

AGENDA

CITIZEN PARTICIPATION

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

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

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

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

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

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

- A. Approve City Council meeting minutes from November 21, 2023
- B. Receive Park, Recreation, and Forestry Commission meeting minutes from October 24, 2023
- C. Crystal Lions Premises Permit Application
- D. Robbinsdale Wine & Spirits' Monthly Financial Statements
- E. Deputy Registrar's Monthly Financial Statements
- F. Variance request V23-3 for 3605 France Ave. N.
- G. SECOND READING of an Ordinance amending City Code Sections 520.03 and 521.01 to allow cannabis retailer as a permitted use in the B-2 Limited Community business and DD-1 Downtown districts
- H. Approval of Licenses

7. PRESENTATIONS

- A. 2024 Final Levy Presentation

8. PUBLIC HEARINGS

- A. Finds on Broadway – Consignment & Second Hand Goods Licenses
- B. Fly Vintage & Vinyl – Consignment and Second Hand Goods Licenses
- C. Pawn America – Pawnbroker & Second Hand Goods Licenses

9. OLD BUSINESS

- A. Adopt Resolutions pertaining to the 2024 Budget and Property Tax Levies.
- B. Public Hearing on Proposed Water, Sanitary Sewer, Storm Sewer, Solid Waste and Street Light rate increases.

10. NEW BUSINESS

- A. None

11. OTHER BUSINESS

- A. Voucher Requests Pending Approval for Disbursement

12. ADMINISTRATIVE REPORTS

13. COUNCIL GENERAL COMMUNICATIONS

14. ADJOURNMENT



City of Robbinsdale

City Council Meeting
Tuesday, November 21, 2023
Meeting No. 22

MINUTES

CITY COUNCIL MEETING CALLED TO ORDER

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

ROLL CALL

Present: Murphy, Parisian, Wagner, Mayor Blonigan
Absent: None
Staff: Tim Sandvik, City Manager; Chase Peterson-Etem, City Clerk

APPROVAL OF THE NOVEMBER 21, 2023 MEETING AGENDA

Peterson-Etem noted two additions to the agenda including New Business Item B and an addition to Other Business Item A.

Member Wagner MOVED, seconded by Parisian to approve the November 21, 2023, meeting agenda. The vote was unanimous and the motion passed.

CONSENT AGENDA

Mayor Blonigan removed item F from the Consent Agenda for further consideration.

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

- 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. Removed
- G. Ward 1 Polling Place Location Designation

CONSENT ITEM REMOVED

- F. Approval of Licenses

Mayor Blonigan asked about the burning permit. Sandvik noted this would be discussed later in the meeting.

Mayor Blonigan Moved, seconded by Wagner to approve the licenses dated November 21, 2023. The vote was unanimous and the motion passed.

PRESENTATIONS

- A. None

PUBLIC HEARINGS

A. None

OLD BUSINESS

A. None

NEW BUSINESS

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

Sandvik introduced the item and stated this has been discussed at previous work sessions. He noted the fee schedule sets fees for licenses, permits, and various other City services. He highlighted several changes being proposed and noted the complete document is available. He also explained how staff determine the fees and that the City looks to neighboring communities as well as what staff resources and time are needed to administer the services.

Mayor Blonigan appreciated staff collecting information from other jurisdictions in their process to determine the appropriate fees.

Member Murphy asked what the body camera footage fee was previously at. Sandvik stated it was previously at \$75.

Mayor Blonigan asked about the burning permit and if the people that already paid \$35 this past year would be charged again. Sandvik stated they would be exempt from having to pay again, if the location they plan to use the burning permit doesn't change. He also noted the fee would be increased for new people seeking burning permits as the permits may no longer need to be renewed annually, but that will increase staff time in monitoring and educating burning permit holders.

Mayor Blonigan asked staff to look into portable fire pits and how we could incorporate allowing them to be moved within a burning permit.

Member Murphy MOVED, seconded by Wagner to approve the first reading of Ordinance 23-15, "AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE FEE SCHEDULE." The vote was unanimous and the motion passed.

B. Letter of Support for Hennepin County and Met Council to apply for a grant for anti-displacement funding related to the Blue Line Extension.

Sandvik presented the item and noted this was received last minute, but is due next week, which is why we added it to the agenda tonight. He stated Hennepin County reached out to us looking for a letter of support for the Thriving Communities Regional Pilot program grant to advance the implementation of community prosperity efforts and anti-displacements strategies for the Blue Line Extension project. He provided a brief history of the efforts the anti-displacement work group has been doing and noted three specific areas this grant will focus on. Those include technical assistance, capacity building, and peer learning. Sandvik reiterated we are asking if Council supports issuing a letter of support and we are seeking a formal vote on this.

Mayor Blonigan confirmed this is not a municipal consent vote the Council would be taking tonight. Sandvik noted that is correct.

Member Murphy asked about the capacity building section and why the letter specifically calls out Minneapolis. Sandvik stated the letter is specific to all the cities in the corridor, but was unsure why Minneapolis was called

out. Member Murphy asked if we could replace Minneapolis with Robbinsdale or to say communities along the corridor.

Council members agreed to eliminate the part that states “21st Avenue Bridge, Minneapolis,” and replace it with “Robbinsdale.”

Member Parisian stated she is glad to support this effort for grant funding and that anti-displacement is something that often comes up with projects like this.

Mayor Blonigan noted some grants in the future will only be given if the Council provides municipal consent and stated we should look into that in the future. He also recognized that the anti-displacement efforts for the Blue Line Extension have been very comprehensive, however he is concerned, eventually, that Minneapolis and Brooklyn Park will be given priority with the anti-displacement monies.

Sandvik stated that policies and programs have been identified as very valuable, but connecting that with funding will need to be addressed. He noted that whether Robbinsdale is directly applying for grants, or benefiting from Hennepin County or the Met Council applying for grants, it’s important we recognize that it is a team effort. He noted his involvement with the project and the anti-displacement work group, and how he has been advocating for support and resources for Robbinsdale.

Member Wagner MOVED, seconded by Parisian to approve the updated letter of support and authorize the Mayor to sign and direct staff to send the letter to Hennepin County and Met Council.

Member Wagner stated he would like to know more about what this grant will actually do, but is happy to support it. He also mentioned the Center for Urban and Regional Affairs (CURA) study that is mentioned in the letter and noted they have many recommendations for renters’ protections and making sure renters have a voice.

Member Parisian noted she has had the opportunity to speak with representatives and the Director of CURA and it’s great to see them represented in the letter of support.

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 the Voucher Disbursement Report. The vote was unanimous and the motion passed.

ADMINISTRATIVE REPORTS

Sandvik reminded folks that the next City Council meeting will cover two large items, including approval of the levy and the truth in taxation meeting. He recognized the amount of effort and time that goes into these items, and if residents do have questions, staff would be happy to help answer those. He also mentioned that Council will be asked to approve the 10-year Capital Improvement Plan at the December 19, 2023, Council meeting. He noted there is a new information sheet that highlights how the levy funds are distributed and used. He also mentioned events coming up in Robbinsdale, including the Annual Tree Lighting on December 5, 2023, at 6 p.m., the Robbinsdale City Band will have a Concert on December 7, 2023, at 7:30 p.m. at the Crystal Community Center, and there would be a comprehensive work session in January covering information related to LRT.

COUNCIL GENERAL COMMUNICATIONS

Member Murphy asked for an update related to yard waste. Sandvik stated we are working with our hauler to figure out a solution and more information will be provided shortly.

Member Murphy asked about a permit related to Kick Rocks Ink and where it is located. Sandvik noted he would provide that address to Member Murphy.

Member Murphy inquired about the kiosk that was installed allowing people to renew their vehicle registration at Cub Foods. Sandvik stated there is an algorithm that will provide us with revenue from that kiosk, along with others in a specified area.

Member Parisian gave a brief update on her time at the National League of Cities, City Summit, in Atlanta, Ga. She also asked staff to incorporate time into an upcoming Work Session to further share what she learned.

Member Wagner wished everyone a Happy Thanksgiving.

Mayor Blonigan also wished people a Happy Thanksgiving and noted he too attended the City Summit through the National League of Cities and would share more at an upcoming Work Session.

ADJOURNMENT

Member Murphy MOVED, seconded by Wagner to adjourn the meeting at 7:51 p.m. The vote was unanimous and the motion passed.

Chase Peterson-Em, City Clerk

William A. Blonigan, Mayor



ROBBINSDALE PARKS, RECREATION & FORESTRY COMMISSION

AGENDA

**Tuesday, October 24, 2023, 7:00 p.m.
Robbinsdale City Hall**

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

1) Commission Meeting Called to Order: Initial call: Hickman Second:

Present: Beck, Erdos-Thayer, Markfort, Rochon-Washington, Vaith

Excused: Jennifer Hill, Daniel Hickman

Others: Matt Bazyk

2) Approval of the minutes of the regular meeting of September 26, 2023.

Initial Call: Vaith

Second: Erdos-Thayer

3) New Business

A) Recreation Fees: Check on ordinance 815.05, scheduling is important, clarify gym/fitness center on website.

Approved \$5 increment to practice time.

B) Council Planning Meeting or Council Member to Rec Commission Meeting

Vaith: Council looking to "get ahead of things" prior to decisions are made. Not looking to present right now, but want to have the process set incase decisions are being discussed by Council. Intention isn't to help make the decision, but just be involved in the discussion.

Multiple Commission Members: Would welcome a Council Member to Commission meeting to discuss feasibility of suggestions based on budget and Council opinions.

C) CIP and Sanborn Discussion:

Rochon-Washington: Pickleball Court noise concerns.

Ice rink closer to buildings. Proper seating for ballfields and pickleball/tennis courts.

Water fountains and shaded areas. Bay doors to bring outside indoors. Built in checker boards into tables near walking paths.

Markfort: Picnic shelter located closer to playground. Basketball courts, full courts with lights. Walking path around park. More benches and picnic tables. Accessibility for parks. Special needs concerns for and concentration for any park and playground area.

Vaith: Playground, accessible paths throughout playground if we can't make entire play area accessible. Community rooms in building. Paths throughout the park, not just around. Keep all aspects accessible.

Erdos-Thayer: Community focused building with a roof area. Build building into hillside to increase squarefootage without taking away from park space. For later conversations, allocate cost to a token system. Ask community members spend their “tokens” on different features of the park.

Beck: Keep playground close to ball park and building but not too close. For safety reasons. Kids can stay close to parents, but not be hit by foul balls.

4) Old Business

A) Park Project Updates

a) National Fitness Campaign Fitness Court

- (1) Rochon-Washington: North Memorial staff really utilizing Manor park for exercise. Should bode well for Fitness Court addition at LVT. Believes staff will be able to gain a lot from the fitness court being located at LVT.

5) City Report & Updates

A) Parks

B) Recreation: William Cardenas starts Oct 30th

C) Forestry:

6) Adjournment: Beck motioned to adjourn. Vaith seconded.



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: December 5, 2023
RE: Crystal Lions Premises Permit Application

Background:

Crystal Lions Club submitted a Premises Permit application to operate charitable gambling at Wicked Wort Brewing Company, 4165 West Broadway. Currently, Armstrong Cooper Youth Hockey Association has a charitable gambling operation in that space, but have decided not to continue.

Crystal Lions will be selling pull tabs and electronic pull tabs.

Analysis:

This permit is issued, overseen, and renewed by the Minnesota Gambling Control Board. However, because this is within city limits, the City Council must adopt a resolution approving the application. This is a one-time approval by the City and no further action is needed.

Recommendation:

Motion to adopt a Resolution approving the application of the Crystal Lions Club for a Premises Permit to operate charitable gambling at Wicked Wort Brewing Company, 4165 West Broadway, Robbinsdale, Minnesota.

Attachments:

1. Resolution

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 5th day of December, 2023.

RESOLUTION NO.

A RESOLUTION APPROVING THE APPLICATION OF THE LIONS CLUB OF CRYSTAL FOR A PREMISES PERMIT TO OPERATE CHARITABLE GAMBLING AT THE WICKET WORT BREWING COMPANY, 4165 WEST BROADWAY, ROBBINSDALE, MINNESOTA

WHEREAS, the Lions Club of Crystal is submitting an application to the Minnesota Gambling Control Board for approval of a premises permit to operate charitable gambling at Wicket Wort Brewing Company, 4165 West Broadway, Robbinsdale, Minnesota; and

WHEREAS, the gambling premises is located within the city limits of Robbinsdale, Minnesota;

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Robbinsdale, Minnesota, does hereby approve the issuance of a premises permit to the Lions Club of Crystal to conduct charitable gambling activities at Wicket Wort Brewing Company, 4165 West Broadway, Robbinsdale, Minnesota; and

BE IT FURTHER RESOLVED, that such approval of the City Council is effective upon issuance of the permit from the Minnesota Gambling Control Board.

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 5th DAY OF DECEMBER, 2023.

William A. Blonigan, Mayor

Attest:

Chase Peterson-Etem, City Clerk



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Daa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: December 5, 2023
RE: Robbinsdale Wine & Spirits' Monthly Financial Statements

Background:

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

Analysis:

Year-to-date sales amount to \$3,564,862, reflecting a \$32,490 increase (0.9%) from the previous year. Gross profit from sales stands at \$976,777, compared to \$973,939 in 2022 (0.3% increase). Our year-to-date gross profit is currently at 28%, meeting our target. However, the net income before transfers for this year totals \$97,932, showing a decrease of 19.7% from the net income of \$121,889 in 2022.

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

Recommendation:

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

Attachments:

1. Liquor Oct 2023

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending October 31, 2023

	Oct-2023	Oct-2022	Year to Date		Amount Difference	% Inc (Dec) from Previous Year
			2023	2022		
Sales	356,475	368,389	3,564,862	3,532,372	32,490	0.9%
Less Customer Discounts	4,010	4,246	40,660	40,693	(33)	(0.1%)
Net Sales	352,465	364,143	3,524,202	3,491,679	32,523	0.9%
Cost of Sales	256,969	258,534	2,547,425	2,517,740	29,685	1.2%
Gross Profit	95,496	105,609	976,777	973,939	2,838	0.3%
Percent to Net Sales	27%	29%	28%	28%	9%	
Operating Expenses:						
Personal Services	50,411	50,016	534,276	468,223	66,053	14.1%
Supplies & Repairs	1,346	3,000	19,801	16,633	3,168	19.0%
Other Charges & Services	21,912	20,462	212,989	200,474	12,515	6.2%
Rent		15,330	0	156,747	(156,747)	(100.0%)
Depreciation	11,178	1,042	111,780	10,420	101,360	972.7%
Other (Income) Expense	79	(76)	(1)	(447)	446	(99.8%)
Total	84,926	89,774	878,845	852,050	26,795	3.1%
Operating Income / (Loss)	10,570	15,835	97,932	121,889	(23,957)	(19.7%)
Percent to Net Sales	3%	4%	3%	3%		

Nonoperating Revenues (Expenses)

GASB 87 Adjustment					
Lease Interest Expense	(5,300)	0	(53,000)	0	(53,000)
	(5,300)	0	(53,000)	0	(53,000)
Income/(Loss) Before Transfers	5,270	15,835	44,932	121,889	(76,957)

	Current Month Analysis					
	Liquor	Wine	Beer	Misc	THC	Totals
Sales	145,378	61,263	132,853	8,031	4,940	352,465
Inventory of October 1	321,577	172,209	106,232	10,345	3,030	613,393
Purchases	116,078	50,415	103,215	6,134	3,463	279,305
Less Inventory of October 31	334,878	182,178	104,810	11,210	2,653	635,729
Cost of Sales	102,777	40,446	104,637	5,269	3,840	256,969
Gross Profit	42,601	20,817	28,216	2,762	1,100	95,496
Percent to Net Sales	41%	17%	38%	2%	1%	

