

**City of Robbinsdale
CITY COUNCIL MINUTES
January 2, 2018
Meeting No. 1**

CALL TO ORDER

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

ROLL CALL

2. Present: Blonigan, Rogan, Selman, Backen, Mayor Murphy
Staff: Marcia Glick, City Manager

OPPORTUNITY FOR THE PUBLIC

3. Mayor Murphy opened the floor to anyone wishing to speak on any items not on the agenda. No one chose to speak.

APPROVAL OF AGENDA

4. Glick noted the additions of a handout titled Exhibit 1 for Consent item C pertaining to appointments discussed at the 6:30p.m. Work Session. The addition of Consent item Q and the removal of New Business A at the request of the applicant.
5. Member Selman **MOVED**, seconded by Member Backen to approve the agenda with the additions as noted above. **The vote was unanimous and the motion carried.**

CONSENT AGENDA

6. Member Rogan removed Consent Item O.
7. Member Selman **MOVED**, seconded by Member Backen to approve the balance of the Consent Agenda. **The vote was unanimous and the motion carried.**
8. Items approved are as follows:
 - A. Motion to approve and order placed on file minutes of the City Council meeting on 12/19/17.
 - B. Motion to approve issuance of licenses from list dated 01/02/18
 - C. 2018 Council Appointments:
 - Motion to appoint Mayor Pro Tem for 2018.
 - Motion to appoint appropriate representatives to the legislative bodies determined during the January 2, 2018, Council Work Session.
 - Motion to waive the reading and order the adoption of Resolution No. 7618, "A RESOLUTION DESIGNATING RICHARD MCCOY AS DIRECTOR AND BILL BLONIGAN AS ALTERNATE

DIRECTOR TO THE SUBURBAN RATE AUTHORITY FOR
2018.

- D. 2018 City Council Meeting Dates
- Motion to approve meeting dates of the City Council meeting as determined at the January 2, 2018 City Council Work Session.
 - Motion to confirm Tuesday, April 24, 2018 from 6-7:30 p.m. for the 2018 Open Book Meeting.
- E. Motion to affirm the action of the City Manager's appointment of Tom Marshall as City Clerk and Sherry O'Donnell as Deputy City Clerk for the year 2018.
- F. Motion to waive the reading and order the adoption of Resolution No. 7619, "A RESOLUTION AUTHORIZING ROBBINSDALE'S FINANCE DIRECTOR TO PAY CERTAIN CLAIMS."
- G. Motion to designate the following:
- US Bank, Citizens Independent Bank and the 4M Fund as depositories for the City of Robbinsdale for 2018.
 - US Bank Institutional Financial Services to safe-keep the City's investments for 2018.
 - Directing Marcia Glick, City Manager, and Larry S. Jacobson, Finance Director, to execute the necessary documents to assure continuity of banking services.
- H. Motion to affirm the appointment of Kristi Goodew Deputy Registrar for the Robbinsdale Motor Vehicle Office.
- I. Motion to direct the City Manager to contract with the League of Minnesota Cities Insurance Trust Fund for the workers' compensation at a fixed cost regular premium option rate of \$232,971.
- J. Motion designating the Crystal/Robbinsdale *Sun Post* as the official newspaper for the City of Robbinsdale for the year 2018 with some notices, including pending ordinances, appearing in the *Star Tribune* as required by Charter or Minnesota Statutes.
- K. Motion to waive the reading and order the adoption of Resolution No. 7620, "A RESOLUTION ADOPTING ELECTED OFFICIAL OUT-OF-STATE TRAVEL POLICY."
- L. Motion to acknowledge the Deputy Registrar's financial reports for the month of November 2017.

- M. Motion to acknowledge the Robbinsdale Wine & Spirits financial reports for the month of November 2017.
- N. Motion to waive the reading and order the adoption of Resolution No. 7621, "A RESOLUTION AUTHORIZING ISSUANCE OF CITY CREDIT CARDS TO LISTED CITY EMPLOYEES."
- O. Pulled by Member Rogan.
- P. Motion to hold the SECOND READING of Ordinance 17-16, "AN ORDINANCE ADDING PRO-RATED REFUND OF LIQUOR LICENSE FEE."
- Q. Motion to reappoint David Bjorkquist, Gene Montanez and Duane Bengtson to the Senior Commission for a two-year term commencing 1/2/2018.

Pulled Consent Item O

- 9. Member Rogan requested a change to the Data Ownership section on pg. 47 of the packet and included the change in the motion. He moved that it should read that "
- 10. Member Rogan **MOVED**, seconded by Member Backen to adopt Resolution No. 7622, " A RESOLUTION ADOPTING A SOCIAL MEDIA POLICY" with the changes to the last sentence of the 1st paragraph on Data Ownership to read "The City of Robbinsdale also maintains the sole property rights to any image, video or audio a city employee is asked to capture for city business."
- 11. Member Blonigan noted that he thought it is a good policy. He confirmed that staff will share information with City Commissioners. He noted that policy can be corrected if corrections are needed. Councilmembers or staff can use social media accounts but clarify your personal opinions vs. city policy.
- 12. Glick stated that the policy is something staff has been working on since last fall.
- 13. Member Backen asked that City Commissioners be brought up to speed on the Social Media Policy.
- 14. Mayor Murphy asked that staff pass along any relevant documents helpful from the League of Minnesota Cities to commissioners.
- 15. **The vote was unanimous and the motion carried.**

NEW BUSINESS B: Accepting Donations from Various Individuals, Businesses and Organizations from 2017.

16. Mayor Murphy thanked the listed donors for their donation to the city in 2017.
17. Member Selman **MOVED**, seconded by Member Blonigan to waive the reading and order the adoption of Resolution No. 7623, "A RESOLUTION ACCEPTING DONATIONS." **The vote was unanimous and the motion carried.**
18. Mayor Murphy asked for an update from staff on all charitable gaming donations and the rest of the council concurred.

OTHER BUSINESS B: Motion to approve disbursement requests for period ending 01/02/18.

19. Member Backen **MOVED**, seconded by Member Selman to approve disbursement requests for period ending 01/02/18. **The vote was unanimous and the motion carried.**

ADMINISTRATIVE REPORTS

20. Glick reminded Council of upcoming meetings.

COUNCIL GENERAL COMMUNICATIONS

21. Council wished everyone a Happy New Year.
22. Member Selman thanked city staff for great ice conditions at Sanborn Park.
23. Member Blonigan asked for a reminder on the city's worker compensation experience.
24. Glick stated that we had some unfortunate injuries to police officers which hasn't happened for some time.
25. Mayor Murphy thanked city staff for receiving the grant award from the Department of Employment and Economic Development to assist with the cleanup of the Hy-Vee site. Mayor Murphy also thanked city staff for ice conditions and decorations downtown. He also thanked Steve Carlyle for his contributions to decorations in the downtown area. Birdtown races registration has opened at Birdtown.com. There will be a 4K, 8K and Half-Marathon.

ADJOURNMENT

26. Member Blonigan **MOVED** seconded by Member Rogan to adjourn the meeting at 7:23 p.m. **The vote was unanimous and the motion carried.**

John Tingley, Recorder

Regan L. Murphy, Mayor

ROBBINSDALE CITY COUNCIL
WORK SESSION MINUTES
TUESDAY, JANUARY 2, 2018
COMMUNITY MEETING ROOM
6:30 P.M. CITY HALL

1. The work session was called to order by Mayor Pro Tem Blonigan at 6:30 p.m.
2. Councilmembers Present: Blonigan, Rogan, Selman, Backen, Mayor Murphy
Staff Present: Marcia Glick, City Manager

DISCUSSION: Council Appointments

3. Council discussed appointments for 2018. Consensus was to appointment Council Member Rogan as Mayor Pro Tem for 2018. Council discussed other appointments for 2018 and were assigned as shown in Exhibit 1.

DISCUSSION: 2018 City Council Dates

4. Council discussed City Council dates for 2018 and agreed with the staff recommendation.

DISCUSSION: Social Media Policy Draft

5. Glick noted the continuation of discussion from the November 7th Council and Work Session and the League of Minnesota Cities Model Policy.
6. Council discussed personal opinion social media posts versus posts on city actions and data ownership.
7. Council shared concern for how images, video or audio would become city data if, for example, council took photos at event where representing city. They suggested changes to data ownership language, which would be made an amendment at the regular meeting.

