

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

Consent Agenda shall be considered immediately following approval of the balance of the Consent Agenda:

- A. Approve City Council Meeting minutes from January 2, 2024
- B. Approve City Council Work Session minutes from January 9, 2024
- C. Renewal of Workers' Compensation Insurance for 2024
- D. Accept Quote for Replacement of Snow Blower - City Project 8189
- E. Termination and Release of Easement
- F. Appointment of Absentee Ballot Board
- G. Accept Minnesota Hockey Skate Donation
- H. Resolution for Department of Natural Resources: Outdoor Recreation Grant Application
- I. Authorize agreement with Home Free Domestic Assault Intervention Project
- J. Approval of Licenses

7. PRESENTATIONS

- A. None

8. PUBLIC HEARINGS

- A. None

9. OLD BUSINESS

- A. None

10. NEW BUSINESS

- A. Approval of Pay Equity Report Submission
- B. Council Review of Body Worn Camera System Audit

11. OTHER BUSINESS

- A. Voucher Requests Pending Approval for Disbursement

12. ADMINISTRATIVE REPORTS

13. COUNCIL GENERAL COMMUNICATIONS

14. ADJOURNMENT



City of Robbinsdale

City Council Meeting
Tuesday, January 2, 2024
Meeting No. 1

MINUTES

CITY COUNCIL MEETING CALLED TO ORDER

Mayor Pro Tem Wagner called the meeting to order at 7:00 p.m.

ROLL CALL

Present: Parisian, Murphy, Mayor Pro Tem Wagner
Absent: Mayor Blonigan
Staff: Tim Sandvik, City Manager; Chase Peterson-Etem, City Clerk

APPROVAL OF THE JANUARY 2, 2024 MEETING AGENDA

Peterson-Etem stated there are two additions to items already on the agenda. The first addition is the voucher disbursement report to Other Business Item A and the second addition is a Resolution for Consent Item G.

Sandvik noted there are some resolutions and minutes that will need to be reprinted to update the Mayor's signature line to Mayor Pro Tem.

Member Murphy MOVED, seconded by Parisian to approve the January 2, 2024, agenda. The vote was unanimous and the motion passed.

CONSENT AGENDA

Member Parisian MOVED, seconded by Murphy to approve the Consent Agenda. The vote was unanimous and the motion passed.

- A. Approve City Council meeting minutes from December 5, 2023
- B. Approve City Council meeting minutes from December 19, 2023
- C. Approve City Council Work Session minutes from December 12, 2023
- D. Receive Planning Commission meeting minutes from November 16, 2023
- E. Approval of Credit Card Charges and Payment
- F. Designation of Depositories for City Funds in 2024
- G. Accepting donations during 2023 from various individuals, businesses and organizations
- H. Authorizing Payment of Certain Claims
- I. City Clerk and Deputy City Clerk Appointments
- J. Deputy Registrar Appointment

- K. Approval of City's Official Newspaper
- L. 2024 Meeting Dates
- M. 2024 On-Sale Intoxicating Liquor License Renewal for Wicked Wort Brewing Company
- N. Approval of Licenses
- O. 2024 Council Appointments
- P. Affirm Fair Housing Policy
- Q. Records Retention Schedule
- R. Elected Official Out-of-State Travel Policy
- S. Social Media Policy Review
- T. Authorization for Credit Cards

PRESENTATIONS

- A. None

PUBLIC HEARINGS

- A. On-Sale Intoxicating Liquor w/ Sunday Sales and 2 am closing, Restaurant and Entertainment and Licenses for Johnnie Mae's Lounge

Sandvik provided a brief overview.

Mayor Pro Tem Wagner opened the public hearing.

Letitia Jennings-Holmes, 3320 Douglas Drive N Apt. #15, provided a copy of the menu and noted their website isn't live yet, but she wanted to show the Council what that would look like.

Member Murphy asked what the meaning behind the name Johnnie Mae's is. Jennings-Holmes noted Johnnie Mae is her Mother and that her brother wanted to open a restaurant in her honor.

Mayor Pro Tem Wagner asked why they chose Robbinsdale. Jennings-Holmes stated the location was appealing, and they found the community to be family oriented.

Andre Bell, of Johnnie Mae's Lounge, noted he does the snow removal for the Robbinsdale Shopping Center and has been in the entertainment and restaurant business in the past. He stated he wants to create a place where people can connect, and he feels Robbinsdale is a great place to do that.

Jennings-Holmes stated Robbinsdale is reminiscent of their hometown, and is another reason they chose the location. She also shared the website with the Council and noted their sister has been designing the website.

The council asked about hours of operation and potential opening dates. Bell stated they hope to open in the next few weeks.

Member Murphy MOVED, seconded by Parisian to close the public hearing. The vote was unanimous and the motion passed.

Member Parisian MOVED, seconded by Murphy to Approve On-Sale Intoxicating Liquor W/ Sunday Sales and 2 Am Closing, Restaurant and Entertainment and Licenses for Johnnie Mae's Lounge. The vote was unanimous and the motion passed.

OLD BUSINESS

A. None

NEW BUSINESS

A. Set Dates/Time for Special Work Sessions

Sandvik noted the Council is being asked to schedule two Special Work Sessions. The first would be scheduled for January 16, 2024, at 6:30 p.m. and the second date and time need to be discussed by the Council. He provided possible dates and noted the time would be from 4 p.m. - 8 p.m.

Council discussed the potential days and agreed to schedule a Special Work Session on February 12, 2024, from 4 p.m. - 8 p.m.

Member Parisian MOVED, seconded by Murphy to schedule a Special Work Session for January 16, 2024, at 6:30 p.m. and a Special Work Session for February 12, 2024, from 4 p.m. - 8 p.m. The vote was unanimous and the motion passed.

OTHER BUSINESS

A. Voucher Requests Pending Approval for Disbursement

Member Murphy MOVED, seconded by Parisian to approve Voucher Requests Pending Approval for Disbursement. The vote was unanimous and the motion passed.

ADMINISTRATIVE REPORTS

Sandvik noted the Work Session next week will be to discuss LRT and that he will be providing materials to the Council tonight, so they have more time to review. He also encouraged people to continue to contact the City if they have questions, comments, or concerns.

COUNCIL GENERAL COMMUNICATIONS

Member Murphy wished people a Happy New Year and is looking forward to more good things happening in 2024.