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending October 31, 2023

Sales / Cost of Sales Analysis

			Year to Date		% Inc (Dec) from Previous Year
	Oct-2023	Oct-2022	2023	2022	
Liquor Sales	145,378	150,618	1,462,646	1,433,756	2.0%
Liquor Cost of Sales	102,777	107,807	1,029,385	1,013,267	1.6%
Gross Profit	42,601	42,811	433,261	420,489	3.0%
Percent to Net Sales	29%	28%	30%	29%	
Wine Sales	61,263	68,367	592,814	613,506	(3.4%)
Wine Cost of Sales	40,446	38,584	398,283	401,711	(0.9%)
Gross Profit	20,817	29,783	194,531	211,795	(8.2%)
Percent to Net Sales	34%	44%	33%	35%	
Beer Sales	132,853	138,511	1,370,139	1,378,500	(0.6%)
Beer Cost of Sales	104,637	107,751	1,052,091	1,058,549	(0.6%)
Gross Profit	28,216	30,760	318,048	319,951	(0.6%)
Percent to Net Sales	21%	22%	23%	23%	
Misc Sales	8,031	6,647	84,333	65,917	27.9%
Misc Cost of Sales	5,269	4,392	59,941	44,212	35.6%
Gross Profit	2,762	2,255	24,392	21,705	12.4%
Percent to Net Sales	34%	34%	29%	33%	
THC Sales	4,940	0	14,270	0	#DIV/0!
THC Cost of Sales	3,840	0	7,725	0	#DIV/0!
Gross Profit	1,100	0	6,545	0	#DIV/0!
Percent to Net Sales	22%	#DIV/0!	46%	#DIV/0!	#DIV/0!
Total Sales	352,465	364,143	3,524,202	3,491,679	0.9%
Total Cost of Sales	256,969	258,534	2,547,425	2,517,739	1.2%
Gross Profit	95,496	105,609	976,777	973,940	0.3%
Percent to Net Sales	27%	29%	28%	28%	

Liquor Store Sales - 2022 and 2023

	<u>Jan 22</u>	<u>Jan 23</u>	<u>Feb 22</u>	<u>Feb 23</u>	<u>Mar 22</u>	<u>Mar 23</u>
Liquor	123,900.00	120,997.00	125,645.00	129,535.00	136,615.00	140,562.00
Wine	57,476.00	51,902.00	58,802.00	58,399.00	62,698.00	58,217.00
Beer	103,532.00	105,442.00	108,537.00	111,560.00	121,472.00	119,259.00
THC		-		-		-
Misc	4,854.00	5,147.00	4,878.00	5,664.00	5,265.00	5,807.00
	<u>289,762.00</u>	<u>283,488.00</u>	<u>297,862.00</u>	<u>305,158.00</u>	<u>326,050.00</u>	<u>323,845.00</u>
	<u>Apr 22</u>	<u>Apr 23</u>	<u>May 22</u>	<u>May 23</u>	<u>Jun 22</u>	<u>Jun 23</u>
Liquor	138,057.00	142,789.00	152,041.00	156,806.00	149,756.00	159,354.00
Wine	60,785.00	59,356.00	62,406.00	62,001.00	59,268.00	60,566.00
Beer	127,068.00	126,409.00	154,493.00	157,829.00	159,730.00	161,572.00
THC		-		-		-
Misc	5,885.00	6,733.00	7,309.00	10,038.00	7,960.00	11,036.00
	<u>331,795.00</u>	<u>335,287.00</u>	<u>376,249.00</u>	<u>386,674.00</u>	<u>376,714.00</u>	<u>392,528.00</u>
	<u>Jul 22</u>	<u>Jul 23</u>	<u>Aug 22</u>	<u>Aug 23</u>	<u>Sept 22</u>	<u>Sept 23</u>
Liquor	159,522.00	161,858.00	147,829.00	155,405.00	149,773.00	149,962.00
Wine	63,008.00	60,501.00	59,263.00	59,637.00	61,433.00	60,972.00
Beer	169,025.00	165,483.00	148,586.00	147,970.00	147,546.00	141,762.00
THC		955.00		3,705.00		4,670.00
Misc	8,673.00	11,355.00	7,171.00	10,414.00	7,275.00	10,108.00
	<u>400,228.00</u>	<u>400,152.00</u>	<u>362,849.00</u>	<u>377,131.00</u>	<u>366,027.00</u>	<u>367,474.00</u>
	<u>Oct 22</u>	<u>Oct 23</u>	<u>Nov 22</u>	<u>Nov 23</u>	<u>Dec 22</u>	<u>Dec 23</u>
Liquor	150,618.00	145,378.00	142,433.00	-	188,604.00	-
Wine	68,367.00	61,263.00	70,609.00	-	92,323.00	-
Beer	138,511.00	132,853.00	131,654.00	-	139,938.00	-
THC		4,940.00		-		-
Misc	6,647.00	8,031.00	6,243.00	-	8,177.00	-
	<u>364,143.00</u>	<u>352,465.00</u>	<u>350,939.00</u>	<u>-</u>	<u>429,042.00</u>	<u>-</u>

October 2023

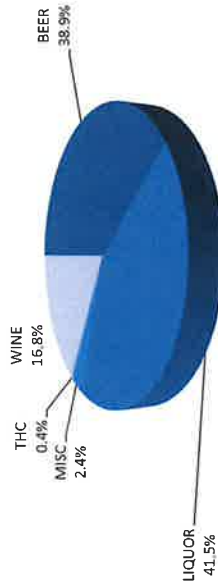
Liquor Store - Net Sales



October 2023	Net Sales per Dept	% Net Sales of Total
BEER	132,868	37.7%
LIQUOR	145,363	41.2%
MISC	8,031	2.3%
THC	4,940	1.4%
WINE	61,263	17.4%
	352,465	

Yearly 2023

Liquor Store - Net Sales



Total 2023	Net Sales per Dept	% Net Sales of Total
BEER	1,370,155	38.9%
LIQUOR	1,462,629	41.5%
MISC	84,333	2.4%
THC	14,270	0.4%
WINE	592,814	16.8%
	3,524,201	



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: December 5, 2023
RE: Deputy Registrar's Monthly Financial Statements

Background:

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

Analysis:

Year-to-date revenues amount to \$510,764, showing an increase of \$80,360 (18.7%) compared to the previous year. Expenditures have risen by \$17,723 (4.5%). The net gain before transfers for the year is \$95,217, marking a significant increase of \$62,637 (192.3%) compared to last year.

Passport revenue year to date increased \$29,146, (33.6%) and motor vehicle fees have increased \$5,779, (1.7%).

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

Recommendation:

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

Attachments:

1. DEPS Oct 2023

City of Robbinsdale
Deputy Registrar
Profit and Loss Statement From Operations
For Period Ending October 31, 2023

			Year to Date			
	Oct-2023	Oct-2022	2023	2022	Amount Difference	% Inc (Dec) from Previous Year
Notary Fees	-	5	80	65	15	23.1%
Motor Vehicle Fees	40,969	32,567	343,607	337,828	5,779	1.7%
Boat/Snow/ATV/ORV Fees	88	172	3,665	4,298	(633)	(14.7%)
Fish & Game Fees	1	4	102	83	19	22.9%
Passport Fees	12,054	9,235	116,003	86,857	29,146	33.6%
State Grants - Other			46,502	-	46,502	0.0%
Other Revenue / Transfer In	66	599	805	1,273	(468)	(36.8%)
Revenues	<u>53,178</u>	<u>42,582</u>	<u>510,764</u>	<u>430,404</u>	<u>80,360</u>	<u>18.7%</u>
Operating Expenses:						
Personal Services	31,697	31,219	323,570	317,498	6,072	1.9%
Supplies & Repairs	44		6,488	3,305	3,183	96.3%
Internal Serv Charges	7,274	6,633	72,742	66,330	6,412	9.7%
Other Charges & Services	697	578	10,169	10,558	(389)	(3.7%)
Other (Income) Expense			2,578	133.00	2,445	-
Total	<u>39,712</u>	<u>38,430</u>	<u>415,547</u>	<u>397,824</u>	<u>17,723</u>	<u>4.5%</u>
Operating Income / (Loss)	<u>13,466</u>	<u>4,152</u>	<u>95,217</u>	<u>32,580</u>	<u>62,637</u>	
Percent to Revenues	25%	10%	19%	8%		



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Rick Pearson, Community Development Coordinator

APPROVED BY: Tim Sandvik, City Manager

DATE: December 5, 2023

RE: Variance request V23-3 for 3605 France Ave. N.

Background:

Ross Nova wants to construct a roof-top deck to cover the entire building at 3605 France Ave. N. Side and rear yard setback encroachments by the building require that he obtain a variance. On November 16, the Planning Commission conducted a public hearing for the conditional use permit request. The minutes for the public hearing are provided as **Attachment A**.

Analysis:

The report prepared for the Planning Commission is provided as **Attachment B**. The report provided the following:

- The property is in the Residential business R-B district. A previous owner obtained a conditional use permit for single family use.
- The building was constructed in 1950, has a flat roof and occupies a triangular lot. The street for Hubbard Ave. N. dead ends behind the building.
- The building setback from the Hubbard Ave. N. street right-of-way is viewed as the rear yard. The building corners are setback 1.5 and 2 feet from the property line.
Although the pavement for Hubbard Ave. N. terminates, the right-of-way extends to the corner of France and 36th Ave. N. giving the property its triangular shape.

At the public hearing, no one attended from the neighborhood. Mr. Nova was present for comment and explanation. The commissioners were very curious about the proposed deck and Mr. Nova's future plans for a pergola, solar panels and lights. The only expressed concern was possible visual impact to the neighbor's property and his second story window. Subsequently, the Commissioners were satisfied and unanimously (of those present) adopted a motion to recommend approval of the variance.

Recommendation:

Motion to waive the reading and adopt the resolution shown in **Attachment C: A RESOLUTION APPROVING VARIANCE REQUEST V23-3 TO ALLOW A ROOF-TOP DECK TO ENCROACH INTO THE SIDE AND REAR YARD SETBACKS AT 3605 FRANCE AVENUE NORTH.**

Attachments:

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

EXCERPT OF THE PLANNING COMMISSION MEETING MINUTES OF
NOVEMBER 16, 2023

3. **#3A: PUBLIC HEARING:**
Consideration of Variance Request V23-3 to allow reduced setbacks for a rooftop deck at 3605 France Ave N as requested by Ross Nova
4. **MOTION** by Commissioner Harris, seconded by Commissioner Montemayor to **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 variance request to reduce the setbacks for a rooftop deck at 3605 France Ave N. Commissioner Montemayor asked for further explanation of the pergola.
6. **Ross Nova, Applicant/Property Owner 3605 France Ave N.**
He addressed the pergola – it will be integral with the deck structure, The railing will consist of black aluminum fence with LED lights. Pergola will cover the entire roof. Will have power sources but no water source. Has invited neighbors over, the deck will be a gathering space. He wants to give back to the neighborhood. Will have a fire extinguisher on the deck.

Mr. Nova further explained that the project was precipitated by hail damage and the roof needs to be replaced. He said has spoken with his insurance company and they are ready to go. Structural engineer is waiting for approval of the variance.
7. Commissioner Harris asked about the fence installation, if privacy concerns arise, would you make the fence higher. **Mr. Nova** stated that he would install a 6-foot fence between his and his neighbor's property but not in the front yard. Renters next door have had no problem but will install a privacy fence if they do have issues. Acknowledged the railing requirement. Consider curtains on pergola for privacy.
8. Pearson addressed the fence along the neighbor's property. The existing privacy fence extends beyond Mr. Nova's property and into the Hubbard Ave. N. right-of-way. **Mr. Nova** clarified that the fence would just between their properties not towards France Avenue.

There were no further questions of the applicant or audience.
9. **MOTION** by Commissioner Harris, seconded by Commissioner Ralston Aoki to **CLOSE** the public hearing.
The vote was 4-0 and the motion carried. (Ralston Aoki absent)

10. **MOTION** by Commissioner Allen, seconded by Commissioner Ralston Aoki to recommend that the City Council approve to recommend that the City Council approve variance request V23-3 to allow the rooftop deck to encroach into the side and rear yard setbacks at 3605 France Ave. N. based upon the following findings of fact:
- a. That the property is in a transition area as part of the mixed-use area and therefore consistent with the Robbinsdale 2040 Comprehensive Plan;
 - b. That the roof-top deck will provide outdoor recreational opportunities for the property that is otherwise severely constrained by the minimal rear yard between Hubbard Ave. N. and the principal structure;
 - c. That the structure was constructed in 1950; and
 - d. That the roof-top deck will enhance the usefulness of the property which is constrained by the triangular lot shape; and

With the following conditions:

1. That the deck will require an analysis and recommendations of a registered professional structural engineer to ensure the structural integrity of the house and the deck;
2. That all site work and improvements within the Hubbard Avenue North right-of-way shall be subject to the approval of the City Engineer and brick pavers and fence panels already placed within the right-of-way by the applicant may need to be removed.
3. That all improvements within the Hubbard Avenue right-of-way must conform with city standards for uniformity including elimination of tripping hazards resulting from the current un-even surface.
4. That an exterior staircase is required that must conform with building code and no encroachment will be allowed in the Hubbard Ave. N. right-of-way.
5. That a building permit is required.

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

11. Pearson stated that this item would be on the December 5th City Council agenda probably on the Consent Agenda.

ADMINISTRATIVE STAFF REPORT

APPLICANT: Ross Nova
CASE NO: V23-3
ADDRESS: 3605 France Ave. N.
PC DATE: November 16, 2023
APPLICATION DATE: October 25, 2023
PROCESSING DEADLINE: **December 24, 2023**

ACTION/REQUEST:

Ross Nova acquired 3605 France Ave. N. in 2021. He wants to put a roof-top deck covering the entire building that encroaches into side and rear yard setbacks that requires a variance. The location is shown in **Attachments A & B**.

BACKGROUND/ANALYSIS:

The property had been used as an office until a previous owner obtained a conditional use permit for Single family use. The property is in the Residential business R-B district. The RB district is often used for high density housing and mixed uses combining commercial and residential with residential being the dominant use. It is also the zoning for the hospital.

The building was constructed in 1950, has a flat roof and occupies a triangular lot. The street for Hubbard Ave. N. dead ends behind the building. A survey is provided as **Attachment C**. If the deck covers the entire building, it will be 1,882 sq. ft. in area.

Of special note is the building setback from the Hubbard Ave. N. street right-of-way which is viewed as the rear yard. The building corners are setback 1.5 and 2 feet from the property line. Although the pavement for Hubbard Ave. N. terminates, the right-of-way extends to the corner of France and 36th Ave. N. forming a triangle. Technically, the property is a through-lot because Hubbard Ave. N. is a street, not an alley. However, the adjacent properties fronting on France Ave. N. clearly treat Hubbard as an alley

Decks more than 30 inches above ground have the same setbacks as buildings/houses.
(principal uses)

The setbacks for the R-B district are:

Yard	Required setback	Variance request
Front yard	25 feet	25 feet (estimated)
Side yards	10 feet (except when abutting a street right-of-way, 15 feet – typically a corner lot)	3 feet (or possibly less)
Rear yard	20% of lot deep and if abutting R-1 or R-2, must be screened and landscaped.	Two corners of the deck will be zero lot lined (no setback).

Staff identified 26 deck related variances. Most of them related to setback reductions in side and rear yards. One recent variance from 2019 involved a deck above a carport adjacent to a street-side at the corner of Grimes Ave. N. and 46th Ave. N.

Section 535.05. Variances and Appeals

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

- (a) variances shall only be granted;
 - (1) when the variance is in harmony with the purposes and intent of the code *The deck will occupy the footprint of the house (principal structure)*; and
 - (2) when the variance is consistent with the comprehensive plan. *The property is in the mixed-use area of the Comprehensive Plan;*
- (b) as part of the determination of whether to grant a variance, the applicant may also be required to establish that there are practical difficulties in complying with this code. "Practical difficulties," as used in connection with the granting of a variance, means that:
 - (1) the property owner proposes to use the property in a reasonable manner not permitted by the code; *The deck will provide outdoor recreational opportunities that would otherwise be limited to the minimal space between the house and Hubbard Ave. N.;*
 - (2) the plight of the landowner is due to circumstances unique to the property and not created by the landowner *The structure was built in 1950;* and
 - (3) the variance, if granted, will not alter the essential character of the locality. *The property is in a transition area between low density residential and high density with five-story buildings along the east side of France Ave. N. and south of 36th Ave. N.*

The deck is quite large and the applicant has previously inquired about commercial uses for the property. Staff had explained that the property would have to be rezoned and that providing required on-site parking would be a big challenge.

