



CITY COUNCIL MEETING
September 20, 2016
4100 Lakeview Avenue North
Robbinsdale, Minnesota
7:00 p.m.

A G E N D A

CITIZEN PARTICIPATION

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

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

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

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

1. CITY COUNCIL MEETING CALLED TO ORDER
2. ROLL CALL: Blonigan, Rogan, Selman, Backen, Mayor Murphy
3. **MICROPHONE CHECK:** Blonigan, Rogan, Selman, Backen, Mayor Murphy
4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA.
5. APPROVAL OF THE September 20, 2016 MEETING AGENDA.

CITY COUNCIL MEETING AGENDA

09/20/2016

Page 2

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

- | | |
|--|-------|
| A. Motion to approve and order placed on file minutes of the regular City Council meeting of September 6, 2016 and City Council Work Session of September 6, 2016. | 1-7 |
| B. Motion to approve acknowledge receipt and placing on file minutes of the following Commissions and Boards: | 8-10 |
| • Planning Commission for 08/18/2016. | |
| C. Motion to approve issuance of licenses from list dated September 20, 2016. | 11-12 |
| D. <u>Motion to approve Sacred Heart Catholic School Robbinsdale walk/bike special event on Saturday, October 1st including:</u> | 13 |
| 1. Providing crossing guards along 42 nd Avenue at Chowen, Beard, Abbott, Zenith, and York Avenues along with 40 th , 39 th , 38 th and 36 th Avenues along the parkway from 9:00 a.m. to 10:00 a.m. and, | |
| 2. Use of the area around the Sanborn Park building and the building itself from 8:00 a.m. to 12:00 p.m. as their start/finish and gathering area. | |
| E. Motion to approve the recommendation that the city general election canvass board meeting at 6:45 p.m. on Wednesday, November 15 th at Robbinsdale City Hall. | 14 |
| F. Motion to approve the updates to the City's personnel policy and staff will then add them to the employee handbook and notify employees of the updates. | 15-16 |
| G. Motion to approve three PCI Policies and Procedures: PCI Compliancy Policy for Staff, Information Technology PCI Compliancy Policy and City of Robbinsdale Information Security Incident Plan to satisfy requirements for all aspects of Payment Card Industry Data Security Standards (PCI-DSS) that apply to Robbinsdale. | 17-37 |

CITY COUNCIL MEETING AGENDA

09/20/2016

Page 3

- H. Motion to hold the SECOND READING of the Ordinance 16-15 "AN ORDINANCE AMENDING SECTION 425 THE PROPERTY MAINTENANCE CODE IDENTIFYING SUMP PUMP AND DRAIN TILE DISCHARGE AS A NUISANCE" 38-39 (Ord.39)

- I. Motion to table the SECOND READING of the Ordinance 16-14 "AN ORDINANCE VACATING RIGHT-OF-WAY AT 36TH AVE. N., AND THE WEST BROADWAY FRONTAGE ROAD IN FRONT OF THE TERRACE MALL AND NORTH MEMORIAL (VAC 16-2) TO OCTOBER 4, 2016. 40

PRESENTATION

- A. Presentation by Waste Management 41
- B. Presentation by Recreation Services Department 42

PUBLIC HEARING

There are no Public Hearing items scheduled.

OLD BUSINESS

- A. Award Bid for Lakeview Terrace Park Pavilion (First Report: City Project 26816 43
- Recommendation to be provided at the meeting.

NEW BUSINESS

- A. Conditional Use Permit for Off-Site Parking as Principal use at 4716-18 42ND Ave. N. Requested by Washburn-McReavy Funeral Chapel 44-67 (Res.46-47)
- Motion to waive the reading and concur with the Planning Commission by adopting the Resolution XXXX "A RESOLUTION APPROVING CONDITIONAL USE PERMIT REQUEST C16-2 TO REDEVELOP 4716 AND 4718 42ND AVENUE NORTH FOR A PARKING LOT AND PROVIDE OFF-SITE PARKING FOR WASHBURN-MCREAVY FUNERAL CHAPEL AT 4239 WEST BROADWAY."
- B. Request to Approve Demolition of Commercial Structure: 4716 and 4718 42ND Ave N – Requested by Washburn-McReavy 68-71 (Res.69-70)
- Provided that the conditional use permit for off-site parking has been approved: by motion, waive the reading and order the adoption of the Resolution XXXX "A RESOLUTION APPROVING DEMOLITION OF BUILDINGS 4716 42ND AVE N AND 4718 42ND AVE N."

OTHER BUSINESS

- A. Voucher Request Pending Approval for Disbursement 72
- By motion approve disbursement requests for period ending September 20, 2016.

ADMINISTRATIVE REPORTS

COUNCIL GENERAL COMMUNICATIONS

ADJOURNMENT

Marcia E. Glick

Marcia Glick, City Manager

ITEMS PENDING OR UNDER STUDY FOR COUNCIL CONSIDERATION

ITEM	DEPARTMENT RESPONSIBILITY	ANTICIPATED AGENDA DATE
1. Special Assessment Hearings	Finance	October 4
2. 2 nd Reading rezone 4606 Lake Drive	Community Development	October 4 or after Met Council approval of comp plan
3. Fee Schedule Updates	Admin	October 4

City of Robbinsdale
CITY COUNCIL MINUTES
September 6, 2016
Meeting No. 18

CALL TO ORDER

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

ROLL CALL

2. Present: Backen, Blonigan, Rogan, Selman, Mayor Murphy
Absent: None
Staff: Marcia Glick, City Manager; Larry Jacobson, Finance Director;
Rick Pearson, Community Development Coordinator

OPPORTUNITY FOR THE PUBLIC

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

APPROVAL OF AGENDA

4. Glick noted additions to the Consent Agenda that included: a replacement for Consent D relating to Charter Commission appointments and a new item under Consent P for a Senior Commission appointment.
5. Member Rogan **MOVED**, seconded by Member Selman to approve the agenda. **The vote was unanimous and the motion carried.**

CONSENT AGENDA

6. Member Blonigan pulled Consent Item G for discussion.
7. Member Selman **MOVED**, seconded by Member Rogan to approve the Consent Agenda, items A through O; with the exception of item G. **The vote was unanimous and the motion carried.**
8. Items approved are as follows:
 - A. Motion to approve and order placed on file minutes of the regular City Council meeting of August 16, 2016, Special City Council meeting of August 23, 2016 and City Council Work Session of August 22, 2016.
 - B. Motion to approve acknowledge receipt and placing on file minutes of the following Commissions and Boards:
 - Planning Commission for 07/21/2016.
 - C. Motion to approve issuance of licenses from list dated September 6, 2016.

- D. Motion to waive the reading and order the adoption of Resolution 7509 "A RESOLUTION RECOMMENDING TO THE CHIEF JUDGE OF THE HENNEPIN COUNTY DISTRICT COURT APPOINTMENT OF QUALIFIED VOTERS OF THE CITY OF ROBBINSDALE TO THE ROBBINSDALE CHARTER COMMISSION. The appointment of Michael J Meehan to the Robbinsdale Charter Commission.
- E. Motion to ratify the proclamation proclaiming, Thursday, September 15th as: Twin Cities Live Day in the City of Robbinsdale, Minnesota.
- F. Motion to approve the June and July 2016 payments for City credit card charges.
- G. *Item removed by Member Blonigan.*
- H. Motion to set a Public Hearing to certify the assessment roll for delinquent utilities for Tuesday, October 4, 2016 at 7 p.m. at Robbinsdale City Hall and authorize the City Clerk to publish the public hearing notice in the official paper of the City and send notices to the affected property owners.
- I. Motion to set a Public Hearing to certify the assessment roll for forced tree removal for Tuesday, October 4, 2016 at 7 p.m. at Robbinsdale City Hall and authorize the City Clerk to publish the public hearing notice in the official paper of the City and send notices to the affected property owners.
- J. Motion to set a Public Hearing to certify the assessment roll for unpaid administrative penalties for Tuesday, October 4, 2016 at 7 p.m. at Robbinsdale City Hall and authorize the City Clerk to publish the public hearing notice in the official paper of the City and send notices to the affected property owners.
- K. Motion to set a Public Hearing to certify the assessment roll for emergency water and sewer repairs, and require sump repairs for Tuesday, October 4, 2016 at 7 p.m. at Robbinsdale City Hall and authorize the City Clerk to publish the public hearing notice in the official paper of the City and send notices to the affected property owners.
- L. Motion to set a Public Hearing to certify the assessment roll for unpaid nuisance abatements for Tuesday October 4, 2016 at 7 p.m. at Robbinsdale City Hall and authorize the City Clerk to publish the public hearing notice in the official paper of the City and send notices to the affected property owners.
- M. Motion to acknowledge the Deputy Registrar's financial reports for the month of July 2016.
- N. Motion to acknowledge the Robbinsdale Wine & Spirits for the months of July 2016.
- O. Recommendation to table action on the SECOND READING of the Ordinance

vacating right-of-way for the West Broadway frontage road along County Road 81 to September 20, 2016.

P. Motion to approve appointment of Duane Bengston to the Senior Commission.

PULLED CONSENT ITEM G: Purchase of Police Vehicle

9. Member Blonigan pulled Consent Item G. Discussed the mileage rate of the vehicle (per gallon) and made a request for further details.
10. Member Blonigan **MOVED**, seconded by Member Selman to authorize the City Manager and Finance Director to issue a Purchase order to the Nelson Auto Center for one Ford Police Interceptor Utility Vehicles w/ AWD in the amount of \$29,541.95 (excluding applicable sales tax, licensing and delivery). **The vote was unanimous and the motion carried.**

PRESENTATION:

11. There are no Presentation items scheduled.

PUBLIC HEARING:

12. There are no Public Hearing items scheduled.

OLD BUSINESS A: Food Truck at Wicked Wort – Special Request Extension

13. Glick read from the staff report. If the request would be approved, it was also recommended that the staff be directed to prepare an amendment to the zoning and licensing sections of City Code and for those to be handled by Administration for more efficiency in the future.
14. Amanda Carlyle of 4165 West Broadway Ave, Robbinsdale (Wicked Wort): explained the need for food truck service and the success of the services provided so far to the business.
15. Member Backen **MOVED**, seconded by Member Selman to allow food trucks to be onsite (in the back parking lot) on Friday and Saturday nights at the Wicked Wort (when they have bands) through the end of 2016.
16. Member Backen **MOVED**, seconded by Member Selman to direct staff to prepare an amendment to the zoning and licensing sections of City Code to address this occasional use.

NEW BUSINESS A: Wicked Wort Event on 10/1/16

17. Glick reviewed the staff report.
18. Member Selman **MOVED**, seconded by Member Blonigan to approve the Wicked Wort Brewing Company (4165 West Broadway) temporary liquor, temporary food for grilling by Wicked Wort, and outdoor entertainment applications for their event

on Saturday, October 1, 2016 (with conditions listed in the report). **The vote was unanimous and the motion carried.**

19. Carlyle confirmed that the Heart of Robbinsdale would be at the event which would include: a VIP section on the new patio, a raffle, entertainment from 1:00 pm to 11:00 p.m., several bands, log rolling and games for kids.

NEW BUSINESS B: 3606 Lake Drive – Commercial to Residential

20. Pearson read from the staff report.
21. Member Rogan **MOVED**, seconded by Member Backen to waive the reading and concur with the Planning Commission by adopting a Resolution 7510 "A RESOLUTION AUTHORIZING AN AMENDMENT TO THE COMPREHENSIVE PLAN FOR THE PROPERTY AT 3606 LAKE DRIVE TO BE SUBMITTED TO THE METROPOLITAN COUNCIL. **The vote was unanimous and the motion carried.**
22. Member Rogan **MOVED**, seconded by Member Backen to hold the FIRST READING of the Ordinance 16-16 "AN ORDINANCE REZONING 3606 LAKE DRIVE FROM B-2 LIMITED COMMUNITY BUSINESS TO R-1, SINGLE FAMILY RESIDENTIAL." **The vote was unanimous and the motion carried.**

NEW BUSINESS C: FIRST READING of a new Flood Plain Ordinance as required by the Federal Emergency Management Agency (FEMA) for the National Flood Insurance Program (NFIP).

23. Pearson read from the staff report the code change is mandated by FEMA to be in place by the first of November.
24. Member Blonigan **MOVED**, seconded by Member Backen to hold the FIRST READING of the Ordinance 16-17 "AN ORDINANCE AMENDING SECTION 530 THE FLOOD PLAIN ORDINANCE." With sections 5.34 and 5.46 (labeled OPTIONAL) included. **The vote was unanimous and the motion carried.**

NEW BUSINESS D: Proposed 2017 General Fund and Debt Service Net Property Tax Levy

25. Jacobson reviewed the staff report and presented highlights in a power point presentation.
26. Member Blonigan **MOVED**, seconded by Member Selman to adopt the Resolution 7511 "A RESOLUTION SETTING THE PROPOSED 2017 GENERAL FUND AND DEBT SERVICE NEW PROPERTY TAX LEVY AND CERTIFYING IT TO HENNEPIN COUNTY." **The vote was unanimous and the motion carried.**

NEW BUSINESS E: Proposed 2017 HRA Property Tax Levy

27. Glick noted that the maximum levy is computed using the city's 2015 market value.
28. Member Selman **MOVED**, seconded by Member Backen to order the adoption of the Resolution 7512 "A RESOLUTION ADOPTING THE PROPOSED 2017 HOUSING AND REDEVELOPMENT AUTHORITY (HRA) NET PROPERTY TAX LEVY FOR CERTIFICATION TO HENNEPIN COUNTY." **The vote was unanimous and the motion carried.**

NEW BUSINESS F: Scheduling the date for the Truth-in Taxation Budget Meeting

29. Glick noted that this meeting was typically scheduled for the first regular city council meeting in December which would be December 6, 2016.
30. Member Backen **MOVED**, seconded by Member Selman to order the adoption of a Resolution 7513 "A RESOLUTION SCHEDULING THE DATE FOR THE TRUTH-IN-TAXATION BUDGET MEETING FOR THE 2017 BUDGET AND PROPERTY TAX LEVY." **The vote was unanimous and the motion carried.**

OTHER BUSINESS A: Voucher Request Pending Approval for Disbursement

31. Member Selman **MOVED**, seconded by Member Backen to approve disbursement requests for period ending September 6, 2016. **The vote was unanimous and the motion carried.**

OTHER BUSINESS B: Enterprise and Capital Project Funds and CIP Budget Work Session

32. Glick noted the recommendation for an early budget update as part of the regular work session on October 4, advancement of budget discussions as part of the regular work session on November 1, followed by other meetings to be scheduled as needed.
33. Member Rogan **MOVED**, seconded by Member Selman to set a series of Work Sessions to discuss the Proposed City Manager's Budget for 2017 Enterprise and Capital Project Funds and 2017-2021 Capital Improvement Plan for October 4 and November 1, both work sessions following scheduled council meetings. **The vote was unanimous and the motion carried.**

ADMINISTRATIVE REPORTS

34. Glick mentioned several upcoming events in the City of Robbinsdale:
- The Chamber of Commerce – Annual Main Street Meet and Greet from 5:30 p.m. to 7:30 p.m. (a section of W. Broadway will be closed at 5:00pm until the event is cleaned up around 8:00 p.m.)
 - Save The Terrace, will be showing the movie Grease on Sept 24th.
 - October Fest at the Wicked Wort including the Heart of Robbinsdale fundraiser will be held on October 1st.