Mayor Pro Tem Wagner also wished folks a Happy New Year and thanked the people who attended tonight's Council meeting.

ADJOURNMENT

Member Murphy MOVED, seconded by Parisian to adjourn the meeting at 7:24 p.m. The vote was unanimous and the motion passed.



City of Robbinsdale

City Council Work Session
Tuesday, January 9, 2024

MINUTES

CITY COUNCIL WORK SESSION CALLED TO ORDER

Mayor Pro Tem Wagner called the work session to order at 7:14 p.m.

ROLL CALL

Present: Murphy, Parisian, Mayor Pro Tem Wagner

Absent: Mayor Blonigan

Staff: Tim Sandvik, City Manager; Rick Pearson, Community Development Coordinator; Richard McCoy, Public Works Director/City Engineer; Kayla Kirtz, Sustainability Coordinator

DISCUSSION

A. Blue Line Light Rail Extension Discussion

Sandvik introduced the discussion.

The consultant, Bolton & Menk, gave a brief presentation on the proposed station area plan for Robbinsdale.

Mayor Pro Tem Wagner noted the Council does not have any questions for Bolton & Menk. Sandvik highlighted some of the outstanding questions and concerns that staff have. Bolton & Menk noted that the plan is simply a document of recommendations for the Council's consideration. Mayor Pro Tem Wagner asked if the station area plan would be available for Robbinsdale residents to view and comment on. Hennepin County noted that the plan includes urban design recommendations and should serve as a conversation starter. It is not expected to be adopted. Hennepin County confirmed that the document is available to the public, it just depends on how the City wants to post it. Sandvik noted that the station area plan encourages folks to think beyond the immediate project corridor. Staff are looking for direction on where the Council wants more information or where there are concerns.

Member Parisian thanked the consultant for their presentation and expressed excitement about the proposal, as well as support for pedestrian and bike connectivity. Parisian is intrigued by the proposal to convert the 41st Avenue intersection into a pedestrian walkway. Parisian posed the question of how taller buildings would impact traffic flow. Parisian stated that something for the city to consider is how we are improving pedestrian and bike crossings, specifically on 36th Avenue. Mayor Pro Tem Wagner agreed.

The METRO Blue Line Extension project office presented the current draft corridor plans. They discussed ridership numbers and potential station locations.

The project office presented high-level concepts of the planned Park-and-Ride station. Mayor Pro Tem Wagner asked if one entrance to the parking ramp is typical. The project office responded that the drafts represent main access points and there is opportunity to allow for additional access to the parking ramp. The Council and

project office discussed the ground level and overall height of the parking structure.

Murphy asked what is being planned for the City of Crystal's parking. The project office stated that they are planning a 170-space parking lot. Murphy and the project office compared the planned Park-and-Ride to Hubbard Marketplace and the routes it currently services. They discussed redevelopment and tax-paying capabilities of the designated lot.

Mayor Pro Tem Wagner shared an anecdote and expressed support for lowering the speed limit on County Road 81.

The project office presented the planned concept for the Lowry Avenue station. Mayor Pro Tem Wagner asked for the Minneapolis Park and Recreation Board's (MPRB) opinion on the proposal. The project office responded that MPRB is supportive of the new at-grade design. Mayor Pro Tem Wagner requested having bike lockers at the Lowry Avenue station. Member Parisian requested enhanced lighting at the station for safety and visibility.

Member Parisian requested data related to ridership experience in terms of perceived safety. The project office responded that the Metro Transit Chief of Police will be speaking about that at the upcoming Corridor Management Committee meeting. The group discussed ridership data and modeling, and the project office confirmed that updated data is being modeled right now and will be rolled out in the springtime.

The Council and project staff discussed efficiencies of light rail transit compared to bus rapid transit.

The project office informed the Council that Metro Transit has plans for the current Blue Line Lake Street Station, which include taking out the elevators, putting in open staircases, adding another point of exit, adding pedestrian access points, adding ramps, and increasing visibility. Commissioner Lunde noted that Lake Street has a lot of activity, regardless of the light rail station. Lunde informed the group that social workers are currently working to engage with folks on Lake Street and have a more visible presence. Parisian asked if the engagement plans at that station are intended to grow beyond Lake Street as the line extends. Lunde shared the work that the Brooklyn Center Police Officers are currently doing at the Brooklyn Center Transit Center.

Robbinsdale staff outlined concerns for limiting speed limits, reduction of traffic lanes, removal of turn lanes, removal of frontage roads, and access to boat ramps. Mayor Pro Tem Wagner does not share concern about reducing the speed limit. Parisian is open to the reduction of speed with consideration of how traffic is diverted.

The project office asked for feedback on requested updates to the intersection of 42nd Avenue and Broadway Avenue. The project office and Council discussed potential ideas to improve the intersection.

The group discussed anti-displacement efforts and investments in downtown Robbinsdale.

Pearson discussed grade-separation and traffic impacts of the proposed 41st Avenue promenade. McCoy discussed impacts on the urban forest, boat launch access, and grade separation.

Murphy expressed concern about voting on municipal consent without a full City Council and noted that the Council should vote on municipal consent after the Ward 2 seat is filled in August. The group confirmed that voting for municipal consent would likely occur after Robbinsdale has elected a full City Council.

STAFF UPDATES

None.

COUNCIL UPDATES

None.

ADJOURNMENT

Mayor Pro Tem Wagner adjourned the meeting at 9:16 p.m.

Kayla Kirtz, Sustainability Coordinator

Aaron Wagner, Mayor Pro Tem



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: January 16, 2024
RE: Renewal of Workers' Compensation Insurance for 2024

Background:

The City Council established the Risk Management Program to stabilize the cost of insurance. The City's workers' compensation modification went from 0.92 for 2023 to 1.40 for 2024. The City has chosen the fixed cost standard premium in prior years.

Analysis:

Over the last several years the Council has declined the option of accepting a large portion of the risk by approving a retro-rated plan for this insurance coverage. Under the retro-rated plan the City can reduce costs only if actual experience of claims is low. In the last year, we have had an increase in the number of claims. The three proceeding years had a lower number of claims, but significantly higher cost exposures.