A drawing of the deck is provided as **Attachment D**. The applicant said the deck would be for his (and his family) personal use. He may install a pergola in the future. When asked about steps, he explained there would be a staircase with a landing in the middle and at the top – deck level on the west side oriented towards Hubbard Ave. N. The roof eaves extend beyond the vertical walls. If the deck aligns with the outer edge of the roof as the applicant has suggested, the deck will be closer to the property lines than the outline of the foundation as shown on the survey. In other words, the deck overlaps the foundation footprint with a result being that it will be closer to the neighbor's property than suggested by the survey.

A copy of the survey with the outline of the deck is provided as **Attachment E**.

The property is located between France Ave. N. and Hubbard Ave. N. and is in effect, a corner lot. The neighboring property to the north will be the most impacted by the variance: 3619 France Ave. N. The second story window may be as little as 7 or 8 feet from the deck and its railing.

Incidentally, Mr. Nova was able to salvage a great number of patio pavers from the reconstruction project at France and 36th Ave. N. He paved the entire space from the rear of his house to the curb along Hubbard Ave. N. Most of that area is actually city right-of-way which requires approval and permits from the City Engineer. Mr. Nova also constructed a 6-foot tall privacy fence extending from his house all the way to the curb. The City Engineer will require that most if not all of the fence be removed from the right-of-way. It is also anticipated that any improvements in the right-of-way will be required to conform with city standards.

RECOMMENDATION:

1. Hold the public hearing.
2. Motion to recommend that the City Council approve variance request V23-3 to allow the roof-top deck to encroach into the side and rear-yard setbacks at 3605 France Ave. N. based upon the following findings of fact:
 - a. That the property is in a transition area as part of the mixed-use area and therefore consistent with the Robbinsdale 2040 Comprehensive Plan;
 - b. That the roof-top deck will provide outdoor recreational opportunities for the property that is otherwise severely constrained by the minimal rear yard between Hubbard Ave. N. and the principal structure;
 - c. That the structure was constructed in 1950; and
 - d. That the roof-top deck will enhance the usefulness of the property which is constrained by the triangular lot shape; and

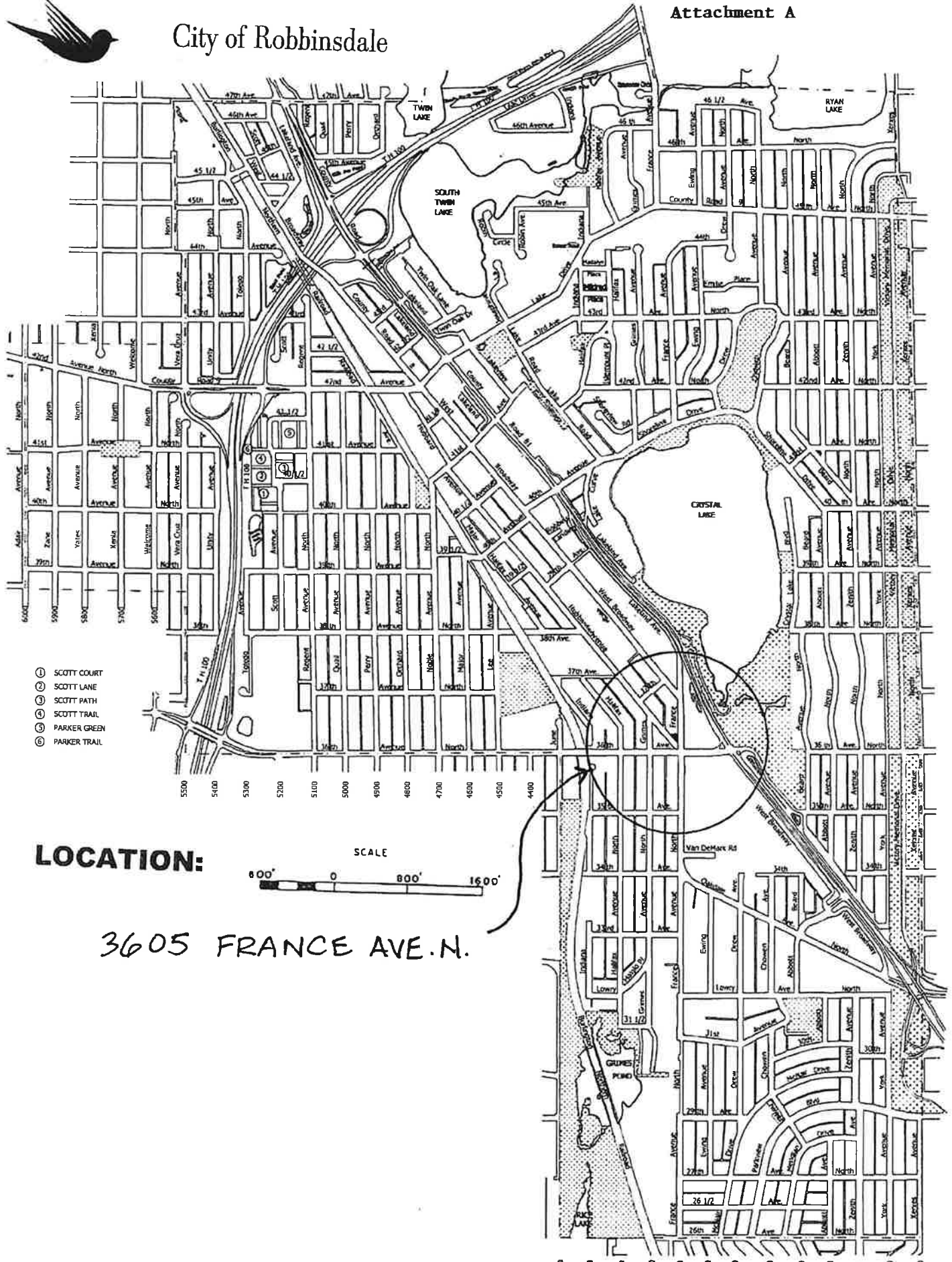
With the following conditions:

1. That the deck will require an analysis and recommendations of a registered professional structural engineer to ensure the structural integrity of the house and the deck;
2. That all site work and improvements within the Hubbard Avenue North right-of-way shall be subject to the approval of the City Engineer and brick pavers and fence panels already placed within the right-of-way by the applicant may need to be removed.
3. That all improvements within the Hubbard Avenue right-of-way must conform with city standards for uniformity including elimination of tripping hazards resulting from the current un-even surface.
4. That an exterior staircase is required that must conform with building code and no encroachment will be allowed in the Hubbard Ave. N. right-of-way.
5. That a building permit is required.



City of Robbinsdale

Attachment A



LOCATION:

SCALE

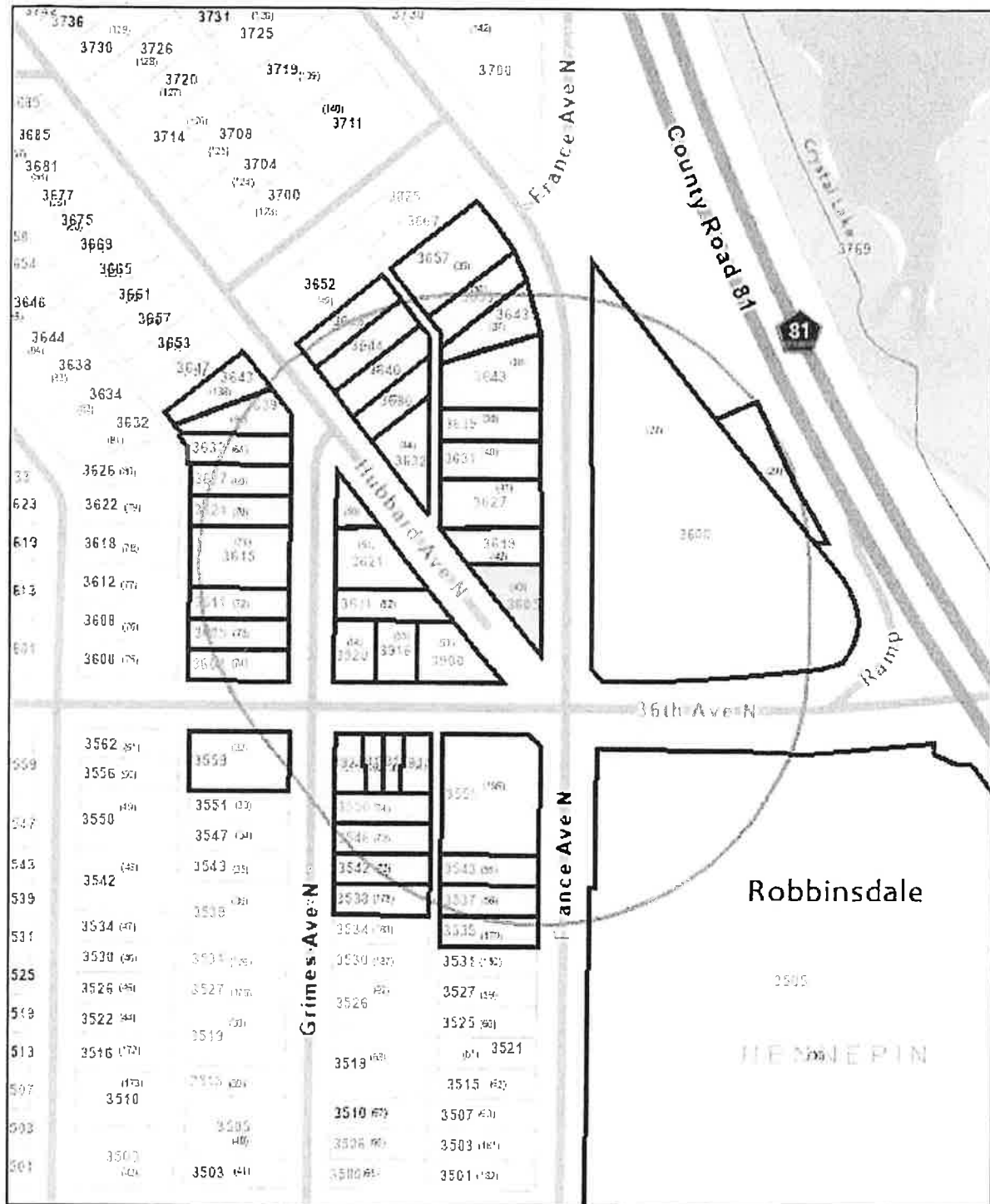


3605 FRANCE AVE. N.



Hennepin County Locate & Notify Map

Date: 10/25/2023



Buffer Size: 350

Map Comments:

VARIANCE REQUEST V23-3 (NOVA)
3605 PERRY AVE N

0 50 100 200 Feet
[Scale bar]

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

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

Surveyors Certificate

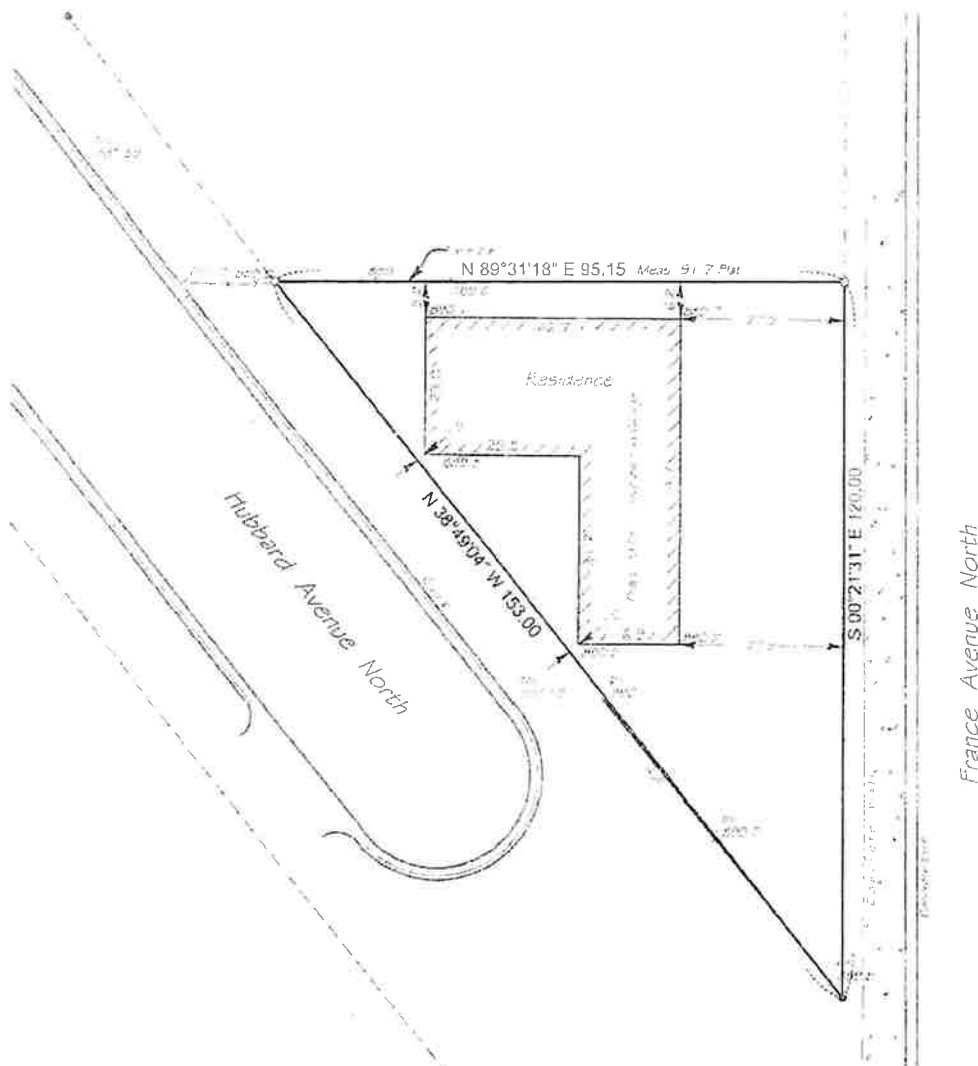
Existing Conditions Survey For:

ROSS NOVA

Property located in Section
6, Township 29, Range 24,
Hennepin County, Minnesota



- Denotes Elevation Monument
- Denotes Iron Monument
- Denotes Wood Monument for excavation only
- Denotes Existing Contours
- Denotes Proposed Contours
- Denotes Existing Elevation
- Denotes Proposed Elevation
- Denotes Survey Boundary



NOTE: The only easements shown are from plats of record or information provided by client.

Legal Description:
Lot 14, Block 5, CRYSTAL LAKE
HEIGHTS
Hennepin County, Minnesota

Project No. 90510

Scale: 1" = 20'

F.B.No. 1135-11

Drawn By JG

Address 3605 France Ave N
Robbinsdale, MN

I certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.
Surveyed this 3rd day of October 2023.