COUNCIL GENERAL COMMUNICATIONS

35. Member Selman promoted the HUG organizations program to collect diapers and other items for families in need through the month of September.
36. Member Rogan and Member Selman had welcomed students to their first day back at Lakeview Elementary school. Two Robbinsdale firefighters and two police officers also attended.
37. Member Blonigan noted that the Superintendent of the Robbinsdale school district was also present both this year and last year.
38. Mayor Murphy commented on the Proclamation announced at the night's meeting, promoting the Sept 15th visit of Twin Cities Live. The television crew will be coming to Robbinsdale to film members of the community.

ADJOURNMENT

39. Member Selman **MOVED**, seconded by Member Rogan to adjourn the meeting at 8:36 p.m. **The vote was unanimous and the motion carried.**

Alexandria Olson, Recorder

Regan L. Murphy, Mayor

ROBBINSDALE CITY COUNCIL
WORKSESSION MINUTES
TUESDAY, SEPTEMBER 6, 2016.

1. The worksession was called to order by Mayor Pro-Tem Backen at 8:36 pm.

2. Councilmembers Present: Blonigan, Rogan, Selman, Backen, Mayor Murphy,

Staff Present: City Manager Glick, Community Development Coordinator Rick Pearson

Guest Presenters: Christine Hart, Community Developer from Community Action

Partnership of Suburban Hennepin and Eric Hauge, HOME line

PRESENTATION: Naturally Occurring Affordable Housing

3. Ms. Hart and Mr. Hauge lead a discussion on an effort to preserve affordable housing noting that residents often get very short notice after a building sale and may find themselves facing changes in rent or new conditions of tenancy based on an owners desire to gentrify the building. They provided a number of suggestions outlined in a handout.

4. A robust discussion followed. Presenters were asked to provide information on any agency that might be interested in managing scattered single family rentals which have proven to be problems in some neighborhoods.

UPDATE: Problem Properties Status

5. Pearson reviewed status of several properties outlined in a handout.

6. A couple of properties were identified as potential REDA purchases.

7. Council members indicated they would like this report to be included as a regular part of monthly work sessions.

UPDATE: South Twin Lake.

8. No update at this time.

UPDATE: 2016 Goals

9. Glick reviewed the project status outlined in a handout – noting that the Triangle Park opening had shifted back to September 24 and that the award of the bid for the Pavilion was expected to be on the September 20 agenda.

10. Backen suggested purchasing new triangle banners for the streetscape area.

OTHER BUSINESS

11. Blonigan noted that franchise agreement negotiations were continuing between the cable commission and Century Link. He also noted that Channel 12 was going to be rebranded with a roll out later this month.

12. ADJOURNMENT

Backen adjourned the meeting at 10:45 p.m.



Rick Pearson, Recorder



Pat Backen, Mayor Pro Tem

Planning Commission
Meeting Minutes
AUGUST 18, 2016

1. **CALL TO ORDER:**

The meeting was called to order by Chair Harper at 7:00 p.m.

2. **ROLL CALL:**

Commissioners Present: Bontrager, Greenberg, Ulbrich, Chair Harper

Commissioners Absent: Stoneberg

Staff Present: Rick Pearson, AICP, Community Development Coordinator

#3A: CONSIDERATION OF MINUTES:

3. **MOTION** by Commissioner Ulbrich, seconded by Chair Harper to approve the meeting minutes of July 21, 2016. **The vote was 4-0 and the motion carried. (Stoneberg absent)**

#4A: PUBLIC HEARING:

4. **Consideration of Comprehensive Plan Amendment CPA16-1 and Zoning Request Z16-1 to rezone 3606 Lake Drive from B-2, Limited community business to R-1, Single family residential as requested by the City of Robbinsdale.**

5. **MOTION** by Commissioner Bontrager, seconded by Commissioner Greenberg to open the public hearing. **The vote was 4-0 and the motion carried. (Stoneberg absent)**
6. Mr. Pearson presented the staff report for this property that is now a vacant lot. It was previously the location of the Bunny Store. The building was demolished. Recently used for a staging area for construction of County Road 9. It's a standalone property surrounded by residential property. The property is zoned Limited Community business. Commercial development is not anticipated for this site. Recommending that the comp plan be changed to low density residential and rezone it to single family residential.
7. Commissioner Bontrager asked what the city staff wants for rezoning...two or three lots? Mr. Pearson explained that staff has not looked into that in great detail at this point. Explained higher density versus lower density.
8. Chair Harper opened the public hearing.
9. **Dave Voss, lives down the alley.** Provided a history on the soil conditions of the lot. Supports single family rezoning.
10. **Rick Jaeger, 4548 Chowen.** The lot floods due to poor drainage and would like to see the land rezoned to FP (flood plain) due to the many drainage issues on the lot.

11. **MOTION** by Chair Harper, seconded by Commissioner Bontrager to close the public hearing. **The vote was 4-0 and the motion carried. (Stoneberg absent)**
12. Discussion in support of rezoning to single family residential. Chair Harper expressed support for larger lots on this property.
13. **MOTION** by Commissioner Bontrager, seconded by Commissioner Ulbrich that the City Council amend the comprehensive plan to change the land use designation for 3606 Lake Drive to low density residential from commercial; and City Council adopt a zoning amendment changing the zoning district for 3606 Lake Drive to R-1, Single family residential. **The vote was 4-0 and the motion carried. (Stoneberg absent)**

#4B: PUBLIC HEARING:

Consideration of Zoning Text Amendment Z16-5 to update the zoning map including the flood plain zoning district as requested by the City of Robbinsdale.

14. **MOTION** by Commissioner Bontrager, seconded by Chair Harper to open the public hearing. **The vote was 4-0 and the motion carried. (Stoneberg absent)**
15. Mr. Pearson presented the zoning map to illustrate what areas the flood plain covers. Presented map to show what FEMA maps look like. Using the same map for 10 years. Just recently received new FEMA maps. Reviewed the new and the old flood plain maps.
16. **MOTION** by Chair Harper, seconded by Commissioner Bontrager to close the public hearing. **The vote was 4-0 and the motion carried. (Stoneberg absent)**
17. **MOTION** by Commissioner Bontrager, seconded by Commissioner Ulbrich to recommend that the City Council adopt the new Floodplain Ordinance (Three District Ordinance) to replace the current flood plain ordinance, Section 530 as required by the Federal Emergency Management Agency. **The vote was 4-0 and the motion carried. (Stoneberg absent)**

#5A: NEW BUSINESS:

Consideration of the Tax Increment Financing plan for the redevelopment of the Terrace Mall area in conformance with the Comprehensive Plan as requested by the Robbinsdale Economic Development Authority:

18. Mr. Pearson presented the staff report for this TIF Plan.
19. The Board was in agreement that this plan is in conformance with the Comprehensive Plan.

20. **MOTION** by Commissioner Greenberg, seconded by Commissioner Ulbrich to adopt the resolution finding that the Plan for Terrace Redevelopment Area (a redevelopment district) and Tax Increment Financing District No. 12 is consistent with the Comprehensive Plan. **The vote was 4-0 and the motion carried. (Stoneberg absent)**

#6A: OTHER BUSINESS:

21. Information Only – Project Updates

#7: ADJOURNMENT:

22. **MOTION** by Commissioner Ulbrich, seconded by Chair Harper to adjourn the meeting at 8:28 p.m. **The vote was 4-0 and the motion carried. (Stoneberg absent)**



Rick Pearson, AICP, Community Development Coordinator



City of Robbinsdale

MEMORANDUM

TO: Mayor and City Council

FROM: Marcia Glick, City Manager

DATE: September 20, 2016

RE: Approval of Licenses

Background:

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

Recommendation:

By motion approve issuance of licenses dated September 20, 2016.

Marcia E. Glick

Marcia Glick, City Manager

CONCURRENCE:

Tom Marshall

Tom Marshall, City Clerk

INDIVIDUAL LICENSES FOR COUNCIL APPROVAL

09/20/2016

Current Date: 9/15/2016

<u>Type</u>	<u>Applicant</u>	<u>License Fee</u>
Temporary Food - Individual	Pickles Cafe	50.00

Number of Licenses Requesting Council Approval: 1

**MEMORANDUM**

To: Mayor and City Council
From: Marcia Glick, City Manager
Date: September 20, 2016
Subject: Sacred Heart Catholic School Robbinsdale- Walk/Bike Special Event

Background

Karen Bursey, Principal at Sacred Heart Catholic School Robbinsdale, submitted an event application and a request for park building use for the school's walk/bike special event. For this event they will be on city streets and reserve the Sanborn Park building and use the area adjacent to the building. The event is on Saturday, October 1st with walking/biking starting at 9:00 a.m. to around 10:00 a.m. Approximately 200 youth, parents, and family members are expected to participate. The school has held this event for approximately 15 years without problems but it was recommended that they receive city approval which is a regular process for special events using public spaces in the city.

Analysis/Conclusion

The park building will be used to check-in participants and as the start. Participants walk or bike east on 42nd Avenue crossing Chowen, Beard, Abbott, Zenith, and York Avenues to the Victory Memorial Drive walking/bike path then go south to Lowry Avenue. Once at Lowry Avenue participants turn around and go back to Sanborn Park.

No street closures are requested. There are several street crossings along their route and the application states that school teachers and parents will be at each crossing using crossing guard flags to enable safe crossings. Each has a cell phone. There is a first aid station if needed. The actual length of the route is about three miles.

The City Engineer and the Police Chief approved the route with the condition that the event organizers also control traffic at the street crossings of 40th, 39th, 38th, and 36th Avenues and that participants do not cross Lowry Avenue.

There is no event registration fee. The Sacred Heart men's club will grill and serve hot dogs, chips, and pop at no charge to event participants. Staff will ensure proper temporary food licenses are obtained. There will not be alcohol or entertainment.

Recommendation

Motion to approve Sacred Heart Catholic School Robbinsdale walk/bike special event on Saturday, October 1st including: 1) providing crossing guards along 42nd Avenue at Chowen, Beard, Abbott, Zenith, and York Avenues along with at 40th, 39th, 38th, and 36th Avenues along the parkway from 9:00 a.m. to 10:00 a.m. and 2) use the area around the Sanborn Park building and the building itself from 8:00 a.m. to 12 noon as their start/finish and gathering area.

Marcia Glick, City Manager

Tom Marshall, Director of Administrative Services



City of Robbinsdale

Consent E

MEMORANDUM

To: Mayor and City Council
From: Marcia Glick, City Manager
Date: September 20, 2016
Subject: Canvass of the General Election Returns

Background

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

Analysis/Conclusion

Staff is recommending the canvassing be held on Tuesday, November 15th at 6:45 p.m. prior to the Robbinsdale City Council meeting.

Recommendation

By motion approve the recommendation that the city general election canvass board meet at 6:45 p.m. on Wednesday, November 15th at Robbinsdale City Hall.

Marcia Glick, City Manager

CONCURRENCE:

Tom Marshall, City Clerk



MEMORANDUM

To: Mayor and City Council
From: Marcia Glick, City Manager
Date: September 20, 2016
Subject: City Personnel Policy Updates

Background

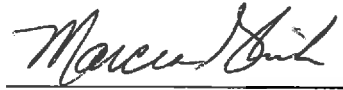
Robbinsdale City Code Section 305 addresses personnel administration and personnel policies. These are made available to employees in the city's employee handbook. The City Manager revises these policies as necessary to keep them current and presents all substantive changes and revisions to the city council for review, ratification and adoption.

Analysis/Conclusion

When an update is being proposed just that item is included in the council report, rather than copying the entire approximately 200 page handbook. Proposed updates are included in Exhibit 1 as a list of recommended revisions to the employee handbook.

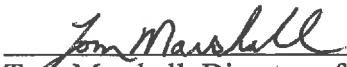
Recommendation

By motion, approve the updates to the city's personnel policy and staff will then add them to the employee handbook and notify employees of the updates.



Marcia Glick, City Manager

CONCURRENCE:



Tom Marshall, Director of Administrative Services

List of Recommended Revisions to the Employee Handbook

<u>Page (s)</u>		<u>Change or Addition</u>
2-19, etc		Health Insurance Provider Replace: BlueCross BlueShield of Minnesota with HealthPartners throughout the handbook. Health Partners begins as the cities new health insurance provider on January 1, 2016.
6-9		Benefits Add: Robbinsdale Community Gyms and Fitness Center (RCGFC). Full and regular part-time employees are eligible for reduced rate RCGFC memberships while the individual is working. Payment is 50% off the applicable regular resident or non-resident rates for an individual membership. Punch passes and daily fees available at regular rate.
7-9		Holiday Change: personal to individual for describing an employee holiday. Being consistent as in other paragraphs in this section the word individual is used and not personal. 'A probationary employee may not use a personal <u>an individual</u> holiday until successful completion of the probation.'
7-20		Vacation Leave Change: At any time during the calendar year, non-probationary employees may take all or portions of their accrued time, subject to approval of their supervisor. Reason: non-probationary is not needed because the next paragraph provides language to confirm that non-probationary employees are treated the same. It reads: Employees under the probationary period are allowed to use their accrued vacation leave.



City of Robbinsdale

MEMORANDUM

To: Mayor and City Council
 From: Marcia Glick, City Manager
 Date: September 20, 2016
 Subject: Personnel Policy Updates - Payment Card Industry Data Security Standards

Background

Robbinsdale City Code Section 305 addresses personnel administration and the city's personnel policies which are made available to all employees in the city's employee handbook. In this section of code it states that the City Manager revises the policies as necessary to keep it current with all applicable laws or changes in employee policy. The manager is directed to then present all substantive changes and revisions to the city council for review, ratification and adoption.

Analysis/Conclusion**Robbinsdale PCI Policies and Procedures**

Even though Robbinsdale is a Local Government entity, it's still considered a Merchant because the city processes credit cards in order to receive payment for a variety of services it provides residents and the general public.

As a Merchant, Robbinsdale is required to comply with Payment Card Industry Data Security Standards (PCI-DSS) which contains 12 areas of Security Requirements. Within the details of these 12 main PCI Requirements are many smaller detailed policy and procedure requirements. These 3 sets of PCI Policies and Procedures being presented to Council today satisfy these policy requirements for all aspects of PCI-DSS that apply to Robbinsdale. The policies are attached as Exhibits 1-3.

PCI Compliancy Policy for Staff
 Information Technology PCI Compliancy Policy
 City of Robbinsdale Information Security Incident Plan

Once these policies are approved, the City will be then be able to complete many important additional portions of the PCI-DSS Assessment process for all city business units that currently receive credit card payments.

These revisions to the personnel policy are housekeeping in nature, to keep our handbook up-to-date for clarity and consistency, and for getting the city ready to be in compliance with Payment Card Industry Data Security Standards (PCI-DSS). A list, with the recommended additions to the handbook is attached as Exhibit 4. When approved by council each employee will receive information on the updates.

Recommendation

By motion the city council approves the three PCI Policies and Procedures presented, PCI Compliancy Policy for Staff, Information Technology PCI Compliancy Policy and City of Robbinsdale Information Security Incident Plan to satisfy requirements for all aspects of Payment Card Industry Data Security Standards (PCI-DSS) that apply to Robbinsdale.

By motion the city council approves the updates to the city's personnel policies, listed in Exhibit 4, which will be written into the employee handbook and made available to city employees.



Marcia Glick, City Manager

CONCURRENCE:



Larry Jacobson
Finance Director

PCI Compliancy Policy for Staff

Introduction

This document describes the City's credit card security requirements as required by the Payment Card Industry Data Security Standard (PCI DSS) Program. The City is committed to these security policies to protect information utilized by the City in attaining its business goals.

All employees that utilize systems that process credit card cardholder data are required to adhere to the policies described within this document.

Confidential PCI Cardholder Data

The City defines confidential cardholder data as the following information:

- The card number printed on the front or back of the payment card.
- User authorization/payment PIN (Personal Identification Number).
- The full contents of any track data from the magnetic stripe (located on the back of a card, equivalent data contained on a chip on the card, or elsewhere).
- The card verification code or value (three-digit or four-digit number printed on the front or back of a payment card).

