

## AGENDA

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### 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.

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1. CITY COUNCIL MEETING CALLED TO ORDER
2. ROLL CALL: Wagner, Murphy, Parisian, Mayor Blonigan
3. MICROPHONE CHECK: Wagner, Murphy, Parisian, Mayor Blonigan
4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA
5. APPROVAL OF THE JUNE 18, 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. Approve City Council meeting minutes of May 7, 2024
  - B. Approve City Council Work Session meeting minutes of May 15, 2024
  - C. Approve City Council meeting minutes of May 21, 2024
  - D. Approve Canvassing Board meeting minutes of May 21, 2024
  - E. Receive Senior Commission Minutes
  - F. Accept Water Efficiency Grant from the Metropolitan Council
  - G. Authorize Adoption and Implementation of State Performance Measures
  - H. Faith Lilac Way Lutheran Church Event
  - I. Approval of Licenses
  - J. Block Party Request
  - K. Whiz Bang Days Committee - Event Requests
  - L. Mutual Aid and Automatic Aid Agreements with Brooklyn Center Fire Department (BCFD)
  - M. Pets Under Police Security (PUPS) Joint Powers Agreement (JPA)
7. PRESENTATIONS
- A. None
8. PUBLIC HEARINGS
- A. None
9. OLD BUSINESS
- A. None
10. NEW BUSINESS
- A. Approve the adoption of a Sustainability Committee
  - B. First reading of an Ordinance amending sections 120, 210, 815, and 2040 of the Robbinsdale City Code relating to Lower Twin Lake
  - C. First reading of an Ordinance amendment to Section 510.11 Subd. 1 (f) of the Robbinsdale zoning ordinance increasing the minimum setback for detached garages with metal roofs to five feet
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, May 7, 2024  
Meeting No. 9

## **MINUTES**

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### **CITY COUNCIL MEETING CALLED TO ORDER**

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

### **ROLL CALL**

Present: Wagner, Murphy, Parisian, Mayor Blonigan

Absent:

Staff: Tim Sandvik, City Manager; Chase Peterson-Etem, City Clerk; Richard McCoy, Public Works Director/City Engineer; Guy Dorholt, Fire Chief

### **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA**

Leo Fisher, 4309 France Ave., stated he is a high school senior and is here tonight to talk about reducing speed limits in Robbinsdale. He stated decreasing speed limits will make it safer for all users and lower speeds increase the survival rate if a person is struck by a vehicle. He noted he has experienced the fast speed of drivers along Bottineau Blvd. and that decreased speed limits on this road and on residential streets will make it safer and more user-friendly for all.

Mayor Blonigan noted the Council has discussed this issue in the past. Sandvik stated the city has done a traffic study and decided not to move forward with changing the speed limits and that most vehicles were moving at or under speed limits. He stated if the Council would like further discussion, they could ask for it to be brought to a work session.

Murphy stated he would be open to discussing it further. Member Parisian agreed and thanked Leo for voicing this.

Member Wagner stated he has been open to lowering speed limits city wide and increasing sidewalk infrastructure, and he would also want to keep having this conversation.

### **APPROVAL OF THE MAY 7, 2024 MEETING AGENDA**

Peterson-Etem noted two additions to the meeting. The first was an updated ordinance to New Business Item A and the second was the added report to Other Business Item B.

### **CONSENT AGENDA**

Mayor Blonigan removed items G and H for further consideration.

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

- A. City Council meeting minutes of March 19, 2024
- B. Approval of Credit Card Charges and Payment
- C. Deputy Registrar's Monthly Financial Statements
- D. Quarterly Financial Information for General, Water, Sanitary Sewer, Storm Sewer and Solid Waste
- E. Robbinsdale Wine & Spirits' Monthly Financial Statements
- F. Investment Report
- G. Removed for further consideration
- H. Removed for further consideration
- I. Second reading of Ordinance 24-03 Adopting the Crystal Airport Zoning Ordinance
- J. Limited Use Agreement - 3918 Crystal Lake Boulevard
- K. Approval of Licenses
- L. Approve Co-operative Agreement for the Sochacki Park Water Quality Improvement Project (BC-14)

### **REMOVED CONSENT AGENDA**

- G. City Investment Policy

Mayor Blonigan stated the policy noted the city could invest up to 5 percent, but legally the city could invest up to 15 percent and wanted that to be clear in the policy language. Sandvik noted that language could be added to the policy to make this clear.

Member Parisian stated she would also like to see this language added.

Mayor Blonigan Moved, seconded by Parisian to update the Investment Policy for the City of Robbinsdale with additional information added allowing future Council's the opportunity to adjust the percentage amount. The vote was unanimous and the motion passed.

- H. Hennepin County Fire Chiefs Association – City Membership

Mayor Blonigan asked how much it costs to have membership in the Hennepin County Fire Chiefs Association. Sandvik noted the cost is less than \$1,000.

Mayor Blonigan MOVED, seconded by Murphy to adopt Resolution No. 8100 "A RESOLUTION APPROVING MEMBERSHIP IN THE HENNEPIN COUNTY FIRE CHIEFS' ASSOCIATION, INC." The vote was unanimous and the motion passed.

### **PRESENTATIONS**

- A. Proclamation of National Public Works Week

McCoy noted the important work that the Public Works staff provide, and this proclamation recognized their dedication to making Robbinsdale a safe and efficient place to live.

Mayor Blonigan summarized the proclamation and indicated the Council's appreciation of the Public Works staff.

Member Wagner MOVED, seconded by Parisian to Approve Proclamation of National Public Works Week. The vote was unanimous and the motion passed.

#### B. Annual Robbinsdale Fire Department Report

Chief Dorholt provided an overview of the 2023 Annual Report including types of calls received, the amount of calls they responded to, education for firefighters, fire inspections, and community engagement. He noted there has been a higher volume of requests and hopes to have a more in-depth conversation about the future of the Fire Department. He also acknowledged how fire services will be affected by light rail and encouraged the Council to consider fire services during light rail discussions.

Member Wagner asked about the structure of the Fire Department. Dorholt noted the department consists of up to 30 paid on-call firefighters who must reside within a two-mile radius from the fire station.

Dorholt mentioned the resolution the Council adopted approving membership in the Hennepin County Fire Chiefs Association. He stated that the organization operates as a governance body and provides direction, education, and strategy for the Fire Chiefs in Hennepin County. He noted it also provides a forum to discuss and promote fire safety and to connect with other fire professionals.

Mayor Blonigan asked where folks could view the annual report. Dorholt stated it would be on the city website.

Mayor Blonigan noted he would be open to a discussion about updating the fire department model of paid on-call staff to potentially include some full-time fire staff.

Member Murphy also commented on the number of hours that go into training and gave his appreciation for the work they do.

Member Parisian thanked Chief Dorholt for the presentation and provided her appreciation to all members of the fire staff for their dedication to keeping the community safe.

### **PUBLIC HEARINGS**

#### A. Improvement and Assessment Hearing for Project 44123 - 41st Avenue between Railroad Avenue and Regent Avenue

McCoy provided a brief overview of the item. He noted there will be replacements and new infrastructure added, including a 12-inch diameter water main and potentially adding underground infiltration chambers, which could help with drainage issues. He also stated there would be a sidewalk added to help with pedestrian access to parks. McCoy noted elements of the feasibility report, correspondence detailing residents' concerns, and a cost analysis breakdown. He mentioned the residents along this corridor would be assessed a portion of the project based on our Assessment Policy, which has been the practice of the city for many years.

Member Murphy asked about the water main and why that needed to be done. McCoy explained this will connect to another 12-inch water mains and replace a large diameter pipe that was on Country Road 9 that had failed.

Mayor Blonigan reiterated that the Council is being asked to adopt two different resolutions. One that would allow the work to be done, and one that assesses a portion of the project to property owners.

Mayor Blonigan opened the public hearing.

Jennifer Creary, 4100 Regent Ave. N., stated it doesn't seem reasonable to ask residents to come up with \$10,041 in six months, or they will be assessed the cost and be subject to additional interest with the assessment. She noted the increase in inflation over the next 10 years and this is only adding to other increased costs. She noted the amount should have been communicated to residents further back, so they could start saving to pay this without interest.

Judith Kilian, 4100 Quail Ave. N., stated she loves her home and the city, but her property taxes continue to increase. She asked what portion of her property taxes pay for work like this. She recalls that another city she had lived in discussed projects like this several years prior to the project happening, not six months. She asked if this could be paid over a few years without interest. She also stated the interest rate seems high for this and wondered how necessary this project is to do now. She asked how long it would take and how residents could get in and out of their houses during the construction.

Josh Campbell, 4105 Perry Ave. N., noted he appreciates the other speakers and that the potential \$120 dollars a month is substantial for residents and that could be equivalent to a week's worth of groceries.

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

Mayor Blonigan asked about the timeline and wondered if we could consider increasing the time we notify residents of expected work to be done. McCoy stated the city has a ten-year Capital Improvement Plan (CIP) which is available to residents, but stated he would look into ways to improve this communication.

McCoy stated he believes the project is necessary this year and noted the pipes in that area have been there a very long time and the material used to make them is outdated and could cause issues. He also mentioned potential ponding in that area, and stated the infiltration system would help with this.

McCoy noted the exact timing of the work would need to be determined by a contractor, but generally it should go quickly compared to other street projects. He also noted there may be disruption to residents needing to get in and out of driveways and stated the city would work with them to make sure this is addressed.

Mayor Blonigan asked what types of bonds would be used. Sandvik noted it would be a collection of publicly available bonds.

Member Wagner asked about the assessment and if that could be pushed out to the next year. Sandvik stated the assessment date follows the same timeline of other assessments in the city. Sandvik also stated the Assessment Policy has had very few changes in the last couple of decades and only certain types of work can be assessed under this policy. He noted that a November deadline allows the city to have this processed and ready to start the following year.

Mayor Blonigan asked about reducing the interest rate and wondered if that was an option, since interest rates are high right now. He is also interested in extending the timeline of when we communicate these projects to residents and wondered how the assessed cost is determined. McCoy stated it's linked to the construction cost index which is determined by an outside agency.

Member Murphy noted he met with a few of the residents, and they shared that they were shocked to see this high of an assessment, and they could not afford this. He questioned if we should continue to use this Assessment Policy or if there were a better option that would spread the cost of these types of projects over the entire city.

Mayor Blonigan noted recent assessments that were issued to residents within the last year or two, and that it may be unfair to those folks if we made a decision to abruptly stop using our Assessment Policy.

Sandvik noted his advisement would be to not move away from the Assessment Policy on this project tonight. He noted staff could provide some information on what phasing out the Assessment Policy could look like if the Council wants to go in that direction in the future.

Member Wagner stated he would like to know more about other assessments around the city and is hesitant to get rid of an Assessment Policy at this time. He noted he would prefer to allow residents more time to make the payment before interest is added. Mayor Blonigan noted the Council could update the resolution extending the timeline of the assessment.

Member Parisian noted she would be open to discussing the Assessment Policy at a future Work Session but isn't comfortable doing that at tonight's meeting. She noted her agreement with Member Wagner and would be open to extending the timeline in which the project would be assessed to the residents. She asked why that wasn't brought up as a possibility or a potential recommendation. Sandvik noted the timeline is consistent with Assessments done in the past and the Assessment Policy and asked the Council to think about what ramifications adjusting the timeline or policy could have. Member Parisian stated she is still inclined to provide these residents with an extended timeline while discussing a policy to improve communication around this.

Member Murphy MOVED, seconded by Parisian to adopt a Resolution ordering the improvement of 41st Avenue Between Railroad Avenue and Regent Avenue - City Project 44123.

A roll call was taken.

Ayes: Wagner and Parisian.

Nays: Murphy and Mayor Blonigan.

That vote was split, and the motion did not pass.

A vote was not taken on the assessment roll resolution as the Council voted to not move forward with the project.

## **OLD BUSINESS**

A. None

## **NEW BUSINESS**

A. First Reading of an Ordinance amending City Code Section 400.01, Subd. 2

Sandvik provided an overview and noted this ordinance adds language that is required by the Minnesota Department of Labor and Industry. He continued that our city had referenced these requirements in an overarching way, but specific references are now needed.

Member Wagner asked if this was being done proactively. Sandvik stated the city is following the guidelines provided by the Department of Labor and Industry and that the city has remained in compliance and was able to finish this once the new Building Official was hired.

Member Wagner MOVED, seconded by Parisin to hold the first reading of An Ordinance Amending City Code Section 400 by Adding Specific Statutory References as Required by the Minnesota Department of Labor and Industry. The vote was unanimous and the motion passed.

## **OTHER BUSINESS**

### **A. Schedule Canvass Board Meeting**

Peterson-Etem gave a brief overview and noted the city is required to hold a Canvassing Board Meeting to certify the results of local elections. He noted the Council serves on the Canvassing Board and recommended they set the meeting for May 21, 2024, at 6:30 p.m.

Member Wagner MOVED, seconded by Parisian to schedule the Canvassing Board Meeting for May 21, 2024, at 6:30 p.m. The vote was unanimous and the motion passed.

### **B. Voucher Requests Pending Approval for Disbursement**

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

## **ADMINISTRATIVE REPORTS**

Peterson-Etem stated the Ward 2 Special Primary Election is still open, and Ward 2 residents can vote early at City Hall before election day, which is on May 14, 2024. He also noted the filing period for Mayor, Ward 1, and Ward 2 candidates will be open May 21 - June 4, 2024. He encouraged folks to visit the city website and social media for more information. Lastly, he noted next week's REDA and Work Session meetings will be held on Wednesday, as the city cannot hold public meetings on the same day as elections.

Sandvik thanked those who attended the Bike Rodeo and the inaugural Shelley Day event. He noted the annual community survey is now open and serves as a benchmark for core services year-after-year. He mentioned summer recreation programs are upcoming and encouraged people to register for activities. Lastly, he noted seasonal positions that are open and that the Lakeview Terrace Farmers Market will open on May 18.

## **COUNCIL GENERAL COMMUNICATIONS**

Member Wagner thanked all that attended Shelley Day and Arbor Day celebrations and the folks that coordinated those events. He also thanked everyone who attended the candidate forum for the open Ward 2 Council seat. He asked about the classification and compensation study and where the city was at with that. Sandvik noted that staff have executed a contract and are in the initial stages. He stated there should be some information ready for budget discussions.

Member Parisian thanked the folks who organized the Shelley Day event and the people who attended. She noted some emails she has had with the Robbinsdale Climate Collective and that it has been great to see the energy and momentum around the work they are doing.

Mayor Blonigan also thanked the Human Rights Commission and organizers of the Shelley Day event and noted there is work being done to map out where the racial covenants are in the Twin Cities. He recognized Jeannine McDonald and the community work she had done in Robbinsdale and provided his condolences to her family. He also encouraged people to watch the Ward 2 Candidate forum.

## **ADJOURNMENT**

Member Murphy MOVED, seconded by Wagner to adjourn the meeting at 9:12 p.m. The vote was unanimous and the motion passed.



## **MINUTES**

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### **CITY COUNCIL WORK SESSION CALLED TO ORDER**

Mayor Pro Tem Wagner called the meeting to order at 7:08 p.m.

### **ROLL CALL**

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

Absent: None

Staff: Tim Sandvik, City Manager; Diaa Tahoun, Finance Director; Richard McCoy, City Engineer/Public Works Director; Rachel Leen, Communications Coordinator

### **DISCUSSION**

#### A. Consider Schedule for LRT Municipal Consent

Sandvik explained that the goal of the discussion is to narrow down the municipal consent timeline for the Blue Line Light Rail extension project, as well as determine how to collect public feedback. He reminded the Council of their municipal consent options: offer municipal consent, offer municipal consent with caveats, refuse municipal consent, or take no action. He recommended setting a public feedback forum for August and municipal consent for September, so that the Ward 2 seat will be filled. He explained the options of holding either a public hearing or an open house, and recommended an open house.

Member Parisian asked if Council makes individual municipal consent recommendations. Sandvik explained that the Council will make their decision as one body.

Mayor Blonigan agreed that feedback should be collected only once the Ward 2 seat is filled. The Council discussed the pros and cons of public hearings and open houses. Member Murphy and Member Parisian favored an open house, and Mayor Blonigan stated that he would be fine with an open house.

Member Parisian noted that she will miss the first Council meeting and work session in September. Mayor Blonigan suggested September 17, 2024, as the meeting to decide on municipal consent.

Mayor Pro Tem Wagner expressed that he supports an open house, as long as there is structure to the event. The Council discussed that they would be open to a public hearing in addition to an open house. Member Murphy explained that the benefit of a public hearing is that everything is on record. Member Parisian suggested that a public hearing be coupled with other informal ways to capture resident feedback. Mayor Pro Tem Wagner agreed.. Mayor Blonigan emphasized that residents should be aware of any online feedback collection far in advance. Mayor Pro Tem Wagner asked for clarification on whether the Council wants to do a formal open house and a public hearing. The Council agreed that an in-person open house, in addition to informal feedback collection, is sufficient.

The Council agreed upon the evening of Wednesday, August 21, 2024 to host the open house. Council put forth Thursday, August 22, 2024, as a backup date. Sandvik inquired if Council would consider a municipal consent vote at the second Council meeting in September. Council confirmed that date for now.

Sandvik asked Council to identify top priority conditions that Council wants recognized by the project office before moving forward.

Member Murphy asked for an explanation of the benefits that come with elevating the Light Rail. McCoy explained the benefits of elevating the Light Rail for both pedestrians and traffic. Member Murphy and Mayor Blonigan confirmed that elevation is a key condition for providing municipal consent. Member Murphy asked if the Council must be in consensus on each condition. Sandvik explained that the Council must agree on all conditions as one body and stated that there needs to be a majority vote for the action that Council takes.

Member Parisian explained that she would not provide consent without an anti-displacement policy. Mayor Pro Tem Wagner agreed. The Council summarized that the conditions of elevation, anti-displacement, road turnover, property acquisition, safety measures, and bus garage considerations are all top priorities. Mayor Blonigan suggested a Work Session to solidify priority conditions from each council member.

Member Murphy asked for clarification on the difference between voting no and voting yes with conditions. Sandvik explained that voting no is unprecedented, and that the Council should be prepared with a firm reason if they say no. Sandvik explained that there are benefits to voting yes to municipal consent with conditions. He offered to get a formal memo from the City attorney to better explain Council's options for municipal consent.

Mayor Blonigan emphasized that he would like more input from the Police and Fire departments on the public safety elements of the Light Rail project.

Sandvik explained that the next step is for the council members to identify their priority conditions to bring to the June work session. The Council agreed that they will sort the conditions into three categories consisting of deal breaker condition, desired condition, or a condition that they do not feel strongly about.

## B. Assessment Policy Discussion

Sandvik introduced the discussion by stating that last week's decision was an example of bad governance. He stressed that he should have been aware that the option of not ordering work was on the table. He explained that the goal of this discussion is to determine next steps, since the project docket will need to be reexamined.

Sandvik recalled that the 41st Avenue project is no longer approved, and that work on Lowry Avenue planned for this summer is now pending. He explained that both of these projects need to be clarified for bond issuance this year, and Finance assumed the projects would be ordered. He discussed how next year's projects, such as Oakdale Avenue, York Avenue, Shoreline Avenue, and Chowen Avenue, will be impacted. He explained that the first option is to go forward with the work on 41st Avenue, with Council reexamining the assessment policy after the project. A second option is to order the work on 41st Avenue and reexamine the assessment policy in

tandem. A third option is to return to work on the assessment policy in 2025.

McCoy provided the opinion that Council should order the work, and then look at the assessment policy as a side issue. McCoy pointed out that projects that are done this summer can be assessed in the future. Reworking the assessment policy will be a slow process with many options, such as a levy increase over 5 to 10 years.

Tahoun stressed that issuing bonds is tedious, and not ordering work delays that process. He has numbers allocated for specific years already, and delaying a street improvement makes bond issuance not worth the process. Tahoun brought up the concern that if the special assessment rate is lowered, residents who have already paid their special assessment off might be upset.

