City of Robbinsdale

CITY COUNCIL MEETING
January 15, 2019
4100 Lakeview Avenue North
Robbinsdale, Minnesota
7:00 p.m.

A G E N D A

CITIZEN PARTICIPATION

The City Council is meeting as a legislative body to conduct the business of the City according to the

RULES OF PROCEDURE AND DECORUM OF THE CITY COUNCIL. Unless so ordered by the Mayor, citizen participation is limited to the following times and always within the prescribed rules of conduct for public input at meetings.

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

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

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

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

---

1. CITY COUNCIL MEETING CALLED TO ORDER

2. ROLL CALL: Selman, Backen, Blonigan, Rogan, Mayor Murphy

3. **MICROPHONE CHECK:** Blonigan, Rogan, Selman, Backen, Mayor Murphy

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

5. APPROVAL OF THE JANUARY 15th, 2019 MEETING AGENDA

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

A. Motion to approve and order placed on file minutes of the City Council meeting on 01/08/19, two Work Session minutes from 01/08/19. 1-11

B. Motion to acknowledge the receipt and placing on file minutes of the following Commissions and Boards: 12
- Robbinsdale Senior Commission 12/3/18

C. Motion to table the public hearing for modification to Redevelopment District 13 and Establishment of Tax Increment Financing District 14 to February 19, 2019. 13

D. Motion to approve the December 2018 payment for City credit card charges. 14-18

E. Motion to authorize the City Manager and Finance Director to issue a Purchase Order to the Dodge of Burnsville for one 2019 Dodge Durango in the amount of $27,315 (excluding applicable sales tax, licensing and delivery). 19

F. Motion to waive the reading and order the adoption of the resolution recommending appointment of Ruth Lane to the Robbinsdale Charter Commission. 20-24 RES. 21

G. Motion to authorize the City Manager and the Finance Director to issue a Purchase Order to MTI Distributing of Brooklyn Center, Minnesota for the purchase of a Toro Groundmaster 7210 for the amount of $27,889.26. 25

H. Motion to approve issuance of licenses dated January 15, 2019. 25A

I. Motion to: 25C
- Waive the reading and order the adoption of the resolution to amend Resolution No. 7699 adopting the 2019 Final City Property Tax Levy for $6,792,266 and ordering its certification to the Hennepin County Auditor.
- Approve the 2019 transfer of $1,853.00 from the Permanent Improvement Revolving Fund to the 2018A Street Improvement Debt Service Fund.
- Approve the 2019 transfer of $317.00 from the Central Equipment Internal Service Fund to the 2018A Equipment Certificates Debt Service Fund.

J. Motion to appoint Brenda Rogers to serve as the Parks/Recreation/Forestry Commission as the Ward I representative, for a term commencing January 16, 2019.

7. PRESENTATION
   A. There are no Presentations scheduled.

8. PUBLIC HEARING
   A. There are no Public Hearings scheduled.

9. OLD BUSINESS
   A. There is no Old Business items scheduled.

10. NEW BUSINESS
   A. There are no New Business items scheduled.

11. OTHER BUSINESS
   A. Motion to schedule two work sessions to be held on February 5, 2019: 26
      - 6:00 p.m. – meeting with the Liquor Manager regarding store operations.
      - 6:30 p.m. – meeting with the Fire Relief Association board to review recommendation related to requested change to benefits.

   B. Voucher Request Pending Approval for Disbursement 27
      - Motion to approve disbursement requests for period ending 01/15/19.

12. ADMINISTRATIVE REPORTS

13. COUNCIL GENERAL COMMUNICATIONS

14. ADJOURNMENT

Marcia E. Glick

Marcia Glick, City Manager

ITEMS PENDING OR UNDER STUDY FOR COUNCIL CONSIDERATION

ITEM	DEPARTMENT RESPONSIBILITY	ANTICIPATED AGENDA DATE
Chickens – Vera Cruz	Administration	2/5/19
Employee Handbook	Administration	2/5/19
1st reading Solicitor Licensing	Administration	2/5/19
Public Hearing TIF 14	Administration	2/19/19

City of Robbinsdale
CITY COUNCIL MINUTES
January 8, 2019
Meeting No. 1

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

ROLL CALL
2. Present: Rogan, Selman, Backen, Blonigan, Mayor Murphy
   Staff: Marcia Glick, City Manager; Meagan Donahue, Assistant to City Manager; Rick Pearson, Community Development Coordinator; and Kate Croteau, City Clerk

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.

OATH OF OFFICE
4. Croteau administered the *Oath of Office* to Member Selman (ward 3) and Member Backen (ward 4).

APPROVAL OF AGENDA
5. Glick noted the addition of a presentation to introduce the new SunPost Community Editor Alaina Rooker.

6. Member Selman **MOVED,** seconded by Member Blonigan to approve the agenda with the addition as noted above. **The vote was unanimous and the motion carried.**

CONSENT AGENDA
7. Member Backen removed Consent Item O.

8. Member Rogan **MOVED,** seconded by Member Selman to approve the Consent Agenda, with the exception of Consent Item O. **The vote was unanimous and the motion carried.**

9. Items approved are as follows:
   A. Motion to approve and order placed on file minutes of the regular City Council meeting of 12/18/18.

   B. Motion to acknowledge receipt and placing on file minutes for the following Commissions and Boards:
      1. Robbinsdale Parks, Recreation & Forestry Commission from October 23, 2018 meeting.

   C. Motion to approve issuance of licenses from list dated 1/08/19.

D. 2019 Council Appointments:
   1. Motion to appoint Mayor Pro Tem for 2019.
   2. Motion to appoint appropriate representatives to the legislative bodies determined during the January 8, 2019, Council Work Session.
   3. Motion to waive the reading and order the adoption of Resolution No. 7700: "A RESOLUTION DESIGNATING RICHARD MCCOY AS DIRECTOR AND BILL BLONIGAN AS ALTERNATE DIRECTOR TO THE SUBURBAN RATE AUTHORITY" for 2019

E. Motion to appoint Park, Recreation & Forestry; Planning and Senior Commissioners as determined at the 1/8/19 City Council Work Session.

F. Motion to affirm the action of the City Manager's appointment of Kate Croteau as City Clerk and Sherry O'Donnell as Deputy City Clerk for the year 2019.

G. Motion to affirm the appointment of Jeff Lenarz Deputy Registrar for the Robbinsdale Motor Vehicle Office.

H. Motion designating the Crystal/Robbinsdale *Sun Post* as the official newspaper for the City of Robbinsdale for the year 2019 with some notices appearing in the *Star Tribune* as required by Charter or Minnesota Statutes.

I. Motion to waive the reading and order the adoption of Resolution No. 7701: "A RESOLUTION ADOPTING ELECTED OFFICIAL OUT-OF-STATE TRAVEL POLICY."

J. Motion designating the following:
   - US Bank, Citizens Independent Bank and the 4M Fund as depositories for the City of Robbinsdale for 2019;
     US Bank Institutional Financial Services to safe-keep the City's investments for 2019; and
   - Directing Marcia Glick, City Manager, and Larry S. Jacobson, Finance Director, to execute the necessary documents to assure continuity of banking services.

K. Motion to waive the reading and order the adoption of Resolution No. 7702: "A RESOLUTION AUTHORIZING ROBBINSDALE'S FINANCE DIRECTOR TO PAY CERTAIN CLAIMS."

L. Motion to waive the reading and order the adoption of Resolution No. 7703: "A RESOLUTION AUTHORIZING ISSUANCE OF CITY CREDIT CARDS TO LISTED CITY EMPLOYEES."

M. Motion to acknowledge the Deputy Registrar's financial reports for the month of November 2018.

N. Motion to acknowledge the Robbinsdale Wine & Spirits financial reports for the month of November 2018.

O. [Removed by Member Backen]

P. 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 $263,886.

Q. Motion to acknowledge receipt of the Social Media policy and direct any questions to staff for review.

R. 2019 City Council Meeting Dates
  - Motion to approve meeting dates of the City Council as determined at the January 8, 2019, City Council Work Session.

S. By motion to approve The Birdtown Races, requested by The Birdtown Group LLC, including the following:
  - The application from The Birdtown Group LLC, exclusive use of Lakeview Terrace Park on Saturday morning, May 18, for the 2019 Birdtown Half Marathon with event set-up beginning Friday evening and event clean-up by approximately 12:00 noon;
  - Waiving the rental fee of the picnic pavilion;
  - Closure of West Broadway between 40th and 42nd Avenue; and
  - Banner to be hung across West Broadway, for no more than 2 weeks prior to the races.

Pulled Consent Item O

10. Member Backen wished to thank Jay Rathell for applying to be on the Human Rights Commission and for wanting to be involved in the community.

11. Member Backen **MOVED,** seconded by Member Blonigan to appoint Jay Rathell to the HRC for a term to commence January 8, 2019. **The vote was unanimous and the motion carried.**

PRESENTATION: Alaina Rooker – SunPost

12. Alaina Rooker introduced herself to the Council and the community as the new Community Editor for Robbinsdale. She encouraged the community to inform her on leads for potential stories.

PUBLIC HEARING A: On-Sale Intoxicating Liquor and Brew Pub License for Pig Ate My Pizza

13. Croteau presented the staff report.

14. James Winberg, one of the owners of Pig Ate My Pizza, explained what a 3-barrel brewing system is and provided clarification on their brewing process.

15. Mayor Murphy opened the Public hearing. No one came forward.

16. Member Selman **MOVED,** seconded by Member Backen to close the public

hearing. **The vote was unanimous and the motion carried.**

17. Member Rogan **MOVED,** seconded by Member Backen to approve the issuance of the On-Sale Intoxicating Liquor and Brew Pub Licenses with Sunday Sale for Michael Brown dba Pig Ate My Pizza, 4124 West Broadway, with final approval of the Building Official and Fire Department, and receipt of the certificate of insurance and any other required paperwork with the condition that all patron areas are operated as a restaurant including food service. **The vote was unanimous and the motion carried.**

PUBLIC HEARING B: Permit – Chickens – 3916 Vera Cruz Ave. N.

18. Croteau presented the staff report.

19. Member Selman reported that he has gotten several calls about this property.

20. Mayor Murphy opened the public hearing.

21. Jenna Norton, 3912 Vera Cruz Ave. N. – approached the Council and informed them she is against the issuance of this permit. She stated she believes this is a problem property currently and doesn't want to see this permit move forward.