Protecting Confidential Cardholder Data

Protecting cardholder data is a responsibility of all staff. This data can only be used while performing charges on an authorized city PCI compliant device and software. This data is not to be stored electronically or by paper under any circumstance.

Examples of a proper use:

- Swiping the credit card on a city approved and allocated scanner.
- State DMV Credit Card PTS Devices
- Utilizing the PCI compliant website: <https://eub.ci.robbinsdale.mn.us/>
- Utilizing the PCI compliant software:
 - ECRS Catapult (Liquor store register software)
 - Utility Billing Client Software
 - RecTrac/WebTrac

Examples of unapproved use:

- Entering cardholder data into software such as: Email, instant messaging, Excel, and Word.
- Writing down cardholder data.

If staff receives a paper copy that has cardholder data (faxes, registration forms, etc.) these documents must be tracked, kept in a locked secured area, and not transferred offsite without approval. If it was sent in an email the email should not be forwarded, but rather permanently deleted after the information is printed. When no longer needed, this paper copy must be

shredded utilizing a cross-cut shredder. Staff may not encourage or request customers to send credit card information in an unapproved manner, and should notify senders that they are putting their credit card information at risk if they do.

PCI hardware (scanners/computers)

Dedicated PCI hardware has been supplied in all locations that have been approved to take credit card charges. The following outlines requirements related to the PCI hardware located in the city facilities:

- PCI approved computers/scanners will be labeled by the city as such.
- Employees can **only** utilize hardware that has been setup and configured for the express purpose of entering cardholder data to perform charging transactions.
- Any changes to this equipment must be submitted to the IT Department where they will be reviewed for PCI compliancy. No user changes are allowed to this equipment.
- Only authorized staff is allowed to utilize the PCI hardware devices. Employees must verify the identity of unknown individuals that need to access the PCI hardware.
- These devices are only allowed to be used for the express purpose of charging transactions.
- Staff should perform a physical inspection of these devices at the beginning of their shift to see if any alterations have been made.
- These devices must be monitored or maintained in a physically secure location which would be protected from access out-of-hours by unauthorized personnel. In no case should these devices be taken offsite without express approval by the IT or the Human Resources Director.

Protected Media Policy

Media is defined, but not limited to: hard drives; flash drives; removable storage drives; CD's, DVD's backup tapes; paper; reports; and/or faxes. Protected media is media that contains sensitive, confidential or PCI cardholder data.

The proper storage of protected media is essential to preventing breaches. City staff handling of media must ensure that protected media is kept secure when not in use by storing it in a locked cabinet, locked room or safe.

If you store any type of cardholder data, and backups are being performed of this data, it must be done in a PCI compliant manner.

Once the protected media is no longer needed, it must be destroyed in one of the following ways:

- (a) For Paper, notes, faxes: destroyed utilizing a cross-cut shredder or secured shredding container;
- (b) For Hard drives, tapes, DVD's etc, use professional media destruction service or use a procedure as outline in NIST Special Publication 800-88 on Guidelines for Media Sanitation.

The handling and usage of any protected media is limited to only those that need access to it for legitimate business purposes. If any protected media needs to be moved from a secure area to an external location for any reason, you must obtain management approval, and maintain an inventory and log where it is being moved to.

Reporting

All employees who suspect suspicious behavior around the PCI hardware (scanners/computers) or suspect the PCI hardware has been modified or cardholder data has been lost or compromised must immediately report this to the following staff:

- IT Department
- Director of Administrative Services
- Finance Director

This will immediately begin an incident response where appropriate action will be taken.

Failure to Comply with Policy

Failure to adhere to the policy and its practices can result in disciplinary action, up to and including termination.

Information Technology PCI Compliancy Policy

Introduction

This document outlines the credit card security requirements as required by the Payment Card Industry Data Security Standard (PCI DSS) Program for the IT Management of the related systems and software. The City is committed to these security policies to protect information utilized by the City in attaining its business goals.

All IT staff that has access to systems that process credit card cardholder data are required to adhere to the policies described within this document.

Confidential PCI Cardholder Data

The City defines confidential cardholder data as the following information:

- The card number printed on the front or back of the payment card.
- User authorization/payment PIN (Personal Identification Number).
- The full contents of any track data from the magnetic stripe (located on the back of a card, equivalent data contained on a chip on the card, or elsewhere).
- The card verification code or value (three-digit or four-digit number printed on the front or back of a payment card).

Protecting Confidential Cardholder Data

Protecting cardholder data is a responsibility of all IT staff and contractors that have access to PCI systems or data. This data can only be used while performing charges on an authorized city PCI compliant device and software. This data is not to be stored electronically or by paper under any circumstance.

If staff receives a paper copy that has cardholder data (faxes, registration forms, etc.) these documents must be tracked, kept in a locked secured area, and not transferred offsite without approval. When no longer needed, this paper copy must be shredded utilizing a cross-cut shredder. Other approved shredding is utilizing a City approved secured shredding container and organization.

At no time should these security policies and procedures be bypassed, subjecting the cardholder data to compromise.

PCI Specific Details

The following supplies information related to the PCI environment at the City:

PCI Devices:

1. Credit card scanners connected to analog devices

PCI Applications:

1. PCI compliant Utility Billing website: <https://eub.ci.robbednsdale.mn.us/>
2. PCI compliant software:
 - a. Catapult (Liquor store register software)
 - b. Utility Billing Client Software
 - c. RecTrac/WebTrac

These applications must utilize 2048 SSL encryption certificates signed by a trusted CA for the web sites along with secure encryption ciphers / protocols. Note: These sites/systems/devices must be scanned quarterly for vulnerabilities.

Authentication - All technology use must be protected with complex password, two factor authentications, or a combination of both. (Technology is defined as computer authentication, application logins, etc.)

Complex Passwords must follow the following specifications:

- Must be at least eight alphanumeric characters in length.
- Must contain both upper and lower case characters (e.g., a-z, A-Z) .
- Must contain one or more numbers and/or symbols (e.g., 0-9,!@#\$%^&*()_+|~-
=\`{}[]:~';'<>?,./).
- Must not be a word in any language or slang proceeded or followed by a number.
- Must not be based on personal information, names of family, etc.
- Have not been previously used, or a minor variation of a previously used password.
- Must be different from those used outside of the city.

Examples of two-factor authentication:

- Username / PIN and token
- Username / PIN and smartcard
- Username / PIN and biometric

Note: Individual account and passwords cannot be shared. Shared accounts and passwords can only be used in cashier environments. Only staff whose job function requires it is allowed access to PCI user and management accounts.

IT Department - Responsible Parties:

1. Finance Director for the City
2. IT Coordinator for the City

Other Service Providers:

1. LOGIS – supporting
 - a. Infrastructure
 - b. Systems
 - c. EUB Utility Billing web site and application
2. ECRS – for Catapult, Liquor Store register software

Policies and Procedures

IT PCI Compliancy Policy - The IT PCI Compliancy Policy must be maintained by the IT staff yearly or as required due to changes in applications or systems. Once updated it must be distributed to all IT staff maintaining or managing the city network.

PCI Staff Policy – The IT department is responsible for the following in regards to the PCI Staff Policy:

- Review the PCI staff policy yearly for any relative changes.
- Assure the PCI policy is distributed to all staff that handles cardholder data and to new employees that will handle cardholder data upon their start date.
- Perform PCI security training yearly to all staff that handles cardholder data.
- Assure that only authorized staff is allowed to utilize PCI applications/systems.

Incident Response Policy – The IT department is responsible for the following in regards to the city PCI Incident Response Plan:

- IT will be maintaining and distributing the Incident Responsible Plan. This plan will be reviewed yearly for changes or as the need necessitates.
- The Incident Response Plan will be active upon reported suspicious activity or as issues are reported.

PCI hardware (scanners/computers)

IT staff are required to provide dedicated PCI hardware to all locations that have been approved to take credit card charges. The following outlines requirements of the IT staff related to the PCI hardware located in the city facilities:

- Label all PCI approved computers/scanners city as such.
- Install devices in a monitored or physically secure location.
- Inventory and record all serial numbers and models of the PCI hardware by location.
- Review any changes requested to the PCI devices for compliancy to the PCI guidelines. Which includes (but not limited to)
 - Firewall changes for outbound/inbound access

- Software before installation or updates (validate PCI compliancy of new software, known patches required, installation procedures, etc.)
- Must be configured to have 1 purpose (processing cardholder data).
- Must be hardened to the best of the ability. This includes shutting off unnecessary services, only having necessary applications/services installed and configured.
- Perform quarterly physical inspection of the card swipe devices assuring no equipment has been tampered with or replaced by validating serial numbers, models, unexpected attachments, broken casings, etc.
- Verify unexpected hardware shipments from the vendor.

Protected Media Policy

Media is defined, but not limited to: hard drives; flash drives; removable storage drives; CD's, DVD's backup tapes; paper; reports; and/or faxes. Protected media is media that contains sensitive, confidential or PCI cardholder data.

The proper storage of protected is essential to preventing breaches. City staff handling of media must ensure that protected media is kept secure when not in use by storing it in a locked cabinet, locked room or safe.

If you store any type of cardholder data, and backups are being performed of this data, it must be done in a PCI compliant manner.

Once the protected media is no longer needed, it must be destroyed in one of the following ways:

- (a) For Paper, notes, faxes: destroyed utilizing a cross-cut shredder or secured shredding container;
- (b) For Hard drives, tapes, DVD's etc, use professional media destruction service or use a procedure as outline in NIST Special Publication 800-88 on Guidelines for Media Sanitation.

The handling and usage of any protected media is limited to only those that need access to it for legitimate business purposes. If any protected media needs to be moved from a secure area to an external location for any reason, you must obtain management approval, and maintain and inventory and log where it is being moved to.

Required Configuration of PCI Devices

IT is required to minimally configure PCI devices with the following:

PCI Applications – IT must assure all PCI applications configured in the city environment meet the following:

- Are validated that applicable PA-DSS installation procedures are performed. These installation procedures are outlined in application installation instructions.
- Any vendor supplied default passwords must be changed.
- Disable any unnecessary user accounts.

- Application should be configured to limit user access to cardholder data to only those necessary. Only the staff processing the card may optionally be able to see the full card number, all other users may only view the last four and/or first six digits.
- Obtain attestation of compliance from all PCI application providers.

Anti-virus/Anti-malware – Anti-virus/Anti-malware software is required to be loaded on all possible operating systems. The software and definitions must be up to date and configured to do active scan monitoring with full scans to be performed weekly. All Anti-virus/Anti-malware should be configured to save the logs for 365 days.

File and System Change Logging – Logging software will need to be installed on the PCI device when possible to record changes made in software and files on the device. These logs will need to be saved for 365 days.

Infrastructure – All devices that process cardholder data must be setup on a PCI secure segment on the infrastructure. The following rules apply to PCI segments:

- A PCI secured segment is a VLAN with the switch ports for the PCI devices assigned to this VLAN.
- The PCI segment should be assigned to a firewall that limits inbound and outbound TCP/IP ports to only required devices and ports.
- Infrastructure PCI segment logging of inbound/outbound traffic and other security events such as login attempts is required with the logs to be maintained for 365 days.
- PCI infrastructure changes must be recorded. These logs are to be maintained for 365 days.
- Bi-Annual audit of the PCI segment access-lists and firewall statements is required.

Management of the PCI infrastructure

The following outlines the management and routine maintenance for PCI compliancy:

Wireless – Wireless SSIDs must utilize WPA2 Enterprise and have no default passwords or SNMP community strings utilized in the environment. The city must perform Wi-Fi scans quarterly for unauthorized access points that were installed on the network. This scan must include all networked PCI-related facilities.

Standards – The IT staff must maintain a configuration standard for all network devices and infrastructure. IT must apply these configuration standards to devices before installing them on the network. IT must routinely update and maintain the configuration standards to include relevant vulnerabilities that are reported.

Examples of standards that are maintained:

- Images updated with security patches
- Infrastructure IOS updates for security issues
- Application patch updates

Patch Management – Security patches to the hardware, operating systems, and application software must be applied within 30 days of release. The City utilizes WSUS to manage and apply patches to the City network environment. City IT will need to sign up to be notified upon the release of security and application updates and manage the releases accordingly.

Staff Remote Access – IT Staff can utilize RDP to access the PCI hardware. This access along with the changes must be logged. RDP must be configured to utilize a domain SSL certificate and be configured for NLA.

Vendor Remote Access – Vendor remote access can only be accomplished through a monitored session such as WebEx or GoToMeeting, with each session only for the time period needed, and disconnected immediately when completed. Staff is required to log this occurrence and monitor the vendor access. Vendor access must be configured to automatically disconnect after a period of time and inactivity.

Logging - IT is responsible for reviewing all relative logs received daily. All logging should be automated when possible with logging systems configured to email on actionable events. Related logs must be retained for 365 days.

Supporting Configurations

The following are supporting configurations to the PCI environment:

Active Directory Servers – The city active directory servers must be configured to:

- Configure the Windows system logs to send to a logging server where the logs will be maintained for 365 days.
- Active Directory logging should be configured per LOGIS recommendations.

Microsoft Security Baselines – The Microsoft Security Baselines greatly harden Windows devices protecting them from unauthorized access or compromise. All PCI Windows workstations are to be configured in a separate PCI OU with the LOGIS recommended Microsoft Security Baselines applied.

Microsoft EMET – Microsoft EMET greatly secures and protects Windows workstations from viruses and compromise. EMET should be applied to all PCI Windows devices.

Incident Response and Reporting

All employees who suspect suspicious behavior around the PCI hardware (scanners/computers) or suspect the PCI hardware has been modified or cardholder data has been lost or compromised must immediately report this to the IT Department and the following staff:

- Director of Finance
- Director of Administrative Services

IT or one of these individuals will be responsible for immediately beginning an incident response and taking appropriate action.

Failure to Comply with Policy

Failure to adhere to the policy and its practices can result in disciplinary action, up to and including termination.

City of Robbinsdale Information Security Incident Response Plan

Purpose: This plan is to serve as guidance in the handling of a potential information security incident at the City. A formal incident response plan is an industry best practice and is required for PCI and CJIS compliance. Other incident responses for events such as fire, severe weather, and bomb threats are contained in the City Employee Handbook.

Roles: The City Security Policy requires all personnel to report suspected breaches of City security. These potential security incidents must be immediately reported to the City IT Coordinator or your appropriate Manager for investigation.

Communication: Internal communication should be limited to appropriate staff during the incident to not compromise the investigation. Communication with outside entities regarding the incident must be approved by City Management, with the exception of 911 for immediate danger to lives.

Incident Response Procedure: City Incident Response adopts a high-level process similar to SANS guidelines and NIST 800-61: Prepare (already done), Identify (verify it is a security incident), Contain (remove device from the network & backup), Eradicate / Recover (remove malware or restore from system backup and prevent re-occurrence), and Lessons Learned (improve future responses or security). These processes are detailed in the template below.

Incident Response Guideline Template

Start Date: _____

Description of Incident: _____

Step 1: Identify

Overview: This process must be followed in the event that staff suspects a security incident has occurred and is used to notify and identify the type of incident that occurred.

#	Step	Handler	Date	Time	Actions Taken
1	If there is immediate danger to lives, dial 911 and then notify the City IT Coordinator, or your immediate Manager who will notify the IT Manager.				
2	The IT Coordinator will assign staff to assess the potential security incident* and determine if it is a security incident or if it is an unrelated event such as user error.				
3	If the report was not a security incident, no further work is needed, otherwise document the results of the investigation in a help desk ticket assigned to the IT Coordinator.				
4	The IT Coordinator will communicate with the appropriate City staff that an investigation is being conducted.				

