

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 APRIL 16, 2024 MEETING AGENDA
6. CONSENT AGENDA: Pursuant to Council rules, one motion, non- debatable, will approve the recommendation noted. Any member of the Council may ask for an item to be taken from the Consent Agenda for discussion and separate action. Such items removed from the Consent Agenda shall be considered immediately following approval of the balance of the Consent Agenda:

- A. Approve City Council Special Work Session meeting minutes of March 19, 2024
- B. Approve City Council Work Session meeting minutes of April 9, 2024
- C. Receive Parks, Recreation and Forestry Commission meeting minutes from January 23, 2024
- D. Resolution appointing Election Judges for the Ward 2 Special Primary Election
- E. Approval of Licenses

7. PRESENTATIONS

- A. Annual Parks Presentation

8. PUBLIC HEARINGS

- A. None

9. OLD BUSINESS

- A. None

10. NEW BUSINESS

- A. Consider Parks Naming Policy
- B. Approve Submission of a Minnesota Pollution Control Agency Local Climate Action Grant Application

11. OTHER BUSINESS

- A. Voucher Requests Pending Approval for Disbursement

12. ADMINISTRATIVE REPORTS

13. COUNCIL GENERAL COMMUNICATIONS

14. ADJOURNMENT



City of Robbinsdale

MINUTES

CITY COUNCIL WORK SESSION CALLED TO ORDER

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

ROLL CALL

Present: Parisian, Murphy, Mayor Blonigan, Mayor Pro Tem Wagner

Absent: None

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

DISCUSSION

A. Light Rail Considerations

Sandvik introduced the item and stated there are two parts of this discussion. He noted the first section lists items specific to the route and staff are looking for the Council to provide direction and feedback related to these items. He noted the second section is general considerations and observations and staff would like Council input for these items as well. Sandvik went over each item listed in the first section (Attached to these minutes).

Member Parisian asked what re-platting is. Pearson stated it consists of consolidating the surveys for each parcel and simplifying the legal description, which makes it easier for projects like this to move forward.

Mayor Blonigan asked about controlled gates and where they would be included in the future planning. He also wanted a listing of elevated tracks to see if Robbinsdale is the only city without this, as well as a drawing of what this could look like. He supported the bus hub down Lowry and wondered how much land the Park Board has down the corridor and how that compares to Robbinsdale. He noted he supports most of the other things Sandvik stated.

Murphy stated he would also want to see a drawing of how the elevation would look. He noted he is concerned about the amount of parking spaces in the ramp and if the bus routes remain the same, he questioned why we need more ramp spaces. He also mentioned West Broadway and stated we should ask for improvements to this area as well.

Member Parisian agreed with the rest of Council and called out the safety plan. She appreciates the attention to trees and keeping surfaces that help retain ground water. She asked about the additional sidewalk to be installed at 39th Ave. between CR 81 and West Broadway, and said she was in favor, but wanted cycling connectivity there and at the Lowry station. She stated she is curious about raising the grade and would also want to see

what this could look like. She stated she would like to have more of a Robbinsdale logo presence throughout the design.

Mayor Pro Tem Wagner stated he agrees with the Council's comments and asked about bus stops within 600 feet of the bus hub. McCoy stated that currently there are bus stops very close to the hub and are superfluous. He stated he would want to know what the pedestrian crossings are throughout the whole corridor and emphasize ease of crossing, accessibility, and visibility.

Member Murphy asked about the safety plan and if that would cover both stops.

Mayor Pro Tem Wagner noted green space and making sure we are cognizant of adding greenery where we can.

Member Parisian asked about not supporting loss of parking and what the ideal outcome would be. Sandvik stated eliminating parking is of concern in any highly trafficked area. He noted Robin Center as one opportunity to discuss options with building owners. Pearson further discussed how eliminating parking would be detrimental to how people use the space and noted there is already congestion, and we don't want to see more being removed.

Member Parisian asked if the city would support an elevated parking structure to balance out the loss of parking in this area. Pearson noted business owners and building owners want visibility and wouldn't appreciate having a parking structure blocking this.

Mayor Pro Tem Wagner stated it appears that we already have a lot of parking spaces in this area and isn't as concerned. Mayor Blonigan noted he isn't as concerned either but would like to preserve as many parking spaces as possible. Member Murphy stated if any businesses are going to lose parking, they should be involved in the conversation. Pearson stated developers are very interested in the amount of parking they need and bring this up as a need for development. Sandvik noted future needs may require parking that isn't currently being used and we should keep that in mind as we think about the future of Robbinsdale.

Sandvik went over general considerations and observations and noted they are more bigger picture items (Attached to these minutes).

Karen Shull, SLR81, stated Ward 2 residents don't have a representative on the Council currently and wondered how their thoughts have been incorporated into the discussions. Mayor Pro Tem Wagner stated Ward 2 residents can reach out to any Council member to voice concerns.

Karen Shull asked about the Lowry Ave. station and how the existing infrastructure will be used. Pearson stated the current plan is to have the tracks go under the bridges. Shull asked why the station is so far from the Hospital and was concerned with safety. Pearson stated staff are working with the project office and these safety concerns are being discussed.

Mayor Pro Tem Wagner recessed the meeting at 6:55 p.m. and noted they will reconvene after the Council meeting.

The Special Work Session reconvened at 8:05 p.m.

Sandvik asked the Council for direction related to section 1 of tonight's discussion, which is specific to the route, and noted staff can bring back a final version to the Council. He noted the project office is giving us a specific timeline that we need to abide by.