Member Murphy provided his opinion that special assessment costs are far too high, and that most residents cannot afford a \$10,000 payment. He stated that he supports spreading costs between all residents for services like roads, sewer, and water that everyone uses. He agreed with McCoy's idea of reducing special assessment rates over time, as well as moving away from assessment rates being based on property size. He cited Crystal as a neighbor that has eliminated assessments. He agreed that street projects can move forward while the assessment is reworked.

Mayor Blongian expressed a willingness to discuss the assessment policy, but he suggested that lowering it would increase taxes too much. Member Parisian supported the work moving forward.

Member Parisian expressed a need to improve communication to residents to ensure that they have time to prepare for assessment costs. She suggested that the time period to pay off loans with no interest should be extended as well. She did not support a short-term move away from assessments, but she was open to a gradual shift away from assessments. Mayor Pro Tem Wagner agreed with Member Parisian.

McCoy emphasized that there are many options for how to rework the assessment policy. He pointed out that side street frontages usually come with big price tags, and that side streets could have assessment costs limited without fully changing the policy.

Sandvik confirmed that Council supports ordering work, and that he can let residents know that the assessment policy is being examined, possibly starting this summer. He questioned whether giving residents a longer notice about their special assessment would qualify as a pending assessment. Member Murphy expressed the desire to see three options modeled: eliminating the assessment policy all together, reducing it by 25%, and reducing it by 50%. Sandvik confirmed that staff will work on project modeling to showcase assessment policy and levy cost projections. McCoy confirmed that the improvement work can be pushed forward. He explained that he plans to inform residents that the improvement would be discussed at a June meeting, and that the assessment is on hold for now.

C. Joint Powers Agreement(s) - Basset Creek Watershed Mgmt Commission, Shingle Creek Watershed Mgmt Organization

McCoy explained that by the end of the year, the City of Robbinsdale needs to enter new Joint Powers Agreements (JPAs) with both watersheds. The two watersheds have reviewed the current JPAs and made proposed changes. The proposed changes from Shingle Creek Watershed look good. The Council should be aware of issues with the proposed changes from Bassett Creek Watershed.

McCoy stated that Shingle Creek Watershed proposed a 30-year agreement. Bassett Creek Watershed proposed a 12-year agreement, which is short. McCoy expressed concern about proposed

changes from Bassett Creek that would allow the board to set compensation rates and per-diem compensation for commissioners. The current rule allows the City Council to decide if commissioners are paid. McCoy provided his opinion that payment authorization should remain with the City, not the watershed. McCoy explained that he will bring these JPAs to Council for approval. McCoy provided the recommendation that certain sections from the Bassett Creek Watershed agreement be struck before being approved. McCoy clarified that all cities in the watershed have to agree to the same agreement.

The Council concurred with McCoy's recommendation.

#### **D. Limited Use Agreement - Orchard Ave**

Sandvik explained that staff received a code enforcement complaint about a resident's lights on their trees. He stated that this conversation can remain about general considerations, but if it gets into a specific limited-used agreement, Member Murphy should recuse himself from the discussion. The resident's tree lights are in the right of way, which is a violation since there cannot be obstruction without a license. Sandvik emphasized that if Council goes forward with providing a license and there are more complaints about tree lights in the future, then Council will have to do licensing of all trees with lights on them in the right of way. He informed Council that this specific license could be brought forward as early as next week.

Member Murphy stated that he does not think there would be more complaints against others who have these kinds of lights on trees. He clarified that the code enforcement issue is that there is an extension cord in the right of way, and that a license would allow the extension cord to remain. McCoy explained that in any code enforcement case, public safety is considered, and the City is liable for anything in the right of way. A license puts responsibility on the homeowner instead of the City.

Mayor Blonigan expressed an interest in reading the ordinance, and Member Parisian agreed. Mayor Pro Tem Wagner stated that he wants a license agreement issued instead of reworking policies.

Sandvik provided council members with a draft of the license.

### **STAFF UPDATES**

#### **E. Housekeeping items**

Sandvik asked if the Council would like to meet on July 2, 2024, and council members agreed to not meet. Council decided that they will meet on July 16, 2024, and can schedule further meetings in July if the need arises.

Sandvik discussed how Council has recently suggested resuming 25-mph speed limit conversations and inquired what Council needs to continue the discussion. Mayor Pro Tem Wagner stated that he would support a speed reduction on residential roads City-wide. Member Murphy agreed but has concerns about enforcement and costs. Sandvik stressed that the speed limit should not be changed for optics, due to the amount of work it would cause for staff. Sandvik explained that the data from Zenith Avenue between 36th Avenue and 38th Avenue showed that 85% of people drove under 25 mph, and 90% of people drove under 30 mph. He suggested giving staff time to collect more data. Mayor Pro Tem Wagner supported lowering the limit to 25 mph if most people are already going that speed. Member Parisian supported reducing the speed limit for proactive public safety purposes. Mayor Blonigan stated that he would vote in favor of lowering the limit to 25 mph if the public supports it. Mayor Blonigan suggested the idea of using solar-powered flashing speed limit signs. Member Murphy agreed that lowering the speed limit would lead to positive changes, even if it slows a couple cars down. The Council agreed that they are in support of lowering the speed limit, but also agreed that it is not a top priority.

Sandvik explained that THC updates will be coming at the June work session.

Sandvik updated the Council that Rick Pearson is having a farewell lunch on May 31, 2024.

Sandvik updated the Council that the Public Works crew has kicked off the project with Oertel for a space needs analysis at the Public Works facility.

Sandvik explained that the Parks Master Plan is about to go live with a survey in next week or two.

Sandvik stated that the City has registered to table at the Golden Valley Pride event on June 8, 2024, from 12 PM-6PM.

Sandvik updated the Council that Lakeview Terrace Farmer's Market opens this weekend on May 18, 2024.

Sandvik informed Council that there is a meeting to discuss the JPA with Sochacki on May 21, 2024, at 9 AM, and shared that there is a vacancy on the JPA.

Sandvik asked Council to complete materials for the annual City Manager review. Sandvik and Council will go into a closed session to discuss materials next week.

#### **COUNCIL UPDATES**

Mayor Blonigan expressed that he would like to vote on renaming Sanborn Park before the end of his term.

#### **ADJOURNMENT**

Mayor Pro Tem Wagner adjourned the meeting at 9:21 p.m.

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Rachel Leen, Communications Coordinator

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Aaron Wagner, Mayor Pro Tem



City of Robbinsdale

City Council Meeting  
Tuesday, May 21, 2024  
Meeting No. 10

## **MINUTES**

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### **CITY COUNCIL MEETING CALLED TO ORDER**

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

### **ROLL CALL**

Present: Parisian, Wagner, Mayor Blonigan

Absent: Murphy

Staff: Tim Sandvik, City Manager; Chase Peterson-Etem, City Clerk; Rick Pearson, Community Development Director, Kayla Kirtz, Sustainability Coordinator; Patrick Foley, Police Chief; Members of the Police Department

### **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA**

None.

### **APPROVAL OF THE MAY 21, 2024 MEETING AGENDA**

Peterson-Etem noted two updates. The first one is for New Business item C and is to add the agreement related to this item. The second addition is the voucher disbursement report that will be added to Other Business Item A.

Member Wagner MOVED, seconded by Parisian to approve the May 21 City Council Agenda. The vote was unanimous and the motion passed.

### **CONSENT AGENDA**

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

- A. Approve City Council meeting minutes from April 2, 2024
- B. Approve City Council meeting minutes from April 16, 2024
- C. Diggers Garden Club Event
- D. Entertainment License for Marna's Eatery & Lounge
- E. Approval of Licenses
- F. Hennepin County All-Hazard Mitigation Plan

### **PRESENTATIONS**

A. Police Officer Swearing In

Sandvik invited Chief Foley to introduce the three officers being sworn in tonight.

Chief Foley provided background on each of the officers and thanked them for their service to Robbinsdale and as Police Officers.

- Nick Fasching
- Zachary Angel
- Lana Boskovic

Mayor Blonigan gave the oath of office to each of the officers and the Council congratulated and thanked them.

B. University of Minnesota Climate Action Planning Student Presentation

Kirtz introduced the item and noted students from the University of Minnesota Humphrey School of Public Affairs asked the city to partner on a Climate Action Planning course. She noted the benefits of this partnership and explained the students were tasked with creating a climate action plan for the City of Robbinsdale and will be presenting these findings tonight. She also noted this isn't a formal recommendation, but the city could use some recommendations from their work.

Students from the University of Minnesota presented their climate action plan for the City of Robbinsdale. Their presentation provided benefits, ways to incorporate the plan, framework, community outreach, and potential outcomes of a climate action plan.

The Council thanked the students for their presentation and agreed that many of these things could be incorporated into our sustainability work, like the Gold Leaf Challenge, and encouraged staff to look into the recommendations.

**PUBLIC HEARINGS**

- A. None

**OLD BUSINESS**

- A. None

**NEW BUSINESS**

- A. Approve Submission of a Minnesota Department of Commerce Solar on Public Buildings Grant Application

Kirtz presented the item and noted the Minnesota Legislature established a grant program allowing cities to apply for up to 70% of project costs related to the installation of solar on public buildings. She noted the city of Robbinsdale is eligible for a grant up to 60% based on our adjusted net tax capacity, not to exceed \$72,000. Kirtz stated the city is currently reviewing proposals for a solar array on the Water Treatment Plant and that this grant can also be stacked with the Inflation Reduction Act and noted the city intends to also apply for that as well. She noted if the city is awarded additional funds from the Inflation Reduction Act, staff would then look into installation of solar at City Hall.

Mayor Blonigan asked if the city would be eligible for a 30% or 40% reduction in costs. Kirtz explained 30% is standard, but we could receive an additional 10% depending on whether the location falls within specific zones which the Water Treatment Plant does fall within.

Mayor Blonigan asked about the size, kilowatt-hours, and range. Kirtz and Sandvik noted the city is still reviewing proposals and noted there is a difference between each proposal.

Member Parisian MOVED, seconded by Wagner to Approve Submission of A Minnesota Department Of Commerce Solar On Public Buildings Grant Application. The vote was unanimous and the motion passed.

#### B. Authorize Contract with CivicPlus for new City Website

Sandvik noted this has been budgeted for 2024 and falls within the authority of the City Manager to approve but wanted the City Council to be aware of the process. He noted staff interviewed a few different agencies and looked for three major priorities, including:

- Improving Resident Experience
- Easier Content Creation/Management
- Consolidation/Integrations

Sandvik stated that it was ultimately decided that CivicPlus would be able to provide the best option for what the city is looking for and staff is asking the Council to authorize the City Manager to execute the contract and implementation.

Mayor Blonigan asked about the cost. Sandvik stated a year-to-year basis would be in the \$20,000 to \$25,000 range, but the first year would be higher because of the implementation work.

Member Parisian stated she is excited about this and pointed out that every four years the city is eligible for a review of the website as stated in the agreement.

Member Wagner stated he would like to see multiple languages and accessibility options be added. Sandvik noted this agreement would include many of those updates, including language and accessibility options.

Mayor Blonigan asked when this would go live. Sandvik stated there are no hard deadlines but hopes it will be in the fall of 2024.

Member Wagner MOVED, seconded by Parisian to Authorize a Contract With Civicplus For A New City Website. The vote was unanimous and the motion passed.

#### C. Authorize Limited Use Agreement

Sandvik gave a brief overview and noted this agreement would allow the use of lights in the right-of-way, provided certain conditions are met.

Mayor Blonigan noted the limited use agreement would allow for the homeowner to have electricity under the sidewalk, per the agreement, so they could use decorative lights in the right-of-way. Sandvik stated that is correct.

Mayor Blonigan asked if the City Attorney had reviewed the agreement. Sandvik stated yes, along with staff input.

Member Parisian MOVED, seconded by Wagner to Authorize Limited Use Agreement. The vote was unanimous and the motion passed.

#### D. Resolution Recognizing Rick Pearson Years of Service

Pearson extended his appreciation to the Council, the staff, and the city. He indicated his 18-year tenure and that it has been great.

Mayor Blonigan indicated Pearson's knowledge and calmness and appreciates his professionalism and the time they were able to work together. He wished him well and good luck in the future.

Member Parisian thanked Pearson for everything he has done for the city. She stated how much she has learned from him and congratulated him on his retirement.

Member Wagner congratulated and thanked Pearson for his work with the city.

Member Parisian MOVED, seconded by Wagner to Approve A Resolution Recognizing Rick Pearson's Years Of Service. The vote was unanimous and the motion passed.

#### **OTHER BUSINESS**

##### A. Voucher Requests Pending Approval for Disbursement

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

##### B. Cancel July 2, 2024, City Council Meeting

Sandvik noted the Council had discussed at the most recent Work Session to cancel the July 2 City Council meeting, noting the Council could schedule another meeting if need be.

Member Wagner MOVED, seconded by Parisian to Cancel The July 2, 2024, City Council Meeting. The vote was unanimous and the motion passed.

**\*Member Parisian MOVED, seconded by Wagner to adjust the agenda and move the City Manager Annual Performance Review to after Administrative Reports and Council General Communications. The vote was unanimous and the motion passed.**

#### **ADMINISTRATIVE REPORTS**

Peterson-Em noted the Canvass Board Meeting took place earlier today and the board did certify the results from the May 14 Ward 2 Special Election. He noted the next election in Robbinsdale will be the August 13 State Primary Election and candidate filing for Mayor, Ward 1, and Ward 2 Council Seats will be open from May 21 through June 4.

Sandvik noted the Council has given staff indication of intent to reconsider the street improvement project on 41st based on their last Work Session discussion on this item. He offered his thanks to Rick Pearson and noted how welcoming and knowledgeable he is and the passion he has for his work. He wished him well in his retirement and congratulated him. He noted the Parks Master Plan Survey is live and can be found on our website and also stated the annual Community Survey is also live and can be found on our website. He mentioned last week was National Police Week and offered his thanks to the PD. Similarly, he noted this week is National Public Works week and thanked the staff for the work they do. He stated a couple of street closures that are coming up as well as several events happening in the coming weeks.

## **COUNCIL GENERAL COMMUNICATIONS**

Member Wagner wished folks a happy Memorial Day and thanked all that have served.

Mayor Blonigan asked about the Parks Master Plan and Community Survey and wondered where people could find those. Sandvik noted the Birdtown Brief and social media are great places to find the link and indicated the locations on the city website. Mayor Blonigan noted the Lakeview Terrace Farmers Market has started and encouraged all to attend.

## **OTHER BUSINESS**

### **C. City Manager Annual Performance Review**

Sandvik stated his contract indicates he is eligible for an annual performance evaluation and noted, per State Statute Ch. 13D, a public body may close a meeting to evaluate the performance of an individual who is subject to its authority.

Member Wagner MOVED, seconded by Parisian to recess the meeting at 8:41 p.m. to hold a public hearing pursuant to State Statute Ch. 13D. The vote was unanimous and the motion passed.

The Council meeting was reconvened at 9:41 p.m.

Mayor Blonigan noted the Council discussed the City Manager's performance and that a summary would be available at the next Council meeting.

## **ADJOURNMENT**

Member Parisian MOVED, seconded by Wagner to adjourn the meeting at 9:43 p.m. The vote was unanimous and the motion passed.

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Chase Peterson-Etem, City Clerk

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William A. Blonigan, Mayor



## City of Robbinsdale

### MINUTES

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#### CALL MEETING TO ORDER

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

#### ROLL CALL

Present: Parisian, Wagner, Mayor Blonigan

Absent: Murphy

Staff: Tim Sandvik, City Manager; Chase Peterson-Etem, City Clerk

#### NEW BUSINESS

##### A. Results of the May 14, 2024, Ward 2 Special Primary Election

Peterson-Etem stated the city held a Special Primary Election on May 14, 2024, and indicated a Canvassing Board meeting must be held to certify local election results. He noted the City Council also serves as the Canvassing Board and, per state statute, must be held within 3–10 days after an election. He provided summary details of the election results and recommended the board to declare the results. He also thanked staff, election judges, and the county for their help in running the special election.

Member Wagner MOVED, seconded by Parisian to Approve The Results Of The May 14, 2024, Ward 2 Special Primary Election. The vote was unanimous and the motion passed.

#### ADJOURNMENT

Member Parisian MOVED, seconded by Wagner to adjourn the meeting at 6:40 p.m. The vote was unanimous and the motion passed.

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Chase Peterson-Etem, City Clerk

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William A. Blonigan, Mayor

# ROBBINSDALE SENIOR COMMISSION MINUTES

Monday, May 6, 2024 @ 1:30 P.M.

## Robbinsdale City Hall

1. Call to Order

2. Roll Call:

☒ Monson    ☐ Jorde    ☒ Kile

☐ Mennenga    ☒ Fuglie

Also in attendance: Matt Bazyk

3. Approval of the minutes of the regular meeting of February 12, 2024

4. New Business

a. Events for 2024:

i. Whiz Bang Days: Ice Cream Social

1. Looking to attend. Kile suggested creating handouts outlining common ordinance violations and how to report them. Options included: Sidewalk clearing responsibilities, playing in streets, noxious weeds, hoarding houses and obtaining stickers for mattress and furniture disposal.

ii. Pet and Wheel Parade

1. July 25<sup>th</sup>. Interested in participating.

iii. Meet and Greet

1. September 9<sup>th</sup>. Interested in participating and will be helping collect responses for the Parks Master Plan.

iv. Others I'm missing?

1. Fuglie suggested events for and at Senior Housing: suggested information including how to get food donations for residents from local businesses.

b. Parks Master Plan

- i. Bazyk explained where the City is in the process. Currently creating survey for resident feedback.

5. Old Business

a. Senior Commission Renaming. Are we good with "55 Plus Commission"?

- i. "55 Plus Commission" is fine. Potential to offer a renaming contest.

- b. Steps to change the City Code and City Charter.
  - c. Senior Resources Page.
- 6. Announcements
  - a. Monson named to Board at Lee Square
- 7. Adjournment: 2:36 Kile called for, Fuglie 2<sup>nd</sup>.



## City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Kayla Kirtz, Sustainability Coordinator

APPROVED BY: Tim Sandvik, City Manager

DATE: June 18, 2024

RE: Accept Water Efficiency Grant from the Metropolitan Council

---

### **Background:**

The Metropolitan Council has another round of Water Efficiency Grants available to support the purchase and installation of appliances that reduce water use. Previously, the City has been successful in securing Water Efficiency Grant funds from the 2020 and 2022 programs. Following consultation with the City Council at the March 12, 2024 Work Session, staff submitted a grant application for the 2024-2026 Water Efficiency Grant Program to provide rebates to residents replacing toilets, shower heads, clothes washing machines, and dishwashers with more water-efficient alternatives.

On May 24, 2024, staff received notice from the Metropolitan Council of an award to the City of Robbinsdale in the amount of \$10,000 as part of the 2024-2026 Water Efficiency Grant Program. The City is required to match 25% of the funds awarded (\$2,500). The City of Robbinsdale's Water Efficiency Rebate Program will be administered by the Sustainability Coordinator, with support from the Public Works Director/City Engineer, Communications Coordinator, and Utility Billing staff.

### **Analysis:**

None.

### **Recommendation:**

By motion, authorize the City Manager to sign the Grant Legal Agreement with the Metropolitan Council accepting \$10,000 in Water Efficiency Grant Program dollars.

### **Attachments:**

None



## City of Robbinsdale

TO: Mayor and City Council  
PREPARED BY: Rachel Leen, Communications Coordinator  
APPROVED BY: Tim Sandvik, City Manager  
DATE: June 18, 2024  
RE: Authorize Adoption and Implementation of State Performance Measures

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### **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 same questions were used in the 2020, 2021, 2022, and 2023 surveys. The same questions, except question #13 used in previous years, were used in the 2024 survey. In order for the City to qualify for the program, the City Council must adopt the resolution on an annual basis. Outreach measures included social media posting, utility bill inserts, and inclusion in the Birdtown Brief, Robbinsdale's weekly digital newsletter.

