

AGENDA

CITIZEN PARTICIPATION

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

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

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

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

1. CITY COUNCIL MEETING CALLED TO ORDER
2. ROLL CALL: Murphy, Parisian, Wagner, Mayor Blonigan
3. MICROPHONE CHECK: Murphy, Parisian, Wagner, Mayor Blonigan
4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA
5. APPROVAL OF THE NOVEMBER 21, 2023 MEETING AGENDA
6. CONSENT AGENDA: Pursuant to Council rules, one motion, non- debatable, will approve the recommendation noted. Any member of the Council may ask for an item to be taken from the Consent Agenda for discussion and separate action. Such items removed from the

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

- A. Approve City Council Meeting Minutes of November 8, 2023
- B. Approve City Council work session minutes from November 14, 2023
- C. Receive Planning Commission meeting minutes from October 26, 2023
- D. Authorize Utility Adjustment
- E. Approval of Credit Card Charges and Payment
- F. Approval of Licenses
- G. Ward 1 Polling Place Location Designation

7. PRESENTATIONS

- A. None

8. PUBLIC HEARINGS

- A. None

9. OLD BUSINESS

- A. None

10. NEW BUSINESS

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

11. OTHER BUSINESS

- A. Voucher Requests Pending Approval for Disbursement

12. ADMINISTRATIVE REPORTS

13. COUNCIL GENERAL COMMUNICATIONS

14. ADJOURNMENT



City of Robbinsdale

City Council Meeting
Wednesday, November 8, 2023
Meeting No. 21

MINUTES

CITY COUNCIL MEETING CALLED TO ORDER

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

ROLL CALL

Present: Wagner, Murphy, Blonigan

Absent: Parisian

Staff: Tim Sandvik, City Manager; Chase Peterson-Etem, City Clerk; Rick Pearson, Community Development Coordinator

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

Noelle Beigle, 4467 38th Ave. N., stated she works for the City of Robbinsdale and is here tonight representing the AFSCME union group. She expressed that this union group is asking the Council to consider discussing the percentage at which their wages will increase this year. She noted rising inflation costs, as well as their frustrations with how wages are determined, and that a budget shouldn't be set until union negotiations are complete. She stated they are seeking to increase wages by 5.25% for 2024 and 3.25% in 2025.

Claudia, 4556 Lake Drive, LRT, stated she is here tonight to represent the riders who use the LRT and how the light rail is a safer and more reliable mode of transportation for folks with large mobility issues. She encouraged the Council to approve the light rail extension versus adding more buses.

Katie Troy, 3840 Hubbard Ave. N., mentioned water and storm sewer charges and showed the Council a graph of utility prices based on other communities. She asked questions about the utility bills and wanted transparency in what they are paying for.

Lisa Richardson, 3836 Hubbard Ave. N., also asked the Council why their utility bills are higher and questioned what they are paying for. She thought the prices were inflated compared to other cities and noted others have old infrastructure too.

Mayor Blonigan acknowledged the unions' concerns and stated they will discuss with the administration at a later date. He also stated he was going to the quarterly LRT meeting tomorrow and that he would take Claudia's opinions there.

Sandvik referenced the AE2S survey that Ms. Troy discussed and noted that some of that information was gathered without compiling all the facts. He also mentioned that Robbinsdale recently put out a sample utility bill explaining line-by-line what each of the charges was for.

Member Murphy thanked the AFSCME members and stated he values both sides. He also referenced the utility payments and noted different cities use different methods to pay for ongoing and upcoming infrastructure projects.

Member Wagner thanked the AFSCME union members for standing up for what they believe is fair and wants Robbinsdale to be a good place to live and to work. He also thanked Claudia for attending the Council meeting and showing support for the light rail extension.

APPROVAL OF THE NOVEMBER 8, 2023 MEETING AGENDA

Peterson-Etem noted the addition of the voucher disbursement report to Other Business Item A.

Member Murphy MOVED, seconded by Wagner to approve the November 8, 2023 meeting agenda. The vote was unanimous and the motion passed.

CONSENT AGENDA

Mayor Blonigan removed Item L from the Consent Agenda.

Member Murphy MOVED, seconded by Wagner to approve the Consent Agenda for November 8, 2023. The vote was unanimous and the motion passed.

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

Q. Resolution adopting the 2040 Comprehensive Plan Update

CONSENT ITEM REMOVED

L. Appointment of Human Rights Commissioners (HRC)

Mayor Blonigan recognized and thanked Jennifer Birkhofer and Carlos Wallace Smith Jr. for serving on the Human Rights Commission and noted they would be great additions.

Mayor Blonigan MOVED, seconded by Wagner to appoint Jennifer Birkhofer and Carlos Wallace Smith Jr. to the Human Rights Commission. The vote was unanimous and the motion passed.

PRESENTATIONS

A. None

PUBLIC HEARINGS

A. None

OLD BUSINESS

A. None

NEW BUSINESS

A. Ward 2 Vacancy and Special Election

Peterson-Etem provided an overview of this item. He stated former Council Member Webb submitted her resignation on October 5, 2023, for the effective date of October 10, 2023. He noted the Council did acknowledge the resignation at a previous Council meeting, but tonight they will formally declare the vacancy and set a special election to fill the Ward 2 Council seat. He noted the recommendation was to hold the special election on May 14, 2024. However, if there are more than 2 candidates, a special primary election will also be held. In that case, the special primary election would be on May 14, 2024, and the special general election would be pushed to August 13, 2024.

Member Murphy MOVED, seconded by Wagner to declare the Ward 2 vacancy and set a special election for May 14, 2024. The vote was unanimous and the motion passed.

B. Proclamation Re-affirming Commitment to Beyond the Yellow Ribbon

Sandvik noted that in 2014, Robbinsdale was one of four cities that joined together in a commitment to Beyond the Yellow Ribbon. He stated no resources are being requested by the City, rather it's connecting existing resources with people who need them. He continued that tonight's proclamation is to re-affirm Robbinsdale's commitment to this program.

Mayor Blonigan noted the Mayor of New Hope has taken an initiative to help promote and reestablish the work this organization is doing.

Member Murphy stated he would like to see a connection made with North Memorial, as they have been

helpful with this mission in the past.

Member Murphy MOVED, seconded by Wagner to recognize the proclamation Re-affirming our commitment to Beyond the Yellow Ribbon. The vote was unanimous and the motion passed.

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

Pearson provided an overview and noted the conditional use permit is for the addition of a sunroom to the back of the house. He noted the backyard of the property is in the floodplain, however, since the sunroom would be attached to the house, it would not be in the floodplain. He did note the posts needed for the addition would be in the floodplain. Pearson stated staff is recommending approval with the condition that the space under the sunroom remains open in case there is ever water that high. He also noted that in past conditional use permit applications the City has allowed this use, and so there are no grounds for denial.

Mayor Blonigan asked if there was a public hearing at the Planning Commission meeting. Pearson stated yes, and noted that no neighbors came to the meeting.

Member Wagner asked if this request could be withdrawn. Pearson stated yes, that could be done.

Member Murphy MOVED, seconded by Wagner to adopt Resolution No. 8067 "A resolution approving Conditional Use Permit request C23-4 to allow posts supporting a sunroom addition in the floodplain at 3815 Crystal Lake Blvd." The vote was unanimous and the motion passed.

D. First Reading of an Ordinance amendment to allow Cannabis retailers

Pearson provided an overview and noted last year the Council established zoning areas in the City for the sale of Hemp-derived THC products. He mentioned the recent legalization of adult use cannabis and that the state is still working on the details of the licensing. He noted that this ordinance is preemptively updating the current zoning code to include adult use cannabis, so the City is prepared when the state finalizes licensing standards.

Member Wagner MOVED, seconded by Murphy to approve the first reading of Ordinance No. 23-14 "An ordinance amending Section 520.03 of the City Code pertaining to B-2 Limited Community Business and Section 521.01 Downtown District Permitted Uses to include cannabis retailers as a permitted use." The vote was unanimous and the motion passed.

OTHER BUSINESS

A. Voucher Requests Pending Approval for Disbursement

Member Murphy MOVED, seconded by Wagner to Approve Voucher Requests Pending Approval for Disbursement. The vote was unanimous and the motion passed.

ADMINISTRATIVE REPORTS

Peterson-Etem noted that On December 5, 2023, the City will be hosting the annual tree lighting at 6:00 p.m. He encouraged folks to attend and noted there would be a Toys for Tots drive, as well as a bin for non-perishable food items.

Sandvik provided a brief outline of upcoming meetings related to the 2024 budget and noted these

conversations have been happening for months. He also encouraged folks with any questions to call City Hall and staff would be happy to answer any questions.

COUNCIL GENERAL COMMUNICATIONS

Member Wagner recognized and congratulated the many candidates that ran for office in the November 7 election.

Member Murphy asked staff if they could have two items prepared for the next Work Session, including a discussion on union negotiations and problem properties.

Mayor Blonigan noted on Friday November 10, 2024, there will be a breakfast at Robbinsdale Cooper High School honoring veterans and encouraged people to RSVP. He also thanked staff for their work on elections and noted that working within the guidelines of the City Charter and State law can make this process confusing.

ADJOURNMENT

Member Wagner MOVED, seconded by Murphy to adjourn the meeting at 8:18 p.m. The vote was unanimous and the motion passed.

Chase Peterson-Etem, City Clerk

William A. Blonigan, Mayor



City of Robbinsdale

City Council Work Session
Tuesday, November 14, 2023

MINUTES

CITY COUNCIL WORK SESSION CALLED TO ORDER

Mayor Pro Tem Wagner called the meeting to order at 7:15 p.m.

