



CITY COUNCIL MEETING
March 15, 2016
4100 Lakeview Avenue North
Robbinsdale, Minnesota
7:00 p.m.

A G E N D A

CITIZEN PARTICIPATION

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

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

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

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

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

- 1. CITY COUNCIL MEETING CALLED TO ORDER
- 2. ROLL CALL: Backen, Blonigan, Rogan, Selman, Mayor Murphy
- 3. **MICROPHONE CHECK:** Backen, Blonigan, Rogan, Selman, Mayor Murphy
- 4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA
- 5. APPROVAL OF THE MARCH 15, 2016, MEETING AGENDA

CITY COUNCIL MEETING AGENDA

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

- | | | |
|----|---|-------------------|
| A. | Motion to approve and order placed on file minutes of the regular City Council meeting of 03/02/16, City Council Work Session of 03/02/16, and City Council Work Session of 03/08/16. | 1-9 |
| B. | Motion to acknowledge receipt and placing on file minutes of the following Commissions and Boards:
- Robbinsdale Senior Commission – February 1, 2016. | 10 |
| C. | Motion to approve issuance of licenses from list dated 03/15/16. | 11-12 |
| D. | Motion to waive the reading and order the adoption of Resolution No. XXXX: "A RESOLUTION DIRECTING DEPOSIT OF IDRB ADMINISTRATIVE FEES FROM THE NORTH MEMORIAL SERIES 2015 BOND TO THE PARK IMPROVEMENT CONSTRUCTION FUND." | 13-14
(Res-14) |
| E. | Motion to waive the reading and order the adoption of Resolution No. XXXX: "A RESOLUTION APPROVING THE ROBBINS BEACH 2 ND ADDITION FINAL PLAT AND AUTHORIZING ITS EXECUTION BY THE MAYOR AND CITY CLERK." | 15-19
(Res-18) |
| F. | Motion to waive the reading and order the adoption of Resolution No. XXXX: "A RESOLUTION SUPPORTING METRO CITIES POLICY 4-B – REGIONAL GOVERNANCE STRUCTURE." | 20-23
(Res-22) |
| G. | Motion to authorize the City Manager and Finance Director to issue a Purchase Order to Lano Equipment of Ramsey, MN for the purchase of a new Bobcat Toolcat 5600 G Series for the amount of \$55,309.12. | 24 |
| H. | Motion to authorize the Mayor and City Manager and Finance Director to enter into an agreement to engage WSB and Associates to provide monitoring, sampling and reporting of the Flocculation Plant, water quality monitoring and reporting of Crystal Lake and to provide sludge effluent monitoring and supporting in accordance with the proposal dated February 11, 2016 at a cost not to exceed \$37,100.00. | 25-26 |

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- I. Motion to approve appointment of Laney Skeel to the Senior Commission 27-28
- 7. PRESENTATIONS
 - A. Presentation by Fire Chief Guy Dorholt 29
- 8. PUBLIC HEARING
 - A. Public Hearing –Street Improvement and Assessment Hearing for Reconstruction of Josephine Lane between County Road 9 and the Cul-de-Sac 30-38
 - 1. Hold the public hearing.
 - 2. Motion to waive the reading and order the adoption of Resolution No. XXXX: “A RESOLUTION ORDERING THE IMPROVEMENT OF JOSEPHINE LANE, AND PREPARATION OF PLANS AND SPECIFICATIONS FOR THE SAME, CITY PROJECT NO.38016.” (Res-36)
 - 3. Motion to waive the reading and order the adoption of Resolution No. XXXX: “A RESOLUTION ADOPTING THE ASSESSMENT ROLL FOR THE 2016 STREET IMPROVEMENT PROGRAM – CITY PROJECT NO. 38016 – JOSEPHINE LANE FROM COUNTY ROAD 9 TO THE CUL-DE-SAC.” (Res-37)
 - B. Public Hearing - a modified Tax Increment Financing Plan for Tax Increment Financing District No. 2000-08 39-57
 - 1. Hold the public hearing.
 - 2. Motion to waive the reading and order the adoption of Resolution No. XXXX: “RESOLUTION APPROVING A SECOND MODIFATION TOTAX INCREMENT FINANCING PLAN FOR TAX INCREMENT FINANCING DISTRICT NO. 2000-08.” (Res-51)
- 9. OLD BUSINESS
 - A.
 -
- 10. NEW BUSINESS
 - A. Motion to waive the reading and order the adoption of Resolution No. XXXX: “A CONDITIONAL USE PERMIT TO UTILIZE 4501 ORCHARD AVENUE NORTH FOR AGRIGULTURE INCLUDING GREENHOUSES.”
 - B. First Reading: Salaries of Elected Officials – 2017-18 73-76
 - Motion to hold the first reading of “AN ORDINANCE (Ord-76)

AMENDING SECTION 205 OF THE CITY CODE
SALARIES OF ELECTED OFFICIALS."

- C. Set Fees for Mobile Food Units 77-79
(Res-78)
- Motion to waive the reading and order the adoption of "A RESOLUTION ADOPTING UPDATE TO APPENDIX B OF THE ROBBINSDLAE CITY CODE AND GENERAL FEE SCHEDULE - Mobile food units at temporary fixed locations."
- D. Request from North Memorial Outpatient Center for Mobile Food Units in Excess of 10 days per year. 80-82
- Motion to approve North Memorial Outpatient Center staff's request for one food truck per week May through September, a total of 22 days/year for 2016, subject to confirmation of the request from the property owner.
- E. Request for Use of Lakeview Terrace Park 83-85
- Motion to approve the block party application from Travail Kitchen, 4124 West Broadway Avenue North to use Lakeview Terrace Park for the Travail Block Party on Sunday, June 26, 2016 with the park available for event set-up Saturday June 25th after 6 pm and take-down completed by 12:00 noon on Monday, June 27th, contingent on final approval by the Police Chief for staffing requirements and Fire Department approval for final set-up. .
11. OTHER BUSINESS
- A. Motion to approve disbursement requests for period ending 03/15/16. 86
12. ADMINISTRATIVE REPORTS
13. COUNCIL GENERAL COMMUNICATIONS
14. ADJOURNMENT



Marcia Glick, City Manager

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ITEMS PENDING OR UNDER STUDY FOR COUNCIL CONSIDERATION

ITEM	DEPARTMENT RESPONSIBILITY	ANTICIPATED AGENDA DATE
1. Annual Forestry Report	Forestry	4/5/16
2. NPDES Annual Report	Engineering	4/5/16
3. Bid opening mill/overlay	Engineering	4/19/16

City of Robbinsdale
CITY COUNCIL MINUTES
March 2, 2016
Meeting No. 5

CALL TO ORDER

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

ROLL CALL

2. Present: Selman, Backen, Blonigan, Rogan, Mayor Murphy
Staff: Marcia Glick, City Manager; Richard McCoy, Public Works Director

OPPORTUNITY FOR THE PUBLIC

3. Mayor Murphy opened the floor to anyone wishing to speak on any items not on the agenda and hearing none, he closed the floor.

APPROVAL OF AGENDA

4. City Manager Glick noted addition of comment for Old Business A, comment for Old Business B and additional photos related to Old Business B.
5. Member Selman **MOVED**, seconded by Member Rogan to approve the agenda with the addition as noted above. **The vote was unanimous and the motion carried.**

CONSENT AGENDA

6. Member Selman **MOVED**, seconded by Member Rogan to approve the Consent Agenda. **The vote was unanimous and the motion carried.**
7. Items approved are as follows:
 - A. Motion to approve and order placed on file minutes of the regular City Council meeting of 02/16/16 and City Council Work Session of 02/23/16.
 - B. Motion to acknowledge receipt and placing on file minutes of the following Commissions and Boards:
 - Planning Commission of 1/21/16
 - Parks, Recreation & Forestry Commission of 01/26/16.
 - C. Motion to approve issuance of licenses from list dated 03/02/16.
 - D. Hold the second reading of Ordinance No. 16-02: "AN ORDINANCE AMENDING ROBBINSDALE CITY CODE BY ADDING A NEW SECTION RELATING TO EROSION, SEDIMENTATION, AND WASTE CONTROL."
 - E. Motion to waive the reading and order the adoption of Resolution No. 7474: "A RESOLUTION APPROVING A LOT SPLIT AT 4308 TWIN OAK LANE FOR RIGHT-OF-WAY USE" (REDA).
 - F. Motion to concur with the recommended adjustment to the City Manager's compensation and authorize Mayor and Council Member Bill Blonigan to execute the Employment Agreement – 2016 Supplement.

OLD BUSINESS A: Consideration of the Design Plans for the METRO Blue Line Extension Light Rail Project (Municipal Consent)

8. Glick reviewed the staff report noting the addition of a comment from Steven Pierce, 4504 Abbott Ave N, Robbinsdale which was added to the agenda at the start of the meeting.
9. Selman noted that the exact location of the platform between 41st and 42nd is still able to be adjusted as the design moves forward and he is comfortable with the current wording in the resolution regarding station area plans.
10. Member Rogan **MOVED**, seconded by Member Selman to waive the reading and order the adoption of Resolution No. 7475: "A RESOLUTION APPROVING THE PHYSICAL DESIGN PLANS FOR THE METRO BLUE LINE EXTENSION (BOTTINEAU) LIGHT RAIL PROJECT WITHIN THE CITY OF ROBBINSDALE."
11. Blonigan noted minor edits which were incorporated into the motion.
12. Rogan indicated that he is excited to see this process moving forward; noted the planning involved to bring the project to this point; the opportunities to bring people to downtown Robbinsdale and although there will be a change, it will be a change for the better with an exciting stop on the Blue Line. He acknowledged there is a lot left to do and as highlighted in the resolution the City Council has trust and faith in the Metropolitan Council to get this done.
13. Selman added that he is proud of the public engagement in the process and had been part of that process for 15 years. He recalled the years reviewing alternative routes to arrive at the locally preferred option and now action on municipal consent. This will be a regional asset for 100 years and will provide opportunity to get to many places without a car. There will be inconveniences; that's part of progress.
14. Blonigan enthusiastically supported the project noting that Robbinsdale is ideally suited for the service as we grew up to take advantage of rail transit. There was a railroad through downtown Robbinsdale in the 1800s and the station is nearly the station proposed for light rail. He noted that property values have gone up all over the US in proximity to stations. The central location will be a great benefit to properties. Finally he noted that this type of transit reduces the amount of greenhouse gasses used to provide transit and addresses our responsibility not to destroy the Earth. He thanked all those working on this project. He noted that the City Council collaborated in drafting the resolution and we are all together in saying this is a good thing.
15. Backen shared enthusiastic support and that the addition of light rail will be an asset for years to come.

16. Selman noted that several years ago, residents living along the future line were taken on a tour which helped people to understand what the operation is like. He extended an invitation for others to take a tour and see impacts and opportunities which happen at station areas.
17. Murphy indicated that the project is significant and the amount of time invested by staff and council is significant. We all know the impacts on the city and also the benefits. He noted that he had come into office with skepticism. We are now at the 15% - 30,000 foot view, Residents should know that the resolution focuses on impacts to downtown Robbinsdale and the parking ramp, Sochacki Park and mitigation measures for those living along the rail. Moving forward we'll all be involved. There are also zoning requirements that will allow us to look at the parking ramp details.
18. Backen noted the resolution includes a decision to close 39 ½ Ave/40th Ave crossing. This is being done for safety impacts. Murphy agreed numerous homes right at the crossing had indicated concern. Rogan agreed that although convenient, the noise impacts on those homes at the crossing swayed him to support closure. Blonigan noted that closing the crossing is also a project cost reduction for the Blue Line as a whole.
19. Murphy noted that the council had looked at tunnels, bridges and examined technical drawings. Ultimately they had determined that financially they did not make sense for the project as a whole.
20. Selman congratulated Mayor Murphy for his leadership through the project.
21. ROLL CALL: Selman, Backen, Blonigan, Rogan, Mayor Murphy. Approved unanimously.

OLD BUSINESS B: Request to Temporarily Occupy Sochacki Park for Construction Staging for Building Light Rail Bridge over Grimes Pond

22. Glick reviewed the staff report indicating that letters where addresses were provided had been added for the record. One party submitting a comment had been contacted with a request to include an address and had not responded.
23. Selman noted that the things proposed for improvements in the park are things people indicated at meetings that they wanted to see.
24. Rogan noted that they had reviewed concerns from the public, but considering the alternatives of how to access the site for the bridge construction, alternatives would be far more disruptive. He noted the park will still be available through the process and at the end there will be reconstruction and replanting of areas currently impacted by construction debris. Hopefully some of the new benefits will help to make the park more accessible and usable.

25. Glick noted comments asking for pedestrian access across the rail corridor from the east, this was studied, but there were issues with need for freight height clearance coupled with the high power wires sharing the corridor.
26. Backen noted that the work will remove old construction debris and invasive species. The two impacted areas are relatively small and one area was recently cleared for a storm sewer project and the other area was guided to be used for a dog area in the near future.
27. Blonigan noted a lengthy submission from Madge Thorson. He had reviewed the submission but did not agree with it. The park is largely invasive species over a construction dump site. In the future the park will be better and won't hurt wildlife in the long run.
28. Member Selman **MOVED**, seconded by Member Blonigan to waive the reading and order the adoption of Resolution No. 7476: "A RESOLUTION AUTHORIZING THE TEMPORARY OCCUPANCY OF PORTIONS OF SOCHACKI PARK FOR CONSTRUCTION STAGING FOR THE BLUE LINE LIGHT RAIL BRIDGE ACROSS GRIMES POND." ROLL CALL: Selman, Backen, Blonigan, Rogan, Mayor Murphy. Approved unanimously.

OLD BUSINESS C: Second Reading: Update of City Code Regarding Transient Merchant

29. Glick reviewed the staff report noting that the 1st exhibit shows marked up changes from first reading and the 2nd exhibit shows a clean version of the addition proposed for city code. Major changes include using "Mobile Food Units" to describe both food trucks and trailers and reducing the insurance requirement to match what vendors are required to carry for Minneapolis. She noted that the City of Robbinsdale's Risk Manager recommends the higher coverage.
30. Selman inquired about regulation of generator noise.
31. Glick noted that City Council approval would be required for parks. The only other location allowed in B-3 and B-4 properties would be regulated by the general noise regulations in zoning. She noted that the council would have the option to adopt regulations on hours by resolution in the future as referenced in Subd 1(d).
32. Member Blonigan **MOVED**, seconded by Member Rogan to hold the second reading of Ordinance No. 16-03: "AN ORDINANCE AMENDING THE ROBBINSDALE CITY CODE SECTION 1120 TRANSIENT SALES TO DISTINGUISH BETWEEN STATIONARY MOBILE FOOD UNITS AND MOBILE FOOD UNITS FOLLOWING A SET ROUTE, including 2 corrections." **The vote was unanimous and the motion carried.**

OTHER BUSINESS A: Disbursement Requests for Period Ending 02/16/16

33. Member Backen **MOVED**, seconded by Member Selman to approve disbursement requests for period ending March 2, 2016. **The vote was unanimous and the motion carried**

ADMINISTRATIVE REPORTS/COUNCIL COMMUNICATIONS

34. Glick announced that the Robbinsdale Chamber of Commerce Eggstravaganza will be held on March 19th at City Hall starting at 1 pm. The event is funded entirely through donations and staffed by volunteers.
35. Glick noted that next week's Robbinsdale Economic Development Authority meeting will start at 6 pm and will be followed by the City Council's annual review of city goals. She also noted that there would be a regular City Council work session immediately following tonight's council meeting.
36. Blonigan noted he had attended his local caucus and was impressed by the turnout by both Democrats and Republicans.
37. Blonigan noted that the solar garden proposal authorized at the last meeting had the opportunity for the city to earn a lot of money.

ADJOURNMENT

38. Member Selman **MOVED**, seconded by Member Rogan to adjourn the meeting at 7:55 p.m. **The vote was unanimous and the motion carried.**

Marcia Glick , Recorder

Regan L. Murphy, Mayor

City of Robbinsdale
REGULAR MONTHLY CITY COUNCIL WORK SESSION MINUTES
MARCH 2, 2016
8:00 p.m.

CALL TO ORDER:

1. Mayor Pro Tem called the meeting to order at 8:00 p.m.
2. Present: Blonigan, Rogan, Selman, Mayor Murphy, Mayor Pro Tem Backen
Staff: Marcia Glick, City Manager; Richard McCoy, Public Works Director

REVIEW: Information on Metropolitan Council Governance from Minnetonka and Dakota County Communities

3. City Manager Glick shared that Minnetonka had asked cities to consider following their example adopting a resolution supporting the policy position for Metro Cities related to Metropolitan Council Governance. Another packet had been received from Dakota County communities along with a letter from the Executive Director of Metro Cities discussing the request from Dakota and other counties.
4. Council members indicated that they support the appointment process and liked the suggestion of staggered appointments. They acknowledged that across the country there are groups of elected officials involved on area planning agencies but also concern regarding the time needed to devote to a regional agency and balancing that time against City and other obligations.
5. Consensus for the City Manager to prepare a resolution following the Minnetonka example for March 15 agenda.

REVIEW: Plans for deposit of IDRB Fees

6. Glick noted that bond sale fees are normally directed to be deposited into the Street Permanent Improvement Revolving (PIR) Fund or the General Fund. Council members have been suggesting the option of using the fees from the 2015 North Memorial bond sale to pay for the planned picnic pavilion at Lakeview Terrace Park. This change in deposit needs to be reflected by a council action.
7. Council members discussed whether just the first year's fees should be deposited into the park fund and concluded that all of the fees from this issue should be deposited into the Park Improvement Construction Fund. The City Manager will prepare a resolution for the March 15 agenda.

DISCUSSION: Updates on Projects including Grazier Park

8. Glick noted the City Attorney estimated range of legal fees for acquisition of fee title to be in the \$15,000-\$20,000 range plus potential fees to MnDOT for releasing their easement and unknown payment to the property owners once identified.

9. Council members indicated support for moving forward on the acquisition action knowing the process was likely to take 2 years. They also indicated interest in developing a master plan for the park before any improvements would be undertaken by the City or volunteers.
10. McCoy noted that all of the downtown streetscape lights have been converted to LED and that the lights at Manor Park use a similar fixture. There is a difference in that the Manor Park lights are designed to be dimmed at a certain time every night and the LED lights used in the streetscape fixtures are not dimmable. After discussion, the City Council concluded that they would like to retain the flexibility for adjusting the light level in the park. Staff will continue to explore options and also look at the actual cost of lighting the park at the present time.
11. Glick confirmed with the City Council that food would be provided as usual for the goal session workshop scheduled for March 8th.
12. McCoy and Glick provided an update on North Memorial's work on the tunnel under Oakdale. It is likely that this area will be reconstructed in 2017 and include pedestrian and lighting improvements.
13. McCoy provided an update on the County Road 9 construction project.
14. McCoy noted that the size of the cul-de-sac on Josephine Lane may be reduced following additional neighbor feedback. Staff will be modeling the turning movements required by fire trucks, garbage trucks, and other large vehicles.