ADJOURNMENT

8. Mayor pro-tem Blonigan adjourned the work session at 6:57 p.m.

John Tingley, Recorder

William A. Blonigan, Mayor Pro Tem

Exhibit 1**2018 Council Assignments/Appointments**

1	<i>Mayor Pro Tem</i>	Dan Rogan
2-A	<i>League of Minnesota Cities</i>	Bill Blonigan, Delegate
		Mayor Murphy, Alternate
		George Selman, 2 nd Alternate
B	<i>National League of Cities</i>	Mayor Murphy, Delegate
		Pat Backen, Alternate
		Bill Blonigan, 2 nd Alternate
C	<i>Metro Cities</i>	Pat Backen, Delegate
		George Selman, Alternate
D	<i>School District 281 Government Advisory Committee</i>	Dan Rogan, Liaison
		Marcia Glick, Liaison
		Pat Backen, Alternate
E	<i>CDBG (Consolidated Pool Selection Committee)</i>	Rick Pearson, Member
		Marcia Glick, Member
F	<i>Suburban Rate Authority</i>	Richard McCoy, Director
		Bill Blonigan, Alternate
G	<i>Northwest Suburbs Communication Commission</i>	Bill Blonigan, Commissioner
		George Selman, Commissioner
H	<i>Northwest Community Television Board of Directors</i>	Marcia Glick, Director
I	<i>NWCTV Coordinators Advisory Committee</i>	John Tingley, Coordinator

ROBBINSDALE CITY COUNCIL
REGULAR MONTHLY WORK SESSION MINUTES
TUESDAY, JANUARY 2, 2018
COMMUNITY MEETING ROOM - CITY HALL

1. The work session was called to order by Mayor Pro Tem Rogan at 8:26 p.m.
2. Councilmembers Present: Backen, Blonigan, Selman, Mayor Murphy, Mayor Pro Tem Rogan
Staff Present: Marcia Glick, City Manager;

REVIEW: 2017-2018 Strategic Direction & Key Topics for 2/10/18 Work Session

3. Glick distributed the updated Strategic Direction and Goals noting progress on the Heart Safe Community project. She also distributed a 2017 Recap on the Strategic Direction.
4. Council members noted discussion items they wanted included in the 2/10/18 work session including:
 - Anti-littering campaign – Keep Robbinsdale Clean
 - Sochacki Park JPA update (Next JPA Board Meeting – February 12)
 - Community Survey Review
 - Public Relations Campaign
 - Perception of Crime
 - Litter
 - Construction Projects – why they are important
 - Parking in Neighborhoods
 - City's Carbon Footprint – Green Step Cities/Hennepin County information
5. Glick will follow up with Three Rivers on Canoe/Kayak rental concept at boat landings.

UPDATE: Problem Properties

6. Staff and Council reviewed a list of problem properties distributed at the meeting.
7. Glick will confirm details on paver installation at 4146 Welcome.

OTHER BUSINESS

8. Council members discussed an article in MN Cities about expedited tax forfeiture for abandoned properties and a Star Tribune article on an apartment proposal on the Sons of Norway site in Uptown.

ADJOURNMENT

9. Mayor pro-tem Rogan adjourned the work session at 9:04 p.m.

John Tingley, Recorder

Dan Rogan, Mayor Pro Tem

ROBBINSDALE CITY COUNCIL
WORKSESSION MINUTES
TUESDAY, JANUARY 9, 2018.
COMMUNITY MEETING ROOM
CITY HALL

Present: Councilmembers Blonigan, Selman, Backen Mayor Murphy, Mayor Pro-Tem Rogan; City Manager Glick, Community Development Coordinator Pearson. Others include: Alicia Vap, Dan Green, Nick Landwehr, and David Davies of the Bottineau Project Office; various residents.

1. The worksession was called to order by Mayor Pro-Tem Rogan at 7:26 pm.
2. Alicia Vap of the Bottineau Project Office provided a depiction of what the parking ramp design might look like to help determine the cost of construction. The expectation is that a Request for Proposal will be advertised not only for the parking ramp but also for redevelopment of the area. Architect Dan Green presented simulations of the various color and materials options for the ramp:
 - The ramp will have 410 spaces intended for park & riders with 1 ½ stories underground. The number does not account for the 50 lost parking spaces in the downtown. The BPO will not replace the parking, but will pay for it;
 - The ramp levels slope like a spiral;
 - The west and south sides of the ramp would be hidden behind the wrap;
 - The design shows how the ramp could be built. It could be built by Metro Transit and a development partner could build the wrap, or the development partner could build the entire project;
 - There is no commercial along Hubbard;
 - Further discussion occurred regarding the Section 106 process and historical interpretive markers.
3. Mayor Murphy wanted assurances that the wrap gets built and not just the parking ramp.
4. Nick Landwehr presented the 90% roll-out plans showing the entire Robbinsdale LRT corridor with construction impacts starting with the 45th Ave. N. crossing.
5. The 45th Ave. N. crossing will be limited to right-in, right-out and left in (from West Broadway). The left-out to north-bound West Broadway will be eliminated because of the lack of space.
6. The West Broadway round-about in Crystal was discussed. Welcome Ave. N. will be closed at Welcome Park in Crystal. Traffic will have to circulate through the neighborhood on other streets such as Xenia Ave. N.
7. Privacy fencing was discussed. At least four homes on the west side of the freight line south of the crossing will have 8 ft. high privacy fencing. There is a concern about pedestrians and bicyclists who currently use the railroad and West Broadway. The BPO is not showing a sidewalk for a stretch of West Broadway where there are drainage issues.

8. The impact to the homes backing up to the alley north of 42nd Ave. was discussed. There will be a decorative railing above the retaining wall adjacent to the alley. The height of the railing was a compromise between the resident's desire for screening and the Section 106 process. Residents asked for the decorative fencing to be extended south to the crossing at 42nd Ave. N. rather than stopping it at the end of the retaining wall.
9. Warning bells at crossings were discussed. Nick Landwehr said the bells would be set at 8 ft. heights above the crossings in an attempt to focus the noise downward rather than setting the bells at the normal 12 ft. heights.
10. Further discussion occurred about key points extending south of the station. The two northerly homes on June Ave. N. would be complete "takes" because of the proximity of the retaining walls. The most southerly house on Indiana was also discussed as a possible take. There was also discussion about the corridor protection walls and noise walls that would occur on the east side of the corridor.

ADJOURNMENT

11. Mayor pro-tem Rogan adjourned the worksession at 9:55 pm.

Rick Pearson, Recorder

Dan Rogan, Mayor Pro Tem



City of Robbinsdale

ROBBINSDALE SENIOR COMMISSION MINUTES

6:00 pm, Monday, December 4, 2017

The Senior Commission is an advisory commission to the City Council on matters relating to the status and needs of seniors, age 55 and over, in the city and ways in which the needs of seniors may be met.

- 1) Commission Meeting Called to Order at 6:00 pm by Chairperson Bjorkquist
- 2) Commissioners Present: David Bjorkquist, Terri Cleveland, Carmen Berrios, Jerry Ruppert and Duane Bengtson.
Commissioners Excused Absent: Gene Montanez
Staff Liaison: Pam Schmitz, Recreation Programs Manager
Guest: Paul Mendoza from the Heart Safe Communities Program
- 3) Bengtson motioned approval of the minutes of the regular meeting of October 2, 2017, second by Berrios, passed. Note: due to lack of a quorum at the November meeting, there are no November meeting minutes.
- 4) Heart Safe Community: Paul Mendoza explained what the program is and how Robbinsdale can become a Heart Safe Community. Handout was given with general information. There was a discussion on ways in which the Senior Commission can help with the process. Commission members could help by becoming champions of the program; become trained in Hands- Only CPR and AED use; survey housing complexes, city businesses and organizations to find where AEDs are located and if they are available to the general public; and help with the promotion of the program. General consensus was a willingness to help and to discuss further at the January meeting.
- 5) Old Business
 - a. Pedestrian Safety updates:
 - i) Discussion on the backpacks distribution efforts. Commission members will continue to distribute to those they know. By general consensus, Commission members agreed that the City staff can distribute at appropriate events and activities without waiting for a Commission meeting to approve.
 - ii) Safety presentation updates: none are currently scheduled.
 - b. Programming updates:
 - i: Still working with Citizens Bank for approval for a table at Whiz Bang Days.
 - ii) Evening program in conjunction with a Commission meeting is still being considered, but there are new programing options with other cities. Do not want to conflict with what is already being offered. More discussion to follow.
 - c. Volunteer Opportunities: School District has needs for volunteers, will seek more information and make sure it is included in future "Over 55 Newsletters."
 - e. Funds for Commission projects: Schmitz reported that it looks like the request included in Senior programs account will be approved by Council this month.
- 6) New Business:
 - a. Membership: Expiring memberships are Bjorkquist, Bengtson, Montanez and Ruppert. Each will receive a letter from the Mayor asking if they wish to continue or not. Important to let them know right away so approvals can happen prior to the first meeting in 2018. There is still one opening that will need to be filled as well.
 - b. First Monday in January is the first. After some discussion and allowed by City Ordinance, Commission members decided to move the January meeting to January 8.
- 7) Announcements: The Plymouth Rockers concert was well attended. The Christmas Tree Lighting at City Hall is scheduled for December 5, all are invited!
- 8) Motion to adjourn at 7:05 pm by Cleveland, second by Bengtson, passed.

Next Meeting is scheduled for **Monday, January 8, 6 pm at City Hall.**



Pam Schmitz, Staff Liaison and Recorder approved 1/8/2018



MEMORANDUM

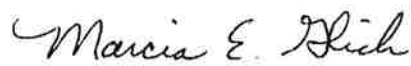
TO: Mayor and City Council
FROM: Marcia Glick, City Manager
DATE: January 16, 2018
RE: Approval of Licenses

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.

Recommendation:

By motion approve issuance of licenses dated January 16, 2018.



