

AGENDA

1. CITY COUNCIL WORK SESSION CALLED TO ORDER
2. ROLL CALL: Blackledge, Greenberg, Parisian, Wagner, Sutton
3. DISCUSSION
 - A. Discussion on Retail Cannabis Ordinance Creation
 - B. Council Assignments - 2025
 - C. 2025 Commission(s) Make-up
 - D. 2025 Legislative Priorities
 - E. Council Meeting Schedule
 - F. First-ever Native Plant Kit Sale through Minnesota Native Landscape's (MNL) Community Habitat Partnership Program
4. STAFF UPDATES
5. COUNCIL UPDATES
6. ADJOURNMENT



TO: Mayor and City Council
PREPARED BY: Heather Rand, Community Development Director
APPROVED BY: Tim Sandvik, City Manager
DATE: January 14, 2025
RE: Discussion on Retail Cannabis Ordinance Creation

Background:

The Minnesota Legislature authorized retail cannabis sales and related industry cultivation and distribution activities to become legal in the state in 2025, pending adoption of rules and regulations by the newly created Minnesota Office of Cannabis Management (OCM) , and OCM licensing of cannabis businesses.

OCM reports that they anticipate rules to be created by the end of 1st quarter, 2025 and the first retail and other industry licenses to be issued by OCM in May or June of 2025. As such, it is prudent for the city of Robbinsdale determine appropriate city ordinance changes that will aim to accommodate the new business activity that may occur in the city, while also promoting safety standards for the community.

Analysis:

An overview presentation of policy decisions the city council may consider related to retail cannabis zoning, city registration and compliance checks, and special event permitting will be presented by staff. The intent is to provide staff with some general direction, so that ordinance text changes may be drafted for public hearing input and city council deliberation and adoption in the coming months.

Recommendation:

Attachments:

None

TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 14, 2025
RE: Council Assignments - 2025

Background:

As required each year, it is necessary to appoint a mayor pro tem and to appoint council members and staff to serve as delegates to a variety of legislative bodies. The following are not intended to be a comprehensive list, as some opportunities may arise in due time, and some (as indicated) are optional.

Analysis:

The City is represented on a number of organizations outside of the city. Either Council Members or staff may be appointed as delegates or alternate delegates to the following positions:

League of Minnesota Cities - organization representing City's interests at State Legislature and U.S. Congress. LMC offers opportunities for elected officials in a variety of capacities, including serving on Policy Committees (Service Delivery, Local Economies, Fiscal Futures, and Human Resources and Data Practices), special task forces (recent examples include Elections, Data Practices, and Housing), and specialty groups like the Mayors' group, and working with the Insurance Trust. In the past, the City has approved up to two Council Members to be the City's voting member(s).

National League of Cities - organization representing national cities' interests in Congress. Delegate or alternate casts the city's one vote at the national meetings. Term is open. In the past, the City has sent the NLC representative to the national conference, City Summit, and/or other special events. Note, Council travel must adhere to the approved policy.

Metro Cities - organization representing metropolitan municipal interests in State Legislature. Term is open. The City has an opportunity to appoint a voting member, and potentially an alternate, to be involved in policy/advocacy at the state level.

School District 281 Government Advisory Council - represents the Council at School Board meetings and on School District issues. The School District also hosts a (roughly) monthly meeting with the seven cities it serves to provide updates, and hear from state, regional, and local officials (meeting is also attended by the City Manager). Term is open.

Suburban Rate Authority - (by resolution) - An organization of municipal officials which represents consumers in gas, phone, electric rate increase hearings. Term is for one year. Reappointment of Richard McCoy as Director was already approved - the Council may appoint an alternative. Appointments must be approved by resolution.