ADJOURNMENT

15. The meeting was adjourned by Mayor Pro Tem Backen at 9:20 p.m.

Richard McCoy, Recorder

Pat Backen, Mayor Pro Tem

City of Robbinsdale
CITY COUNCIL GOALS WORK SESSION MINUTES
March 8, 2016
7:25 p.m.

CALL TO ORDER

1. Mayor Pro Tem Backen called the meeting to order at 7:25 p.m.
2. Present: Blonigan, Rogan, Selman, Backen, Mayor Murphy
Staff: Marcia Glick, City Manager; Jim Franzen, Police Chief;
Tom Marshall, Director of Administrative and Recreation Services & City Clerk;
Richard McCoy, City Engineer/Public Works Director;

Review of 2013-15 Goals & Accomplishments

3. Glick reviewed the identified accomplishments and goals from previous facilitated goal session in 2013 as well as progress on 2014 and 2015 goals most of which were completed.
4. Franzen reviewed the 2015 crime statistic, progress on police staffing, and department goals. Volunteers are needed to join the police reserves as well as to join the leadership of the Robbinsdale Crime Prevention Association. The new administrative sergeant will be able to coordinate the work of the investigative team to map trends in neighborhoods and identify longer term situations.
5. Glick noted that the Council had received updates on capital works planning through the CIP 5 year document adopted in December. McCoy indicated that with mill-overlay of France Avenue, Lakeview Avenue, and a variety of streets across all 4 wards there would be about 4.5 miles of new street surface this year. Bids will be reviewed at the April 19th City Council meeting.
6. Marshall noted the need for new election judges and overviewed the new election equipment coming this year. He noted that although there have been some recent issues with the on-line registration system, it is easy to draw out statistics. He will be providing information on field usage from the last year in response to council questions.
7. Marshall noted a lot of work has been undertaken with the Deputy Registrar staff to try to address customer expectations. Glick noted we have been short one full-time staff person since December. The Deputy Registrar started in early March.
8. Glick reported on staff changes in Finance and Administration.

Identification of 2016 Priorities

9. Council members identified several priorities – not in a specific order:
 - Pavilion project in LVT
 - Planning for the 41 ½ Promenade
 - Addressing Downtown Parking Challenges
 - Option agreements for key downtown properties.
 - Identifying a developer for the LRT parking ramp wrap/Hubbard Marketplace and other potential downtown redevelopment areas.
 - Liquor store marketing/sales
 - LRT design details
 - Triangle Park

ADJOURNMENT

10. Mayor Pro Tem Selman adjourned the meeting at 9:45 p.m.

Tom Marshall, Recorder

George Selman, Mayor Pro Tem

ROBBINSDALE SENIOR COMMISSION

Monday, February 1, 2016

Consent B

Robbinsdale City Council Chambers

Chair Bjorkquist called meeting to order at 6:20 pm (once quorum was reached) in the Council Chambers of Robbinsdale City Hall.

Members present: Bjorkquist, Montanez, Ruppert
Members excused: Holtz, Cleveland
Others present: Pam Schmitz, Recreation Programs Manager

Motion by Montanez, seconded by Ruppert to approve January 4, 2016 regular meeting minutes. Motion passed.

Oaths of Office: Ruppert completed and signed his oath of office.

Old Business

Winter & Overall Pedestrian Safety updates

i. Discussed safety card and decided to add bicycle information on the second side. Bjorkquist will work on some suggested guidelines and will send to Schmitz. Will check with Osterhus to see what printing options and costs might be for 1000. Holtz was not able to meet with North Memorial Foundation this past month, will be meeting in February. Prices for safety vests start around \$2 with no imprint.

ii. Montanez and Bjorkquist reported on their attendance at the January 19th City Council meeting to present the Safety presentation to the Council. Montanez presented and Bjorkquist answered additional questions from the Council. The Council unanimously approved the Senior Commission's request to present the presentation to organizations in Robbinsdale as a means of promoting pedestrian and bicycle safety. There was some brief discussion again on presentations and which members might be able to assist. Bjorkquist reported that the Chamber was interested, but that it would need to be later in the year. Also was a suggestion to have it in a format that could be uploaded to Youtube and City's website and/or through Channel 12's website.

Programing ideas

i. Montanez reported on meeting with Wicked Wort brewery. There will be 2 dates offered on nights that the Brewery is not open to the general public. There will be a fee of \$5 to cover the cost of some light snacks and a \$2 coupon each person will get towards a purchase of a beverage. Participants will also have an opportunity for a brief tour of the brewery. Advanced registration is strongly encouraged, since there is a minimum of 40 (Wicked Worts Brewery's minimum). Recreation staff will be working with Wicked Wort on further details. The events will be advertised through the City Newsletter that all residents will be receiving by the end of February. Will also advertise in the Senior Newsletter that Friendly Robins members receive along with flyers and on facebook, city website and hopefully an article in the SunPost.

ii. Showcase will be offered in the morning, letters will go out to vendors by mid-April. Will see if Whiz Bang Committee would like to add in anything since this could be a "Kick-off" event.

Commission Membership

Still looking to fill in the 2 vacant spots. Will make sure to have a display for this and other volunteer opportunities at the Senior Showcase during Whiz Bang Days.

New Business

Volunteer opportunities with Clare House

i. Montanez shared information on Claire House and their mission. Handout was received on their vision, mission and history. Discussed how Robbinsdale residents could become involved/volunteer. Discussed the role the Commission could take. General consensus was the Commission could provide information to residents on the volunteer opportunities at Clare House, similar to other agencies looking for volunteers. This includes providing information online and through the Senior Newsletters. Also could invite the Director of Clare House to come to a meeting to discuss other possibilities including maybe some joint programing.

Announcements

Bjorkquist shared information on his "Ride-a-Long" with Police and encouraged others to request a ride as well.

Motion to adjourn by Montanez, seconded by Ruppert, passed unanimously at 7:50 pm.

Respectfully submitted by Pam Schmitz, staff liaison.



City of Robbinsdale

MEMORANDUM

TO: Mayor and City Council

FROM: Marcia Glick, City Manager

DATE: March 15, 2016

RE: Approval of Licenses

Background:

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

Recommendation:

By motion approve issuance of licenses dated March 15, 2016.

Marcia Glick, City Manager**CONCURRENCE:**

Tom Marshall, City Clerk

CONTRACTORS' LICENSES FOR COUNCIL APPROVAL 03/15/2016

<u>Applicant</u>	<u>Type</u>	<u>License Fee</u>
ARBORTECH STUMP & TREE REMOVAL	Tree Trimmer	50.00
BEDROCK HVAC LLC	Mechanical Contractor	50.00
D R PETERSON	Plumbing Contractor	50.00
ESP COMPANIES LLC	Plumbing Contractor	50.00
HOFFMAN REFRIGERATION & HEATING	Mechanical Contractor	50.00
JRH PLUMBING LLC	Plumbing Contractor	50.00
LEGACY MECHANICAL SERVICES LLC (WS)	Sewer/Water Contractor	50.00
LINDBERG MECHANICAL LLC	Mechanical Contractor	50.00
NORTHLAND MECHANICAL CONTRACTORS INC (ME)	Mechanical Contractor	50.00
QUALITY TRUSTED COMMERCIAL	General Contractor	50.00
RAY N WELTER HEATING	Mechanical Contractor	50.00
ROSS PLUMBING INC	Plumbing Contractor	50.00

Number of Contractor Licenses Requesting Council Approval: 12

BUSINESS LICENSES FOR COUNCIL APPROVAL 03/15/2016

Current Date: 3/10/2016

<u>License Type</u>	<u>Applicant</u>	<u>License Fee</u>
Auto Dealer	Import Auto Sales, LLC	0.00

Number of Licenses Requesting Council Approval: 1



City of Robbinsdale

TO: Mayor and City Council

FROM: Marcia Glick, City Manager

DATE: March 15, 2016

RE: Direction on Deposit of Bond Fees from North Memorial Series 2015 Bonds
To Park Improvement Construction Fund

Background:

City Council discussion related to funding for the planned pavilion at Lakeview Terrace Park has identified the Bond Fees from last year's North Memorial Bond Issue as a source of revenue. Specific direction on deposit of these funds should be in the form of a resolution.

Analysis/Conclusion:

At the work session on March 2nd, council members noted that the 2016 fees will provide most of the funds for the pavilion. It was also noted that this resource will provide funds for other needed park improvements.

Recommendation:

By motion, waive the reading and adopt "A RESOLUTION DIRECTING DEPOSIT OF IDRB ADMINISTRATIVE FEES FROM THE NORTH MEMORIAL SERIES 2015 BOND TO THE PARK IMPROVEMENT CONSTRUCTION FUND." (Exhibit 1)

Marcia Glick, City Manager

CONCURRENCE:

Larry Jacobson, Finance Director

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 15th day of March, 2016.

RESOLUTION NO.
A RESOLUTION DIRECTING DEPOSIT OF IDRB ADMINISTRATIVE FEES FROM THE
NORTH MEMORIAL SERIES 2015 BOND TO THE PARK IMPROVEMENT
CONSTRUCTION FUND

WHEREAS, the City of Robbinsdale is committed to using fees from Industrial Revenue Bonds (IDRB) towards capital projects; and

WHEREAS, the City Council has identified a need for improvements in the city's parks and a lack of a dedicated source for those improvements; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE, MINNESOTA: that the IDRB administrative fees from the North Memorial Series 2015 Bond be designated for the Park Improvement Construction Fund for fees received in 2016 through 2035 in the cumulative amount of \$619,510.21.

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 15TH DAY OF MARCH, 2016.

Regan L. Murphy, Mayor

ATTEST:

Tom Marshall, City Clerk



MEMORANDUM

TO: Mayor and City Council
FROM: Marcia Glick, City Manager
DATE: March 15, 2016
RE: Final Plat for "Robbins Beach 2nd Addition"

BACKGROUND:

Three Rivers Park District requested a land swap with the REDA to allow for development of the park area. The result is a shifting of the boundaryline between The park entrance and parking lot, and the REDA development site at the end of Twin Oak Lane. On April 21, 2015, the Council adopted Resolution 7416 shown in **Exhibit 1** approving the preliminary plat and requiring the preparation of a final plat for recording.

ANALYSIS/CONCLUSION:

The final plat has been prepared and all conditions have been addressed. A reduction of the plat has been included as an attachment to the resolution approving the final plat.

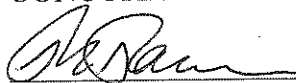
RECOMMENDATION:

Waive the reading and adopt the resolution shown in **Exhibit 2** APPROVING THE ROBBINS BEACH 2ND ADDITION FINAL AND AUTHORIZING ITS EXECUTION BY THE MAYOR AND CITY CLERK.



Marcia Glick, City Manager

CONCURRENCE:



Rick Pearson, Community Development Coordinator

Member Selman moved and Member Backen seconded a motion that the following resolution be read and adopted this 21st day of April, 2015.

RESOLUTION NO. 7416

**A RESOLUTION APPROVING THE PRELIMINARY PLAT REPLAT
FOR ROBBINS BEACH 2ND ADDITION
(THREE RIVERS PARK DISTRICT)**

WHEREAS, a plat for Robbins Beach was recorded at Hennepin County which consolidated land for park use by Three Rivers Park District and future residential development by the Robbinsdale Economic Development Authority; and

WHEREAS, Three Rivers Park District has requested an adjustment of the boundaryline between the park development land and the REDA land; and

WHEREAS, REDA approved this change at its meeting on January 13, 2015; and

WHEREAS, the City of Robbinsdale City Code does not allow a boundary adjustment within a plat, a new plat is required; and

WHEREAS, on February 19, 2015 the Planning Commission conducted a public hearing as required and unanimously adopted a motion recommending approval of the replat based upon the following findings of fact:

- a. that the replat is consistent with the Comprehensive Plan;
- b. that the replat facilitates the development by Three Rivers Park District of the Twin Lakes boat launch park area;
- c. that the replat provides a net increase of land area and shoreland for the Robbinsdale Economic Development Authority site; and

WHEREAS, the Council accepts these findings;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Robbinsdale that Subd. 15-2 a Preliminary plat for Robbins Beach 2nd Addition, Minnesota shown in Attachment A pursuant to Section 500.17 (Preliminary Plats) and 500.19, (Final Plats) of the Robbinsdale City Code is hereby approved with the condition:

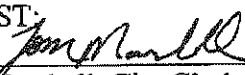
That Three Rivers Park District record final plat at its expense with the Hennepin County Recorder and Registrar of Titles.

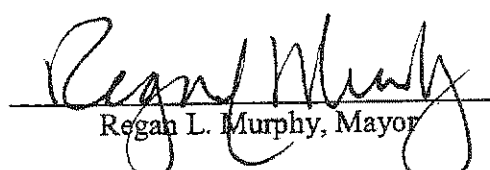
The question was on adoption of the resolution and upon a vote being taken thereon, the following voted in favor thereof: Rogan, Selman, Backen, Blonigan, Mayor Murphy

and the following voted against the same: None

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 21ST DAY OF APRIL 2015.

ATTEST:


Tom Marshall, City Clerk
(SEAL)


Regan L. Murphy, Mayor

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 15th day of March 2016.

RESOLUTION NO.

**A RESOLUTION APPROVING THE ROBBINS BEACH 2ND ADDITION
FINAL PLAT AND AUTHORIZING ITS EXECUTION BY THE MAYOR AND
CITY CLERK**

(Three Rivers Park District)

WHEREAS, the Planning Commission held a public hearing regarding the properties located at the Three Rivers boat launch park and land for development at the end of Twin Oak Lane on February 19, 2015 and recommended approval with conditions; and

WHEREAS, the City Council gave preliminary plat approval with conditions on April 21, 2015;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Robbinsdale that Robbins Beach 2nd Addition (shown in **Attachment 1**) is hereby approved and the Mayor and City Clerk are authorized to affix their signatures and official seal of the city to said plat pursuant to Section 500.19 of the Robbinsdale City Code.

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

and the following voted against the same:

**WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND
ADOPTED THIS 15TH DAY OF MARCH 2016.**

Regan L. Murphy, Mayor

ATTEST:

Tom Marshall, City Clerk
(SEAL)

Background: The use of hydraulic engineering on Lakehead Area by just 100 years of existence from 1857-81.
Elevation = 714.88 feet NGVD 1929.

Per FEMA map number 27050301212E, dated September 9, 2004 the 100 year flood elevation for Twin Lake = 818.0 feet NGVD 1979

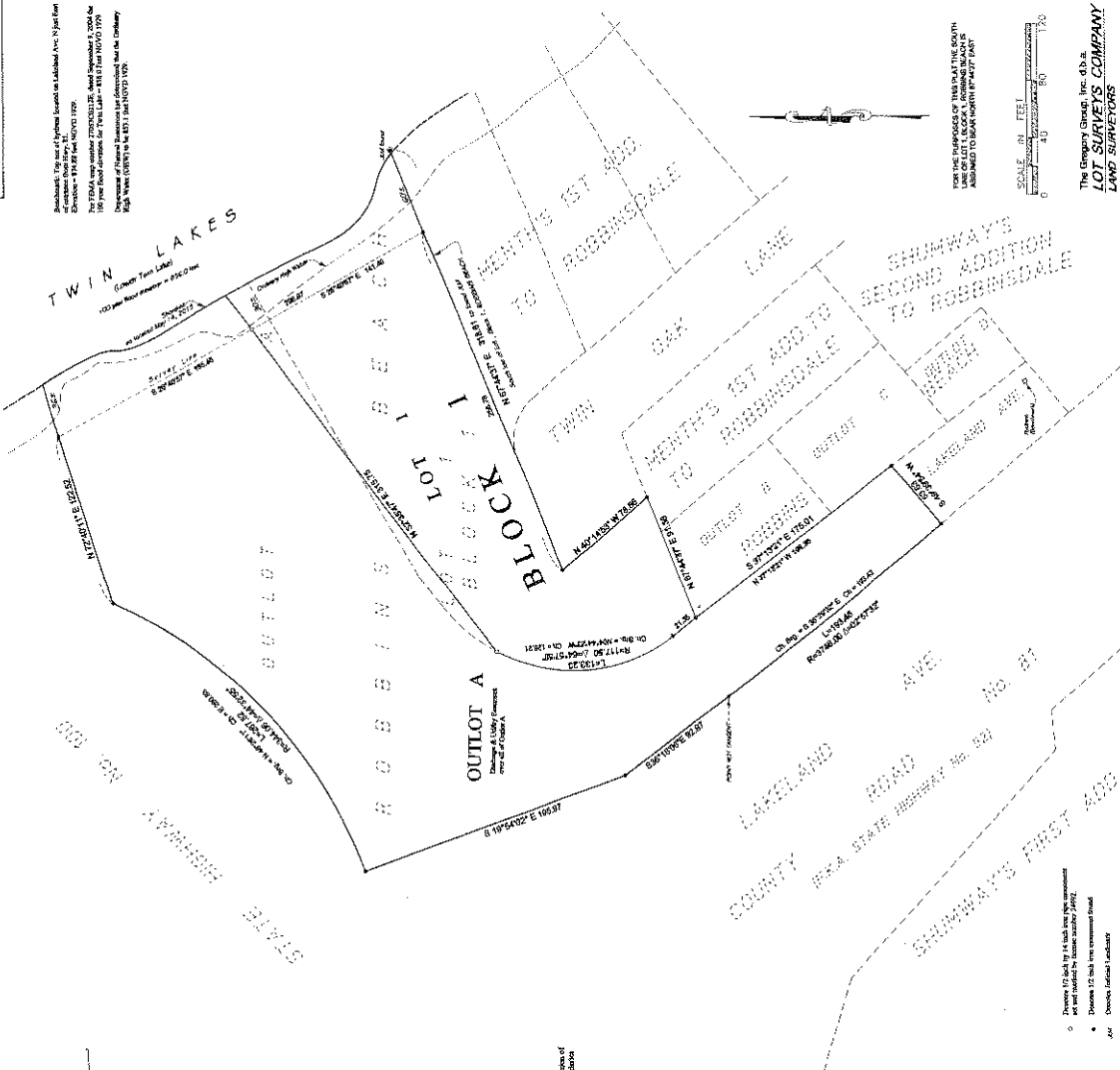
Department of Natural Resources has determined that the Ordinary High Water (OHW) to be 827.3 feet NGVD 1979.

