in home)	$200
New Oriental Massage, LLC	Massage Therapy Business	$450
Honglei Wang	Individual Massage Therapist	$125
Jinzhong Wang	Individual Massage Therapist	$ 75

Baiyun Zhou	Individual Massage Therapist	$125
Sipe's Auto Sales	Auto Dealer	$ 0
Pump-n-Munch	Gas Pumps	$120
Pump-n-Munch	Tobacco Sales	$325
Pump-n-Munch	Convenience Foods	$ 50
Sipe's Car Care Center	Gas Pumps	$140
Sipe's Car Care Center	Tobacco Sales	$325
Dollar Tree	Convenience Foods	$ 50
Mendota Valley Amusement	Mechanical Amusement Devices	$210

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Diaa Tahoun, Finance Director
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
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 November 2025 representing charges for the period October 11, 2025, through November 10, 2025, for expenses for City operations.

Recommendation:

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

Attachments:

1. Nov 2025 CC

Invoice Number Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
11012025 00131556	DOLLAR TREE PROMOTIONAL ITEMS 1000-1200-6382.00000	11/01/2025 Bjohnson18 ADVERTISING / PROMOTIONS	11/24/2025	44.00 44.00	0.00	Paid	Y 11/01/2025
11012025 00131557	AMAZON SUPPLIES - POLICE DEPT 1000-1200-6214.00000	11/01/2025 Bjohnson18 OPERATING SUPPLIES	11/24/2025	44.24 44.24	0.00	Paid	Y 11/01/2025
11012025 00131558	AMAZON ORDERED SUPPLIES FOR FIRE DEPT 1000-1260-6214.00000	11/01/2025 Bjohnson18 OPERATING SUPPLIES	11/24/2025	72.99 72.99	0.00	Paid	Y 11/01/2025
11012025 00131559	KWIK TRIP FUEL 7000-7010-6236.00000	11/01/2025 Bjohnson18 MOTOR FUELS	11/24/2025	42.37 42.37	0.00	Paid	Y 11/01/2025
11012025 00131560	TRANSWEST FREIGHTLINER FIRE TRUCK REPAIR 7000-7010-6340.00000	11/01/2025 Bjohnson18 REPAIR & MAINTENANCE	11/24/2025	2,039.65 2,039.65	0.00	Paid	Y 11/01/2025
11012025 00131561	MENARDS WOOD 5010-5010-6918.00000-00200225	11/01/2025 Bjohnson18 PARK IMPROVMENTS	11/24/2025	80.83 80.83	0.00	Paid	Y 11/01/2025
11012025 00131562	MENARDS COUPLER / TEE / PART 1000-1565-6214.00000	11/01/2025 Bjohnson18 OPERATING SUPPLIES	11/24/2025	103.68 103.68	0.00	Paid	Y 11/01/2025
11012025 00131563	MENARDS FOUNTAIN PARTS 1000-1605-6214.00000	11/01/2025 Bjohnson18 OPERATING SUPPLIES	11/24/2025	33.52 33.52	0.00	Paid	Y 11/01/2025

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Purchase Card Vendor: 100292 U. S. BANCORP								
11012025								
00131564	MENARDS		11/01/2025	11/24/2025	345.00	0.00	Paid	Y
	EZ DRAIN		Bjohnson18					11/01/2025
	5010-5010-6918.00000-00024125	PARK IMPROVMENTS			345.00			
11012025								
00131565	MENARDS		11/01/2025	11/24/2025	19.97	0.00	Paid	Y
	SKIM COAT & PATCH		Bjohnson18					11/01/2025
	7100-7115-6214.00000	OPERATING SUPPLIES			19.97			
11012025								
00131566	MENARDS		11/01/2025	11/24/2025	29.98	0.00	Paid	Y
	TROWEL / COUPLER / PARTS		Bjohnson18					11/01/2025
	7100-7115-6214.00000	OPERATING SUPPLIES			29.98			
11012025								
00131567	AMAZON		11/01/2025	11/24/2025	79.31	0.00	Paid	Y
	CLIPBOARD / KEYBOARD		Bjohnson18					11/01/2025
	1000-1260-6214.00000	OPERATING SUPPLIES			79.31			
11012025								
00131568	AMAZON		11/01/2025	11/24/2025	86.37	0.00	Paid	Y
	CLOCK		Bjohnson18					11/01/2025
	1000-1260-6214.00000	OPERATING SUPPLIES			86.37			
11012025								
00131569	MN LICENSED BEVERAGE ASSN		11/01/2025	11/24/2025	75.00	0.00	Paid	Y
	ONLINE ID CARD TRAINING - LIQUOR STORE		Bjohnson18					11/01/2025
	6400-6405-6214.00000	OPERATING SUPPLIES			75.00			
11012025								
00131570	STRAIT STUFF		11/01/2025	11/24/2025	521.85	0.00	Paid	Y
	UNIFORM SHIRTS - LIQUOR STORE		Bjohnson18					11/01/2025
	6400-6405-6214.00000	OPERATING SUPPLIES			521.85			
11012025								
00131571	DULUTH TRADING		11/01/2025	11/24/2025	57.47	0.00	Paid	Y
	SHIRT / SOCKS		Bjohnson18					11/01/2025
	6100-6105-6216.00000	CLOTHING & PERSONAL EQUIPMENT			28.74			
	6000-6005-6216.00000	CLOTHING & PERSONAL EQUIPMENT			28.73			

Invoice Number / Inv Ref #	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted / Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
11012025 00131572	UPS SHIPPING 6000-6010-6378.00000	11/01/2025 Bjohnson18 POSTAGE & SHIPPING	11/24/2025	72.12 72.12	0.00	Paid	Y 11/01/2025
11012025 00131573	SECRETARY OF STATE SECRETARY OF STATE - NEW REGISTRATION 6400-6405-6214.00000	11/01/2025 Bjohnson18 OPERATING SUPPLIES	11/24/2025	50.00 50.00	0.00	Paid	Y 11/01/2025
11012025 00131574	MN OCM MN OCM 6400-6405-6214.00000	11/01/2025 Bjohnson18 OPERATING SUPPLIES	11/24/2025	250.00 250.00	0.00	Paid	Y 11/01/2025
11012025 00131575	MN OCM FEE MN OCM - FEE 6400-6405-6214.00000	11/01/2025 Bjohnson18 OPERATING SUPPLIES	11/24/2025	5.38 5.38	0.00	Paid	Y 11/01/2025
11012025 00131597	AMAZON SWITCH 7000-7010-6234.00000	11/01/2025 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	11/24/2025	36.54 36.54	0.00	Paid	Y 11/01/2025
11012025 00131598	AMAZON PANEL TRIM #877 7000-7010-6234.00000	11/01/2025 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	11/24/2025	45.59 45.59	0.00	Paid	Y 11/01/2025
11012025 00131599	AMAZON FILTER SERVICE KIT 7000-7010-6234.00000	11/01/2025 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	11/24/2025	244.99 244.99	0.00	Paid	Y 11/01/2025
11012025 00131600	AMAZON TIRES 7000-7010-6234.00000	11/01/2025 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	11/24/2025	129.99 129.99	0.00	Paid	Y 11/01/2025

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Purchase Card Vendor: 100292 U. S. BANCORP								
11012025								
00131601	AMAZON		11/01/2025	11/24/2025	48.99	0.00	Paid	Y
	DIESEL FILTER		Bjohnson18					11/01/2025
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES			48.99			
11012025								
00131602	AMAZON		11/01/2025	11/24/2025	87.99	0.00	Paid	Y
	FOUNTAIN FILTER		Bjohnson18					11/01/2025
	7000-7005-6234.00000	EQUIPMENT PARTS & SUPPLIES			87.99			
11012025								
00131603	SAGE AUTO REPAIR		11/01/2025	11/24/2025	289.80	0.00	Paid	Y
	WHEEL ALLIGNMENT		Bjohnson18					11/01/2025
	7000-7010-6340.00000	REPAIR & MAINTENANCE			289.80			
11012025								
00131604	AMAZON		11/01/2025	11/24/2025	389.99	0.00	Paid	Y
	DRAG TOOL & BAG		Bjohnson18					11/01/2025
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES			389.99			
11012025								
00131605	AMAZON		11/01/2025	11/24/2025	44.86	0.00	Paid	Y
	WIRING/DRAIN PLUGS		Bjohnson18					11/01/2025
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES			44.86			
11012025								
00131606	AMAZON		11/01/2025	11/24/2025	65.24	0.00	Paid	Y
	PLUGS & LIGHTS		Bjohnson18					11/01/2025
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES			16.88			
	7000-7010-6214.00000	OPERATING SUPPLIES			48.36			
11012025								
00131607	AMAZON		11/01/2025	11/24/2025	25.83	0.00	Paid	Y
	BLADE		Bjohnson18					11/01/2025
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES			25.83			
11012025								
00131608	AMAZON		11/01/2025	11/24/2025	116.64	0.00	Paid	Y
	BLADE		Bjohnson18					11/01/2025
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES			116.64			

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Purchase Card Vendor: 100292 U. S. BANCORP							
11012025 / 00131609	AMAZON / GUAGE/VALVE / 7000-7010-6234.00000 EQUIPMENT PARTS & SUPPLIES	11/01/2025 / Bjohnson18	11/24/2025	126.79 / 126.79	0.00	Paid	Y / 11/01/2025
11012025 / 00131610	AMAZON / FILTER TOOL / LAMP / 7000-7010-6234.00000 EQUIPMENT PARTS & SUPPLIES	11/01/2025 / Bjohnson18	11/24/2025	44.38 / 44.38	0.00	Paid	Y / 11/01/2025
11012025 / 00131611	AMAZON / ALIGNMENT KIT / 7000-7010-6234.00000 EQUIPMENT PARTS & SUPPLIES	11/01/2025 / Bjohnson18	11/24/2025	41.39 / 41.39	0.00	Paid	Y / 11/01/2025
11012025 / 00131612	AMAZON / SUPPLIES - DMV / 6700-6705-6214.00000 OPERATING SUPPLIES	11/01/2025 / Bjohnson18	11/24/2025	80.46 / 80.46	0.00	Paid	Y / 11/01/2025
11012025 / 00131613	AMAZON / SUPPLIES - DMV (REFUND/CREDIT) / 6700-6705-6214.00000 OPERATING SUPPLIES	11/01/2025 / Bjohnson18	11/24/2025	(70.47) / (70.47)	0.00	Paid	Y / 11/01/2025
11012025 / 00131614	AMAZON / SUPPLIES - DMV / 6700-6705-6214.00000 OPERATING SUPPLIES	11/01/2025 / Bjohnson18	11/24/2025	220.75 / 220.75	0.00	Paid	Y / 11/01/2025
11012025 / 00131615	UPS / SHIPPING / 6700-6705-6378.00000 POSTAGE & SHIPPING	11/01/2025 / Bjohnson18	11/24/2025	18.91 / 18.91	0.00	Paid	Y / 11/01/2025
11012025 / 00131616	AMAZON / SUPPLIES / DMV (REFUND/CREDIT) / 6700-6705-6214.00000 OPERATING SUPPLIES	11/01/2025 / Bjohnson18	11/24/2025	(9.99) / (9.99)	0.00	Paid	Y / 11/01/2025

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Purchase Card Vendor: 100292 U. S. BANCORP								
11012025								
00131617	HOLIDAY INN		11/01/2025	11/24/2025	210.45	0.00	Paid	Y
	LODGING - DULUTH CONFERENCE		Bjohnson18					11/01/2025
	1000-1260-6510.00000	MEETING / TRAVEL EXPENSE			210.45			
11012025								
00131618	HOLIDAY INN		11/01/2025	11/24/2025	420.90	0.00	Paid	Y
	LODGING - DULUTH CONFERENCE		Bjohnson18					11/01/2025
	1000-1260-6510.00000	MEETING / TRAVEL EXPENSE			420.90			
11012025								
00131619	CONNECTIONS HOUSING - FDIC		11/01/2025	11/24/2025	24.00	0.00	Paid	Y
	NON-REFUNDABLE RES FEE ($8 X 3 = $24)		Bjohnson18					11/01/2025
	1000-1260-6512.00000	CONFERENCE & SCHOOLS			24.00			
11012025								
00131620	FDIC		11/01/2025	11/24/2025	1,989.00	0.00	Paid	Y
	FDIC CONFERENCE REGISTRATIONS (3)		Bjohnson18					11/01/2025
	1000-1260-6512.00000	CONFERENCE & SCHOOLS			1,989.00			
11012025								
00131621	AMAZON		11/01/2025	11/24/2025	256.51	0.00	Paid	Y
	EMT TRAINING EQUIPMENT		Bjohnson18					11/01/2025
	1000-1260-6512.00000	CONFERENCE & SCHOOLS			256.51			
11012025								
00131622	AMAZON		11/01/2025	11/24/2025	65.01	0.00	Paid	Y
	GATORADE FOR APPARATUS		Bjohnson18					11/01/2025
	1000-1260-6214.00000	OPERATING SUPPLIES			65.01			
11012025								
00131623	LEAGUE OF MN		11/01/2025	11/24/2025	30.00	0.00	Paid	Y
	LMC CONFERENCE		Bjohnson18					11/01/2025
	1000-1050-6512.00000	CONFERENCE & SCHOOLS			30.00			

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Purchase Card Vendor: 100292 U. S. BANCORP								
11012025								
00131624	MUNIPLATFORM		11/01/2025	11/24/2025	450.00	0.00	Paid	Y
	2025A BOND FEES		Bjohnson18					11/01/2025
	4158-4158-7042.00000-00023625	DEBT ISSUANCE COSTS			4.94			
	4158-4158-7042.00000-00037925	DEBT ISSUANCE COSTS			10.26			
	4158-4158-7042.00000-00045425	DEBT ISSUANCE COSTS			22.79			
	7000-7005-7042.00000-00100025	DEBT ISSUANCE COSTS			75.72			
	6000-6025-7042.00000-00054825	DEBT ISSUANCE COSTS			50.39			
	6200-6220-7042.00000-00073225	DEBT ISSUANCE COSTS			156.56			
	4058-4058-7042.00000	DEBT ISSUANCE COSTS			129.34			
11012025								
00131625	QUILL		11/01/2025	11/24/2025	333.53	0.00	Paid	Y
	OPERATING SUPPLIES		Bjohnson18					11/01/2025
	7100-7105-6214.00000	OPERATING SUPPLIES			285.64			
	7100-7105-6214.00000	OPERATING SUPPLIES			47.89			
11012025								
00131626	MN PAID LEAVE		11/01/2025	11/24/2025	510.75	0.00	Paid	Y
	MN PAID LEAVE		Bjohnson18					11/01/2025
	1000-1030-6514.00000	DUES & MEMBERSHIPS			500.00			
	1000-1030-6514.00000	DUES & MEMBERSHIPS			10.75			
11012025								
00131627	QUILL		11/01/2025	11/24/2025	(22.44)	0.00	Paid	Y
	SALES TAX - CREDIT/REFUND		Bjohnson18					11/01/2025
	7100-7105-6214.00000	OPERATING SUPPLIES			(22.44)			
11012025								
00131628	CHIPOTLE		11/01/2025	11/24/2025	15.29	0.00	Paid	Y
	LUNCH		Bjohnson18					11/01/2025
	1000-1200-6510.00000	MEETING / TRAVEL EXPENSE			15.29			
11012025								
00131629	CHIPOTLE		11/01/2025	11/24/2025	15.29	0.00	Paid	Y
	LUNCH		Bjohnson18					11/01/2025
	1000-1200-6510.00000	MEETING / TRAVEL EXPENSE			15.29			
11012025								
00131630	TWIN PEAKS		11/01/2025	11/24/2025	16.01	0.00	Paid	Y
	DINNER		Bjohnson18					11/01/2025
	1000-1200-6510.00000	MEETING / TRAVEL EXPENSE			16.01			

