



City Council Meeting
Tuesday, July 16, 2024
4100 Lakeview Avenue North
Robbinsdale, MN
7:00 PM

AGENDA

CITIZEN PARTICIPATION

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

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

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

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

1. CITY COUNCIL MEETING CALLED TO ORDER
2. ROLL CALL: Parisian, Wagner, Murphy, Mayor Blonigan
3. MICROPHONE CHECK: Parisian, Wagner, Murphy, Mayor Blonigan
4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA
5. APPROVAL OF THE JULY 16, 2024 MEETING AGENDA
6. CONSENT AGENDA: Pursuant to Council rules, one motion, non- debatable, will approve the recommendation noted. Any member of the Council may ask for an item to be taken from the Consent Agenda for discussion and separate action. Such items removed from the Consent Agenda shall be considered immediately following approval of the balance of the Consent Agenda:

- A. Receive Parks, Recreation, and Forestry Commission meeting minutes of April 4, 2024
- B. Approval of Credit Card Charges and Payment
- C. Deputy Registrar's Monthly Financial Statements
- D. Robbinsdale Wine & Spirits' Monthly Financial Statements
- E. Investment Report
- F. Approval of Licenses
- G. Donation of gift cards from New Hope Church
- H. Annual Chamber of Commerce Meet and Greet
- I. Second reading of an Ordinance amendment to Section 510.11 Subd. 1 (f) of the Robbinsdale zoning ordinance increasing the minimum setback for detached garages with metal roofs to five feet
- J. Resolution appointing Election Judges for the 2024 State Primary Election
- K. The Gathering Community Church Event
- L. Public Safety Annual Open House
- M. Sacred Heart Church Fun Fest
- N. Police Department – Purchase of Police Vehicle
- O. Sipe's 100th Anniversary Event
- P. Authorize updates to City of Robbinsdale - Employee Handbook

7. PRESENTATIONS

- A. Minnesota GreenStep Cities Step 4 Award
- B. Minnesota GreenCorps Presentation

8. PUBLIC HEARINGS

- A. Permit-Chickens-4040 Regent Avenue North

9. OLD BUSINESS

- A. Second reading of an Ordinance amending sections 120, 210, 815, and 2040 of the Robbinsdale City Code Relating to Lower Twin Lake

10. NEW BUSINESS

- A. An Ordinance amending Section 310 of the Robbinsdale City Code related to the City

- Managers Purchasing Authority
- B. Council Salary Review Committee Recommendation
 - C. First reading of an ordinance amending the City Charter
 - D. Award Bid for 41st Avenue Reconstruction between Railroad Avenue and Regent Avenue - City Project 44123
 - E. Award Bid for Construction of Extended Parking Lot at the Public Safety Building - City Project 101324
 - F. Authorize City Manager to issue a Request for Proposals (RFP) for Organized Collection
 - G. Consider a closed session to discuss the purchase of real property
11. OTHER BUSINESS
- A. Voucher Requests Pending Approval for Disbursement
12. ADMINISTRATIVE REPORTS
13. COUNCIL GENERAL COMMUNICATIONS
14. ADJOURNMENT



City of Robbinsdale

**ROBBINSDALE PARKS, RECREATION & FORESTRY COMMISSION
MINUTES**
April 5, 2024, 7:00 p.m.
Robbinsdale City Hall

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

- 1) Commission Meeting Called to Order 7:02 pm

Roll Call: Beck Erdos-Thayer Hickman

Markfort Rochon-Washington Vaith

Also present: Matt Bazyk: City Representative, Dave Uherka: Ward 3 Resident

- 2) Approval of the minutes of the regular meeting of January 23, 2024.

Motion: Markfort Beck

- 3) New Business

Commissions City Charter and City Code (See below)

City Charter: Section 2.02

City Code: Section 320

Beck Term of Office: Is there a term max for Commission Members?

Erdos-Thayer: City Council appointing members, revamp?

Adopt a Park: PRF Commission adopts Mielke and Parkview do we want to continue?

Schedule 3 clean-ups during the year.

Beck: Received notification.

Erdos-Thayer: Posting trash pick-up for a quorum at parks.

Markfort: Late April for trash pick-up prior to April meeting on the 23rd at 6:15 pm.

Parkview: Markfort, Rochon-Washington, Hickman and Hill

Meilke: Erdos-Thayer, Vaith,

HRC: Park Renaming Policy

Markfort and Erdos-Thayer: Include environmental justice on 1B.

"Someone who has made a significant contribution to the protection of the city's natural, cultural or environmental resources or has enhanced the quality of life for residents."

Markfort: Redundancies between Guidelines #5 and the following #1 claiming which.

Erdos-Thayer: Hollingsworth Park named after firefighter. #5 "Previously elected or appointed Robbinsdale city officials and city employees are not eligible." Fire Fighters are city employees. Could Hollingsworth be grandfathered in as a park name or can we revamp language about first responders being considered?

4) Old Business

RFP and Parks Master Plan

Bolten and Menk
PRFC Responsibilities

Erdos-Thayer: Constraints by break limit Commission feedback on program. Can we meet once in the summer to discuss MP updates for input.

Markfort: Potential July meeting prior to Open House.

Commission having quorum at Whiz Bang and Meet and Greet. Must post for public knowledge.

NFC: Fitness Court

Calls paused until DNR grant is announced in Jan
Potential to include studio

Erdos-Thayer:

Markfort: Should we shift to other side of playground to account for better accessibility to handicapped parking?

Staff explained City Engineers preferred current location due to ability to place full sized soccer field at LVT.

5) City Report & Updates

Recreation:

- Received \$6,000 grant from DNR: No Child Left Inside. We will be using this to bus kids from neighboring schools to Crystal Lake to fish with Baztec and their professional anglers.
- Bike Rodeo is May 2nd and LVT 6-8 pm. Would love to have a Commission presence there.
 - Markfort: Does North Memorial know about the Bike Rodeo. Can we do free helmets through.
- Sochacki Classroom Update
 - Erdos-Thayer: Does Robbinsdale have the ability to reserve the facility.
 - Erdos-Thayer: Safety concerns at buildings? "Pop Up Parties" by youth. Increased security? RPD if gate is closed, then it is opened earlier in the morning so that park is accessible for use.

Forestry:

- Current main project has been coordinating contracted (Bratt Tree Company) daily public tree pruning in SE part of town, i.e. “Zone 5”. Spent around \$55K on 2024 pruning thus far, 2 more work days then on hold until fall
- Tree Trust spring tree sale went live on 19 February – linked to Forestry Webpage; pickup in early May, 100 trees total, \$40 each, up to 2 per household, 60 sold as of March 13th
- Forester structurally pruning young trees along boulevards/rights of way – primarily “reduction” cuts on competing limbs using 10’ orchard ladder
- Periodic chiseling out of stem girdling roots on trees with root compression issues
- Coordinated STS removal of all the buckthorn from South Halifax Park – Forester went through and treated all cut stumps (Triclopyr herbicide/ bark oil mix) that were findable
- Coordinating STS cutting of buckthorn along road in Sochacki – Forester treating all cut buckthorn stumps
- Coordinating STS removal of all volunteer vegetation along detention pond at 44th and Toledo Ave (Engineering Project)
- Illegal tree cutting in South Halifax – 2 black walnut trees cut down, property owner who admitted has been sent a citation by code enforcement and given a warning in person about this activity, also required to clean up log pile mess
- Met with Hennepin County Forester to discuss adding new seedlings to buckthorn eradicated parts of South Halifax Park (including spots where trees were illegally cut)
- 2023 Weed Inspector report sent to the county Ag Inspector, annual meeting to be held in April
- Ordered 3 unique bareroot trees being sold by Hennepin County Forestry (root bags) for pickup in late April
- Forester cutting down buckthorn resprouts in LVT woodland on west side of Crystal Lake – will keep area ‘open’ this summer, foliar treatment planned later this year
- Prairie Restoration Contracts for annual work have been signed & delivered: No burning this year in parks (spring dormant mow instead) but will all be burned in 2025, burning all other native plantings & raingardens, usual 3 summer site visits for all prairie vegetation locations. \$18K total for work planned
- Contract for 2024 prairie & ornamental vegetation maintenance along Co Rd 81 by Minnesota Native Landscapes (MNL) has been approved & good to go (MNL specializes in native plant maintenance, different than basic landscapers/gardeners)
- Adopt-a-Park renewal letters have been sent out to 16 separate groups, including PRF, need a new volunteer/group for Lee Park but we have a potential solid candidate
- Gravelbed Community Story now published by the U of M and linked on Forestry Webpage – check it out
- Attended annual 2 day shade tree conference in mid-March; recertifying Tree Risk Assessment Qualification on 26 March; recertified MnDOT Landscape Specialist Certification (e-learning)
- Arbor Day celebration location to be held at Sunset Park this year, 9:30am on 27 April – free seedlings, tree planting, Adopt-a-Park supplies available for pickup and watershed displays/info
- Will be giving annual Forestry Report to City Council on 2 April

Parks:

- We replaced all the boards on the horseshoe pits at Sanborn and Kelly.
- We installed a new bang board at the Manor Tennis court.
- Continue to help at Water Treatment Plant as needed.
- Fire calls.
- Fixed various plumbing issues at City Hall, Public Safety and the Historic Library.

- Shoveled snow at City Hall, Public Safety, Historic Library, steps at Sanborn Park and Steps at Indiana Ave and 36 when needed.
- Playground Checks. We are currently waiting on a warranty part for LVT and a vandalized tube section for South Halifax Park.
- Building Checks.
- Removed aerators on Crystal Lake.
- Boiler checks at City Hall, Public Safety and Water Treatment Plant.
- Finished two remodel projects at City Hall and started another. We also have some work in the City Manager's office and the Sixth Corner later this spring.
- Finished some prep work at Public Safety in the basement for the new conference room and gym. Will be continuing the project in late March/early April.
- One fulltime Parks employee transferred to an open position in Utilities. Training in new employee that started Jan 16th.
- The new band trailer and emergency spill response trailer have been ordered and we will be outfitting them when they arrive.
- Trimmed trees in the parks.
- Emptied trash cans and picked trash at all the parks and on Streetscape.
- Painted first floor common area at the Police Department.
- Working on election planning for next week.
- Working on bids to reroof Manor and Lee Park buildings.
- Working on bids to seal the garage floors at the Police and Fire Departments.
- Working on bids to tuck point the front steps and repair the storm windows at the Historic Library.
- Working with Engineering on the new design for the parking lot at the Public Safety building. We will be getting bids for new fencing and automatic gates once plan is finalized.
- Repaired fishing pier at Hollingsworth Park
- Helped on numerous water main breaks

6) Adjournment

Move to adjourn: Hickman, Second: Markfort 8:26 pm



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: July 16, 2024
RE: Approval of Credit Card Charges and Payment

Background:

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

Analysis:

The attached listings are the credit card payments made in the month of May 2024 representing charges for the period April 11, 2024, through May 10, 2024, for expenses for City operations.

Recommendation:

By motion approve the May 2024 payment for City credit card charges.

Attachments:

1. CC May 2024

06/28/2024 03:42 PM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 05/24/2024 - 05/24/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num	Vendor	Description	Inv Date	Due Date	Inv Amt	Amt	Due Date	Status	Jrnlnized Post Date
Inv Ref#	GL Distribution	Entered By							

Purchase Card Vendor: 100292 U. S. BANCORP

Inv Num	Vendor	Description	Inv Date	Due Date	Inv Amt	Amt	Due Date	Status	Jrnlnized Post Date
05012024 119838	COURTYARD HOTEL FOR TRAINING 1000-1200-6510.00000	05/01/2024 BJohnson18 MEETING / TRAVEL EXPENSE	05/24/2024		601.44	0.00		Paid	Y 05/01/2024
05012024 119839	AMAZON WIRELESS MOUSE 1000-1200-6214.00000	05/01/2024 BJohnson18 OPERATING SUPPLIES	05/24/2024		19.99	0.00		Paid	Y 05/01/2024
05012024 119840	OFFICE LIQUIDATOR UTILITY DESK 1000-1200-6214.00000	05/01/2024 BJohnson18 OPERATING SUPPLIES	05/24/2024		259.00	0.00		Paid	Y 05/01/2024
05012024 119841	AMAZON SAFETY GLASSES & SUPPLIES 1000-1205-6214.00000	05/01/2024 BJohnson18 OPERATING SUPPLIES	05/24/2024		595.66	0.00		Paid	Y 05/01/2024
05012024 119842	AMAZON ICE MACHINE SANITIZER 7000-7005-6214.00000	05/01/2024 BJohnson18 OPERATING SUPPLIES	05/24/2024		34.97	0.00		Paid	Y 05/01/2024
05012024 119843	AMAZON SUPPLIES & TOOLS 1000-1260-6214.00000	05/01/2024 BJohnson18 OPERATING SUPPLIES	05/24/2024		93.66	0.00		Paid	Y 05/01/2024
05012024 119844	CARPET ONE TITLE INSERT 7100-7115-6234.00000	05/01/2024 BJohnson18 EQUIPMENT PARTS & SUPPLIES	05/24/2024		24.00	0.00		Paid	Y 05/01/2024
05012024 119845	TRENCHERS PLUS HYDRAULIC FITTINGS 6000-6010-6234.00000	05/01/2024 BJohnson18 OPERATING SUPPLIES	05/24/2024		638.29	0.00		Paid	Y 05/01/2024
05012024 119846	WALGREENS KLEENEX/BAGS WATER SAMPLES-SALES T 6000-6010-6234.00000	05/01/2024 BJohnson18 EQUIPMENT PARTS & SUPPLIES	05/24/2024		25.57	0.00		Paid	Y 05/01/2024

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Inv Ref#	GL Distribution	Purchase Card	Vendor:	Entered By					
05012024 119847	NORTHERN TOOL GREASE GUNS 6000-6010-6234.00000			05/01/2024 Bjohnson18	05/24/2024	139.98	0.00	Paid	Y 05/01/2024
05012024 119848	MENARDS FLEX TAPE 6000-6010-6214.00000			05/01/2024 Bjohnson18	05/24/2024	22.87	0.00	Paid	Y 05/01/2024
05012024 119849	PRO AIR SUPPLY PLANT FILTERS - R MCCOY APPROVED T 6000-6020-6234.00000			05/01/2024 Bjohnson18	05/24/2024	1,847.35	0.00	Paid	Y 05/01/2024
05012024 119850	PRO AIR SUPPLY PLANT FILTERS - RETURN CREDIT 6000-6020-6234.00000			05/01/2024 Bjohnson18	05/24/2024	(1,736.50)	0.00	Paid	Y 05/01/2024
05012024 119851	CRYSTAL CAR WASH CAR WASHES - ENGINEERING/CE DEPT V 7000-7010-6336.00000			05/01/2024 Bjohnson18	05/24/2024	18.00	0.00	Paid	Y 05/01/2024
05012024 119852	AMAZON PRINTER TONER- MELISSA / P & R DEP 1000-1300-6214.00000			05/01/2024 Bjohnson18	05/24/2024	122.89	0.00	Paid	Y 05/01/2024
05012024 119853	AMAZON BATTERIES 7100-7105-6214.00000			05/01/2024 Bjohnson18	05/24/2024	122.89	0.00	Paid	Y 05/01/2024
05012024 119854	AMAZON JENNA - LEASHES FOR CARP REMOCAL P 1000-1370-6214.00000			05/01/2024 Bjohnson18	05/24/2024	19.97	0.00	Paid	Y 05/01/2024
05012024 119855	AMAZON FLYER HOLDERS - P & R DEPT 1000-1300-6214.00000			05/01/2024 Bjohnson18	05/24/2024	19.97	0.00	Paid	Y 05/01/2024

Page: 2/16

06/28/2024 03:42 PM
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05012024 119856	AMAZON PLATES - P & R SUPPLIES 1000-1330-6214.00000		05/01/2024 Bjohnson18 OPERATING SUPPLIES	05/24/2024	29.89	0.00	Paid	Y 05/01/2024
05012024 119857	AMAZON FLASH DRIVES - IT DEPT 7100-7110-6214.00000		05/01/2024 Bjohnson18 OPERATING SUPPLIES	05/24/2024	24.22	0.00	Paid	Y 05/01/2024
05012024 119858	AMAZON CELL PHONE CLIP - RICHARD MCCOY 1000-1400-6214.00000		05/01/2024 Bjohnson18 OPERATING SUPPLIES	05/24/2024	14.83	0.00	Paid	Y 05/01/2024
05012024 119859	CRYSTAL CAR WASH CAR WASHES - FIRE 7000-7010-63336.00000		05/01/2024 Bjohnson18 OTHER CONTRACTS	05/24/2024	80.00	0.00	Paid	Y 05/01/2024
05012024 119860	CRYSTAL CAR WASH CAR WASHES - POLICE 7000-7010-63336.00000		05/01/2024 Bjohnson18 OTHER CONTRACTS	05/24/2024	340.00	0.00	Paid	Y 05/01/2024
05012024 119861	CRYSTAL CAR WASH STRENGTH FINDER BOOKS - JOANNA/HR 1000-1030-6214.00000		05/01/2024 Bjohnson18 OPERATING SUPPLIES	05/24/2024	249.00	0.00	Paid	Y 05/01/2024
05012024 119862	AMAZON P & R DEPT - TAPE DISPENSER 1000-1330-6214.00000		05/01/2024 Bjohnson18 OPERATING SUPPLIES	05/24/2024	249.00	0.00	Paid	Y 05/01/2024
05012024 119863	AMAZON FINANCE DEPT SUPPLIES - STAMP 1000-1050-6214.00000		05/01/2024 Bjohnson18 OPERATING SUPPLIES	05/24/2024	13.49	0.00	Paid	Y 05/01/2024
05012024 119864	HOLIDAY CAR WASH POLIOCE DEPT CAR WASHES 7000-7010-63336.00000		05/01/2024 Bjohnson18 OTHER CONTRACTS	05/24/2024	12.99	0.00	Paid	Y 05/01/2024

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05012024 119865	AMAZON GYM WIPES - PAR & REC DEPT 1000-1305-6214.00000			05/01/2024 BJohnson18 OPERATING SUPPLIES	05/24/2024		249.90	0.00	Paid	Y 05/01/2024
05012024 119866	AMAZON HAND SOAP REFILLS FOR BATHROOMS @ 7100-7115-6214.00000			05/01/2024 BJohnson18 OPERATING SUPPLIES	05/24/2024		130.00	0.00	Paid	Y 05/01/2024
05012024 119879	AMAZON CITY HALL BATHROOM HAND SOAP REFIL 7100-7115-6214.00000			05/01/2024 BJohnson18 OPERATING SUPPLIES	05/24/2024		130.00	0.00	Paid	Y 05/01/2024
05012024 119880	AMAZON STAMP - CITY HALL 7100-7105-6214.00000			05/01/2024 BJohnson18 OPERATING SUPPLIES	05/24/2024		10.90	0.00	Paid	Y 05/01/2024
05012024 119881	AMAZON BOOKSHELF - ROSS GLAD / BUILDING I 1000-1030-6740.00000			05/01/2024 BJohnson18 CONTINGENCY	05/24/2024		136.99	0.00	Paid	Y 05/01/2024
05012024 119882	AMAZON STAMP - JANE / CE RENTAL DEPT 1000-1450-6214.00000			05/01/2024 BJohnson18 OPERATING SUPPLIES	05/24/2024		15.90	0.00	Paid	Y 05/01/2024
05012024 119883	AMAZON SERVICE PACK 500HR 7000-7010-6234.00000			05/01/2024 BJohnson18 EQUIPMENT PARTS & SUPPLIES	05/24/2024		398.75	0.00	Paid	Y 05/01/2024
05012024 119884	AMAZON DIESEL FILTERS 7000-7010-6234.00000			05/01/2024 BJohnson18 EQUIPMENT PARTS & SUPPLIES	05/24/2024		29.75	0.00	Paid	Y 05/01/2024
05012024 119885	AMAZON V BELT 7000-7010-6234.00000			05/01/2024 BJohnson18 EQUIPMENT PARTS & SUPPLIES	05/24/2024		50.00	0.00	Paid	Y 05/01/2024

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05012024 119886	AMAZON REAR CAMERA 7000-7010-6234.00000			Bjohnson18	05/01/2024 05/24/2024	EQUIPMENT PARTS & SUPPLIES	31.98	0.00	Paid	Y 05/01/2024
05012024 119887	AMAZON SPINNER KNOB 7000-7010-6234.00000			Bjohnson18	05/01/2024 05/24/2024	EQUIPMENT PARTS & SUPPLIES	18.48	0.00	Paid	Y 05/01/2024
05012024 119888	AMAZON ADAPTOR 6000-6010-6234.00000			Bjohnson18	05/01/2024 05/24/2024	EQUIPMENT PARTS & SUPPLIES	16.65	0.00	Paid	Y 05/01/2024
05012024 119889	AMAZON ELBOW 6000-6010-6234.00000			Bjohnson18	05/01/2024 05/24/2024	EQUIPMENT PARTS & SUPPLIES	16.65	0.00	Paid	Y 05/01/2024
05012024 119890	AMAZON FUEL FILTER 7000-7010-6234.00000			Bjohnson18	05/01/2024 05/24/2024	EQUIPMENT PARTS & SUPPLIES	139.98	0.00	Paid	Y 05/01/2024
05012024 119891	AMAZON TIRES 7000-7010-6234.00000			Bjohnson18	05/01/2024 05/24/2024	EQUIPMENT PARTS & SUPPLIES	129.38	0.00	Paid	Y 05/01/2024
05012024 119892	UPS SHIPPING 6700-6705-6378.00000			Bjohnson18	05/01/2024 05/24/2024	POSTAGE & SHIPPING	129.38	0.00	Paid	Y 05/01/2024
05012024 119893	UPS SHIPPING 6700-6705-6378.00000			Bjohnson18	05/01/2024 05/24/2024	POSTAGE & SHIPPING	9.62	0.00	Paid	Y 05/01/2024
05012024 120107	PATACHOU FDIC BREAKFAST 1000-1260-6510.00000			Bjohnson18	05/01/2024 05/24/2024	MEETING / TRAVEL EXPENSE	54.94	0.00	Paid	Y 05/01/2024