ROLL CALL

Present: Murphy, Mayor Blonigan, Mayor Pro Tem Wagner

Absent: Parisian

Staff: Tim Sandvik, City Manager; Kayla Kirtz, Assistant to City Manager - Communications; Diaa Tahoun, Finance Director; Rick Pearson, Community Development Coordinator

DISCUSSION

A. Closing of Hennepin Energy Recovery Center (HERC)

Sandvik explained a resolution recently passed by Hennepin County that establishes their intention to close the HERC. Hennepin County is looking for feedback from cities. Mayor Blonigan noted that the city would need to notify residents of the closing and that it would cost the city money.

Sandvik noted Ramsey County's waste management plans. Mayor Pro Tem Wagner proposed that the city request that the county have a plan for waste management following the closing of the HERC. Member Murphy discussed the reallocation of fees that the city currently pays to the county to operate the HERC.

Sandvik confirmed that their feedback to Hennepin County should include that Robbinsdale would like Hennepin County to notify residents, map out a plan and goals for waste management after the HERC is no longer operational, and determine what is going to happen with existing funding. Sandvik said he will draft a letter for the Council to review and workshop at the December work session.

B. Discuss Organized Labor Negotiations - AFSCME, LELS groups (3), Operating Engineers Local 49

The Council entered into a closed session at 7:30 p.m. The Council returned from the closed session at 8:08 p.m.

C. 2024 Levy, Enterprise Funds, and Capital Improvement Plan (CIP) Updates

Sandvik stated he is seeking direction from Council on the 2024 levy. Council will approve the levy at Truth-in-Taxation meeting on December 5. Sandvik and Council discussed the general fund and 2024 levy options. Blonigan requested information on a 7% levy increase. Blonigan shared support for the proposed new positions.

Staff and Council discussed the \$35 annual fire permit fee.

Member Murphy expressed support for a 6% levy. Mayor Pro Tem Wagner shared that compensation and

supporting personnel are important to him. Mayor Pro Tem Wagner expressed support for a 7.95% levy and for updating the fire permit fee.

Staff and Council discussed the facilities study in the Capital Improvement Plan. Council and staff discussed a potential sales tax to fund the updates to public facilities.

Sandvik confirmed that the Council's preference generally is for a 6% levy.

Sandvik highlighted the proposed changes to the fee schedule. Blonigan asked if Robbinsdale's fee schedule is aligned with other cities. Sandvik responded yes.

Tahoun explained the proposed changes in utility rates. Sandvik noted the organics recycling rate and explained that in 2024 the city will charge everyone for organics recycling due to a change in state statute. As a result, residents will opt in to receive the service and everyone will be charged \$3.50 a month. Staff discussed how utility rates will be impacted when North Memorial Hospital becomes a Robbinsdale water customer. Staff and Council discussed switching from bimonthly to monthly utility billing.

Sandvik noted one change to the CIP - the DMV project is being removed. Staff and Council discussed electric vehicles and electric vehicle charging infrastructure. Staff and Council discussed the DMV remodel, alternative options, and other facility needs.

STAFF UPDATES

A. Problem Properties

Pearson and Sandvik provided updates on properties.

B. Other

Sandvik notified Council that an at-grade option for the Lowry Avenue station of the Blue Line Extension project will be presented to the Corridor Management Committee. The project office is intending to meet with the hospital. Sandvik informed Council that they will discuss the Blue Line Extension project at the January work session or they will schedule a special work session.

Sandvik provided an update on a property that was recently flooded.

COUNCIL UPDATES

None.

ADJOURNMENT

Mayor Pro Tem Wagner adjourned the meeting at 9:42 p.m.

**ROBBINSDALE
PLANNING COMMISSION
MEETING MINUTES
THURSDAY, OCTOBER 26, 2023
7:00 P.M.
Council Chambers**

1. **MEETING CALL TO ORDER:**

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

ROLL CALL:

Commissioners Present: Montemayor, Allen, Harris, Weinberg

Commissioners Absent: Ralston Aoki

Staff Present: Rick Pearson, Community Development Coordinator

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

MOTION by Commissioner Montemayor, seconded by Commissioner Allen to approve Planning Commission Meeting Minutes of September 21, 2023
The vote was 4-0 and the motion carried. (Ralston Aoki absent)

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

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

4. **MOTION** by Commissioner Harris, seconded by Commissioner Montemayor to re-open the continued public hearing. **The vote was 4-0 and the motion carried. (Ralston Aoki absent)**

5. Pearson presented the staff report for this conditional use permit to build a sunroom on the back of the house. The sunroom is above the floodplain, but the posts supporting the addition are in the floodplain. The primary concern is to ensure the space underneath the sunroom remains open. It cannot be finished into an enclosed room or porch. This is a recommended condition of approval. Applicant wants city to deny this application. This application will be treated the same as other similar applications. The city cannot be used by the applicant to back out of the project which is between the applicant and the contractor. Staff is recommending approval of this conditional use request for the sunroom in the flood plain with findings and three conditions.

6. Commissioner Allen asked if the city has a process for withdrawal of a conditional use permit. Pearson explained yes, the applicant needs to make a written request to withdraw. Explained this to Mr. Rausch. He chose to come in and sign the application.

Planning Commission
Meeting Minutes
October 26, 2023

7. Commissioner Allen asked if the city approves the conditional use permit, this creates the right for him to do so. Pearson replied yes the approval does, but if he does not complete the work the permit expires in one year and it can be extended with a written letter to the City Council.
8. **Robert Rausch, Homeowner, 3815 Crystal Lake Blvd.**
When he purchased the house, he did not know it was in the flood plain. He has had fish in his backyard. Neighbor has a sunroom and it is enclosed. Why does he have the condition to not enclose the floor of the sunroom?

Pearson explained that the floor of the sunroom should not be enclosed because his entire rear yard is in the floodplain. The posts in the flood plain have the most impact on the project. Looked at other examples, and concluded that Mr. Rausch backyard is very shallow.
9. Commissioner Allen asked the applicant if he plans to wall in the lower half of the sunroom. **Mr. Rausch** replied that he did not plan to initially but perhaps somewhere down the road.
10. Pearson noted that Crystal Lake does not have a natural outlet. Pumps water to Ryan Lake. Meant to maintain elevation at Ryan Lake.
11. Commissioner Harris asked what is the primary concern for approving or denying the conditional use permit – is it the impact on the lake at the flood stage or damage to the homeowners property. Pearson replied it is both. Drainage of the lake has only so much capacity, could reduce storage capacity of water. Therefore, the ultimate level of the lake does not change.
12. **Mr. Rausch** noted that the neighbors have a dock into the lake, noticed that the lake level was high but got lower later in the day.
13. Commissioner Weinberg opened the floor for public comment. No one addressed this agenda item.
14. **MOTION** by Commissioner Harris, seconded by Commissioner Allen to **CLOSE** the public hearing.
The vote was 4-0 and the motion carried. (Ralston Aoki absent)
15. **MOTION** by Commissioner Allen, seconded by Commissioner Montemayor to recommend that the City Council approve conditional use permit request C23-4 for 3815 Crystal Lake Blvd. for a sunroom in the floodplain based upon the following findings of fact:
 - a. That the sunroom is a conditional use accessory to a permitted residential use consistent with the comprehensive plan; and

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

And with the following conditions:

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

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

- 16. Pearson noted that this item will be on the November 7th City Council agenda and might be on the consent agenda or new business. Advised the applicant to attend if they wanted to make further comments.

#4A: PUBLIC HEARING:

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

- 17. **MOTION** by Commissioner Allen, seconded by Commissioner Harris to **OPEN** the public hearing.
The vote was 4-0 and the motion carried. (Ralston Aoki absent)
- 18. Pearson presented the staff report for this variance request to construct a 7-foot tall fence in the side yard. Presented a Google image of the property. Pictures show the entire lot including the house, the backyard, retaining wall that lifts much of the backyard 2-4 feet higher than the house. Reviewed survey. Highlighted privacy fence. This variance is based on topography of the land. Biggest impact to the neighbor on the south. Had a conversation with that neighbor and no objections from the neighbor. Recommending approval of variance with conditions. Noted that a small wood shed will have to be relocated to comply with setbacks.
- 19. There were no questions for staff.
- 20. **Chad Vliem, 4249 Unity Ave N. Homeowner.**
Retaining wall wraps around the property. The fence is being built on the lower grade. Just want privacy when they sit on their deck. He said the small shed will be removed.
- 21. Chair opened the floor for comment. No one spoke to this agenda item.

22. **MOTION** by Commissioner Harris, seconded by Commissioner Montemayor to **CLOSE** the public hearing.

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

23. **MOTION** by Commissioner Harris, seconded by Commissioner Allen to recommend that the City Council approve variance request V23-2 for 4249 Unity Ave. N. to allow a seven-foot high privacy fence based upon the following findings of fact:

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

And with the following conditions:

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

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

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

#5A: PUBLIC HEARING:

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

25. **MOTION** by Commissioner Allen, seconded by Commissioner Markfort to **OPEN** the public hearing.

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

26. Pearson presented the staff report initiated by the state legislature legalizing marijuana. Direction given by the city council to allow cannabis materials to be sold in most commercial districts except the B-1 District. Licensing process is still being created. Inserting cannabis retailers, restaurant establishments that sell cannabis products allowed in B-2, B-3, B-4. Also doing the same with DD-1 downtown district inserting cannabis retailers along with THC product. Treating all equally.