Invoice Number Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
11012025 00131631	HERTZ CAR RENTAL 1000-1200-6510.00000	11/01/2025 Bjohnson18 MEETING / TRAVEL EXPENSE	11/24/2025	359.03 359.03	0.00	Paid	Y 11/01/2025
11012025 00131632	AMAZON DRONE EQUIPMENT 1000-1205-6234.00000	11/01/2025 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	11/24/2025	129.88 129.88	0.00	Paid	Y 11/01/2025
11012025 00131633	AMAZON DRONE EQUIPMENT 1000-1205-6234.00000	11/01/2025 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	11/24/2025	38.97 38.97	0.00	Paid	Y 11/01/2025
11012025 00131634	VERRAMOBILITY, CO TOLL ROAD 1000-1200-6510.00000	11/01/2025 Bjohnson18 MEETING / TRAVEL EXPENSE	11/24/2025	14.24 14.24	0.00	Paid	Y 11/01/2025
11012025 00131635	VERRAMOBILITY, CO TOLL ROAD 1000-1200-6510.00000	11/01/2025 Bjohnson18 MEETING / TRAVEL EXPENSE	11/24/2025	2.05 2.05	0.00	Paid	Y 11/01/2025
11012025 00131636	FBI-LEEDA TRAINING 1000-1200-6512.00000	11/01/2025 Bjohnson18 CONFERENCE & SCHOOLS	11/24/2025	795.00 795.00	0.00	Paid	Y 11/01/2025
11012025 00131637	FBI-LEEDA MEMBERSHIP 1000-1200-6514.00000	11/01/2025 Bjohnson18 DUES & MEMBERSHIPS	11/24/2025	50.00 50.00	0.00	Paid	Y 11/01/2025
11012025 00131638	EMBASSY SUITES ACCIDENTAL PERSONAL CHARGE - BEVERAGE AT 1000-1200-6510.00000	11/01/2025 Bjohnson18 MEETING / TRAVEL EXPENSE	11/24/2025	6.40 6.40	0.00	Paid	Y 11/01/2025

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Purchase Card Vendor: 100292 U. S. BANCORP							
11012025 / 00131639	JERSEY MIKES / LUNCH / 1000-1200-6510.00000	11/01/2025 / Bjohnson18 / MEETING / TRAVEL EXPENSE	11/24/2025	15.60 / 15.60	0.00	Paid	Y / 11/01/2025
11012025 / 00131640	ECKBERG LAMMERS / COMMS TRAINING - LEEN / 1000-1005-6510.00000	11/01/2025 / Bjohnson18 / MEETING / TRAVEL EXPENSE	11/24/2025	399.00 / 399.00	0.00	Paid	Y / 11/01/2025
11012025 / 00131641	FRANKIES / LUNCH & LEARN / 1000-1200-6510.00000	11/01/2025 / Bjohnson18 / MEETING / TRAVEL EXPENSE	11/24/2025	85.46 / 85.46	0.00	Paid	Y / 11/01/2025
11012025 / 00131642	FRANKIES / LUNCH & LEARN / 1000-1200-6510.00000	11/01/2025 / Bjohnson18 / MEETING / TRAVEL EXPENSE	11/24/2025	153.34 / 153.34	0.00	Paid	Y / 11/01/2025
11012025 / 00131643	FRANKIES / MAC COMMITTEE / 1000-1205-6510.00000	11/01/2025 / Bjohnson18 / MEETING / TRAVEL EXPENSE	11/24/2025	171.87 / 171.87	0.00	Paid	Y / 11/01/2025
11012025 / 00131644	STORM / INVESTIGATIONS - MO / 1000-1205-6512.00000	11/01/2025 / Bjohnson18 / CONFERENCE & SCHOOLS	11/24/2025	299.00 / 299.00	0.00	Paid	Y / 11/01/2025
11012025 / 00131645	STORM / FBI LEEDA - MO / 1000-1205-6512.00000	11/01/2025 / Bjohnson18 / CONFERENCE & SCHOOLS	11/24/2025	795.00 / 795.00	0.00	Paid	Y / 11/01/2025
11012025 / 00131646	BCA / SWAT TEAM LEAD - SMALL / 1000-1205-6512.00000	11/01/2025 / Bjohnson18 / CONFERENCE & SCHOOLS	11/24/2025	746.00 / 746.00	0.00	Paid	Y / 11/01/2025

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Purchase Card Vendor: 100292 U. S. BANCORP							
11012025 00131647	BCA	11/01/2025	11/24/2025	(746.00)	0.00	Paid	Y
	SWAT TEAM LEAD - SMALL: CREDIT/REFUND	Bjohnson18					11/01/2025
	1000-1205-6512.00000 CONFERENCE & SCHOOLS			(746.00)			
11012025 00131648	BROADWAY AWARDS	11/01/2025	11/24/2025	14.95	0.00	Paid	Y
	CROWN TROPHIES - SOCCER AWARDS	Bjohnson18					11/01/2025
	1000-1330-6214.00000 OPERATING SUPPLIES			14.95			
11012025 00131649	LMC	11/01/2025	11/24/2025	30.00	0.00	Paid	Y
	TRAINING WITH LMC - HEATHER RAND	Bjohnson18					11/01/2025
	1000-1100-6512.00000 CONFERENCE & SCHOOLS			30.00			
11012025 00131650	APA	11/01/2025	11/24/2025	305.00	0.00	Paid	Y
	TRAINING FOR WILL BUCHEGER AT APA	Bjohnson18					11/01/2025
	1000-1100-6512.00000 CONFERENCE & SCHOOLS			305.00			
11012025 00131651	LOMA BONITA	11/01/2025	11/24/2025	92.96	0.00	Paid	Y
	HISPANIC HERITAGE MONTH COUNCIL CHAMBERS	Bjohnson18					11/01/2025
	1000-1030-6510.00000 MEETING / TRAVEL EXPENSE			92.96			
11012025 00131652	5TH AVE RAMP	11/01/2025	11/24/2025	28.62	0.00	Paid	Y
	MPLS MEETING PARKING - NO RECEIPT GIVEN	Bjohnson18					11/01/2025
	1000-1300-6510.00000 MEETING / TRAVEL EXPENSE			28.62			
11012025 00131653	AMAZON	11/01/2025	11/24/2025	104.49	0.00	Paid	Y
	LAPTOP POWER BANK	Bjohnson18					11/01/2025
	7100-7110-6234.00000 EQUIPMENT PARTS & SUPPLIES			104.49			
11012025 00131654	AMAZON	11/01/2025	11/24/2025	357.73	0.00	Paid	Y
	MONITORS & ADAPTERS	Bjohnson18					11/01/2025
	7100-7110-6234.00000 EQUIPMENT PARTS & SUPPLIES			357.73			

Invoice Number Inv Ref #	Vendor Description GL Distribution		Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Purchase Card Vendor: 100292 U. S. BANCORP								
11012025 00131655	AMAZON MONITORS 7100-7110-6234.00000	EQUIPMENT PARTS & SUPPLIES	11/01/2025 Bjohnson18	11/24/2025	169.99 169.99	0.00	Paid	Y 11/01/2025
11012025 00131656	AMAZON USB-C TO HDMI ADAPTERS 7100-7110-6234.00000	EQUIPMENT PARTS & SUPPLIES	11/01/2025 Bjohnson18	11/24/2025	13.86 13.86	0.00	Paid	Y 11/01/2025
11012025 00131657	AMAZON LAPTOP CASE TAGS 7100-7110-6234.00000	EQUIPMENT PARTS & SUPPLIES	11/01/2025 Bjohnson18	11/24/2025	8.37 8.37	0.00	Paid	Y 11/01/2025
11012025 00131658	AMAZON LAPTOP CASES 7100-7110-6234.00000	EQUIPMENT PARTS & SUPPLIES	11/01/2025 Bjohnson18	11/24/2025	48.42 48.42	0.00	Paid	Y 11/01/2025
11012025 00131661	THE FIRE STORE GLOVES 1000-1260-6216.00000	CLOTHING & PERSONAL EQUIPMENT	11/01/2025 Bjohnson18	11/24/2025	975.54 975.54	0.00	Paid	Y 11/01/2025
11012025 00131662	THE FIRE STORE GLOVES 1000-1260-6216.00000	CLOTHING & PERSONAL EQUIPMENT	11/01/2025 Bjohnson18	11/24/2025	409.25 409.25	0.00	Paid	Y 11/01/2025
11012025 00131663	HY-VEE INC MEETING REFRESHMENTS 1000-1200-6510.00000	MEETING / TRAVEL EXPENSE	11/01/2025 Bjohnson18	11/24/2025	47.98 47.98	0.00	Paid	Y 11/01/2025
11012025 00131664	AMAZON OFFICE SUPPLIES - BATTERIES 1000-1200-6214.00000	OPERATING SUPPLIES	11/01/2025 Bjohnson18	11/24/2025	14.86 14.86	0.00	Paid	Y 11/01/2025

Invoice Number / Inv Ref #	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted / Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
11012025							
00131666	HY-VEE INC	11/01/2025	11/24/2025	19.96	0.00	Paid	Y
	CITIZEN ACADEMY	Bjohnson18					11/01/2025
	1000-1200-6510.00000	MEETING / TRAVEL EXPENSE		19.96			
11012025							
00131667	HY-VEE INC	11/01/2025	11/24/2025	19.95	0.00	Paid	Y
	CITIZEN ACADEMY	Bjohnson18					11/01/2025
	1000-1200-6510.00000	MEETING / TRAVEL EXPENSE		19.95			
11012025							
00131668	DOLLAR TREE	11/01/2025	11/24/2025	5.00	0.00	Paid	Y
	SUPPLIES FOR COAT DRIVE	Bjohnson18					11/01/2025
	1000-1200-6382.00000	ADVERTISING / PROMOTIONS		5.00			
11012025							
00131669	DOLLAR TREE	11/01/2025	11/24/2025	7.50	0.00	Paid	Y
	SUPPLIES FOR COAT DRIVE	Bjohnson18					11/01/2025
	1000-1200-6382.00000	ADVERTISING / PROMOTIONS		7.50			
11012025							
00131670	AMAZON	11/01/2025	11/24/2025	51.95	0.00	Paid	Y
	OFFICE SUPPLIES	Bjohnson18					11/01/2025
	1000-1200-6214.00000	OPERATING SUPPLIES		51.95			
11012025							
00131671	AMAZON	11/01/2025	11/24/2025	100.80	0.00	Paid	Y
	OFFICE SUPPLIES	Bjohnson18					11/01/2025
	1000-1200-6214.00000	OPERATING SUPPLIES		100.80			
11012025							
00131672	MENARDS	11/01/2025	11/24/2025	29.99	0.00	Paid	Y
	LAWN BLANKET	Bjohnson18					11/01/2025
	1000-1610-6214.00000	OPERATING SUPPLIES		29.99			
11012025							
00131673	U OF MN	11/01/2025	11/24/2025	50.00	0.00	Paid	Y
	U OF MN CONTINUED LEARNING - WOOD UTILIZ	Bjohnson18					11/01/2025
	1000-1370-6512.00000	CONFERENCE & SCHOOLS		50.00			

Invoice Number Inv Ref #	Vendor Description GL Distribution		Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Purchase Card Vendor: 100292 U. S. BANCORP								
11012025 00131674	PLANTRA YOUNG TREE TRUNK PROTECTION 1000-1370-6214.00000	OPERATING SUPPLIES	11/01/2025 Bjohnson18	11/24/2025	169.60 169.60	0.00	Paid	Y 11/01/2025
11012025 00131675	PLANTRA SALES TAX CREDIT/REFUND - YOUNG TREE TRU 1000-1370-6214.00000	OPERATING SUPPLIES	11/01/2025 Bjohnson18	11/24/2025	(10.12) (10.12)	0.00	Paid	Y 11/01/2025
11012025 00131676	AMAZON SHARPIE PEN MARKERS 7100-7105-6214.00000	OPERATING SUPPLIES	11/01/2025 Bjohnson18	11/24/2025	12.15 12.15	0.00	Paid	Y 11/01/2025
11012025 00131677	AMAZON CLIPBOARDS - RENTAL DEPT 1000-1450-6214.00000	OPERATING SUPPLIES	11/01/2025 Bjohnson18	11/24/2025	21.73 21.73	0.00	Paid	Y 11/01/2025
11012025 00131678	AMAZON HAND SOAP REFILLS - RESTROOMS 7100-7105-6214.00000	OPERATING SUPPLIES	11/01/2025 Bjohnson18	11/24/2025	113.34 113.34	0.00	Paid	Y 11/01/2025
11012025 00131679	AMAZON PENS & BATTERIES 7100-7105-6214.00000	OPERATING SUPPLIES	11/01/2025 Bjohnson18	11/24/2025	36.66 36.66	0.00	Paid	Y 11/01/2025
11012025 00131680	AMAZON WRIST REST - WILL CARDENAS 7100-7110-6214.00000	OPERATING SUPPLIES	11/01/2025 Bjohnson18	11/24/2025	15.95 15.95	0.00	Paid	Y 11/01/2025
11012025 00131681	AMAZON STAPLES 7100-7105-6214.00000	OPERATING SUPPLIES	11/01/2025 Bjohnson18	11/24/2025	7.49 7.49	0.00	Paid	Y 11/01/2025

Invoice Number / Inv Ref #	Vendor / Description / GL Distribution		Invoice Date / Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted / Post Date
Purchase Card Vendor: 100292 U. S. BANCORP								
11012025								
00131682	AMAZON		11/01/2025	11/24/2025	760.14	0.00	Paid	Y
	REC/WILL C: SHIRTS PAPER DUE CRAYONS - R		Bjohnson18					11/01/2025
	1000-1360-6214.00000	OPERATING SUPPLIES			760.14			
11012025								
00131683	AMAZON		11/01/2025	11/24/2025	21.99	0.00	Paid	Y
	HEADPHONES - WILL B / PLANNING		Bjohnson18					11/01/2025
	1000-1440-6214.00000	OPERATING SUPPLIES			21.99			
11012025								
00131684	CRYSTAL CAR WASH		11/01/2025	11/24/2025	38.00	0.00	Paid	Y
	CAR WASHES - FIRE DEPT		Bjohnson18					11/01/2025
	7000-7010-6336.00000	OTHER CONTRACTS			38.00			
11012025								
00131685	CRYSTAL CAR WASH		11/01/2025	11/24/2025	708.00	0.00	Paid	Y
	CAR WASHES - POLICE DEPT		Bjohnson18					11/01/2025
	7000-7010-6336.00000	OTHER CONTRACTS			708.00			
11012025								
00131686	HOLIDAY CAR WASH		11/01/2025	11/24/2025	27.50	0.00	Paid	Y
	CAR WASHES - #810 & #811		Bjohnson18					11/01/2025
	7000-7010-6336.00000	OTHER CONTRACTS			27.50			
11012025								
00131687	DULUTH ENTERTAINMENT CONV		11/01/2025	11/24/2025	10.00	0.00	Paid	Y
	PARKING		Bjohnson18					11/01/2025
	1000-1500-6510.00000	MEETING / TRAVEL EXPENSE			10.00			
11012025								
00131688	MENARDS		11/01/2025	11/24/2025	(738.65)	0.00	Paid	Y
	EZ DRAIN - CREDIT		Bjohnson18					11/01/2025
	5010-5010-6918.00000-00024125	PARK IMPROVMENTS			(738.65)			
11012025								
00131689	MENARDS		11/01/2025	11/24/2025	808.83	0.00	Paid	Y
	EZ DRAIN		Bjohnson18					11/01/2025
	5010-5010-6918.00000-00024125	PARK IMPROVMENTS			808.83			

Invoice Number / Inv Ref #	Vendor / Description / GL Distribution		Invoice Date / Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted / Post Date
Purchase Card Vendor: 100292 U. S. BANCORP								
11012025								
00131690	MENARDS		11/01/2025	11/24/2025	940.10	0.00	Paid	Y
	EZ DRAIN		Bjohnson18					11/01/2025
	5010-5010-6918.00000-00024125	PARK IMPROVMENTS			940.10			
11012025								
00131691	MENARDS		11/01/2025	11/24/2025	940.10	0.00	Paid	Y
	EZ DRAIN		Bjohnson18					11/01/2025
	5010-5010-6918.00000-00024125	PARK IMPROVMENTS			940.10			
11012025								
00131692	MENARDS		11/01/2025	11/24/2025	470.05	0.00	Paid	Y
	EZ DRAIN		Bjohnson18					11/01/2025
	5010-5010-6918.00000-00024125	PARK IMPROVMENTS			470.05			
11012025								
00131693	J & F REDDY RENTS		11/01/2025	11/24/2025	687.90	0.00	Paid	Y
	RENTAL EXCAVATOR		Bjohnson18					11/01/2025
	1000-1567-6338.00000	RENTALS/LEASES			687.90			
11012025								
00131694	J & F REDDY RENTS		11/01/2025	11/24/2025	(17.90)	0.00	Paid	Y
	RENTAL EXCAVATOR - CREDIT		Bjohnson18					11/01/2025
	1000-1567-6338.00000	RENTALS/LEASES			(17.90)			
11012025								
00131695	J & F REDDY RENTS		11/01/2025	11/24/2025	917.28	0.00	Paid	Y
	RENTAL AIR COMPRESSOR		Bjohnson18					11/01/2025
	1000-1569-6338.00000	RENTALS/LEASES			917.28			
11012025								
00131696	J & F REDDY RENTS		11/01/2025	11/24/2025	(179.20)	0.00	Paid	Y
	RENTAL AIR COMPRESSOR - CREDIT		Bjohnson18					11/01/2025
	1000-1569-6338.00000	RENTALS/LEASES			(179.20)			
11012025								
00131697	APWA - MN		11/01/2025	11/24/2025	377.35	0.00	Paid	Y
	APWA - MN FALL CONFERENCE: RICHARD MCCO		Bjohnson18					11/01/2025
	1000-1400-6512.00000	CONFERENCE & SCHOOLS			377.35			