Mayor Pro Tem Wagner asked about anti-displacement guidelines and wanted to know what the actual framework is and who is going to do what. Sandvik stated there have been good conversations, but noted there are different needs for different communities. He stated now is the time when Hennepin County and Met Council need to provide a firm plan for how this work is going to be done and wants to make sure Robbinsdale isn't lost in the shuffle. Council noted they support staff's thoughts.

Mayor Pro Tem Wagner asked about speed reduction and stated he does support staff's thoughts on this.

Mayor Pro Tem Wagner asked about dark sky compliance. McCoy stated most lights are already made to be in compliance, so we shouldn't have a problem with this.

Mayor Pro Tem Wagner asked about streetscaping and updated park signage and making sure the park system is still, if not more, accessible. Sandvik agreed and noted we want to improve and promote accessibility and wayfinding for people and want people to celebrate Robbinsdale. Sandvik stated this requires planning and dedication of staff time and we will need to be consistent in what we are asking for. Member Murphy asked if we could have the project office come up with a plan for us, instead of us using our own resources. Pearson stated there was a wayfinding plan done originally and wondered if there could be an opportunity to use that.

McCoy stated we could use a wayfinding study to help revamp the downtown area and improve connectivity. Member Parisian asked if the work Bolton and Menk did included any wayfinding efforts. Sandvik stated it could be built upon and could be a way to promote efficiency.

Member Parisian asked about the Hubbard Marketplace and if that should be a part of this conversation. Sandvik stated all potentially effected businesses should be included in discussions. Sandvik asked the Council if they want to use municipal consent to flex our leverage to ask for what we want out of this project. Member Murphy stated he is willing to use municipal consent as leverage. Mayor Blonigan reiterated he wants Robbinsdale to ask for more and stated other communities aren't afraid to leverage municipal consent to ask for what they want, and Robbinsdale should do this too.

Mayor Pro Tem Wagner stated he wanted to leverage the acquisition of land, redevelopment of downtown, multimodal accessibility and noted he wants to see the city in a better spot once the project is done. He noted the Council should be firm on these requests as we look towards municipal consent.

Member Parisian stated she also thinks we should flex what is reasonable and wants more info on the elevated track. She noted her areas of focus would be on safety and beautification and this project should enhance those items. She stated she is comfortable with flexing but isn't sure about make-or-break items.

Sandvik stated staff will create a list for the Council to formally sign off on and that he would ask the Council to reach out to staff to better define what they want.

Mayor Blonigan asked how much detail the Council should be going into at this point. Sandvik stated the first part is responding to what the city received by the 30% engineered, and that the Council and staff can get more into the details during the second part.

Mayor Pro Tem Wagner asked Jonathan Hansen, who is on the METRO Blue Line Extension Community Advisory Committee, if he wanted to add anything. Hansen stated he would be happy to continue reiterating to the committee what the Council wants, especially the needs for safety and accessibility.

Mayor Blonigan stated some people are concerned about their property values and noted we could investigate options for people that are concerned about this.

STAFF UPDATES

None.

COUNCIL UPDATES

Mayor Blonigan stated he was at an executive session for the northwest cable commission and noted other cities, including Blain and Lino Lakes may be looking to connect with CCX Media.

ADJOURNMENT

Mayor Pro Tem Wagner adjourned the meeting at 8:35 p.m.

Chase Peterson-Item, City Clerk

Aaron Wagner, Mayor Pro Tem



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Specific to the Route – South to North

1. Lowry Ave Station – City of Robbinsdale is requesting:
 - a. Project Office formally document feedback from North Memorial Hospital
 - b. Project Office commit to a safety plan – as the station would be operated by the Metropolitan Council (Metro Transit), it rests on a Hennepin Council Facility (CR 81), as planned it sits in the City of Robbinsdale AND City of Minneapolis within Minneapolis Parks Board property.
 - c. Project Office commit to a controlled/secure platform
 - d. Project Office should consider bus hub provisions at this location
2. In tandem with the project, add curb and gutter on York Ave between Lowry and Parkview.
3. Current plans indicate a two-way frontage road access near North Memorial. While the City sees value in this consideration, the City requires that project office receive formal feedback from North Memorial.
 - a. If reconstruction includes work on the retaining wall between York and Abbott with precast concrete walls, City logo should be imprinted and colored.
4. The City would like to consider the reduction in France Ave behind Citizen's Bank during project construction.
5. The City would support the removal of the existing pergola at the NW corner of 36th & CR 81 – this could be relocated to a different area.
6. The City continues to support the left turn lane into Lake View Terrace Park boat launch (southbound on CR 81). Staff have seen multiple iterations.
7. The City may consider the elimination of impervious surface at the “turnaround” north of the access to LVT (near 37th Ave N).
8. The City does not support the loss of Ash trees by Hidden Shores on Lakeland Ave.
9. There needs to be a right turn lane for the semis exiting southbound CR 81 for the Lakeland Ave. N. frontage road. Semis depend on this section of frontage road in addition to moving vans for Birdtown Flats, etc..
 - a. The City would request that a sidewalk be installed on 39th Ave between CR 81 and West Broadway.
10. The City supports the placement of the “Downtown Station”, south of 40th Ave N.