Marcia Glick, City Manager

CONCURRENCE:



Tom Marshall, City Clerk

CONTRACTORS' LICENSES FOR COUNCIL APPROVAL 01/16/2018

<u>Applicant</u>	<u>Type</u>	<u>License Fee</u>
ADAM'S ON-TIME PLBG & WTR HTRS LLC	Plumbing Contractor	50.00
AIR COMFORT HEATING & A/C INC	Mechanical Contractor	50.00
ARBOR TREE SERVICE	Tree Contractor	50.00
B & D PLUMBING, HEATING & A/C INC (ME)	Mechanical Contractor	50.00
B & D PLUMBING, HEATING & A/C INC (PL)	Plumbing Contractor	50.00
CENTERPOINT ENERGY	Mechanical Contractor	50.00
CENTURY PLUMBING INC	Plumbing Contractor	50.00
EGAN COMPANY (ME)	Mechanical Contractor	50.00
EGAN COMPANY (PL)	Plumbing Contractor	50.00
ELIJAH'S TREE CARE LLC	Tree Contractor	50.00
F A BARTLETT TREE EXPERTS	Tree Contractor	50.00
HEATING & COOLING TWO INC (ME)	Mechanical Contractor	50.00
K & S HEATING, A/C, PLUMBING, & ELECTRICAL	Mechanical Contractor	50.00
KLINE CORPORATION DBA PRACTICAL SYSTEMS (ME)	Mechanical Contractor	50.00
LABELLE PLUMBING INC	Plumbing Contractor	50.00
MAJOR MECHANICAL (ME)	Mechanical Contractor	50.00
MAJOR MECHANICAL (PL)	Plumbing Contractor	50.00
MNP MECHANICAL LLC	Plumbing Contractor	50.00
RAINBOW TREE COMPANY (TT)	Tree Contractor	50.00
S & S TREE & HORTICULTURAL SPECIALISTS	Tree Contractor	50.00
SPECTRUM SIGN SYSTEMS INC	Sign Contractor	50.00
TOTAL COMFORT	Mechanical Contractor	50.00
WINDOW CONCEPTS OF MN INC (PL)	Plumbing Contractor	50.00
YTS COMPANIES LLC	Tree Contractor	50.00

Number of Contractor Licenses Requesting Council Approval: 24



City of Robbinsdale

MEMORANDUM

TO: Mayor and City Council
FROM: Marcia Glick, City Manager
DATE: January 16, 2018
RE: First Reading: Updates to Section 1000 and Appendix B of City Code

Background:

Through research, staff found that the League of Minnesota Cities recommends that cities set fees by ordinance and not resolution unless allowed specifically by State Statute. Historically, it has been the city's practice to update fees that are not currently mentioned in State Statute by resolution. After consultation with our current City Attorney, he agreed that going forward, fee updates should be done by city ordinance. Doing this will require a change to Section 1000 of city code and adopting Appendix B by ordinance. The code change will assure the city is in compliance with best practices and recommendations from the League of Minnesota Cities.

Recommendation:

By motion, hold the first reading of Ordinance No. 18-XX, "AN ORDINANCE UPDATING SECTION 1000 AND APPENDIX B OF CITY CODE" as shown in Attachment 1.

Marcia Glick, City Manager

CONCURRENCE:

John Tingley, Assistant to City Manager

Member _____ moved and Member _____ seconded a motion that the following ordinance, which was given its first reading on January 16, 2018, be given its second reading on this ____ day of _____, 2018.

ORDINANCE NO. 18-__

AN ORDINANCE UPDATING SECTION 1000 AND APPENDIX B OF CITY CODE

THE CITY OF ROBBINSDALE DOES ORDAIN:

Section 1: That City Code Section 1000 – Licensing – Subsection 1000.01 is hereby amended to read as follows:

1000.01. Policy and purpose of chapter. By the enactment of this chapter, the city council intends to establish to the maximum degree possible a uniform system for the issuance, revocation, suspension and renewal of licenses and permits for activities for which licenses and permits are required by this code. The fees for licenses and permits are set forth in Appendix B from time to time by city council ordinance

Section 2: That Appendix – General Fee Schedule is hereby adopted as shown in Attachment 1.

Section 3. The following summary clearly informs the public of the intent and effect of the ordinance and is approved for publication: “The purpose of this ordinance is to codify the City’s Fee Schedule.”

First Reading: YEAS:
 NAYS:

Second Reading: YEAS:
 NAYS:

Passed by the City Council this _____ day of _____, 2018.

Regan L. Murphy, Mayor

Tom Marshall, City Clerk

(SEAL)

**APPENDIX B
ROBBINSDALE ORDINANCE CODE
AND GENERAL FEE SCHEDULE**

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ROBBINSDALE ORDINANCE CODE
AND GENERAL FEE SCHEDULE

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Attachment A: DEMOLITION AND MOVING PERMIT FEES
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Attachment C: PLUMBING PERMIT FEE SCHEDULE
Attachment D: MECHANICAL PERMIT FEE SCHEDULE
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Attachment F: PARK FACILITIES/EQUIPMENT FEES
Attachment G: CONDUIT DEBT ISSUANCE FEE SCHEDULE
Attachment H: RENTAL LICENSE INSPECTION FEES
Attachment I: SCHEDULE OF OFFENSES AND FEES ADMINISTRATIVE PENALTY SYSTEM

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

**APPENDIX B
FEE SCHEDULE**

Page 1

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
MISCELLANEOUS FEES				
Special Assessment Searches	Fee	Eng & Assessor		\$25/search
Special Assessment Self Search	Fee	Assessor		\$10/visit
City Ordinance Code (updating not included)	Fee	Administration		\$150
City Zoning Ordinance Code (updating not included)	Fee	Administration		\$100
City Charter (updating not included)	Fee	Administration		\$50
Budget Book - Annual	Fee	Finance		\$75
Financial Statements - Annual	Fee	Finance		\$75
Comprehensive Plan (updating not included)	Fee	Administration		\$75
Copies of Miscellaneous Information	Fee	All		\$0.25 Per page
Council Meeting Minutes - mailed - Non-Resident Only	Fee	Administration		\$25/year or \$0.25 Per page + Postage
Notary	Fee	All		\$5.00 per oath; Limited to 2 per occasion (Effective 8-1-14)
Owners List - name & address only (paper copy)	Fee	Assessor		\$100 entire city or \$0.25 Per page
Owners List - property characteristics (paper & electronic)	Fee	Assessor		\$45 per hour for research
Property Record card - except personal residence	Fee	Assessor		\$2/record card to maximum of 5
Abatement - administrative oversight	Fee	Assessor		\$25
Returned Check	Fee	Finance		\$30 each
Filing of Various Instruments	Fee	Administration		None
Administrative Charge for Special Assessments	Fee	Administration		\$50 each
Abatement of Nuisance/Problem Property	Fee	All		\$50 + actual city costs recovered
				\$50 per visit to property by Inspector prior to and follow-up on Abatement
Conduit Debt Issuance	Fee	Finance		See Attachment G

**APPENDIX B
FEE SCHEDULE**

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

**APPENDIX B
FEE SCHEDULE**

Page 3

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

**APPENDIX B
FEE SCHEDULE**

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

**APPENDIX B
FEE SCHEDULE**

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

**APPENDIX B
FEE SCHEDULE**

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Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
PLANNING AND LAND USE REGULATIONS – CHAPTER V (Continued)				
Request for Zoning Classification or Flood Plain panel & date	Fee	Community Development	Per Request	\$25
Mailing fee for all required mail notifications	Fee	Community Development	Per Address	\$1 per address
Architectural Review – signs in overlay district	Fee	Community Development	Per location	\$50
Architectural Review – New construction in overlay district	Fee	Community Development	Per location	\$50/hour. 1 hour minimum
Development consulting (except city sponsored)	Fee	Community Development	Per Request	\$50/hr. 1-hour minimum. *Fee applied to project if project proceeds.
Rezoning request for R-2 to R-1	Fee	Community Development	Per Request	\$150

**APPENDIX B
FEE SCHEDULE**

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

**APPENDIX B
FEE SCHEDULE**

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Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
PUBLIC UTILITIES – CHAPTER VII				
Storm, water & sanitary sewer connection inspection - 700.33	Permit	Engineering		\$75/connection
Fire Water Charge (FWC) 705.03	Fee	Finance	Quarterly	None
Restoration of Service Charge – 705.09	Fee	Finance		\$30
Telecommunications Facilities and Equipment – 715.03	Permit	Engineering	Per occurrence	\$100 (construction, maintenance, relocation on public right-of-way)
Telecommunications Towers – 720	License	Clerk	Annual or per occurrence	\$500 (develop, construct, or erect tower and maintain tower). \$500 per occurrence (modify tower or antenna array)
PUBLIC WORKS/PUBLIC UTILITIES MISC.				
Sump Pump utility charge	Fee	Engineering		\$50 per month
Water Meter	Fee	Public Works		\$115 + tax
Tailpieces	Fee	Public Works		\$10 + tax per pair
Horn (mandatory in new homes starting 01-01-06)	Fee	Public Works		\$35 + tax
Locate curb stops, without Gopher State One Call Locate	Fee	Public Works		\$50 each locate
Shut Off Water at Stop Box	Fee	Public Works		\$150 (\$100 refund if unable to shut off)
Hydrant meter rental fee	Fee	Public Works		\$50 per week + \$1,000 deposit + water usage
Resident Requested Sign – non warrant, including install	Fee	Public Works		\$200 new; \$40 + cost of sign for replacement
EQUIPMENT & PERSONNEL – PER HOUR				
Litter picker; Lawn mower	Fee	Public Works		\$20 + actual labor cost
Pickup truck, Van	Fee	Public Works		\$25 + actual labor cost
Utility trailer, Roller & trailer, Paint Striper, Compressor truck	Fee	Public Works		\$30 + actual labor cost
Dump truck, Water Wagon	Fee	Public Works		\$40 + actual labor cost
Backhoe, Loader, Sweeper, Grader	Fee	Public Works		\$50 + actual labor cost
Vactor	Fee	Public Works		\$125 + actual labor cost
Utility Meter Return	Fee	Engineering		20% of initial equipment cost