Invoice Number / Inv Ref #	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted / Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
11012025							
00131698	MPCA	11/01/2025	11/24/2025	585.00	0.00	Paid	Y
	WASTEWATER COURSE	Bjohnson18					11/01/2025
	6100-6105-6512.00000	CONFERENCE & SCHOOLS		585.00			
11012025							
00131699	MPCA	11/01/2025	11/24/2025	12.58	0.00	Paid	Y
	MPCA - JOEL KONKOL	Bjohnson18					11/01/2025
	6100-6105-6512.00000	CONFERENCE & SCHOOLS		12.58			
11012025							
00131700	MN DEPT OF LABOR	11/01/2025	11/24/2025	20.00	0.00	Paid	Y
	WELLE - BOILER LICENSE	Bjohnson18					11/01/2025
	7100-7115-6718.00000	LICENSES TAXES & FEES		20.00			
Total Purchasing Card Vendor 100292:							
Total Purchase Card Vendor: 100292 U. S. BANCORP				23,324.58	0.00		

# of Invoices:	113	# Due: 0	Totals:	25,119.35	0.00
# of Credit Memos:	8	# Due: 0	Totals:	(1,794.77)	0.00
Net of Invoices and Credit Memos:				23,324.58	0.00

--- TOTALS BY PAYMENT CARD ACCOUNT ---

0337	1,301.84
0371	1,384.79
0517	300.00
1331	121.58
1355	29.99
1568	399.00
2743	1,457.76
3103	2,860.68
4364	268.00
4631	85.46
4754	702.86
5111	239.66
5157	2,965.87
5319	335.00
5971	14.95
6142	209.48
6348	377.35
6449	596.85

Invoice Number / Inv Ref #	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted / Post Date
	6658			1,094.00			
	6719			88.24			
	6932			1,739.01			
	8046			129.59			
	8424			3,838.51			
	8510			1,762.95			
	8631			325.21			
	8722			617.58			

--- TOTALS BY FUND ---

	Invoice Amount	Amount Due
1000 GENERAL FUND	12,295.24	0.00
4058 2025 GO EQUIP CERTIFICATES	129.34	0.00
4158 SA BONDS - 2025 STREET IMPR	37.99	0.00
5010 PARK CAPITAL IMPROVEMENTS	2,846.26	0.00
6000 WATER	151.24	0.00
6100 SANITARY SEWER	626.32	0.00
6200 STORM SEWER	156.56	0.00
6400 LIQUOR OPERATIONS	902.23	0.00
6700 DEPUTY REGISTRAR	239.66	0.00
7000 CENTRAL GARAGE	4,670.25	0.00
7100 CENTRAL SERVICES	1,269.49	0.00

--- TOTALS BY DEPT/ACTIVITY ---

	Invoice Amount	Amount Due
1005 LEGISLATIVE	399.00	0.00
1030 ADMINISTRATIVE SERVICES	603.71	0.00
1050 FINANCIAL SERVICES	30.00	0.00
1100 PLANNING & ZONING	335.00	0.00
1200 POLICE SUPPORT SERVICES	1,883.95	0.00
1205 PATROL SERVICES	1,434.72	0.00
1260 FIRE PREVENTION / SUPPRESSION	4,589.33	0.00
1300 RECREATION ADMINISTRATION	28.62	0.00
1330 YOUTH - CHILDREN PROGRAMS	14.95	0.00
1360 PLAYGROUNDS	760.14	0.00
1370 FORESTRY	209.48	0.00
1400 ENGINEERING SERVICES	377.35	0.00
1440 CODE ENFORCEMENT	21.99	0.00
1450 RENTAL LICENSING	21.73	0.00
1500 PARKS ADMINISTRATION	10.00	0.00
1565 PARKS FACILITY MAINTENANCE	103.68	0.00
1567 PARKS EQUIPMENT MAINTENANCE	670.00	0.00
1569 PARKS TURF MAINTENANCE	738.08	0.00
1605 STREETSCAPE	33.52	0.00
1610 STREET & BOULEVARD MAINTENANCE	29.99	0.00
4058 2025 GO EQUIP CERTIFICATES	129.34	0.00
4158 SA BONDS - 2025 STREET IMPR	37.99	0.00
5010 PARK CAPITAL IMPROVEMENTS	2,846.26	0.00
6005 WATER UTILITY ADMINISTRATION	28.73	0.00
6010 WATER UTILITY DISTRIBUTION SYS	72.12	0.00

Invoice Number / Inv Ref #	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted / Post Date
	6025 WATER UTILITY CAPITAL IMPROVE			50.39	0.00		
	6105 SANITARY SEWER ADMINISTRATION			626.32	0.00		
	6220 STORM SEWER CAP IMPROVEMENTS			156.56	0.00		
	6405 LIQUOR OPERATIONS			902.23	0.00		
	6705 LICENSE CENTER OPERATIONS			239.66	0.00		
	7005 CG BUILDING OPERATIONS			163.71	0.00		
	7010 CG VEHICLE MAINTENANCE			4,506.54	0.00		
	7105 CS GENERAL OFFICE			480.73	0.00		
	7110 CS INFORMATION TECHNOLOGY			718.81	0.00		
	7115 CS GOVERNMENT BUILDINGS			69.95	0.00		

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Sherry O'Donnell, Admin Support/Deputy City Clerk
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
RE:	2026 License Renewals for The Birdhouse Eat & Drink

Background:

Joshua Paul Currey Dykhuis, dba The Birdhouse Eat & Drink, applied to renew licenses for on-sale intoxicating liquor, including Sunday sales, and restaurant at 4153 West Broadway.

Analysis:

The Police Department has completed their annual investigation and recommends approval.

City code requires that gross receipts from liquor sales cannot exceed 60%. As of the writing of this memo, the CPA statement has not been received. Approval of the renewal is contingent on receiving the CPA statement before the end of the year, current certificate of insurance and bond.

Recommendation:

By motion, approve renewal of the on-sale intoxicating liquor license, including Sunday sales, and restaurant license, subject to the City Clerk's office receiving all information needed to satisfy ordinance requirements, including CPA statement showing gross receipts from liquor sales not exceeding 60%, current certificate of insurance and bond.

Attachments:

None

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Sherry O'Donnell, Admin Support/Deputy City Clerk
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
RE:	2026 License Renewals for Broadway Pizza/Eagles Nest Lounge

Background:

Ronald William Eagles has applied to renew licenses for on-sale intoxicating liquor, including Sunday sales, restaurant and entertainment, at 4106 Lakeland Ave N, dba Broadway Pizza/Eagles Nest Lounge.

Analysis:

The Police Department finished their annual background investigation and recommend approval.

City code requires that gross receipts from liquor sales cannot exceed 60%. As of the writing of this memo, the CPA statement has not been received. Approval of the renewal is contingent on receiving the CPA statement by the end of the year, as well as a current bond.

Recommendation:

By motion, approve renewal of the on-sale intoxicating liquor license, including Sunday sales, restaurant license and entertainment license, for Ronald William Eagles, dba Broadway Pizza/Eagles Nest, subject to the City Clerk’s office receiving all information needed to satisfy ordinance requirements.

Attachments:

None

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Sherry O'Donnell, Admin Support/Deputy City Clerk
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
RE:	2026 License Renewals for Taqueria El Parian

Background:

Jose Edenilson Rodriguez-Alvarez has applied to renew licenses for on-sale intoxicating liquor, including Sunday sales, and restaurant, at 4080 West Broadway #129, dba Taqueria El Parian.

Analysis:

The Police Department finished their annual background investigation and recommend approval.

City code requires that gross receipts from liquor sales cannot exceed 60%. The CPA statement received states liquor sales were 5% in 2025.

Recommendation:

By motion, approve renewal of the on-sale intoxicating liquor license, including Sunday sales, and restaurant license, for Jose Edenilson Rodriguez-Alvarez, dba Taqueria El Parian, subject to the City Clerk’s office receiving all information needed to satisfy ordinance requirements.

Attachments:

None

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Sherry O'Donnell, Admin Support/Deputy City Clerk
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
RE:	2026 License Renewals for Hy-Vee, Inc.

Background:

Hy-Vee, Inc. applied to renew licenses for on-sale intoxicating liquor, including Sunday sales, and off-sale, at 3505 Bottineau Blvd. Other licenses applied for also, include – convenience foods (2), restaurant (1), gas pumps (1), and tobacco sales (2).

Analysis:

The Police Department completed their background investigation and recommend approval.

City code requires that gross receipts from liquor sales cannot exceed 60%. Liquor sales were 10%, as verified by their business accountant.

All required items have been received.

Recommendation:

By motion, approve renewal of the on-sale intoxicating liquor, including Sunday sales, and off-sale liquor sales licenses for Hy-Vee, Inc., as well as the following licenses - convenience foods (2), restaurant (1), gas pumps (1), and tobacco sales (2).

Attachments:

None

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Sherry O'Donnell, Admin Support/Deputy City Clerk
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
RE:	2026 License Renewals for Marna’s Eatery & Lounge

Background:

Nicole Marie Diaz, dba Marna’s Eatery & Lounge, applied to renew licenses for on-sale intoxicating liquor, including Sunday sales, and restaurant license, at 4154 West Broadway.

Analysis:

The Police Department completed their annual background investigation and recommend approval. City code requires that gross receipts from liquor sales cannot exceed 60%. The CPA statement shows liquor sales of 25% in 2025.

Recommendation:

By motion, approve renewal of the on-sale intoxicating liquor license, including Sunday sales, and restaurant license, for Nicole Marie Diaz, dba Marna’s Eatery & Lounge, subject to the City Clerk’s office receiving all information needed to satisfy ordinance requirements.

Attachments:

None

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Sherry O'Donnell, Admin Support/Deputy City Clerk
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
RE:	2026 Liquor License Renewal for Pig Ate My Pizza

Background:

James Winberg, Soul Brothers, LLC, dba Pig Ate My Pizza, applied to renew the licenses for on-sale intoxicating liquor, brew pub (on and off sale), including Sunday sales, restaurant license, and entertainment license at 4124 West Broadway.

Analysis:

The Police Department completed their annual background investigation relative to the facts submitted in the application and recommend approval.

City code requires that gross receipts from liquor sales cannot exceed 60%. Liquor sales were 38% as verified by their CPA.

A current bond needs to be submitted by years end.

Recommendation:

By motion, approve renewal of the on-sale intoxicating liquor license, brew pub (on and off sale), including Sunday sales, restaurant license, and entertainment license at 4124 West Broadway, subject to the City Clerk's office receiving applicable insurance and all other information needed to satisfy ordinance requirements.

Attachments:

None

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Sherry O'Donnell, Admin Support/Deputy City Clerk
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
RE:	2026 Licenses for Travail Kitchen & Amusements

Background:

James Winberg, Soul Brothers, LLC, dba Travail Kitchen & Amusements, applied to renew licenses for on-sale intoxicating liquor, including Sunday sales, restaurant and entertainment at 4131 West Broadway.

Analysis:

The Police Department completed their annual background investigation and recommend approval.

City code requires that gross receipts from liquor sales cannot exceed 60%. Liquor sales were 24% as verified by their business accountant.

Recommendation:

By motion, approve renewal of the on-sale intoxicating liquor license, including Sunday sales, restaurant and entertainment licenses for James Winberg, Soul Brothers, LLC, dba Travail Kitchen & Amusements.

Attachments:

None

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Sherry O'Donnell, Admin Support/Deputy City Clerk
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
RE:	2026 License Renewals for Wicked Wort Brewing Company

Background:

Steven Richard Carlyle, dba Wicked Wort Brewing Company, applied for on-sale intoxicating liquor, on-sale and off-sale brew pub, and Sunday sales, restaurant and entertainment licenses, at 4165 West Broadway. They applied to renew their THC sales license also.

Analysis:

The Police Department finished the annual background investigation for the liquor license and the THC license.

City code requires that annual gross receipts from liquor sales cannot exceed 60%. As of the writing of this memo, the CPA report has not been received.

An updated bond must be submitted also.

Recommendation:

By motion, approve on-sale intoxicating liquor, on-sale and off-sale brew pub, and Sunday sales, restaurant, entertainment and THC licenses, for Steven Richard Carlyle, dba Wicked Wort Brewing Company, subject to the City Clerk’s office receiving all information needed to satisfy ordinance requirements.

Attachments:

None

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Sherry O'Donnell, Admin Support/Deputy City Clerk
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
RE:	2026 License Renewals for Robbinsdale Wine & Spirits

Background:

Christopher C. Huber, Liquor Manager, Robbinsdale Wine & Spirits, applied to renew the licenses for off-sale liquor sales, including Sunday sales, and THC product sales, at 3501 Bottineau Blvd.

Analysis:

The Police Department conducted an investigation related to the facts submitted in the off-sale liquor license application and THC product sales application. Based on their findings, renewal of the off-sale liquor license and THC product sales license are recommended.

A current certificate of insurance has been obtained to submit to the state, as required, for off-sale liquor sales.

Recommendation:

By motion, approve renewal of the licenses for off-sale liquor sales, including Sunday sales, and THC product sales, for Robbinsdale Wine & Spirits.

Attachments:

None

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Patrick Foley, Police Chief
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
RE:	Police Department Property Room Upgrade

Background:

The Property & Evidence Room plays a vital role in police evidence functionality. Proper storage, handling, and documentation of evidence are essential to preserving its integrity and ensuring cases—especially high-profile or sensitive ones—are not compromised.

While recent positive changes has improved our process, including hiring a full-time Property Technician, implementing a digital evidence management system, and conducting regular evidence disposals, our current facility no longer meets the demands or standards expected for effective evidence management.

Analysis:

Key Issues and Needs

1. Outdated Security and Chain-of-Custody Systems

Research and site visits to neighboring agencies show that our decades-old pass-through locker system is far below current best practices. Modern chain-of-custody standards require more secure, more controlled evidence intake and transfer procedures. Without upgrades, our ability to demonstrate an uninterrupted chain of custody legal requirement.

Additionally, we lack a fail-safe, purpose-built refrigerator for sexual assault kits and other biological evidence. These items must be preserved under strict temperature controls to maintain sample integrity and protect victims' rights throughout the investigative and judicial process.

2. Growing Volume of Evidence Submissions

Despite recent system improvements, the volume of incoming evidence continues to rise. For a city our size, we process an unusually high number of high-risk or bulky items, including:

An average of 25 narcotic cases per month, ranging from minor quantities to several hundred grams of methamphetamine or cocaine. Some of these cases can include large quantities of evidence.

Numerous firearms per year, that need to be stored safely.

This growth requires storage that can safely and securely accommodate both longstanding evidence and new submissions.

3. Insufficient Space and Inefficient Layout

Our Property & Evidence Room is significantly smaller than facilities in comparable cities. Due to square-footage limitations, we must be strategic and maximize every inch of usable space. High-density shelving provides the most efficient solution, allowing shelves to condense and nearly double our storage capacity within the existing footprint.

This upgrade ensures we maintain compliance with evidence standards while avoiding the need for larger, costlier facility expansions.

4. Need for a Designated Evidence Processing Area

Currently, officers conduct evidence processing in a hallway—a practice that is not secure, not efficient, and not conducive to maintaining proper evidence control.
A small remodel will create a dedicated processing area, ensuring safer and more consistent procedures while reducing congestion and the risk of cross-contamination or misplacement.

The police department originally budgeted this item in 2024, however, this budgetary item was moved into 2025. The cost for the upgrade is estimated to be $59,223.94

Recommendation:

These improvements will bring our department in line with contemporary standards, improve operational efficiency, and safeguard the integrity of every case we manage. I recommend that the City Council approve funding for the proposed upgrades to the Property & Evidence Room.

Attachments:
None

Robbinsdale Human Rights Commission

2025 Annual Report

Overview

- HRC –Who We Are, What We Do
- 2025 Accomplishments
  - Public Awareness and Education
  - Community Engagement
  - Collaboration
  - Policy Recommendations
- The Work Ahead
- Asks
  - Youth member recruitment
  - Funding support for community events
  - Training support
  - Your ideas

Obergefell & YOU Event, July 2025

Human Rights Commission (HRC) Purpose

It is the public policy of the city of Robbinsdale to strive to secure for all residents of the city freedom from illegal discrimination in employment, housing and real property, public accommodations, public services and education consistent with the Minnesota Human Rights Act. **The human rights commission has been established to assist the city council in carrying out this policy.**

Robbinsdale Code of Ordinances, § 320.03 subd. 1

HRC Duties

- advise on matters relating to discrimination and human rights in the city;
- recommend education, municipal and community programs;
- implement such programs under Council direction;
- recommend formulation and implementation of programs to effectuate human rights policies;
- study and make recommendations for referral to Minn. Human Rights Dept;
- perform other functions as approved by the City Council and authorized under the Minnesota Human Rights Act.