27. Commissioner Allen asked if this is consistent with alcohol and tobacco regulations regarding where they are sold. Pearson replied its very similar to how tobacco is sold; convenience store. Limited licensing in the city for smoke shop.
28. Pearson clarified that edibles can only be sold in any district except B-1. Retail cannabis is being given the same approval. Legislature has to fine-tune the level of controls that cities have i.e. licensing, age restrictions, and type of packaging.
29. No further questions of staff.
30. **MOTION** by Commissioner Allen, seconded by Commissioner Harris to **CLOSE** the public hearing.
The vote was 4-0 and the motion carried. (Ralston Aoki absent)
31. **MOTION** by Commissioner Harris, seconded by Commissioner Montemayor to recommend that the City Council adopt the zoning text amendment to allow cannabis retailers in the B-2 and DD-1 District in compliance with the requirements of applicable State Statutes.
The vote was 4-0 and the motion carried. (Ralston Aoki absent)
32. Pearson noted that the first reading will be November 7th and the second reading probably December 5th.

#9: INFORMATION ONLY: Project Updates

33. No action required.

#10: ADJOURNMENT:

34. **MOTION** by Commissioner Montemayor, seconded by Commissioner Harris to adjourn the meeting at 8:00 p.m.
The vote was 4-0 and the motion carried. (Ralston Aoki absent)



Rick Pearson, AICP
Community Development Coordinator



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: November 21, 2023
RE: Authorize Utility Adjustment

Background:

City staff were alerted to unusually high-usage of water at 3939 Quail Ave, Robbinsdale, this past spring. In the following months, staff worked with the property owners to better understand whether or not this amount of water was truly consumed.

Analysis:

Over the past years, City staff have continued to swap out old water meters from "radio reads" to a newer version that allows immediate reads, that are more accurate, and less labor intensive. The old style required staff to drive near the meter to take a reading - this information was then processed as a part of bi-monthly utility billing. As of this spring, 3939 Quail remained one of a couple-dozen meters that had not been swapped out.

While making rounds, staff discovered an unusually high read at this address, and attempted to contact the property owner. Following the April read, and unsuccessful attempts to connect with the property owner, the water was shut off on May 2nd. Subsequently, the property owner observed the high usage when the next utility bill arrived - it was at that time City Council was first notified of the unusual circumstances. Staff continued to work with the property owner, but was not able to access the meter to do a "manual read" to further investigate before special assessments were processed. At the October 3, 2023 City Council meeting, this address was included on the special assessment roll. The property owner addressed Council, and Council directed staff to work with the resident to fully understand the situation, and make recommendation to Council.

In the last two weeks, staff was finally able to swap out the meter, and confirm the suspected amount of water was consumed, and ultimately sent down the sewer drain. After working with the resident, staff suggested a reduced fee, observing the unusual circumstances (as the current fee schedule does not consider these instances).

Recommendation:

Authorize the execution of a Resolution Authorizing an Adjustment of Utility Fees for 3939 Quail Ave, Robbinsdale

Attachments:

1. Resolution authorizing utility bill adjustment

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 21st day of November, 2023.

RESOLUTION NO. _____

**A Resolution Authorizing an Adjustment of Utility Fees
for 3939 Quail Ave, Robbinsdale**

WHEREAS, City staff were alerted to unusually high-usage of water at 3939 Quail Ave, Robbinsdale, in April of 2023.; and

WHEREAS, after working with the property owners, staff confirmed an excessive consumption of water; and

WHEREAS, staff recommends that late fees be removed, and water fees be charged at a lower tier rate resulting in a total fee of \$10,964.78, which is reduced from the originally charged amount of \$59,373.26.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE:

The City of Robbinsdale approves the adjustment of Utility Fees for 3939 Quail, Robbinsdale, MN, from \$59,373.26 to \$10,964.78.

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 21st DAY OF NOVEMBER, 2023.

William A. Blonigan, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: November 21, 2023
RE: Approval of Credit Card Charges and Payment

Background:

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

Analysis:

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

Recommendation:

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

Attachments:

1. CC Oct 2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
09262023							
115616	AMAZON HDMI CABLE 7100-7115-6234.00000	09/26/2023 Bjohnson18	10/24/2023	84.98	0.00	Paid	Y 09/26/2023
09182023							
115617	MENARDS QUART JAR 6000-6010-6214.00000	09/18/2023 Bjohnson18	10/24/2023	9.99	0.00	Paid	Y 09/18/2023
09182023							
115618	MENARDS BATTERIES 6100-6105-6704.00000	09/18/2023 Bjohnson18	10/24/2023	74.73	0.00	Paid	Y 09/18/2023
09192023							
115619	OMC SMOKEHOUSE LUNCH 6100-6115-6510.00000	09/19/2023 Bjohnson18	10/24/2023	21.26	0.00	Paid	Y 09/19/2023
09222023							
115620	LIFT BRIDGE LODGE LODGING 6100-6115-6512.00000	09/22/2023 Bjohnson18	10/24/2023	923.01	0.00	Paid	Y 09/22/2023
10092023							
115621	AMAZON DESKTOP CALCULATOR 6000-6010-6214.00000	10/09/2023 Bjohnson18	10/24/2023	24.95	0.00	Paid	Y 10/09/2023
09292023							
115622	AMAZON DESKTOP CALCULATORS 6000-6020-6214.00000	09/29/2023 Bjohnson18	10/24/2023	49.98	0.00	Paid	Y 09/29/2023
10062023							
115627	FAST GROWING TREES PLANTINGS 6000-6010-6214.00000	10/06/2023 Bjohnson18	10/24/2023	214.85	0.00	Paid	Y 10/06/2023
09212023							
115628	CANAL PARK LODGING - NOT A VALID CHARGE WILL 6100-6115-6512.00000	09/21/2023 Bjohnson18	10/24/2023	889.84	0.00	Paid	Y 09/21/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlnized Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
09212023 115629	AMAZON SUPPLIES - IT DEPT 7100-7110-6214.00000	09/21/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	8.77 8.77	0.00	Paid	Y 09/21/2023
092212023 115630	AMAZON SUPPLIES - FINANCE DEPT 1000-1050-6214.00000	09/21/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	26.99 26.99	0.00	Paid	Y 09/21/2023
09212023 115631	AMAZON SUPPLIES - CITY HALL 7100-7105-6214.00000	09/21/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	37.91 37.91	0.00	Paid	Y 09/21/2023
09222023 115632	AMAZON SUPPLIES - PARK & REC DEPT 1000-1325-6214.00000	09/22/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	78.97 78.97	0.00	Paid	Y 09/22/2023
09222023 115633	AMAZON SUPPLIES - PARK & REC DEPT 1000-1330-6214.00000	09/22/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	4.99 4.99	0.00	Paid	Y 09/22/2023
09222023 115634	AMAZON SUPPLIES - PARK & REC DEPT 1000-1335-6214.00000	09/23/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	332.27 332.27	0.00	Paid	Y 09/23/2023
09232023 115637	AMAZON CITY HALL SUPPLIES 7100-7105-6214.00000	09/23/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	21.32 21.32	0.00	Paid	Y 09/23/2023
09232023 115638	AMAZON SUPPLIES - PARK & REC DEPT 1000-1335-6214.00000	09/23/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	38.98 38.98	0.00	Paid	Y 09/23/2023
09272023 115639	AMAZON CITY HALL SUPPLIES 7100-7105-6214.00000	09/27/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	22.32 22.32	0.00	Paid	Y 09/27/2023

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
 EXP CHECK RUN DATES 10/24/2023 - 10/24/2023
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
09272023 115640	AMAZON CITY HALL SUPPLIES 7100-7105-6214.00000	09/27/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	24.28 24.28	0.00	Paid	Y 09/27/2023
09282023 115641	AMAZON SUPPLIES - JAMES-CE/RENTAL DEPT 1000-1440-6214.00000	09/28/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	15.15 15.15	0.00	Paid	Y 09/28/2023
10022023 115642	CRYSTAL CAR WASH CAR WASHES - POLICE DEPT 7000-7010-6336.00000	10/02/2023 Bjohnson18 OTHER CONTRACTS	10/24/2023	490.00 490.00	0.00	Paid	Y 10/02/2023
10022023 115643	CRYSTAL CAR WASH CAR WASHES - FIRE DEPT 7000-7010-6336.00000	10/02/2023 Bjohnson18 OTHER CONTRACTS	10/24/2023	42.00 42.00	0.00	Paid	Y 10/02/2023
10022023 115644	HOLIDAY CAR WASH CAR WASHES - POLICE DEPT 7000-7010-6336.00000	10/02/2023 Bjohnson18 OTHER CONTRACTS	10/24/2023	22.00 22.00	0.00	Paid	Y 10/02/2023
10042023 115645	AMAZON WTP RIBBON CUTTING - SUPPLIES 1000-1030-6740.00000	10/04/2023 Bjohnson18 CONTINGENCY	10/24/2023	25.46 25.46	0.00	Paid	Y 10/04/2023
10062023 115646	AMAZON OFFICE RECYCLE BINS - CITY HALL 7100-7105-6214.00000	10/06/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	20.05 20.05	0.00	Paid	Y 10/06/2023
09232023 115647	AMAZON LINEAR ACTUATOR 7000-7010-6234.00000	09/23/2023 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	10/24/2023	65.99 65.99	0.00	Paid	Y 09/23/2023
09112023 115648	AMAZON AIR FRESHNERS 7000-7010-6214.00000	09/11/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	8.50 8.50	0.00	Paid	Y 09/11/2023