FOR THE PLAYERS OF THIS PLAY THE SOUTH
LINE OF LOT 1, IS LOCK 1. PENDING BEACH IS
A ROCK MARSH. YOU WILL SEE ANOTHER BEACH AT THE EAST

SCALE IN FEET

0 10 20 30 40 50 60 70 80 90 100

The Gregory Group, Inc. d.b.a.
LOT SURVEYS COMPANY
LAND SURVEYORS



and Three Rivers Park District, a Minnesota public body corporate and political subdivision, for causes of the following described property situated in the County of Hennepin, State of Minnesota, to wit:

Order A, REVENUE DEACT

I have stated the case to be reviewed and stated to REVENUE DEACT, and do hereby declare to the public for public use for the
evaluation for utility and development purposes and public use as shown in the plan.

In witness whereof, I, the undersigned, have caused these minutes to be signed by my proper officers and
day of _____ 20__

[illegible]

STATE OF MINNESOTA
COUNTY OF _____
The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by Fel Benschke, President and Marcia "Madi" Gervative Director of _____.

(signature)

(printed name)
Name: Public County: Minnesota

My Occupation Employs _____

THESE NUNES PARA DISTRIBUIR

By _____

Pr _____

STATE OF MINNESOTA

COUNTY OF _____ and _____ of _____
 The foregoing instrument was submitted before me this _____ day of _____, 20____, by _____
 _____, a Minnesota public body corporate and politic, on behalf of said corporation
 _____, a Minnesota public officer, a Minnesota public body corporate and politic, on behalf of said corporation

[illegible]

(PRINTED NAME) _____
Nancy Pellet
County, Minnesota
My Commission Expires _____

[illegible][illegible]

STATE OF MINNESOTA
COUNTY OF HENNEPIN

URSULA K. PHARO, JUDGE

MINNESOTA JUDICIAL NO. 20492

This document was acknowledged before me on this _____ day of _____, 20____, and _____ by Gregory R. French.

(Signature of Notary)

(Party's Printed Name) _____ County, in Minnesota
Notary Public

My signature expires _____ at _____ by _____

ROBINSON, D. L. MARIQUITA

By Eugene L. Meyer, Mayor City Clerk

RESIDENT, AND REAL ESTATE SERVICES, Hennepin County, Minnesota
 hereby certifies that the within invoice is a true and correct copy of the invoice
 and that the same was received by the undersigned on the _____ day of _____, 20____.

Mark V. Coates, Insurance Claims Analyst
 57 Deputy

JUNNEY BENEFIT, Township Clerk, Minnesota
Pursuant to Minnesota Statutes, Sec. 260.365 (1969) this plot has been approved this _____ day of _____, 20____.

Chris F. Moxa, *Statistics Faculty Supervisor*

By _____

COUNTY RECORDER, Jackson County, Minnesota.
 hereby certify that the within plat of ROBINSON BEACH 7143 ADDITION was recorded in my office this _____ day of _____, 20____ at _____ o'clock _____ M.

By _____ **Deputy**

[illegible]



City of Robbinsdale

TO: Mayor and City Council

FROM: Marcia Glick, City Manager

DATE: March 15, 2016

RE: Resolution supporting Metro Cities Policy 4-B –
Regional Governance Structure for Metropolitan Council

Background:

In late January 2016, the City of Minnetonka adopted a resolution supporting Metro Cities policy statement related to the governance structure for the metropolitan council. This topic has come before the legislature with proposals for an elected body or for only currently elected officials to serve on the board.

At a work session on March 2nd, the Robbinsdale City Council requested that a similar resolution of support be placed on this agenda.

Analysis/Conclusion:

Metro Cities serves as a voice for metropolitan cities at the legislature and Met Council. Elected and appointed city officials from the area annual review, develop and adopt the legislative policies. Policy 4B addresses the Met Council's regional governance structure:

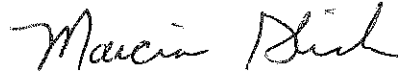
Metro Cities supports the appointment of Metropolitan Council members by the Governor with four year, staggered terms for members. The appointment of the Metropolitan Council Chair should coincide with the term of the Governor.

Metro Cities supports a nominating committee process that maximizes participation and input by local officials. Consideration should be given to the creation of four separate nominating committees, with committee representation from each quadrant of the region. Members of each committee should include three city officials, appointed by Metro Cities, one county commissioner appointed by the Association of MN Counties or a comparable entity, and three citizens appointed by the Governor. At least three of the local officials should be elected officials.

Metro Cities supports the appointment of Metropolitan Council members who have demonstrated the ability to work with cities in a collaborative manner and commit to meet with local government officials regularly, and who understand the diversity and the commonalities of the region, and the long-term implications of regional decision-making.

Recommendation:

By motion, waive the reading and order the adoption of the Resolution shown in Exhibit 1, "A RESOLUTION SUPPORTING METRO CITIES POLICY 4-B – REGIONAL GOVERNANCE STRUCTURE."

A handwritten signature in cursive script, reading "Marcia Glick".

Marcia Glick, City Manager

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 15th day of March, 2016.

RESOLUTION NO.

A RESOLUTION SUPPORTING METRO CITIES POLICY
4-B – REGIONAL GOVERNANCE STRUCTURE

WHEREAS, the Metropolitan Council (Met Council) has been the regional policy making body, planning agency, and provider of essential services for the seven-county Twin Cities region for nearly 50 years; and

WHEREAS, a 17 member board appointed by the Governor guides the str A 17-member board appointed by the Governor guides the strategic growth of the metro area, adhering to the council's mission of fostering efficient growth for a prosperous region. Elected officials and citizens share their expertise with the council by serving on key advisory committees;

WHEREAS, the City of Robbinsdale is a member of Metro Cities, an organization serving as a voice for metropolitan cities at the legislature and Met Council;

WHEREAS, Metro Cities has adopted Policy 4-B -Regional Governance Structure as follows:

Metro Cities supports the appointment of Metropolitan Council members by the Governor with four year, staggered terms for members. The appointment of the Metropolitan Council Chair should coincide with the term of the Governor

Metro Cities supports a nominating committee process that maximizes participation and input by local officials. Consideration should be given to the creation of four separate nominating committees, with committee representation from each quadrant of the region. Members of each committee should include three city officials, appointed by Metro Cities, one county commissioner appointed by the Association of MN Counties or a comparable entity, and three citizens appointed by the Governor. At least three of the local officials should be elected officials.

Metro Cities supports the appointment of Metropolitan Council members who have demonstrated the ability to work with cities in a collaborative manner and commit to meet with local government officials regularly, and who understand the diversity and the commonalities of the region, and the long-term implications of regional decision-making.

WHEREAS, the Robbinsdale City Council discussed and concurred with the policy at its March 2, 2016 meeting.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE, MINNESOTA: that the Robbinsdale City Council hereby supports Metro Cities Policy 4-B Regional Governance Structure.

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 15TH DAY OF MARCH, 2016.

Regan L. Murphy, Mayor

ATTEST:

Tom Marshall, City Clerk

MEMORANDUM

TO: Mayor and City Council

FROM: Marcia Glick, City Manager

DATE: March 15, 2016

SUBJECT: Accept Quote for Toolcat Utility Tractor – City Project 8107

Background:

Part of the approved 2016 Capital Equipment Budget is the purchase of a Toolcat Utility Tractor. This versatile piece of equipment will assist the Forester by increasing the efficiency of transporting and planting the bare root trees, and will also be used by the Parks Department for maintenance of parks and fields.

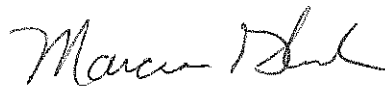
Prices for the equipment (including 12” and 36” augers, V-plow, 68” angle broom, material bucket and snow tires and rims) were sought from two vendors –

Lano Equipment	Ramsey MN	\$ 55,309.12
Bobcat of Rochester	Stewartville MN	\$ 56,114.68

The approved budget for this project is \$ 56,000.00. Staff recommends the purchase of the equipment from Lano Equipment of Ramsey, MN for \$ 55,309.12.

Recommendation:

By motion, authorize the City Manager and Finance Director to issue a Purchase Order to Lano Equipment of Ramsey, MN for the purchase of a new Bobcat Toolcat 5600 G Series for the amount of \$ 55,309.12.



Marcia Glick, City Manager

CONCURRENCE:



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

MEMORANDUM

Consent H

TO: Mayor and City Council

FROM: Marcia Glick, City Manager

DATE: March 15, 2016

SUBJECT: Crystal Lake Flocculation Plant – Contract for Monitoring

Background:

It is proposed that the Crystal Lake Floc Plant will commence operation for 2016 as soon as weather conditions allow.

Monitoring:

In order to maintain compliance with the approval conditions of the permits from the Minnesota Pollution Control Agency (MPCA) and Metropolitan Council Environmental Services (MCES), the City is required to undertake a significant amount of monitoring of the facility and Crystal Lake.

As part of the permit approval for construction and operation of this facility, the MPCA requires extensive monitoring of influent from and effluent to the lake, together with base information and indicators within the lake itself. The MCES permit approval requires extensive testing on the sludge effluent that will be discharged into the sanitary sewer system.

The process to renew the MPCA permit for the facility has been commenced, and staff is confident that ongoing monitoring of certain parameters will be relaxed to some extent in the renewed permit.

City staff received a cost from the Consultant we have engaged in the past (WSB & Associates) to undertake the necessary monitoring and reporting to maintain compliance with the agency permits. This cost reflects the monitoring required at both the new facility and within the lake over the expected operational period from late April to late October, 2016.

The cost to perform the necessary monitoring and sampling, together with the start-up procedures is \$ 13,750. The cost to perform the necessary lake monitoring and observations is \$ 3,300. The cost to prepare and submit the necessary monthly and annual reports to the MPCA and MCES is \$ 3,950. The proposal also anticipates fees for laboratory analysis, instrumentation rental and parts purchase of \$ 16,500. A copy of the proposal from the consultant will be available at the City Council Meeting for Council Members review and perusal.

The total of all the elements for 2016 is \$ 37,500 compared to the 2015 cost of \$ 54,100. The price provided is lower than the last time the City issued a contract for the work because of ongoing operational efficiency and economies of scale the Consultant can offer as their resources are being spread throughout additional plants of similar operation within the Twin Cities area.

Staff had originally budgeted for an additional part time person to help with this monitoring and reporting, however based on the anticipated requirement to modify operations of the system to reduce certain discharges, it is felt that these modifications are best performed by the same Consultant that designed and has been operating the plant from its initial commissioning. Funding for the work is available in the stormwater utility.

Staff will continue to include ongoing monitoring into future operational budgets and the opportunity for staff to fully assume these tasks will also be explored further.

Recommendation:

By motion authorize the Mayor and City Manager entering into an agreement to engage WSB and Associates to provide monitoring, sampling and reporting of the Flocculation Plant, water quality monitoring and reporting of Crystal Lake and to provide sludge effluent monitoring and reporting in accordance with the proposal dated February 11th, 2016 at a total cost not to exceed \$ 37,100.00.



Marcia Glick, City Manager

CONCURRENCE:



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



City of Robbinsdale

TO: Mayor and City Council
FROM: Marcia Glick, City Manager
DATE: March 15, 2016
RE: Senior Commission Appointment

Background:

The Robbinsdale Senior Commission consists of 7 members- 6 members are appointed at large and 1 member appointed from the Robbinsdale Seniors Club as sponsored by the Park and Recreation Department. All appointments are made by approval of the City Council

Analysis/Conclusion:

There are currently 2 at-large vacancies on the Senior Commission. Laney Skeel has submitted an application, and it is recommended that she be appointed to fill one of the vacancies.

Recommendation:

By motion, approve appointment of Laney Skeel as an At-Large representative on the Senior Commission.

A handwritten signature in black ink, appearing to read "Marcia Glick", written over a horizontal line.

Marcia Glick, City Manager



City of Robbinsdale

APPLICATION FOR APPOINTMENT TO CITY COMMISSION

NAME: Larry Steel ADDRESS: 1. 51st St. N. Robbinsdale, MN

PHONE: (Home) 763-531-1234 Cell (Work) 612-555-1234

EMAIL: larry.steel@robbinsdalemn.gov

RESIDENT OF ROBBINSDALE SINCE (Year) 1972 WARD: 2

OCCUPATION: Psychologist EMPLOYER: RETIRED

COMMISSION YOU ARE SEEKING: SENIOR

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

PsyD psychology

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

DIEBENS GARDEN CLUB - PRESIDENT 2012-13
HISTORICAL SOCIETY BOARD
ROBBIN GALLERY

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

WORKS WELL WITH OTHERS AND LISTENS WELL, MOTIVATED TO
IMPROVE SENIOR EXPERIENCES, RATHER NOT WATCH MONDAY NIGHT
FOOTBALL!

Please return to City Clerk's Office - 4100 Lakeview Avenue North, Robbinsdale, Minnesota 55422
Phone: 763-531-1252 Fax: 763-531-1291



City of Robbinsdale

TO: Mayor and City Council
FROM: Marcia Glick, City Manager
DATE: March 15, 2016
RE: Fire Chief Presentation – Fire Chief Guy Dorholt

Background:

Guy Dorholt was appointed as the new fire chief commencing February 2, 2016

Chief Dorholt will take this opportunity to introduce himself to the community and provide an update on activities of the fire department.

Fire calls have remained consistent with 329 calls in 2015. Safety, Training, Education and Inspections remain department priorities. Recruitment lately has been very successful, but always anticipating some turn over and staying agile for outreach to new recruits.

A handwritten signature in black ink, appearing to read "Marcia Glick", written over a horizontal line.

Marcia Glick, City Manager

MEMORANDUM

TO: Mayor and City Council

FROM: Marcia Glick, City Manager

DATE: March 15, 2016

SUBJECT: Improvement and Assessment Hearing for the Reconstruction of Josephine Lane between County Road 9 and the Cul-De-Sac – City Project 38016

Background:

The City Council has set a public hearing to consider the improvement of the road segments associated with the proposed reconstruction of Josephine Lane.

The specific road segment included is –

Project 38016 – Josephine Lane between County Road 9 and the Cul-De-Sac

The reconstruction of this street is included as part of the City's Capital Improvement Program and has been selected because of the combination of aged underground infrastructure, poor curb and gutter and road surface and inadequate storm sewer.

This hearing will also consider the special assessments for the project.

Improvements:

The proposed improvements will include the reconstruction of City owned water and sanitary mains, storm sewer, the reconstruction of curb & gutter, sidewalks and road pavement. In addition, the project will include the provision of a CDS Unit to remove gross pollutants from storm water before its discharge into South Twin Lake. No sidewalk is proposed in this street.

The proposed street width will be 32 feet (curb to curb) with a 40 foot radius cul-de-sac at the northern end. The street width reflects the existing dimensions however the cul-de-sac size is an increase on the existing 35 foot radius.

The total construction cost for all elements of the project including contingency is currently estimated to be approximately \$ 554,000.

A feasibility report for this project was presented and accepted by the City Council on February 2nd, 2016. This report concluded that the improvements are necessary, feasible and cost effective. At that meeting, City Council also directed staff to schedule a public hearing date to consider the project.

Consultation Process:

Notifications of the public hearing and proposed assessments have been sent to property owners and formal notices placed in the Sun Post newspaper.

In addition, residents with frontage to the selected street were invited to attend an information session held at City Hall on Monday February 8th, 2016 between 4:00pm and 6:00pm. This information session had a small attendance with residents representing 6 of the 15 property owners coming to view the proposed plans and ask questions of staff.

In addition to this session, staff has met with a number of residents to discuss specific issues such as design and drainage, and has received 1 emailed comment with concerns about the proposed design.

A copy of the email received has been included as *Attachment 1* for Council Members information. Any further written comments received prior to the City Council meeting will be presented at tonight's meeting.

The issues that have been raised are discussed below –

4429 Josephine Lane – Mark and Wendy Wersal – The Wersal's have noted some of the benefits to the proposed design, but express concern about the expansion of the cul-de-sac, citing the increase in runoff from additional pavement and loss of boulevard.

Response – The plans as originally displayed showed the proposed cul-de-sac with a 45 foot radius. Following subsequent meetings with residents (see discussion below), the cul-de-sac radius has been reduced to 40 feet. The additional hard surface created by this increase is approximately 319 ft². This will create an additional 0.05 cfs (0.37 gallons per minute) runoff during a 10 year storm event. This additional runoff has to be offset against the improved access in the cul-de-sac for larger vehicles in particular the garbage truck which has a clear turning radius of 37 feet. Staff has also sought interest from residents of the street to include a raingarden in the boulevard area adjacent to their property. Just one raingarden would deal with more than this additional runoff amount. Staff has not been successful in finding an interested resident yet, but will continue to explore the potential.

Recommendation – Given the minor amount of additional runoff generated versus the improved maneuverability, it is recommended that the 40 foot radius design be retained.

4428 Josephine Lane – Diane Yahr and Vernon Livingston and 4435 Josephine Lane – John Christy – These residents sought a meeting with staff to express concern at the proposed increase in cul-de-sac radius because of the perceived adverse impact to driveway grades, loss of parking on the driveway (4428) and loss of boulevard trees (4428).

Response – After listening to the resident concerns, it was agreed to reduce the proposed cul-de-sac radius from 45 feet to 40 feet. This action will allow the preservation of a River Birch tree at the western edge of 4428, which the Forester has confirmed is a good specimen. There will still

be a loss of an ash tree in front of 4428, however an undertaking was given that a replacement tree of a more suitable species would be replanted at the end of the project.

The driveway grade will be improved over the existing conditions as the proposed design lifts the cul-de-sac in order to drain the street in the opposite direction.

The reduction of cul-de-sac radius will also maintain the ability to park vehicles in front of the garage door and remain clear of the street.

At the conclusion of the meeting, the residents appeared to be satisfied with the alterations and undertakings given.

Recommendation – Given that the amendments to the design and undertakings for boulevard tree replacement, it is recommended that no further action is needed.

Overall, the comments received during discussion with residents at the information session or through other means have been generally positive, although residents with unresolved issues may be present this evening and may further articulate their concerns.

Funding and Assessments:

It is proposed that the City's portion of the project be funded from a combination of utility enterprise funds, the Permanent Infrastructure Replacement (PIR) Fund and special assessments.

The adopted Special Assessment Policy allows a number of methods to determine the most appropriate method of assessing properties for street improvement projects. The usual method of assessing by front footage was considered appropriate in this circumstance, given the relative standard layout of the lots in the project area.

Calculated assessment amounts were also correlated for consistency and equity against the benefit appraisal conducted for the City, any previous assessments paid and the 6% property value 'safety net.'

Given that the City's method of determining special assessments is by a set amount that is not dependent on the final cost of the project, it is considered appropriate that the assessment process be undertaken at this time.

Shown as *Attachment 2* is the Assessment Roll for Project 38016.

Assessments for properties in the project area range from \$ 1,200.00 to \$ 16,554.51. The average assessment is \$ 7,265.58. The total amount to be assessed is \$ 123,514.83.