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05012024 120109	PATACHOU FDIC LUNCH 1000-1260-6510.00000		05/01/2024 BJohnson18 MEETING / TRAVEL EXPENSE	05/24/2024	66.71	0.00	Paid	Y 05/01/2024
05012024 120110	UBER FDIC UBER 1000-1260-6510.00000		05/01/2024 BJohnson18 MEETING / TRAVEL EXPENSE	05/24/2024	31.95	0.00	Paid	Y 05/01/2024
05012024 120111	UBER FDIC UBER TIP 1000-1260-6510.00000		05/01/2024 BJohnson18 MEETING / TRAVEL EXPENSE	05/24/2024	4.79	0.00	Paid	Y 05/01/2024
05012024 120112	LIBRARY PUB FDIC DINNER 1000-1260-6510.00000		05/01/2024 BJohnson18 MEETING / TRAVEL EXPENSE	05/24/2024	77.40	0.00	Paid	Y 05/01/2024
05012024 120113	UBER FDIC UBER 1000-1260-6510.00000		05/01/2024 BJohnson18 MEETING / TRAVEL EXPENSE	05/24/2024	15.93	0.00	Paid	Y 05/01/2024
05012024 120114	UBER FDIC UBER 1000-1260-6510.00000		05/01/2024 BJohnson18 MEETING / TRAVEL EXPENSE	05/24/2024	3.00	0.00	Paid	Y 05/01/2024
05012024 120115	SHAPRIO'S DELI FDIC LUNCH 1000-1260-6510.00000		05/01/2024 BJohnson18 MEETING / TRAVEL EXPENSE	05/24/2024	3.00	0.00	Paid	Y 05/01/2024
05012024 120116	SHAPRIO'S DELI FDIC LUNCH 1000-1260-6510.00000		05/01/2024 BJohnson18 MEETING / TRAVEL EXPENSE	05/24/2024	99.98	0.00	Paid	Y 05/01/2024
05012024 120117	PATACHOU FDIC BREAKFAST 1000-1260-6510.00000		05/01/2024 BJohnson18 MEETING / TRAVEL EXPENSE	05/24/2024	77.17	0.00	Paid	Y 05/01/2024
05012024 120118	SHAPRIO'S DELI FDIC LUNCH 1000-1260-6510.00000		05/01/2024 BJohnson18 MEETING / TRAVEL EXPENSE	05/24/2024	99.98	0.00	Paid	Y 05/01/2024
05012024 120119	SHAPRIO'S DELI FDIC LUNCH 1000-1260-6510.00000		05/01/2024 BJohnson18 MEETING / TRAVEL EXPENSE	05/24/2024	77.17	0.00	Paid	Y 05/01/2024
05012024 120120	SHAPRIO'S DELI FDIC LUNCH 1000-1260-6510.00000		05/01/2024 BJohnson18 MEETING / TRAVEL EXPENSE	05/24/2024	99.98	0.00	Paid	Y 05/01/2024
05012024 120121	PATACHOU FDIC BREAKFAST 1000-1260-6510.00000		05/01/2024 BJohnson18 MEETING / TRAVEL EXPENSE	05/24/2024	77.17	0.00	Paid	Y 05/01/2024
05012024 120122	UBER FDIC UBER 1000-1260-6510.00000		05/01/2024 BJohnson18 MEETING / TRAVEL EXPENSE	05/24/2024	16.93	0.00	Paid	Y 05/01/2024

06/28/2024 03:42 PM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 05/24/2024 - 05/24/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num Inv Ref#	Vendor Description GL Distribution	Entered By	Inv Date	Due Date	Inv Amt	Inv Date	Due Date	Amt Due	Status	Jrnldized Post Date
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Purchase Card Vendor: 100292 U. S. BANCORP

05012024 120123	COURTYARD FDIC LODGING - D OLSON 1000-1260-6510.00000		05/01/2024 BJohnson18 MEETING / TRAVEL EXPENSE	05/24/2024	631.80	0.00	Paid	0.00	Paid	05/01/2024
05012024 120124	COURTYARD LOGGING - LOGAN 1000-1260-6510.00000		05/01/2024 BJohnson18 MEETING / TRAVEL EXPENSE	05/24/2024	631.80	0.00	Paid	0.00	Paid	05/01/2024
05012024 120125	COURTYARD LOGGING - HOEKSTRA 1000-1260-6510.00000		05/01/2024 BJohnson18 MEETING / TRAVEL EXPENSE	05/24/2024	631.80	0.00	Paid	0.00	Paid	05/01/2024
05012024 120126	TINKER BISTRO FDIC LUNCH 1000-1260-6510.00000		05/01/2024 BJohnson18 MEETING / TRAVEL EXPENSE	05/24/2024	73.63	0.00	Paid	0.00	Paid	05/01/2024
05012024 120127	BA SHIELDS SCBA SHIELDS 1000-1260-6512.00000		05/01/2024 BJohnson18 CONFERENCE & SCHOOLS	05/24/2024	345.00	0.00	Paid	0.00	Paid	05/01/2024
05012024 120128	GFOA GFOA MEMBERSHIP 1000-1050-6514.00000		05/01/2024 BJohnson18 DUES & MEMBERSHIPS	05/24/2024	70.00	0.00	Paid	0.00	Paid	05/01/2024
05012024 120132	FIREHOUSE TECHNOLOGY EQUIPMENT DRONE 1000-1215-6234.00000		05/01/2024 BJohnson18 EQUIPMENT PARTS & SUPPLIES	05/24/2024	137.97	0.00	Paid	0.00	Paid	05/01/2024
05012024 120133	COUNTRY INN SUITES TRAINING 1000-1220-6512.00000		05/01/2024 BJohnson18 CONFERENCE & SCHOOLS	05/24/2024	359.13	0.00	Paid	0.00	Paid	05/01/2024
05012024 120134	BCA TRAINING 1000-1215-6512.00000		05/01/2024 BJohnson18 CONFERENCE & SCHOOLS	05/24/2024	375.00	0.00	Paid	0.00	Paid	05/01/2024

06/28/2024 03:42 PM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
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05012024 120135	BEST WESTERN PLUS TRAINING 1000-1200-6512.00000	CONFERENCE & SCHOOLS		05/01/2024 BJohnson18	05/24/2024	479.79	0.00		Paid	Y	05/01/2024
05012024 120137	FIREHOUSE TECHNOLOGY EQUIPMENT ~ DRONE (CREDIT) 1000-1215-6234.00000	EQUIPMENT PARTS & SUPPLIES		05/01/2024 BJohnson18	05/24/2024	(25.99)	0.00		Paid	Y	05/01/2024
05012024 120139	LMC LMC CONFERENCE - LEEN 1000-1005-6510.00000	MEETING / TRAVEL EXPENSE		05/01/2024 BJohnson18	05/24/2024	275.00	0.00		Paid	Y	05/01/2024
05012024 120141	HY-YEE INC SHELLEY DAY EVENT 1000-1030-6214.00000	OPERATING SUPPLIES		05/01/2024 BJohnson18	05/24/2024	101.17	0.00		Paid	Y	05/01/2024
05012024 120143	ISA CERT ARBOR 3 YEAR ABORIST CERT 1000-1370-6514.00000	DUES & MEMBERSHIPS		05/01/2024 BJohnson18	05/24/2024	120.00	0.00		Paid	Y	05/01/2024
05012024 120145	AMAZON SOUTH HALIFAX PLANTING PROJECT 1000-1370-6214.00000	OPERATING SUPPLIES		05/01/2024 BJohnson18	05/24/2024	1,898.80	0.00		Paid	Y	05/01/2024
05012024 120146	MENARDS COMMUNITY GARDEN 1000-1330-6214.00000	OPERATING SUPPLIES		05/01/2024 BJohnson18	05/24/2024	1,898.80	0.00		Paid	Y	05/01/2024
05012024 120150	FRANKIES MAC DINNER 1000-1200-6214.00000	OPERATING SUPPLIES		05/01/2024 BJohnson18	05/24/2024	71.17	0.00		Paid	Y	05/01/2024
05012024 120151	SPEEDWAY FUEL FOR SQUAD 803 1000-1200-6214.00000	OPERATING SUPPLIES		05/01/2024 BJohnson18	05/24/2024	16.00	0.00		Paid	Y	05/01/2024

06/28/2024 03:42 PM
User: DTAHOUN
DB: Robbinsdale

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EXP CHECK RUN DATES 05/24/2024 - 05/24/2024
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Purchase Card Vendor: 100292 U. S. BANCORP

05012024 120153	COURTYARD (DISPUTED THIS CHARGE) FOR CANCELL 1000-1200-6512.00000	Bjohnson18 CONFERENCE & SCHOOLS	05/01/2024 05/24/2024	195.97	0.00	Paid	Y 05/01/2024
05012024 120154	FAST SIGNS SIGNAGE FOR POLICE DEPT 1000-1200-6214.00000	Bjohnson18 OPERATING SUPPLIES	05/01/2024 05/24/2024	596.49	0.00	Paid	Y 05/01/2024
05012024 120155	FBI-LEEDA PATROL TRAINING 1000-1205-6512.00000	Bjohnson18 CONFERENCE & SCHOOLS	05/01/2024 05/24/2024	795.00	0.00	Paid	Y 05/01/2024
05012024 120175	HY-VEE INC MAC DINNER 1000-1200-6214.00000	Bjohnson18 OPERATING SUPPLIES	05/01/2024 05/24/2024	4.96	0.00	Paid	Y 05/01/2024
05012024 120176	FAST SIGNS SIGNAGE FOR POLICE DEPT 1000-1200-6214.00000	Bjohnson18 OPERATING SUPPLIES	05/01/2024 05/24/2024	468.43	0.00	Paid	Y 05/01/2024
05012024 120177	FRANKIES MAC DINNER 1000-1200-6214.00000	Bjohnson18 OPERATING SUPPLIES	05/01/2024 05/24/2024	111.90	0.00	Paid	Y 05/01/2024
05012024 120178	PSI SERVICES TRAINING - SMALL PART 107 UAS 1000-1205-6512.00000	Bjohnson18 CONFERENCE & SCHOOLS	05/01/2024 05/24/2024	(175.00)	0.00	Paid	Y 05/01/2024
05012024 120180	THE FIRE STORE BOOTS - EMMAILED DIAA 5 /24/24-NEEDS 1000-1260-6216.00000	Bjohnson18 CLOTHING & PERSONAL EQUIPMENT	05/01/2024 05/24/2024	2,433.45	0.00	Paid	Y 05/01/2024
05012024 120181	THE FIRE STORE BOOTS 1000-1260-6216.00000	Bjohnson18 CLOTHING & PERSONAL EQUIPMENT	05/01/2024 05/24/2024	660.46	0.00	Paid	Y 05/01/2024

06/28/2024 03:42 PM
User: DTAHOUN
DB: Robbinsdale

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EXP CHECK RUN DATES 05/24/2024 - 05/24/2024
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Purchase Card Vendor: 100292 U. S. BANCORP

Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnized Post Date
05/01/2024 120182	BCA TRAINING FOR BOSKOVIC 1000-1205-6512.00000	05/01/2024 Bjohnson18 CONFERENCE & SCHOOLS	05/24/2024	375.00	0.00 Paid 05/01/2024
05/01/2024 120183	AIR DOCTOR FILTERS FOR EVIDENCE ROOM AIR PURI 1000-1200-6214.00000	05/01/2024 Bjohnson18 OPERATING SUPPLIES	05/24/2024	(16.44)	0.00 Paid 05/01/2024
05/01/2024 120184	LEAMINGTON RAMP PARKING FOR MEETING IN MPLS 1000-1220-6510.00000	05/01/2024 Bjohnson18 MEETING / TRAVEL EXPENSE	05/24/2024	9.00	0.00 Paid 05/01/2024
05/01/2024 120185	TARGET MEETING REFRESHMENTS 1000-1220-6510.00000	05/01/2024 Bjohnson18 MEETING / TRAVEL EXPENSE	05/24/2024	9.00	0.00 Paid 05/01/2024
05/01/2024 120186	AMAZON REFLECTIVE TAPE 1000-1610-6214.00000	05/01/2024 Bjohnson18 OPERATING SUPPLIES	05/24/2024	90.00	0.00 Paid 05/01/2024
05/01/2024 120187	AMAZON SHEETING - ORANGE 1000-1610-6214.00000	05/01/2024 Bjohnson18 OPERATING SUPPLIES	05/24/2024	149.75	0.00 Paid 05/01/2024
05/01/2024 120188	AMAZON POSTER HANGERS 6100-6115-6234.00000	05/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	05/24/2024	149.75	0.00 Paid 05/01/2024
05/01/2024 120189	AMAZON CASTER WHEELS 6000-6020-6234.00000	05/01/2024 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	05/24/2024	150.95	0.00 Paid 05/01/2024
05/01/2024 120195	AMAZON FILTERS 7100-7115-6214.00000	05/01/2024 Bjohnson18 OPERATING SUPPLIES	05/24/2024	28.98	0.00 Paid 05/01/2024

06/28/2024 03:42 PM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 05/24/2024 - 05/24/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
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Purchase Card Vendor: 100292 U. S. BANCORP

Inv Num Inv Ref#	Vendor Description GL Distribution	Entered By	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnized Post Date
05012024 120196	AMAZON TIRES 7000-7010-6234.00000		05/01/2024 Bjohnson18	05/24/2024 EQUIPMENT PARTS & SUPPLIES	469.90	0.00	Paid	Y 05/01/2024
05012024 120197	AMAZON DIAPHRAGM 7100-7115-6214.00000		05/01/2024 Bjohnson18	05/24/2024 OPERATING SUPPLIES	35.40	0.00	Paid	Y 05/01/2024
05012024 120198	AMAZON TAPE MEASURE 1000-1571-6214.00000		05/01/2024 Bjohnson18	05/24/2024 OPERATING SUPPLIES	93.60	0.00	Paid	Y 05/01/2024
05012024 120199	HOME DEPOT SCREWS/LATHE/DRILL BITS 7100-7115-6214.00000		05/01/2024 Bjohnson18	05/24/2024 OPERATING SUPPLIES	139.33	0.00	Paid	Y 05/01/2024
05012024 120200	FLEET FARM WEED KILLER / TANK 1000-1567-6214.00000		05/01/2024 Bjohnson18	05/24/2024 OPERATING SUPPLIES	709.98	0.00	Paid	Y 05/01/2024
05012024 120201	HOME DEPOT CRABGRASS 1000-1571-6214.00000		05/01/2024 Bjohnson18	05/24/2024 OPERATING SUPPLIES	82.91	0.00	Paid	Y 05/01/2024
05012024 120202	HOME DEPOT WEED KILLER 7100-7115-6214.00000		05/01/2024 Bjohnson18	05/24/2024 OPERATING SUPPLIES	82.91	0.00	Paid	Y 05/01/2024
05012024 120203	ANTHEM SPORTS BASEBALL BASES - CC PURCHASE OVER 1000-1571-6214.00000		05/01/2024 Bjohnson18	05/24/2024 OPERATING SUPPLIES	183.76	0.00	Paid	Y 05/01/2024
05012024 120204	HOME DEPOT PARTS FOR NATIVE ROOT DISPLAY 6200-6220-6924.00000-00072224		05/01/2024 Bjohnson18	05/24/2024 STORM SEWER COLLECTION SYSTEM	2,089.72	0.00	Paid	Y 05/01/2024

06/28/2024 03:42 PM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 05/24/2024 - 05/24/2024
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05012024 120205	APWA APWA MEMBERSHIP - RICHARD 1000-1400-6514.00000						05/01/2024 BJohnson18 DUES & MEMBERSHIPS	05/24/2024	213.63	0.00	Paid	Y 05/01/2024
05012024 120206	APWA APWA MEMBERSHIP - JOSH 1000-1600-6514.00000						05/01/2024 BJohnson18 DUES & MEMBERSHIPS	05/24/2024	213.62	0.00	Paid	Y 05/01/2024
05012024 120207	APWA APWA MEMBERSHIP - JOEL 6000-6005-6514.00000						05/01/2024 BJohnson18 DUES & MEMBERSHIPS	05/24/2024	213.63	0.00	Paid	Y 05/01/2024
05012024 120208	APWA APWA MEMBERSHIP - SCOTT 1000-1500-6514.00000						05/01/2024 BJohnson18 DUES & MEMBERSHIPS	05/24/2024	213.62	0.00	Paid	Y 05/01/2024
05012024 120209	CABELAS WADERS - JENNA 1000-1400-6216.00000						05/01/2024 BJohnson18 CLOTHING & PERSONAL EQUIPMENT	05/24/2024	89.99	0.00	Paid	Y 05/01/2024
05012024 120210	CABELAS RETURN WADERS - JENNA (WRONG SIZE) 1000-1400-6216.00000						05/01/2024 BJohnson18 CLOTHING & PERSONAL EQUIPMENT	05/24/2024	(89.99)	0.00	Paid	Y 05/01/2024
05012024 120211	HOME DEPOT RETURN PARTS - ROOT DISPLAY 6200-6220-6924.00000-0007224						05/01/2024 BJohnson18 STORM SEWER COLLECTION SYSTEM	05/24/2024	(28.03)	0.00	Paid	Y 05/01/2024
05012024 120212	CABELAS WADERS - JENNA 1000-1400-6216.00000						05/01/2024 BJohnson18 CLOTHING & PERSONAL EQUIPMENT	05/24/2024	99.99	0.00	Paid	Y 05/01/2024
05012024 120213	CAT FOOTWEAR WORK BOOTS - JENNA 6200-6212-6216.00000						05/01/2024 BJohnson18 CLOTHING & PERSONAL EQUIPMENT	05/24/2024	114.71	0.00	Paid	Y 05/01/2024

06/28/2024 03:42 PM
User: DTAHOUN
DB: Robbinsdale

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EXP CHECK RUN DATES 05/24/2024 - 05/24/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
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Inv Date Entered By	Due Date	Inv Date Entered By	Due Date	Inv Amt Status	Amt Due Status	Jrnlized Post Date
05012024 120214	AMAZON DYMO LABELS	05/01/2024 Bjohnson18	05/24/2024 OPERATING SUPPLIES	15.00	0.00	Paid Y 05/01/2024
05012024 120215	AMAZON RAM FOR DIAA	05/01/2024 Bjohnson18	05/24/2024 EQUIPMENT PARTS & SUPPLIES	43.75	0.00	Paid Y 05/01/2024
05012024 120216	AMAZON DESK MOUNT - MONITOR	05/01/2024 Bjohnson18	06/19/2024 OPERATING SUPPLIES	25.32	0.00	Paid Y 05/01/2024
05012024 120217	AMAZON EXTERNAL DVD DRIVES	05/01/2024 Bjohnson18	05/24/2024 EQUIPMENT PARTS & SUPPLIES	37.98	0.00	Paid Y 05/01/2024
05012024 120218	SOLARWINDS SOLARWINDS LICENSES	05/01/2024 Bjohnson18	05/24/2024 EQUIPMENT PARTS & SUPPLIES	524.00	0.00	Paid Y 05/01/2024
05012024 120219	AMAZON RAM FOR DIAA	05/01/2024 Bjohnson18	05/24/2024 EQUIPMENT PARTS & SUPPLIES	85.77	0.00	Paid Y 05/01/2024
05012024 120220	AMAZON HARD DRIVE FOR WATCHGUARD DATA	05/01/2024 Bjohnson18	05/24/2024 OPERATING SUPPLIES	247.49	0.00	Paid Y 05/01/2024
05012024 120221	AMAZON COVER FOR PHONE	05/01/2024 Bjohnson18	05/24/2024 OPERATING SUPPLIES	9.99	0.00	Paid Y 05/01/2024
05012024 120222	AMAZON WEB CAMS	05/01/2024 Bjohnson18	05/24/2024 EQUIPMENT PARTS & SUPPLIES	172.47	0.00	Paid Y 05/01/2024

06/28/2024 03:42 PM
User: DTAHOUN
DB: Robbinsdale

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Purchase Card Vendor: 100292 U. S. BANCORP								

05012024 120223	HY-VEE INC FOOD FOR LUNCH & LEARN 7100-7110-6214.00000		05/01/2024 BJohnson18	05/24/2024 OPERATING SUPPLIES	43.96	0.00	Paid	Y 05/01/2024
05012024 120224	HY-VEE INC FOOD FOR LUNCH & LEARN 7100-7110-6214.00000		05/01/2024 BJohnson18	05/24/2024 OPERATING SUPPLIES	92.69	0.00	Paid	Y 05/01/2024
05012024 120225	AMAZON COVER FOR PHONE 7100-7110-6214.00000		05/01/2024 BJohnson18	05/24/2024 OPERATING SUPPLIES	7.99	0.00	Paid	Y 05/01/2024
Total Purchase Card Vendor: 100292 U. S. BANCORP					24,171.43	0.00		
# of Invoices:	114	# Due:	0	Totals:	26,243.38	0.00		
# of Credit Memos:	6	# Due:	0	Totals:	(2,071.95)	0.00		
Net of Invoices and Credit Memos:					24,171.43	0.00		