22. Dennis Stachowski, 3926 Vera Cruz Ave. N. – stated that he has concerns about smells, noises, and maintenance. He believes the shed the chickens will be housed in is smaller than the application states. He is also concerned about the chickens getting out and a neighbor dog getting ahold of it and wants to know what would happen in that case. He also stated that the chickens were for sure there in November, but has not noticed lately.

23. Jenna Norton re-approached the Council and said she saw the chickens there within the last 2 weeks. She also wanted to know who neighbors can go to if they experience issues with the chickens.

24. Member Selman said that residents can always call or email him about any issues as well as calling City Hall.

25. Member Selman **MOVED,** seconded by member Backen to continue the Public Hearing to the January 15th meeting or until the applicant is able to attend the hearing to respond to questions.
26. Blonigan indicated that among other possible changes, he would like to change condition (d) to read "that there is proper collection and disposal of *all animal* feces and litter material" when the item is continued.

27. Member Selman would also like to see plans of the coop and wishes to amend his motion to continue the Public Hearing on February 5th to give residents more time to be notified.

28. **The motion was amended to continue the public hearing to February 5th or until the applicant is able to attend the hearing to respond to questions. The vote was unanimous and the motion carried.**

PUBLIC HEARING C: Variance request V19-1 for 4316 Twin Oak Lane

29. Pearson presented the staff report.

30. The Contractor, Charles Beckmann of Beckmann Custom Homes, further explained the solution that was recommended. He is happy with the solution City staff recommended.

31. Mayor Murphy opened the public hearing. No one came forward.

32. Member Backen **MOVED,** seconded by Member Selman to close the Public Hearing. **The vote was unanimous and the motion carried.**

33. Member Backen **MOVED,** seconded by Member Selman to waive the reading and adopt the Resolution 7704 approving "A VARIANCE TO SIDEYARD SETBACKS FOR 4316 TWIN OAK LANE BASED UPON FINDINGS OF FACT." **The vote was unanimous and the motion carried.**

OTHER BUSINESS A: Accepting Donations

34. Mayor Murphy shared the list of donations received in 2018 and wanted to formally thank all the organizations who were able to donate.

35. Member Rogan **MOVED,** seconded by Member Selman to waive the reading and order the adoption of Resolution 7705 "RESOLUTION ACCEPTING DONATIONS." **The vote was unanimous and the motion carried.**

OTHER BUSINESS B: Motion to approve disbursement requests for period ending 01/08/19.

36. Member Selman **MOVED**, seconded by Member Backen to approve disbursement requests for period ending 01/08/19. **The vote was unanimous and the motion carried.**

ADMINISTRATIVE REPORTS

37. Glick updated Council and residents about the issues with Waste Management regarding the Christmas Tree pick up and other garbage pick-up.

38. Glick noted that the mailer for Organics is going out soon. Residents can sign up by filling out the post card, calling City Hall or on the City of Robbinsdale website. Service will not be able to start until we have enough residents signed up.

39. Glick noted that the REDA meeting starts immediately after the Council meeting. There is a Council Work Session following the EDA meeting.

COUNCIL GENERAL COMMUNICATIONS

40. Member Backen wishes everyone a Happy New Year.

41. Member Selman wishes everyone a Happy New Year as well. He sends his condolences to Mike Opat's family on the passing of his father.

42. Member Blonigan congratulated Member Backen and Member Selman on their reelection again and being sworn in at the start of tonight's meeting. He also referred back to Consent Item P on the agenda tonight. Robbinsdale Police Department does not qualify for the discounted non-smoking rate in 2019. He would like to see if there is something that can be done about this.

43. Mayor Murphy informed that registration is open for the Birdtown Marathon races on May 18th.

44. Member Selman reminded people about the Beyond the Yellow Ribbon Bowling Fundraiser on January 27th.

ADJOURNMENT

45. Member Rogan **MOVED,** seconded by Member Selman to adjourn the meeting at 8:12 p.m. **The vote was unanimous and the motion carried.**

______________________________	______________________________
Meagan Donahue, Recorder	Regan L. Murphy, Mayor

ROBBINSDALE CITY COUNCIL
WORK SESSION MINUTES
TUESDAY, JANUARY 8, 2019
ROBBINSDALE COUNCIL CHAMBERS
6:30 P.M. CITY HALL

1. The work session was called to order by Mayor Pro Tem Rogan at 6:30 p.m.

2. Councilmembers Present: Blonigan, Rogan, Selman, Backen, Mayor Murphy

   Staff Present: Marcia Glick, City Manager; Meagan Donahue, Assistant to City Manager

DISCUSSION: Council Appointments

3. Council discussed appointments for 2019. Consensus was to appointment Council Member Selman as Mayor Pro Tem for 2019. Council discussed other appointments for 2019 and were assigned as shown in Exhibit 1.

DISCUSSION: 2018 City Council Dates

4. Council discussed City Council dates for 2019 and agreed with the staff recommendation.

DISCUSSION: Commission Appointments

5. Council Reviewed Commission Members who were up for reappointment.
6. Member Blonigan wishes to talk to Brenda Rodgers on the Parks, Recreation & Forestry Commission before re-appointing her.
7. Member Blonigan wishes to appoint Melissa Markfort as the Ward 1 representative on the Planning Commission.
8. All other Commission members will remain the same.

2019 Parks Recreation & Forestry Commission	**2019 Planning Commission**	**2019 Senior Commission**
Ward 1: [Open]	Ward 1: **Melissa Markfort**	David Bjorkquist [Even Year]
Ward 2: Jennifer Hill	Ward 2: Beth Stack	Duane Bengtson [Even Year]
Ward 3: Lesli Andersen	Ward 3: David Ulbrich	Carmen Berrios
Ward 4: Mike Kennedy	Ward 4: Judd Harper	Teresa Cleveland
At Large: Nikki Friederich	At Large: Jason Greenburg	Gene Montanez [Even Year]
At Large: Colleen Patterson		Michael Ruppert
At Large: Miles Toth		

DISCUSSION: Candidate Filing Fee

9. Council reviewed election filing fees for surrounding Cities.
10. It was decided to consider raising the filing fee to $30 the next time there is an ordinance update to the Fee Schedule.

ADJOURNMENT
11. Mayor pro-tem Rogan adjourned the work session at 6:41 p.m.

____________________________ Meagan Donahue, Recorder

____________________________ Dan Rogan, Mayor Pro Tem

Exhibit 1

2019 Council Assignments/Appointments

1	***Mayor Pro Tem***	George Selman
2-A	***League of Minnesota Cities***	Bill Blonigan, Delegate
		Mayor Murphy, Alternate
		George Selman, 2nd Alternate
B	***National League of Cities***	Mayor Murphy, Delegate
		Pat Backen, Alternate
		Bill Blonigan, 2nd Alternate
C	***Metro Cities***	Pat Backen, Delegate
		George Selman, Alternate
D	***School District 281 Government Advisory Committee***	Dan Rogan, Liaison
		Marcia Glick, Liaison
		Pat Backen, Alternate
E	***CDBG (Consolidated Pool Selection Committee)***	Rick Pearson, Member
		Marcia Glick, Member
F	***Suburban Rate Authority***	Richard McCoy, Director

		Bill Blonigan, Alternate
G	***Northwest Suburbs Communication Commission***	Bill Blonigan, Commissioner
		George Selman, Commissioner
H	***Northwest Community Television Board of Directors***	Marcia Glick, Director
I	***NWCTV Coordinators Advisory Committee***	Meagan Donahue, Coordinator

ROBBINSDALE CITY COUNCIL
WORK SESSION MINUTES
TUESDAY, JANUARY 8, 2019
ROBBINSDALE COUNCIL CHAMBERS
9:00 P.M. CITY HALL

1. The work session was called to order by Mayor Pro Tem Selman at 8:40 p.m.

2. Councilmembers Present: Blonigan, Rogan, Selman, Backen, Mayor Murphy

   Staff Present: Marcia Glick, City Manager; Rick Pearson, Community Development Coordinator; Kate Croteau, City Clerk

DISCUSSION: TOBACCO LICENSING

3. Council discussed current tobacco sales restrictions and potential changes.
4. Representatives from the Hennepin County health department were available to answer questions and share data on smoking trends within Robbinsdale and the county.
5. Council directed staff to draft an ordinance for the second meeting in February which addresses raising the minimum legal age for tobacco products to 21, regulating the manufacturing or mixing of e-liquids, restricting the sale of electronic delivery devices and related products and adding mint, menthol and wintergreen to flavors that can only be sold at age-restricted tobacco focused shops.
6. Council will also discuss placing a year-long moratorium on new tobacco licenses.

DISCUSSION: CHARITABLE GAMBLING

7. Glick noted that the City Attorney had reported that the current regulations were not in compliance with state statutes.
8. Concerns centered on funds not being utilized in Robbinsdale.
9. The option of requiring organizations to contribute 10% of funds to a city-administered fund was discussed.
10. Council decided to wait and see how funds in 2019 are utilized and encourage local entities to apply for funding.
11. Council also requested that a representative be present at a council meeting to discuss where funds are being used.

DISCUSSION: FAIR HOUSING POLICY DRAFT

12. Council Reviewed a draft fair housing policy presented by City Manager Glick.
13. The Council supported the draft and directed Manager Glick to have the Human Rights Commission Review it at their next meeting.

DISCUSSION: STRATEGIC DIRECTION FOR GOAL SETTING SESSION

14. Council reviewed topics for the upcoming goal setting session.
15. Council added that they would like to discuss public meeting space, opportunity zones, station area – bus parking – Hubbard Marketplace development, use for Triangle warming house, food trucks, library lower level.
16. The Council agreed to start the goal setting session at 9:00 a.m. on January 26th.