**APPENDIX B
FEE SCHEDULE**

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Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
STREETS, ALLEYS AND PUBLIC WAYS – CHAPTER VIII				
Street Excavations – 800.05	Permit	Engineering	Each Occurrence	\$35/utility company \$75/all others
Street Repair – 800.23	Permit	Engineering		\$250 for 1 st 30 s.f. + \$6 each additional square foot
Curb cuts/Driveway Apron or Sidewalk – 800.23	Permit	Engineering		\$50
Excavations or Other Activities in Right of Way – 800.23	Permit	Engineering		See Street Excavations above
Tree Trimming	Fee	Forestry	12/3	\$50
Vacation – 830.01	Fee	Planning	Per Project	\$200
Newspaper Racks – 839.03	License	City Clerk	12/31	\$25/year up to 5 boxes; \$5/box \$150 impoundment fee \$25/site inspection or relocation
Courtesy Bench – 840.01	License	City Clerk	12/31	\$50/bench
Placement of Dumpster/Collection Bin/Storage Container – In Right-of-Way 845.15	Permit	Engineering	(7 day permit)	\$50 1 st 7 days; \$75 for second week; \$210 for each week after the second week. No pro-rata.
Private Property 605.03	Permit	Code Enforcement	30 days	\$0 1 st 30 days; \$50 2 nd 30 days; \$100 3 rd and subsequent 30 day permits. \$50 per month for new residential & commercial construction for no more than 6 and 9 months respectively. \$100 per month thereafter.
Pick up and Storage of Temporary Traffic Control Devices	Fee	Public Works	Per Permit	\$65 for one device & \$15 for each additional device for pick up; plus \$250 for up to 10 items for up to 5 calendar days of storage; \$250 for additional storage for up to 5 calendar days. Note: signs not picked up within 15 days are deemed to be abandoned.

**APPENDIX B
FEE SCHEDULE**

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PARKS MISCELLANEOUS				
Park Buildings	Fee	Parks		See Attachment F
Picnic Shelters	Fee	Parks		See Attachment F
Athletic Fields & Rink Lights	Fee	Parks		See Attachment F
Park Facilities and Equipment Fees	Fee	Parks & Recreation		See Attachment F

Description, Ordinance Chapters/Section				
PUBLIC SAFETY – CHAPTER IX				
Dog and Cat – 915.03	License	Administration	12/31 – every other year	\$15 neutered/spayed \$20 not neutered/spayed \$10 fee Multi-Cat Residence (in addition to regular licenses) \$3/duplicate tags
Impoundment – 915.19	Fee	Animal Control		\$75/1 st offense \$100/2 nd offense \$125/3 rd offense Boarding fee for large & small animals—current contract rates apply. \$25 +\$1/address mailing to 200 feet \$50/initial investigative fee
Domesticated Animal – 915.37	Permit Fee	Administration	12/31	\$50
Wild & Exotic Animal – 915.39	Permit Fee	Administration	12/31	\$50/initial investigative fee
Potentially Dangerous Animals – 915.25 Dangerous Animals – 915.27	Permit Fee	Police	12/31	\$200
False Alarms – 920.09	Penalties	Police & Fire Departments	12/31	See Attachment I

APPENDIX B FEE SCHEDULE

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Repeat Nuisance Service Call Fee – 927.05	Fee	Police & Code Enforcement	365 day cycle	\$250 for each call starting with third call, after proper notice, charged to owner and/or \$250 for occupant if not the owner, plus additional fees for excess costs all per 927.05, Subd. 2, plus penalties in this code section.
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Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
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DOMESTIC PARTNERSHIP REGISTRATION – CHAPTER X

Domestic Partnership Registration – 1015 PART B	Fee	Administration	Not applicable	\$20 – registration plus \$1 per each additional certified copy at time of registration \$15 – charge per certified copy plus \$1 per each additional certified copy any time other than initial registration \$15 – termination fee
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BUSINESS AND TRADE REGULATIONS – CHAPTER XI

Mini-golf – 1100.01	License	Administration	12/31	\$75
Pool Hall or Bowling Alley – 1100.03.13	License	Administration	12/31	None
Change of Location – Pool Hall or Bowling Alley – 1100.03.14	License	Administration	12/31	Same as regular
Theater – 1100.05	License	Administration	12/31	\$200
Carnivals, Shows, Public Entertainment (Outdoors) – 1100.07	License	Administration	12/31	\$100/day – single performance \$300/multiple performance not to exceed 3 days \$50/each additional day over 3 days
Carnivals, Shows, Public Entertainment (Indoors) – 1100.07	License	Administration	12/31	\$75/day – single performance \$150/annual
Mechanical Amusement Devices – 1100.09	License	Administration	12/31	\$15 per site and: \$15/pinball machine \$15/kiddie ride machine \$15/all other mechanical amusement devices including video games
Lawful Gambling, Exempt from MN § Section 349.214 –	Permit	Administration	12/31	\$50/annually/bingo only

APPENDIX B
FEE SCHEDULE

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1105.09							\$5/occasion/bingo only
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**APPENDIX B
FEE SCHEDULE**

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Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
BUSINESS AND TRADE REGS – Chapter XI (Cont'd)				
Public Dances – 1110.05	Permit	Administration	12/31	\$1,000
Pet Shop – 1115.03	License	Administration	Daily Basis	\$60/day
Peddlers – 1120.01	License	Administration	12/31	\$50
Transient Merchant – 1120.03	License Fee	Administration	12/31	\$100
Going Out of Business Sale – 1120.05	License	Administration	12/31	\$50 investigation fee
	License	Administration	12/31	\$50 – per vehicle or location
	License	Administration	12/31	\$35 + \$2 for each \$1,000 of inventory or major part thereof
				\$75-renewal for no more than 30 days
				\$25/day – second renewal for 30 days
Car Wash – 1130.01	License	Administration	12/31	\$50
Cigarette Vending /Tobacco Sales– 1132.05	License	Administration	12/31	\$250
Christmas Tree Sales – 1130.05	License	Administration	12/31	\$50
Dry Cleaning/Laundry Facility – 1130.07	License	Administration	12/31	\$50
Auto Dealer – 1130.09 (Regulated under MN § Chapter 168)				Must provide copy of state license
Gas Station Pumps – 1130.11	License	Administration	12/31	\$100/1 st pump
				\$10/each additional pump
Secondhand Goods Sales – 1135.09	License	Administration	6/30	\$200
Secondhand Goods Sales – 1135.17, Investigation	License Fee	Administration		\$750 investigative fee
				\$400/multiple dealers/same location
				\$50/one day secondhand sales
				\$75/more than 1 day, less than 5 days
Consignment House Dealer – 1135.09	License	Administration	12/31	\$100
				\$500 initial investigation fee
				\$200 renewal investigation fee

**APPENDIX B
FEE SCHEDULE**

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

**APPENDIX B
FEE SCHEDULE**

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

**APPENDIX B
FEE SCHEDULE**

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Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
TRAFFIC, MOTOR VEHICLES AND OTHER VEHICLES – CHAPTER XIII				
Parking by Permit Only – 1305.13	Fee	Police Department		First 3 permits \$0.00 Fourth permit - \$25.00
MISCELLANEOUS PERMITS				
Loudspeaker Devices – 2005.13	Permit	City Council	12/31	\$75.00
POLICE MISCELLANEOUS				
Audio Tapes	Fee	Police		\$20 each
Video Cassette Tapes & DVD's	Fee	Police		\$20 each
Fingerprinting (upon request)	Fee	Police		\$20
Police Reports (any)	Fee	Police		\$0.25 per page
Photos	Fee	Police		Actual costs + \$10 handling fee
Security & Traffic Assignment for Officers	Fee	Police		Current senior top patrol overtime-hourly rate, including benefits, +3%.
Vehicle Lock-outs	Fee	Police		None
Request for Criminal Information – Apartment Complexes	Fee	Police		\$100 annual
False Alarms	Fee	Police		See Attachment I
Drug & Chem. Lab cleanup – Ord. 625	Costs	All		Owner to Pay Costs
FIRE MISCELLANEOUS				
Burning Permit	Permit	Fire	12/31	\$35
Inspections – Day Care facilities	Fee	Fire		\$50 each visit
Inspections – Rental properties	Fee	Fire		See Attachment H
Fire Reports	Fee	Fire		\$0.25 per page
Fire Water Charge	Fee	Fire		None
Firework – consumer – Section 1150	License	Fire	12/31	Maximum allowable by State Statute 624.20
Fireworks – Display permit – Section 1150.06	Permit	Fire	12/31	\$ 200.00

DEMOLITION AND MOVING PERMIT FEES

FEES REQUIRED

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

DEMOLITION PERMIT

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

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

MOVING PERMIT

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

PLUMBING PERMIT FEE SCHEDULE

FEES REQUIRED

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

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

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

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

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

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

PLAN REVIEW FEES

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

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

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

WORK COMMENCING BEFORE PERMIT ISSUANCE

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

ROBBINSDALE BUILDING CODE FEE SCHEDULE*

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

OTHER INSPECTION FEES

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

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

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

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

²Actual costs include administrative and overhead costs.

