

AGENDA

CITIZEN PARTICIPATION

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

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

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

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

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

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- A. City Council Meeting Minutes of February 6, 2024
 - B. City Council Meeting Minutes of February 20, 2024
 - C. Recieve Parks, Recreation, & Forestry Commission minutes from November 28, 2023
 - D. Recieve Senior Commission meeting minutes from June 5, 2023
 - E. Deputy Registrar's Monthly Financial Statements
 - F. Robbinsdale Wine & Spirits' Monthly Financial Statements
 - G. Second Reading of an Ordinance Amending:
 - SECTION 520.03 SUBD. 4(a) B-2 CONDITIONAL USES FOR CONSISTENCY;
 - SECTION 520.05, SUBD. 4 B-3 CONDITIONAL USES TO PROMOTE MIXED USE REDEVELOPMENT BY REQUIRING A MINIMUM AMOUNT OF COMMERCIAL USES;
 - SECTION 530.09, SUBD. 3 TOD OVERLAY DISTRICT TO REALIGN THE DISTRICT BOUNDARIES WITH THE REVISED STATION AREA AND CLARIFY REAR YARD SETBACKS
 - H. Second Reading of an Ordinance Repealing Section 435 of the City Code - Point of Sale Housing Disclosure
 - I. Approval of Licenses
 7. PRESENTATIONS
 - A. None
 8. PUBLIC HEARINGS
 - A. None
 9. OLD BUSINESS
 - A. None
 10. NEW BUSINESS
 - A. Council Review of Body Worn Camera System Audit
 - B. 2024 City Council Goals
 11. OTHER BUSINESS
 - A. Voucher Requests Pending Approval for Disbursement
 12. ADMINISTRATIVE REPORTS

13. COUNCIL GENERAL COMMUNICATIONS

14. ADJOURNMENT



City of Robbinsdale

City Council Meeting
Tuesday, February 6, 2024
Meeting No. 3

MINUTES

CITY COUNCIL MEETING CALLED TO ORDER

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

ROLL CALL

Present: Murphy, Parisian, Wagner, Mayor Blonigan

Absent: None

Staff: Tim Sandvik, City Manager; Chase Peterson-Etem, City Clerk; Rick Pearson, Community Development Director; Richard McCoy, Public Works Director/City Engineer

APPROVAL OF THE FEBRUARY 6, 2024, MEETING AGENDA

Peterson-Etem noted the voucher disbursement report would be added to Other Business Item A.

Member Murphy MOVED, seconded by Wagner to approve the February 6, 2024, meeting agenda. The vote was unanimous and the motion passed.

CONSENT AGENDA

Member Parisian removed items K and N for further consideration.

Member Wagner MOVED, seconded by Parisian to approve the consent agenda. The vote was unanimous and the motion passed.

- A. Approve City Council Special Work Session minutes from January 16, 2024
- B. Approve City Council meeting minutes from January 16, 2024
- C. Parks Recreation and Forestry Commission Approval of Minutes
- D. Approval of Credit Card Charges and Payment
- E. Deputy Registrar's Monthly Financial Statements
- F. Robbinsdale Wine & Spirits' Monthly Financial Statements
- G. Bond Reimbursement Resolution
- H. Quarterly Financial Information for General, Water, Sanitary Sewer, Storm Sewer, and Solid Waste

- I. Investment Report
- J. Replacement Water Truck - Project 8116
- K. Removed for further consideration.
- L. Accept Additional Water Efficiency Grant Funds from the Metropolitan Council
- M. Human Services and Public Health Department Provider Agreement: Local Food Purchase Agreement (LFPA) Grant
- N. Removed for further consideration.
- O. Appointment of Election Judges for the 2024 Presidential Nomination Primary Election
- P. Approval of Licenses
- Q. Approval of Credit Card Charges and Payment – January 2024

CONSENT ITEM REMOVED

- K. Appointment of Human Rights Commissioner

Member Parisian recognized and thanked Courtney for her time and highlighted her commission application.

Member Parisian MOVED, seconded by Wagner to appoint Courtney Kirkeeng to the HRC. This vote was unanimous and the motion passed.

CONSENT ITEM REMOVED

- N. Appointment of Senior Commissioner

Member Parisian recognized and thanked Carl for his interest in the Senior Commission and noted his background.

Member Parisian MOVED, seconded by Wagner to appoint Carl Monson to the Senior Commission. This vote was unanimous and the motion passed.

PRESENTATIONS

- A. Black History Month Proclamation

Sandvik provided a brief overview and noted the city has previously celebrated and acknowledged Black History Month through a Council proclamation. He mentioned the theme of this year and stated the city continues efforts to make this work a priority.

The Council recognized the importance of Black History Month and Mayor Blonigan summarized the proclamation.

Member Murphy MOVED, seconded by Parisian to Approve the Black History Month Proclamation. The vote was unanimous and the motion passed.

- B. Presentation - Eckberg Lammers, Prosecution Services for Robbinsdale

Sandvik noted that Eckberg Lammers is here tonight to present an overview of the prosecution services they provide for the City of Robbinsdale.

Joe Thomme and Anneliese McCahery, of Eckberg Lammers, presented to the Council. They noted the types of cases they handle for the City and gave a synopsis of the work they do, including case review and charging decisions, e-charging, court appearances, trial practice, appeals, law enforcement training and seminars, and "on-call" prosecution services. They also provided statistics of the cases they handled in 2023 and answered follow-up questions from the Council related to equity, working with the city's Police Department, and data specific to Robbinsdale.

PUBLIC HEARINGS

A. None

OLD BUSINESS

A. None

NEW BUSINESS

A. **FIRST READING** of an Ordinance amending:

- Section 520.03 B-2, Limited Community business district.
- Section 520.05 B-3, Highway commercial district.
- Section 530.09 TOD overlay district.

Pearson presented the item and stated this ordinance is related to developing a housing plan around the LRT station area that is anticipated for the County Road 81 corridor. He noted there are three amendments that are being proposed tonight. These amendments are intended to address issues related to multiple family housing near the new station area and reinforce the vision of implementing the 2040 Comprehensive Plan.

Mayor Blonigan asked for clarification on the 20 percent requirement for non-residential uses in a multifamily dwelling. Pearson stated developers could include lobbies, community rooms, and mail rooms to reach the 20 percent threshold, and noted this update could encourage mixed-use buildings.

Sandvik noted the language in the ordinance would allow developers flexibility during the design process.

Member Wagner asked where 20 percent came from. Pearson stated this would be the complete first floor of a five-story building.

Member Murphy MOVED, seconded by Wagner to approve the first reading of Ordinance No. 24-01 "AN ORDINANCE AMENDING SECTIONS 520.03, LIMITED COMMUNITY BUSINESS DISTRICT, 520.05, HIGHWAY COMMERCIAL DISTRICT, AND 530.09 TOD OVERLAY DISTRICT." The vote was unanimous and the motion passed.

B. Point-of-Sale Inspection Program

Pearson gave an overview and stated on January 16, 2024, the Council indicated support for the discontinuation of the Point-of-Sale Program. He noted that in the past, repair/replace issues were much higher, and these have now dropped dramatically, both in severity and in the amount issued. He indicated that staff is asking the Council to make a motion suspending the program and a motion to approve the first reading of the ordinance.

Member Parisian MOVED, seconded by member Murphy to suspend enforcement of the Point-of-Sale Inspection Program. This vote was unanimous and the motion passed.

Member Wagner MOVED, seconded by Parisian to approve the first reading of Ordinance No. 24-02 "AN ORDINANCE REPEALING SECTION 435 OF THE CITY CODE POINT OF SALE HOUSING DISCLOSURE." This vote was unanimous and the motion passed.