Staff is recommending that the Council purchase the fixed cost regular premium option for an estimated cost of \$529,888. The 2023 premium was \$388,894. Cathy Caviness (Gallagher) is not able to attend the meeting, but has reviewed the City's options. Cathy reviewed our loss and injury history. It is difficult to predict the amount of loss and the number of incidents for any given year. Cathy still believes in the long run a fixed cost program is in the best interest of the City. The premium change is in line with what was included in the 2024 budget. Premiums are up 36.25% compared to last year. Salaries are up by 7% due to the new positions and the reduction of the non-smoking credit from 10% to 5%. This discount will be phased out in 2025.

As of January 1, 2019, a new law has gone into effect that changed the way work-related Post-Traumatic Stress Disorder (PTSD) claims are handled. All PTSD injury claims that occur on or after January 1, 2019, for public safety are presumed to be work-related. Due to the increase in PTSD claims and the significant cost implications, average rates for public safety job class have increased 35% for the coverage year 2024. These increases will move toward the League of Minnesota Cities Insurance Trust Workers' Compensation Program funding level for police job classes that will be sustainable over time, but there is still a projected gap, meaning additional rate increases in the coming years.

The City also has a number of volunteers. Ancillary Volunteer Accident Coverage will be provided automatically for no additional premium charge.

Recommendation:

Approve a motion to direct the City Manager to contract with the League of Minnesota Cities Insurance Trust Fund for workers' compensation insurance at a fixed cost regular premium option rate of \$529,888.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Richard McCoy, City Engineer/Public Works Director

APPROVED BY: Tim Sandvik, City Manager

DATE: January 16, 2024

RE: Accept Quote for Replacement of Snow Blower - City Project 8189

Background:

Part of the approved 2024 Capital Equipment Budget is the replacement of the large 2011 Snow Blower (Unit #136). It is proposed to replace the existing unit with a Larue D40 that is capable of removing substantial volumes of snow. This piece of equipment is engine driven (235 HP Diesel) and mounts to the City's Loader. It is used to remove snow from streets, particularly in the downtown precinct of the City, and is also used along other road corridors after significant snowfall events. Staff did review hydraulically driven units as an alternate to diesel, however they are considered to not possess adequate power to deal with ice.

The Snow Blower is a State Government Contract item (Contract #S-854 (5)). Base pricing for the unit is \$175,907.00. This pricing has been obtained through MacQueen Equipment Inc of St Paul. Additional costs for the unit are for specialized chutes, controllers, LED lighting and quick connection points to improve efficiency and safety. A trade-in value of \$20,000.00 is being offered on the existing unit. The total net cost for the purchase including accessories and allowing for the trade-in is \$194,429.00.

The approved budget for this project is \$220,000.00. Staff recommends the purchase of the Snow Blower as outlined in the report.

Analysis:

None.

Recommendation:

By motion, authorize the Mayor and City Manager to issue a Purchase Order to MacQueen Equipment Inc of St Paul, Minnesota for the purchase of a new Larue D40 Snow Blower - Project 8189, as per quotation dated 27th December, 2023 for a net amount of \$194,429.00 which includes a trade-in value of \$20,000.00 on the existing 2011 SnoGo WK800 unit.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Richard McCoy, City Engineer/Public Works Director
APPROVED BY: Tim Sandvik, City Manager
DATE: January 16, 2024
RE: Termination and Release of Easement

Background:

As part of allowing telecommunications antennae to be mounted on City infrastructure (typically water towers) or on third party infrastructure on City property (cell phone towers), the City will, from time to time and as deemed necessary, allow the telecommunications companies to obtain easements over City property for such purposes of siting ancillary structures, allowing access and laying cabling that are associated with the antennae to provide service to the wider community. The City will typically seek conditions for any easement including payment and signing a lease agreement formulated in conjunction with the City Attorney.

With the recent mergers in the telecommunications field, some of the leases have been terminated as duplicate facilities are not needed. The subject of this report relates to one of these situations where some surplus Sprint facilities have been decommissioned and removed. One of the conditions of the City's standard lease agreements requires the termination and release of easements associated with the lease. The Sprint facilities were located at 3310 Oakdale Avenue N, adjacent to the City's Water Tower 2 (in the vicinity of the North Memorial Parking Ramps).

In conjunction with the City Attorney, a Termination and Release Agreement has been developed and is included as an attachment. The representatives of Sprint have signed off on the document and it now requires City representatives signature. Staff recommend adopting the Resolution as attached and having the Mayor and City Manager sign the documents to allow recording at the County.

Analysis:

None.

Recommendation:

By motion, waive the reading and order the adoption of the attached resolution to terminate and release an easement originally in favor of Sprint Spectrum L.P. for the purposes of access and utility purposes over City property located at 3310 Oakdale Avenue N.

Attachments:

1. RB160-43 Term & Release of Easement

TERMINATION AND RELEASE OF EASEMENT

WHEREAS, the City of Robbinsdale, a Minnesota municipal corporation (the “City”) granted and conveyed an appurtenant non-exclusive easement to Sprint Spectrum L.P., a Delaware limited partnership (“Sprint”) for access and utility purposes (the “Easement”), recorded on March 14, 2014 in Hennepin County as Document No. 10062023; and

WHEREAS, the Easement was over, through, and across a portion of the City’s land legally described as:

Lot 5, Block 1, NORTH MEMORIAL CAMPUS ADDITION, according to the recorded plat thereof, Hennepin County, Minnesota (the “Property”);

WHEREAS, the Easement was intended for Sprint’s benefit and to the benefit of Sprint’s leased wireless communication facility, located at 3310 Oakdale Ave N, Robbinsdale, MN, (the “Leased Property”) as leased from the City.

WHEREAS, on May 6, 2020, Sprint Spectrum Realty Company notified the City by letter that it was exercising its right not to renew its lease on the Leased Property, and Sprint has removed its building and infrastructure from the Leased Property;

WHEREAS, Sprint agrees that the Easement is no longer beneficial to it, and the City desires to release the Easement from the Property

NOW, THEREFORE, this is to certify that the Easement is hereby terminated and released absolutely and forever, and that the Registrar of Titles of Hennepin County, Minnesota is hereby authorized to accept the filing of this instrument to be a conclusive determination of the termination and release of the Easement.

[signature page follows]

City of Robbinsdale

By: _____

Name: Bill Blonigan

Title: Mayor

Date: _____

By: _____

Name: Tim Sandvik

Title: City Manager

Date: _____

[illegible]

This instrument was acknowledged before me on _____, 20____, by Bill Blonigan and Tim Sandvik, the Mayor and City Manager, respectively, of the City of Robbinsdale, a Minnesota municipal corporation, on behalf of the corporation.