06/28/2024 03:42 PM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 05/24/2024 - 05/24/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
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--- TOTALS BY FUND ---									
	1000 - GENERAL FUND					18,923.23	0.00		
	6000 - WATER					1,217.79	0.00		
	6100 - SANITARY SEWER					150.95	0.00		
	6200 - STORM SEWER					210.58	0.00		
	6700 - DEPUTY REGISTRAR					19.24	0.00		
	7000 - CENTRAL GARAGE					1,763.19	0.00		
	7100 - CENTRAL SERVICES					1,886.45	0.00		
--- TOTALS BY DEPT/ACTIVITY ---									
	1005 - LEGISLATIVE					275.00	0.00		
	1030 - ADMINISTRATIVE SERVICES					487.16	0.00		
	1050 - FINANCIAL SERVICES					82.99	0.00		
	1200 - POLICE SUPPORT SERVICES					3,056.19	0.00		
	1205 - PATROL SERVICES					1,590.66	0.00		
	1215 - EMERGENCY RESPONSE UNIT					486.98	0.00		
	1220 - INVESTIGATIONS / SPECIAL S					402.58	0.00		
	1260 - FIRE PREVENTION / SUPPRESS					5,950.40	0.00		
	1300 - RECREATION ADMINISTRATION					150.88	0.00		
	1305 - COMMUNITY CENTER OPERATION					249.90	0.00		
	1330 - YOUTH - CHILDREN PROGRAMS					77.05	0.00		
	1370 - FORESTRY					2,125.89	0.00		
	1400 - ENGINEERING SERVICES					328.45	0.00		
	1450 - RENTAL LICENSING					15.90	0.00		
	1500 - PARKS ADMINISTRATION					213.62	0.00		
	1567 - PARKS EQUIPMENT MAINTENANC					709.98	0.00		
	1571 - PARKS BALLFIELD MAINTENANC					2,266.23	0.00		
	1600 - STREETS ADMINISTRATION					213.62	0.00		
	1610 - STREET & BOULEVARD MAINTEN					239.75	0.00		
	6005 - WATER UTILITY ADMINISTRATI					213.63	0.00		
	6010 - WATER UTILITY DISTRIBUTION					864.33	0.00		
	6020 - WATER UTILITY WELL & PLANT					139.83	0.00		
	6115 - SAN SEWER MAINTENANCE					150.95	0.00		
	6212 - STORM SEWER FLOCCULATION P					114.71	0.00		
	6220 - STORM SEWER CAP IMPROVEMEN					95.87	0.00		
	6705 - LICENSE CENTER OPERATIONS					19.24	0.00		
	7005 - CG BUILDING OPERATIONS					34.97	0.00		
	7010 - CG VEHICLE MAINTENANCE					1,728.22	0.00		
	7105 - CS GENERAL OFFICE					30.87	0.00		
	7110 - CS INFORMATION TECHNOLOGY					1,083.14	0.00		
	7115 - CS GOVERNMENT BUILDINGS					772.44	0.00		
--- TOTALS BY PAYMENT CARD ACCOUNT ---									
									179.93

06/28/2024 03:42 PM
User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 05/24/2024 - 05/24/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num Inv Ref#	Vendor Description GL Distribution	Entered By	Inv Date Due Date	Inv Amt Amt Due	Status	Jrnlized Post Date
-- TOTALS BY PAYMENT CARD ACCOUNT --						
0337				70.00		
0371				3,093.91		
0731				1,756.05		
1219				2,052.47		
1355				239.75		
1568				376.17		
2743				1,325.90		
3103				152.63		
4364				402.01		
5111				19.24		
5157				2,762.83		
6348				1,165.07		
6658				(175.00)		
6719				1,476.09		
6932				835.94		
8046				937.56		
8415				1,306.41		
8424				3,934.55		
8631				2,259.92		



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: July 16, 2024
RE: Deputy Registrar's Monthly Financial Statements

Background:

Attached are the Deputy Registrar's financial reports for the month of May 2024 prepared by the Finance department. The reports include monthly and year to date amounts for 2024 with comparable amounts to 2023.

Analysis:

Year-to-date revenues amount to \$282,422, showing an increase of \$61,677 (27.9%) compared to the previous year. Expenditures have risen by \$43,357 (22.8%). The net gain before transfers for the year is \$49,018, which is \$18,320 (59.7%) more than last year.

Passport revenue year to date decreased \$2,801, (4.8%) and motor vehicle fees have increased \$60,961, (38%).

Recommendation:

Approve a motion to acknowledge the Deputy Registrar's financial reports for the month of May 2024.

Attachments:

1. DEPS May 2024 P&L

City of Robbinsdale
Deputy Registrar
Profit and Loss Statement From Operations
For Period Ending May 31, 2024

			Year to Date		% Inc (Dec) from Previous Year
	May-2024	May-2023	2024	2023	
Notary Fees		15	15	55	(72.7%)
Motor Vehicle Fees	45,774	38,903	221,407	160,446	38.0%
Motor Vehicle Fees - Kiosk	1,582		3,543	-	
Boat/Snow/ATV/ORV Fees	815	812	2,164	1,786	21.2%
Fish & Game Fees	24	47	48	59	(18.6%)
Passport Fees	5,896	8,907	55,132	57,933	(4.8%)
Other Revenue	30	79	113	466	(75.8%)
Revenues	<u>54,121</u>	<u>48,763</u>	<u>282,422</u>	<u>220,745</u>	<u>27.9%</u>

Operating Expenses:

Personal Services	50,062	34,201	190,115	143,106	32.8%
Supplies & Repairs	723	3,210	1,416	4,930	(71.3%)
Internal Serv Charges	7,367	7,275	36,835	36,373	1.3%
Other Charges & Services	919	528	4,753	4,002	18.8%
Other (Income) Expense	170	761	285	1,636	0.0%
Total	<u>59,241</u>	<u>45,975</u>	<u>233,404</u>	<u>190,047</u>	<u>22.8%</u>
Operating Income / (Loss)	<u>(5,120)</u>	<u>2,788</u>	<u>49,018</u>	<u>30,698</u>	
Percent to Revenues	-9%	6%	17%	14%	



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: July 16, 2024
RE: Robbinsdale Wine & Spirits' Monthly Financial Statements

Background:

Attached are the Robbinsdale Wine & Spirits' financial reports for the month of May 2024 prepared by the Finance department. The report includes monthly and year to date amounts for 2024 with comparable amounts to 2023.

Analysis:

Year-to-date sales amount to \$1,652,674, reflecting a \$2,531 decrease (0.2%) from the previous year. Gross profit from sales stands at \$462,697, compared to \$453,918 in 2023 (1.9% increase). Our year-to-date gross profit is currently at 28%, meeting our target. The net loss before transfers including the nonoperating revenue/expenses for this year totals -\$34,593, showing a decrease of 650.7% from the net gain of \$6,282 in 2023.

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

Recommendation:

Approve a motion to acknowledge the Robbinsdale Wine & Spirits' financial reports for the month of May 2024.

Attachments:

1. Liquor May 2024 P&L

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending May 31, 2024

	Year to Date				Amount Difference	% Inc (Dec) from Previous Year
	May-2024	May-2023	2024	2023		
Sales	387,370	391,463	1,652,674	1,655,205	(2,531)	(0.2%)
Less Customer Discounts	3,084	4,789	16,120	20,753	(4,633)	(22.3%)
Net Sales	384,286	386,674	1,636,554	1,634,452	2,102	0.1%
Cost of Sales	276,492	285,725	1,173,857	1,180,534	(6,677)	(0.6%)
Gross Profit	107,794	100,949	462,697	453,918	8,779	1.9%
Percent to Net Sales	28%	26%	28%	28%		
Operating Expenses:						
Personal Services	78,663	52,133	290,402	244,880	45,522	18.6%
Supplies & Repairs	1,244	1,793	9,633	8,217	1,416	17.2%
Other Charges & Services	24,622	21,884	115,460	112,100	3,360	3.0%
Depreciation	11,250	11,178	56,250	55,890	360	0.6%
Other (Income) Expense	7	(49)	(395)	49	(444)	(906.1%)
Total	115,786	86,939	471,350	421,136	50,214	11.9%
Operating Income / (Loss)	(7,992)	14,010	(8,653)	32,782	(41,435)	(126.4%)
Percent to Net Sales	-2%	4%	-1%	2%		

Nonoperating Revenues (Expenses)

GASB 87 Adjustment					
Lease Interest Expense	(5,020)	(5,300)	(25,940)	(26,500)	560
	(5,020)	(5,300)	(25,940)	(26,500)	560
Income/(Loss) Before Transfers	(13,012)	8,710	(34,593)	6,282	(40,875)

	Current Month Analysis					Totals
	Liquor	Wine	Beer	Misc	THC	
Sales	156,053	58,864	150,018	11,695	7,655	384,285
Inventory of May 1	316,347	158,042	92,302	9,813	6,342	582,846
Purchases	115,733	44,125	126,129	8,226	5,789	300,002
Less Inventory of May 31	324,470	162,336	102,346	9,710	7,494	606,356
Cost of Sales	107,610	39,831	116,085	8,329	4,637	276,492
Gross Profit	48,443	19,033	33,933	3,366	3,018	107,793
Gross Profit % to Net Sales	31%	32%	23%	29%	39%	
Product % to Total Sales	41%	15%	39%	3%	2%	

City of Robbinsdale
 Robbinsdale Wine & Spirits
 Profit and Loss Statement From Operations
 For Period Ending May 31, 2024

Sales / Cost of Sales Analysis

	<u>May-2024</u>	<u>May-2023</u>	<u>Year to Date</u>		<u>% Inc (Dec) from Previous Year</u>
			<u>2024</u>	<u>2023</u>	
Liquor Sales	156,053	156,806	683,961	690,689	(1.0%)
Liquor Cost of Sales	107,610	113,570	476,028	483,468	(1.5%)
Gross Profit	<u>48,443</u>	<u>43,236</u>	<u>207,933</u>	<u>207,221</u>	<u>0.3%</u>
Percent to Net Sales	31%	28%	30%	30%	
Wine Sales	58,864	62,001	275,899	289,875	(4.8%)
Wine Cost of Sales	39,831	45,440	185,685	196,084	(5.3%)
Gross Profit	<u>19,033</u>	<u>16,561</u>	<u>90,214</u>	<u>93,791</u>	<u>(3.8%)</u>
Percent to Net Sales	32%	27%	33%	32%	
Beer Sales	150,018	157,829	600,948	620,499	(3.2%)
Beer Cost of Sales	116,085	120,552	460,790	479,341	(3.9%)
Gross Profit	<u>33,933</u>	<u>37,277</u>	<u>140,158</u>	<u>141,158</u>	<u>(0.7%)</u>
Percent to Net Sales	23%	24%	23%	23%	
Misc Sales	11,695	10,038	43,418	33,389	30.0%
Misc Cost of Sales	8,329	6,163	31,150	21,641	43.9%
Gross Profit	<u>3,366</u>	<u>3,875</u>	<u>12,268</u>	<u>11,748</u>	<u>4.4%</u>
Percent to Net Sales	29%	39%	28%	35%	
THC Sales	7,655	0	32,327	0	
THC Cost of Sales	4,637	0	20,204	0	
Gross Profit	<u>3,018</u>	<u>0</u>	<u>12,123</u>	<u>0</u>	<u></u>
Percent to Net Sales	39%		38%		
Total Sales	384,285	386,674	1,636,553	1,634,452	0.1%
Total Cost of Sales	276,492	285,725	1,173,857	1,180,534	(0.6%)
Gross Profit	<u>107,793</u>	<u>100,949</u>	<u>462,696</u>	<u>453,918</u>	<u>1.9%</u>
Percent to Net Sales	28%	26%	28%	28%	

Liquor Store Sales - 2023 and 2024

	<u>Jan 23</u>	<u>Jan 24</u>	<u>Feb 23</u>	<u>Feb 24</u>	<u>Mar 23</u>	<u>Mar 24</u>
Liquor	120,997.00	121,361.00	129,535.00	133,115.00	140,562.00	142,226.00
Wine	51,902.00	50,019.00	58,399.00	53,934.00	58,217.00	60,106.00
Beer	105,442.00	97,656.00	111,560.00	112,555.00	119,259.00	121,334.00
THC	-	5,894.00	-	6,006.00	-	6,215.00
Misc	5,147.00	7,251.00	5,664.00	7,602.00	5,807.00	8,766.00
	283,488.00	282,181.00	305,158.00	313,212.00	323,845.00	338,647.00
	<u>Apr 23</u>	<u>Apr 24</u>	<u>May 23</u>	<u>May 24</u>	<u>Jun 23</u>	<u>Jun 24</u>
Liquor	142,789.00	131,206.00	156,806.00	156,053.00	159,354.00	-
Wine	59,356.00	52,976.00	62,001.00	58,864.00	60,566.00	-
Beer	126,409.00	119,385.00	157,829.00	150,018.00	161,572.00	-
THC	-	6,557.00	-	7,655.00	-	-
Misc	6,733.00	8,104.00	10,038.00	11,695.00	11,036.00	-
	335,287.00	318,228.00	386,674.00	384,285.00	392,528.00	-
	<u>Jul 23</u>	<u>Jul 24</u>	<u>Aug 23</u>	<u>Aug 24</u>	<u>Sept 23</u>	<u>Sept 24</u>
Liquor	161,858.00	-	155,405.00	-	149,962.00	-
Wine	60,501.00	-	59,637.00	-	60,972.00	-
Beer	165,483.00	-	147,970.00	-	141,762.00	-
THC	955.00	-	3,705.00	-	4,670.00	-
Misc	11,355.00	-	10,414.00	-	10,108.00	-
	400,152.00	-	377,131.00	-	367,474.00	-
	<u>Oct 23</u>	<u>Oct 24</u>	<u>Nov 23</u>	<u>Nov 24</u>	<u>Dec 23</u>	<u>Dec 24</u>
Liquor	145,378.00	-	146,852.00	-	180,184.00	-
Wine	61,263.00	-	67,984.00	-	82,557.00	-
Beer	132,853.00	-	126,339.00	-	133,731.00	-
THC	4,940.00	-	4,990.00	-	6,602.00	-
Misc	8,031.00	-	7,790.00	-	9,640.00	-
	352,465.00	-	353,955.00	-	412,714.00	-



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: July 16, 2024
RE: Investment Report

Background:

Attached is the investment portfolio information for the quarter ending June 30, 2024, prepared by the Finance Department. The report includes quarterly cash position amounts for 2024, as well as a future economic outlook.

Analysis:

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 June 2024.

Attachments:

1. Q2 2024

Totals & Averages @ Market

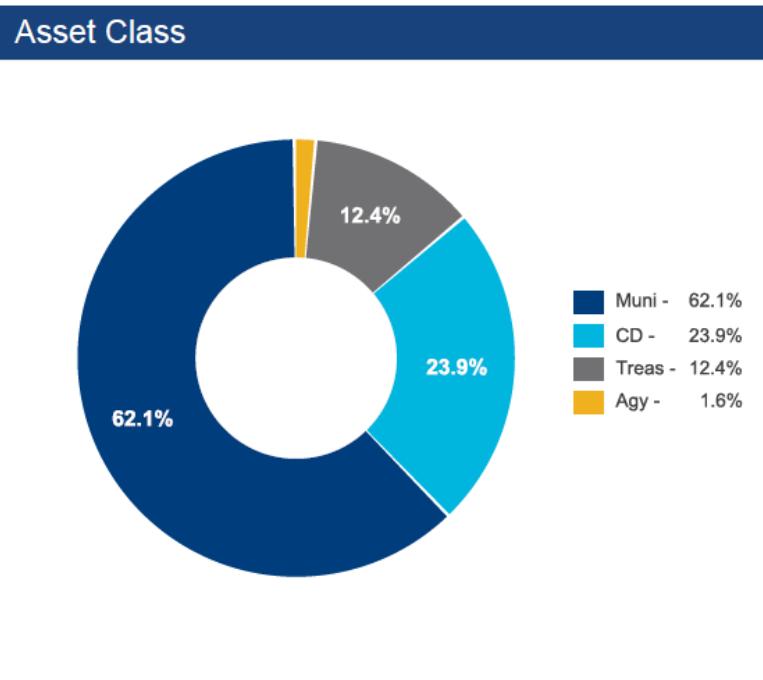
Summary Totals	
Original Face	\$42,236,000
Current Face (Par)	\$42,236,000
Market Principal	\$40,078,765
Accrued Interest	\$229,533
Cash & Cash Alternatives	\$7,462,675
Fixed Income Funds	\$0
Equity Balance	\$0
Total Portfolio Value	\$47,770,973
Next 12mo Cpn Cash Flow	\$963,038
Generic Annual Cpn Cash Flow	\$1,039,325
Weighted Averages	
Coupon*	2.461%
Maturity**	2.15 yrs
Duration	2.01
Yield to Worst	5.043%
Yield to Maturity	5.045%
Market Price*	94.892
Tax Lots Holdings Included	151 of 153

*Par-Wtd, all else Mkt-Wtd.

**Avg life used for principal paydowns, and perpetual securities are assigned a 40 year maturity.

State Board of Investment (SBI) Par \$100,000
 State Board of Investment (SBI) Market Value \$104,773

Asset Class



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.

Economic Outlook

Key Inflation Measure Decelerates

The latest reading of the Personal Consumption Expenditures (PCE) price index, known to be the Federal Reserve's preferred inflation gauge, showed that prices for consumer goods and services were flat in May versus the prior month. The report, released last week by The Bureau of Economic Analysis, confirmed the May Consumer Price Index reading issued a few weeks prior by the Department of Labor. On a "core" basis (excluding food and energy), the PCE price index rose 0.1% on the month, down from 0.3% in April. Compared to the prior year, both the headline and core PCE measures were 2.6% higher, down from rates of 2.7% and 2.8%, respectively, in April.

Housing Prices Hit Another New High

The S&P CoreLogic Case-Shiller 20-City Composite, which measures the changes in value of existing single-family houses across 20 key U.S. metropolitan areas, rose in April by 0.4% versus the prior month, pushing the index to another new high. Compared to the prior year, prices rose at a 7.2% clip, the 10th consecutive month of annual price gains. Prices were higher compared to the prior year across all 20 markets, ranging from +10.3% in San Diego to just +1.7% in Portland.

Consumer Sentiment Remains Subdued

The latest Index of Consumer Sentiment published by the University of Michigan registered 68.2, down marginally from 69.1 in May. The June reading was the lowest since November 2023 and was well off the 10-year average of 83.9. Survey respondents voiced concerns about high prices and weakening incomes. Related, the Conference Board's Consumer Confidence Index also ticked down from 101.3 in May to 100.4 in June, which compares to a 10-year average of 109.6.



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: July 16, 2024
RE: Approval of Licenses

Background:

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

Analysis:

Not applicable.

Recommendation:

By motion, approve issuance of licenses dated 7/16/2024.

Attachments:

1. Lenses

Contractor Licenses for Council Approval

<u>Name</u>	<u>Licensee Type</u>	<u>Fee Amount</u>
AT PLUMBING, HEATING & A/C LLC	Mechanical Contractor	\$50.00
AT PLUMBING, HEATING & A/C LLC	Plumbing Contractor	\$50.00
DEMARS SIGNS	Sign Contractor	\$50.00
GREY DUCT HEATING & AIR CONDITIONING	Mechanical Contractor	\$50.00
HEATING & COOLING DESIGN, INC.	Mechanical Contractor	\$50.00
HILLIARD HEATING & COOLING INC.	Mechanical Contractor	\$50.00
JMS PLUMBING	Plumbing Contractor	\$50.00
MARSH HEATING & AIR CONDITIONING	Mechanical Contractor	\$50.00
MATTSON PLUMBING LLC	Plumbing Contractor	\$50.00
METRO GENERAL SERVICES	Sewer / Water Contractor	\$50.00
MONTICELLO PLUMBING & HEATING LLC	Plumbing Contractor	\$50.00
NACE HEATING & COOLING INC	Mechanical Contractor	\$50.00
NORTH METRO PLUMBING INC	Plumbing Contractor	\$50.00
PASKAR PLUMBING LLC	Plumbing Contractor	\$50.00
PATTON HEATING & A/C INC	Mechanical Contractor	\$50.00
PERFECTION PLUMBING LLC	Plumbing Contractor	\$50.00
PROFESSIONAL MECHANICAL SERVICES	Sewer / Water Contractor	\$50.00
RESIDENTIAL HEATING & A/C	Mechanical Contractor	\$50.00
SEABASS PLUMBING LLC	Mechanical Contractor	\$50.00
SEABASS PLUMBING LLC	Plumbing Contractor	\$50.00
SEDGWICK HEATING & A/C LLC	Mechanical Contractor	\$50.00
SEDGWICK HEATING & A/C LLC	Plumbing Contractor	\$50.00
TWIN CITY HEATING AIR & ELECTRIC	Mechanical Contractor	\$50.00
WOODLAND STOVES & FIREPLACES	Mechanical Contractor	\$50.00

BUSINESS LICENSES FOR COUNCIL APPROVAL

07/16/2024

License Type	Applicant	License Fee
Transient Merchant - Food Truck	HY-VEE	\$100.00
Transient Merchant - Food Truck	La Cochinita	\$100.00
Temporary Food	Ms. Bev's Barbecue	\$100.00
Temporary Food	Robbinsdale Lions	\$100.00



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Patrick Foley, Police Chief
APPROVED BY: Tim Sandvik, City Manager
DATE: July 16, 2024
RE: Donation of gift cards from New Hope Church

Background:

New Hope Church generously donated \$1,000.00 in Gift Cards to the Robbinsdale Police Department. The donation was made to encourage officers “to help meet needs within the community” and “to create good will with the public.”

I would like to request the Robbinsdale City Council accept these donations of gift cards to allow our officers to hand them out in the way requested by New Hope Church. This will be a great opportunity for staff to connect with our community at our events this summer.
Attached is the letter from New Hope Church.