DEMARC

LAND SURVEYING & ENGINEERING

7801 73rd Avenue North (763) 560-5093
Minneapolis, Minnesota 55426 demarcinc.com

Rev

Signed

Gregory P. Paul
Gregory P. Paul, Minn Reg No 24992

te: 10/25/2023 - 10:25 AM

sign ID: 328259661197

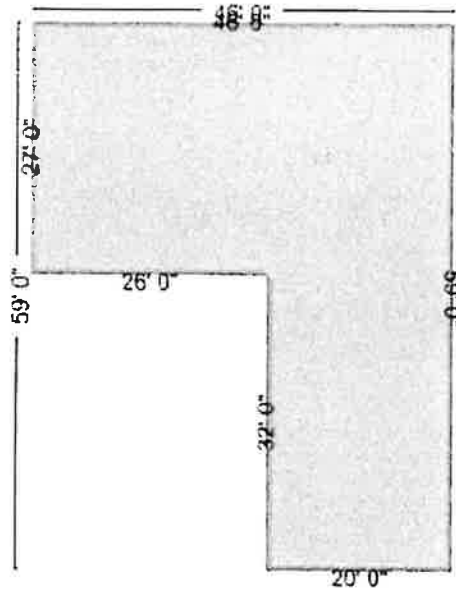
imate ID: 29955

imated Price: \$33,595.56

Today's estimated price. Future pricing may go up or down. Tax, labor, and delivery not included.

MENARDS

Design & Buy™ DECK



Deck Side Color Legend

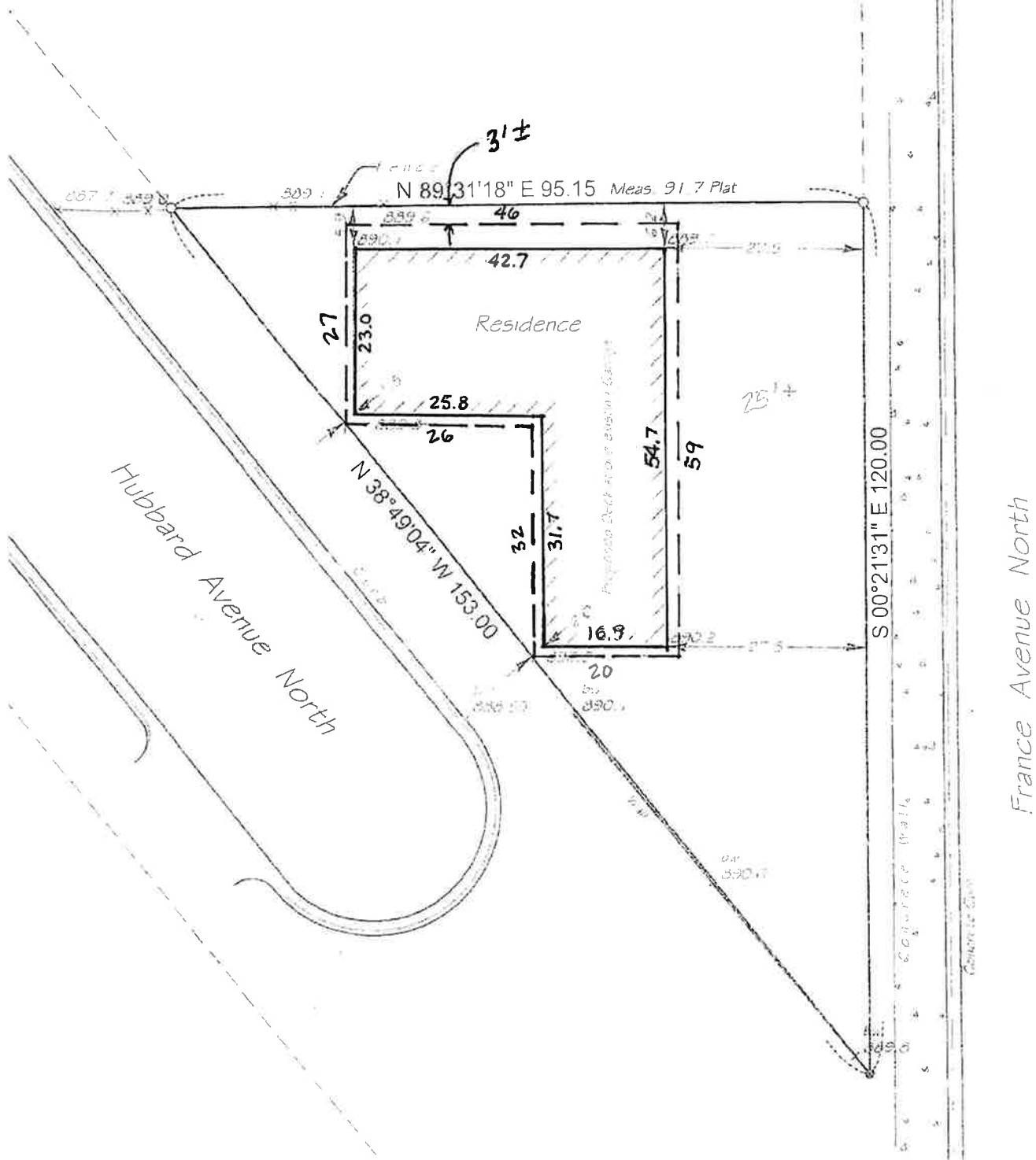
	Open Side/No Railing		Railing
	Unattached Walls		Attached Walls

Illustration intended to show general deck size and shape. Some options may not be shown for picture clarity.

Estimated Price: \$33,595.56

Today's estimated price. Future pricing may go up or down. Tax, labor, and delivery not included.

1"=20'



NOTE The only easements shown are from plats of record or information provided by client

Legal Description
 Block 5, CRYSTAL LAKE
 HEIGHTS
 in County, Minnesota

Project No. 90510

Scale: 1" = 20'

F.B.No. 1135-11

Drawn By *BJ*

Address: 3605 France Ave, N
 Robbinsdale, MN

I certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota
 Surveyed this 3rd day of October 2023.

MARC
 SURVEYING & ENGINEERING

REV

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 5th day of December 2023.

RESOLUTION NO.

**A RESOLUTION APPROVING VARIANCE REQUEST V23-3 TO ALLOW
A ROOF-TOP DECK TO ENCROACH INTO THE SIDE AND REAR YARD
SETBACKS AT 3605 FRANCE AVENUE NORTH
(Nova)**

WHEREAS, the property owner of 3650 France Avenue North wants to construct a roof-top deck that will encroach into side and rear yard setbacks that requires a variance; and

WHEREAS, the Planning Commission conducted a public hearing on November 16, 2023 and adopted a motion recommending approval of the variance request based upon the following findings of fact:

- a. That the property is in a transition area as part of the mixed-use area and therefore consistent with the Robbinsdale 2040 Comprehensive Plan;
- b. That the roof-top deck will provide outdoor recreational opportunities for the property that is otherwise severely constrained by the minimal rear yard between Hubbard Ave. N. and the principal structure;
- c. That the structure was constructed in 1950; and
- d. That the roof-top deck will enhance the usefulness of the property which is constrained by the triangular lot shape; and

WHEREAS, the Council accepts these findings:

NOW, THEREFORE, BE IT RESOLVED by the Robbinsdale City Council as that Variance request C23-3 to allow a roof-top deck to encroach into the side and rear-yard setbacks at 3605 France Avenue North (legally described in Attachment 1) pursuant to Sections 515.07, Subd. 5 (c) and 535.05 is hereby approved with the following conditions

1. That the deck will require an analysis and recommendations of a registered professional structural engineer to ensure the structural integrity of the house and the deck;
2. That all site work and improvements within the Hubbard Avenue North right-of-way shall be subject to the approval of the City Engineer and brick pavers and fence panels already placed within the right-of-way by the applicant may need to be removed.
3. That all improvements within the Hubbard Avenue right-of-way must conform with city standards for uniformity including elimination of tripping hazards resulting from the current un-even surface.
4. That an exterior staircase is required that must conform with building code and no encroachment will be allowed in the Hubbard Ave. N. right-of-way.
5. That a building permit is required.

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 5TH DAY OF DECEMBER 2023.

ATTEST:

William A. Blonigan, Mayor

Chase Etem-Peterson, City Clerk
(Seal)

Surveyors Certificate

Existing Conditions Survey For:

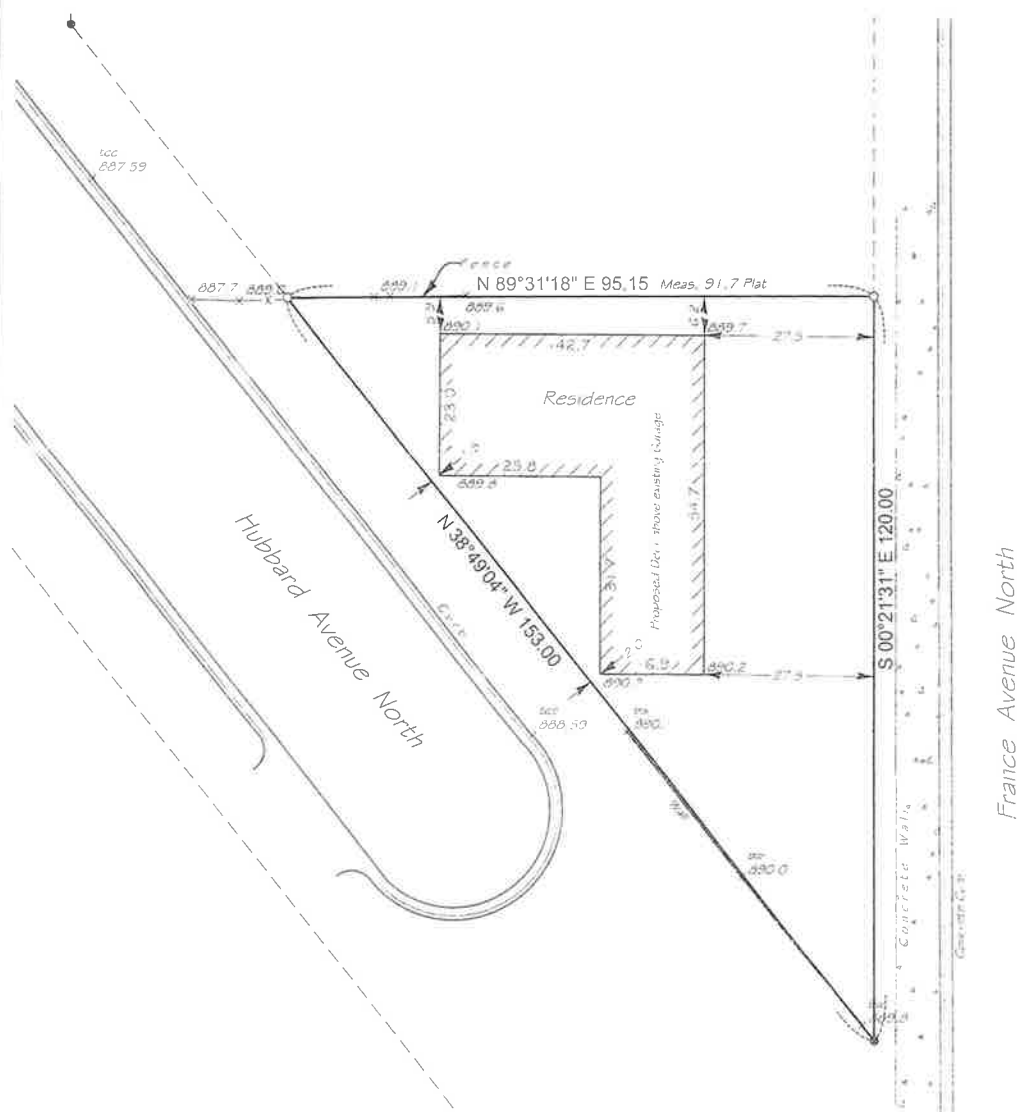
ROSS NOVA

Property located in Section
6, Township 29, Range 24,
Hennepin County, Minnesota



Basis for
bearings is
assumed

- Denotes Found Iron Monument
- Denotes Iron Monument
- Denotes Wood Hub Set for excavation only
- ~ Denotes Existing Contours
- ~ Denotes Proposed Contours
- Denotes Existing Elevation
- Denotes Proposed Elevation
- Denotes Surface Drainage



NOTE The only easements shown are from plats of record or information provided by client.

Legal Description Lot 14, Block 5, CRYSTAL LAKE HEIGHTS Hennepin County, Minnesota	Project No. 90510	Scale: 1" = 20'	I certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota. Surveyed this 3rd day of October 2023.
	F.B.No. 1135-11	Drawn By <i>JB</i>	
DEMARC LAND SURVEYING & ENGINEERING 7601 73rd Avenue North (763) 560-3093 Minneapolis, Minnesota 55428 DemarcInc.com	Address 3605 France Ave, N Robbinsdale, MN		Signed <i>Gregory R. Prasad</i> Gregory R. Prasad, Minn Reg No 24992
	REV		



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Rick Pearson, Community Development Coordinator

APPROVED BY: Tim Sandvik, City Manager

DATE: December 5, 2023

RE: SECOND READING of an Ordinance amending City Code Sections 520.03 and 521.01 to allow cannabis retailer as a permitted use in the B-2 Limited Community business and DD-1 Downtown districts

Background:

The Council held the first reading on November 8, 2023

Analysis:

The Ordinance is ready for its second reading.

The zoning text amendment would allow the retail sale of cannabis products in the same places that were allowed by the 2022 zoning text amendment. In 2022, the Council directed that cannabis products could be sold in any commercial district except B-1, Neighborhood business. The currently proposed amendment following previous Council direction will allow cannabis products to be sold in the same location. Presumably, subject to licensing requirements that will be determined by the city in accordance with State Statutes.

Recommendation:

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

Attachments:

1. Ordinance No. 23-14

Member _____ moved and Member _____ seconded a motion that the following Ordinance, which was given its first reading on November 8, 2023, be given its second reading this 5th day of December 2023 and that it be adopted.

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 CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:

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

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

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

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

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

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

First Reading: YEAS: Murphy, Wagner, Mayor Blonigan
NAYS:
ABSENT: Parisian

Second Reading: YEAS:
NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS 5TH DAY OF DECEMBER, 2023.

ATTEST:

William A. Blonigan, Mayor

Chase Peterson-Etem, City Clerk
(SEAL)



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: December 5, 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 12/5/2023.