NOTARIAL SEAL

(Signature of notarial officer)

(Title and rank: _____)

(My commission expires: _____
(month/day/year)

$$\vdots$$

This Instrument Drafted By:
Kennedy & Graven, Chartered (SCZ)
150 South Fifth Street, Suite 700
Minneapolis, MN 55402
(612) 337-9300

Sprint Spectrum, LP
a Delaware limited partnership

2 WITNESSES

Signature: [Signature]
Print Name: Lucia Renteria
Title: Senior Director, Engineering- Regional Development
Date: 12-6-23

Signature: [Signature]
Print Name: Jim Fairchild
Signature: [Signature]
Print Name: Tiffany Davis

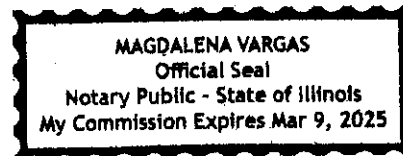
WITNESS AND ACKNOWLEDGEMENT

State/Commonwealth of ILLINOIS
County of DUPAGE

On this 6 day of DECEMBER, 2023, before me, the undersigned Notary Public, personally appeared **Lucia Renteria, Senior Director- Regional Development**, who proved to me on the basis of satisfactory evidence, to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

[Signature]
Notary Public
Print Name: Magdalena Vargas
My commission expires: 03-09-2025



[SEAL]

[SPOUSAL CONSENT, IF APPLICABLE, FOLLOWS ON NEXT PAGE]



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 16, 2024
RE: Appointment of Absentee Ballot Board

Background:

The Absentee Ballot Board completes administrative duties after absentee ballots are turned in. Members of the Absentee Ballot Board examine each absentee ballot return envelope and accept it if the requirements are met. At least two members of the Absentee Ballot Board must examine each absentee ballot together. Pursuant to Minnesota Statute 203B.121, if one of the requirements is not met, the absentee ballot must be rejected. This same statute also allows for election staff to be members of the Absentee Ballot Board if they have had training in processing and counting of absentee ballots.

Analysis:

To meet the requirements of Minnesota Statute 203B.121, staff is recommending appointing Kayla Kirtz and Ashley Corbett as a temporary Deputy City Clerk for the duration of the election season. The appointment would only be to serve on the Absentee Ballot Board and would not consist of a job change or change in duties. The appointment would cease at the end of the 2024 election season.

Staff recommends that the following staff be appointed to the Absentee Ballot Board for elections in 2024, as shown in the resolution;

- Chase Peterson-Etem, City Clerk
- Sherry O'Donnell, Deputy City Clerk
- Kayla Kirtz, Sustainability Coordinator
- Ashley Corbett, Customer Service Representative/Office Assistant

Recommendation:

Motion to appoint Kayla Kirtz and Ashley Corbett as a temporary Deputy City Clerk through the duration of the 2024 election season and adopt "A RESOLUTION APPOINTING AN ABSENTEE BALLOT BOARD FOR THE 2024 ELECTION SEASON."

Attachments:

1. Ballot Board Resolution

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

RESOLUTION NO.

A RESOLUTION ESTABLISHING AN ABSENTEE BALLOT BOARD FOR THE 2024 ELECTION SEASON

WHEREAS, Minnesota Statute 203B.05 allows counties to designate municipalities to administer absentee balloting; and

WHEREAS, Hennepin County has designated the City of Robbinsdale to administer absentee ballots for Robbinsdale voters; and

WHEREAS, Minnesota Statute 203B.121 requires the governing body of each municipality with responsibility to accept or reject absentee ballots to establish a ballot board; and

WHEREAS, Minnesota Statute 203B.121 allows for Deputy City Clerks trained in the processing and counting of absentee ballots to serve on the absentee ballot board;

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

1. The following staff members are appointed to serve on the absentee ballot board
 - Chase Peterson-Etem
 - Sherry O'Donnell
 - Kayla Kirtz
 - Ashley Corbett
2. Their appointments shall expire November 12, 2024.
3. The City Clerk shall have the authority to appoint election judges to the absentee ballot board within 25 days of the Presidential Nomination Primary Election, Ward 2 Special Election, State Primary Election, and General Election.

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

and the following voted against the same:

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

William A. Blonigan, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Matt Bazyk, Recreation Services Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 16, 2024
RE: Accept Minnesota Hockey Skate Donation

Background:

Robbinsdale Recreation has been offered the donation of 20 pairs of youth skates by Minnesota Hockey. These skates will be available for use at Sanborn Park warming house.

Analysis:

Having skates available for use by the community will decrease barriers in park usage for those who don't own skates.

Recommendation:

Approve the acceptance of the skate donation by Minnesota Hockey of 20 pairs of youth skates.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Matt Bazyk, Recreation Services Manager

APPROVED BY: Tim Sandvik, City Manager

DATE: January 16, 2024

RE: Resolution for Department of Natural Resources: Outdoor Recreation Grant Application

Background:

The Recreation Department is interested in applying for \$81,808 in grant dollars from the Department of Natural Resources through their Outdoor Recreation Grant Program to help fund the installation of a fitness court in Lakeview Terrace Park. Grant applications are due April 1, 2024. Grant recipients are announced in June 2024.

Analysis:

The Fitness Court Project began in 2023 and was supported by Council. The Recreation Department applied for grant assistance through Hennepin County but did not receive an award from that process. Matt Bazyk, Recreation Services Manager, has discussed this project with the DNR grant team and received positive feedback on the scope of the project within the guidelines of the Outdoor Recreation Grant Program. In an attempt to keep the National Fitness Campaign as a partner and retain the \$50,000 Blue Cross Blue Shield grant that has been awarded to this project, the Recreation Department would like permission to seek these grant dollars.

Recommendation:

By motion, approve the submission of an application to the Department of Natural Resources: Outdoor Recreation Grant Program.

Attachments:

1. Resolution For DNR: Outdoor Recreation Grant

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

RESOLUTION NO.

