



**CITY COUNCIL MEETING**  
**Tuesday, February 7, 2023**  
**4100 Lakeview Avenue North**  
**Robbinsdale, Minnesota**  
**7:00 p.m.**

## **A G E N D A**

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### **CITIZEN PARTICIPATION**

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

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

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

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

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- 1. CITY COUNCIL MEETING CALLED TO ORDER
- 2. ROLL CALL: Wagner, Webb, Parisian, Mayor Blonigan
- 3. **MICROPHONE CHECK:** Wagner, Webb, Parisian, Mayor Blonigan
- 4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA
- 5. APPROVAL OF THE FEBRUARY 7, 2023 MEETING AGENDA

# CITY COUNCIL MEETING AGENDA

February 7, 2023

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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: 1-5
    - City Council meeting minutes on 1/17/23
  - B. Motion to receive advisory commission minutes: 6-9
    - Parks, Recreation, and Forestry Commission minutes on 10/25/22
    - Human Rights Commission minutes on 10/27/22
  - C. Motion to approve issuance of licenses dated 2/7/23. 10-13
  - D. Motion to acknowledge the Robbinsdale Wine & Spirits' financial reports for the month of December 2022. 14-17
  - E. Motion to acknowledge the Deputy Registrar's financial reports for the month of December 2022. 18-19
  - F. Motion to acknowledge the Investment Report for the quarter ended December 2022. 20-23
  - G. Motion to approve Denise Beck's nomination to the Parks, Recreation, and Forestry Commission as the Ward 3 Commissioner effective immediately. 24-25
  - H. Motion to extend Variance request V22-1 to June 30, 2023 and amend Resolution 7963 accordingly. 26-31
  - I. Motion to waive the reading and order the adoption of Resolution # \_\_\_\_ "A RESOLUTION APPROVING CONDITIONAL USE PERMIT REQUEST C23-1 ALLOWING SOLAR COLLECTORS ON AN ACCESSORY STRUCTURE AT 3934 WELCOME AVENUE NORTH." 32-43  
Res. 41
  - J. Motion to authorize the City Manager and Finance Director to issue a purchase order to Maqueen Equipment of St. Paul, Minnesota for the purchase of an Envirosight Rovver Camera in accordance with the estimate dated January 19<sup>th</sup>, 2023 for a net price of \$115,590.00 including a \$4,250.00 trade-in of the City's existing Aries Pathfinder camera. 44

# CITY COUNCIL MEETING AGENDA

February 7, 2023

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- K. Motion to authorize the City Manager to execute the Memorandum of Understanding with Law Enforcement Labor Service, Inc Local 517, Law Enforcement Labor Service, Inc Local #8. And Law Enforcement Labor Service, Inc Local #179. 45
  - L. Motion to authorize purchase of Getac Worn Cameras (BWC)/Squad Videos System at a cost of \$89,972.82. 46
- 7. PRESENTATIONS 47-50
  - A. Updates to Employee Handbook. 47-50
  - B. Proclamation Declaring the Month of February 2023 as Black History Month in the City of Robbinsdale. 51-53
- 8. PUBLIC HEARINGS  
\*There are no public hearings scheduled.
- 9. OLD BUSINESS  
\*There is no old business scheduled.
- 10. NEW BUSINESS
  - A. Letter of Commitment to Participate in the EV Smart Program  
Motion to authorize the Mayor to sign the EV Smart program letter of commitment and to designate Kayla Kirtz, Assistant to City Manager – Communications, as the EV Smart program liaison. 54-56
- 11. OTHER BUSINESS
  - A. Schedule Canvass Board Meeting  
Motion to set the time for the Ward 1 Special Election Canvass Board meeting to be held on Tuesday, February 21, 2023 at 6:30 p.m. before the regular City Council meeting at 7:00 p.m. 57
  - B. Schedule Special Work Sessions for February and March.  
Motion to schedule a special work session to discuss the Blue Line Light Rail Project on Tuesday, February 28 at either 6:00 p.m. or 7:00 p.m. as well as a special work session with Commissioner Lunde on Tuesday, March 21 at 6:00 p.m. 58
  - C. Motion to approve disbursement requests for period ending 2/7/2023. 59
- 12. ADMINISTRATIVE REPORTS
- 13. COUNCIL GENERAL COMMUNICATIONS
- 14. ADJOURNMENT

A handwritten signature in black ink, appearing to read 'T. Sandvik', written over a horizontal line.

Tim Sandvik, City Manager

**City of Robbinsdale  
CITY COUNCIL MINUTES  
January 17, 2023  
Meeting No. 2**

**CALL TO ORDER**

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

**ROLL CALL**

2. Present: Parisian, Wagner, Webb, Mayor Blonigan  
Staff: Tim Sandvik, City Manager; Dustin Leslie, City Clerk; Rick Pearson,  
Community Development Coordinator.

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

3. Mayor Blonigan opened the floor to anyone wishing to speak on any items not on the agenda. No one spoke and the forum was closed.

**APPROVAL OF THE JANUARY 17, 2023 MEETING AGENDA**

4. Leslie reported the following update to the agenda:
  - Updated ordinance language was added for New Business B: there was an error in which the ordinance referred to Chapter 12 in City Code when it should have referenced Chapter 11.
  - The Voucher Report was added to Other Business A.
5. **Member Webb MOVED, seconded by Member Parisian to approve the January 17, 2023 Agenda with the update given to Council by the City Clerk. The vote was unanimous and the motion carried.**

**CONSENT AGENDA**

6. Mayor Blonigan removed item D from the Consent Agenda for further consideration.
7. **Member Wagner MOVED, seconded by Member Webb to approve the January 17, 2023 Consent Agenda with the exception of item D which was pulled for further consideration. The vote was unanimous and the motion carried.**

- A. Motion to approve and order placed on file minutes of the City Council meeting:
  - City Council meeting minutes on 12/20/22
  - City Council meeting minutes on 1/3/23
  - Special Work Session minutes on 1/3/23
  - Regular Work Session minutes on 1/10/23
- B. Motion to approve issuance of licenses dated 1/17/23.
- C. Motion to approve the December 2022 payment for City credit card charges.
- D. (Removed).
- E. Motion to waive the reading and order the adoption of Resolution #8024 "A RESOLUTION DESIGNATING 2023 POLLING LOCATIONS FOR THE CITY OF ROBBINSDALE."
- F. Motion to authorize the Mayor and City Manager to sign the Election Equipment Lease Agreement with Hennepin County for a term of March 1, 2023 to February 28, 2031.
- G. Motion to waive the reading and order the adoption of Resolution #8025 "A RESOLUTION APPROVING VARIANCE REQUEST V22-8 ALLOWING A SIX FOOT HIGH METAL PICKET FENCE IN THE FRONT YARD AT 4137-39 LAKELAND AVENUE NORTH."
- H. Motion to authorize the Mayor and City Manager to enter into an agreement for the provision of HVAC services in City buildings with Total Mechanical Services of St. Paul Park Minnesota for the period February 1, 2023 through December 31, 2025 with an option for an additional three (3) years extension in one year increments. The schedule of proposed services and annual costs shall be as submitted in Total Mechanical Services submission dated January 6, 2023.

**CONSENT ITEM D: APPOINTMENT OF THE AT-LARGE PLANNING COMMISSIONER**

- 8. Mayor Blonigan pulled the item to thank Susan Carlson Weinberg for her interest in joining the Planning Commission and listed her qualifications.
- 9. **Mayor Blonigan MOVED, seconded by Member Webb to appoint Susan Carlson Weinberg to the Planning Commission effective immediately. The vote was unanimous and the motion carried.**

**NEW BUSINESS A: SECOND READING OF A CITY OF ROBBINSDALE  
ORDINANCE TO REGULATE THE SALE OF LEGALIZED ADULT-USE PRODUCTS  
CONTAINING TETRAHYDROCANNABINOL (THC)**

10. Sandvik gave the report.

11. Member Parisian MOVED, seconded by Member Webb to waive the reading and hold the second reading of Ordinance No. 22-11 “AN ORDINANCE REGULATING THE SALE OF LEGALIZED ADULT-USE PRODUCTS CONTAINING TETRAHYDROCANNABINOL (THC).” The vote was unanimous and the motion carried.

**NEW BUSINESS B: SECOND READING OF AN AMENDMENT TO THE ZONING  
ORDINANCE REGULATING THE SALE OF THC OR CANNABINOID PRODUCTS**

12. Pearson gave the report.

13. Member Wagner MOVED, seconded by Member Webb to waive the reading and hold the second reading of Ordinance No. 22-10 “AN ORDINANCE AMENDING ZONING CODE SECTIONS 505.09, 520.03, AND 521.01 OF THE CITY CODE FOR THE REGULATION OF THC OR CANNABINOID PRODUCTS.” The vote was unanimous and the motion carried.

**NEW BUSINESS C: ORDINANCE REPEALING MORATORIUM REGARDING THE  
REGULATION OF THC PRODUCTS**

14. Sandvik gave the report.

15. Member Wagner thanked staff and Council for working fast to get ordinances passed earlier than the one-year moratorium deadline.

16. Member Webb stated it was good to have a public feedback process regarding THC sales in the city.

17. Member Wagner MOVED, seconded by Member Webb to waive the reading and approve Ordinance #23-01 “AN EMERGENCY ORDINANCE REPEALING ORDINANCE #22-09 ‘AN EMERGENCY INTERIM ORDINANCE PROHIBITING THE ESTABLISHMENT OF NEW USES OR THE EXPANSION OF EXISTING USES RELATED TO THE SALES, TESTING, MANUFACTURING, AND DISTRIBUTION OF THC PRODUCTS’” effective February 16, 2023. The vote was unanimous and the motion carried.

**OTHER BUSINESS A: VOUCHER REQUESTS PENDING APPROVAL FOR  
DISBURSEMENT**

18. Member Parisian MOVED, seconded by Member Webb to approve disbursement requests for period ending 1/17/2023. The vote was unanimous and the motion carried.

### **ADMINISTRATIVE REPORTS**

19. Leslie gave an update about the Ward 1 special election.
20. Sandvik stated the liquor store would be closed on Sunday as they prepare for their annual audit.

### **COUNCIL GENERAL COMMUNICATIONS**

21. Member Parisian thanked staff for the continued smooth onboarding process.
22. Member Parisian thanked Chaz Sandifer for attending the last work session and giving an update about the Farmer's Market.
23. Member Parisian spoke about an open forum she and Member Webb would be hosting at the Birdhouse downtown.
24. Member Wagner spoke about Fire Department training and spoke about the importance of investing in workers.
25. Member Wagner spoke about Martin Luther King Jr. Day and how he was inspired by Dr. King.
26. Member Webb thanked those who celebrated Martin Luther King Jr. Day, especially those who used the day to give back to the community.
27. Member Webb spoke about the importance of helping people experiencing mental health issues and encouraged residents to check up on loved ones.
28. Member Webb spoke about the open forum she and Member Parisian would be hosting.
29. Mayor Blonigan spoke about Martin Luther King Jr. Day and its importance.
30. Mayor Blonigan spoke about the work Golden Valley is doing with JustDeeds and encouraged residents to attend upcoming events hosted by them.
31. Mayor Blonigan spoke about the investment bill that failed in the Legislature last year but may get voted on again this year.
32. Leslie stated the League of Women Voters would be hosting a candidate forum for the candidates in the Ward 1 Special Election.

**Adjournment:**

33. **Member Wagner MOVED, seconded by Member Parisian to adjourn the meeting at 7:36 p.m. The vote was unanimous and the motion carried.**

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Dustin Leslie, City Clerk

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William A. Blonigan, Mayor





## **ROBBINSDALE PARKS, RECREATION & FORESTRY COMMISSION**

**Tuesday, October 25, 2022 Minutes**

### **Manor Park building**

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

1) Commission Meeting Called to Order at 7:03 pm by Chair Hill

Present: Jennifer Hill, Damien Rochon-Washington, Raymond Blackledge, Danny Sussman, Derek Hyland

Excused: Michelle Vaith

Others: Ryan Parks, Recreation Services Manager

2) Approval of Regular Meeting Minutes: Rochon-Washington moved, seconded by Sussman to approve the August 23, 2022 regular meeting minutes. Motion carried.

3) New Business

- A) City emails for commissioners: There was a brief discussion on whether or not the commission would like to keep their city emails. This is a discussion that will happen with all city commissions. The consensus is that they do not need the email addresses, but they feel they're should be some sort of communication process should any community member want to contact a commissioner. The best option would be through the commission liaison.

