

AGENDA

CITIZEN PARTICIPATION

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

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

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

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

1. CITY COUNCIL MEETING CALLED TO ORDER
2. ROLL CALL: Wagner, Murphy, Webb, Parisian, Mayor Blonigan
3. **MICROPHONE CHECK:** Wagner, Murphy, Webb, Parisian, Mayor Blonigan
4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA
5. APPROVAL OF THE JUNE 6, 2023 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 City Council Meeting:
 - City Council meeting minutes of May 16, 2023. **4-7**
 - Work session meeting minutes of May 9, 2023. **8-10**
 - Special work session meeting minutes of May 16, 2023. **11-12**
 - B. Motion to receive advisory commission minutes:
 - Park & Recreation Commission meeting minutes of April 25, 2023. **13-14**
 - Human Rights Commission meeting minutes of April 27, 2023. **15-17**
 - C. Motion to approve issuance of licenses dated June 6, 2023. **18-20**
 - D. Motion to approve second reading of Ordinance No. 23-08 “AN ORDINANCE AMENDING SECTIONS 510.15 AND 515.01 OF THE CITY CODE MAKING SOLAR ENERGY DEVICES AN ACCESSORY USE ON PRINCIPAL AND ACCESSORY STRUCTURES AND IN REAR YARDS AND CREATING AN EXCEPTION TO HEIGHT LIMITATIONS” **21-23**
Ord. 22-23
 - E. Motion to approve the City Manager’s evaluation, effective May 25, 2023, and advance the salary from Step 2 to Step 4 of the established City Manager pay scale. **24**
 - F. Motion to approve request for Robbinsdale Whiz Bang Days activities and location from Thursday, July 6, to Sunday, July 9, 2023. **25-26**
 - G. Motion to acknowledge the Deputy Registrar’s financial reports for the month of April, 2023. **27-28**
 - H. Motion to acknowledge the Robbinsdale Wine & Spirits’ financial reports for the month of April, 2023. **29-32**
 - I. Motion to authorize the City of Robbinsdale to adopt the updated Safety Manual as prepared by the Employee Safety Committee. **33**
 - J. Motion to acknowledge the Investment Report for the quarter ended March 2023. **34-37**
7. PRESENTATIONS
- A. Police officer swearing in for Captain Chad Stensrud. **38-39**
 - B. Proclamation to recognize June 19, 2023 as Juneteenth Freedom Day in the City of Robbinsdale. **40**
 - C. Proclamation to proclaim June as Lesbian, Gay, Bisexual, Transgender, Queer, **41**

Intersex, Asexual, and the countless affirmative ways in which people choose to self-identify (LGBTQIA+) Pride Month.

8. PUBLIC HEARINGS

- A. Consider a permit for the keeping of domestic animals (chickens) at 3407 Zenith Ave. N. **42**
- Mayor to open public hearing, take testimony, and close public hearing.
 - Motion to approve the request for chickens at 3407 Zenith Ave. N.

9. OLD BUSINESS

- A. Consider Rental License for 3683 Halifax Ave. **43**
- Take no action on the license, and authorize staff to assess Continuing Violation fees every month without resolution, as defined by the City Fee Schedule.

10. NEW BUSINESS

- A. Motion to approve first reding of an ordinance updating sections of the Robbinsdale City Charter. Ordinance No. 23-09 “AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE ROBBINSDALE CITY CHARTER TO INCLUDE SECTIONS 3.06, 3.08, 5.05, 5.15, AND 6.05.” **44-46**
Ord. 45-46
- B. Motion to authorize the City of Robbinsdale to adopt Juneteenth as a holiday and to update the employee handbook to reflect the change. **47**
- C. Motion to authorize the City of Robbinsdale to adopt Juneteenth as a City holiday and to have it removed from bargaining negotiations for the year 2023. **48**

11. OTHER BUSINESS

- A. Motion to approve disbursement requests for period ending June 6, 2023. **49**
- B. Establish a date for a Special Work Session to discuss DEI, and direct staff to invite a facilitator for a Council Training. **50-52**

12. ADMINISTRATIVE REPORTS

13. COUNCIL GENERAL COMMUNICATIONS

14. ADJOURNMENT

**City of Robbinsdale
CITY COUNCIL MINUTES
May 16, 2023
Meeting No. 10**

CALLED TO ORDER

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

ROLL CALL

2. Present: Parisian, Wagner, Murphy, Webb, Mayor Blonigan
Absent: None
Staff: Tim Sandvik, City Manager; Chase Peterson-Etem, City Clerk; Richard McCoy, City Engineer/Public Works Director

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

3. Mayor Blonigan opened the floor to members of the public.
4. Sean Austad, 3610 Abbot Ave N., spoke about the water meter installation and read a letter asking council to exclude them from installing a new water meter.
5. Mayor Blonigan stated he would like to come to a conclusion and figure this out.
6. Member Murphy stated he wanted to make sure the water wasn't shut off before this is resolved.
7. Mayor Blonigan closed the floor.

APPROVAL OF THE MAY 16, 2023 MEETING AGENDA

8. Peterson-Etem noted there are two additions to the agenda tonight.
 - Addition of New Business Item C related to consideration for use of a food truck.
 - Addition to Other Business Item A adding the disbursement voucher report.
9. **Member Wager MOVED, second by member Parisian to approve the City Council agenda for May 16, 2023. The vote was unanimous and the motion carried.**

CONSENT AGENDA

10. **Member Murphy MOVED, second by member Webb to approve the consent agenda. This vote was unanimous and the motion carried.**
 - A. Motion to approve and order placed on file minutes of the City Council Meeting:
 - City Council meeting minutes of May 2, 2023.
 - B. Motion to receive advisory commission minutes:
 - Senior Commission meeting minutes of April 3, 2023.
 - Charter Commission meeting minutes of April 14, 2022.
 - C. Motion to approve issuance of licenses dated May 11, 2023.
 - D. Motion to approve agreement for Concrete Replacement Work at City

Hall.

- E. Motion to acknowledge the Deputy Registrar's financial reports for the month of March 2023.
- F. Motion to acknowledge the Robbinsdale Wine & Spirits' financial reports for the month of March 2023.
- G. Motion to approve the April 2023 payment for City credit card charges.
- H. Motion to acknowledge the financial reports for the quarter ended March 2023.
- I. Motion to approve the Diggers Garden Club of Robbinsdale's annual plant sale event on Saturday, June 3, 2023, from 9:00 a.m. to 3:00 p.m.

NEW BUSINESS A: MOTION TO HOLD A CLOSED SESSION PURSUANT TO STATE STATUTE 13D.05, SUBD. 3 TO DISCUSS THE CITY MANAGERS ANNUAL PERFORMANCE EVALUATION

- 11. **Member Wagner MOVED, seconded by member Webb to adjourn the meeting at 7:16 p.m. to hold a closed session to discuss the City Managers Annual Performance Evaluation. This vote was unanimous and the motion carried.**
- 12. Mayor Blonigan called the meeting to reconvene at 7:45 and gave a brief recap. He mentioned the city would provide a summary of the conclusions at the next City Council meeting.

NEW BUSINESS B: MOTION TO HOLD A CLOSED SESSION PURSUANT TO STATE STATUTE 13D.05, SUBD. 3(b) TO RECEIVE ATTORNEY ADVICE RELATING TO PARTICIPATION IN A PFAS COST RECOVERY PROPOSAL

- 13. **Member Parisian MOVED, seconded by member Webb to adjourn the meeting at 7:48 to hold a closed session to receive attorney advice relating to participation in a PFAS cost recovery proposal.**
- 14. Mayor Blonigan called the meeting to reconvene at 8:29 p.m.
- 15. **Member Parisian MOVED, seconded by member Wagner directing staff to take necessary steps to participate in a PFAS cost recovery program for multi district litigation, pursuant to a proposal provided by a law firm.**
- 16. **A roll call was taken and the motion passed 5-0.**
- 17. Ayes: Parisian, Wagner, Murphy, Webb, Blonigan
- 18. Nays: None

NEW BUSINESS C: MOTION TO CONSIDER A REQUEST FROM RACHEL BUNDY FOR ONE FOOD TRUCK TO PARK ON COUNTY ROAD 9 FOR AN EVENT ON THURSDAY, MAY 25, 2023, FROM 6:30 – 8:30 P.M. TO BE HELD AT THE VICTORY MEMORIAL PARKWAY FLAGPOLE

19. Sandvik gave the report and stated the city received a request to allow a food truck to be parked on Lake Drive/County Road 9. He noted the potential options where the food truck could be parked and provided staffs recommendation.
20. Mayor Blonigan clarified the ceremony was taking place in Robbinsdale, and noted the parkway is run by the City of Minneapolis. Sandvik stated the parkway is run by the Minneapolis Parks & Recreation Board and mentioned they have their own process for this, separate than working with the City of Minneapolis. Sandvik also noted this approval is a way to expedite the process.
21. McCoy provided more information on the borderline between Robbinsdale and Minneapolis.
22. Sandvik stated staff's recommendation is provided in the orange section on the map, which is the north side of Lake Drive/County Road 9 between York and the parkway.
23. Member Wagner stated he likes the recommendation, but wanted to make sure customers are being served from the sidewalk and not in the street. Sandvik stated that the sidewalk would be the access point for customers.
24. **Member Murphy MOVED, seconded by member Wagner to approve the request for one food truck to park on County Road 9 on Thursday, May 25, 2023, from 6:30 – 8:30 p.m. provided the service be provided from the sidewalk. This vote was unanimous and the motion carried.**

OTHER BUSINESS A: MOTION TO APPROVE DISBURSEMENT REQUESTS FOR PERIOD ENDING MAY 16, 2023

25. **Member Parisian MOVED, seconded by member Webb to approve disbursement requests for the period ending May 16, 2023. This vote was unanimous and the motion carried.**

ADMINISTRATIVE REPORTS

26. Sandvik noted work on the Hubbard Avenue project has begun and there is a page on our website dedicated to this project. He also mentioned other forms of communication where this information will be provided.
27. Sandvik stated summer events are starting to ramp up and the city is continually working on efforts to promote diverse populations coming to the city's events.