* Note that some security devices produce a large number of suspicious event alerts, in which case it may be prudent for the incident handler to recommend the device be further tuned instead and only proceed if there is a reasonable likelihood of an incident

Last Updated: December 2015

Step 2: Contain**Overview: Remove device from network, communicate outside, and backup**

#	Step	Handler	Date	Time	Actions Taken
1	The IT Coordinator will assign the appropriate staff to perform containment of the security event				
2	The assigned staff will disconnect the compromised device/s from the City network.				
3	If Credit Card (PCI) data was likely compromised, the system affected <u>must not be powered down</u> per PCI Payment Brand procedures (referenced in appendix).				
4	Research how the incident occurred and perform the following steps to further contain it:				
.A	Make appropriate firewall/access list changes to restrict the ability for the threat to further compromise the systems.				
.B	Any passwords that were potentially compromised should be changed as appropriate.				
5	Outside notification should be reviewed by Management consulting with HR and Legal, as listed below and detailed in the Appendix.				
.A	If Credit Card (PCI) data was likely compromised, no further action should be taken on the system until the Credit Card brands listed in the appendix and the US Secret Service have been notified <u>by Management</u> , and we have been given further instructions from the Credit Card brands (e.g. Visa, MC) listed in the appendix.				
.B	If BCA data was likely compromised, <u>Management</u> should contact the City Police LASO to notify the BCA and wait for instruction.				
.C	If citizen data is compromised, <u>Management</u> should				

Last Updated: December 2015

	be alerted to handle communication with the citizens as appropriate.					
.D	If LOGIS security was breached, <u>Management</u> should notify LOGIS.					
6	Back up the data for evidence by swapping out a mirrored drive or running a backup on the device if this incident is likely to result in a court case or if additional research is needed. If the incident is malware on a workstation not exposing Restricted data, a backup does not need to be done.					
.A	Start a "chain of evidence" form detailing how the evidence was stored, who had access, how used, and when.					
.B	Keep the evidence locked and only work with copies of the evidence.					

Step 3: Eradicate / Recover

Overview: Clean the system or rebuild/restore from a clean backup, prevent reoccurrence

#	Step	Handler	Date	Time	Actions Taken
1	Determine the root cause of incident.				
2	Clean the system or rebuild/restore from backup as appropriate.				
3	Apply fixes for root cause to prevent re-occurrence.				
4	Evaluate applying fix to prevent similar occurrences elsewhere if appropriate.				
5	Monitor City for similar events.				
6	For a major incident (e.g. web defacement, etc), Management must approve whether the systems go back on line. This will be determined if Management is satisfied that				

Last Updated: December 2015

	the root cause is determined and resolved.					
7	Review and monitor systems for reoccurrence.					

Step 4: Lessons Learned

Overview: Formally document incident and make future recommendations

#	Step	Handler	Date	Time	Actions Taken
1	For incidents involving restricted data (PCI, CJS, HF183/2121), complete the reporting required by the outside entities, to be sent by <u>Management after consulting HR/Legal.</u>				
2	For a major incident (e.g. web defacement, etc) a formal document of the incident should be written up and put in the file share which includes the following: - o One to three paragraph summary with screen shot if applicable - o Short background information on system / environment - o Incident timeline, how discovered, steps taken by who (this template) - o Future recommendations: Typically involves possible changes to improve incident handling process or harden the environment				
2	For a non-major incident put this form in the City Incident Response file share, labeled with the date and description.				
3	Review future recommendations with Management to implement if appropriate.				

Last Updated: December 2015

Appendix A: Security Incident Notification Requirements

PCI (Credit Card):

Note: City is a “level four merchant”

Note: If required, the U.S. Secret Service Field Office in Minneapolis contact number is (612)348-1800

VISA: <http://usa.visa.com/merchants/protect-your-business/cisp/if-compromised.isp>

Highlights of process: remove the network cable, do not turn the device off, document actions taken. City is responsible for notifying VISA and the U.S. Secret Service. Visa Fraud Investigations and Incident Management group: (650)432-2978.

MasterCard: http://www.mastercard.com/us/merchant/pdf/SPME-Entire_Manual_public.pdf

Highlights of process: preserve forensic evidence, remove device from network, document actions taken, do not reboot system. City (MasterCard “Agent”) is responsible for notifying MasterCard. MasterCard merchant contact: (800)622-7747.

Discover Card: <http://www.discovernetwork.com/fraudsecurity/databreach.html>

Highlights of process: removed device from network, document actions taken, preserve evidence. City is responsible for notifying Discover Network and the U.S. Secret Service. Discover merchant contact: (800)347-3083.

American Express: https://www209.americanexpress.com/merchant/services/en_US/data-security

Highlights of process: conduct a thorough forensic investigation. City is responsible for notifying American Express. American Express Enterprise Incident Response Program (EIRP) contact: (888)732-3750.

CJIS (Criminal Records / BCA data):

[http://www.fbi.gov/about-us/cjis/cjis-security-policy-resource-center/view \(section5.3.1\)](http://www.fbi.gov/about-us/cjis/cjis-security-policy-resource-center/view (section5.3.1))

Management is responsible for contacting the City Police Local Agency Security Officer (LASO) who contacts the BCA CJIS Systems Agency Information Security Officer (CSA ISO). The BCA 24-hour Operations Center number: 651-793-7000.

LOGIS

<http://it.logis.org/MemberDocs/Security/Security%20Policies/LOGIS%20Members%20Security%20Policy>

Members are responsible for reporting any known or suspected breach of LOGIS security to LOGIS management.

Last Updated: December 2015

MN State Law HF 183/13.055 (private or confidential data on individuals)

<https://www.revisor.mn.gov/statutes/?id=13.055>

Highlights of the process: Notify citizens and possibly credit report organizations and other reporting .

MN State Law HF 2121/325E.61&64 (Minnesota citizen Social Security, Financial Account, or State Drivers License/ID):

<https://www.revisor.mn.gov/statutes/?id=325E.61>

Highlights of the process: Notify citizens and possibly credit report organizations, exemption from requirements if the information was encrypted.

Appendix B: Incident Response Plan Requirements

PCI v3.1: Section 12.10.1

CJIS 5.3: Section 5.3

LOGIS Members Security Policy: Page 1

List of Recommended Revisions to the Employee Handbook

<u>Page</u>	<u>Summary of Change</u>
3-39	Payment Card Industry Data Security Standards (PCI-DSS) Add: Robbinsdale PCI Policies and Procedures Robbinsdale is a Local Government entity, and is considered a Merchant because the city processes credit cards in order to receive payment for a variety of services it provides residents and the general public. As a Merchant, Robbinsdale is required to comply with Payment Card Industry Data Security Standards (PCI-DSS) which contains 12 areas of Security Requirements. Within the details of these 12 main PCI Requirements are many smaller detailed policy and procedure requirements. These 3 sets of PCI Policies and Procedures are developed to satisfy policy requirements for all aspects of PCI-DSS that apply to Robbinsdale. The policies are attached. • PCI Compliancy Policy for Staff • Information Technology PCI Compliancy Policy • City of Robbinsdale Information Security Incident Plan These policies complete many important additional portions of the PCI-DSS Assessment process for all city business units that currently receive credit card payments.

Employee Handbook additions:

Payment Card Industry Data Security Standards (PCI-DSS)

Robbinsdale PCI Policies and Procedures

Robbinsdale is a Local Government entity, and is considered a Merchant because the city processes credit cards in order to receive payment for a variety of services it provides residents and the general public.

As a Merchant, Robbinsdale is required to comply with Payment Card Industry Data Security Standards (PCI-DSS) which contains 12 areas of Security Requirements. Within the details of these 12 main PCI Requirements are many smaller detailed policy and procedure requirements. These 3 sets of PCI Policies and Procedures are developed to satisfy policy requirements for all aspects of PCI-DSS that apply to Robbinsdale. The policies are attached.

- PCI Compliancy Policy for Staff
- Information Technology PCI Compliancy Policy
- City of Robbinsdale Information Security Incident Plan

These policies complete many important additional portions of the PCI-DSS Assessment process for all city business units that currently receive credit card payments.



MEMORANDUM

TO: Mayor and City Council
FROM: Marcia Glick, City Manager
DATE: September 20, 2016
RE: SECOND READING of an amendment to the nuisance section of the zoning ordinance for sump pump discharge.

BACKGROUND:

A number of complaints have been received, particularly in the winter months over icy sidewalks and alleys resulting from discharge from sump pumps and drainage tiles. The first reading occurred on August 16, 2016.

ANALYSIS/CONCLUSION:

The Ordinance is ready for its second reading. The Ordinance has been revised with the benefit of Council direction.

People use sump pumps to evacuate water from basements, but need to responsibly discharge that water to an appropriate place. The ordinance amendment now describes sump pump and drain tile discharge onto sidewalks, right-of-way and alleys as a nuisance particularly in the winter when ice forms, or when water ponds creating an insect breeding area.

RECOMMENDATION:

Hold the SECOND READING of the Ordinance shown in **Exhibit 1: "IDENTIFYING SUMP PUMP AND DRAIN TILE DISCHARGE AS A NUISANCE"**

A handwritten signature in blue ink, appearing to read "Marcia Glick".

Marcia Glick, City Manager

CONCURRENCE:

A handwritten signature in blue ink, appearing to read "Richard McCoy".

Richard McCoy, City Engineer

A handwritten signature in blue ink, appearing to read "Rick Pearson".

Rick Pearson, Community Development Coordinator

Exhibit 1

Member _____ moved and Member _____ seconded a motion that the following Ordinance, which was given its first reading on August 16, 2016, be given its second reading on this 20th day of September 2016, and that it be adopted.

ORDINANCE NO. 16-15

AN ORDINANCE AMENDING SECTION 425 THE PROPERTY MAINTENANCE CODE IDENTIFYING SUMP PUMP AND DRAIN TILE DISCHARGE AS A NUISANCE

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:

1. That Section 425.11, Subd. 28. Nuisance be amended by adding the following language shown in bold and underlined:

425.11, Subd. 28 Nuisance means:

(i) Discharge onto a public right-of-way, sidewalk or alley from a sump pump or drain tile which can result in hazardous ice conditions, standing water that could create a possible insect breeding area and or erosion that would degrade a public right-of-way.

2. **THAT THE FOLLOWING SUMMARY CLEARLY INFORMS THE PUBLIC OF THE INTENT AND EFFECT OF THE ORDINANCE AND IS APPROVED FOR PUBLICATION:**

DISCHARGE BY A SUMP PUMP OR DRAIN TILE ONTO A PUBLIC RIGHT-OF-WAY, ALLEY OR SIDEWALK WHICH CAN RESULT IN HAZARDOUS CONDITIONS SHALL BE IDENTIFIED AS A NUISANCE IN THE PROPERTY MAINTENANCE CODE.

First Reading:	YEAS:	Selman, Backen, Blonigan, Mayor Murphy
	NAYS:	None
	ABSENT:	Rogan

Second Reading:	YEAS:
	NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS 20TH DAY OF SEPTEMBER 2016.

Regan L. Murphy, Mayor

ATTEST:

Tom Marshall, City Clerk
(SEAL)



MEMORANDUM

TO: Mayor and City Council
FROM: Marcia Glick, City Manager
DATE: September 20, 2016
RE: SECOND READING of an Ordinance vacating right-of-way at 36th Ave. N., and the West Broadway Frontage Road in front of the Terrace Mall and North Memorial (VAC 16-2)

BACKGROUND:

Portions of the West Broadway frontage road right-of-way (ROW) which provides access to the Terrace Mall area are proposed to be vacated. Public hearings were first held on August 1, and then August 23, 2016 when the scope of the vacation became larger. The first reading was held on August 1. The second reading was tabled on August 23 because a final plat was not available showing the agreed-upon configuration of the cul-de-sac.

ANALYSIS/CONCLUSION:

A final plat is not yet available. Staff hopes a final plat will be prepared after the court proceeding. Until then, the second reading of the ordinance should be tabled.

RECOMMENDATION:

By motion, table the SECOND READING of the Ordinance vacating West Broadway Frontage Road until October 4, 2016..

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

Marcia Glick, City Manager

CONCURRENCE:

A handwritten signature in blue ink, appearing to read "Rick Pearson", written over a horizontal line.

Rick Pearson, Community Development Coordinator



City of Robbinsdale

MEMORANDUM

TO: Mayor and City Council
FROM: Marcia Glick, City Manager
DATE: September 20, 2016
RE: Presentation by Waste Management

Background

The city has a refuse, yard waste and recycling service contract with Waste Management and the contract states a company representative will provide an annual presentation to city council about their services to the city.

Analysis/Conclusion

Jonathan Beseman, Waste Management's representative to the city, is here to present information on their current collection services within the city, new ideas within the waste management industry, and answer any related questions from council members.

Recommendation

Hear the presentation from Waste Management's representative and ask related questions.

Marcia Glick, City Manager

CONCURRENCE:

Tom Marshall, Director of Administrative Services

MEMORANDUM

TO: Mayor and City Council
FROM: Marcia Glick, City Manager
DATE: September 20, 2016
RE: Presentation by Recreation Services Department

Background

The city's Recreation Services Department offers a variety of recreation programs for all ages. It also manages the use of the city's recreation facilities including picnic shelters, park buildings, athletic fields, and the community gyms and fitness center. Department staff annually engages in applying for grants to help fund the city's athletic facility redevelopment, athletic equipment purchases, and playgrounds. Our staff also teams up with neighboring cities to plan and operate recreational activities as well as working directly with area youth athletic associations.

Analysis/Conclusion

Resident participation in programs and use of recreation facilities continues to be strong. In recent years the department added an on-line registration option which now sees approximately 45% of our registrations completed using this method. Department staff is here this evening to present information on department services.

Recommendation

Hear the presentation from department staff and ask related questions.



Marcia Glick, City Manager

CONCURRENCE:



Tom Marshall, Director of Administrative and Recreation Services

MEMORANDUM

TO: Mayor and City Council

FROM: Marcia Glick, City Manager

DATE: September 20, 2016

SUBJECT: Award Bid for Lakeview Terrace Park Pavilion – 1st Report – City Project 26816

Background:

The provision of a Pavilion in Lakeview Terrace Park has been discussed with different concepts considered and reviewed over recent years.

Most recently, the concept of selecting a structure from a catalogue and adding embellishments to personalize it for the City has been favored by City Council. Plans and specifications have been developed with the assistance of SEH and put out for bid, with a view to having the bulk of the work performed this year yet with some finishing work in Spring 2017.

The Pavilion project has been included in the 2016 Capital Works Program as Project 26816.

On September 14th, 2016, bids were received and publicly opened for this project. A total of 6 bids were received with costs ranging from \$ 419,800 to \$ 538,800.

At the time of writing this report, references for the low bidder are being checked and due diligence is being performed to evaluate the responsibility of the Contractor. A further detailed report will be prepared and submitted to Council Members for consideration at this evening's meeting.

Recommendation:

City Council receive the report relating to the Pavilion in Lakeview Terrace Park, and note that a further detailed report will be presented for consideration at tonight's meeting.



Marcia Glick, City Manager

CONCURRENCE:



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



MEMORANDUM

TO: Mayor and City Council
FROM: Marcia Glick, City Manager
DATE: September 20, 2016
RE: Conditional use permit for off-site parking as a principal use at 4716-18 42nd Ave. N. requested by Washburn-McReavy Funeral Chapel

BACKGROUND:

William McReavy on behalf of Washburn McReavy Funeral Chapel at 4239 West Broadway has purchased the two properties at 4716 and 4718 42nd Ave. N. with the intent of demolishing the buildings and reusing combined properties for surface parking to augment the parking at the funeral chapel. A conditional use permit is required:

- For parking as a principal use of a property in the B-4, Community business district;
- For off-site parking.