It is proposed that the assessments outlined in this roll be subject to repayment over a 10 year period at an interest rate of 4.5%. This interest rate has been established by the Finance Director and is based upon the bond rate obtained for this project + 2%. It is recommended that property

owners be given until November 15th, 2016 to pay assessments in full without interest. This approach has been adopted as part of previous Street Improvement Programs and was well received by residents. This differs substantially from the usual 30 days interest free period allowed in many other communities.

Summary:

The selected street segment included in this project has a demonstrated need for replacement in one or more areas of asset.

The proposal for the work has been mailed to the adjoining residents, and opportunity has been provided for review of the proposal and consultation with both County and City staff.

The replacement as proposed follows prudent asset management practices.

Staff is recommending that the City Council order the improvements.

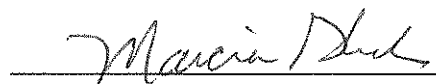
Shown as *Attachment 3* is a resolution ordering the improvements of Josephine Lane – City Project No. 38016.

Further, staff is recommending that the City Council hold the assessment hearing and certify the assessments for the project. A motion on the resolution should include consideration of any changes supported through the hearing process. Shown as *Attachment 4* is a resolution certifying assessments for the project with the standard formula amounts.

Recommendation:

Staff recommends that the City Council take the following actions:

1. Conduct the public hearing for the proposed improvements and assessments.
2. Waive the reading and order the adoption of the attached resolution ordering the improvements of Josephine Lane – City Project No. 38016 (*Attachment 3*).
3. Waive the reading and order the adoption of the attached resolution certifying assessments for Josephine Lane – City Project No. 38016 (*Attachment 4*) including any Council supported amendments.



Marcia Glick, City Manager

CONCURRENCE:



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

Josephine Lane Construction

The plans for reconstructing Josephine Lane appear to be positive. Eliminating one drain and adding the GPT trap should help alleviate some issues of storm water runoff and is a positive move. Raising the street to accommodate this will also be beneficial for the steep driveways at the end of the cul de sac.

We are, however, opposed to widening the cul de sac. The current size is certainly adequate, and we see no benefits to the increased size. Increasing the size adds more pavement and more storm water runoff into the Lake. It would be much more beneficial for the lake to encourage homeowners to add additional plantings along their curb to prevent runoff. Increasing the size diminishes the set back of the homes and moves utility poles further towards the houses. Keeping the size as is and encouraging more planting would be better environmentally and aesthetically.

Lower Twin is a great natural resource for the City of Robbinsdale. Rebuilding a cul-de-sac next to the Lake is a great opportunity to showcase green design, minimizing hard surface run-off and creating rain gardens to capture run-off.

Thank you for the opportunity to give feedback on this option.

Sincerely,

Mark and Wendy Wersal
4429 Josephine Lane
Robbinsdale, MN 55422

We appreciate the consideration and think the resulting compromise is a very workable plan.

Mark and Wendy Wersal
612-599-5042

-----Original Message-----

From: Richard McCoy <rmccoy@ci.ROBBINSDALE.MN.US>

To: [REDACTED]

Sent: Wed, Mar 9, 2016 1:18 pm

Subject: Jospheine Lane Reconstruction

Dear Residents,

I refer to the recent email from the Wersals of 4429, and the meeting at City Hall with Mr Christy of 4435 and Ms Yahr / Mr Livingston of 4428 regarding some concerns relating to the proposed design of the cul-de-sac.

We appreciate resident input into our design and that you raise issues of concern to us.

Based on considerations of the issues raised, we have reduced the size of the proposed cul-de-sac from the originally proposal of 45 foot radius to 40 foot radius (the existing is 35 foot radius). This position has been taken based on the following –

- The additional size over the existing will help the garbage truck and other larger vehicles to negotiate the area without excessive back and forward.
- The additional hard surface area will be only 319 ft² which generates less than 0.05 cubic feet per second (0.37 gallons per minute) in a 5 minute, 10 year storm. This is considered de minimus and will not have an adverse impact on stormwater to the lake.
- The reduction will still allow a vehicle to park in front of the garage of 4428 and remain clear of the road.
- The reduction and relocation of the proposed hydrant will allow preservation of the River Birch on the boulevard between 4428 and 4435.

Unfortunately the reduced cul-de-sac radius will not allow the preservation of the evergreen in the boulevard outside 4435 or the two evergreens outside 4429.

Also note that the Ash tree in the boulevard in front of 4428 will be removed due to the proximity of drainage works below the trunk. A replacement tree of a suitable species will be replanted at this location at the conclusion of the construction work.

This is the design that will be recommended in the report to City Council next Tuesday (March 15th).

If you would like to discuss any of these details with me further, feel free to contact me on ☎ 763-531-1260 or return email me at rmccoy@ci.robbednsdale.mn.us . You are also welcome to attend the hearing next Tuesday night. Any additional comments may be made to City Council at that time.

Thanks again for your thoughts and observations about the project.

Richard McCoy, P.E. | Public Works Director / City Engineer
City of Robbinsdale | 4100 Lakeview Avenue North
ROBBINSDALE MN 55422 | USA
Direct ☎ 763-531-1260 | FAX ☎ 763-537-7344



Please consider the environment before printing this email



City of Robbinsdale

Project 38016 - Josephine Lane

Assessment Roll

PID	Street No.	Street Name	Owner Name	Owner Address	City	State	Zip	Proposed Assessment
06-029-24-12-0081	4400	Josephine Lane	Donal & Karen Nieken	4400 Josephine Lane	Robbinsdale	MN	55422	\$8,035.23
06-029-24-12-0004	4401	Josephine Lane	G & L Harchysen	4401 Josephine Lane	Robbinsdale	MN	55422	\$5,808.60
06-029-24-12-0002	4405	Josephine Lane	Mark Reinertson	4409 Josephine Lane	Robbinsdale	MN	55422	\$1,980.00
06-029-24-12-0001	4409	Josephine Lane	Mark Reinertson	4409 Josephine Lane	Robbinsdale	MN	55422	\$6,002.22
06-029-24-12-0082	4410	Josephine Lane	William & Mary Lou Anderson	4410 Josephine Lane	Robbinsdale	MN	55422	\$10,745.91
06-029-24-12-0117	4412	Josephine Lane	Richard Erickson	4412 Josephine Lane	Robbinsdale	MN	55422	\$5,905.41
06-029-24-12-0039	4413	Josephine Lane	William & Mary Lou Anderson	4410 Josephine Lane	Robbinsdale	MN	55422	\$1,200.00
06-029-24-12-0012	4414	Josephine Lane	Thomas Vanyo	4414 Josephine Lane	Robbinsdale	MN	55422	\$4,066.02
06-029-24-12-0080	4417	Josephine Lane	Donald & Geraldine Halley	4417 Josephine Lane	Robbinsdale	MN	55422	\$16,554.51
06-029-24-12-0119	4418	Josephine Lane	Jason Traynor	4418 Josephine Lane	Robbinsdale	MN	55422	\$6,776.70
06-029-24-12-0074	4422	Josephine Lane	Manuel Guzman	4422 Josephine Lane	Robbinsdale	MN	55422	\$7,357.56
06-029-24-12-0079	4423	Josephine Lane	Michael & Saroj Brown	4423 Josephine Lane	Robbinsdale	MN	55422	\$9,777.81
06-029-24-12-0089	4426	Josephine Lane	Brett Olson	4426 Josephine Lane	Robbinsdale	MN	55422	\$9,100.14
06-029-24-12-0090	4428	Josephine Lane	Diane Yahr	4428 Josephine Lane	Robbinsdale	MN	55422	\$9,100.14
06-029-24-12-0078	4429	Josephine Lane	Mark & Wendy Wersal	4429 Josephine Lane	Robbinsdale	MN	55422	\$7,647.99
06-029-24-12-0077	4435	Josephine Lane	John & Lyla Christy	4435 Josephine Lane	Robbinsdale	MN	55422	\$5,324.55
06-029-24-12-0005	4500	Lake Drive	Timothy & Janice Brakefield	4500 Lake Drive	Robbinsdale	MN	55422	\$8,132.04
TOTAL								\$123,514.83

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 15th day of March, 2016.

RESOLUTION NO.

A RESOLUTION ORDERING THE IMPROVEMENT OF
JOSEPHINE LANE, AND PREPARATION OF PLANS AND
SPECIFICATIONS FOR THE SAME,
CITY PROJECT NO. 38016

WHEREAS, a resolution of the City Council adopted the 2nd day of February 2016, directed staff to schedule a Council hearing on the proposed improvements in Josephine Lane; and

WHEREAS, ten days mailed notice and two weeks published notice of the hearing was given, and the hearing was held on the 15th day of March, 2016, at which all persons desiring to be heard were given an opportunity to be heard thereon;

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

1. Such improvement is necessary, cost effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the Council resolution adopted on the 2nd day of February, 2016.
3. The City Engineer is hereby designated as the Engineer for this improvement. He shall prepare plans and specifications for the making of such improvement.

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 15TH DAY OF MARCH, 2016.

Regan L. Murphy, Mayor

ATTEST:

Tom Marshall, City Clerk

Member moved and Member seconded a motion that the following resolution be read and adopted on this 15th day of March, 2016.

RESOLUTION NO.

A RESOLUTION ADOPTING THE ASSESSMENT ROLL FOR THE 2016 STREET
IMPROVEMENT PROGRAM – CITY PROJECT NO. 38016 – JOSEPHINE LANE FROM
COUNTY ROAD 9 TO THE CUL-DE-SAC

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met, heard and passed upon all objections to the proposed assessment for the improvement of Josephine Lane – City Project 38016;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Robbinsdale, Minnesota, as follows:

1. That such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the delivered services in the amount of the assessment levied against it.
2. That such assessment shall be payable in annual equal installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday of January, 2017, and shall bear interest at the rate of 4.5 percent per annum from the November 15, 2016. To the first installment shall be added interest on the entire assessment from November 15, 2016 until December 31, 2016. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
3. That the owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor after November 15, 2016, pay the whole or part of the assessment on such property with no interest accrual.
4. That the City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County, and such assessments shall be collected and paid in the same manner as other municipal taxes.

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 15th day of March, 2016.

Regan L. Murphy, Mayor

ATTEST:

Tom Marshall, City Clerk

Res No

CERTIFICATION ROLL

PID No.	Total Principal
06-029-24-12-0081	\$8,035.23
06-029-24-12-0004	\$5,808.60
06-029-24-12-0002	\$1,980.00
06-029-24-12-0001	\$6,002.22
06-029-24-12-0082	\$10,745.91
06-029-24-12-0117	\$5,905.41
06-029-24-12-0012	\$4,066.02
06-029-24-12-0080	\$16,554.51
06-029-24-12-0119	\$6,776.70
06-029-24-12-0074	\$7,357.56
06-029-24-12-0079	\$9,777.81
06-029-24-12-0089	\$9,100.14
06-029-24-12-0090	\$9,100.14
06-029-24-12-0078	\$7,647.99
06-029-24-12-0077	\$5,324.55
06-029-24-12-0005	\$8,132.04
06-029-24-12-0039	\$1,200.00
TOTAL	\$123,514.83



City of Robbinsdale

TO: Mayor and City Council

FROM: Marcia Glick, City Manager

DATE: March 15, 2016

RE: Public Hearing – Approving 2nd modified Tax Increment Financing Plan for Tax Increment Financing District No. 2000-8

Background:

The Robbinsdale Economic Development Authority established Redevelopment Project 2000 for scattered site single family home construction. Project 2000-8 was established in 2014 containing 2 home development sites. It was expanded in 2015 to add 2 additional sites.

Analysis/Conclusion:

REDA adopted a modified development plan for Project 2000-8 on March 8, 2016 which adds the property at 4023 Zane Ave N. The plan is attached as Exhibit 1.

Establishment of the TIF District provides REDA the opportunity to recoup some of the cost of redevelopment of this lot.

Recommendation:

1. Hold the public hearing.
2. Waive the reading and order the adoption of the “RESOLUTION APPROVING A SECOND MODIFICATION TOTAX INCREMENT FINANCING PLAN FOR TAX INCREMENT FINANCING DISTRICT NO. 2000-08.” (Exhibit 2)

A handwritten signature in black ink, appearing to read 'Marcia Glick', written over a horizontal line.

Marcia Glick, City Manager

SECOND MODIFIED TAX INCREMENT FINANCING PLAN

TAX INCREMENT FINANCING DISTRICT NO. 2000-8

ROBBINSDALE ECONOMIC DEVELOPMENT AUTHORITY

March 8, 2016

THIS INSTRUMENT DRAFTED BY:

KENNEDY & GRAVEN, CHARTERED
470 U.S. Bank Plaza
200 South Sixth Street
Minneapolis, MN 55402
(612) 337-9300

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Section I. Second Modified Tax Increment Financing Plan-Background

REDA established Redevelopment Project Area 2000 on September 12, 1995, to promote the redevelopment of certain residential areas of the community which were not adequately served by the private sector. Tax Increment Financing District No. 2000-8 (the “TIF District”) was created in order to authorize the removal of structurally substandard housing and to facilitate its replacement with new, larger single family housing. It is the eighth tax increment financing district established in Redevelopment Project Area 2000. The tax increment financing plan (“TIF Plan”) for the TIF District was approved by REDA on June 10, 2014, and adopted by the Robbinsdale city council on June 24, 2014. Two properties were included in the original TIF District. REDA approved the first modification of the Plan on July 14, 2015. That modification, which added two more properties to the District, was approved by the Robbinsdale city council on July 21, 2015. REDA intends to modify the TIF Plan again to include one additional property in the TIF District and to authorize additional expenditures associated with the redevelopment of that property.

Section II. Second Modified Tax Increment Financing Plan for Tax Increment Financing District No. 2000-8

The TIF Plan for the Tax Increment Financing District No. 2000-8 is amended again by revising the following sections with the additional information contained in this modification. Except as amended herein, the TIF Plan remains the same as originally adopted in 2014 or as modified in the first amended Plan adopted in 2015.

Section D Statement of Public Purpose. The property located at 4023 Zane Avenue North will be added to TIF District No. 2000-8. This property qualifies for inclusion in a redevelopment TIF district based on an individual review of the internal conditions of the principal structure on the lot. Staff viewed the structure on the parcel from the exterior and interior and determined the building to be structurally substandard within the meaning of the TIF Act. A report detailing those conditions is in writing and will be retained by REDA for the duration of TIF District No. 2000-8.

Section F Description of TIF District. The property at 4023 Zane Avenue North, which is listed and further identified in attached Exhibit A, is being added through this second TIF Plan modification. The location of the new parcel is also shown on the map attached as Exhibit B. This lot is in addition to the four parcels currently in the TIF District.

Section G Likely Redevelopment; Project Contracts. REDA has acquired the parcel being added to TIF District No. 2000-8. REDA will demolish the existing structure and sell the lot to developers for the construction of a new and larger single family home. REDA has not yet entered into a contract for the sale of the property.

Section H Classification of TIF District. TIF District No. 2000-8 continues to qualify as a redevelopment TIF District because the new property contains a structurally substandard building at the time of preparation of this modification. The principal building on the property at 4023 Zane Avenue North has been determined to be structurally substandard and to pose a hazard to public health and safety after an exterior and interior inspection. The written report

regarding the property is on file at REDA's offices and will be retained for the life of the TIF District. Accordingly, REDA adopted a resolution on December 8, 2015, pursuant to Minn. Stat. § 469.174, Subd. 10(b)(2) authorizing demolition of the structure prior to inclusion of the parcel in the TIF District. The structure may be demolished prior to adoption of this TIF Plan modification.

Section N Limitation on Boundary Changes. The addition of the new parcel to TIF District No. 2000-8 through this modification will occur within five years of the date of certification of the TIF District, which occurred on April 20, 2015.

Section P Parcel to be Acquired Within the TIF District. REDA acquired the property at 4023 Zane Avenue North on October 24, 2015.

Section R Sources of Revenue; Estimate of Bonded Indebtedness. REDA does not currently intend to sell bonds to third parties to pay for the items budgeted in this modified TIF Plan. REDA has to date and intends to continue to finance up-front costs through interfund loans from its development account. On April 8, 2014, REDA adopted a resolution authorizing an interfund loan in an amount not to exceed \$1,000,000. On January 12, 2016, REDA authorized an interfund loan in an amount not to exceed \$1,000,000. Funds advanced by REDA through the interfund loans for the purchase of land and demolition of structurally substandard buildings will be reimbursed to REDA as increment is received from the new construction.

Costs of TIF District No. 2000-8 will be financed primarily through the collection of tax increment, land sales and interfund loans. REDA reserves the right to use other sources of revenue if available and appropriate. Although it is not currently REDA's intent to sell its general obligation or revenue bonds to pay for costs of the TIF District, REDA reserves the right to do so. No more than \$1,000,000 in bonded indebtedness will be incurred without modification of the TIF Plan.

The total estimated sources of funds for TIF District No. 2000-8, including this second modification, are shown below:

Source of Funds

Tax Increment	\$554,129
Land Sales	\$165,000
Transfers	-0-
Interest	-0-
TOTAL:	\$719,129
Interfund Loans	\$1,000,000

Additional information concerning sources of revenue is contained in Exhibit C attached hereto.

Section S Use of Funds. The following costs are the totals authorized for expenditure within TIF District No. 2000-8, including this modification:

Use of Funds

Land and Building Acquisition	\$ 269,000
Demolition and Site Preparation	\$ 75,000
Interfund Loan Interest	\$ 278,216
Other Qualifying Improvements	\$ 25,000
Administrative Costs	\$ 71,913
TOTAL COSTS:	\$ 719,129

Tax increment, land sales and transfers are expected to be used for project costs and is a not-to-exceed budget rather than an expected budget of costs. Additional information concerning use of funds is contained in Exhibit C attached hereto.

Estimated costs of TIF District No. 2000-8 are subject to change among categories without a modification of the TIF Plan.

The above expenditure and revenue estimates are based on the best information available at the time of adoption of the second modified TIF Plan.

Section T Original Net Tax Capacity and Tax Increment. Pursuant to section 469.177, subd. 1 of the TIF Act, the original net tax capacity of TIF District No. 2000-8 as certified by Hennepin County on April 20, 2015 at \$574.00. The original net tax capacity of the two parcels added in 2015 was \$750.00. The original net tax capacity of the new parcel is estimated to be \$652.00. This would result in an aggregate original net tax capacity of \$1,976.00 for all five parcels within the TIF District. Each year the County auditor will measure the increase or decrease in the total net tax capacity of property in the TIF district. Any year in which the net tax capacity of TIF District No. 2000-8 exceeds \$1,976.00, increment will be payable to REDA. Any year in which the net tax capacity is below \$1,976.00, no value will be captured and no increment will be payable to REDA.

Each year after the certification of the original net tax capacity, the County auditor will increase or decrease the original net tax capacity of property within TIF District No. 2000-8 as a result of:

- I. change in the tax exempt status of the property;
2. reduction or enlargement of the geographic boundaries of the TIF District; or

3. reduction of valuation by means of a court-ordered abatement, stipulation agreement, voluntary abatement made by the assessor or auditor or by order of the Minnesota commissioner of revenue.