NW Suburbs Cable Communications Commission - franchising body charged with

establishing and administering cable television. Per JPA bylaws - *The City Council of each member city shall be entitled to appoint by resolution two Commissioners, at least one of whom shall be a member of that Council, or its designee, and the other a qualified voter residing within that municipality.* *Note, William A. Blonigan was recently assigned as chair of the Commission, and has expressed interest in continuing to serve. Appointment of two Commissioners

CCX Media Board of Directors - Committee recommending stories and ideas to Northwest Community Television. This groups is typically served by staff - the City Manager currently serves on this Board, and serves as Treasurer for the Executive Committee.

Corridor Management Committee - The Blue Line Extension Corridor Management Committee (CMC) will advise the Chair of the Metropolitan Council on the design and construction of the proposed light rail line. Issues the Committee will address include, but are not limited to, environmental review, project development, engineering final design, and construction of light rail transit in the corridor.

Monthly (2nd Tuesday of the month, 1:30pm - 3:00pm) meetings will provide an important vehicle for seeking project partner input, discussing project concerns and identifying opportunities to mitigate impacts. Each CMC member is responsible for:

1. Attending a majority of CMC meetings.
2. Identifying project related concerns or issues.
3. Assisting in the development of solutions to issues or impacts.
4. Actively participating in discussion by sharing ideas and expertise.

There are currently 19 voting members and 4 non-voting members - Robbinsdale has traditionally assigned one member, and an alternate who may take their place as needed.

Recommendation:

Attachments:

None

TO: Mayor and City Council

PREPARED BY:

APPROVED BY: Tim Sandvik, City Manager

DATE: January 14, 2025

RE: 2025 Commission(s) Make-up

Background:

Section 320 of City Code (attached) outlines parameters for City Commissions, including membership make up, terms, and meeting procedures. Note, the City Charter includes reference to Council authority in establishing Commissions, and there are some circumstances that statute outline parameters under which the Planning Commission may operate, but in all circumstances, Commissions serve in an advisory capacity to the City Council. With a fresh Council, and term limits having expired, staff would like to confirm reappointments, and share some recommendations for City Code updates going forward.

Analysis:

Under City Code 320.1 Subd 2:

- Planning Commission is composed of one member from each ward of the City, and one member at large.
- Parks, Recreation, and Forestry Commission shall include one member from each ward, and three members from the city at large (with no more than two members from any one ward.
- Terms expire on December 31 of even years, appointments require a 4/5ths vote by Council.
- Human Rights Commission consists of 11 members who are appointed by the mayor, with advice and consent by Council.
- Terms run concurrent with the Mayor.
- Senior Commission includes up to seven members at large, with staggered terms expiring even and odd number years.

Planning Commission LOIs (attached): Lucas Harris - Ward 1, Susan Carlson Weinberg - Ward 2, Rebecca Allen - Ward 3, Jane Montemayor - Ward 4. Please note, Julie Ralston Aoki has shared she is not seeking re-appointment - we thank her for her years of service.

Parks, Recreation, and Forestry Commission LOIs (attached): Erin Sparks - Ward 2, Mark Lavery - Ward 2, Denise Beck - Ward 3, Nicholas Erdos-Thayer - Ward 3, and Damien Rochon-Washington - Ward 4. Please note, both Melissa Markfort and Michelle Vaith of Ward 1 have

offered their resignation; however, Ms. Vaith has offered to remain on until a Ward 1 representative has been appointed. To be a full body, the Commission would require at least one member from Ward 1 and one from Ward 1 OR Ward 4 (assuming other applicants are appointed).

Human Rights Commission LOIs (attached): Patrick Nailon, Carlos Wallace Smith Jr., Rita Fox, Jonathan Hansen, Molly Beahen, Julie Ralston Aoki, Courtney Kirkeeing, and Kristyn Lee.

Recommendation:

Staff would like direction from Council on Commission assignments (formally approved January 21, 2025). Further, staff will highlight some recommended updates to Code, and if Council deems appropriate, will bring draft language for a first reading in the coming months.