11. The City does not support negative impacts at the Southeast corner of 40th Ave. N. and CR 81 (particularly 4227 40th Ave. N). This house will suffer from the adjacent traffic impacts.
12. Size and placement of parking facility – Most recent iterations have included a three hundred (300) stall ramp, which exceeds the number of spaces desired by the City Council. Additionally, the most recent version that staff has seen includes bus access on West Broadway and/or 40th Ave N. The City does not support additional traffic on side streets (including West Broadway, 40th Ave N, and Hubbard Ave). The City would like to see primary access come from CR 81. Further, the most recent iteration includes a location north and west of the intersection of 40th Ave and CR 81 – if this site is not chosen, the City must be presented with alternatives.
13. Elim church site should be considered an alternate for the Bus center-Parking ramp site. If US Bank is pre-emptively redeveloped, alternate plans should be developed. The funeral home site would provide a reasonable Plan C.
14. The City is requesting concrete streets be installed around the bus hub.
15. The City is requesting that there are not stops within 600 feet of the bus hub.
16. Turning movements on 42nd, near McDonald's access, needs further study. Current plans suggest potentially limiting egress/ingress to right turns only – the City is concerned this will limit access to McDonald's and other businesses, as well as City parking. Further, without proper engineering and design, people will continue to turn left (westbound on 42nd Ave N, OR exiting the parking lot on to 42nd Ave N).
17. The City does not support the loss of approximately 30% of parking for Robin Center, CVS, and any impacts of the retaining wall at Town Center.
18. In order to support at-grade structure, between 40th Ave N and (at least) 42nd Ave N, the City is requiring engineering and design elements be explicitly produced and shared with City officials. In December, Dan Soler and Christie Beckwith sat with the City Manager to discuss what the project office could share to ease concerns the Council has raised. At the January 9, 2024 City Council meeting, no plans were shared/discussed by the project office.
19. The City supports maintaining the left turn lane (southbound CR 81) to Twin Lakes/Three Rivers boat launch.
20. The City does not support 90-degree parking at Robin Center. This would require a variance and would not normally be permitted. **City Code Section 510.17 Subd. 3(b):** *Ninety degrees (90°) head in parking, directly off of and adjacent to a public street or alley, with each stall having its own direct access to the public street or alley, shall be prohibited. However, the city council may approve sixty degree (60°) head in angle parking, directly off and adjacent to a public street or alley, with each stall having its*



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own direct access to a public street or alley, as a conditional use as regulated by subsection 535.01.

21. The Lakeland Ave. N. frontage road should not be disconnected between CVS and the gas station.
22. The City does not support the loss of the right turn lane from north bound CR 81 to 47th Ave. N. This will create conflicts with traffic turning into the neighborhood on the east side. This access point is almost exclusive and turning vehicles will conflict with accelerating northbound traffic. Further, any alterations to that intersection must consider neighbor traffic. The City requests a turn lane is shown.
23. The City requests that the new wall along the path near the water tower would be concrete panels and include a stamp of the Robbinsdale logo in blue (eg: Maple Grove along 94)
24. The City is requesting that area marked “Curb, Median, & Truck Apron” as indicated by red, be plantings.
25. The City is requesting that where beneficial (City’s discretion), re-platting take place
26. The City is requesting all overhead line that cross/run parallel to construction be undergrounded.

General Considerations, Observations

1. The City continues to patiently wait for the following data:
 - a. Ridership breakdown by stops. The project office received numbers in 2023, and has since shared projections for the entire LRT extension, but refuses to share individual stop projections. Since this includes justification for a parking structure, the City is requesting this data immediately.
 - b. Trip Time data.
2. The City has requested a response to the following:
 - a. In the event of a derailment at 40th Ave. N., 41st Ave. N., or 42nd Ave. N. what provisions will be available for emergency services to cross CR 81?
 - b. How will public safety officials acquire training related to LRT operations?
 - c. What apparatus will the project provide/provide reimbursement for? Does this include the creation/addition of a Public Safety substation?
3. The City is requesting that Hennepin County and the Metropolitan Council explicitly state where they support Anti Displacement policy (including what they will enact). Further, the City is requesting that both entities explicitly declare what amount of

resources (including personnel and dollars) will be dedicated to Anti Displacement efforts.

4. The City requests that Metro Transit continue to address public safety concerns at stations and on Light Rail.
5. The City does not support the reduction of speed on CR 81 if it shifts vehicle traffic on to side streets/residential neighborhoods. The City formally requests a traffic study indicating what a reduction in corridor speed, if proposed, does to local traffic.
6. The City is requiring a formal plan and commitment from Hennepin County and Metro Transit regarding snow plowing, snow storage, and snow removal on the rail corridor, roads, any parking structure, and walkways/paths.
7. The City supports updates to the intersection of 42nd Ave N and West Broadway.
8. The City is requesting the project office consider stormwater management infrastructure needs, including correlated costs, in tandem with construction.
9. The City is requesting the project office commit to a “no net loss” of vegetation, including but not limited to, plantings related to water quality treatment AND beautification.
10. The City is requiring formal notification of TPSS location(s)
11. The City is requesting that the project office show the need to continue the Rte 32 (to potentially be a BRT route in the future), north of the Lowry Station (as this seems redundant).
12. The City is requesting all lighting installed use LEDs with Dark Sky Compliance
13. The City is requesting clarification on Platform Security – eg: who provides proactive efforts, and who responds to emergency calls.
14. The City is requesting that the LRT (Met Council and/or Hennepin County) commit to paying utility fees for signals and street lights (including maintenance and replacement).
15. The City is requesting that storm water retention enhancements be a shared expense – prior agreements related to CR 81 would be null/void
16. The City requests access for conduit for Fiber along any construction.
17. The City will compile specific requests for areas outside the immediate corridor – those include, but are not limited to:
 - a. reconstruct the bridge on 36th near June and Halifax.