OTHER BUSINESS

A. Voucher Requests Pending Approval for Disbursement

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

ADMINISTRATIVE REPORTS

McCoy stated the City Engineering Association of Minnesota awarded the Robbinsdale Water Treatment Plant as project of the year. He noted this award is typically for a street project, but an exception was made this year, and they included a street project and a non-street project. He also noted that other communities have been touring the Water Treatment Plant.

Peterson-Etem noted upcoming elections, including the Presidential Nomination Primary Election on March 5, 2024. He encouraged people to vote and provided ways to vote early and directed people to the city website for more information.

Sandvik mentioned that staff remain busy filling new positions and working on projects. He thanked the Human Rights Commission for letting him participate in their goal-setting session in January. He noted LMC hosted a legislative preview session and that he will continue to update the Council as more is known. Sandvik noted he continues to work with the LRT office and will set up a work session to discuss with the Council. He shared the Sun Times listed the City of Robbinsdale as the best place to work based on reader feedback. He noted that on March 13, the Multicultural Advisory Committee will meet, and he invited one or two council members to attend that meeting. Lastly, he reminded the Council that their goal-setting session will take place next week on February 12.

COUNCIL GENERAL COMMUNICATIONS

Member Wagner noted he would be absent for the February 20 City Council meeting. He asked about organics recycling and if there is a cost associated with getting the bin. He also asked if folks would need to use compostable bags for organic recycling. Sandvik stated there is no additional cost to obtain the bin and that there are bags made specifically for compostable materials and organic recycling. Member Wagner also noted that he attended the Park, Recreation, and Forestry Commission meeting where they did a strength, weakness, opportunity, and threats (SWOT) analysis. He stated there was good discussion around these topics and highlighted that it's important to invest in these programs. He noted the importance of Black History Month and shared a quote from W.E.B. Du Bois.

Mayor Blonigan mentioned consent item M and highlighted the efforts that this grant aims to make. He also noted he attended the Legislators' breakfast where folks shared each of their legislative priorities for the future.

ADJOURNMENT

Member Wagner MOVED, seconded by Parisian to adjourn the meeting at 9:16 p.m. The vote was unanimous and the motion passed.



City of Robbinsdale

MINUTES

CITY COUNCIL MEETING CALLED TO ORDER

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

ROLL CALL

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

APPROVAL OF THE FEBRUARY 20, 2024, MEETING AGENDA

Peterson-Etem noted two additions to the agenda for tonight. The first is the addition of a resolution for New Business Item B, and the second is the voucher disbursement report for Other Business Item A.

Member Murphy MOVED, seconded by Parisian to approve the February 20, 2024, meeting agenda. The vote was unanimous and the motion passed.

CONSENT AGENDA

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

- A. Approve City Council special work session minutes from February 12, 2024
- B. Approve City Council work session minutes from February 13, 2024
- C. Authorize City Manager to Execute Organized Labor Agreement
- D. Violent Crime Reduction Task Force
- E. Approval of Licenses
- F. Authorize Staff to Apply for - National Park Service, Rivers, Trails, and Conservation Assistance Program

PRESENTATIONS

- A. None

PUBLIC HEARINGS

- A. None

OLD BUSINESS

- A. None

NEW BUSINESS

- A. Accept Seed Grant Funds from the University of Minnesota

Sandvik noted the Council has been interested in increasing our sustainability efforts by way of grant funding. He stated that staff applied for a grant via Clean Energy Resources Teams (CERTs) in the fall of 2023 and were recently approved for funding. He continued that these funds would be allocated towards people having a home energy audit.

Mayor Blonigan stated these efforts could help people save money and eliminate the use of natural resources, over time. He also noted staff plans to reach out to restaurants in Robbinsdale to discuss their energy needs.

Member Parisian thanked and congratulated staff for their efforts. She noted sustainability is a goal of the city, and she is excited to see this work moving forward.

Member Murphy asked who Home Energy Squad is affiliated with. Sandvik stated they are in partnership with the Center for Energy and Environment, who we are partnering with for some loan rehab projects.

Member Murphy asked how many audits can be done with the grant money. Sandvik stated at a minimum 50 but we are hoping to include more if possible.

Member Parisian MOVED, seconded by Murphy to Accept Seed Grant Funds from The University of Minnesota. The vote was unanimous and the motion passed.

- B. Consider City Investment Strategies

Sandvik provided an overview and noted that prior to the start of 2024, cities like Robbinsdale were not allowed to make certain types of investments. He continued that updated legislature now allows these cities to invest in a broader range of programs. He stated staff's recommendation is to work with the Minnesota State Board of Investments, through an S&P index fund.

Mayor Blonigan noted that in the past, only cities with a AAA bond rating or with a population over 100,000 could invest in certain ways. He stated this has been an ongoing effort for several years and that it passed last year. He continued that Robbinsdale's investments will be handled by the Public Employees Retirement Association (PERA), which is part of the State Board of Investments. He noted we could put up to 15 percent of certain types of our reserves into this index fund, although the initial investment will be more conservative.

Member Murphy MOVED, seconded by Parisian to approve Resolution No. 8094 "RESOLUTION APPROVING THE IMPLEMENTATION OF ADDITIONAL LONG-TERM EQUITY INVESTMENT AUTHORITY PURSUANT TO MINN. STAT. SEC. 118A.09." The vote was unanimous and the motion passed.

OTHER BUSINESS

- A. Voucher Requests Pending Approval for Disbursement

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

ADMINISTRATIVE REPORTS

Peterson-Etem mentioned the Presidential Nomination Primary Election is happening now and encouraged people to vote early at City Hall. He noted additional information can be found on the city's website and noted there is also a Ward 2 Special Election in May.

Sandvik thanked all for their participation in the goal-setting session last week and is excited about the upcoming year. He mentioned a few employment opportunities and encouraged people to apply via the city website. He noted that communication efforts have been ongoing during Black History Month to provide information on how people can get involved throughout the community. Lastly, he shared that the Robbinsdale Crime Prevention Association (RCPA) does several events throughout the year with the Robbinsdale Police Department and is currently looking to recruit volunteers. He noted more information can be found on the city website and Facebook page.

COUNCIL GENERAL COMMUNICATIONS

Member Parisian extended her thanks to everyone who attended the goal-setting session last week and acknowledged the Birdtown Brief and the excellent information that is included. She also encouraged people to attend the Bird Bash on March 2, 2024.

Member Murphy mentioned the purple streetlights that were installed in Robbinsdale and noted that staff were aware and have ordered replacement lights.

Mayor Blonigan also noted the Bird Bash and the Birdtown Brief and asked about subscribing to receive public safety notices. Sandvik stated folks can visit the city website where they can sign up to receive a variety of notices. Mayor Blonigan stated he would like to send a letter to the City of Burnsville offering our condolences regarding the three public safety workers that were killed this past week. He also noted the goal-setting session and how effective it was.

ADJOURNMENT

Member Murphy MOVED, seconded by Parisian to adjourn the meeting at 7:30 p.m. The vote was unanimous and the motion passed.

Chase Peterson-Etem, City Clerk

William A. Blonigan, Mayor



ROBBINSDALE PARKS, RECREATION & FORESTRY COMMISSION

Minutes

**Tuesday, November 28, 2023, 7:00 p.m.
Robbinsdale City Hall**

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

1) Commission Meeting Called to Order:

Present: Beck, Erdos-Thayer, Hickman, Vaith, Rochon-Washington, Markfort

Excused:

Others: Matt Bazyk

2) Approval of the minutes of the regular meeting of September 26, 2023.

Initial Call: Vaith

Second: Rochon-Washington

3) New Business

A) Meeting in December: Voted to not hold meeting in December.