On September 15, the Planning Commission conducted a public hearing for the conditional use. The meeting minutes are included as **Exhibit 1**.

ANALYSIS/CONCLUSION:

The report prepared for the Planning Commission is included as **Exhibit 2**. The report provided detail concerning the proposed parking lot and also indicated that the City Council must approve the demolition of the buildings. A request to demolish the buildings has been received by the applicant and is placed later in this agenda.

At the public hearing, there were no residents in attendance. The Planning Commission had questions about various aspects of the plan:

- Will the bollards be removed – yes.
- Can the landscaping plan be altered per the staff recommendation – yes.
- Is there snow storage – yes, the outer perimeter of the parking lot.
- The quality of the plans are very good.
- Should the lots be combined? Does there need to be a parking agreement? Staff felt a combination would not be necessary as the parking lot design forces mutual dependence and the funeral home owns the parking lot. The additional parking is largely discretionary, not required.

Ultimately, the Commissioners agreed that a parking lot in this location made sense, especially given that there would likely be redevelopment interest in the future. The Commissioners unanimously (of those present) adopted a motion to recommend approval of the conditional use permit.

RECOMMENDATION:

Motion to waive the reading and concur with the Planning Commission by adopting the resolution shown in **Exhibit 3** approving CONDITIONAL USE PERMIT REQUEST C16-2 TO REDEVELOP 4716 AND 4718 42ND AVENUE NORTH FOR A PARKING LOT AND PROVIDE OFF-SITE PARKING FOR WASHBURN-MCREAVY FUNERAL CHAPEL AT 4239 WEST BROADWAY



Marcia Glick, City Manager

CONCURRENCE:



Rick Pearson, Community Development Coordinator

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 20th day of September 2016.

RESOLUTION NO.

A RESOLUTION APPROVING CONDITIONAL USE PERMIT REQUEST C16-2 TO REDEVELOP 4716 AND 4718 42ND AVENUE NORTH FOR A PARKING LOT AND PROVIDE OFF-SITE PARKING FOR WASHBURN-MCREAVY FUNERAL CHAPEL AT 4239 WEST BROADWAY
(Washburn-McReavy)

WHEREAS, the owner of Washburn-McReavy Funeral Chapel located at 4239 West Broadway acquired properties located across the alley at 4716 and 4718 42nd Ave. N. with the intention of demolishing the existing buildings and reusing the land for parking which requires a conditional use permit; and

WHEREAS, the Planning Commission conducted a public hearing as required on September 15, 2016; and

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

- a. That the use is consistent with the comprehensive plan;
- b. That the use is consistent with the geographical area and character of the surrounding area;
- c. That the use will not cause deterioration, cause disturbing influences or create a blighting influence in the area;
- a. That the property will likely redevelop in the future for transit oriented development and that surface parking is a reasonable interim use of the land;

WHEREAS, the Council accepts these findings;

legally described

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Robbinsdale that conditional use permit C16-2 to redevelop 4716 and 4718 West Broadway for off-site parking as a principal use of the property as shown in the plan included as "**Attachment A**" is hereby approved pursuant to Section 510.17, Subd. 4(a)(1); Section 520.05, Subd. 4(1) and Section 535.01 of the City of Robbinsdale City Code subject to:

1. That the City Council must approve the demolition of the existing buildings at 4716 and 4718 West Broadway and a demolition permit obtained;
2. That Handicapped accessibility requirements must be met including the route, space dimensional standards and signage.
3. The sidewalk on County Road 9 (42nd Ave. N.) must be protected during demolition and redevelopment.
4. Rock mulch shall not be used near the right-of-way edges to avoid being dragged into the right-of-way.
5. Utilities must be underground.

6. Landscaping and grading must be approved by the City Engineer and the Community Development Coordinator.
7. That evidence of this approval shall be filed at the applicant's sole expense with the office of the Hennepin County Recorder or the Hennepin County Registrar of Titles.

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 20TH DAY OF SEPTEMBER, 2016.**

Regan L. Murphy, Mayor

ATTEST:

Tom Marshall, City Clerk
(Seal)

**EXCERPT OF PLANNING COMMISSION MEETING MINUTES OF
SEPTEMBER 15, 2016**

#4A: PUBLIC HEARING:

**Consideration of Conditional Use Permit C16-2 to allow private off-site parking at
4716- 18 42nd Ave N across the alley from the Washburn-McReavy Funeral Chapel,
the applicant/owner located at 4239 West Broadway:**

4. **MOTION** by Commissioner Greenberg, seconded by Commissioner Bontrager to open the public hearing. **The vote was 4-0 and the motion carried. (Stoneberg absent)**
5. Mr. Pearson presented the staff report for this conditional use permit to allow off-site parking at 4716-18 42nd Ave N as a principal use (of the property) as requested by Washburn-McReavy Funeral Chapel, Inc. at 4239 West Broadway. Mr. McReavy has purchased 4716-18 42nd Ave N to reuse these properties for surface parking. Presented pictures of lots. The chapel has a need for additional parking. The city standards for parking are much lower than what the funeral home needs. Funeral processions are difficult to stage and many attendees are forced to park on West Broadway which is a real problem in the winter. Parking lot standards comply with zoning ordinances. This will reduce congestion. Staff does not object to the use of the properties as parking. Handicapped accessible parking is required and the city council will be asked to approve demolition of the properties on 4716-18 42nd. Ponding areas for storm water to collect where pointed out. Extensive shrubs and perennials used in landscaping plan but no rocks used near the right-of-way edges.
7. Staff is recommending approval of this conditional use permit request based on the findings of fact and the conditions listed 1 through 7.
8. Chair Harper asked if a conditional use permit is required in other districts for off-site/principal use parking. Mr. Pearson stated it's a conditional use in B-3, which also applies to the site which is zoned B-4.
9. Chair Harper asked if an agreement was required. Mr. Pearson replied that if 4716-18 West Broadway had a different owner, then an agreement would be required.
10. Mr. Pearson stated that there have been no calls regarding this conditional use request. The owner of 4716-18 West Broadway did stop in to confirm the meeting tonight.
11. **Amanda Kaeding, Washburn-McReavy, 2301 Dupont Ave S, Minneapolis:** Nothing further to add. Mr. Pearson has covered all information. Will answer any questions the commission has.

12. Commissioner Greenberg stated that the plans that were submitted were top notch.
13. **MOTION** by Chair Harper, seconded by Commissioner Bontrager to close the public hearing. **The vote was 4-0 and the motion carried. (Stoneberg absent)**
14. Discussion continued on combining lots, snow storage and notices.
15. **MOTION** by Chair Harper, seconded by Commissioner Bontrager recommend that the City Council approve the conditional use permit request by Washburn-McReavy Funeral Chapel to redevelop the properties at 4716 and 4718 for a parking lot as a principal use based upon the following findings of fact:
 - a. That the use is consistent with the comprehensive plan;
 - b. That the use is consistent with the geographical area and character of the surrounding area;
 - c. That the use will not cause deterioration, cause disturbing influences or create a blighting influence in the area;
 - d. That the property will likely redevelop in the future for transit oriented development and that surface parking is a reasonable interim use of the land;

And with the following conditions:

1. That the City Council must approve the demolition of the existing buildings at 4716 and 4718 West Broadway and a demolition permit obtained;
2. That Handicapped accessibility requirements must be met including the route, space dimensional standards and signage.
3. The sidewalk on County Road 9 (42nd Ave. N.) must be protected during demolition and redevelopment.
4. Rock mulch shall not be used near the right-of-way edges to avoid being dragged into the right-of-way.
5. Utilities must be underground.
6. Landscaping and grading must be approved by the City Engineer and the Community Development Coordinator.
7. That evidence of this approval shall be filed at the applicant's sole expense with the office of the Hennepin County Recorder or the Hennepin County Registrar of Titles.

The vote was 4-0 and the motion carried. (Stoneberg absent)

ADMINISTRATIVE STAFF REPORT

APPLICANT: Wasburn-McReavy Robbinsdale Chapel
CASE NO: C16-2 Conditional Use Permit for open parking as a principal use and off-site parking.
ADDRESS: 4716-18 42nd Ave. N.
PC DATE: September 15, 2016
APPLICATION DATE: August 19, 2016
PROCESSING DEADLINE: **October 18, 2016**

ACTION/REQUEST:

William McReavy of the Washburn-McReavy Funeral Chapel at 4239 West Broadway purchased the two properties at 4716 and 4718 42nd Ave. N. for the purpose of creating more off-street parking. The buildings on the 42nd Ave. properties would be demolished and the combined sites redeveloped for surface parking. A conditional use permit is required for parking as a principal use of a property in the B-4 Community business district as well as use of off-site parking to satisfy required parking needs. The location is shown in **Attachments A & B**.

BACKGROUND/ANALYSIS:

The site plan is included as **Attachment C**.

Site data:

Currently available parking: 27

Required parking: 24 estimated by the consulting engineer

The required parking is one space per 5 seats based upon the designed capacity of the main assembly hall (chapel). The applicant informed staff that the largest assembly area consists of 1,620 sq. ft. Staff estimates the required parking to be 29 spaces.

Mr. McReavy explained that the needs of the funeral home are much greater than what is required by city code. Funeral processions are difficult to stage and many attendees are forced to park on West Broadway which is a real problem in the winter. The intent of the parking standards in the zoning ordinance/city code is to require sufficient off-street parking to minimize congestion.

Section 520.07, Subd. 4 (b) Conditional uses In the B-4, Community business district

- (b) Privately owned parking ramps as a principal or accessory use and privately owned open parking lot as a principal use, provided that:

- (1) access is from and onto a collector or arterial street;

The site is adjacent to 42nd Ave. N., however, the City Engineer recommends that access occur from West Broadway which is also a collector street.

- (2) entrances and exits create a minimum of conflict with through traffic movement;

The proximity of the parking lot to the intersection of West Broadway and 42nd Ave. N. is the reason the City Engineer is recommending that the parking lot be accessed via the alley and link with the funeral home parking lot.

- (3) sufficient magazine space is provided within the structure or on the site to minimize or eliminate the blocking of traffic in the public right-of-way;

The intent of utilizing the property for additional parking is to reduce or eliminate congestion in the West Broadway right-of-way.

- (4) parking spaces and aisle or driveways shall be developed in compliance with subsection 510.17 of this code and are subject to the review and approval of the city engineer or city planner, or both;

The parking lot design is in compliance with the dimensional standards of Section 510.17 and City Engineer review comments are included elsewhere in this report.

- (5) the location is at least 60 feet from the boundary of an R-1 or R-2 district;

The nearest R-1 district is 200 feet away.

- (6) when abutting an R-1 or R-2 district a buffer area with screening and landscaping in compliance with subsection 510.25, subdivision 2 of this code shall be provided;

Not applicable.

- (7) when abutting a residential use which is not related to the parking ramp or open parking lot, a setback of at least 30 feet shall be provided from the property line and this area shall be maintained as open space, and screening and landscaping shall be provided in compliance with subsection 510.25, subdivision 2 of this code;

Not applicable.

- (8) all signing and informational or visual communication devices shall be in compliance with section 410 of the city code and shall not impact surrounding or abutting residential uses;

Sign permits are required to verify compliance.

The site is in the Downtown Architectural Design Guidelines Overlay District which recommends walls or landscaping to screening of parking lots from the sidewalk.

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

1. Consistency with the City Comprehensive Plan.

The property is designated for Mixed Use in the downtown area. Parking as a principal use of a property is a conditional use

2. The geographical area involved.

Parking as a use of the land will be consistent with similar uses in the area.

3. Whether such use will cause deterioration of the area in which it is proposed.

The parking lot will be built to required standards and the edges of the parking lot will be landscaped.

4. The character of the surrounding area.
The use of the property for parking will be consistent with similar uses in the downtown area.
5. The demonstrated need for such use.
The Washburn-McReavy Funeral Chapel is under-parked according to city standards and additional parking is needed to reduce congestion on West Broadway.
6. Whether the proposed use would cause odors, dust, flies, vermin, smoke, gas, noise or vibration, or would impose hazards to life or property in the neighborhood.
If the parking lot is constructed in conformance with city standards and maintained, it will not cause any of the above referenced nuisances.
7. Whether such use would inherently lead to or encourage disturbing influences in the neighborhood.
The parking lot will not lead to or encourage disturbing influences in the neighborhood.
8. Whether stored equipment or materials would be screened and whether there would be continuous operation within the visible range of surrounding residences.
Not applicable.

Building and Engineering department comments

- Handicapped accessibility requirements must be met including the route, space dimensional standards and signage.
- A demolition permit is required and the City Council must approve the demolition of the buildings that currently occupy 4716 and 4718 42nd Ave. N.
- The sidewalk on County Road 9 (42nd Ave. N.) must be protected during demolition and redevelopment.
- Rock mulch shall not be used near the right-of-way edges to avoid being dragged into the right-of-way.
- Utilities must be underground.
- Landscaping and grading must be approved by the City Engineer and the Community Development Coordinator.

Staff does not object to the use of the properties as parking. In the long term, the block where the site is located is likely to be redeveloped for transit oriented development and the funeral home would probably be relocated. In that respect, surface parking is a good choice as an interim use.