BE IT RESOLVED that The City of Robbinsdale act as legal sponsor for the project contained in the Outdoor Recreation Grant application to be submitted on 01/16/2024 and that Matthew Bazyk is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of The City of Robbinsdale; and

BE IT FURTHER RESOLVED, that the applicant maintains an adequate Conflict of Interest Policy and, throughout the term of the contract, will monitor and report any actual or potential conflicts of interest to the State, upon discovery; and

BE IT FURTHER RESOLVED, that The City of Robbinsdale has the legal authority to apply for financial assistance, and it has the financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life; and

BE IT FURTHER RESOLVED, that The City of Robbinsdale has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application; and

BE IT FURTHER RESOLVED, that The City of Robbinsdale has or will acquire fee title or permanent easement over all the land described in the boundary map or recreational site plan included in the application; and

BE IT FURTHER RESOLVED, that, upon approval of its application by the State, The City of Robbinsdale may enter into an agreement with the State for the above-referenced project, and that The City of Robbinsdale certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED, that Mayor William A. Blonigan is hereby authorized to execute such agreements as necessary to implement the project on behalf of the applicant.

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

and the following voted against the same:

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

ATTEST:

William A. Blonigan, Mayor

Chase Peterson-Etem, City Clerk



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 16, 2024
RE: Authorize agreement with Home Free Domestic Assault Intervention Project

Background:

The City of Robbinsdale, and the Robbinsdale Police Department have utilized different agencies and organizations to support individuals and families affected by certain domestic situations.

Analysis:

In recent history, the RPD has used other agencies, but is now recommending the City execute an agreement with Home Free Domestic Assault Intervention Project, a program of Missions, Inc.

Recommendation:

Authorize Police Chief and City Manager to execute attached agreement with Free Domestic Assault Intervention Project.

Attachments:

1. Robbinsdale Contract Signed MIP - Home Free (002)

AGREEMENT

This is an agreement effective January 1, 2024 between the City of Robbinsdale, a municipal corporation of the State of Minnesota (hereinafter City) and Home Free Domestic Assault Intervention Project, a program of Missions, Inc., a duly organized non-profit corporation (hereinafter Home Free).

WHEREAS, Home Free has organized a Domestic Assault Intervention Project within the northwest Hennepin County suburban area for the general purposes of system advocacy, of intervening in domestic assault cases by providing information and advocacy for victims of domestic assault, and by advocating for appropriate responses to assailants within the criminal justice systems; and

WHEREAS, City, recognizing its commitment to the exploration and development of appropriate community actions in response to domestic violence has pledged the sum of Twenty-seven thousand dollars (\$27,000) for 2024, to contract with Home Free for domestic assault services in accordance with Home Free's Domestic Assault Intervention Project:

NOW THEREFORE, in consideration of the mutual covenants and conditions hereinafter contained, the parties hereto mutually agree as follows:

1. Term: Home Free shall render services to City in accordance with Home Free's Domestic Assault Intervention Project for a period of one year, beginning January 1, 2024, and ending December 31, 2024.
2. Duties of Home Free: Home Free, in conjunction with Project Staff, shall provide the following services:
 - a. Administer and supervise Home Free's Domestic Assault Intervention Project in the City of Robbinsdale.
 - b. As advocates for victims of domestic assault, Project Staff will work with the City Attorney and the court system to ensure court outcomes that offer maximum safety for victims and hold assailants accountable for violent behavior. Staff will review the City's domestic assault arrest and prosecution plans on a yearly basis.
 - c. Home Free will recruit, train, and supervise volunteers in accordance with the Domestic Assault Intervention Project.
 - d. Upon notification by the City Police Department, trained volunteers and/or project staff will, with the victim's consent, contact the victim as soon as possible following notification. Home Free will endeavor to provide emergency shelter as

needed.

- e. At the time of initial contact and throughout the arrest and court process, Home Free will provide notification of crime victim rights; the name and phone number of the City Prosecutor; information on obtaining an order for protection or a harassment order, referrals to agencies who can best assist victims with orders, counseling, advocacy, and safe housing; and written case dispositions on all court cases.
- f. In cases where arrests are not made, Project Staff will attempt to contact persons identified as victims on police reports. City Police will provide access to information for this purpose within the guidelines of the Minnesota Data Privacy Act. During contact in a non-arrest situation, Project Staff will provide the identified victims with information as set forth in sub-paragraph (e) above.
- g. Maintain a twenty-four hour telephone service to be staffed by trained volunteers and/or Project Staff. Home Free through its twenty-four hour telephone service shall provide information to callers regarding victim rights, and services available to victims of domestic assault.
- h. Provide community education designed to inform city residents about the problem of domestic violence and the services available at Home Free. Home Free will also provide educational programs in local schools to children and young adults about the social and legal aspects of domestic violence.
- i. Project Manager will meet with City Police Department liaison and City Staff periodically as the demands of the Domestic Assault Intervention Project require and will provide an annual training program to City Police on the Domestic Assault Intervention Project. This training shall include project policy and procedures, updates, judicial and legislative actions affecting domestic assault arrests, and new laws.
- j. Project Manager will provide reports to City addressed as follows:

The Chief of Police
City of Robbinsdale
4101 Hubbard Avenue North
Robbinsdale, Minnesota 55422

All the above duties shall be performed by Home Free in consultation with the City Police Chief or his/her delegate.

3. Consideration. The total obligation of the City for all compensation and reimbursements to Home Free shall not exceed twenty seven thousand dollars (\$27,00) for year ending December 31, 2024.

4. Terms of Payment. Consideration for all services performed by Home Free pursuant to this agreement shall be paid by the City as follows:
 - a. Reimbursement shall be made in one payment of twenty seven thousand dollars (\$27,000);

 - OR

 - b. Reimbursement shall be four payments of six thousand seven hundred and fifty dollars (\$6,750.00).

 - c. Payments shall be made by the City promptly after Home Free's presentation of quarterly invoices.

 - c. Invoices shall be submitted to the City by Home Free in the form of the Domestic Assault Intervention Project Invoice, attached hereto and incorporated within as Exhibit A.

March 15	\$6,750.00
June 15	\$6,750.00
September 15	\$6,750.00
December 15	\$6,750.00

Said invoices shall be mailed to:
The Chief of Police

City of Robbinsdale
4101 Hubbard Avenue North
Robbinsdale, Minnesota 55422

Reimbursement shall be mailed to:

Missions, Inc. Programs
3409 East Medicine Lake Blvd.
Plymouth, MN 55441

5. Cancellation. This agreement may be cancelled by the City or Home Free at any time, with or without cause, upon thirty (30) days written notice to the other party. In

the event of such a cancellation, Home Free shall be entitled to payment determined on a pro rata basis for work or services performed up to the date of cancellation.