4) Old Business

A) Park Project Updates

a) Sanborn Park: Matt's Thoughts – Discussion

(1) If removing ice rink walls, potentially look for another spot. –Rochon-Washington

(2) Living Roof on the building. -Vaith

(3) Is there a required numbers of spots based on park usage or size? – Markfort

(4) Art included in the park. Retaining wall. – Hickman

(5) Scalable interactive maps for community input on where things will be placed. - Erdos-Thayer

(6) Examples with explanation for Community meetings. – Rochon-Washington

(7) Lineup rededication of park (renaming) with park reopening. - Bell

(8) Dog licensing fees if having a second dog park in Robbinsdale. – Erdos-Thayer

b) Listening Sessions:

(1) Have meetings in Feb and March. (5:30-7:00)

c) National Fitness Campaign: Relayed that if dollars for the second deadline (\$110,000 by Jan 6) isn't reached then NFC will have to go back to board and resubmit the program with different deadline dates.

5) City Report & Updates

A) Parks: No Update

B) Forestry:

Bareroot tree planting – Have planted 135 trees this fall (prior to Thanksgiving), mostly boulevard/rights-of-way. Might resume later this week depending on weather and ground frost, but probably done for year

Daily public tree pruning in SE part of town, i.e. “Zone 5”. Will be pruning into mid-December to use up 2023 budget then resume early next year

Bratt Tree Care will be our pruning contractor into next year

Nick’s Tree Service also to remain tree removal contractor next year

Gave a presentation to the Digger’s Garden Club on 14 November to discuss tree & plant topics

Donated a bunch of posters to Lakeview Elementary School the DNR had sent out

Minnesota Native Landscapes is done for year maintaining the Co Rd 81 corridor median vegetation

We will prune the tree at LVT blocking the soccer field light this winter when the ground is firm.

Tree Trust tree sale went well - all 150 trees found homes. Planning to host a sale next year as well, likely in spring

Planning to establish a shortgrass prairie pollinator garden over the clear well at the water treatment facility

Had Sentence to Serve crews prune back vegetation along 36th Ave while it was closed

Will begin cutting new buckthorn sprouts in the LVT woodland and in other parks.

6) Adjournment: Motion to adjourn. – Bell, Second – Erdos-Thayer

ROBBINSDALE SENIOR COMMISSION MINUTES
Monday, June 5, 2023, 1:30 pm
Robbinsdale City Hall

The Senior Commission is an advisory commission to the City Council on matters relating to the status and needs of seniors, age 55 and over, in the city and ways in which the needs of seniors may be met.

1. Commission Meeting Called to Order at 1:40 pm by Commission Vice Chair Kile.
2. Commissioners Present: Mary Mennenga, Carol Kile, Claudia Fuglie
Commissioner Absent: David Bjorkquist, Diane Jorde
Staff Liaison: Ryan Parks, Recreation Services Manager
3. Approval of Minutes: Fuglie moved, seconded by Mennenga to approve the April 3, 2023 minutes. Motion carried.
4. New Business:
 - a) AARP – Age Friendly Communities: Mennenga gave an update on the Age Friendly Communities presentation that she attended. The commission would like to submit an application to become an Age Friendly Community in the future. Commissioners agreed that they would like to table at future community events to get community feedback about the City of Robbinsdale.

Fuglie moved, seconded by Kile, to explore community interest in the AARP – Age Friendly Livable Communities initiative. Motion carried.
5. Old Business
 - a) Pedestrian Safety: discussed the AARP – Age Friendly Communities application in new business.
 - b) Programming Updates: Parks mentioned that the Recreation Services department is currently working on fall/winter 2023-24 programming. The fall/winter newsletter will be mailed out to residents in mid-August. Parks added that there will be a mix of new and familiar programs.
 - c) Volunteer Opportunities: Senior Commission members will plan on tabling at community events, such as the Farmer's Market, Whiz Bang Days, and the Robbinsdale Meet & Greet.
 - d) Membership: Parks mentioned that he will have Senior Commission applications available at all community events through the summer/fall.
6. Announcements: no announcements to report.
7. Adjournment: Mennenga moved, seconded by Fuglie to adjourn the meeting at 2:35 pm. Motion carried.

*Next Meeting is scheduled for **Monday, October 2, 1:30 pm at Robbinsdale City Hall.***

Ryan Parks, Recorder



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: March 6, 2024
RE: Deputy Registrar's Monthly Financial Statements

Background:

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

Analysis:

Year-to-date revenues amount to \$53,735, showing an increase of \$14,691 (37.6%) compared to the previous year. Expenditures have risen by \$7,856 (26.1%). The net gain before transfers for the year is \$15,784, which is \$6,835 (76.4%) more than last year.

Passport revenue year to date increased \$435, (3.6%) and motor vehicle fees have increased \$14,138, (52.9%).

Recommendation:

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

Attachments:

1. DEPS Jan 2024 P&L

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

	Jan-2024	Jan-2023	Year to Date		% Inc (Dec) from Previous Year
			2024	2023	
Notary Fees	5	10	5	10	0.0%
Motor Vehicle Fees	40,848	26,710	40,848	26,710	52.9%
Motor Vehicle Fees - Kiosk	119		119	-	
Boat/Snow/ATV/ORV Fees	397	309	397	309	28.5%
Fish & Game Fees	4	2	4	2	0.0%
Passport Fees	12,362	11,927	12,362	11,927	3.6%
Cash Over & Short			-	-	0.0%
Other Revenue		86	-	86	(100.0%)
Revenues	<u>53,735</u>	<u>39,044</u>	<u>53,735</u>	<u>39,044</u>	<u>37.6%</u>
Operating Expenses:					
Personal Services	29,368	21,688	29,368	21,688	35.4%
Supplies & Repairs	260	253	260	253	2.8%
Internal Serv Charges	7,367	7,275	7,367	7,275	1.3%
Other Charges & Services	1,006	961	1,006	961	4.7%
Other (Income) Expense	(50)	(82)	(50)	(82)	0.0%
Total	<u>37,951</u>	<u>30,095</u>	<u>37,951</u>	<u>30,095</u>	<u>26.1%</u>
Operating Income / (Loss)	<u>15,784</u>	<u>8,949</u>	<u>15,784</u>	<u>8,949</u>	
Percent to Revenues	29%	23%	29%	23%	



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: March 6, 2024
RE: Robbinsdale Wine & Spirits' Monthly Financial Statements

Background:

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

Analysis:

Year-to-date sales amount to \$285,476, reflecting a \$1,853 decrease (0.6%) from the previous year. Gross profit from sales stands at \$78,243, compared to \$71,373 in 2023 (9.6% increase). Our year-to-date gross profit is currently at 28%, meeting our target. The net income for this year totals \$1,398, showing an increase of 133% from the net loss of -\$4,178 in 2023.