To qualify for the reimbursement, the survey results and approved Resolution must be submitted by staff to the State Auditor's Office by July 1<sup>st</sup>.

### **Analysis:**

The 2024 survey was live on the City website from May 1<sup>st</sup> to May 31<sup>st</sup>, 2024. The City received 509 total responses to the 2024 performance measurement survey, which is an decrease from 537 in 2023. The survey had 13 total questions.

A comparison of performance measurement results from 2023 vs. 2024 is shown in graph form on Exhibit 2.

### **Recommendation:**

Authorize the adoption and implementation of state performance measures.

### **Attachments:**

1. Community\_Survey\_Resolution\_6\_18\_2024

**Exhibit 1**

Member \_\_\_\_\_ moved and Member \_\_\_\_\_ seconded a motion that the following Resolution be read and adopted this 18<sup>th</sup> day of June, 2024.

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION DECLARING ADOPTION AND IMPLEMENTATION OF STATE  
PERFORMANCE MEASURES**

**WHEREAS**, benefits to the City of Robbinsdale for participation in the Minnesota Council on Local Results and Innovation’s comprehensive performance measurement program are outlined in MS 6.91 and include eligibility for a reimbursement as set by Minnesota State Statute; and

**WHEREAS**, any city/county participating in the comprehensive performance measurement program is also exempt from levy limits for taxes, if levy limits are in effect; and

**WHEREAS**, the City Council of Robbinsdale has adopted and implemented at least 10 of the performance measures, as developed by the Council on Local Results and Innovation, and a system to use this information to help plan, budget, manage, and evaluate programs and processes for optimal future outcomes; and

**NOW THEREFORE BE IT RESOLVED THAT**, the City Council of Robbinsdale will continue to report the results of the performance measures to its citizenry by the end of the year through posting on the city’s website.

**BE IT FURTHER RESOLVED**, the City Council of Robbinsdale will submit to the Office of the State Auditor the actual results of the performance measures adopted by the city.

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 18<sup>th</sup> DAY OF JUNE, 2024.**

ATTEST:

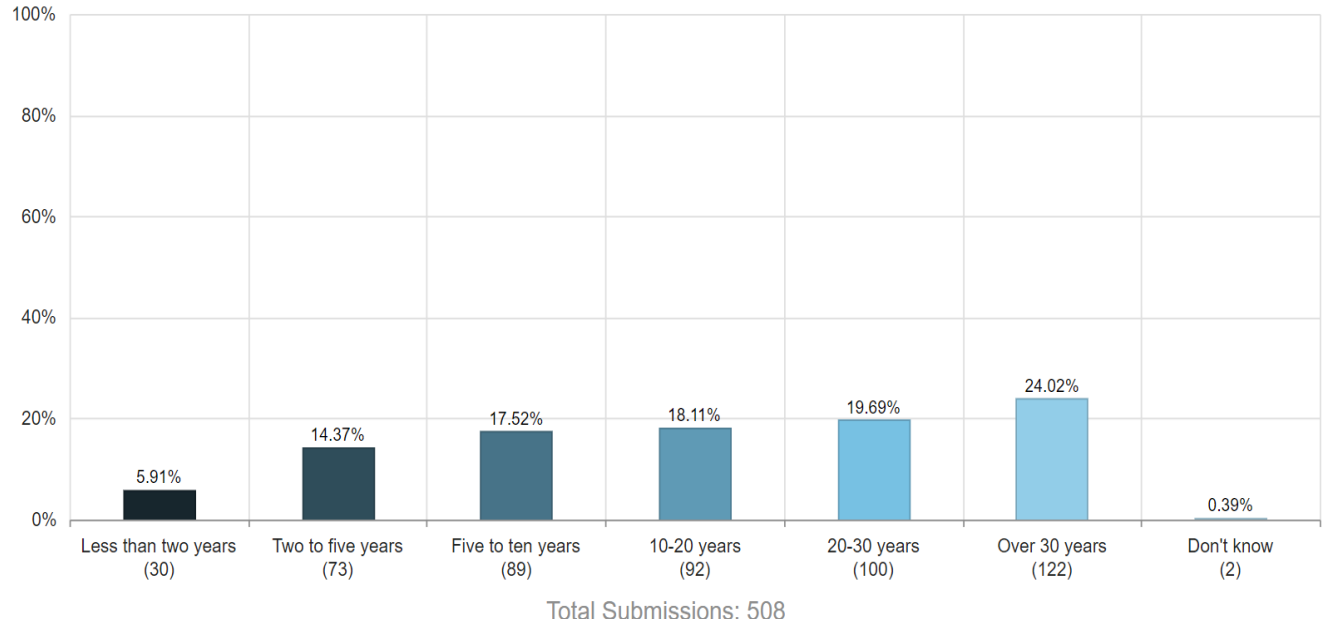
\_\_\_\_\_  
William A. Blonigan, Mayor

\_\_\_\_\_  
Chase Peterson-Etem, City Clerk

## **Exhibit 2 – Performance Measurement Survey Results**

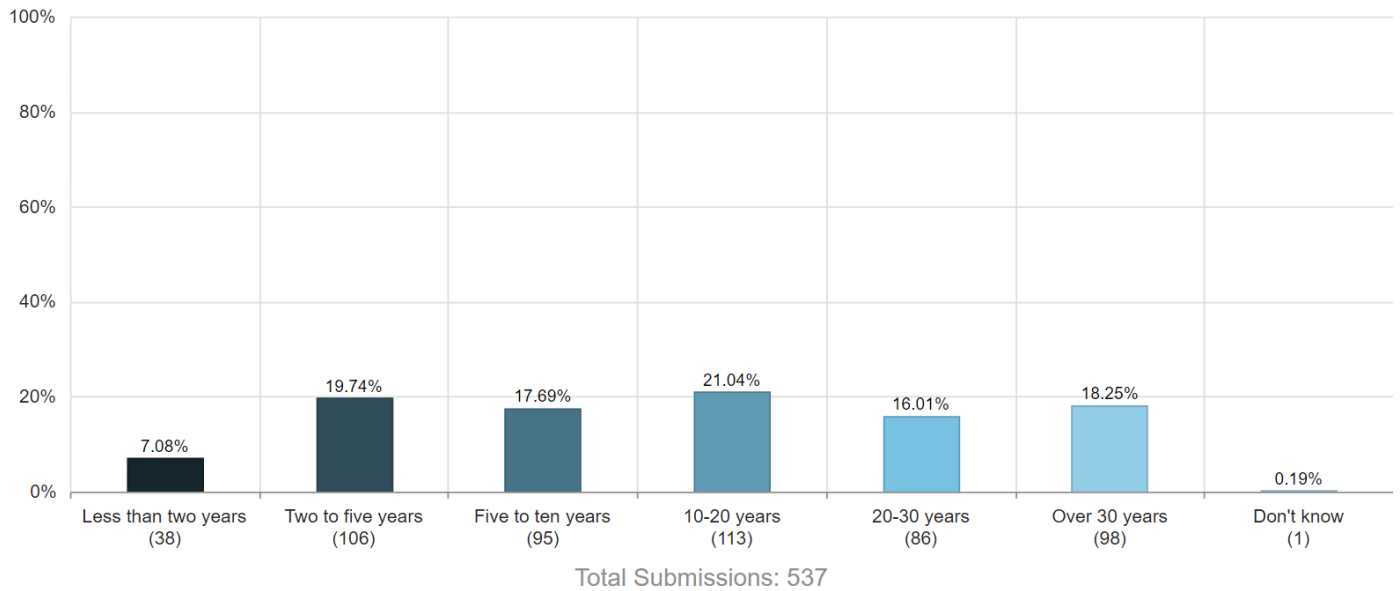
**2024**

### **How long have you lived in Robbinsdale?**



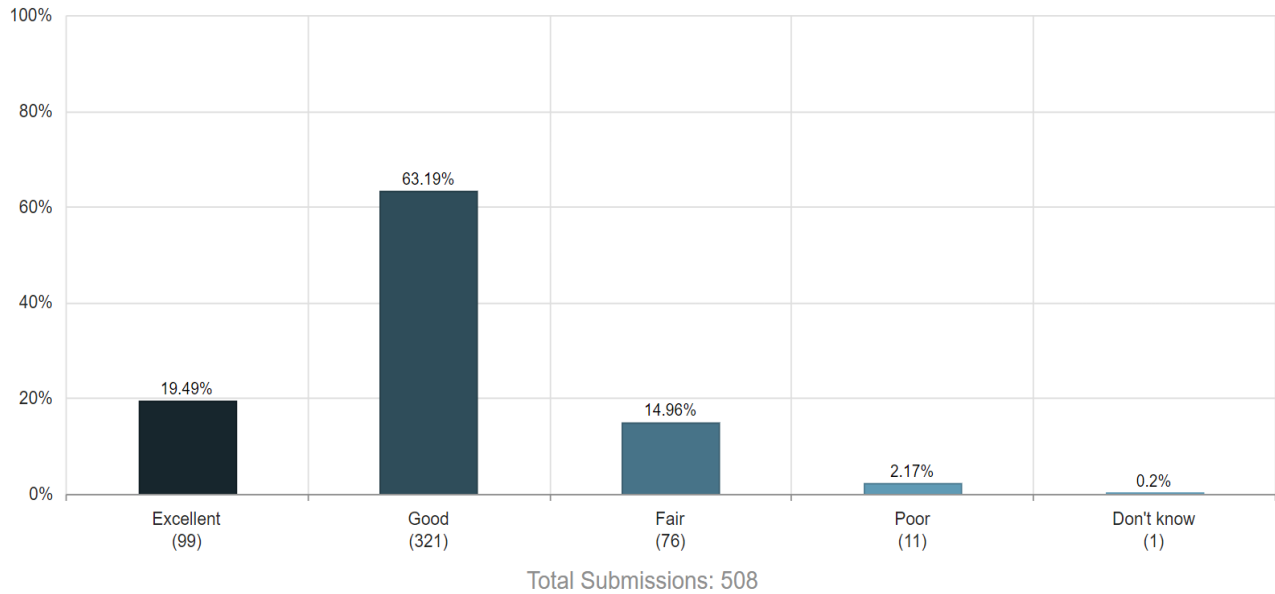
**2023**

### **How long have you lived in Robbinsdale?**



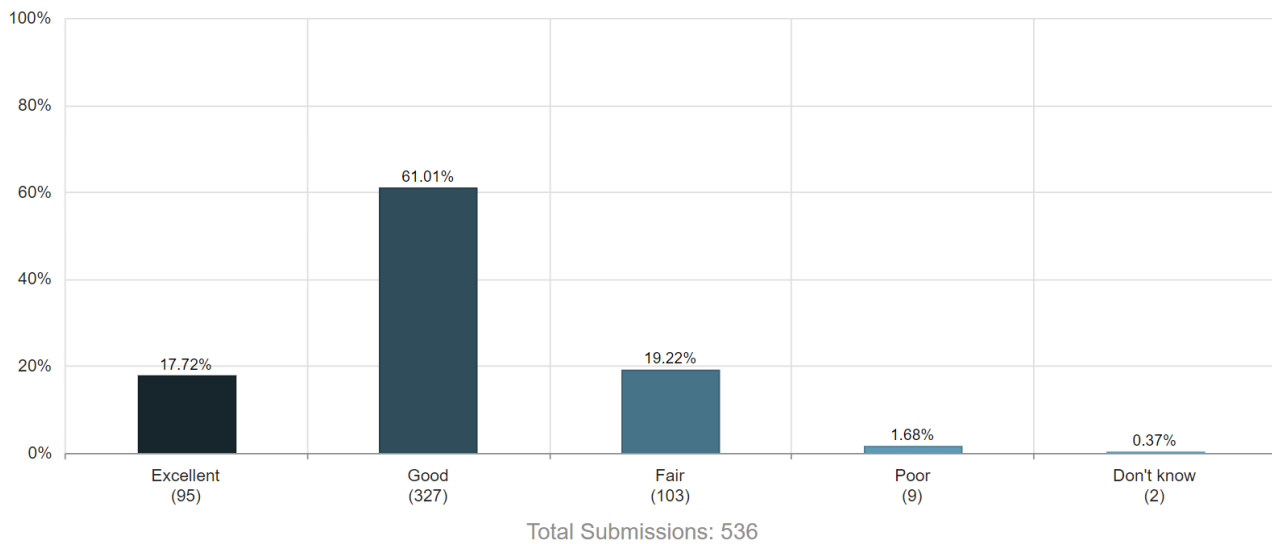
**2024**

**How would you rate the quality of life in Robbinsdale?**



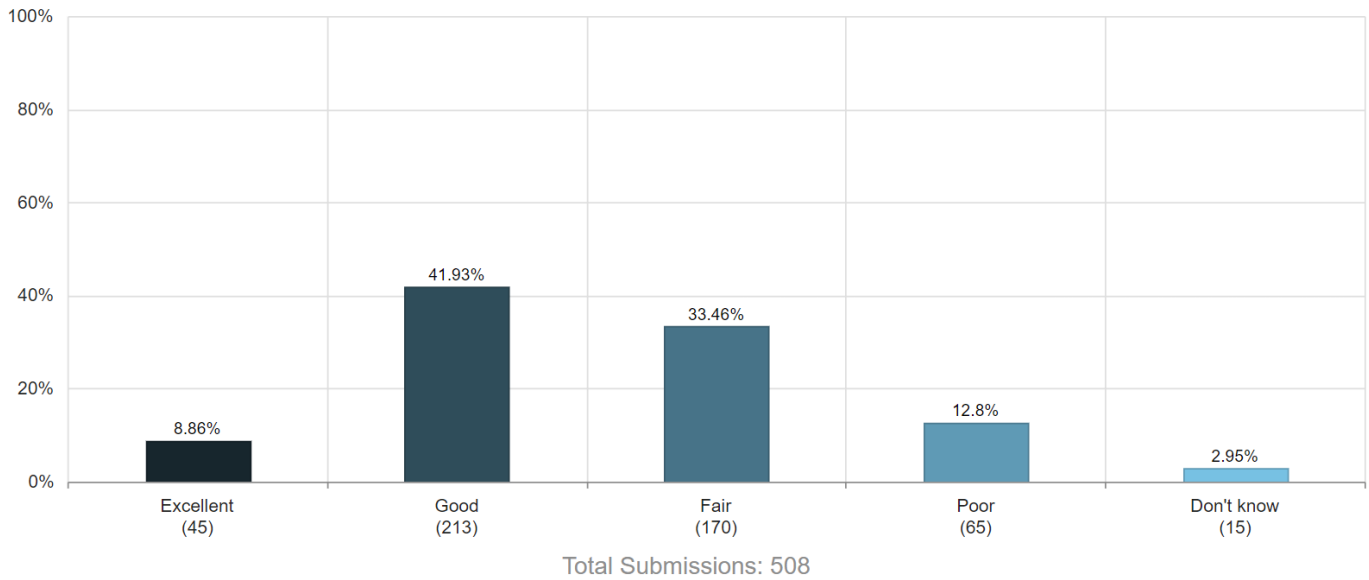
**2023**

**How would you rate the quality of life in Robbinsdale?**



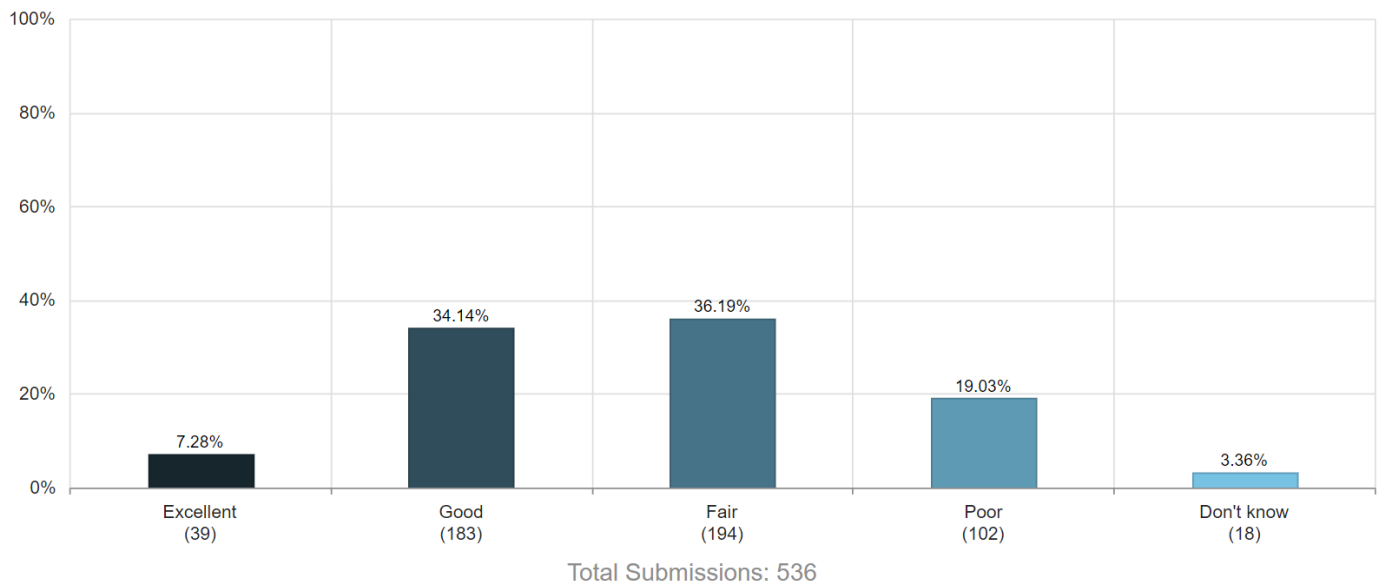
**2024**

**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?**



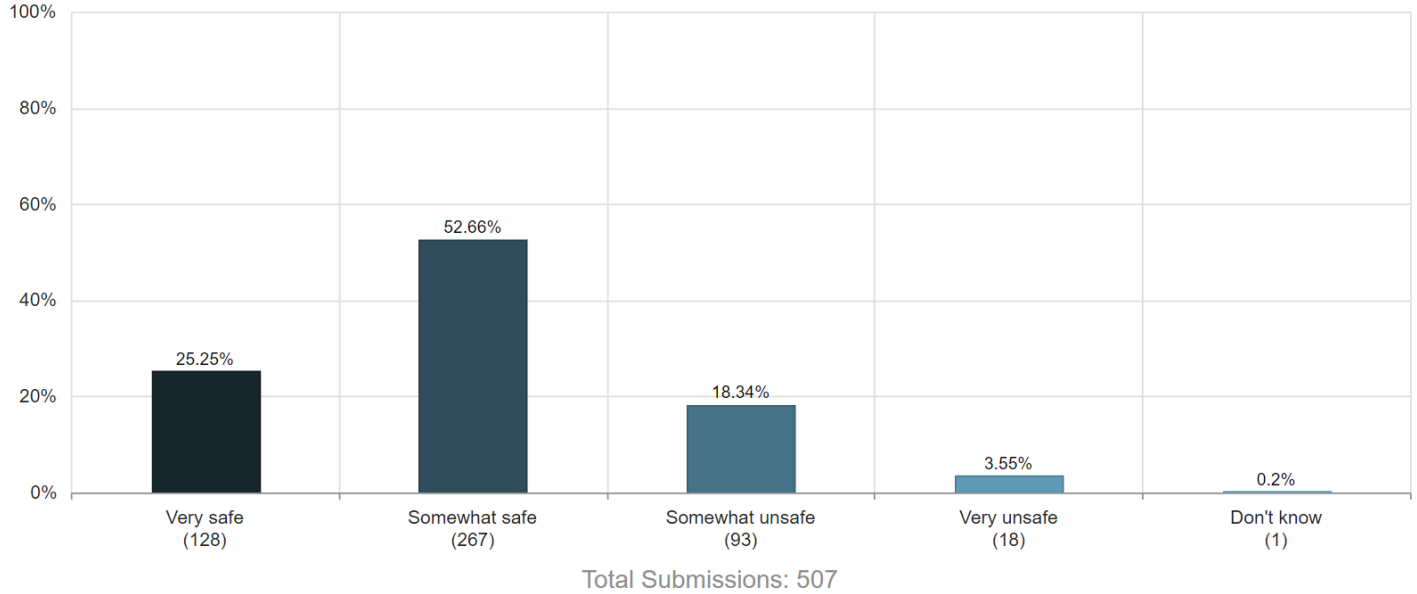
**2023**

**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?**



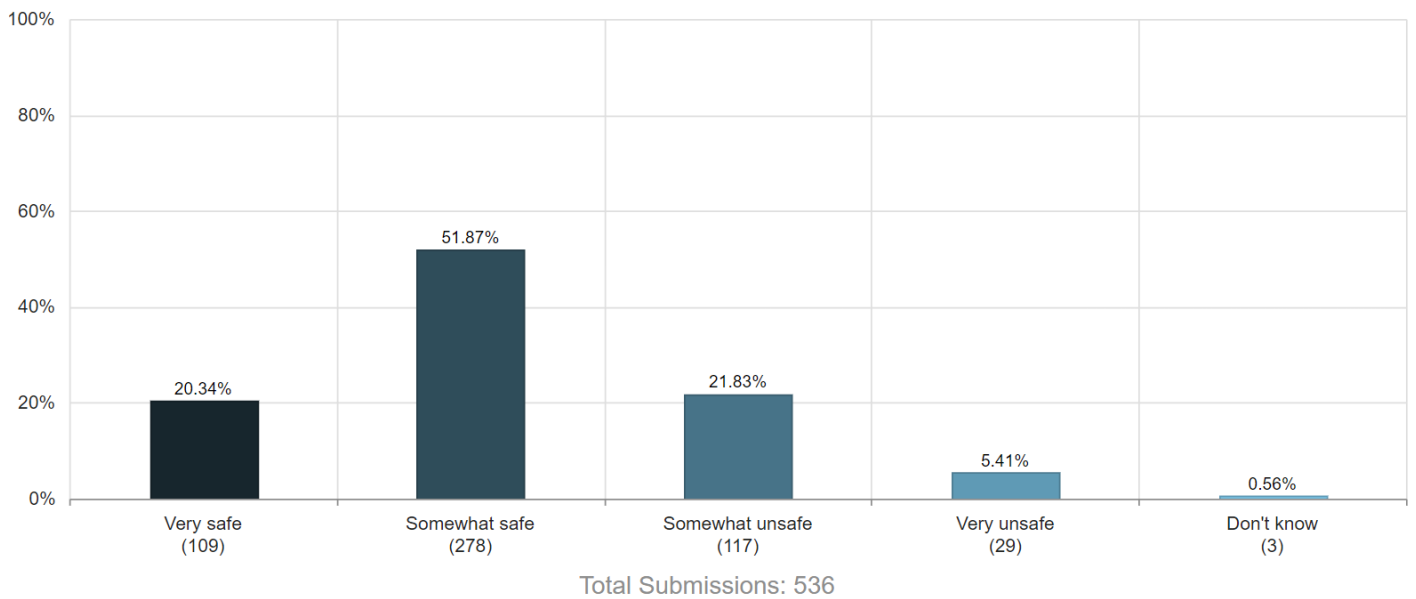
**2024**

**How would you describe your overall feeling of safety in the City?**



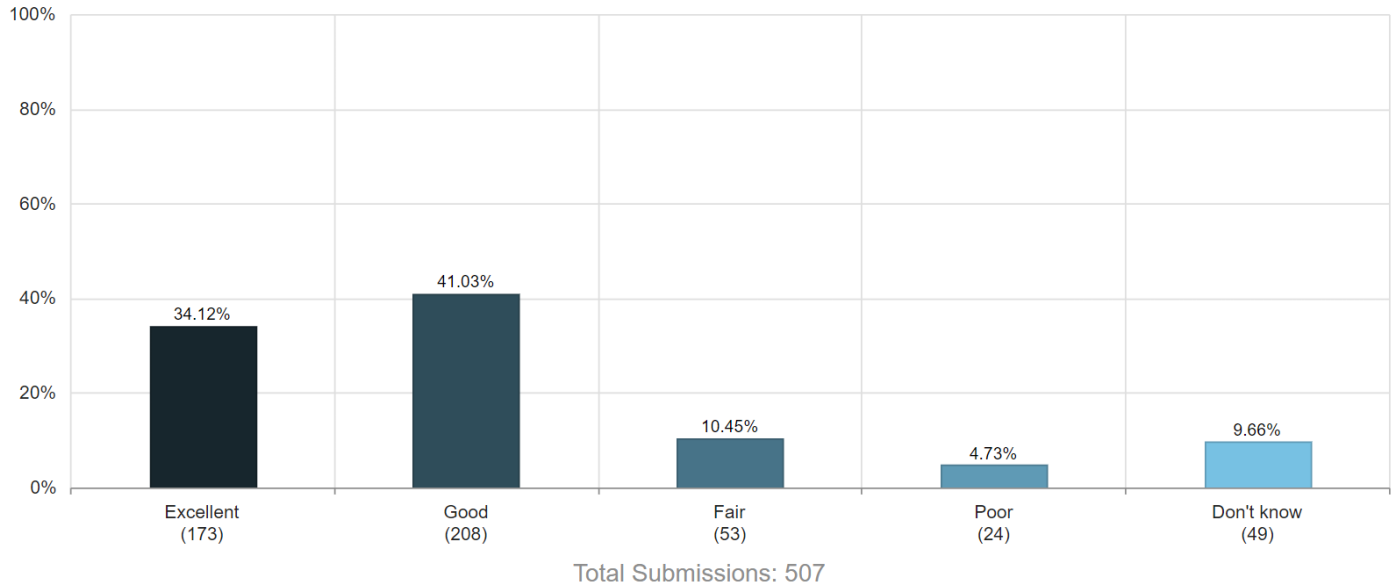
**2023**

**How would you describe your overall feeling of safety in the City?**



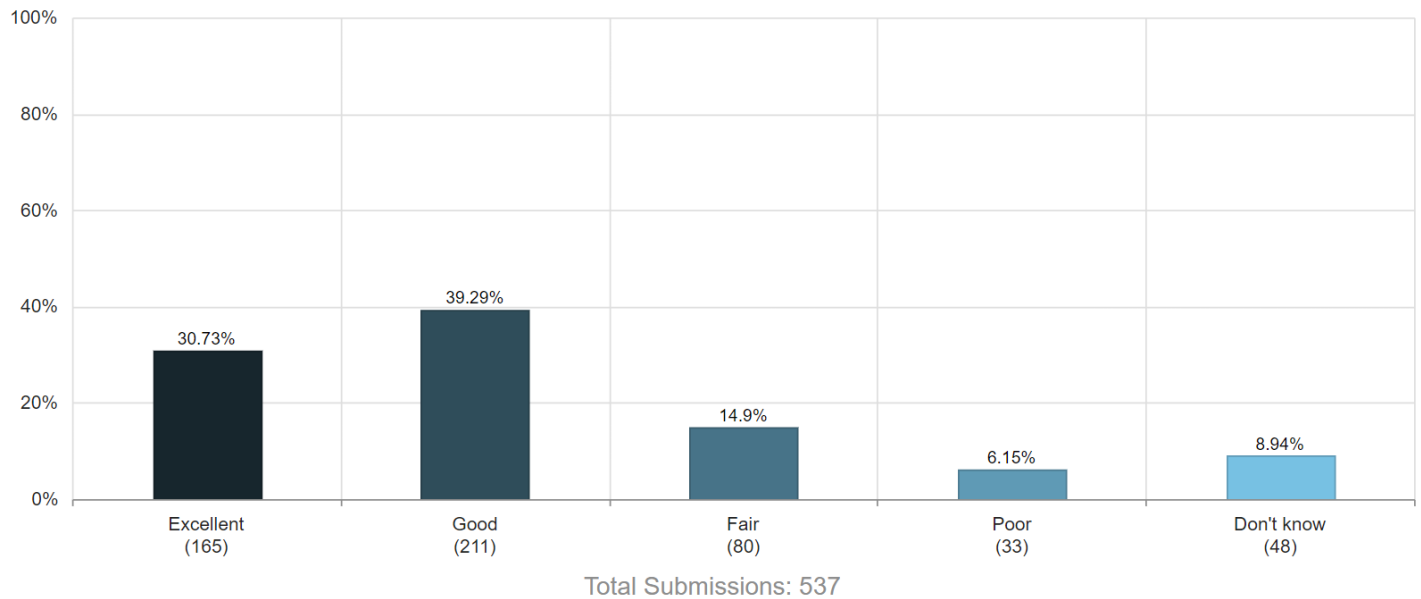
**2024**

**What is your perception of the quality of services provided by the Robbinsdale Police Department?**



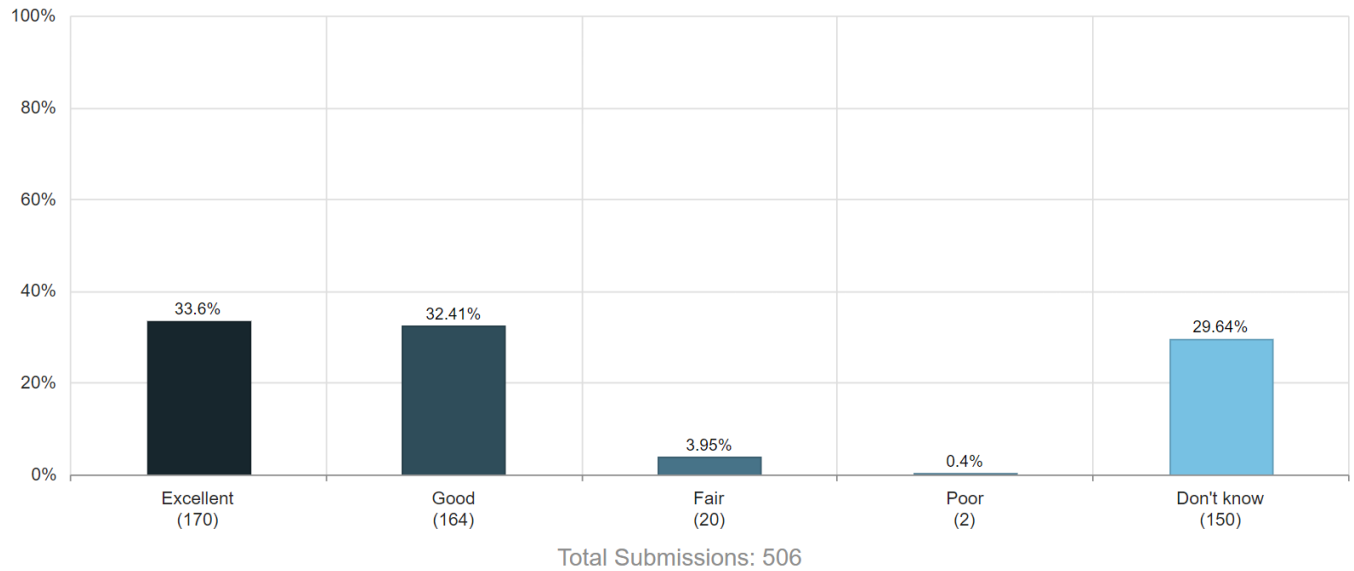
**2023**

**What is your perception of the quality of services provided by the Robbinsdale Police Department?**



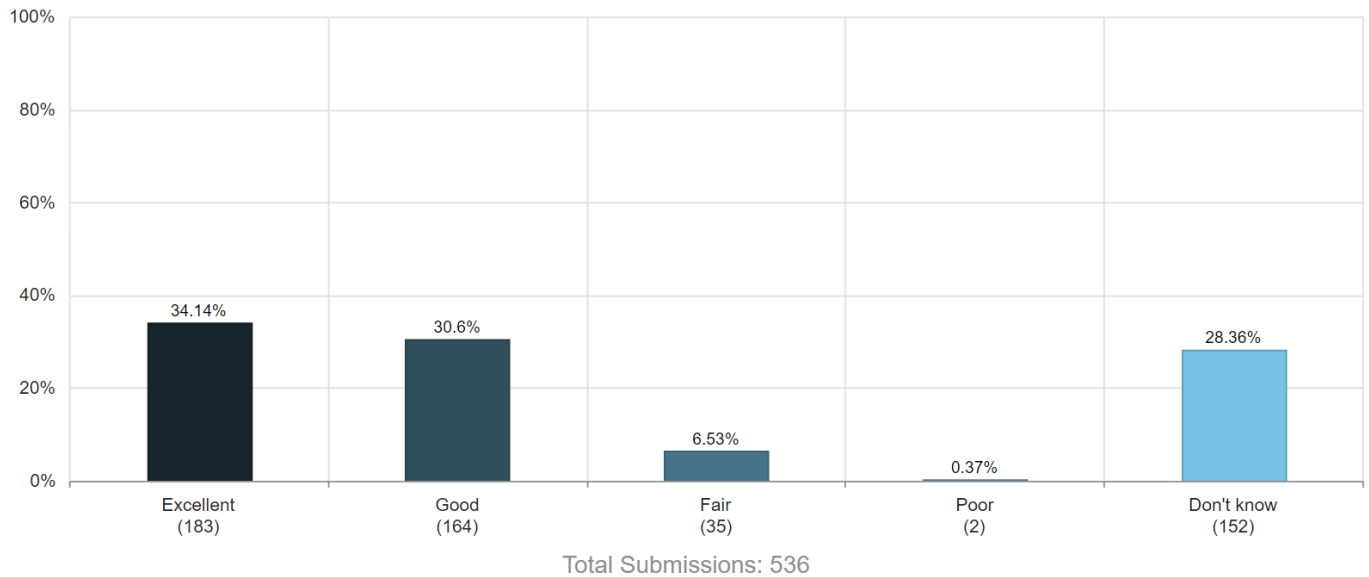
**2024**

**What is your perception of the quality of fire education, inspection and response services provided by the Robbinsdale Fire Department?**



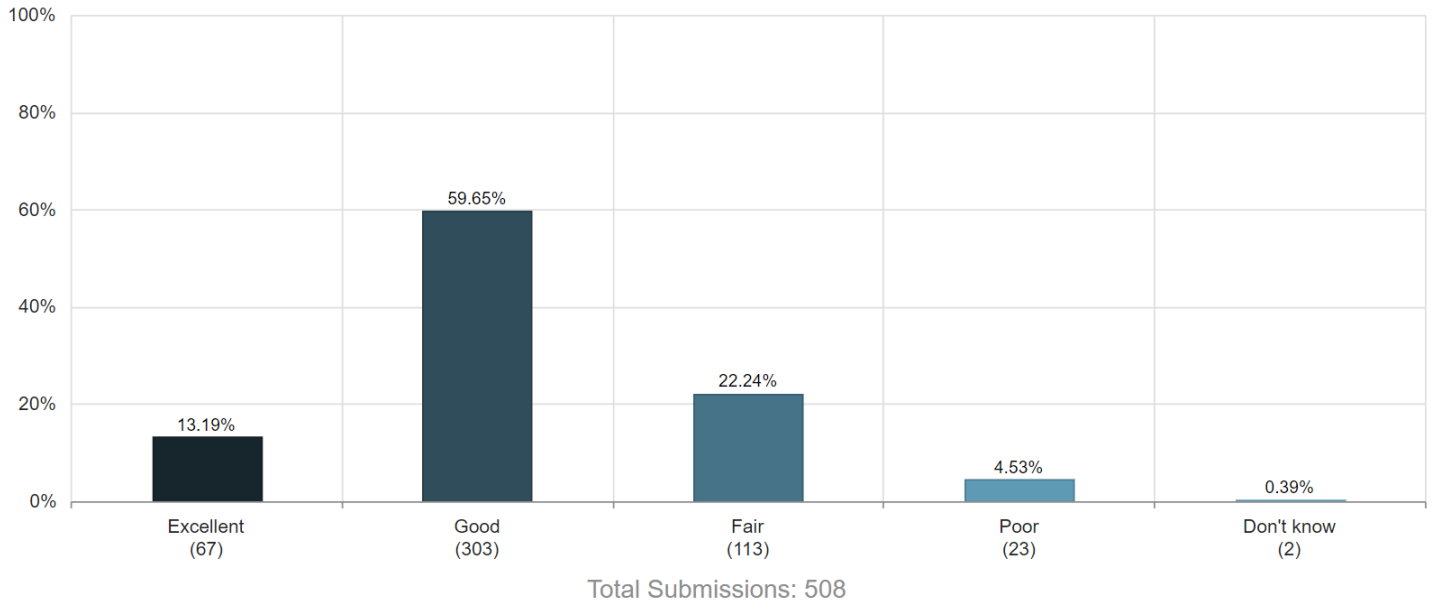
**2023**

**What is your perception of the quality of fire education, inspection and response services provided by the Robbinsdale Fire Department?**