Robbinsdale Code of Ordinances, § 320.03 subd. 3

HRC Strategic Planning

- Began doing this 2021
- Current goals:

  1) Advance equity

  2) Strengthen collaborative synergy with other city entities

  3) Increase outreach and education about HRC issues

Successes and Challenges

- Successes
  - Bringing issues to City Council in a timely way
  - Outreach to apartment and rental community residents
  - Building connections, both internally and externally
- Challenges
  - Outreach to apartment and rental community residents
  - No defined budget—makes event planning more challenging
  - Human rights issues are arising at a rapid pace—what to prioritize?
  - Avoiding burnout

Public Awareness and Education

Public Awareness and Education

Jan: Martin Luther King, Jr. Day Breakfast (first time)

Feb: Black History Month screening of Hidden Figures

March: Women's History Month

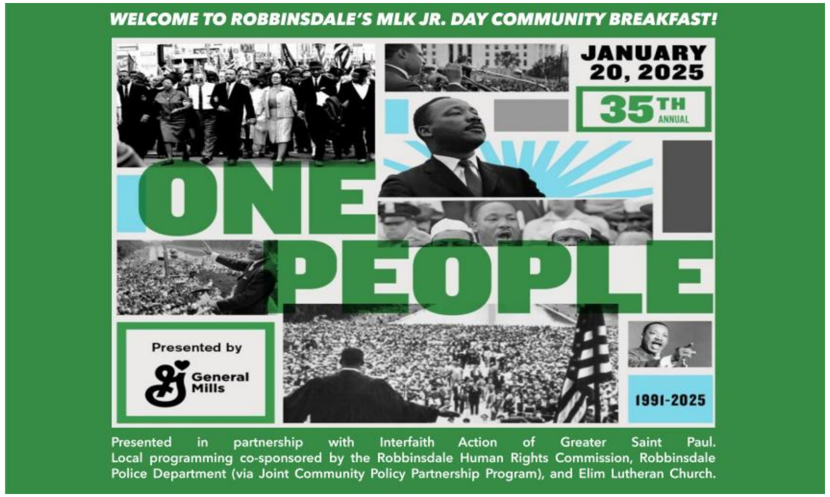
- Screening of Girl Rising
- Women of Robbinsdale History Exhibit in City Hall

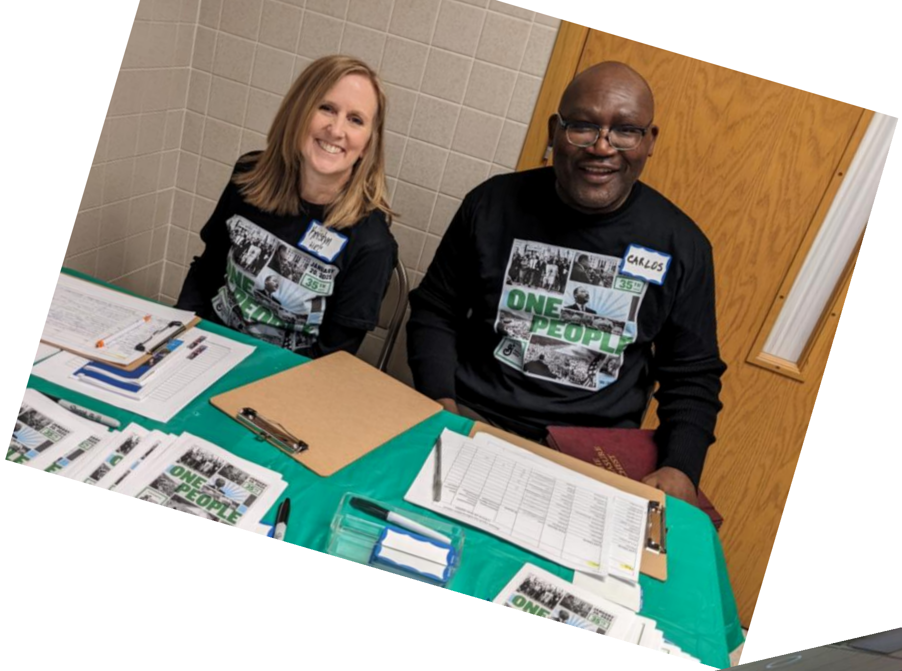
May: Robbinsdale Chamber of Commerce Lunch & Learn

July: Obergefell and You event

City events

- April: Cookout with the RPD
- Sept: Main Street Meet & Greet
- Oct: Boo Bash


WELCOME TO ROBBINSDALE'S MLK JR. DAY COMMUNITY BREAKFAST!
JANUARY 20, 2025
35TH ANNUAL
ONE PEOPLE
Presented by
General Mills
1991-2025
Presented in partnership with Interfaith Action of Greater Saint Paul. Local programming co-sponsored by the Robbinsdale Human Rights Commission, Robbinsdale Police Department (via Joint Community Policy Partnership Program), and Elim Lutheran Church.


CARLOS


WELCOME TO ROBBINSDALE'S MLK JR. DAY COMMUNITY BREAKFAST!
JANUARY 20, 2025
35TH ANNUAL

Community Engagement

Community Engagement

- 7 community-wide events
- Focused outreach to renter communities
- Outreach to business/civic organizations
- Participate in City organized events

Spotlight: Robbins Landing Outreach

Collaboration

Collaboration

Internal

- Participate in City Council work sessions, outreach to Council Members, city events
- Connecting with City staff, including manager, comms staff, and others
- Robbinsdale Police Department
    - Partner with the Multicultural Advisory Committee (MAC)
    - Invited RPD Captain Elder to share about POST training program

External

- Robbinsdale Historical Society on Women's History Month exhibit
- Elim Lutheran Church on MLK Breakfast and other events
- Exploring "Beloved Community" idea with MAC and others
- Member outreach to civic groups
- Events with Golden Valley, New Hope, Minnetonka on Obergefell event
- Attend neighboring city events

Spotlight

Robbinsdale Celebrates
WOMEN'S HISTORY MONTH
MARCH 2025
Community Builders & Changemakers
Leading the way: Women in

Love Equality Pride
MOTOR VEHICLE OFFICE


Policies

Policy Recommendations

- Pro-Community Resolution (adopted by City Council on June 17, 2025)
- Input on proposed ordinance to ban camping in public places
- Feedback on proposed equity amendment brought by Charter Commission
- Feedback on proposed Code of Respect policy for commissioners and others
- Recommendations on regional human rights issues

Docusign Envelope ID: 577B504F-A160-418E-98BB-DD30F136933D

Member Wagner moved and Member Parisian seconded a motion that the following resolution be read and adopted this 17th day of June 2025.

RESOLUTION NO. 8159

A RESOLUTION AFFIRMING THE CITY OF ROBBINSDALE'S COMMITMENT TO MAINTAINING AND SUSTAINING THE CITY'S VALUES AND INTERESTS IN WELCOMING AND SERVING ALL PEOPLE IN OUR COMMUNITY, AND IN THE ORDERLY FUNCTIONING OF GOVERNMENT AND PUBLIC SECTOR SYSTEMS

WHEREAS, the City of Robbinsdale recognizes that our community includes people of many races, ethnicities, Tribes, and nationalities; that our community is linguistically and culturally diverse; that our community includes people of different gender identities and sexual orientations, including people who are transgender and non-binary; that our community includes LGBTQ+ people; that our community includes people of different religions and people who are not affiliated with any religion; that our community includes immigrants, both recent and historical, both documented and undocumented; that our community includes people with different abilities and disabilities; that our community includes people of all ages, from babies to elders; that our community includes people who receive public benefits including economic assistance, health care coverage, nutrition assistance, child care supports, small business and other types of loans and grants, road and highway maintenance, access to state and national parks, and other services; that our community is made up of people from all walks of life, who may be employed, unemployed, and underemployed, who are renters, homeowners and the unhoused; in sum, that our community is made up of a diversity of people with different identities, cultures, experiences, and means; and

WHEREAS, the Chief of the Robbinsdale Police Department (RPD), in conjunction with the Hennepin County Chiefs of Police Association, recently issued a joint statement declaring the RPD's intent to "remain steadfast in our commitment to serve and protect everyone in our communities – regardless of immigration status," and further affirming that "Civil immigration violations fall outside of our jurisdiction and are the responsibility of federal authorities. Our officers do not ask for citizenship status or immigration papers."; and

WHEREAS, this RPD affirmation is consistent with the City of Robbinsdale's long established commitment to welcoming and supporting its immigrant residents regardless of immigration status as shown by, for example:

- the City's adoption of Resolution No. 6744 on Aug. 6, 2007, titled "A Resolution Calling for the Creation of a Path Toward Lawful Permanent Resident Status for Liberians Currently Protected by Temporary Protected Status and for the Extension of Temporary Protected Status Until Such a Permanent Solution Is Enacted;" and

- the City's adoption of Resolution No. 7958 on Oct. 17, 2017, titled "A Resolution Designating Robbinsdale as a Welcoming City to Immigrants And Refugees;" and

Spotlight

Pro-Community Resolution, June 17, 2025

Looking Forward

- **Maintaining and sustaining**
  - Community events such as the MLK Breakfast
  - Internal/external relationships
  - Connections with Robbins Landing and Lilac Parkway communities
- **More, better community outreach**
  - Expanding our reach thru City's comms channels and relationships
  - Connecting with more communities in Robbinsdale
- **Creating more educational resources**
  - Compendium of "know-your-rights" resources for people who are recent immigrants
  - Community event focused on homelessness: root causes, what communities can do to reduce risk of becoming unhoused, what resources are available now
- **Balance between being responsive and recognizing our own capacity**

Asks

- Help with recruiting more members, including youth member(s)
  - Stipends for youth members?
- Name tags, HRC t-shirts, nominal give-aways (stickers, bookmarks, etc.) to support identity cohesion
- Funding for community events
  - At least one community event per ward with food
  - Guest speaker stipend(s) for at least one community event/year
  - Support for other services that make events appealing and accessible to community members (sign language translation)
  - Snacks and supplies for smaller community meetings
- Training on facilitating community conversations to support positive social change (such as Braver Angels, King Center)
- What are your human rights priorities for the next 12-24 months?

Thank you

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Sherry O'Donnell, Admin Support/Deputy City Clerk
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
RE:	Public Hearing – Finds on Broadway – Consignment & Secondhand Goods Licenses – 4180 West Broadway

Background:

As required by City Code, the City Council must hold a public hearing before issuance or renewal of consignment and secondhand goods licenses. Celeste M. Shahidi, dba Finds on Broadway, applied for 2026 license renewals for 4180 West Broadway.

Analysis:

The applicant completed the applications and submitted all information required for the licenses. The Community Development Department recommends approval. The Fire Department completed their annual inspection and recommend approval. The Police Department completed their annual investigation and recommend approval.

Recommendation:

1. Hold and close the public hearing.
2. Consider approval of Consignment and Secondhand Goods 2026 licenses for Celeste M. Shahidi, dba Finds on Broadway, for 4180 West Broadway.

Attachments:

None

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Sherry O'Donnell, Admin Support/Deputy City Clerk
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
RE:	Public Hearing – Pawn America – Pawnbroker & Secondhand Goods Licenses – 4134 West Broadway

Background:

As required by City Code, the City Council must hold a public hearing before issuance or renewal of pawnbroker and secondhand goods licenses. Pawn America Minnesota, LLC, dba Pawn America, applied for 2026 license renewals for 4134 West Broadway.

Analysis:

The applicant completed the application and submitted all information required for the licenses. The Community Development Department recommends approval. The Fire Department completed their annual inspection and recommend approval.

The Police Department completed their annual background investigation and found no issues. Approval is recommended.

Recommendation:

1. Hold and close the public hearing.
2. Consider approval of the 2026 Pawnbroker and Secondhand Goods licenses for Pawn America Minnesota, LLC at 4134 West Broadway.

Attachments:

None

ROBBINSDALE

TO: Mayor and City Council

PREPARED BY: Sherry O'Donnell, Admin Support/Deputy City Clerk

APPROVED BY: Tim Sandvik, City Manager

DATE: December 16, 2025

RE: Public Hearing – Fly Vintage & Vinyl, LLC – Consignment and Secondhand Goods Licenses – 3900 36th Avenue North

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Background:

As required by City Code, the City Council must hold a public hearing before issuance or renewal of consignment and secondhand goods licenses. Betsy Kay Ruppert-Kan and Daniel Sung-Tak Ruppert-Kan, dba Fly Vintage & Vinyl, LLC, applied for 2026 license renewal of their consignment and secondhand goods licenses for 3900 36th Avenue North.

Analysis:

The applicant completed the applications and submitted all information required for the licenses. The Community Development Department recommends approval. The Fire Department completed their annual inspection and recommend approval. The Police Department completed their annual investigation and recommend approval.

Recommendation:

1. Hold and close the public hearing.

2. Consider approval of Consignment and Secondhand Goods 2026 licenses for Betsy Kay Ruppert-Kan and Daniel Sung-Tak Ruppert-Kan, dba Fly Vintage & Vinyl, LLC, 3900 36th Avenue North.

Attachments:

None

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Tim Sandvik, City Manager
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
RE:	Consider Letter of Community Support

Background:

At the December 9th, 2025 City Council Work Session, the Council discussed issuing a letter of community support.

Analysis:

Staff have drafted a letter, using guidance from the Work Session discussion, and is seeking feedback, before communicating more broadly.

Recommendation:

Provide feedback and guidance for potential next steps on attached DRAFT letter.

Attachments:

1. Letter of Community Support - 12.16.25

City of Robbinsdale
4100 Lakeview Avenue North
Robbinsdale, MN 55422
763-537-4534
www.robbinsdalemn.gov

ROBBINSDALE

Senator Klobuchar
425 Drisken Senate Building
Washington, DC 20510

Senator Smith
720 Hart Senate Office Building
Washington, DC 20510

Representative Omar
1730 Longworth HOB
Washington, DC 20515

December 16th, 2025

Letter of Community Support

On June 17th, 2025, the City of Robbinsdale issued a Resolution affirming the commitment to welcoming and serving all people in our community. This affirmation was consistent with the long-standing commitment to welcoming and supporting people of all races, ethnicities, Tribes, nationalities, and the LGBTQIA2S+ community - including immigrants, both recent and historical.

The City of Robbinsdale adamantly objects to continued, hostile rhetoric used by elected officials – especially directed at already marginalized communities. We maintain the desire to serve all communities with compassion through guiding values of equity, inclusion, and justice.

As outlined (in part) in a recent statement from the Hennepin County Chiefs of Police Association, the City of Robbinsdale and our Police Department affirm:

- *Hennepin County police departments (including Robbinsdale Police Department) remain steadfast in our commitment to serve and protect everyone in our communities, regardless of immigration status. Effective policing cannot be accomplished without community trust, and that means every person should feel empowered to seek help, report crimes, and engage with local law enforcement.*

The aforementioned Resolution has been published on the City website in Hmong, Spanish, and Somali – we invite all persons to review our steadfast commitment to our community.

Mayor Brad Sutton	Council Member Raymond Blackledge	Council Member Jason Greenberg	Council Member Mia Parisian	Council Member Aaron Wagner

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Joanna Brookes, Human Resources and Risk Management Manager
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
RE:	Updates to Employee Handbook

Background:

At least annually, staff makes recommendations for updates to the Employee Handbook.

Analysis:

Staff recommends changes, effective January 1, 2026, for a two main reasons - some changes are related to ongoing efforts to update and enhance culture and some are to ensure legal compliance (updates to statute, etc...).

Staff will highlight changes (recommended edits attached to this item), but these include:

- Attendance and work hours
- Minnesota Paid Leave Policy
- Holidays
- Volunteer Time Off
- Leave of Absence (unpaid)
- Paid Time Off

Note, Council does not typically set policy on day to day operations, but we are looking for Council support to signal continued efforts related to recruitment and retention, and formally approve updates that result in updates to costs incurred.

Recommendation:

Motion to accept staff's recommended updates to the Employee Handbook.

Attachments:

1. Notable Handbook Updates 1.1.26

Notable Employee Handbook Updates for January 1, 2026

1) Attendance and work hours.

   Eligible for lunch break after 6 hours.

   This is due to change in state law. City policy was previously 6.5 hours.

2) Minnesota Paid Leave policy *(see attachment)*

3) Holidays

   Regular full-time employees will receive full pay for eight (8) hours for each holiday. ~~listed provided the employee is on compensated payroll status the last assigned workday preceding the holiday, and the first assigned work day following the holiday.~~ Employees must have paid time in the pay period in which the holiday(s) occurs in order to be eligible for holiday pay.