Breakdown of Gift Cards:

Cub Foods	Seventeen \$25.00 Gift Cards	= \$425.00
Holiday Fuel	Sixteen \$25.00 Fuel Cards	= \$400.00
Target	Four \$25.00 Gift Cards	= \$100.00
Aldi	Two \$25.00 Gift Cards	= \$50.00
Hy-Vee	One \$25.00 Gift Card	= \$25.00
	TOTAL	= \$1,000.00

Analysis:

None

Recommendation:

Motion to accept a donation from New Hope Church.

Attachments:

1. New Hope Church Donation Letter



June 3, 2024

Robbinsdale Police Department
Attn: Chief Patrick Foley
4101 Hubbard Ave N
Robbinsdale, MN 55422

Dear Chief Foley,

New Hope Church has a heart to support the communities around it. Not only do we draw many of our attenders from multiple communities, but we are also motivated to help our communities because of God's call to do so.

"But seek the welfare of the city (or community) where I have sent you . . . and pray to the LORD on its behalf, for in its welfare you will find your welfare." Jeremiah 29:7

To encourage your officers, we would like to provide some resources they can use to help minister as first responders to many types of situations. I am enclosing \$1000 worth of gift cards to use to help meet needs within your community. We also hope that these gift cards will be another avenue for your officers to create goodwill with the public.

There are no strings attached to the use of these cards – your officers do not need to refer to the church when they hand them out; these can simply be a gift from the Robbinsdale PD to the community. A generous offering from our women's Bible study groups made this possible this year.

May the Lord continue to bless all you and your officers do to make the city safe and to help it thrive! We appreciate you!

In Christ,

A handwritten signature in black ink that reads "Julie Andersen".
Julie Andersen
Care Director



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Sherry O'Donnell, Admin Support/Deputy City Clerk
APPROVED BY: Tim Sandvik, City Manager
DATE: July 16, 2024
RE: Annual Chamber of Commerce Meet and Greet

Background:

The Robbinsdale Chamber of Commerce submitted a block party application for their annual event, "Robbinsdale Main Street Meet and Greet". They have requested permission to block West Broadway from the Walgreens Rx pick-up driveway to 42nd Avenue, and 41 ½ Avenue from West Broadway to Hubbard Avenue, on Monday, September 9, 2024, from 5:00 p.m. to 8:30 p.m. The event hours are 5:30 p.m. to 7:30 p.m.

Restaurants on West Broadway will be serving food out of their businesses. No additional licensing is required, since existing restaurants already have appropriate licenses. If there are any changes, staff has asked the event organizers to notify city staff.

The Police Chief approved the application. The Public Works Director/City Engineer approves and notes that this is a State Aid street, but the requested closure conforms to the City Council adopted policy. Barricades will be used at 42nd Avenue North and at the Walgreens Rx pick-up driveway.

Analysis:

None

Recommendation:

By motion, approve the request for the Robbinsdale Chamber of Commerce to hold their annual event on Monday, September 9, 2024, from 5:30 p.m. to 7:30 p.m. (road closure 5:00 p.m. to 8:30 p.m.) on West Broadway from the Walgreens Rx pick-up driveway to 42nd Avenues, and 41 ½ Avenue from West Broadway to Hubbard Avenue, and direct staff accordingly.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Heather Rand, Community Development Director
APPROVED BY: Tim Sandvik, City Manager
DATE: July 16, 2024
RE: Second reading of an Ordinance amendment to Section 510.11 Subd. 1 (f) of the Robbinsdale zoning ordinance increasing the minimum setback for detached garages with metal roofs to five feet

Background:

CHAPTER V. Planning And Land Use Regulation, Section 510.11 of the Robbinsdale City Code, regulates accessory structures and uses including garages. Current zoning code requires detached garages adjacent to alleys to have a minimum setback of 2 feet and allows for a 12" roof eve overhang. The result of this allowance is that the edge may be one foot beyond the alley setback. The most common roofing and re-roofing material for garages has been asphalt shingles. However, standing seam metal roofs are becoming more common place and this can present a challenge for the city public works staff in keeping the city's alleys free and clear of snow accumulations due to metal roof snow sliding in sheets onto alleys during post snowstorm melts.

Analysis:

The proposed zoning code amendment is in response to a snow issue encountered by public works staff while clearing snow in an alley after a sizable snow event. A detached garage on an alley had been re-roofed with standing seam metal that sloped toward the alley. While standard asphalt roof shingles snow melt tends to drip off a roof, metal roof snow accumulations tend to accumulate sometimes many inches deep and remain on the roof for days or weeks, and then with enough natural warming, the snow eventually slides off the roof in a solid sheet, depositing a huge pile of snow into the alley. This is a safety issue and also impacts the quality of city snow removal service in an alley as the snow piles can occur days or weeks after a major snow event. To minimize the burden metal roofs have on alley snow clearing, staff suggest that the accessory building setback on alleys for detached garages be increased to five feet for metal roofs/re-roofs in city code.

The planning commission held a public hearing on May 16th, 2024 to gather public input and consider the proposed change to Chapter V. Section 510.11 Subd. 1 (f) with the proposed new 5 foot setback requirement for metal roofs and no public comments were received. At the May 16, 2024 planning commission meeting, the commission unanimously moved to recommend that the Robbinsdale City Council adopt the zoning code amendment with a 3-0 vote (2 absent).

Recommendation:

Hold the Second Reading of the Ordinance that amends City Code Chapter V, Section 510.11. Accessory structures, uses & equipment. Subd. 1 (f) that adds specific language increasing the minimum setback for detached garages with metal roofs to five feet and adopt into code.

Attachments:

1. 2024 Ord Metal Roof Amend

Member _____ moved and Member _____ seconded a motion that the following Ordinance, which was given its first reading on June 18, 2024 be given its second reading this 9th day of July, 2024 and be adopted.

ORDINANCE 24-

**AN ORDINANCE AMENDING SECTION 510.11 SUBD. 1 (F) OF THE ZONING
ORDINANCE INCREASING THE MINIMUM SETBACK FOR DETACHED GARAGES
WITH METAL ROOFS TO FIVE FEET**

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:

- 1) That Section 510.11, Subdivision 1. Accessory structures, uses & equipment adopted.

Is hereby amended with the following new language added shown in bold and underlined:

Subd. 1. Accessory buildings permitted or conditionally permitted. All accessory buildings are subject to the following restrictions:

- (a) No accessory building shall be permitted on any lot prior to the time of the issuance of the building permit for the construction of a principal building.
- (b) Accessory buildings in the rear yard shall not be closer than 1-1/2 feet to any lot line.
- (c) Accessory buildings in a side yard shall not be any closer than five feet to the lot line. If an accessory building is located in a corner side yard, then the required setback shall be the same as what is required for the principal building.
- (d) No accessory building shall be built within six feet of the principal building unless it is connected to the principal building by a living space.
- (e) No detached accessory building shall be placed in the front yard.
- (f) Accessory buildings shall be setback from any alley right-of-way a minimum of two feet except in the case of a metal roof draining towards the alley the setback shall be increased to five feet.

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

**City Code CHAPTER V, Planning and Lan Use Regulation Section 510.11 Building
Code Subd. 1. Accessory structures, uses & equipment (f) is being amended to
increase setback from alley right-of-way for a detached garage with metal roof to
five feet.**

First Reading: YEAS: Blonigan, Murphy, Parisian, Wagner

NAYS: None

Second Reading: YEAS:

NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS 9th DAY OF JULY 2024.

William A. Blonigan, Mayor

ATTEST:

Chase Etem-Peterson, City Clerk



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: July 16, 2024
RE: Resolution appointing Election Judges for the 2024 State Primary Election

Background:

Minnesota Statute 204B.21, subd. 2, states that election judges for precincts in a municipality shall be appointed at least 25 days before the election of the governing body of the municipality.

The attached resolution indicates the names of the applicants for appointment by the City Council. In addition, the same statute allows the City Council, by resolution, to authorize the City Clerk to appoint and train election judges, if needed, within the 25 days prior to the election. Staff will continue to accept applications in the event additional election judges are needed.

Minnesota Statute 204B.20 requires the City Council to appoint a head judge in each precinct. Staff proposes appointing Jill Walker Markie (Ward 1), Mark Masica (Ward 2), Dee Lunzer (Ward 3), and Becky Hippert (Ward 4), as head judges in the attached resolution.

Analysis:

In order to serve as an election judge, individuals must be appointed by the City Council and successfully complete training. An election judge must also be eligible to vote in the State of Minnesota, and be able to read, write, and speak English.

Recommendation:

Motion to Adopt a Resolution appointing election judges for the State Primary Election, August 13, 2024.

Attachments:

1. Election Judges Resolution - State Primary

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 16th day of July 2024.

RESOLUTION NO.

**A RESOLUTION APPOINTING ELECTION JUDGES FOR THE STATE PRIMARY
ELECTION AUGUST 13, 2024**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE,
MINNESOTA, THAT:**

1. The persons herein named are appointed judges for the State Primary Election August 13, 2024, in the City of Robbinsdale, County of Hennepin, State of Minnesota. The judges appointed are as follows:

Beth Kramer	Keith Scott	Becky Hippert*
John Davitt	Michael Hlebaen	Gary Remus
Kenn Patterson	Susan Malbon	Elizabeth Binder
Lisa Hathaway-Westling	Veronica Bartsch	Kim Workman
Tina Weitzel	Adam Krueger	Paula Schaefer
Brittnie Homstad	Cordelia Frykman	Mike Brown
Jill Walker Markie*	Michael Meehan	Paula Gibbons
Marie Richardson	Gary Becklund	Philip Flatten
Joan Tait	Andrea Dvorak	Erin Hart
Jillian Vanhees	Dee Lunzer*	Gary Gallina
Mark Masica*	Hillary Drake	Randall Voelker
Peter Peterson	Molly Beahen	Thomas Sweeney
Sheryl Mertz	Carmella Elizondo-Hudak	Amy Vansteenburg
Brenda Remus	Melissa Kaercher	Dustin Leslie
Joel Flygare	Ann Beckman	Judy Peters
Mary Donovan	Colleen Patterson	Myla Doss
Angela Hammill	David Mathias	Larin Bergman
Keighley Bailey	Robert Papousek	

2. Polls shall be open from 7:00 am until 8:00 pm and the election judges shall work from 6:00 am until votes are counted or unless otherwise indicated.
3. Election judges with * next to their name denotes a head judge designation.
4. The city Council authorizes the City Clerk to appoint additional election judges within 25 days before the State Primary Election if the City Clerk determines that additional election judges will be required. Election judges appointed within 25 days of the State Primary must also complete the required training.

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

and the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED
THIS 16th DAY OF JULY 2024.

William A. Blonigan, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Sherry O'Donnell, Admin Support/Deputy City Clerk
APPROVED BY: Tim Sandvik, City Manager
DATE: July 16, 2024
RE: The Gathering Community Church Event

Background:

The Gathering Community Church, 3620 43rd Avenue North, submitted a block party/event application for a – “back 2 school party”. The event is scheduled for Sunday, August 11, 2024, from 1:00 p.m. until 3:00 p.m. It is a free event. No street closures requested. The event will take place on the parking lot. Guests would park on the area streets and must follow parking ordinances. They are expecting approximately 200 people.

The Police Chief and Public Works Director/City Engineer approved the application. Emergency vehicle access must be adhered to at all times. If cooking under tents, certificates of fire rating will be required. There must be up-to-date fire extinguishers at cooking locations.

There will be live music from smaller acoustic instruments. Special approval is not required, since the music will end before 10:00 p.m.

Churches are exempt from food licensing, so no temporary foods license is required, but staff has requested that the church confer with the Department of Health for any possible state permitting.

Analysis:

None

Recommendation:

By motion, approve the request for The Gathering Community Church, 3620 43rd Avenue North, block party/event application for a – “back 2 school party”. The event is scheduled for Sunday, August 11, 2024, from 1:00 p.m. until 3:00 p.m.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Sherry O'Donnell, Admin Support/Deputy City Clerk
APPROVED BY: Tim Sandvik, City Manager
DATE: July 16, 2024
RE: Public Safety Annual Open House

Background:

The Robbinsdale Fire Department submitted an application for the annual Public Safety Open House on Saturday, August 10, 2024. The requested road closure is Hubbard Avenue North between 41st and 41 ½ Avenues North from 11:00 a.m. until 3:00 p.m.

Analysis:

The application has been reviewed and approved by the Police Chief and the Public Works Director/City Engineer.

The Public Works Director/City Engineer recommends approval subject to:

1. The bus company be contacted so bus traffic can be re-directed for the duration of the closure. This is a State Aid street, but the requested closure conforms to City Council adopted policy.
2. Barricades used to keep traffic out of the closed section of road with the northern end allowing vehicles an easy way of exiting.
3. The Public Works Director/City Engineer recommends that Broadway Court and 4628 41st Ave N (formerly Robin Hotel) be notified of the closure.
4. The street should be cleared of any trash at the end of the event.

The Robbinsdale Lions will sell food. The City Clerk's office will ensure proper city and county licensing is completed.

Recommendation:

By motion, approve the application for the annual Public Safety Open House on Saturday, August 10, 2024 with the closure of Hubbard Avenue North between 41st and 41 ½ Avenues North from 11:00 a.m. until 3:00 p.m., along with recommendations noted in this memo.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Sherry O'Donnell, Admin Support/Deputy City Clerk
APPROVED BY: Tim Sandvik, City Manager
DATE: July 16, 2024
RE: Sacred Heart Church Fun Fest

Background:

Sacred Heart Church, 4087 West Broadway, submitted a block party/event application for their annual “Fun Fest” event. The event is scheduled for Saturday, September 14, 2024, from 2:00 p.m. until 10:30 p.m. No street closures requested. The event will take place on the parking lot of 4087 West Broadway and in the Activities Building.

The Police Chief and Public Works Director/City Engineer approve the application. The Fire Marshal approves with the following conditions: maintain emergency vehicle access at all times, use fire rated tents if cooking under them and provide certificates of fire rating, and must have up-to-date fire extinguishers at cooking locations.

The Police Chief informed that Police Reserves will be on site, if available.

There will be live music playing under a large tent in the parking lot off West Broadway. The band, “45rpm” will play from 7:00 p.m. to 10:30 p.m.

The live band is scheduled to perform until 10:30 p.m. on Saturday, September 14, 2024. Per City Code (2005.15, Subd.1), after 10:00 p.m. *it is unlawful to participate in a party or gathering of people from which noise or music emanates in sufficient volume such as to unreasonably disturb the peace, quiet or repose of persons residing in a residential area. The city council may in its discretion approve a request for extended hours for an event(s).*

The church has applied for a City temporary liquor license. Staff will ensure that the appropriate state license is obtained. Food licenses are not required for churches.

Analysis:

None

Recommendation:

By motion,

1. Approve the request for the Sacred Heart Church Annual Fun Fest, Saturday, September 14, 2024, 2:00-10:30 p.m., with music ending at 10:30 p.m.
2. Find that the Fun Fest qualifies as a community event and eligible for extended outdoor music until 10:30 p.m. per City Code (2005.15, Subd.1).
3. Approve the Police Chief's recommendation that Police Reserves will be on site, if available.

4. Approve the temporary liquor license.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: July 16, 2024
RE: Police Department – Purchase of Police Vehicle

Background:

An additional police vehicle needs to be ordered due to the supply chain. This vehicle was scheduled to be replaced in 2024.

Analysis:

The police department is requesting to purchase one new police vehicle from North Country Ford through the state contract # 188747 at a total cost of \$53,309. The new vehicle will be a 2024 Tahoe.

All vehicles are licensed and titled at the Robbinsdale Deputy Registrar Office.

Recommendation:

By Motion, authorize the City Manager and Finance Director to issue a purchase order in the amount of \$53,309 to North Country Ford for one Ford Police Tahoe (excluding applicable build-up, delivery, and licensing).

Attachments:

1. North Country



NORTH COUNTRY CHEVROLET
1502 E HOWARD ST
HIBBING, MN 55746

FLEET TRANSIT TAX

DEAL# : 4004870

CUST# : 123763

Stock # : 92839

Date: 06/14/2024

Salesperson: BOB OHARA

RETAIL PURCHASE AGREEMENT

Purchaser Name: CITY OF ROBINSDALE DOB: N/A D.L.#: N/A
Purchaser Name: N/A DOB: N/A D.L.#: N/A
Address: 4101 HUBBARD AVE N MINNEAPOLIS MN 55422 County: N/A
Telephone (1): 763-910-1777 Telephone (2): N/A Email: N/A
Insurance Co.: N/A Policy #: N/A
Lienholder: CASH DEAL Lienholder Address: _____

The above information has been requested so that we may verify your identity. By signing below, you represent that you are at least 18 years of age and have authority to enter into this Agreement. Unless otherwise indicated in this Agreement, the Odometer Reading for the Vehicle you are purchasing from us is accurate. Please refer to the Federal Mileage Statement for full disclosure.

YEAR	MAKE	MODEL	BODY	TRANSMISSION	COLOR	INTERIOR
2024	CHEVROLET	Tahoe	UV	N/A	BLACK	JET BLACK
VIN #			ODOMETER READING <input type="checkbox"/> Not Accurate	10	LICENSE PLATE NO. N/A	STATE EXP. DATE N/A N/A
1GNSKLED8RR282839						

THE VEHICLE IS: NEW USED PRIOR USE DISCLOSURE: PRIOR LEASE RENTAL DEMONSTRATOR OTHER N/A

WARRANTY STATEMENT		CASH PRICE OF VEHICLE	50289.08
Any warranties by a manufacturer or supplier other than our Dealership are theirs, not ours, and only such manufacturer or supplier shall be liable for performance under such warranties. We neither assume nor authorize any other person to assume for us any liability in connection with the sale of the Vehicle and related goods and services. If we enter into a service contract with you at the time of, or within 90 days of, the date of this transaction, we may not limit or modify the implied warranties.		OTHER GOODS/SERVICES:	N/A
		N/A	0.00
		N/A CASH PRICE LESS REBATES: 50289.08	N/A
		N/A	N/A
AS-IS: We expressly disclaim all warranties, express and implied, including the implied warranties of merchantability and fitness for a particular purpose. The entire risk as to the quality and performance of the Vehicle and related goods and services is with the Purchaser.		PO# LETTER	TOTAL
<input type="checkbox"/> AS-IS: We expressly disclaim all warranties, express and implied, including the implied warranties of merchantability and fitness for a particular purpose. The entire risk as to the quality and performance of the Vehicle and related goods and services is with the Purchaser.		REGISTRATION TAX	N/A
<input type="checkbox"/> WITH THE FOLLOWING USED MOTOR VEHICLE LIMITED WARRANTY: <input type="checkbox"/> Less than 36,000 miles, the warranty is for 60 days or 2,500 miles, whichever comes first. <input type="checkbox"/> 36,000 to 74,999 miles, the warranty is for 30 days or 1,000 miles, whichever comes first.		PLATE FEE	N/A
Please see the Used Motor Vehicle Limited Warranty. Any implied warranties are limited in duration to the term of the Limited Warranty.		PUBLIC SAFETY VEHICLE FEE	N/A
<input type="checkbox"/> OTHER: N/A		TRANSFER TAX	N/A
TRADE-IN VEHICLE INFORMATION		TITLE/TRANSFER FEE	N/A
YEAR: N/A	MAKE: N/A	STATE: N/A	EXP. DATE: N/A
COLOR: N/A	ODOMETER READING <input type="checkbox"/> Not Accurate	STATE/DEPUTY FILING FEE	N/A
VIN#: N/A		TITLE TECHNOLOGY SURCHARGES	N/A
LICENSE PLATE: N/A	STATE: N/A	LIEN FEE	N/A
LIENHOLDER: N/A	EXP. DATE: N/A	N/A	N/A
DOES YOUR TRADE-IN HAVE A BRANDED TITLE OR INSURANCE SALVAGE HISTORY? YES <input type="checkbox"/> NO <input type="checkbox"/>		N/A	N/A

IMPORTANT: THIS MAY BE A BINDING CONTRACT AND YOU MAY LOSE ANY DEPOSITS IF YOU DO NOT PERFORM ACCORDING TO ITS TERMS.

X _____
OTHER MATERIAL UNDERSTANDINGS AND INTEGRATED DOCUMENTS
 PLEASE SEE THE DELIVERY CONFIRMATION

*Documentary Fee: This fee may be charged by the Dealership for preparing, handling, and processing documents relating to the closing of a sale. This fee is not an official fee, is not required by law, and may result in a profit for the Dealership.

I have read all of the terms and conditions of this Agreement and agree to them as if they were printed above my signature. I further acknowledge receipt of a copy of this Agreement. This Agreement shall not become binding until signed and accepted by an Authorized Dealership Representative.

