

AGENDA

1. CITY COUNCIL WORK SESSION CALLED TO ORDER
2. ROLL CALL: Parisian, Wagner, Murphy, Mayor Blonigan
3. DISCUSSION
 - A. Water Meter Capabilities
 - B. Parks Naming Policy
 - C. Performance Measurement Program Annual Survey
4. STAFF UPDATES
 - A. Fuel Purchasing Agreement
 - B. Parks Commissioner Nominations
 - C. Commission Make-up Updates
 - D. Water Tower Lighting Updates
 - E. City Manager Annual Review - May 2024
5. COUNCIL UPDATES
 - A. Discussion on Crysall and Twin Lake Regulation(s) Enforcement
6. ADJOURNMENT



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: April 9, 2024
RE: Water Meter Capabilities

Background:

This past March (2024), a resident addressed Council regarding concerns he had with his Utility Bill. In part, he shared that neighboring communities have the ability for individuals to log in and view their water consumption in real time. A part of this ability includes a feature to set "alert levels" for each individual user. Staff shared that we currently don't have that ability, but Council and staff agreed a conversation was warranted to update Council on policy and procedures.

Analysis:

To start, the process City staff uses to catch and address "high water usage" relies on multiple City staff and contractor staff who oversee the meter operations, generally. A threshold is set on meters, and a "warning" is issued once met - this goes to two staff. One of the staff members works directly with Public Works - if it appears the usage is severe (break, flooding, etc...), we will have a Utilities person dispatched to the location of the meter. Regardless of severe or not, the second person will prepare a letter or email (emails are sent to those who have registered an email with the City). In some circumstances, we will go the extra mile utilizing property records (including permits acquired through our BS&A system). Depending on the time of year, 100-200 letters/emails may go out per billing cycle (this number increases in the summer). There are occasions where the aforementioned might not capture high usage - that's where the next staff member comes in. Every billing cycle, a manual review of those qualifying (potential) high reads is conducted - if there are meters that were not caught, but should be issued a letter, those are then sent. It should be noted that emails and letters are the primary notification, but we will also do knock and talks when its especially concerning.

To the question of upgrading software to allow individual reads/individual alarms - staff does not support this for the following:

- In connecting with the City of Crystal, only (about) 4% of users have access
- We are working on a formal quote, but the upgrade would be at a cost of \$15,000 - \$25,000
- What happens if someone sets an alarm to an account, then moves?
- Staff believes this will cause more confusion for current and future residents

It should be noted that while we have a robust system to address high usage, there are some anomalies. We have a resident who clearly has a leak as up to 100 gallons per hour are being consumed. Further, there are properties who consume tens of thousands of gallons per month - all are made aware, and continue to pay bills without issue.

Recommendation:

Staff will present the item for Council discussion.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: April 9, 2024
RE: Parks Naming Policy

Background:

Staff will provide an update on the Parks Naming Policy being proposed.

Analysis:

NA

Recommendation:

NA

Attachments:

1. Parks Naming Policy - DRAFT



Robbinsdale Parks and Facilities Naming Policy

Purpose: Establish a policy that creates a consistent mechanism for the official naming/renaming of assets and facilities belonging to the City of Robbinsdale, MN.

Objectives:

- Ensure city assets and facilities are easily identified and located.
- Ensure public participation in the naming of city assets.
- Ensure that names given to city assets reflect the culture and diversity of the city and the communities the city serves by including names that honor various genders, ethnicities, races, tribes, and socioeconomic backgrounds, ensuring representation of various demographic groups.

The City of Robbinsdale's assets include all property under the city's ownership, including that of the Robbinsdale Economic Development Authority, including but not limited to buildings (including rooms), structures, open space, public parks, natural areas, wetlands, land, lakes, ponds, trails, nature reserves, environmental habitat, community gardens, neighborhoods, and streets.