Attachments:

1. Licenses

Contractor Licenses for Council Approval

<u>Name</u>	<u>Licensee Type</u>	<u>Fee Amount</u>
ASSOCIATED MECHANICAL CNTRCTRS INC	Mechanical Contractor	\$50.00
ASSOCIATED MECHANICAL CNTRCTRS INC	Plumbing Contractor	\$50.00
BEDROCK PLUMBING LLC	Plumbing Contractor	\$50.00
CLEAR CHANNEL OUTDOOR	Sign Contractor	\$50.00
GENE'S WATER & SEWER INC	Sewer / Water Contractor	\$50.00
GENE'S WATER & SEWER INC	Excavation Contractor	\$50.00
HORWITZ LLC	Mechanical Contractor	\$50.00
HORWITZ LLC	Plumbing Contractor	\$50.00
LEVAHN BROTHERS INC	Plumbing Contractor	\$50.00
NORTH STATE MECHANICAL	Mechanical Contractor	\$50.00
NORTHLAND LINING	Sewer / Water Contractor	\$50.00
ROYALTON HEATING & COOLING CO INC	Mechanical Contractor	\$50.00
YALE MECHANICAL INC	Mechanical Contractor	\$50.00
YALE MECHANICAL INC	Plumbing Contractor	\$50.00

Number of Licenses Requesting Council Approval:

14

BUSINESS LICENSES FOR COUNCIL APPROVAL

12/05/2023

License Type	Applicant	License Fee
Massage Therapy - Business	BE WELL THERAPIES	200.00
Convenience Foods	CELINE STOP	50.00
Gas Pumps	CELINE STOP	110.00
Tobacco Sales	CELINE STOP	325.00
Convenience Foods	CLARK ONE, INC.	50.00
Gas Pumps	CLARK ONE, INC.	130.00
Tobacco Sales	CLARK ONE, INC.	325.00
Convenience Foods	DOLLAR GENERAL STORE #19170	50.00
Convenience Foods	DOLLAR TREE STORES INC	50.00
Restaurant/Café	EMPLOYEE CAFETERIA-NORTH MEMORIAL	200.00
Convenience Foods	ESPRESSO COFFEE SHOP-NORTH MEMORIAL	50.00
Convenience Foods	GRAND ST. PAUL CVS, LLC	50.00
Restaurant/Café	MAI THAI RESTAURANT	50.00
Convenience Foods	MCDONALD'S	50.00
Mechanical Amusement Devices	MENDOTA VALLEY AMUSEMENT	165.00
Massage Therapy - Business	NEW ORIENTAL MASSAGE, LLC	450.00
Massage Therapy - Individual	NEW ORIENTAL MASSAGE, LLC	75.00
Massage Therapy - Individual	NEW ORIENTAL MASSAGE, LLC	125.00
Massage Therapy - Individual	NEW ORIENTAL MASSAGE, LLC	125.00
Convenience Foods	NORTHSIDE ORIENTAL MARKET, INC.	50.00
Convenience Foods	PAPA JOHN'S PIZZA #1720	50.00
Convenience Foods	PUMP-N-MUNCH	50.00
Gas Pumps	PUMP-N-MUNCH	100.00
Tobacco Sales	PUMP-N-MUNCH	325.00
Auto Dealer	SIPE'S AUTO SALES, LLC	0.00
Gas Pumps	SIPE'S CAR CARE CENTER	140.00
Tobacco Sales	SIPE'S CAR CARE CENTER	325.00
Tobacco Sales	SMOKE SHOP	325.00

BUSINESS LICENSES FOR COUNCIL APPROVAL

12/05/2023

License Type	Applicant	License Fee
Convenience Foods	SUBWAY	50.00
Tobacco Sales	THE VAPOR BUNKER U.S.	325.00
Courtesy Benches	U.S. Bench Corporation	50.00
Telecommunications Tower	Verizon Wireless	100.00
Convenience Foods	WALGREENS STORE #13607	50.00
Tobacco Sales	WALGREENS STORE #13607	325.00



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: December 5, 2023
RE: 2024 Final Levy Presentation

Background:

Staff will present the 2024 Final Levy Presentation

Analysis:

NA

Recommendation:

NA

Attachments:

1. 2024 Final Levy Presentation - Dec 5



PROPOSED 2024 GENERAL FUND AND DEBT SERVICE LEVIES

December 5, 2023



AGENDA

- Definitions
- 2024 Budget Features
- Quick Overview
- 2024 Budget Requests
- General Fund Revenue Highlights
- Property Tax Levies 2024
- General Fund Expenditures Highlights
- General Fund Reserves
- Tax Impact
- Conclusion

DEFINITIONS

- **Estimated Market Value** – The assessor determines each property's estimated market value based on sales of comparable properties, cost of construction minus depreciation, income generated by the property (if applicable), and other relevant available information. The estimated market value of a home is the price that the property would be expected to sell for on the open market.

DEFINITIONS

- **Market Value Exclusions/Taxable Market Value** - For some properties, a portion of the market value is excluded from taxation. All homesteads with an estimated market value below \$413,800 have a portion of the market value excluded under the homestead market value exclusion. Other market value exclusions are provided through the “Green Acres” program and the disabled veteran’s exclusion. A property’s taxable market value is its estimated market value less any applicable market value exclusions.

DEFINITIONS

- **Taxable Net Capacity** - A taxing jurisdiction's taxable net tax capacity is the total net tax capacity of all properties within the jurisdiction, excluding a portion of the value of property located in a tax increment financing district.
- **Levy** - Each local taxing jurisdiction certifies a levy equal to the amount it intends to raise from property taxes in the upcoming year. For some local taxing jurisdictions, the levy may be constrained by state-imposed levy limits.

DEFINITIONS

- **Fiscal Disparities** - A revenue-sharing program that applies to cities in the Twin Cities metro area and on the Iron Range. The program shifts tens of millions of dollars of property tax base between communities in the metro. Some cities, counties and school districts gain tax base, while others lose it. Tax-base sharing spreads the fiscal benefits of commercial-industrial growth no matter where the property exists within the metro area.



2024 BUDGET FEATURES

- Continuation of current services levels
- Use of reserves
- Four new positions



QUICK OVERVIEW

- 2024 Proposed General Fund Levy is an increase of \$498,163
- The net general fund property tax levy proposed is an increase of 6%
- Debt Service Levy decrease for road construction, and other equipment purchases of -34.22%
- HRA Levy increase of 17.57%



2024 BUDGET REQUESTS

- Four new positions request are included in the 2024 budget
- The Admin department will include the addition of a full-time Sustainability Coordinator (\$90,000) to aide in the services and programs to meet the current needs.
- The Community Development department will include the addition of a full-time Assistant Planner (\$90,000) to provide code approvals and help with code enforcement.
- The Recreation department will include the addition of a full-time Recreation Coordinator (\$30/hour) to aide in the planning, hiring, and communications. This proposed position will expand the current seasonal position, into year-round.
- The Engineering department will include the addition of a part-time Engineering Intern (\$23/hour) to aide in the construction inspection. This proposal will expand the current seasonal position, into year-round
- No significant capital requests are included



GENERAL FUND REVENUE HIGHLIGHTS

- Projected Revenue = \$14,337,622 (10.41% increase, \$1,352,330)
- LGA increases \$429,069
- Franchise Fees = \$528,887 is a \$90,937 increase from 2023 budget and represents a 50/50 allocation to GF and Street Reconstruction
- Fines & Forfeitures = \$128,000 due to short-staffed
- Permits based on a five year average, excluded large apartment projects

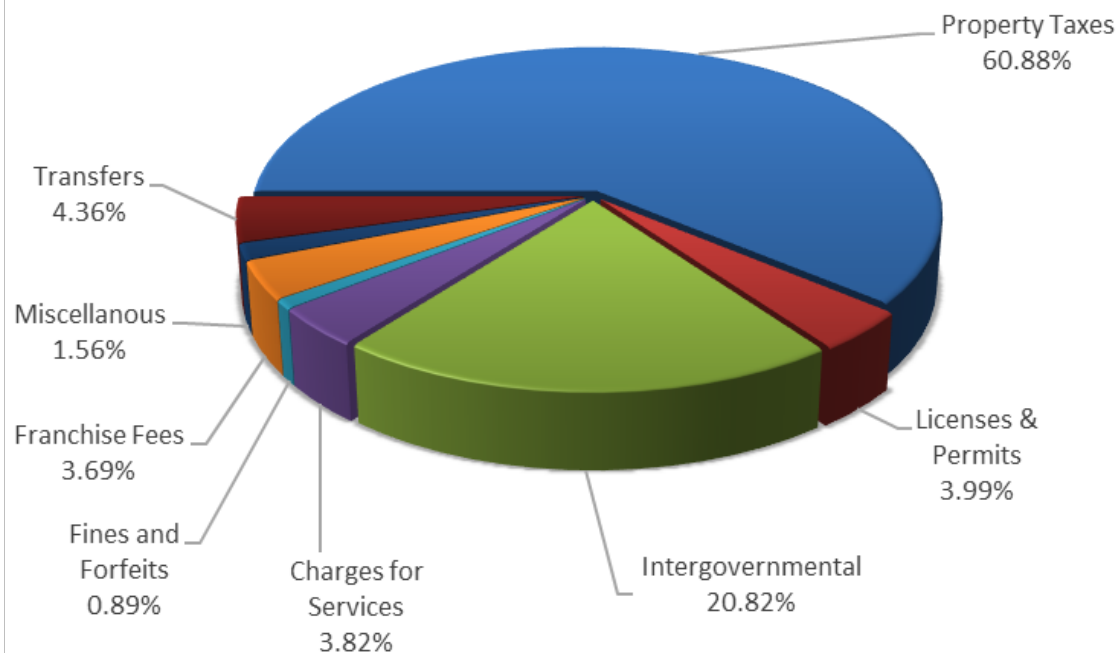


GENERAL FUND REVENUE HIGHLIGHTS

- \$225,000 transfer from Capital Funds reimbursing for Engineering staff time on projects
- \$50,000 transfer from Solid Waste for Code Enforcement activities
- \$50,000 transfer from a combination of Liquor and License Center Funds for Recreation programs
- Additional funds from Municipal Liquor Store profits are transferred to Capital Improvement in Parks



2024 Proposed General Fund Revenue Budget



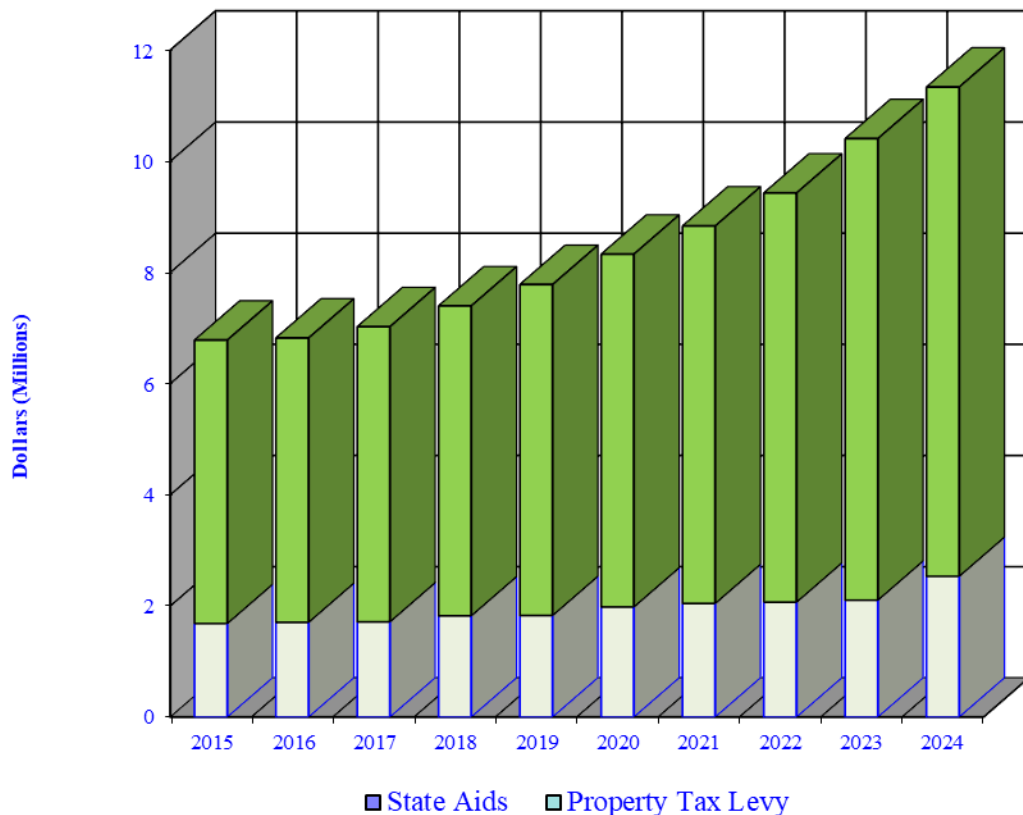


PROPERTY TAX LEVIES - 2023

- General Fund Levy of \$9,436,519
 - 2015A GO Street Bond Levy – \$325,023 (2/1/26)
 - 2017A GO Street Bond Levy - \$4,412 (2/1/28)
 - 2018A GO Street Bond Levy - \$65,507 (2/1/29)
 - 2018A Equipment Certificates - \$69,405 (2/1/29)
 - 2020A GO Street Bond Levy – \$53,951 (2/1/32)
 - 2020A Equipment Certificates - \$117,338 (2/1/30)
 - HRA Levy - \$323,129
-
- * (date) denotes final bond payment



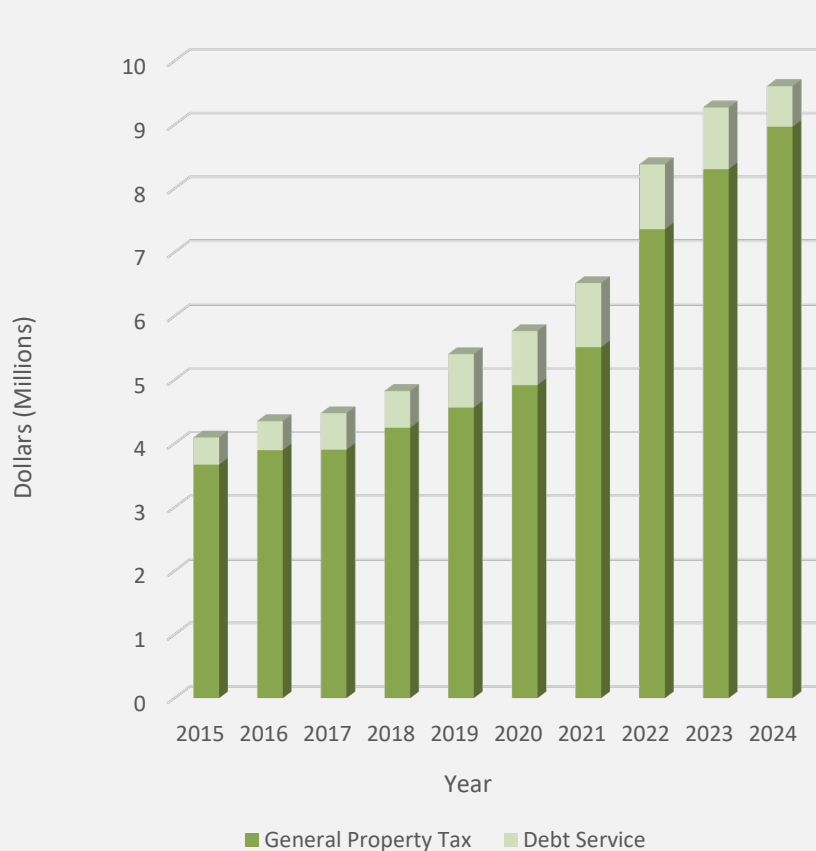
CITY OF ROBBINSDALE General Fund Property Tax Levy and State Aids (LGA & MVHC)



Gross General Fund Tax Levy +
State Aid
The 2024 Levy increases by
\$392,500.
2024 LGA amount is \$2,533,996



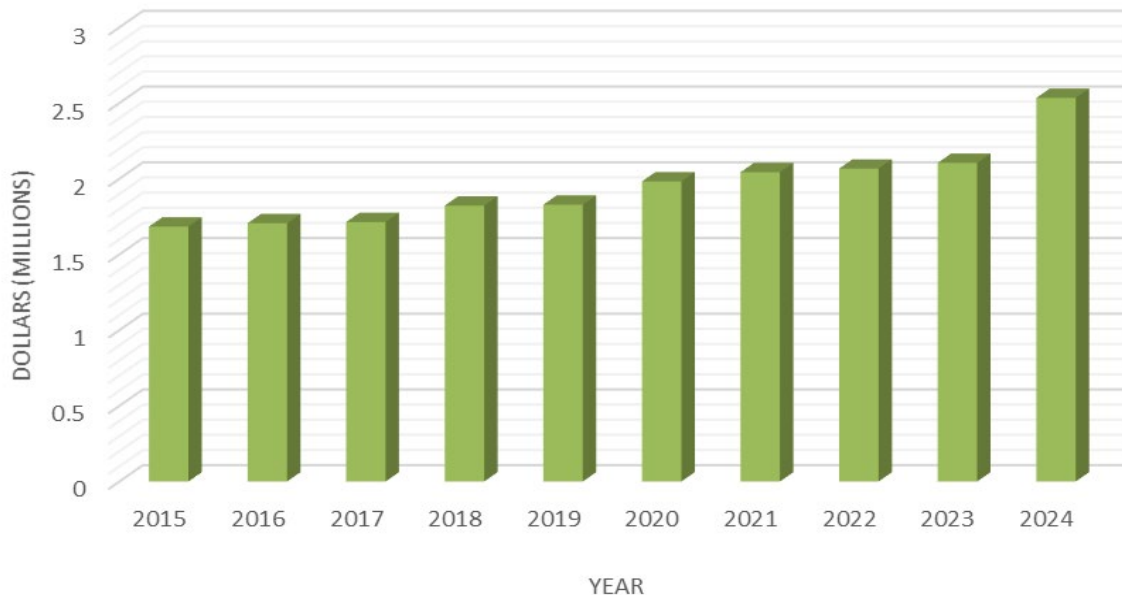
CITY OF ROBBINSDALE
General Property Tax
& Debt Service