COUNCIL GENERAL COMMUNICATIONS

28. Member Parisian encouraged the community to attend the farmers market throughout the Summer.

29. Member Webb also encouraged people to attend the farmers market and is hoping to see it grow.
30. Mayor Blonigan stated there are free yard signs people can get at city hall to promote the farmers market. He also mentioned ACE Hardware is a sponsor of the farmers market and their garden center will be open soon.
31. Mayor Blonigan noted the fire relief fund and mentioned he would like information on the rates for the upcoming years.
32. Mayor Blonigan stated the city has a grant to help mitigate Curly-leaf pondweed and that staff will continue to monitor to see if the grant is needed, as there hasn't been any issues yet this year. He also thanked staff for their work.

ADJOURNMENT

33. **Member Murphy MOVED, seconded by member Webb to adjourn the meeting at 8:47 p.m. The vote was unanimous and the motion carried.**

Chase Peterson-Etem, City Clerk

William A. Blonigan, Mayor

**ROBBINSDALE CITY COUNCIL
WORK SESSION
MAY 9, 2023
IMMEDIATELY FOLLOWING THE REGULAR MEETING OF REDA
Robbinsdale City Hall
4100 Lakeview Avenue North
MINUTES**

1. The work session was called to order by Mayor Pro Tem Wagner at 8:53 p.m.
2. Council Members present: Webb, Parisian, Mayor Pro Tem Wagner, Mayor Blonigan
3. Council Members absent: Murphy
4. Staff present: Tim Sandvik, City Manager; Kayla Kirtz, Assistant to City Manager – Communications; Chase Peterson-Etem, City Clerk; Richard McCoy, Public Works Director/City Engineer; Guy Dorholt, Fire Chief

Robbinsdale Fire Department Relief Association Update

5. Eid introduced the association. Murtagh explained that the Relief Association is a 501c4 to administer relief benefits to Fire Department members and is publicly funded.
6. Murtagh explained the process of receiving benefits from the association. Member Webb clarified current and proposed benefits.
7. Council expressed their support for the Association's recommendations.
8. Member Parisian asked about the West Metro Fire Department, Murtagh explained it refers to a fire district and is a private organization comprised of New Hope and Crystal. Council and the Association discussed operations of West Metro Fire District.
9. Sandvik commented on the Council and staff budget process.
10. Association Members and Council discussed a potential amendment to the request before formally bringing it to Council.

Robbinsdale Fire Department – Annual Updates

11. Dorholt gave the update.
12. Dorholt explained an increase in lithium ion battery-caused fires and discussed types of calls for service in 2022. Mayor Pro Tem Wagner asked for a definition of “good intent”

calls, Dorholt gave examples of a cat in a tree, gaining access to an apartment building, etc.

13. Dorholt and Council discussed difference in response time to calls during the day and during the night.
14. Dorholt discussed administrative changes made in 2022, including the addition of a Duty Officer role.
15. Dorholt explained changes made to office spaces at fire department, technology updates, and branding updates in 2022.
16. Dorholt discussed education and training efforts and recruitment efforts.
17. Dorholt discussed the long-term vision of the Robbinsdale Fire Department.

Charter Commission Updates

18. Peterson-Etem gave the update on the annual Charter Commission meeting, and introduced proposed changes to the City Charter.
19. Sandvik summarized the proposed City Charter changes.
20. Mayor Blonigan expressed support for the changes.
21. Council and staff discussed changes to charter language relating to filing of petitions.
22. Council and staff discussed action in the case of a council vacancy.

Council Chamber Update

23. McCoy gave the update and asked for feedback.
24. McCoy confirmed CCX Media's participation in the planning process.
25. McCoy and Mayor Pro Tem Wagner discussed the warranty of the equipment.

Workflow Software Update

26. McCoy gave a demonstration of the citizen reporting tool to be rolled out in June.

Staff Updates:

DEI Discussion

27. Sandvik gave a reminder for the Tuesday, May 16th special work session at 6:00 p.m. to discuss diversity, equity, and inclusion efforts.

City Manager Review

28. Sandvik provided an update on the City Manager's annual review and noted that it has gone live. Once it closes Sandvik will package the information and provide a report to Council.

Other

29. Sandvik provided an update about an audit letter received about previous grant funding.
30. McCoy noted there are 42 water meters yet to be replaced and the City will be increasing their monthly fee.
31. Kirtz notified Council that the City will be hosting another GreenCorps member during the 2023-2024 program year.

Council Updates:

Other

32. Mayor Blonigan provided an update from legislators.
33. Mayor Pro Tem Wagner and Sandvik discussed city-wide speed limit.

ADJOURNMENT

34. Mayor Pro Tem Wagner adjourned the meeting at 11:12 p.m.

Kayla Kirtz, Recorder

Aaron Wagner, Mayor Pro Tem

**ROBBINSDALE CITY COUNCIL
SPECIAL WORK SESSION
MAY 16, 2023
6:00 PM
Robbinsdale City Hall
4100 Lakeview Avenue North**

MINUTES

1. The work session was called to order by Mayor Pro Tem Wagner at 6:00 p.m.
2. Council Members present: Murphy, Webb, Parisian, Mayor Pro Tem Wagner, Mayor Blonigan
3. Staff present: Tim Sandvik, City Manager; Kayla Kirtz, Assistant to City Manager – Communications, Chase Peterson-Etem, City Clerk; Charnelle Dengnoue; Human Resources/Risk Management Coordinator

Discussion: Diversity, Equity, and Inclusion (DEI) Efforts

4. Sandvik introduced the discussion.
5. Member Webb shared her excitement for moving forward with DEI work and is in favor of hiring a DEI consultant.
6. Member Parisian shared that a consultant could conduct a needs analysis, assist with writing a job description, establish an onboarding plan, help define benchmarks for success, and gather community input. Mayor Pro Tem Wagner expressed interest in understanding staff's existing DEI goals. Mayor Blonigan stated his support for continuing DEI work and hiring a consultant for guidance.
7. Peterson-Etem discussed working with race, equity, and inclusion-focused staff members at a former employer.
8. Member Webb proposed the idea of hiring someone to do freelance work.
9. Member Murphy discussed additional training for department heads, and noted the importance of identifying goals if the city is to hire a consultant.
10. Member Webb and Dengnoue discussed current staff perspectives on hiring a DEI staff person. Council discussed the onboarding and transition process of a potential DEI staff member.
11. Council expressed agreement in hiring someone to assist with goal development for DEI efforts.

12. Sandvik summarized the challenges the city faces in addressing DEI efforts. Sandvik suggested training for elected officials, and bringing in a person for another work session discussion to consider the role of a consultant. Sandvik summarized internal DEI discussions and efforts.
13. Council discussed ideas for bringing in an external person to assist with goal setting. Member Parisian mentioned coming away from the goal session with concrete action items and written definitions for DEI. Member Webb mentioned updating the City's mission and vision statement. Council discussed the involvement of department heads.
14. Council discussed a target date to host the follow-up goals discussion within the next two months.

ADJOURNMENT

15. Mayor Pro Tem Wagner adjourned the meeting at 6:53 p.m.

Kayla Kirtz, Recorder

Aaron Wagner, Mayor Pro Tem



ROBBINSDALE PARKS, RECREATION & FORESTRY COMMISSION

Tuesday, April 25, 2023 Minutes
Robbinsdale City Hall

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

- 1) Commission Meeting Called to Order at 7:12 pm by Vice Chair Vaith
 Present: Denise Beck, Damien Rochon-Washington, Michelle Vaith, Melissa Markfort
 Excused: Danny Sussman, Nicholas Erdos-Thayer, Jennifer Hill
 Others: Ryan Parks, Recreation Services Manager, Stephan Papiz, City Forester, Melanie Sedqi, Laurie Blais, Anna Donato, Bob Swanson, Mary Fontana, Ben Fontana
- 2) Approval of Regular Meeting Minutes: Beck moved, seconded by Rochon-Washington to approve the March 28, 2023 regular meeting minutes. Motion carried.
- 3) New Business
 - A)
 - Oath of office: Markfort was sworn in as a Parks, Recreation & Forestry Commissioner by reading the Oath of Office.
 - Forestry/Arbor Day update: Papiz gave Forestry update and provided the commission with an update on the annual Arbor Day event, which will be held on Saturday, April 29th.
- 4) Old Business
 - A) Equity in Recreational Programming:
 - Parks gave an update on the community gardens. Hoping to have both sites (3933 West Broadway and 3606 Lake Drive) up and running by mid-May.
 - Parks stated there people have been donating to the fun fund, so there are funds available to residents who need it. The Recreation Services will continue to promote the availability of the fun fund. Vaith suggested adding a prompt to the CivicRec asking people if they need a scholarship when signing up for a program.
 - B) Program Updates: Parks mentioned that all spring/summer programs are open online. Not all of the programs are listed in the Recreation Services Newsletter, so he encouraged people to check out the activities listings in the online portal, CivicRec. Fall and winter 2023-24 program planning is underway.
 - C) Park Projects:
 - Hollingsworth Park update: Anna Donato and Laurie Blais gave an update on phase 2 plans of Hollingsworth Park updates that would be funded by the Victor Donato Memorial. Phase 1 updates were completed in 2019. The PRF Commission members present were in full support of the phase 2 design.
 - National Fitness Campaign fitness court: Parks gave a quick update on the National Fitness Campaign (NFC) fitness court. An application was submitted for a grant that would be funded by NFC and Blue Cross Blue Shield of Minnesota. The city should know if they qualify for preliminary eligibility in the next few weeks.
- 5) City Reports & Updates
 - A) Parks: The Parks department have been busy building the raised garden plots for the 2nd location at 3933 West Broadway. They are also doing a lot of field maintenance as all grass fields open on Monday, May 1st.
 - B) Recreation: In the process of setting up interviews for summer seasonal positions. The Recreation Services – Administrative Support position is now open and posted on a variety of websites. Hoping to fill by end of May or early June.