Guidelines for the naming of City of Robbinsdale's Assets and Facilities

In considering naming or renaming a city asset, the Robbinsdale City Council should consider the following criteria:

1. Individuals who have made a significant contribution to the city of Robbinsdale and communities it serves can be considered. These can include but are not limited to:
 - a. Honor community leaders and inspiring figures who have contributed outstanding civic service and or engender a strong sense of civic responsibility or social/economic justice that inspire future generations and promote positive values.
 - b. Someone who has made a significant contribution to the protection of the city's natural or cultural resources or has enhanced the quality of life for residents.
 - c. All such honored individuals, as indicated in a. and b. above, must be deceased for at least one year.
 2. Natural and geographic features that reflect the area's natural elements, landscape, flora or fauna.
 3. Names that provoke positive themes fostering a sense of unity and inclusiveness (e.g. Unity Park).
 4. Names that reflect the connections to indigenous communities from the area.
- 4.5. Recommendations shall include at least one of the following priorities:
Equity/Inclusiveness, Service to the Community, and/or Observe Local History.

In considering naming or renaming city assets, the Robbinsdale City Council shall be guided by the following principles:

1. At least one of the above stated criteria is met.
2. Names with connotations that by contemporary standards are derogatory or profane will not be considered, and any assets named for such shall be renamed.
3. Donated or purchased assets carry no power of direction, or implied power of direction, to the city on matters of appointment, policy, or any other government process.
4. Aim for a name that is inclusive and ensures that various demographics are represented throughout the city's assets, so all individuals are welcomed and represented.
5. Previously elected or appointed Robbinsdale city officials and city employees are not eligible.
6. The proposed name shall not be considered if it is a duplication of adjacent cities' parks and facilities to minimize confusion amongst the public and emergency response teams.

Procedure: The Robbinsdale City Council shall set forth the following procedures for naming or renaming Robbinsdale assets and facilities:

1. A request for naming of a city asset shall be submitted to the City Manager and/or the Robbinsdale City Council. The city shall develop a form to solicit suggestions for names of city assets from organizations, neighborhood residents, individuals and the media. All suggestions, solicited or not, shall be acknowledged and recorded for consideration. The City may limit the number of submissions within a calendar year to two (2). Submissions will be considered on a rolling basis.
2. The submission must be consistent with the criteria stated in this policy.
3. Submissions must complete application form provided by the City to be considered.
- ~~2.4.~~ Staff shall formally respond to applicant(s) within 90 days.
5. The city of Robbinsdale shall notify the community of a public hearing at least 10 days prior in communication methods the city typically uses to provide an opportunity for public comment on name considerations.
- ~~3.6.~~ The Robbinsdale Parks, Recreation, and Forestry Commission shall review all considered applications, and provide feedback to the City Council for consideration.
- ~~4.7.~~ The city of Robbinsdale will also provide opportunities for community members to make suggestions electronically and through other means (e.g. The Birdtown Brief).
8. The Robbinsdale City Council shall make the final naming decision, taking into consideration the preferences indicated by community members.
- ~~5.9.~~ The nominating person(s) may be responsible for costs associated with any dedication, background check fees, and recognition/memorials. Recommendations shall be made by the City Manager, and the City Council will issue a decision if necessary.
- ~~6.10.~~ Robbinsdale assets and facilities shall be identified by the established name, and signs shall be maintained as a source of identity and civic pride.



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Kayla Kirtz, Sustainability Coordinator
APPROVED BY: Tim Sandvik, City Manager
DATE: April 9, 2024
RE: Performance Measurement Program Annual Survey

Background:

In 2010, the Minnesota Legislature created the Council on Local Results and Innovation. In February 2011, the Council released a standard set of ten performance measures for cities that will aid residents, taxpayers, and state and local elected officials in determining the efficacy of cities in providing services and measure residents' opinions of those services.

A city that elects to participate in the standard measures/performance measurement program is eligible for a reimbursement of \$0.14 per capita, not to exceed \$25,000 and is also exempt from levy limits under sections 275.50 and 275.74 for taxes payable in the following calendar year, if levy limits are in effect.