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

Recommendation:

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

Attachments:

1. Liquor Jan 2024 P&L

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

			Year to Date		Amount Difference	% Inc (Dec) from Previous Year
	Jan-2024	Jan-2023	2024	2023		
Sales	285,476	287,329	285,476	287,329	(1,853)	(0.6%)
Less Customer Discounts	3,295	3,841	3,295	3,841	(546)	(14.2%)
Net Sales	282,181	283,488	282,181	283,488	(1,307)	(0.5%)
Cost of Sales	203,938	212,115	203,938	212,115	(8,177)	(3.9%)
Gross Profit	78,243	71,373	78,243	71,373	6,870	9.6%
Percent to Net Sales	28%	25%	28%	25%	-526%	
Operating Expenses:						
Personal Services	44,804	41,314	44,804	41,314	3,490	8.4%
Supplies & Repairs	1,906	2,303	1,906	2,303	(397)	(17.2%)
Other Charges & Services	19,135	20,879	19,135	20,879	(1,744)	(8.4%)
Depreciation	11,250	11,178	11,250	11,178	72	0.6%
Other (Income) Expense	(250)	(123)	(250)	(123)	(127)	0.0%
Total	76,845	75,551	76,845	75,551	1,294	1.7%
Operating Income / (Loss)	1,398	(4,178)	1,398	(4,178)	5,576	(133%)
Percent to Net Sales	0%	-1%	0%	-1%		

Nonoperating Revenues (Expenses)

GASB 87 Adjustment						
Lease Interest Expense	(5,300)	(5,300)	(5,300)	(5,300)	0	
	(5,300)	(5,300)	(5,300)	(5,300)	0	
Income/(Loss) Before Transfers	(3,902)	(9,478)	(3,902)	(9,478)	5,576	

Current Month Analysis

	Liquor	Wine	Beer	Misc	THC	Total
Sales	121,361	50,019	97,656	7,251	5,894	282,181
Inventory of January 1	344,881	194,297	104,313	10,929	5,011	659,431
Purchases	50,800	9,313	63,518	4,664	3,056	131,351
Less Inventory of January 31	310,725	170,217	91,567	9,565	4,770	586,844
Cost of Sales	84,956	33,393	76,264	6,028	3,297	203,938
Gross Profit	36,405	16,626	21,392	1,223	2,597	78,243
Gross Profit % to Net Sales	30%	33%	22%	17%	44%	
Product % to Total Sales	43%	18%	35%	3%	2%	

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

Sales / Cost of Sales Analysis

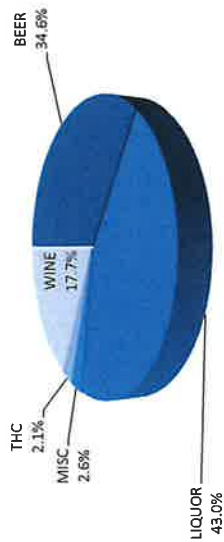
			Year to Date		% Inc (Dec) from Previous Year
	Jan-2024	Jan-2023	2024	2023	
Liquor Sales	121,361	120,997	121,361	120,997	0.3%
Liquor Cost of Sales	84,956	86,881	84,956	86,881	(2.2%)
Gross Profit	36,405	34,116	36,405	34,116	6.7%
Percent to Net Sales	30%	28%	30%	28%	
 Wine Sales	50,019	51,902	50,019	51,902	(3.6%)
Wine Cost of Sales	33,393	39,055	33,393	39,055	(14.5%)
Gross Profit	16,626	12,847	16,626	12,847	29.4%
Percent to Net Sales	33%	25%	33%	25%	
 Beer Sales	97,656	105,442	97,656	105,442	(7.4%)
Beer Cost of Sales	76,264	82,689	76,264	82,689	(7.8%)
Gross Profit	21,392	22,753	21,392	22,753	(6.0%)
Percent to Net Sales	22%	22%	22%	22%	
 Misc Sales	7,251	5,147	7,251	5,147	40.9%
Misc Cost of Sales	6,028	3,490	6,028	3,490	72.7%
Gross Profit	1,223	1,657	1,223	1,657	(26.2%)
Percent to Net Sales	17%	32%	17%	32%	
 THC Sales	5,894	-	5,894	-	
THC Cost of Sales	3,297	-	3,297	-	
Gross Profit	2,597	-	2,597	-	
Percent to Net Sales	44%		44%		
 Total Sales	282,181	283,488	282,181	283,488	(0.5%)
Total Cost of Sales	203,938	212,115	203,938	212,115	(3.9%)
Gross Profit	78,243	71,373	78,243	71,373	9.6%
Percent to Net Sales	28%	25%	28%	25%	

Liquor Store Sales - 2023 and 2024

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

JANUARY 2024

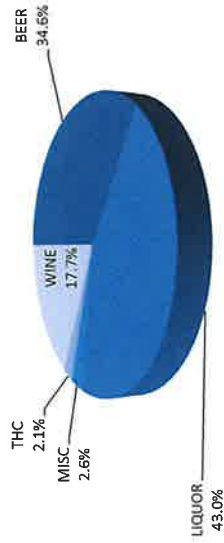
Liquor Store - Net Sales



January 2024		Net Sales per Dept	% Net Sales of Total
BEER	6401.4763	97,656	34.6%
LIQUOR	6401.4761	121,361	43.0%
MISC	6401.4764	7,251	2.6%
THC	6401.4766	5,894	2.1%
WINE	6401.4762	50,019	17.7%
		282,181	

Yearly 2024

Liquor Store - Net Sales



Total 2024		Net Sales per Dept	% Net Sales of Total
BEER	6401.4763	97,656	34.6%
LIQUOR	6401.4761	121,361	43.0%
MISC	6401.4764	7,251	2.6%
THC	6401.4766	5,894	2.1%
WINE	6401.4762	50,019	17.7%
		282,181	



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Rick Pearson, Community Development Director
APPROVED BY: Tim Sandvik, City Manager
DATE: March 6, 2024
RE: Second Reading of an Ordinance Amending:

- SECTION 520.03 SUBD. 4(a) B-2 CONDITIONAL USES FOR CONSISTENCY;
- SECTION 520.05, SUBD. 4 B-3 CONDITIONAL USES TO PROMOTE MIXED USE REDEVELOPMENT BY REQUIRING A MINIMUM AMOUNT OF COMMERCIAL USES;
- SECTION 530.09, SUBD. 3 TOD OVERLAY DISTRICT TO REALIGN THE DISTRICT BOUNDARIES WITH THE REVISED STATION AREA AND CLARIFY REAR YARD SETBACKS

Background:

The first reading of this ordinance occurred on February 6, 2024. The Council was in support of the ordinance and directed staff to bring it back for a second reading and adoption.

Analysis:

The ordinance is ready for its second reading.

Recommendation:

Motion to adopt Ordinance No. 24-01 "AN ORDINANCE AMENDING SECTIONS 520.03, SUBD. 4(a) B-2 CONDITIONAL USES FOR CONSISTENCY; 520.05, SUBD. 4 B-3 CONDITIONAL USES TO PROMOTE MIXED USE REDEVELOPMENT BY REQUIRING A MINIMUM AMOUNT OF COMMERCIAL USES AND SECTION 530.09, SUBD. 3 TOD OVERLAY DISTRICT TO REALIGN THE DISTRICT BOUNDARIES WITH THE REVISED STATION AREA AND CLARIFY REAR YARD SETBACKS."

Attachments:

1. Ordinance 24-01

Member _____ moved and Member _____ seconded a motion that the following Ordinance, which was given its first reading on February 6, 2024 be given its second reading this 6th day of March 2024 and that it be adopted.

ORDINANCE NO. 24-01

AN ORDINANCE AMENDING SECTIONS 520.03, SUBD. 4(a) B-2 CONDITIONAL USES FOR CONSISTENCY; 520.05, SUBD. 4 B-3 CONDITIONAL USES TO PROMOTE MIXED USE REDEVELOPMENT BY REQUIRING A MINIMUM AMOUNT OF COMMERCIAL USES AND SECTION 530.09, SUBD. 3 TOD OVERLAY DISTRICT TO REALIGN THE DISTRICT BOUNDARIES WITH THE REVISED STATION AREA AND CLARIFY REAR YARD SETBACKS

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:

Section 1: That the following sections of the Robbinsdale zoning ordinance be amended with new language inserted shown in bold and underlined. Language to be removed is shown by strikeout.