RESIDENTIAL - FLAT FEES

Siding	\$50 + \$25 for each inspection over one (1)
Windows	\$50 + \$25 for each inspection over one (1)
Roofing, over existing layer	\$50 + \$25 for each inspection over one (1)
Roofing, tear off	\$75 + \$25 for each inspection over two (2)

FIRE SUPPRESSION EQUIPMENT FEES

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

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

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

PLAN REVIEW FEES

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

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

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

WORK COMMENCING BEFORE PERMIT ISSUANCE

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

LICENSE VERIFICATION FEE

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

MECHANICAL PERMIT FEE SCHEDULE**FEES REQUIRED**

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

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

- (a) The cost of installations, alteration, additions, or repairs shall include all labor and materials supplied by the contractor. In addition, it shall include all materials supplied by other sources when the contractor normally supplies these materials.
- (b) **REVISION OF ESTIMATED COST:** The estimated cost shall be subject to review by the Building Official, and if the estimate does not reflect the true cost, it shall be revised and the applicant shall pay the fee based upon such revision. The Building Official may revoke any permit issued containing false information regarding the value of the work authorized by said permit pursuant to Section 89.150 of this Code. If the actual cost exceeds the estimated by five hundred dollars (\$500) or more, the applicant shall report within thirty (30) days after the completion of this job, the actual cost to the Inspections Department and the fee shall be revised and the applicant shall pay a fee computed on the basis of the actual cost.
- (c) A copy of the contract must accompany all commercial permit applications.

PLAN REVIEW FEES

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

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

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

WORK COMMENCING BEFORE PERMIT ISSUANCE

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

SIGN FEES**SIGN PERMIT FEES SHALL BE:**

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

Street Spanning Banner Signs Per Installation below**

PLAN REVIEW FEES

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

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

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

WORK COMMENCING BEFORE PERMIT ISSUANCE

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

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

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

Liability Insurance

Not required

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

PARK FACILITIES/EQUIPMENT FEES

All rates are per hour unless noted differently.

Park Feature	Resident	Non-Resident	Local Youth Associations
Shelter Building	\$55.00 (4 hours)	\$95.00 (4 hours)	\$0
	\$100 key/damage deposit	\$100 key/damage deposit	
Picnic Shelter (LVT)	\$125 (4 hours)	\$195 (4 hours)	\$0
	\$100 damage deposit	\$100 damage deposit	
Picnic Shelter (other shelters)	\$50.00 (4 hours)	\$90.00 (4 hours)	\$0
	\$100 damage deposit	\$100 damage deposit	

There is no charge for reservation of the shelter buildings or picnic shelters for local youth association meetings or association level special events. Additional fees for extra services or features will be charged according to the current City of Robbinsdale Field Rental/Special Event policy.

Tennis Courts	\$15.00	\$30.00	
Ice Rinks	\$15.00	\$30.00	
Fields:			
Multi Sport (LVT, RMS)	\$20.00	\$40.00	\$15.00 (3 hours)
All Star Field	\$30.00	\$60.00	\$15.00 (1.5 hrs.) or \$25 (3 hrs.)
Baseball-no prep	\$15.00	\$30.00	\$0
Field w/game prep	\$30.00 per game	\$50.00 per game	\$25.00 per game
Lights	\$20.00	\$20.00	\$12.00
	\$30.00 deposit	\$30.00 deposit	
Canoe/Kayak Rack Rental	\$50.00 (May -Oct 15)	\$65.00 (May1-Oct 15)	
Entertainment Feature	\$75 per feature	\$75 per feature	\$75 per feature
\$500 deposit for resident, non-resident and youth associations.			

RCGFC SCHEDULE/RENTAL FEES**Fee schedule per hour:**

(Set up time must be included in rental hours. No fee during open times.)

	Resident	Non-Resident	Total per use
Gym	\$45.00 per hour	\$55.00 per hour	N/A
	\$50.00 deposit	\$50.00 deposit	(Due one week prior to the activity date.)
	(Reduced rates available for long-term rentals.)		
	Youth Associations		
	\$30.00 per hour		
Supervisor	\$25.00 per hour	\$25.00 per hour	N/A

CONDUIT DEBT ISSUANCE FEE SCHEDULE

CONDUIT DEBT PURPOSE

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

FEE SCHEDULE

New debt issuance fees:

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

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

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

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

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

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

JOINT POWERS FEES

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

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

RENTAL LICENSE INSPECTION FEES

City Code Section 425.31

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

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

Term: Bi-annual

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

Initial/Conversion Inspection Fee:

\$750

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

Change in Ownership Property Review Fee:

\$500

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

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

Service Fee for Failure to Attend Initial/Conversion Training or Crime Free Housing Training (Section 425.31, Subd 4)

\$100 for each month that training is not completed for a maximum of three months. If after 3 months (9 months after license issuance) the training has not been completed, the rental license(s) may be subject to suspension or revocation by the City Council.

Failure to Provide Copy of Lease Addendum

\$100

After one month, rental license is subject to suspension or revocation by the City Council.

Failure to Terminate Tenancy (425.32, Subd 5b)

\$750

For each month, after 3 months, the rental license is subject to suspension or revocation by the City Council.

Re-inspection Fees

\$50 for each unit requiring re-inspection for the second and each subsequent re-inspection visit necessitated by required repairs not being completed or access being denied. If the initial inspection has a series of deadlines, the initial re-inspection of each group of items would be covered in the base license fee.

Interim Inspection Fees:

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

Administrative Fees:

Surcharge for failure to schedule required inspection:

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

Appeal Fee

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

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

General Rules of Administrative Fine System

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

Level One Violations \$50.00

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

Level Two Violations \$100.00

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

Level Three Violations \$150.00

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

Level Four Violations \$200.00

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

Level Five Violations \$400.00

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

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

Violation for Excessive Repeat Nuisance Service Calls:

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

Disorderly House

- \$2000 for conviction under Minnesota Statutes Section 609.33

Repeat Violations

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

Continuing Violations

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

Hearing Officer ability to adjust fees for continuing violations

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

Fees Payable to Hearing Officers:

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

Hearing Request fee:

Hearing Request Deposit fee: \$25 is due along with the appeal form. The fee is refunded if the appeal is successful or forfeited if the fine is upheld.

Special Assessment Charge:

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



City of Robbinsdale

MEMORANDUM

TO: Mayor and City Council
 FROM: Marcia Glick, City Manager
 DATE: January 16, 2018
 RE: Resolution Supporting Local Deputy Registrars Offices

Background:

In July of 2017, the Minnesota State Department of Vehicle Services implemented the Minnesota Licensing and Registration System (MNLARS) for motor vehicle transactions. Since its implementation in July numerous issues have been encountered statewide with the software, including in the Robbinsdale Deputy Registrar's Office. Some of the issues include but are not limited to: increased processing times, system outages, software glitches, and delayed fulfillment of title paperwork and special license plates. Staff now inputs all information on state transactions manually where limited data entry was needed with the previous system. These issues have led to staff overtime costs and forcing the deputy registrar's office to close 30 minutes earlier to help compensate for staff time needed for the new system. Other issues have included miscommunication between the state and local offices, and issues with online purchases of tabs and license plates.

Analysis:

The November 2017 Deputy Registrars Financial Report showed an overall year-to-year decline in revenue from motor vehicle transactions of 1.1%. This also includes new revenue taken in from additional dealer business that started in August 2017. The table below shows the fee revenue taken in between July through November in 2017 vs. 2016. With the additional revenue from dealership transactions, revenue from motor vehicle fees was still 1.1% below 2016 levels from July through November.

Month	2017 Revenue	2016 Revenue	% Change
July	\$23,158	\$27,174	-14.7%
August	\$27,671	\$29,404	-5.9%
September	\$25,709	\$25,806	-0.3%
October	\$26,111	\$24,058	8.5%
November	\$22,765	\$20,334	11.9%
Total	\$125,414	\$126,776	-1.1%

A study done by Leander Limited of certain Minnesota Deputy Registrars Association in October comparing October 23-27, 2017 vs. October 24-28, 2016 numbers show that surveyed locations in the metro area saw increases in time needed per registration and title transaction. The table below shows the increase in minutes taken for registrations and titles at the four metro locations surveyed. The full results can be seen in Attachment 1.

Year	Registrations	Minutes/Registration	Minutes/Title
2017	621	5.01	10.46
2016	685	3.68	6.40

Recommendation:

My motion, waive the reading and order the adoption of Resolution No. XXXX,"A RESOLUTION SUPPORTING THE MAINTENANCE OF LOCAL LICENSE BUREAUS" as shown in Attachment 2.