Amounts By Year		
	General	Debt Service
2015 - \$	3,669,271	425,659
2016 - \$	3,895,432	454,696
2017 - \$	3,903,953	572,259
2018 - \$	4,248,000	575,291
2019 - \$	4,563,488	838,793
2020 - \$	4,907,876	847,900
2021 - \$	5,510,431	1,005,053
2022 - \$	7,360,567	1,016,284
2023 - \$	8,302,720	966,337
2024 - \$	8,800,883	635,636



LOCAL GOVERNMENT AID



2015 - \$ 1,684,082

2016 - \$ 1,706,053

2017 - \$ 1,714,182

2018 - \$ 1,822,775

2019 - \$ 1,828,941

2020 - \$ 1,982,591

2021 - \$ 2,043,372

2022 - \$ 2,066,556

2023 - \$ 2,104,927

2024 - \$ 2,533,996

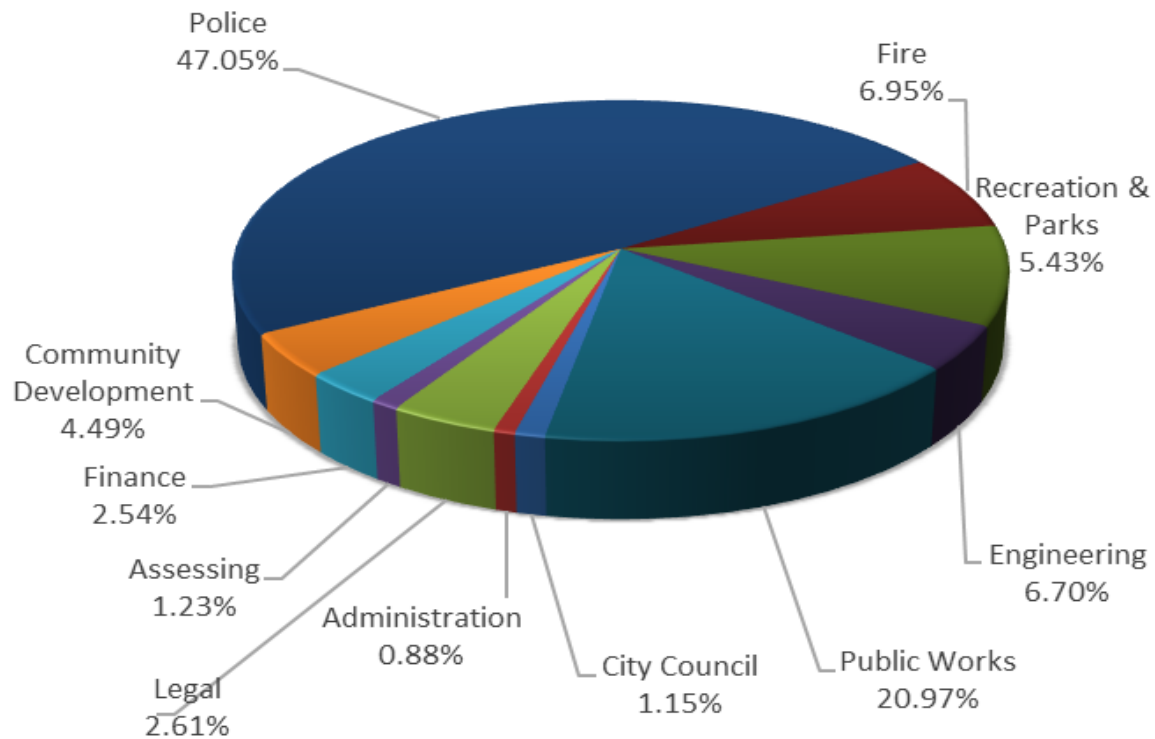


GENERAL FUND EXPENDITURE HIGHLIGHTS

- 2024 Proposal including transfers = \$14,578,408 a 9.78%, or \$1,296,957 increase from 2023 budget
- Includes allowance for cost of living and other compensation adjustments
- Internal Service Fund charges held constant from prior year levels
- Large capital purchases planned for the future will need to be financed with capital notes, use of reserves and/or deferred

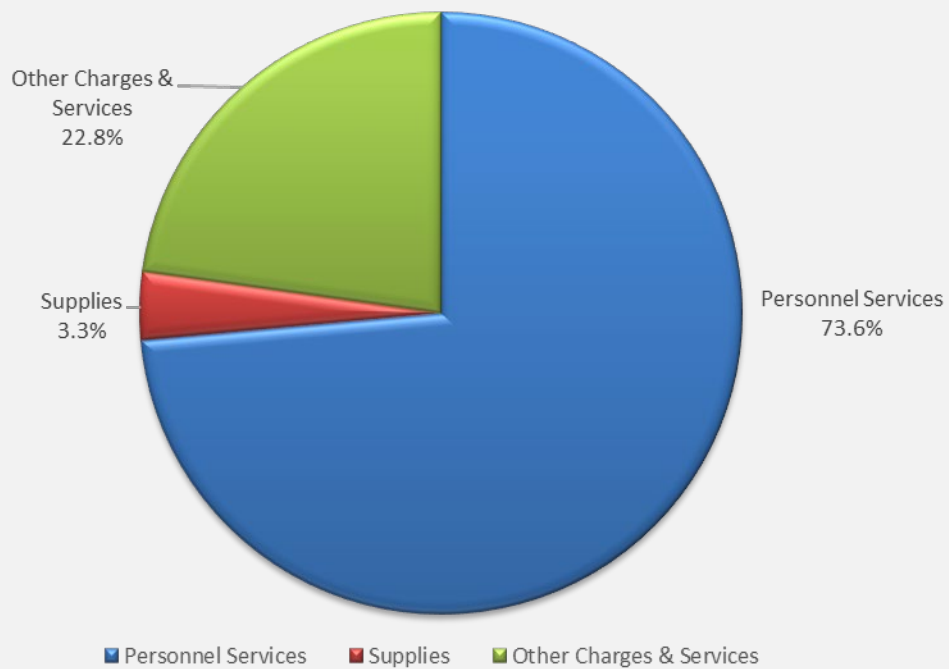


2024 Proposed General Fund Expenditure Budget





2024 Proposed General Fund Expenditures





GENERAL FUND RESERVES

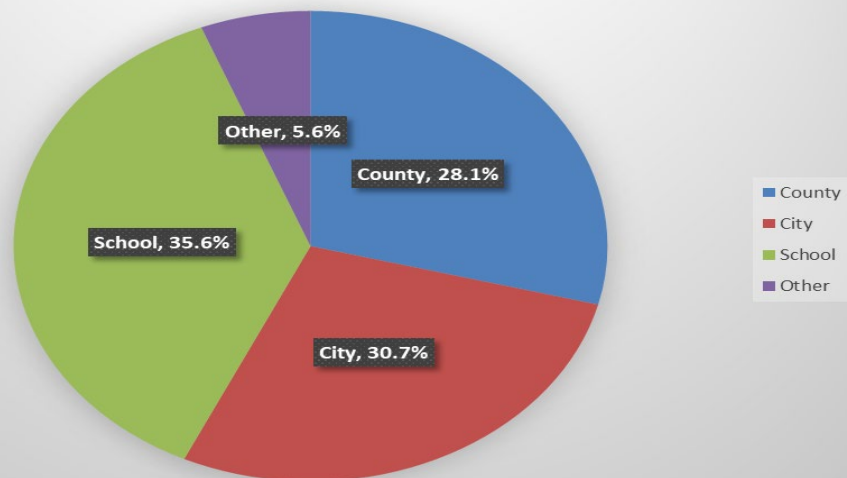
- Reserves of \$240,785 are proposed to be used
- General Fund reserves at end of 2024 = \$7,495,413
(51.41% of proposed GF Expenditures)



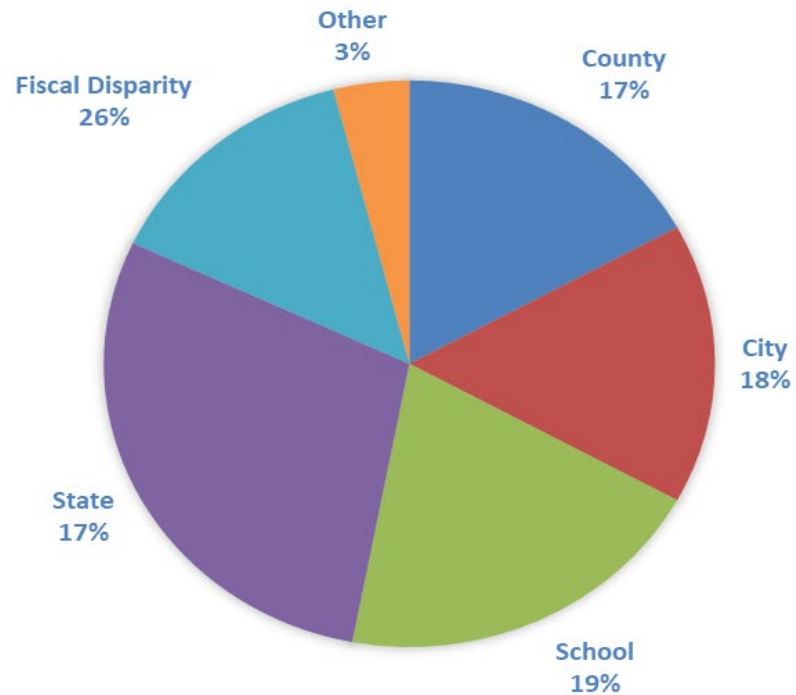
TAX IMPACT

- 2024 tax levy impact before fiscal disparities is a 6% change from the 2023 levy
- The total Fiscal Disparity allocation increase equals an adjustment for 2024 of (-1.80%)
- The net spread levy impact including fiscal disparities is 2.20%
- The tax levy impact over the last six years on the average home is about \$518.63 or an average of \$86.44 per year

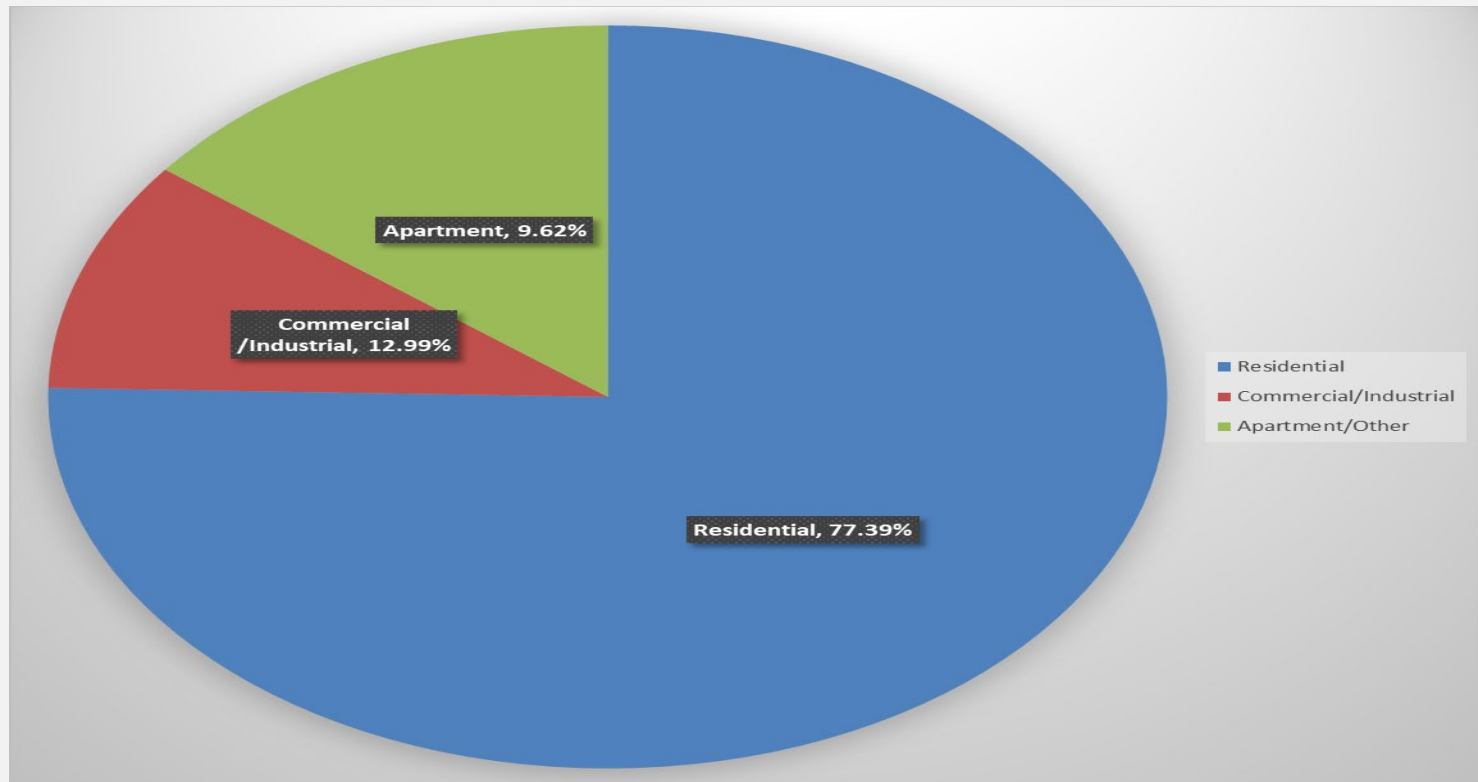
RESIDENTIAL PROPERTY TAX DOLLAR



COMMERCIAL PROPERTY TAX DOLLAR



PERCENT OF TAX LEVY PAID BY PROPERTY





CONCLUSION

- Provide for public comment on the 2024 tax levy and budget
- The final property tax levy and budget may be less than the amounts as published in the truth in taxation notices and proposed property tax statements.
- Questions & Comments?



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Sherry O'Donnell, Admin Support/Deputy City Clerk
APPROVED BY: Tim Sandvik, City Manager
DATE: December 5, 2023
RE: Finds on Broadway – Consignment & Second Hand Goods Licenses

Background:

As required by City Code, the City Council must hold a public hearing before issuance or renewal of consignment and second hand goods licenses. Celeste Shahidi, dba Finds on Broadway, applied for 2024 license renewals for 4180 West Broadway.

Analysis:

The applicant completed the applications and submitted all information required for the licenses. The City Planner and Building Official recommend approval. The Police Department completed their annual investigation and recommend approval. The Fire Department completed their annual inspection and recommend approval.

Recommendation:

1. Hold and close the public hearing.
2. Consider approval of Consignment and Second Hand Goods 2024 licenses for Celeste Shahidi, dba Finds on Broadway, for 4180 West Broadway, contingent on a successful background investigation.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Sherry O'Donnell, Admin Support/Deputy City Clerk
APPROVED BY: Tim Sandvik, City Manager
DATE: December 5, 2023
RE: Fly Vintage & Vinyl – Consignment and Second Hand Goods Licenses

Background:

As required by City Code, the City Council must hold a public hearing before issuance or renewal of consignment and second hand goods licenses. Betsy Kay Ruppert-Kan and Daniel Sung-Tak Ruppert-Kan, dba Fly Vintage & Vinyl, LLC, applied for 2024 license renewal of their consignment and second hand goods licenses for 3900 36th Avenue North.

Analysis:

The applicant has completed the applications and submitted all information required for the licenses. The City Planner and Building Official recommend approval. The Police Department completed their annual investigation and recommend approval. The Fire Department completed their annual inspection and recommend approval.