DISCUSSION: PROBLEM PROPERTIES

17. Council reviewed and discussed problem properties list.

ADJOURNMENT

18. Mayor pro-tem Selman adjourned the work session at 10:15 p.m.

Kate Croteau, Recorder

George Selman, Mayor Pro Tem

City of Robbinsdale

ROBBINSDALE SENIOR COMMISSION MINUTES
6:00 pm, Monday, December 3

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 6:04 pm by Chairperson Bjorkquist
2) Commissioners Present: David Bjorkquist, Duane Bengtson, Michael Ruppert
   Excused: Carmen Berrios, Gene Montanez
   Staff Liaison: Ryan Parks, Recreation Supervisor
3) Bengtson motioned approval of the minutes of the regular meeting of November 5; second by Ruppert, passed.
4) Old Business
   a. Pedestrian Safety/Backpacks updates: Bjorkquist brought up the winter safety tips posters that have been visible during past winters. Parks mentioned that he would look into having them visible in City Hall and the Public Safety building.
   b. Programming updates: Parks gave an update on new 55+ programs that were offered in the fall, including senior luncheon, kayaking trip. Parks informed the commission that there would be more outdoor activities and luncheons offered in 2019. Bjorkquist brought up the idea of offering pontoon boat rides on Crystal Lake in 2019. The commission agreed that finding a sponsor for this type of offering would be great and possibly help cut down on cost. There would also need to be some research done on where to find a pontoon boat. The 2018 summer drop-in programs were discussed briefly and the idea of changing to a multigenerational offering in 2019. This will be discussed more at future commission meetings.
   c. Volunteer Opportunities: no new volunteer opportunities
   d. Heart Safe Community: no new information to share
   e. Membership: Bengtson said he would try to recruit and let people know at Broadway Court. Parks said he would promote the openings at current programs and would send information to Copperfield Hill. The commission also thought it would be a good idea to send membership information to the Sun Post.
   f. Building Codes relating to ADA: Ruppert would like to make local businesses aware of how they can become more ADA efficient. Ruppert would like to create some sort of assessment document for businesses. He said he would do more research and present ideas in January. Bjorkquist said it would be a good idea to bring the information to the Chamber of Commerce.
5) New Business: no new business
6) Announcements: no announcements
7) Motion to adjourn at 7:02 pm by Bengtson; second by Ruppert, passed.

Next Meeting is scheduled for **Monday, January 7 at 6:00 pm at City Hall.**

Ryan Parks, Staff Liaison and Recorder

City of Robbinsdale

TO: Mayor and City Council

FROM: Marcia Glick, City Manager

DATE: January 15, 2019

RE: Public Hearing: Modification to Redevelopment District 13 and Establishment of Tax Increment Financing District 14

Background: A public hearing was scheduled for this evening to consider a modified redevelopment plan and new tax increment financing district. The applicant has requested that the action be tabled until February.

Recommendation:
By motion, table the public hearing for modification to Redevelopment District 13 and Establishment of Tax Increment Financing District 14 to February 19, 2019.

Marcia Glick

Marcia Glick, City Manager

City of Robbinsdale

MEMORANDUM

TO: City Council

FROM: Marcia Glick, City Manager

DATE: January 15, 2019

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 2018 representing charges for the period November 10, 2018 through December 10, 2018, for expenses for City operations.

Recommendation
By motion approve the December 2018 payment for City credit card charges.

Marcia Glick, City Manager

CONCURRENCE:

Larry Jacobson, Finance Director

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
2018281	12/26/2018		**100292 U. S. BANCORP**							
		133.40	COMMUNITY GYMS		138061		1305.6214		Operating Supplies	Community Center Operations
			Supplier 115429 WRISTBAND.COM							
		5.37	COMMUNITY GYMS		138062		1305.6214		Operating Supplies	Community Center Operations
			Supplier 114256 WALGREENS							
		7.23	MOVIE DISCUSSION GROUP		138063		1335.6214		Operating Supplies	Senior Programs
			Supplier 116577 HYVEE							
		18.98	ROVING MINDS		138064		1335.6214		Operating Supplies	Senior Programs
			Supplier 114248 CUB FOODS							
		18.56	FRIENDLY ROBINS		138065		1335.6214		Operating Supplies	Senior Programs
			Supplier 116577 HYVEE							
		100.00	GIFT CERTIFICATE		138066		1318.6214		Operating Supplies	Adult Taxable
			Supplier 114448 EL TORO							
		67.47	COMPUTER EQUIP		138067		1200.6214		Operating Supplies	Police Support Services
		26.30	BOOKS		138068		1200.6214		Operating Supplies	Police Support Services
			Supplier 114295 AMAZON							
		107.51	PRIVACY SCREEN		138069		1200.6214		Operating Supplies	Police Support Services
			Supplier 114516 OFFICE DEPOT							
		183.86	FREEZER WITH LOCK FOR EVIDENCE		138070		1200.6214		Operating Supplies	Police Support Services
		69.28	INK		138071		1200.6214		Operating Supplies	Police Support Services
			Supplier 114295 AMAZON							
		157.00	MN CHIEF OF POLICE DUES		138072		1205.6514		Dues & Memberships	Patrol Services
			Supplier 114510 MINNESOTA CHIEFS OF POLICE ASSOCIATION							
		87.65	PRIVACY SCREEN		138073		1200.6214		Operating Supplies	Police Support Services
		4.72-	OVERCHARGED SALES TAX		138074		1200.6214		Operating Supplies	Police Support Services
		4.72	OVERCHARGED SALES TAX		138075		1000.2405		Due to State - Sales Tax	General Fund
		1.84-	OVERCHARGED SALES TAX		138076		1200.6214		Operating Supplies	Police Support Services
		1.84	OVERCHARGED SALES TAX		138077		1000.2405		Due to State - Sales Tax	General Fund
			Supplier 114295 AMAZON							
		7.52-	OVERCHARGED SALES TAX		138078		1200.6214		Operating Supplies	Police Support Services
		7.52	OVERCHARGED SALES TAX		138079		1000.2405		Due to State - Sales Tax	General Fund
			Supplier 114516 OFFICE DEPOT							
		12.87-	OVERCHARGED SALES TAX		138080		1200.6214		Operating Supplies	Police Support Services
		12.87	OVERCHARGED SALES TAX		138081		1000.2405		Due to State - Sales Tax	General Fund
		4.84-	OVERCHARGED SALES TAX		138082		1200.6214		Operating Supplies	Police Support Services
		4.84	OVERCHARGED SALES TAX		138083		1000.2405		Due to State - Sales Tax	General Fund
		6.13-	OVERCHARGED SALES TAX		138084		1200.6214		Operating Supplies	Police Support Services
		6.13	OVERCHARGED SALES TAX		138085		1000.2405		Due to State - Sales Tax	General Fund
			Supplier 114295 AMAZON							
		353.98	HELMET		138086		1260.6216		Clothing & Personal Equipment	Fire Prevention / Suppression
			Supplier							

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
2018281	12/26/2018		100292 U. S. BANCORP						Continued...	
			114264 THE FIRE STORE							
		160.86	HELMET SHIELDS		138087		1260.6216		Clothing & Personal Equipment	Fire Prevention / Suppression
			Supplier 114437 PAUL CONWAY SHIELDS							
		818.98	BOOTS		138088		1260.6216		Clothing & Personal Equipment	Fire Prevention / Suppression
			Supplier 114264 THE FIRE STORE							
		78.99	SIGNS/HEAT SHRINK/FILLER		138089		1610.6340		Repair & Maintenance	Street & Boulevard Maintenance
		55.56-	CREDIT HEAT SHRINK		138090		1610.6340		Repair & Maintenance	Street & Boulevard Maintenance
			Supplier 114262 THE HOME DEPOT							
		79.02	REBAR/ANCHOR/MOLD TUBE		138091		1630.6340		Repair & Maintenance	Street Sign Maintenance
			Supplier 119277 CONSTRUCTION MIDWEST							
		19.12	COUPLER/REBAR RODS		138092		1610.6340		Repair & Maintenance	Street & Boulevard Maintenance
			Supplier 114258 MENARDS							
		28.00	VEHICLE MAINTENANCE		138093		7010.6234		Equipment Parts & Supplies	CG Vehicle Maintenance
			Supplier 119278 SMITH WINTER PRODUCTS							
		13.99	SCREEN PROTECTOR		138094		6115.6234		Equipment Parts & Supplies	San Sewer Maintenance
			Supplier 114295 AMAZON							
		27.49	UNIFORMS - KONKOL		138095		6005.6216		Clothing & Personal Equipment	Water Utility Administration
		27.49	UNIFORMS - KONKOL		138096		6105.6216		Clothing & Personal Equipment	Sanitary Sewer Administration
			Supplier 118143 TRACTOR SUPPLY							
		4.48	DISTILLED WATER		138097		6020.6214		Operating Supplies	Water Utility Well & Plant Mai
		129.98	HOSE ASSEMBLY		138098		6110.6234		Equipment Parts & Supplies	San Sewer Lift Station Ma
			Supplier 114258 MENARDS							
		993.20	WORK TENT		138099		6110.6234		Equipment Parts & Supplies	San Sewer Lift Station Ma
			Supplier 119279 INDUSTRIAL SAFETY							
		74.14	LIFT KIT TRUCK		138100		7010.6234		Equipment Parts & Supplies	CG Vehicle Maintenance
			Supplier 114295 AMAZON							
		7.59-	OVERCHARGED SALES TAX		138101		1200.6214		Operating Supplies	Police Support Services
		7.59	OVERCHARGED SALES TAX		138102		1000.2405		Due to State - Sales Tax	General Fund
			Supplier 114516 OFFICE DEPOT							
		298.00	GLASS SCREEN		138103		1200.6234		Equipment Parts & Supplies	Police Support Services
			Supplier 119280 CUSTOM GLASS & SCREEN							
		14.00	CARWASHES - ENGINEER/CE		138104		7010.6336		Other Contracts	CG Vehicle Maintenance
		20.00	CARWASHES - FIRE		138105		7010.6336		Other Contracts	CG Vehicle Maintenance
		386.00	CARWASHES - POLICE		138106		7010.6336		Other Contracts	CG Vehicle Maintenance
			Supplier 119032 CRYSTAL COLLISION							
		1.00	UB TEST PAYMENT		138107		7115.6414		Water & Sewer Service	CS Government Buildings
			Supplier 114433 CITY OF ROBBINSDALE							
		15.00	REC WEB CREDIT CARD		138108		1300.6720		Service Charges	Recreation Administration
		15.00	REC REG CREDIT CARD		138109		1300.6720		Service Charges	Recreation Administration
			Supplier							