Marcia Glick, City Manager

CONCURRENCE:



John Tingley, Assistant to City Manager

Attachment 1

LEANDER LIMITED MDRA TIME & MOTION STUDY OCTOBER 23-27, 2017								
DEPUTY REGISTRAR LOCATION	# OF LOCATIONS	REGISTRATIONS	MINUTES	MINUTES/REGISTRATION	TITLES	MINUTES	MINUTES/TITLE	
PUBLIC METRO SMALL	4	621	3,110	5.01	456	4,771	10.46	
PUBLIC NON-METRO SMALL	5	589	3,644	6.23	289	3,790	12.68	
PUBLIC NON-METRO LARGE	1	418	1,247	2.98	204	1,685	8.26	
PRIVATE METRO SMALL	1	143	643	4.50	96	836	8.71	
PRIVATE NON-METRO SMALL	5	1,031	5,287	5.13	595	6,785	11.37	
PRIVATE NON-METRO LARGE	1	198	992	5.01	106	802	7.57	
TOTAL STUDY	17	2,980	14,823	4.97	1,756	18,649	10.62	
LARGE SITES GENERATE IN EXCESS OF 40,000 REGISTRATIONS/TITLES PER YEAR								

LEANDER LIMITED MDRA TIME & MOTION STUDY OCTOBER 24/28, 2016								
DEPUTY REGISTRAR LOCATION	# OF LOCATIONS	REGISTRATIONS	MINUTES	MINUTES/REGISTRATION	TITLES	MINUTES	MINUTES/TITLE	
PUBLIC METRO SMALL	4	685	2,522	3.68	224	1,433	6.40	
PUBLIC NON-METRO SMALL	5	862	3,041	3.53	308	2,206	7.16	
PUBLIC NON-METRO LARGE	1	770	1,563	2.03	263	1,564	5.95	
PRIVATE METRO SMALL	1	213	508	2.38	145	847	5.84	
PRIVATE NON-METRO SMALL	5	1,550	5,049	3.26	566	4,823	8.52	
PRIVATE NON-METRO LARGE	1	531	1,144	2.15	354	1,276	3.60	
TOTAL STUDY	17	4,611	13,827	3.00	1,850	12,149	6.53	
LARGE SITES GENERATE IN EXCESS OF 40,000 REGISTRATIONS/TITLES PER YEAR								

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 16th day of January, 2018.

RESOLUTION NO. _____

**A RESOLUTION SUPPORTING
THE MAINTENANCE OF LOCAL LICENSE BUREAUS**

WHEREAS, the State of Minnesota established a deputy registrar network to provide our citizens with motor vehicle titling and registration services; and

WHEREAS, deputy registrars are required to operate as agents on behalf of the State of Minnesota without compensation from the State for the services they offer; and

WHEREAS, in 1949, the State of Minnesota established in statute a user-based filing fee on motor vehicle and driver license transactions to be retained by the deputy registrar to defray all their costs to provide this localized service to our citizens for the State; and

WHEREAS, the State of Minnesota now receives over \$1 billion annually in state fees and taxes collected through the deputy registrar network; and

WHEREAS, the State of Minnesota has now shifted substantial clerical and auditing responsibilities onto the deputy registrar network due to the State's conversion to their new MNLARS (Minnesota Licensing and Registration System) program; and

WHEREAS, the new MNLARS regimen is now documented to have multiple shortcomings which have severely strained normal deputy registrar operations with longer processing times that greatly limit their typical volume of daily business; and

WHEREAS, other MNLARS shortcomings have frequently forced deputies to conduct "no-(filing) fee" services for customers which acerbates the deputy business model; and,

WHEREAS, deputy registrar offices are now forced to invest in additional staff, office equipment, and more space to meet customer demand due to the MNLARS conversion; and

WHEREAS, the filing fee revenue no longer covers the operational costs to maintain deputy registrar offices such that many local government-based deputies are seeking local property tax subsidies and private operators are applying for lines of credit to stave off complete closure;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE, MINNESOTA: that the City of Robbinsdale calls upon the State Legislature and our Governor to enact legislation in 2018 to provide deputy registrars with proper compensation by reallocating from existing state fee structures or other appropriate filing fee

adjustments to ensure their valued service and continued presence remains in our local community to serve our citizens and the State.

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 16TH DAY OF JANUARY, 2018.

Regan L. Murphy, Mayor

ATTEST:

Tom Marshall, City Clerk



TO: Mayor and City Council
FROM: Marcia Glick, City Manager
DATE: January 16, 2018
RE: Recommendation for Charter Commissioner Appointment

Background

The Charter Commission is comprised of 15 eligible resident voters who are appointed at-large by the Chief Judge of Hennepin County after a recommendation is made by the City Council. Commissions serve as volunteers and their terms need to be renewed every four years. There are no term limits for Charter Commissioners

Analysis/Conclusion

A list of the current nine commissioners is included in Exhibit 1. Currently there are six vacancies on the Commission. Commission openings are frequently publicized in the utility bill insert, the City's cable scroll, the City's website, and posted on the city hall bulletin board. Three Council recommendations for the Charter Commission are currently pending with the Chief Judge of Hennepin County. Staff has confirmed the Judge has received the recommendations and is currently reviewing them as of the writing of this memo.

Recommendation

By motion, waive the reading and order the adoption of the resolution (shown as Exhibit 2) recommending appointment of Alison Ellertson to the Robbinsdale Charter Commission.

Marcia Glick, City Manager

CONCURRENCE:

John Tingley, Assistant to City Manager

CHARTER COMMISSION MEMBERS

As of January 8, 2018

No Term Limits
Appointed at Large

TERM EXPIRATION

- | | | |
|-----|------------------|------------|
| 1) | Scott Allen | 03/22/19 |
| 2) | Nicholas Benham | 03/25/18 |
| 3) | Larrin Bergman | 2/22/19 |
| 4) | David Giordano | 04/21/18 |
| 5) | John Lapointe | 03/25/18 |
| 6) | Dennis Motl | 02/22/19 |
| 7) | Jeff Mueller | 03/25/18 |
| 8) | Michael Scanlan | 05/3/18 |
| 9) | Michael J Meehan | 11/01/2020 |
| 10) | OPEN | |
| 11) | OPEN | |
| 12) | OPEN | |
| 13) | OPEN | |
| 14) | OPEN | |
| 15) | OPEN | |

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 16th day of January 2018.

RESOLUTION NO. _____

A RESOLUTION RECOMMENDING TO THE CHIEF JUDGE
OF THE HENNEPIN COUNTY DISTRICT COURT
APPOINTMENT OF QUALIFIED VOTERS
OF THE CITY OF ROBBINSDALE TO THE ROBBINSDALE CHARTER COMMISSION

WHEREAS, Minnesota Statute 410.05, Subdivision 2, empowers the Chief Judge of the Hennepin County District Court to fill vacancies in the Robbinsdale Charter Commission; and

WHEREAS, the Robbinsdale Charter Commission currently has nine appointed commissioners and six openings for new members; and

WHEREAS, the City Council has recommended three residents for approval to the Chief Judge of the Hennepin County District Court; and

WHEREAS, staff has received one additional application from a resident interested in serving on the Charter Commission; and

WHEREAS, the City Council wishes to recommend that this qualified voter of the City of Robbinsdale be appointed to the Charter Commission.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Robbinsdale that the following resident is hereby recommended to the Chief Judge of the Hennepin County District Court for appointment to the Robbinsdale Charter Commission:

Alison Ellertson

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:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 16TH DAY OF JANUARY 2018.

Regan L. Murphy, Mayor

ATTEST:

Tom Marshall, City Clerk

Memorandum

To: Mayor and City Council
From: Marcia Glick, City Manager
Date: January 16, 2018
Subject: Tobacco License Violation – Clark One Inc.

Background

In an effort to ensure local businesses are compliant with the laws regarding the sale of alcohol and tobacco, the Robbinsdale Police Department conducts annual, random compliance checks.

Discussion

The Robbinsdale Police Department believes Clark One Inc. violated its tobacco license agreement with the City of Robbinsdale for the following reasons:

All businesses were sent letters on April 17, 2017, reminding them of applicable alcohol and tobacco sales laws, as well as the police department's intention to enforce them.

On December 20, 2017, the Robbinsdale Police Department conducted a tobacco compliance check at Clark One Inc. located 5900 42nd Ave N in the City of Robbinsdale.

A 17 year old, underage buyer acting within the scope of the compliance check approached the cashier and was sold one canister of Grizzly wintergreen pouches. The cashier did not ask to see identification.

The officer on the detail confronted the cashier after the illegal sale and issued a formal complaint for:

1) Misdemeanor Sale of Tobacco to a person under 18 years old

Clark One Inc. was advised that Robbinsdale City Code provides the opportunity to request a hearing on the tobacco violation before the City Manager, before any penalty is imposed.

A hearing was subsequently requested by Mr. Ayman Issa, owner of the station; and held in the City Manager's office on January 08, 2018. The hearing was attended by Mr. Ayman Issa, who was present when the cashier committed the violation. During the hearing Mr. Issa, indicated the cashier was confused during the sale. Mr. Ayman Issa stated the cashier said didn't realize chewing tobacco was regulated like cigarettes. However, after the police had left, Mr. Issa verified himself that scanning the chewing tobacco price automatically triggered a cash register requirement for checking identification.

Conclusion

On December 20, 2018, Clark One Inc. unlawfully sold tobacco to a person under the age of 18. This is a violation of Robbinsdale City Code 1132.19(c) - Administrative civil penalties; licensee.