06/14/2024

Purchaser Date

Accepted by Authorized Dealership Representative

06/14/2024

Date

N/A

Print Name

96692*1*NCC-FI
CATALOG # 8963277 CUSTOM

06/13/2024 05:35 pm
© 2020 CDK Global, LLC Minnesota (05/20)

DealerCAP

ADDITIONAL AGREEMENTS BETWEEN THE DEALERSHIP AND PURCHASER(S)

1. **Terms Used In This Agreement:** This Retail Purchase Agreement contains the following words and phrases that appear throughout this Agreement and have particular meanings:
 - **Agreement** - Means all of the pages of this Retail Purchase Agreement together with any documents incorporated into this Agreement by reference, whether such reference is made in this Agreement or in the document itself.
 - **You, Your** - Means the Purchaser(s) identified in this Agreement.
 - **We, Us, Our** - Means the Dealership that is identified in this Agreement and its Authorized Representatives.
 - **Manufacturer** - Means the company that manufactured the Vehicle.
 - **Vehicle** - Means the Vehicle that you are purchasing from us as described in this Agreement.
 - **Trade-In Vehicle** - Means the vehicle you are delivering to us as part of this transaction as identified in this Agreement.
2. **Our Right to Increase the Price:** We may increase the price of the Vehicle after we accept this Agreement if the Trade-In Vehicle is reappraised, new equipment is required by state or federal law, or the increase is caused by state or federal tax rate changes. If the price is increased, you may cancel this Agreement with full refund of any Deposit/Down Payment, provided that the cancellation occurs prior to you taking delivery of the purchased Vehicle.
3. **Manufacturer's Design Changes:** In the event the Manufacturer changes or modifies the design of or any part or accessory of the Vehicle after your order for the Vehicle has been entered by us, you will not have any claim or right against us if the Vehicle does not contain such changes or modifications, nor shall we be required to effect such changes or modifications to the Vehicle.
4. **Your Representations and Warranties:** You represent, warrant and affirm to us that (a) You are not purchasing a new Vehicle for resale or export within the period beginning on the date the Vehicle title is issued to you and ending on the date one (1) year thereafter. You confirm that we are relying on this representation and agree that we would not sell the Vehicle to you without this representation. If we are required by the Manufacturer to forfeit or repay any manufacturer incentives, such cost, loss or harm suffered as a result of or arising because of your breach; (b) the Deposit/Down Payment and any amounts due to us have been paid in full, any check or other payment instrument given to us or any electronic payment you make will be honored, and that no part of the Deposit/Down Payment has been loaned to you by us or any third party; (c) all statements made by you in this Agreement and any other documents completed in connection with this transaction are true and correct; and (d) you are who you have represented yourself to be and you have purchased the Vehicle for your own use and not on behalf of another person, unless you have disclosed otherwise to us.
5. **Your Representations Regarding the Trade-In Vehicle:** Any Trade-In Vehicle delivered by you to us in connection with this transaction shall be accompanied by a Certificate of Title or documents sufficient to enable us to obtain a Certificate of Title to the Trade-In Vehicle in accordance with applicable state law. You warrant that the Trade-In Vehicle delivered to us is properly titled to you, has never been titled as or declared a total loss, salvage, junk, reconstructed, rebuilt, flood, lemon or buyback vehicle, or any other title brand; that you have the right to sell or otherwise convey such Trade-In Vehicle; that such Trade-In Vehicle is free and clear of liens or encumbrances, except as may be noted in this Agreement; that all emission control equipment is on the Trade-In Vehicle and appears properly connected and undamaged; that you have accurately disclosed any information known to you regarding prior use of the vehicle, prior damage, paint work, modifications and any mechanical defects; and, unless you have told us otherwise, that you have not removed equipment from the Trade-In Vehicle subsequent to our appraisal, that the odometer reading shown is accurate, and all airbags in the vehicle are of original equipment and have never been deployed or disconnected.
6. **Trade-In Vehicle Payoff:** If you are delivering a Trade-In Vehicle in connection with this transaction and the actual amount of the Balance Owed on the Trade-In Vehicle is greater than the amount of the Balance Owed as listed in this Agreement, you agree to pay the difference to us. If the actual amount of the Balance Owed is less than the amount listed, we will pay or credit the difference to you.
7. **Our Appraisal of Your Trade-In Vehicle:** If you are delivering a Trade-In Vehicle to us in connection with this transaction and the delivery will not be made until delivery of the Vehicle being purchased from us, we shall have the right to reappraise your Trade-In Vehicle at the time of delivery. The reappraised amount shall be the amount allowed for the Trade-In Vehicle in this transaction. If you are dissatisfied with the reappraisal, you may cancel this Agreement with full refund of any Deposit/Down Payment, provided that the cancellation occurs prior to you taking delivery of the purchased Vehicle.
8. **Remedies Upon Cancellation:** You agree that we are not liable for any damages resulting from our failure to deliver the Vehicle if the failure is caused by the manufacturer, an accident, fire, act of nature or any other causes beyond our control. This Agreement may be renegotiated or canceled (with full refund of any Deposit/Down Payment) if the Vehicle is not delivered to you on the date specified or pursuant to Paragraphs 2 or 7. If you have delivered a Trade-In Vehicle to us, the Trade-In Vehicle will be returned to you if we have not already sold it. If we have already sold the Trade-In Vehicle, we will refund the agreed-upon Trade-In Allowance. Regardless of whether we return the Trade-In Vehicle or have already sold it, you shall be responsible for paying to us the Balance Owed on the Trade-In Vehicle if we have paid the Balance Owed to the Lienholder. We may keep any portion of the amount you have paid to us as a Deposit/Down Payment and any Trade-In Allowance we owe to you to offset against the amount you owe us. If the actual amount you owe to us is greater than the amount of the Deposit/Down Payment, you agree to pay the difference to us. If the actual amount you owe is less than the amount of the Deposit/Down Payment, we will pay the difference to you. You are responsible for paying the cost of repairing any damage and any other losses, liabilities, damages, claims, costs and expenses arising out of your use, possession and control of the Vehicle.
9. **Purchaser's Default and Dealership's Remedies:** In the event you have agreed to pay the Total Amount Due on Delivery in cash or financing is being obtained by you through a credit source of your choice and we do not receive the Total Amount Due on Delivery from you at the time of delivery of the Vehicle or on the date promised in this Agreement, you fail to perform any of your other obligations under this Agreement, or you breach any representation or warranty made by you to us, we shall be permitted, at our sole discretion, to the choice of remedies in this Agreement, which may be used separately or together, including (if permitted by law): (1) cancel this Retail Purchase Agreement; (2) repossess the Vehicle without notice; (3) rescind the sales transaction; (4) seek collection for amounts due; (5) retain any cash down payment made by you; (6) seek collection for the amount of any actual damages we incur due to your default, including: sales taxes, title and registration fees or similar governmental charges, a reasonable allowance for excessive wear and tear and a deduction for personal use of Vehicle; and/or (7) in the event that you have delivered a Trade-In Vehicle as part of the consideration for your purchase of the Vehicle from us, to sell such Trade-In Vehicle and reimburse the Dealership out of the proceeds of such sale for any reasonable expenses incurred in connection with preparing and offering the Trade-In Vehicle for sale and any actual damages suffered by us as a result of your default. Regardless of whether we return the Trade-In Vehicle or have already sold it, you shall be responsible for paying to us the Balance Owed on the Trade-In Vehicle if we have paid the Balance Owed to the Lienholder and for any reasonable expenses incurred by us in connection with preparing or reconditioning the Trade-In Vehicle for sale. Any remedies in this Paragraph 9 shall be in addition to, and not in lieu of, any other remedies available under the Retail Purchase Agreement or at law or equity. Any waiver of all or part of a remedy hereunder is not a continuing waiver. If the actual amount you owe to us is greater than the amount of the down payment and/or proceeds from the sale of your Trade-In Vehicle, you agree to pay the difference to us upon demand and if the actual amount you owe is less, then we will pay the difference to you.
10. **Security Agreement:** Purchaser hereby grants the Dealership, its successors and assigns, a security interest in the Vehicle, equipment and accessories to be purchased pursuant to this Agreement, and such security interest shall remain in effect until all sums due hereunder have been paid in full. The Dealership shall have a lien on the Vehicle and all rights of a secured party under the laws of the State of Minnesota and the Uniform Commercial Code, including all rights of repossession, until the Dealership has been paid in full. This security interest is separate and apart from, but subordinate to, any interest granted to a third-party lender if the Vehicle is being purchased on credit.
11. **Other Products and Services:** The Dealership offers its customers goods and services from various suppliers. The amounts charged to customers for such goods or services may be greater than the Dealership's cost, and/or the Dealership may receive a commission or other payment in connection with such sale. You are not required to purchase any other goods or services from us, nor are you required to finance the Total Amount Due on Delivery under this Agreement with a particular lending source. In the event this Agreement includes a charge for other goods or services for which you must complete an application for coverage, and for any reason such coverage cannot be provided, you will receive a credit for the amount charged. If the cost of other goods or services was included in the amount to be financed in connection with this transaction, then this credit will be applied to the outstanding balance you owe to the Lender.
12. **Dealer Assisted Financing:** If we assist you to obtain financing for this transaction, the Annual Percentage Rate may be negotiated with us and we may receive a fee, commission or other compensation from the Lender. We do not make any representations or warranties regarding whether you obtained the best rate or could have obtained a better rate from us or a third party.
13. **CONTRACTUAL DISCLOSURE STATEMENT (USED VEHICLES ONLY) SPANISH TRANSLATION:** Guía para compradores de vehículos usados. La información que aparece en la ventanilla de este vehículo forma parte de este contrato. La información contenida en el formulario de la ventanilla anula cualquier provisión que establezca lo contrario y que aparezca en el contrato de venta.
14. **GOVERNING LAW:** THE TERMS AND CONDITIONS OF THIS AGREEMENT (INCLUDING ANY DOCUMENTS WHICH ARE A PART OF THIS TRANSACTION OR INCORPORATED HEREIN BY REFERENCE) AND ANY SALE HEREUNDER WILL BE GOVERNED BY THE LAWS OF THE STATE OF MINNESOTA.
15. **LIMIT ON DAMAGES:** TO THE EXTENT PERMITTED BY MINNESOTA LAW, PURCHASER EXPRESSLY WAIVES AND SHALL NOT BE ENTITLED TO RECOVER FROM THE DEALERSHIP ANY CONSEQUENTIAL DAMAGES, DAMAGES TO PROPERTY, DAMAGES FOR LOSS OF USE, LOSS OF TIME, LOSS OF PROFITS OR INCOME, OR ANY OTHER INCIDENTAL DAMAGES.
16. **Entire Agreement and Signing Other Documents:** This Agreement and any documents which are part of this transaction or incorporated herein by reference comprise the entire agreement affecting this transaction. No other agreement or understanding of any nature has been made or will be recognized. You agree to sign any and all documents necessary to complete the terms of this transaction.

Customer's Name: CITY OF ROBINSDALEDeal/Stock No.: 92839**ODOMETER DISCLOSURE STATEMENT**

Federal law (and State law, if applicable) requires that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

I, NORTH COUNTRY CHEVROLET (transferor's name, Print) state that the odometer now reads 10 (no tenths) miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described below, unless one of the following statements is checked.

- (1) I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.
- (2) I hereby certify that the odometer reading is **NOT** the actual mileage.

WARNING - ODOMETER DISCREPANCY.

MAKE CHEVROLET	MODEL Tahoe	BODY TYPE UV
VEHICLE IDENTIFICATION NUMBER 1GNSKLED8RR282839	YEAR 2024	

X
TRANSFEROR'S SIGNATURE

NORTH COUNTRY CHEVROLET

PRINTED NAME

1502 E HOWARD ST

TRANSFEROR'S ADDRESS (STREET)

HIBBING

CITY

MN

STATE

55746

ZIP CODE

06/14/2024

DATE OF STATEMENT

X

TRANSFeree'S SIGNATURE

CITY OF ROBINSDALE

PRINTED NAME

4101 HUBBARD AVE N

TRANSFeree'S ADDRESS (STREET)

MINNEAPOLIS

CITY

MN

STATE

55422

ZIP CODE

CERTIFICATE OF ORIGIN FOR A VEHICLE



2174

DATE
05/27/24

VEHICLE IDENTIFICATION NO.

1GNSKLED8RR282839

YEAR

2024

RBLPD019

INVOICE NO.

10D81372889

MAKE

CHEVROLET

SHIPPING WEIGHT

5633

SERIES OR MODEL

CK10706

BODY TYPE

TAHOE 4WD FOUR DOOR SUV

H.P. (S.A.E.)

45.7

G.V.W.R.

7600

NO. CYLS.

08

N.T.R.
1/2

P. O. NUMBER LTR

I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the Invoice Number indicated to the following distributor or dealer.

NAME OF DISTRIBUTOR, DEALER, ETC.

04354 DGNSMN

NORTH COUNTRY CHEVROLET GMC
1502 E HOWARD
HIBBING MN 55746-6002

It is further certified that this was the first transfer of such new vehicle in ordinary trade and commerce.

* THIS VEHICLE*
* HAS A *
* 50-STATE *
* EMISSION *
* SYSTEM *

GENERAL MOTORS LLC

BY:

Keri L. Sizzi

(SIGNATURE OF AUTHORIZED REPRESENTATIVE)

(AGENT)

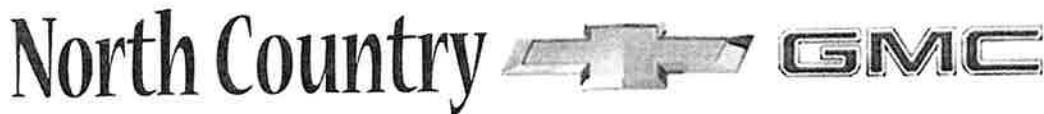
G93115364

DETROIT

MI 48243-1114

CITY - STATE

GM-521 REV 10-05 DK390000101993



1502 E Howard St - P.O. Box 528, Hibbing, MN 55746

P: (218) 231.9004

To Whom It May Concern **CITY OF ROBINSDALE:**

We, the dealership, need to retain proof of motor vehicle tax paid. According to the state of Minnesota's Motor Vehicle Industry Guide (see website: <https://www.revenue.state.mn.us/guide/nontaxable-transactions>) some entities are exempt, and some entities are required to pay motor vehicle tax.

We need two items:

A current copy of your ST3 Form (Minnesota tax exempt form). This show that you are exempt from vehicle sales tax, not the motor vehicle registration tax.

And we need one of the following:

1. A copy of the DMV paperwork showing that motor vehicle tax was paid.
2. A copy of why the transaction was exempt: Example DMV paperwork showing exemptions claimed or a letter from a Entity official stating why the vehicle is exempt.
3. OR remit the motor vehicle tax to us and we will pay it to the state.

Below is a list of vehicles that we are requesting proof of motor vehicle taxes paid.

Year Purchased: 2024 CHEVROLET TAHOE POLICE

VIN: 1GNSKLED8RR282839

Please email copies to Corey Nikko at coreynikko@northcountrychevroletgmc.com, or fax **218-262-2502**, or mail to North Country GM, PO Box 528, 1502 E Howard St. Hibbing, Mn 55746. Thank you for your time and help with this.

Sincerely,

Corey Nikko
Fleet Admin
218.293.4202
CoreyNikko@NorthCountryChevroletGMC.com
North Country Chevrolet GMC

	<p>Each undersigned seller certifies to the best of his knowledge, information and belief under penalty of perjury that the vehicle is new and has not been registered in this or any state at the time of delivery and the vehicle is not subject to any security interests other than those disclosed herein and warrant title to the vehicle.</p> <p>FOR VALUE RECEIVED I TRANSFER THE VEHICLE DESCRIBED ON THE FACE OF THIS CERTIFICATE TO:</p>	
DISTRIBUTOR-DEALER ASSIGNMENT NUMBER 1	<p>NAME OF PURCHASER(S) _____ ADDRESS _____ I certify to the best of my knowledge that the odometer reading is _____ No Tents DEALER NAME OF DEALERSHIP DEALER'S LICENSE NUMBER BY _____ State of _____ County of _____ Being duly sworn upon _____ it says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____ 20_____. Notary Public</p>	
DISTRIBUTOR-DEALER ASSIGNMENT NUMBER 2	<p>NAME OF PURCHASER(S) _____ ADDRESS _____ I certify to the best of my knowledge that the odometer reading is _____ No Tents DEALER NAME OF DEALERSHIP DEALER'S LICENSE NUMBER BY _____ State of _____ County of _____ Being duly sworn upon _____ it says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____ 20_____. Notary Public</p>	
DISTRIBUTOR-DEALER ASSIGNMENT NUMBER 3	<p>NAME OF PURCHASER(S) _____ ADDRESS _____ I certify to the best of my knowledge that the odometer reading is _____ No Tents DEALER NAME OF DEALERSHIP DEALER'S LICENSE NUMBER BY _____ State of _____ County of _____ Being duly sworn upon _____ it says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____ 20_____. Notary Public</p>	
DISTRIBUTOR-DEALER ASSIGNMENT NUMBER 4	<p>NAME OF PURCHASER(S) _____ ADDRESS _____ I certify to the best of my knowledge that the odometer reading is _____ No Tents DEALER NAME OF DEALERSHIP DEALER'S LICENSE NUMBER BY _____ State of _____ County of _____ Being duly sworn upon _____ it says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____ 20_____. Notary Public</p>	
ODOMETER DISCLOSURE FOR RETAIL SALE	<p>Federal law requires you to state the odometer mileage in connection with the transfer of ownership. It is illegal to conceal or falsify mileage. A fine may result in fines and/or imprisonment.</p> <p>I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked: Odometer Reading _____ NO Tents <input type="checkbox"/> The mileage stated is in excess of the actual mileage <input type="checkbox"/> The odometer reading is not the actual mileage <input type="checkbox"/></p> <p>Signature(s) of Seller(s) _____ Date of Statement _____ Date of Sale _____ Printed Name(s) of Seller(s) _____ Dealer's No. _____ Signature of Purchaser(s) _____ Printed Name of Purchaser(s) _____ Company Name (if Applicable) _____ Address of Purchaser(s) _____</p> <p>WARNING: ODOMETER DISCREPANCY</p> <p>Being duly sworn upon _____ it says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____ 20_____. Notary Public</p> <p>State of _____ County of _____</p>	
LIENHOLDER	<p>1st lien in favor of _____ whose address is _____ 2nd lien in favor of _____ whose address is _____</p> <p>USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>	

North Country



1502 E HOWARD ST PO BOX 528
HIBBING, MN 55746



PHONE: 218-293-4130

EMAIL: RWOHARA01@AOL.COM

Bill To: CITY OF ROBINSDALE # 123763 **Invoice #:** ROBINSDALE24-101
Address: 4101 HUBBARD AVE N
MINNEAPOLIS MN 55422 **Invoice Date:** 6/14/2024

SALES PERSON: ROBERT OHARA

NOTE: PAYMENT IS DUE NO LATER THAN 30 DAYS OF INVOICE DATE

PAYMENT IS DUE NO LATER THAN 30 DAYS OF INVOICE DATE

02988701	06/13/2024	07/04/2024	KL79MUSL7RB091146
Year 2024	Make CHEV	Model TRAILBLAZER	Body Style LL
Owner Name KELLI LEE TONKO	Color RED	Mailing Address 706 2ND AVE NE	Registered Weight CHISHOLM, MN 557190000
Issuing Agency License DLR72512	Issuing Agency TRES INC	Insurance Company PROGRESSIVE INSURANCE	City/State/Zip CHISHOLM, MN 557190000 Policy Number 958478186



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Sherry O'Donnell, Admin Support/Deputy City Clerk
APPROVED BY: Tim Sandvik, City Manager
DATE: July 16, 2024
RE: Sipe's 100th Anniversary Event

Background:

Greg Sipe and Michelle Graham submitted a block party/event application for an event to celebrate the 100-year anniversary of Sipes' Car Care Center. They requested permission to block West Broadway from the Walgreens Rx pick-up driveway to 42nd Avenue, 41 ½ Avenue from West Broadway to Hubbard, and the driveway between Ace Hardware and Marna's on Sunday, August 11, 2024, from 11:00 a.m. to 3:00 p.m. for a car show. Set up will begin at 9:00 a.m. and wrap up by 4:00 p.m.

They have requested from Washburn McReavy the use of their overflow parking lot, and the City's public parking lot for parking of the show vehicles. The event planners also plan to reach out to EMI to see if public parking could be allowed that day. County Road (42nd Avenue) will be reduced to one lane for a couple of hours during the event to ensure pedestrian safety. Police Officers will monitor this intersection.

There are plans to have a live band set up in front of their 3 repair bays. Staff will ensure that appropriate city licensing is obtained. Food will be purchased from Hackenmueller's, then prepared and sold by Sipe's staff. City staff will ensure all proper licensing is obtained, including appropriate fees. There will be no alcohol.

It is a family event, and free of charge to the participants and the public. The number of attendees is unknown. The organizers contacted all affected businesses, and all are supportive of the event.

The Police Chief would require the presence of Police Officers or Reserves, depending on availability. There would be no fee charged for the overtime officers.

The Public Works Director/City Engineer notes that this is a State Aid street, but the requested closure conforms to City Council adopted policy, if this event qualifies as a community event, which it does. Staff will contact Metro Transit and North Memorial ambulance services.

The Fire Department stresses that emergency vehicle access must be maintained at all times. The Fire Department will also check the set up of the cooking station in proximity to the gas pumps.

Analysis:

Recommendation:

Consider approval of submitted block party/event application for an event celebrating the 100-year anniversary of Sipe's Car Care Center, requesting permission to block West Broadway from the Walgreens Rx pick-up driveway to 42nd Avenue, 41 ½ Avenue from West Broadway to Hubbard, and the driveway between Ace Hardware and Marna's on Sunday, August 11, 2024, from 11:00 a.m. to 3:00 p.m., and adhering to staff requirements, as well as appropriate licensing.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY:

APPROVED BY: Tim Sandvik, City Manager

DATE: July 16, 2024

RE: Authorize updates to City of Robbinsdale - Employee Handbook

Background:

While working with employees and applying the policies laid out in the Employee Handbook this year, we discovered a few areas in need of updating. The needs for these updates have come about due to changes in the legal and recruitment environments. We want to maintain compliance and continue to recruit and retain the best possible employees. Council were introduced to the proposed changes at the July 9, 2024 City Council Work Session.

Analysis:

Proposed changes include:

1. Sick and Safe Time:

Sections 2-9, Probation Period; and 7-23, Sick Leave, addition of language:

- All new employees, including part time and temporary employees, must work at least eighty (80) hours before they are eligible to use accrued sick leave.

This update is a clarification of when employees are eligible to begin using sick leave and is aligned with ESST.