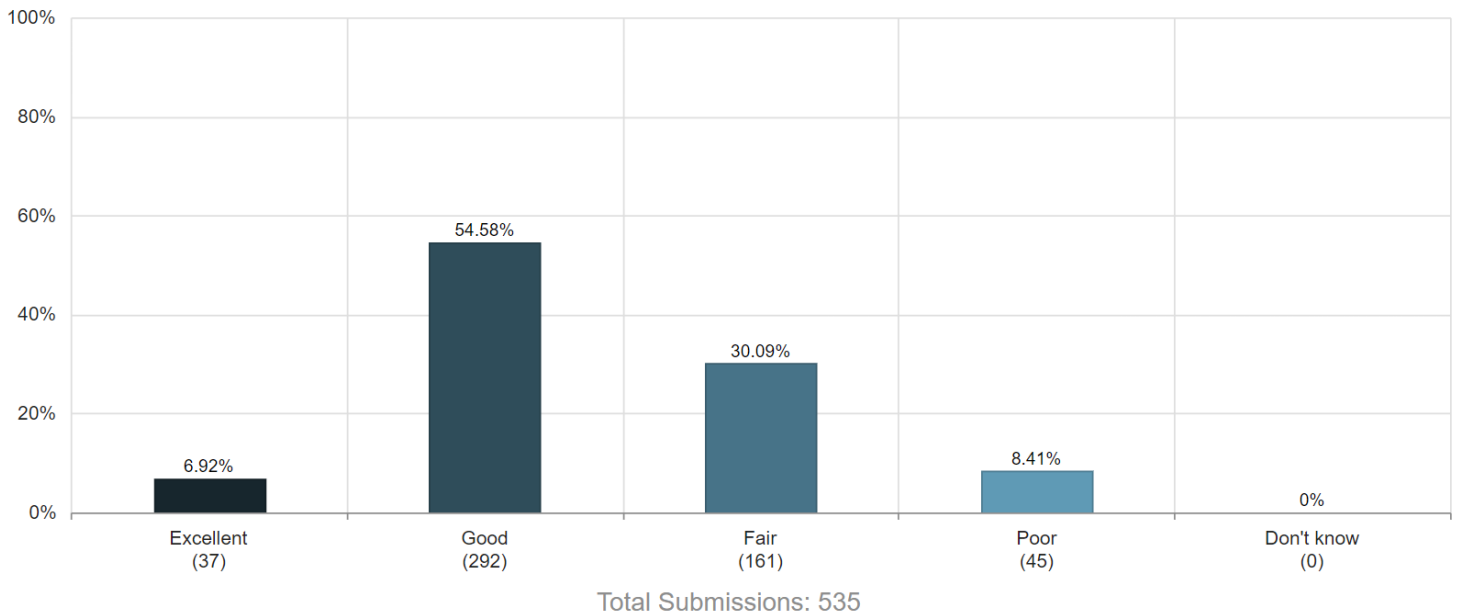
**2024**

**How would you rate the overall condition of city streets?**



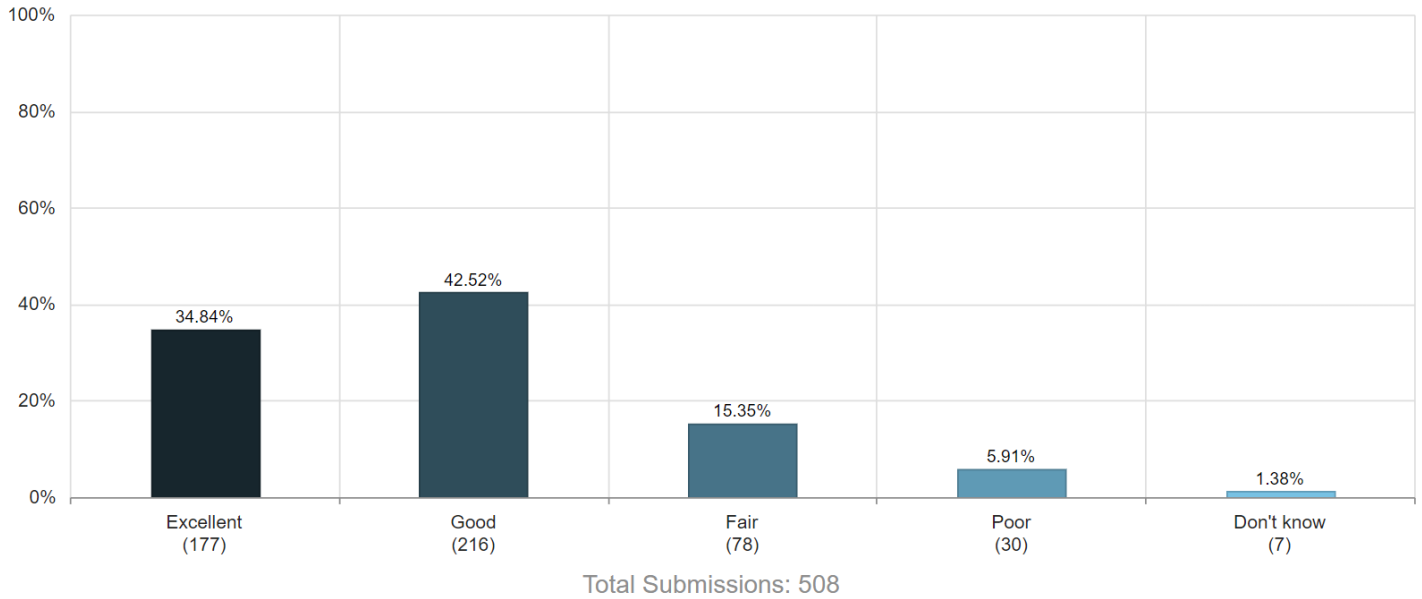
**2023**

**How would you rate the overall condition of city streets?**



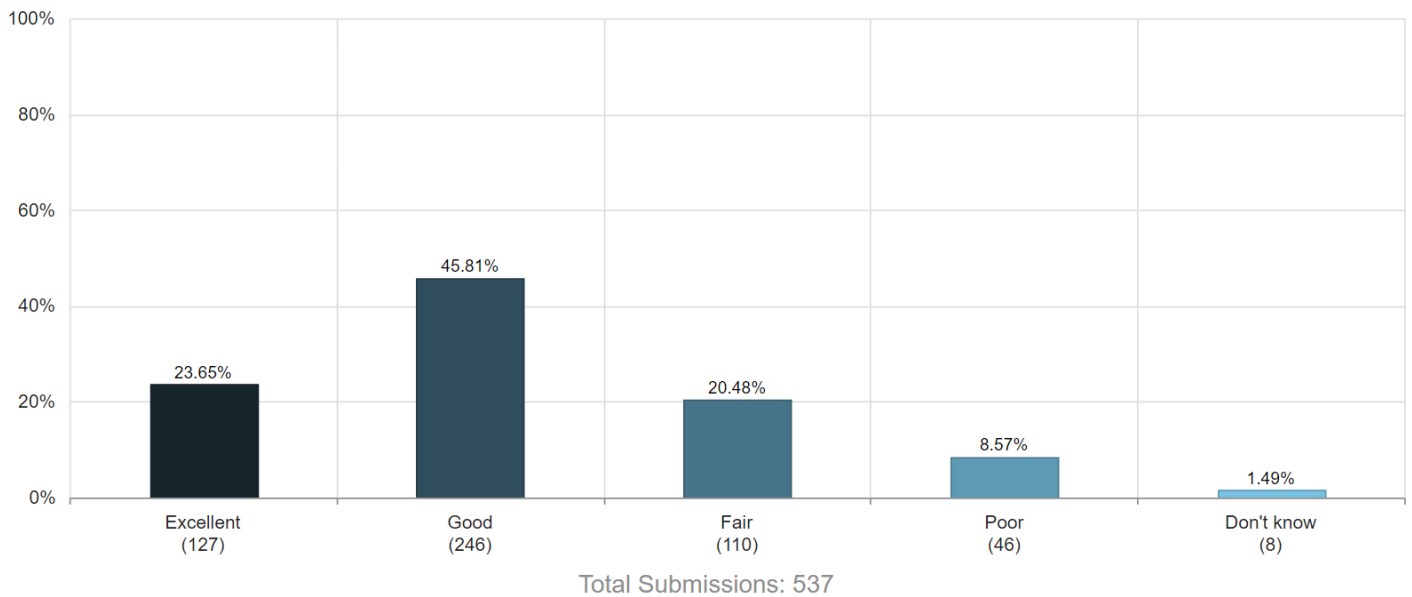
**2024:**

**How would you rate the dependability and overall quality of the city water supply?**



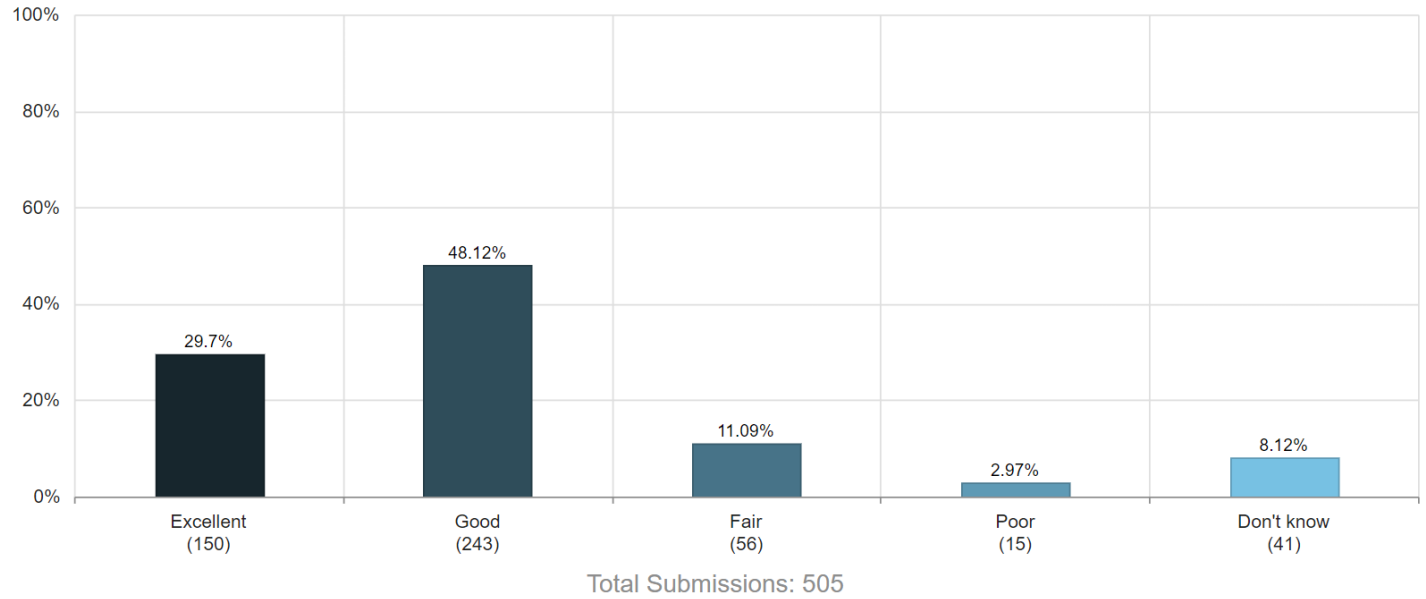
**2023**

**How would you rate the dependability and overall quality of the city water supply?**



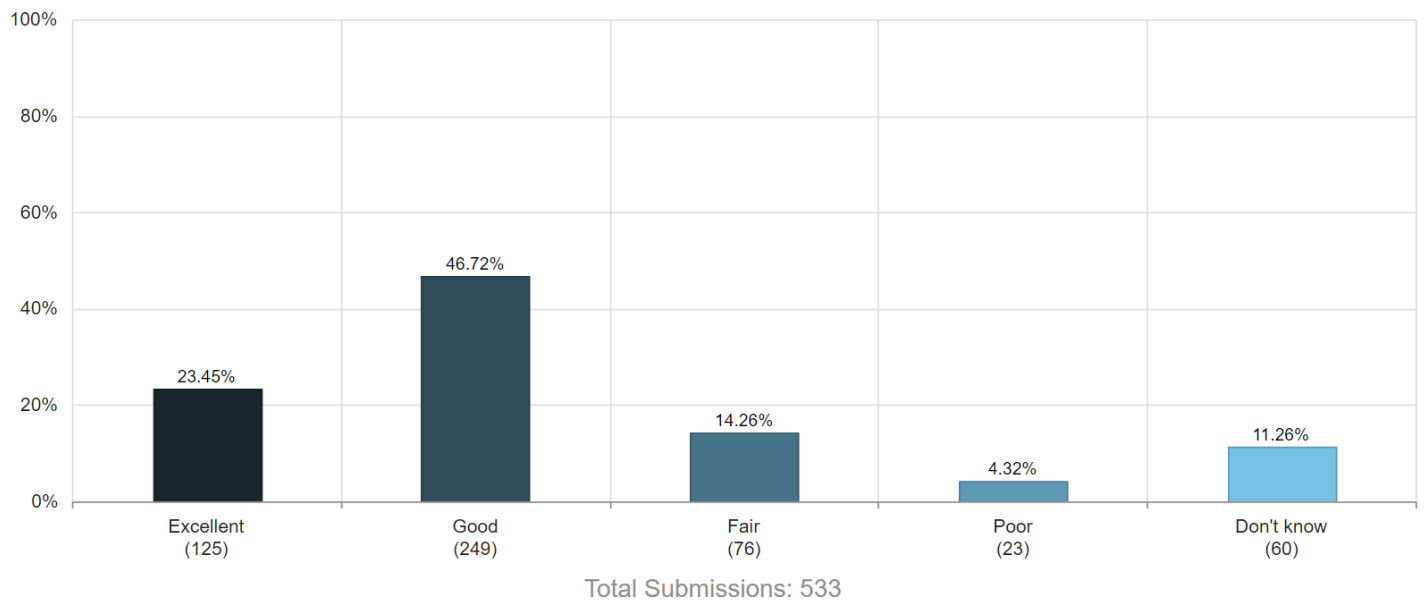
**2024**

**How would you rate the dependability and overall quality of the city sanitary sewer service?**



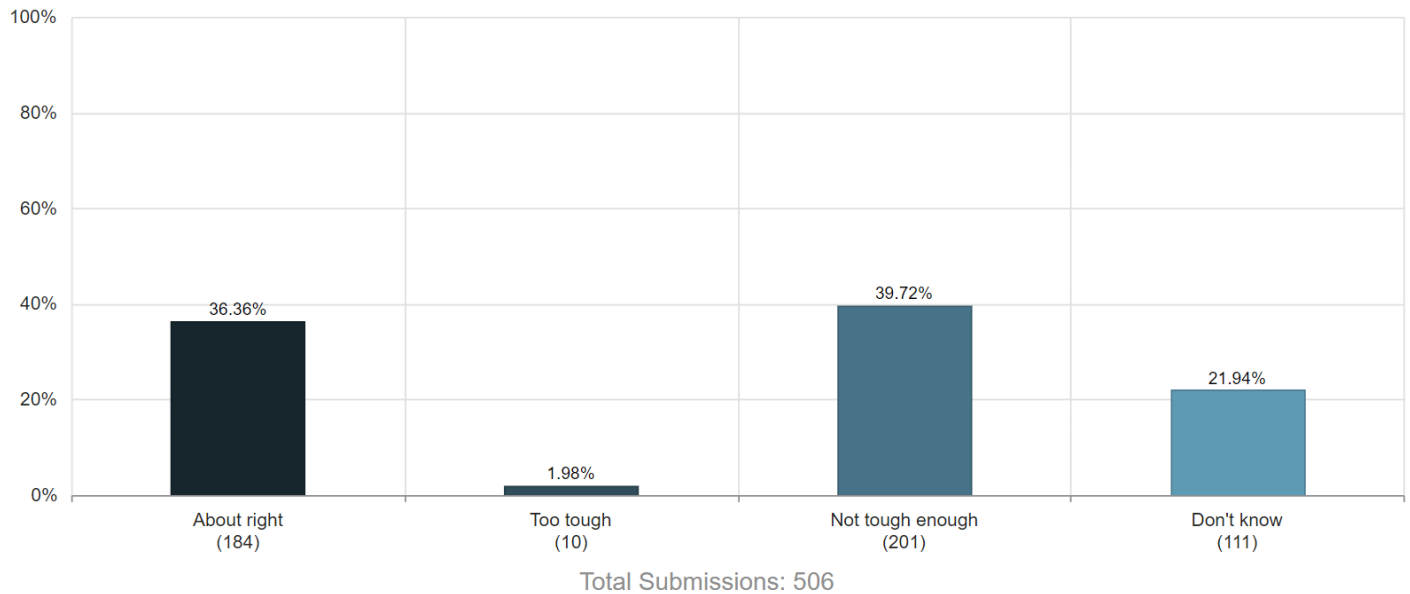
**2023**

**How would you rate the dependability and overall quality of the city sanitary sewer service?**



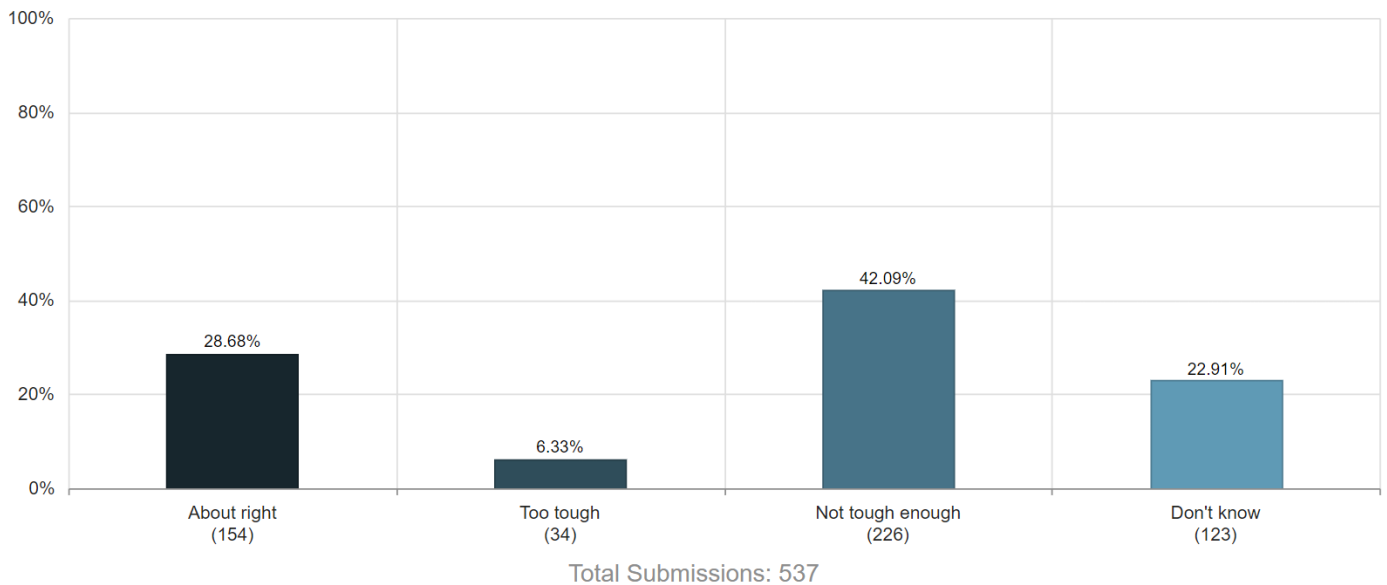
**2024**

**How would you rate the city in enforcing the city code on such nuisance issues as parking, exterior storage and inoperable vehicles?**



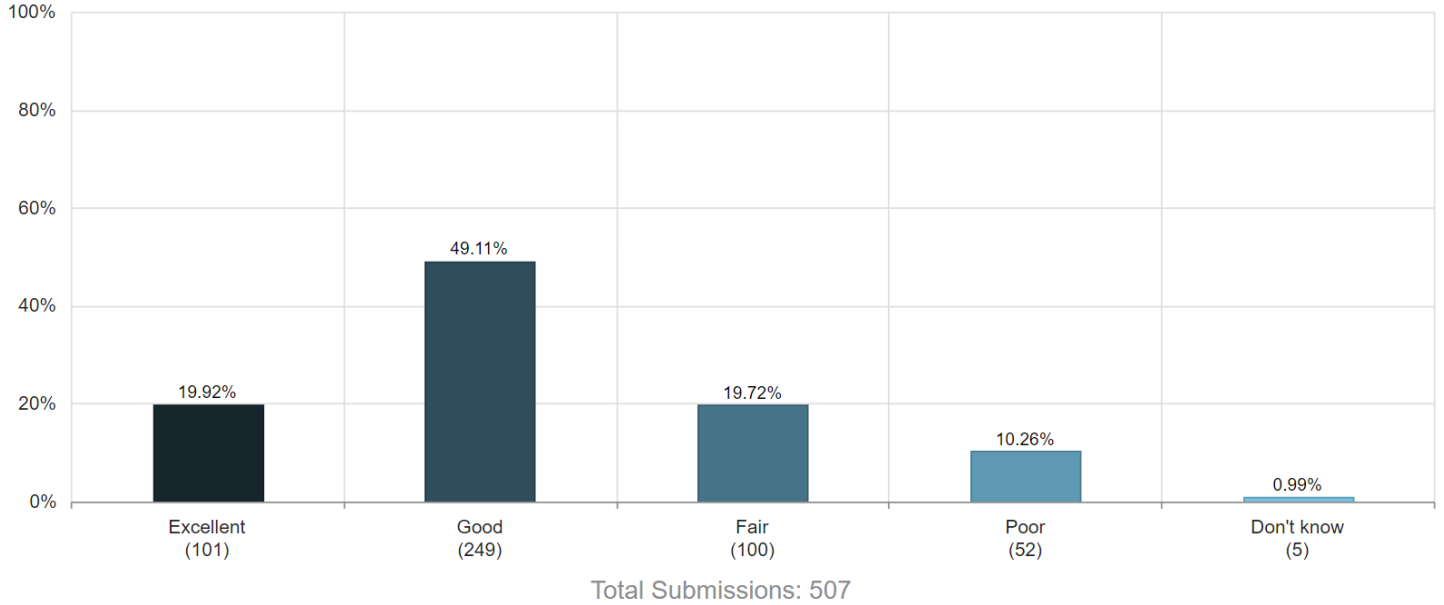
**2023**

**How would you rate the city in enforcing the city code on such nuisance issues as parking, exterior storage and inoperable vehicles?**