- C) Forestry: Papiz gave the Forestry update at the beginning of the meeting.

6) General Communication

- Melanie Sedqi, from the Human Rights Commission and also the Charter Commission, informed the PRF Commission of their intention to help re-name Sanborn Park in the future because of the history of Arthur Sanborn and his influence on putting racial covenants on Robbinsdale land. The HRC would like to re-name the park after Philando Castile. The HRC has reached out to his family, but nothing to report at this time.

7) Adjournment: Markfort moved, seconded by Rochon-Washington to adjourn the meeting at 8:30 pm. Motion carried.

Next meeting scheduled for **7:00 p.m. Tuesday, May 23, at Robbinsdale City Hall**

Ryan Parks, Recorder

ROBBINSDALE HUMAN RIGHTS COMMISSION
MEETING MINUTES
April 27, 2023

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

Members Present: Fox, Beahen, Hansen, Nailon, Sedqi
Members Absent: Ralston Aoki, Lee, Vanausdall-Smith
Staff Present: Sherry O'Donnell

APPROVAL OF AGENDA AND MINUTES

MOVED by Sedqi to approve agenda, seconded by Nailon. **MOTION CARRIED.**

MOVED by Beahen to approve minutes of March 23, 2023, seconded by Sedqi. **MOTION CARRIED.**

CHAIR REPORT – No report.

OLD BUSINESS

- A. Commissioner Sedqi attended the Parks & Recreation (P&R) Commission meeting on April 25, 2023. The P&R Commission was positively receptive to the idea of renaming Sanborn Park after Philando Castile. Commissioner Fox asked about Chair Lee contacting his family. This item tabled, since Chair Lee not in attendance at this meeting.
- B. Commission outreach efforts – Vice Chair Hansen reported that he has been reaching out to recruit more HRC members. Currently there are 3 vacancies. As well as reaching out to other commissions. Commissioner Fox reached out to the Robbinsdale Historical Society and other groups, and there has been positive response to getting involved with the Robbinsdale HRC.
- C. Racism is a Public Health Crisis – Tabled.
Commissioner Sedqi noted that Michelle Gross of CUPB (Communities United against Police Brutality) is working with the Khalil Azad family and lawyer.
Commissioner Beahen added that Commissioner Ralston Aoki gave her school updates.
- D. Crime Free Housing – Commissioner Fox reviewed a summary of statistics. She would like the commissioners not in attendance at this meeting to review also. Racial demographics were noted – Robbinsdale, Hennepin County, Minnesota and the United States. Fox noted that 162 calls were looked at and race not noted in those reports. Fox suggested that house numbers be redacted from published reports.

Vice Chair Hansen added that a map overlay would be interesting to view. Commissioner Sedqi offered to look into mapping.

Commissioner Fox will send the report to Staff Liaison, Charnelle Dengnoue, to disperse to the commission for review.

- E. Resources for filing a police complaint – tabled.
- F. Robbinsdale's Energy Future - Vice Chair Hansen reported that there were 6 meetings. The next meeting will be in July with a wrap up report and determine next steps.

Old Business, cont'd.

- G. Public initiated topics – continue to communicate about the HRC – what it is and participate in events – Whiz Bang Days Parade, Chamber Meet & Greet. Suggestion to look at what is already on the city's website and submit ideas for additions/changes. The Birdtown Brief is a good tool for sharing information. Staff added that there is a staff member specifically designated for communications.
- H. DEI – no information at this time.
- I. Retrospective of racially restrictive deeds event (4/23/23) – Commissioner Fox shared emails she received from the secretary of the Robbinsdale Historical Society and from the speaker. Fox feels good about future collaborations with the Historical Society.
- J. Khalil Azad – Vice Chair Hansen reported that requested answers to the questions have not been received. Commissioner Beahen queried what should be the next steps/plan.

MOVED by Fox, second by Sedqi, to request that the HRC Chair follow up with city staff, and/or Azad family, about the questions. **MOTION CARRIED.**

Staff in attendance at this meeting will reach out to the HRC Staff Liaison, Charnelle Dengnoue, to request the requested be sent to the HRC, or notify why not being shared.

NEW BUSINESS

- A. RPD (Robbinsdale Police Dept.) Drone Use – Vice Chair Hansen feels that drone use is so broad. There are privacy, safety and liability concerns. Commissioner Fox queried – what are the best practices. Commissioner Beahen feels that, while drones can be a usefully tool, RPD should have stricter and more transparent regulations in place. Vice Chair Hansen will further discuss this topic with Council Member Parisian.
- B. Adopt-a-Park – The commission received a letter from Recreation Services about participating on the park clean-up day – April 29, 2023. South Halifax is the HRC's adopted park. Commissioners in attendance agreed that the commission would like to participate, but not able to on the designated day of April 29th. Vice Chair Hansen will notify city staff that they are interested, but will propose an alternate date. Staff in attendance will ask the staff liaison to send out a poll to the HRC for possible dates.

COMMISSIONER REPORT/UPDATES

Commissioner Fox reported that she received an email regarding participation in the Whiz Bang Days parade.

MOVED by Fox, second by Nailon, that the Robbinsdale HRC would like to participate in the 2023 Whiz Bang Days parade. **MOTION CARRIED.**

Commissioner Fox will forward the invitation to Chair Lee so she can complete and submit the participation form.

Commissioner Reports/Updates, cont'd.

Commissioner Beahen researched information about commissions and the number of members allowed. The HRC can have 11 official members. Beahen would like to further discuss outreach ideas/options for membership – i.e., youth, students. Beahen requests that this item be added to the May agenda.

Vice Chair Hansen shared that there are 3 open seats on the Charter Commission. There is discussion that the Senior Commission may be dis-banded and that it could possibly become a sub-committee of the P&R Commission. Hansen would like to see a renter's commission formed. Commissioner Sedqi offered to research if other cities have such a committee.

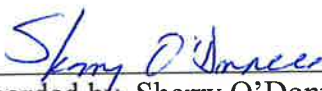
OTHER BUSINESS

None.

ADJOURNMENT

MOVED by Sedqi, second by Beahen, to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 8:47 p.m.


Recorded by, Sherry O'Donnell



City of Robbinsdale

TO: Mayor and City Council
FROM: Tim Sandvik, City Manager
DATE: June 6, 2023
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 5/31/23.

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

Tim Sandvik, City Manager

CONCURRENCE:

A handwritten signature in black ink, appearing to read 'Chase Peterson-Etem', written over a horizontal line.

Chase Peterson-Etem, City Clerk

Contractor Licenses for Council Approval

<u>Name</u>	<u>Licensee Type</u>	<u>Fee Amount</u>
ADVANCED PIPING LLC	Plumbing Contractor	\$50.00
BREDAHL PLUMBING INC	Plumbing Contractor	\$50.00
ELIAS PLUMBING LLC	Plumbing Contractor	\$50.00
GREY DUCT HEATING & AIR CONDITIONING	Mechanical Contractor	\$50.00
LAKE COUNTRY PLUMBING, HEATING & AIR	Mechanical Contractor	\$50.00
LAKE COUNTRY PLUMBING, HEATING & AIR	Plumbing Contractor	\$50.00
LAKE COUNTRY PLUMBING, HEATING & AIR	Sewer / Water Contractor	\$50.00
MONKEY WRENCH PLUMBING INC	Plumbing Contractor	\$50.00
SIGNS NOW PLYMOUTH	Sign Contractor	\$50.00
TOTAL COMFORT	Plumbing Contractor	\$50.00

Number of Licenses Requesting Council Approval:

10

BUSINESS LICENSES FOR COUNCIL APPROVAL

06/06/2023

License Type	Applicant	License Fee
Temporary Liquor	Hennepin Artists of Robbin Art Gallery	50.00
Liquor Entertainment	THE BIRDHOUSE EAT & DRINK	150.00



MEMORANDUM

TO: Mayor and City Council
FROM: Tim Sandvik, City Manager
DATE: June 6, 2023
RE: SECOND READING of an amendment to the Zoning Ordinance to eliminate the conditional use permit requirement for solar panels on accessory structures.