Section U Duration of the TIF District. In accordance with section 469.176, subd. 1b of the TIF Act, REDA wishes to retain its right to receive TIF payments for the full statutory duration of the district, which means that no increment will be paid to REDA after 25 years after the date of the receipt of the first increment. The first increment is estimated to be received by REDA in 2016 which would mean that no increment would be paid after 2041. The addition of the new property to TIF District No. 2000-8 as a result of this second modification will not extend the duration of the TIF District.

Section V Estimate of Captured Tax Capacity. Pursuant to sections 469.175, subd. 1 and 469.177, subd. 2 of the TIF Act, the estimated aggregate net captured tax capacity of TIF District No. 2000-8, including the one parcel being added in this second modification, will be \$14,118.00 after January 2, 2017 for taxes payable beginning in 2018. The captured net tax capacity of the TIF District was estimated in the following manner:

Tax Capacity on January 2, 2017	\$ 14,118
Original Tax Capacity	<u>\$ -1,976</u>
Captured Tax Capacity	\$ 12,142

Pursuant to section 469.177, subd. 2 of the TIF Act, it is found and declared that all of the captured net tax capacity generated by TIF District No. 2000-8 is necessary to finance or otherwise make permissible expenditures authorized by section 469.176, subd. 4 of the TIF Act.

REDA has reviewed records regarding the new lot being added to the TIF District as a result of this second modification and has determined that no building permits were issued by the city of Robbinsdale during the 18 month-period immediately preceding approval of the second modified TIF Plan.

Section W Estimated Impact on Other Taxing Jurisdiction. It is anticipated that a total of \$18,634 in increment will be captured annually within TIF District No. 2000-8. This increment amount is based on the value of all development on January 2, 2017 for taxes payable beginning in 2018. For the purposes of estimating increment during the life of TIF District No. 2000-8, annual inflation of one percent has been assumed in the value of the new development. Applying the percentage of the total tax capacity rate attributable to each taxing jurisdiction to the aggregate annual increment of \$18,634 reveals the annual "loss" of tax dollars by each jurisdiction if the projects would have occurred without TIF. Although REDA believes the actual impact on other taxing jurisdictions is zero because development would not have occurred within the reasonably foreseeable future without public intervention, the assumed amount of tax dollars foregone by each jurisdiction is listed below:

“Lost” Tax Increment Attributable
to Various Taxing Jurisdictions

<u>Taxing Jurisdiction</u>	<u>Tax Capacity Rate</u>	<u>% of Total Tax Capacity</u>	<u>Est. Tax Loss (\$)</u>
City of Robbinsdale	55.756	36.33%	\$6,770
Hennepin County	49.959	32.55%	\$6,065
Independent School District No. 281	34.777	22.66%	\$4,223
Others	<u>12.987</u>	<u>8.46%</u>	<u>\$1,576</u>
TOTAL	153.479	100%	\$18,634

The cumulative tax increment to be collected within TIF District No. 2000-8 over the life of the district is estimated to be \$554,129. The present value of that stream of tax increment is \$426,216. See Exhibit D attached hereto.

EXHIBIT A

The following parcel is added to TIF District No. 2000-8

Address

PID No.

4023 Zane Avenue North

16-118-21-32-0008

EXHIBIT B

Map Showing Location of Additional Property

City of Robbinsdale

Redevelopment Project 2000 and Tax Increment Financing District 2000-8

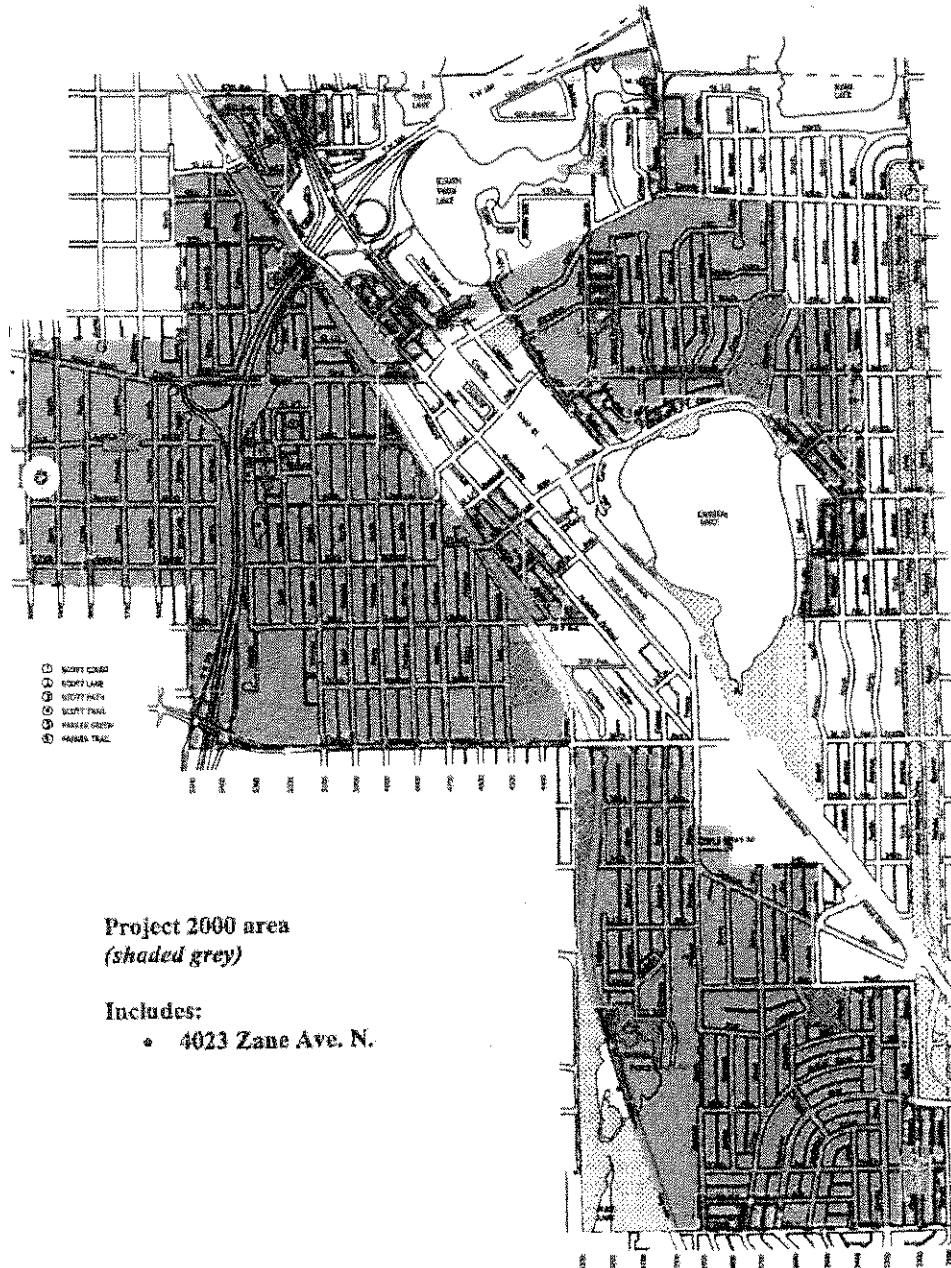


EXHIBIT C

REDA TIF 2006-8 Information Updated March 2016

Properties Added:	1/2/2014		1/2/2015		1/2/2016		1/2/2017		1/2/2018		1/2/2019	
	TMV	Tax Capacity	TMV	Tax Capacity	TMV	Tax Capacity	TMV	Tax Capacity	TMV	Tax Capacity	TMV	Tax Capacity
Original Properties:												
828 Meyer St. 09-24-0130	54,000	354	54,000	354	54,000	354	54,000	354	54,000	354	54,000	354
3355 Granger St. 09-24-0130	25,000	250	25,000	250	25,000	250	25,000	250	25,000	250	25,000	250
Tax Exempt Tax Exempt for 2014												
Properties Added:												
4118 Van Cuz 06-29-24-0004	714		714		714		714		714		714	
3807 11 Major Ave. 06-03-24-0240 41	715		715		715		715		715		715	
4033 Zane Ave. 16-11-21-32-0008	3,766		3,766		3,766		3,766		3,766		3,766	
	70,000	579	70,000	579	70,000	579	70,000	579	70,000	579	70,000	579

Budget	574		March 2016	
	Original	Modified	March 2016	March 2016
Revenues:				
Tax Revenues - Local Sales	56,000	130,000	165,000	
Tax Revenues - Distribution	190,946	376,241	554,129	
Fees - Bedford Lake	117,000	206,750	N/A	
Interest				
Total Tax Revenues	\$357,946	\$346,491	\$719,129	
		\$480,241		

Expenditures	574		March 2016	
	Original	Modified	March 2016	March 2016
Land and Building Acquisition	77,000	196,250	\$769,000	
Site Improvements & Pay Costs	30,000	60,000	\$75,000	
Other Costs		30,000	\$25,000	
Administrative Expenses	24,000	48,000	71,000	
Interest on Debt	46,000	100,000	\$175,000	
Additional provision for interest				
Total Expenditures	\$177,000	\$434,250	\$1,015,000	

Likely Tax Increment Generated over 1 life of District:

PV of Tax increments 2015 to End of District

Add:

Total Tax Revenues at Projected

\$480,241

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EXHIBIT D

REDA TIF Analysis Updated March 2016

Projected Tax Increment Revenue over life of District generated from sales.

Tax Year	MKV	Tax Cap	Frozen Values		Available Tax Cap	Tax Increment	TIF PV	PV 2%	Year
			MKV	Tax Cap					
2016	326,750	3,268	79,000	574	2,694	4,134	4,134	1.00000	1
2017	626,970	6,270	204,220	1,976	4,294	6,590	6,460	0.98339	2
2018	1,411,350	14,118	204,220	1,976	12,141	18,634	17,911	0.96117	3
2019	1,411,350	14,118	204,220	1,976	12,141	18,634	17,560	0.94232	4
2020	1,439,985	14,400	204,220	1,976	12,424	19,068	17,616	0.92385	5
2021	1,468,785	14,688	204,220	1,976	12,712	19,510	17,671	0.90573	6
2022	1,498,160	14,982	204,220	1,976	13,005	19,961	17,724	0.88797	7
2023	1,528,124	15,281	204,220	1,976	13,305	20,426	17,777	0.87056	8
2024	1,558,686	15,587	204,220	1,976	13,611	20,899	17,829	0.85349	9
2025	1,589,860	15,899	204,220	1,976	13,922	21,368	17,880	0.83676	10
2026	1,621,657	16,217	204,220	1,976	14,240	21,856	17,930	0.82035	11
2027	1,654,090	16,541	204,220	1,976	14,565	22,354	17,978	0.80426	12
2028	1,687,172	16,872	204,220	1,976	14,896	22,861	18,026	0.78849	13
2029	1,720,915	17,209	204,220	1,976	15,233	23,379	18,073	0.77303	14
2030	1,755,334	17,553	204,220	1,976	15,577	23,908	18,119	0.75788	15
2031	1,790,440	17,904	204,220	1,976	15,928	24,446	18,164	0.74301	16
2032	1,826,249	18,262	204,220	1,976	16,286	24,996	18,208	0.72845	17
2033	1,862,774	18,628	204,220	1,976	16,652	25,557	18,252	0.71416	18
2034	1,900,030	19,000	204,220	1,976	17,024	26,128	18,294	0.70016	19
2035	1,938,030	19,380	204,220	1,976	17,404	26,712	18,336	0.68643	20
2036	1,976,791	19,768	204,220	1,976	17,792	27,307	18,377	0.67297	21
2037	2,016,327	20,163	204,220	1,976	18,187	27,913	18,417	0.65978	22
2038	2,056,633	20,567	204,220	1,976	18,590	28,532	18,456	0.64684	23
2039	2,097,786	20,978	204,220	1,976	19,002	29,164	18,494	0.63416	24
2040	2,139,742	21,397	204,220	1,976	19,421	29,807	18,532	0.62172	25
554,426							426,216		

Totals	1,976
Assumptions:	
Frozen tax capacity is not all at 1%, some properties are non-homestead at 1.25%	
MKV Growth assumed to be 2% per year	
Tax Rate = 1.53479 (Pay 2014 Rate)	

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Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 15th day of March, 2016.

RESOLUTION NO. _____

RESOLUTION APPROVING A SECOND MODIFICATION TO
TAX INCREMENT FINANCING PLAN FOR
TAX INCREMENT FINANCING DISTRICT NO. 2000-8

BE IT RESOLVED By the City Council of the City of Robbinsdale, Minnesota (the "City") as follows:

1.01. The Robbinsdale Economic Development Authority ("REDA") has found there to exist scattered throughout various residential areas of the community buildings which have a blighting influence on surrounding properties and are structurally substandard due to their poor physical condition, small size or functional obsolescence and which, because of those conditions, threaten the health, safety and welfare of the community.

1.02. REDA has found that there is a general lack of new and larger single family dwellings within the community. Such structures offer features commonly found in new construction in the outer suburbs but which are often lacking among the older housing stock generally available within Robbinsdale. These deficiencies make it difficult for many persons in need of larger or updated housing due to an expanding family or who desire to live in larger or more comfortable housing to locate such accommodations within Robbinsdale.

1.03. REDA has determined that it is in the public interest, helpful for the tax base and beneficial for the health, safety and welfare of the community as a whole to remove old, structurally substandard buildings and to replace them on an in-fill basis with newer and larger single family housing offering contemporary features.

1.04. REDA has further determined that, due to market conditions which exist today and are likely to persist for the foreseeable future, the private sector alone is not able to accomplish redevelopment of the type needed within Robbinsdale and, therefore, such will not occur without public intervention.

1.05. In order to foster the redevelopment described above, REDA and the City in 1995 established Redevelopment Project 2000 (the "Project") over a portion of the community in which the described conditions existed and adopted a redevelopment project plan (the "Redevelopment Plan"), pursuant to Minnesota Statutes, sections 469.001 through 469.047 (the "HRA Act") and Minnesota Statutes, sections 469.090 through 469.108 (the "EDA Act") to

implement the goals and objectives summarized above. In 2009, the Redevelopment Plan was modified to expand the boundaries of the Project.

1.06. REDA and the City also determined that, among others, tax increment financing would be a source of funds to finance redevelopment activities within the Project and have previously established TIF District Nos. 2000-1, 2000-2, 2000-3, 2000-4, 2000-5, 2000-6, 2000-7 and 2000-8 within the Project, pursuant to Minnesota Statutes, sections 469.174 through 469.179 (the "TIF Act").

1.07. In 2015 REDA determined that it was necessary and beneficial to the accomplishment of the stated goals of the Project that two additional properties be added to TIF District No. 2000-8 ("TIF District No. 2000-8"), which was created in 2014.

1.08. REDA has now determined that it is necessary and beneficial to the accomplishment of the stated goals of the Project that an additional property be added to TIF District 2000-8.

1.09. REDA authorized preparation of a second modified tax increment financing plan (the "TIF Plan") for TIF District No. 2000-8 in accordance with the requirements of the TIF Act. It is contained in a document entitled "Second Modified Tax Increment Financing Plan, Tax Increment Financing District No. 2000-8, Robbinsdale Economic Development Authority" dated March 8, 2016, and which is on file at city hall.

1.10. All actions required by law to be performed prior to the approval by the City of the modified TIF Plan have been performed, including notification of Hennepin County and Independent School District No. 281 of the public hearing on the second modified TIF Plan before the city council and adoption of the modified TIF Plan by REDA on March 8, 2016.

1.11. On February 18, 2016, the planning commission reviewed the second modified TIF Plan and determined it is consistent with the Robbinsdale comprehensive plan.

1.12. Various reports (the "Reports") relating to the modified TIF Plan and the activities contemplated therein have been prepared by staff and made part of REDA's files and proceedings on the modified TIF Plan. The Reports have been reviewed by the City and are confirmed, ratified and adopted and are incorporated as if set forth fully herein.

1.13. The City has fully reviewed the contents of the second modified TIF Plan and has on this day conducted a public hearing thereon at which the views of all interested persons were heard.

Section 2. Findings Relating to the Second Modification of Tax Increment Financing District No. 2000-8.

2.01. It has previously been found and determined that it is necessary and desirable for the sound and orderly development of the Project and the community as a whole, and for the protection and preservation of the public health, safety, and general welfare, that the authority of

the HRA Act, EDA Act and TIF Act be exercised by REDA and the City to establish TIF District No. 2000-8. The City finds that it is again necessary and desirable for the same reasons to expand TIF District No. 2000-8 by adding one more property.

2.02. It is further found and determined, and it is the reasoned opinion of the City, that the redevelopment proposed in the second modified TIF Plan could not reasonably be expected to occur solely through private investment within the reasonably foreseeable future and that the increased market value of the additional site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in market value estimated to result from the proposed redevelopment after subtracting the present value of the projected tax increments for the maximum duration of TIF District No. 2000-8 and therefore the use of tax increment financing is necessary to assist the project. REDA's determination in this matter is based on its long experience and inability to induce redevelopers to invest the time and capital necessary to provide the needed single family housing without public assistance. There remains a gap between the cost of land acquisition and demolition and the resale price of the cleared lot or redeveloped site which is a disincentive for purely private action.

2.03. The expenditures proposed to be financed through tax increment financing are necessary to permit Robbinsdale to realize the full potential of the Project.

2.04. The second modified TIF Plan will afford maximum opportunity, consistent with the sound needs of the City as a whole, for development of the Project by private enterprise. REDA has reason to be optimistic that its success in past efforts to encourage scattered site redevelopment through the use of tax increment financing will continue with the addition of one new property to TIF District No. 2000-8.

2.05. The City has relied upon the opinions and recommendations of its staff, REDA and the personal knowledge of the members of the city council regarding the prospects of redevelopment financed solely by the private sector in reaching its conclusions regarding the TIF Plan and the second modification of TIF District No. 2000-8. Additional reasons and supporting facts are included on Exhibit A attached to this resolution.

2.06. TIF District No. 2000-8 qualified initially and remains qualified as a redevelopment tax increment financing district within the meaning of section 469.174, subd. 10 of the TIF Act. This conclusion is based on an exterior and interior inspection of the structure located on the additional property now being included within the TIF District. The results of the inspection, in addition to the inspections of the four properties already within the TIF District, are contained in written reports which are on file at city hall and will be retained for the life of the TIF District.

2.07. Prior to the second modification of TIF District No. 2000-8, REDA identified the need to demolish the structure on the property located at 4023 Zane Avenue North because of the threat it posed to public health and safety. On December 8, 2015, REDA adopted a resolution pursuant to section 469.174, subd. 10(b) of the TIF Act which authorized early demolition if necessary and indicated REDA's intent to add this property to TIF District No. 2000-8 within three years.

Section 3. Approval of Second Modified Tax Increment Financing Plan.