In 2019, the Robbinsdale City Council approved the first Resolution adopting ten of the performance measures developed by the Council on Local Results and Innovation. The city has asked a similar set of 10-15 questions in each year of the survey since 2019. In 2023, 537 residents responded to the survey. The questions asked in 2023 were:

1. How long have you lived in Robbinsdale?
2. How would you rate the quality of life in Robbinsdale?
3. When you consider the property taxes you pay and the quality of city services you receive, how would you rate the general value of city services?
4. How would you describe your overall feeling of safety in the city?
5. What is your perception of the quality of services provided by the Robbinsdale Police Department?
6. What is your perception of the quality of fire education, inspection, and response services provided by the Robbinsdale Fire Department?
7. How would you rate the overall condition of city streets?
8. How would you rate the dependability and overall quality of the city water supply?
9. How would you rate the dependability and overall quality of the city sanitary sewer service?
10. How would you rate the city in enforcing the city code on such nuisance issues as parking, exterior storage and inoperable vehicles?
11. How would you rate the quality of communication/distribution of information?
12. How satisfied are you with programming and classes offered by the city's recreation department?
13. How would you rate the variety of programs offered through the city's recreation department?
14. Do you find parks accessible, inclusive, and able to promote healthy and active living?

Find more information on the Performance Measurement Program from the Minnesota Office of the State Auditor at: <https://www.osa.state.mn.us/forms-deadlines/forms/performance-measurement-program/>.

Analysis:

There is a financial incentive to issue the community survey every year, but it is also a valuable tool for providing Robbinsdale residents with the opportunity to give feedback and assess city services at a high level.

Recommendation:

Staff recommend hosting the annual survey again for the 2024 program year, using the same questions from the 2023 survey. Staff are seeking input from the Council on the recommended survey questions.

Attachments:

None

Section 2040 - Crystal Lake and South Twin Lake Speed Regulations

during high water levels

(note: regular lake regulations are found in Section 815.07)

(Added, Ord. No. 97-12, Amended, Ord. No. 19-01, Sec. 3)

2040.01. Purpose.

Pursuant to Minnesota Statutes 86B.201-205, 459.20 and Minnesota Rules parts 6110.3000-6110.3700, it is the purpose of this section to temporarily regulate the operation and speed of watercraft on Crystal Lake and South Twin Lake.

2040.03. Definitions.

Subdivision 1. For the purposes of this section, the following words and phrases have the meanings set forth below:

Subd. 2. "Persons" includes an individual, partnership, corporation or any body of persons whether incorporated or formed into an association or not.

Subd. 3. "Operate" means to navigate or otherwise use a watercraft.

Subd. 4. "Watercraft" has the meaning given in Minnesota Statutes 86B.005, subdivision 8.

Subd. 5. "Slow-no wake" means the operation of a watercraft at the slowest possible speed necessary to maintain steerage and in no case greater than 5 mph.

Subd. 6. "Crystal Lake" means section 5 and 6, township 029, range 24, the lake bordered by Lakeview Terrace Park on the south, Highway 81 on the west, Shoreline Drive on the north, Crystal Lake Boulevard on the east.

Subd. 7. "South Twin Lake" means section 6, township 029, range 24, sections 9 and 10, and sections 15 and 16, township 118, range 21, the lake bordered by Trunk Highway 100 on the north, Highway 81 on the west and County Road 9 on the south.

2040.05. Crystal Lake regulation.

No person shall operate a watercraft at greater than a slow-no wake speed on Crystal Lake until the level has dropped to at least an elevation of 848 feet above sea level as determined by the engineering department and remained at or below that level for at least three consecutive days. (Amended, Ord. No. 01-04)

2040.06. South Twin Lake regulation.

No person shall operate a watercraft at greater than a slow-no wake speed on South Twin Lake regardless of lake level. (Added, Ord. No. 01-04; Amended, Ord. No. 21-13, Sec. 5)

2040.07. Exemptions.

Authorized resource management, emergency and enforcement personnel, when acting in the performance of their duties, shall be exempt from the provisions of this section.