Under City Code 1132.19(c), the City Council *shall* impose a civil fine of not less than \$75.00 nor more than \$500.00, and may also suspend a license for a period of not more than 10 days, after affording the licensee an opportunity for a hearing before the City Manager or the City Manager's designee. This is the first violation for Clark One Inc.

Consistent with other first offences, it is recommended that the City Council issue a civil fine of \$500 with \$250 of the fine suspended contingent upon no same or similar violations within one year.

Recommendation

By motion, civilly fine Clark One Inc. \$500 for unlawfully selling tobacco to a person under the age of 18 with \$250.00 to be suspended contingent upon the fact that no same or similar violations occur within 1 year.


Marcia Glick, City Manager

Memorandum

To: Mayor and City Council
From: Marcia Glick, City Manager
Date: January 16, 2018
Subject: Tobacco License Violation – Robbinsdale Food Market

Background

In an effort to ensure local businesses are compliant with the laws regarding the sale of alcohol and tobacco products, the Robbinsdale Police Department conducts annual, random compliance checks.

All businesses were sent letters on April 17, 2017, reminding them of applicable alcohol and tobacco sales laws, as well as the police department's intention to enforce them.

On September 21, 2017, Robbinsdale Food Market violated its tobacco license agreement with the City of Robbinsdale, with a cashier selling a tobacco product to a 17 year old underage person acting within the scope of the compliance check. A hearing was subsequently requested by Mr. Yasser Abdelrahman and held in the City Manager's office on November 01, 2017. The hearing was attended by Mr. Yasser Abdelrahman, part owner of Robbinsdale Food Market. During the hearing City Manager Glick explained that typically the fine for a first offence is \$500 with \$250 suspended contingent upon no same or similar violations. She also explained the process should there be further violations in a 24 month period. Mr. Yasser Abdelrahman accepted this penalty.

During the City Council meeting on November 07, 2017, council motioned to civilly fine Robbinsdale Food Market \$500, with \$250 suspended contingent upon no same or similar violations occurring within one year.

Discussion

The Robbinsdale Police Department believes Robbinsdale Food Market violated its tobacco license agreement with the City of Robbinsdale a second time for the following reasons:

On December 20, 2017, the Robbinsdale Police Department conducted a second tobacco compliance check at Robbinsdale Food Market located 4001 West Broadway in the City of Robbinsdale. A 17 year old, underage person acting within the scope of the compliance check approached the cashier and was sold one canister of Grizzly wintergreen pouches. The cashier did ask to see identification and as the underage buyer was getting his identification from his wallet the cashier was making change for the transaction. The cashier then asked the underage buyer if he was driving and the underage buyer stated "yes". The clerk then stated "forget about it," handing the underage buyer the tobacco product and change.

The officer on the detail confronted the cashier after the illegal sale and issued a formal complaint for:

1) Misdemeanor Sale of Tobacco to a person under 18 years old

Robbinsdale Food Market was advised that Robbinsdale City Code provides the opportunity to request a hearing on the tobacco violation before the City Manager, before any penalty is imposed.

A hearing was subsequently requested by Mr. Yasser Abdelrahman and held in the City Manager's office on January 08, 2018. The hearing was attended by two representatives of Robbinsdale Food Market; Mr. Medhat Abdel Aziz, part owner of Robbinsdale Food Market and Mr. Hardan Mahdi, the cashier at the time of the violation. The clerk was reminded that legal driving age is 16, whereas the age of 18 is required for tobacco purchase. During the hearing, the two Robbinsdale Food Market representatives stated they have taken additional steps to ensure illegal tobacco product sales do not occur again. They indicated Robbinsdale Food Market will be installing a date-of-birth verification feature to be used for all tobacco sales. Mr. Medhat Abdel Aziz did pay \$250 on January 08, 2018 at the time of the hearing; for the reinstated fine from the first violation.

Conclusion

On December 20, 2017, Robbinsdale Food Market unlawfully sold tobacco to a person under the age of 18. This is a violation of Robbinsdale City Code 1132.19(c) - Administrative civil penalties; licensee.

Under City Code 1132.19(c), and for a 2nd violation occurring within 24 months, the City Council *shall* impose a civil fine of not less than \$200.00 nor more than \$750.00, and may also suspend a license for a period of not more than 20 days, after affording the licensee an opportunity for a hearing before the City Manager or the City Manager's designee. This is the second violation for Robbinsdale Food Market within the last 24 months.

Recommendation

By motion, civilly fine Robbinsdale Food Market \$750.00 and suspend Robbinsdale Food Market's tobacco license for 7 days, with 6 days stayed contingent upon no same or similar violations occurring within the next 24 months.



Marcia Glick, City Manager



City of Robbinsdale

MEMORANDUM

TO: City Council
FROM: Marcia Glick, City Manager
DATE: January 16, 2018
RE: Approval of Credit Card Charges and Payment

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

The attached listings are the credit card payments made in the month of December 2017 representing charges for the period November 10, 2017 through December 10, 2017, for expenses for City operations.

Recommendation

By motion approve the December 2017 payment for City credit card charges.

Marcia Glick, City Manager

CONCURRENCE:

Larry Jacobson, Finance Director

Council Check Register by GL
Council Check Register and Summary

12/26/2017 -- 12/26/2017

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
2017285	12/26/2017		100292 U. S. BANCORP							
		8.99	MOVIE DISCUSSION GROUP		127974		1335.6214		Operating Supplies	Senior Programs
		13.97	ROVING MINDS		127975		1335.6214		Operating Supplies	Senior Programs
		41.76	Supplier 114248 CUB FOODS							
			COMMUNITY GYMS		127976		1305.6214		Operating Supplies	Community Center Operations
			Supplier 114310 TARGET							
		85.92	HOME DEPOT		127977		1305.6235		Small Equip Exp <\$2,500	Community Center Operations
			Supplier 114262 THE HOME DEPOT							
		83.50	EMPLOYEE LUNCH & LEARN PIZZA		127978		1010.6214		Operating Supplies	Public Relations
		63.50	EMPLOYEE LUNCH & LEARN PIZZA		127979		1010.6214		Operating Supplies	Public Relations
			Supplier 114714 PAPA JOHNS							
		638.00	OFFICE CHAIRS INVESTIGATORS		127980		1200.6234		Equipment Parts & Supplies	Police Support Services
			Supplier 118042 OFFICE LIQUIDATORS							
		250.00	MN JOA CONFERENCE		127981		1220.6512		Conference & Schools	Investigations / Special Svcs
			Supplier 114453 MN JUVENILE OFFICER ASSN							
		39.92	BOTTLED WATER FOR STATION		127982		1260.6214		Operating Supplies	Fire Prevention / Suppression
			Supplier 114267 ALMSTEDS							
		604.07	HELMETS		127983		1260.6216		Clothing & Personal Equipment	Fire Prevention / Suppression
			Supplier 118043 WPSG							
		150.67	HELMET SHIELDS		127984		1260.6216		Clothing & Personal Equipment	Fire Prevention / Suppression
			Supplier 114437 PAUL CONWAY SHIELDS							
		86.97	LIGHT KITS/GROMMETS		127985		1260.6340		Repair & Maintenance	Fire Prevention / Suppression
			Supplier 114295 AMAZON							
		402.37	RENTAL TOWABLE MANLIFT		127986		1605.6338		Rentals/Leases	Streetscape
			Supplier 117999 SUNBELT RENTALS							
		599.92	LED TROFFERS		127987		7005.6915	00016217	Building & Structures (include	CG Building Operations
		339.96	LED TROFFERS		127988		7005.6915	00016217	Building & Structures (include	CG Building Operations
			Supplier 114258 MENARDS							
		29.89	CREDIT SALES TAX		127989		1605.6338		Rentals/Leases	Streetscape
			Supplier 117999 SUNBELT RENTALS							
		31.63	LIMES & LEMONS		127990		6405.6214		Operating Supplies	Liquor Operations
			Supplier 114248 CUB FOODS							
		338.96	CANDY CANE TUBES		127991		6405.6214		Operating Supplies	Liquor Operations
			Supplier 118044 PAPER MART							
		45.44	FIREARM SUPPLY		127992		1200.6214		Operating Supplies	Police Support Services
		170.21	FIREARM SUPPLY		127993		1200.6214		Operating Supplies	Police Support Services
			Supplier 114295 AMAZON							
		101.25	FIREARM SUPPLY		127994		1200.6214		Operating Supplies	Police Support Services
			Supplier 118045 CROSSMATCH							
		183.84	FIREARM SUPPLY		127995		1200.6214		Operating Supplies	Police Support Services
			Supplier							