520.03. B-2 limited commercial district

Subd. 4. Conditional uses. The uses described in this subsection require a conditional use permit based upon procedures set forth in and regulated by subsection 535.01 of this code and are the following:

(a) Multiple family dwellings provided that:

(1) development is compatible with existing and planned use of the area and conflicts are not created between commercial and residential use and activities;

(2) the lot requirements and setbacks outlines in subsection 515.05, subdivision 5 of this code and building requirements outlined in subsection 515.05, subdivision 6 of this code are complied with;

(3) at least 300 **150** square feet of usable open space as defined by subsection 505.09, subdivision ~~440~~**124** of this code is provided for each dwelling unit;

(4) adequate off-street parking is provided in compliance with subsection 510.17 of this code;

Section 2: That the following sections of the Robbinsdale zoning ordinance be amended with new language inserted shown in bold and underlined. Language to be removed is shown by strikeout.

520.05. B-3 highway commercial district

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

(a) All conditional uses allowed in B-1 and B-2 districts except as here and after modified, **including multiple family dwellings meeting the requirements of Section 520.03. Subd. 4(a)**

Section 3: That the following sections of the Robbinsdale zoning ordinance be amended with new language inserted shown in bold and underlined. Language to be removed is shown by ~~strikeout~~.

PASSED AND ADOPTED BY THE CITY COUNCIL THIS 6TH DAY OF MARCH, 2024.

William A Blonigan, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk
(SEAL)



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Rick Pearson, Community Development Director

APPROVED BY: Tim Sandvik, City Manager

DATE: March 6, 2024

RE: Second Reading of an Ordinance Repealing Section 435 of the City Code
- Point of Sale Housing Disclosure

Background:

The first reading of the Ordinance repealing the point of sale housing disclosure requirement occurred on February 6, 2024.

Analysis:

The Ordinance is ready for its second reading.

Recommendation:

Motion to hold the SECOND READING of Ordinance 24-02: AN ORDINANCE REPEALING SECTION 435 OF THE CITY CODE POINT OF SALE HOUSING DISCLOSURE

Attachments:

1. Ordinance 24-02

Member _____ moved and Member _____ seconded a motion that the following Ordinance, which was given its first reading on February 6, 2024, be given its second reading this 6th day of March 2024 and that it be adopted.

ORDINANCE NO. 24-02

AN ORDINANCE REPEALING SECTION 435 OF THE CITY CODE POINT OF SALE HOUSING DISCLOSURE

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:

- 1) That City Code Chapter 4 Section 435 Point of Sale Housing Disclosure is hereby repealed with the following language to be removed shown by strikeout:

~~Section 435—Point of Sale Housing Disclosure~~

(Added, Ord. No. 08-15)

435.01. Purpose.

~~—The City of Robbinsdale has determined that it is in the interest of protecting the public health, safety and welfare to maintain, preserve and improve residential housing by requiring the disclosure of housing information and defects as a condition of the sale of housing. The City Building Official may use this information to require the correction of code violations.~~

435.02. Definitions.

~~—For the purpose of this section, the following terms shall have the meanings set forth below:~~

~~—Subd. 1. “Building Official” is the building official of the city of Robbinsdale.~~

~~—Subd. 2. “Buyer” is a person who acquires real estate by means other than descent or inheritance and usually for money or the equivalent.~~

~~—Subd. 3. “Certified evaluator” is an individual who holds a current certified evaluator license as issued by the city of Robbinsdale.~~

~~—Subd. 4. “Owner” is a person who owns, occupies or operates by deed or other instrument of conveyance any premises; the term includes a person employed for the purpose of selling or otherwise conveying or managing such premises, including a guardian, administrator, executor, trustee or other agency acting on behalf of the owner; the term includes a person or committee supervising, policing or maintaining any cooperative or other common building area, dwelling units, or any condominium unit owners association.~~

~~—Subd. 5. “Purchase agreement” is an agreement, deed, contract for deed or any other instrument of transfer or conveyance of residential premises; the term does not include the transfer of a document made solely for perfecting title.~~

~~—Subd. 6. “Point of sale” is the time when a written agreement is executed by the buyer, or, in the absence of a purchase agreement, prior to the execution of any document providing for the conveyance of any condominium or townhouse or any building containing one, two or three dwelling units.~~

~~—Subd. 7. “Point of sale disclosure report” consists of forms provided by the city of Robbinsdale that provide information concerning code requirements applicable to existing condominiums or townhouses or any building containing one, two or three dwelling units and the disclosures referenced in this section.~~

435.03. Applicability.

~~—This section shall not apply to any newly constructed housing or residential building when the title is conveyed to:~~

- ~~—(a) The first owner, except that no owner shall convey or contract to convey a newly constructed housing unit or residential building without first providing to the buyer:~~
- ~~—(1) A list of names, addresses and telephone numbers of all contractors and subcontractors who constructed the building.~~
- ~~—(2) The items referred to in section 430.07, subdivision 2D of the disclosure report.~~
- ~~—(b) A federal, state or local governmental unit when the title is transferred to the first owner following construction.~~

~~Robbinsdale City Code 435.04 (Rev. 2018)~~

- ~~—(c) For one year from the date of the final inspection or certificate of occupancy of a newly constructed condominium, townhouse or any building or structure containing one, two or three dwelling units.~~
- ~~—(d) From an owner to a relative. For purposes of this exception, relatives shall be defined as a husband, wife, father, mother, son, daughter, brother, sister, grandson, granddaughter, grandfather or grandmother.~~

435.04. License.

~~—Subdivision 1. No person shall fill out a point of sale disclosure report in the city without having a valid license. The city will only approve people as certified evaluators who are licensed as point of sale evaluators in Bloomington, Minneapolis or St. Paul. The evaluators must submit a copy of their point of sale license and any certification papers to the city from the City of Bloomington, the City of Minneapolis or the city of St. Paul. Every certified evaluator who works in the city must have a city license. The city will automatically revoke or cancel a certified evaluator's license if it is revoked or cancelled for violation of law or violation of the certified evaluator's code of ethics in either Minneapolis or St. Paul. The city may require the passing of a test that shows the evaluator's knowledge of the housing code. The city may then issue a license which is valid for one year. The city may issue renewals of all such licenses. If a license lapses for one year or more, the person who held such license shall reapply to the city for renewal. No holder of a license or license from the city for a certified evaluator shall allow another person to use such license.~~

~~—Subd. 2. The City Council may revoke the license of a certified evaluator for cause. At least ten days before the hearing, the city shall send written notification to the mailing address used in the evaluator's application. The notice shall list the date, time and place of the hearing and of the specific reasons for the suspension. The city manager may, at the manager's discretion, suspend the license of a housing evaluator pending a suspension hearing.~~

435.05. Insurance.

~~—Subdivision 1. No license shall be issued or renewed without satisfactory proof of insurance insuring the evaluator.~~

- ~~—(a) The city shall be included as a named insured on the required insurance, and any additional cost for including the city shall be at the expense of the evaluator.~~
- ~~—(b) The evaluator's insurance shall remain in force continuously thereafter, and no license shall be deemed to be in effect during any period of time when such insurance and proof thereof are not also in effect.~~
- ~~—(c) Each evaluator shall have an individually named insurance policy.~~
- ~~—(d) The insurance policy shall provide coverage of not less than \$250,000.00 per claim and \$500,000.00 per year, aggregate, against any and all liability imposed by law resulting from the performance of the duties as a certified point of sale evaluator.~~

435.06. Housing evaluation fees.

~~—The fee for the filing of point of sale disclosure reports shall be set forth in Appendix B. (Amended, Ord. No. 2018-02)~~