2040.09. Marking.

The city of Robbinsdale shall be responsible for informing the public, posting notification at all public accesses and marking or buoying areas affected by this section as necessary to give reasonable notice of the speed restriction of this section.

2040.11. Enforcement.

Primary responsibility for enforcement of this section shall rest with the Hennepin County sheriff's department. This, however, shall not preclude enforcement by other licensed peace officers.

2040.13. Penalties.

Any person who shall violate any of the provisions of this section shall be guilty of a misdemeanor.

815.07. Speed and operation of watercraft; regulation of docks.

Subdivision 1. Application.

It is unlawful to navigate, operate, dock or anchor a boat, motor boat, or watercraft (excluding canoes) on Crystal Lake, Twin Lakes or Ryan Lake (the lakes) except in accordance with the provisions of this subsection. This subsection applies to the operation of boats, motorboats and watercraft in the lakes.

Subd. 2. Mufflers required.

It is unlawful to use a boat propelled in whole or in part by gas, gasoline or naphtha unless the same is provided with a stock factory muffler, underwater exhaust or other modern device capable of adequately muffling the sound of the exhaust of the engine. The phrase "adequately muffling" means that the motor's exhaust must be so muffled or suppressed as not to create excessive or unusual noise. The discharge of cooling water through the exhaust of an inboard engine is considered an adequate muffling device. Motorboats may be operated with cut-outs or mufflers open while actually competing in a race licensed to be held by the city.

Subd. 3. Speed and operation of motorboats.

Crystal Lake. The operator of a motorboat must navigate the same in a careful and prudent manner and at a safe speed and along a safe course. It is unlawful to operate a motorboat at a rate of speed greater than that which will permit the motorboat to be brought to a stop within the assured clear distance ahead. It is unlawful to operate a motorboat in a careless or reckless manner. Reckless navigation of a motorboat includes operating the same in a manner which unnecessarily interferes with the free and proper use of the navigable waters of the state or unnecessarily endangers other boats therein, or the life, limb or property of any person. (Amended, Ord. No. 19-01, Sec. 2; Ord. No. 21-13, Sec. 2)

South Twin Lake. This lake is designed as a fulltime Slow-no wake lake as defined in Section 2040.03, subd. 5. It is also unlawful to exceed the speed limit of five miles per hour while going under bridges or through channels. (Added, Ord. No. 19-01, Sec. 2; Amended, Ord. No. 21-13, Sec. 2)

Subd. 4. Operating distances.

It is unlawful to run, operate, navigate or direct a boat, motorboat or watercraft within 75 feet of an area in which a person is fishing or within 100 feet of an area in which a person is swimming or within 200 feet of any area designated as a public swimming beach or within 150 feet of a shoreline, except when the craft is entering or leaving the lake. An area designated as a public swimming beach will be clearly marked with buoys.

Subd. 5. Time.

(a) Crystal Lake. A mechanical powered boat, motorboat, or watercraft may not be operated from sunset to sunrise the following day.

(b) South Twin Lake: Gasoline-powered watercraft. Watercraft which is powered by means of an internal combustion engine may not be operated: (a) between the hours of 12:00 (noon) and 6 o'clock P.M. on any day: unless such watercraft is operated for the limited purpose of traveling on South Twin Lake to or from Middle or Upper Twin Lake, and at a no wake speed (not greater than five miles per hour); or (b) from sunset to sunrise of the following day. (Amended, Ord. No. 90-14, Sec. 1)

Subd. 6. Channels.

It is unlawful to obstruct a channel. It is unlawful for a person to swim or dive from a bridge that crosses a channel.

Subd. 7. Water skiing.

For the purpose of this section, the term "other similar devices" means any device such as knee boards or inner tubes which are towed or dragged behind a watercraft and upon or in which a person can be carried. The term does not include watercraft which is being towed.