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- b. reconstruct the pedestrian facilities downtown, including ADA compliance and consider utilities in tandem.
 - c. Parks investments, including sidewalks and trails system
 - d. Consider engineering that promotes safety at 42nd Ave N and West Broadway
 - e. CR 9 from CR 81 to TH 100
18. Request that Met Council pay taxes on land used for Parking Ramp
19. Met Council/Hennepin County responsible for all maintenance of landscaping, fencing, retaining walls, crosswalks, and signage along the corridor
20. Reimburse the City for all ROW that was purchased as a part of CR 81 reconstruction in 2005-2008
21. Follow direction from the City relating to streetscaping. Now would be the time to create a plan for execution...
22. Council needs to determine whether or not a set of demands related to municipal consent are agreeable. "Municipal consent by the City of Robbinsdale is dependent on..."



City of Robbinsdale

MINUTES

CITY COUNCIL WORK SESSION CALLED TO ORDER

Mayor Pro Tem Wagner called the meeting to order at 7:41 p.m.

ROLL CALL

Present: Murphy, Parisian, Mayor Blonigan, Mayor Pro Tem Wagner

Absent: None

Staff: Tim Sandvik, City Manager; Kayla Kirtz, Sustainability Coordinator; Rachel Leen, Communications Coordinator

DISCUSSION

A. Water Meter Capabilities

Mayor Pro Tem Wagner introduced the discussion. Sandvik discussed the capabilities of the city's water meters and explained the processes for alerting residents when water meters are reading high consumption levels. Sandvik shared that staff looked into software that would allow residents to log in and view their water consumption in real time and set alerts when their water consumption levels are high. Sandvik noted that staff do not recommend pursuing the software due to cost, anticipated participation levels, and confusion for current residents.

Member Murphy clarified that residents can sign up for online utility billing so that staff have access to their email addresses and can notify them via email in the case of high consumption. Sandvik noted that staff will get creative to contact residents, sometimes looking into property records or past permits issued.

Mayor Blonigan asked how many billing users the city has. Sandvik said there are around 6,000 utility accounts. Mayor Blonigan is in agreement with staff that they should not pursue the software.

Staff and Council discussed communicating with residents about the benefits of signing up for online utility billing.

Mayor Blonigan suggested transitioning to online utility billing as the default and adding a minimal extra charge for residents who want to continue to get physical bills in the mail.

B. Parks Naming Policy

Sandvik recounted to the Council that the Human Rights Commission (HRC) met with the Council in October to discuss considerations for renaming Sanborn Park. The HRC shared a draft policy with the Council in February and further revisions in March. Sandvik shared the current red-lined version of the policy and provided additional feedback on behalf of the Parks, Recreation, & Forestry Commission.

Member Murphy stated that he did not want to hinder any future City Council's ability to name or rename a park. Member Murphy suggested requiring a petition with five signatures from each ward in order to apply to rename a park. The Council expressed agreement about removing the clause that would preclude elected officials from having parks named after them.

The Council discussed the clause about donated or purchased assets carrying no power of direction or implied power of direction. Sandvik explained that the City's ability to accept donations is dictated by statute. Sandvik clarified that current policy allows the Council to decide how to or whether to accept a donation. Council agreed to edit the clause to enable the City to consider the donation or purchase of assets in naming a park.

Member Murphy suggested requiring applicants receive five signatures when they submit an application to rename a park.

Mayor Pro Tem Wagner commended all staff, Commissioners, and Council Members that contributed work to the draft policy.

Sandvik confirmed that staff will make the discussed adjustments to the policy and will provide an updated draft at an upcoming City Council meeting.

C. Performance Measurement Program Annual Survey

Leen explained the Performance Measurement Program annual survey.

Member Parisian expressed support for using the same survey questions that were used in 2023. Member Parisian asked if any questions are open-ended or are answered on a scale, Kirtz clarified that the questions are not open-ended. Member Murphy asked if it is possible to add an option to provide open-ended feedback at the end of the survey. Sandvik explained the city could conduct a more elaborate community survey with statistical significance which usually cost around \$30,000-\$40,000. Member Murphy noted the city conducted a similar community-wide survey a few years ago.

Member Murphy asked how staff use the data. Sandvik noted that staff compare performance year to year and assess how different departments are doing.

Mayor Blonigan clarified that the survey respondents are self-selected.

Member Parisian suggested removing question #13 and the Council confirmed support for this.

STAFF UPDATES

A. Fuel Purchasing Agreement

Sandvik informed the Council that the city currently buys a majority of gas and diesel from Sipes to fuel the city fleet and equipment. Sandvik explained that the city of Crystal bulk purchases fuel and Robbinsdale could enter into an agreement to purchase fuel from Crystal which would result in an estimated cost savings of \$35,000-\$40,000 annually. Sandvik confirmed that the city has been receiving a reduced rate at Sipes. The Council expressed support for negotiating with Sipes before pursuing the option with the city of Crystal. Staff and Council considered that the Crystal Public Works facility is conveniently located near the Robbinsdale Public Works facility.

B. Parks Commissioner Nominations

Sandvik explained the current policy for filling a vacancy in the Parks, Recreation, & Forestry (PRF) Commission, noting that there is a vacancy in the Ward 2 Commission seat. Since the Ward 2 City Council seat is vacant, they cannot currently appoint anyone. Sandvik received the Council's permission to nominate a Ward 2 PRF Commissioner.