   Previous language had unintended consequences which disallowed holidays in some instances when they should have been allowed. Also simpler language.

   Regular part-time employees who are regularly scheduled to work an average of 20 hours a week or more will be eligible for pro-rated holiday pay based on the number of hours that they are scheduled normally.

   Previous language did not define how hours were prorated, which caused issues.

4) Volunteer Time Off

   Employees who are working at a City-sponsored event (for example, Whiz Bang Days, Pets in the Park, etc.) are understood to be working as part of their regular work week and not using VTO. If not required as part of an employee's duties, participation in such activities is at the discretion of the employee's department head.

   Allows for more skill-building and professional development opportunities for staff and clears up confusion about VTO eligibility.

5) Leave of absence (unpaid)

   The City may require medical certification to support a request for unpaid leave due to the serious health condition of the employee or employee's family member.

   Not in policy previously. ESST time has fewer documentation requirements so want to differentiate unpaid leave in policy.

6) Paid Time Off *(see attachment)*

MINNESOTA PAID LEAVE

Overview

The City provides time off to eligible employees who qualify for Minnesota Paid Leave (MNPL) benefits under Minnesota law. The city of Robbinsdale is a participant in the State of Minnesota's Paid Leave program. MNPL benefits are funded through premium contributions payable to our provider, MetLife. The premium cost will be split between the city and employee as follows: The city of Robbinsdale will pay 50% of the required premium and employees will pay 50% of the premium cost through payroll deductions starting January 1, 2026.

Eligibility

Eligibility determinations for MNPL benefits are made by the State of Minnesota. Generally, to be eligible for MNPL, you must:

· Work at least 50% of the time from a location in Minnesota, including employees who work from home or spend time in other states occasionally.

· Meet the financial eligibility requirements by having earned over a specific amount of wages as defined by Minnesota law at the time of your requested leave.

Benefit Amount

An employee's weekly MNPL benefits are calculated and determined by MetLife.

Leave Entitlement and Usage

MNPL leave may be approved for the following conditions in a benefit year:

Up to 12 weeks of medical leave (for yourself) to take care of yourself for a serious health condition, including pregnancy, childbirth, recovery, or surgery.

Up to 12 weeks of family leave to:

- Bond with a child through birth, adoption, or foster placement
- Care for a family member with a serious health condition
- Support a military family member called to active duty
- Receive covered types of care for yourself or a family member because of domestic abuse, sexual assault, or stalking

You can take both types of leave in the same year, but you cannot exceed 20 weeks total within a single benefit year. For example, an employee may be entitled to 12 weeks of family leave to bond with a child and another 8 weeks of medical leave for their serious health condition. Your benefit year starts the first day you take Paid Leave. There is no waiting period for MNPL if you are granted

MNPL Intermittent Leave

Employees may apply for intermittent leave in most cases, provided the leave is reasonable and appropriate to the needs of the individual requiring care.

A) Eligibility

In addition to the other eligibility requirements under the MN Paid Leave law, employees seeking intermittent leave must have at least eight hours of accumulated leave (unless more than 30 days have lapsed since taking the initial leave).

B) Notice

In situations where employees seek MNPL on an intermittent basis, employees must make a reasonable effort to provide written notice to Joanna Brookes, Human Resources Manager, of the need for intermittent leave before applying for MNPL benefits through the State program. As part of the notice, employees must provide the city with the following: 1) proposed intermittent leave schedule; and 2) a completed certification from a health care provider identifying the leave as necessary and a reasonable estimate of the frequency and duration and treatment schedule for the leave.

C) Increments of Leave & Maximum Number of Hours

Consistent with other forms of leave provided by the city, employees may take intermittent leave in increments of 15 minutes. If eligible for intermittent leave, the city allows a maximum of 480 hours of intermittent leave in any 12-month period. After reaching the maximum amount of allowed intermittent leave, employees may request continuous MNPL provided the continuous leave does not exceed the maximum amount of MNPL allowed by law.

Definitions

Family member includes:

- Spouse or partner
- Child (including biological, adopted, step, or foster children, or a child you raise even if you are not legally related)
- Parent or person who raised you
- Sibling
- Grandchild or grandparent
- In-laws (including son, daughter, father, or mother)
- Anyone close to you who depends on you like family, even if not related by blood

A *serious health condition* means a physical or mental illness, injury, impairment, condition, or substance use disorder. Taking care of yourself for this serious condition may involve evaluation, treatment, inpatient care, recovery, or not being able to perform regular work, attend school, or do regular daily activities. This includes childbirth, conditions related to pregnancy, or surgery.

Notice

Prior to starting a claim with the State, employees should reach out to Joanna Brookes, Human Resources Manager, to notify your intention to take leave. If the need is foreseeable, we ask that you provide at least two weeks' notice prior to taking leave. If the leave is not foreseeable you will still be able to take leave under MNPL and we ask that you provide as much notice as possible.

How to Apply for Minnesota Paid Leave

After your leave has been discussed you may apply for MNPL through our third party administrator, MetLife. Visit the City's HR Connections website and click on the PFML link for instructions on how to file a claim.

Interaction with Other Laws and Benefits

MNPL will run concurrently with any leave and/or wage supplement for which you may be eligible for under local, state, or federal law which may include: Family and Medical Leave Act (FMLA) and/or Minnesota Women's Economic Security Act (WESA) pregnancy and parenting leave.

Supplementing MNPL Benefits with Accrued Paid Leave
If you are receiving MNPL benefits, the city allows you to supplement, or "top off," your MNPL benefits with any accrued but unused paid leave. If you choose to supplement your MNPL benefits in this way, the combined weekly sum of MNPL benefits and city-provided paid leave benefits cannot exceed your base pay. For more information, contact Joanna Brookes, Human Resources Manager.

Maintaining Health Coverage and Other Benefits During Leave
Unless the employee revokes coverage while on MNPL, the city will continue to provide group health insurance coverage for an employee on MNPL under the same conditions as the coverage was provided before the employee took leave. You must continue to make timely payments of your share of the premiums for such coverage. If you are not using paid time off to cover part or all of the leave, you will be responsible for remitting your portion of health premiums to the city in order to ensure continuation of benefits.

Reinstatement
Upon return from covered MNPL, you will be reinstated to your previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit, and seniority credit as of the date of leave as long as you have worked for the city for a minimum of 90 calendar days.
Upon return to work, if it becomes evident that the employee is unable to perform the key essential functions of their position (with or without reasonable accommodation), the city may engage in an interactive process, consistent with the American with Disability Act (ADA) and/or Minnesota Human Rights Act (MHRA) and other applicable workplace policies, including workplace safety protocols, to determine appropriate next steps.

Retaliation
The city will not interfere or retaliate against employees who request or take leave in accordance with the MN Paid Leave law.

PAID TIME OFF

Commencing January 1, 2026, all newly hired employees will participate in a Paid Time Off ("PTO") leave accrual system as follows:

Years of service	Annual accrual	Max carryover
Start of year 1 through year 5	200	400
Start of year 6 through year10	240	480
Start of year 11 through year 15	280	560
Start of year 16 through year 20	320	640
Start of year 21 (max)	360	720

Accrual rates for part-time employees who work at least 20 hours per week will be pro-rated based on the number of hours per week the employee is normally scheduled. Employees shall be allowed to request a review "look back" if they believe their hours have regularly exceeded scheduled hours.

For employees who have reached at least their second anniversary of employment, and providing the employee is leaving the City in good standing, the City will pay out 100% of max carryover accrual, up to 500 hours, at the time of resignation or retirement. Unless otherwise noted in a labor agreement, payment will be dispersed as follows:

Years of Service	HCSP	Taxable income
Start of 11th year+	100%	O%
0-10	0%	100%

Employees must use their PTO time down to the Max Carryover by January 1 of each year. Hours exceeding the Max Carryover will be forfeited.

If the need for PTO is foreseeable, the City requests as much advanced notice as possible or approval of the department head or division manager. If the need for PTO is unforeseeable, employees must provide notice of the need as soon as practicable. Employees who cannot report to work must call, text, or email their immediate supervisor as soon as possible, but no later than the start of the employee’s scheduled shift.

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Heather Rand, Community Development Director
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
RE:	Preservation of Qualifying Census Tract for Low Income Housing Tax Credit (LIHTC) and Preliminary Conduit Bond Financing for Potential Affordable Housing Project at 3839 Lakeview Avenue North

Background:

A few years ago, MWF Properties doing business as Velair Development Company partnered with the city of Robbinsdale in hopes of developing an affordable rental housing project at 3839 Lakeland Avenue that would use conduit tax-exempt revenue bonds and low income housing tax credits (LIHTC) to finance the project so that the apartment units could be more affordable. These financial resources are limited and competitively sought, and this project was not successful in receiving them to date. They wish to try again and are now seeking preliminary support from the city council to begin to work toward that end by taking limited action on preserving the parcel for LIHTC and potential conduit bonding that without city action, would expire on December 31, 2025.

Analysis:

While the city of Robbinsdale is fully developed and has a large quantity of naturally occurring affordable housing (NOAH) that is both owner-occupied and rental, the Metropolitan Council and the city's 2040 Comprehensive Land Use Plan suggest that the city pursue redevelopment of an additional 101 affordable housing units by 2030, in addition to pursuing the development of more market rate housing.

At this point in time, experienced real estate development and management team MWF Properties doing business as Velair Development Company is interested in revisiting the potential of developing and managing a 65-unit (approximately) affordable housing project at the site of the current Mai Thai restaurant (3830 Lakeland Ave North) in Robbinsdale. The affordability in rents can only be achieved if the development team is successful in receiving an allotment of low-income housing tax credits from the Minnesota Housing Finance Agency (MHFA), and MHFA requires that the developer also secure an allocation of tax-exempt revenue bonds to assist in lowering the cost of some of the financing of the affordable housing project from the MN Office of Management and Budget (OMB).

About 5 years ago, this development team had pursued a similar project at this location with the city as a supportive partner and due to limited LIHTC and bonding capacity of the state, were not successful in securing these resources for the proejct. Given market realities, the proposed developer continues to be optimistic that over the next 12 months, they can work with the city to to advance a project that will qualify for the bonds and LIHTC and meet city council expectations. About a month ago, the developer brought to city staff's attention that they had learned that the federal dept of Housing and Urban Development would be decertifying the census tract 3829 Lakeland Ave N is in on January 1, from receiving LIHTC as US Census data was indicating an increase in incomes for that area. In consultation with the city attorney, Peter Martin, Kennedy Graven Law, a path forward that would preserve the opportunity to utilize LIHTC at this site for a potential affordable project was developed.

This path forward requires the city council to provide preliminary approval of the issuance of tax-exempt conduit revenue bonds
for the project (see attached resolution) and accept a substantially complete application for such bonds from the developer which legally will preserve or grandfathers in for up to 720 months, the parcel as a qualifying census tract for LIHTC (see attached resolution). Lastly, the city council or its representative must sign off on a letter stating that the LIHTC qualifying census track is being preserved for this potential affordable housing project (see attached).

It is important to note that these actions do not commit the city to approve the issuance of the conduit bonds, nor do they provide the developer with any final project approvals for the potential affordable housing project. Instead, these actions preserve the qualifying census tract for LIHTC for the parcel at 3839 Lakeland Ave N. In the future, the council will be asked to consider rezoning and a redevelopment agreement, and a bond issuance agreement that would include more specifics on the project.

Regarding conduit tax-exempt revenue bonds, it is important to note that should the city issue such, the city is acting as a by-pass entity and the city is not liable for their repayment, nor does the potential issuance of such conduit bonds impact a city's credit rating.

Recommendation:

Staff recommend city council approval of the Resolution Proving Preliminary Approval for the Issuance of Bonds for a Potential Affordable Housing Project at 3839 Lakeland Aver N, and approval of a Resolution Approving the Form and Execution of Qualifying Census Tract (QCT) Preservation Letter.

Attachments:

1. Robbinsdale_Preliminary_Resolution RE Bonds _12_16_25
2. Robbinsdale_Resolution_Approving_QCT_Preserv_Letter_12_16_25
3. Robbinsdale QCT Preservation Letter (Draft)
4. Substantially Complete Tax Exempt Revenue Bond Application

EXTRACT OF MINUTES OF MEETING
OF THE CITY COUNCIL OF THE
CITY OF ROBBINSDALE
HENNEPIN COUNTY, MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Robbinsdale, Minnesota, was duly held in the City Hall in said City on December 16, 2025, commencing at 7:00 o'clock p.m.

The following members were present:

and the following were absent:

Member _____________________ introduced the following resolution and moved its adoption:

RESOLUTION NO. _________

RESOLUTION PROVIDING PRELIMINARY APPROVAL TO THE ISSUANCE OF REVENUE BONDS UNDER MINNESOTA STATUTES, CHAPTERS 462C AND 474A, AS AMENDED, FOR THE BENEFIT OF VELAIR DEVELOPMENT COMPANY, OR AN AFFILIATE, SUCCESSOR, OR ASSIGN, AND TAKING OTHER ACTIONS IN CONNECTION THEREWITH

WHEREAS, the City of Robbinsdale, Minnesota (the "City") is a charter city and political subdivision duly organized and existing under the Constitution and laws of the State of Minnesota; and

WHEREAS, pursuant to Minnesota Statutes, Chapter 462C, as amended (the "Housing Act"), the City is authorized to carry out the public purposes described in the Housing Act by providing for the issuance of revenue bonds or other obligations to provide funds to finance multifamily housing developments; and

WHEREAS, MWF Properties, LLC, a Minnesota limited liability company, d/b/a Velair Development Company, or an affiliate, successor, or assign (collectively, the "Borrower"), has proposed to finance the acquisition, construction and equipping of an approximately 64 unit, 5-story multifamily rental housing development for occupancy by persons of low and moderate income and facilities functionally related and subordinate thereto to be located at or about 3839 Lakeland Avenue North in the City (the "Project"); and

WHEREAS, the Borrower is requesting that the City issue one or more series of tax-exempt or taxable conduit revenue bonds or other obligations (the "Bonds"), in the approximate principal amount of up to $15,000,000 in order to finance all or a portion of (i) the costs of the acquisition, construction, and equipping of the Project; (ii) required reserve funds, if any; (iii) capitalized interest during the construction of the Project, if necessary; and (iv) the costs of issuing the Bonds; and

WHEREAS, pursuant to Section 146 of the Internal Revenue Code of 1986, as amended (the "Code"), any Bonds issued on a tax-exempt basis (the "Tax-Exempt Bonds") must receive an allocation of bonding authority of the State of Minnesota, and an application for such an allocation must be made pursuant to the requirements of Minnesota Statutes, Chapter 474A, as amended (the "Allocation Act"), and the City Council must grant preliminary approval to the issuance of the Bonds to finance the Project and authorize the submission of an application to the office of Minnesota Management and Budget for an allocation of bonding authority with respect to the Tax-Exempt Bonds to finance the Project; and

WHEREAS, as a condition to the issuance of the Bonds, the City must prepare and adopt a housing program providing the information required by Section 462C.03, subdivision 1a of the Housing Act (the "Housing Program"); and

WHEREAS, under Section 147(f) of the Code, prior to the issuance of the Bonds, the City Council must conduct a public hearing after providing notice in a newspaper of general circulation in the City at least seven (7) days before the hearing, and under Section 462C.04, subdivision 2 of the Housing Act, a public hearing must be held on the Housing Program after one publication of notice in a newspaper circulating generally in the City at least ten (10) days before the hearing; and

NOW, THEREFORE, BE IT RESOLVED By the City Council ("Council") of the City as follows:

Section 1. Preliminary Findings. Based on representations made by the Borrower to the City to date, the Council hereby makes the following preliminary findings, determinations, and declarations:

(a) The Bonds will finance a multifamily housing development designed and intended to be used for rental occupancy.

(b) The proceeds of the Bonds will be loaned to the Borrower and the proceeds thereof, along with other available funds, will be used to finance all or a portion of the costs of the acquisition, construction, and equipping of the Project, capitalized interest during the construction of the Project, if necessary, any required reserve funds, and the costs of issuance of the Bonds. The City will enter into a loan agreement (or other revenue agreement) with the Borrower requiring loan repayments from the Borrower in amounts sufficient to repay the loan of the proceeds of the Bonds when due and requiring the Borrower to pay all costs of maintaining and insuring the Project, including taxes thereon.

(c) In preliminarily authorizing the issuance of the Bonds, the City's purpose is and the effect thereof will be to promote the public welfare of the City and its residents by helping facilitate the creation of a multifamily housing development and otherwise furthering the purposes and policies of the Housing Act.

(d) The Bonds will be special, limited obligations of the City payable solely from the revenues pledged to the payment thereof, will not be a general or moral obligation of the City, and will not be secured by or payable from revenues derived from any exercise of the taxing powers of the City.