BACKGROUND:

On May 2, 2023, the first reading was held for the zoning text amendment to eliminate the conditional use permit requirement needed to attach solar panels to accessory structures. The Council did not direct that any edits be made.

ANALYSIS/CONCLUSION:

The ordinance is ready for its second reading. The Council may be interested to know that at least one contractor has been following to process and is expected to submit for a building permit once the zoning text amendment takes effect.

The Council may recall that the amendment:

- Creates an exception to height limitations in the General Building requirements because accessory structures are limited to a height of 16 feet and adding solar panels might trigger variance requests.
- Expands the language under permitted accessory uses in the R-1 district to include accessory structures and rear yard locations in addition to principal structures and simplify the language by removing “an integral part of the.”

RECOMMENDATION:

Hold the **SECOND READING** of the Ordinance shown in **Exhibit 1** AMENDING SECTIONS 510.15 AND 515.01 OF THE CITY CODE MAKING SOLAR ENERGY DEVICES AN ACCESSORY USE ON PRINCIPAL AND ACCESSORY STRUCTURES AND IN REAR YARDS AND CREATING AN EXCEPTION TO HEIGHT LIMITATIONS

Tim Sandvik, City Manager

CONCURRENCE:

Rick Pearson, Community Development Coordinator

Member _____ moved and Member _____ seconded a motion that the following Ordinance, which was given its first reading on May 2, 2023 be given its second reading this 6th day of June, 2023 and that it be adopted.

ORDINANCE NO. 23-08

AN ORDINANCE AMENDING SECTIONS 510.15 AND 515.01 OF THE CITY CODE MAKING SOLAR ENERGY DEVICES AN ACCESSORY USE ON PRINCIPAL AND ACCESSORY STRUCTURES AND IN REAR YARDS AND CREATING AN EXCEPTION TO HEIGHT LIMITATIONS

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:

- 1) That Section 510.15 and 515.01 of the City Code is hereby amended with the following language to be removed shown by strikeout and new language added shown in bold and underlined:

510.15. General building requirements.

Subdivision 1. Height limitations.

(a) Exceptions: The building height limits established herein for districts shall not apply to the following:

(xii) necessary mechanical and electrical appurtenances **and solar energy devices**

515.01. R-1, single family residential district.

Subd. 3. Permitted accessory uses. Permitted accessory uses in an R-1 district are:

- (i) solar energy devices that are ~~an integral part of the~~ **attached to** principal **or accessory** structures **or located in rear yards;**

Subd. 4. Conditional use. The uses listed in this subdivision, require conditional use permits based upon procedures set forth in and regulated by subsection ~~535.01~~ of this code and are the following:

- (e) ~~Solar energy devices not an integral part of the principal structure.~~ (Amended, Ord. No. 97-06)

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

Solar Energy Devices attached to accessory structures, or placed in rear yards will no longer require a conditional use permit conditional use permit and will qualify for an exception to height limitations.

First Reading: YEAS: Murphy, Webb, Parisian, Wagner and Mayor Blonigan
NAYS: None

Second Reading: YEAS:
NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS SIXTH DAY OF JUNE, 2023.

William A. Blonigan, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk
(SEAL)



City of Robbinsdale

TO: Mayor and City Council

FROM: Charnelle Dengnoue, Human Resources Coordinator

DATE: June 6, 2023

RE: City Manager Annual Performance Review

Background:

Per the City Manager's contract, Mr. Sandvik is eligible for an annual review. At the April 11, 2023 City Council Work Session, Council agreed to host a closed session to review the City Manager's performance. The Council held a closed session review at the May 16, 2023 City Council meeting.

Analysis

Under Minnesota State Statute Ch 13D, a public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation.

At the May 16, 2023 Closed Session Review, Council reviewed materials including feedback from Administrative Staff, Department Heads, and City Councilmembers. At the conclusion of the meeting, the City Council agreed to advance the City Manager from Step 2 to Step 4.

Recommendation:

Approve the City Manager's salary increase, effective May 25, 2023, to advance from Step 2 to Step 4 of the established City Manager pay scale.

Charnelle Dengnoue,
Human Resources Coordinator

CONCURRENCE:

A handwritten signature in black ink, appearing to read "Chase Peterson-Etem", written over a horizontal line.

Chase Peterson-Etem, City Clerk



TO: Mayor and City Council
FROM: Tim Sandvik, City Manager
DATE: June 6, 2023
RE: Whiz Bang Days Committee - Event Requests

BACKGROUND

The 2023 Whiz Bang Days are scheduled for Thursday, July 6 - Sunday, July 9, 2023. This is the 75th year of the event featuring a variety of activities held at various locations within the city.

City Council approval is needed for use of city owned locations and for activities having special requirements. Event vendors requiring temporary food and beverage, or other licenses, go through the regular City Council approval process; and, in the past, Council has waived these license fees due to this being a community event.

Becky Scheiller, Whiz Bang Days Vice President, and Secretary, Pam Scheiller, will be at the meeting to give an overview of this years' event(s).

ANALYSIS/CONCLUSION

The committee is asking for permission for various activities during the four-day festival.

The Robbinsdale Lions intend to do their annual food tent/grilling on the Downtown Plaza on Thursday and Friday, July 6 and 7, with serving from 10 am to 3 pm. Staff will ensure that a temporary foods license is applied for, as well as a site plan of their set up for staff to review. It is requested that the water fountain be turned off during this time.

A request for a wood bat softball tournament to be held on Friday, July 7 (4-10 p.m.), and Saturday, July 8 (7:00 a.m.-5:00 p.m.). Times would be adjusted based on the number of teams playing. The committee is requesting use of Spanjers Park for those 2 days. The committee does not plan to sell alcohol, but is requesting the granting of an alcohol permit for both days allowing participants to bring their own beverages (beer).

Bags tournament to be held on Saturday, July 8 with registration beginning at 9:30 a.m. and play beginning at 10:00 a.m. The committee does not plan to sell alcohol, but is requesting the granting of an alcohol permit for one day (7/8/23) allowing participants to bring their own beverages (beer).

On Saturday, July 8, the car show, in conjunction with CarX, will be on the Robin Center parking lot from 10:00 a.m. – 2:00 p.m. Robin Center has provided written approval. Staff is checking on whether or not there will be food trucks or entertainment; and if there will be, staff will ensure proper licensing is obtained.

The Robbin Art Gallery is intending to host their annual event “on the lawn” on Saturday, July 8.

The Robbinsdale City Band will hold its traditional band concert on Saturday, July 8, beginning at 6:30 p.m. at Hollingsworth Park. A “Movie in the Park” will follow the concert and end around 11:00 p.m. Dunkin’ Donuts Cruiser will be distributing samples during the concert and the movie. Staff will ensure proper food licensing is obtained.

The west side of Hollingsworth Park is requested for use on Saturday, July 8, and Sunday, July 9. A stage would be placed in this area for the city band concert Saturday evening and the Robbinsdale Ambassador Coronation on Sunday evening. There will also be an Ambassador Reception at Hollingsworth Park prior to the start of the parade.

The committee is requesting approval to continue the parade tradition on Sunday, July 9 with the parade running from 3:00-4:30 p.m. following the same route as the past several years. Set up would begin at 1:00 p.m. and tear down completed around 5:30 p.m. Parade staging would be on County Road 8 (West Broadway) north of 42nd Avenue and continuing as far as north as 47th Avenue, if needed. The parade route would start at 42nd Avenue then south on West Broadway to 40th Avenue then east to Shoreline Drive and ending at Sanborn Park on Chowen Avenue. The parade route has been confirmed with the Police Department.

On Sunday, July 9, fireworks will be launched over Crystal Lake from Lakeview Terrace Park starting at approximately 10:00 p.m. PC Pyrotechnics will put on the fireworks show.

The committee would also like to hang their banner across West Broadway advertising the 4-day festival. The banner is being updated and was due to be returned the beginning of May. They are requesting it to be hung 1-2 weeks prior to the start of the festival and asking for the city's assistance hanging the banner. The permit fee is usually waived.

The Whiz Bang Days events that have been approved/sanctioned by the committee to date are: Citizens Independent Bank Plaza Party, the Robbinsdale Lions Club food on the plaza (Thursday-Friday), Farmer's Market on Saturday, July 8, Nouvelle Brewing holding various events July 6-9 and any events sponsored by the various civic organizations (non-profits, churches, etc.), as well as all events organized and/or run through the City of Robbinsdale. Other events may be added as submitted and approved by the committee.

RECOMMENDATION

By motion, approve the request for Robbinsdale Whiz Bang Days activities and locations from Thursday, July 6 to Sunday, July 9, 2023 as follows:

- Approve use of city parks as requested and reserved through the Recreation Services Department.
- Approve alcohol permit allowing participants to bring their own beverages (beer) to the Wood Bat Softball Tournament and Bags Tournament only.
- Approve the street-spanning Whiz Bang Days banner subject to requirements of the city code and waiving the \$100 permit fee.
- Approve the Robbinsdale Lions use of the municipal plaza located at 41 ½ Avenue and West Broadway from 9:00 a.m. to 4:00 p.m. Thursday, July 6, and Friday, July 7.
- Approve the request to have a parade route on Sunday starting on West Broadway at 42nd Avenue and then south on West Broadway Avenue to 40th Avenue then east to Shoreline Drive and ending at Sanborn Park.
- The Whiz Bang Days Committee or businesses holding events on their sites must provide and pay for portable sanitation units near each event location.
- Noise levels must be kept at a reasonable volume and live bands, or other entertainment, must take direction from Police Officers to adjust the volume, if requested.
- Waive city license fees for the Whiz Bang Days event(s).