C. Commission Make-up Updates

Sandvik explained that the make-up of the city's commissions can be inconsistent. Sandvik stated that he would like to propose City Code updates that would limit commissioners to serving on one commission and make other updates to make the language more clear and concise. Mayor Pro Tem Wagner clarified that Sandvik is suggesting updating the code so that city employees are restricted from serving on commissions moving forward. Member Parisian asked for an example of conflict that would arise from this situation. Sandvik noted budgetary concerns. Council discussed allowing Robbinsdale firefighters to serve on a city commission. Sandvik received support from the Council to propose City Code changes pertaining to commission make-up.

D. Water Tower Lighting Updates

Sandvik informed the Council that the water tower lighting has been turned off for the time being and staff are looking into options to customize the timing and dimming of the lights.

E. City Manager Annual Review - May 2024

Sandvik notified the Council that the City Manager is due for an annual review in May. Sandvik confirmed that the Council would go into executive session to hold the manager's review at the second City Council meeting in May. Mayor Blonigan requested City Manager salaries from cities that are similar in size and geography.

COUNCIL UPDATES

A. Discussion on Crysall and Twin Lake Regulation(s) Enforcement

Mayor Blonigan shared with the Council his opinion that City Code language should be updated to classify Lower Twin Lake as a "no wake lake" all the time. Mayor Blonigan explained issues with enforcement of this policy. The City Code as it is written currently places enforcement responsibility with the Hennepin County Sheriff's Department. Sandvik stated that staff could make this a priority and discuss it with the Police Chief. Council agreed that they support changing the code language to classify Lower Twin Lake as "no wake" all the time, and shifting primary enforcement responsibilities from Hennepin County to the Robbinsdale Police Department.

ADJOURNMENT

Mayor Pro Tem Wagner adjourned the meeting at 9:10 p.m.

Kayla Kirtz, Sustainability Coordinator

Aaron Wagner, Mayor Pro Tem



ROBBINSDALE PARKS, RECREATION & FORESTRY COMMISSION

MINUTES

**January 23, 2024, 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

Roll Call: x Beck x Erdos-Thayer x Hickman Hill

 X Markfort x Rochon-Washington x Vaith

Excused: Hill,

Also in attendance: Matt Bazyk, Aaron , Tim Sandvic, Kayla Kirtz, Noah Knapp,

2) Approval of the minutes of the regular meeting of November 28, 2023.

Call for approval: Rochon-Washing Second: Markfort

3) New Business

A. Commissioner Hill Resigned: Ward II
Seat Vacant

B. Sustainability Update – Kirtz, Knapp

Energy Action Plan presentation by Kirtz and Knapp. See Pages 2-5. Forming energy volunteer group and looking for engagement from PRFC. Reaching out to individuals and businesses to create energy awareness and increase efficiencies. Looking to engage Robbinsdale Area Schools with students and parents to help them reduce their energy burden.

Markfort: Navigating website difficult. Improve accessibility of information.

Hickman: Goals.

Erdos-Thayer: What percentage of work through EAP to influence policy over gaining volunteers.

C. Parks Amenities Presentation – Bazyk

Erdsos-Thayer: Maintain green space where we can. Even though parks are small still see how we can maximize space.

D. Parks SWOT Analysis – Sandvik

Sandvik: Commission broke into groups. Discussed amenities and park usage. (See SWOT Analysis below.)

Bazyk will review City Charter and Code specific to language around parks and their importance to the city and sustainable practices.

E. Parks Master Plan RFP (DRAFT) Review

4) Old Business

- A. Fitness Court and DNR Outdoor Recreation Grant: Will be submitting for review from DNR prior to official submission in March. National Fitness Campaign project will be pushed into the 2025 grant cycle or the City will move forward with a different fitness court option.

5) City Report & Updates

- Put out seasonal decorations on Streetscape. Banners, wreaths and large skyline wreath. Will be removing them this week.
- Decorated City Hall tree. Will be removing lights next week.
- Continue to help at Water Treatment Plant as needed.
- Fire calls.
- Fixed various plumbing issues at City Hall, Public Safety and the Historic Library.
- Shoveled snow at City Hall, Public Safety, Historic Library, steps at Sanborn Park and Steps at Indiana Ave and 36 when needed.
- Hockey Rink Maintenance. It's been a rough season.
- Playground Checks.
- Building Checks.
- Put out aerators on Crystal Lake.
- Boiler checks at City Hall, Public Safety and Water Treatment Plant.
- Finished one remodel project at City Hall and started another. Have already been advised on our next project at City Hall.
- Will be starting work at Public Safety soon for some remodeling projects.
- One fulltime Parks employee transferred to an open position in Utilities. We hired a new employee that started Jan 16th.
- Will be hanging three TV's at City Hall this week.
- In the process of ordering a new band trailer and an emergency spill response trailer.

Fall 2023 bareroot tree planting finished on December 15th. Planted 143 trees total. ~50 trees overwintering in gravelbed
Completed extensive written "interview" about our experiences running a community gravelbed for University of Minnesota, answers to be posted online soon

Main project now coordinating contracted (Bratt Tree Company) daily public tree pruning in SE part of town, i.e. "Zone 5". Likely will continue into early March

Pruned until mid-December of 2023 then started up again on January 9th. Used up all of pruning budget in 2023

Random young tree pruning and chiselling out (removal) of stem girdling roots w/ hammer & chisel by Forester

Blue Ribbon Pruning pruned the elm tree at LVT blocking the soccer field light

Received request for a Memorial Bench in Sochacki Park in honour of previous Robbinsdale Forester Jonathon Steigler. To be handled by Three Rivers Parks District

Submitted Tree City USA paperwork for 2023

Ordered tree seedlings for annual giveaway for the 2024 Arbor Day event

Completed DNR grant reporting work (Managing Ash Trees for EAB grant)

Spring tree sale through Tree Trust is in the works, expect preview of sale by February 12th and sale to go live on February 19th /w pickup in early May, 100 trees total.