RECOMMENDATION:

1. Hold the public hearing.
2. Recommend that the City Council approve the conditional use permit request by Washburn-McReavy Funeral Chapel to redevelop the properties at 4716 and 4718 for a parking lot as a principal use based upon the following findings of fact:
 - a. That the use is consistent with the comprehensive plan;
 - b. That the use is consistent with the geographical area and character of the surrounding area;

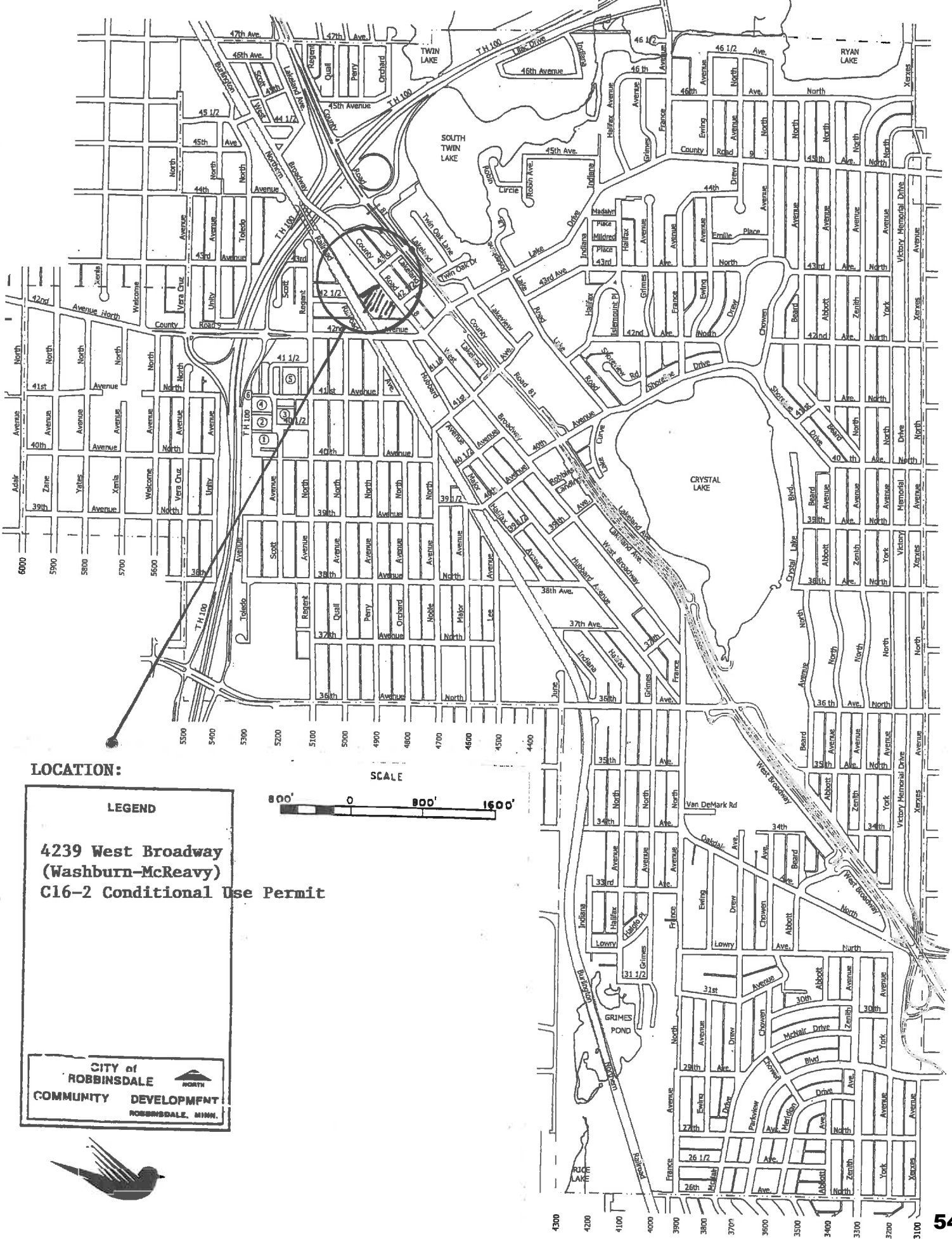
- c. That the use will not cause deterioration, cause disturbing influences or create a blighting influence in the area;
- d. That the property will likely redevelop in the future for transit oriented development and that surface parking is a reasonable interim use of the land;

And with the following conditions:

- 1. That the City Council must approve the demolition of the existing buildings at 4716 and 4718 West Broadway and a demolition permit obtained;
- 2. That Handicapped accessibility requirements must be met including the route, space dimensional standards and signage.
- 3. The sidewalk on County Road 9 (42nd Ave. N.) must be protected during demolition and redevelopment.
- 4. Rock mulch shall not be used near the right-of-way edges to avoid being dragged into the right-of-way.
- 5. Utilities must be underground.
- 6. Landscaping and grading must be approved by the City Engineer and the Community Development Coordinator.
- 7. That evidence of this approval shall be filed at the applicant's sole expense with the office of the Hennepin County Recorder or the Hennepin County Registrar of Titles.



ROBBINSDALE



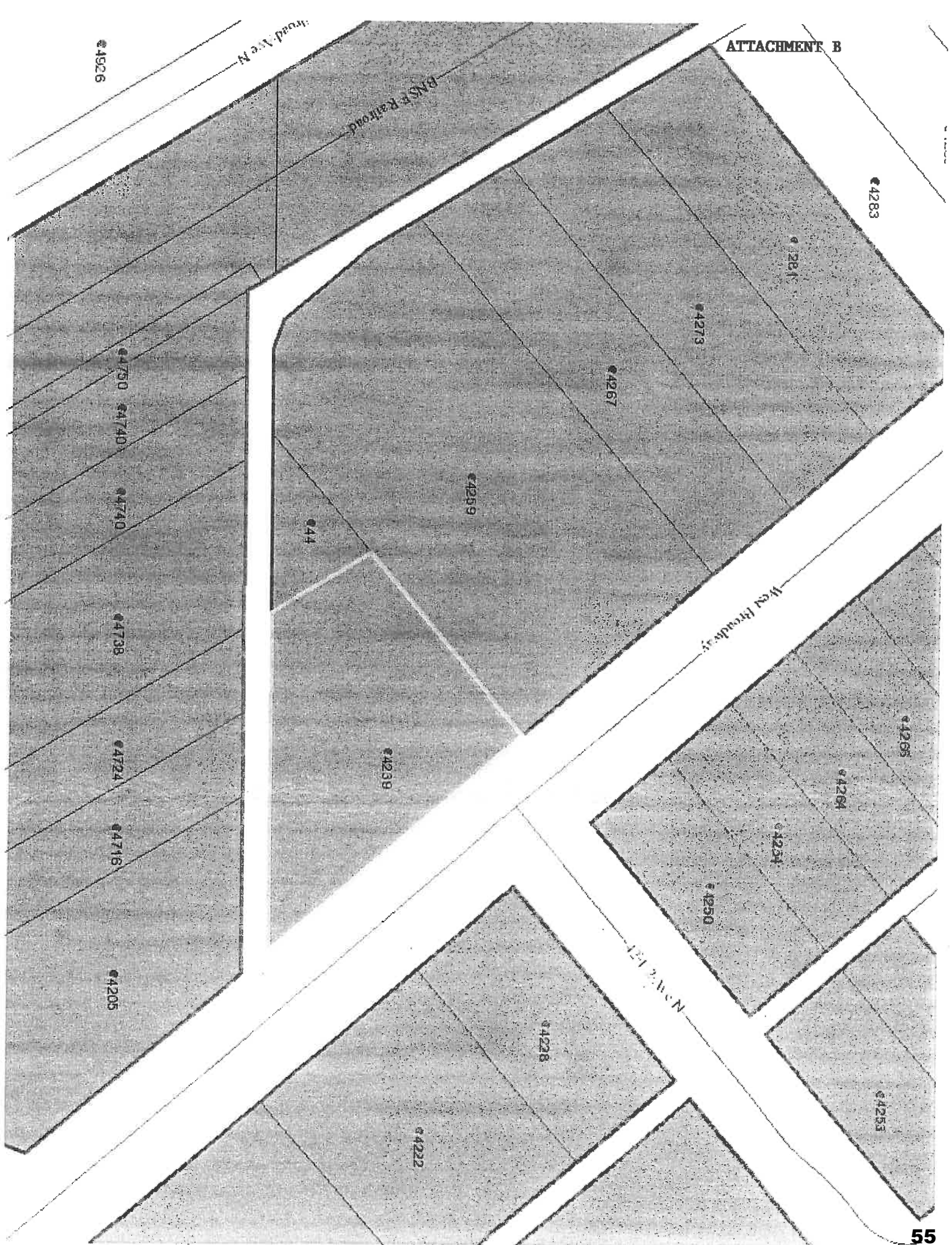
LOCATION:

LEGEND

4239 West Broadway
(Washburn-McReavy)
C16-2 Conditional Use Permit

CITY of
ROBBINSDALE
COMMUNITY DEVELOPMENT
ROBBINSDALE, MINN.

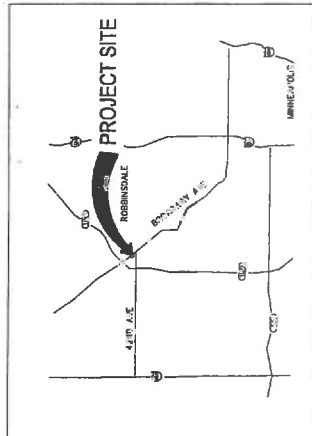




WASHBURN-MCREAVY CHAPEL PARKING LOT EXPANSION

ROBBINSDALE, MN

LOCATION MAP



ADDRESS: 4716/4722 42ND AVE N
ROBBINSDALE, MN 55422

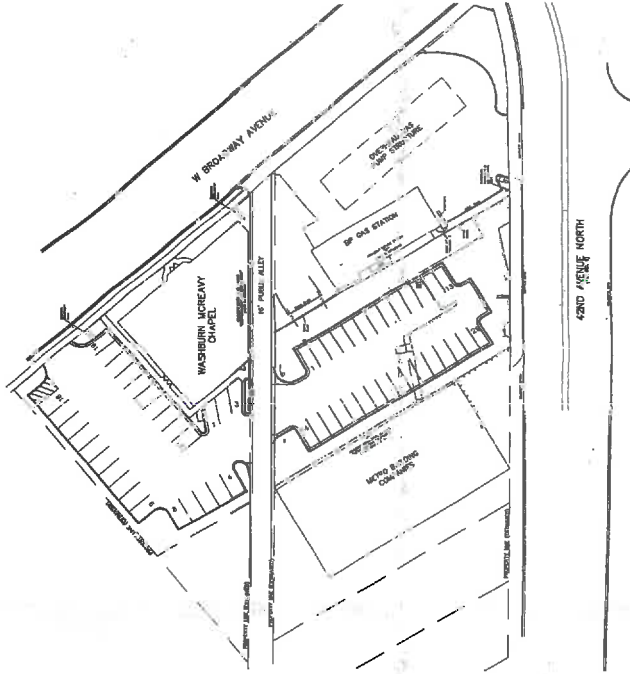
SHEET LIST

- T1 TITLE SHEET
- S1 SURVEY
- C1 DEMOLITION PLAN
- C2 SITE & UTILITY PLAN
- C3 GRADING, DRAINAGE & EROSION CONTROL PLAN
- L1 PLANTING & SIGNAGE PLAN
- XX LIGHTING PLAN

SITE DATA

SITE DATA
 SITE DATA
 ZONING: B-1 COMMUNITY BUSINESS
 WITHIN DOWNTOWN ARCHITECTURAL GUIDELINES OVERLAY DISTRICT
 MINIMUM LOT AREA: NONE
 MINIMUM LOT WIDTH: NONE
 EXISTING PARKING: 27 STALLS
 REQUIRED PARKING: *AT LEAST ONE (1) PARKING SPACE FOR EACH FIVE (5) SEATS BASED UPON THE DESIGN CAPACITY OF THE MAIN ASSEMBLY HALL. ESTIMATED ASSEMBLY HALL CAPACITY - 720 SEATS TO BE VERIFIED WITH OWNER.
 120 SEATS = 24 REQUIRED STALLS
 PROPOSED STALLS: 28 STALLS
 NEW PROPOSED TOTAL: 55 STALLS
 PARKING SETBACK: 5 FEET - THERE SHALL BE NO OFF-STREET PARKING WITHIN FIVE (5) FEET OF ANY STREET RIGHT-OF-WAY IN A COMMERCIAL ZONED DISTRICT.
 PARKING STALL SIZE: 18'-0" X 8'-0"
 DRIVE LANE WIDTH: 25 FEET
 (AS PER ROBBINSDALE ZONING CODE SECTION 510.17)

LOT:	SOFT	% OF LOT
EXISTING:	15,000 SQFT	100%
PERVIOUS (GREEN SPACE)	15,000 SQFT	0%
POST DEVELOPMENT:	0 SQFT	
IMPERVIOUS:	8,000 SQFT	53.3%
PERVIOUS (GREEN SPACE)	6,210 SQFT	41.2%



DESIGNER: DAJ DRAWN: DJS CHECKED BY: DAJ DATE: 8/23/16 CITY REVIEW SIGNATURE: _____ NO. DATE DESCRIPTION OF REVISIONS		PROJECT NO.: 16417 DATE: 8/23/2016 DRAWING NO.: T1
WASHBURN-MCREAVY CHAPEL PARKING LOT EXPANSION ROBBINSDALE, MINNESOTA		TITLE SHEET
Anderson Engineering of Minnesota, LLC 1500 Hennepin Avenue Suite 300 Minneapolis, MN 55403 Phone: (612) 338-1100 Fax: (612) 338-1101 www.andersoneng.com		
I, DAVID J. ANDERSON, being duly sworn, depose and say that I am the Designer of the above-captioned project, and that I am a duly Licensed Professional Engineer in the State of Minnesota. SIGNATURE: FOR REVIEW ONLY DATE: _____ LICENSE # _____		

ALTA SURVEY OF
4716 & 4718 42ND AVENUE NORTH
CITY OF ROBBINSDALE, HENNEPIN COUNTY, MINNESOTA

ZONING REQUIREMENTS

EXISTED B-4 - COMMUNITY BUSINESS DISTRICT

MINIMUM LOT AREA - 1.0 AC

MINIMUM LOT WIDTH - 30 FEET

MAXIMUM HEIGHT - 3 STORIES OR 40 FEET

BUILDING FOOTPRINT

A NEW MAIN BUILDING CONTAINING A DRIVEWAY SHALL BE AT LEAST 10 FEET BY 20 FEET. ONE-WAY TRAFFIC MOVEMENT ON AT LEAST 20 FEET IF THERE IS TWO-WAY TRAFFIC MOVEMENT

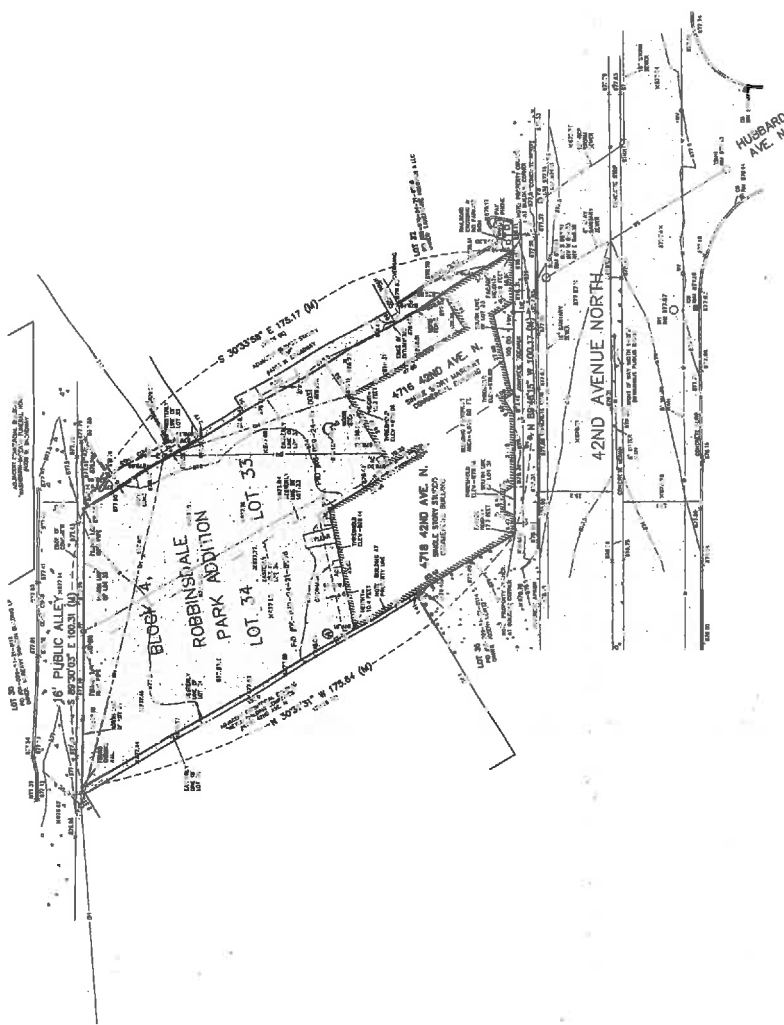
REAR - 12 FEET

THE CITY OF CHANDLER - ZONING CODE

[illegible]

NOTES

CERTIFICATE OF SURVEY



WOOD STEPS TWO FEET TO SUBJECT PROPERTY 13-FOOT
NO APPARENT EASEMENT FOR HIGHWAYS AND CROSSINGS BETWEEN
ADJACENT PROPERTY TO THE WEST AND SUBJECT PROPERTY
STATEMENT OF APPARENT ENCROACHMENTS