435.07. Disclosure report.

~~—Subdivision 1. An owner shall not show a housing unit or residential building to a prospective buyer without publicly displaying and making available a point of sale disclosure report. This report shall be at the housing unit or residential building at the time of showing and within three days of listing. A copy of the disclosure report must be filed within 15 days with the city to be valid. A double filing fee shall be collected by the city if the report is not filed within 15 days.~~

~~—Subd. 2. A point of sale disclosure report shall be on forms provided by the City. It shall include the following:~~

~~—(a) An evaluation by the certified evaluator providing information concerning code requirements applicable to existing condominiums or townhouses or any building containing one, two or three dwelling units and the disclosures referenced in this section. This evaluation shall include, but not be limited to, items addressed in the Point of Sale Uniform Guidelines which are periodically updated and adopted by the City Council by resolution.~~

~~—(b) For each area of the dwelling evaluated, the certified evaluator shall categorize the condition of the area and provide additional explanation in the comment section for all of the following:~~

~~—(1) Meets city requirements.~~

~~—(2) Below city requirements.~~

~~—(3) Repair/replace items shall be deemed to pose an immediate danger to the health and safety of the occupant.~~

~~—(4) Suggested correction shall mean an optional repair that should be disclosed to the buyer.~~

~~—(5) Not applicable.~~

~~—(6) Comments providing additional information as to the item of concern, location and source cause, if known.~~

~~—(7) Not visible/not able to view.~~

~~—(c) The form shall include a signed disclosure by the certified evaluator indicating whether or not there are housing orders pending on the property issued by the building department.~~

~~—(d) The form shall include the following signed disclosures by the owner acknowledging:~~

~~—(1) Any damage to the building or its contents by flooding or sewer backup and any evidence of chronic water seepage of which the owner has knowledge.~~

~~—(2) The nature, extent and cause of any water seepage or flooding of any portion of the property.~~

~~—(3) Any abandoned, unused or uncapped wells.~~

~~—(4) Any discharge of storm water, ground water, roof runoff, yard drainage, foundation drains, or sump pumps into the sanitary sewer.~~

~~—(5) Whether or not there are any pending housing or rental inspection orders from the city about the property.~~

~~—(6) Any other known defects or problems that are not visible.~~

435.08. Limitations.

~~—Subdivision 1. In making an evaluation pursuant to this section, the certified evaluator shall consider any concealed facilities to be adequate. The evaluator shall base the evaluation on the functional operation of the facility and the condition of the equipment that is viewed. No other warrant is expressed or implied.~~

~~—Subd. 2. No one shall consider anything in a point of sale disclosure report to imply that a residential building or housing unit meets all minimum building standards. In addition, no one shall consider anything in the report to imply a warrant of the condition of the housing evaluated. The certified evaluator warrants that they have used reasonable care and diligence in inspecting and evaluating the building.~~

435.09. Mandatory correction of repair/replacement items.

~~—Items shall be identified by the certified evaluator as repair/replace and be marked as such in the point of sale disclosure report as referred to in the Point of Sale Uniform Guidelines.~~

435.10. Correction of repair/replace items.

~~—Subdivision 1. The owner shall promptly correct all items marked as repair/replace by the certified evaluator. The owner shall obtain all necessary permits from the city and the premises shall be subject to inspection by the building official prior to sale and occupancy of the dwelling. If there are no items marked as repair/replace or when all items marked repair/replace have been corrected, and inspected by the building official, the city will issue a certificate that will serve as proof of compliance with the section.~~

~~—Subd. 2. The buyer, designated in a purchase agreement, may elect to correct the items marked as repair/replace in the point of sale disclosure report. Such corrections may be undertaken by a buyer only upon the written consent of the building official and subject to such terms and conditions, including, but not limited to, conditions related to occupancy, as may be required by the building official.~~

~~—Such terms shall include but are not limited to a signed agreement on behalf of the city from the buyer accepting the responsibility of correction of the repair/replace items, reasonable completion dates acceptable to the city and financial evidence of ability to perform the corrections.~~

~~—Subd. 3. Appeals of the point of sale disclosure reports. An owner or buyer aggrieved by a point of sale disclosure report may appeal from the action of the certified evaluator to the city manager who shall make a ruling on the appeal.~~

435.11. Violations.

~~—Any person failing to meet and follow the requirements of this section shall be subject to an administrative penalty in accordance with section 117 of the Robbinsdale City Code. (Amended, Ord. No. 14-16)~~

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

Robbinsdale City Code Section 435 Point of sale housing disclosure is hereby repealed.

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

Second Reading: YEAS:
 NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS 6TH DAY OF MARCH, 2024.

William A. Blonigan, Mayor

ATTEST:

Chase Etem-Peterson, City Clerk
(SEAL)



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: March 6, 2024
RE: Approval of Licenses

Background:

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

Analysis:

Not applicable.

Recommendation:

By motion, approve issuance of licenses dated 3/6/2024.

Attachments:

1. Licenses

BUSINESS LICENSES FOR COUNCIL APPROVAL

03/06/2024

License Type	Applicant	License Fee
Transient Merchant - Solicitations	Alejandro Marquez	150.00
Transient Merchant - Solicitations	Elijah Johnson	150.00
Transient Merchant - Solicitations	Legacy Restoration, LLC	50.00
Transient Merchant - Solicitations	Matthew Hess	150.00
THC PRODUCT SALES	WICKED WORT BREWING CO LLC	500.00

Contractor Licenses for Council Approval

<u>Name</u>	<u>Licensee Type</u>	<u>Fee Amount</u>
APPLIANCE CONNECTIONS INC	Plumbing Contractor	\$50.00
ARCTIC MECHANICAL	Mechanical Contractor	\$50.00
FRANKIES PLUMBING I.LC	Plumbing Contractor	\$50.00
FRANKIES PLUMBING LLC	Mechanical Contractor	\$50.00
KARPE MECHANICAL	Mechanical Contractor	\$50.00
MIKE'S CUSTOM MECHANICAL INC	Mechanical Contractor	\$50.00
MIKE'S CUSTOM MECHANICAL INC	Plumbing Contractor	\$50.00
PROFESSIONAL MECHANICAL SERVICES	Plumbing Contractor	\$50.00
PROFESSIONAL MECHANICAL SERVICES	Mechanical Contractor	\$50.00

Number of Licenses Requesting Council Approval:

9



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY:

APPROVED BY: Tim Sandvik, City Manager

DATE: March 6, 2024

RE: Council Review of Body Worn Camera System Audit

Background:

Per MN State Statute, the Robbinsdale Police Department is required to biannually audit their BWC (Body Worn Camera) System. On 1/1/2024 the Robbinsdale Police Department purchased and installed a new brand of BWC's. In efforts to be fully transparent, the police department requested an audit be completed on the previous BWC system before the retention period expires. The City of Robbinsdale hired an independent entity, Minnesota Security Consortium, which has expertise and experience in audits including our previous ALPR (Automatic License Plate Reader) System. The Audit Period covered by this report covers the period 3/1/2023 to 12/31/23. Approximately 26 random cases were reviewed.

Analysis:

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

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

Recommendation:

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

Attachments:

1. Robbinsdale 2024 BWC Audit Executive Summary

Robbinsdale Police Department 2024 Body Worn Camera (BWC) Audit

Executive Summary Report

Prepared for City of Robbinsdale

February 9, 2024



Minnesota Security Consortium - MNSec

Bringing Information Security to Local Minnesota Governments

Background:

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

Definitions:

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

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

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

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

Audit Period and Scope:

The Audit Period covered by this report covers the period 3/1/2023 to 12/31/23.