6. Liability. Home Free is acting as an independent contractor. Any Project Staff provided hereinunder, or other agents, or employees of Home Free shall not be employees of City, and Home Free agrees to be responsible for any and all worker's compensation, employee benefits, withholding, F.I.C.A., and taxes applicable to such persons. Nothing contained in this agreement shall render either party an agent of the other for any purpose, or either party liable for any debts, liabilities, or obligations of the other, whether now existing or incurred in the performance of this agreement, and neither party shall have the authority by virtue of this agreement to represent or bind the other in any manner whatsoever.
7. Insurance. Home Free hereby further agrees to carry and keep in force all applicable insurance including but not limited to liability insurance and worker's compensation insurance. Said insurance policies shall be carried with reliable insurance companies licensed to do business in Minnesota.
8. Indemnification. Home Free agrees to indemnify and defend, hold and save City harmless from and against any and all actions or cause of action, claims, demands, loss, damage or expenses, including reasonable attorney's fees, which City shall or may at any time sustain, precipitate, or incur by reason of the conduct of Home Free or employees, agents or servants of Home Free acting within the scope of and in connection with the Domestic Assault Intervention Project.
9. Non-Assignability. This agreement is personal to the parties specified herein and may not be transferred or assigned by either party hereto.
10. Integration. This written agreement constitutes the entire understanding of and fully sets forth the rights and obligations of the parties hereto, and shall not be altered or modified except by an instrument in writing signed by the Chief Executive Officer of Missions, Inc. and the City Manager.
11. Services to be rendered pursuant to this agreement as outlined in this agreement shall be provided regardless of race, sex, color, national origin, religion, or sexual orientation.

IN WITNESS WHEREOF, the parties have caused the execution of this agreement on their behalf by their duly authorized representatives.

CITY OF ROBBINSDALE

Date 1/10/2024

By Patrick Foley
Patrick Foley, Chief of Police

And _____
Tim Sandvik, City Manager

MISSIONS, INC. PROGRAMS

Date 1.5.23

By Katy Daniels
Katy Daniels, CEO

By Elsa Swenson
Elsa Swenson, Program Manager



City of Robbinsdale

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

Background:

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

Analysis:

Not applicable.

Recommendation:

By motion, approve issuance of licenses dated 1/16/2024.

Attachments:

1. Licenses

Contractor Licenses for Council Approval

<u>Name</u>	<u>Licensee Type</u>	<u>Fee Amount</u>
CENTERPOINT ENERGY	Mechanical Contractor	\$50.00
DEAN'S HOME SERVICES	Mechanical Contractor	\$50.00
DEAN'S HOME SERVICES	Plumbing Contractor	\$50.00
DEAN'S HOME SERVICES	Sewer / Water Contractor	\$50.00
DEAN'S HOME SERVICES	Excavation Contractor	\$50.00
FLARE HEATING & AIR	Mechanical Contractor	\$50.00
JAY HAWK MECHANICAL INC	Mechanical Contractor	\$50.00
JAY HAWK MECHANICAL INC	Plumbing Contractor	\$50.00
LIVING WATERS PLUMBING INC	Plumbing Contractor	\$50.00
MN PLUMBING & HOME SERVICES, INC	Plumbing Contractor	\$50.00
MN PLUMBING & HOME SERVICES, INC	Mechanical Contractor	\$50.00
MSP PLUMBING, HEATING & AIR	Mechanical Contractor	\$50.00
MSP PLUMBING, HEATING & AIR	Plumbing Contractor	\$50.00
NAC MECHANICAL & ELECTRICAL SERVICES	Plumbing Contractor	\$50.00
PLUMBING WEST INC	Plumbing Contractor	\$50.00
RON THE SEWER RAT, INC	Mechanical Contractor	\$50.00
RON THE SEWER RAT, INC	Plumbing Contractor	\$50.00
SUBURBAN PLUMBING	Plumbing Contractor	\$50.00
TK HOME SERVICES	Plumbing Contractor	\$50.00
TRIPLE E WATER & SEWER	Sewer / Water Contractor	\$50.00
TRIPLE E WATER & SEWER	Excavation Contractor	\$50.00

Number of Licenses Requesting Council Approval:

21

BUSINESS LICENSES FOR COUNCIL APPROVAL

01/03/2024

License Type	Applicant	License Fee
Solid Waste Haulers	WASTE MANAGEMENT OF MINNESOTA INC.	600.00
Tree/Lawn Fertilizer	GOLDEN LEAF TREE SERVICE	50.00
Tree/Lawn Fertilizer	MINNESOTA TREE EXPERTS	50.00

BUSINESS LICENSES FOR COUNCIL APPROVAL

01/16/2024

License Type	Applicant	License Fee
Restaurant/Café	ATHENS CAFE, INC.	200.00
Transient Merchant - Solicitations	Brady Glause	150.00
Transient Merchant - Solicitations	Brenden Renn	150.00
Transient Merchant - Solicitations	Brittni Hagberg	150.00
Transient Merchant - Solicitations	Derek Brellenthin	150.00
Transient Merchant - Solicitations	Drew Doak	150.00
Transient Merchant - Solicitations	Hunter Radloff	150.00
Transient Merchant - Solicitations	Jacob Smith	150.00
Animals - Domestic	JAMI STROMBERG	25.00
Animals - Domestic	JEREMY ABBOTT	25.00
Massage Therapy - Business	JODI STITT MASSAGE THERAPY, LLC	450.00
Transient Merchant - Solicitations	Ken Vang	150.00
Transient Merchant - Solicitations	Kevin Kvern	150.00
Animals - Domestic	Kristen Setien	25.00
Animals - Domestic	Laconia Koerner	25.00
Transient Merchant - Solicitations	Logan Collien	150.00
Animals - Domestic	Melissa Courtney	25.00
Liq Off Sale (3.2% Malt Bev & Bre	ROBBINSDALE WINE & SPIRITS	0.00
THC PRODUCT SALES	ROBBINSDALE WINE & SPIRITS	0.00
Animals - Domestic	Sean Braden	25.00
Transient Merchant - Solicitations	Wade Shepherd	150.00



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 16, 2024
RE: Approval of Pay Equity Report Submission

Background:

Every three years, the City must file a Pay Equity implementation report with the State's Management and Budget office. The report is for all regular positions and shows the City's compliance with the pay Equity law. Our last report was filed in 2021.