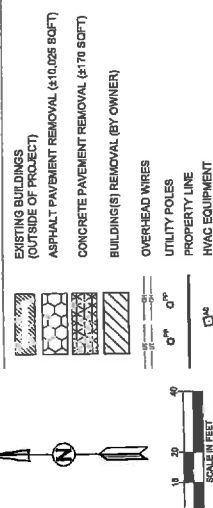
PREPARED FOR:
JEFFREY JOHNSON
ATTORNEY AT LAW
DIANA GUTY & STEFFEN LTD
200 C.W. RAFFERTY BLVD STE. 400
COCOA RAPIDS, ALABAMA 36433
763-783-3120
FAX 763-786-1777
jjohnson@jg.com

SURVEYOR'S CERTIFICATE

Midway Services Building Limited Partnership, a Minnesota limited partnership,
Southern Bell Company Joint Association, a Minnesota corporation,
Commercial Cable, Ltd., LLC
Cable TV Network Company
Cable TV Network Company

Date May 2, 1946
Mail D. K.
 Mrs. D. K. K., Professional Nurse
 Minnesota Registration No. 104-07
 Kerner & Associates, Inc.
 72: 100 Highway 3 N.W.
 New Brighton, Minnesota 55112

LEGEND



SITE DEMOLITION NOTES

1. SURVEY COMPLETED BY KEMPER & ASSOCIATES, INC. ON JULY 11, 2016. ADDITIONAL LAYOUT SHOWN FOR DESIGN PURPOSES. CONTRACTOR TO VERIFY.
2. BUILDINGS TO BE COMPLETELY REMOVED, INCLUDING BELOW GRADE FOOTINGS AND ALL MECHANICAL AND ELECTRICAL COMPONENTS. BUILDING DECOMMISSION REPORT TO BE OBTAINED BY OWNER PRIOR TO DEMOLITION.
3. DO NOT DISTURB ADJACENT PROPERTY ELEMENTS INCLUDING, BUT NOT LIMITED TO: CURBS & GUTTER, STRUCTURES, BUILDINGS, UTILITIES, ETC.
4. UTILITY SERVICES TO BUILDINGS INCLUDING SEWER TO BE CAPPED AT MAIN. REPAIR ROADWAY AS REQUIRED. OBTAIN RIGHT-OF-WAY ACCESS PERMITS FOR RIGHT-OF-WAY WORK.
5. OWNER HAS CONDUCTED A PHASE 1 ENVIRONMENTAL SITE ASSESSMENT REPORT (BY VIEW ASSOCIATES DATED JULY 7, 2016).
6. IF CONTAMINATED SOILS ARE ENCOUNTERED DURING EXCAVATION OR OTHER CONSTRUCTION ACTIVITIES, REMEDIATION ACTION SHALL BE HANDLED PER LOCAL REGULATIONS.
7. CONTRACTOR TO PROVIDE TRAFFIC CONTROL FOR ALL CONSTRUCTION ACTIVITIES WITHIN THE PUBLIC RIGHT-OF-WAY.
8. CONSTRUCTION ACCESS SHALL BE FROM ALLEY.
9. SIDEWALK ALONG 42ND AVENUE NORTH SHALL BE MINIMIZED DURING CONSTRUCTION. REPLACEMENT IS THE RESPONSIBILITY OF THE CONTRACTOR.
10. CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL PERMITS AND DISPOSAL CERTIFICATIONS. CONTRACTOR RESPONSIBLE FOR OBTAINING ALL NECESSARY CONSTRUCTION PERMITS TO CARRY OUT ENTIRE PROJECT. PERMITS SHALL BE IN PLACE PRIOR TO ANY CONSTRUCTION ACTIVITIES. NOTIFY APPROPRIATE UTILITY COMPANY OF ANY AND ALL PROPOSED WORK.
11. ALL EXISTING BURIED UTILITY LINE LOCATIONS ARE APPROXIMATE ONLY. CONTRACTOR IS RESPONSIBLE FOR FIELD LOCATING EXISTING UTILITIES PRIOR TO EXCAVATION. DEMOLITION OR RECONNECTION. CONTRACTOR TO VERIFY BURIED UTILITY LOCATIONS WITH "811" UNDERGROUND UTILITIES LOCATION CENTER AND/OR PRIVATE LOCATE.
12. UNSUITABLE FILL MATERIALS SHALL BE REMOVED WITHIN WORK AREA. MATERIALS TO BE VERIFIED BY GEOTECHNICAL ENGINEER PRIOR TO PAVING.
13. REMOVE TEMPORARY ROCK CONSTRUCTION ENTRANCE BEFORE BEGINNING PAVING OPERATIONS. (SEE SHEET C3 - GRADING, DRAINAGE, & EROSION CONTROL PLAN FOR INSTALLATION INFORMATION)
14. COORDINATE WITH PRIVATE UTILITIES FOR RELOCATIONS AND REMOVALS.
15. EROSION CONTROL MEASURES SHALL BE IN PLACE PRIOR TO DEMOLITION. (SEE C3 - GRADING, DRAINAGE, & EROSION CONTROL PLAN FOR INSTALLATION)
16. CONTRACTOR TO CONTAIN ALL EQUIPMENT/TRUCKS AND VEHICLES TO CONSTRUCTION ZONE, OR APPROVED WITH WASHINGTON-MCREAVY ON ADJACENT PROPERTY.
17. CONTRACTOR TO VERIFY SITE CONDITIONS PRIOR TO BID AND CONSTRUCTION. NOTIFY OWNER AND ENGINEER OF ANY DISCREPANCIES.
18. CONTRACTOR TO BACKFILL AREAS OF BUILDING FOOTPRINT WITH STRUCTURAL FILL PER MDOT SPEC 314.0.2 (8" MINUS) COMPACTED TO AT LEAST 100% STANDARD PROCTOR DENSITY.



COMD. NO. 14417 DATE 8/22/2016	
DEMOLITION PLAN	
WASHBURN-MCREAVY ROBBINSDALE CHAPEL PARKING LOT EXPANSION ROBBINSDALE, MINNESOTA	
Anderson Engineering of Minnesota, LLC 10000 Highway 100, Suite 300 Plymouth, MN 55441 Phone: 763-12-0800 www.aem-llc.com	
DESIGNED: D.A.J.	DATE: 8/22/2016
DRAWN: D.S.	DATE: 8/22/2016
CHECKED: D.S.	DATE: 8/22/2016
NO. DATE	DESCRIPTION OF REVISIONS
1 8/19/16	CITY REVIEW SUBMITTAL
2 8/19/16	CITY REVIEW SUBMITTAL
3 8/19/16	CITY REVIEW SUBMITTAL
4 8/19/16	CITY REVIEW SUBMITTAL
5 8/19/16	CITY REVIEW SUBMITTAL
6 8/19/16	CITY REVIEW SUBMITTAL
7 8/19/16	CITY REVIEW SUBMITTAL
8 8/19/16	CITY REVIEW SUBMITTAL
9 8/19/16	CITY REVIEW SUBMITTAL
10 8/19/16	CITY REVIEW SUBMITTAL
11 8/19/16	CITY REVIEW SUBMITTAL
12 8/19/16	CITY REVIEW SUBMITTAL
13 8/19/16	CITY REVIEW SUBMITTAL
14 8/19/16	CITY REVIEW SUBMITTAL
15 8/19/16	CITY REVIEW SUBMITTAL
16 8/19/16	CITY REVIEW SUBMITTAL
17 8/19/16	CITY REVIEW SUBMITTAL
18 8/19/16	CITY REVIEW SUBMITTAL
19 8/19/16	CITY REVIEW SUBMITTAL
20 8/19/16	CITY REVIEW SUBMITTAL
21 8/19/16	CITY REVIEW SUBMITTAL
22 8/19/16	CITY REVIEW SUBMITTAL
23 8/19/16	CITY REVIEW SUBMITTAL
24 8/19/16	CITY REVIEW SUBMITTAL
25 8/19/16	CITY REVIEW SUBMITTAL
26 8/19/16	CITY REVIEW SUBMITTAL
27 8/19/16	CITY REVIEW SUBMITTAL
28 8/19/16	CITY REVIEW SUBMITTAL
29 8/19/16	CITY REVIEW SUBMITTAL
30 8/19/16	CITY REVIEW SUBMITTAL
31 8/19/16	CITY REVIEW SUBMITTAL
32 8/19/16	CITY REVIEW SUBMITTAL
33 8/19/16	CITY REVIEW SUBMITTAL
34 8/19/16	CITY REVIEW SUBMITTAL
35 8/19/16	CITY REVIEW SUBMITTAL
36 8/19/16	CITY REVIEW SUBMITTAL
37 8/19/16	CITY REVIEW SUBMITTAL
38 8/19/16	CITY REVIEW SUBMITTAL
39 8/19/16	CITY REVIEW SUBMITTAL
40 8/19/16	CITY REVIEW SUBMITTAL
41 8/19/16	CITY REVIEW SUBMITTAL
42 8/19/16	CITY REVIEW SUBMITTAL
43 8/19/16	CITY REVIEW SUBMITTAL
44 8/19/16	CITY REVIEW SUBMITTAL
45 8/19/16	CITY REVIEW SUBMITTAL
46 8/19/16	CITY REVIEW SUBMITTAL
47 8/19/16	CITY REVIEW SUBMITTAL
48 8/19/16	CITY REVIEW SUBMITTAL
49 8/19/16	CITY REVIEW SUBMITTAL
50 8/19/16	CITY REVIEW SUBMITTAL
51 8/19/16	CITY REVIEW SUBMITTAL
52 8/19/16	CITY REVIEW SUBMITTAL
53 8/19/16	CITY REVIEW SUBMITTAL
54 8/19/16	CITY REVIEW SUBMITTAL
55 8/19/16	CITY REVIEW SUBMITTAL
56 8/19/16	CITY REVIEW SUBMITTAL
57 8/19/16	CITY REVIEW SUBMITTAL
58 8/19/16	CITY REVIEW SUBMITTAL
59 8/19/16	CITY REVIEW SUBMITTAL
60 8/19/16	CITY REVIEW SUBMITTAL
61 8/19/16	CITY REVIEW SUBMITTAL
62 8/19/16	CITY REVIEW SUBMITTAL
63 8/19/16	CITY REVIEW SUBMITTAL
64 8/19/16	CITY REVIEW SUBMITTAL
65 8/19/16	CITY REVIEW SUBMITTAL
66 8/19/16	CITY REVIEW SUBMITTAL
67 8/19/16	CITY REVIEW SUBMITTAL
68 8/19/16	CITY REVIEW SUBMITTAL
69 8/19/16	CITY REVIEW SUBMITTAL
70 8/19/16	CITY REVIEW SUBMITTAL
71 8/19/16	CITY REVIEW SUBMITTAL
72 8/19/16	CITY REVIEW SUBMITTAL
73 8/19/16	CITY REVIEW SUBMITTAL
74 8/19/16	CITY REVIEW SUBMITTAL
75 8/19/16	CITY REVIEW SUBMITTAL
76 8/19/16	CITY REVIEW SUBMITTAL
77 8/19/16	CITY REVIEW SUBMITTAL
78 8/19/16	CITY REVIEW SUBMITTAL
79 8/19/16	CITY REVIEW SUBMITTAL
80 8/19/16	CITY REVIEW SUBMITTAL
81 8/19/16	CITY REVIEW SUBMITTAL
82 8/19/16	CITY REVIEW SUBMITTAL
83 8/19/16	CITY REVIEW SUBMITTAL
84 8/19/16	CITY REVIEW SUBMITTAL
85 8/19/16	CITY REVIEW SUBMITTAL
86 8/19/16	CITY REVIEW SUBMITTAL
87 8/19/16	CITY REVIEW SUBMITTAL
88 8/19/16	CITY REVIEW SUBMITTAL
89 8/19/16	CITY REVIEW SUBMITTAL
90 8/19/16	CITY REVIEW SUBMITTAL
91 8/19/16	CITY REVIEW SUBMITTAL
92 8/19/16	CITY REVIEW SUBMITTAL
93 8/19/16	CITY REVIEW SUBMITTAL
94 8/19/16	CITY REVIEW SUBMITTAL
95 8/19/16	CITY REVIEW SUBMITTAL
96 8/19/16	CITY REVIEW SUBMITTAL
97 8/19/16	CITY REVIEW SUBMITTAL
98 8/19/16	CITY REVIEW SUBMITTAL
99 8/19/16	CITY REVIEW SUBMITTAL
100 8/19/16	CITY REVIEW SUBMITTAL

[illegible]

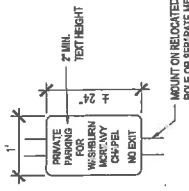
PLANT TAG:

QUANTITY
PLANT TYPE

NEW TREES
€ SHIP PER

LANDSCAPE
EDGER

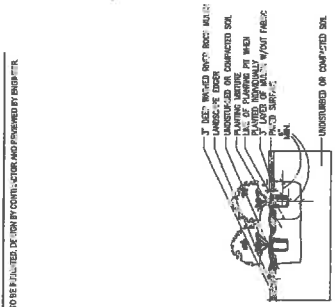
3" DEPTH WASHED
RIVER ROCK MULCH



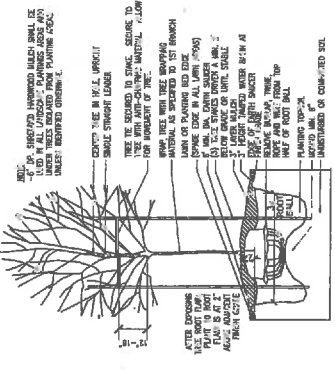
MONUMENT SIGN (EXAMPLE)

City	Key	Common & Botanical Names	Size	Cont.	Remarks
ORNAMENTAL TREES					
1	JCS	<i>Melia azadirachta</i>	2 1/2' tall	10	Single, single leader No "v" crotch!
D'CORDON TREES					
2	JCS	<i>Acacia fraseriana</i> 'Silver Queen'			
3	SMA	<i>Salix, Weeping Willow</i>	3 tall	Cont.	Min. 5 canes @ 1/4" th.
4	JCS	<i>Prunella americana</i> 'Anthony Water'	3 tall	Cont.	Min. 5 canes @ 1/4" th.
5	RAO	<i>Sorbus, 'Ten Leaf'</i>	3 tall	Cont.	Min. 5 canes @ 1/4" th.
EVERGREEN TREES & SHRUBS					
6	JCS	<i>Juniper, 'Maccini'</i>	5' tall	80	Single, single leader No "v" crotch!
7	JCS	<i>Juniper, 'Sea Green'</i>	5' tall	Cont.	Min. 2 1/2' tall
8	JCS	<i>Juniper, 'Sea Green'</i>	5' tall	Cont.	Min. 2 1/2' tall
9	JCS	<i>Juniper, 'Sea Green'</i>	5' tall	Cont.	Min. 2 1/2' tall
PERENNIALS					
10	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
11	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
12	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
13	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
14	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
15	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
16	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
17	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
18	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
19	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
20	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
21	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
22	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
23	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
24	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
25	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
26	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
27	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
28	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
29	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
30	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
31	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
32	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
33	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
34	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
35	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
36	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
37	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
38	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
39	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
40	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
41	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
42	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
43	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
44	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
45	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
46	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
47	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
48	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
49	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
50	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
51	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
52	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
53	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
54	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
55	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
56	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
57	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
58	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
59	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
60	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
61	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
62	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
63	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
64	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
65	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
66	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
67	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
68	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
69	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
70	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
71	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
72	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
73	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
74	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
75	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
76	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
77	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
78	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
79	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
80	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
81	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
82	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
83	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
84	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
85	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
86	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
87	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
88	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
89	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
90	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
91	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
92	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
93	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
94	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
95	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
96	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
97	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
98	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
99	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	
100	JCS	<i>Geranium 'Heavenly Blue'</i>	1' tall	Cont.	