4) Old Business

A) Equity in Recreational Programming:

- Community Gardens: Parks mentioned that the community gardens were a success in the first year with raised garden beds. Sussman added that it was a great season and said he talked to a few gardeners that were gardening for the first time. Commissioners asked if the City is adding community gardens to any other locations. Parks said there most likely would be other locations in the future, but next year there will be 10 more garden beds added to the current location. Commission members asked if they could get a list of city owned green spaces that might be possible locations for future community gardens or fruit tree orchards. Parks stated he would talk to the City Forester about possible locations and report back.
- Parks mentioned that Matt Bazyk, Community Engagement Coordinator, is re-connecting with Robbinsdale schools so we can get the word out about the opportunities that we provide. We are hoping to do some in person engagement and also send schools our program flyers.
- Bazyk is also working with Three Rivers Park District to do more programming in Robbinsdale. We currently offer programs at Sochacki Park, but we'd also like to provide opportunities in other parks as well. There is a transportation barrier for a lot of the partnered programs that are offered at French Park in Plymouth.

B) Program Updates: Parks stated that all winter programs are open for registration on the city website. He said that spring/summer program planning will start in the next month. He also mentioned that the Recreation department is excited about the potential of having two Recreation brochures a year (spring/summer and fall/winter), starting in 2023.

C) Park Projects:

- a) Sunset Park playground: The new playground at Sunset Park is installed. The new walking path/sidewalk will most likely be installed next spring as we're not able to get concrete at this time.
- b) Sanborn Park Open House: Parks gave an update on the Sanborn Park open houses. There were 93 comment sheets submitted for the park. Both open houses had a good turnout of people, with varying opinions on what should be done. Next steps would be to discuss the community input with City Council. This most likely won't happen till after the election.

The commission liked that there were 5 options for the playground. Commission members stated that it would be beneficial to do some engagement with local schools, so they can give their input on the playgrounds. Parks said he would work with Matt Bazyk to see if this is a possibility.

5) City Reports & Updates

- A) Parks: The Parks department have been busy with ball field maintenance, irrigation repairs, playground and building checks, winterizing all irrigation systems and park buildings, working with playground vendors for Sanborn Park, and installing locks, cameras and irrigation at the Water Treatment Plant.
- B) Recreation: The new Recreation Admin, Audrey Prosser, started at the end of August. Parks stated that she's been a great addition to the team. She has a background in communications, which will be valuable for the Recreation team.
- C) Forestry: Forestry has planted 62 trees in the past month, planted 150 native grasses at the Floc Plant, pruning, and staking and mulching and water trees as needed.

6) Adjournment: Rochon-Washington moved, seconded by Blackledge to adjourn the meeting at 8:08 pm. Motion carried.

Next meeting scheduled for **7:00 p.m. Tuesday, November 22, at Robbinsdale City Hall.**

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Ryan Parks, Recorder

**ROBBINSDALE HUMAN RIGHTS COMMISSION**  
**MEETING MINUTES**  
October 27, 2022

The meeting was called to order at 7:05p.m.

|                         |                                                                    |
|-------------------------|--------------------------------------------------------------------|
| Members present         | Vanausdall- Smith, Hansen, Wyant, Fox, Ralston Aoki, Lee (DeGross) |
| Members absent          | Nailon                                                             |
| Members excused         | Beahen                                                             |
| Staff Present and other | Dengnoue, community member Facia Best                              |

APPROVAL OF AGENDA AND MINUTES:

**MOVED** by Ralston Aoki to approve agenda, second by Lee. **MOTION CARRIED.**

**MOVED** by Hansen to approve minutes of September 22, 2022, second by Ralston Aoki.  
**MOTION CARRIED.**

CHAIR REPORT:

Fox – shared information about voting question she has. Can Robbinsdale have voting at locations where the property owner/business does not discriminate against the 13 Human Rights protected classes? HRC will do more research.

OLD BUSINESS:

- A. Honoring Philando Castile- tabled to next meeting
- B. Commission Outreach efforts – the subcommittee met with one board member of the Historical society (Fox, Hansen, and Wyant). Both groups talked about who they are, and what they do in Robbinsdale. They also talked about having a join event next year (April or May). The Historical Society usually has two annual events. Fox also shared that there will be a representatn from Just Deed at the November 9<sup>th</sup> meeting with Council. Hansen shared that as a Hennepin County employee he is part of a diversity and inclusion group, which he thinks will benefit from collaborating with the Robbinsdale HRC group.
- C. Report on talking points for meeting with other commissions – the RPHC subcommittee had a meeting on October 19, 22 during which they also talked about talking points for meeting with other commissions.
  - Outreach Possible questions for discussion with commissions:
    - 1. What does “equity” mean to you?
    - 2. What equity issues do you see coming up in the Commission’s work?
    - 3. Would you be interested in getting ideas about how equity principles can be integrated into the commission’s work?
    - 4. Provide draft racial equity plan, ask for comment?

D. Racism is a Public Health Crisis – report from the subcommittee.

E. Crime Free Housing – tabled to next meeting

F. Discussion about next meeting with Council:

Suggestions from last meeting (below) were mentioned

- Ideas about a format for residents to submit concerns or complaints
- Historical Society
- Other events the HRC might want to participate in in 2023

Ralston Aoki also shared a draft of the “Robbinsdale Racial and Health Equity Policy Ideas”.

Vanausdall- Smith shared that she attended the North Memorial community meeting in October.

G. Report from Wyant about resources for filling a police complaint – Wyant shared results from her research on the topic. Liaison Dengnoue to forward the email with the resources to the group after the meeting.

#### NEW BUSSINESS:

A. Invite to help shape Robbinsdale’e energy future

**MOVED** by Lee to have Hansen participate in the Robbinsdale’e energy future action team, second by fox. **MOTION CARRIED.**

#### COMMISSIONER REPORT/UPDATES:

Lee- Spooky Sanborn went well

Wyant – Oregon could make healthcare a human right on the ballot

Vanausdall- Smith- community light rail meeting on Tuesday

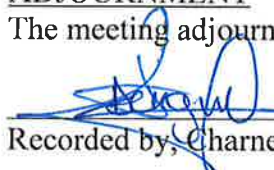
Hansen – appointed to the CRC commission by the County

#### OTHER BUSINESS:

None.

#### ADJOURNMENT

The meeting adjourned at 9:10 p.m.

  
Recorded by, Charnelle Dengnoue



City of Robbinsdale

TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: February 7, 2023

RE: Approval of Licenses

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**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 2/7/23.

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Tim Sandvik, City Manager

CONCURRENCE:

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Dustin Leslie, City Clerk

# **BUSINESS LICENSES FOR COUNCIL APPROVAL**

02/07/2023

| <b>License Type</b>                | <b>Applicant</b>        | <b>License Fee</b> |
|------------------------------------|-------------------------|--------------------|
| Restaurant/Café                    | ATHENS CAFE, INC.       | 200.00             |
| Transient Merchant - Solicitations | Legacy Restoration, LLC | 150.00             |

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# Contractor Licenses for Council Approval

| <u>Name</u>                                  | <u>Licensee Type</u>     | <u>Fee Amount</u> |
|----------------------------------------------|--------------------------|-------------------|
| ERIC'S HEATING & A/C LLC                     | Mechanical Contractor    | \$50.00           |
| HILLIARD HEATING & COOLING INC.              | Mechanical Contractor    | \$50.00           |
| MARSH HEATING & AIR<br>CONDITIONING          | Mechanical Contractor    | \$50.00           |
| MARVEL SEWER AND DRAIN LLC                   | Sewer / Water Contractor | \$50.00           |
| MARVEL SEWER AND DRAIN LLC                   | Excavation Contractor    | \$50.00           |
| OWENS COMPANIES INC                          | Mechanical Contractor    | \$50.00           |
| PAUL'S PLUMBING & HEATING OF<br>DENNISON INC | Plumbing Contractor      | \$50.00           |
| TIM'S QUALITY PLUMBING                       | Plumbing Contractor      | \$50.00           |
| TIM'S QUALITY PLUMBING                       | Mechanical Contractor    | \$50.00           |
| TRI COUNTY WATER CONDITIONING<br>INC         | Plumbing Contractor      | \$50.00           |
| TWIN CITY FIREPLACE & STONE CO               | Mechanical Contractor    | \$50.00           |
| VECTOR SERVICES                              | Mechanical Contractor    | \$50.00           |

**Number of Licenses Requesting Council Approval:**

**12**

# **BUSINESS LICENSES FOR COUNCIL APPROVAL**

01/27/2023

| <b>License Type</b>  | <b>Applicant</b>  | <b>License Fee</b> |
|----------------------|-------------------|--------------------|
| Tree/Lawn Fertilizer | YTS COMPANIES LLC | 50.00              |

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City of Robbinsdale

**MEMORANDUM**

TO: City Council  
 FROM: Tim Sandvik, City Manager  
 DATE: February 7, 2023  
 RE: Robbinsdale Wine & Spirits' Monthly Financial Statements

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Attached are the Robbinsdale Wine & Spirits' financial reports for the month of December 2022 prepared by the Finance department. The report includes monthly and year to date amounts for 2022 with comparable amounts to 2021.

Year to date sales are \$4,323,095, which is up \$101,259 from the prior year. Gross profit on sales is at \$1,178,857 compared with \$1,150,195 in 2021. Gross profit year to date is at 28%, which is a little higher than the target. Net income before transfers for the year is \$115,155, compared to a net income of \$150,280 in 2021.

The scheduled rent payments for the Hy-Vee location are \$12,075/month.

**Recommendation**

Approve a motion to acknowledge the Robbinsdale Wine & Spirits' financial reports for the month of December 2022.

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 Tim Sandvik, City Manager

CONCURRENCE:

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 Diaa Tahoun, Finance Director

City of Robbinsdale  
Robbinsdale Wine & Spirits  
Profit and Loss Statement From Operations  
For Period Ending December 31, 2022- **Unaudited**

|                             |           |           | Year to Date |           | Amount<br>Difference | % Inc (Dec)<br>from Previous<br>Year |
|-----------------------------|-----------|-----------|--------------|-----------|----------------------|--------------------------------------|
|                             | Dec-2022  | Dec-2021  | 2022         | 2021      |                      |                                      |
| Sales                       | 434,767   | 418,516   | 4,323,095    | 4,221,836 | 101,259              | 2.4%                                 |
| Less Customer Discounts     | 5,725     | 5,110     | 51,435       | 45,539    | 5,896                | 12.9%                                |
| Net Sales                   | 429,042   | 413,406   | 4,271,660    | 4,176,297 | 95,363               | 2.3%                                 |
| Cost of Sales               | 315,915   | 300,923   | 3,092,803    | 3,026,102 | 66,701               | 2.2%                                 |
| Gross Profit                | 113,127   | 112,483   | 1,178,857    | 1,150,195 | 28,662               | 2.5%                                 |
| Percent to Net Sales        | 26%       | 27%       | 28%          | 28%       |                      |                                      |
| Other Revenue               | -         | 2,390     | -            | 2,217     | (2,217)              |                                      |
| Total Revenue               | 113,127   | 114,873   | 1,178,857    | 1,152,412 | 26,445               |                                      |
| Operating Expenses:         |           |           |              |           |                      |                                      |
| Personal Services           | 85,537    | 55,843    | 603,663      | 532,564   | 71,099               | 13.4%                                |
| Supplies & Repairs          | 2,031     | 2,280     | 20,289       | 19,107    | 1,182                | 6.2%                                 |
| Other Charges & Services    | 22,199    | 28,797    | 242,812      | 240,468   | 2,344                | 1.0%                                 |
| Rent                        | 15,330    | 61,785    | 184,816      | 195,883   | (11,067)             | (5.6%)                               |
| Depreciation                | 1,042     | 2,781     | 12,504       | 14,243    | (1,739)              | (12.2%)                              |
| Other (Income) Expense      | 69        | (162)     | (382)        | (133)     | (249)                | 187.2%                               |
| Total                       | 126,208   | 151,324   | 1,063,702    | 1,002,132 | 61,570               | 6.1%                                 |
| Operating Income / (Loss)   | (13,081)  | (36,451)  | 115,155      | 150,280   | (35,125)             | (23.4%)                              |
| Percent to Net Sales        | -3%       | -9%       | 3%           | 4%        |                      |                                      |
| Net Income Before Transfers | (13,081)  | (36,451)  | 115,155      | 150,280   | (35,125)             |                                      |
| Transfers Out               | 200,000   | 200,000   | 200,000      | 200,000   |                      |                                      |
| Net Income After Transfers  | (213,081) | (236,451) | (84,845)     | (49,720)  | (35,125)             |                                      |
| Loss on disposal of assets  |           |           |              |           |                      |                                      |
| Capital Items               |           |           |              | 0         |                      |                                      |

|                          | Current Month Analysis |         |         |       |         |
|--------------------------|------------------------|---------|---------|-------|---------|
|                          | Liquor                 | Wine    | Beer    | Misc  | Totals  |
| Sales                    | 188,604                | 92,323  | 139,938 | 8,177 | 429,042 |
| Inventory of December 1  | 297,015                | 176,491 | 104,297 | 7,591 | 585,394 |
| Purchases                | 134,232                | 59,328  | 100,410 | 5,922 | 299,892 |
| Inventory of December 31 | 291,392                | 173,812 | 96,369  | 7,798 | 569,371 |
| Cost of Sales            | 139,855                | 62,007  | 108,338 | 5,715 | 315,915 |
| Gross Profit             | 48,749                 | 30,316  | 31,600  | 2,462 | 113,127 |
| Percent to Net Sales     | 26%                    | 33%     | 23%     | 30%   | 26%     |