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
2018281	**12/26/2018**		**100292 U. S. BANCORP**						**Continued...**	
			115203 PLUG N PLAY							
		15.00	GFOA MONTHLY MEETING		138110		1050.6510		Meeting / Travel Expense	Financial Services
			Supplier 106513 MINNESOTA GFOA							
		3,001.96	BREAKROOM FURNITURE		138111		1200.6235		Small Equip Exp <$2,500	Police Support Services
			Supplier 119281 HOM FURNITURE							
		109.00	PRINTING		138112		1200.6218		Printing	Police Support Services
			Supplier 119219 CANVASPOP							
		150.00	MEMBERSHIP		138113		1200.6514		Dues & Memberships	Police Support Services
			Supplier 115525 INT'L ASSN OF CHIEFS OF POLICE (IACP)							
		38.71	DRY CLEANING		138114		1200.6216		Clothing & Personal Equipment	Police Support Services
			Supplier 117601 PILGRIM DRY CLEANERS							
		274.51	PRINTING		138115		1200.6218		Printing	Police Support Services
			Supplier 119282 FASTSIGNS							
		3,800.50	AMMUNITION		138116		1200.6214		Operating Supplies	Police Support Services
			Supplier 119283 TARGET SPORTS							
		56.01	PLYWOOD		138117		6105.6214		Operating Supplies	Sanitary Sewer Administration
			Supplier 114262 THE HOME DEPOT							
		20.78-	GUTTERS FOR WELL #5		138118		6020.6340		Repair & Maintenance	Water Utility Well & Plant Mai
			Supplier 114258 MENARDS							
		2,097.00	FHETS CONFERENCE POWELL, OPHEI		138119		1260.6512		Conference & Schools	Fire Prevention / Suppression
			Supplier 119284 ESO SOLUTIONS							
		70.44	DRIVEWAY STAKES		138120		1640.6214		Operating Supplies	Snow and Ice Control
			Supplier 116246 ANGELOS SUPPLIES, INC.							
		219.78	SPRUCE TOPS		138121		1605.6214		Operating Supplies	Streetscape
			Supplier 114262 THE HOME DEPOT							
		43.88	TOOLS/TOOL BOX		138122		1605.6214		Operating Supplies	Streetscape
			Supplier 114258 MENARDS							
		31.98	HEX L PK		138123		7115.6234		Equipment Parts & Supplies	CS Government Buildings
		8.98	BLEACH		138124		1260.6214		Operating Supplies	Fire Prevention / Suppression
			Supplier 114269 MILLS FLEET FARM							
		13.97	TOOLS		138125		7115.6214		Operating Supplies	CS Government Buildings
			Supplier 114262 THE HOME DEPOT							
		81.47	OTHER SUSPENDED CHARGES		138126		7305.6728		Miscellaneous Other Charges	Risk Insurance Operations
			Supplier 119285 BEGGARS PIZZA							
		75.86	MISC SUPPLIES FOR SENIORS		138127		1335.6214		Operating Supplies	Senior Programs
			Supplier 116850 COSTCO							
		109.00	WORKSHOP		138128		1300.6512		Conference & Schools	Recreation Administration
			Supplier 116564 MINNESOTA RECREATION AND PARK ASS							
		42.38	TREE LIGHTING CANDY		138129		1325.6214		Operating Supplies	General Programs
			Supplier							

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
2018281	**12/26/2018**		**100292 U. S. BANCORP**						**Continued...**	
			116577 HYVEE							
		21.64	SIGN FOR RCGCF		138130		1305.6382		Advertising / Promotions	Community Center Operations
			Supplier 118468 BUILDASIGN.COM							
		25.39	TREE LIGHTING COOKIES		138131		1325.6214		Operating Supplies	General Programs
			Supplier 114248 CUB FOODS							
		20.00	BOILER LICENSE SKURKA		138132		7115.6718		Licenses Taxes & Fees	CS Government Buildings
			Supplier 114305 DEPT LABOR & INDUSTRY							
		27.96	AC DELCO BATTERIES		138133		1610.6214		Operating Supplies	Street & Boulevard Maintenance
			Supplier 114258 MENARDS							
		27.50	TOOL-VALVE CAP		138134		7010.6234		Equipment Parts & Supplies	CG Vehicle Maintenance
			Supplier 114515 SNAP-ON							
		29.99	HOSE #148		138135		7010.6234		Equipment Parts & Supplies	CG Vehicle Maintenance
			Supplier 114269 MILLS FLEET FARM							
		32.21	RACK DUAL #148		138136		7010.6234		Equipment Parts & Supplies	CG Vehicle Maintenance
			Supplier 119286 MINNEAPOLIS TRAILER SALE							
		67.71	REPLACEMENT BATTERIES FOR UPS		138137		7110.6214		Operating Supplies	CS Information Technology
			Supplier 114280 NEWEGG							
		64.55	RECEIPT TAPE		138138		7110.6214		Operating Supplies	CS Information Technology
			Supplier 114278 GORILLA PAPER							
		106.00	MEMBERSHIP FEES - STEPHAN		138139		1370.6514		Dues & Memberships	Forestry
			Supplier 116376 SOCIETY OF AMERICAN FORESTERS							
		15.00	TREE STUFF FOR STEPHAN		138140		1370.6514		Dues & Memberships	Forestry
		17.44	TREE STUFF FOR STEPHAN		138141		1370.6512		Conference & Schools	Forestry
			Supplier 116269 ARBOR DAY FOUNDATION							
		2.56-	NEWEGG CREDIT - SALES TAX		138142		7110.6214		Operating Supplies	CS Information Technology
		4.74-	NEWEGG CREDIT - SALES TAX		138143		7110.6234		Equipment Parts & Supplies	CS Information Technology
		42.27	FLEX CABLE WRAP FOR CORDS		138144		7110.6214		Operating Supplies	CS Information Technology
		42.10	CF CARD FOR RECORDING IN CC		138145		7110.6234		Equipment Parts & Supplies	CS Information Technology
			Supplier 114280 NEWEGG							
		631.90-	US BANCORP REBATE		138146		8900.4852		Interest Income	Investment Control
			Supplier 114443 US BANK							
		14,605.98								
		14,605.98	Grand Total							

Payment Instrument Totals

Checks	
EFT Payments	14,605.98
Total Payments	14,605.98

City of Robbinsdale

MEMORANDUM

To:	Mayor and Council Members
From:	Marcia Glick, City Manager
Date:	January 15, 2019
Re:	Police Department – Purchase of Police Command Vehicle

Background
The 2019 Adopted Budget includes $34,800 for the purchase of an additional police command vehicle from the Equipment Replacement Fund. The police chief will use the new vehicle and a captain will use the old chief vehicle.

Analysis/Conclusion
The police department is requesting to purchase a new unmarked police administration command vehicle from Dodge of Burnsville through the state contract at a total cost of $27,315 (excluding applicable sales tax). The new vehicle is a civilian version 2019 Dodge Durango. It will have the smaller V6 engine as opposed to the V8 police package version. Gas mileage is rated at 18/25 with a combined 21 mpg. This vehicle is a standard command vehicle used in police departments across the metro area and beyond with its advantages of better driver visibility, improved fuel economy, and more utility space for use as a mobile mini-command center for critical incident response and operations. It will be assigned to the police chief for administrative and command operations usage. The vehicle will be licensed and titled at the Robbinsdale Deputy Registrar Office.

Additional costs include:
- Vehicle sales tax 1,775
- Equipment Outfitted 3,200
- New Radio 4,800

The final cost for the vehicle is slightly higher than the estimate used in the budget. Funds are available in the Equipment Replacement Fund and staff recommends proceeding with the purchase.

Recommendation
By Motion, authorize the City Manager and Finance Director to issue a Purchase Order to the Dodge of Burnsville for one 2019 Dodge Durango in the amount of $27,315 (excluding applicable sales tax, licensing and delivery).

Marcia Glick

Marcia Glick, City Manager

Concurrence:

Larry Jacobson

Larry S. Jacobson, Finance Director

City of Robbinsdale

MEMORANDUM

TO: Mayor and City Council

FROM: Marcia Glick, City Manager

DATE: January 15, 2019

RE: Recommendation for Charter Commission 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. Members are not paid, but serve as volunteers. There are no term limits; however, their terms need to be renewed every four years.

Analysis/Conclusion

Currently there are three vacancies on the Commission. Commission openings are publicized in the utility bill insert, the City's cable scroll, the City's website, and posted on the city hall bulletin board.

We recently received an application from Ruth Lane and are recommending her appointment to the commission.

Recommendation

By motion, waive the reading and order the adoption of the resolution recommending appointment of Ruth Lane to the Robbinsdale Charter Commission.

Marcia Glick

Marcia Glick, City Manager

Concurrence:

Kate Croteau

Kate Croteau, City Clerk

Member ___________ moved and Member _________ seconded a motion that the following resolution be read and adopted this 15th day of January 2019.

RESOLUTION NO. _______

A RESOLUTION RECOMMENDING TO THE CHIEF JUDGE
OF THE HENNEPIN COUNTY DISTRICT COURT
APPOINTMENT OF QUALIFIED VOTER
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 three vacancies; and

WHEREAS, staff has received an application to serve 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:

Ruth Lane

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 15TH DAY OF JANUARY 2019.

____
Regan L. Murphy, Mayor

ATTEST:

____
Kate Croteau, City Clerk

APPLICATION FOR APPOINTMENT

TO ROBBINSDALE CITY COMMISSION

NAME: Ruth Lane, CPA, Esq. ADDRESS: ______

PHONE: (Home) ______ (Work) ______

EMAIL: ______

RESIDENT OF ROBBINSDALE SINCE (Year) 2017 WARD: 4

OCCUPATION: Financial Analyst & CPA EMPLOYER: Metro Transit & Self-Employed

COMMISSION YOU ARE SEEKING: Charter

For the Senior Commission, you must be over 55 years old. If seeking a position on the Senior Commission, you must initial here to indicate that you meet that qualification: ______

EDUCATION: (Please indicate highest grade completed or highest degree and major course of study.)

University of Minnesota Law School, Juris Doctor, Tax Law

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

Minneapolis Police Reserves, Prepare and Prosper Volunteer Income Tax Assistance, University of Wisconsin Student Senate Finance Committee, Asylum Law Project, University of Minnesota Ronald Mankoff Tax Clinic

COMMENTS: (Please briefly describe other qualifications, experiences and other information which you would like to have considered or which you believe are particularly relevant to the appointment you are seeking. Use additional pages if necessary.)

Please see attached resume for your review. Thank you.

Please return to City Clerk's Office - 4100 Lakeview Avenue North, Robbinsdale, Minnesota 55422
Phone: 763-537-4534 Fax: 763- 531-1291

October 2016

RUTH NAOMI LANE, C.P.A., ATTORNEY

EDUCATION AND CERTIFICATIONS

Licensed Attorney, *Active* — **State of Minnesota**
Certified Public Accountant, *Active,* License #29171 — **State of Minnesota**

University of Minnesota Law School, Minneapolis, MN
J.D., *Cum laude*, May 2014
GPA: 3.42/4.333
Distinctions: Class of 2014 Excellence in Public Service Award, Runner-Up Best Brief 2013 Maynard Pirsig Moot Court Award, "A" Average Dean's List (2012-2013), Dean's List (2013-2014), Dean Distinguished Award (2011-2014), Deloitte & Touche Tax Award (2011-2014), Thomson Reuters Law Award (2012).
Activities: IRS VITA Volunteer Tax Preparation (3 seasons), Treasurer and President of U of MN Law Student Org.