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Inv Ref#	Description	Entered By					
Purchase Card Vendor: 100292 U. S. BANCORP							
09112023							
115649	AMAZON	09/11/2023	10/24/2023	49.96	0.00	Paid	Y
	BUCKETS WITH LIDS	Bjohnson18					09/11/2023
	7100-7115-6214.00000	OPERATING SUPPLIES		49.96			
09152023							
115650	AMAZON	09/15/2023	10/24/2023	49.88	0.00	Paid	Y
	CASTER WHEELS/TAGS	Bjohnson18					09/15/2023
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		49.88			
09212023							
115651	AMAZON	09/21/2023	10/24/2023	28.94	0.00	Paid	Y
	SCREWS/CLAMP	Bjohnson18					09/21/2023
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		28.94			
09262023							
115652	AMAZON	09/26/2023	10/24/2023	17.77	0.00	Paid	Y
	OSHA LEVER STYLE BLOWGUN PACK	Bjohnson18					09/26/2023
	7000-7010-6214.00000	OPERATING SUPPLIES		17.77			
09282023							
115653	AMAZON	09/28/2023	10/24/2023	139.98	0.00	Paid	Y
	SAFETY CORD WOODSHOP TABLE SAW	Bjohnson18					09/28/2023
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		139.98			
09252023							
115654	AMAZON	09/25/2023	10/24/2023	40.96	0.00	Paid	Y
	BULBS / BRACKET / SCREWS	Bjohnson18					09/25/2023
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		40.96			
09272023							
115655	AMAZON	09/27/2023	10/24/2023	14.39	0.00	Paid	Y
	LED BULBS	Bjohnson18					09/27/2023
	7000-7010-6214.00000	OPERATING SUPPLIES		14.39			
09252023							
115656	AMAZON	09/25/2023	10/24/2023	9.99	0.00	Paid	Y
	BULBS #360	Bjohnson18					09/25/2023
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		9.99			
09262023							
115657	AMAZON	09/26/2023	10/24/2023	23.75	0.00	Paid	Y
	SIGN EYE WASH STATION	Bjohnson18					09/26/2023
	7000-7010-6214.00000	OPERATING SUPPLIES		23.75			

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 10/24/2023 - 10/24/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
Purchase Card Vendor: 100292 U. S. BANCORP							
09262023	AMAZON	09/26/2023	10/24/2023	110.59	0.00	Paid	Y
115658	EYE WASH ASSEMBLY	Bjohnson18					09/26/2023
	7000-7010-6214.00000	OPERATING SUPPLIES		110.59			
10092023	AMAZON	10/09/2023	10/24/2023	9.60	0.00	Paid	Y
115660	LAMP # 125	Bjohnson18					10/09/2023
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		9.60			
10022023	AMAZON	10/02/2023	10/24/2023	18.95	0.00	Paid	Y
115661	AIR FILTERS	Bjohnson18					10/02/2023
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		18.95			
09142023	AMAZON	09/14/2023	10/24/2023	14.99	0.00	Paid	Y
115662	PRIME MEMBERSHIP CHARGES	Bjohnson18					09/14/2023
	7000-7010-6214.00000	OPERATING SUPPLIES		14.99			
09282023	AMAZON	09/28/2023	10/24/2023	(37.38)	0.00	Paid	Y
115663	CREDIT - OIL PLUG	Bjohnson18					09/28/2023
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		(37.38)			
09282023	AMAZON	09/28/2023	10/24/2023	(5.62)	0.00	Paid	Y
115664	CREDIT - PLACECARD	Bjohnson18					09/28/2023
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		(5.62)			
09112023	UPS	09/11/2023	10/24/2023	7.88	0.00	Paid	Y
115665	SHIPPING	Bjohnson18					09/11/2023
	6700-6705-6378.00000	POSTAGE & SHIPPING		7.88			
09142023	ANOKA COUNTY	09/14/2023	10/24/2023	20.00	0.00	Paid	Y
115666	NOTARY PUBLIC RENEWAL	Bjohnson18					09/14/2023
	6700-6705-6728.00000	MISCELLANEOUS OTHER CHARGES		20.00			
09142023	ANOKA COUNTY	09/14/2023	10/24/2023	0.48	0.00	Paid	Y
115667	NOTARY PUBLIC RENEWAL	Bjohnson18					09/14/2023
	6700-6705-6728.00000	MISCELLANEOUS OTHER CHARGES		0.48			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnized Post Date
Inv Ref#	Description	Entered By					
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
09202023							
115668	FULL SLATE	09/20/2023	10/24/2023	49.95	0.00	Paid	Y
	APPOINTMENT SOFTWARE	Bjohnson18					09/20/2023
	6700-6705-6336.00000	OTHER CONTRACTS		49.95			
09212023							
115669	AMAZON	09/21/2023	10/24/2023	56.00	0.00	Paid	Y
	SUPPLIES	Bjohnson18					09/21/2023
	6700-6705-6214.00000	OPERATING SUPPLIES		56.00			
09222023							
115670	BEST WESTERN	09/22/2023	10/24/2023	180.15	0.00	Paid	Y
	MDRA CONFERENCE - HOTEL	Bjohnson18					09/22/2023
	6700-6705-6510.00000	MEETING / TRAVEL EXPENSE		180.15			
10072023							
115671	AMAZON	10/07/2023	10/24/2023	(56.00)	0.00	Paid	Y
	SUPPLIES	Bjohnson18					10/07/2023
	6700-6705-6214.00000	OPERATING SUPPLIES		(56.00)			
09132023							
115672	AMAZON	09/13/2023	10/24/2023	(32.98)	0.00	Paid	Y
	CREDIT	Bjohnson18					09/13/2023
	1000-1260-6512.00000	CONFERENCE & SCHOOLS		(32.98)			
09262023							
115673	ARROWWOOD RESORT	09/26/2023	10/24/2023	408.63	0.00	Paid	Y
	GFOA MN ANNUAL CONFERENCE TAHOUN	Bjohnson18					09/26/2023
	1000-1050-6510.00000	MEETING / TRAVEL EXPENSE		408.63			
09272023							
115674	ARROWWOOD RESORT	09/27/2023	10/24/2023	272.42	0.00	Paid	Y
	GFOA MN ANNUAL CONFERENCE SIBELL	Bjohnson18					09/27/2023
	1000-1050-6510.00000	MEETING / TRAVEL EXPENSE		272.42			
09292023							
115675	ARROWWOOD RESORT	09/29/2023	10/24/2023	15.91	0.00	Paid	Y
	GFOA MN ANNUAL CONFERENCE TAHOUN	Bjohnson18					09/29/2023
	1000-1050-6510.00000	MEETING / TRAVEL EXPENSE		15.91			
09122023							
115676	STORM TRAINING	09/12/2023	10/24/2023	99.00	0.00	Paid	Y
	TRAINING	Bjohnson18					09/12/2023
	1000-1200-6512.00000	CONFERENCE & SCHOOLS		99.00			

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 10/24/2023 - 10/24/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
09112023 115677	PEACH JAR SCHOOL BASKETBALL PROMOTION 1000-1305-6382.00000	09/11/2023 Bjohnson18 ADVERTISING / PROMOTIONS	10/24/2023	50.00	0.00	Paid	Y 09/11/2023
09252023 115678	SAMS CLUB CANDY FOR BOO BASH 1000-1325-6214.00000	09/25/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	200.08	0.00	Paid	Y 09/25/2023
09252023 115679	UPRINTING BANNER FOR BOO BASH 1000-1305-6382.00000	09/25/2023 Bjohnson18 ADVERTISING / PROMOTIONS	10/24/2023	201.70	0.00	Paid	Y 09/25/2023
09292023 115680	PLANTRA TREE MESH (STEPHAN) 1000-1370-6214.00000	09/29/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	229.16	0.00	Paid	Y 09/29/2023
10042023 115681	PLANTRA CREDIT FOR TAX 1000-1370-6214.00000	10/04/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	(16.04)	0.00	Paid	Y 10/04/2023
09112023 115682	HY-VEE INC WATER FOR CITIZENS ACADEMY 1000-1205-6214.00000	09/11/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	5.98	0.00	Paid	Y 09/11/2023
09132023 115683	HY-VEE INC WATER FOR ALL DAY TRAINING 1000-1205-6214.00000	09/13/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	11.98	0.00	Paid	Y 09/13/2023
09162023 115684	FRANKIES LUNCH FOR TRAINING 1000-1205-6214.00000	09/16/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	143.92	0.00	Paid	Y 09/16/2023
09192023 115685	HY-VEE INC SNACKS FOR CITIZENS ACADEMY 1000-1205-6214.00000	09/19/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	26.68	0.00	Paid	Y 09/19/2023