3.01. The second modified TIF Plan for TIF District No. 2000-8 is hereby approved as adopted by REDA on March 8, 2016. The new property added to TIF District No. 2000-8 is identified in the modified TIF Plan.

3.02. The Executive Director of REDA is authorized and directed to transmit a certified copy of this resolution together with a certified copy of the second modified TIF Plan to Hennepin County with a request that the original tax capacity of the newly added property within TIF District No. 2000-8 be certified to REDA pursuant to section 469.177, subd. 1 of the TIF Act and added to the original tax capacity of TIF District No. 2000-8.

3.03. The City Manager is authorized and directed to file a copy of the second modified TIF Plan with the Minnesota Commissioner of Revenue and the Office of the State Auditor pursuant to section 469.175, subd. 4a of the TIF Act.

3.04. The City Manager is authorized and directed to transmit a copy of this resolution to REDA.

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

and the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 15TH DAY OF MARCH, 2016.

Regan Murphy, Mayor

ATTEST:

Tom Marshall, City Clerk

(SEAL)

EXHIBIT A
TO
RESOLUTION NO. _____

The additional reasons and facts supporting the findings for the adoption of the second modified Plan for Tax Increment Financing District No. 2000-8 as required pursuant to Minnesota Statutes, section 469.175, subd. 3 are as follows:

1. Finding that TIF District No. 2000-8 is a redevelopment district as defined in Minnesota Statutes, Section 469.174, subd. 10.

Tax Increment Financing District No. 2000-8 originally qualified as a redevelopment tax increment financing district within the meaning of Section 469.174, subd. 10 of the TIF Act. TIF District No. 2000-8 initially consisted of two non-contiguous parcels of land. Each property was occupied by a structurally substandard building and qualified independently as a redevelopment district based on an exterior and interior inspection of each building. A report on each structure was prepared by the inspector and placed on file for the life of the TIF District. The structure on the property at 3828 Major Avenue North was demolished after acquisition by REDA because it posed a safety hazard due to its poor condition. Prior to demolishing the building, REDA adopted a resolution pursuant to section 469.174, subd. 10(d) of the TIF Act.

Likewise, the two properties added to TIF District No. 2000-8 in 2015 each contained a structurally substandard building. An exterior and interior inspection and report on each building was prepared and has been placed on file and will be retained for the life of the TIF District. The property at 4318 Vera Cruz Avenue North contained a structure which was considered to be a safety threat due to its poor condition and on June 9, 2015, REDA adopted a resolution regarding demolishing it pursuant to section 469.174, subd. 10(d) of the TIF Act.

The property at 4023 Zane Avenue North is being added to TIF District No. 2000-8 at the present time. A report detailing an interior and exterior inspection of the principal structure on the property was prepared and has been placed on file and will be retained for the duration of the TIF District. The building was considered to be a safety threat due to its condition and on December 8, 2015 REDA adopted a resolution regarding demolishing it pursuant to section 469.174, subd. 10(d) of the TIF District.

2. Finding that the proposed redevelopment, in the opinion of the City Council, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future and that the increased market value of the new site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed redevelopment after subtracting the present value of the projected tax increments for the maximum duration of District No. 2000-8 permitted by the Plan.

The proposed redevelopment, in the opinion of the City Council, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future. The additional site was occupied by a structurally substandard single family dwelling which required demolition. The site must also be cleared and prepared for redevelopment. New single family housing must be constructed on the site.

The increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in market value estimated to result from the proposed redevelopments after subtracting the present value of the projected tax increments for the maximum duration of the TIF District permitted by the Plan. The duration of TIF District No. 2000-8 will not be extended as a result of this second modification. The cost of building construction, site work, and other improvements exceed the funds which are financially feasible for the private market to commit to such projects. The City reasonably determined that redevelopment on the site is not likely without assistance being provided. Accordingly, the increased market value anticipated without tax increment assistance is \$0.

A comparative analysis of estimated market value of the property hereby added to Tax Increment Financing District No. 2000-8 and the use of tax increments has been performed as described above. The current assessor's market value of the new property is \$65,220. If the redevelopment on the new lot which is proposed to be assisted with tax increment were to occur in District No. 2000-8, market value of the new site would be \$300,000 for an increase in market value of \$234,780. This is in addition to the estimated increase in market value of \$336,000 for the two parcels included in the original TIF Plan for TIF District No. 2000-8 when it was adopted in 2014 and of \$269,000 of the two properties added by the first modification in 2015 for a total estimated increase in market value of the district of \$839,780. The present value of the estimated tax increments from Tax Increment Financing District No. 2000-8 for all five parcels is \$426,216 over the maximum statutory year life of the District. This finding is consistent with past experience with the high cost of redevelopment in the general area of District No. 2000-8.

3. Finding that the Tax Increment Financing Plan for District No. 2000-8 conforms to the general plan for the development of the municipality as a whole.

The Redevelopment Plan for the Project was reviewed and approved by the planning commission and city council in 1995. The Redevelopment Plan was modified in 2009 to expand the area within the Project. The second modified TIF Plan was reviewed by the planning commission on February 18, 2016 and determined to be consistent with the City's comprehensive plan. The second modified Plan for TIF District No. 2000-8 is consistent with the modified Redevelopment Plan.

4. Finding that the second modified Tax Increment Financing Plan for District No. 2000-8 will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development of Redevelopment Project 2000 by private enterprise.

The development project to be assisted by the expanded TIF District No. 2000-8 will result in increased employment in the City and in Minnesota, increased tax base of the state, and add to the stock of quality single family housing available in the City. There remains a gap between the cost of acquiring properties with structurally substandard buildings, demolishing the structures and otherwise making the sites ready for redevelopment and the price attainable in the market for those sites. Although the replacement housing will be larger and more valuable than the buildings which have been removed, the differential is not sufficient to justify the high expenses involved from the perspective of the private market. Without public intervention, no redevelopment would be likely to occur and Robbinsdale would be deprived of the advantages of housing which is newer, larger and structurally sound.



MEMORANDUM

TO: Mayor and City Council
FROM: Marcia Glick, City Manager
DATE: March 15, 2016
RE: C15-5, a conditional use permit for agriculture & greenhouse at 4501 Orchard Ave. N.

BACKGROUND:

James Winberg and Mike Brown of Soul Brothers, LLC have requested a conditional use permit to utilize the undeveloped single family lot at 4501 Orchard Ave. N. for agriculture and a greenhouse. On November 19, 2015, the Planning Commission conducted a public hearing for the conditional use permit. The meeting minutes are included as **Exhibit 1**.

ANALYSIS/CONCLUSION:

The report prepared for the Planning Commission is included as **Exhibit 2**. The report included:

- A concept of where the greenhouse (hoop house) and storage shed would be located on the property.
- Recommended conditions of approval.

At the public hearing, five residents of the neighborhood expressed concerns about the agricultural use:

- What kind of lighting, waste management methods, parking, impact on streets, stormwater management methods utilized?
- Concerns about agricultural use in residential area, lack of detail on plans.
- One resident insisted that the property should only be used for residential use.
- Another supported the agricultural use, believing that residential would not work due to soil conditions. Plan needs further detail.

The Commissioners supported the idea of a local source for food and the 100% organic nature of the operation. There were concerns about the lack of details for management of the property, composting, parking and security. After some discussion, the Planning Commissioners felt that the details could be provided for the Council, and unanimously adopted a motion recommending approval of the conditional use permit.

Letters have been sent to the neighbors who spoke at the Planning Commission meeting providing notice of this meeting.

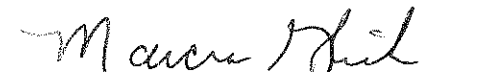
RECOMMENDATION:

Motion to waive the reading and concur with the Planning Commission by adopting the resolution shown in **Exhibit 3** approving A CONDITIONAL USE PERMIT TO UTILIZE 4501 ORCHARD AVENUE NORTH FOR AGRICULTURE INCLUDING GREENHOUSES.

CONCURRENCE:



Rick Pearson, Community Development Coordinator


 Marcia Glick, City Manager

**Planning Commission Meeting Minutes Excerpt
November 19, 2015**

#4A: PUBLIC HEARING: Consideration of Conditional Use Permit C15-5 for the purpose of utilizing the residential lot at 4501 Orchard Ave N for urban agriculture including a green house as requested by Soul Brothers, Inc.:

4. **MOTION** by Commissioner Stoneberg, seconded by Commissioner Bontrager to open the public hearing. **The vote was unanimous and the motion carried.**
5. Mr. Pearson presented the staff report. The applicant for this conditional use permit is Soul Brothers, LLC, owners of Travail Restaurant, to utilize the lot at 4501 Orchard Ave N for agricultural use. Presented aerial photograph of property. Reviewed the site plan provided by the applicant. Most of the area cultivated for vegetables, tool shed and green house (hoop house). No plans to show what the houses will look like but shows the location of them on the lot. Recommending a building permit be obtained for building the green house. No public hearing will be held for the green house. Storage area proposed to be a garage. Erosion control measures are in place to best manage run off, salt, etc. Recommending approval of the conditional use permit with conditions.
6. No questions of staff.
7. **James Winberg, 4124 West Broadway, Mike Brown 4423 Josephine Ln., Applicants:**
Worked with the city to find some land for this project. Talked to neighbors that seem very excited by it. Very professional, low impact, sustainable property. Getting through process is the tip of the iceberg. Has a lot of work to do to make this a reality but they are excited about it.
8. Commissioner Stoneberg asked who will be managing the lot and have they done this before. **Mr. Winberg** stated the husband of an employee or staff will manage the property. He has many things growing at home. Will be small scale of vegetables and herbs, vegetables that are hard to obtain from local farmers. Will help with cooks understanding how food gets to the table. There will be no lighting. It will not be a 24 hour situation. May start to plant in the spring. Not economically feasible to operate year around.
9. Commissioner Bontrager asked about the use of pesticides. **Mr. Winberg** stated that it will be 100% organic.
10. Commissioner Stoneberg asked if composting will be part of the operation. **Mr. Winberg** stated that yes they will be composting. Still developing the plan but may happen only once a year.
11. Mr. Pearson stated that there are composting standards for residential properties.

12. **Janet Moore, 4700 Orchard, Crystal.** Lights: no lights at night or shining in neighbors' homes. Dumpsters: how many, where stored. Increased traffic: how many employees working. Where will employees park? No dirt and debris in street from trucks/equipment. Grass buffer to prevent storm water and dirt run off. Structure size. Storage of equipment. Type of chemicals and fertilizers used.
13. **Gina Barr, 4500 Perry:** Lives in house behind 4501 Orchard. Concerned about lighting and composting. Very positive project. Keep us informed as to what is going to happen.
14. **Ken Barr, 4500 Perry:** Leased the lot for two years with a neighbor. Currently has a garden on their lot. Point is this is an agricultural/commercial project in the middle of a residential area. No plan to figure out how the Planning Commission is going to make an informed decision tonight without a detailed plan. Great idea but need specific plans as this is a residential area.
15. **Pat Bristol, 4512 Perry.** Supports a single family home on this lot. Whatever it takes to build a house on the lot. City should look at soil corrections, barrier-free home, pilings.
16. **Chase Youngblood, 4507 Orchard.** In full support of Travail restaurant, organic perspective. Supports the need for a plan. Does not support a single family home on the lot due to soil issues. Fully supports the garden project. Anything that they do irrigation-wise will be helpful to his drainage issues on his lot. It will be a better environment for the neighborhood.
17. Planning Commission discussion continued on drainage, best management practices, run off to be addressed by the city engineer.
18. **Mr. Winberg** stated that he wants to make this project fit into the neighborhood. All concerns are completely legitimate. Not a lot of details because this is a process. Don't want to purchase lot if it is not going to work for the neighborhood, aesthetically and improve drainage.
19. **MOTION** by Commissioner Stoneberg, seconded by Commissioner Greenberg to close the public hearing. **The vote was unanimous and the motion carried.**
20. **MOTION** by Commissioner Greenberg, seconded by Commissioner Bontrager that the City Council approves Conditional Use Permit C15-5 for the purpose of utilizing the residential lot at 4501 Orchard Ave N for urban agriculture including a greenhouse based upon the following findings of fact:
 - a. That the agricultural conditional use is consistent with the comprehensive plan;
 - b. That the agricultural conditional use would be consistent with the geographical area involved;

- c. That the agricultural activities and proper maintenance of the site will ensure that the use will not cause deterioration of the area;
- d. That the comparatively small scale and recommended earth-tone finish of the proposed buildings will fit with the character of the surrounding area;
- e. That the use as a local source of ingredients for a local restaurant is a sustainable and efficient land use;
- f. That the agricultural conditional use of the property will not cause nuisances if operated in conformance with city code requirements and best management practices are employed;
- g. That the agricultural conditional use will not lead to or encourage disturbing influences in the neighborhood;
- h. That all equipment and materials related to the agricultural conditional use will be stored within a structure consistent with city code.

And with the following conditions:

- 1. That all activities related to the agricultural conditional use that involve the right of way are subject to the approval of the City Engineer.
- 2. That erosion control best management practices will be employed on the site and subject to the approval of the city engineer.
- 3. That the storage building and hoop building (greenhouse) will require a building permit.
- 4. That evidence of this approval be recorded at the applicant's sole expense with the Hennepin County Registrar of Titles.

The vote was unanimous and the motion carried.

AGENDA ITEM # 4A
November 19, 2015

ADMINISTRATIVE STAFF REPORT

APPLICANT: Soul Brothers, LLC
CASE NO: Conditional Use Permit C15-5
ADDRESS: 4501 Orchard Ave. N.
PC DATE: November 19, 2015
APPLICATION DATE: October 29, 2015
PROCESSING DEADLINE: December 28, 2015

ACTION/REQUEST:

Soul Brothers, LLC are the owners of the Travail restaurant and have requested a conditional use permit to utilize the undeveloped lot at 4501 Orchard Ave. N. for agricultural use. The request includes a "hoop house" (greenhouse) and a storage shed. The location is shown on **Attachments A & B**.

BACKGROUND/ANALYSIS:

The Planning Commission conducted a public hearing for the ordinance which allows the agricultural use of a single family lot without a house as a conditional use on August 20. The Ordinance received its first reading in September, and second reading on October 6.

A site plan is shown in **Attachment C**. It shows that most of the property within the lot lines will host various crops or vegetation. The northwest corner of the site is low with a high water table. Existing foliage in this area will be modified. Two structures are shown:

- 20 ft. x 40 ft. proposed hoop house (greenhouse) ten feet from the rear lot line and 15 feet from the street-side lot line along 45th Ave. N. There are no immediate plans for this structure and design details are not yet available.
- 25 ft. x 10 ft. storage shed ten feet from the side lot line and 30 feet setback from the Orchard Ave. N. right-of-way. This structure will be essentially a garage, or a pole barn. It hoped that it could be constructed in the summer of 2016.

The buildings shown on the site plan meet the required front and street-side setbacks. The rear and side (north) yard minimum setbacks are exceeded by five feet. The Planning Commission may recommend that any buildings be finished in earth tones, especially in the case of the possibility of a pole barn.

Findings for conditional uses

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

1. Consistency with the City Comprehensive Plan.

Urban agricultural use of a single family lot is now a conditional use in the R-1, Single family residential district.

2. The geographical area involved.
The vacant lot is currently open, comparatively flat with a low area in the rear (northwest) corner with a significant tree near the north property line.
3. Whether such use will cause deterioration of the area in which it is proposed.
Agricultural activities occurring on site would mean that the site would be maintained and the owners subject to normal property maintenance
4. The character of the surrounding area.
The scale of buildings proposed for the site is less than a typical single family structure with a detached garage. If a pole barn is proposed, attention should be given to ensure it has a finish which blends with the residential neighborhood.
5. The demonstrated need for such use.
Locally available food ingredients in support of a local restaurant appears to be an efficient and sustainable land use.
6. Whether the proposed use would cause odors, dust, flies, vermin, smoke, gas, noise or vibration, or would impose hazards to life or property in the neighborhood.
The property would be subject to all normal city code nuisance standards in the city code which include erosion control standards that are subject to the review of the City Engineer.
7. Whether such use would inherently lead to or encourage disturbing influences in the neighborhood.
Gardening on a comparatively large scale would be the primary activity on the site as well as the storage of related equipment.
8. Whether stored equipment or materials would be screened and whether there would be continuous operation within the visible range of surrounding residences.
All tools, equipment and materials are required to be stored within a structure subject to accessory structure standards in the zoning code.

Staff has some concerns given that the agricultural use is unique given that Robbinsdale has been considered fully developed for many years. However, there are requirements for erosion control measures on the perimeter of all cultivated areas and building permits will be required for the proposed structures.