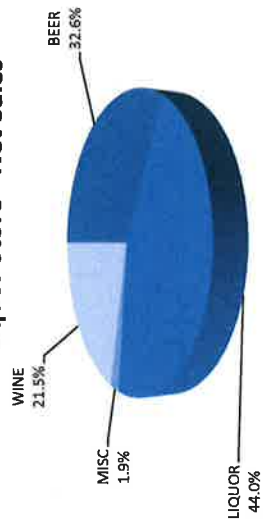
City of Robbinsdale  
Robbinsdale Wine & Spirits  
Profit and Loss Statement From Operations  
For Period Ending December 31, 2022- **Unaudited**

**Sales / Cost of Sales Analysis**

|                        |                |                | Year to Date     |                  | % Inc (Dec)<br>from Previous<br>Year |
|------------------------|----------------|----------------|------------------|------------------|--------------------------------------|
|                        | Dec-2022       | Dec-2021       | 2022             | 2021             |                                      |
| <b>Liquor Sales</b>    | 188,604        | 162,943        | 1,764,793        | 1,618,490        | 9.0%                                 |
| Liquor Cost of Sales   | <u>139,855</u> | <u>129,562</u> | <u>1,255,275</u> | <u>1,170,546</u> | 7.2%                                 |
| Gross Profit           | <u>48,749</u>  | <u>33,381</u>  | <u>509,518</u>   | <u>447,944</u>   | 13.7%                                |
| Percent to Net Sales   | 26%            | 20%            | 29%              | 28%              |                                      |
| <br><b>Wine Sales</b>  | 92,323         | 93,603         | 776,438          | 817,527          | (5.0%)                               |
| Wine Cost of Sales     | <u>62,007</u>  | <u>63,492</u>  | <u>517,518</u>   | <u>547,864</u>   | (5.5%)                               |
| Gross Profit           | <u>30,316</u>  | <u>30,111</u>  | <u>258,920</u>   | <u>269,663</u>   | (4.0%)                               |
| Percent to Net Sales   | 33%            | 32%            | 33%              | 33%              |                                      |
| <br><b>Beer Sales</b>  | 139,938        | 135,425        | 1,650,092        | 1,648,125        | 0.1%                                 |
| Beer Cost of Sales     | <u>108,338</u> | <u>103,386</u> | <u>1,265,754</u> | <u>1,258,326</u> | 0.6%                                 |
| Gross Profit           | <u>31,600</u>  | <u>32,039</u>  | <u>384,338</u>   | <u>389,799</u>   | (1.4%)                               |
| Percent to Net Sales   | 23%            | 24%            | 23%              | 24%              |                                      |
| <br><b>Misc Sales</b>  | 8,177          | 6,858          | 80,337           | 77,578           | 3.6%                                 |
| Misc Cost of Sales     | <u>5,715</u>   | <u>4,483</u>   | <u>54,257</u>    | <u>49,365</u>    | 9.9%                                 |
| Gross Profit           | <u>2,462</u>   | <u>2,375</u>   | <u>26,080</u>    | <u>28,213</u>    | (7.6%)                               |
| Percent to Net Sales   | 30%            | 35%            | 32%              | 36%              |                                      |
| <br><b>Total Sales</b> | 429,042        | 398,829        | 4,271,660        | 4,161,720        | 2.6%                                 |
| Total Cost of Sales    | <u>315,915</u> | <u>300,923</u> | <u>3,092,804</u> | <u>3,026,101</u> | 2.2%                                 |
| Gross Profit           | <u>113,127</u> | <u>97,906</u>  | <u>1,178,856</u> | <u>1,135,619</u> | 3.8%                                 |
| Percent to Net Sales   | 26%            | 25%            | 28%              | 27%              |                                      |

## DECEMBER 2022

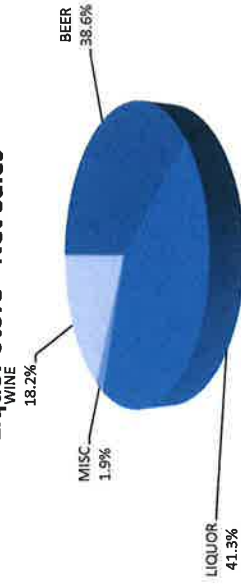
### Liquor Store - Net Sales



| December 2022 | Net Sales per Dept | % Net Sales of Total |
|---------------|--------------------|----------------------|
| BEER          | 139,938            | 32.6%                |
| LIQUOR        | 188,604            | 44.0%                |
| MISC          | 8,178              | 1.9%                 |
| WINE          | 92,323             | 21.5%                |
|               | 429,043            |                      |

## Yearly 2022

### Liquor Store - Net Sales



| Total 2022 | Net Sales per Dept | % Net Sales of Total |
|------------|--------------------|----------------------|
| BEER       | 1,650,092          | 38.6%                |
| LIQUOR     | 1,764,793          | 41.3%                |
| MISC       | 80,339             | 1.9%                 |
| WINE       | 776,438            | 18.2%                |
|            | 4,271,662          |                      |



City of Robbinsdale

**MEMORANDUM**

TO: City Council  
FROM: Tim Sandvik, City Manager  
DATE: February 7, 2023  
RE: Deputy Registrar's Monthly Financial Statements

---

Attached are the Deputy Registrar's financial reports for the month of December 2022 prepared by the Finance department. The reports include monthly and year to date amounts for 2022 with comparable amounts to 2021.

Year to date revenues are \$511,692 which is \$18,524 more than the prior year. Expenditures were higher by \$11,950. There is a net gain before transfers of \$7,469 year to date, which is \$6,574 more than last year.

Passport revenue year to date increased \$49,336, (79.6%) and motor vehicle fees have decreased \$29,158, (-6.9%).

**Recommendation**

Approve a motion to acknowledge the Deputy Registrar's financial reports for the month of December 2022.

  
\_\_\_\_\_  
Tim Sandvik, City Manager**CONCURRENCE:**  
\_\_\_\_\_  
Diaa Tahoun, Finance Director

City of Robbinsdale  
License Center  
Profit and Loss Statement From Operations  
For Period Ending December 31, 2022 - **Unaudited**

|                            |                 |                 | Year to Date    |                 | % Inc (Dec)<br>from Previous<br>Year |
|----------------------------|-----------------|-----------------|-----------------|-----------------|--------------------------------------|
|                            | Dec-2022        | Dec-2021        | 2022            | 2021            |                                      |
| Notary Fees                | 5               | -               | 70              | 5               | 1300.0%                              |
| Motor Vehicle Fees         | 25,991          | 41,708          | 394,420         | 423,578         | (6.9%)                               |
| Boat/Snow/ATV/ORV Fees     | 330             | -               | 4,758           | 4,493           | 5.9%                                 |
| Fish & Game Fees           | 3               | -               | 88              | 84              | 4.8%                                 |
| Passport Fees              | 15,831          | -               | 111,286         | 61,950          | 79.6%                                |
| Interest Income            |                 | 1,313           | -               | 1,313           | 0.0%                                 |
| State Grants - Other       |                 |                 | -               | 990             | 0.0%                                 |
| Other Revenue/Transfer In  |                 | 141             | 1,070           | 755             | 41.7%                                |
| Revenues                   | <u>42,160</u>   | <u>43,162</u>   | <u>511,692</u>  | <u>493,168</u>  | <u>3.8%</u>                          |
| Operating Expenses:        |                 |                 |                 |                 |                                      |
| Personal Services          | 56,121          | 49,001          | 405,817         | 381,757         | 6.3%                                 |
| Supplies & Repairs         | -               | 338             | 4,307           | 7,686           | (44.0%)                              |
| Internal Serv Charges      | 6,633           | 6,810           | 79,596          | 81,721          | (2.6%)                               |
| Other Charges & Services   | 3,175           | 7,214           | 14,848          | 19,975          | (25.7%)                              |
| Other (Income) Expense     | (378)           | -               | (345)           | 1,134           | 0.0%                                 |
| Total                      | <u>65,551</u>   | <u>63,363</u>   | <u>504,223</u>  | <u>492,273</u>  | <u>2.4%</u>                          |
| Operating Income / (Loss)  | <u>(23,391)</u> | <u>(20,201)</u> | <u>7,469</u>    | <u>895</u>      |                                      |
| Percent to Revenues        | -55%            | -47%            | 1%              | 0%              |                                      |
| Transfers Out              | 50,000          | 50,000          | 50,000          | 50,000          |                                      |
| Net Income After Transfers | <u>(73,391)</u> | <u>(70,201)</u> | <u>(42,531)</u> | <u>(49,105)</u> |                                      |



City of Robbinsdale

**MEMORANDUM**

TO: City Council  
FROM: Tim Sandvik, City Manager  
DATE: February 7, 2023  
RE: Investment Report

---

Attached is the investment portfolio information for the quarter ending December 31, 2022 prepared by the Finance Department. The report includes quarterly cash position amounts for 2022, as well as a future economic outlook.

This summarized information reflects activity by category that has occurred to date through the quarter.

Recommendation

Approve a motion to acknowledge the Investment Report for the quarter ended December 2022.

---

Tim Sandvik, City Manager

## CONCURRENCE:

---

Dinaa Tahoun, Finance Director

### Portfolio Characteristics

|                       |              |
|-----------------------|--------------|
| Book Value            | \$43,230,143 |
| Convexity             | 0.056        |
| Effective Duration    | 2.125        |
| Market Value          | \$40,872,130 |
| Number Of Investments | 136          |
| Par Value             | \$43,366,460 |

### Performance Summary

|                        |                     |
|------------------------|---------------------|
| Book Yield             | 2.560%              |
| Portfolio Market Yield | 4.395%              |
| Unrealized Gain Loss   | <b>\$-2,358,013</b> |

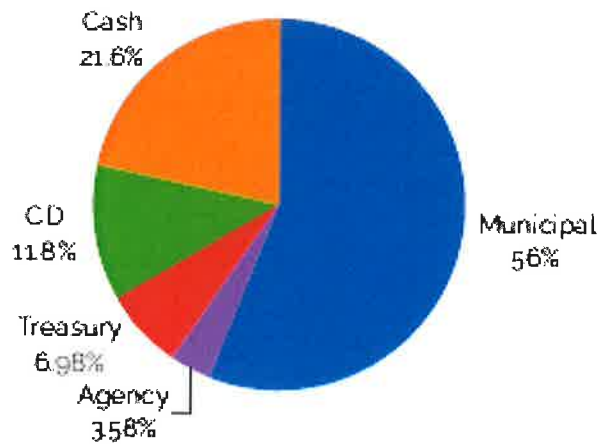
### Cash Flow Summary

|                                  |              |
|----------------------------------|--------------|
| Current Year Projected Cash Flow | \$18,065,470 |
| Current Year Projected Income    | \$674,010    |
| Current Year Projected Principal | \$17,391,460 |
| One Year Projected Cash Flow     | \$18,065,470 |
| One Year Projected Income        | \$674,010    |
| One Year Projected Principal     | \$17,391,460 |

### Note

An unrealized loss is a decrease in the value of an investment that an investor holds. A gain or loss becomes realized when the investment is actually sold. Our investments are not intended to be sold, but instead held to maturity. The unrealized loss is a function of rising interest rates.