Received quote for establishing a shortgrass prairie pollinator garden over the clear well at the water treatment facility. City Engineer likely to approve

Sentence to Serve crews cutting buckthorn in South Halifax Park. City Forester treating stems with Triclopyr herbicide/blue bark oil mix to kill stems

Will begin cutting new buckthorn sprouts in the LVT woodland once weather warms up a bit

6) Adjournment

Motioned: Rochon-Washing, Seconded: Vaith



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Robbinsdale Parks System SWOT Analysis January 23, 2024

City Staff will lead an exercise to perform a SWOT (Strength, Weakness, Opportunities, and Threats) analysis with the Parks Commission, with the ultimately goal of finalizing the DRAFT Parks Master Plan RFP. To frame up different terms:

Strengths: Things our Parks System does well, amenities that make us more desirable than our neighbors (common, unique...), internal resources (Commissioners, staff, budgeted/special revenue dollars), assets (facilities AND programming).

Weaknesses: Immediate areas to improve, long-term/ongoing areas to improve, what our parks users (casual visitors, regular visitors, leagues, etc...) share as concerns, where are we lacking compared to our neighbors, where are we lacking in internal resources (Commissioners, staff, budget/special revenue dollars, were are we lacking in assets (facilities AND programming).

Opportunities: Emerging trends, where to be opportunistic, underutilized strengths, partnerships to tap into, underutilized assets (parks as a whole OR individual amenities)

Threats: who do we compete with/what are they doing, vulnerabilities (internal weaknesses, operational weaknesses, etc...), what are we not prepared for, external stressors (economical, political, societal...)

Strengths	Weaknesses
Clear understanding of process and effort to improve from staff. Engaged leadership Staff creativity: Community Gardens and creativity of staff to save money. Number of parks in Robbinsdale. Variety of parks in Robbinsdale. Geographic coverage of parks. Collaboration with other cities to gain access to resources not readily available within our cities boundaries. Programming Gym and usage. Communication with public. Farmers Market Dog Park PRF Commission	Be more ahead of decisions. Lack of roadmap to for park decisions. Fitness Court not up and running. No “healthy living” language involved in future decision making. Creativity, innovation and a “fresh mindset” not apparent in parks. Parks are a “1990’s McDonald’s Play Land”. Lack of intentional “Place-making” in parks. Lack of community gathering space, especially Indoor Community Space.

Opportunities	Threats
Condense offerings from other cities that aren't successful. Sponsor a park, for additional revenue opportunities. 3rd Space Leveraging partners in our community to infuse art, grants and beautifying new projects. Be aspirational. "HyVee Park" More intentional with accessibility Commission more involved in-future decisions Developing and maintaining partnerships	Severe weather, cancelling programs. Traffic pattern changes due to LRT. Bordering park systems and multifaceted offerings. Clubs and associations growing and improving. Funding City Council turnover. Aging city infrastructure could take away from the cities' ability to invest money into the parks.



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: April 16, 2024

RE: Resolution appointing Election Judges for the Ward 2 Special Primary Election

Background:

Minnesota Statutes 204B.21, subd. 2, states that election judges for precincts in a municipality shall be appointed at least 25 days before the election of the governing body of the municipality.

The attached resolution indicates the names of the applicants for appointment by the City Council. In addition, the same statute allows the City Council, by resolution, to authorize the City Clerk to appoint and train election judges, if needed, within the 25 days prior to the election. Staff will continue to accept applications in the event additional election judges are needed.

Minnesota Statute 204B.20 requires the City Council to appoint a head judge in each precinct. Staff proposes appointing Mark Masica as head judge in the attached resolution.

Analysis:

In order to serve as an election judge, individuals must be appointed by the City Council and successfully complete training. An election judge must also be eligible to vote in the State of Minnesota, and be able to read, write, and speak English.

Recommendation:

Motion to adopt "A RESOLUTION APPOINTING ELECTION JUDGES FOR THE WARD 2 SPECIAL PRIMARY ELECTION, MAY 14, 2024."

Attachments:

1. Election Judges Resolution - Ward 2 Special Election

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

RESOLUTION NO.

**A RESOLUTION APPOINTING ELECTION JUDGES FOR THE ROBBINSDALE
WARD 2 SPECIAL PRIMARY ELECTION MAY 14, 2024**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE,
MINNESOTA, THAT:**

1. The persons herein named are appointed judges for the Robbinsdale Ward 2 Special Primary Election May 14, 2024, in the City of Robbinsdale, County of Hennepin, State of Minnesota. The judges appointed are as follows:

Colleen Patterson	Jillian Vanhees
Mark Masica*	Peter Peterson
Becky Hippert	John Davitt
Joel Flygare	Dee Lunzer
Jillian Walker Markie	Brittnie Homstad
Keighley Bailey	Keith Scott

2. Polls shall be open from 7:00 am until 8:00 pm and the election judges shall work from 6:00 am until votes are counted or unless otherwise indicated.
3. Election judges with * next to their name denotes a head judge designation.
4. The City Council authorizes the City Clerk to appoint additional election judges within 25 days before the Ward 2 Special Primary Election if the City Clerk determines that additional election judges will be required. Election judges appointed within 25 days of the Special Election must also complete the required training.