Council Check Register by GL
Council Check Register and Summary

12/26/2017 -- 12/26/2017

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
2017285	12/26/2017		100292 U. S. BANCORP						Continued..	
		440.79	118046 ANDERSON MANUFACTURING FIREARM SUPPLY		127996		1200.6214		Operating Supplies	Police Support Services
		15.00	Supplier 114624 BROWNELLS, INC. GFOA MONTHLY NOVEMBER		127997		1050.6510		Meeting / Travel Expense	Financial Services
		15.00	Supplier 106513 MINNESOTA GFOA REC WEB CREDIT CARD		127998		1300.6720		Service Charges	Recreation Administration
		15.00	REC REG CREDIT CARD		127999		1300.6720		Service Charges	Recreation Administration
		101.50	Supplier 115203 PLUG N PLAY BD OF ACCOUNTANCY - LSJ		128000		1050.6514		Dues & Memberships	Financial Services
		15.00	Supplier 115147 MN BOARD OF ACCOUNTANCY GFOA MONTHLY DECEMBER		128001		1050.6510		Meeting / Travel Expense	Financial Services
		9,972.76	Supplier 106513 MINNESOTA GFOA AMMUNITION		128002		1200.6214		Operating Supplies	Police Support Services
		7.00	Supplier 118047 SGAMMO MEETING PARKING		128003		1225.6510		Meeting / Travel Expense	Police Reserves
		319.00	Supplier 116751 GOVERNMENT CENTER MN CHIEF OF PD		128004		1200.6514		Dues & Memberships	Police Support Services
		630.31	Supplier 114510 MINNESOTA CHIEFS OF POLICE ASSOCIATION RESERVES HOLIDAY PARTY		128005		1225.6510		Meeting / Travel Expense	Police Reserves
		14.99	Supplier 118048 THE LOOKOUT HOTEL RESERVATION - OWATA		128006		1260.6510		Meeting / Travel Expense	Fire Prevention / Suppression
		14.99	HOTEL RESERVATION - NELSON		128007		1260.6510		Meeting / Travel Expense	Fire Prevention / Suppression
		280.70	HOTEL RESERVATION - OWATA		128008		1260.6510		Meeting / Travel Expense	Fire Prevention / Suppression
		280.70	HOTEL RESERVATION - NELSON		128009		1260.6510		Meeting / Travel Expense	Fire Prevention / Suppression
		169.80	Supplier 114658 HOLIDAY INN SPRUCE TOPS		128010		1605.6214		Operating Supplies	Streetscape
		16.98	SPRUCE TOPS		128011		1605.6214		Operating Supplies	Streetscape
		26.54	CRITTER RIDDER		128012		7115.6214		Operating Supplies	CS Government Buildings
		64.95	THERMOSTAT/SENSOR		128013		1565.6234		Equipment Parts & Supplies	Parks Facility Maintenance
		15.50	Supplier 114262 THE HOME DEPOT LED BULBS		128014		1260.6340		Repair & Maintenance	Fire Prevention / Suppression
		61.30	Supplier 114295 AMAZON ELECTRICAL TAPE/CORD		128015		7115.6214		Operating Supplies	CS Government Buildings
		336.00	Supplier 114262 THE HOME DEPOT NAUER/LEONARD SCHOOL		128016		1500.6512		Conference & Schools	Parks Administration
		12.98	Supplier 114462 MN NURSERY & LANDSCAPE HOLE SAW 1"		128017		7115.6214		Operating Supplies	CS Government Buildings
		18.05	Supplier 114263 THOMAS TOOL & SUPPLY OUTLET/EXTENSION		128018		7115.6214		Operating Supplies	CS Government Buildings
			Supplier							

Council Check Register by GL
Council Check Register and Summary

12/26/2017 -- 12/26/2017

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
2017285	12/26/2017		100292 U. S. BANCORP						Continued...	
			114262 THE HOME DEPOT							
		46.66	WASHERS/TAIL PIECE		128019		7115.6214		Operating Supplies	CS Government Buildings
		300.93	LED WALL PACK		128020		6020.6232		Facility Maintenance Supplies	Water Utility Well & Plant Mai
		449.94	LED WALL PACK		128021		7005.6915	00016217	Building & Structures (include	CG Building Operations
		30.94	LED TROFFERS		128022		7005.6214		Operating Supplies	CG Building Operations
		128.97	LED TROFFERS		128023		6020.6232		Facility Maintenance Supplies	Water Utility Well & Plant Mai
		1,214.73	LED TROFFERS		128024		7005.6915	00016217	Building & Structures (include	CG Building Operations
		48.61	THERMOSTAT/TAPE		128025		1565.6214		Operating Supplies	Parks Facility Maintenance
		41.80	THERMOSTATIC OUTLET		128026		1390.6234		Equipment Parts & Supplies	Library Building Operations
			Supplier 114258 MENARDS							
		123.70	TIMER/CHRISTMAS LIGHTS		128027		7115.6214		Operating Supplies	CS Government Buildings
			Supplier 114262 THE HOME DEPOT							
		48.35	TURFGRASS WEEED CONTROL		128028		1500.6214		Operating Supplies	Parks Administration
			Supplier 118049 PURDUE EDUCATION							
		109.00	MRPA WORKSHOP		128029		1300.6512		Conference & Schools	Recreation Administration
			Supplier 116564 MINNESOTA RECREATION AND PARK ASS							
		18.96	SENIOR PROGRAM SUPPLIES		128030		1335.6214		Operating Supplies	Senior Programs
			Supplier 116850 COSTCO							
		13.30	TREE LIGHTING SUPPLIES		128031		1325.6214		Operating Supplies	General Programs
			Supplier 114248 CUB FOODS							
		106.00	SOCIETY OF AMERICAN FORESTERS		128032		1370.6514		Dues & Memberships	Forestry
			Supplier 116376 SOCIETY OF AMERICAN FORESTERS							
		20.00	ARBOR DAY FOUNDATION MEMBERSHI		128033		1370.6514		Dues & Memberships	Forestry
			Supplier 116269 ARBOR DAY FOUNDATION							
		298.15	TRAY LINER/PAINT/BRUSH		128034		7005.6232		Facility Maintenance Supplies	CG Building Operations
			Supplier 114262 THE HOME DEPOT							
		369.78	DOUBLE STRIP/METER		128035		7005.6915		Building & Structures (include	CG Building Operations
		214.95	DOUBLE STRIP/METER		128036		6020.6332	00016217	Maintenance Contracts	Water Utility Well & Plant Mai
		19.98	DOUBLE STRIP/METER		128037		1610.6214		Operating Supplies	Street & Boulevard Maintenance
		39.99	LED STRIP		128038		7005.6915	00016217	Building & Structures (include	CG Building Operations
			Supplier 114258 MENARDS							
		150.00	ID TRAINING SEMINAR		128039		6405.6516		Subscriptions & Books	Liquor Operations
			Supplier 118050 MLBA							
		66.35	BOWS		128040		6405.6214		Operating Supplies	Liquor Operations
			Supplier 114455 HOLIDAY							
		61.42	WE ID CARD		128041		6405.6214		Operating Supplies	Liquor Operations
			Supplier 114284 WE CARD							
		8.40	FACEBOOK AD		128042		6405.6382		Advertising / Promotions	Liquor Operations
			Supplier 114283 FACEBOOK							

City of Robbinsdale
Council Check Register by GL
Council Check Register and Summary

12/26/2017 -- 12/26/2017

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
2017285	12/26/2017		100292 U. S. BANCORP						Continued...	
		50.00	MISC SUPPLIES		128043		6405.6214		Operating Supplies	Liquor Operations
			Supplier 114257 ACE HARDWARE							
		154.92	LED STRIP/HANGER		128044		5410.6340		Repair & Maintenance	Traffic/Transport Improvements
			Supplier 114258 MENARDS							
		158.94	WATER PUMP		128045		7010.6234		Equipment Parts & Supplies	CG Vehicle Maintenance
			Supplier 118051 CUMMINS INC							
		189.17	PAINT/FILTER		128046		7005.6214		Operating Supplies	CG Building Operations
			Supplier 114262 THE HOME DEPOT							
		258.64	AED PADS - ADULT & INFANT		128047		7115.6214		Operating Supplies	CS Government Buildings
			Supplier 118052 MEDSHOP DISTRIBUTORS							
		43.74	WIRELESS MOUSE		128048		7110.6234		Equipment Parts & Supplies	CS Information Technology
			Supplier 114280 NEWEGG							
		12.66	PHONE CASE - PARK & REC		128049		1305.6214		Operating Supplies	Community Center Operations
			Supplier 114295 AMAZON							
		439.98	MONITORS		128050		7110.6214		Operating Supplies	CS Information Technology
		14.97	PROTECTION PLAN		128051		7110.6234		Equipment Parts & Supplies	CS Information Technology
		14.97	PROTECTION PLAN		128052		7110.6214		Operating Supplies	CS Information Technology
		68.97	LOGITECH WIRELESS MICE		128053		7110.6214		Operating Supplies	CS Information Technology
		71.31	LOGITECH WIRELESS KEYBOARDS		128054		7110.6234		Equipment Parts & Supplies	CS Information Technology
			Supplier 114280 NEWEGG							
		764.10-	US BANCORP REBATE		128055		8900.4852		Interest Income	Investment Control
			Supplier 114443 US BANK							
		21,660.90								

Payment Instrument Totals

Grand Total

Checks	
EFT Payments	21,660.90
Total Payments	21,660.90

**Presentation
by Hennepin
County Sheriff
Richard W.
Stanek**



City of Robbinsdale

MEMORANDUM

TO: City Council
FROM: Marcia Glick, City Manager
DATE: January 16, 2018
RE: Voucher Requests Pending Approval for Disbursement

The check register dated January 16, 2018 reflects the voucher requests pending approval for disbursement.

The check register dated January 3, 2018 through January 16, 2018 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.

Recommendation

By motion approve disbursement requests for period ending January 16, 2018.

Marcia Glick, City Manager

CONCURRENCE:

Larry Jacobson, Finance Director