University of Wisconsin, Eau Claire, WI
B.B.A., Accounting & Information Systems, *Magna cum laude*, December 2009
GPA: 3.600/4.000, Accounting GPA 3.780/4.000
Distinctions: Deans List (2008 & 2009), Academic Distinction (2007-2009), Outstanding Senior Award 2009.
Activities: UW-Eau Claire Student Senate, Study Abroad-South Korea, Treasurer of UW-EC Student Org, Beta Alpha Psi Honors Fraternity, Omicron Delta Kappa Honors Fraternity.

ACCOUNTANCY EXPERIENCE

11/2018 to Present — **Intuit,** Minneapolis, MN

Senior Tax Expert
- Prepare a variety of individual and business income tax returns.
- Provide advice and expertise on a variety of tax matters.

3/2015 to Present — **Metro Transit,** Minneapolis, MN

Financial Analyst
- Create and monitor the operating budget sources and uses.
- Monitor capital improvement projects authorized dollar authority and capital balances.
- Design and coordinate internal budgetary information gathering and reporting.
- Analyze, research, and recommend budgetary alternatives for operational and capital issues.
- Monitor financial, operational reporting and prepare variance to budget analysis.
- Input budgetary data into financial systems to generate monthly financial statements.

2/2012 to Present — **Lane Accounting & Tax,** Minneapolis, MN

Certified Public Accountant & Owner
- Prepare a variety of individual and business income tax returns including self-employed, non-profit, partnership, S-corp, C-corp, etc.
- Perform independent audits of various organizations and prepare financial statements.
- Research various tax and financial issues for clients.

7/2014 to 4/2015 — **ABnote North America,** Boston, MA

Senior Accountant
- Prepared state sales tax returns to be submitted to multiple states.
- Prepared journal entries to record activity for financial period close.
- Reconciled account balances for three business entities.
- Created accounting reports for a wide variety of managers within the organization.
- Substantially assisted in the implementation of ERP accounting software for a subsidiary through leading training presentations and drafting an accounting procedures manual.
- Performed daily billing and cash reporting, as well as weekly cash projections.
- Supervised the accounts payable employees.

5/2012 to 06/2014 **Metropolitan Council,** St. Paul, MN

Accountant

- Prepared GAAP basis financial statements on a quarterly and annual schedule including revenue and expenditure statements, balance sheet, and cash flow reports.
- Prepared journal entries to record activity to funds and accounts for financial periods close.
- Reconciled account balances and prepared supporting documentation.
- Worked with auditors to substantiate balance sheet and income statement data.
- Analyzed budget variances and created budgets for ten funds, budgets $4M-$50M per fund.
- Drafted 100+ accounting procedures for the accounting procedures manual.

1/2010 to 6/2011 **Seneca Foods Corporation**, Oakfield, WI

Controller

- Performed cost accounting and utilized absorption costing methods for food processing.
- Managed payroll and accounts payable staff.
- Developed plan, replan and true up budgets and coordinated budget discussions with managers. Investigated and explained budget variances on a weekly and monthly basis.
- Performed monthly, quarterly, and year-end financial closing including preparation of journal entries and reconciliation of balance sheet accounts.
- Provided oversight of audits and maintained an adequate SOX internal control system.
- Prepared financial reports, federal tax reports, and cash flow reports and projections. Managed fixed assets, entered fixed assets into SAP and created depreciation schedules.

LEGAL EXPERIENCE

10/2016 to present **Lane Law,** Minneapolis, MN

Attorney & Owner

- Practice in a number of civil areas, with a focus on probate, contract, real estate, and tax issues.
- Represent clients in tax matters including offers in compromise and installment agreements.

8/2012 to 5/2014 **University of Minnesota Law School – Tax Clinic,** Minneapolis, MN

Tax Attorney & Tax Clinic Student Director

- Represented clients in tax disputes with the IRS and MN Dept. of Revenue, including offers in compromise and installment payment agreements and drafting Tax Court petitions.
- Provided mentorship and instruction to students as Clinic Student Director.

9/2013 to 5/2014 **University of Minnesota Law School – Maynard Pirsig Moot Court,** Minneapolis, MN

Moot Court Teaching Director

- Worked with an attorney in the community presenting classroom materials and evaluating student assignments including appellate briefs and oral arguments.
- Provided detailed commentary on student assignments as well as participated in conferences.

1/2013 to 08/2013 **ROR Tax Professionals,** St. Louis Park, MN

Associate Tax Specialist

- Researched tax law and drafted memos to tax clients on the results of the research.
- Prepared a variety of tax returns including individual, small business, and gift returns.

9/2012 to 02/2013 **Minnesota Tax Court,** St. Paul, MN

Senior Law Clerk

- Assisted the Chief Judge in drafting Tax Court case opinions.
- Performed Minnesota state tax law research and attended court hearings.

MEMORANDUM

TO: Mayor and City Council

FROM: Marcia Glick, City Manager

DATE: January 15, 2019

SUBJECT: Accept Quote for Replacement of Mower – City Project 8135

Background:

Part of the approved 2019 Capital Equipment Budget is the replacement of a mower in the Public Works Department.

The proposed equipment is a Toro Groundmaster 7210 Zero Turn mower. The selected equipment has a 36.8hp, 1.6L 3 cylinder diesel engine and a 6 foot wide cutting deck. The equipment fuel economy is stated as 1.1 gallons per hour and the engine is capable of using B-20 biodiesel. This piece of equipment is used for ballfield and park maintenance and is replacing existing Unit #204 which is a 2014 Toro ZMaster 6000 Series mower with 1,229 hours. The existing unit has had a number of engine and electrical issues indicating time to replace.

The proposed purchase is a Minnesota State Contract item (Contract #138566).

The price for the equipment is $ 27,889.26 which has been obtained through MTI Distributing of Brooklyn Center, Minnesota. The cost will be offset by the sale of the existing equipment at auction in the spring. It is anticipated to fetch between $ 3,000.00 and $ 5,000.00. This equipment does not require licensing.

The approved budget for this equipment is $ 30,000.00. Staff recommends the purchase of the equipment as outlined in the report.

Recommendation:

By motion, authorize the City Manager and Finance Director to issue a Purchase Order to MTI Distributing of Brooklyn Center, Minnesota for the purchase of a Toro Groundmaster 7210 for the amount of $ 27,889.26.

Marcia Glick

Marcia Glick, City Manager

CONCURRENCE:

Richard McCoy, P.E.
Public Works Director / City Engineer

City of Robbinsdale

MEMORANDUM

TO: Mayor and City Council

FROM: Marcia Glick, City Manager

DATE: January 15, 2019

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 15, 2019.

Marcia E. Glick

Marcia Glick, City Manager

CONCURRENCE:

Kate Croteau

Kate Croteau, City Clerk

CONTRACTORS' LICENSES
FOR COUNCIL APPROVAL
01/15/2019

Applicant	Type	License Fee
B & D PLUMBING, HEATING & A/C INC (ME)	Mechanical Contractor	50.00
B & D PLUMBING, HEATING & A/C INC (PL)	Plumbing Contractor	50.00
CENTURY PLUMBING INC	Plumbing Contractor	50.00
CITIES 1 PLUMBING & HEATING INC (PL)	Plumbing Contractor	50.00
CULLIGAN SOFT WATER SERVICES	Water Conditioning	50.00
DYNAMIC TREE & LANDSCAPING	Tree Contractor	50.00
HUBER PLUMBING CO LLC (PL)	Plumbing Contractor	50.00
HY-VEE CONSTRUCTION	General Contractor	50.00
K & S HEATING, A/C, PLUMBING, & ELECTRICAL	Mechanical Contractor	50.00
METRO GARAGE DOOR COMPANY	General Contractor	50.00
MIDWEST TREE EXPERTS MN INC (TT)	Tree Contractor	50.00
NARDINI FIRE EQUIPMENT CO INC	Fire Alarm Contractor	50.00
PERFECTION HEATING & A/C INC	Mechanical Contractor	50.00
PLUMB RIGHT CORP	Plumbing Contractor	50.00
PRONTO HEATING & AIR CONDITIONING (PL)	Plumbing Contractor	50.00
SOUTH-TOWN INC	Mechanical Contractor	50.00
WELD & SONS PLUMBING & HEATING (ME)	Mechanical Contractor	50.00
WELD & SONS PLUMBING & HEATING (PL)	Plumbing Contractor	50.00

Number of Contractor Licenses Requesting Council Approval: 18

City of Robbinsdale

MEMORANDUM

TO:	Mayor and City Council
FROM:	Marcia Glick, City Manager
DATE:	January 15, 2019
RE:	Adopt Resolution Pertaining to the 2019 Property Tax Levies

Background

The City Council adopted a proposed City property tax levy for 2019 of $6,792,584 at its September 18, 2018 meeting. The City Council adopted a final City property tax levy for 2019 of $6,794,436 at its December 18, 2019 meeting.

Analysis/Conclusion

The final tax levy included a change in the debt service levy amounts for the General Obligation Series 2018A bond issue. The final bond bids resulted in changes to the levy amounts.

Hennepin County has contacted the City and informed us that the final debt service levy cannot be higher than the preliminary. This item has been reviewed with our bond attorney and it has been determined that the final debt service levy amount change does not meet an exception to the state statues. The change in the debt service levy is a reduction of $2,170.00.

The Finance Director recommends making 2019 transfers from other City funds to the debt services funds for the difference. Transfer $1,853.00 from the Permanent Improvement Revolving Fund to the 2018A Street Improvement Debt Service Fund for the street improvements portion. Transfer $317.00 from the Central Equipment Internal Service Fund to the 2018A Equipment Certificates Debt Service Fund for the equipment purchase portion.

Recommendation

- By motion, waive the reading and order the adoption of the resolution to amend Resolution No 7699 adopting the 2019 Final City Property Tax Levy for $6,792,266 and ordering its certification to the Hennepin County Auditor (shown as Exhibit 1).

- By motion, approve the 2019 transfer of $1,853.00 from the Permanent Improvement Revolving Fund to the 2018A Street Improvement Debt Service Fund.