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnz
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
09192023							
115686	HY-VEE INC	09/19/2023	10/24/2023	19.48	0.00	Paid	Y
	SNACKS FOR CITIZENS ACADEMY	Bjohnson18					09/19/2023
	1000-1205-6214.00000	OPERATING SUPPLIES		19.48			
09282023							
115687	HY-VEE INC	09/28/2023	10/24/2023	6.98	0.00	Paid	Y
	WATER FOR CITIZENS ACADEMY	Bjohnson18					09/28/2023
	1000-1205-6214.00000	OPERATING SUPPLIES		6.98			
10032023							
115688	CRAGUNS	10/03/2023	10/24/2023	322.12	0.00	Paid	Y
	LODGING FOR TRAINING	Bjohnson18					10/03/2023
	1000-1220-6510.00000	MEETING / TRAVEL EXPENSE		322.12			
09252023							
115689	PILGRIM CLEANERS	09/25/2023	10/24/2023	42.29	0.00	Paid	Y
	POLICE DEPT CLOTH BANNER - CLEANIN	Bjohnson18					09/25/2023
	1000-1205-6214.00000	OPERATING SUPPLIES		42.29			
09202023							
115690	ASCE	09/20/2023	10/24/2023	288.00	0.00	Paid	Y
	STREETS & PAVEMENT SIDEWALKS - SCH	Bjohnson18					09/20/2023
	1000-1600-6512.00000	CONFERENCE & SCHOOLS		288.00			
09262023							
115691	HOME DEPOT	09/26/2023	10/24/2023	39.80	0.00	Paid	Y
	SMYKALSKI ANTI-FREEZE	Bjohnson18					09/26/2023
	1000-1565-6214.00000	OPERATING SUPPLIES		39.80			
09142023							
115692	MFSCB	09/14/2023	10/24/2023	813.75	0.00	Paid	Y
	FIRE CERTIFICATIONS	Bjohnson18					09/14/2023
	1000-1260-6514.00000	DUES & MEMBERSHIPS		813.75			
09212023							
115693	MFSCB	09/21/2023	10/24/2023	(131.25)	0.00	Paid	Y
	FIRE CERTIFICATIONS - REFUND	Bjohnson18					09/21/2023
	1000-1260-6514.00000	DUES & MEMBERSHIPS		(131.25)			
09192023							
115694	HOME DEPOT	09/19/2023	10/24/2023	97.04	0.00	Paid	Y
	ADAPTERS/FITTINGS	Bjohnson18					09/19/2023
	1000-1565-6340.00000	REPAIR & MAINTENANCE		97.04			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Inv Ref#	Description GL Distribution	Entered By					
Purchase Card Vendor: 100292 U. S. BANCORP							
10052023							
115695	HASSAN SAND GRAVEL TOP SOIL 1000-1569-6266.00000	10/05/2023 Bjohnson18	10/24/2023	296.25	0.00	Paid	Y 10/05/2023
10042023							
115696	MAGID DISINFECTANT 1000-1260-6340.00000	10/04/2023 Bjohnson18	10/24/2023	419.20	0.00	Paid	Y 10/04/2023
10012023							
115697	AMAZON PADLOCK & KEYS 1000-1500-6214.00000	10/01/2023 Bjohnson18	10/24/2023	34.99	0.00	Paid	Y 10/01/2023
10032023							
115698	MENARDS CONCRETE / REBAR 7100-7115-6214.00000	10/03/2023 Bjohnson18	10/24/2023	73.31	0.00	Paid	Y 10/03/2023
10012023							
115699	AMAZON LAWN LEVELING RAKE 1000-1569-6234.00000	10/01/2023 Bjohnson18	10/24/2023	65.99	0.00	Paid	Y 10/01/2023
09162023							
115700	MN STATE COLLEGES BOILER PREP CLASS - RYKS 7100-7115-6512.00000	09/16/2023 Bjohnson18	10/24/2023	295.00	0.00	Paid	Y 09/16/2023
09182023							
115701	DEPT OF LABOR & INDUSTRY BOILER LICENSE - SYMKALSKI 7100-7115-6718.00000	09/18/2023 Bjohnson18	10/24/2023	20.00	0.00	Paid	Y 09/18/2023
09142023							
115702	HY-VEE INC LUNCH & LEARN FOOD 7100-7110-6214.00000	09/14/2023 Bjohnson18	10/24/2023	18.97	0.00	Paid	Y 09/14/2023
09142023							
115703	PAPA JOHNS LUNCH & LEARN FOOD 7100-7110-6214.00000	09/14/2023 Bjohnson18	10/24/2023	57.99	0.00	Paid	Y 09/14/2023

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
 EXP CHECK RUN DATES 10/24/2023 - 10/24/2023
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
09152023 115704	PAPA JOHNS LUNCH & LEARN FOOD 7100-7110-6214.00000	09/15/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	40.99 40.99	0.00	Paid	Y 09/15/2023
09142023 115705	AMAZON USB DOCKING STATIONS 7100-7110-6234.00000	09/14/2023 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	10/24/2023	229.97 229.97	0.00	Paid	Y 09/14/2023
09152023 115706	AMAZON MISC CABLES 7100-7110-6214.00000	09/15/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	55.77 55.77	0.00	Paid	Y 09/15/2023
09152023 115707	AMAZON DOCKING CHARGERS 7100-7110-6214.00000	09/15/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	89.98 89.98	0.00	Paid	Y 09/15/2023
09182023 115708	AMAZON KEYBOARDS/HEADSET 7100-7110-6214.00000	09/18/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	217.03 217.03	0.00	Paid	Y 09/18/2023
09192023 115709	AMAZON MOUNT FOR MINI PC 7100-7110-6214.00000	09/19/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	69.96 69.96	0.00	Paid	Y 09/19/2023
09212023 115710	AMAZON WIRELESS KEYBOARD 7100-7110-6214.00000	09/21/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	45.98 45.98	0.00	Paid	Y 09/21/2023
09222023 115711	AMAZON KEYBOARD/MOUSE COMBO 7100-7110-6214.00000	09/22/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	109.98 109.98	0.00	Paid	Y 09/22/2023
09242023 115712	AMAZON USB HUB 7100-7110-6214.00000	09/24/2023 Bjohnson18 OPERATING SUPPLIES	10/24/2023	29.68 29.68	0.00	Paid	Y 09/24/2023

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Inv Ref#	Description	Entered By					
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
Total Purchase Card Vendor: 100292 U. S. BANCORP							
# of Invoices:	93	# Due:	0	Totals:	10,740.65	0.00	
# of Credit Memos:	6	# Due:	0	Totals:	11,019.92	0.00	
					(279.27)	0.00	
Net of Invoices and Credit Memos:					10,740.65	0.00	

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
	1000 - GENERAL FUND			5,584.10	0.00		
	6000 - WATER			299.77	0.00		
	6100 - SANITARY SEWER			1,908.84	0.00		
	6700 - DEPUTY REGISTRAR			258.46	0.00		
	7000 - CENTRAL GARAGE			1,065.28	0.00		
	7100 - CENTRAL SERVICES			1,624.20	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	1030 - ADMINISTRATIVE SERVICES			25.46	0.00		
	1050 - FINANCIAL SERVICES			723.95	0.00		
	1200 - POLICE SUPPORT SERVICES			1,100.58	0.00		
	1205 - PATROL SERVICES			257.31	0.00		
	1220 - INVESTIGATIONS / SPECIAL S			322.12	0.00		
	1260 - FIRE PREVENTION / SUPPRESS			1,086.48	0.00		
	1305 - COMMUNITY CENTER OPERATION			251.70	0.00		
	1325 - GENERAL PROGRAMS			279.05	0.00		
	1330 - YOUTH - CHILDREN PROGRAMS			4.99	0.00		
	1335 - SENIOR PROGRAMS			371.25	0.00		
	1370 - FORESTRY			213.12	0.00		
	1440 - CODE ENFORCEMENT			15.15	0.00		
	1500 - PARKS ADMINISTRATION			34.99	0.00		
	1565 - PARKS FACILITY MAINTENANCE			213.73	0.00		
	1569 - PARKS TURF MAINTENANCE			362.24	0.00		
	1600 - STREETS ADMINISTRATION			288.00	0.00		
	1605 - STREETSCAPE			33.98	0.00		
	6010 - WATER UTILITY DISTRIBUTION			249.79	0.00		
	6020 - WATER UTILITY WELL & PLANT			49.98	0.00		
	6105 - SANITARY SEWER ADMINISTRATION			74.73	0.00		
	6115 - SAN SEWER MAINTENANCE			1,834.11	0.00		
	6705 - LICENSE CENTER OPERATIONS			258.46	0.00		
	7010 - CG VEHICLE MAINTENANCE			1,065.28	0.00		
	7105 - CS GENERAL OFFICE			125.88	0.00		
	7110 - CS INFORMATION TECHNOLOGY			975.07	0.00		
	7115 - CS GOVERNMENT BUILDINGS			523.25	0.00		

--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	0084			682.50			
	0337			696.96			
	0731			1,211.46			
	1219			664.90			
	1355			327.80			
	2743			99.00			

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 10/24/2023 - 10/24/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	3103			213.61			
	4364			42.29			
	5111			258.46			
	5157			(32.98)			
	6719			1,001.58			
	6932			561.24			
	8046			2,208.61			
	8415			966.30			
	8424			986.78			
	8631			537.14			
	8722			315.00			



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: November 21, 2023
RE: Approval of Licenses

Background:

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

Analysis:

Not applicable.

Recommendation:

By motion, approve issuance of licenses dated 11/21/2023.