## Sector Distribution



## Sector Summary

| Sector    | Cpn  | Par        | Mkt Value  | Mkt Yield | Eff Dur | Crv  | Book Yield |
|-----------|------|------------|------------|-----------|---------|------|------------|
| Agency    | 2.51 | 1,545,000  | 1,463,717  | 4.69      | 1.37    | 0.03 | 3.10       |
| CD        | 1.75 | 5,003,000  | 4,841,540  | 4.46      | 0.96    | 0.01 | 1.75       |
| Cash      | 3.91 | 8,854,460  | 8,854,460  | 3.91      | 0.00    | 0.00 | 3.91       |
| Municipal | 2.34 | 25,060,000 | 22,846,017 | 4.56      | 3.43    | 0.10 | 1.95       |
| Treasury  | 0.01 | 2,904,000  | 2,866,396  | 4.31      | 0.29    | 0.00 | 4.38       |

## Economic Outlook

CPI numbers fueled expectations for inflation to continue to abate. December Import Price Index which rose 0.4% after expecting to fall -0.9%, and the previous number was revised down from -0.6% to -0.7%. Also, the December Export Price Index fell -2.6%, more than the expected -0.7% level, and the previous number was revised down from -0.3% to -0.4%. Finally, the University of Michigan Consumer Sentiment Index rose to 64.6 from 59.7.

- The U.S. economy has continued to expand at a solid pace as the calendar turns to 2023. Nonfarm payrolls increased by 223K in December, and Q4 real GDP growth is tracking

at around a 3% annualized pace. Slower inflation over the past few months, led by falling energy prices and normalizing prices for pandemic-hit sectors such as autos and airfares, has likely played a role in sustaining the momentum of the economy.

- That said, not all of the economic data have been so rosy. The ISM indices have fallen into contractionary territory, the housing market is materially retrenching, households are taking on credit card debt and labor demand has shown signs of cooling, albeit from elevated levels.
- Furthermore, core inflation remains above the Federal Reserve's 2% inflation target, and policymakers at the Fed believe there is still work to be done on the inflation fight. As a result, monetary policy appears poised to become more restrictive in the months ahead, and a full pivot to rate cuts remains a long way off. The lagged effect of past policy tightening in combination with the rate hikes and balance sheet reductions still to come should impart a slowing effect on the U.S. economy as 2023 progresses.
- On balance, the broad contours of our forecast have not changed materially since our December update. We look for a 25-bps rate hike at the February 1 FOMC meeting, but we still expect the target range for the fed funds rate to peak at 5.00%-5.25% and remain there for the rest of 2023. We also still expect a recession to begin in the United States in the second half of this year, albeit a slightly milder one than in our previous forecast.
- In this update, the peak-to-trough decline in real GDP is just over 1%, with a peak unemployment rate of 5.3%. By early 2024, we look for sub-3% inflation and rising unemployment to push the FOMC to start cutting the federal funds rate. Intermediate- to longer-term Treasury yields should move ahead of the actual rate cuts, and we look for the 10-year Treasury yield to finish this year slightly above 3%.



City of Robbinsdale

**MEMORANDUM**

TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: February 7, 2023

RE: Appointment of the Ward 3 Parks, Recreation, and Forestry Commissioner

---

**Background**

The Ward 3 position of the Robbinsdale Parks, Recreation, and Forestry Commission is currently vacant.

Council Member Parisian has nominated Ward 3 resident Denise Beck to fill the vacancy. Denise Beck's application is attached for reference. Denise Beck attended the January 24 Parks, Recreation, and Forestry Commission meeting as a guest.

**Recommendation**

By motion, approve Denise Beck's nomination to the Parks, Recreation, and Forestry Commission as the Ward 3 Commissioner effective immediately.

---

Tim Sandvik, City Manager

APPLICATION FOR APPOINTMENT  
TO ROBBINSDALE CITY COMMISSION

NAME: Denise Beck ADDRESS: 3835 Hubbard Ave N

PHONE: (Home)                      (Work)                     

EMAIL:                     

RESIDENT OF ROBBINSDALE SINCE (Year) 2015 WARD: 3

OCCUPATION: Retired EMPLOYER:                     

COMMISSION YOU ARE SEEKING: Park/Rec/Forestry

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.)

St Cloud State English/Women's Studies/Interpersonal Communications

St Catherine's Montessori Pre K Education

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.)

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.)

Master Gardener (retired)

Manager in Revenue/Children's MN, 32 years

Neighborhood engagement— Robbinsdale is such a wonderful community

Acute interest in local/state/federal politics, especially as pertains to equity, equality, and inclusion

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

October 2016



## MEMORANDUM

**TO:** Mayor and City Council  
**FROM:** Tim Sandvik, City Manager  
**DATE:** February 7, 2023  
**RE:** Request to extend Variance request V22-1 for Ace Hardware at 4140-42 West Broadway

### **BACKGROUND:**

Bryan Dawson, Store Manager on behalf of the owner, Mark Welna is requesting an extension for the variance granted for Ace Hardware at 4140-42 West Broadway last year. The variance allowed the temporary outdoor storage and display area to exceed 25% of the gross floor area of the site and displace 3 parking spaces and was set to expire on June 30, 2022. Resolution 7963 is included as **Exhibit 1**.

### **ANALYSIS/CONCLUSION:**

The extension request letter is provided as **Exhibit 2**. In the letter, Bryan Dawson notes that the paving of the parking lot and outdoor storage area was not finished because of the snowfall.

Extending variances is fairly routine when projects stall for a variety of reasons. Staff supports the extension and also suggests a completion time beyond June 30 to allow for additional contingencies. However, Mr. Dawson responded to staff's suggestion by saying they prefer June 30.

### **RECOMMENDATION:**

By Motion, extend Variance request V22-1 to June 30, 2023 and amend Resolution 7963 accordingly.

---

Tim Sandvik, City Manager

### **CONCURRENCE:**

---

Rick Pearson, Community Development Coordinator

Member Backen moved and Member Selman seconded a motion that the following resolution be read and adopted this 5th day of April, 2022.

**RESOLUTION NO. 7963**

**A RESOLUTION APPROVING VARIANCE REQUEST V22-1 TO ALLOW THE OUTDOOR STORAGE AND DISPLAY AREA TO EXCEED 25% OF THE GROSS FLOOR AREA OF THE PRINCIPAL USE BUILDING AND DISPLACE THREE PARKING SPACES AT 4140 AND 4142 WEST BROADWAY AND CONDITIONAL USE PERMIT REQUEST C22-1 OFF-SITE PARKING AT 4139 LAKELAND AVE. N. IN SUPPORT OF 4140 AND 4142 WEST BROADWAY  
(Welna)**

**WHEREAS**, the owner of Ace Hardware located at 4140 and 4142 West Broadway intends to operate a seasonal garden center, which requires more outdoor space than is allowed by the code and therefore requires a variance; and

**WHEREAS**, the owner intends to set up the garden center displacing three parking spaces and relocate them to 4139 Lakeland Ave. N., which requires a conditional use permit; and

**WHEREAS**, on March 17, 2022, the Planning Commission conducted a public hearing regarding the variance request and adopted a motion recommending approval based upon the following findings of fact:

- a. That the expanded outdoor display area supports a successful retail use in the downtown area which is consistent with the comprehensive plan;
- b. That the applicant has or will be acquiring the adjacent property which should provide options for addressing parking and expansion needs;
- c. That the principal building and use dates back to 1926 when there were no zoning standards in place for outdoor storage, display, or parking;
- d. That the proposed garden center is a temporary use and that the variance will not be transferable to a future garden center or similar outdoor use, which will be reviewed separately for conformance with all applicable standards including required parking; and

**WHEREAS**, on March 17, 2022, the Planning Commission conducted a public hearing regarding the conditional use permit request and adopted a motion recommending approval based upon the following findings of fact:

- a. That the off-site parking conditional use supports a successful and expanding commercial use which is consistent with the Comprehensive Plan;
- b. That the off-site parking conditional use will be consistent with the character and geography of the surrounding area and neighborhood;
- c. That the off-site parking conditional use will not introduce disturbing influences or nuisances to the area; and

**WHEREAS**, the City Council accepts these findings;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Robbinsdale that variance request V22-1, to allow an outdoor storage and display area to exceed 25% of the gross floor area of the principal use building and displace three parking spaces at 4140 and 4142 West Broadway, as shown and legally described in **Attachment 1**, pursuant to Section 521.01, Subd. 3(d) and Section 535.05 of the zoning code is hereby approved with the following conditions:

1. That the rear gate shall not open up towards the alley;
2. That the requested pedestrian link to the municipal parking lot is not allowed;
3. That the temporary fence enclosing the garden center shall comply with the required 2-foot setback from the alley right-of-way and shall be installed so as not to interfere with alley site triangle visibility as described in Section 510.25, Subd. 2 (b) and (g); and
4. That the variance will expire June 30, 2022;

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by the City Council of the City of Robbinsdale that conditional use permit request C22-1 to allow off-site parking at 4139 Lakeland Ave. N., as shown and legally described in **Attachment 2** in support of 4140 and 4142 West Broadway, pursuant to Section 510.17, Subd. 4(1) and Section 535.01 is hereby approved with the following conditions:

1. That either the two properties shall be tax-combined or a shared parking agreement shall be recorded along with a survey including the parking lot in the property records at Hennepin County; and
2. That the off-site parking spaces must be striped and signed including the space available for 4124 West Broadway as approved by Resolution 7341.
3. That handicapped parking must be maintained near the rear entrance to the hardware store.

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

and the following voted against the same: None Absent: Webb

**PASSED AND ADOPTED BY THE CITY COUNCIL THIS 5TH DAY OF APRIL 2022.**

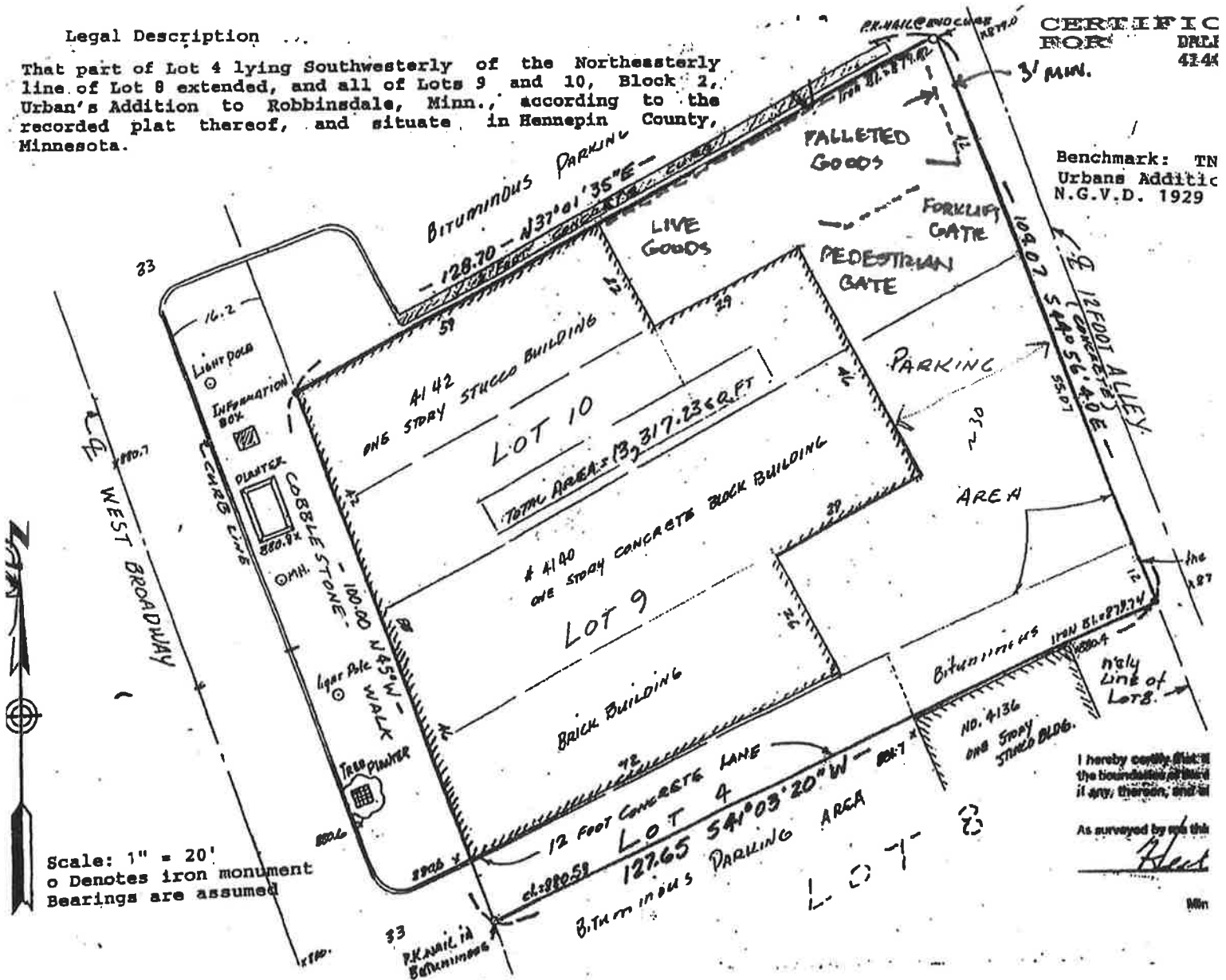
ATTEST:

  
Dustin Leslie, City Clerk  
(Seal)

  
William A. Blonigan, Mayor

## Legal Description

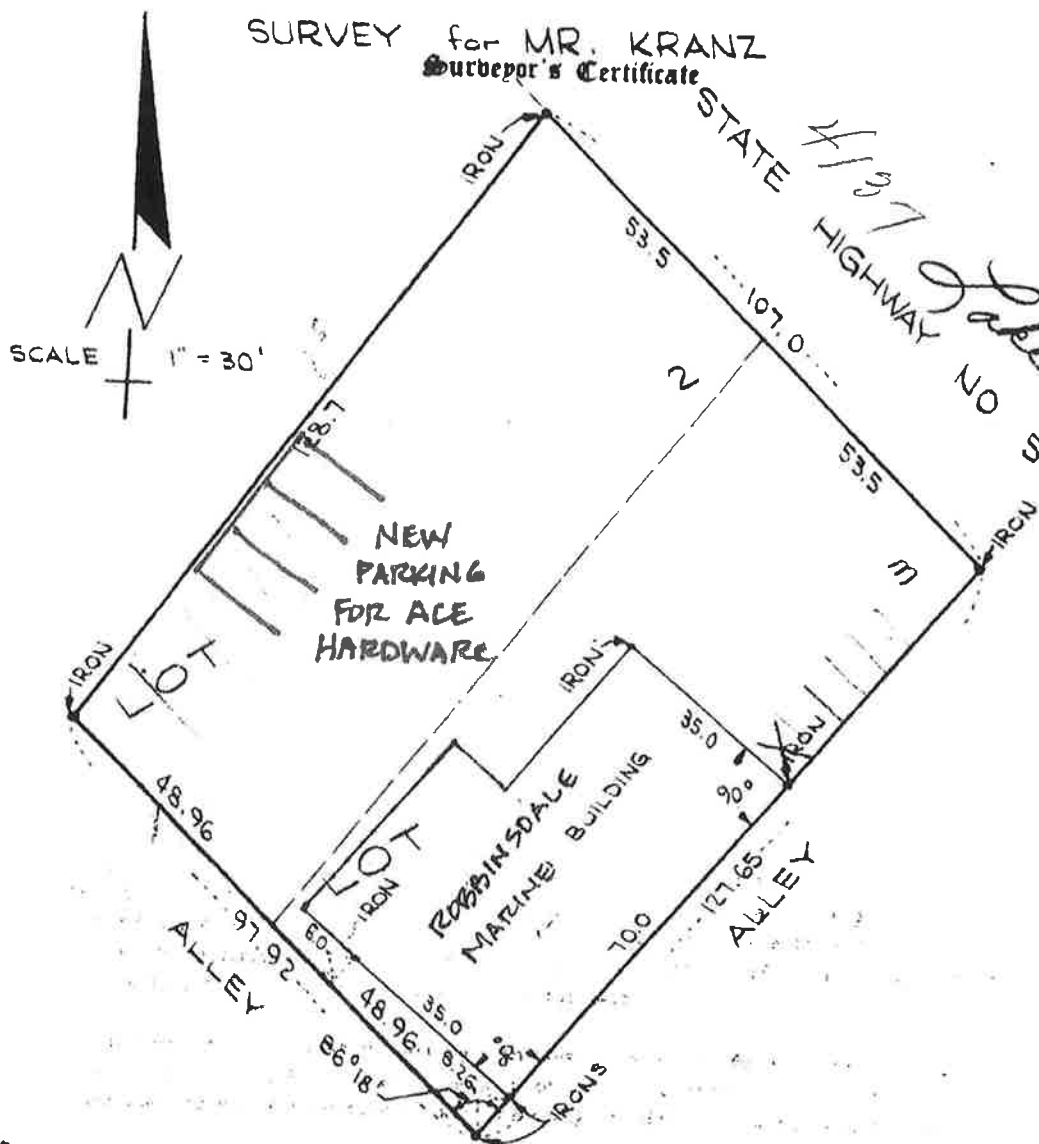
That part of Lot 4 lying Southwesterly of the Northeastly line of Lot 9 extended, and all of Lots 9 and 10, Block 2, Urban's Addition to Robbinsdale, Minn., according to the recorded plat thereof, and situate in Hennepin County, Minnesota.



PLATTING  
FARM SURVEYS  
LAKESHORE  
JUDICIAL

SURVEY for MR. KRANZ  
Subeyor's Certificate

STATE 4197 Lakeland  
HIGHWAY NO 51  
107.0



## LEGAL DESCRIPTION

I hereby certify that the above is a true and correct plat of a survey of:  
Lots 2 and 3, Block 2, "Urban's Addition to Robbinsdale, Minn."

As surveyed by me this 21st day of November 1961 A. D.

Signed B. E. Coulter  
Minnesota Registration No. 2584

4137 Lakeland

**Rick Pearson**

---

**From:** Robbinsdale Ace Hardware <[robbinsdaleacehardware@gmail.com](mailto:robbinsdaleacehardware@gmail.com)>  
**Sent:** Thursday, January 26, 2023 2:40 PM  
**To:** Rick Pearson  
**Cc:** molly welna  
**Subject:** Garden Center Variance Letter

**EXTERNAL EMAIL ALERT:**

This message originated from outside the City of Robbinsdale email system. Unless you recognize the sender and know the content, **DO NOT** click links or open attachments.

To the Robbinsdale City Council,

The reason for this letter is to ask for an extension of the variance that we, Robbinsdale Ace Hardware, were granted last spring for our garden center.

As you know, we have been working diligently over the fall and winter months to prepare the former Robbinsdale Marine building and grounds for our new destination garden center / grilling store that we are calling "The Birdtown Backyard by Welna Ace Hardware."

During the fall months, extensive exterior renovations were accomplished with the goal of getting the parking lot & garden center areas graded and paved with new bituminous asphalt. While a lot of progress was made, unfortunately our window closed to pave those areas due to snowfall. Our plan for this spring will be to make any final grading preparations and pave the asphalt as soon as the temperature and weather cooperate.

Due to the above areas not being ready, specifically in regards to the customer facing garden center areas, we are asking for an extension of the variance that we were granted last year (2022) to fence off three parking spaces adjacent to the hardware store from mid-April to June 30 or until the new garden center is available for use. This will allow us to open the garden center in a timely fashion and conduct business as usual until the Birdtown Backyard garden center and parking lot is fully built out.

We are thrilled to make this investment into downtown Robbinsdale and our customers can't wait for spring.

Thank you for your consideration.

Bryan Dawson  
Store Manager  
Welna Robbinsdale Ace Hardware  
4140 W Broadway Ave  
Robbinsdale, MN 55422

~~763-748-9788~~

Sent from Mail for Windows



## MEMORANDUM

**TO:** Mayor and City Council  
**FROM:** Tim Sandvik, City Manager  
**DATE:** February 7, 2023  
**RE:** Conditional Use Permit Request C23-1 for 3934 Welcome Ave. N. Solar collectors on an accessory building (detached garage).

### **BACKGROUND:**

Troy Loken is the property owner of 3934 Welcome Ave. N. He has contracted with BRS Field OPS LLC to install solar collectors on the roofs of his house and his detached garage. A conditional use permit is required for solar collectors that are not attached to the house. On January 19, 2023 the Planning Commission conducted a public hearing as required. The minutes from the public hearing are included as **Exhibit 1**.

### **ANALYSIS/CONCLUSION:**

The report prepared for the Planning Commission is provided as **Exhibit 2**. In the report it was noted:

- The 2-story house has constructed in 1980 with a roof that is broken into many planes complicating the installation of solar panels.
- The garage roof adjacent to the alley is the optimum location for solar access with its exposure.
- A large tree shades much of the house and much of the yard.
- Staff's primary concern is to ensure that there be no impact on the alley during installation (similar to other accessory structure solar panels).

At the public hearing, no one attended other than the property owners. The Planning Commissioners did not identify any concerns and unanimously (of those present) adopted a motion recommending approval of the conditional use permit.

### **RECOMMENDATION:**

Motion to waive the reading and adopt the resolution shown in **Exhibit 3** APPROVING CONDITIONAL USE PERMIT REQUEST C23-1 ALLOWING SOLAR COLLECTORS ON AN ACCESSORY STRUCTURE AT 3934 WELCOME AVENUE NORTH

\_\_\_\_\_  
 Tim Sandvik, City Manager

CONCURRENCE:

\_\_\_\_\_  
 Rick Pearson, Community Development Coordinator

**EXCERPT OF PLANNING COMMISSION MEETING OF JANUARY 19, 2023**

**#5A: PUBLIC HEARING:**

**Consideration of Conditional Use Permit C23-1 to locate solar panels on the roof of the detached garage as well as the single family home at 3934 Welcome Ave N by BRS Field Ops, LLC as requested by the homeowner Troy Loken**

5. **MOTION** by Commissioner Markfort, seconded by Commissioner Allen to OPEN the public hearing. **The vote was 4-0 and the motion carried. (Ralston Aoki absent)**
6. Pearson presented a brief overview for this conditional use permit request to locate solar panels on the roof of the detached garage and single family home. Many roofline variations on the house, the largest amount of surface is on the garage roof. Staff supports this request. Recommends approval of the conditional use permit with the four conditions listed.
7. **Troy Loken, 3934 Welcome Ave N, Homeowner**  
Wanted to do the house only but it could only fit 6 panels due to tree coverage will have to have 9 panels. Will offset on Xcel Energy bill by 54%. No overhead wires because they are all buried. The house was built in 1980.
8. Pearson stated that for conditional use permits, public hearing notices were mailed to the neighbors within 350 of applicant address and the notice was published in the SunPost newspaper. He did not receive any calls regarding this item.
9. **MOTION** by Commissioner Markfort, seconded by Commissioner Weinberg to CLOSE the public hearing. **The vote was 4-0 and the motion carried. (Ralston Aoki absent)**
10. There was no further discussion.
11. **MOTION** by Commissioner Weinberg, seconded by Commissioner Montemayor to recommend that the City Council approve Conditional Use Permit request C23-1 for the installation of a solar energy collector on the detached garage at 3934 Welcome Avenue North based upon the following findings of fact:
  - a. That the installation of a solar energy device on a residential accessory structure is consistent with policies of the Comprehensive Plan;
  - b. That the location of the solar device on a detached garage oriented towards an alley will not be a negative or disturbing influence in the character of the area, neighborhood or geographical area;
  - c. That the solar energy device contributes to the sustainability of the residential area and should be a positive influence to the area;

And with the following conditions:

1. That the alley shall not be obstructed due to deliveries of materials or by the builder during the course of installation of the solar panels;
2. That there shall be no obstruction to waste, recycling and yard waste collection;
3. That any wiring associated with the solar panels shall be located underground; and
4. That a building permit is required.

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

12. Pearson announced that this item would be on the Consent Agenda of the City Council meeting to be held on February 7, 2023.

**ADMINISTRATIVE STAFF REPORT**

APPLICANT: BRS Field Ops, LLC  
CASE NO: C23-1  
ADDRESS: 3934 Welcome Ave. N.  
PC DATE: January 19, 2023  
APPLICATION DATE: December 21, 2022  
PROCESSING DEADLINE: **February 19, 2023**

**ACTION/REQUEST:**

Troy Loken, the property owner of 3934 Welcome Ave. N. is putting solar panels on his house and detached garage. The contractor is BRS Field Ops, LLC. Solar panels on a house are permitted, only requiring a building permit. However, solar panels on a detached garage require a conditional use permit. The location is shown in **Attachments A & B**.