- By motion, approve the 2019 transfer of $317.00 from the Central Equipment Internal Service Fund to the 2018A Equipment Certificates Debt Service Fund.

Marcia Glick

Marcia Glick, City Manager

Concurrence:

Larry Jacobson

Larry Jacobson, Finance Director

Exhibit 1

Member ___________ moved and Member ____________ seconded a motion that the following resolution be adopted this 15th day of January 2019.

RESOLUTION NO. ______

A RESOLUTION TO AMEND RESOLUTION NO. 7699 ADOPTING THE 2019 CITY PROPERTY TAX LEVY IN THE AMOUNT OF $6,792,266 AND ORDERING ITS CERTIFICATION TO THE HENNEPIN COUNTY AUDITOR

WHEREAS, the City Manager has prepared and the City Council has adopted a 2019 City Budget including the property tax levy; and

WHEREAS, the city council adopted resolution no. 7699 for the 2019 final tax levy on December 18, 2018 in the amount of $6,794,436; and

WHEREAS, the amount of the final debt service levies for the General Obligation Bonds Series 2018A Street Improvement and Equipment Certificates ended up being higher than the estimated, but the total final levy cannot be higher than the total preliminary tax levy amount;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE, MINNESOTA THAT: the following sums of money be levied for the current year, collectable in 2019 upon the taxable property in the City of Robbinsdale, for the following purposes, and that there is hereby levied for certification to the County Auditor the following final levies for 2019:

General Fund (City Operations)	$ 5,953,473	
Debt Service:		
2012 G.O. Street Improvement Bonds	51,410	
2013 G.O. Street Reconstruction Bonds	196,928	
2015A G.O. Street Improvement Bonds	321,296	
2017A G.O. Street Improvement Bonds	4,937	
2018A G.O. Street Improvement Bonds	~~67,481~~	65,628
2018A Equipment Certificates 5 and 9 Year	~~198,911~~	198,594
Total Tax Capacity Based Levy to Certify to County	$ ~~6,794,436~~	$6,792,266

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

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

and the following voted against same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 18TH DAY OF DECEMBER 2018.

Regan L. Murphy, Mayor

ATTEST:

Kate Croteau, City Clerk
(seal)

City of Robbinsdale

To: Mayor and City Manager

From: Marcia Glick, City Manager

Date: January 15, 2019

RE: Appoint Ward I Parks/Recreation/Forestry Commissioner

Background

Brenda Rogers has served on the commission for some time and Council Member Blonigan has chosen to reappoint her.

Recommendation

By motion, appoint Brenda Rogers to serve as the Parks/Recreation/Forestry Commission as the Ward I representative, for a term commencing January 16, 2019.

Marcia Glick

Marcia Glick, City Manager

City of Robbinsdale

To: Mayor and City Manager

From: Marcia Glick, City Manager

Date: January 15, 2019

RE: Set work sessions

Background

Two work sessions are requested for February 5th prior to the City Council meeting.

Chris Huber took over the manager position at Robbinsdale Wine & Spirits at the end of July and will make a report to the city council about the store's operations and grand opening celebration plans. There will also be time for questions.

The Fire Relief Association has completed a benefit study and has requested an increase in the lump sum deferred payment. The previous adjustment was made for 2015. There will be a presentation of the request and analysis by the finance director.

Recommendation

By motion, schedule two work sessions to be held on February 5, 2019:

- 6:00 p.m. – meeting with the Liquor Manager regarding store operations
- 6:30 p.m. – meeting with the Fire Relief Association board to review recommendation related to requested change to benefits.

Marcia Glick

Marcia Glick, City Manager

City of Robbinsdale

TO: City Council

FROM: Marcia Glick, City Manager

DATE: January 15, 2019

RE: Voucher Requests Pending Approval for Disbursement

The check register dated January 15, 2019 reflects the voucher requests pending approval for disbursement.

The check register dated January 9, 2019 through January 15, 2019 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 15, 2019.

Marcia E. Glick

Marcia Glick, City Manager

CONCURRENCE:

Larry Jacobson

Larry Jacobson, Finance Director

Note Payment amount may not reflect the actual amount due to data sequencing and/or data selection.

City of Robbinsdale

Council Check Summary

1/10/2019 - 1/15/2019

Company		Amount
01000 General Fund		36,965.80
05450 Emergency Sewer & Water		5,773.50
05470 Nuisance Abatements		150.00
06000 Water		3,896.31
06100 Sanitary Sewer		79,340.63
06200 Storm Sewer		20,177.47
06300 Solid Waste		91,513.78
06400 Liquor Operations		64,496.78
06700 License Center		22.92
07000 Central Garage		18,426.25
07100 Central Services		5,150.85
07300 Insurance Risk		266,917.67
07400 Benefit Accrual		44,074.75
	Report Totals	636,906.71

Note Payment amount may not reflect the actual amount due to data sequencing and/or data selection.

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
197257	1/15/2019		114897 24 RESTORE												
		3,031.67	3455 HALIFAX DAMAGE-BACKUP		138441	18-28518-MIT	7305	6398			Insurance Deductibles	Risk Insurance Operations	07300	120	
		3,031.67													
197258	1/15/2019		119006 56 BREWING LLC												
		224.00	BEER INVENTORY		138462	5604273	6400	1420			Beer Inventory	Liquor Operation Balance	06400	120	
		224.00													
197259	1/15/2019		118380 A+ COMMUNICATIONS & SECURITY												
		1,031.00	PANIC BUTTION FOR LIQ		138458	191229	6410	6960			Furniture & Office Equipment	Liquor Store Improvements	06400	120	
		1,031.00													
197260	1/15/2019		117296 ABLE SEEDHOUSE AND BREWERY												
		144.00	BEER INVENTORY		138464	E-8564	6400	1420			Beer Inventory	Liquor Operation Balance	06400	120	
		144.00													
197261	1/15/2019		100047 AMERIPRIDE LINEN AND APPAREL INC												
		62.88	BATHROOM SUPPLIES		138463	1004360212	6405	6214			Operating Supplies	Liquor Operations	06400	120	
		62.88													
197262	1/15/2019		103305 ASPEN EQUIPMENT COMPANY												
		16,830.00	TRUCK BOX		138395	10198445	7000	1765			Mobile equipment	Central Garage Balance Sh	07000	120	
		16,830.00													
197263	1/15/2019		100061 BELLBOY CORP												
		1,561.29	LIQ INVENTORY		138465	67817700	6400	1410			Liquor Inventory	Liquor Operation Balance	06400	120	
		600.00	WINE INVENTORY		138466	67817700	6400	1415			Wine Inventory	Liquor Operation Balance	06400	120	
		23.75	MISC INVENTORY		138467	67817700	6400	1425			Miscellaneous Inventory	Liquor Operation Balance	06400	120	
		24.30	FREIGHT CHARGES		138468	67817700	6405	6378			Postage & Shipping	Liquor Operations	06400	120	
		2,209.34													
197264	1/15/2019		112197 BERNICK'S WINE												
		10.40	MISC INVENTORY		138469	473659	6400	1425			Miscellaneous Inventory	Liquor Operation Balance	06400	120	
		1,339.67	BEER INVENTORY		138470	473660	6400	1420			Beer Inventory	Liquor Operation Balance	06400	120	
		1,350.07													
197265	1/15/2019		114908 BOLTON & MENK INC												
		398.00	PROFF SER WTP FEASIBILITY STUD		138410	227737	6025	6310		00053217	Professional Services	Water Utility Capital Imp	06000	150	210
		398.00													
197266	1/15/2019		116322 BREAKTHRU BEVERAGE MINNESOTA BEER												
		432.00	WINE INVENTORY		138407	1080909997	6400	1415			Wine Inventory	Liquor Operation Balance	06400	120	
		3,684.00	WINE INVENTORY		138408	1080909653	6400	1415			Wine Inventory	Liquor Operation Balance	06400	120	
		2,674.47	LIQ INVENTORY		138471	1080911874	6400	1410			Liquor Inventory	Liquor Operation Balance	06400	120	
		40.55	MISC INVENTORY		138472	1080911874	6400	1425			Miscellaneous Inventory	Liquor Operation Balance	06400	120	
		78.59	MISC INVENTORY		138473	1080911874	6400	1425			Miscellaneous Inventory	Liquor Operation Balance	06400	120	
		2,720.90	BEER INVENTORY		138474	1090953905	6400	1420			Beer Inventory	Liquor Operation Balance	06400	120	

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
		9,630.51													
197267	1/15/2019		115088 BSN SPORTS INC												
		61.61	BALL CART		138459	904172097	1305	6234			Equipment Parts & Supplies	Community Center Operatio	01000	140	
		186.99	OLYMPIC BAR		138460	904172097	1305	6235			Small Equip Exp <$2,500	Community Center Operatio	01000	140	
		248.60													
197268	1/15/2019		109638 CAPITOL BEVERAGE SALES LP												
		6,027.10	BEER INVENTORY		138475	2207562	6400	1420			Beer Inventory	Liquor Operation Balance	06400	120	
		6,027.10													
197269	1/15/2019		118794 CCAPS REGISTRATION CENTER												
		35.00	ASPHALT PAVEMENT REHAB NYSTROM		138419	20190109	6005	6512			Conference & Schools	Water Utility Administrat	06000	150	210
		35.00	ASPHALT PAVEMENT REHAB NYSTROM		138420	20190109	6105	6512			Conference & Schools	Sanitary Sewer Administra	06100	150	210
		70.00													
197270	1/15/2019		106286 CENTERPOINT ENERGY MINNEGASCO												
		22.11	WATER PUMP HOUSES		138448	STATEMENT	6020	6410			Gas Service	Water Utility Well & Plan	06000	150	210
		22.11													
197271	1/15/2019		118120 CINTAS CORP												
		33.57	UNIFORMS		138430	4014826306	7005	6344			Cleaning Services	CG Building Operations	07000	150	
		21.13	LIQ STORE:FLOOR MATS		138476	4014665608	6405	6214			Operating Supplies	Liquor Operations	06400	120	
		54.70													
197272	1/15/2019		115095 COMPASS MINERALS AMERICA												
		5,599.90	SALT		138442	372564	1640	6262			Road Salt	Snow and Ice Control	01000	150	200
		5,586.41	SALT		138453	374193	1640	6262			Road Salt	Snow and Ice Control	01000	150	200
		11,186.31													
197273	1/15/2019		106336 DEX MEDIA EAST												
		114.00	LIQ STORE AD 12/26/18-01/25/1		138447	STATEMENT	6405	6382			Advertising / Promotions	Liquor Operations	06400	120	
		114.00													
197274	1/15/2019		100455 DORFE, TOM												
		104.97	JEANS		135752	74180	1500	6216			Clothing & Personal Equipmen	Parks Administration	01000	150	200
		104.97													
197275	1/15/2019		114195 ECM PUBLISHERS INC												
		29.75	3916 VERA CR-PH		138400	659778	1010	6712			Legal Notices	Public Relations	01000	100	
		35.70	PIG ATE MY PIZZA-PH		138401	659777	1010	6712			Legal Notices	Public Relations	01000	100	
		47.60	ORDIANCE 18-14		138402	659779	1010	6712			Legal Notices	Public Relations	01000	100	
		53.55	ORDIANCE 18-15		138403	659780	1010	6712			Legal Notices	Public Relations	01000	100	
		65.45	ORDIANCE 18-16		138404	659781	1010	6712			Legal Notices	Public Relations	01000	100	
		232.05													
197276	1/15/2019		111502 FRESHWATER SOCIETY												
		145.00	ROAD SALT SYMPOSIUM		138421	20190102D	1500	6512			Conference & Schools	Parks Administration	01000	150	200