Crystal Lake. Water skiing and the use of other similar devices are prohibited in the primary harbor, which is defined as 150 feet from shoreline. Water skiing and the use of other similar devices are permitted from the hours 10 o'clock A.M. to 7:30 o'clock P.M., and it is unlawful to ski or use other similar devices at any other time. (Amended, Ord. No. 90-14, Sec. 2; Ord. No. 21-13, Sec. 4)

Subd. 8. (Repealed, Ord. No. 90-14, Sec. 3)

Subd. 8. Duties of operator in case of accident.

The operator of a boat involved in an accident resulting in injury or death to a person or in damage to property must immediately stop the boat at the scene of the accident and give to the person struck or the operator or occupants of the boat collided with, the person's name and address and full identification of the boat, together with the name and address of the owner and render to any person injured in such an accident reasonable assistance, and report such accident to the nearest or most convenient law enforcement agency or office. (Renumbered, Ord. No. 90-14, Sec. 4)

Subd. 9. Docks.

It is unlawful to have floating docks away from the shore, except during the boating hours set forth in subdivision 6. It is unlawful to have docks at public or private easements, or to have docks extending more than 30 feet from shore, unless the water is less than two feet deep at that distance, in which case said dock may be extended to a point at which the water is at least two feet deep at the extremity of the dock. (Renumbered, Ord. No. 90-14, Sec. 4)

Subd. 10. Enforcement.

In addition to the provision in section 120.01 of this code to the contrary, the provisions of this subsection may be enforced by personnel employed by the following:

- (a) Hennepin County Sheriff's Department; and
- (b) Conservation officers of the Department of Natural Resources of the State of Minnesota.

Provided, however, that all such enforcement activities shall be deemed to be under the exclusive supervision and control of the agency employing such personnel and the city shall have no responsibility or control over such activities. (Added, Ord. No. 90-14, Sec. 5)

Subd. 11. Exemption.

All authorized resource management, emergency and enforcement personnel, while acting in the performance of their assigned duties are exempt from the foregoing restrictions. (Added, Ord. No. 90-14, Sec. 6)

Subd. 12. Signs.

The city shall erect and maintain signs at each public launching facility on South Twin Lake, and at other locations if deemed necessary by the city, notifying the public of the essential requirements of subsections 815.07, subd. 5(b) and 815.07, subd. 7(b). (Added, Ord. No. 90-14, Sec. 7)

Section 120 - Enforcement

120.01. Enforcement.

Subdivision 1. Peace officers.

Peace officers appointed by the city may enforce the provisions of this code, the violation of which constitutes a misdemeanor, petty misdemeanor, or gross misdemeanor. In connection with such authority, peace officers may make arrests and issue citations in lieu of arrest in the manner provided by law.

Subd. 2. Community service officers and police reserve officers.

Community service officers and police reserve officers appointed by the city may, in the performance of their duties, and under the direction of the chief of police, issue notices of violation and citations in lieu of arrest, but may not take persons into custody for refusal to sign such citations.

Subd. 3. Employees of fire department.

Employees of the fire department may issue notices of violations which the fire department and its employees are, by this code, designated to administer and enforce.

Subd. 4. Employees and agents: citations.

Employees and agents of the code enforcement division of the engineering department, the community development department and police department parking monitors may issue notices of violations and citations in lieu of arrest for alleged violations of code provisions which those employees are, by this code, designated to administer and enforce. Employees and agents so authorized may not take persons into custody for refusal to sign such citations.

Subd. 5. Twin and South Twin Lakes: citations: additional authority.

Non-sworn personnel from the police departments of Brooklyn Center and Crystal are authorized to issue citations on any part of the city lying on Twin Lakes, on islands in Twin Lakes, or on South Twin Lake, or on public lands adjacent to Twin Lakes or South Twin Lake, for violation of any applicable laws, ordinances or regulations, under the authorization and direction of the chief of police. Such personnel may not take persons into custody for refusal to sign citations. (Added, . 91-02)