Section 2. Submission of an Application for an Allocation of Bonding Authority. The Council hereby authorizes the submission of an application for allocation of bonding authority with respect to the Bonds in the approximate principal amount of up to $15,000,000 pursuant to Section 146 of the Code and the Allocation Act in accordance with the requirements of the Allocation Act. City staff and Kennedy & Graven, Chartered, Minneapolis, Minnesota, as bond counsel to the City ("Bond Counsel"), shall take all actions, in cooperation with the Borrower, as are necessary to submit an application for an allocation of bonding authority to the office of Minnesota Management and Budget.

Section 3. Public Hearing. The Council shall meet at a date to be determined by City staff to conduct a public hearing on the Housing Program, the Project, and the issuance of the Bonds by the City. Notice of such hearing (the "Public Notice") will be published as required by Section 462C.04, subdivision 2 of the Housing Act and Section 147(f) of the Code. Bond Counsel is hereby authorized and directed to publish the Public Notice, in substantially the form attached hereto as EXHIBIT A, in the official newspaper of and a newspaper of general circulation in the City, at least ten (10) days prior to the meeting of the Council at which the public hearing will take place. At the public hearing, reasonable opportunity will be provided for interested individuals to express their views, both orally and in writing, on the Project, the Housing Program, and the proposed issuance of the Bonds.

Section 4. Housing Program. Bond Counsel shall prepare the Housing Program for the Project on behalf of the City. Bond Counsel is authorized and directed to submit, on behalf of the City, the Housing Program to the Metropolitan Council for review and comment pursuant to Section 462C.04, subdivision 2 of the Housing Act.

Section 5. Preliminary Approval. The Council hereby provides preliminary approval to the issuance of the Bonds, subject to: (i) a public hearing as required by the Housing Act and Section 147(f) of the Code; (ii) final approval following the preparation of bond documents; (iii) receipt of an allocation of bonding authority from the Office of Minnesota Management and Budget; and (iv) final determination by the Council that the financing of the Project and the issuance of the Bonds are in the best interests of the City.

Section 6. Reimbursement of Costs under the Code.

6.01. The United States Department of the Treasury has promulgated regulations governing the use of the proceeds of tax-exempt bonds, all or a portion of which are to be used to reimburse the City or the Borrower for project expenditures paid prior to the date of issuance of such bonds. Those regulations (Treasury Regulations, Section 1.150-2) (the "Regulations") require that the City adopt a statement of official intent to reimburse an original expenditure not later than sixty (60) days after payment of the original expenditure. The Regulations also generally require that the bonds be issued and the reimbursement allocation made from the proceeds of the bonds occur within eighteen (18) months after the later of: (i) the date the expenditure is paid; or (ii) the date the project is placed in service or abandoned, but in no event more than three (3) years after the date the expenditure is paid. The Regulations generally permit reimbursement of capital expenditures and costs of issuance of the Bonds.

6.02. To the extent any portion of the proceeds of the Bonds will be applied to expenditures with respect to the Project, the City and the Borrower reasonably expect that the Borrower will be reimbursed for the expenditures made for costs of the Project from the proceeds of the Bonds after the date of payment of all or a portion of such expenditures. All reimbursed expenditures shall be capital expenditures, costs of issuance of the Bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Regulations and also qualifying expenditures under the Housing Act.

6.03. Based on representations by the Borrower, other than (i) expenditures to be paid or reimbursed from sources other than the Bonds, (ii) expenditures permitted to be reimbursed under prior regulations pursuant to the transitional provision contained in Section 1.150-2(j)(2)(i)(B) of the Regulations, (iii) expenditures constituting preliminary expenditures within the meaning of Section 1.150-2(f)(2) of the Regulations, or (iv) expenditures in a "de minimis" amount (as defined in Section 1.150-2(f)(1) of the Regulations), no expenditures with respect to the Project to be reimbursed with the proceeds of the Bonds have been made by the Borrower more than sixty (60) days before the date of adoption of this resolution of the City.

6.04. Based on representations by the Borrower, as of the date hereof, there are no funds of the Borrower reserved, allocated on a long-term basis or otherwise set aside (or reasonably expected to be reserved, allocated on a long-term basis or otherwise set aside) to provide permanent financing for the expenditures related to the Project to be financed from proceeds of the Bonds, other than pursuant to the issuance of the Bonds. This resolution, therefore, is determined to be consistent with the budgetary and financial circumstances of the Borrower as they exist or are reasonably foreseeable on the date hereof.

Section 7. Costs. The Borrower will pay the administrative fees of the City and pay, or, upon demand, reimburse the City for payment of, any and all costs incurred by the City in connection with the Project and the issuance of the Bonds, whether or not the Bonds are issued.

Section 8. Commitment Conditional. The adoption of this resolution does not constitute a guaranty or firm commitment that the City will issue the Bonds as requested by the Borrower. The City retains the right in its sole discretion to withdraw from participation and accordingly not to issue the Bonds, or issue the Bonds in an amount less than the amount referred to herein, should the City at any time prior to issuance thereof determine that it is in the best interest of the City not to issue the Bonds, or to issue the Bonds in an amount less than the amount referred to herein, or should the parties to the transaction be unable to reach agreement as to the terms and conditions of any of the documents required for the transaction.

Section 9. Effective Date. This resolution shall be in full force and effect from and after its passage.

The motion for the adoption of the foregoing resolution was duly seconded by Member ________________________, and upon vote being taken thereon, the following voted in favor of the motion:

and the following voted against:

whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)
COUNTY OF HENNEPIN) ss.
)
CITY OF ROBBINSDALE)

I, the undersigned, being the duly qualified City Clerk of City of Robbinsdale, Hennepin County, Minnesota (the "City"), do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of the City held on December 16, 2025, with the original minutes on file in my office, and the extract is a full, true, and correct copy of the minutes insofar as they relate to they relate to providing preliminary approval to the issuance of revenue bonds under Minnesota Statutes, Chapters 462C and 474A, approximate principal amount of up to $15,000,000.

WITNESS My hand officially as such City Clerk this _____ day of December, 2025.

____
City Clerk
City of Robbinsdale, Hennepin County, Minnesota

EXHIBIT A

NOTICE OF PUBLIC HEARING

CITY OF ROBBINSDALE, MINNESOTA

NOTICE OF PUBLIC HEARING ON THE APPROVAL OF A HOUSING PROGRAM FOR A MULTIFAMILY HOUSING DEVELOPMENT AND THE ISSUANCE OF REVENUE BONDS UNDER MINNESOTA STATUTES, CHAPTERS 462C AND 474A, AS AMENDED, FOR THE BENEFIT OF VELAIR DEVELOPMENT COMPANY, OR AN AFFILIATE, SUCCESSOR, OR ASSIGN

NOTICE IS HEREBY GIVEN that the City Council ("Council") of the City of Robbinsdale, Minnesota (the "City") will hold a public hearing on ________________ , 2026, at or after 7:00 p.m. in Council Chambers at City Hall, located at ____________in the City, to consider a proposal that the City approve and authorize the issuance of one or more series of tax-exempt or taxable revenue bonds or other obligations (the "Bonds") pursuant to Minnesota Statutes, Chapters 462C and 474A, as amended (the "Act"), for the purposes of financing all or a portion of the costs of (i) the acquisition, construction, and equipping of an approximately 64-unit, 5-story, multifamily rental housing development for occupancy by persons of low and moderate income and facilities functionally related and subordinate thereto to be located at or about 3839 Lakeland Avenue North in the City (the "Project"); (ii) any required reserve funds; (iii) capitalized interest during the construction of the Project, if necessary; and (iv) the costs of issuing the Bonds. Velair Development Company, a Minnesota limited liability company, or an affiliate, successor, or assign (collectively, the "Borrower"), will own the Project. The aggregate principal amount of the proposed Bonds is estimated not to exceed $15,000,000.

Following the public hearing, the Council will consider a resolution approving a housing program prepared in accordance with the requirements of the Act and granting approval to the issuance of the Bonds.

The Bonds if and when issued will be special, limited obligations of the City, and the Bonds and interest thereon will be payable solely from the revenues and assets pledged to the payment thereof. No holder of any Bond will have the right to compel any exercise of the taxing power of the City to pay the Bonds or the interest thereon, nor to enforce payment against any property of the City except money payable by the Borrower to the City and pledged to the payment of the Bonds. Before issuing the Bonds, the City will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on the Bonds when due.

At the time and place fixed for the public hearing, the Council will give all persons who appear at the hearing an opportunity to express their views with respect to the proposal. In addition, interested persons may direct any questions or file written comments respecting the proposal with the City Manager, at or prior to said public hearing.

Dated: [Date of Publication]

BY ORDER OF THE CITY COUNCIL OF
THE CITY OF ROBBINSDALE, MINNESOTA

/s/ ______________________________________
City Manager
City of Robbinsdale, Minnesota

EXTRACT OF MINUTES OF MEETING
OF THE CITY COUNCIL OF THE
CITY OF ROBBINSDALE
HENNEPIN COUNTY, MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Robbinsdale, Minnesota, was duly held in the City Hall in said City on December 16, 2025, commencing at 7:00 o'clock p.m.

The following members were present:

and the following were absent:

Member _____________________ introduced the following resolution and moved its adoption:

RESOLUTION NO. _________

RESOLUTION APPROVING THE FORM AND EXECUTION OF A QCT PRESERVATION LETTER FOR A MULTIFAMILY HOUSING PROJECT TO BE UNDERTAKEN BY VELAIR DEVELOPMENT COMPANY, OR AN AFFILIATE, SUCCESSOR, OR ASSIGN

WHEREAS, the City of Robbinsdale, Minnesota (the "City") is a charter city and political subdivision duly organized and existing under the Constitution and laws of the State of Minnesota; and

WHEREAS, pursuant to Minnesota Statutes, Chapter 462C, as amended (the "Housing Act"), the City is authorized to carry out the public purposes described in the Housing Act by providing for the issuance of revenue bonds or other obligations to finance multifamily housing developments located within the City; and

WHEREAS, MWF Properties, LLC, a Minnesota limited liability company, d/b/a Velair Development Company, or an affiliate, successor, or assign (collectively, the "Borrower"), has proposed that the City, pursuant to the Housing Act, issue its revenue bonds or other obligations (the "Bonds"), the proceeds of which will be loaned by the City to the Borrower, and the Borrower will apply the proceeds of such loan to finance the acquisition, construction and equipping of a multifamily rental housing development and facilities functionally related and subordinate thereto to be located in the City (the "Project"); and

WHEREAS, the Borrower has represented to the City that the Project is expected to qualify for low-income housing tax credits ("LIHTC") under Section 42 of the Internal Revenue Code of 1986, as amended (the "Code"), based on the proposed issuance of the Bonds by the City and the loan of the proceeds thereof to the Borrower, and the Borrower's use of such proceeds to acquire and construct the Project; and

WHEREAS, for purposes of calculating the LIHTC, in the case of buildings located in areas designated as Qualified Census Tracts ("QCTs"), eligible basis may be increased up to thirty percent (30%) from what it would otherwise be; and

WHEREAS, the Borrower has further represented to the City that the Project is located in an area that is designated as a QCT in 2025 for purposes of the LIHTC under Section 42 of the Code, but will not be designated a QCT in 2026; and

WHEREAS, as provided in a notice of the United States Department of Housing and Urban Development published at 89 Federal Register 73113 (Sept. 9, 2024) (the "HUD Notice"), the QCT designation may be preserved for seven hundred thirty (730) days (two (2) years) if the Borrower submits a complete bond application to the City, and a complete bond application means that no more than *de minimis* clarification of the application is required for the City to make a decision about the issuance of bonds requested in the application; and

WHEREAS, the Borrower submitted, and the City received a bond application (the "Bond Application"), for the Project and the issuance of the Bonds by the City to finance the acquisition and construction of the Project, and the Borrower has requested that the City execute and deliver a letter, the form of which is on file with the City, for purposes of having the area in which the Project will be constructed, continue to be treated as a QCT from and after January 1, 2026 under Section 42 of the Code in accordance with the HUD Notice (the "QCT Preservation Letter").

NOW, THEREFORE, BE IT RESOLVED By the City Council ("Council") of the City as follows:

Section 1. Preliminary Findings; Authorization. Based on representations made by the Borrower to the City to date, the Council hereby makes the following preliminary findings, determinations, and declarations:

(a) The City has received and reviewed the Bond Application and has determined that no more than *de minimis* clarifications to the Bond Application (if any) would be required for the City to make a final decision to issue the Bonds that are requested in the Bond Application, and, as such, the Bond Application is complete for purposes of Section 42 of the Code.

(b) The City Council hereby authorizes the execution and delivery of the QCT Preservation Letter by the City Manager of the City, or his designee, in substantially the form now on file with the City which is hereby approved, with such necessary and appropriate variations, omissions, and insertions as are approved by Kennedy & Graven, Chartered, bond counsel to the City ("Bond Counsel"), as do not materially adversely change the substance thereof with respect to the City, and as the City Manager, in his discretion, shall determine, and the execution thereof by the City Manager shall be conclusive evidence of such determination.

Section 2. Conditional Commitment. The adoption of this resolution does not constitute a guaranty or firm commitment that the City will issue the Bonds as requested by the Borrower in the Bond Application. If, as a result of information made available to or obtained by the City during its review of the Project, it appears that the Project or the issuance of the Bonds to finance the costs thereof is not in the public interest or is inconsistent with the purposes of the Housing Act, the City reserves the right to decline to give final approval to the issuance of the Bonds. The City retains the right in its sole discretion to withdraw from participation and accordingly not to issue the Bonds should the City at any time prior to issuance thereof determine that it is in the best interests of the City not to issue the Bonds or should the parties to the transaction be unable to reach agreement as to the terms and conditions of any of the documents required for this bond financing transaction.

Section 3. Costs. The Borrower shall pay to the City any and all costs incurred by the City in connection with the QCT Preservation Letter, the Bonds or the financing of the Project, whether or not the financing of the Project is carried to completion, and whether or not the Bonds, if approved by the City, or operative instruments are executed and delivered.

Section 4. Effective Date. This resolution shall be in full force and effect from and after its passage.

(The remainder of this page is intentionally left blank).

The motion for the adoption of the foregoing resolution was duly seconded by Member ________________________, and upon vote being taken thereon, the following voted in favor of the motion:

and the following voted against:

whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)
COUNTY OF HENNEPIN) ss.
)
CITY OF ROBBINSDALE)

I, the undersigned, being the duly qualified City Clerk of City of Robbinsdale, Hennepin County, Minnesota (the "City"), do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of the City held on December 16, 2025, with the original minutes on file in my office, and the extract is a full, true, and correct copy of the minutes insofar as they relate to they relate to approving the form and execution of a QCT preservation letter for a multifamily housing project.

WITNESS My hand officially as such City Clerk this _____ day of December, 2025.

____
City Clerk
City of Robbinsdale, Hennepin County, Minnesota

City of Robbinsdale
4100 Lakeview Avenue North
Robbinsdale, MN 55422
763-537-4534
www.robbinsdalemn.gov

ROBBINSDALE

December ____, 2025

Velair Development Company

7645 Lyndale Avenue S.
Minneapolis, MN 55423–4084

Re: ***Preservation of QCT Status – Proposed Project Located at or about 3839 Lakeland Avenue North, Robbinsdale, Minnesota***

To Whom it May Concern:

We have received your application for conduit bond project financing (the "Bond Application") for a new construction project to be undertaken by MWF Properties, LLC, a Minnesota limited liability company, d/b/a Velair Development Company, or an affiliate, successor, or assign (collectively, the "Borrower"), comprised of the acquisition, construction, and equipping of an approximately 64-unit, 5-story, multifamily rental housing development and facilities functionally related and subordinate thereto to be located at or about 3839 Lakeland Avenue North in the City of Robbinsdale, Minnesota (the "Project"), which you intend to finance through the issuance of tax-exempt bonds (the "Bonds") by the City of Robbinsdale, Minnesota (the "Issuer") in the maximum aggregate principal amount of $15,000,000. As outlined in the Bond Application, and in conversations between you and staff of the Issuer, the Project is expected to qualify for low-income housing credits ("LIHTC") under Section 42 of the Internal Revenue Code of 1986, as amended (the "Code"), based on the proposed issuance of the Bonds by the Issuer and the loan of the proceeds thereof to the Borrower, and the Borrower's use of such proceeds to acquire and construct the Project.

Based on representations from you, the Issuer understands that (1) the Project is located in an area that is designated as a Qualified Census Tract ("QCT") in 2025 for purposes of the LIHTC under Section 42 of the Code, but will not be designated a QCT in 2026, and (2) the Borrower has requested this confirmation letter from the Issuer for purposes of having the area in which the Project will be constructed, continue to be treated as a QCT from and after January 1, 2026 for purposes of Section 42 of the Code in accordance with the notice of the United States Department of Housing and Urban Development published at 89 Federal Register 73113 (Sept. 9, 2024) (the "HUD Notice").