Attachments:

1. Robbinsdale City Code - Sec 320
2. Planning Commission Applications
3. PRF LOIs_Redacted
4. HRC Letters of Continuing Interest for 2025

Section 320 - Commissions

320.01. Certain commissions.

Subdivision 1. Established.

There are created and continued the Planning Commission and the Park and Recreation Commission, referred to in this subsection as "advisory commissions". The advisory commissions have the powers and duties assigned them by this subsection and law. (Amended, Ord. No. 05-10)

Subd. 2. Membership: qualifications.

The planning commission is composed of one member appointed from each ward of the city, and one member from the city at large. The Park and Recreation Commission which is composed of (i) one member from each ward, (ii) three members from the city at large with no more than two members from any one ward of the city on the commission, (iii) one non-voting ex officio member from the Robbinsdale youth baseball association, and (iv) one non-voting ex officio member from the Robbinsdale youth football association. Members must be citizens of the United States and residents of the city. Before approval by the city council of an appointment, the person being considered must submit a written description of qualifications and experience for the position concerned on a form prepared by the city clerk and approved by the city council. Appointments to the commissions require approval by four-fifths vote of the city council. Members serve without compensation. (Amended, Ord. No. 05-10)

Subd. 3. Term of office.

Members of the advisory commissions serve for a term of two years expiring on December 31 of even numbered years.

Subd. 4. Commission officers.

Each advisory commission must name one of its members to serve as chairperson.

Subd. 5. Meetings and procedures.

Unless designated otherwise, each advisory commission must attempt to hold at least one regular meeting each month. The chair of each advisory commission may cancel a regular meeting if, after consultation with the staff liaison, it is determined that there is insufficient business to require that the meeting be held. Each commission must adopt rules for the transaction of business and must keep a public record of its resolutions, transactions and findings. On or before January 1 of each year each commission must submit to the city council a report of its work during the previous year. The report must include the number of meetings held during the year and the number of meetings attended by each member of the commission. Each commission must submit a written report to the city council of its proceedings and recommendations. (Amended, Ord. No. 06-01)

Subd. 6. Conflict of interest.

A member of a commission may not vote on a matter in which the member is directly or indirectly interested.

Subd. 7. Removal of members.

A commission member may be removed for cause by a majority vote of the city council after written charges have been filed and a hearing granted after at least five days written notice thereof to the member against whom such charges are filed.

Subd. 8. Vacancies.

Vacancies are filled by appointment by the city council for the unexpired term. Members serve until a successor is appointed or qualified.

Subd. 9. Powers and duties.

In addition to other duties imposed by law and this code, the advisory commissions have the following duties and powers:

(a) Planning commission.

The planning commission must study, investigate and make recommendations concerning the use of land, the location and the use of buildings, and the arrangement of buildings on lots in the city. The commission must consider and make recommendations concerning such other matters referred to it from time to time by the city council and may suggest to the council matters which the commission believes should be studied and considered. The planning commission is the planning agency of the city as provided by law.

(b) Park and recreation commission.

The park and recreation commission must study, investigate and make recommendations as to the acquisition, development, construction, maintenance and operation of the city parks and playgrounds. The commission must consider and make recommendations concerning such other matters as may be referred to it from time to time by the city council. The director of parks and recreation serves as an advisor to the commission in matters concerning parks and recreation and assists in coordinating long range planning. The commission may make such recommendations relating to the public recreation program as they deem necessary in fulfilling the recreational needs of the community. (Amended, Ord. No. 05-10)

320.03. Human rights commission.

Subdivision 1. Policy.

It is the public policy of the city of Robbinsdale to strive to secure for all residents of the city freedom from illegal discrimination in employment, housing and real property, public accommodations, public services and education consistent with the Minnesota Human Rights Act. The human rights commission has been established to assist the city council in carrying out this policy. (Amended, Ord. No. 99-03)

Subd. 2. Meetings and membership.