RECOMMENDATION:

1. Hold the public hearing.
2. Recommend that the City Council approve the conditional use permit request C15-5 for agricultural use of 4501 Orchard Avenue North based upon the following findings of fact:
 - a. That the agricultural conditional use is consistent with the comprehensive plan;
 - b. That the agricultural conditional use would be consistent with the geographical area involved;
 - c. That the agricultural activities and proper maintenance of the site will ensure that the use will not cause deterioration of the area;

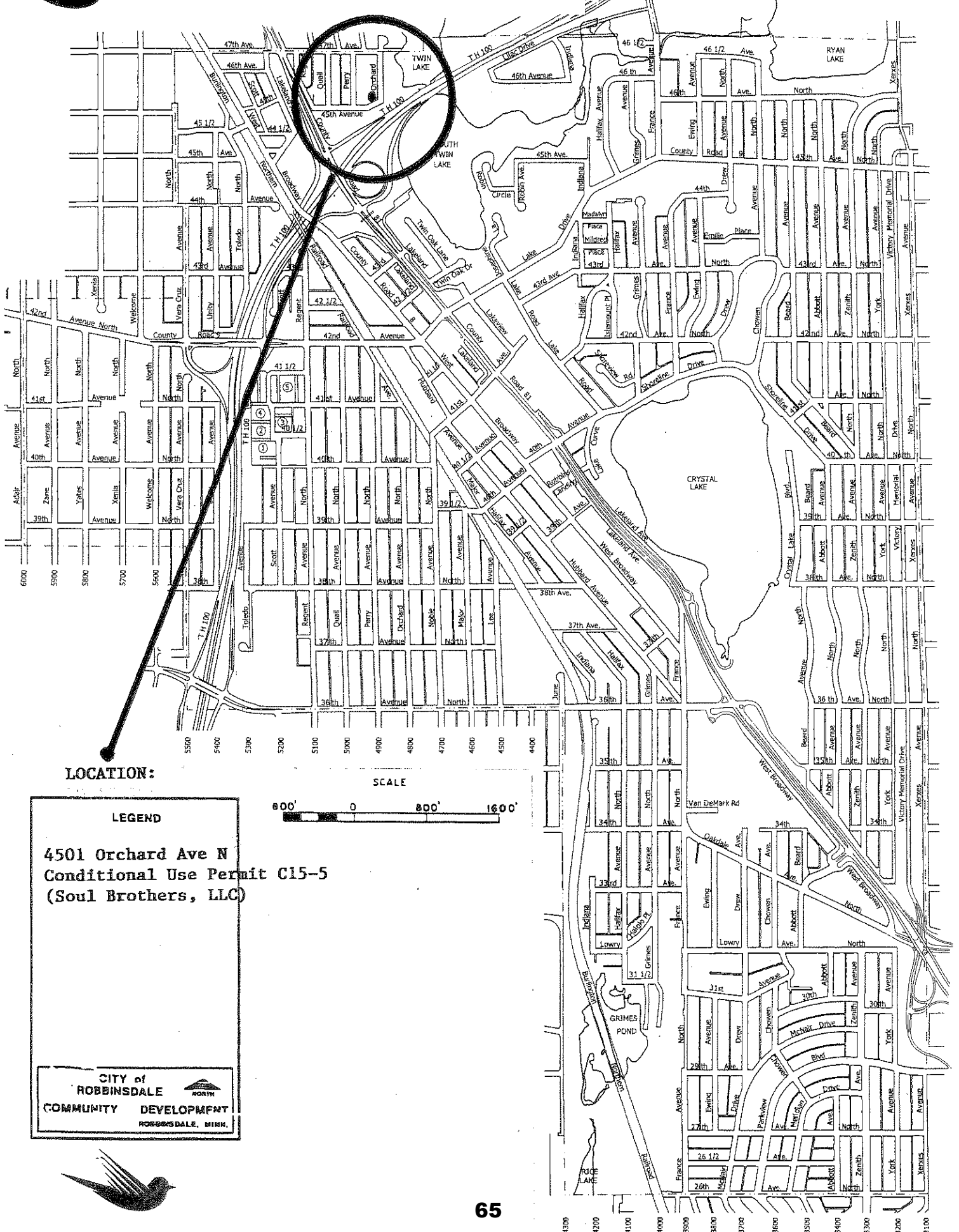
- d. That the comparatively small scale and recommended earth-tone finish of the proposed buildings will fit with the character of the surrounding area;
- e. That the use as a local source of ingredients for a local restaurant is a sustainable and efficient land use;
- f. That the agricultural conditional use of the property will not cause nuisances if operated in conformance with city code requirements and best management practices are employed;
- g. That the agricultural conditional use will not lead to or encourage disturbing influences in the neighborhood;
- h. That all equipment and materials related to the agricultural conditional use will be stored within a structure consistent with city code.

And with the following conditions:

- 1. That all activities related to the agricultural conditional use that involve the right of way are subject to the approval of the City Engineer.
- 2. That erosion control best management practices will be employed on the site and subject to the approval of the city engineer.
- 3. That the storage building and hoop building (greenhouse) will require a building permit.
- 4. That evidence of this approval be recorded at the applicant's sole expense with the Hennepin County Registrar of Titles.

ROBBINSDALE

ATTACHMENT A



LOCATION:

SCALE

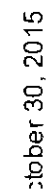


LEGEND

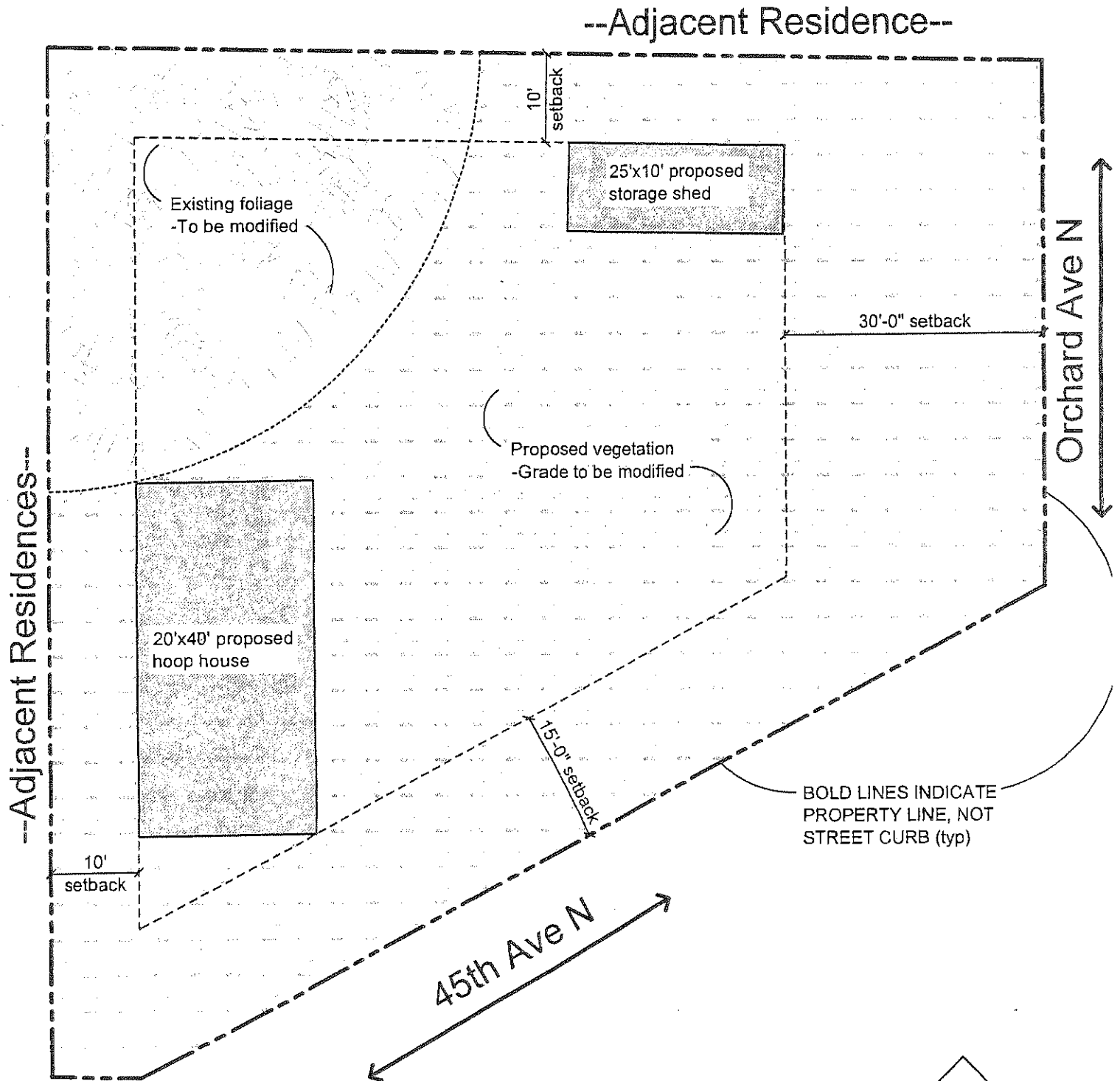
4501 Orchard Ave N
Conditional Use Permit C15-5
(Soul Brothers, LLC)

CITY of
ROBBINSDALE
COMMUNITY DEVELOPMENT
ROBBINSDALE, MINN.





- | | | | | | |
|---|--------------------|---|-----------|---|----------|
|  | Override 1 |  | Streets |  | Parcels |
|  | Override 1 |  | Addresses |  | Counties |
|  | Municipal Boundary |  | Lakes | | |



Site Plan

Lot 7, Block 2, East Lilac Terrace Third Unit, Hennepin County, MN

Scale: 1/16" = 1'-0" (if printed on 8.5x11 paper)

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 15th day of March 2016.

RESOLUTION NO.

**A RESOLUTION APPROVING A
CONDITIONAL USE PERMIT TO UTILIZE 4501 ORCHARD AVENUE NORTH FOR
AGRICULTURE INCLUDING GREENHOUSES**

WHEREAS, the applicant has requested a conditional use permit to utilize the property at 4501 Orchard Avenue North for agricultural use with greenhouses; and

WHEREAS, the Planning Commission conducted a public hearing as required on November 19, 2015; and

WHEREAS, the Planning Commission adopted a motion recommending approval of the conditional use based upon the following findings of fact:

- a. That the agricultural conditional use is consistent with the comprehensive plan;
- b. That the agricultural conditional use would be consistent with the geographical area involved;
- c. That the agricultural activities and proper maintenance of the site will ensure that the use will not cause deterioration of the area;
- d. That the comparatively small scale and recommended earth-tone finish of the proposed buildings will fit with the character of the surrounding area;
- e. That the use as a local source of ingredients for a local restaurant is a sustainable and efficient land use;
- f. That the agricultural conditional use of the property will not cause nuisances if operated in conformance with city code requirements and best management practices are employed;
- g. That the agricultural conditional use will not lead to or encourage disturbing influences in the neighborhood;
- h. That all equipment and materials related to the agricultural conditional use will be stored within a structure consistent with city code.

WHEREAS, the Council accepts these findings;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Robbinsdale that conditional use permit C15-1 for agricultural use with greenhouses located at 4501 Orchard Avenue North (legally described in “**Attachment A**”) shown in the plan included as “**Attachment B**” is hereby approved pursuant to Section 535.01 and Section 515.01, Subd. 4(k) of the City Code with the following condition(s):

1. That all activities related to the agricultural conditional use that involve the right of way are subject to the approval of the City Engineer.
2. That erosion control best management practices will be employed on the site and subject to the approval of the city engineer.

3. That the storage building and greenhouse will require City Council review at the City Manager's discretion and a building permit.
4. That evidence of this approval be recorded at the applicant's sole expense with the Hennepin County Property Records department.

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 15TH DAY OF MARCH, 2015.**

Regan L. Murphy, Mayor

ATTEST:

Tom Marshall, City Clerk
(Seal)

ATTACHMENT A

4501 Orchard Avenue North, Robbinsdale is legally described as follows:

Lot 7, Block 2, East Lilac Terrace, Third Unit, according to the plat thereof on file and of record in the office of the County Recorder in and for Hennepin County, Minnesota

Plan for Development of 4501 Orchard Avenue North for Agriculture Including Greenhouses

The site plan which follows includes the addition of 3 8'x20' greenhouses on the west side of the property located no nearer than 5 feet from the westerly property line and no closer than 15 feet from the property line (not the curb line) along 45th Ave N. The greenhouses are expected to be similar to this photo. The base is expected to be a deck-type structure allowing for drainage. The property west of



the greenhouse would be graded to confine run off from the building to stay on the property.

Given the cost for heating a structure of this type, it is not anticipated that the structure will be used in winter months. If lighting is added, the lights would not be used outside of normal summer daylight hours. Screening would be added as needed to restrict any glare onto the adjacent residential properties.

Irrigated beds similar to those depicted here would comprise the majority of the site and would be used for growing herbs and vegetables. The area may be fenced to reduce access by animals. Fencing will be in accordance with city code.

The setback area along the city rights-of-way may include flowers and fruit trees provided that erosion controls are in place, any planting of woody structures in the right-of-way must be approved by the city engineer and tree species in the right of way must be approved by the city forester.





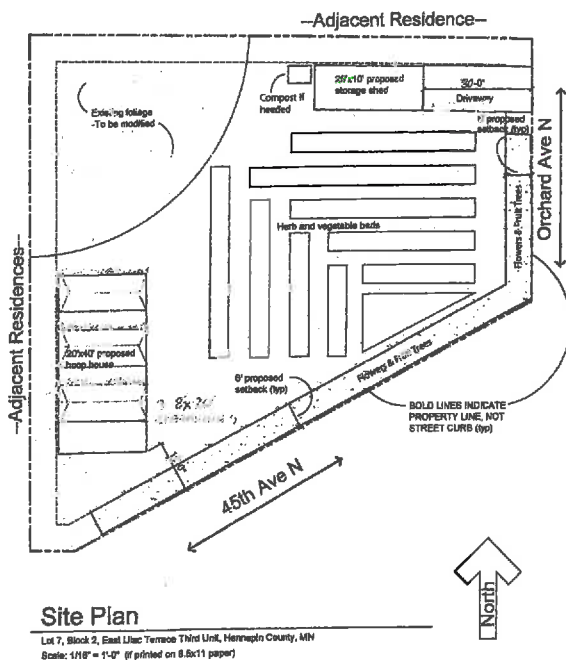
A 10' x 25' storage shed will be constructed on the site along the north of the property a minimum of 5 feet from the northerly property line and 30 feet from the Orchard Avenue property line (not curb line).

The photos are to

illustrate the approximate look and type of materials to be used for roofing and siding of the storage shed.



A 30 foot long driveway is depicted which would use the existing curb cut on Orchard Avenue. Driveways used for parking of vehicles must be an approved surface to control dust per zoning code. Vehicles may not be parked on grass.



Wet area foliage in the northwest area will be modified and will allow for accommodation of storm run off from adjacent properties. Water collected will be used for on-site irrigation.

Plan site reduced – not to scale indicated.



City of Robbinsdale

MEMORANDUM

To: Mayor and City Council
From: Marcia Glick, City Manager
Date: March 15, 2016
Subject: Council Salary Review Committee Recommendation

Background

Each municipal election year the chairs of the various advisory commissions meet as the Salary Review Committee to review and make a recommendation for salary adjustments over the next two years for the Mayor and City Councilmembers. In 2014 the Committee recommended a 2% increase in 2015 and a 2% increase in 2016. Councilmembers voted no increase in 2015 and voted to accept the Committee's recommendation of a 2% increase for 2016. The 2016 increase was the first increase since 2006.

Analysis/Conclusion

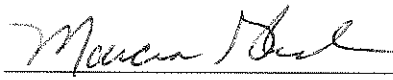
The Committee met on February 29th. They reviewed the spreadsheet showing salaries of neighboring cities prepared by city staff, shown as **Exhibit 1**. The spreadsheet shows that Robbinsdale Councilmembers are paid below the area salary average and have been for many years. The Committee discussed the federal government's recent report showing a 2% cost of living increase. Committee members noted Councilmembers usually do not do this work for the money and discussed an idea that perhaps any increase could instead be directed elsewhere.

The Committee discussed that Robbinsdale's Council would continue to remain below average and they felt a small increase would not be viewed as exorbitant by residents.

The committee recommends a 2% increase in 2017 and a 2% increase in 2018. They felt this number is supported by cost of living increases and they would like to see our Council not fall too far behind for the benefit of future Councilmembers.

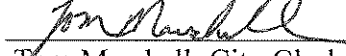
Recommendation

By motion, hold the first reading of the ordinance, shown as **Exhibit 2**, adjusting the Mayor and Council Member salaries for 2017 and 2018.



Marcia Glick, City Manager

CONCURRENCE:



Tom Marshall, City Clerk

COUNCIL
Salary Comparisons

	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
New Hope	7,119	7,333	7,553	7,553	7,553	7,553	7,553	7,553	7,553
Golden Valley	7,668	7,668	8,165	8,165	8,165	8,696	8,696	8,696	8,696
Brooklyn Center	6,541	7,337	7,557	7,784	8,056	8,056	8,217	8,217	8,381
Crystal	6,367	6,495	6,624	6,823	7,028	7,239	7,239	7,456	7,679
Brooklyn Park	9,924	10,116	10,320	10,524	10,740	10,740	10,740	11,064	11,400
Average	7,524	7,790	8,044	8,170	8,308	8,457	8,489	8,597	8,742
Robbinsdale	6,814	7,018	7,229	7,410	7,595	7,823	8,097	8,097	8,097

MAYOR
Salary Comparisons

	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
New Hope	10,060	10,362	10,672	10,672	10,672	10,672	10,672	10,672	10,672
Golden Valley	10,245	10,245	10,910	10,910	10,910	11,619	11,619	11,619	11,619
Brooklyn Center	8,721	9,583	9,870	10,166	10,522	10,522	10,732	10,732	10,947
Crystal	8,277	8,443	8,612	8,870	9,136	9,410	9,410	9,692	9,983
Brooklyn Park	14,892	15,180	15,180	15,804	16,116	16,116	16,116	16,596	17,100
Average	10,439	10,763	11,049	11,284	11,471	11,668	11,710	11,862	12,064
Robbinsdale	8,543	8,799	9,063	9,290	9,522	9,808	10,151	10,151	10,151

Populations:
 New Hope 20,764
 Golden Valley 20,642
 Brooklyn Center 30,569
 Crystal 22,417
 Brooklyn Park 77,446
 Robbinsdale 14,212

Sources: City Codes, City Clerks
 Research by City of Robbinsdale staff February 2014

COUNCIL
Salary Comparisons

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
New Hope	7,553	7,553	8,060	8,450	8,632	8,788
Golden Valley	8,696	8,696	8,696	8,696	8,696	9,136
Brooklyn Center	8,549	8,549	8,805	9,070	9,070	9,070
Crystal	7,929	8,008	8,088	8,169	8,169	8,169
Brooklyn Park	11,400	11,400	11,400	11,400	11,400	11,400
Average	8,825	8,841	9010	9,157	9,193	9,312
Average w/o BP						8,790
Robbinsdale	8,097	8,097	8,097	8,097	8,097	8,259

MAYOR
Salary Comparisons

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
New Hope	10,672	10,672	11,180	11,570	11,778	12,038
Golden Valley	11,619	11,619	11,619	11,619	11,619	12,207
Brooklyn Center	11,166	11,166	11,501	11,846	11,846	11,846
Crystal	10,308	10,410	10,514	10,619	10,619	10,619
Brooklyn Park	17,100	17,100	17,100	17,100	17,100	17,100
Average	12,173	12,193	12,383	12,551	12,592	12,762
Average w/o BP						11,677
Robbinsdale	10,151	10,151	10,151	10,151	10,151	10,354

Populations (2014):
 New Hope 20,764
 Golden Valley 20,642
 Brooklyn Center 30,569
 Crystal 22,417
 Brooklyn Park 77,446
 Robbinsdale 14,212

Sources: City Codes, City Clerks
 Research by City of Robbinsdale staff February 2016

Exhibit 2

Member _____ moved and Member _____ seconded a motion that the following ordinance, which was given its first reading on March 15, 2016, be given its second reading on this _____, and that it be adopted.

ORDINANCE NO.

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

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:

1) That Section 205.01 of the Robbinsdale City Code is hereby amended to read as follows:

205.01. Council salaries. Subdivision 1. Mayor. The salary of the mayor is ~~\$10,151~~ \$10,561 per annum effective January 1, ~~2015~~ 2017 and ~~\$10,354~~ \$10,772 per annum effective January 1, ~~2016~~ 2018.

2) That Section 205.03 of the Robbinsdale City Code is hereby amended to read as follows:

205.03. Councilmembers. The salary of each member of the council is ~~\$8,097~~ \$8,424 per annum effective January 1, ~~2015~~ 2017 and ~~\$8,259~~ \$8,592 per annum effective January 1, ~~2016~~ 2018.

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

The purpose of the ordinance is to adjust the annual salaries for the Mayor and Councilmembers for years 2017 and 2018 as recommended by the Council Salary Review Committee.