Recommendation:

1. Hold and close the public hearing.
2. Consider approval of Consignment and Second Hand Goods 2024 licenses for Betsy Kay Ruppert-Kan and Daniel Sung-Tak Ruppert-Kan, dba Fly Vintage & Vinyl, LLC, 3900 36th Avenue North.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Sherry O'Donnell, Admin Support/Deputy City Clerk
APPROVED BY: Tim Sandvik, City Manager
DATE: December 5, 2023
RE: Pawn America – Pawnbroker & Second Hand Goods Licenses

Background:

As required by City Code, the City Council must hold a public hearing before issuance or renewal of pawnbroker and second hand goods licenses. Pawn America Minnesota, LLC, dba Pawn America, applied for 2024 license renewals for 4134 West Broadway.

Analysis:

The applicant completed the application and submitted all information required for the licenses. The City Planner and Building Official recommend approval. The Fire Department completed their annual inspection and recommend approval.

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

Recommendation:

1. Hold and close the public hearing.
2. Consider approval of the 2024 Pawnbroker and Second Hand Goods licenses for Pawn America Minnesota, LLC at 4134 West Broadway, subject to the City Clerk's office receiving all information needed to satisfy ordinance requirements.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Diaa Tahoun, Finance Director

APPROVED BY: Tim Sandvik, City Manager

DATE: December 5, 2023

RE: Adopt Resolutions pertaining to the 2024 Budget and Property Tax Levies.

Background:

The City Council held budget workshops in September, October, and November to review the Proposed 2024 Budget. The City Council adopted a proposed City property tax levy for 2024 of \$9,602,573 and a proposed HRA Property Tax Levy for 2024 of \$323,129 at its September 19, 2023 meeting. The County sent notices to the owner of record, stating the amount of the proposed 2024 levy along with the previous year's levy.

Analysis:

The Council is requested to adopt the attached resolutions approving the final 2024 budget and property tax levies. The Council cannot increase the proposed general fund property tax levy, which was adopted at the September 19, 2023 City Council Meeting. However, a lesser amount may be adopted for final certification to the County Auditor with options shown in Exhibit 1. To put the property tax levy options in perspective for the average residential home, a 1% decrease in the levy would save the taxpayer \$13.97 over the course of the year. It would increase the budgeted general fund deficit from (\$240,785) to (\$323,812).

The recommended final tax levy amount for the City general fund property tax levy is 2% lower than the preliminary levy that was approved in September. The recommended levy increases the City's tax rate to 47.54%, which gets it back in line with our recent history. The goal would be to keep this rate consistent to stabilize the fiscal disparities distribution. The 47.54% puts the City's tax rate in line with our neighbors shown in Exhibit 2.

Recommendation:

- By motion, waive the reading and order the adoption of the resolution adopting the 2024 Final City Property Tax Levy in the amount of \$9,436,519 and ordering its certification to the Hennepin County Auditor (shown as Exhibit 3).
- By motion, waive the reading and order the adoption of the resolution adopting the 2024 Final Budget and Committing Fund Balance (shown as Exhibit 4).
- By motion, waive the reading and order the adoption of the resolution adopting the 2024 Final HRA Property Tax Levy in the amount of \$323,129 and ordering its certification to the Hennepin County Auditor (shown as Exhibit 5).

Attachments:

1. Motion to waive the reading and order the adoption of A RESOLUTION ADOPTING

THE 2024 CITY PROPERTY TAX LEVY IN THE AMOUNT OF \$9,436,519 AND ORDERING I

2. Motion to waive the reading and order the adoption of Resolution A RESOLUTION ADOPTING THE 2024 FINAL BUDGET AND COMMITTING FUND BALANCE.
3. Motion to waive the reading and order the adoption of A RESOLUTION ADOPTING THE 2024 HRA PROPERTY TAX LEVY IN THE AMOUNT OF \$323,129 AND ORDERING ITS

City of Robbinsdale
2024 Property Tax Levy Options
Estimated Tax Rate Calculation for 2024
See Table Below for Option Explanations

	Compare 2023 Actual to 2024 Option 4 Increase (Decrease)	Actual 2023	Option 1 No Change City Levy Full Debt Service 2024	Option 2 4% Increase \$332,109 on 2023 City GF Levy 2024	Proposed Levy Option 3 6% Increase \$498,163 on 2023 City GF Levy 2024	Option 4 7% Increase \$581,190 on 2023 City GF Levy 2024	Option 5 8% Increase \$664,218 on 2023 City GF Levy 2024	Option 6 10% Increase \$830,272 on 2023 City GF Levy 2024
General Fund	664,218	\$8,302,720	\$8,302,720	\$8,634,828	\$8,800,883	\$8,883,910	\$8,966,937	\$9,132,992
Debt service	(330,671)	966,307	635,636	635,636	635,636	635,636	635,636	635,636
Net tax capacity levy	333,546	9,269,027	8,938,356	9,270,464	9,436,519	9,519,546	9,602,573	9,768,628
Market value debt service levy	-	0	0	0	0	0	0	0
Certified Levy - City								
HRA Levy	333,546	9,269,027	8,938,356	9,270,464	9,436,519	9,519,546	9,602,573	9,768,628
Total Levy	\$381,839	\$9,543,863	\$9,261,485	\$9,593,593	\$9,759,648	\$9,842,675	\$9,925,702	\$10,091,757
Net Change	381,839							
Percent Levy change from 2023			-2.96%	0.52%	2.26%	3.13%	4.00%	5.74%
Fiscal Disparity Increase	171,414		-1.80%	-1.80%	-1.80%	-1.80%	-1.80%	-1.80%
Percent Total Levy change from 2023			-4.75%	-1.27%	0.46%	1.33%	2.20%	3.94%
Net Change after Fiscal Disparities	210,425							
Estimated Tax Burden on Average Home		1,367.46	1,286.76	1,342.63	1,370.56	1,384.53	1,398.49	1,426.43
2024 = \$290,000, 2023 = \$286,000 Increase = 1.40%								
Estimated Change in Tax								
Estimated Change in Tax Amount per Month			(80.70)	(24.83)	3.10	17.07	31.03	58.97
Change in Tax per \$100,000 is approximately =			(6.72)	(2.07)	0.26	1.42	2.59	4.91
General Fund Deficit Use of Reserves			(738,948)	(406,839)	(240,785)	(157,758)	(74,730)	91,324
Estimated City Tax Rate		48.27%	44.53%	46.53%	47.54%	48.04%	48.54%	49.54%

Option 1 = General Fund Tax levy stays the same as 2023, includes all debt service levies.
Option 2 = General Fund tax levy increases by 4% of GF 2023 levy in the amount of \$332,109
Option 3 = General Fund tax levy increases by 6% of GF 2023 levy in the amount of \$498,163
Option 4 = General Fund tax levy increases by 7% of GF 2023 levy in the amount of \$581,190
Option 5 = General Fund tax levy increases by 8% of GF 2023 levy in the amount of \$664,218
Option 6 = General Fund tax levy increases by 10% of total 2023 levy in the amount of \$830,272

Property Tax Levy History

Percent Certified Levy - City change from Prior Year

	<u>Population</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
City of Robbinsdale	14,986							
Certified Levy - City		6,150,027	6,792,266	7,193,873	7,795,245	8,376,849	9,269,027	9,436,519
Percent Certified Levy		4.57%	10.44%	5.91%	8.36%	16.44%	10.65%	1.81%
City Change from Prior Year								
Levy per Population		410.38	453.24	480.04	520.17	558.98	618.51	629.69
Tax Rate		48.881%	49.416%	46.143%	50.592%	49.723%	49.723%	49.723%
City of Crystal	22,791							
Certified Levy - City		10,627,889	11,060,388	12,084,672	12,837,587	13,519,480	14,826,680	16,322,730
Percent Certified Levy		6.17%	4.07%	9.26%	6.23%	11.87%	9.67%	10.09%
City Change from Prior Year								
Levy per Population		466.32	485.30	530.24	563.27	593.19	650.55	716.19
Tax Rate		49.17%	47.553%	46.785%	48.371%	46.317%	46.317%	46.317%
City of New Hope	21,552							
Certified Levy - City		12,712,742	15,001,610	16,496,716	17,052,601	17,814,011	18,615,466	19,615,502
Percent Certified Levy		8.03%	18.00%	9.97%	3.37%	7.99%	4.50%	5.37%
City Change from Prior Year								
Levy per Population		589.86	696.07	765.44	791.23	826.56	863.75	910.15
Tax Rate		57.709%	66.598%	64.721%	62.596%	62.826%	62.826%	62.826%
City of Golden Valley	22,034							
Certified Levy - City		22,420,742	23,723,799	25,073,034	26,106,046	27,927,443	31,087,048	33,122,430
Percent Certified Levy		4.13%	5.81%	5.69%	4.12%	11.38%	11.31%	6.55%
City Change from Prior Year								
Levy per Population		1017.55	1076.69	1137.92	1184.81	1267.47	1410.87	1503.24
Tax Rate		55.152%	53.780%	53.400%	52.444%	54.306%	54.306%	54.306%
City of Brooklyn Park	84,993							
Certified Levy - City		44,230,488	46,169,789	48,923,932	49,158,495	52,785,056	58,283,878	62,398,323
Percent Certified Levy		3.09%	4.38%	5.97%	0.48%	7.89%	10.42%	7.06%
City Change from Prior Year								
Levy per Population		520.40	543.22	575.62	578.38	621.05	685.75	734.16
Tax Rate		51.159%	51.869%	48.862%	46.396%	47.523%	47.523%	47.523%
City of Brooklyn Center	33,938							
Certified Levy - City		17,105,950	18,427,116	19,509,310	19,942,911	21,324,025	22,795,382	24,732,206
Percent Certified Levy		5.63%	7.72%	5.87%	2.22%	9.30%	6.90%	8.50%
City Change from Prior Year								
Levy per Population		504.04	542.96	574.85	587.63	628.32	671.68	728.75
Tax Rate		67.067%	70.400%	65.233%	64.740%	9.30%	55.864%	55.864%

Member _____ moved and Member _____ seconded a motion that the following resolution be adopted this 5th day of December 2023.

RESOLUTION NO. _____

A RESOLUTION ADOPTING THE 2024 CITY PROPERTY TAX LEVY IN THE AMOUNT OF \$9,436,519 AND ORDERING ITS CERTIFICATION TO THE HENNEPIN COUNTY AUDITOR

WHEREAS, the City Manager has prepared and the City Council has adopted a 2024 City Budget including the property tax levy;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE, MINNESOTA THAT: the following sums of money be levied for the current year, collectable in 2024 upon the taxable property in the City of Robbinsdale, for the following purposes, and that there is hereby levied for certification to the County Auditor the following final levies for 2024:

General Fund (City Operations)	\$ 8,800,883
Debt Service:	
2015A G.O. Street Reconstruction Bonds	325,023
2017A G.O. Street Reconstruction Bonds	4,412
2018A G.O. Street Reconstruction Bonds	65,507
2020A G.O. Street Reconstruction Bonds	53,951
2018A Equipment Certificates 5 and 9 Year	69,405
2020A Equipment Certificates 5 and 9 Year	117,7338
Total Tax Capacity Based Levy to	
Certify to County	<u>\$ 9,436,519</u>

The City Clerk is hereby instructed to transmit a certified copy of this resolution to the county auditor of Hennepin County, Minnesota.

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

and the following voted against same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 5TH DAY OF DECEMBER 2023.

William A. Blonigan, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk
(seal)

Member _____ moved and Member _____ seconded a motion that the following resolution be adopted this 5th day of December 2023.

RESOLUTION NO. _____
A RESOLUTION ADOPTING THE 2024 FINAL BUDGET
AND COMMITTING FUND BALANCE

WHEREAS, the City Charter provides that the City Manager shall prepare a budget document setting forth all proposed expenditures for the administration, operations, and maintenance of all city departments; and

WHEREAS, the City Manager has prepared such document and the City Council has met in regular and special sessions for the purpose of determining an adequate budget for the administration, operations, and maintenance of all city departments during the fiscal year 2024; and

WHEREAS, the City Council believes that the budget so prepared is adequate, advisable and in accordance to the form prescribed by the City Charter;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE, MINNESOTA THAT: the following budgets be adopted and approved this 5th day of December 2023, at this regularly scheduled Council meeting.

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Capital Improvements</u>	<u>Bond Proceeds</u>	<u>Principal Payments</u>
General Fund	\$ 14,337,622	\$ 14,578,407	\$ -	\$ -	\$ -
DWI Forfeiture Special Revenue Fund	\$ 16,775	\$ 12,720	\$ -	\$ -	\$ -
Public Safety Funding		\$ 325,000			
City Code Compliance Fund	\$ 47,498	\$ 28,475	\$ -	\$ -	\$ -
General Debt Service Fund	\$ 776,475	\$ 1,170,899	\$ -	\$ -	\$ -
Capital Projects Fund - Cable	\$ 307,530	\$ 1,900	\$ 275,000	\$ -	\$ -
Capital Projects Fund - Government	\$ 1,500	\$ 335	\$ -	\$ -	\$ -
Capital Projects Fund - Park Improvements	\$ 290,677	\$ 17,100	\$ 1,404,500	\$ 865,000	\$ -
Capital Projects - PIR - Street Improvements	\$ 4,993,514	\$ 734,550	\$ 5,067,300	\$ -	\$ -
Water Enterprise Fund *	\$ 10,562,515	\$ 3,704,621	\$ 8,522,740	\$ 2,150,000	\$ 2,461,000
Sanitary Sewer Enterprise Fund*	\$ 3,282,297	\$ 2,256,557	\$ 783,990	\$ 543,000	\$ 390,000
Storm Sewer Enterprise Fund *	\$ 2,038,393	\$ 1,449,115	\$ 1,533,270	\$ 1,195,000	\$ 415,000
Solid Waste (Garbage) Enterprise Fund *	\$ 2,400,346	\$ 2,221,541	\$ -	\$ -	\$ -
Liquor Enterprise Fund *	\$ 4,649,318	\$ 4,670,239	\$ -	\$ -	\$ -
License Center Enterprise Fund *	\$ 659,702	\$ 656,528		\$ -	\$ -
Central Garage Internal Service Fund *	\$ 1,156,008	\$ 1,254,649	\$ 1,336,200	\$ 1,161,000	\$ -
Central Services Internal Service Fund *	\$ 1,245,862	\$ 1,502,178	\$ 1,526,346	\$ 510,000.00	\$ -
Equipment Replacement Internal Service	\$ 12,500	\$ 97,000	\$ 74,183	\$ -	\$ -
Risk Insurance Internal Service Fund	\$ 1,078,835	\$ 987,845	\$ -	\$ -	\$ -
Change in Fund Balance All Funds	\$ -	\$ 12,187,708	\$ -	\$ -	\$ -
Grand Total	\$ 47,857,367	\$ 47,857,367	\$ 20,523,529	\$ 6,424,000	\$ 3,266,000

* Capital outlay and bond proceeds/payments are classified as non-expensed other cash flow for proprietary funds. These items are reflected in the balance sheet per proprietary accounting rules established by the Governmental Accounting Standards Board.

And Commit Fund Balance as of December 31, 2023 for the following Funds:

- Permanent Improvement Revolving Fund – the amount of uncompleted construction contracts for street improvement projects at December 31, 2023.
- Capital Improvement Fund – Park Improvements - Up to \$650,000 committed for 2024 park improvements, and remaining amounts are assigned for park improvements.
- Capital Improvement Fund – Cable Grant Fund – All fund balance committed for future cable television broadcast improvements.
- Capital Improvement Fund – Government Buildings – All fund balance committed for Historic Library Building improvements.
- City Code Compliance Fund – All fund balance committed for city code compliance enforcement.

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

and the following voted against same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 5TH DAY OF DECEMBER 2023.

ATTEST:

William A. Blonigan, Mayor

Chase Peterson-Etem, City Clerk
(seal)

Member _____ moved and Member _____ seconded a motion that the following resolution be adopted this 5th day of December 2023.