Attachments:

1. Licenses

Contractor Licenses for Council Approval

<u>Name</u>	<u>Licensee Type</u>	<u>Fee Amount</u>
ADVANCED HEATING AND AIR CONDITIONING, LLC	Mechanical Contractor	\$50.00
ADVANCED PLUMBING SERVIES	Plumbing Contractor	\$50.00
ARCHETYPE SIGNMAKERS INC	Sign Contractor	\$50.00
GLOWING HEARTH & HOME	Mechanical Contractor	\$50.00
HAMMER PLUMBING	Plumbing Contractor	\$50.00
JMS PLUMBING	Plumbing Contractor	\$50.00
JOE'S SEWER SERVICE INC	Sewer / Water Contractor	\$50.00
JOE'S SEWER SERVICE INC	Excavation Contractor	\$50.00
K2 BATH DESIGN & REMODELING LLC	Plumbing Contractor	\$50.00
LOCH MONSTER PLUMBING LLC	Plumbing Contractor	\$50.00
LOCH MONSTER PLUMBING LLC	Mechanical Contractor	\$50.00
MODERN HEAT & AIR CONDITIONING INC	Mechanical Contractor	\$50.00
MODERN HEAT & AIR CONDITIONING INC	Plumbing Contractor	\$50.00
MONKEY WRENCH PLUMBING INC	Plumbing Contractor	\$50.00
SEASONAL CONTROL MECHANICAL DIVISION INC	Mechanical Contractor	\$50.00
WINDY'S HEATING & COOLING LLC	Mechanical Contractor	\$50.00
YOURS BY DESIGN HEATING & COOLING INC	Mechanical Contractor	\$50.00

Number of Licenses Requesting Council Approval:

17

BUSINESS LICENSES FOR COUNCIL APPROVAL

11/14/2023

License Type	Applicant	License Fee
Crane Operators	NORTHLAND CRANE SERVICE INC	50.00
Solid Waste Haulers	ANDERSON'S DUMPSTER BOX SERVICES	200.00
Solid Waste Haulers	ASPEN WASTE SYSTEMS OF MINNESOTA, INC	150.00
Tree/Lawn Fertilizer	NEIGHBORHOOD TREE CARE, LLC	50.00
Tree/Lawn Fertilizer	THE F. A. BARTLETT TREE EXPERTS	50.00

BUSINESS LICENSES FOR COUNCIL APPROVAL

11/21/2023

License Type	Applicant	License Fee
Body Art	KICKROCKS INK & ART STUDIO	300.00
Convenience Foods	STARBUCKS COFFEE	50.00



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: November 21, 2023
RE: Ward 1 Polling Place Location Designation

Background:

In order to accommodate the Robbinsdale special election that took place in 2023, the Ward 1 polling place location was changed to City Hall. Per Minnesota Statute section 204B.16, if a polling location needs to be changed, the governing board must pass a resolution or ordinance designating the new polling location. In the past, Redeemer Evangelical Lutheran Church has been the Ward 1 polling location, and has confirmed they will be available for elections in 2024.

Analysis:

The polling place designated in this resolution will be the Ward 1 polling location for 2024. If that location no longer becomes available, a re-designation will need to be established by adopting a separate resolution or ordinance. If a new location is needed, a notice must be sent to voters at least 25 days before the next election.

Recommendation:

Motion to adopt the resolution shown in attachment 1. "A Resolution Designating Redeemer Evangelical Lutheran Church, 4201 Regent Avenue North, as the Ward 1 Polling Location for 2024."

Attachments:

1. Resolution

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 21st day of November, 2023.

RESOLUTION NO.

A RESOLUTION DESIGNATING REDEEMER EVANGELICAL LUTHERAN CHURCH, 4201 REGENT AVENUE NORTH, AS THE WARD 1 POLLING LOCATION FOR 2024

WHEREAS, Minnesota Statutes, Section 204B.16 sets forth the requirements that cities designate polling place locations within their city; and

WHEREAS, per State Statute, a municipality must designate by ordinance or resolution any changes to a polling place location; and

WHEREAS, the following location will be designated for the Ward 1 polling location:

Ward 1	Redeemer Evangelical Lutheran Church
	4201 Regent Avenue North; and

WHEREAS, if a location for the Ward 1 polling place changes, a re-designation of location will be a separate action prior to an election with notice being sent to voters at least 25 days before the next election;

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Robbinsdale, designates the polling place location listed above as the 2024 Ward 1 polling place location.

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

And the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 21ST DAY OF NOVEMBER, 2023.

William A. Blonigan, Mayor

Attest:

Chase Peterson-Etem, City Clerk



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY:

APPROVED BY: Tim Sandvik, City Manager

DATE: November 21, 2023

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

Background:

City Code often references "Appendix B," which lists all fees for licenses, permits, and various other City services. Updates to Appendix B are required to be made by ordinance.

Analysis:

Proposed updates are listed below for the fee schedule - the attached Fee Schedule highlights proposed changes. Proposed updates to the Fee Schedule include:

- US Passport Photos - \$18
- Returned Check fee - increase to \$50
- Administrative Charge for Special Assessments - increase to \$75
- Late fee for Parking Ramp Renewal Submitted after 6/30 - increase to \$100
- Body Camera Footage - Minimum, \$25/video *subject to public records request regulations
- Sump Pump Utility Charge (non compliance)
 - MXU - \$165 + Tax
 - Water Main Shutodown - \$200 per valve
- Conditional Use Permit - 535.15.01, 535.03 - \$250
- Conditional Use Permit - 515.05, 515.07, 520.03, 521.01, 521.03 - \$750
- Tree Knockdown
 - Median Tree < 3" - \$1,125
 - Median Tree > 3" - \$1,275
 - Boulevard Tree < 3" - \$975
 - Boulevard Tree > 3" - 1,125
 - Park or Right of Way Tree - \$450
- LUMEC Lights - \$6,400
- HOLOPHANE LIGHT - \$5,900
- ACUITY LIGHT (25' Pole) - \$4,800
- ACUTIY LIGHT (25' Pole and banner) - \$5,000
- ACUITY LIGHT (CR9 - 40' Pole) \$6,700
- Burning Permit - TAKING FEEDBACK
- Siding \$50 + \$50 for each inspection over two (2)
- Windows \$50 + \$50 for each inspection over two (2)
- Roofing, over existing layer \$75 + \$50 for each inspection over two (2)

- Roofing, tear off \$75 + \$50 for each inspection over two (2)
- All Star Field - \$40/hour - \$5/hr (Local Youth Assc)
- Baseball Field-no prep \$25/hour - \$5/hr (Local Youth Assc)
- Diamond game prep during regular working hours in addition to rental fees \$50 per time - \$35 per time (Local Youth Assc)
- SCHEDULE OF OFFENSES AND FEES ADMINISTRATIVE PENALTY SYSTEM - LEVEL TWO VIOLATION - Failing to collect and remove animal feces from public property (including Parks and Right-of-Way) and on other persons property.

Recommendation:

By motion, hold the 1st Reading and order the adoption of Ordinance #23-____ shown in Exhibit 1, "An ordinance adopting amendments to Appendix B of the Robinsdale Ordinance Code and General Fee Schedule."

Attachments:

1. Fee Schedule Ord 1st Reading
2. FEE SCHEDULE Updates - 11.21.23 First Reading

Member _____ moved and Member _____ seconded a motion that the following ordinance, which was given its first reading on November 21, 2023 be given its second reading on this ____ day of _____, 2023, and that it be adopted.

ORDINANCE NO. _____

AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE FEE SCHEDULE

THE CITY OF ROBBINSDALE DOES ORDAIN THAT:

Section 1. That Appendix B of Robbinsdale Ordinance Code and General Fee Schedule be amended as showing in attachment 1, and described hereafter:

- Returned Check fee - increase to \$50
- Administrative Charge for Special Assessments - increase to \$75
- Late fee for Parking Ramp Renewal Submitted after 6/30 - increase to \$100
- Body Camera Footage - Minimum, \$25/video *subject to public records request regulations
- Sump Pump Utility Charge (non compliance)
 - MXU - \$165 + Tax
 - Water Main Shutdown - \$200 per valve
- Conditional Use Permit - 535.15.01, 535.03 - \$250
- Conditional Use Permit - 515.05, 515.07, 520.03, 521.01, 521.03 - \$750
- Tree Knockdown
 - Median Tree < 3" - \$1,125
 - Median Tree > 3" - \$1,275
 - Boulevard Tree < 3" - \$975
 - Boulevard Tree > 3" - 1,125
 - Park or Right of Way Tree - \$450
- LUMEC Lights - \$6,400
- HOLOPHANE LIGHT - \$5,900
- ACUITY LIGHT (25' Pole) - \$4,800
- ACUTIY LIGHT (25' Pole and banner) - \$5,000
- ACUITY LIGHT (CR9 - 40' Pole) \$6,700
- Burning Permit - TAKING FEEDBACK
- Siding \$50 + \$50 for each inspection over two (2)
- Windows \$50 + \$50 for each inspection over two (2)
- Roofing, over existing layer \$75 + \$50 for each inspection over two (2)
- Roofing, tear off \$75 + \$50 for each inspection over two (2)
- All Star Field - \$40/hour - \$5/hr (Local Youth Assc)
- Baseball Field-no prep \$25/hour - \$5/hr (Local Youth Assc)
- Diamond game prep during regular working hours in addition to rental fees \$50 per time - \$35 per time (Local Youth Assc)
- SCHEDULE OF OFFENSES AND FEES ADMINISTRATIVE PENALTY SYSTEM - LEVEL TWO VIOLATION - Failing to collect and remove animal feces from public property (including Parks and Right-of-Way) and on other persons property.

Section 2. That the following summary clearly informs the public of the intent and effect of the ordinance, and it is approve for publication: “The purpose of this ordinance its to update current City fees.