Tim Sandvik, City Manager



City of Robbinsdale

MEMORANDUM

TO: City Council
FROM: Tim Sandvik, City Manager
DATE: June 6, 2023
RE: Deputy Registrar's Monthly Financial Statements

Attached are the Deputy Registrar's financial reports for the month of April 2023 prepared by the Finance department. The reports include monthly and year to date amounts for 2023 with comparable amounts to 2022.

Year to date revenues are \$171,938 which is \$2,432 higher than the prior year. Expenditures were lower by \$6,891. There is a net gain before transfers of \$27,985 year to date, which is \$9,323 more than last year.

Passport revenue year to date decreased \$5,544, (-13.58%) and motor vehicle fees have decreased \$6,890, (-5.43%).

Recommendation

Approve a motion to acknowledge the Deputy Registrar's financial reports for the month of April 2023.

Tim Sandvik, City Manager

CONCURRENCE:

Dina Tahoun, Finance Director

City of Robbinsdale
Deputy Registrar
Profit and Loss Statement From Operations
For Period Ending April 30, 2023

			Year to Date		% Inc (Dec) from Previous Year
	Apr-2023	Apr-2022	2023	2022	
Notary Fees	5.00	-	35	20	75.0%
Motor Vehicle Fees	33,485	34,155	119,927	126,817	(5.4%)
Boat/Snow/ATV/ORV Fees	282	398	2,573	1,655	55.5%
Fast Track Fees			-	-	0.0%
Fish & Game Fees	5	12	34	23	47.8%
Passport Fees		5,928	35,275	40,819	(13.6%)
Other Revenue	13,751	259	14,094	172	8094.2%
Revenues	<u>47,528</u>	<u>40,752</u>	<u>171,938</u>	<u>169,506</u>	1.4%
Operating Expenses:					
Personal Services	30,931	30,077	108,905	119,385	(8.8%)
Supplies & Repairs	237	11	1,720	1,546	11.3%
Internal Serv Charges	7,275	6,633	29,098	26,532	9.7%
Other Charges & Services	1,017	287	3,400	3,348	1.6%
Other (Income) Expense	160	33	830	33.00	2415.2%
Total	<u>39,620</u>	<u>37,041</u>	<u>143,953</u>	<u>150,844</u>	(4.6%)
Operating Income / (Loss)	<u>7,908</u>	<u>3,711</u>	<u>27,985</u>	<u>18,662</u>	
Percent to Revenues	17%	9%	16%	11%	



City of Robbinsdale

MEMORANDUM

TO: City Council
 FROM: Tim Sandvik, City Manager
 DATE: June 6, 2023
 RE: Robbinsdale Wine & Spirits' Monthly Financial Statements

Attached are the Robbinsdale Wine & Spirits' financial reports for the month of April 2023 prepared by the Finance department. The report includes monthly and year to date amounts for 2023 with comparable amounts to 2022.

Year to date sales are \$1,247,778, which is up \$2,309 from the prior year. Gross profit on sales is at \$104,428 compared with \$90,944 in 2022. Gross profit year to date is at 31%, which is little higher than our target. Net income before transfers for the year is \$7,802, compared to a net income of \$29,220 in 2022.

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

Recommendation

Approve a motion to acknowledge the Robbinsdale Wine & Spirits' financial reports for the month of April 2023.

 Tim Sandvik, City Manager

CONCURRENCE:

 Daa Tahoun, Finance Director

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending April 30, 2023

			Year to Date			% Inc (Dec) from Previous Year
	Apr-2023	Apr-2022	2023	2022	Amount Difference	
Sales	339,360	335,793	1,263,742	1,261,075	2,667	0.2%
Less Customer Discounts	4,073	3,998	15,964	15,606	358	2.3%
Net Sales	335,287	331,795	1,247,778	1,245,469	2,309	0.2%
Cost of Sales	230,859	240,851	894,809	897,021	(2,212)	(0.2%)
Gross Profit	104,428	90,944	352,969	348,448	4,521	1.3%
Percent to Net Sales	31%	27%	28%	28%		
Operating Expenses:						
Personal Services	51,508	43,745	192,747	167,872	24,875	14.8%
Supplies & Repairs	897	1,158	6,424	5,652	772	13.7%
Other Charges & Services	20,359	19,966	83,766	79,982	3,784	4.7%
Rent	14,325	15,437	57,300	61,978	(4,678)	(7.5%)
Depreciation	1,208	1,042	4,832	4,168	664	15.9%
Other (Income) Expense	(11)	(149)	98	(424)	522	(123.1%)
Total	88,286	81,199	345,167	319,228	25,939	8.1%
Operating Income / (Loss)	16,142	9,745	7,802	29,220	(21,418)	(73.3%)
Percent to Net Sales	5%	3%	1%	2%		

	Current Month Analysis				
	Liquor	Wine	Beer	Misc	Totals
Sales	142,789	59,356	126,409	6,733	335,287
Inventory of April 1	297,324	185,258	85,632	8,212	576,426
Purchases	111,205	34,009	90,638	4,528	240,380
Less Inventory of April 30	316,500	183,320	77,702	8,425	585,947
Cost of Sales	92,029	35,947	98,568	4,315	230,859
Gross Profit	50,760	23,409	27,841	2,418	104,428
Percent to Net Sales	36%	39%	22%	36%	31%

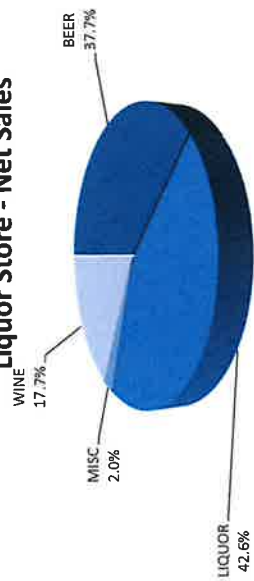
City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending April 30, 2023

Sales / Cost of Sales Analysis

	<u>Apr-2023</u>	<u>Apr-2022</u>	<u>Year to Date</u>		<u>% Inc (Dec) from Previous Year</u>
			<u>2023</u>	<u>2022</u>	
Liquor Sales	142,789	138,057	533,883	524,217	1.8%
Liquor Cost of Sales	<u>92,029</u>	<u>98,392</u>	<u>369,898</u>	<u>368,831</u>	<u>0.3%</u>
Gross Profit	<u>50,760</u>	<u>39,665</u>	<u>163,985</u>	<u>155,386</u>	<u>5.5%</u>
Percent to Net Sales	36%	29%	31%	30%	
 Wine Sales	 59,356	 60,785	 227,874	 239,761	 (5.0%)
Wine Cost of Sales	<u>35,947</u>	<u>40,876</u>	<u>150,644</u>	<u>157,552</u>	<u>(4.4%)</u>
Gross Profit	<u>23,409</u>	<u>19,909</u>	<u>77,230</u>	<u>82,209</u>	<u>(6.1%)</u>
Percent to Net Sales	39%	33%	34%	34%	
 Beer Sales	 126,409	 127,068	 462,670	 460,609	 0.4%
Beer Cost of Sales	<u>98,568</u>	<u>97,410</u>	<u>358,789</u>	<u>356,585</u>	<u>0.6%</u>
Gross Profit	<u>27,841</u>	<u>29,658</u>	<u>103,881</u>	<u>104,024</u>	<u>(0.1%)</u>
Percent to Net Sales	22%	23%	22%	23%	
 Misc Sales	 6,733	 5,885	 23,351	 20,882	 11.8%
Misc Cost of Sales	<u>4,315</u>	<u>4,173</u>	<u>15,478</u>	<u>14,053</u>	<u>10.1%</u>
Gross Profit	<u>2,418</u>	<u>1,712</u>	<u>7,873</u>	<u>6,829</u>	<u>15.3%</u>
Percent to Net Sales	36%	29%	34%	33%	
 Total Sales	 335,287	 331,795	 1,247,778	 1,245,469	 0.2%
Total Cost of Sales	<u>230,859</u>	<u>240,851</u>	<u>894,809</u>	<u>897,021</u>	<u>(0.2%)</u>
Gross Profit	<u>104,428</u>	<u>90,944</u>	<u>352,969</u>	<u>348,448</u>	<u>1.3%</u>
Percent to Net Sales	31%	27%	28%	28%	

APRIL 2023

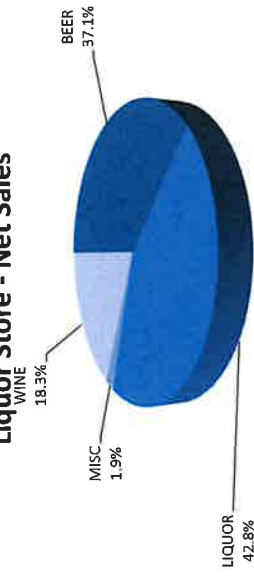
Liquor Store - Net Sales



April 2023	Net Sales per Dept	% Net Sales of Total
BEER	126,411	37.7%
LIQUOR	142,787	42.6%
MISC	6,733	2.0%
WINE	59,356	17.7%
	335,287	

Yearly 2023

Liquor Store - Net Sales



Total 2023	Net Sales per Dept	% Net Sales of Total
BEER	462,672	37.1%
LIQUOR	533,881	42.8%
MISC	23,351	1.9%
WINE	227,874	18.3%
	1,247,778	



City of Robbinsdale

TO: Mayor and City Council
FROM: Tim Sandvik, City Manager
DATE: June 6, 2023
RE: Safety Manual Update

Background

In the past nine months, the City of Robbinsdale Safety Committee and Gallagher have worked together in updating the city of Robbinsdale Safety Manual to comply with Occupational Safety and Health Administration rules.