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

and the following voted against the same:

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

William A. Blonigan, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk



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: April 16, 2024
RE: Approval of Licenses

Background:

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

Analysis:

Not applicable.

Recommendation:

By motion, approve issuance of licenses dated 4/16/2024.

Attachments:

1. Contractor Licenses dated 4/16/2024
2. Business Licenses dated 4/16/2024

Contractor Licenses for Council Approval

04/11/2024

<u>Name</u>	<u>Licensee Type</u>	<u>Fee Amount</u>
BLUE WATER PLUMBING & HEATING INC	Plumbing Contractor	\$50.00
BLUE WATER PLUMBING & HEATING INC	Sewer / Water Contractor	\$50.00
BLUE WATER PLUMBING & HEATING INC	Excavation Contractor	\$50.00
LAKE STATE PLUMBING	Plumbing Contractor	\$50.00
MILL CITY CONCRETE & MASONRY INC	Concrete	\$50.00
S & R HEATING COOLING & APPLIANCE REPAIR	Mechanical Contractor	\$50.00
TUNDRALAND aka LEAF HOME ENHANCEMENTS LLC	Plumbing Contractor	\$50.00
TUNDRALAND aka LEAF HOME ENHANCEMENTS LLC	Mechanical Contractor	\$50.00

Number of Licenses Requesting Council Approval:

8

BUSINESS LICENSES FOR COUNCIL APPROVAL

04/16/2024

License Type	Applicant	License Fee
Transient Merchant - Food Truck	Miller Concessions, Inc.	50.00



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Matt Bazyk, Recreation Services Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: April 16, 2024
RE: Annual Parks Presentation

Background:

Matt Bazyk, Recreation Services Manager, will present the annual Parks and Recreation presentation.

Analysis:

NA

Recommendation:

NA

Attachments:

1. 2023 Annual Report



Programs **Registrations**
154 599

Top 3 Programs

Birdtown Summer Blast: 176 kids

Fall Soccer League: 98 kids

Baseball: 53 kids



Donations & Grants

\$30,000+ in grants

\$1,500+ in sponsorships from local businesses

23 Pairs of Skates from MN Hockey

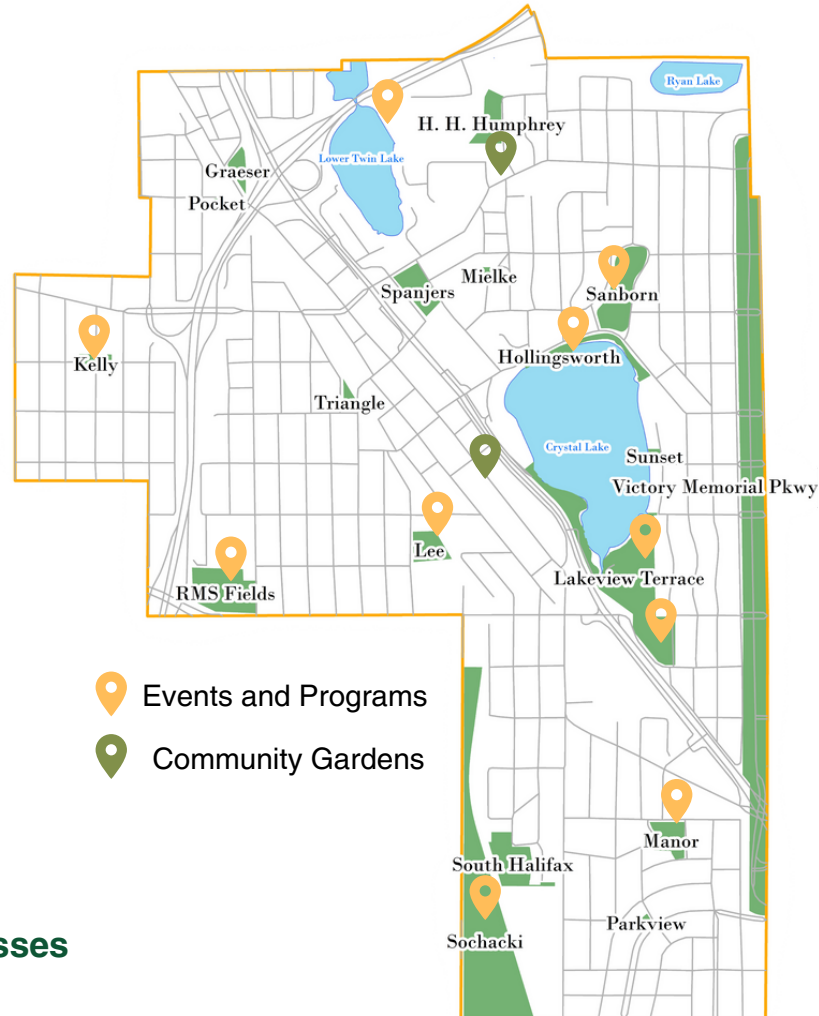


New Programs & Events

High School Boys Volleyball

Du for the Arts

Badges and Bobbers



Yoga 225 participants
Zumba 133 participants



New Community Partners



Field Update



Sanborn Field Turned Fastpitch Softball

Community Gardens



**20 New Plots
38 Participants**

Memorial Benches

- Sunset Park
- Sochacki Park



Buildings and Pavilions

73 rentals / \$4,703

Fields

\$26,152

Gym Rentals

\$23,327

Gym Memberships

98 / \$3,661

Punch Passes

478 / \$7,880



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: April 16, 2024
RE: Consider Parks Naming Policy

Background:

In October of 2023, the Human Rights Commission presented to the City Council at a work session. At that meeting, HRC members suggested the renaming of Sanborn Park. The City Council ultimately agreed that a Parks Naming Policy should exist, before moving forward in the process.