First Reading: YEAS:
 NAYS:

Second Reading: YEAS:
 NAYS:

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

ATTEST:

Chase Peterson-Etem, City Clerk

William Blonigan, Mayor

APPENDIX B ROBBINSDALE ORDINANCE CODE AND GENERAL FEE SCHEDULE

Updated 05-24-22

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

Miscellaneous Fees	1
Fees Established Under Separate Resolution and Maps	2
General Provisions – Chapter I Administrative Penalty System	2
Building, Housing and Construction Regulations – Chapter IV	3-4
Parking Ramp & Rental Inspections	3
Planning and Land Use – Chapter V	5-6
Public Health and Food – Chapter VI	7
Public Utilities and Public Works – Chapter VII	8
Streets, Alleys and Public Ways and Parks – Chapter VIII	9
Public Safety: Animals and False Alarms – Chapter IX	10
Domestic Partnership Registry – Chapter X	11
Business and Trade Regulations – Chapter XI	11-13
Liquor and Beer – Chapter XII	14
Traffic, Motor Vehicles; Miscellaneous Permits; Police and Fire Miscellaneous	15
Attachment A: DEMOLITION AND MOVING PERMIT FEES	
Attachment B: PLUMBING PERMIT FEE SCHEDULE	
Attachment C: PLUMBING PERMIT FEE SCHEDULE	
Attachment D: MECHANICAL PERMIT FEE SCHEDULE	
Attachment E: SIGN FEES	
Attachment F: PARK FACILITIES/EQUIPMENT FEES	
Attachment G: CONDUIT DEBT ISSUANCE FEE SCHEDULE	
Attachment H: RENTAL LICENSE INSPECTION FEES	
Attachment I: SCHEDULE OF OFFENSES AND FEES ADMINISTRATIVE PENALTY SYSTEM	

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

APPENDIX B
FEE SCHEDULE

Page 1

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

APPENDIX B
FEE SCHEDULE

Page 2

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
FEES ESTABLISHED UNDER SEPARATE RESOLUTIONS				
Water Utility Surcharge – per dwelling unit				Separate Resolution
Water Utility Rate - per 1000 gallons				Separate Resolution
Sanitary Sewer Surcharge - per dwelling unit				Separate Resolution
Sanitary Sewer Rate – per 1000 gallons				Separate Resolution
Storm Water – per acre				Separate Resolution
Street Lighting – mid block				Separate Resolution
Garbage				(See Public Health) Separate Resolution
Speed Bumps (Resolution 6340)				\$200 per bump site.
Speed Bump Signs				\$150 per sign – 2 signs required per block
Speed Bump Administration Fee				\$50
Tree Removal – Administration fee – requested oversight				\$75.00
Tree Removal –Administration fee - forced removal				150.00
Candidate Filing Fee – City Charter Amendment 38	Fee			\$30
MAPS				
Aerials:	Fee	Engineering		\$35 - 34”x46” 1”=300’ \$30 - 21”x27” 1” = 500’ \$25 - 18”x24” 1”=600’
Others:	Fee	Engineering		\$15 - 24”x36” standard plan (photo copy) \$30 - 34”x46” lg address/zoning 1” =300’ \$25 - 21”x27” sm address/zoning 1”=500’ \$20 - 18”x24” address 1”=600’
Shipping for any of the above maps	Fee	Engineering		\$5
GENERAL PROVISIONS – CHAPTER I				
Administrative Penalties – 117	Fee	Code Enforcement	Per occurrence	See Attachment I

FEE SCHEDULE

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
BUILDING, HOUSING AND CONSTRUCTION REGULATIONS – CHAPTER IV				
Demolition & Moving– 400.05	Permit	Building Insp.		See Attachment A
Plumbing – 400.05	Permit	Building Insp.		See Attachment B
Fire Suppression – 400.05	Permit	Building Insp.		See Attachment C
General, Building – 400.05	Permit	Building Insp.		See Attachment C
Plan Review	Permit	Building Insp.		See Attachment C
License Verification (surcharge)	Permit	Building Insp.		See Attachment C
Excavations & other activities in the right of way – 405.19	Permit	Building Insp.		See Attachment C
Mechanical	Permit	Building Insp.		See Attachment D
Signs – 410.25	Permit	Building Insp.		See Attachment E
Masonry – 405.15	Permit	Building Insp.	12/31	\$50
Contractors – 405.13	License	Building Insp.	12/31	\$50
Excavator – 405.09	License	Building Insp.	12/31	\$50
Demolition – 405.08	License	Building Insp.	12/31	\$50
Heating & Air Conditioning – 405.01	License	Building Insp.	12/31	\$50
Off-Site Directional Signs—410.05 & 841	License	Administration & Engineering	12/31	\$240/sign initial fee \$40/sign/face plus sign replacement costs, if any, annually
Roofing – 405.17	License	Building Insp.	12/31	\$50
Plastering, Stucco, Lathing – 405.11	License	Building Insp.	12/31	\$50
Plumbing – 405.01	License	Building Insp.	12/31	\$50
Sewer Maintenance – 405.07	License	Engineering	12/31	\$50
Crane – 405.21	License	Engineering	12/31	\$50
Sign Hanger – 410.27	License	Building Insp.	12/31	\$50
Parking Ramp – 415.05	Certificate	Engineering	6/30	\$100
Late Fee for Parking Ramp Renewal Submitted after 6/30	Fee	Engineering		\$100
Inspection of Rental Dwellings – 425.31	License	Code Enforcement	12/31 Biannually	See Attachment H
Re-inspection of Rental Dwellings – 425.31	License	Code Enforcement		See Attachment H

FEE SCHEDULE

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
BUILDING, HOUSING AND CONSTRUCTION REGULATIONS – CHAPTER IV (CONTINUED)				
Point of Sale Administration Fee – 435.07	Fee	Comm. Devt	12/31	• \$50 Initial Evaluator Certification Fee • \$25 Annual Evaluator Certification • \$50 Filing Fee for Point of Sale Reports • \$50 Building Official Verification of R/R Item Completion/Resolution – 1st visit, waived if work covered by building permit. \$25/visit for additional follow-up inspections, as required for compliance. • \$25 Filing Fee for Buyer's Responsibility Agreement

FEE SCHEDULE

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

FEE SCHEDULE

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

FEE SCHEDULE

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

FEE SCHEDULE

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

FEE SCHEDULE

PUBLIC WORKS/PUBLIC UTILITIES MISC.				
Sump Pump utility charge (non compliance)	Fee	Engineering		\$50 per month
Water Meter	Fee	Public Works		\$130 + tax
Tailpieces	Fee	Public Works		\$10 + tax per pair
Horn (mandatory in new homes starting 01-01-06)	Fee	Public Works		\$35 + tax
MXU	Fee	Public Works		\$165 + tax
Locate curb stops, without Gopher State One Call Locate	Fee	Public Works		\$50 each locate
Shut Off Water at Stop Box	Fee	Public Works		\$150 (\$100 refund if unable to shut off)
Water Main Shutdown	Fee	Public Works		\$200 per valve
Hydrant meter rental fee	Fee	Public Works		\$50 per week + \$1,000 deposit + water usage
Resident Requested Sign – non warrant, including install	Fee	Public Works		\$200 new; \$40 + cost of sign for replacement
Tree Trimming	Fee	Forestry	12/3	\$50
Pick up and Storage of Temporary Traffic Control Devices	Fee	Public Works	Per Permit	\$65 for one device & \$15 for each additional device for pick up; plus \$250 for up to 10 items for up to 5 calendar days of storage; \$250 for additional storage for up to 5 calendar days. Note: signs not picked up within 15 days are deemed to be abandoned.
Street Light Knockdown Fee				
LUMEC Light (Robbinsdale Streetscape Light)	Fee	Public Works		\$6,400
HOLOPHANE LIGHT (CR81 – Single Luminaire)	Fee	Public Works		\$5,900

FEE SCHEDULE

HOLOPHANE LIGHT (CR81 – Double Luminaire)	Fee	Public Works		\$6,900
ACUITY Light (25' pole)	Fee	Public Works		\$4,800
ACUITY Light (Noble – 25' pole + banner)	Fee	Public Works		\$5,000
ACUITY Light (CR9 – 40' pole)	Fee			\$6,700
<u>EQUIPMENT & PERSONNEL – PER HOUR</u>				
Litter picker; Lawn mower	Fee	Public Works		\$20 + actual labor cost
Pickup truck, Van	Fee	Public Works		\$25 + actual labor cost
Utility trailer, Roller & trailer, Paint Striper, Compressor truck	Fee	Public Works		\$30 + actual labor cost
Dump truck, Water Wagon	Fee	Public Works		\$40 + actual labor cost
Backhoe, Loader, Sweeper, Grader	Fee	Public Works		\$50 + actual labor cost
Vactor	Fee	Public Works		\$200+actual labor cost
Utility Meter Return	Fee	Engineering		20% of initial equipment cost

FEE SCHEDULE

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
PARKS MISCELLANEOUS				
Park Buildings	Fee	Parks		See Attachment F
Picnic Shelters	Fee	Parks		See Attachment F
Athletic Fields & Rink Lights	Fee	Parks		See Attachment F
Park Facilities and Equipment Fees	Fee	Parks & Recreation		See Attachment F

FEE SCHEDULE

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

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
---	------	------------	------------	-----

FEE SCHEDULE

DOMESTIC PARTNERSHIP REGISTRATION – CHAPTER X				
Domestic Partnership Registration – 1015 PART B	Fee	Administration	Not applicable	\$20 – registration plus \$1 per each additional certified copy at time of registration \$15 – charge per certified copy plus \$1 per each additional certified copy any time other than initial registration \$15 – termination fee
BUSINESS AND TRADE REGULATIONS – CHAPTER XI				
Mini-golf – 1100.01	License	Administration	12/31	\$75
Pool Hall or Bowling Alley – 1100.03.13	License	Administration	12/31	None
Change of Location – Pool Hall or Bowling Alley – 1100.03.14	License	Administration	12/31	Same as regular
Theater – 1100.05	License	Administration	12/31	\$200
Carnivals, Shows, Public Entertainment (Outdoors) – 1100.07	License	Administration	12/31	\$100/day – single performance \$300/multiple performance not to exceed 3 days \$50/each additional day over 3 days
Carnivals, Shows, Public Entertainment (Indoors) – 1100.07	License	Administration	12/31	\$75/day – single performance \$150/annual
Entertainment (Indoors) including banners permitted by 521.01 subd 9(6)	License	Administration	12/31	\$250/annual includes both indoor and outdoor advertising banners limited to 90 days total
Mechanical Amusement Devices – 1100.09	License	Administration	12/31	\$15 per site and: \$15/pinball machine \$15/kiddie ride machine \$15/all other mechanical amusement devices including video games