Analysis:

The City's current report is for pay data in place as of December 31, 2023. The State uses a web-based software for submitting Pay Equity reports, and all submissions and authorization are done electronically, but do need Council approval before formal submission.

The effort of the Pay Equity report is to measure predicted pay, by job class, and observed through Male, Female, and non-binary classes. Each Job Class is assigned a certain number of points, and those points project an underpayment ratio. The ultimate goal is to ensure that the under payment ratio of male-dominated classes reflects a same or similar projection for other classes.

At this time, it appears Robbinsdale remains in compliance, but will receive formal notification in the coming weeks.

Recommendation:

By motion, approve submission of the 2023 Pay Equity report to the State.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 16, 2024
RE: Council Review of Body Worn Camera System Audit

Background:

Per MN State Statute, the Robbinsdale Police Department is required to biannually audit their BWC (Body Worn Camera) System. The City of Robbinsdale hired an independent entity, Minnesota Security Consortium, which has expertise and experience in audits including our previous ALPR (Automatic License Plate Reader) System. The Audit Period covered by this report covers the period 9/1/2022 to 2/28/23. Approximately 32 random cases were reviewed.

Analysis:

Based on the results of the BWC Audit conducted by Minnesota Security Consortium, it was demonstrated that the Robbinsdale Police Department is using the WatchGuard BWC System in accordance with the requirements of Minn. Stat. § 13.825 and Minn. Stat. § 626.8473.

The audit report is included as Attachment 1. The City Council is encouraged to make remarks regarding the required review.

Recommendation:

By motion, acknowledge receipt of the Robbinsdale Police Department 2023 Body Worn Camera (BWC) Audit prepared by Minnesota Security Consortium and confirm that the City Council has reviewed and has been satisfied with the information provided.

Attachments:

1. Robbinsdale 2023 BWC Audit Executive Summary

Robbinsdale Police Department 2023 Body Worn Camera (BWC) Audit

Executive Summary Report

Prepared for City of Robbinsdale

November 30, 2023



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Background:

Robbinsdale Police Department retained the Minnesota Security Consortium (MNSec) to audit its agency's use of its Body-Worn Camera (BWC, see Definitions Section below) program against the requirements of Minn. Stat. § 13.825 and Minn. Stat. § 626.8473. The Minnesota Security Consortium (MNSec) does not operate or have access to their BWC systems, therefore allowing it to audit the systems as an independent auditor. The Robbinsdale Police Department Chief of Police and Captain provided their administrative access to the Motorola/WatchGuard system during the audit to review audit criteria. Interviews and auditing of the Motorola/WatchGuard system was conducted with the Robbinsdale Police Department Command and IT staff during the audit process.

Definitions:

For the purposes of this audit and report, the use of the term Body-Worn Camera (BWC) systems shall be the same as the State Statute definition of "Portable Recording Systems," as defined by Minn. Stat. § 13.825, Subd. 1 (b) as follows:

"portable recording system" means a device worn by a peace officer that is capable of both video and audio recording of the officer's activities and interactions with others or collecting digital multimedia evidence as part of an investigation;

"portable recording system data" means audio or video data collected by a portable recording system; and

"redact" means to blur video or distort audio so that the identity of the subject in a recording is obscured sufficiently to render the subject unidentifiable.

Audit Period and Scope:

The Audit Period covered by this report covers the period 9/1/2022 to 2/28/23.

Robbinsdale Police Department uses the on-premises Motorola/WatchGuard video system for its BWC program. Although their Motorola/WatchGuard system records both in-squad video as well as BWC videos, the scope of the audit focused only on BWC video data. Their Motorola/WatchGuard systems was treated as their only primary source of all BWC data and was the focus of this audit. All Motorola/WatchGuard BWC data video had date and time stamps of when the data was collected.

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Required Public Hearing:

Pursuant to Minn. Stat. § 626.8473, Subd. 2, Robbinsdale Police Department allowed for public comment in regard to its new BWC Program at the Robbinsdale City Council Workshop held on September 21, 2017 and the full City Council Public Hearing on October 3, 2017. Board Minutes of this Robbinsdale City Council Workshop and Meeting were provided to us and reviewed during the audit.

Robbinsdale was compliant with this aspect of the Statute, Minn. Stat. § 626.8473, Subd. 2.

Department BWC Policy:

Robbinsdale Police Department has a BWC Policy in place entitled, "326 Use of Body Worn Cameras." Their Policy was reviewed to ensure that it contained the required elements as outlined in Minn. Stat. § 626.8473, Subd. 3. The policy from this audit period was previously posted on their public web site, as required by statute.

Officer use of BWC Equipment:

Robbinsdale Police Department "326 Use of Body Worn Cameras" requires that Officers wear their BWC equipment and activate it during specific instances.

BWC data was sampled and audited across the audit period, and more intensely in the periods of December 2022 and January 2023. Officer's Calls for Service were compared to the Motorola/WatchGuard video library to determine if they had been recording videos during those calls in accordance with their policy. In virtually all cases, the patrol officers appeared to be using their BWC appropriately and activating recordings as outlined in the policy section VII., "General Guideline for Recording."

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Data Classification and Retention:

Robbinsdale Police Department treats BWC data as private unless it is permitted to be released in accordance with the provisions of Stat. § 13.825, Subd. 2.

At the time of the audit, the Motorola/WatchGuard system had 591.6 GB of stored data, with 439 retained videos, which includes both BWC and squad videos.

Robbinsdale Police Department processes BWC data requests via the front desk staff of the police lobby, using the paper "Request for Information" form. These requests are then reviewed by the Office Manager and by a member of the Command Staff prior to being approved.

At the time of the audit, there were no Court mandated BWC data disclosures reported during this audit period.

Robbinsdale Police Department set up its data classification and retention schedule for BWC videos in the administrative settings of the Motorola/WatchGuard console. All BWC data is retained for a minimum of 90 Days, as required by Minn. Stat. §13.825, Subd. 3 (a).