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

Minnesota Security Consortium - MNSec

Bringing Information Security to Local Minnesota Governments

Required Public Hearing:

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

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

Department BWC Policy:

Robbinsdale Police Department has a BWC Policy in place entitled, "Policy 423: Body Worn Cameras." Their Policy was reviewed to ensure that it contained the required elements as outlined in Minn. Stat. § 626.8473, Subd. 3. The policy from this audit period was previously posted on their public web site, as required by statute.

Officer use of BWC Equipment:

Robbinsdale Police Department "Policy 423: Body Worn Cameras" requires that Officers wear their BWC equipment and activate it during specific instances.

BWC data was sampled and audited across the audit period, and more intensely in the periods of August 2023 and December 2023. Officer's Calls for Service were compared to the GETAC video library to determine if they had been recording videos during those calls in accordance with their policy. In virtually all cases, the patrol officers appeared to be using their BWC appropriately and activating recordings as outlined in the policy section 423.6, "ACTIVATION OF THE AUDIO/VIDEO RECORDER."

Minnesota Security Consortium - MNSec

Bringing Information Security to Local Minnesota Governments

Data Classification and Retention:

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

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

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

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

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

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

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

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

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

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Access by Data Subjects:

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

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

Use of Agency-Issued BWC:

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

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

Robbinsdale Police Department "Policy 423: Body Worn Cameras," Section 423.7, states:

"Members are prohibited from using personally owned recording devices while on-duty."

Robbinsdale Police Department is compliant with part of the Statute.

Authorization to Access Data:

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

BWC data was sampled and audited across the audit period, and more intensely in the period of August 2023 and December 2023. Results of sampling the BWC data, and its related audit trail in the GETAC system, showed that it was either not viewed at all, viewed by the officer who recorded the data, or by a police supervisor. In almost 26 samples, BWC video metadata was reviewed during the audit process by the auditor and the department staff. In all samples, the BWC videos were shown to be viewed by either no one, the officer or supervisor.

All views and access were consistent with Robbinsdale Police Department "Policy 423: Body Worn Cameras" and Minn. Stat. § 13.825 Subd. 7, as authorized by the Chief of Police.

Sharing Among Agencies:

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

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

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

Biennial Audits:

Robbinsdale Police Department has acknowledged that it intends to complete a biennial audit of its BWC System, as required by Minn. Stat. § 13.825, Subd. 9. Their last audit was in November of 2023, covering the period 9/1/2022 to 2/28/23, when they were using the Motorola/WatchGuard system. This year's audit covers 3/1/2022 to 12/1/23, in which there were using the GETAC system, which is now decommissioned.

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

BWC System Vendors:

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

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

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

Getac Video Solutions, Inc. Criminal Justice Information Services (CJIS)
SECURITY ASSESSMENT REPORT (SAR)
Version 1.2, December 6, 2023.pdf

Conclusion:

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

Minnesota Security Consortium - MNSec

Bringing Information Security to Local Minnesota Governments

This Audit was conducted and attested to by:

Dimitrios Hilton

Senior Auditor, Minnesota Security Consortium (MNSec)

Submitted to:

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



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY:

APPROVED BY: Tim Sandvik, City Manager

DATE: March 6, 2024

RE: 2024 City Council Goals

Background:

On February 12, 2024, the City Council and Staff Leadership Team convened a work session to review the short-term goals work-plan, review a current assessment of City matters, and review progress on the City's goals. The session included a detailed staff update on the goals established early in 2023 and involved group discussion regarding progress, changing circumstances, and re-calibration as needed.

Analysis:

The currently seated Council, plus Council Member Webb, went through a similar process in 2023. With no new Council Members, this year's goal session was dedicated to reviewing 2023, adjust any goals, and establish new goals. In addition to Mayor Blonigan and Council Members Murphy, Parisian, and Wagner, City staff leadership was in attendance. In order to prepare, staff shared the monthly updates that have been provided to Council since the last session.

The facilitator helped define long-term direction, including an exercise to define attributes and character for the City and Organization in the future. The group then took an environmental assessment, and addressed four areas of focus:

1. What's different today than one year ago?
2. Identify Challenges that are upcoming
3. Areas of positive momentum - Whats going well?
4. Identify Trends and Influences

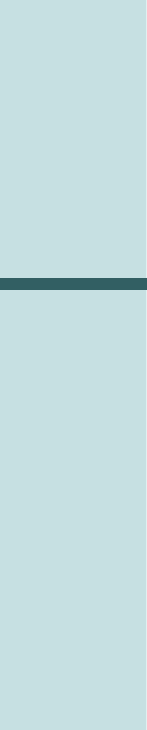
The four-hour session wrapped by identifying progress in short-term goals established in 2023, and establish updated goals for 2024.

Attached is a more comprehensive summary of the session, followed a one-page "2024 Top Priority Goals".

Recommendation:

Attachments:

1. 2024 Robbinsdale Goals Update
2. 2024 Goals DRAFT



CITY OF ROBBINSDALE GOALS REVIEW

FEBRUARY 2024

GOALS REVIEW

PROCESS

On February 12, 2024, the City Council and Staff Leadership Team convened a work session to review the short-term goals workplan, review a current assessment of City matters, and review progress on the City's goals. The session included a detailed staff update on the goals established early in 2023 and involved group discussion regarding progress, changing circumstances, and recalibration as needed. The session also added new considerations for 2024 and anticipated progress on the goals by the end of the year. The session concluded with group assessment of areas where organization resources should be focused for 2024.

LONG TERM DIRECTION

One of the foundations of an effective goals program is a shared vision of long-term purpose. Spending some time in discussion for a City Council and staff leadership team provides value in terms of understanding diverse opinions and understanding that ideas generally reach consensus when considering a long-term perspective. The following defining attributes were brainstormed in 2023 and were revisited at the beginning of this year's session. The participants reviewed and agreed that these ideals developed in 2023 remain important characteristics of the group's vision.

Defining Attributes and Character for the City - 2050

- | | | |
|-----------------------|------------------------|-----------------------|
| • Unique | • Engaged | • Infrastructure that |
| • Informed | • Accessible | supports the |
| • Pride | • Harmonious diversity | community |
| • Identity | • Diversity | • Environmentally |
| • Safe/Safety | • Inclusive | responsible |
| • Ideal place to live | • Friendly | • Affordable |
| • Attractions/Parks | | |

Defining Attributes and Characteristics of the Organization - 2050

- | | | |
|------------------------------------|----------------------------------|------------------|
| • Accountable | • Communication | • Innovative |
| • Efficient | • Desirable | • Sympathetic |
| • Progressive/less
reactive | • Balanced costs vs.
services | • Responsive |
| • Demonstrates solid
governance | • Aware | • Cohesive |
| • Ability to grow | • Adaptive | • Service-minded |
| • Diverse staff | • Agile | • Leaders |
| • Safe | • Sustainable | • Tech-forward |
| • Engaged | • Professional | • Stewardship |
| | • Integrity | |

ENVIRONMENTAL ASSESSMENT

This activity is designed to consider the present state of the external (community) and internal (organization) from a variety of perspectives. Participants were asked to consider its strengths, challenges, and explore trends and issues that face the City in the coming years. The scan provided the basis for the group's efforts later in the work session to review and recalibrate goals that will guide the organization in the coming year.

In its first assessment activity, the group was asked to consider how the community and organization have changed since the 2023 Goal Setting Session. The group then discussed areas of the City and the organization itself that were going well, with momentum that the City could capitalize on. Participants were encouraged to think of projects, services, actions, and policies. After discussing the strengths, participants turned their attention towards reviewing City and organizational areas that are challenges to the organization and City.

Following the assessment of its strengths and challenges, the group moved on to the final brainstorming activity - anticipating emerging trends or issues that may impact the City. Forecasting potential external changes or impacts is a key step in the process to help leadership anticipate pressures and opportunities that may arise. To guide this process, the participants followed a STEP model of analysis, thinking about trends and external impacts in the areas of socio-cultural, technical, economical, and political. Thinking about the ongoing opportunities and challenges in each of these areas provides a variety of important perspectives for the City in the coming years.