Recommendation

By motion, authorize the City of Robbinsdale to adopt the updated Safety Manual as prepared by the Employee Safety Committee.

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

Tim Sandvik, City Manager

CONCURRENCE:

Charnelle Dengnoue,
Human Resources/ Risk Management Coordinator



City of Robbinsdale

MEMORANDUM

TO: City Council
FROM: Tim Sandvik, City Manager
DATE: June 6, 2023
RE: Investment Report

Attached is the investment portfolio information for the quarter ending March 31, 2022 prepared by the Finance Department. The report includes quarterly cash position amounts for 2023, as well as a future economic outlook.

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

Recommendation

Approve a motion to acknowledge the Investment Report for the quarter ended March 2023.

Tim Sandvik, City Manager

CONCURRENCE:

Dina Tahoun, Finance Director

Portfolio Characteristics

Book Value	38,223,533
Convexity	0.110
Effective Duration	2.251
Market Value	36,310,706
Number Of Securities	131
Par Value	38,312,605

Performance Summary

Book Yield	2.604
Market Yield	4.448
Unrealized Gain Loss	-1,912,827

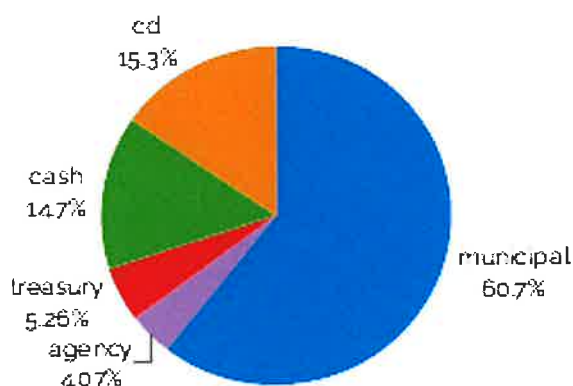
Cash Flow Summary

Current Year Projected Cash Flow	11,801,092
Current Year Projected Interest	500,317
Current Year Projected Principal	11,290,651
One Year Projected Cash Flow	14,805,658
One Year Projected Interest	699,683
One Year Projected Principal	14,095,651

Note

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

Sector Distribution



Sector Summary

Sector	Cpn	Par	Mkt Value	Mkt Yield	Eff Dur	Eff Cw	Book Yield
Agency	2.56	1,545,000	\$1,476,509	4.58	1.60	0.03	3.09
CD	2.48	5,704,000	\$5,553,833	5.34	0.71	0.01	2.70
Cash	4.43	5,349,651	\$5,349,651	4.43	0.00	0.00	4.43
Municipal	2.29	23,780,954	\$21,990,533	4.23	3.40	0.18	2.01
Treasury	0.41	1,933,000	\$1,915,571	4.40	0.26	0.00	4.61

Economic Outlook

Mixed Inflation Report for March: The U.S. Department of Labor reported last week that the Consumer Price Index (CPI) rose in March by 0.1% over the prior month and by 5.0% compared to March of last year. These figures were down from 0.4% and 6.0%, respectively, in February, and the 5.0% annual increase was the slowest pace in nearly two years. Key factors contributing to the slower rates in March were declining energy prices and flat food prices versus the prior month. Excluding these categories, however, the so-called core CPI actually accelerated modestly to a 5.6% annual rate versus 5.5% in February, due to continued pressure on prices for shelter and transportation services.

Leading Economic Indicators Continue Falling: The Conference Board announced last week that its Leading Economic Index (LEI), a composite of ten U.S. economic indicators intended to signal turning points in the economy, fell by 1.2% in March. This was the 12th consecutive monthly decline, and pushed the index down to its lowest level since November 2020. Weakness has been widespread across the component indicators over the last six months, with only two — stock prices and manufacturers' new orders — contributing positively over that time. According to the Conference Board, the declining data is consistent with "worsening economic conditions ahead."

Home Sales Rebound Stalls in March: After jumping to a five-month high in February, sales of existing homes in the U.S. retreated 2.4% in March, according to a report last week from the National Association of Realtors. While the seasonally-adjusted annualized rate (SAAR) of 4.44 million home sales was the second-highest in the last six months, it was still 22% below the level seen in March of last year, reflecting the effect of rising mortgage rates on the housing market over this time. For the second straight month, the median existing home sales price declined compared to the prior year.

Jobless Claims on the Rise: The U.S. Department of Labor reported last week that new claims for unemployment insurance rose by 5,000 in the week ended April 15th from the prior week to 245,000 (seasonally-adjusted). The four-week moving average was 239,750, up from just under 200,000 in late January. The recent rise coincides with an upward trend in continuing jobless claims, which hit 1.87 million for the week ended April 8th. This was up from 1.80 million in the prior week and was the highest level since November 2021. Continuing claims have risen steadily over the last six months, and now stand 45% above their post-pandemic low of 1.29 million in early September 2022.

U.S. consumer confidence dropped this month to the lowest level since July on more pessimistic views about the economic outlook. The index decreased in April to 101.3 from 104 in March, data out this morning showed. A separate report out this morning showed sales of new U.S. homes increased in March to the highest level in a year, suggesting an easing in mortgage rates is helping the housing markets find some footing.

U.S. Economic Growth Slows in Q1: The Bureau of Economic Analysis reported last week that real (inflation-adjusted) U.S. gross domestic product (GDP), a measure of all goods and services produced, rose at a seasonally-adjusted annual rate of 1.1% in the calendar quarter ended March 31, 2023. While this was the third consecutive quarter of growth, the pace slowed from the prior reading in Q4 2022 of 2.6%. Positive contributions in Q1 came from consumer spending and an increase in government spending. Conversely, overall growth was slowed by materially lower spending by businesses on inventories.

Captain Chad Stensrud

Captain Chad Stensrud began his law enforcement career in 2014 with the Orono Police Departments. Chad served the Orono Police Department and its residents in many different positions; School Resource Officer, Drug Task Force Detective, Stop Sticks Instructor and general assignment detective. In 2013 he was promoted to the rank of Sergeant. Chad joined the Robbinsdale Police Department in January of 2022 and was the Patrol Captain. When the other captain left to go to a different agency, Captain Stensrud ran both the patrol and investigative for several months until a second captain was hired.

In his off duty time, he is active in coaching his boys sports team and spends time with family and friends.

I, Chad Stensrud, do solemnly swear that I will never betray my integrity, my character or public trust. I will support the constitution of the United States and the State of Minnesota.

I will ensure my actions are dedicated to ensuring the safety of all communities and the preservation of human life. I will hold myself, and others, accountable for our actions by maintaining the highest ethical standards.

I will faithfully discharge the duties of Police Officer to the best of my judgement and ability.

Congratulations.

City of Robbinsdale Proclamation

WHEREAS, the City of Robbinsdale supports the rights of every citizen to experience equality and freedom from discrimination and is strengthened by and thrives upon the rich diversity of ethnic, cultural, racial, gender, and sexual identities of its residents; all of which contribute to the vibrant character of our City; and

WHEREAS, Juneteenth is the oldest nationally celebrated commemoration of the ending of slavery in the United States; and

WHEREAS, the Emancipation Proclamation was issued on January 1, 1863, though word about the signing of the Emancipation Proclamation was delayed until June 19, 1865; and

WHEREAS, July 4th is the national recognition of independence of America; although for Black people and the oppression of Black bodies, that is not true; and

WHEREAS, June 19th has a special meaning to African-Americans, and is called “Juneteenth” combining the words June and Nineteenth, and has been celebrated by the African-American community for over 150 years; and

WHEREAS, we pay honor to those who suffered and acknowledge the evils of slavery and its aftermath; and

WHEREAS, we are currently still fighting system racism and pursuing equity within our society; and

WHEREAS, we acknowledge African-American freedom, contributions, and achievements within our community, past, and present; and

WHEREAS, during this Juneteenth, we recognize the history of African-Americans in the U.S. and celebrate the inclusion of all races, ethnicities, and nationalities; and

WHEREAS, the City of Robbinsdale encourages all community members to become more knowledgeable of this recognition in African-American History and the heritage of our nation as we continue to support the celebration of Juneteenth in our city and surrounding communities;

NOW THEREFORE, I, William A. Blonigan, as Mayor of the City of Robbinsdale, Minnesota and on behalf of the Robbinsdale City Council, hereby proclaim and recognize June 19th, 2023 as

Juneteenth Freedom Day

in the City of Robbinsdale

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of the City of Robbinsdale on this 6th day of June, 2023.