FEE SCHEDULE

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

FEE SCHEDULE

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

FEE SCHEDULE

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

APPENDIX B
FEE SCHEDULE

Page 17

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 Microdistillery	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 microdistillery for social event
Intoxicating Liquor, Investigation – 1205.07	Fee	Police Department		\$500 to \$10,000 out-state (for all new intoxicating liquor license applications, including wine). \$250 renewal This fee does not apply to Special Sunday or Temporary
3.2% Malt liquor – 1215.03 (NOTE: Public hearing required for increase in liquor fees)	License	Administration	12/31	\$100/off-sale \$550 on-sale only \$50/temporary, non-profit only
3.2% Malt Liquor, Investigation – 1215.05	Fee	Police Department	12/31	\$100/off sale only \$500/on-sale only \$250 on-sale renewal
Entertainment – 1200.25	License	Administration	12/31	\$150

FEE SCHEDULE

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
TRAFFIC, MOTOR VEHICLES AND OTHER VEHICLES – CHAPTER XIII				
Parking by Permit Only – 1305.13	Fee	Police Department		First 3 permits \$0.00 Fourth permit - \$25.00
MISCELLANEOUS PERMITS				
Loudspeaker Devices – 2005.13	Permit	City Council	12/31	\$75.00
POLICE MISCELLANEOUS				
Audio Tapes	Fee	Police		\$20 each
Video Cassette Tapes & DVD's	Fee	Police		\$20 each
Fingerprinting (upon request)	Fee	Police		\$20
Police Reports (any)	Fee	Police		\$0.25 per page
Photos	Fee	Police		Actual costs + \$10 handling fee
Security & Traffic Assignment for Officers	Fee	Police		Current senior top patrol overtime-hourly rate, including benefits, +3%.
Vehicle Lock-outs	Fee	Police		None
Request for Criminal Information – Apartment Complexes	Fee	Police		\$100 annual
False Alarms	Fee	Police		See Attachment I
Drug & Chem. Lab cleanup – Ord. 625	Costs	All		Owner to Pay Costs
Body Cam Footage*	Fee	Police		\$25 per request – *subject to public records regulations
FIRE 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

ATTACHMENT A

DEMOLITION AND MOVING PERMIT FEES

FEES REQUIRED

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

DEMOLITION PERMIT

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

In no case shall the fee charged for any demolition permit be less than fifty dollars (\$50).

MOVING PERMIT

- (a) For holding up, raising or moving any building or structure on the same lot, the fee shall be fifty dollars (\$50).
- (b) Minor buildings, as used in this section, shall be taken to mean accessory buildings, including, but not limited to, private garages, sheds, construction shacks, etc., as shall be determined by the Building Inspector.
- (c) For a permit for moving any building, except a minor building as herein defined, from one location to another on private property, or to a different lot over the streets of the city, the fee shall be one hundred dollars (\$100). The same permit fees shall apply to any building being moved through the city from a place outside the city to another location outside the city.

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.

Contract \$2,439.00 or less	\$50.00
Contract \$2439.00 to \$10,000	2% of contract value
Contract more than \$10,000	\$200.00 for first \$10,000.00
	Plus 1.5% for the remainder of contract value

The fee for appliance only permits shall be \$15.00 per appliance.

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.

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

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

WORK COMMENCING BEFORE PERMIT ISSUANCE

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

ROBBINSDALE BUILDING CODE FEE SCHEDULE*

<u>Total Valuation</u>	<u>Fee</u>
\$1.00 to \$500.00	\$50.00
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00, with a minimum fee of \$50.00.
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to 500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof.
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof.

OTHER INSPECTION FEES

1. Inspections outside of normal business hours (min. charge two hours).....\$65.00 per hour ¹
2. Re-inspection fee assessed under provisions of section 305.8.....\$65.00 per hour ¹
3. Inspections for which no fee is specifically indicated
(minimum charge one-half hour).....\$65.00 per hour ¹

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

5. For use of outside consultants for plan checking and inspections, or bothActual Cost ²

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

²Actual costs include administrative and overhead costs.

RESIDENTIAL - FLAT FEES

Siding	\$50 + \$50 for each inspection over two (2)
Windows	\$50 + \$50 for each inspection over two (2)
Roofing, over existing layer	\$75 + \$50 for each inspection over two (2)
Roofing, tear off	\$75 + \$50 for each inspection over two (2)

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.

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.

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

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

WORK COMMENCING BEFORE PERMIT ISSUANCE

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

LICENSE VERIFICATION FEE

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

MECHANICAL PERMIT FEE SCHEDULE**FEES REQUIRED**

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

Contract \$2,439 or less	\$50
Contract \$2,439 to \$10,000.....	2% of contract value
Contract for more than \$10,000	\$200 for first \$10,000
Plus 1.5% for the remainder of contract value	

- (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.

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:

\$100.00	Permanent Signs
\$ 50.00	Temporary Signs
\$250.00	Special Signs once annually
\$500.00	Special Signs more than once annually

Street Spanning Banner Signs Per Installation below**

PLAN REVIEW FEES

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

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

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

WORK COMMENCING BEFORE PERMIT ISSUANCE

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

****Street Spanning Banners – City code 410.11, Subd 14**

\$100 permit fee for use of wires for one double sided banner per occasion for banners delivered including necessary hardware connections. Those Community Groups who have contributed a minimum of \$750 for installation of the Banner wires on West Broadway shall be exempt from this fee. A fee to cover the charge for hardware needed for installation of the sign not supplied with the sign will be charged at cost.

Liability Insurance

Not required

\$50 late fee for those delivering banners after noon Friday

PARK, COMMUNITY GYMS AND FITNESS CENTER FACILITIES

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

	Applicant	Local Youth Associations
Shelter Building	\$15/hour-2 hour minimum	\$0
Clean up/Damage Deposit	\$500	\$500
Picnic Shelter (LVT)	<u>\$25/hour-2 hour minimum</u>	\$0
Picnic Shelter (other shelters)	\$20/hr-2 hour minimum	\$0
Beer/Wine permit with Picnic reservation (City Code 815.03)	\$50	\$50
Additional deposit	\$100	\$100

Tennis/Horseshoe Courts	\$25/hour	N/A
Ice Rinks	\$25/hour	N/A
Open Park Area* for less than 50 people	\$25/hour	\$0
Open Park Area* for 50-500 people		\$0
* Area to be specified on request and approved by staff		
Large Multi-Sport Field (LVT, RMS)	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**	\$50/feature	
Deposit for features	\$500/feature up to \$1500	
**Portable Recreation Feature includes, but not limited to, inflatables, stages, dunk tanks, rides, climbing wall, mechanical games.		

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

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

CONDUIT DEBT ISSUANCE FEE SCHEDULE

CONDUIT DEBT PURPOSE

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

FEE SCHEDULE

New debt issuance fees:

0.5% of the initial amount of bonds being issued, due upon issuance.

0.5% of the initial amount of bonds being issued, due on first anniversary after the issuance of the bonds.

0.125% of the outstanding principle of the bonds, due annually until the bonds have been retired.

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

0.125% of the initial amount of bonds being issued, due upon issuance.

0.125% of the outstanding principle of the bonds, due annually until the bonds have been retired.

JOINT POWERS FEES

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

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

RENTAL LICENSE INSPECTION FEES

City Code Section 425.31

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

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

Term: Bi-annual

	Base License Fee as of the first working day in November	Received after ten working days in November	Received after twenty working days in November
Single Family or ½ duplex (when other side owner occupied)	\$125	\$225	\$325
Duplex or double bungalow (with one owner)	\$225	\$325	\$425
Three unit dwelling	\$300	\$400	\$500
Townhomes (3 or more attached units)	\$125	\$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

\$50 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:

\$50 for each visit required to inspect legitimate maintenance concerns reported by tenant, area resident, or observed by City Staff between the bi-annual licensing inspections.

Administrative Fees:

Surcharge for failure to schedule required inspection:

An administrative fee of \$100 will be assessed as a surcharge when a required inspection is 10 days past due and the owner or owner's representative has not scheduled the appointment and staff is required to make this contact.

Appeal Fee

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

**SCHEDULE OF OFFENSES AND FEES
ADMINISTRATIVE PENALTY SYSTEM**

General Rules of Administrative Fine System

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

Level One Violations \$50.00

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

Level Two Violations \$100.00

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

Level Three Violations \$150.00

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

Level Four Violations \$200.00

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

Level Five Violations \$400.00

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

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

Violation for Excessive Repeat Nuisance Service Calls:

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

Disorderly House

- \$2000 for conviction under Minnesota Statutes Section 609.33

Repeat Violations

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

Continuing Violations

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

Hearing Officer ability to adjust fees for continuing violations

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

Fees Payable to Hearing Officers:

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

Hearing Request fee:

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

Special Assessment Charge:

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



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: November 21, 2023
RE: Voucher Requests Pending Approval for Disbursement

Background:

The check register dated 11/21/23 reflects the voucher requests pending approval for disbursement.

The check register dated 11/9/23 through 11/21/23 is a list of vouchers requiring payment for city funds, Deputy Registrar, liquor, and miscellaneous purchases. The payments are required prior to the next Council meeting.

Analysis:

None.

Recommendation:

By motion, approve disbursement requests for the period ending 11/21/2023.

Attachments:

None