This letter confirms that we have received and reviewed the Bond Application and have determined that no more than de minimis clarifications to the Bond Application (if any) will be required for us to make a final decision to issue the Bonds that are requested in the Bond Application, and, as such, the Bond Application is complete. You have represented to the Issuer, and the Issuer hereby acknowledges, that prior to the actual issuance of Bonds with respect to the Project, changes may occur as to information that is included in the Bond Application.

This letter does not obligate the Issuer to issue bonds, nor does it serve as a grant of your application to the Issuer as described herein or any other application to the Issuer with respect to the Project. This letter's sole purpose is to confirm that we have reviewed the Bond Application and determined that the Bond Application is complete within the meaning of the HUD Notice.

CITY OF ROBBINSDALE, MINNESOTA

By: ______________________________

City Manager

MANAGEMENT AND BUDGET

APPLICATION FOR ALLOCATION OF BONDING AUTHORITY FOR RESIDENTIAL RENTAL PROJECTS

Pursuant to Minnesota Statutes, Chapter 474A, as amended

NAME OF ISSUER: City of Robbinsdale, Minnesota

NAME OF PROJECT: Lakeland Avenue Housing

AMOUNT OF ISSUANCE AUTHORITY REQUESTED: $ [15,000,000]

TYPE OF RESIDENTIAL RENTAL PROJECT BONDS TO BE ISSUED AND AGGREGATE BOND LIMITATION:

Applicant must complete and submit the Sworn Applicant Statement, Form S-Rental, identifying the type of residential rental project and certifying the project's aggregate bond limitation. A copy of this Statement will be appended to any Certificate of Allocation for this project. **NOTE:** The project must be treated as a single project for purposes of Internal Revenue Code section 142(d)(1) and associated Treasury Regulations.

DESCRIPTION OF PROJECT:

The acquisition, construction, and equipping of an approximately 64-unit, 5-story, multifamily rental housing development, and functionally related facilities, for low- and moderate-income households, located at 3839 Lakeland Avenue N, Robbinsdale, Minnesota.

AGGREGATE BOND LIMITATION: $ 27,300,000.

Amount of bonds previously issued for the project using an allocation of volume cap: $ 0.

Remaining amount of bonds for which an allocation is requested: $ [15,000,000].

Total units in the building(s) that will be financed as part of the project: 64.

Total number of units that have project-based rental assistance: [ ].

If the project consists of multiple buildings, will it be a single project for purposes of Internal Revenue Code section 142(d)(1) and associated Treasury Regulations? ☑ Yes / ☐ No

Has the project already submitted an application, or been prequalified by an allocation entity, for tax credits? ☐ Yes / ☑ No

IN ORDER TO BE CONSIDERED COMPLETE, THIS APPLICATION FORM MUST BE ACCOMPANIED BY:

1. A nonrefundable application fee of $20 for each $100,000 amount of issuance authority requested, with the request rounded to the nearest $100,000. The minimum fee is $20, and this fee will not be refunded or recalculated;
2. A preliminary resolution adopted by the governing body;
3. A statement from bond counsel that the proposed issue of obligations requires an allocation under M.S. 474A and the Internal Revenue Code in the amount requested;
4. An application deposit in the amount of 2% of the requested allocation;
5. A Sworn Applicant Statement on Form S-Rental from the applicant identifying the type of residential rental project;
6. A certification from the applicant or its accountant stating that the requested allocation does not exceed the aggregate bond limitation; and
7. A map or site diagram with the project area and surrounding street names clearly identified.

Note Regarding Payments: All issuers must pay the application fee and application deposit by separate checks or wire transfers made payable to Minnesota Management and Budget. All payments of fees and deposits must be made by the issuer (not the project developer). The Minnesota Housing Finance Agency, Minnesota Rural Finance Authority, and Higher Education Services Office may provide payment on a SWIFT Interagency Invoice. The federal employer identification number (FEIN) for the State of Minnesota is 41-6007162.

The following official of the issuer is designated for contact by Minnesota Management and Budget:

NAME: Heather Rand PHONE NO: (763) 531-1266
TITLE: Community Development Director E-MAIL: hrand@robbinsdalemn.gov
ISSUER: City of Robbinsdale, Minnesota
ADDRESS: 4100 Lakeview Avenue North
CITY/STATE/ZIP: Robbinsdale, MN 55422

THE UNDERSIGNED CERTIFY THE ACCURACY OF THE ABOVE INFORMATION SUBMITTED WITH THIS APPLICATION:

Mayor or Chief Administrator of Local Issuer Date

Attorney for Local Issuer or Bond Counsel Date

Send one original copy to:
Minnesota Management and Budget
Attn: Debt Management Division
400 Centennial Building, 658 Cedar Street
St. Paul, Minnesota 55155-1489

[ON K&G LETTERHEAD]

_____________, 2026

Minnesota Management and Budget
400 Centennial Building
658 Cedar Street
St. Paul, MN 55155-1489

Re: City of Robbinsdale, Minnesota
Multifamily Housing Revenue Bonds, Series 2026 (Lakeland Avenue Housing)

We are acting as bond counsel to the City of Robbinsdale, Minnesota (the "Issuer").

In conjunction with the proposed issuance of the above-referenced bonds (the "Bonds") and the submission by the Issuer to you of an Application for Allocation of Bonding Authority for Residential Rental Projects (Form H-Rental), we have reviewed: (a) a resolution adopted by the governing body of the Issuer on December 16, 2025 (the "Resolution"), giving preliminary approval to a proposal that the Issuer issue the Bonds in an amount not to exceed $15,000,000 under Minnesota Statutes, Chapter 462C, as amended, to finance a project on behalf of MWF Properties, LLC, d/b/a Velair Development Company, or an affiliate entity thereof, yet to be formed (the "Company"), consisting of the acquisition, construction, and equipping of an approximately 64-unit, 5-story, multifamily rental housing development, and functionally related facilities, for low- and moderate-income households, located at 3839 Lakeland Avenue N, Robbinsdale, Minnesota (the "Project"); (b) a sworn affidavit of the Company dated _____________, 2026; and (c) a certificate of the Company dated _____________, 2026.

On the basis of our review and preliminary discussions with representatives of the Company as to the nature of the Project and the proposed financing thereof, the Bonds would be issued for a "qualified residential rental project" under Section 142(d) of the Internal Revenue Code of 1986 (the "Code"). Issuance of the Bonds as tax-exempt bonds requires an allocation under Minnesota Statutes, Chapter 474A, as amended and Section 146 of the Code, in the amount requested.

Respectfully submitted,

Kennedy & Graven, Chartered

SWORN APPLICANT STATEMENT

APPLICATION FOR ALLOCATION OF BONDING AUTHORITY FOR RESIDENTIAL RENTAL PROJECTS

THE UNDERSIGNED is the mayor or chief administrator of the City of Robbinsdale, State of Minnesota (the "Applicant") and hereby makes the following statements in support of its Application for Allocation of Bonding Authority for Residential Rental Projects, dated ____________________, 2026:

1. The Applicant is requesting allocation under Minnesota Statutes, Chapter 474A, Minnesota Bond Allocation Act, for a residential rental project to be known as Lakeland Avenue Housing (the "Project") being undertaken by an affiliate of MWF Properties, LLC, d/b/a Velair Development Company (the "Developer").

2. The project is, or will be, located at 3839 Lakeland Avenue N, Robbinsdale, Minnesota. ______________________________ *[provide street address or, if none yet, reference to boundary streets]*.

3. The project meets or will meet all of the criteria specified in the applicable provisions of Minnesota Statutes, Section 474A.02, including but not limited to subdivisions 1a, 1b, 21a and 30 to 33,* and thereby qualifies for designation as a:

   ☐ Preservation project
   ☐ 30 percent AMI residential rental project
   ☐ 50 percent AMI residential rental project
   ☒ 100 percent LIHTC project
   ☐ 20 percent LIHTC project
   ☐ Other residential rental project

   **See page 2 of this Sworn Applicant Statement for the definition of each type of project.*

4. The reasonably expected aggregate basis of the project and the land on which the project is or will be located is $27,300,000. Therefore, the aggregate bond limitation for the project, representing 55 percent of the reasonably expected aggregate basis, is $15,015,000. (*Alternatively, the Applicant may attach a sworn certification from its certified public accountant attesting to the reasonably expected aggregate basis.*)

I hereby declare that the information contained in this Sworn Statement is true and correct.

City of Robbinsdale, Minnesota, a political subdivision of the State of Minnesota

By: ______________________________
Title: ______________________________
Dated: ______________________________

STATE OF MINNESOTA)
) ss
COUNTY OF __________)

The foregoing instrument was acknowledged before me this _______ day of _____________, _____, by ______________________________, the ____________________________, of the City of Robbinsdale, Minnesota, a political subdivision of the State of Minnesota.

____
Notary Public

Definition of Project Types

Preservation project. "Preservation project" means any residential rental project, regardless of whether or not the project is restricted to persons of a certain age or older, that is expected to generate low-income housing tax credits under section 42 of the Internal Revenue Code of 1986, as amended, and (1) receives federal project-based rental assistance, or (2) is funded through a loan from or guaranteed by the United States Department of Agriculture's Rural Development Program. In addition, to qualify as a preservation project, the amount of bonds requested in the application must not exceed the aggregate bond limitation.

30 percent AMI residential rental project. "30 percent AMI residential rental project" means a residential rental project that does not otherwise qualify as a preservation project, is expected to generate low-income housing tax credits under section 42 of the Internal Revenue Code of 1986, as amended, from 100 percent of its residential units, and in which:

(1) all the residential units of the project:

(i) are reserved for tenants whose income, on average, is 30 percent of AMI or less;

(ii) are rent-restricted in accordance with section 42(g)(2) of the Internal Revenue Code of 1986, as amended; and

(iii) are subject to rent and income restrictions for a period of not less than 30 years; or

(2)(i) is located outside of the metropolitan area as defined in section 473.121, subdivision 2, and within a county or metropolitan area that has a current median area gross income that is less than the statewide area median income for Minnesota;

(ii) all of the units of the project are rent-restricted in accordance with section 42(g)(2) of the Internal Revenue Code of 1986, as amended; and

(iii) all of the units of the project are subject to the applicable rent and income restrictions for a period of not less than 30 years.

In addition, to qualify as a 30 percent AMI residential project, the amount of bonds requested in the application must not exceed the aggregate bond limitation.

For purposes of this definition, "on average" means the average of the applicable income limitation level for a project determined on a unit-by-unit basis for example, a project with one-half of its units subject to income limitations of not greater than 20 percent AMI and one-half subject to income limitations of not greater than 40 percent AMI would be subject to an income limitation on average of not greater than 30 percent AMI.

50 percent AMI residential rental project. "50 percent AMI residential rental project" means a residential rental project that does not qualify as a preservation project or 30 percent AMI residential rental project, is expected to generate low-income housing tax credits under section 42 of the Internal Revenue Code of 1986, as amended, from 100 percent of its residential units, and in which all the residential units of the project:

(1) are reserved for tenants whose income, on average, is 50 percent of AMI or less;

(2) are rent-restricted in accordance with section 42(g)(2) of the Internal Revenue Code of 1986, as amended; and

(3) are subject to rent and income restrictions for a period of not less than 30 years.

In addition, to qualify as a 50 percent AMI residential rental project, the amount of bonds requested in the application must not exceed the aggregate bond limitation.

For purposes of this definition, "on average" means the average of the applicable income limitation level for a project determined on a unit-by-unit basis for example, a project with one-half of its units subject to income limitations of not greater than 40 percent AMI and one-half subject to income limitations of not greater than 60 percent AMI would be subject to an income limitation on average of not greater than 50 percent AMI.

100 percent LIHTC project. "100 percent LIHTC project" means a residential rental project that is expected to generate low-income housing tax credits under section 42 of the Internal Revenue Code of 1986, as amended, from 100 percent of its residential units and does not otherwise qualify as a preservation project, 30 percent AMI residential rental project, or 50 percent AMI residential rental project. In addition, to qualify as a 100 percent LIHTC project, the amount of bonds requested in the application must not exceed the aggregate bond limitation.

20 percent LIHTC project. "20 percent LIHTC project" means a residential rental project that is expected to generate low-income housing tax credits under section 42 of the Internal Revenue Code of 1986, as amended, from at least 20 percent of its residential units and does not otherwise qualify as a preservation project, 30 percent AMI residential rental project, 50 percent AMI residential rental project, or 100 percent LIHTC project. In addition, to qualify as a 20 percent LIHTC project, the amount of bonds requested in the application must not exceed the aggregate bond limitation.

Additional Definitions:

Aggregate bond limitation. "Aggregate bond limitation" means up to 55 percent of the reasonably expected aggregate basis of a residential rental project and the land on which the project is or will be located.

AMI. "AMI" means the area median income for the applicable county or metropolitan area as published by the Department of Housing and Urban Development, as adjusted for household size.

SWORN STATEMENT
OF
MWF PROPERTIES, LLC
d/b/a
VELAIR DEVELOPMENT COMPANY

Related to an

APPLICATION FOR ALLOCATION OF BONDING AUTHORITY FOR RESIDENTIAL RENTAL PROJECTS

The UNDERSIGNED is the Authorized Representative of MWF Properties, LLC, d/b/a Velair Development Company (the "Company"), and hereby makes the following statements in support of an Application for Allocation of Bonding Authority for Residential Rental Projects of the City of Robbinsdale, Minnesota (the "Applicant"), dated _________________, 2026:

1. At the direction of the Company, the Applicant is requesting allocation under Minnesota Statutes, Chapter 474A, Minnesota Bond Allocation Act, for the acquisition, construction, and equipping of an approximately 64-unit, 5-story, multifamily rental housing development, and functionally related facilities, for low- and moderate-income households (the "Project") being undertaken by the Company or an affiliate entity thereof, yet to be formed.

2. The Project is located at 3839 Lakeland Avenue N, Robbinsdale, Minnesota.

3. The Project meets or will meet all of the applicable criteria specified in Minnesota Statutes, Section 474A.02, and qualifies for designation as a:

☐ Preservation project	☑ 100 percent LIHTC project
☐ 30 percent AMI residential rental project	☐ 20 percent LIHTC project
☐ 50 percent AMI residential rental project	☐ Other residential rental project

**See last page of this Sworn Company Statement for the definition of each type of project.*

4. The reasonably expected aggregate basis of the Project and the land on which the Project is or will be located is $27,300,000.00. Therefore, the aggregate bond limitation for the Project, representing 55% of the reasonably expected aggregate basis, is $15,015,000.

[*Remainder of page intentionally left blank. Signature page follows*.]

I hereby declare that the information contained in this Sworn Statement is true and correct.

Dated: _____________, 20___

MWF PROPERTIES, LLC
d/b/a VELAIR DEVELOPMENT COMPANY
An Minnesota limited liability company

By: ___________________________
Name: ___________________________
Title: ___________________________

STATE OF _______________)
) ss
COUNTY OF _____________)

The foregoing instrument was acknowledged before me on ____________________ _____, 20__, by ____________________, the _________________ of MWF Properties, LLC, d/b/a Velair Development Company, a Minnesota limited liability company, on behalf of said company.

____
Notary Public

Definition of Project Types

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(ii) all of the units of the project are rent-restricted in accordance with section 42(g)(2) of the Internal Revenue Code of 1986, as amended; and
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(1) are reserved for tenants whose income, on average, is 50 percent of AMI or less;
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AMI. "AMI" means the area median income for the applicable county or metropolitan area as published by the Department of Housing and Urban Development, as adjusted for household size.

ISSUER CERTIFICATION

The undersigned, on behalf of the City of Robbinsdale, Minnesota (the "Applicant"), as required by its Application for Allocation of Bonding Authority for Residential Rental Projects, dated _______________, 2026 (the "Application"), for a project by MWF Properties, LLC, d/b/a Velair Development Company, or an affiliate entity thereof, yet to be formed (the "Company"), based solely on representations of the Company, certifies that the requested allocation does not exceed the aggregate bond limitation, as such terms are used in the Application and the Sworn Applicant Statement relating thereto dated _______________, 2026, by the Applicant.