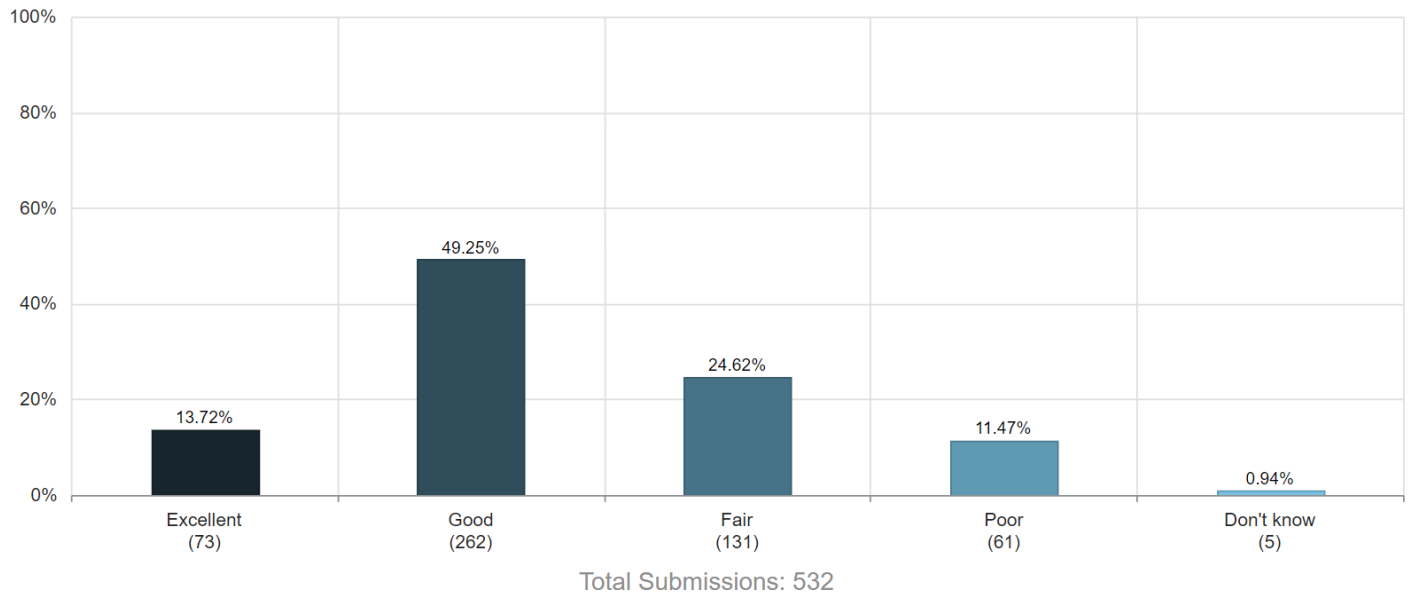
**2024**

**How would you rate the quality of communication/distribution of information?**



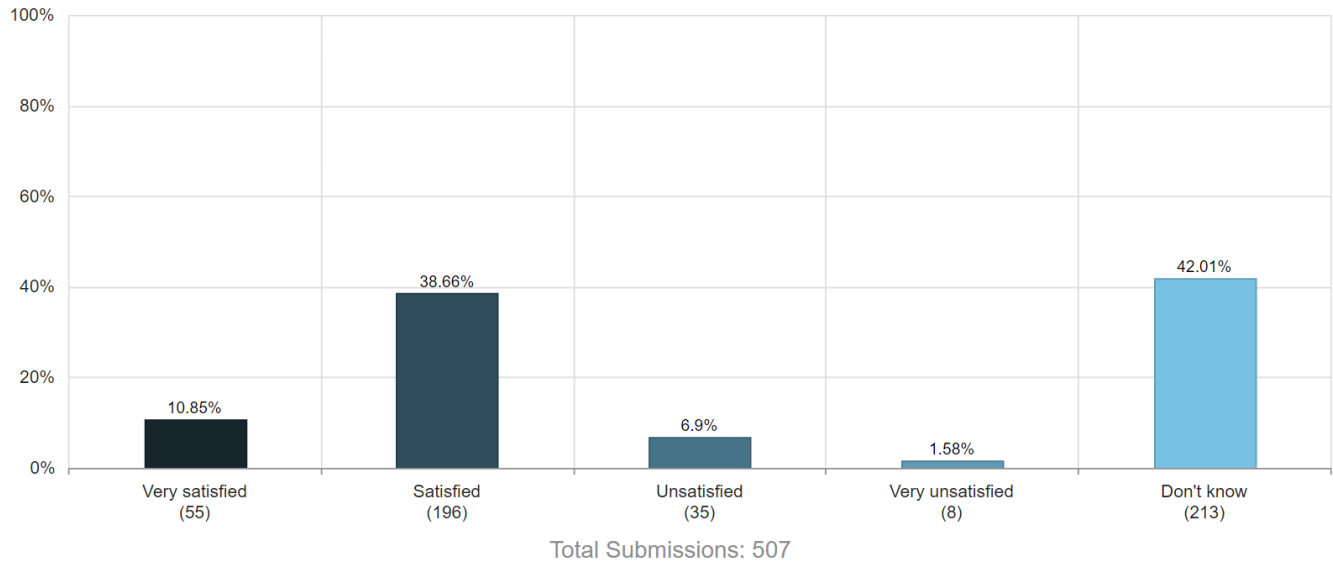
**2023**

**How would you rate the quality of communication/distribution of information?**



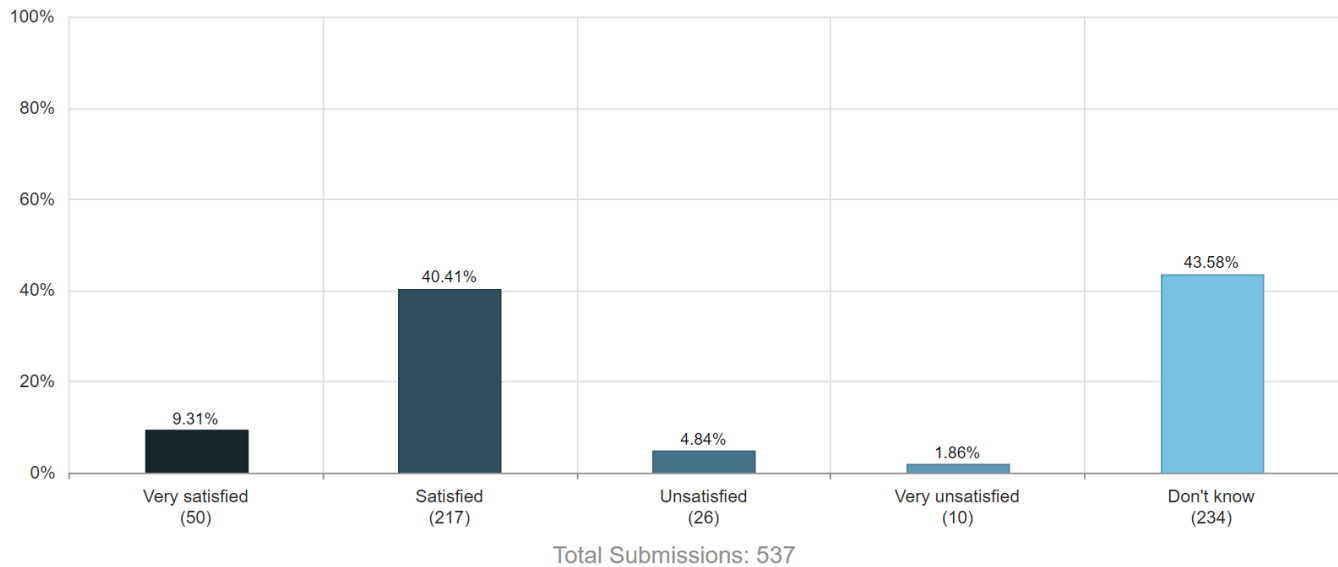
## 2024

**How satisfied are you with programming and classes offered by the city's recreation department?**



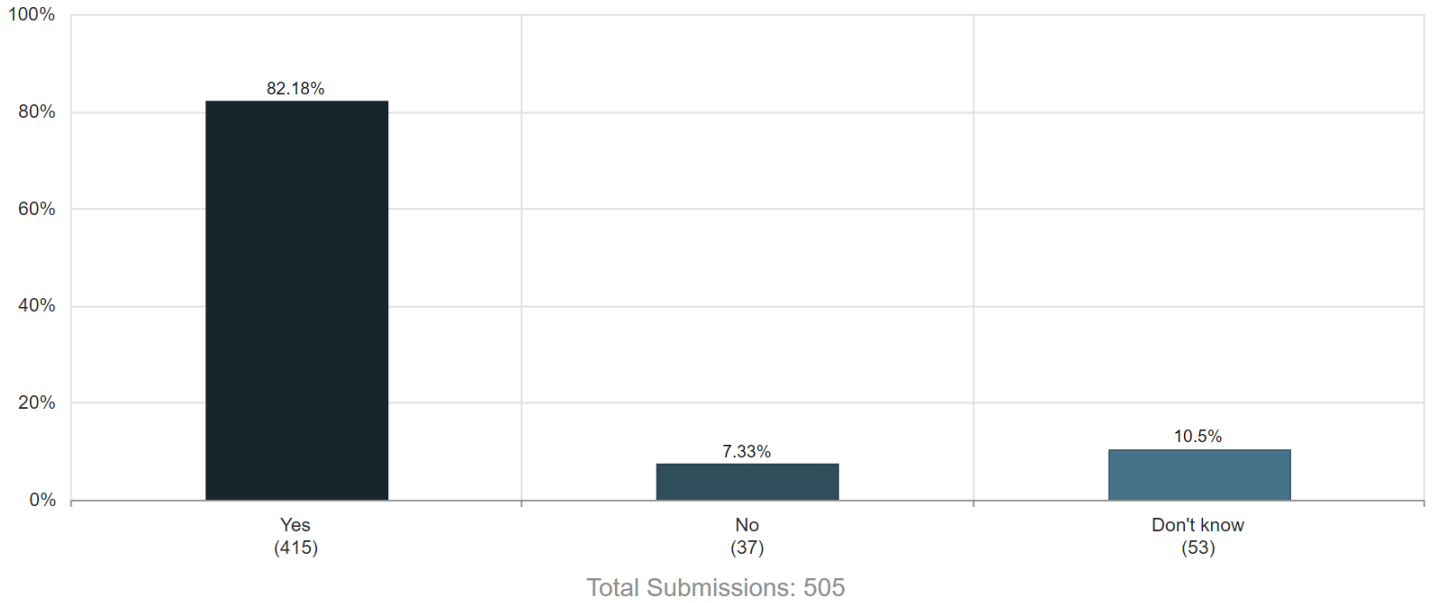
## 2023

**How satisfied are you with programming and classes offered by the city's recreation department?**



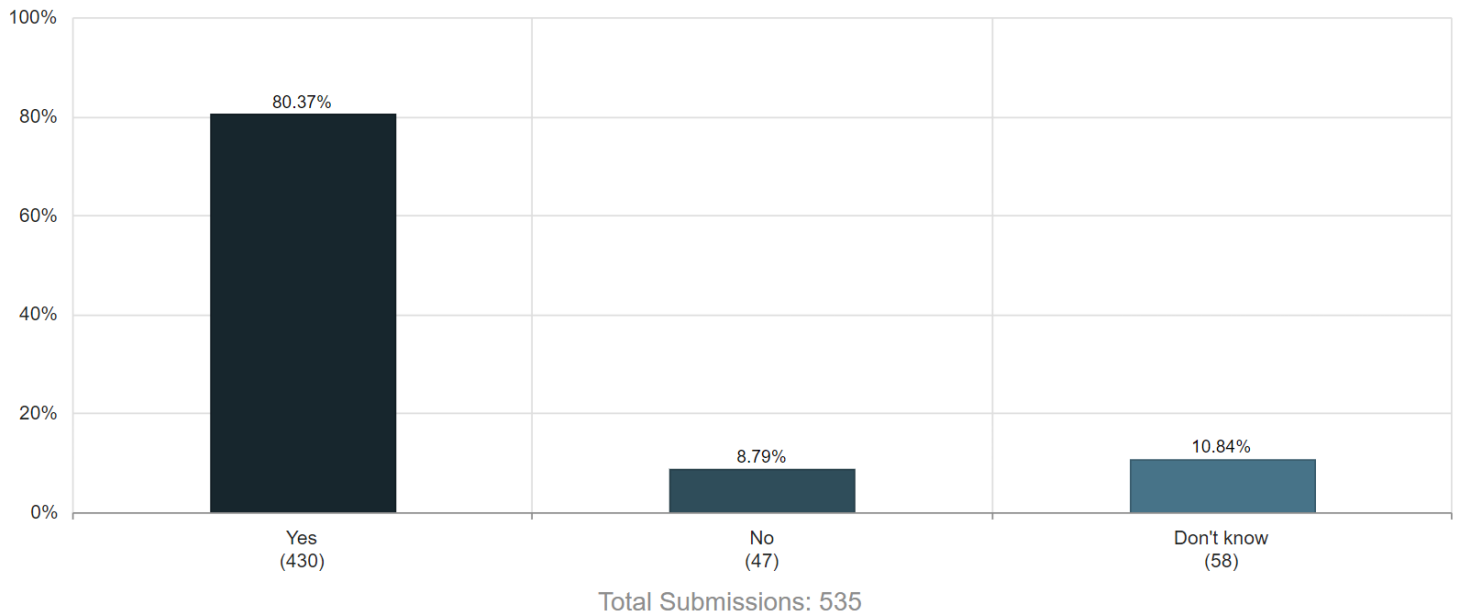
**2024**

**Do you find parks accessible, inclusive, and able to promote healthy and active living?**



**2023**

**Do you find parks accessible, inclusive, and able to promote healthy and active living?**





## City of Robbinsdale

TO: Mayor and City Council  
PREPARED BY: Sherry O'Donnell, Admin Support/Deputy City Clerk  
APPROVED BY: Tim Sandvik, City Manager  
DATE: June 18, 2024  
RE: Faith Lilac Way Lutheran Church Event

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### **Background:**

Faith Lilac Way Lutheran Church, 5530 42<sup>nd</sup> Avenue North, submitted a block party application for a neighborhood event. The event is scheduled for Wednesday, August 21, 2024 from 6:00 p.m. until 9:00 p.m. No street closures requested. The event will take place on the church grounds. They are expecting approximately 75 people.

The Police Chief and Public Works Director/City Engineer approve the application. The Fire Marshal approves with the following conditions: maintain emergency vehicle access at all times, use fire rated tents if cooking under them and provide certificates of fire rating, and must have up-to-date fire extinguishers at cooking locations. The Police Chief informed that Police Reserves will try to be on site, if available.

There will be a live band playing “big band” music 6:00 p.m. to 9:00 p.m. Special approval is not required, since the music will end before 10:00 p.m.

The church applied for a city temporary liquor license and has been approved by the Police Chief. There will be a two-beer limit per attendee. City staff will forward the state required license application to the Department of Public Safety Alcohol division, after city approval.

Churches are exempt from food licensing, so no temporary foods license is required.

### **Analysis:**

### **Recommendation:**

By motion,

1. Approve the request for the Faith Lilac Way Lutheran Church, 5530 42<sup>nd</sup> Avenue North, event on Wednesday, August 21, 2024, 6:00 p.m. until 9:00 p.m., with music ending at 9:00 p.m.
2. Approve the temporary liquor license.

### **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: June 18, 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 6/18/2024.

### **Attachments:**

1. Business Licenses
2. Contractor Licenses 6-18-24

# **BUSINESS LICENSES FOR COUNCIL APPROVAL**

06/18/2024

| <b>License Type</b>             | <b>Applicant</b>  | <b>License Fee</b> |
|---------------------------------|-------------------|--------------------|
| Transient Merchant - Food Truck | Eggroll Queen     | 25.00              |
| Temporary Food                  | Robbinsdale Lions | 50.00              |

---

# **BUSINESS LICENSES FOR COUNCIL APPROVAL**

06/11/2024

| <b>License Type</b>  | <b>Applicant</b>                   | <b>License Fee</b> |
|----------------------|------------------------------------|--------------------|
| Parking Ramp         | PARKER STATION FLATS c/o STUART CO | 100.00             |
| Tree/Lawn Fertilizer | BLUE RIBBON PRUNING                | 50.00              |

---

# Contractor Licenses for Council Approval

| <u>Name</u>                                                | <u>Licensee Type</u>     | <u>Fee Amount</u> |
|------------------------------------------------------------|--------------------------|-------------------|
| ABEL HEATING AND COOLING                                   | Mechanical Contractor    | \$50.00           |
| BOB MALARK CONCRETE                                        | Concrete                 | \$50.00           |
| KRUEGER EXCAVATING INC                                     | Sewer / Water Contractor | \$50.00           |
| KRUEGER EXCAVATING INC                                     | Excavation Contractor    | \$50.00           |
| LABRASH PLUMBING & HEATING                                 | Plumbing Contractor      | \$50.00           |
| MIDWEST PLUMBING & SERVICE LLC                             | Plumbing Contractor      | \$50.00           |
| MN'S ALL SEASON COMFORTS LLC                               | Mechanical Contractor    | \$50.00           |
| TPC NORTHERN INC DBA:<br>NORTHERN PLUMBING &<br>SOFTENING) | Plumbing Contractor      | \$50.00           |
| TY'S MECHANICAL                                            | Mechanical Contractor    | \$50.00           |
| VINCO INC                                                  | Commercial Contractor    | \$50.00           |

**Number of Licenses Requesting Council Approval:**

**10**



## City of Robbinsdale

TO: Mayor and City Council  
PREPARED BY: Sherry O'Donnell, Admin Support/Deputy City Clerk  
APPROVED BY: Tim Sandvik, City Manager  
DATE: June 18, 2024  
RE: Block Party Request

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### **Background:**

Dominque Williams, 4500 Ewing Avenue North, submitted a block party application for street closure for a neighborhood gathering on Friday, June 28, 2024, from 4:00-8:00 p.m. The resident requested the street closure to be on Ewing Avenue North between 45<sup>th</sup> and 46<sup>th</sup> Avenues.

Approximately 50 people are expected. No admission fee. No outside food or beverages will be sold. There will be no entertainment other than from a Bluetooth speaker.

### **Analysis:**

The city's policy for street closures for block party requests, other than National Night Out, are:

- Must be for a neighborhood event where entire block is invited.
- Request must be submitted 3 weeks in advance. (Application was received on June 7, 2024.)
- No State Aid street closure.
- No partial block closure. Street must be closed between rights-of-way.
- No application fee.

The Public Works Director/City Engineer and Police Chief reviewed the application. Both approve of the request.

### **Recommendation:**

Review and discuss approval of the request from Dominique Williams, 4500 Ewing Avenue North, and, for a street closure for a neighborhood gathering on Friday, June 28, 2024, from 4:00-8:00 p.m. with the street closure to be on Ewing Avenue North between 45<sup>th</sup> and 46<sup>th</sup> Avenues.

### **Attachments:**

None



## City of Robbinsdale

TO: Mayor and City Council  
PREPARED BY: Sherry O'Donnell, Admin Support/Deputy City Clerk  
APPROVED BY: Tim Sandvik, City Manager  
DATE: June 18, 2024  
RE: Whiz Bang Days Committee - Event Requests

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### **Background:**

The 2024 Whiz Bang Days are scheduled for Thursday, July 11 - Sunday, July 14, 2024. This is the 76<sup>th</sup> year of the event featuring a variety of activities held at various locations within the city.

City Council approval is needed for use of city owned locations and for activities having special requirements. Event vendors requiring temporary food and beverage, or other licenses, go through the regular City Council approval process; and, in the past, Council has waived these license fees due to this being a community event.

Representatives from the Whiz Bang Days committee will be at the meeting to give an overview of this years' event(s).

### **Analysis:**

The committee is asking for permission for various activities during the four-day festival.