First Reading: YEAS:
NAYS:

Second Reading: YEAS:
NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS _____ DAY OF _____, 2015.

Regan L. Murphy, Mayor

ATTEST:

Tom Marshall, City Clerk



City of Robbinsdale

MEMORANDUM

TO: City Council
 FROM: Marcia Glick
 DATE: March 15, 2016
 RE: Resolution Adopting Update to Appendix B Robbinsdale General Fee Schedule
 Related to Mobile Food Units (Food Trucks and Trailers)

Background

Throughout the City Code, references are made to Appendix B which is a listing of all fees for licenses, permits, and various other city services. Updates to Appendix B are adopted by resolution every few years to keep it current. It is also updated when adding sections to City Code, such as transient food sales. When an update is being proposed just that item is included in the council report, rather than copying the entire Appendix B. The full appendix is on-line or upon request to the City Clerk.

Analysis/Conclusion

The fee schedule update is for licensing of mobile food units – food trucks and trailers set up in stationary locations on private property or city parks. The City Council recently held 2nd reading of the update to city code related to licensing which is expected to be effective on April 10, 2016.

The proposed fee is a \$50 annual fee for each food truck - \$25 for the truck's license review and \$25 for the location. A truck requesting a license for a site which has previously been approved by the city could have the site review waived. This would allow a business with a series of food trucks to have the site plan approved one time.

North Memorial is currently lining up food trucks for this summer and asked if information on fees could be made available. It is noted that according to the recently updated zoning regulations, food trucks may be allowed at the North Memorial outpatient facility adjacent to Terrace Mall – zoned B-4. It would not be allowed to bring food trucks to the Oakdale area facilities which are zoned RB.

Recommendation

By motion, adopt the resolution shown in ATTACHMENT 1 "A RESOLUTION ADOPTING UPDATE TO APPENDIX B OF THE ROBBINSDALE CITY CODE AND GENERAL FEE SCHEDULE."

Marcia Glick, City Manager

CONCURRENCE:

Tom Marshall, City Clerk

ATTACHMENT 1

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 15th day of March, 2016.

RESOLUTION NO.

A RESOLUTION ADOPTING UPDATE TO APPENDIX B OF THE ROBBINSDALE CITY CODE
AND GENERAL FEE SCHEDULE – MOBILE FOOD UNITS
AT TEMPORARY FIXED LOCATIONS

WHEREAS, Appendix B sets forth the fees for the Robbinsdale City Code and General Fee Schedule which the City Council adopts every couple years by resolution; and

WHEREAS, a new license type is being adopted for State Licensed Mobile Food Units at Temporary Fixed Locations which requires an update to the fee schedule;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE, MINNESOTA that Appendix B of the Robbinsdale City Code, shown as EXHIBIT 1, is hereby adopted when the ordinance takes effect commencing on April 10, 2016.

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

and the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 15TH DAY OF MARCH, 2016.

Regan L. Murphy, Mayor

ATTEST:

Tom Marshall, City Clerk

EXHIBIT 1

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
BUSINESS AND TRADE REGS – Chapter XI (Cont'd)				
Public Dances – 1110.05	Permit	Administration	12/31 Daily Basis	\$1,000 \$60/day
Pet Shop – 1115.03	License	Administration	12/31	\$50
Peddlers – 1120.01	License Fee	Administration	12/31	\$100 \$50 investigation fee
Transient Merchant – 1120.03	License	Administration	12/31	\$50 – per vehicle or location
Transient Merchant – 1120.04 State licensed mobile food unit (MFU) at a temporary fixed location NOTE: There are zoning restrictions. Only allowed in B-3 and B-4 with property owner approval and in City Parks with Council Approval	License	Administration	Annual	\$25/Site Plan Review \$25/MFU



City of Robbinsdale

TO: Mayor and City Council
FROM: Marcia Glick, City Manager
DATE: March 15, 2016
RE: North Memorial Request for Mobile Food Units In Excess of 10 days per year

Background:

The recently adopted Zoning code permits food trucks (aka mobile food units) as accessory uses in B-3 and B-4 with the requirement that if a property owner requests more than 10 days/year, Council approval is required.

Analysis/Conclusion:

Staff at North Memorial's outpatient center (zoned B-4) are requesting 22 days/year – once a week from May through September - shown in Exhibit I. The location requested is the same location as was reviewed and approved by city staff last year. Ryan Johnson, representing North Memorial confirmed Administration's support of the application.

Each food truck/mobile food unit will be required to provide a copy of their state license along with an application form indicating the days/times, description of vehicle, description of food items, and their safety plan, along with approval from North Memorial to be on the site, and a copy of the approved site location. The fee for the vendor is also on tonight's agenda.

Recommendation:

By motion, approve North Memorial Outpatient Center staff's request for one food truck per week from May through September, a total of 22 days/year for 2016.

A handwritten signature in cursive script, reading "Marcia Glick", written in black ink.

Marcia Glick, City Manager

I would like to start bringing in food trucks to the North Memorial Out-Patient center for the warmer months. Attached is our site plan, for safely parking the vehicles on-site during their visits.

Please approve this site plan at your next meeting, and I will provide this site plan to each vendor.

My understanding is that we're approved for 10 weeks/vendors. We would respectfully request that we get approval to go beyond 10, as we'd like to have 1 food truck a week throughout the months of May through September, bringing our total weekly visits to 22.

Please present this to the board for approval on our behalf.

We would also like standing approval to occasionally bring in a food truck for breakfast, which would mean they serve before the approved time of 9 AM.

Assuming food trucks are going to be required to provide these forms again this year, please send me the most current version to provide to the vendors.

I appreciate your time & approvals on the above matters. Please let me know when the board has approved so I can move forward with booking our vendors.

Let me know if you have any questions.

Thanks again,

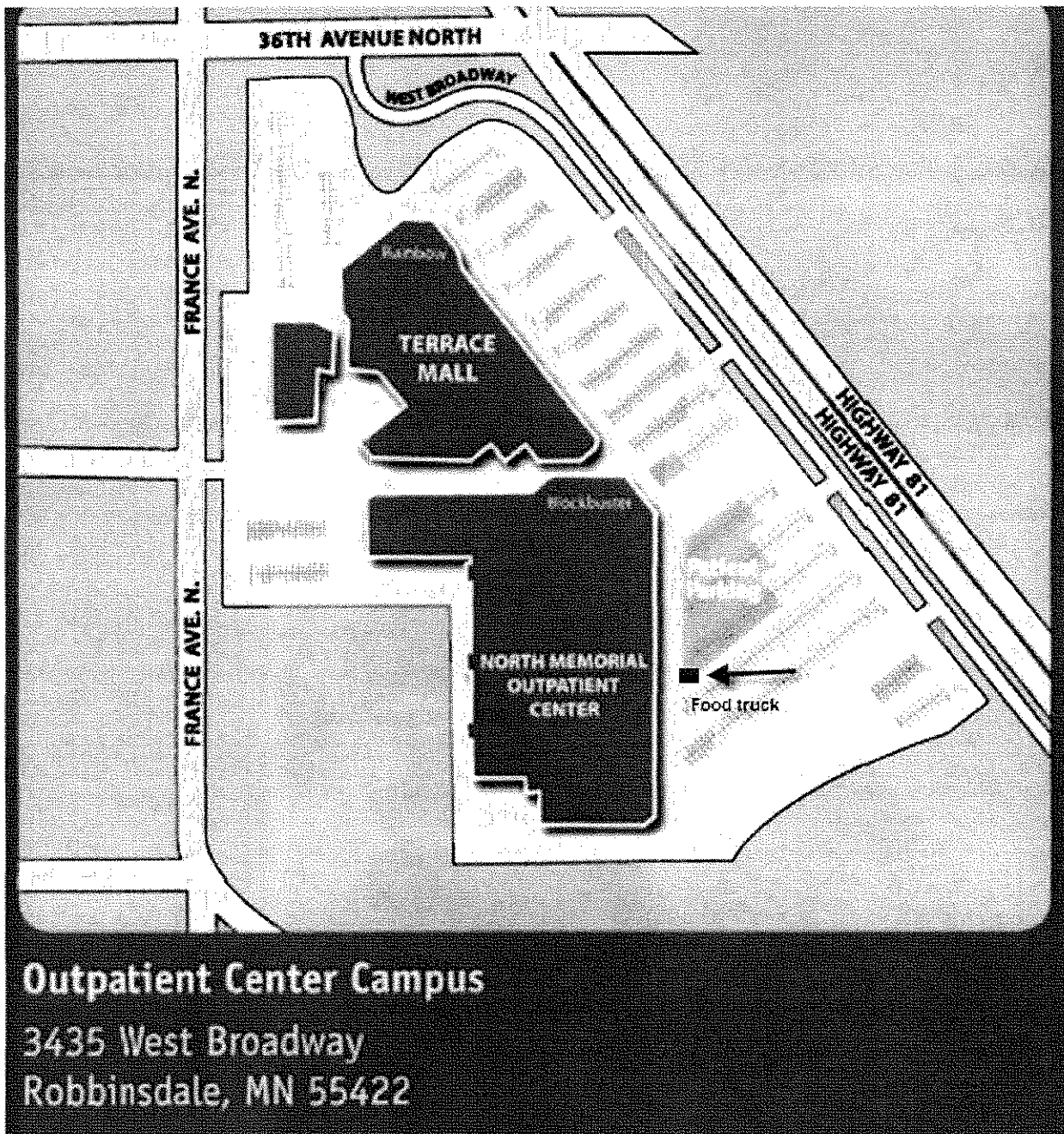
Diane Flanary

North Memorial Health Care

Administrative Secretary – IT

Food truck site plan

The space highlighted in purple below indicates the area in which the food truck will park & serve food. This allows them to be out of the way of traffic and not blocking any fire lanes. This area is also sectioned off with orange cones to bring more attention to the area, as an added safety precaution. Although not indicated on the map, there is a patch of grass at the end of this parking row that works well for them to pull up next to, keeping customers out of the lane of traffic.





MEMORANDUM

TO: Mayor and City Council
FROM: Marcia Glick, City Manager
DATE: March 15, 2016
RE: Travail Block Party at Lakeview Terrace Park

Background:

James Winberg and Mike Brown, owners of Travail Kitchen, 4124 West Broadway, submitted a request for use of Lakeview Terrace Park for their annual event on Sunday, June 26, 2016. The actual event will be 1:00 p.m. to 8:00 p.m. They held this event in 2014 and 2015, and it was well received by the community.

This year's event would be set up and operated like the 2015 event. Mr. Winberg and Mr. Brown would again be utilizing the baseball plaza and surrounding area. They are not requesting use inside the fields, but the perimeter around them. Snow fencing and barricades would be used to block the area indicated. No streets are requested to be closed.

Attendance is estimated at 3,000 to 4,000. It would be a ticketed event with all guests required to buy a ticket in advance, or at the event. All guest ID's would be checked then wrist banded. The 2015 lay-out was well-planned and effectively managed space needs for guests, food & beverage equipment and vehicles, staging, portable restrooms, etc., and they are proposing to use this same lay-out again this year.

For parking, guests would be encouraged to car pool, bike, or walk. The parking lots at the park would be available. Travail would also speak to the American Legion and the Terrace Mall about use of their lots.

Live entertainment would be provided and is to be determined. Possibilities include a DJ, bands, and a bigger headline act. Stage and sound equipment would be rented by Travail, including its set-up. An entertainment license would be required.

A food and beverage menu would be created closer to the event. Beer will be served and Travail would work with local breweries. Non-alcoholic beverages would be available also. Licenses would be required for temporary food sales and temporary liquor sales. County approval would be required also.

For equipment, a large grill and tents would be rented by Travail for food prep and serving. The Fire Department would not allow any cooking under a tent. A food truck, beer truck, and cooler truck would be brought in for use. As in 2015, they will have access to power (outlets near the ball fields for stage/music), and access to a concession building storage closet, if needed.

Staff confirmed the park would be available for set-up Saturday after 6:00 p.m. and take-down by 12:00 noon on Monday.

Portable restrooms would be rented by Travail. Immediate clean-up and appropriate disposal of garbage would be required. Emergency vehicle access is required to be maintained at all times. In the case of inclement weather, the event would be cancelled.

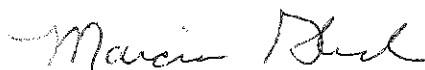
The Public Works Director/City Engineer confirmed the layout for their 2015 event worked well and recommends approval based on their proposal to use it again this year.

Police Officer presence would be required. The number of Officers would be determined by the Chief and coordinated with the event planner. Costs for Police staff would be paid by Travail.

The Fire Department approval is subject to a final on-site inspection once set-up is complete.

Recommendation:

By motion, approve the block party application from Travail Kitchen, 4124 West Broadway Avenue North, to use Lakeview Terrace Park for the Travail Block Party on Sunday, June 26, 2016, with the park available for event set-up Saturday, June 25th after 6:00 p.m. and take-down completed by 12:00 noon on Monday, June 27th; as well as final approval by the Police Chief for staffing requirements and Fire Department approval of the final set-up.

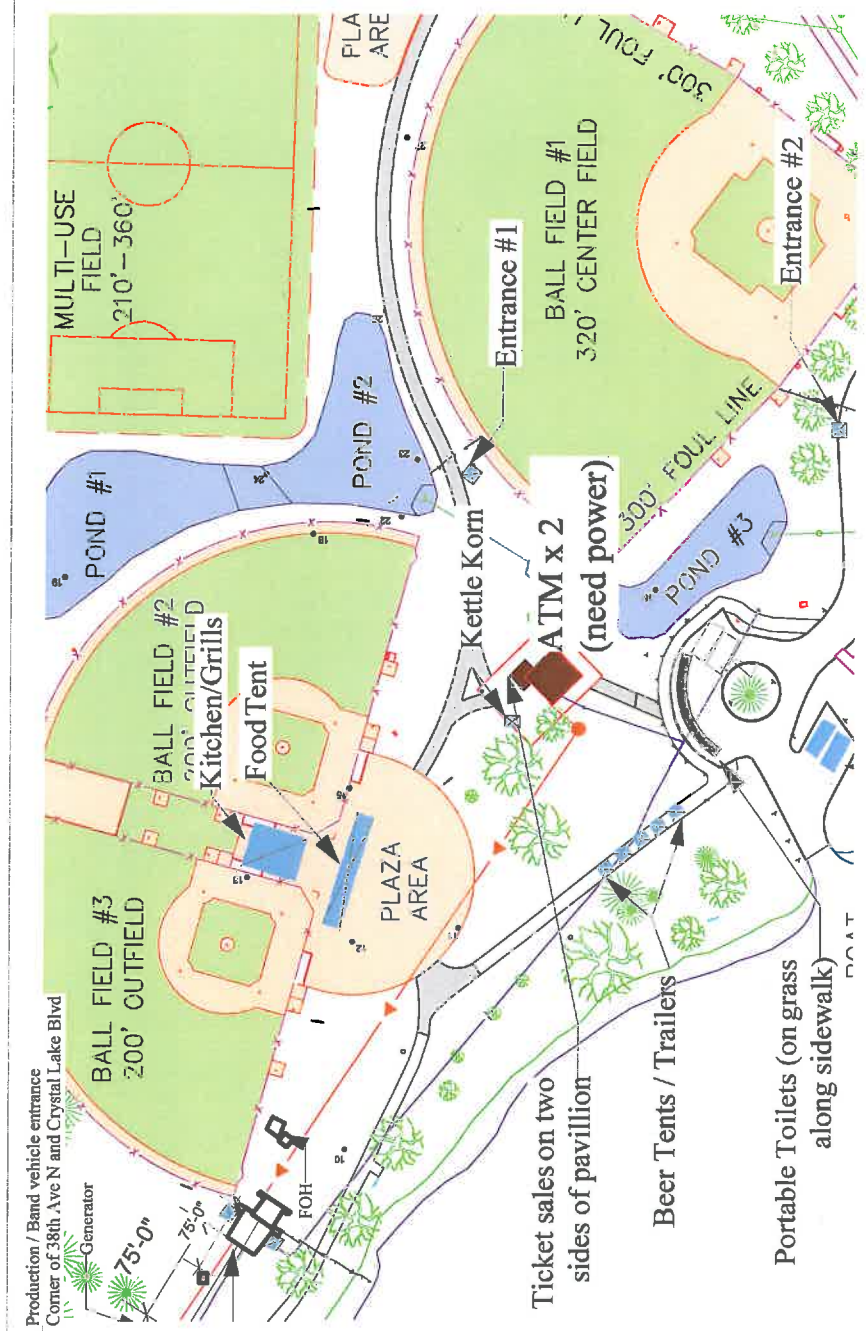


Marcia Glick, City Manager

CONCURRENCE:



Tom Marshall, City Clerk



DAY OF EVENT SCHEDULE
8:00 AM 04:00 Audio System Load In
12:30 PM 30 Crew Lunch 1/2 Hour
1:00 PM 01:00 Load In / Mike Munson Duo / Sound Check
1:30 PM 01:00 Mike Munson Duo Performance
2:30 PM 45 Change over to Gospel Machine
3:15 PM 01:00 New Gospel Machine Performance
4:15 PM 45 Change over to Whole Lotta Zep
5:00 PM 01:00 Whole Lotta Zep Performance
6:00 PM 30 Change over to DJ Abilities & Carnage
6:30 PM 45 DJ Abilities Performance
7:15 PM 45 DJ Abilities & Carnage Perform Together
8:00 PM 15 End of Show/Begin Load out
8:15 PM PA system and stage load out complete
12:00 AM

TRAVAIL KITCHEN & AMUSEMENTS	Production Title: Travail Block Party		Venue: Lakeview Terrace	Client: Travail Kitchen
	Sheet Title: Overview		Room: Park	Version: 2.0
	View: Ground Plan		Production Date(s): 6/28/15	Drawn By: MJ
	Scale: 1"=150	Software & Version: vwx 2014 sp3	Installation Dates: 6/26-6/28	 MAURY JENSEN ENTERPRISES, LLC CREATIVE PROFESSIONAL PRODUCTION MANAGEMENT & SUPPORT
	File Name: Travail Block Party Site Plan		Notes:	



City of Robbinsdale

MEMORANDUM

TO: City Council
FROM: Marcia Glick, City Manager
DATE: March 15, 2016
RE: Voucher Requests Pending Approval for Disbursement

The check register dated March 15, 2016 reflects the voucher requests pending approval for disbursement.

The check register dated March 3, 2016 through March 15, 2016 is a list of vouchers requiring payment for City funds, Deputy Registrar, liquor, and miscellaneous purchases. The payments are required prior to the next Council meeting.

Recommendation

By motion approve disbursement requests for period ending March 15, 2016.

Marcia E. Glick

Marcia Glick, City Manager

CONCURRENCE:

Larry Jacobson

Larry Jacobson, Finance Director