Analysis:

The Human Rights Commission volunteered to help the process of creating a policy - to which the City Council was supportive. At the March 2024 City Council work session, HRC members presented their findings. Along with staff input, Council gave direction to City staff to create a DRAFT policy. This DRAFT policy was reviewed by the Parks, Recreation, and Forestry Commission, and feedback was provided to Council at the April Work Session. A proposed policy is attached to this item.

Staff will provide an overview of the process to Council, and respond to questions, comments, or concerns.

Recommendation:

Consider the attached resolution, authorizing the implementation of a Parks Naming Policy for the City of Robbinsdale.

Attachments:

1. Resolution Establishing a Parks Naming Policy
2. Parks Naming Policy

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

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE IMPLEMENTATION OF A PARKS NAMING POLICY FOR THE CITY OF ROBBINSDALE.

WHEREAS, the City of Robbinsdale recognizes that from time to time, the City Council may consider the renaming of City assets, including City Parks; and

WHEREAS, the City of Robbinsdale desires City assets and facilities to be easily identified and located and given names that reflect the culture and diversity of the City and communities it serves; and

WHEREAS, the City of Robbinsdale will establish guidelines for the naming of City assets and facilities through the attached Parks and Facilities naming policy; and

WHEREAS, naming criteria shall following certain criteria as described in the Parks and Facilities naming policy; and

WHEREAS, a procedure for submissions, and Council consideration shall be established by the Parks and Facilities naming policy.

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

That the attached Robbinsdale Parks and Facilities Naming Policy be effective immediately following the passage of this Resolution.

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

And the following voted against the same:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS 16th DAY OF April, 2024.

William A. Blonigan, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk



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.
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. 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.
4. The proposed name may 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. All submissions must include a "nominating committee". Such nominating committee shall include at least five (5) Robbinsdale residents.
3. The submission must be consistent with the criteria stated in this policy.
4. Submissions must complete application form provided by the City to be considered.
5. Staff shall formally respond to applicant(s) within 90 days.
6. 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.
7. The Robbinsdale Parks, Recreation, and Forestry Commission shall review all considered applications, and provide feedback to the City Council for consideration.
8. The city of Robbinsdale will also provide opportunities for community members to make suggestions electronically and through other means (e.g. The Birdtown Brief).
9. The Robbinsdale City Council shall make the final naming decision, taking into consideration the preferences indicated by community members.
10. 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.
11. 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 16, 2024

RE: Approve Submission of a Minnesota Pollution Control Agency Local Climate Action Grant Application

Background:

The 2023 Minnesota Legislature set aside funds for local climate action grants to help communities across Minnesota reduce greenhouse gas emissions and prepare for climate change. The Minnesota Pollution Control Agency (MPCA) now seeks proposals for projects that develop or implement plans of action that enable local jurisdictions to adapt to extreme weather events and a changing climate, and/or reduce the local jurisdiction's contributions to the causes of climate change. Up to approximately \$2.3 million in funding is available to be awarded during fiscal year 2024 for local climate action planning and implementation projects. The maximum grant award for this RFP is \$50,000. Proposals are due no later than 4:00 p.m. on April 30, 2024.

Analysis:

For two consecutive years, sustainability has been designated a priority by the City Council in the adoption of annual goals. Further, the adoption of Robbinsdale's Energy Action Plan in August 2023 clarified the City's sustainability goals by committing to avoid an additional 30% of energy-related greenhouse gas emissions by 2030 compared to business as usual. In order to achieve this ambitious goal, and to reduce greenhouse gas emissions and mitigate the local effects of climate change, the City will need to be a leader in comprehensive transitions to renewable energy. With planning in motion to construct a brand new municipal Public Works facility as soon as next year, the City is at a crucial period of deciding how these facilities can be powered by renewable energy. Geothermal energy is found to be an efficient, renewable power option. However, a feasibility study is necessary to identify whether geothermal is a suitable choice for the specific site of our future Public Works building.

Contingent upon receiving grant funds, the City will pursue a feasibility study for geothermal energy to provide power to the future Robbinsdale Public Works Facility. This is deemed an eligible project for MPCA LCA grant funding, as it would implement actions laid out in the existing Robbinsdale Energy Action Plan, decrease greenhouse gas emissions, increase renewable energy, and minimize local climate pollution. The City must contribute a 5% match, either financial or in-kind, per grant RFP guidelines.

Recommendation:

Motion to approve the submission of an MPCA LCA Grant application.

Attachments:

None



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: April 16, 2024
RE: Voucher Requests Pending Approval for Disbursement

Background:

The check register dated 4/16/24 reflects the voucher requests pending approval for disbursement.

The check register dated 4/3/24 through 4/16/24 is a list of vouchers requiring payment for city funds, Deputy Registrar, liquor, and miscellaneous purchases. The payments are required prior to the next Council meeting.

Analysis:

None.

Recommendation:

By motion, approve disbursement requests for the period ending 4/16/2024.

Attachments:

None