**BACKGROUND/ANALYSIS:**

A diagram showing the roof surfaces and proposed solar panels is shown in **Attachment C**. The house is a comparatively new two-story with a hipped roof and several dormers. Given the large variety of smaller plane surfaces, there will actually be more opportunities for solar panels on the garage than the house itself.

**Findings for conditional use**

The Planning Commission shall make findings of fact regarding any adverse effects of the proposed conditional use and what additional requirements may be necessary to reduce such adverse effects. Its judgment shall be based upon, but not limited to, the following factors:

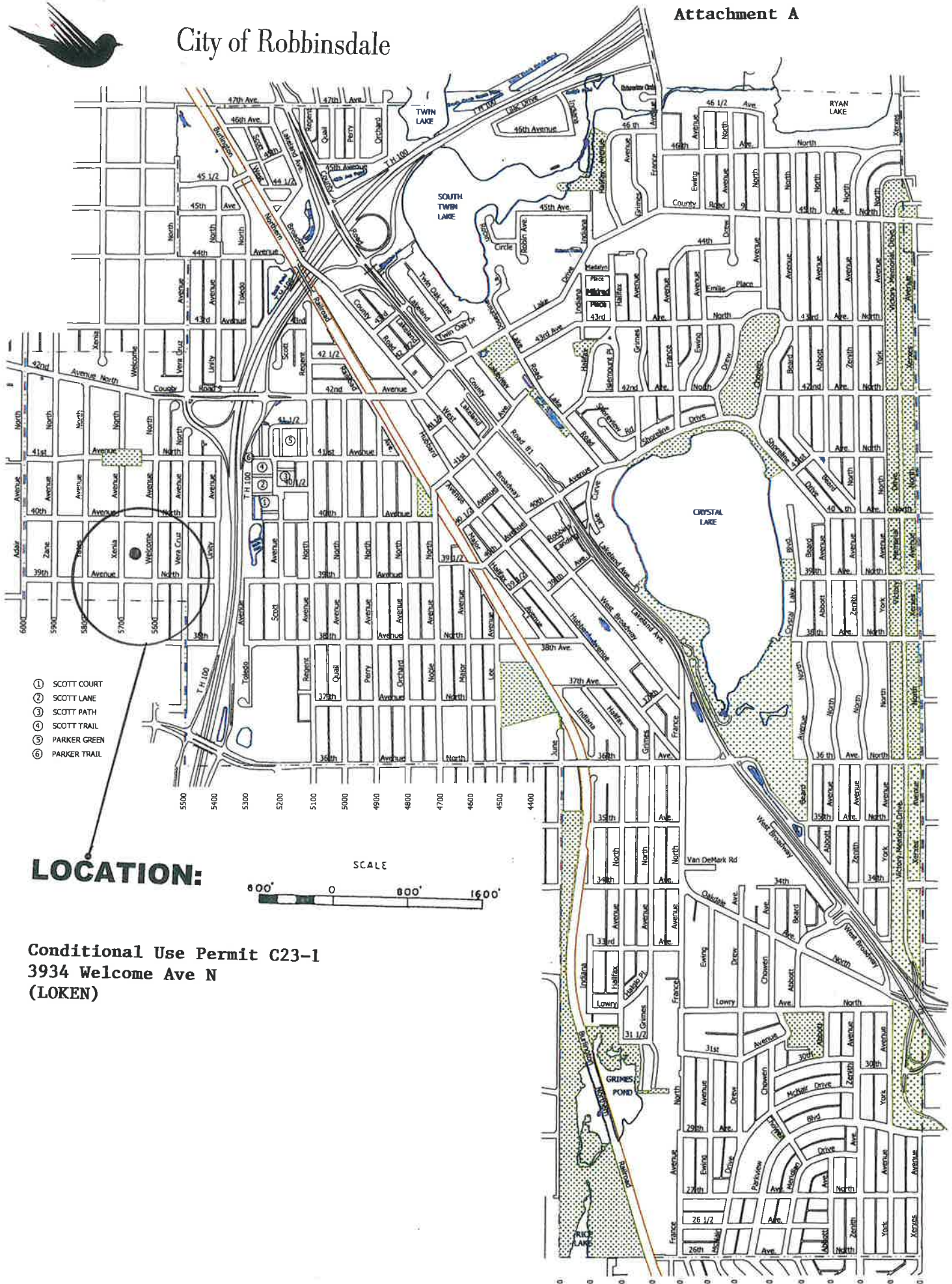
1. Consistency with the City Comprehensive Plan. *The Comprehensive Plan includes policies that promote the use of alternative energy sources.*
2. The geographical area involved. *The use of a south facing detached garage roof oriented towards an alley seems to be an ideal opportunity for solar access.*
3. Whether such use will cause deterioration of the area in which it is proposed. *Utilization and investment on an existing structure is efficient and promotes sustainability.*
4. The character of the surrounding area. *Utilization of an existing garage roof alongside an alley will not have a detrimental impact to the character of the surrounding area.*
5. The demonstrated need for such use. *The homeowner is making the investment and should enjoy the benefit.*
6. Whether the proposed use would cause odors, dust, flies, vermin, smoke, gas, noise or vibration, or would impose hazards to life or property in the neighborhood. *No nuisance effects are expected if the solar panels are properly installed.*

7. Whether such use would inherently lead to or encourage disturbing influences in the neighborhood. *The use should be a very positive influence on the neighborhood.*
8. Whether stored equipment or materials would be screened and whether there would be continuous operation within the visible range of surrounding residences. *N/A - There is no storage or equipment and operation would be silent.*

Staff is supportive of the conditional use permit request. It might be noted that the most recent conditional use permit request for solar panels on an accessory structure was approved by the City Council who also discussed eliminating the conditional use requirement altogether.

**RECOMMENDATION:**

1. Hold the public hearing.
2. Motion to recommend that the City Council approve Conditional Use Permit request C23-1 for the installation of a solar energy collector on the detached garage at 3934 Welcome Avenue North based upon the following findings of fact:
  - a. That the installation of a solar energy device on a residential accessory structure is consistent with policies of the Comprehensive Plan;
  - b. That the location of the solar device on a detached garage oriented towards an alley will not be a negative or disturbing influence in the character of the area, neighborhood or geographical area;
  - c. That the solar energy device contributes to the sustainability of the residential area and should be a positive influence to the area;And with the following conditions:
  1. That the alley shall not be obstructed due to deliveries of materials or by the builder during the course of installation of the solar panels;
  2. That there shall be no obstruction to waste, recycling and yard waste collection;
  3. That any wiring associated with the solar panels shall be located underground; and
  4. That a building permit is required.



**LOCATION:**

SCALE



Conditional Use Permit C23-1  
3934 Welcome Ave N  
(LOKEN)



# Hennepin County Locate & Notify Map

ATTACHMENT B

Date: 12/21/2022



**Buffer Size: 350**

**Map Comments:**

CONDITIONAL USE PERMIT C23-1  
3934 WELCOME AVE N  
(LOKEN)

0 50 100 200 Feet  
[Scale bar]

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

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



1403 N Research Way, Building J  
Orem, UT 84097

800-377-4480  
WWW.BLUERAVENSOLAR.COM

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ANYONE EXCEPT  
BLUERAVENSOLAR NOR  
SHALL IT BE DISCLOSED IN  
WHOLE OR IN PART TO  
OTHERS OUTSIDE  
RECIPIENT'S ORGANIZATION,  
EXCEPT IN CONNECTION  
WITH THE SALE AND USE OF  
THE RESPECTIVE  
EQUIPMENT, WITHOUT THE  
WRITTEN PERMISSION OF  
BLUERAVENSOLAR LLC.

CONTRACTOR:  
BLUE RAVEN SOLAR  
800.377.4480

SITE INFORMATION:  
Troy Loken  
3934 Welcome Ave N  
Minneapolis, MN 55422

DC SYSTEM SIZE:  
3.60 KW/DC

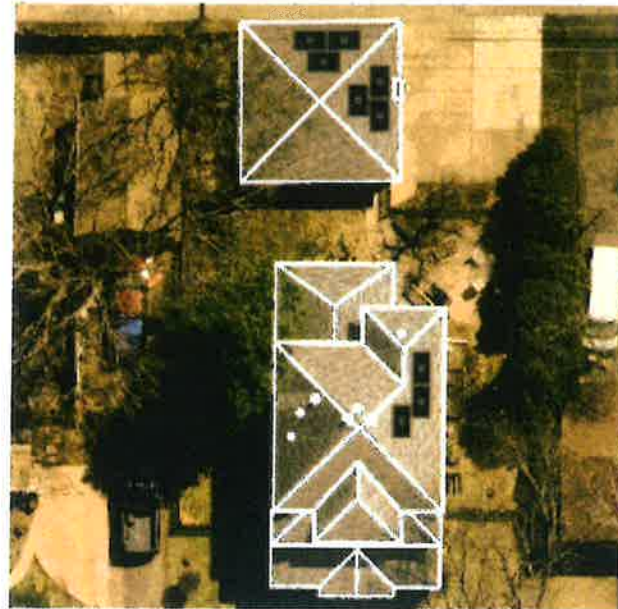
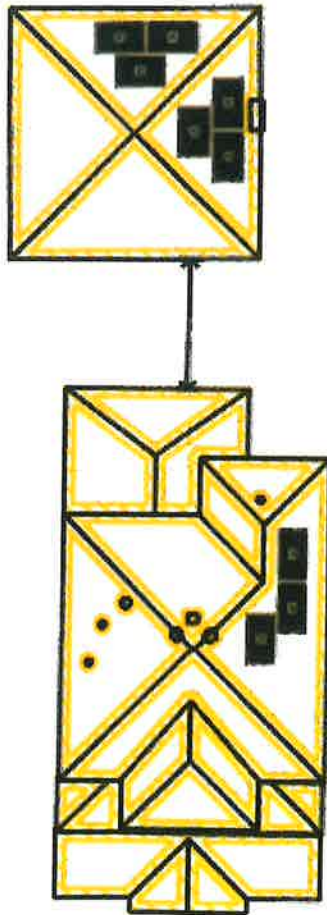
MODULE QTY:  
9

ANNUAL P<sub>r</sub>:  
3,100

ON:

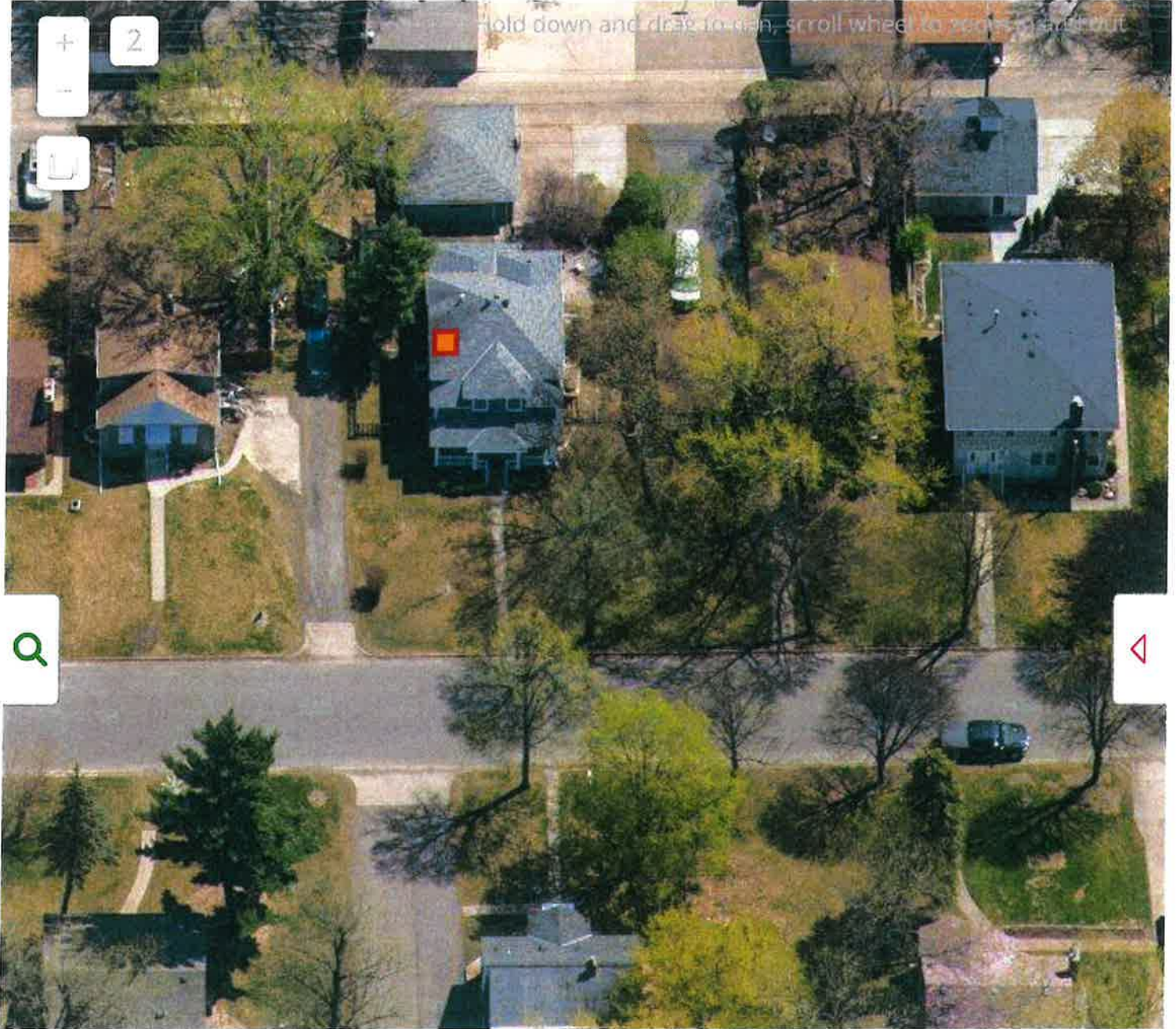
ATTACHMENT C

DATE:  
December 2nd, 2022





Hold down and drag to pan, scroll wheel to zoom in and out



Member \_\_\_\_\_ moved and Member \_\_\_\_\_ seconded a motion that the following resolution be read and adopted this 7th day of February 2023.

**RESOLUTION NO.**

**A RESOLUTION APPROVING CONDITIONAL USE PERMIT REQUEST C23-1  
ALLOWING SOLAR COLLECTORS ON AN ACCESSORY STRUCTURE AT  
3934 WELCOME AVENUE NORTH  
(Loken)**

**WHEREAS**, the property owner of 3934 Welcome Avenue North has engaged accompany to install solar collectors on the detached garage which requires a conditional use permit, and

**WHEREAS**, on January 19, 2023, the Planning Commission conducted a public hearing and unanimously (of those present) adopted a recommendation of approval of Conditional Use Permit request C23-1 for the installation of a solar energy collector on the detached garage at 3934 Welcome Avenue North based upon the following findings of fact:

- a. That the installation of a solar energy device on a residential accessory structure is consistent with policies of the Comprehensive Plan;
- b. That the location of the solar device on a detached garage oriented towards an alley will not be a negative or disturbing influence in the character of the area, neighborhood or geographical area;
- c. That the solar energy device contributes to the sustainability of the residential area and should be a positive influence to the area; and

**WHEREAS**, the City Council accepts these findings;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:** that conditional use permit request C23-1 that would allow the installation of solar collectors on the detached garage located at 3934 Welcome Avenue North (legally described in **Attachment 1**) pursuant to Robbinsdale City Code Sections 515.01, Subd. 4(e) and 535.01 of the Robbinsdale Zoning Code is hereby approved with the following conditions:

1. That the alley shall not be obstructed due to deliveries of materials or by the builder during the course of installation of the solar panels;
2. That there shall be no obstruction to waste, recycling and yard waste collection;
3. That any wiring associated with the solar panels that are not on the garage shall be located underground; and
4. That a building permit is required.

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

And the following voted against the same:

**PASSED AND ADOPTED BY THE CITY COUNCIL THIS 7TH DAY OF FEBRUARY  
2023.**

---

William A. Blonigan, Mayor

ATTEST:

---

Dustin Leslie, City Clerk  
(Seal)



**MEMORANDUM**

TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: February 7, 2023

SUBJECT: Accept Quote for Replacement Sewer Camera – City Project 616

**Background:**

Part of the approved 2023 Capital Equipment Budget is the purchase of a new sewer camera. This equipment is used by staff to investigate the condition of sanitary and storm pipes throughout the City. In past years, investigation using camera equipment has been able to confirm points of blockage / failure in the systems allowing repair before the situation becomes a catastrophic failure.

The existing equipment is a 2014 Aries Pathfinder camera that is experiencing more frequent breakdowns. The equipment being proposed is an Envirosight Rovver that will provide High Definition and GIS capabilities, does not use proprietary software and other various features that improve the efficiency and quality of work performed.

The equipment is available on Government Contract #S-986(5) Release # 194731 and is proposed to be purchased through Macqueen Equipment of St Paul, Minnesota. The net cost of the equipment is \$ 115,590.00 which includes a \$4,250.00 trade-in on the existing equipment. The net price is slightly more than the budgeted amount of \$ 110,000.00, however trying to predict prices accurately over the past 12-18 months has been extremely difficult.

Given the importance of the equipment, the condition of the existing unit and the volatility of prices, staff recommends proceeding with the purchase of the new sewer camera.

**Recommendation:**

By motion, authorize the City Manager and Finance Director to issue a Purchase Order to Maqueen Equipment of St Paul, Minnesota for the purchase of an Envirosight Rovver Camera in accordance with the estimate dated January 19<sup>th</sup>, 2023 for a net price of \$ 115,590.00 including a \$ 4,250.00 trade-in of the City's existing Aries Pathfinder camera.




---

Tim Sandvik, City Manager

CONCURRENCE:




---

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





## City of Robbinsdale

TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: February 7, 2023

RE: Consider Memorandum of Understanding (MOU) with Law Enforcement Labor Service, Inc Local #517, Law Enforcement Labor Service, Inc Local #8, and Law Enforcement Labor Service, Inc Local #179

### **Background:**

As a part of the 2023 budgeting process, Council supported a variety of considerations to support public safety. Understanding that the wages of sworn officers is a contributor to success of the Robbinsdale Police Department, staff began exploring what a “Retention Bonus” might look like. This effort, was recognized as a short-term, one-time effort to ensure Robbinsdale Police Department wages remain competitive in 2023.

Council did not formally approve the 2023 budget until December 20, 2022, which meant staff and Union representatives were not able to formally discuss terms until after that date. In the past weeks, staff has been in conversation with the three aforementioned groups, who represent Patrol Officers, Sergeants, and Captains.

Staff will provide the final MOU at the Council meeting, and will be available for public viewing, but highlights include:

- A ‘retention bonus’ will be available in three stipends (May, September, and December) totaling \$5,000 for all sworn officers
- To be eligible, officers must work a minimum number of shifts per every annual tertile, must be in active payroll status, and not subject to discipline that results in suspension or termination

### **Recommendation:**

Authorize City Manager to Execute Memorandum of Understanding (MOU) with Law Enforcement Labor Service, Inc Local #517, Law Enforcement Labor Service, Inc Local #8, and Law Enforcement Labor Service, Inc Local #179

Tim Sandvik, City Manager





## City of Robbinsdale

TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: February 7, 2023

RE: Authorize Purchase of Getac Worn Cameras (BWC) / Squad Videos System

### **Background:**

As staff and Council discussed 2023 budget items, Council acknowledged that our WatchGuard Body Worn and Squad Camera system was out of date and needed replacement. We also needed to identify a system that had better storage capabilities than what we utilized through LOGIS. We received a bid from WatchGuard (Motorola) and Getac. The bid from WatchGuard only included the BWC's at a price of \$103,000.00. The bid from Getac which included both BWC's, squad cameras, and better storage solution came in at \$90,000.00.

Understanding ongoing delays in a variety of fields, with approval from the City Manager, police administration ordered the new Getac systems in December 2022. Having the system delivered in the beginning of January would create a better workflow of installing the new system while decommissioning our old WatchGuard system. Ultimately, the Getac system was delivered in late December and were invoiced on January 1, 2023 being that this purchase was under a 2023 Capital Improvement Purchase. Installation of the Getac system began on January 3, 2023.

While the purchase was already approved as a 2023 Capital item, it exceeds the amount the City Manager is authorized to execute.

### **Recommendation:**

Authorize Purchase of Getac Worn Cameras (BWC) / Squad Videos System at a cost of \$89,972.82

\_\_\_\_\_  
Tim Sandvik, City Manager

CONCURRENCE:

\_\_\_\_\_  
Patrick Foley, Chief of Police





City of Robbinsdale

TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: February 7, 2023

RE: Updates to Employee Handbook

**Background:**

At the January 10<sup>th</sup>, 2023, staff reminded Council of the process for updating the Employee Handbook. While not every year, staff typically introduces items for Council approval towards the start of the year. Changes in the Employee Handbook can range from easy to complicated, grammatical to substantive, and may involve few or many personnel.

At the February 7<sup>th</sup>, 2023 Council Meeting, staff will introduce the following items as a “Presentation”, and solicit Council feedback. The intention is to finalize language by the February 21, 2023 Council meeting for approval/implementation. For the year 2023 the City Manager and Human Resources are making recommending/suggesting the following updates:

**3.2 Appearance and Identification-** language has been updated to be more inclusive

**Section 3.4 Attendance and Work Hours-** to clarify break hours based on hours worked less than 8hrs shift, there was a graph added to explain break time allocation:

- *Break times will be allocated as described below*

|                                     |                                                     |
|-------------------------------------|-----------------------------------------------------|
| <i>1 – 6 Hours Worked</i>           | <i>One 15 minute paid break</i>                     |
| <i>&gt;6.5 - &lt;8 Hours Worked</i> | <i>One 15 minute paid and One 20 minutes unpaid</i> |
| <i>8 Hours or more</i>              | <i>Two 15 minute paid and One 30 minute unpaid</i>  |

**Section 7.2 Vacation Leave-** this was added to the Employee Handbook to match the policy from the AFSCME Union Contract:

- *Part-time employees regularly scheduled to work 20 hours per week or more on a monthly basis may carry forward one (1) additional week more than which they are entitled to accrue during the year.*

**10.8 Mileage reimbursement** – this policy was removed from the EE Handbook as the IRS rate gets updated once yearly and sometimes twice. The mileage link was added to the EE Handbook to direct employees to the correct form when they need it.

- *Mileage Reimbursement Form 2023 can be found on the I-drive: I-drive/ Forms/ Mileage/203 Mileage Reimbursement Excel sheet*

**New Policies – Paid Parental Leave and Volunteer Time Off (VTO)** \*language attached

\_\_\_\_\_  
Tim Sandvik, City Manager



## City of Robbinsdale

4100 Lakeview Avenue North  
Robbinsdale, Minnesota 55422-1898  
Phone: (763) 537-4534  
Fax: (763) 537-7344

### Proposed Language for “Volunteer Time Off” (VTO)

The city of Robbinsdale recognizes the value of citizenship when helping enrich our community, in both residence and work. We encourage employees to become involved in their communities, including hours volunteering with organizations that support Robbinsdale in a positive way.

The intention of the program is to support volunteer activities that are meaningful, purposeful, and helps those in need. At the same time, the City recognizes that participating in these activities will also enrich and inspire the lives of our employees.

All regular full-time employees may take up to 8 hours per year away from work to participate in a volunteer program that serves the Robbinsdale community.

- Employees will be paid at their normal rate of pay of the volunteer hours taken
- VTO is refreshed at the beginning of each calendar year, and cannot be accrued or carried over into the following year – “use it or lose it” policy
- Usage of this time does not affect vacation, sick leave, or PTO
- VTO time shall not contribute to overtime (OT) – this includes the employees’ relevant definition, whether OT eligible after eight (8) hours in a single day, or forty (40) hours in one week. Rather, VTO will be considered in a “flex” perspective

Volunteer time should be regular and on a set schedule to help with coordination of other work-related responsibilities. Volunteer time should not conflict with peak work schedule and other work-related responsibilities, create need for overtime, and/or cause conflict with other employees’ schedules.

All regular full-time employees are eligible to participate in this program after six (6) months from date of hire. The employee must be in good standing and must receive prior approval to participate in the VTO program. Additionally, employees on a leave of absence of any kind may not participate.

Approval process – employees must complete a VTO request form and submit it to their Department Head at least one week prior to the requested time off. The Department Head should consult with Human Resources with any questions or concerns before approving or denying the request. Approval is at the discretion of the Department Head and City Manager.