The Robbinsdale Lions intend to do their annual food tent/grilling on the Downtown Plaza on Thursday and Friday, July 11 and 12, with serving from 10 am to 4 pm. A temporary foods license has been applied for and a site plan received of their set up for staff to review. It is requested that the water fountain be turned off during this time.

A request for a wood bat softball tournament to be held on Friday, July 12 (4-10 p.m.), and Saturday, July 13 (7:00 a.m.-5:00 p.m.). Times would be adjusted based on the number of teams playing. The committee is requesting use of Spanjers Park with field maintenance for those 2 days. The committee does not plan to sell alcohol, but is requesting the granting of an alcohol permit for both days allowing participants to bring their own beverages (beer).

The bags tournament will be held on Saturday, July 13 at City Hall with registration beginning at 9:30 a.m. and play beginning at 10:00 a.m. and ending about 4:00 p.m. The committee does not plan to sell alcohol, but is requesting the granting of an alcohol permit for one day (7/13/24) allowing participants to bring their own beverages (beer).

On Saturday, July 13, the car show, in conjunction with CarX, will be on the Robin Center parking lot from 10:00 a.m. – 2:00 p.m. Staff requested the committee to provide written approval from Robin Center. The Robbinsdale Lions will be applying for a permit to serve at the car show same/similar menu as on the plaza. Staff will ensure proper licensing. Staff is inquiring about entertainment. If there will be entertainment, staff will ensure proper licensing is obtained.

The Robbin Art Gallery is intending to host their annual event “on the lawn” on Saturday, July 13.

The Robbinsdale City Band will hold its traditional band concert on Saturday, July 13, beginning at 6:30 p.m. at Hollingsworth Park. A “Movie in the Park” will follow the concert and end around 11:00 p.m.

The west side of Hollingsworth Park is requested for use on Saturday, July 13, and Sunday, July 14. A stage would be placed in this area for the city band concert Saturday evening and the Robbinsdale Ambassador Coronation on Sunday evening. There will also be an Ambassador Reception at Hollingsworth Park prior to the start of the parade.

The committee is requesting approval to continue the parade tradition on Sunday, July 14 with the parade being from 3:00-4:30 p.m. following the same route as the past several years. Set up would begin at 1:00 p.m. and tear down completed around 5:30 p.m. Parade staging would be on County Road 8 (West Broadway) north of 42nd Avenue and continuing as far as north as 47th Avenue, if needed. The parade route would start at 42nd Avenue then south on West Broadway to 40th Avenue then east to Shoreline Drive and ending at Sanborn Park on Chowen Avenue. The parade route has been confirmed with the Police Department.

Dunkin’ Donuts Cruiser will be located on the Pawn America (4134 West Broadway) parking lot distributing samples during the parade on Sunday, July 14<sup>th</sup>. Pawn America has approved this and staff is ok with it also.

On Sunday, July 14, fireworks will be launched over Crystal Lake from Lakeview Terrace Park starting at approximately 10:00 p.m. PC Pyrotechnics is the fireworks vendor. The committee will apply for the fireworks permit.

The committee would also like to hang their banner across West Broadway advertising the 4-day festival. The banner is being updated. They are requesting it to be hung the week of June 24 and asking for the city’s assistance hanging the banner. The permit fee is usually waived.

The Whiz Bang Days events that have been approved/sanctioned by the committee to date are: Citizens Independent Bank Plaza Party, the Robbinsdale Lions Club food on the plaza (Thursday-Friday), Nonna Rosa’s spaghetti eating contest, The Birdhouse and Nouvelle Brewing will be holding various events July 11-14, and any events sponsored by the various civic organizations (non-profits, churches, etc.), as well as all events organized and/or run through the City of Robbinsdale. Other events may be added as submitted and approved by the committee.

### **Recommendation:**

By motion, approve the request for Robbinsdale Whiz Bang Days activities and locations from Thursday, July 11 to Sunday, July 14, 2024, as follows:

- Approve use of city parks as requested and reserved through the Recreation Services Department.
- Approve alcohol permit allowing participants to bring their own beverages (beer) to the Wood Bat Softball Tournament and Bags Tournament only.
- Approve the street-spanning Whiz Bang Days banner subject to requirements of the city code and waive the \$100 permit fee.
- Approve the Robbinsdale Lions use of the municipal plaza located at 41 ½ Avenue and

West Broadway from 10:00 a.m. to 4:00 p.m. Thursday, July 11, and Friday, July 12.

- Approve the request to have the parade on Sunday, July 14, starting on West Broadway at 42<sup>nd</sup> Avenue then south on West Broadway to 40<sup>th</sup> Avenue then east to Shoreline Drive and ending at Sanborn Park.
- Approve fireworks for Sunday, July 14 at approximately 10:00 p.m. to be launched over Crystal Lake from Lakeview Terrace Park.
- The Whiz Bang Days Committee or businesses holding events on their sites must provide and pay for portable sanitation units near each event location.
- Noise levels must be kept at a reasonable volume and entertainment must take direction from Police Officers to adjust the volume, if requested.
- Waive city license fees for Whiz Bang Days events.

**Attachments:**

None



## City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Tim Sandvik, City Manager

APPROVED BY: Tim Sandvik, City Manager

DATE: June 18, 2024

RE: Mutual Aid and Automatic Aid Agreements with Brooklyn Center Fire Department (BCFD)

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### **Background:**

The Robbinsdale Fire Department continues to work with neighboring jurisdictions, including the Brooklyn Center Fire Department. Formal documents, including Mutual Aid Agreements and Auto Aid Agreements formalize the functionality of these operations.

### **Analysis:**

BCFD is currently updating and defining their Auto Aid and Mutual Aid agreements - something that has not been done in a significant amount of time. The agreements reflect new language that used to exist when the North Suburban Mutual Aid Association was operational; that organization has since been replaced by the Hennepin County Fire Chiefs Association (HCFCA).

These agreements are essential to current and future operational requirements of each department. It allows each department to request and utilize resources from surrounding communities in the event of a larger type of incident. Just as we provide resources for surrounding communities, they provide the same in return. Currently, we have Auto Aid agreements with Brooklyn Center, Golden Valley and West Metro Fire/Rescue Fire Departments. Another benefit of these agreements was that as the Robbinsdale Fire Department continues to develop and update our Auto Aid and Mutual Aid agreements, the City was able to effectively lower its Insurance Services Office Rating (ISO) from a 4 to a 3. Currently, the “Big Five” fire events trigger either Auto Aid or Mutual Aid for the city of Robbinsdale - those events are: Apartment Fire, Business Fire, Garage Fire House Fire, School Fire.

Auto Aid requests additional resources from other agencies for an incident via Hennepin County Sheriff’s Office Dispatch (HCSO). This request happens at the same time as the initial call for service. Each organization designates what resources it would like to receive for other organizations: Engine, Ladder, Rescue, etc.

Mutual Aid requests additional resources from other agencies for an incident via an incident commander who will make a determination while en route or on the scene based on information observed or delivered. This request is completed after the initial call for service has been paged out via Hennepin County Sheriff’s Office Dispatch (HCSO).

### **Recommendation:**

By motion, Authorize the Mayor, City Manager, and Fire Chief to execute a Mutual Aid Agreement and Automatic Aid Agreement with Brooklyn Center Fire Department.

**Attachments:**

None



## City of Robbinsdale

TO: Mayor and City Council  
PREPARED BY: Tim Sandvik, City Manager  
APPROVED BY: Tim Sandvik, City Manager  
DATE: June 18, 2024  
RE: Pets Under Police Security (PUPS) Joint Powers Agreement (JPA)

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### **Background:**

Pets Under Police Security (PUPS) is a service used by the cities of Maple Grove, Brooklyn Park, Brooklyn Center, Champlin, Crystal, New Hope, Plymouth, and Robbinsdale.

### **Analysis:**

Over the past several months, the aforementioned cities have been meeting to discuss and update the current Joint Powers Agreement (JPA) that operates impoundment of animals at a joint facility.

The attached JPA outlines operational considerations, and includes considerations for the necessary improvements to the PUPS facility, to continue the efforts in a successful manner.

### **Recommendation:**

By motion, authorize the Mayor and City Manager to execute the First Amended Joint Powers Agreement for Pets Under Police Security (PUPS).

### **Attachments:**

1. PUPS JPA AMENDMENT final draft 06.13.24 from chief werner to PUPS chiefs

**FIRST AMENDED JOINT POWERS AGREEMENT**  
**for**  
**PETS UNDER POLICE SECURITY (“PUPS”)**

This JOINT POWERS AGREEMENT (“Agreement”) is made and entered into pursuant to Minn. Stat. § 471.59 by the cities of Maple Grove, Brooklyn Center, Brooklyn Park, Champlin, Crystal, New Hope, Plymouth, and Robbinsdale (“Members”) as of the Effective Date specified herein.

WHEREAS, the Members acknowledge that in the course of operations of their respective municipal animal control efforts, they encounter animals that require safe, efficient, and economical impoundment;

WHEREAS, the Members desire and intend to maintain an organization by which they may jointly and cooperatively provide for the impoundment of such animals in a jointly operated animal control impound facility (“PUPS Facility”);

WHEREAS, the Members desire to provide for the joint use and shared financial responsibilities of operation of the PUPS Facility;

WHEREAS, the PUPS Facility is located at 11350 89th Ave N, Maple Grove, MN 55369;

BASED UPON AND IN CONSIDERATION OF THE FOREGOING, the Members agree as follows:

1. **Term.** This Agreement shall commence on July 1 1, 2024 (“Effective Date”) and expire on December 31, 2053 unless earlier terminated as specified herein. Upon expiration of the initial term, the Members may negotiate and may agree to extend this Agreement.
2. **Membership**
  - a. *Initial membership.* By executing this Agreement, municipalities noted above are the initial Members of PUPS and are subject to the terms and conditions of this Agreement.
  - b. *Additional members.* Any governmental unit may make application to become a member of PUPS. In order to apply, a governmental unit must contact the Board and inform the Board of the governmental unit’s intent to join. Applications will be considered in the sole discretion of the Board and according to terms and conditions set by the Board in accordance with this Agreement. The terms and conditions of additional membership shall be documented in an addendum to this Agreement.
  - c. *Withdrawal.* Members may elect to withdraw from PUPS upon written notice to the Board no later than June 30 in any year specifying an effective date no earlier than January 1 of the subsequent year. All obligations of the withdrawing Member continue through the effective date of withdrawal.

### 3. Board

- a. *Composition and voting.* The governing body of PUPS shall be a Board of Directors ("Board") consisting of one board member from each Member city. Each Member has one vote and proxy voting shall not be allowed. Maple Grove's representative shall be the board chair.
- b. *Meetings.* Except as otherwise provided in this Agreement, the Board shall meet either virtually or in person as often as it is deemed necessary and keep minutes, in either electronic or written form, of the substance of each meeting. Minutes of the Board meetings shall be made available to Members for their review.
- c. *Board authority.* The Board by majority vote of its members must approve the annual operation budget and any significant budgetary impacts or changes, any capital improvements, and any new members. The Maple Grove City Administrator may overturn any decision by the Board resulting in additional building maintenance expenditures, modification of the PUPS Facility, or increased capital improvement needs.

### 4. Management and Use

- a. *Animal Containment Coordinator.* Maple Grove will appoint, employ, and supervise an Animal Containment Coordinator for the PUPS Facility. The Animal Containment Coordinator will be employed by Maple Grove, the costs of which, including wages, benefits, and other related expenses, shall be proportionally paid for by the Members. The Animal Containment Coordinator shall be empowered to act in the best interests of the PUPS Facility, including staff and animal safety and well-being.
- b. *Operational Control.* The Animal Containment Coordinator shall have day-to-day operational control of the PUPS Facility, including policies and procedures applicable to all animals in possession of the PUPS Facility, regardless of where the animal originated. The Animal Containment Coordinator, in consultation with the Board, shall act in the best interests of the PUPS Facility and is responsible for setting the hours of operation, public hours, incidental fees and charges to be reimbursed by Members, records management, animal care including care provided by third parties, and disposition subject to state law and the rights and obligations of the Members as specified herein.
- c. *Use by non-Members.* The Board will establish guidelines, policies, rates, and fees for any use of the PUPS Facility by non-Members.
- d. *Maintenance.* Maple Grove shall be responsible for all maintenance, repair, replacement, and upkeep of the PUPS Facility necessary to keep it in good repair and clean condition, the costs for which will be paid by the Members in proportion to their share set forth herein. If the Board determines that Maple Grove has failed to perform the maintenance or make any of the repairs or changes required by this Agreement, the Board shall notify Maple Grove in writing of the required maintenance, repairs, or changes. Maple Grove has 30 days after receipt of such notice to perform or make the required maintenance, repairs, or changes, after which time upon authorization by the Board any other Member may but are not obligated to perform or make the required

maintenance, repairs, or changes, the costs of which shall be shared among all Members in proportion to their share set forth herein. In such event, Maple Grove shall allow reasonable access to the PUPS Facility to any person authorized by the Board to perform maintenance, repairs, or changes. If Maple Grove fails to timely cure under this Article, it shall be liable for any damage to property or loss sustained by the other Members, except damage or loss caused by any other Members' negligent or willful conduct. Maple Grove's failure to timely cure under this Article shall not constitute a default of this Agreement unless such failure significantly impairs the other Members' use of PUPS.

## 5. Operations

- a. *Owner-Operator.* Maple Grove shall be the owner, operator, and fiscal agent of PUPS, subject to the rights and obligations of the Members set forth in this agreement. Maple Grove shall control all PUPS operations including but not limited to staffing and billing. No Member shall take any action to install equipment or modify the PUPS Facility or the real property on which the PUPS Facility is located without express, written, advance approval from the Board.
- b. *Operating Costs.* Operating Costs include all expenses and costs incurred and normally required with respect to repair, replacement, maintenance, and operation of the PUPS Facility and equipment, improvements, sidewalk, driveways, and parking facilities. Operating costs shall include but are not limited to the following:
  - i. Wages, salaries, benefits, and related expenses of all employees engaged in the operation, management, maintenance, and care of animals within the PUPS Facility, including, without limitation, the Animal Containment Coordinator;
  - ii. All supplies and materials used in the operation and maintenance of the PUPS Facility;
  - iii. Cost of utilities, including but not limited to water, sewer, heating, lighting, electricity, air conditioning, and ventilation for the PUPS Facility;
  - iv. Maintenance and service agreements for PUPS and the maintenance, service, and replacement of the equipment in the PUPS Facility or parking facilities;
  - v. Costs of all insurance for PUPS, including but not limited to premiums, deductibles, and the costs to purchase and maintain fire, property, casualty, and liability insurance;
  - vi. Any and all common area maintenance costs related to public areas of the PUPS Facility, including but not limited to all bathrooms, sidewalks, landscaping, drives, and, service areas;
  - vii. Capital expenditures including but not limited to the cost to maintain, repair, or replace all structural components of the PUPS Facility, fixtures, equipment, and site improvements.
- c. *Operating Budget.* Maple Grove shall provide Members and the Board a copy of the proposed budget of the estimated Revenue and Operating Costs for PUPS

- (the "Operating Budget") by June 1 for the following calendar year. The Board shall approve the operating budget on or before August 31 of each year.
- d. *Cost Sharing.* Members shall share in all Operating Costs for PUPS. The Board must adopt an annual Operating Budget by June 1 of each year and provide each Member a reasonable opportunity to comment on the proposed budget before adoption. Notification of the adopted budget must be provided promptly to the chief administrative officer of each member. Cost sharing shall be determined based on the actual number of impounded animals per Member or according to other methodology adopted by a 2/3 majority of the Board. Each Member shall pay Maple Grove the Member's share of Operating Costs in two equal installments due on May 31 and August 31. The final operations bill back will be due on February 28 of the following year. Maple Grove shall submit an invoice to the Members approximately 30 days in advance to assure timely payment. If a Member ceases to be a Member at any time other than the end of a calendar year, the exiting Member's portion of Operating Costs shall be reallocated to the remaining Members according to their Percentage Share.
  - e. *Unanticipated Expenses.* An "unanticipated expense" is an expenditure that is not included in an approved Operating Budget but is necessary for the continued operation of PUPS. Maple Grove shall have discretion in consultation with the Board to approve and incur any unanticipated expense.
  - f. *Reconciliation and Reserve Account.* On or before June 30 of each year, Maple Grove shall provide the other Members documentation of the net surplus or deficit of Operating Costs in relation to payments made in the preceding year. Any such surplus or deficit in payments shall be treated as follows:
    - i. If there is an actual deficit, each Member will be responsible for its Percentage Share of the deficit.
    - ii. If there is an actual surplus, the amount overpaid by the Members shall be deposited into a PUPS account to be maintained by Maple Grove (the "PUPS Capital") and used by Maple Grove for PUPS-related expenses. If Maple Grove cancels this Agreement as provided in Paragraph 12, any funds remaining in the PUPS Account at the time of such cancellation or termination shall be distributed to all Members in accordance with their Percentage Share determined at that time. Upon any other termination or cancellation of this Agreement, Maple Grove shall retain all funds in the PUPS Account.
  - g. *Capital Contribution.* All Members shall by June 30 of each year make a collective annual capital investment in the PUPS Facility of \$25,000, or in a different amount as may be determined by the Board, divided among membership according to the following percentage formula: the total annual number of animal-impounds attributable to the Member divided by the total annual number of all PUPS animal impounds in the prior year. Partial year capital contributions will be prorated.
    - e.g., PUPS impounds 900 animals in a given year, including 100 animals from Maple Grove. Maple Grove is responsible for 11.1% of the total

impounds. Maple Grove's capital contribution for that year would be \$2,775 (11.1% of \$25,000).

- h. *Inspection.* Maple Grove agrees that Members, at their own expense and through their duly authorized representatives, at any time during normal business hours and as often as reasonably necessary, shall have the right to examine, audit, excerpt, and transcribe any books and records which are pertinent to or involve transactions relating to this Agreement, including verification of amounts and types of expenses which appear on the Operating Budget or statements of actual Operating Costs.
- 6. **Compliance with Rules and Regulations.** The Members agree to comply with all applicable federal, state, municipal, and local laws, ordinances, and regulations while occupying PUPS. The Members shall comply with Maple Grove's reasonable rules for the safety, care, cleanliness, and preservation of good order of PUPS, provided that the rules are submitted to them in writing and do not conflict with the terms of this Agreement.
- 7. **Insurance.** Maple Grove will, at all times during the Term and any renewal period of this Agreement, either self-insure or have and keep in force a single limit or excess umbrella commercial general liability insurance policy of an amount not less than \$500,000 per claimant for death, bodily injury, personal injury, property loss and/or damages and \$1,500,000 for total personal injury, bodily injury, property loss and/or damages arising from any one occurrence or greater limits which may be subsequently allowed under Minn. Stat. §§ 466.02 and 466.04, as amended. Maple Grove will furnish Members with Certificates of Insurance documenting the insurance coverage required by this Agreement upon request. All Certificates shall provide that the insurance company shall give 10 days' written notice to the Members of cancellation, non-renewal, or any material change in the policy.
- 8. **Liability.**
  - a. *Cooperative Activity.* Pursuant to Minn. Stat. § 471.59, subd. 1a(a), as amended, this Agreement is intended to be and shall be construed as a "cooperative activity" and it is the intent of the Members that they shall be deemed a "single governmental unit" for the purposes of liability; provided, however, that each Member expressly declines responsibility for the acts or omissions of the other Member. Nothing in this Agreement shall be construed to waive or limit any immunity from, or limitation on, the liability of either Member as provided by law.
  - b. *Third Party.* To the extent that tort damages or other related costs or fees become payable to a third party as a result of this Agreement or the activities carried out pursuant to this Agreement, the Members shall each pay an amount equal to their respective percentage of liability. Notwithstanding the foregoing, this Agreement is solely for the benefit of the Members, it being the express intent of the Members that no other entity or person shall have any right, claim, or interest in this Agreement.
  - c. *Employee Liability Limitation.* No Member shall be responsible or liable for injuries or death of the other Members' employees or officers. Each Member will

maintain worker's compensation coverage to the extent required by law on its employees and officers who perform work or use the PUPS Facility pursuant to this Agreement.