Summary notes of the assessment process are provided as an appendix to this report.

SHORT-TERM GOALS

The Strategic Plan developed and adopted in 2023 identified key short-term goals that addressed any of the following objectives - short-term actions that lead to a core strategy or strategic objective, goals to address weaknesses, opportunities, or potential impacts discussed during the assessment process, or other goals that individual members viewed to be important for the City. The goals were designed to meet characteristics of SMART goals - specific, measurable, attainable, relevant, and time-bound (1-2 years) - and objectives that would support the long-term direction and immediate city needs.

In advance of the session, staff prepared an update of the 2023-24 Short-Term Goals and shared the written document with the City Council (attached to this report). Staff went through each of the goals with a progress report, covering accomplishments, challenges, and additional considerations that will influence additional progress in 2024. The group engaged in discussion of each of the goals and providing feedback for staff. The discussion was robust and involved participation by all.

At the end of the progress report, the group assessed each goal in terms of the following categories:

- Goals that have progressed well
- Goals where attention and resources are more important in 2024

2023-24 Short-Term Goals

High Priority - goals that are the top priority of the organization in the coming two-year period.

1. Address staffing security and maintain strong performance

- a. Develop robust new hire orientation
- b. Examine and update recruitment policies, compensation plan, and overall work climate
- c. Improve cadet program
- d. Complete a compensation and classification study
- e. Consider updates to recognition programs and incentives
- f. Develop hybrid work policy

2024 Assessment: Goal has progressed well; Goal remains important in terms of time/resource allocation in 2024.

2. Complete facilities study

2024 Assessment: Goal remains important in terms of time/resource allocation in 2024.

- Broad span including City facilities, parks, and community gathering space
- Encouragement for pursuing outside resources to assist with implementation
- **Recommended as a 2024 Priority**

3. Develop program to create incentives for property reinvestment and implement

2024 Assessment: Goal has progressed well.

- Pursue Met Council grants, other outside funding
- Review and consider use of Tax Increment Financing for key projects

4. Hire DEI consultant to study organization efforts and opportunities

- a. Identify and address gaps in DEI
- b. Develop a DEI specialist position
- c. Identify person to track grants and external assistance

2024 Assessment: Goal has progressed well; Goal remains important in terms of time/resource allocation in 2024.

- Continue committee work, actionable items progressing for 2024

5. Recruit, hire, and maintain a fully-staffed police department

2024 Assessment: Goal has progressed well; Goal remains important in terms of time/resource allocation in 2024.

- Consider developing new incentives for officer recruitment, including a referral program
- Develop collaborations and partnerships
- **Recommended as a 2024 Priority**

6. Develop a housing plan around LRT

2024 Assessment: Goal remains important in terms of time/resource allocation in 2024.

7. Continue efforts towards eco-sustainable city and PIE

- a. Reach Green Steps level 5

2024 Assessment: Goal has progressed well; Goal remains important in terms of time/resource allocation in 2024.

8. **Conduct a procurement audit and examine up to 10 of the City's longest-standing contracts**
2024 Assessment: Goal of less importance in 2024.

Opportunity - goals that have organizational support, to be pursued when opportunity is available.

9. **Redevelop Hubbard Avenue from 41st Avenue to 42nd Avenue**
 - a. **Public Works, Police Department, Fire Department campus**
2024 Assessment: Goal remains important in terms of time/resource allocation in 2024.
 - **Recommended as a 2024 Priority**

10. **Determine direction for 2025 Waste Management contract**
2024 Assessment: No change in goal status.

11. **Update City's website**
2024 Assessment: Goal remains important in terms of time/resource allocation in 2024

12. **Re-evaluate Commission structure**
2024 Assessment: No change in goal status.

13. **Update Mission/Vision Statements**
2024 Assessment: No change in goal status.

14. **Reconstruct ½ to 1 mile of streets per year**
2024 Assessment: Goal has progressed well; goal remains important in terms of time/resource allocation in 2024.
 - Goal should include exploration of sidewalks/pedestrian facilities on all projects

In addition to the previously established goals, the group identified two new emerging areas where the City should have focus and resources applied in 2024.

15. **Pursue new funding mechanisms and review spending considerations.**
2024 Assessment: New priority brainstormed at this session.
 - **Recommended as a 2024 Priority**

16. **Understand and Implement Fire Service Model changes**
2024 Assessment: New priority brainstormed at this session.
 - Identified as a department priority that should be explored and discussed by the City Council

In summary, the following goals listed above were identified by the participants to be areas where substantial organizational time and resources should be allocated in 2024:

- **Complete facilities study**
- **Recruit, hire, and maintain a fully-staffed police department**
- **Redevelop Hubbard Avenue from 41st Avenue to 42nd Avenue**
 - **Public Works, Police Department, Fire Department campus**
- **Pursue new funding mechanisms and review spending considerations.**

NEXT STEPS

The City is in the midterm of its goals program. This session was an important step to consider progress over the past year, discuss community and organization changes, additional considerations in 2024, and a recalibration of the goals program for 2024. As a whole, the organization has done an excellent job keeping the goals as a priority and providing regular progress reports. Continued efforts in this regard will support the accomplishment of the short-term goals and progressing the City in 2024 towards its long-term direction.



City of Robbinsdale, MN
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Robbinsdale, Minnesota 55422-1898
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2024 – Top Priority Goals

1. Address staffing security and maintain strong performance
 - a. Develop new hire orientation - update recruitment policies, compensation plan and overall work climate and culture
2. Complete Facilities Study
 - a. 2024 – Public Works needs analysis
 - b. 2024 – Parks Master Plan
 - c. Future – Civic Campus needs
3. Develop program to create incentives for property reinvestment
 - a. Utilize Center for Energy and Environment programming through Robbinsdale Economic Development Authority agreement and Seed Grant funding
4. Continue to promote Diversity, Equity, and Inclusion
 - a. Identify continued trainings for Council and staff
5. Recruit, hire, and maintain a fully staffed Police Department
 - a. Continue Cadet program
 - b. Continue to explore and promote partnerships
6. Develop Housing Plan around Light Rail Transit
 - a. Consider existing language, including zoning code and transit-oriented development (TOD)
 - b. Work with Anti-Displacement Recommendations
7. Continue City-wide sustainability efforts
 - a. Utilize new Sustainability Coordinator to pursue funding through the Infrastructure Investment & Jobs Act, Inflation Reduction Act, MN Department of Commerce, Minnesota Pollution Control Agency, etc.
 - b. Continue to work with the community through programs like Partners in Energy

Identified Opportunities

- Redevelop Hubbard Ave from 41st to 42nd Ave. This includes considerations for future Civic Campus
- Determine direction for 2025 Collection Contract
- Update City Website
- Re-evaluate Commission structure
- Update Mission/Vision Statements
- Reconstruct ½ to 1 mile of streets per year
 - Goal should include exploration of pedestrian friendly facilities
- Pursue new funding mechanisms and review spending considerations
- Understand and implement Fire Service model changes



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: March 6, 2024
RE: Voucher Requests Pending Approval for Disbursement

Background:

The check register dated 3/6/24 reflects the voucher requests pending approval for disbursement.

The check register dated 2/21/24 through 3/6/24 is a list of vouchers requiring payment for city funds, Deputy Registrar, liquor, and miscellaneous purchases. The payments are required prior to the next Council meeting.

Analysis:

None.

Recommendation:

By motion, approve disbursement requests for the period ending 3/6/2024.

Attachments:

None