There is established and continued a commission to be known as the human rights commission consisting of 11 members. The commission is appointed by the mayor and with the advice and consent of the city council. The commission must designate one of the members as chairperson. The members are appointed and hold office concurrent with the term of the mayor. The members of the commission serve at the pleasure of the council. A member's term may be terminated upon a majority vote of the council. The commission must attempt to hold bi-monthly meetings. The chair of the advisory commission may cancel a regular meeting if, after consultation with the staff liaison, it is determined that there is insufficient business to require that the meeting be held. Members of the commission serve without compensation but may be reimbursed for personal expenses incurred in the performance of their duties. (Amended, Ord. No. 99-03; Ord. No. 06-01)

Subd. 3. Duties.

The duties of the Human Rights Commission are: (a) to advise the Council on matters and problems relating to discrimination and human rights issues and behavior in the city; (b) to recommend to the Council education, municipal and community programs designed to effectuate the policies set forth in this subsection; (c) to implement such programs referred to in (b) as may be directed for Commission action by the Council; (d) to recommend to the City Council the formulation and implementation of programs designed to effectuate the policies stated in this subsection; (e) to study and make

recommendations to the City Council for referral to the Commissioner of Human Rights; (f) to perform other functions, approved by the City Council and authorized for local commissions under the Minnesota Human Rights Act. (Amended, Ord. No. 99-03)

Subd. 4. Cooperation.

The services of city departments and agencies will be made available by their respective heads to the Commission at its request, and information in the hands of any department or agency will be furnished to the Commission when requested. Upon receipt of recommendations in writing for the Commission, each department or agency under the direction of the city manager must submit a written reply indicating the disposition of an action taken with regard to such recommendations.

Subd. 5. Consultation.

The Commission must advise and consult with the mayor and City Council on all matters involving legally prohibited prejudice or discrimination and recommend such legislative action as it may deem appropriate to effectuate the policy of this subsection.

Subd. 6. Cooperation with civic groups and governmental agencies.

The Commission must invite and enlist the cooperation of racial, religious and ethnic groups, community organizations, labor and business organizations, fraternal and benevolent societies, veteran's organizations, professional and technical organizations, and other groups in the city in carrying on its work. The Commission may aid in the formation of local community groups in neighborhoods as it may deem necessary or desirable to carry out specific programs designed to lessen tensions or improve understanding in the city. The Commission must cooperate with state and federal agencies whenever it deems such action appropriate in effecting the policy of this subsection.

Subd. 7. Investigations, research, and publications.

The Commission may research and investigate allegations and complaints. In accordance with the Minnesota Human Rights Act, the Commission may conduct public hearings to gather and disseminate information regarding illegal discrimination in employment, housing and real property, public accommodations, public services and education. (Amended, Ord. No. 99-03)

320.05. Senior commission.

Subdivision 1. Title.

There is established and continued a citizens' advisory commission known as the Senior Commission. (Amended, Ord. No. 08-01)

Subd. 2. Purpose.

The purpose of the Commission is to advise the City Council as to the status and needs of seniors, age 55 and over, in the city and ways in which the needs of seniors may be met. (Amended, Ord. No. 08-01)

Subd. 3. Duties.

It is the responsibility of the Commission to:

(a) recommend the initiation of programs, grants and other governmental activities and services to maintain or improve the quality of life for seniors in the city; (Amended, Ord. No. 08-01)

(b) evaluate and assess the impact of current or proposed programs, grants and other governmental activities and services on seniors in the city; and (Amended, Ord. No. 08-01)

(c) serve as a liaison to existing seniors service agencies to assist in assessing resources, disseminating information on services available and assisting seniors in availing themselves to those

resources and services. (Amended, Ord. No. 08-01)

Subd. 4. Appointments and composition. The Senior Commission consists of even members. One member is elected by the Commission to serve as chairperson. Members must be at least 55 years of age and be residents of the city. Members are appointed as follows: (Amended, Ord. No. 08-01)

- (a) seven members appointed at large. (Amended, Ord. No 09-07; Ord. No. 14-17; Ord. No. 18-06)

Subd. 5. Term.