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
		72.50	ROAD SALT SYMPOSIUM		138422	20190102D	6105	6512			Conference & Schools	Sanitary Sewer Administra	06100	150	210
		72.50	ROAD SALT SYMPOSIUM		138423	20190102D	6005	6512			Conference & Schools	Water Utility Administrat	06000	150	210
		290.00													
197277	1/15/2019		106619 GERTEN GREENHOUSES INC												
		8,569.07	2018 END OF YEAR ASH TREATMENT		138411	2134/12	1370	6234			Equipment Parts & Supplies	Forestry	01000	145	
		8,569.07													
197278	1/15/2019		100064 GREAT LAKES COCA COLA DISTRIBUTION												
		828.10	MISC INVENTORY		138477	3645204740	6400	1425			Miscellaneous Inventory	Liquor Operation Balance	06400	120	
		828.10													
197279	1/15/2019		100310 HENNEPIN COUNTY INFORMATION TECHNOLOGY												
		100.00	NETWORK SUPPORT		138393	1000119836	1040	6310			Professional Services	Assessing	01000	115	
		69.00	POLICE NETWORK SUPPORT		138394	1000119836	1200	6310			Professional Services	Police Support Services	01000	130	
		169.00													
197280	1/15/2019		106985 HEWLETT-PACKARD COMPANY												
		3,353.13	3 DESKTOP PC'S		138413	60781005	7110	6234			Equipment Parts & Supplies	CS Information Technology	07100	120	
		3,353.13													
197281	1/15/2019		106850 HOHENSTEINS, INC.												
		959.75	BEER INVENTORY		138478	114199	6400	1420			Beer Inventory	Liquor Operation Balance	06400	120	
		959.75													
197282	1/15/2019		100143 INSTRUMENTAL RESEARCH INC												
		135.00	BACTERIA TESTING		138427	1595	6010	6310			Professional Services	Water Utility Distributio	06000	150	210
		135.00													
197283	1/15/2019		109351 J.J. TAYLOR DISTRIBUTING MINNESOTA ,INC.												
		7,775.75	BEER INVENTORY		138030	2904906	6400	1420			Beer Inventory	Liquor Operation Balance	06400	120	
		6,072.75	BEER INVENTORY		138212	2904932	6400	1420			Beer Inventory	Liquor Operation Balance	06400	120	
		1,213.64	BEER INVENTORY		138479	2904979	6400	1420			Beer Inventory	Liquor Operation Balance	06400	120	
		7,988.85	BEER INVENTORY		138480	2904954	6400	1420			Beer Inventory	Liquor Operation Balance	06400	120	
		23,050.99													
197284	1/15/2019		119226 JNJ PROPERTY MANAGEMENT												
		60.00	3814 PERRY AV-CLEAR		138417	7942	5470	6336			Other Contracts	Nuisance Abatements	05470	160	
		90.00	3303 FRANCE AV-CLEAR		138418	7941	5470	6336			Other Contracts	Nuisance Abatements	05470	160	
		150.00													
197286	1/15/2019		100071 JOHNSON BROTHERS LIQUO COMPANY												
		546.50	BEER INVENTORY		138481	3317569	6400	1420			Beer Inventory	Liquor Operation Balance	06400	120	
		380.61	WINE INVENTORY		138482	1193305	6400	1415			Wine Inventory	Liquor Operation Balance	06400	120	
		10.89	FREIGHT CHARGES		138483	1193305	6405	6378			Postage & Shipping	Liquor Operations	06400	120	
		289.70	WINE INVENTORY		138484	1193303	6400	1415			Wine Inventory	Liquor Operation Balance	06400	120	
		86.67	WINE INVENTORY		138485	1193303	6400	1415			Wine Inventory	Liquor Operation Balance	06400	120	

Note: Payment amount may not reflect the actual amount due to data sequencing and/or data selection.

1/10/2019 - 1/15/2019

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
		4.84	FREIGHT CHARGES		138486	1193303	6405	6378			Postage & Shipping	Liquor Operations	06400	120	
		2,100.00	LIQ INVENTORY		138487	1193302	6400	1410			Liquor Inventory	Liquor Operation Balance	06400	120	
		30.25	FREIGHT CHARGES		138488	1193302	6405	6378			Postage & Shipping	Liquor Operations	06400	120	
		1,103.50	BEER INVENTORY		138489	3316273	6400	1420			Beer Inventory	Liquor Operation Balance	06400	120	
		379.10	WINE INVENTORY		138490	1190053	6400	1415			Wine Inventory	Liquor Operation Balance	06400	120	
		8.47	FREIGHT CHARGES		138491	1190053	6405	6378			Postage & Shipping	Liquor Operations	06400	120	
		813.00	LIQ INVENTORY		138492	1190054	6400	1410			Liquor Inventory	Liquor Operation Balance	06400	120	
		8.77	FREIGHT CHARGES		138493	1190054	6405	6378			Postage & Shipping	Liquor Operations	06400	120	
		304.10	WINE INVENTORY		138494	1190055	6400	1415			Wine Inventory	Liquor Operation Balance	06400	120	
		3.63	FREIGHT CHARGES		138495	1190055	6405	6378			Postage & Shipping	Liquor Operations	06400	120	
		406.00	LIQ INVENTORY		138496	1191627	6400	1410			Liquor Inventory	Liquor Operation Balance	06400	120	
		199.25	WINE INVENTORY		138497	1191627	6400	1415			Wine Inventory	Liquor Operation Balance	06400	120	
		7.26	FREIGHT CHARGES		138498	1191627	6405	6378			Postage & Shipping	Liquor Operations	06400	120	
		1,316.99	LIQ INVENTORY		138499	1190052	6400	1410			Liquor Inventory	Liquor Operation Balance	06400	120	
		15.73	FREIGHT CHARGES		138500	1190052	6405	6378			Postage & Shipping	Liquor Operations	06400	120	
		658.15	LIQ INVENTORY		138501	1193304	6400	1410			Liquor Inventory	Liquor Operation Balance	06400	120	
		6.05	FREIGHT CHARGES		138502	1193304	6405	6378			Postage & Shipping	Liquor Operations	06400	120	
		694.70	WINE INVENTORY		138503	1191628	6400	1415			Wine Inventory	Liquor Operation Balance	06400	120	
		7.26	FREIGHT CHARGES		138504	1191628	6405	6378			Postage & Shipping	Liquor Operations	06400	120	
		9,381.42													
197287	1/15/2019		111813 JT SERVICES OF MINNESOTA												
		6,780.00	HWY 81 REPLACEMENT FIXTURES		138434	JT199-007-09	1635	6340		00039419	Repair & Maintenance	Street Lighting	01000	150	200
		6,780.00													
197288	1/15/2019		100164 KILLMER ELECTRIC COMPANY INC												
		251.66	LABOR:SIGN FRANCE SIGNAL MAST		138397	89009	1625	6340			Repair & Maintenance	Traffic Signal Maintenanc	01000	150	200
		352.50	LABOR:TURN LIGHT POLE 180 DEG		138398	89011	1635	6340			Repair & Maintenance	Street Lighting	01000	150	200
		736.20	LABOR:LIGHT POLE HIT		138399	89010	1635	6340			Repair & Maintenance	Street Lighting	01000	150	200
		1,340.36													
197289	1/15/2019		100287 LEAGUE OF MN CITIES (LMC)												
		100.00	MCMA 2019 WINTER PROFF DEVELPM		138416	20190114	1030	6512			Conference & Schools	Administrative Services	01000	110	
		100.00													
197290	1/15/2019		100262 LEAGUE OF MN CITIES INS TRUST												
		263,886.00	W/C RENEWAL - 2019		138445	10002470-19	7305	6162			Work Comp	Risk Insurance Operations	07300	120	
		263,886.00													
197291	1/15/2019		109825 M. AMUNDSON CIGAR & CANDY CO LLP												
		3,883.68	MISC INVENTORY		138505	272516	6400	1425			Miscellaneous Inventory	Liquor Operation Balance	06400	120	
		3,883.68													
197292	1/15/2019		116748 MAILFINANCE												
		856.95	MAIL MACHI LEASE QTRLY 11/12/2		138518	N7523744	7105	6338			Rentals/Leases	CS General Office	07100	110	