When the BWC data involves the use of force, discharge of a firearm by a peace officer, or when the event triggers a formal complaint against the peace officer, the BWC data is retained for a minimum of 1 year in accordance with Minn. Stat. §13.825, Subd. 3 (b). At the time of the audit, Robbinsdale Police Department has set that Retention Period to a minimum of 1 year under their classification category, Use of Force, and for a minimum of 1 year in response to a formal complaint against an officer.

In addition, all BWC footage related to the discharge of a firearm by a peace officer in the course of duty as defined by Minn. Stat. § 626.8473, Subd. 2 (1), was reviewed during the audit, due to the sensitive nature of these events. No incidents related to the discharge of a firearm by a peace officer were reported during this audit period.

In addition, on specific type of calls, the Robbinsdale Police Commander(s) in charge of the BWC program also review related BWC videos to ensure that all related videos have the appropriate classification. Any modifications to the classification are auditable in the Motorola/WatchGuard audit trail. Sampled BWC data was examined for modifications to the classification tags. The Motorola/WatchGuard audit trail indicated when the re-classification was made and by whom. Samples examined during the audit showed that all BWC Data was tagged with the correct classification and Retention Period.

BWC data was sampled and audited across the audit period, and more intensely in the periods of December 2022 and January 2023. Calls for Service that had BWC data associated to it, and which had expired retention periods, showed that the BWC data had been deleted from the Motorola/WatchGuard System.

Robbinsdale Police Department was compliant with its Classification and Retention requirements based on Statute, Minn. Stat. § 626.8473, Subd. 2. And Subd. 3.

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Access by Data Subjects:

Robbinsdale Police Department currently processes through the front desk of the police lobby, using the paper “Public Data” form. These requests are then reviewed by the Office Manager and by a member of the Command Staff prior to being approved.

Robbinsdale Police Department stated they redact BWC data when released to Data Subjects. They stated that they had processed approximately 10 records requests during the audit period.

Use of Agency-Issued BWC:

Minn. Stat. § 13.825, Subd. 6 states that:

“While on duty, a peace officer may only use a portable recording system issued and maintained by the officer's agency in documenting the officer's activities.”

Robbinsdale Police Department “326 Use of Body Worn Cameras,” Section VI. A. states:

“Officers may use only department-issued BWCs in the performance of official duties for this agency or when otherwise performing authorized law enforcement services as an employee of this department.

Robbinsdale Police Department is compliant with part of the Statute.

Authorization to Access Data:

Robbinsdale Police Department allows its officers to review their own BWC data. Access is enforced using user accounts and roles/rights in the Motorola/WatchGuard system.

BWC data was sampled and audited across the audit period, and more intensely in the period of December 2022 and January 2023. Results of sampling the BWC data, and its related audit trail in the Motorola/WatchGuard system, showed that it was either not viewed at all, viewed by the officer who recorded the data, or by a police supervisor. In almost 32 samples, BWC video metadata was reviewed during the audit process by the auditor and the Captain. In all samples, the BWC videos were shown to be viewed by either no one, the officer or supervisor.

All views and access were consistent with Robbinsdale Police Department “326 Use of Body Worn Cameras” and Minn. Stat. § 13.825 Subd. 7, as authorized by the Chief of Police.

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Sharing Among Agencies:

Robbinsdale Police Department treats BWC data as private and may only share BWC data with other agencies when permitted by Minn. Stat. § 13.825, Subd. 8 and Subd. 7.

Robbinsdale Police Department processes BWC data requests by other Agencies via email which must contain a legitimate, specified law enforcement purpose, as required by Minn. Stat. § 13.825, Subd. 7.

Robbinsdale Police Department was compliant with this aspect of the Statute.

Biennial Audits:

Robbinsdale Police Department has acknowledged that it intends to complete a biennial audit of its BWC System, as required by Minn. Stat. § 13.825, Subd. 9. Their last audit was in November of 2022, covering the period 9/1/20 to 8/31/22. This year's audit covers 9/1/2022 to 2/28/23.

Robbinsdale Police Department was compliant with this aspect of the Statute.

BWC System Vendors:

At the time of the audit, Motorola/WatchGuard was the primary vendor and system for their BWC program. BWC videos were recorded, classified, and stored Cloud based Motorola/WatchGuard system.

Because Motorola/WatchGuard is a cloud-based solution, it is subject to the requirements of Minn. Stat. § 13.825, Subd. 11 (b), which requires Motorola/WatchGuard to follow the requirements of the FBI's CJIS Policy 5.9.3 or subsequent versions.

At the time of this audit, this was the best documentation we could find for the vendor's compliancy:

https://www.motorolasolutions.com/en_us/compliance.html

<https://www.motorolasolutions.com/content/dam/msi/docs/about-us/cr/motorola-solutions-cjis-compliance-program-v2.pdf>

<https://www.motorolasolutions.com/content/dam/msi/docs/products/command-center-software/emergency-call-handling/securing-public-safety-software-in-the-cloud-final-whitepaper.pdf>

Motorola/WatchGuard was still not listed as an approved BCA Vendor for BWC data, but the Minnesota BCA has indicated that Motorola is in the process of going through the vetting process. This does not mean that Motorola is not CJIS Compliant.

<https://dps.mn.gov/divisions/bca/bca-divisions/mnjis/Pages/bca-vendor-screening-program.aspx>

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Conclusion:

Based on the results of the Robbinsdale Police Department BWC Audit conducted by the Minnesota Security Consortium (MNSec), we were able to demonstrate that Robbinsdale Police Department is using the Motorola/WatchGuard BWC System in accordance the requirements of Minn. Stat. § 13.825 and Minn. Stat. § 626.8473.

This Audit was conducted and attested to by:



Dimitrios Hilton

Senior Auditor, Minnesota Security Consortium (MNSec)

Submitted to:

- Robbinsdale Police Department Chief of Police
- Robbinsdale City Council
- Legislative Commission on Data Practices and Personal Data Privacy
- Required Legislative members, as specified by Statute
- MN Legislative Library



City of Robbinsdale

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

Background:

The check register dated 1/16/24 reflects the voucher requests pending approval for disbursement.

The check register dated 1/3/24 through 1/16/24 is a list of vouchers requiring payment for city funds, Deputy Registrar, liquor, and miscellaneous purchases. The payments are required prior to the next Council meeting.

Analysis:

None.

Recommendation:

By motion, approve disbursement requests for the period ending 1/16/2024.

Attachments:

None