Examples of appropriate uses for VTO may include:

- Volunteering at a foodbank that serves Robbinsdale
- Volunteering with the Robbinsdale School District
- Volunteering with local organizations like the Lions Club, Chamber of Commerce, Whiz Bang Days, a farmer’s market... (open to suggestions!)

Examples that shall not be considered:

- Attending conferences
- Political campaigns or issues
- Coaching or playing in sporting leagues with no charitable fundraising purpose

VTO may not be used for organizations that discriminate based on race, color, age, gender, identity, religious creed, veteran status, marital status, sexual orientation, nation origin or ancestry, physical or mental disability, medical condition or genetic information, or political affiliation.



## City of Robbinsdale

4100 Lakeview Avenue North  
Robbinsdale, Minnesota 55422-1898  
Phone: (763) 537-4534  
Fax: (763) 537-7344

### Proposed Language for – Paid Parental Leave

The City of Robbinsdale will provide Paid Parental Leave to eligible employees due to the birth of an employee's child, an employee adopts a child or is the spouse of a birthing or adoptive parent:

- Natural Birth or Adoption
  - 160 hours (four weeks) for birthing mother or primary caregiver (adoptive)
  - 80 hours (two weeks) for spouse or non-primary caregiver

Leave will be used continuously and may not be split.

To be eligible for leave under this policy an employee must meet the following criteria:

- Be a new biological parent, new adoptive parent or spouse of new biological or adoptive parent.
- Be an employee who has been employed by the City for at least one continuous year (twelve months).
- Has worked at least 20 hours per week for a minimum of one continuous year. Part-time employees will receive pro-rated Paid Parental Leave based on their budgeted full-time equivalent.
- Be in good standing and meet the qualifications of an employee as defined in the employee handbook.

Surrogate mothers and sperm or egg donors are excluded from coverage under this policy. If both parents are eligible employees, each will be able to utilize Paid Parental Leave according to the provisions of this policy. Paid Parental Leave is not available for foster care placement.

Regular full-time employees will receive the allocation of Paid Parental Leave per birth or adoption. Regular part-time employees will receive pro-rated Paid Parental Leave based on their budgeted FTE (full-time equivalent) at the time of the birth or adoption. The allocation of time must be used within the first year of the date of the birth or placement for adoption. Paid Parental Leave will not reduce eligibility for other types of paid and unpaid leaves such as FMLA, short-term disability or long-term disability.

The amount of Paid Parental Leave does not increase due to the birth/adoption of multiples (i.e., twins, triplets). Medical conditions and/or other circumstance will not increase the length of paid leave granted. There is not a limit to the number of times an employee can use Paid Parental Leave.

Unpaid Parenting Leave will also be provided to eligible employees in accordance with the Family Medical Leave Act (FMLA) and any other applicable federal law and state statute.

Primary Caregiver is defined as the adoptive parent caring for newly placed child a majority of the first year of placement.

Vacation and sick leave benefits will continue to accrue during the period of Paid Parental Leave. The City will continue to pay its share of the cost of an eligible employee's group health insurance during a Paid Parental Leave. The eligible employee's share of the premium will be deducted from the eligible employee's pay in accordance with normal practices.

An eligible employee must submit notice to Human Resources requesting leave at least ninety (90) days prior to the anticipated date of the leave. To the extent the 90 day notice is not possible, the employee must submit a request to Human Resources as soon as possible. An eligible employee will be required to furnish appropriate medical documentation for the birth of a child to be completed. An eligible employee will be required to furnish appropriate adoption documentation, such as a letter from an adoption agency, or from the attorney in cases of private adoptions. A fraudulent request for Paid Parental Leave is grounds for discipline, up to and including termination.

# Black History Month Proclamation





City of Robbinsdale

## **Black History Month February 2023**

**Whereas:** The City of Robbinsdale is dedicated to acknowledging and honoring Black History Month and contributions of all members of our community; and

**Whereas:** Across the United States this February, as millions will join to celebrate the extraordinary accomplishments of African American leaders, communities, and individuals; and

**Whereas:** In this national celebration, we applaud transformational impacts of the African American community, which has overcome tremendous adversity to build lasting change for generations to come; and

**Whereas:** In 2023, the Black History Month theme centers on “*Black Resistance*” which acknowledges freedom, justice, equality, and self-determination as the path to living an oppressed free life in the United States; and

**Whereas:** In the 1950’s, 1960’s and 1970’s, the United States experienced a clash of actions such as sit-ins, boycotts, walk outs, strikes, by Black people and allies in the fight for justice against discrimination in all sectors of society ranging from employment, education, housing and more; and

**Whereas:** Sparked by the murder of George Floyd and numerous Black men, women and children killed at alarming rates, Black people and allies of Black Lives Matter continue to push back against systemic racism which persist to affect the freedom of humanity; and

**Whereas:** Black people remain connected in seeking ways to cultivate and protect Black lives, from physical, mental, emotional, and psychological harm generated through ancient systems, media and outdated legislation.

**Whereas:** Black-led institutions and affiliations have lobbied, litigated, legislated, protested, and achieved success through their actions; and

**Whereas:** The City of Robbinsdale invites all members of the Robbinsdale Community to re-establish their commitment to ensuring racial equality, dignity, cultural empathy and justice to participate in activities designed to advance the human rights of freedom and equality for all;

**Now, Therefore Be It Resolved** that the City Council hereby declares February 2023 to be Black History Month in the City of Robbinsdale, County of Hennepin, State of Minnesota, U.S.A.

**In Witness whereof**, I have hereunto set my hand and caused the Seal of the City of Robbinsdale be affixed this 7<sup>th</sup> day of February, 2023.

---

William A. Blonigan, Mayor



City of Robbinsdale

TO: Mayor and City Council  
 FROM: Tim Sandvik, City Manager  
 DATE: February 7, 2023  
 RE: Letter of Commitment to Participate in the EV Smart program.

---

**Background:**

On Friday, January 27, the City of Robbinsdale was selected to participate in the Electric Vehicle Smart Program (EV Smart program). EV Smart is a recognition program led by the Great Plains Institute designed to provide cities with a roadmap to electric vehicle readiness. The program provides flexibility for individual community priorities and institutional capacity. EV Smart provides technical assistance to communities to help get projects off the ground. Facilitators will assist in developing partnerships with local electric utilities and identify funding at the state and federal level for cities to accelerate deployment of EVs and EV infrastructure. Participation in this program will pave the way for Robbinsdale's future as an "EV ready" community.

The EV Smart program framework is similar to GreenStep Cities. The program has identified six broad categories: planning, regulation, utility engagement, education and incentives, governmental operations, and shared mobility. Robbinsdale can choose to address different best practice actions within each category. Best practice actions include incorporating EV charging into city zoning code, deploying electric transit, or developing an EV car sharing program.

There is no cost to participate in the program, only a commitment of staff time. In order to participate, the City must complete a letter of commitment (Attachment 1) by Wednesday, February 15<sup>th</sup>. In the letter, the City must identify three goals demonstrating how we will leverage the EV Smart program. Additionally, the City will complete a self-assessment survey. The EV Smart program will provide technical support through at least March 2024. There were over 50 cities across Minnesota who applied to participate in this program. It should be noted that due to capacity constraints, they could not accept everyone into the program.

**Analysis/Conclusion:**

Sustainability, including EV action and readiness, has been made a priority by the City Council. In January 2022, the Robbinsdale City Council declared a climate emergency that is threatening our city through resolution. Robbinsdale has committed to working for climate emergency mobilization, implementation of responses to address climate impacts, and taking advantage of state and federal climate action funding opportunities.

The EV Smart program is one tool that would enable Robbinsdale to set and achieve goals that will make EV charging and EV infrastructure more accessible to our residents and have a positive impact on the City's emissions, climate footprint, and overall sustainability. Robbinsdale's staff capacity is limited and opportunities to receive external assistance, such as the EV Smart program, will be highly valuable in achieving the City's climate and sustainability goals.

**Recommendation:**

Make a motion to authorize the Mayor to sign the EV Smart program letter of commitment (Attachment 1) and to designate Kayla Kirtz, Assistant to City Manager - Communications as the EV Smart program liaison.



---

Tim Sandvik, City Manager

CONCURRENCE:

---

Kayla Kirtz, Assistant to City Manager – Communications



City of Robbinsdale

Tuesday, February 7, 2023

**City of Robbinsdale**  
4100 Lakeview Avenue N  
Robbinsdale, Minnesota 55433

**Great Plains Institute**  
2801 21st Ave  
Suite 220  
Minneapolis, MN 55407

To: EV Smart Program Administrators

On behalf of the City of Robbinsdale, I am proud to announce our commitment to become an EV Smart certified city. In partnership with the EV Smart team, Robbinsdale's dedicated staff members will work to accelerate local adoption of electric vehicles (EVs) and ensure equitable deployment of EV charging infrastructure.

The EV Smart program builds upon our community's participation in Partners in Energy, which will result in a comprehensive Energy Action Plan for the City to address energy use and infrastructure. The EV Smart program also builds upon our community's participation in the GreenStep Cities program, which has helped us facilitate other electrification and energy efficiency projects.

The City of Robbinsdale will leverage EV Smart to achieve the following goals:

- Increase the number of EV charging stations within the City available for public use.
- Host EV educational events and campaigns for staff and community members.
- Identify a timeline for electrifying the City's fleet vehicles.
- Address EVs and charging stations in the City's zoning code.

These efforts demonstrate that our community is committed to driving continual improvement in our community's EV readiness, and in the process of doing so, all the related areas identified as community priorities in our Partners in Energy planning process.

In order to measure progress along the way, Robbinsdale will track key metrics related to EV and infrastructure deployment.

Inquiries related to Robbinsdale's EV Smart program participation can be directed to Kayla Kirtz at [kkirtz@ci.robbinsdale.mn.us](mailto:kkirtz@ci.robbinsdale.mn.us) or 763-233-5654.

Sincerely,

---

William A. Blonigan  
Mayor





City of Robbinsdale

To: Mayor and City Council

From: Tim Sandvik, City Manager

Date: February 7, 2023

RE: Schedule Canvass Board Meeting

Background

The City Council serves as the canvassing board for city elections. Per state statute, the council must meet 3-10 days after the Election to review the canvass report and declare the official results. The meeting is open to the public.

Analysis/Conclusion

Staff is recommending the canvass board meeting be held on Tuesday, February 21 at 6:30 p.m. before the regular City Council meeting. State Statute states the canvassing should take place 3-10 days after the Election.

Recommendation

By motion, set the time for the Ward 1 Special Election canvass board meeting to be held on Tuesday, February 21, 2023 at 6:30 p.m. before the regular City Council meeting at 7:00 p.m.

A handwritten signature in black ink, appearing to read 'T. Sandvik', written over a horizontal line.

Tim Sandvik, City Manager





City of Robbinsdale

To: Mayor and City Manager

From: Tim Sandvik, City Manager

Date: February 7, 2023

RE: Schedule Special Work Sessions for February and March

Background

Staff would like to give Council a detailed update regarding the status of the Blue Line Light Rail Project. Staff expects a robust conversation which necessitates a full work session. Therefore, it is recommended to schedule a special work session on Tuesday, February 28 at either 6:00 p.m. or 7:00 p.m.

Staff also received a request from the Hennepin County Commissioner's Office to schedule a presentation from Commissioner Jeff Lunde. In the past, Commissioner Lunde has met with Council during a special work session prior to the meeting to meet with Council members. Staff's recommendation is to schedule this special work session prior to the March 21 City Council meeting.

Recommendation

By motion schedule a special work session to discuss the Blue Line Light Rail Project on Tuesday, February 28 at 6:00 p.m. or 7:00 p.m. as well as a Special Work Session with Commissioner Lunde on Tuesday, March 21 at 6:00 p.m.

A handwritten signature in black ink, appearing to read 'T. Sandvik', written over a horizontal line.

Tim Sandvik, City Manager





City of Robbinsdale

TO: Mayor and City Council  
FROM: Tim Sandvik, City Manager  
DATE: February 7, 2023  
RE: Voucher Requests Pending Approval for Disbursement

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The check register dated 2/7/23 reflects the voucher requests pending approval for disbursement.

The check register dated 1/18/23 through 2/7/23 is a list of vouchers requiring payment for city funds, Deputy Registrar, liquor, and miscellaneous purchases. The payments are required prior to the next Council meeting.

**Recommendation:**

By motion, approve disbursement requests for period ending 2/7/23.

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Tim Sandvik, City Manager

CONCURRENCE:

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Dustin Leslie, City Clerk