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
		856.95													
197293	1/15/2019		110138 METRO CITIES												
		5,596.00	2019 MEMBERSHIP DUES		138461	143	1005	6514			Dues & Memberships	Legislative	01000	100	
		5,596.00													
197294	1/15/2019		100186 METROPOLITAN COUNCIL												
		78,561.19	SEWAGE DISPOSAL FEB 2019		138424	1090871	6115	6348			Sewage Disposal	San Sewer Maintenance	06100	150	210
		78,561.19													
197295	1/15/2019		108923 MN DEPT OF PUBLIC SAFETY												
		100.00	HAZ MAT INCIDENT REPONSE		138431	271900015201 M-97422	6020	6718			Licenses Taxes & Fees	Water Utility Well & Plan	06000	150	210
		100.00	HAZ MAT INCIDENT REPONSE		138432	2719000162018 M-97425	6020	6718			Licenses Taxes & Fees	Water Utility Well & Plan	06000	150	210
		100.00	HAZ MAT INCIDENT REPONSE		138433	2719000142018 M-97427	6020	6718			Licenses Taxes & Fees	Water Utility Well & Plan	06000	150	210
		300.00													
197296	1/15/2019		118494 MODIST BREWING CO LLC												
		182.25	BEER INVENTORY		138506	E-2110	6400	1420			Beer Inventory	Liquor Operation Balance	06400	120	
		182.25													
197297	1/15/2019		108579 NICK'S TREE SERVICE INC												
		918.00	2018 TREE REMOVALS		138412	676	1370	6336			Other Contracts	Forestry	01000	145	
		918.00													
197298	1/15/2019		107373 OFFICE DEPOT												
		204.64	SUPPLIES/MAIN		138444	255771331001	7105	6214			Operating Supplies	CS General Office	07100	110	
		204.64													
197299	1/15/2019		117690 OMNI BREWING COMPANY												
		540.00	BEER INVENTORY		138507	E-3773	6400	1420			Beer Inventory	Liquor Operation Balance	06400	120	
		540.00													
197300	1/15/2019		111218 O'REILLY AUTO PARTS												
		19.99	TOW STRAP -FIRE BOAT		138454	1918-431085	7010	6234			Equipment Parts & Supplies	CG Vehicle Maintenance	07000	150	
		.40-	2% NET 10		138455	1918-431085	7010	6234			Equipment Parts & Supplies	CG Vehicle Maintenance	07000	150	
		19.59													
197301	1/15/2019		117515 PAPIZ, STEPHAN												
		169.98	REFUND FOR JACKET & GLOVES		138451	00579B	1370	6216			Clothing & Personal Equipmen	Forestry	01000	145	
		169.98													
197302	1/15/2019		100075 PAUSTIS AND SONS WINE CO INC												
		288.00	WINE INVENTORY		138405	31665	6400	1415			Wine Inventory	Liquor Operation Balance	06400	120	
		5.25	FREIGHT		138406	31665	6405	6378			Postage & Shipping	Liquor Operations	06400	120	
		293.25													

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
197303	1/15/2019		100077 PHILLIPS WINE & SPIRITS												
		164.00	WINE INVENTORY		138508	2483304	6400	1415			Wine Inventory	Liquor Operation Balance	06400	120	
		4.84	FREIGHT CHARGES		138509	2483304	6405	6378			Postage & Shipping	Liquor Operations	06400	120	
		2,216.50	LIQ INVENTORY		138510	2483303	6400	1410			Liquor Inventory	Liquor Operation Balance	06400	120	
		27.83	FREIGHT CHARGES		138511	2483303	6405	6378			Postage & Shipping	Liquor Operations	06400	120	
		98.00	MISC INVENTORY		138512	2483305	6400	1425			Miscellaneous Inventory	Liquor Operation Balance	06400	120	
		2.42	FREIGHT CHARGES		138513	2483305	6405	6378			Postage & Shipping	Liquor Operations	06400	120	
		2,513.59													
197304	1/15/2019		100605 PLAISTED COMPANIES												
		270.10	ICE CONTROL SAND		138388	21466	1640	6266			Sand, Gravel and Wood Chips	Snow and Ice Control	01000	150	200
		270.10													
197305	1/15/2019		100771 QUALITY FLOW SYSTEMS, INC.												
		644.00	LABOR: FLOCC STATION INSPECTIO		138438	36408	6110	6340			Repair & Maintenance	San Sewer Lift Station Ma	06100	150	210
		644.00													
197306	1/15/2019		116796 RED BULL DISTRIBUTION COMPANY												
		265.00	MISC INVENTORY		138514	K-56870839	6400	1425			Miscellaneous Inventory	Liquor Operation Balance	06400	120	
		265.00													
197307	1/15/2019		118177 RED WING BUSINESS ADVANTAGE ACCOUNT												
		169.99	BOOTS-NAUER		138391	27536	1500	6216			Clothing & Personal Equipmen	Parks Administration	01000	150	200
		152.24	WORK BOOTS-STEPHAN		138392	27340	1370	6216			Clothing & Personal Equipmen	Forestry	01000	145	
		322.23													
197308	1/15/2019		104835 RON KASSA CONSTRUCTION, INC.												
		2,600.00	CONCRETE/LABOR OAKDALE WATERMA		138426	20190103	6010	6340			Repair & Maintenance	Water Utility Distributio	06000	150	210
		2,600.00													
197309	1/15/2019		115187 SAVE ON												
		415.00	ROBBINSDALE WINE&SPIRIT AD		138409	2018-248005	6405	6382			Advertising / Promotions	Liquor Operations	06400	120	
		415.00	ROBBINSDALE WINE&SPIRIT AD		138446	2019-248006	6405	6382			Advertising / Promotions	Liquor Operations	06400	120	
		830.00													
197310	1/15/2019		118444 SHAMROCK GROUP INC												
		49.47	MISC INVENTORY		138515	2323578	6400	1425			Miscellaneous Inventory	Liquor Operation Balance	06400	120	
		2.00	FREIGHT CHARGES		138516	2323578	6405	6378			Postage & Shipping	Liquor Operations	06400	120	
		51.47													
197311	1/15/2019		100241 SHINGLE CREEK WATERSHED MGMT												
		18,770.61	2019 MEMBER ASSESSMENT		138443	266	6205	6514			Dues & Memberships	Storm Sewer Administratio	06200	150	210
		18,770.61													
197312	1/15/2019		112234 SILVER STAR INDUSTRIES												
		305.92	MOUNT KIT LUVERNE STEPS		138428	BLN-72927	7010	6234			Equipment Parts & Supplies	CG Vehicle Maintenance	07000	150	

Note Payment amount may not reflect the actual amount due to data sequencing and/or data selection.

1/10/2019 - 1/15/2019

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
		305.92													
197313	1/15/2019		100384 SKURKA, ROB												
		156.59	BOOTS		138390	27436	1600	6216			Clothing & Personal Equipmen	Streets Administration	01000	150	200
		156.59													
197314	1/15/2019		113200 SOUTHERN WINE & SPIRITS OF MN, LLC												
		903.25	LIQ INVENTORY		138517	1771596	6400	1410			Liquor Inventory	Liquor Operation Balance	06400	120	
		903.25													
197315	1/15/2019		100237 STRAIT STUFF INC												
		144.75	COMMUNITY GYMS		138439	2889	1305	6214			Operating Supplies	Community Center Operatio	01000	140	
		231.60	WARMING HOUSE		138440	2889	1325	6214			Operating Supplies	General Programs	01000	140	
		376.35													
197316	1/15/2019		100595 SUPERIOR FORD INC												
		906.71	SPORD LAMP/BULB		138429	150992	7010	6234			Equipment Parts & Supplies	CG Vehicle Maintenance	07000	150	
		130.00-	CREDIT SPORD CORE		138449	CM150992	7010	6234			Equipment Parts & Supplies	CG Vehicle Maintenance	07000	150	
		85.46	LATCH		138450	150994	7010	6234			Equipment Parts & Supplies	CG Vehicle Maintenance	07000	150	
		862.17													
197317	1/15/2019		100009 TDS METROCOM LLC												
		432.26	PHONE LINES		138414	763-537-4534	7105	6372			Telephone Lines	CS General Office	07100	110	
		333.70	WATER		138415	763-537-4534	6005	6372			Telephone Lines	Water Utility Administrat	06000	150	210
		765.96													
197318	1/15/2019		107746 TOWN & COUNTRY FENCE												
		375.00	LABOR: GATE STUCK IN OPEN POSI		138425	1190010	7005	6340			Repair & Maintenance	CG Building Operations	07000	150	
		375.00													
197319	1/15/2019		118058 TRIMARK												
		243.87	SUPPLIES CITY HALL 55232		138457	99T6CD	7115	6214			Operating Supplies	CS Government Buildings	07100	145	
		243.87													
197320	1/15/2019		100091 UNITED PARCEL SERVICE												
		22.92	DEPS UPS		138452	563099029	6705	6378			Postage & Shipping	License Center Operations	06700	120	
		22.92													
197321	1/15/2019		100332 VALLEY-RICH CO, INC												
		5,773.50	LABOR: 4257 46TH SERVICE LINE		138389	26452	5450	6336			Other Contracts	Emergency Sewer & Water	05450	160	
		5,773.50													
197322	1/15/2019		101179 VONCO CORPORATION												
		1,406.86	SWEEPING DEBRIS		138396	47834	6215	6342			Dump Charges	Storm Sewer Street Sweep	06200	150	210
		1,406.86													
197323	1/15/2019		100180 WASTE MANAGEMENT OF MN												
		54,532.85	GARBAGE SERVICE DEC 2018		138382	8124710-0500-5	6305	6350			General Garbage Services	Solid Waste Operations	06300	110	

Check #	Date	Amount	Supplier / Explanation	FO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
		15,400.64	SINGLE FAMILY RECYCLING DEC 20		138383	8124710-0500-5	6305	6354			Recycling Services	Solid Waste Operations	06300	110	
		15,198.00	TARD WASTE COLLECTION DEC 2018		138384	8124710-0500-5	6305	6352			Compost Services	Solid Waste Operations	06300	110	
		4,907.95	HENN COUNTY FEE DEC 2018		138385	8124710-0500-5	6305	6718			Licenses Taxes & Fees	Solid Waste Operations	06300	110	
		1,211.84	SCRAP METAL PICK UP DEC 2018		138386	8124710-0500-5	6305	6354			Recycling Services	Solid Waste Operations	06300	110	
		262.50	APPLICANCE COLLECTION DEC 2018		138387	8124710-0500-5	6305	6354			Recycling Services	Solid Waste Operations	06300	110	
		91,513.78													
197324	1/15/2019		114348 WIMAC TEL INC												
		60.00	537-9794 N ENTRY		138456	181633	7105	6372			Telephone Lines	CS General Office	07100	110	
		60.00													
197325	1/15/2019		100206 XCEL ENERGY												
		67.98	STREET LIGHTING		138435	621357737	1635	6405			Electric Service	Street Lighting	01000	150	200
		27.94	LIFT ST MAINT		138436	621351987	6110	6405			Electric Service	San Sewer Lift Station Ma	06100	150	210
		137.89	STREET LIGHTING		138437	621331656	1635	6405			Electric Service	Street Lighting	01000	150	200
		75.32	STREET LIGHTING		138519	621576875	1635	6405			Electric Service	Street Lighting	01000	150	200
		309.13													
2019007	1/11/2019		100261 PUBLIC EMPLOYEES RETIREMENT ASSOCIATION												
		44,074.75			137890	010319646283	7400	2114			PERA Payable	Benefit Accrual Balance S	07400	120	
		44,074.75													

Report Totals 636,906.71