William A. Blonigan, Mayor

City of Robbinsdale Proclamation

WHEREAS, the City of Robbinsdale supports the rights of every citizen to experience equality and freedom from discrimination and is strengthened by and thrives upon the rich diversity of ethnic, cultural, religious, racial, gender, and sexual identities of its residents; all of which contribute to the vibrant character of our City; and

WHEREAS, all people regardless of age, gender identity, race, color, religion, marital status, national origin, sexual orientation, or physical challenges have the right to be treated on the basis of their intrinsic value as human beings while having the right to feel safe, not be discriminated against, and to live without the threat of harassment; and

WHEREAS, City Council and staff have committed to make Robbinsdale an inclusive and welcoming community for all, including the LGBTQIA2+ community; and

WHEREAS, supporting Robbinsdale's LGBTQIA2+ community also aligns with the City's objective to create a more inclusive and equitable community that promotes unity and honors diversity; and

WHEREAS, the LGBTQIA2+ community has made great strides; though work remains in order to achieve full equality, inclusion, and acceptance; and

WHEREAS, to acknowledge the efforts to bring awareness to the continuing evolution of the Gay Pride movement, the City of Robbinsdale will display the Intersectional Pride Flag at City Hall;

NOW THEREFORE, I, William A. Blonigan, as Mayor of the City of Robbinsdale, Minnesota and on behalf of the Robbinsdale City Council, hereby proclaim and recognize June 2023 as

**Lesbian, Gay, Bisexual, Transgender, Queer, Intersex,
Asexual, and Two Spirit (LGBTQIA2+) Pride Month**

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of the City of Robbinsdale on this 6th day of June, 2023.

William A. Blonigan, Mayor

TO: Mayor and City Council
FROM: Tim Sandvik, City Manager
DATE: June 6, 2023
RE: Permit – Chickens – 3407 Zenith Avenue North

Background

Kristen Setien, 3407 Zenith Avenue North, submitted a domestic animal application requesting approval of eight (8) hen chickens. City Code requires that a person keeping or maintaining more than two chickens must obtain a permit and that owners of all properties within 200 feet of the subject premises are notified of a public hearing regarding the issuance of a permit. The neighboring property owners have been notified and the public hearing notice has been published.

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

Analysis/Conclusion

The Police Chief, Community Development Coordinator, Code Enforcement and Building Official approve the application. The presented plans comply with zoning and city code requirements. Staff will ensure the required distances are met. Permits required if any gas lines or electricity are installed for the coop.

Recommendation

1. Conduct the public hearing and take public comment.
2. After hearing the public comments, consider approval of the request for eight (8) chickens at 3407 Zenith Avenue North subject to the following conditions:
 - a. that electric and building permits be obtained, if necessary, at any time during the tenure of each annual license;
 - b. that there will be compliance with standards of Zoning Ordinance, Section 510.11, Accessory Structures, including total coverage of all accessory structures, and no more than one accessory structure allowed without a permanent foundation;
 - c. that there will be compliance with Hen Chickens Permits, City Code 915.37, Subd. 2;
 - d. that there is proper collection and disposal of animal waste;
 - e. that permit holder ensures proper storage of food and prevent pest invasion of food spillage; and,
 - f. that there is a proper supply of water.


Chase Peterson-Em, City Clerk


Tim Sandvik, City Manager



City of Robbinsdale

TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: June 6, 2023

RE: Consider Rental License for 3683 Halifax Ave.

Background:

Robbinsdale City Code Section 425.32 allows the Robbinsdale City Council to consider the suspension, revocation, or non-renewal of a rental license for a property that has experienced four or more nuisance calls occurring in a 365-day period. Further, Robbinsdale City Code Section 927.05 allows for the imposition of service fees on the owner of private property for repeat nuisance service calls.

Analysis

The Rental Licensee, Callco Services LLC, was notified via USPS and email on February 12, 2023, and again on March 7, 2023. The later requested that a formal Action Plan be completed in writing to show how the ongoing calls would be addressed. The City did not receive a response. On April 1, 2023, an additional letter and additional fee notice were sent, along with notice that the City Council would hold a formal hearing regarding the Rental License on May 2nd, 2023.

At the April 11, 2023 City Council Work Session, City staff alerted Council that a property carrying a rental license at 3683 Halifax Ave. has received its sixth nuisance call since last August. Further, at the May 2, 2023 Council hosted a Hearing to consider the Rental License, and ultimately decided to suspend the Rental License, with the caveat that Council would discuss again at the June 6, 2023 Council meeting.

Unfortunately, the Licensee has yet to respond.

Recommendation:

Staff recommends Council take no action on the license, and authorize staff to assess Continuing Violation fees every month without resolution, as defined by the City Fee Schedule.

 Tim Sandvik, City Manager

CONCURRENCE:

 Chase Peterson-Etem, City Clerk



City of Robbinsdale

TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: June 6, 2023

RE: First reading of an ordinance amending the City Charter

Background:

On April 13, 2023 the Charter Commission unanimously voted to recommend several changes to the City Charter, including sections 3.06, 3.08, 5.05, 5.15, and 6.05. At the May 9, 2023 work session, Council discussed the recommendations and directed staff to bring back an Ordinance related to these changes. The Council must unanimously vote in favor of these changes in order for them to be approved.

Analysis:

Sections of the City Charter to be amended are:

- Section 3.06. Emergency Ordinances.
 - Updating language to “two business days”
- Section 3.08. Signing And Publication of Ordinances, Including Ordinances Repealing or Amending Ordinances And Resolutions.
 - Removing “quarterly” as the city no longer has a quarterly newsletter
- Section 5.05. Filing of Petitions And Action Thereon.
 - Updating language for clarity and extending the period for additional petition signatures to 45 days
- Section 5.15. Filing Of Petition.
 - Updating and removing language for clarity and extending the period for additional petition signatures to 45 days
- Section 6.05. Purchase And Contracts
 - Increasing the City Manager’s purchasing authority from \$25,000 to \$50,000

Recommendation:

1. Motion to approve first reading of an Ordinance amending the City Charter sections 3.06, 3.08, 5.05, 5.15, and 6.05.
2. Motion to set the second reading for July 18, 2023, and direct to City Clerk to publish a public hearing notice on June 15, 2023.

Tim Sandvik, City Manager

CONCURRENCE:

Chase Peterson-Etem, City Clerk

Member _____ moved and Member _____ seconded a motion that the following ordinance, was given its first reading on June 6, 2023, be given its second reading on this _____ and that it be adopted.

ORDINANCE NO. 23-__

CHARTER AMENDMENT NO. 41

AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE
ROBBINSDALE CITY CHARTER TO INCLUDE
SECTIONS 3.06, 3.08, 5.05, 5.15, AND 6.05

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:

1) That Chapter 3, Sections 3.06 and 3.08 of the Robbinsdale City Charter is amended as follows:

Section 3.06. Emergency Ordinances. An emergency ordinance is an ordinance necessary for the immediate preservation of the public peace, health, safety, or welfare in which the emergency is defined and declared in a preamble thereto, and is adopted by a vote of all members of the council. No prosecution shall be based upon the provisions of any emergency ordinance until ~~twenty-four hours~~ **two business days** after the ordinance has been filed with the city clerk and posted in the three conspicuous places or until **two business days after** the ordinance has been published, unless the person charged with violation had actual notice of the passage of the ordinance prior to the act or omission complained of.

Section 3.08. Signing And Publication of Ordinances, Including Ordinances Repealing or Amending Ordinances And Resolutions. Every ordinance or resolution passed by the council shall be signed by the mayor, by the mayor pro tem, or by two other members, attested by the city clerk and filed and preserved by the city clerk. Every ordinance shall be published, in a manner permitted by law, within thirty days after passage and a summary of each such ordinance adopted by the City Council shall be published in the next ~~quarterly~~ newsletter of the City. In the case of lengthy ordinances, or ordinances which include charts or maps, the title and a summary of the ordinance clearly informing the public of the intent and effect of the ordinance may be published, with notice that a printed copy of the ordinance is available for inspection by any person during regular office hours at the office of the city clerk and available to any resident by request upon the paying of a nominal fee not to exceed the actual copying cost. A copy of the entire text of the ordinance shall be posted in a public location which the council designates. Prior to the publication of the title and summary the council shall approve the text of the summary and determine that it clearly informs the public of the intent and effect of the ordinance. To the extent and in the manner provided by law an ordinance may incorporate by reference a statute of Minnesota, a state administrative rule or regulation, a code, or ordinance or part thereof without publishing the material referred to in full.

2) That Chapter 5, Sections 5.05 and 5.15 of the Robbinsdale City Charter is amended as follows:

Section 5.05. Filing of Petitions And Action Thereon. All the signature papers shall be filed in the office of the city clerk as one instrument. Within five **business** days, after filing of the petition, the city clerk shall ascertain by examination the number of eligible voters whose signatures are appended thereto and whether this number is at least fifteen per cent of the total number of registered voters in the city at the time of the regular municipal election immediately

prior to the filing of said petition. If the clerk finds the petition insufficient or irregular, the clerk shall at once notify one or more of the committee of sponsors of that fact, certifying the reasons for the finding. The committee shall then be given **thirty forty-five** days in which to file additional signature papers and to correct the petition in all other particulars. If at the end of that period the petition is found to be still insufficient or irregular, the city clerk shall file it in the clerk's office and shall notify each member of the committee of that fact. The final finding of the insufficiency or irregularity of a petition shall not prejudice the filing of a new petition for the same purpose, nor shall it prevent the council from referring the ordinance to the electors at the next regular or any special election at its option.