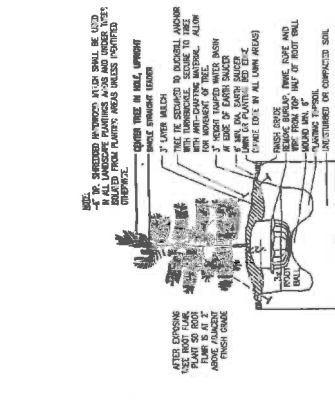
DATE IS TO BE FULFILLED, DESIGN BY CONTRACTOR AND PROVIDED BY ENGINEER



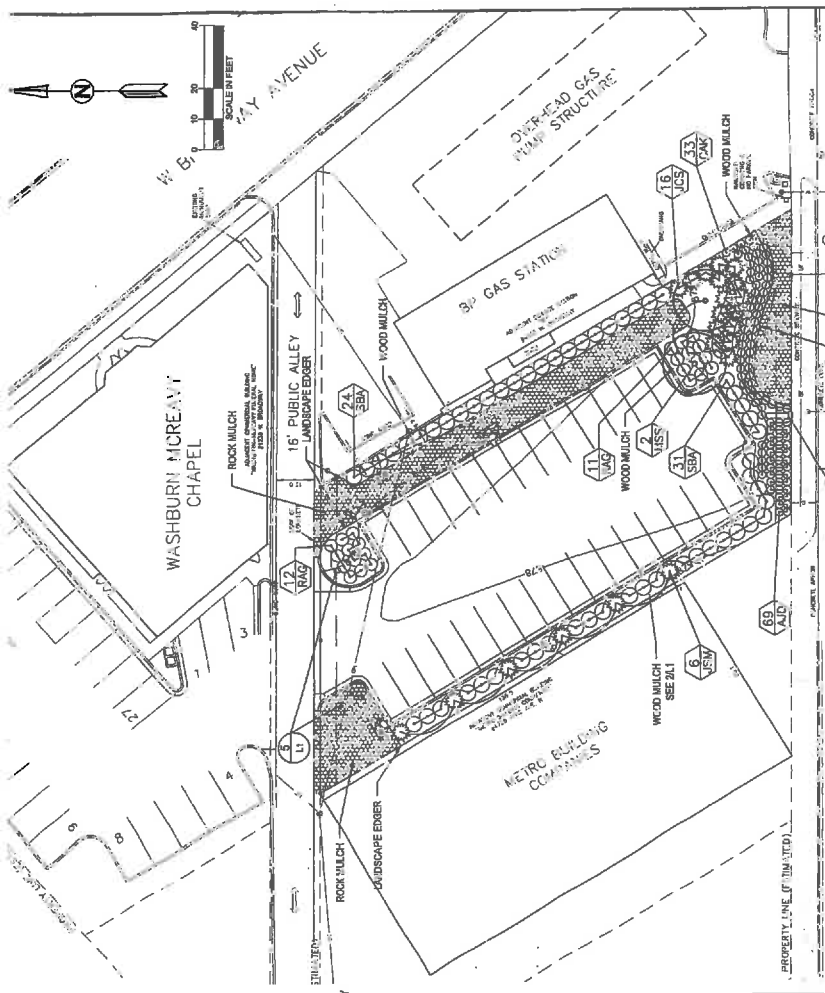
SCALE IN T.S.



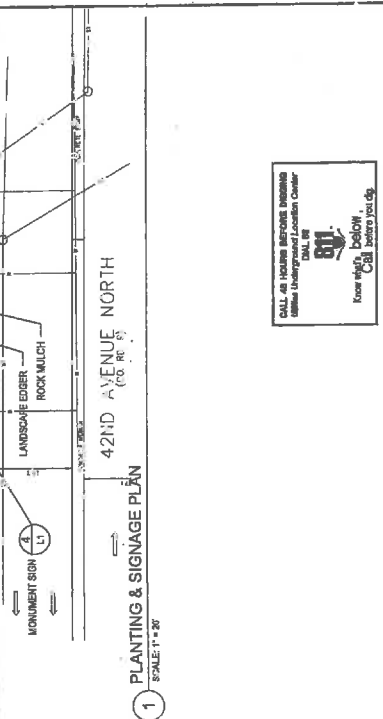
SCALE: N.T.S.



0 SCALE IN TS.



SCALE: 1" = 20'

[illegible]

NOT A CONSTRUCTION DOCUMENT - FOR DESIGN PURPOSES ONLY

Calculation Summary										Luminaire Schedule					Total Lamp Lumens		Lum. Lumens U.F.		Description
Label	Calc Type	Units	Avg	Max	Min	Avg/Min	Max/Min	Symbol	Qty	Label	Arrangement	Symbol	Qty	Label	U.F.	Description			
..										A	SINGLE			N.A.	11417	0.900	AS-161-4K-210-4		

Luminaire Schedule		Total Lamp Lumens		Lum. Lumens U.F.		Description	
Symbol	Qty	Label	Arrangement	Symbol	Qty	Label	Description
—	2	A	SINGLE	—	11417	0.900	ASL-161-4K-210-4

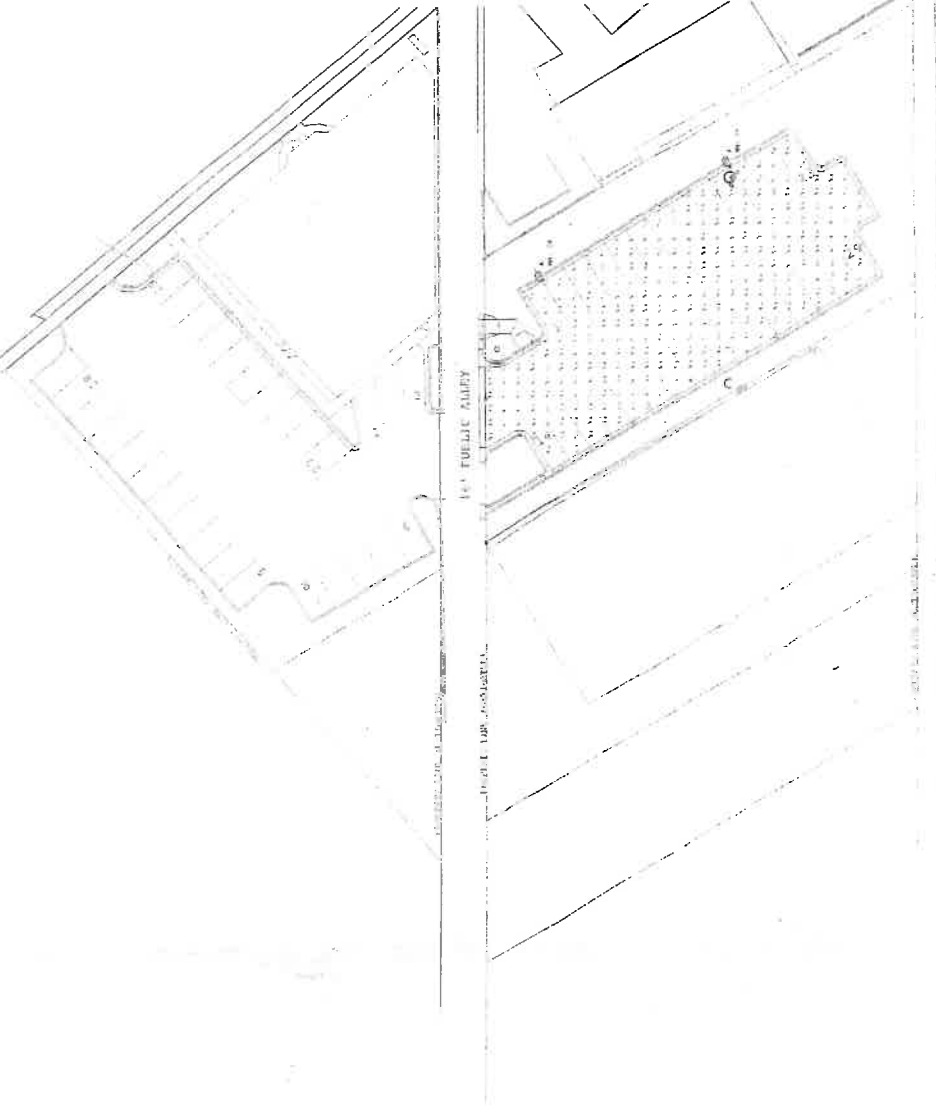
WASHBURN McREAVEY
PARKING LOT

Drawn By: JT
Checked By:
Date: 8/17/2016
Scale: 1" = 20'-0"

Revisions

#	Date	Comments

MLAZGAR ASSOCIATES
10340 Viking Dr.
Suite 150
EDEN PRAIRIE, MN 55344
(P) 952-943-8080
(F) 952-943-8088
www.mla2gar.com



Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 20th day of September 2016.

RESOLUTION NO.

A RESOLUTION APPROVING CONDITIONAL USE PERMIT REQUEST C16-2 TO REDEVELOP 4716 AND 4718 42ND AVENUE NORTH FOR A PARKING LOT AND PROVIDE OFF-SITE PARKING FOR WASHBURN-MCREAVY FUNERAL CHAPEL AT 4239 WEST BROADWAY
(Washburn-McReavy)

WHEREAS, the owner of Washburn-McReavy Funeral Chapel located at 4239 West Broadway acquired properties located across the alley at 4716 and 4718 42nd Ave. N. with the intention of demolishing the existing buildings and reusing the land for parking which requires a conditional use permit; and

WHEREAS, the Planning Commission conducted a public hearing as required on September 15, 2016; and

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

- a. That the use is consistent with the comprehensive plan;
- b. That the use is consistent with the geographical area and character of the surrounding area;
- c. That the use will not cause deterioration, cause disturbing influences or create a blighting influence in the area;
- a. That the property will likely redevelop in the future for transit oriented development and that surface parking is a reasonable interim use of the land;

WHEREAS, the Council accepts these findings;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Robbinsdale that conditional use permit C16-2 to redevelop 4716 and 4718 West Broadway legally described in “**Attachment A**” for off-site parking as a principal use of the property as shown in the plan included as “**Attachment B**” is hereby approved pursuant to Section 510.17, Subd. 4(a)(1); Section 520.05, Subd. 4(1) and Section 535.01 of the City of Robbinsdale City Code subject to:

1. That the City Council must approve the demolition of the existing buildings at 4716 and 4718 West Broadway and a demolition permit obtained;
2. That Handicapped accessibility requirements must be met including the route, space dimensional standards and signage.
3. The sidewalk on County Road 9 (42nd Ave. N.) must be protected during demolition and redevelopment.
4. Rock mulch shall not be used near the right-of-way edges to avoid being dragged into the right-of-way.
5. Utilities must be underground.

6. Landscaping and grading must be approved by the City Engineer and the Community Development Coordinator.
7. That evidence of this approval shall be filed at the applicant's sole expense with the office of the Hennepin County Recorder or the Hennepin County Registrar of Titles.

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 20TH DAY OF SEPTEMBER, 2016.**

ATTEST:

Regan L. Murphy, Mayor

Tom Marshall, City Clerk
(Seal)

Attachment A

Chicago Title Insurance Company Commitment No. 51502 Dated May 24, 2016

Lots 33 and 34, Block 4, Robbinsdale Park Addition, Hennepin County, Minnesota



MEMORANDUM

TO: Mayor and City Council
FROM: Marcia Glick, City Manager
DATE: September 20, 2016
RE: Request to Approve Demolition of Commercial Structure:
4716 and 4718 42nd Ave N – Requested by Washburn-McReavy

BACKGROUND:

The owner of the buildings at 4716 and 4718 42nd Ave N. has submitted a letter requesting that the City of Robbinsdale issue a demolition permit for those buildings provide additional off-street parking for the Robbinsdale Chapel at 4239 W Broadway.

This request is related to the Conditional Use Permit for Off-Street Parking.

Demolition of non-residential buildings or structures must be approved by the City Council per City Code section 400.01, Subd. 4.

Analysis/Conclusion:

Demolition must be carried out in accordance with specifications approved by the city. All demolition contractors will be required to be licensed.

RECOMMENDATION:

Provided that the conditional use permit for off-site parking has been approved -
By motion, waive the reading and order the adoption of the resolution in Attachment 1.



Marcia Glick, City Manager

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 20th day of September, 2016.

RESOLUTION NO.

**RESOLUTION APPROVING DEMOLITION OF BUILDINGS
4716 42nd Ave N and 4718 42nd Ave N**

WHEREAS, Section 400.01, Subd. 4 of the Robbinsdale City Code requires that the demolition of any non-residential buildings be approved by the City Council; and

WHEREAS the City has received a letter, which is attached hereto as Exhibit A, from the fee owner of the properties located at 4716 42nd Ave N and 4718 42nd Ave N, Robbinsdale, Minnesota (the "Property") requesting that the City approve demolition of the structures thereupon and issue a demolition permit; and

WHEREAS, the fee owner of the Property has indicated that the structures on the are to be removed to create additional off-street parking for the Robbinsdale Chapel at 4239 W Broadway; and

WHEREAS, the City Council has reviewed the request and has determined that demolition is appropriate according to the specifications contained herein;

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

1. The City Council hereby approves demolition of the structure located on the Property subject to the specifications contained in paragraph 2.
2. The owner of the Property, or its designee, must submit to City staff an application for demolition which will contain at least the following details:
 - a. Plan for removal of debris;
 - b. Erosion control plan;
 - c. Plan for hazardous materials abatement pursuant to applicable law (e.g. asbestos);
 - d. Details for the disconnection of all city-owned utilities; and
 - e. Plans to control dust during demolition.
3. Upon submission of an application which contains the above specifications, City staff may issue a permit for the demolition in accordance with the terms herein.
4. City staff is authorized to take any additional action which is necessary or convenient with respect to carrying out the provisions of this Resolution.

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 20TH DAY OF SEPTEMBER, 2016.

Regan L. Murphy, Mayor

ATTEST:

Tom Marshall, City Clerk

EXHIBIT A

Letter Requesting Approval of Demolition

WELANDER QUINT
DAVIES CHAPEL
2301 Dupont Avenue S.
Minneapolis, MN 55405
(612) 377-2203
FAX: (612) 377-7306



Washburn-McReavy Funeral Corporation
Washburn-McReavy Funeral Chapels Inc.
Washburn-McReavy Funeral Chapels LLC
www.washburn-mcreavy.com

September 15, 2016

Robbinsdale City Council
City Hall
4100 Lakeview Avenue North
Robbinsdale, MN 55422

Dear Members of the Robbinsdale City Council:

Washburn-McReavy has purchased the two properties at 4716 & 4718 42nd Avenue North for the purpose of creating additional off-street parking for the Robbinsdale Chapel located on 4239 West Broadway. Washburn-McReavy is requesting approval from the City Council to demolish the commercial buildings located at 4716 & 4718 42nd Avenue North.

Sincerely,

Amanda Kaeding
Administrative Manager

*"Over 150 years of distinctive funeral service"
Family owned and operated since 1857 by the McReavy family*



MEMORANDUM

TO: City Council
FROM: Marcia Glick, City Manager
DATE: September 20, 2016
RE: Voucher Requests Pending Approval for Disbursement

The check register dated September 20, 2016 reflects the voucher requests pending approval for disbursement.

The check register dated September 6, 2016 through September 20, 2016 is a list of vouchers requiring payment for City funds, Deputy Registrar, liquor, and other purchases. The payments are required prior to the next Council meeting. The register includes checks and electronic fund transfers.

Recommendation

By motion approve disbursement requests for period ending September 20, 2016.



Marcia Glick, City Manager

CONCURRENCE:



Larry Jacobson, Finance Director