- d. *No Immunity Waiver.* Nothing in this Agreement is intended or should be construed in any manner as a waiver of any Member's immunities or of the tort limits contained in Minnesota Statutes chapter 466.
9. **Indemnification.** Subject to the limitations, immunities, and defenses in Minnesota Statute chapter 466, each Member shall defend, indemnify, and hold harmless the other Members and their officers and employees from and against any and all liability, loss, damages, costs, and expenses which it or its employees or agents may hereafter sustain, incur, or be required to pay arising out of or resulting from the performance of this Agreement, provided that any such claim, damage, loss, or expense is (1) attributable to personal or bodily injury, sickness, disease, or death or to injury to or destruction of tangible property including the loss of use therefrom; and (2) caused by any negligent acts or omissions of the indemnifying Member or its employees, agents, or any other person or entity for whose actions it may be liable.
10. **Dispute Resolution; Applicable Law; Venue.** In the event some or all of the Members are unable to reach agreement regarding interpretation of their rights and obligations under this Agreement, the disagreeing Members shall participate in mediation pursuant to the Minnesota Civil Mediation Act, as amended (currently codified at Minn. Stat. § 572.31 et seq.) prior to initiating any other form of dispute resolution, including legal action. This Agreement is created under and shall be read and construed according to Minnesota law. Any legal action between the Members related to this Agreement shall be venued in a court of competent jurisdiction in Hennepin County, Minnesota.
11. **Default.** If any payment by a Member required by this Agreement remains unpaid for 30 days after written notice or a Member fails to comply with any of the terms and conditions of this Agreement and such failure continues for 30 days after written notice, such Member shall be deemed in default. Upon the occurrence of such default, Maple Grove may in its discretion in consultation with the Board terminate the defaulting Member's membership in this Agreement and recover damages from the defaulting Member including but not limited to all unpaid amounts due and owing under this Agreement plus any sum of money as may be determined fair and equitable by a court having jurisdiction over this matter, plus interest at the maximum rate allowed by law.
12. **Termination By Maple Grove.** Maple Grove may, in its sole discretion, elect to terminate this Agreement upon written notice to the Members. Such notice shall provide for no less than one full budget year (January 1 – December 31) prior to its effective date of termination e.g., if notice under this provision were provided on March 1, 2026, the effective date of termination could be no earlier than January 1, 2028.
13. **Miscellaneous Provisions**
  - a. *Waiver.* Failure by any Member to insist, in any one or more instances, upon strict performance of any term, covenant, or condition of this Agreement or to exercise any option contained in this Agreement shall not be construed as a waiver or a relinquishment for the future of such term, covenant, condition, or option, but the same shall continue and remain in full force and effect. The

Members shall not be deemed to have waived any provision of this Agreement until expressed in a signed writing.

- b. *Counterparts*. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.
- c. *No Assignment*. This Agreement may not be assigned except by the advance, express written consent of all other Members.
- d. *Entire Agreement; Modification*. This Agreement shall constitute the entire agreement among the Members as to the subject matter and any understandings or representations of any kind preceding the execution of this Agreement shall not be binding upon the Members. This Agreement may not be amended or modified except by a written instrument executed by all Members.
- e. *Authority*. Each Member represents and warrants that it has the power and authority to enter into this Agreement. Each Member further represents and warrants that the person or persons executing this Agreement on its behalf have full and complete legal authority to do so, and thereby bind the Member and, to the extent permitted by this Agreement, its successors and assigns.
- f. *Notices*. Any notice or demand, which may or must be given or made by any Member under the terms of this Agreement or any statute or ordinance shall be in writing and be sent registered or certified mail to the other Members addressed as follows:

To: Maple Grove  
City Clerk  
City of Maple Grove  
12800 Arbor Lakes Parkway  
Maple Grove, MN 55369

To: Brooklyn Park  
Police Chief  
City of Brooklyn Park  
5400 85th Ave. N  
Brooklyn Park, MN 55443

To: Brooklyn Center  
Police Chief  
City of Brooklyn Center  
6645 Humboldt Ave  
Brooklyn Center, MN 55430

To: Champlin  
Police Chief  
City of Champlin  
11955 Champlin Drive

Champlin, MN 55316

To: Crystal  
Police Chief  
City of Crystal  
4141 Douglas Drive N  
Crystal, MN 55427

To: New Hope  
Police Chief  
City of New Hope  
4401 Xylon Ave N  
New Hope, MN 55428

To: Plymouth  
City Clerk  
City of Plymouth  
3400 Plymouth Blvd.  
Plymouth, MN 55447-1448

To: Police Chief  
City of Robbinsdale  
4101 Hubbard Ave N  
Robbinsdale, MN 55442

Each Member may designate a different addressee or form of accepting notice at any time by giving written notice to the other Members as provided in this paragraph. Notice delivered by hand shall be deemed received upon delivery.

- g. *Acknowledgement.* Each of the Members affirms and acknowledges that it has fully read, appreciates, and understands the words, terms, conditions, and provisions of this Agreement and is fully satisfied with the same. Each Member affirms and acknowledges that it has been, or had the opportunity to be, represented by legal counsel of its choice.

IN WITNESS WHEREOF, each party to this Agreement has caused it to be executed on the date indicated below:

[Signature Pages to Follow]

**CITY OF MAPLE GROVE**

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By: Mark Steffenson

Its: Mayor

Dated: \_\_\_\_\_, 2024

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By: Heidi Nelson

Its: City Administrator

Dated: \_\_\_\_\_, 2024

**CITY OF BROOKLYN CENTER**

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By:

Its: Mayor

Dated: \_\_\_\_\_, 2024

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By:

Its: City Manager

Dated: \_\_\_\_\_, 2024

**CITY OF BROOKLYN PARK**

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By:

Its: Mayor

Dated: \_\_\_\_\_, 2024

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By:

Its: City Manager

Dated: \_\_\_\_\_, 2024

**CITY OF CHAMPLIN**

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By:

Its: Mayor

Dated: \_\_\_\_\_, 2024

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By:

Its: City Administrator

Dated: \_\_\_\_\_, 2024

**CITY OF CRYSTAL**

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**CITY OF PLYMOUTH**

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By:

Its: Mayor

Dated: \_\_\_\_\_, 2024

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By:

Its: City Manager

Dated: \_\_\_\_\_, 2024

**CITY OF ROBBINSDALE**

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By:

Its: Mayor

Dated: \_\_\_\_\_, 2024

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By:

Its: City Manager

Dated: \_\_\_\_\_, 2024



## City of Robbinsdale

TO: Mayor and City Council  
PREPARED BY: Kayla Kirtz, Sustainability Coordinator  
APPROVED BY: Tim Sandvik, City Manager  
DATE: June 18, 2024  
RE: Approve the adoption of a Sustainability Committee

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### **Background:**

Following discussions at the May 21, 2024 regular City Council Meeting and the June 11, 2024 City Council Work Session, members of the City Council expressed support for establishing a Sustainability Committee comprised of Robbinsdale residents. The Council considered establishing a formal commission, and decided that a Sustainability Committee would serve the purpose of a trial run.

### **Analysis:**

The Committee is tasked with identifying the goals, mission, and details of a Sustainability Commission. Membership on the Committee will not be capped, but interested residents will be asked to submit an application to staff detailing their interest, experience, and commitment. Staff will engage with the Energy Action Volunteer Group and the Robbinsdale Climate Collective to recruit interested applicants, in addition to sharing about the group via various public communication channels to recruit members. The Committee will abide by the Minnesota Data Practices Act and Open Meeting Law. The Committee will meet monthly at a to-be-determined reoccurring date and time. The Committee will provide a report to the City Council on committee outcomes and feedback. The staff liaison will be Sustainability Coordinator Kayla Kirtz.

### **Recommendation:**

Motion to approve the adoption of a Sustainability Committee.

### **Attachments:**

None



## City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Kayla Kirtz, Sustainability Coordinator

APPROVED BY: Tim Sandvik, City Manager

DATE: June 18, 2024

RE: First reading of an Ordinance amending sections 120, 210, 815, and 2040 of the Robbinsdale City Code relating to Lower Twin Lake

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### **Background:**

Staff and City Council have been discussing making necessary updates to the signage at the Lower Twin Lake boat launch. The current signage is cluttered, faded, and confusing. The current signage also does not clearly state that visitors are at "Lower Twin Lake." Further, the lake is designated a no wake lake. However, there have been longstanding challenges with patrons creating a wake on the lake. This could be attributed to the messy signage at the boat launch. The current City Code language causes further confusion about lake usage by limiting watercraft usage on the lake to the hours of sunrise-noon and 6:00 p.m.-sunset, unless traveling from Lower Twin Lake to or from Middle or Upper Twin Lake. Finally, the City Code currently refers to "South Twin Lake." Meanwhile, colloquially, the lake is referred to as Lower Twin Lake and the Minnesota DNR officially designates the lake as Lower Twin Lake. Staff have investigated this further and can confirm that the lake is officially recorded as Lower Twin Lake in state databases.

### **Analysis:**

120.01. Enforcement - The changes proposed are for the purpose of clarifying the proper name of Lower Twin Lake.

210.01. Wards - The changes proposed are for the purpose of clarifying the proper name of Lower Twin Lake in the definition of ward boundaries.

815.07. Speed and operation of watercraft: regulation of docks - The changes proposed are for the purpose of clarifying the proper name of Lower Twin Lake, clarifying that ALL watercraft (not just motorboats) may not create a wake or exceed the speed of 5 miles per hour on Lower Twin Lake, and clarifying that the permitted hours to operate a watercraft on Lower Twin Lake are between sunrise and sunset.

2040.01. Purpose - The changes proposed are for the purpose of clarifying the proper name of Lower Twin Lake.

2040.03. Definitions - The changes proposed are for the purpose of clarifying the proper name of Lower Twin Lake.

2040.06. South Twin Lake regulation - The changes proposed are for the purpose of clarifying the proper name of Lower Twin Lake.

2040.11. Enforcement - The changes proposed are for the purpose of not precluding any law enforcement agency from claiming responsibility for enforcement of City Code on Lower Twin Lake.

**Recommendation:**

Hold the first reading of the Ordinance amending sections 120, 210, 815, and 2040 of the Robbinsdale City Code.

**Attachments:**

1. First reading of an Ordinance amending sections 120, 210, 815, and 2040 of the Robbinsdale City Code

Member \_\_\_\_\_ moved and Member \_\_\_\_\_ seconded a motion that the following ordinance which was given its first reading on \_\_\_\_\_ be given its second reading on this \_\_\_\_\_ day of \_\_\_\_\_, 2024, and that it be adopted.

**ORDINANCE NO. 24-\_\_**

**AN ORDINANCE AMENDING SECTIONS 120, 210, 815, AND 2040 OF THE ROBBINSDALE CITY CODE RELATING TO LOWER TWIN LAKE**

**THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN THAT:**

- 1) Sections 120, 210, 815, and 2040 of the City Code are hereby amended with the following language to be removed shown by ~~strikeout~~ and new language added shown in **bold and underlined**:

**120.01. Enforcement.**

Subd. 5. Twin and ~~South~~ **Lower** 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~~ **Lower** Twin Lake, or on public lands adjacent to Twin Lakes or ~~South~~ **Lower** 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)

**210.01. Wards.**

Subd. 2. The first ward consists of that portion of the city lying North and West of the following described line: Commencing on 41st Avenue N at the West city limit; thence, East on said 41st Avenue N to Yates Avenue N; thence South on Yates Avenue N to 40th Avenue N; thence East on 40th Avenue N extending across the Trunk Highway 100 right-of-way to Noble Avenue N; thence North on Noble Avenue N to the Burlington Northern Railroad tracks; thence Northeasterly on 41st Avenue N; to Lake Road Avenue N; thence Southwesterly on Lake Road Avenue N to Halifax Avenue N; thence Northeasterly on Halifax Avenue N to 42nd Avenue N; thence Easterly on 42nd Avenue N to Islemount Place; thence North on Islemount Place to 43rd Avenue N; thence East on 43rd Avenue N to France Avenue N; thence North on France Avenue N to 44th Avenue N; thence East on 44th Avenue N to Drew Avenue N; thence North on Drew Avenue N to Lake Drive Avenue N(County Road No. 9); thence West on Lake Drive to France Avenue N; thence North on France Avenue N to the easterly point of ~~South~~ **Lower** Twin Lake; thence west following the north shore of the Lake to Trunk Highway 100; thence North on Trunk Highway 100 to France Avenue N on the North city limit. . (Amended, Ord. No. 92-2, Sec. 1; Ord. No. 02-02, Sec. 1; Ord. No. 05-12, Ord. No. 12-01; Ord. No. 22-02)

Subd. 3. The second ward consists of that portion of the city lying East of the following described line: Commencing on the North City Limit at France Avenue N and Trunk Highway 100; thence southwesterly along Trunk Highway 100 to the north shore of ~~South~~ **Lower** Twin Lake; thence East on the north shore of the lake to France Avenue N; thence South on said

France Avenue N to Lake Drive Avenue N (County Road No. 9); thence East on Lake Drive Avenue N to Drew Avenue N; thence South on Drew Avenue N to 44th Avenue N; thence West on 44th Avenue N to France Avenue N; thence South on France Avenue N to 43rd Avenue N; thence West on 43rd Avenue N to Islemount Place; thence South on Islemount Place to 42nd Avenue N; thence West on 42nd Avenue N to Halifax Avenue N; thence Southwesterly on Halifax Avenue N to Lake Road Avenue N; thence Northwest on Lake Road Avenue N to 41st Avenue N; thence Southwesterly on 41st Avenue N to Bottineau Boulevard (County Road No. 81); thence Southeasterly on Bottineau Boulevard (County Road No. 81) to East city limit. (Amended, Ord. No. 92-2, Sec. 2; Ord. No. 002-02, Sec. 2; Ord. No. 05-12; Ord. No. 12-01; Ord. No. 22-02)

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

Subd. 3. Speed and operation of ~~motorboats~~ watercraft

South Lower 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 **make a wake or 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. 5. Time.

(b) South Lower Twin Lake: Gasoline-powered watercraft. Watercraft which is powered by means of an internal combustion engine may not **only** be operated: ~~(a) between the hours of sunrise to sunset 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 Lower 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 the following day.~~ (Amended, Ord. No. 90-14, Sec. 1)

Subd. 12. Signs.

The city shall erect and maintain signs at each public launching facility on South Lower 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)

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 Lower Twin Lake.

2040.03. Definitions.

Subd. 7. "South Lower 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.

2040.06. South Lower Twin Lake regulation.

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

~~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.~~

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

Robbinsdale City Code Sections 120, 210, 815, and 2040 are being amended to clarify the name and usage of Lower Twin Lake.

- 3) This ordinance shall be effective immediately upon its passage and publication.

First Reading: YEAS:

NAYS:

Second Reading: YEAS:

NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024

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William A. Blonigan, Mayor

ATTEST:

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Chase Peterson-Etem, City Clerk  
(SEAL)



## City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Heather Rand, Community Development Director

APPROVED BY: Tim Sandvik, City Manager

DATE: June 18, 2024

RE: First reading of an Ordinance amendment to Section 510.11 Subd. 1 (f) of the Robbinsdale zoning ordinance increasing the minimum setback for detached garages with metal roofs to five feet

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### **Background:**

CHAPTER V. Planning And Land Use Regulation, Section 510.11 of the Robbinsdale City Code, regulates accessory structures and uses including garages. Current zoning code requires detached garages adjacent to alleys to have a minimum setback of 2 feet and allows for a 12" roof eave overhang. The result of this allowance is that the edge may be one foot beyond the alley setback. The most common roofing and re-roofing material for garages has been asphalt shingles. However, standing seam metal roofs are becoming more common place and this can present a challenge for the city public works staff in keeping the city's alleys free and clear of snow accumulations due to metal roof snow sliding in sheets onto alleys during post snowstorm melts.

### **Analysis:**

The proposed zoning code amendment is in response to a snow issue encountered by public works staff while clearing snow in an alley after a sizable snow event. A detached garage on an alley had been re-roofed with standing seam metal that sloped toward the alley. While standard asphalt roof shingles snow melt tends to drip off a roof, metal roof snow accumulations tend to accumulate sometimes many inches deep and remain on the roof for days or weeks, and then with enough natural warming, the snow eventually slides off the roof in a solid sheet, depositing a huge pile of snow into the alley. This is a safety issue and also impacts the quality of city snow removal service in an alley as the snow piles can occur days or weeks after a major snow event. To minimize the burden metal roofs have on alley snow clearing, staff suggest that the accessory building setback on alleys for detached garages be increased to five feet for metal roofs/re-roofs in city code.

The planning commission held a public hearing on May 16th, 2024 to gather public input and consider the proposed change to Chapter V. Section 510.11 Subd. 1 (f) with the proposed new 5 foot setback requirement for metal roofs and no public comments were received. At the May 16, 2024 planning commission meeting, the commission unanimously moved to recommend that the Robbinsdale City Council adopt the zoning code amendment with a 3-0 vote (2 absent).

### **Recommendation:**

Hold the First Reading of the Ordinance that amends City Code Chapter V, Section 510.11. Accessory structures, uses & equipment. Subd. 1 (f) that adds specific language increasing the minimum setback for detached garages with metal roofs to five feet.

**Attachments:**

1. 2024-280 Ord Metal Roof Amend

Member \_\_\_\_\_ moved and Member \_\_\_\_\_ seconded a motion that the following Ordinance, which was given its first reading on June 18, 2024 be given its second reading this \_\_\_\_\_ day of \_\_\_\_\_, 2024 and be adopted.

## **ORDINANCE 24-\_\_**

### **AN ORDINANCE AMENDING SECTION 510.11 SUBD. 1 (F) OF THE ZONING ORDINANCE INCREASING THE MINIMUM SETBACK FOR DETACHED GARAGES WITH METAL ROOFS TO FIVE FEET**

#### **THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:**

- 1) That Section 510.11, Subdivision 1. Accessory structures, uses & equipment adopted.

Is hereby amended with the following new language added shown in bold and underlined:

Subd. 1. Accessory buildings permitted or conditionally permitted. All accessory buildings are subject to the following restrictions:

- (a) No accessory building shall be permitted on any lot prior to the time of the issuance of the building permit for the construction of a principal building.
- (b) Accessory buildings in the rear yard shall not be closer than 1-1/2 feet to any lot line.
- (c) Accessory buildings in a side yard shall not be any closer than five feet to the lot line. If an accessory building is located in a corner side yard, then the required setback shall be the same as what is required for the principal building.
- (d) No accessory building shall be built within six feet of the principal building unless it is connected to the principal building by a living space.
- (e) No detached accessory building shall be placed in the front yard.
- (f) Accessory buildings shall be setback from any alley right-of-way a minimum of two feet **except in the case of a metal roof draining towards the alley the setback shall be increased to five feet.**

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

**City Code CHAPTER V, Planning and Land Use Regulation Section 510.11 Building Code Subd. 1. Accessory structures, uses & equipment (f) is being amended to increase setback from alley right-of-way for a detached garage with metal roof to five feet.**

First Reading:       YEAS:  
                              NAYS:

Second Reading:     YEAS:  
                              NAYS:

**PASSED AND ADOPTED BY THE CITY COUNCIL THIS \_\_\_\_\_ DAY OF JULY, 2024.**

ATTEST:

\_\_\_\_\_  
William A. Blonigan, Mayor

\_\_\_\_\_  
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: June 18, 2024  
RE: Voucher Requests Pending Approval for Disbursement

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### **Background:**

The check register dated 6/18/24 reflects the voucher requests pending approval for disbursement.

The check register dated 6/5/24 through 6/18/24 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 6/18/2024.

### **Attachments:**

None