RESOLUTION NO. _____

A RESOLUTION ADOPTING THE 2024 HRA PROPERTY TAX LEVY IN THE AMOUNT OF \$323,129 AND ORDERING ITS CERTIFICATION TO THE HENNEPIN COUNTY AUDITOR

WHEREAS Minnesota Statutes require that the City adopts the HRA Levy on behalf of the Robbinsdale Economic Development Authority;

NOW, THEREFORE, BE IT RESOLVED, that there is hereby levied for certification to the County Auditor an HRA Levy on behalf of the Robbinsdale Economic Development Authority for 2024 in the amount of \$323,129.

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

and the following voted against same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 5TH DAY OF DECEMBER 2023.

William A. Blonigan, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk
(seal)



MEMORANDUM

To: Mayor and Council Members
From: Tim Sandvik, City Manager
Date: December 5, 2023
Subject: Public Hearing on Proposed Water, Sanitary Sewer, Storm Sewer, Solid Waste and Street Light rate increases.

Background

During 2017, a Utility Rate Analysis was done by consultants from Ehlers, Inc. The Water Utility Fund was reviewed again in 2020 as part of the Public Facilities Authority loan for construction of water infrastructure projects. The various Utility Funds were reviewed most recently in 2022 by Water Worth. Rates for the various utility services were reviewed and recommendations provided. This included a review of the residential tiered water rate structure that was put in place in 2012 that encouraged conservation in accordance with Minnesota law. It was recommended to increase utility rates to maintain positive cash flow within the funds for meeting operational and infrastructure needs. Listed below are current 2023 rates and recommended rates for 2024.

This year (2023) saw the connection of a large diameter water main across the Railroad corridor and renewal of trunk mains along Hubbard Avenue south of 38th Avenue. Work this year also connected the raw water main from Well #5 to the new WTP.

The New Water Tower 1 construction was essentially completed in Fall of 2023. However filling of the new Tower has been delayed because of supply chain issues in obtaining electrical panel components.

Proposed pipework in 2024 will connect North Memorial Hospital to Robbinsdale water and continue the renewal of aged piping infrastructure through the network.

Analysis/Conclusion

As part of the capital improvement program for maintaining the City's utility systems, rate adjustments are being proposed for Water, Sanitary Sewer, Storm Sewer and Solid Waste for 2024. The following is an analysis of the proposed changes.

Water Rates:

Current: \$7.56 per 1,000 gallons plus a Capital Surcharge of \$1.39 per 1,000 gallons, and a fixed charge of \$12.75 per month, per dwelling unit, apartment unit, or business.

Proposed: \$8.24 per 1,000 gallons plus a Capital Surcharge of \$1.52 per 1,000 gallons, and a fixed charge of \$15.00 per month, per dwelling unit, apartment unit, or business.

This is a \$3.06 per month increase based on average home consumption. These rate changes provide that the Water Utility Fund will maintain positive cash flow and meet the required debt service payment schedules, operational costs, and capital improvement requirements for the fund.

Water Conservation Rates:

In 2012, one aspect of the Utility Rate Analysis was a review of the tiered rate structure currently in place and comparing it to tiered rates implemented in other municipalities. The following table summarizes the rate structure. The cost per unit increases as water use increases within specific

tiers. The increase in cost between each tier is designed to be significant enough to encourage conservation.

<u>Tiers</u>	<u>Ranges of Consumption (2 months)</u>	<u>2023 Rate per 1,000 gallons</u>	<u>2024 Rate per 1,000 gallons</u>
Tier 1	0 - 12,000	\$7.56	\$8.24
Tier 2	12,001 – 26,000	\$10.12	\$11.03
Tier 3	26,001 – 40,000	\$13.11	\$14.29
Tier 4	Over 40,000	\$19.18	\$20.91

Charges for multiple-family dwellings with a single meter will consider the number of residential units within the dwelling when determining the tier of consumption. For example, a 4-unit dwelling, the lower tier would be 12,000 gallons times 4 units or 48,000 gallons.

Commercial water rate options were evaluated as part of the Utility Rate Analysis. Commercial tiered rates were reviewed and not deemed appropriate for the City.

Irrigation rates have been implemented for commercial and residential homeowner associations with separate irrigation meters to encourage conservation. City owned land, parks and street medians have been excluded.

<u>Irrigation Tiers</u>	<u>Ranges of Consumption (2 months)</u>	<u>2023 Rate per 1,000 gallons</u>	<u>2024 Rate per 1,000 gallons</u>
Tier 1	0 - 20,000	\$13.11	\$14.29
Tier 2	Over 20,000	\$19.18	\$20.91

Irrigation rates for residential homeowner associations include a multiplier to the tier ranges of consumption for the number of residential units. This provision was approved in 2014.

The implementation of water conservation rates for residential did result in additional income for the Water Fund. There was approximately \$301,534 additional for January through October as the result of tiered rates. This is 36% of total residential revenues. The water usage rate will be reviewed in future years to include the impact that conservation rates have on revenue.

The implementation of commercial and residential homeowner association's water conservation rates did result in additional income for the Water Fund. There was approximately \$50,065 additional revenue for January through October as the result of tiered rates. This is 31% of total irrigation revenues. The water usage rate will be reviewed in future years to include the impact that conservation rates have on revenue.

Sanitary Sewer Rates:

Current: \$7.59 per 1,000 gallons (based on winter quarter water consumption) and a fixed charge of \$13.14 per month, per dwelling unit, apartment unit, or business.

Proposed: \$7.74 per 1,000 gallons (based on winter quarter water consumption) and a fixed charge of \$13.40 per month, per dwelling unit, apartment unit, or business.

This is a \$0.15 per month increase based on average home consumption. These rate changes provide that the Sanitary Sewer Utility Fund will maintain positive cash flow, and meet the

required debt service payment schedules, operational costs, and capital improvements requirements for the fund.

Storm Sewer Rates:

Current: \$109.99 per acre per month (residential is based on 0.18 acres or \$19.80 per month regardless of lot size).

Proposed: \$112.19 per acre per month (residential is based on 0.18 acres or \$20.20 per month regardless of lot size).

This is a \$0.40 per month increase based on average home lot size. These rate changes provide that the Storm Sewer Utility Fund will maintain positive cash flow, and meet the required debt service payment schedule, operational costs, and capital improvements requirements for the fund.

The Utility Rate Analysis included a review of best practices in the area of Storm Sewer Utility fees. Best practices tell us that a storm water charge should be based on two factors:

1. Intensity of Use based on the run-off amount (impervious surface); and
2. Acreage of site

Expressed as a formula:

Storm Water Charge = Intensity of Use (REF) x Acreage

The “Intensity of Use” is measured in Residential Equivalency Factors (or REF’s). One REF is established as the base unit, and represents the average run-off of a single-family lot. Property uses with higher impervious surfaces, such as a business with a parking lot, are assigned a higher REF.

The following chart shows the REF factors in the storm sewer ordinance changes that were approved.

<u>REF</u>	<u>% Impervious Surface/Other</u>
0.25	< 20%
1	20 to 40%, plus single family and two family
2	41 to 60%
3	61 to 80% Plus all townhomes, and multifamily (3 units plus)
5	> 80%

Solid Waste Rates:

The City provides garbage service to residential customers and contracts for that service with Waste Management, Inc. The garbage contract was reviewed in 2019 and a new five-year contract was awarded to Waste Management, Inc. for April 2020- April 2025. Staff is proposing a 4% rate adjustment for 2024. The contract provides the pricing for each year of the contract. The percent change in rates from Waste Management are increasing by 4% from 2023 to 2024. Waste Management will also provide containers.

Garbage stickers are sold for additional items that may not fit into the customer’s container. Customers may also add additional containers to their service. The Solid Waste Fund also supports code enforcement activities which often involve solid waste removal issues. To provide clarification on billing of solid waste at all residential properties, item 10 was added to the rate adoption resolution.

Organics Recycling Rates:

The City used to provide organics recycling through Curbside as a subscription base program to residential customers. However, the Minnesota Pollution Control Agency (MPCA) has highlighted that state law prohibits collectors from charging residents who recycle more than those who do not

Current: \$9.75 per participating household per month

Proposed: \$3.50 per month for all residential properties

The contract with Curbside was signed in 2020 and runs from April 5, 2020 through April 5, 2025. The year 5 rate is set to increase to \$13.25 per month per household participating in the program (from year 4 rate of \$12.87). The City has decided to lower the monthly fee and use a portion of the SCORE grant funding received through Hennepin County to increase and promote participation.

Street Light Rates:

The City provides mid-block street lights as requested by petition by homeowners.

Current: \$1.80 for street light code LO1, and \$3.72 for street light code LO2 per month.

Proposed: \$1.89 for street light code LO1, and \$3.91 for street light code LO2 per month.

This is a rate increase of 5%. These rate changes provide that the Street Light Fees will maintain income as is expected in the operational costs.

Anticipated overall effect on residential monthly utility bills:

Currently, a typical residential utility bill in the City of Robbinsdale is about \$141.20 per month (this assumes using 4,000 gallons of water a month, a 64-gallon garbage collection container, winter sewer average of 3,000 gallons). Under the current proposed rates, the average monthly bill would increase from \$141.20 to \$149.44, an increase of \$8.24 per month.

Automatic Payment Plan Discount

Utility customers have an option to pay bills from a checking or savings account using the automatic payment plan, in which the city's utility billing payment vendor, Invoice Cloud, submits an electronic file using the Automated Clearing House Network (ACH) payment submission method through the banking system. This is a process that deducts the amount automatically on the due date and involves a minimum of staff time and effort to process the payments. There is no check to write, stamps to buy or late payments. About 47% of utility customers have chosen this payment option.

As an incentive to promote the automatic payment plan method of bill payment (by checking or savings account) a \$1 discount per month is provided to customers who sign up for the automatic payment plan. This discount will continue to be in effect.

Some customers pay their bills using a bank bill pay method. The customer's bank then submits a paper check to the city for the payment, which is not accompanied by a bar coded payment stub but includes an account number. This payment is then manually processed and keyed in as a payment into the utility billing system. As an alternative, the City currently uses a third-party vendor to consolidate these payments, for most banks, which then provides an electronic bank deposit and utility bill payment file to the city. The average fee is \$57 per month for approximately 305 customers using this option each month. The above referenced discount is not applied to these accounts.

On-Line Utility Bill Delivery and Payments

In 2017, the City went live with Invoice Cloud. Invoice Cloud is a payment vendor that allows utility customers to have the option to create a user account which enables them to receive their utility bill electronically and view their bills, account history and have the option to pay directly on line with a credit card or sign up for the automatic payment plan. The system only allows customers to view their own property information. There was some staff time involved to implement the program, but it is saving on mailing costs and has reduced staff time processing credit card payments over the phone. The auto pay is now an automated process which also saves staff time. About 47% of utility customers have chosen this payment option.

Recommendation

Staff recommends:

- 1) Hold the public hearing, and
- 2) By motion, waive the reading and order the adoption of the resolution establishing city water, sanitary sewer, storm sewer, solid waste, and street light rates in the city of Robbinsdale effective for all usage after January 1, 2024, (shown as Exhibit 1)
- 3) Provide guidance to staff on any other rate policy or procedure matters.

Tim Sandvik, City Manager

Concurrence:

Diaa Tahoun, Finance Director

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 5th day of December 2023.

RESOLUTION NO.

A RESOLUTION ESTABLISHING CITY WATER, SANITARY SEWER, STORM SEWER, SOLID WASTE, AND STREET LIGHT RATES IN THE CITY OF ROBBINSDALE EFFECTIVE FOR ALL USAGE BEGINNING JANUARY 1, 2024.

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

WHEREAS, rate adjustments are needed to properly fund operations and planned capital improvements for the utility system; and

WHEREAS, to encourage water conservation and follow Minnesota law, (Minnesota Statutes, section 103G.291), the City has implemented residential conservation water rate structures; and

WHEREAS, a public hearing was held on December 5, 2023 for the purpose of determining whether to adjust the utility rates and the City Council considered the public input, if any, provided at said public hearing;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE THAT EFFECTIVE FOR ALL USAGE BEGINNING JANUARY 1, 2024:

1. Water rates are increased to \$8.24 per 1,000 gallons and a fixed charge of \$15.00 per residential apartment, commercial, or industrial unit per month;
2. Water rates for residential customers will include conservation rates with the following two-month consumption tiers and rates per thousands of gallons of water used:

<u>Tiers</u>	<u>Ranges of Consumption</u> <u>(2 months)</u>	<u>Rate per 1,000</u> <u>gallons</u>
Tier 1	0 - 12,000	\$8.24
Tier 2	12,001 – 26,000	\$11.03
Tier 3	26,001 - 40,000	\$14.29
Tier 4	Over 40,000	\$20.91;

3. Water rates for separate irrigation systems (excluding city owned land, parks and street medians) and residential homeowner associations with separate irrigation meters will include conservation rates with the following two-month consumption tiers and rates per thousands of gallons of water used:

<u>Tier (2 months)</u>	<u>Ranges of Consumption</u>	<u>Rate per 1,000 gallons</u>
Tier 1	0 - 20,000	\$14.29
Tier 2	Over 20,000	\$20.91;

4. The Water Capital Surcharge rates are increased to \$1.52 per 1,000 gallons;
5. Sanitary Sewer rates are increased to \$7.74 per 1,000 gallons of water used during an average winter and a fixed charge of \$13.40 per residential, apartment, commercial, or industrial unit per month;
6. The Storm Sewer Basic System Rate is increased to \$112.19 per acre, the residential acreage is 0.18 acres, which will increase the residential rate to \$20.20 per month;
7. Solid Waste rates are increased by 4% for all services;

8. Organics Recycling monthly rate decreased to \$3.5 per month.
9. The rates for all solid waste charges are shown in Attachment 1;
10. Street light rates (for mid-block petitioned lights) are increased by 5% for all services;
11. The rates for all street lights are shown in Attachment 1;
12. Customers who pay their utility bill using the automatic payment plan will receive a \$1 discount for each billing month;
13. Residential customers will receive a utility bill every two months;
14. Solid waste, yard waste, Organic recycling services are required services to all single-family homes in the City. Billing will be provided every two months; and
15. Basic solid waste, yard waste and recycling services are billed even when the home is vacant.
16. Staff shall have authority to make a variance for water tiers for unusual circumstances.

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

and the following voted against the same.

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED
THIS 5TH DAY OF DECEMBER 2023.

William A. Blonigan, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk

RESOLUTION NO.

A RESOLUTION ESTABLISHING CITY WATER, SANITARY SEWER, STORM
SEWER, AND SOLID WASTE RATES IN THE CITY OF ROBBINSDALE EFFECTIVE FOR
ALL USAGE BEGINNING JANUARY 1, 2024.

Solid Waste Monthly Rates for 2024:

<u>Description</u>	<u>2023 Rate</u>	<u>2024 Rate</u>
Solid Waste Nontaxable	\$13.44	\$13.98
Solid Waste Taxable 32 gallon can	\$21.27	\$22.12
Solid Waste Taxable 64 gallon can	\$25.06	\$26.06
Solid Waste Taxable 96 gallon can	\$29.13	\$30.30
Solid Waste Taxable 32 gallon Additional	\$12.93	\$13.45
Solid Waste Taxable 64 gallon Additional	\$15.72	\$16.35
Solid Waste Taxable 96 gallon Additional	\$18.17	\$18.90
Multi-Family Recycling	\$4.02	\$4.18
Organic Recycling	\$9.75	\$3.50
Solid Waste Garbage Stickers	\$1.50	\$1.50
Recycling Credit	-\$4.00	-\$4.00
Compost Credit	-\$1.00	-\$1.00

Street Light Rates for 2024:

<u>Description</u>	<u>2023 Rate</u>	<u>2024 Rate</u>
LO1 Street light type	\$1.80	\$1.89
LO2 Street light type	\$3.72	\$3.91



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: December 5, 2023
RE: Voucher Requests Pending Approval for Disbursement

Background:

The check register dated 12/5/23 reflects the voucher requests pending approval for disbursement.

The check register dated 11/22/23 through 12/5/23 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 12/5/2023.

Attachments:

None