Section 5.15. Filing Of Petition. Within **thirty forty-five** days after the filing of the original certificate, the committee shall file the completed petition in the office of the city clerk. The city clerk shall examine the petition within the next five **business** days, and if the city clerk finds it irregular in any way, or finds that the number of signers is less than twenty-five per cent of the total number of registered voters in the city at the time of the regular municipal election immediately prior to the filing of said petition, ~~the city clerk shall notify one or more members of the committee. The committee shall then be given ten days in which to file additional signature papers and to correct the petition in all other respects, but they may not change the statement of the grounds upon which the recall is sought. If at the end of that time the city clerk finds the petition still insufficient or irregular,~~ the city clerk shall notify all the members of the committee to that effect and shall file the petition in the clerk's office. No further action shall be taken thereon.

3) That Chapter 6, Section 6.05 of the Robbinsdale City Charter is amended as follows:

Section 6.05. Purchase And Contracts. The City Manager shall be the chief purchasing agent of the city. All city purchases and contracts shall be made or let by the City Manager when the amount of the intended purchase or contract does not exceed ~~twenty five thousand (\$25,000)~~ **fifty thousand (\$50,000)** dollars, subject to the provisions of state law relating to such contracts.

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

First Reading: Yeas:
 Nays:

Second Reading: Yeas:
 Nays:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS ____ DAY OF _____, 2023.

William A Blonigan, Mayor

Attest:

Chase Peterson-Item, City Clerk



City of Robbinsdale

TO: Mayor and City Council
 FROM: Tim Sandvik, City Manager
 DATE: June 6, 2023
 RE: Employee Handbook Update – Juneteenth

Background

On Tuesday May 23rd, 2023, a provision included in the state and local government omnibus bill adjusted the previous effective date to make Juneteenth a holiday required this year. The holiday is to recognize the date on which slavery was abolished in the United States. Public business cannot be conducted on June 19 in observance of the holiday.

The state and local government omnibus bill, changed the effective date to make the new holiday effective before June 19 of this year, requiring that the day be observed.

The HF 1830 conference committee report containing the updated effective date was passed by the House and Senate and will now go to Gov. Tim Walz to be signed. The City will need to update the existing schedules to reflect the June 19 holiday and make any necessary adjustments.

Recommendation

By motion, authorize the City of Robbinsdale to adopt Juneteenth as a holiday and to update the employee handbook to reflect the change.

Tim Sandvik, City Manager

CONCURRENCE:

Charnelle Dengnoue,
 Human Resources/ Risk Management Coordinator



City of Robbinsdale

TO: Mayor and City Council
FROM: Tim Sandvik, City Manager
DATE: June 6, 2023
RE: Juneteenth – Bargaining Negotiations

Background

On Tuesday May 23rd, 2023, a provision included in the state and local government omnibus bill adjusted the previous effective date to make Juneteenth a holiday required this year. The holiday is to recognize the date on which slavery was abolished in the United States. Public business cannot be conducted on June 19 in observance of the holiday.

The state and local government omnibus bill, changed the effective date to make the new holiday effective before June 19 of this year, requiring that the day be observed.

The HF 1830 conference committee report containing the updated effective date was passed by the House and Senate and will now go to Gov. Tim Walz to be signed. The City will need to update the existing schedules to reflect the June 19 holiday and make any necessary adjustments.

Recommendation

By motion, authorize the City of Robbinsdale to adopt Juneteenth as a City holiday and to have it removed from bargaining negotiations for the year 2023.

Tim Sandvik, City Manager

CONCURRENCE:

Charnelle Dengnoue,
Human Resources/ Risk Management Coordinator



City of Robbinsdale

TO: Mayor and City Council
FROM: Tim Sandvik, City Manager
DATE: June 6, 2023
RE: Voucher Requests Pending Approval for Disbursement

Background:

The check register dated 6/6/23 reflects the voucher requests pending approval for disbursement.

The check register date 5/17/23 through 6/6/23 is a list of vouchers requiring payment for city funds, Deputy Registrar, liquor, and miscellaneous purchases. The payments are required prior to the next Council meeting.

Recommendation:

By motion, approve disbursement requests for period ending 6/6/23.

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

Tim Sandvik, City Manager

CONCURRENCE:

A handwritten signature in black ink, appearing to read 'Chase Peterson-Etem', written over a horizontal line.

Chase Peterson-Etem, City Clerk



City of Robbinsdale

TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: June 6, 2023

RE: Diversity, Equity, and Inclusion (DEI) Training

Background:

The City Manager has been providing updates on DEI staff-efforts over the past year, and at the March 20, 2023 Goal Setting Session, Item 4 identified the following as a priority:

- *Hire DEI consultant to study organizational efforts and opportunities*
 - a. *Identify and address gaps in DEI*
 - b. *Develop a DEI specialist position*
 - c. *Identify person to track grants and external assistance*

Analysis

At the April 11, 2023 City Council Work Session, Council agreed to set a special Work Session to discuss DEI efforts. On May 16, 2023, Council held a special Work Session to discuss next steps.

As a reminder, over the past year, City staff began an ad hoc cohort to discuss and consider the many considerations and perspectives through the DEI lens. These conversations gained momentum this past summer and fall, and after understanding Council support for these discussions, staff looked to address:

- As an organization ('the City') who do we serve?
- Why is DEI a priority?
- How do we promote DEI efforts?

Studies show that diverse teams and inclusive cultures lead to higher individual performance, with all employees being more engaged and motivated. It is also associated with higher group performance because diversity of thought and experience leads to better decision-making, particularly when compared to more homogenous groups. A diverse workplace is an important asset, since it acknowledges the individual strengths of each employee and the potential they bring to the organization.

Valuing the differences of others is what ultimately brings us all together and can be the secret to a successful, thriving workplace and a fair work culture. Diversity and inclusion

(D&I) is more than policies, programs, or headcounts. By being Equitable, we would outpace our competitors by respecting the unique needs, perspectives and potential of all our team members. As a result, by creating a diverse and inclusive workplace, we as a city can earn deeper trust and more commitment from our employees. Further, when considering “the City”, it’s important to consider who we serve. From the City Council to all City staff, we recognize we serve residents, business, and visitors to our community. Additionally, these efforts lend a lens to our internal operations, through recruitment and retention.

While not exclusive, staff has frame efforts into:

- Policy Making (City Council)
- Recruitment/Retention (internal operations)
- Programs and Services (Public Facing)

At the May 16, 2023 City Council Work Session, Council shared a collective support to address DEI efforts. However, Council Members acknowledged potential gaps in understanding how these efforts might affect the decision-making process. From the perspective of staff, some recent examples would include:

- Recruitment: we continue using the blindfold method
- We research and source trainings through other cities or Counties
- We created and implemented an Implicit Bias training for hiring managers.
- We want to continue conversations about workplace culture as it relates to DEI
- Updated our dress code policy
- Paid parental leave
- Working to improve our audience through communications by translating marketing materials into different languages
- Encourage interdepartmental inclusion by organizing lunch-and-learns, staff trainings/outings, employee spotlights, etc...

The aforementioned are only shared as examples to frame potential efforts. To further consider efforts, Council directed staff to bring back potential trainings for Council and City leadership. After speaking with a number of organizations, staff recommends Council either invite Kiarra Zackery, Director of Equity and Inclusion for Intermediate District 287, OR staff from the League of Minnesota Cities, to host a training in July at a special Work Session.

Kiarra Zackery

Understanding Local Government's Role in DEI

Intended Outcomes:

Robbinsdale City Council members will...

1. Collectively define diversity, equity and inclusion
2. Practice identifying disparity as indicator of need for equity

Activities:

1. Value setting circle (1 hour) : Robbinsdale City Council members participate in a value setting circle to develop collective definitions of diversity, equity, and inclusion.
2. Data dig (30 min): In pairs or trios, Robbinsdale City Council members participate in data dig to identify disparities in MN Compass data portal
3. Share and reflect (30 min): Robbinsdale City Council members engage in Think, Write, Share prompts about their experience including: how did this experience make you feel and what do you feel called to do? to apply the collective definitions of diversity, equity, and inclusion to the findings of disparity to lead to action.

League of MN Cities

Intro to DEI Course

- This course is an introductory level course about diversity, equity, and inclusion. It establishes definitions of these concepts and provides interactives and case studies about how DEI can be implemented in various city services. The learning objectives states:
 - By the end of this course, you will be able to: Define diversity, equity, and inclusion and be able to identify the areas you can apply the concepts in your city
- The course is about 30 minutes long and is fully online so you and your team can take it at your own pace.

Facilitated Conversation

- After your team has taken the course Arianna Bloom, DEI Coordinator and Adriana Temali, Learning Manager, would come out to have a conversation with your team as part of a blended learning experience. The goal of this conversation would be to assist your team in determining what their goals are with DEI work and then discuss what other resources we could provide to help you reach your DEI goals. The goal is not to come in and tell you what we think your goals should be, but rather to help you determine what you want your goals to be. This could mean LMC stays involved or we may recommend a consultant, or something else---there are various options we can discuss at that point.
- This process can be as fast or as slow as you want. This work can involve difficult conversations and our goal is to create a space where people feel comfortable to be open and honest about their thoughts and concerns.

Recommendation

Establish a date for a Special Work Session to discuss DEI, and direct staff to invite a facilitator for a Council Training.



Tim Sandvik, City Manager