2. Take-Home Vehicle Policy:

Section 3-1, City Vehicles. Major rewrite of policy. Significant updates include:

- Expectation that employees with THVs respond to after-hours emergencies
- Preapproval required for travel beyond 50-mile radius
- Employee is liable for damages incurred if policy is violated
- Incorporate signature lines for employee & City Manager

Needed for recruitment and to update policy line items.

3. Volunteer Time Off

Section 7-15, Time Off.

- Extends opportunity to regular part-time employees on a pro-rated basis
- Clarification of how to apply VTO when work is performed during the employee's regularly scheduled workday vs. when it is added to a leave bank similar to comp time.

4. City Issued Shirt Policy

Not currently in handbook- recommended to add.

- Removes language about probationary employees being ineligible for shirts.
- Removes superceded language regarding dress code.
- Establishes \$100 as the current budget per employee per year

Allowing new (probationary) employees to participate in the city issued program helps them feel like welcomed and valued members of the team and gives them a logoed item to wear when representing the City at outreach events.

5. Tuition Reimbursement Policy

Section 4-4, Educational Reimbursement. Rewrite of policy.

- Establishes a cap on annual reimbursement (\$2k per employee per year)
- Clarifies which programs are eligible
- Allows regular part time employees to participate on a pro-rated basis

Aligns with other cities who offer this benefit and will help set expectations around what an employee may receive. This benefit has the potential to impact recruitment and retention.

Recommendation:

By motion, authorize proposed changes to the Employee Handbook

Attachments:

None



July 11, 2024

Kayla Kirtz, Sustainability Coordinator
City of Robbinsdale
4100 Lakeview Ave. N
Robbinsdale, MN 55422

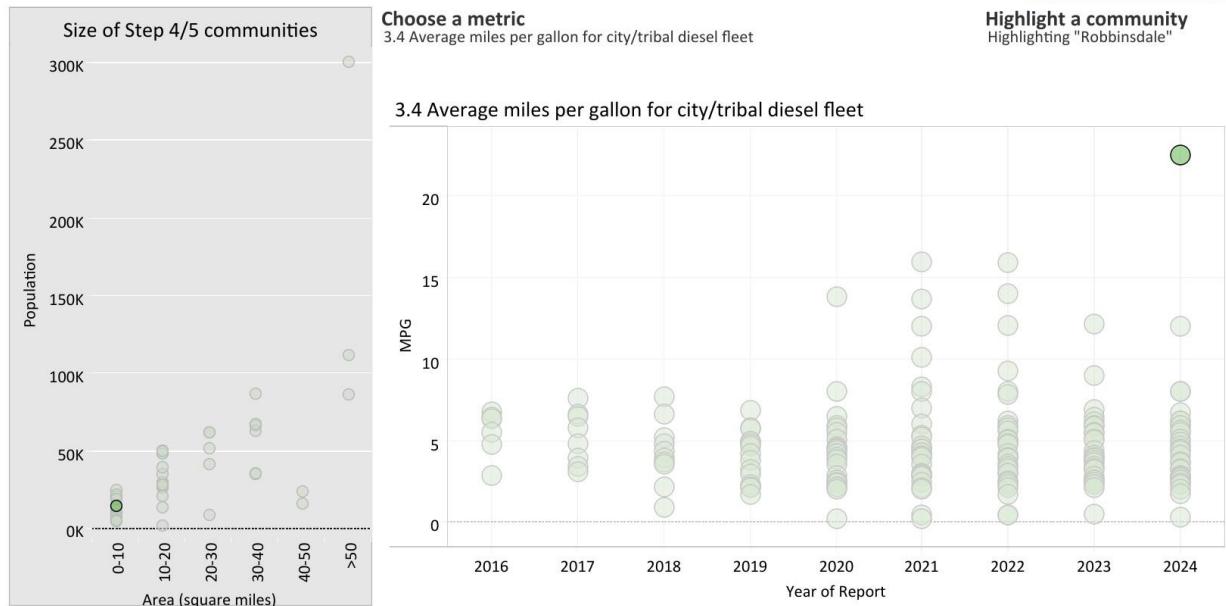
Dear Kayla,

Congratulations to the City of Robbinsdale on achieving a GreenStep Cities award in 2024! At the League of Minnesota Cities annual conference, Robbinsdale was awarded Step 4 in the program. Step 4 cities measure and report certain city performance metrics to show the outcomes of their work.

For the 2024 reporting year, the City of Robbinsdale reported the following notable metrics:

- 3 private green certifications are located in Robbinsdale, including LEED, ENERGY STAR, and National Wildlife Fund Certified Wildlife Habitat.
- The City diesel fleet averages 22.54 miles per gallon, the highest of any Step 4/5 reporting participant.

Steps 4 & 5 metrics reporting: Overview



- 100% of Robbinsdale's housing is located within 1 mile of a bike route.
- 100% of areas across Robbinsdale are served by broadband speeds of at least 100 Mbps download/ 20 Mbps upload.
- 100% of Robbinsdale's housing is located within 3/4 mile of a transit route.

- The city replaced .65 miles of sanitary sewer pipe (43.5 miles total) and replaced 13 of the 1011 manholes in 2023, equivalent to an average of 1.4% of the whole system.
- 100% of lake, river, and wetland shoreline within the city has at least a 50' vegetation buffer.
- 100% of housing is located within 1 mile of a local food venue and fresh fruits and vegetables.

The City reported 89 different metrics, providing data from the 2023 calendar year and setting a baseline to track changes over time. All city-reported metrics can be seen in the [Metrics File](#) and 16 reported metrics are included in the [Step 4 & 5 Metric Dashboard](#). In future years, Robbinsdale can achieve Step 5, the highest step in the program. Step 5 cities gather and report their performance metrics showing the impact of their best practice actions and improvement on those metrics, year over year.

The City of Robbinsdale, along with 39 other cities, were awarded 2024 GreenStep blocks at the League of Minnesota Cities annual conference on June 26-28 in Rochester, Minnesota. 148 cities across the state participate in the program.

On behalf of the GreenStep Cities steering committee, we thank you for participating in the GreenStep program! Please let us know if we can assist with any additional communication materials or further support in the program.

Sincerely,



Kristin Mroz
Co-Director, GreenStep Cities
Kristin.mroz-risse@state.mn.us
651-757-2793
www.MNGreenStep.org

**GreenStep
Cities**



C E R T I F I C A T E

OF ACHIEVEMENT

PROUDLY PRESENTED TO THE

City of Robbinsdale

for advancing to Step 4

in the Minnesota GreenStep Cities program

June 20, 2024

DATE

SIGNATURE



MINNESOTA POLLUTION CONTROL AGENCY **COMMERCE DEPARTMENT** **ENERGY RESOURCES**

MINNESOTA **ENVIRONMENTAL QUALITY BOARD**



Minnesota GreenCorps 2023-2024

City Council Meeting • July 16, 2024

7/12/2024

1

City of Robbinsdale

1



Agenda

- Background
- Energy Action Plan
- Charging Smart
- Education and outreach
- Looking ahead

7/12/2024

2

City of Robbinsdale

2

Background



AUG. 2019: JOINED THE MN GREENSTEP CITIES PROGRAM



JAN. 2022: DECLARED CLIMATE EMERGENCY



SEP. 2022: CONTRACTED FIRST MN GREENCORPS MEMBER



FEB. 2023: JOINED CHARGING SMART PROGRAM



AUG. 2023: APPROVED ENERGY ACTION PLAN



SEP. 2023: CONTRACTED SECOND GREENCORPS MEMBER



JAN. 2024: HIRED SUSTAINABILITY COORDINATOR



APR. 2024: ACHIEVED GREENSTEP CITIES STEP 4 DESIGNATION

7/12/2024

3

City of Robbinsdale

3

Energy Action Plan



PARTNERS IN ENERGY
An Xcel Energy Community Collaboration



Our Goals

- Avoid an additional 30% of energy-related greenhouse gas (GhG) emissions by 2030
 - Save 119,000 MMBtu community-wide in energy

Impact

- 8,500 MTCO2e of avoided GhG emissions
- Savings of \$1.3 million community-wide

How We Are Getting There

- Reducing energy burden
- Residential energy efficiency
- Business energy efficiency
- Renewable energy

7/12/2024

4

City of Robbinsdale

4

Energy Action Plan



Organized the Energy Action Volunteer Team—a group of about 8 volunteers—to help educate the public, including landlords, homeowners, and renters, about energy efficiency



Hosted a presentation on energy efficiency funding opportunities for rental properties at a City-facilitated Rental Housing Seminar



Helped Public Works and Engineering review options for installing rooftop solar panels on municipal buildings



Assisted staff with facilitating REDA's Home Improvement Grant, free Home Energy Squad visits for Robbinsdale residents, and other local and state-funded energy efficiency programs

7/12/2024

5

City of Robbinsdale

5

Charging Smart



- EV-readiness program for local governments

Designation Levels and Requirements

• Bronze

- Emphasizes Education & Incentives and Planning

• Silver

- Emphasizes Utility Engagement

• Gold

- Criteria Categories

- Planning
- Regulation
- Utility Engagement
- Education & Incentives
- Government Operations
- Shared Mobility

7/12/2024

6

City of Robbinsdale

6



Charging Smart

Have been working with Public Works to get the City ready for a fleet analysis to plan future EV purchases

Helped create a community-wide vision for EVs

Developed an EV charging equipment permitting checklist and posted it on the City website

Created a webpage on the City website with information about EVs

Researched national and state accessibility guidelines for EV charging equipment regulations and installation

7/12/2024

7

City of Robbinsdale

7



Education and outreach

Helped create campaigns to explain the benefits of reducing energy use and switching to renewable energy.

Produced flyers and marketing materials for distribution at events

Hosted an educational table at community events like the Birdtown Boo Bash, the Great Rdale Get-Together, and the Lakeview Terrace Farmers Market

Helped create content for the Birdtown Brief and U.B. News to inform residents about energy-saving tips and energy assistance programs

Helped create a page on the City website with information and resources on energy efficiency, renewable energy, and community involvement

Built relationships with the community by partnering with faith-based organizations, nonprofits, and multifamily housing properties to share information on energy efficiency and renewable energy

7/12/2024

8

City of Robbinsdale

8

Highlights!



Energy audits for all

- 27+ free Home Energy Squad visits
- 6+ free Multi-Family Building Efficiency Program sign-ups
- 22 tax-exempt properties contacted about free EnerChange services

NEAR Food Shelf

- 12 hours of volunteering
- 45 clients given info on energy assistance



7/12/2024

9

City of Robbinsdale

9

Highlights!



Energy Action Volunteer Team

- 8 passionate members
- 2 quarterly meetings
- 3 monthly newsletters



B3 Benchmarking

- 36 meters connected
- 86,846 square feet being tracked
- 11,934,874 kBtu, avg. annual energy usage (2005-2023)

7/12/2024

10

City of Robbinsdale

10

Looking ahead



Prioritization of:

- Policy and regulatory review
 - Reviewing existing policies, codes, and zoning requirements to identify opportunities for improvement and to remove barriers
- Engagement and outreach
 - Engaging stakeholders, including school administrations, businesses, residents, and the general public
- Implementation and standardization
 - Implementing specific programs and standards, e.g., permitting processes and recognition programs





City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Sherry O'Donnell, Admin Support/Deputy City Clerk
APPROVED BY: Tim Sandvik, City Manager
DATE: July 16, 2024
RE: Permit-Chickens-4040 Regent Avenue North

Background:

Brynn Okeson, 4040 Regent Avenue North, submitted a domestic animal application requesting approval of four (4) hen chickens. City Code requires that a person keeping or maintaining more than two chickens must obtain a permit and that owners of all properties within 200 feet of the subject premises are notified of a public hearing regarding the issuance of a permit. The neighboring property owners have been notified and the public hearing notice has been published.

The resident's purpose for the keeping of chickens is eggs for personal consumption and entertainment.

Analysis:

The Police Chief, Community Development Director, Code Enforcement and Building Official approved the application. The presented plans comply with Zoning and City Code requirements.

Recommendation:

1. Conduct the public hearing and take public comment.
2. After hearing the public comments, consider approval of the request for four (4) chickens at 4040 Regent Avenue North subject to the following conditions:
 - a. that electric and building permits be obtained, if necessary, at any time during the tenure of each annual license;
 - b. that there will be compliance with standards of Zoning Ordinance, Section 510.11, Accessory Structures, including total coverage of all accessory structures, and no more than one accessory structure allowed without a permanent foundation;
 - c. that there will be compliance with Hen Chickens Permits, City Code 915.37, Subd. 2;
 - d. that there is proper collection and disposal of animal waste;
 - e. that permit holder ensures proper storage of food and prevent pest invasion of food spillage; and,
 - f. that there is a proper supply of water.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Kayla Kirtz, Sustainability Coordinator
APPROVED BY: Tim Sandvik, City Manager
DATE: July 16, 2024
RE: Second reading of an Ordinance amending sections 120, 210, 815, and 2040 of the Robbinsdale City Code Relating to Lower Twin Lake

Background:

On June 18th, 2024, the City Council held a first reading of Ordinance No. 24-05 amending sections 120, 210, 815, and 2040 of the Robbinsdale City Code. The ordinance generally clarifies the name and usage of Lower Twin Lake, specifying that watercraft may not create a wake on Lower Twin Lake and ensuring the proper nomenclature of Lower Twin Lake. The first reading passed unanimously.

Two updates have been made to the ordinance since the first reading held on June 18th. Section 120.01 Subd. 5 now clarifies that non-sworn personnel from the Robbinsdale Police Department, in addition to the Brooklyn Center and Crystal police departments, are authorized to issue citations on any part of the city lying on Twin Lakes. Additionally, changes to the hours of operation of Lower Twin Lake, specified in Section 815.07 Subd. 5, have been redacted to designate that hours of operation remain between sunrise to 12:00 (noon) and 6:00 P.M. to sunset. In order to adjust the hours of operation of Lower Twin Lake, the Minnesota Department of Natural Resources (DNR) must first hold a public comment period. Staff are working with the DNR to coordinate this process and follow proper procedure. Following the public process with the DNR, staff will recommend an ordinance to amend section 815.07 Subd. 5 of the City Code.

Analysis:

Recommendation:

Hold the second reading of the Ordinance amending sections 120, 210, 815, and 2040 of the Robbinsdale City Code.

Attachments:

1. Second reading of Ordinance No. 24-05

Member Murphy moved and Member Wagner seconded a motion that the following ordinance, which was given its first reading on June 18th, 2024, be given its second reading on this 16th day of July 2024, and that it be adopted.

ORDINANCE NO. 24-05

AN ORDINANCE AMENDING SECTIONS 120, 210, 815, AND 2040 OF THE ROBBINSDALE CITY CODE RELATING TO LOWER TWIN LAKE

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN THAT:

- 1) Sections 120, 210, 815, and 2040 of the City Code are hereby amended with the following language to be removed shown by ~~strikeout~~ and new language added shown in **bold and underlined**:

120.01. Enforcement.

Subd. 5. Twin and ~~South~~ **Lower** Twin Lakes: citations: additional authority

Non-sworn personnel from the police departments of **Robbinsdale**, Brooklyn Center and Crystal are authorized to issue citations on any part of the city lying on Twin Lakes, on islands in Twin Lakes, or on ~~South~~ **Lower** Twin Lake, or on public lands adjacent to Twin Lakes or ~~South~~ **Lower** Twin Lake, for violation of any applicable laws, ordinances or regulations, under the authorization and direction of the chief of police. Such personnel may not take persons into custody for refusal to sign citations. (Added, . 91-02)

210.01. Wards.

Subd. 2. The first ward consists of that portion of the city lying North and West of the following described line: Commencing on 41st Avenue N at the West city limit; thence, East on said 41st Avenue N to Yates Avenue N; thence South on Yates Avenue N to 40th Avenue N; thence East on 40th Avenue N extending across the Trunk Highway 100 right-of-way to Noble Avenue N; thence North on Noble Avenue N to the Burlington Northern Railroad tracks; thence Northeasterly on 41st Avenue N; to Lake Road Avenue N; thence Southwesterly on Lake Road Avenue N to Halifax Avenue N; thence Northeasterly on Halifax Avenue N to 42nd Avenue N; thence Easterly on 42nd Avenue N to Islemount Place; thence North on Islemount Place to 43rd Avenue N; thence East on 43rd Avenue N to France Avenue N; thence North on France Avenue N to 44th Avenue N; thence East on 44th Avenue N to Drew Avenue N; thence North on Drew Avenue N to Lake Drive Avenue N(County Road No. 9); thence West on Lake Drive to France Avenue N; thence North on France Avenue N to the easterly point of ~~South~~ **Lower** Twin Lake; thence west following the north shore of the Lake to Trunk Highway 100; thence North on Trunk Highway 100 to France Avenue N on the North city limit. . (Amended, Ord. No. 92-2, Sec. 1; Ord. No. 02-02, Sec. 1; Ord. No. 05-12, Ord. No. 12-01; Ord. No. 22-02)

Subd. 3. The second ward consists of that portion of the city lying East of the following described line: Commencing on the North City Limit at France Avenue N and Trunk Highway 100; thence southwesterly along Trunk Highway 100 to the north shore of ~~South~~ **Lower** Twin Lake; thence East on the north shore of the lake to France Avenue N; thence South on said

France Avenue N to Lake Drive Avenue N (County Road No. 9); thence East on Lake Drive Avenue N to Drew Avenue N; thence South on Drew Avenue N to 44th Avenue N; thence West on 44th Avenue N to France Avenue N; thence South on France Avenue N to 43rd Avenue N; thence West on 43rd Avenue N to Islemount Place; thence South on Islemount Place to 42nd Avenue N; thence West on 42nd Avenue N to Halifax Avenue N; thence Southwesterly on Halifax Avenue N to Lake Road Avenue N; thence Northwest on Lake Road Avenue N to 41st Avenue N; thence Southwesterly on 41st Avenue N to Bottineau Boulevard (County Road No. 81); thence Southeasterly on Bottineau Boulevard (County Road No. 81) to East city limit. (Amended, Ord. No. 92-2, Sec. 2; Ord. No. 002-02, Sec. 2; Ord. No. 05-12; Ord. No. 12-01; Ord. No. 22-02)

815.07. Speed and operation of watercraft; regulation of docks.

Subd. 3. Speed and operation of motorboats watercraft

South Lower Twin Lake. This lake is designed as a fulltime slow-no wake lake as defined in Section 2040.03, subd. 5. It is also unlawful to make a wake or to exceed the speed limit of five miles per hour while going under bridges or through channels. (Added, Ord. No. 19-01, Sec. 2; Amended, Ord. No. 21-13, Sec. 2)

Subd. 5. Time.

(b) South Lower Twin Lake: Gasoline powered watercraft. Watercraft ~~which is powered by means of an internal combustion engine~~ may ~~not only~~ be operated: (a) between the hours of sunrise to sunset 12:00 (noon) and 6 o'clock P.M. on any day:-unless such watercraft is operated for the limited purpose of traveling on South Lower Twin Lake to or from Middle or Upper Twin Lake, and at a no wake speed (not greater than five miles per hour); or (b) from ~~sunset to sunrise the following day~~. (Amended, Ord. No. 90-14, Sec. 1)

Subd. 12. Signs.

The city shall erect and maintain signs at each public launching facility on South Lower Twin Lake, and at other locations if deemed necessary by the city, notifying the public of the essential requirements of subsections 815.07, subd. 5(b) and 815.07, subd. 7(b). (Added, Ord. No. 90-14, Sec. 7)

2040.01. Purpose.

Pursuant to Minnesota Statutes 86B.201-205, 459.20 and Minnesota Rules parts 6110.3000-6110.3700, it is the purpose of this section to temporarily regulate the operation and speed of watercraft on Crystal Lake and South Lower Twin Lake.

2040.03. Definitions.

Subd. 7. "South Lower Twin Lake" means section 6, township 029, range 24, sections 9 and 10, and sections 15 and 16, township 118, range 21, the lake bordered by Trunk Highway 100 on the north, Highway 81 on the west and County Road 9 on the south.

2040.06. South Lower Twin Lake regulation.

No person shall operate a watercraft at greater than a slow-no wake speed on ~~South~~
Lower Twin Lake regardless of lake level. (Added, Ord. No. 01-04; Amended, Ord. No. 21-13,
Sec. 5)

2040.11. Enforcement.

~~Primary responsibility for enforcement of this section shall rest with the Hennepin County sheriff's department. This, however, shall not preclude enforcement by other licensed peace officers.~~

- 2) The following summary clearly informs the public of the intent and effect of the ordinance and is approved for publication:

Robbinsdale City Code Sections 120, 210, 815, and 2040 are being amended to clarify the name and usage of Lower Twin Lake.

- 3) This ordinance shall be effective immediately upon its passage and publication.

First Reading: YEAS: Murphy, Parisian, Wagner, Blonigan

 NAYS: None

Second Reading: YEAS:

 NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL ON THIS _____ DAY OF
_____, 2024

William A. Blonigan, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk

(SEAL)



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: July 16, 2024
RE: An Ordinance amending Section 310 of the Robbinsdale City Code related to the City Managers Purchasing Authority

Background:

On July 18, 2023, the City Council approved a City Charter amendment that updated the City Managers purchasing authority to \$50,000. It was recently noticed that Section 310 of the City Code needs updating to be consistent with the City Charter. This code update does not hinder the City Managers' ability to make purchases of less than \$50,000 but serves as a housekeeping item.

Analysis:

Sections to be amended:

- Section 310.01. General rule. - Replace \$25,000 with \$50,000
- Section 310.05. Manager: purchasing agent. - Replace \$25,000 with \$50,000

Recommendation:

Motion to hold the first reading of an Ordinance amending Sections 310.01 and 310.05 of the Robbinsdale City Code updating the City Managers purchasing authority and set the second reading for August 20, 2024.