Dated _______________, 2026

CITY OF ROBBINSDALE, MINNESOTA

By ___________________________________
Its ________________________________

CERTIFICATION
OF
MWF PROPERTIES, LLC
d/b/a
VELAIR DEVELOPMENT COMPANY

Related to an

APPLICATION FOR ALLOCATION OF BONDING AUTHORITY
FOR RESIDENTIAL RENTAL PROJECTS

The undersigned, on behalf of MWF Properties, LLC, d/b/a Velair Development Company (the "Company"), to support the Application for Allocation of Bonding Authority for Residential Rental Projects by the City of Robbinsdale, Minnesota (the "Applicant"), dated ______________, 2026 (the "Application"), for a project by the Company or an affiliate entity thereof, yet to be formed, certifies that (i) the requested allocation does not exceed the aggregate bond limitation, as such terms are used in the Application and the Sworn Applicant Statement relating thereto dated ______________, 2026, by the Applicant, and (ii) the Project, as described in the Application, is located in an area that is designated as a Qualified Census Tract ("QCT") in 2025 for purposes of low-income housing tax credits under Section 42 of the Code, but will not be designated as a QCT in 2026.

Dated: ______________, 2026

MWF PROPERTIES, LLC
d/b/a VELAIR DEVELOPMENT COMPANY
An Minnesota limited liability company

By: ____________________________
Name: ____________________________
Title: ____________________________


Project Area
Lakeland Ave N
County Road 81
Lakeview Terrace Park
County Road 81
Crystal Lake
81
COUNTY
Lakeland Ave N
West Broadway
Lakeview Terrace Park

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Tim Sandvik, City Manager
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
RE:	Consider 2026 Legislative Priorities

Background:

Annually, staff makes recommendations to Council on Legislative Priorities. Year to year, some items remain or get updated, and some new items are recommended for consideration.

Analysis:

Staff brought a draft version of proposed Legislative Priorities to a recent City Council Work Session - an updated version will be presented, for Council consideration.

Recommendation:

Staff recomends adoption of the attached Legislative Priorities for 2026.

Attachments:

1. 2026 Legislative Priorities

City of Robbinsdale

2026 Legislative Priorities

PUBLIC WORKS FACILITY

The City of Robbinsdale currently operates the Public Works Department out of a 1950's-vintage garage that has seen a full life. The facility continues to fail - whether a leaky roof, outdated HVAC systems, or a mechanical bay that can't house our vehicles, the City has determined continued investment into repairs is not a good use of tax dollars. We believe our application to Minnesota Management and Budget (MMB) for consideration in an upcoming State Bonding Bill is a strong one. In part, the City has not received State Bond funds in recent history, but as a community who continues to invest in state priorities (which include affordable housing, sustainability, and transportation that serves the entire metro), we are asking that a share of that burden be shared by the State through bonding.

PFAS (POLYFLUOROALKYL SUBSTANCES)

Much like other jurisdictions, the City of Robbinsdale appreciates the guidance from the Minnesota Department of Health and the Minnesota Pollution Control Agency regarding PFAS. With Robbinsdale's recent, incredibly significant investment into water treatment, the City hopes that any state-mandated treatment related to PFAS is met with state funding.

AUTHORITY TO FRANCHISE BROADBAND/INTERNET SERVICE PROVIDERS

The City of Robbinsdale supports legislation authorizing cities to franchise broadband/internet service providers (ISPs) in the public right-of-way and to collect franchise fees from these providers. Broadband Franchising will allow a city to require equal access to the same quality of broadband service throughout a city, reasonable build-out and system upgrades of broadband systems, uniform pricing and other customer service requirements, as well as other public benefits.

Furthermore, the City supports the use of franchise fees on broadband or other dedicated funding to support local community television, which has seen declining funding from cable franchise fees and public, educational, and governmental (PEG) access fees as consumers switch to internet-based streaming over traditional cable tv service.

LOCAL OPTION SALES TAX

With the recent expiration of the Local Option Sales Tax moratorium, the City of Robbinsdale will seek to authorize a general local tax. Funding would go towards a new Public Works facility and new City Park building – both of which are regional amenities. The City has conducted research to better understand financial forecasts to facilitate such projects, and the relief this would bring to the local levy would be welcomed.

CONGREGATE CARE

Northwest Hennepin County is home to many congregate care settings, which play an essential role in supporting Minnesotans—including people with disabilities and older adults—to live with dignity, stability, and connection in the community. These services are a vital part of Minnesota's long-standing commitment to person-centered care.

At the same time, the distribution of these facilities is not consistent across the state or even the region. The cities of Brooklyn Center, Brooklyn Park, Crystal, New Hope, Robbinsdale, and Golden Valley collectively host more than half of Hennepin County's congregate care homes. This uneven placement raises questions about whether people across the county have equitable access to community-based options, and whether individual neighborhoods are being asked to shoulder a disproportionate share of responsibility for provider support and emergency response.

A concentrated number of facilities create system-level challenges. Public safety departments experience a higher volume of service calls from certain properties and there is difficulty contacting out-of-state or corporate owners. These concerns relate to provider operations, not to the individuals who live in these homes.

The local housing market is also affected when providers purchase entry-level homes quickly or with cash, making it harder for first-time homebuyers to compete in an already tight market. Ensuring balanced use of housing stock helps maintain stable, diverse neighborhoods for everyone.

Our goal is to support high-quality, person-centered services in every community. Achieving a more balanced regional distribution—and ensuring that providers operate homes that are safe, well-maintained, and integrated into the community—benefits residents, families, and the people who rely on these services. Ultimately, our goal is to ensure residents of congregate settings receive high-quality services, timely emergency responses, while supporting the neighborhoods they operate within.

HOUSING

Over the last two years, we watched efforts by the Legislature attempting to address housing State-wide. Efforts to encourage higher density dwellings, accessory dwelling units, and limits on local control have been well-intended, but we foresee unintended consequences.

The City of Robbinsdale has long been practicing affordable housing, as we boast a higher rate of NOAH (naturally occurring affordable housing), than many of our neighbors, and we are happy to celebrate the generational wealth it can build for families (especially first-time homeowners). However, the City has fundamental concerns with the proposed loss of local-authority. We believe that the City and its elected officials know what's best for the City and should guide local use. Unfortunately, a "one size fits all" approach across the state does not work, as all communities are different.

PUBLIC SAFETY

The City of Robbinsdale remains grateful for the one-time Public Safety funding allocated after the 2023 legislative session. These funds largely supported personnel, and community relations. As more and more is required of our Firefighters and Police Officers, we ask that our legislators continue to consider this kind of funding at the local level. We believe this should be an ongoing budgetary item, and not special one-time funding. Call loads for all Public Safety officials continue to grow. Since this is a state-wide problem, we ask for a state-wide solution. The City is eager to continue "upstream" efforts to address root causes through continued collaborative community building, but those efforts require resources. Simultaneously, the City is interested in pursuing ways to maintain a high level of service, while we expand current capabilities of communicating information in real-time with our neighboring jurisdictions.

LOCAL GOVERNMENT AID (LGA) & FISCAL DISPARITIES

The City of Robbinsdale continues to support current formulas for LGA and Fiscal Disparities. As LGA remains a general-purpose aid that can be used for lawful expenditures, Robbinsdale relies on these funds for property tax relief. The City supports the continued consideration of total housing units, commercial industrial utility percentage, pre-1940 housing units, tax effort rate, and unmet need. First ring suburbs like Robbinsdale support efforts of the legislature, including affordable housing through NOAH (naturally occurring affordable housing), which in turn affects the tax base. Ultimately, adjusting rates to benefit communities experiencing more "new growth" would be to the detriment of the Robbinsdale community. Unfortunately, in 2025, Aid was essentially flat, which passed the burden on to local tax payers. Therefore, we will continue to push for increased allocation to LGA, especially to cities like Robbinsdale, who continue to exceed state-goals in areas like housing, sustainability, and transportation.

Similarly, Fiscal Disparities continues to support Robbinsdale as a community with limited opportunities for growth in the commercial and industrial realms. While we recognize some areas within the areawide taxbase (metro counties) may not agree, the City of Robbinsdale maintains that the spirit of Fiscal Disparities promotes tax base growth as a whole and there should be no reduction in contributions. Again, any reduction would be a detriment to the Robbinsdale community.

ROBBINSDALE

TO: Mayor and City Council

PREPARED BY: Chase Peterson-Etem, Assistant City Manager

APPROVED BY: Tim Sandvik, City Manager

DATE: December 16, 2025

RE: First Reading of an Ordinance Updating Various Sections of the City Charter

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Background:

Earlier this year, the League of Minnesota Cities informed staff that under Minnesota State Statute Chapter 8205, Section 1010, all petitions for elections in the state must include a space for signatories to provide their year of birth. Petitions must include each signatory's year of birth to confirm that each individual who signs the petition is in fact a qualified voter in the city. The Charter Commission met and is recommending the Charter be updated to include a "Birth Year" column for sections that provide structure around petitions.

Analysis:

The following sections of the City Charter would be updated to add a "Birth Year" column for people signing petitions:

5.04. Form of Petition
- Add "Birth Year"

5.11 Referendum Petitions
- Add "Birth Year"

5.14 Recall Petitions.
- Add "Birth Year"

Recommendation:

Hold the first reading of an Ordinance Adding a "Birth Year" Column to Sections 5.04, 5.11, and 5.14 of the Robbinsdale City Charter.

Attachments:

1. Ordinance

Member _____________ moved and Member ______________ seconded a motion that the following ordinance, which was given its first reading on December 16, 2025, be given its second reading on this ____ day of January 2026, and that it be adopted.

ORDINANCE NO. 26-

CHARTER AMENDMENT NO. 44

AN ORDINANCE ADDING A "BIRTH YEAR" COLUMN TO SECTIONS 5.04, 5.11, AND 5.14 OF THE ROBBINSDALE CITY CHARTER

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

1) Sections 1.04, 2.10, 5.04, and 5.14 of the City Charter are hereby amended with the following language to be removed shown by ~~strikeout~~ and new language added shown in **<u>bold and underlined</u>**:

Section 5.04. Form Of Petition and of Signature Papers.

***

INITIATIVE PETITION

Proposed an ordinance to _____________________________ (stating the purpose of the ordinance), a copy of which ordinance is hereto attached. This Ordinance is sponsored by the following committee of eligible voters:
Name Address
1. ___________________________ ______________________________
2. ___________________________ ______________________________
3. ___________________________ ______________________________
4. ___________________________ ______________________________
5. ___________________________ ______________________________

Persons signing this petition:
1. Must be eligible voters residing within the city;
2. Must sign of their own free will and may sign only once; and
3. Must add their signature; print full legal name; residence address; and date of signing.

Signature	Name (printed)	Address	Date	**<u>Birth Year</u>**
1. ________________	_________________	_______________	____________	_____________
2. ________________	_________________	_______________	____________	_____________
3. ________________	_________________	_______________	____________	_____________

At the end of the list of signatures shall be appended the affidavit of the circulator.

Section 5.11. Referendum Petitions

***

REFERENDUM PETITION

Proposing the repeal of an ordinance to ______________________ (stating the purpose of the ordinance), a copy of which ordinance is hereto attached. The proposed repeal is sponsored by the following committee of eligible voters:

Name	Address
1. ___________________________	_________________________________
2. ___________________________	_________________________________
3. ___________________________	_________________________________
4. ___________________________	_________________________________
5. ___________________________	_________________________________

The undersigned petitioners, understanding the nature of the ordinance hereto attached and believing it to be detrimental to the welfare of the city, petition the council for its submission to the voters for their approval or disapproval.

Signature	Name (printed)	Address	**Birth Year**
1. ___________________	__________________	_________________	_______________
2. ___________________	__________________	_________________	_______________
3. ___________________	__________________	_________________	_______________

At the end of the list of signatures shall be appended the affidavit of the circulator.

Section 5.14. Recall Petitions

***

RECALL PETITION

Proposing the recall of _______________________ from office as ______________________ which recall is sought for the reasons set forth in the attached certificate. This movement is sponsored by the following committee of eligible voters:

Name	Address
1. ________________________	__________________________
2. ________________________	__________________________
3. ________________________	__________________________
4. ________________________	__________________________
5. ________________________	__________________________

Persons signing this petition:

1. Must be eligible voters residing within the ward the Council Member serves or, in the case of Mayor, within the city;
2. Must add their signature; print full legal name; residence address; and date of signing.

Signature	Name (printed)	Address	Date	**Birth Year**
1. _______________	________________	______________	___________	____________
2. _______________	________________	______________	___________	____________
3. _______________	________________	______________	___________	____________

At the end of the list of signatures shall be appended the affidavit of the circulator.

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

The purpose of this ordinance is to update Sections of the City Code to add the term “Birth Year” to Petitions.

3) The effective date of this ordinance will be 90 days after the adoption and subject to other procedural requirements of law.

First Reading: YEAS:
NAYS:

Second Reading: YEAS:
NAYS:

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

____
Bradley Sutton, Mayor

Attest:

____
Chase Peterson-Etem, City Clerk

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Chase Peterson-Etem, Assistant City Manager
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
RE:	Voucher Requests Pending Approval for Disbursement

Background:

The check register dated 12/16/25 reflects the voucher requests pending approval for disbursement.

The check register dated 12/3/25 through 12/16/25 is a list of vouchers requiring payment for city funds, Deputy Registrar, liquor, and miscellaneous purchases. The payments are required prior to the next Council meeting.

Analysis:
None

Recommendation:
By motion, approve disbursement requests for the period ending 12/16/2025.

Attachments:
None

ROBBINSDALE

TO:	Mayor and City Council
PREPARED BY:	Chase Peterson-Etem, Assistant City Manager, Tim Sandvik, City Manager
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 16, 2025
RE:	Letter of Resignation from Ward 4 Council Member Aaron Wagner

Background:

Ward 4 Council Member Aaron Wagner has provided a letter detailing his intent to resign from the Robbinsdale City Council effective January 5, 2025. The Council will formally accept the resignation, by resolution, at the January 6, 2026, Council meeting and declare a vacancy on the Council. The City Charter outlines the process for filling vacant seats and staff will work with the Council to appoint a new Ward 4 Council Member for the remainder of the term, which ends December 31, 2026.

Analysis:

The City Charter provides that a vacant seat shall be filled within 30 days after formally accepting the resignation. If the Council adopts the resolution on January 6, 2026, the appointment of a new Ward 4 Council Member, by resolution, would take place at the February 3, 2026, City Council meeting. Staff will provide a formal process recommendation at the January 6 Council meeting, likely asking the council to receive applications/letters of interest, conduct interviews, and then make an appointment.

City Charter, Section 2.07. Vacancies in the Council.

- In the case of a Council member voluntarily resigning their position, the resignation will be accepted at the next Council meeting following the Council Member's declaration of their intent to resign. In the case of a vacancy, the Council will, by Resolution, declare such a vacancy to exist and will appoint an eligible person to fill the same within 30 days of the passage of the Resolution.
- If the vacancy occurs before the first day to file affidavits of candidacy for the next regular City election and more than two years remain in the unexpired term, an election will be held at the next regular City election and the appointed person will serve until the qualification of a successor is elected.
- If the vacancy occurs on or after the first day to file affidavits of candidacy for the regular City election or when less than two years remain in the unexpired term the appointed person will serve until the qualification of a successor. A person appointed to fill a vacant position can file an affidavit of candidacy to seek election to the position.

Recommendation:

No action is required at this time.

Attachments:

1. Letter of Resignation

Aaron Wagner
Councilmember Ward 4
Robbinsdale, Minnesota
12/11/2025

Robbinsdale City Council
4100 Lakeview Ave N.
Robbinsdale, MN 55422

City Council,

It is with mixed emotions that I announce my resignation from the Robbinsdale City Council. As such, my last day will be January 5th, 2026. It has been a pleasure serving with you all and I will miss working together. I have the utmost confidence in each of you to guide us to a better future. My one ask is that you center the needs of working class people in your decision making. Afterall, the wealth of our city is generated by their labor and taxes.

I want to recognize the amazing Robbinsdale staff for making this city a great place to live. City Manager Tim Sandvik and Assistant City Manager Chase Peterson-Etem are professionals of the highest caliber and I am grateful that they have chosen to build their careers here.

Former Councilmember Sheila Webb and former Mayor Reagan Murphy were constructive and insightful colleagues when we served together. I thank them for that. Former Mayor Bill Blonigan's mentorship and leadership have forever changed my life for the better. Robbinsdale is fortunate to have an exemplary servant-leader involved in our community for so long. He has my lifelong gratitude.

Councilmembers Blackledge, Greenberg, Parisian and Mayor Sutton, your continued service to this city is admirable. Each of you brings an important perspective that we would be worse off without. Lean into your strengths and you will be able to accomplish great things. Thank you once again for the opportunity to serve alongside you.

Finally, I want my neighbors in Ward 4 to know that I am forever grateful they entrusted me with this responsibility. Serving them has been an honor beyond definition. I never took for granted the trust they placed in me and I hope the progress of the last three years has shown that. I plan to have a presence in South Birdtown for a while longer, so they should not hesitate to call me if an extra snow shoveler is needed.

Sincerely,

Aaron Wagner
Councilmember Ward 4