Attachments:

1. City Manager Purchasing Authority Ordinance

Member _____ moved and Member _____ seconded a motion that the following ordinance, which was given its first reading on July 16, 2024, be given its second reading on this _____ day of _____, 2024, and that it be adopted.

ORDINANCE NO. 24-

**AN ORDINANCE AMENDING SECTIONS 310.01 AND 310.05 OF THE
ROBBINSDALE CITY CODE UPDATING THE CITY MANAGERS PURCHASING
AUTHORITY**

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN THAT:

- 1) Section 310 of the City Code is hereby amended with the following language to be removed shown by ~~strikeout~~ and new language added shown in **bold and underlined**:

310.01. General rule.

Contracts, bonds, and instruments of any kind with a value greater than ~~\$50,000~~ \$25,000 to which the city is a party must be signed by the mayor and the manager on behalf of the city and executed in the name of the city. Contracts, bonds, and instruments of any kind with a value greater than \$5,000 and less than ~~\$50,000~~ \$25,000 must be signed by the Manager. (Amended, Ord. No. 03-03, Ord. No. 14-11)

310.05. Manager: purchasing agent.

The manager is the chief purchasing agent of the city. City purchases and contracts may be made or let by the manager when the amount of the intended purchases or contract does not exceed ~~\$50,000~~ \$25,000. Department head, as defined in section 300, may initiate purchases and enter into contracts with values less than \$5,000 within the constraints of the provisions of the adopted budget. (Amended, Ord. No. 03-03, Ord. No. 14-11)

- 2) The following summary clearly informs the public of the intent and effect of the ordinance and is approved for publication:

Robbinsdale City Code Sections 310.01 and 310.05 are being amended to revise the City Managers purchasing authority to be consistent with the City Charter.

First Reading: YEAS:
 NAYS:

Second Reading: YEAS:
 NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL ON THIS _____ DAY OF
_____, 2024

William A. Blonigan, Mayor

Attest:

Chase Peterson-Etem, City Clerk



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: July 16, 2024
RE: Council Salary Review Committee Recommendation

Background:

Per City Code Section 205.07, each municipal election year, the chairs of the various advisory commissions meet as the Salary Review Committee to review Council salaries and make a recommendation for salary adjustments over the next two years. In 2022, the Salary Review Committee recommended a one-time increase in salary for the Mayor and Council by 2.5%, and it was unanimously approved by the City Council. In 2020, the committee recommended no increase for 2021 or 2022.

Analysis:

The Salary Review Committee met on July 8 and discussed Council salary increases for the years 2025 and 2026. Meeting minutes are shown as Attachment 1. The committee ultimately decided on a one-time increase of 5% which would go into effect January 1, 2025.

Recommendation:

Motion to hold the first reading of an Ordinance amending Section 205 of the City Code Salaries of Elected Officials, as shown in Attachment 2 and set the second reading for August 20, 2024.

Attachments:

1. 2024 Meeting Minutes
2. Council Salary Ordinance

COUNCIL SALARY REVIEW COMMITTEE

WEDNESDAY, JULY 8, 2024
6:00 PM | Robbinsdale City Hall | Sixth Corner Meeting Room
4100 Lakeview Avenue North

Minutes

Call to Order

Peterson-Etem called the meeting to order at 6:00 p.m.

Roll Call

Present	Larrin Bergman, Charter Commission; Lucas Harris, Planning Commission, Kristyn Lee, Human Rights Commission
Absent	Michelle Vaith, Parks, Recreation, and Forestry Commission
Staff	Chase Peterson-Etem, City Clerk

Election of Chairperson

Commissioner Lee motioned, seconded by Harris, to nominate Bergman as the chairperson. The vote was unanimous and the motion carried.

Review the Mayor and Council salary history and comparable cities

Peterson-Etem provided an overview of the current Council Salary as well as comparable cities.

Chair Bergman stated he thinks a five percent increase would be appropriate, given inflation.

Lee questioned five percent and wondered if that was the right amount.

Harris asked if the amount of work the council does is comparable to the other cities. Peterson-Etem stated yes and noted they are also commissioners on the EDA and sit on other committees.

Chair Bergman mentioned the cost of living has increased over the last few years and noted a one-time five percent increase would help to bring them more in line with this.

The other commissioners agreed.

Commissioner Harris motioned, seconded by Lee, to increase the salary of the City Council members by 5% one time in 2025. The vote was unanimous and the motion carried.

Adjourn

Commissioner Harris motioned, seconded by Lee, to adjourn the meeting at 6:10 p.m. The vote was unanimous and the motion carried.

Chase Peterson-Etem, City Clerk

Member _____ moved and Member _____ seconded a motion that the following ordinance, which was given its first reading on July 16, 2024, be given its second reading on this _____ day of _____, 2024, and that it be adopted.

ORDINANCE NO. 24-

**AN ORDINANCE AMENDING SECTION 205 OF THE CITY CODE
SALARIES OF ELECTED OFFICIALS**

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN THAT:

- 1) Section 205 of the City Code is hereby amended with the following language to be removed shown by ~~strikeout~~ and new language added shown in **bold and underlined**:

205.01. Council salaries.

Subdivision 1. Mayor

~~The salary of the mayor is \$10,354 per annum effective January 1, 2016 and \$10,561 per annum effective January 1, 2018. The salary of the mayor is \$10,825 per annum effective January 1, 2019 and \$11,095~~ **\$11,941 per annum** effective January 1, 2020 **2025**.

205.03. Councilmembers.

~~The salary of each member of the council is \$8,259 per annum effective January 1, 2016 and \$8,424 per annum effective January 1, 2018. The salary of each member of the council is \$8,634 per annum effective January 1, 2019 and \$8,850~~ **\$9,525** per annum effective January 1, 2020 **2025**.

- 2) The following summary clearly informs the public of the intent and effect of the ordinance and is approved for publication:

The purpose of this ordinance is to adjust the annual salaries for the Mayor and Councilmembers for the years 2025 and 2026 as recommended by the Council Salary Review Committee.

First Reading: YEAS:
 NAYS:

Second Reading: YEAS:
 NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL ON THIS _____ DAY OF
_____, 2024

William A. Blonigan, Mayor

Attest:

Chase Peterson-Etem, City Clerk



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: July 16, 2024
RE: First reading of an ordinance amending the City Charter

Background:

On June 6, 2024, the Charter Commission met to discuss various amendments to the City Charter. These amendments were originally drafted by the City Attorney and were only slightly adjusted during the discussion on June 6. The City Attorney was also in attendance during this meeting and advised of the language that was ultimately voted on.

The largest discussion took place around Section 2.07 “Vacancies in the Council” especially given the two special elections that have taken place in 2023 and 2024. The proposed language would eliminate any need for special elections and proposes that an appointed official would serve until the next regularly scheduled election.

Other items discussed and voted on at this meeting were:

- Section 3.06 Emergency Ordinances
- Section 5.13 Recall
- Section 5.15 Filing of Petition

On July 9, 2024, the City Council met at a Work Session to discuss the proposed amendments. The Council was in support of the changes and directed staff to bring an Ordinance to the July 16 City Council meeting.

Analysis:

Each of the items presented to the Council was unanimously approved by the Charter Commission, but ultimately the City Charter cannot be amended unless all members of the Council also unanimously approve the changes. Amendments to the City Charter take effect 90 days after the second reading of the ordinance. This means proposed updates will be effective in November 2024, provided the ordinance is passed at its second reading in August.

The Council is being asked to amend the following sections of the City Charter:

- Section 2.07 Vacancies in the Council
- Section 3.06 Emergency Ordinances
- Section 5.13 Recall
- Section 5.15 Filing of Petition

Recommendation:

1. Motion to approve the first reading of an Ordinance amending the City Charter sections 2.07, 3.06, 5.13, and 5.15.
2. Motion to set the second reading for August 20, 2024.
3. Motion to direct the City Clerk to publish a public hearing notice on August 8, 2024.

Attachments:

1. City Charter Amedments Ordinance

Member _____ moved and Member _____ seconded a motion that the following ordinance, which was given its first reading on July 16, 2024, be given its second reading on this _____ day of _____, 2024, and that it be adopted.

ORDINANCE NO. 24-

CHARTER AMENDMENT NO. 42

AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE ROBBINSDALE CITY CHARTER TO INCLUDE SECTIONS 2.07, 3.06, 5.13, AND 5.15

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN THAT:

- 1) Sections 2.07, 3.06, 5.13, and 5.15 of the City Charter are hereby amended with the following language to be removed shown by ~~strikeout~~ and new language added shown in **bold and underlined**:

Section 2.07. Vacancies in the Council.

1. Conditions of Vacancy. A vacancy in the office of mayor or council member exists for the following reasons:

- a) ~~failure of a person elected thereto to qualify on or before the date of the second regular meeting of the council in the year subsequent to the election;~~
- b) ~~death of the member;~~
- c) ~~resignation of the member;~~
- d) ~~removal of the member from office;~~
- e) ~~the member ceasing to be a resident of the city or of the ward or section from which elected;~~
- f) ~~continuous absence of the member from the city for more than three months;~~
- g) ~~conviction of the member of a felony either before or after that member's qualification for office;~~
- h) ~~failure of the member without good cause to perform the duties of the office for a period of three months.~~

2. Procedure to Fill Vacancy.

~~When a vacancy occurs the council must by resolution declare the vacancy to exist. In the event the office of Mayor becomes vacant, the council members must forthwith appoint an eligible person to fill the office of Mayor until the next regular municipal election, when the office is filled for the unexpired term.~~

~~When a vacancy occurs in an elective office, other than that of Mayor, except when the same is to be filled by a recall election, the Council must forthwith appoint an eligible person to fill the office if the unexpired term is for eight months or less. The appointment shall be made no later than the fourth Tuesday of the month following the declaration of the vacancy.~~

~~If the unexpired term is for more than eight months, then a special election shall be held as follows:~~

- a) ~~The Council must, by majority vote, adopt a resolution at the same meeting at which the vacancy is declared calling for a special election. Such resolution shall specify the date for~~

~~the special election, including provision for a primary election if need, which date(s) shall be in conformance with Section 4.04 of this Charter and applicable state law. All such dates shall be in conformity with the provisions of paragraph e) of this section.~~

- ~~b) Filings shall be opened immediately upon declaration of the vacaney and remain open for 30 days thereafter unless the last day for filing falls on a weekend or legal holiday in which case filings shall remain open through the next following business day.~~
- ~~e) The special election, or the primary in the event that three or more candidates have filed, shall be held on the earliest date that is allowed for in Chapter 4 of this Charter, except that no special election shall be held within 60 days of the date a vacaney is declared. In the event that a primary is required, the primary election shall be held on the earliest date that is allowed for in Chapter 4 of this Charter, except that no primary election shall be held within 25 days of the date a vacaney is declared. To the extent required by law, all election dates shall comply with the provisions of Minnesota Statutes, chapter 205.~~

~~In the event that a primary is required hereunder, the resulting special election shall be held upon one of the dates provided in Section 4.04 of this Charter, as designated by the City Council.~~

~~In the event there are no filings for the vacant office, the Council shall appoint an eligible person to fill the unexpired term.~~

~~In the case of any appointment to a vacancy in the Council, a plurality vote of the remaining members shall be necessary to appoint. Each remaining member shall have one vote, and in case of a tie vote the appointee shall be determined by lot.~~

A vacancy occurs if:

- a) an elected official dies;**
- b) is convicted of a felony;**
- c) is in violation of the official oath;**
- d) resigns;**
- e) ceases to maintain a legal residence in the City;**
- f) fails to qualify for office;**
- g) fails, without good cause, to perform any of the duties of their office for a period of three months.**

In the case of a Council member voluntarily resigning their position, the resignation will be accepted at the next Council meeting following the Council Member's declaration of their intent to resign. In the case of a vacancy, the Council will, by Resolution, declare such a vacancy to exist and will appoint an eligible person to fill the same within 30 days of the passage of the Resolution.

If the vacancy occurs before the first day to file affidavits of candidacy for the next regular City election and more than two years remain in the unexpired term, an election will be held at the next regular City election and the appointed person will serve until the qualification of a successor is elected.

If the vacancy occurs on or after the first day to file affidavits of candidacy for the regular City election or when less than two years remain in the unexpired term the appointed

person will serve until the qualification of a successor. A person appointed to fill a vacant position can file an affidavit of candidacy to seek election to the position.

Section 3.06 Emergency Ordinances.

An emergency ordinance is an ordinance necessary for the immediate preservation of the public peace, health, safety, or welfare in which the emergency is defined and declared in a preamble thereto and is adopted by a vote of all members of the council. No prosecution shall be based upon the provisions of any emergency ordinance until two business days after the ordinance has been filed with the city clerk and posted in the three conspicuous places in the City or until ~~two business days after the ordinance has been published in the City's official means of publication~~, unless the person charged with violation had actual notice of the passage of the ordinance prior to the alleged violation act or omission complained of.

Section 5.13 Recall.

The recall procedure is governed by Sections 5.13 through 5.17. Any five eligible voters within the city may form themselves into a committee for the purpose of bringing about the recall of any officer elected by the entire City.

A City official may be subject to a Recall petition for any breach of public trust, including for:

- a) malfeasance: for the purposes of this Section, Malfeasance means the intentional commission of an unlawful or wrongful act in the performance of official duties or substantially outside the scope of the official's authority and which infringes on the rights of any person or entity;
- b) nonfeasance: for the purposes of this Section, nonfeasance means the intentional, repeated failure to perform specific acts that are required as official duties;
- c) the commission of a serious crime; for the purpose of this Section, serious crime means any crime punished as a gross misdemeanor or felony.

Any five eligible voters within a section or ward may form themselves into a committee for the purpose of bringing about the recall of any officer elected from their respective section or ward. Such committee shall certify to the city clerk the name of the officer whose removal is sought, a statement of the grounds for removal of not more than 250 words, and their intention to bring about this recall. A copy of this certificate shall be attached to each signature paper and no signature paper shall be put into circulation previous to such certification.

Section 5.15 Filing of Petition.

Within thirty days after the filing of the original certificate, the committee shall file the completed petition in the office of the city clerk. The city clerk shall examine the petition within the next five business days, and if the city clerk finds it irregular in any way, or finds that the number of signers is less than twenty-five per cent of the total number of registered voters eligible to vote on candidates for that office in the city at the time of the regular municipal election immediately prior to the filing of said petition, the city clerk shall notify one or more members of the committee. The committee shall then be given ten days in which to file additional signature papers and to correct the petition in all other respects, but they may not change the statement of the grounds upon which the recall is sought. If at the end of that time the city clerk finds the petition still insufficient or irregular, the city

clerk shall notify all the members of the committee to that effect and shall file the petition in the clerk's office. No further action shall be taken thereon.

- 2) The following summary clearly informs the public of the intent and effect of the ordinance and is approved for publication:

The purpose of this ordinance is to update Sections of the City Charter related to Vacancies in the Council, Emergency Ordinances, Recall, and Filing of Petition.

- 3) The effective date of this ordinance will be 90 days after the adoption and subject to other procedural requirements of law.

First Reading: YEAS:
 NAYS:

Second Reading: YEAS:
 NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL ON THIS _____ DAY OF
_____, 2024

William A. Blonigan, Mayor

Attest:

Chase Peterson-Etem, City Clerk



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Richard McCoy, City Engineer/Public Works Director
APPROVED BY: Tim Sandvik, City Manager
DATE: July 16, 2024
RE: Award Bid for 41st Avenue Reconstruction between Railroad Avenue and Regent Avenue - City Project 44123

Background:

Included in the 2024 Capital Works Program is the reconstruction of 41st Avenue between Railroad Avenue and Regent Avenue. This work will reconstruct aged above and below ground infrastructure in addition to providing critical connective water infrastructure.

City Council ordered the improvement at its meeting on June 4th, 2024. Special assessments have been held in abeyance pending a broader review of the policy. Plans and specifications were finalized and the project put out for bid.

On July 9th, 2024, bids were received and publicly opened for this project. A total of 7 bids were received with costs ranging from \$ 1,111,683.25 to \$ 1,574,409.50. The Engineer's estimate for the construction of this project is \$ 1,370,215.00. The abstract of bids has been included as *Attachment 1* for Council Members information.

The low bidder is GMH Asphalt Corporation of Chaska, MN.

It is required that contractors must demonstrate completion of similar public projects either within our City or in other Municipalities, and achieve a minimum rating (10 points) based on a set system.

This Contractor has worked with the City before on the accelerated street paving project in 2019. Staff has found their work to be satisfactory. Based on the City's experience and references previously reviewed, the Contractor is deemed "responsible" with respect to our rating system.

The approved 2024 Capital Works Program identifies funding for this project. The identified budget for the work is \$ 1,150,000.00. Given that the low bid received is below the Engineer's Estimate and within the allocated budget, staff is satisfied with the bids received and recommends proceeding with the award.

Staff will be working with the contractor to review required submittals and detailed scheduling of work. The anticipated time for completion of the project as outlined in the contract is October 11th, 2024.

Once a more detailed start and schedule is known, staff will be sending letters to residents advising that the commencement of work is imminent.

Shown as *Attachment 2* is a resolution awarding a contract for the reconstruction of 41st Avenue between Railroad Avenue and Regent Avenue - City Project 44123 to GMH Asphalt Corporation of Chaska, MN.

Analysis:

None

Recommendation:

Waive the reading and order the adoption of the attached resolution awarding a contract for the reconstruction of 41st Avenue between Railroad Avenue and Regent Avenue – Project 44123 to GMH Asphalt Corporation of Chaska, MN.

Attachments:

1. Bid Abstract_2024_07_09
2. Resolution - Award Bid CIP 44123 - 16Jul24

Number	Description	Unit	Quantity	Estimated Price	Estimated Total	GMH ASPHALT CORPORATION Price	Total	Northwest Asphalt, Inc. Price	Total	Northdale Construction Co., Inc. Price	Total	Forest Lake Contracting Price	Total	New Look Contracting, Inc. Price	Total	Meyer Contracting Inc. Price	Total	Bituminous Roadways, Inc. Price	Total
1000	Mobilization	Lump Sum	1	\$50,000.00	\$50,000.00	\$60,000.00	\$58,525.00	\$58,525.00	\$24,495.00	\$60,000.00	\$60,000.00	\$64,000.00	\$64,000.00	\$75,000.00	\$75,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00
1001	Traffic Control	Lump Sum	1	\$10,000.00	\$10,000.00	\$15,750.00	\$15,750.00	\$7,500.00	\$7,500.00	\$4,935.00	\$4,935.00	\$13,000.00	\$13,000.00	\$5,300.00	\$5,300.00	\$4,850.00	\$4,850.00	\$9,000.00	\$9,000.00
1002	Sweeping	Hour	80	\$160.00	\$12,800.00	\$175.00	\$14,000.00	\$175.00	\$14,000.00	\$157.50	\$12,600.00	\$185.00	\$14,800.00	\$1.00	\$80.00	\$180.00	\$14,400.00	\$100.00	\$8,000.00
1003.2	Storm Drain Inlet Protection	Each	58	\$275.00	\$15,950.00	\$165.00	\$9,570.00	\$160.00	\$9,280.00	\$184.62	\$10,707.96	\$200.00	\$11,600.00	\$150.00	\$8,700.00	\$240.00	\$13,920.00	\$1.00	\$58.00
1014	Vibration Monitoring	Lump Sum	1	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$14,000.00	\$14,000.00	\$11,550.00	\$11,550.00	\$35,000.00	\$35,000.00	\$12,500.00	\$12,500.00	\$11,000.00	\$11,000.00	\$11,500.00	\$11,500.00
1018	Erosion Control Supervisor	Lump Sum	1	\$5,000.00	\$5,000.00	\$1,000.00	\$1,000.00	\$2,450.00	\$2,450.00	\$6,000.00	\$6,000.00	\$2,000.00	\$2,000.00	\$1.00	\$1.00	\$7,100.00	\$2,500.00	\$2,500.00	\$2,500.00
2000	Clearing	Tree	4	\$400.00	\$1,600.00	\$2,000.00	\$8,000.00	\$2,100.00	\$8,400.00	\$2,100.00	\$8,400.00	\$2,500.00	\$10,000.00	\$1,675.00	\$6,700.00	\$2,000.00	\$8,000.00	\$1,050.00	\$4,200.00
2001	Grubbing	Tree	4	\$400.00	\$1,600.00	\$160.00	\$640.00	\$525.00	\$2,100.00	\$525.00	\$2,100.00	\$600.00	\$2,400.00	\$500.00	\$2,000.00	\$500.00	\$2,000.00	\$490.00	\$1,960.00
2003	Remove Bituminous Pavement	Sq Yd	3,745	\$5.00	\$18,725.00	\$7.55	\$28,274.75	\$6.60	\$24,717.00	\$3.46	\$12,957.70	\$8.00	\$29,960.00	\$10.75	\$40,258.75	\$7.00	\$26,215.00	\$6.00	\$22,470.00
2004	Remove Bituminous Driveway Pavement	Sq Yd	30	\$8.00	\$240.00	\$30.00	\$900.00	\$10.50	\$315.00	\$9.23	\$276.90	\$10.00	\$300.00	\$10.75	\$322.50	\$12.00	\$360.00	\$45.00	\$1,350.00
2005.1	Remove Concrete Driveway/Alley Pavement	Sq Yd	350	\$10.00	\$3,500.00	\$14.15	\$4,952.50	\$8.95	\$3,132.50	\$9.23	\$3,230.50	\$10.00	\$3,500.00	\$21.50	\$7,525.00	\$11.00	\$3,850.00	\$18.00	\$6,300.00
2006	Remove Concrete Sidewalk	Sq Yd	625	\$9.00	\$5,625.00	\$10.25	\$6,406.25	\$9.15	\$5,718.75	\$9.23	\$5,768.75	\$8.00	\$5,000.00	\$13.50	\$8,437.50	\$8.00	\$8,437.50	\$8.00	\$8,437.50
2008	Remove Water Main	Lin Ft	370	\$15.00	\$5,550.00	\$11.50	\$4,255.00	\$9.00	\$3,330.00	\$4.62	\$1,709.40	\$12.00	\$4,440.00	\$24.00	\$8,880.00	\$9.00	\$3,330.00	\$4.60	\$1,702.00
2009	Remove Sewer Pipe (Storm)	Lin Ft	835	\$25.00	\$20,875.00	\$13.75	\$11,481.25	\$14.00	\$11,690.00	\$13.85	\$11,564.75	\$14.00	\$11,690.00	\$22.00	\$18,370.00	\$18.00	\$15,030.00	\$10.50	\$8,767.50
2011	Remove Sewer Pipe (Sanitary)	Lin Ft	215	\$15.00	\$3,225.00	\$15.30	\$3,289.50	\$12.00	\$2,580.00	\$4.62	\$993.30	\$15.00	\$3,225.00	\$17.00	\$3,655.00	\$9.00	\$1,935.00	\$9.50	\$2,042.50
2012	Remove Curb & Gutter	Lin Ft	1,780	\$6.00	\$10,680.00	\$4.80	\$8,544.00	\$9.25	\$16,465.00	\$4.62	\$8,223.60	\$4.00	\$7,120.00	\$6.50	\$11,570.00	\$3.00	\$5,340.00	\$8.00	\$14,240.00
2017	Remove Catch Basin/Manhole	Each	14	\$900.00	\$12,600.00	\$610.00	\$8,540.00	\$650.00	\$9,100.00	\$800.00	\$11,200.00	\$500.00	\$7,000.00	\$1,000.00	\$14,000.00	\$660.00	\$9,240.00	\$456.00	\$6,384.00
2018	Remove Gate Valve	Each	9	\$350.00	\$3,150.00	\$144.00	\$1,296.00	\$225.00	\$2,025.00	\$138.46	\$1,246.14	\$200.00	\$1,800.00	\$500.00	\$4,500.00	\$430.00	\$3,870.00	\$208.00	\$1,872.00
2019	Remove Hydrant	Each	3	\$500.00	\$1,500.00	\$574.00	\$1,722.00	\$325.00	\$975.00	\$461.54	\$1,384.62	\$600.00	\$1,800.00	\$1,000.00	\$3,000.00	\$660.00	\$1,980.00	\$483.00	\$1,449.00
2020	Remove Manhole (Sanitary)	Each	2	\$900.00	\$1,800.00	\$983.00	\$1,966.00	\$1,000.00	\$2,000.00	\$800.00	\$1,600.00	\$1,050.00	\$2,100.00	\$1,000.00	\$2,000.00	\$620.00	\$1,240.00	\$996.00	\$1,992.00
2021	Remove Sign & Posts	Each	9	\$50.00	\$450.00	\$53.00	\$477.00	\$55.00	\$495.00	\$52.50	\$472.50	\$50.00	\$450.00	\$55.00	\$495.00	\$50.00	\$450.00	\$52.00	\$468.00
2043	Sawing Concrete Pavement	Lin Ft	255	\$6.00	\$1,530.00	\$5.00	\$1,275.00	\$4.50	\$1,147.50	\$5.25	\$1,338.75	\$6.00	\$1,530.00	\$10.00	\$2,550.00	\$4.50	\$1,147.50	\$5.25	\$775.00
2044	Sawing Bituminous Pavement (Full Depth)	Lin Ft	310	\$5.50	\$1,705.00	\$4.00	\$1,240.00	\$3.90	\$1,209.00	\$2.00	\$620.00	\$3.00	\$930.00	\$5.50	\$1,705.00	\$2.50	\$775.00	\$2.50	\$775.00
3010	6" PVC Pipe Sewer, Schedule 40	Lin Ft	91	\$60.00	\$5,460.00	\$29.40	\$2,675.40	\$42.88	\$3,902.08	\$66.54	\$6,055.14	\$31.00	\$2,821.00	\$57.00	\$5,187.00	\$76.00	\$6,916.00	\$55.00	\$5,005.00
3012	6" PVC Riser Connection, Schedule 40	Lin Ft	8	\$100.00	\$800.00	\$79.15	\$633.20	\$46.88	\$375.04	\$86.54	\$692.32	\$82.00	\$656.00	\$55.00	\$440.00	\$130.00	\$1,040.00	\$146.00	\$1,168.00
3018	8" PVC Pipe Sewer, Schedule 40	Lin Ft	235	\$120.00	\$28,200.00	\$45.45	\$10,680.75	\$61.04	\$14,344.40	\$90.14	\$21,182.90	\$48.00	\$11,280.00	\$90.00	\$21,150.00	\$90.00	\$16,332.50	\$16.332.50	\$16,332.50
3071	8" x 6" PVC Wye Fitting, Schedule 40	Each	3	\$500.00	\$1,500.00	\$450.00	\$1,350.00	\$887.98	\$2,663.94	\$772.19	\$2,316.57	\$475.00	\$1,425.00	\$575.00	\$1,725.00	\$1,800.00	\$5,400.00	\$547.00	\$1,641.00
3104	Sanitary Manhole, Design F	Each	4	\$8,000.00	\$32,000.00	\$4,186.00	\$16,744.00	\$3,555.35	\$14,221.40	\$4,770.00	\$19,080.00	\$4,400.00	\$17,600.00	\$4,750.00	\$19,000.00	\$8,000.00	\$32,000.00	\$7,835.00	\$31,340.00
3105	Sanitary Manhole, Extra Depth	Lin Ft	20	\$500.00	\$10,000.00	\$170.00	\$3,400.00	\$319.71	\$6,394.20	\$396.79	\$7,935.80	\$176.00	\$3,520.00	\$450.00	\$9,000.00	\$270.00	\$5,400.00	\$443.00	\$8,860.00
3109	Casting Assembly, Type R-1642	Each	4	\$1,500.00	\$6,000.00	\$1,056.00	\$4,224.00	\$995.50	\$3,982.00	\$1,303.02	\$5,212.08	\$1,100.00	\$4,400.00	\$800.00	\$3,200.00	\$1,500.00	\$6,000.00	\$1,500.00	\$6,000.00
3114	Adjust Frame & Ring Casting	Each	1	\$1,000.00	\$1,000.00	\$550.00	\$550.00	\$565.00	\$565.00	\$1,166.33	\$1,166.33	\$350.00	\$350.00	\$1,500.00	\$940.00	\$940.00	\$1,600.00	\$1	

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 16th day of July, 2024.

RESOLUTION NO.

A RESOLUTION ACCEPTING BIDS AND AWARDING
CONTRACT FOR RECONSTRUCTION OF 41ST AVENUE
BETWEEN RAILROAD AVENUE AND REGENT AVENUE –
CITY PROJECT 44123

WHEREAS, pursuant to an advertisement for bids for the reconstruction of 41st Avenue between Railroad Avenue and Regent Avenue – City Project 44123, bids were received, opened and tabulated according to State Law and the following bids were received complying with the advertisement:

Contractor	Total Bid
GMH Asphalt Corporation	\$ 1,111,683.85
Northwest Asphalt, Inc.	\$ 1,131,924.02
Northdale Construction Co., Inc.	\$ 1,160,206.29
Forest Lake Contracting	\$ 1,212,567.00
New Look Contracting, Inc.	\$ 1,297,573.25
Meyer Contracting Inc.	\$ 1,486,204.50
Bituminous Roadways, Inc.	\$ 1,574,409.50
Engineer's Estimate	\$ 1,370,215.00

WHEREAS, it appears that GMH Asphalt Corporation. of Chaska, Minnesota, is the lowest responsible bidder;

Res

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

1. The Mayor and City Manager are hereby authorized and directed to enter into an agreement with GMH Asphalt Corporation in the name of the City of Robbinsdale for City Project 44123 according to plans and specifications therefore approved by the City Council and on file in the office of the City Engineer.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

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

and the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 16TH DAY OF JULY, 2024.

William A. Blonigan, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk

(SEAL)

Res



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Richard McCoy, City Engineer/Public Works Director
APPROVED BY: Tim Sandvik, City Manager
DATE: July 16, 2024
RE: Award Bid for Construction of Extended Parking Lot at the Public Safety Building - City Project 101324

Background:

The 2024 Capital Works Program includes the expansion of the parking lot at the Public Safety Facility. The extension will be located on the site of the old Water Treatment Plant 1. There is a chronic need for additional parking for Police staff and Fire Department responders. Part of the work will also provide improved security and access gates.

Plans and specifications were prepared and the project put out for bid.

On July 9th, 2024, bids were received and publicly opened for this project. A total of 2 bids were received with costs of \$ 546,388.50 to \$ 610,181.85. The Engineer's estimate for the construction of this project is \$ 655,709.000. The abstract of bids has been included as Attachment 1 for Council Members information.

The low bidder is New Look Contracting, Inc, of Rogers, MN.

It is required that contractors must demonstrate completion of similar public projects either within our City or in other Municipalities, and achieve a minimum rating (10 points) based on a set system.

This Contractor has worked with the City before on numerous reconstruction projects. Most recently, the Contractor constructed the parking lot on the old gas station site at the corner of West Broadway and County Road 9. Staff has found their work to be satisfactory. Based on the City's experience and references previously reviewed, the Contractor is deemed "responsible" with respect to our rating system.

The approved 2024 Capital Works Program identifies funding for this project from two sources. Project 101324 for the parking lot has allocated \$ 350,000.00 and Project 100724 for security gates at the site has allocated \$160,000.00 for an aggregated total of \$ 510,000.00. Whilst the low bid is approximately \$ 30,000 above the allocated budget, it is below the Engineer's Estimate. The Finance Director is satisfied with the bids received and is supportive of the project proceeding. The Public Works Director / City Engineer is also supportive of the project and recommends proceeding with the award.

Staff will be working with the contractor to review required submittals and detailed scheduling of work. The project cannot be commenced until after the Public Safety Open House and has a completion date as outlined in the contract of October 11th, 2024.

Shown as *Attachment 2* is a resolution awarding a contract for the expansion of the parking lot at the Public Safety Building - City Project 101324 to New Look Contracting, Inc, of Rogers, MN.

Analysis:

None

Recommendation:

Waive the reading and order the adoption of the attached resolution awarding a contract for the expansion of the parking lot at the Public Safety Building – Project 101324 to New Look Contracting, Inc, of Rogers, MN.

Attachments:

1. Bid Abstract_2024_07_09
2. Resolution - Award Bid CIP 101324 - 16Jul24

Bid Abstract

Parking Lot Reconstruction - 4117 Hubbard
Project No. 101324

Bid Opening 9 July 2024 @ 1:00 PM

Number	Description	Unit	Quantity	Estimated Price	Estimated Total	New Look Contracting, Inc.	The Original Driveway Design		
						Price	Total	Price	Total
1000	Mobilization	Lump Sum	1	\$5,000.00	\$35,000.00	\$35,000.00	\$24,000.00	\$24,000.00	
1001	Traffic Control	Lump Sum	1	\$1,000.00	\$1,000.00	\$2,000.00	\$2,900.00	\$2,900.00	
1002	Sweeping	Hour	20	\$150.00	\$3,000.00	\$1.00	\$20.00	\$190.00	\$3,800.00
1003.2	Storm Drain Inlet Protection	Each	17	\$275.00	\$4,675.00	\$175.00	\$2,975.00	\$285.00	\$4,845.00
1011	Bioroll	Lin Ft	650	\$5.00	\$3,250.00	\$4.00	\$2,600.00	\$5.70	\$3,705.00
1018	Erosion Control Supervisor	Lump Sum	1	\$2,000.00	\$2,000.00	\$1.00	\$1.00	\$4,800.00	\$4,800.00
2001.1	Clear & Grub	Lump Sum	1	\$3,000.00	\$3,000.00	\$4,500.00	\$4,500.00	\$2,220.00	\$2,220.00
2003	Remove Bituminous Pavement	Sq Yd	780	\$7.00	\$5,460.00	\$9.00	\$7,020.00	\$15.00	\$11,700.00
2005.1	Remove Concrete Driveway/Alley Pavement	Sq Yd	25	\$9.00	\$225.00	\$27.00	\$675.00	\$45.00	\$1,125.00
2006	Remove Concrete Sidewalk	Sq Yd	132	\$9.00	\$1,188.00	\$18.00	\$2,376.00	\$36.00	\$4,752.00
2009	Remove Sewer Pipe (Storm)	Lin Ft	14	\$40.00	\$560.00	\$35.00	\$490.00	\$80.00	\$1,120.00
2012	Remove Curb & Gutter	Lin Ft	485	\$7.00	\$3,395.00	\$7.50	\$3,637.50	\$14.75	\$7,153.75
2013	Remove Fence	Lin Ft	490	\$5.00	\$2,450.00	\$5.50	\$2,695.00	\$7.00	\$3,430.00
2015	Remove Retaining Wall	Sq Ft	120	\$20.00	\$2,400.00	\$9.00	\$1,080.00	\$5.00	\$600.00
2017	Remove Catch Basin/Manhole	Each	2	\$1,000.00	\$2,000.00	\$1,000.00	\$2,000.00	\$1,265.00	\$2,530.00
2021	Remove Sign & Posts	Each	2	\$100.00	\$200.00	\$75.00	\$150.00	\$150.00	\$300.00
2022	Remove Post	Each	2	\$100.00	\$200.00	\$75.00	\$150.00	\$50.00	\$100.00
2039	Salvage & Reinstall Bollard	Each	2	\$300.00	\$600.00	\$1,250.00	\$2,500.00	\$500.00	\$1,000.00
2043	Sawing Concrete Pavement	Lin Ft	115	\$6.00	\$690.00	\$10.00	\$1,150.00	\$12.00	\$1,380.00
2044	Sawing Bituminous Pavement (Full Depth)	Lin Ft	288	\$5.50	\$1,584.00	\$5.50	\$1,584.00	\$10.00	\$2,880.00
2051	Remove Brick Pavers	Sq Yd	82	\$6.00	\$492.00	\$12.00	\$984.00	\$45.00	\$3,690.00
5001	12" RC Pipe Sewer, Design 3006 Class V	Lin Ft	8	\$70.00	\$560.00	\$150.00	\$1,200.00	\$200.00	\$1,600.00
5027	Construct Drainage Structure, ST-2 (2'x3')	Each	1	\$2,500.00	\$2,500.00	\$7,000.00	\$7,000.00	\$4,500.00	\$4,500.00
5066.1	Casting Assembly, Type R-3067L	Each	1	\$1,200.00	\$1,200.00	\$1,400.00	\$1,400.00	\$2,640.00	\$2,640.00
5099	Connect to Existing Storm Sewer	Each	1	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$2,100.00	\$2,100.00
6000	F & I Electrical System, Complete	Lump Sum	1	\$15,000.00	\$15,000.00	\$28,500.00	\$28,500.00	\$28,056.00	\$28,056.00
7000.2	F & I Fence, Chain Link, 8' High	Lin Ft	515	\$200.00	\$103,000.00	\$125.00	\$64,375.00	\$125.00	\$64,375.00
7000.3	F & I Fence, Ornamental Steel, 8' High	Lin Ft	288	\$300.00	\$86,400.00	\$175.00	\$50,400.00	\$150.00	\$43,200.00
7004.1	F & I Gate	Each	2	\$50,000.00	\$100,000.00	\$56,000.00	\$112,000.00	\$54,092.00	\$108,184.00
8005	Common Excavation/Grading	Lump Sum	1	\$25,000.00	\$25,000.00	\$30,000.00	\$30,000.00	\$51,800.00	\$51,800.00
8014	Aggregate Base Class V (4" Depth, compacted)	Sq Yd	290	\$6.00	\$1,740.00	\$10.50	\$3,045.00	\$15.75	\$4,567.50
8015	Aggregate Base Class V, 6" Depth, Compacted	Sq Yd	1,786	\$10.00	\$17,860.00	\$10.50	\$18,753.00	\$15.15	\$27,057.90
8019	Concrete Curb & Gutter, Design B618	Lin Ft	50	\$30.00	\$1,500.00	\$45.00	\$2,250.00	\$48.00	\$2,400.00
8019.2	Concrete Curb & Gutter, Design B612	L F	560	\$25.00	\$14,000.00	\$45.00	\$25,200.00	\$48.00	\$26,880.00
8022	6" Concrete Pavement, High Early	Sq Yd	50	\$100.00	\$5,000.00	\$112.00	\$5,600.00	\$118.80	\$5,940.00
8023	8" Concrete Pavement, High Early	Sq Yd	120	\$120.00	\$14,400.00	\$155.00	\$18,600.00	\$155.00	\$18,600.00
8024	4" Concrete Sidewalk	Sq Ft	125	\$80.00	\$10,000.00	\$100.00	\$12,500.00	\$108.60	\$13,575.00
8024.1	6" Concrete Sidewalk	Sq Yd	10	\$90.00	\$900.00	\$155.00	\$1,550.00	\$155.00	\$1,550.00
8027	Truncated Domes	Sq Ft	40	\$40.00	\$1,600.00	\$65.00	\$2,600.00	\$66.00	\$2,640.00
8033	Type SP 12.5 Non Wearing Course Mixture 2B 3" T	Sq. Yd.	1,614	\$60.00	\$96,840.00	\$17.00	\$27,438.00	\$24.30	\$39,220.20
8039	Type SP 9.5 Wearing Course Mixture 2 C 3" Thick	Sq. Yd.	1,614	\$60.00	\$96,840.00	\$22.50	\$36,315.00	\$28.25	\$45,595.50
9000.3	Loam Topsoil Borrow LV	Cu Yd	160	\$50.00	\$8,000.00	\$65.00	\$10,400.00	\$54.00	\$8,640.00
9001	Sodding, Type Lawn	Sq Yd	700	\$10.00	\$7,000.00	\$15.00	\$10,500.00	\$25.30	\$17,710.00
9018	F & I Disabled Parking Sign	Each	1	\$200.00	\$200.00	\$300.00	\$300.00	\$400.00	\$400.00
9026.1	Pavement Message, Paint	Each	1	\$200.00	\$200.00	\$75.00	\$75.00	\$200.00	\$200.00
9028	4" Solid Line - White Paint	L F	600	\$1.00	\$600.00	\$3.00	\$1,800.00	\$1.20	\$720.00

Total Bid

\$655,709.00

\$546,388.50

\$610,181.85

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 16th day of July, 2024.

RESOLUTION NO.

A RESOLUTION ACCEPTING BIDS AND AWARDING
CONTRACT FOR CONSTRUCTION OF EXTENDED
PARKING LOT AT THE PUBLIC SAFETY BUILDING –
CITY PROJECT 101324

WHEREAS, pursuant to an advertisement for bids for the construction of an extended parking lot at the Public Safety Building – City Project 101324, bids were received, opened and tabulated according to State Law and the following bids were received complying with the advertisement:

Contractor	Total Bid
New Look Contracting, Inc.	\$ 546,388.50
The Original Driveway Design	\$ 610,181.85
Engineer's Estimate	\$ 655,709.00

WHEREAS, it appears that New Look Contracting, Inc, of Rogers, Minnesota, is the lowest responsible bidder;

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

1. The Mayor and City Manager are hereby authorized and directed to enter into an agreement with New Look Contracting, Inc, in the name of the City of Robbinsdale for City Project 101324 according to plans and specifications therefore approved by the City Council and on file in the office of the City Engineer.
2. The deposits of the two bidders shall be retained until a contract has been signed.

Res

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

and the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 16TH DAY OF JULY, 2024.

William A. Blonigan, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk

(SEAL)

Res



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: July 16, 2024
RE: Authorize City Manager to issue a Request for Proposals (RFP) for Organized Collection

Background:

In late summer/early fall of 2019, the City of Robbinsdale solicited bids through the Request for Proposals (RFP) process to entertain bids for organized collection in the City. Through the process, Waste Management was ultimately selected as the service provider, and a formal organized collection contract was executed with the City in April of 2020. This contract is set to expire in 2025, with the option for an extension if mutually agreed upon terms are met.

Analysis:

At the June 11, 2024 City Council Work Session, the City Manager presented considerations for services. The upcoming solicitation will include services for refuse, recyclables, yard waste, and organics.

The City Manager presented a DRAFT RFP, that was reviewed by Council. Staff will continue to refine this draft, with the intention of formally posting by the end of July. From there, staff will establish a date for submitters questions (mid-August), submission due date (September), and negotiate terms for Council approval by fall/early winter of 2024.

Recommendation:

Authorize the City Manager to post a Request for Proposals (RFP) for Organized Collection services for refuse, recycling, yard waste, and organics.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY:

APPROVED BY: Tim Sandvik, City Manager

DATE: July 16, 2024

RE: Consider a closed session to discuss the purchase of real property

Background:

City staff will ask that Council consider a closed session to consider the purchase of real property.

Analysis:

Under MN State Statute 13D.05 subd 3(c)(1), the Council may enter closed session to discuss the purchase of real property. The property to be discussed, is 3400 Oakdale Ave N, Robbinsdale, MN.

Recommendation:

By motion, move to closed session to discuss the purchase of real property.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: July 16, 2024
RE: Voucher Requests Pending Approval for Disbursement

Background:

The check register dated 7/16/24 reflects the voucher requests pending approval for disbursement.

The check register dated 6/19/24 through 7/16/24 is a list of vouchers requiring payment for city funds, Deputy Registrar, liquor, and miscellaneous purchases. The payments are required prior to the next Council meeting.

Analysis:

None

Recommendation:

By motion, approve disbursement requests for the period ending 7/16/2024.

Attachments:

None