(a) Members of the Senior Commission serve for a term of two years. The terms are staggered as follows: (Amended, Ord. No. 08-01)

(i) four representatives appointed at large have terms expiring on December 31, of even numbered years; (Amended, Ord. No. 08-01; Ord. No. 14-17; Ord. No. 18-06)

(ii) three representatives appointed at large have terms expiring on December 31, of odd numbered years. (Amended, Ord. No. 08-01, Ord. No. 14-17)

Subd. 6. Meetings and procedures. The Seniors Commission must attempt to hold at least one regular meeting each month, except during the summer months. The chairperson of the Commission, after consultation with the staff liaison may cancel a regular meeting if it is determined that there is insufficient business to require that the meeting be held. The Commission must adopt rules for the transaction of business and must keep a public record of its resolutions, transactions, or findings. The Commission must submit to the City Council each year a report of its work during the previous year. The report must include a summary of the Commission's proceedings and recommendations. (Amended, Ord. No. 08-01)

TO: Mayor Bradley Sutton, City Council Ward 1 Representative Raymond Blackledge
FROM: Lucas Harris
CC: Robbinsdale City Staff, Heather Rand and Will Bucheger, Robbinsdale City Council
DATE: Tuesday, December 31, 2024
SUBJECT: 2024 Planning Commission re-appointment

The purpose of this memo is to express my interest in continuing to serve on the Robbinsdale Planning Commission, of which I have been a member for the past 2 years and served as chair for the last 12 months. During this period I have gained valuable experience in understanding how to run these meetings, request information and clarifications from City Staff, and engage with fellow Robbinsdale residents in matters of concern.

My standard application to serve on a City Commission is attached as reference, which includes further details on my education, background, and experience. I would like to continue serving as a Planning Commissioner to further my knowledge of city operations and planning developments, work with other Robbinsdale residents, and continue to make Robbinsdale a wonderful place to live.

I have extensive experience working for general contractors and commercial real estate developers. I regularly work with municipalities and clients to propose developments and work through project challenges to coordinate with all stakeholders to come to a successful resolution. My background as an architect and experience with general contractors means I can easily read and understand construction documents, plat drawings, and civil survey information to understand any potential proposals to the City and provide insight on any potential concerns.

I request that my City Council representative for Ward 1, Raymond Blackledge, nominate me for a second term on the Planning Commission so we can continue to strive toward these goals and work together.

Sincerely,

Lucas Harris

[attachments]

☐ 2024 Application - Harris.pdf

Susan Carlson Weinberg
4221 York Ave. N.
Robbinsdale, MN 55422

January 3, 2025

Ms. Heather Rand
Community Development Director
City of Robbinsdale
4100 Lakeview Ave N
Robbinsdale, MN 55422

Re: City of Robbinsdale Planning Commission

Dear Ms. Rand;

This will confirm my interest in continuing to serve the City of Robbinsdale as a member of the Planning Commission. I am a resident of Ward 2.

I am attaching some background information which includes my educational, career, and volunteer highlights. I am currently semi-retired.

Please let me know if anything further is required with respect to my continued Planning Commission membership.

Sincerely,

Susan Carlson Weinberg

Susan Carlson Weinberg
susancarlson.weinberg@gmail.com
763/229-9543

Attachment

Heather Rand

From: Rebecca Allen <rebecca.rose.allen@gmail.com>
Sent: Friday, January 3, 2025 11:48 AM
To: Heather Rand
Subject: Re-appointment Letter for Planning Commission
Attachments: Rebecca Allen_Resume_2024.pdf

EXTERNAL EMAIL ALERT: This message originated from outside the City of Robbinsdale email system. Unless you recognize the sender and know the content, **DO NOT** click any links or open attachments.

To the attention of Mayor Sutton and the Robbinsdale City Council,

My name is Rebecca Allen and I have served on the Robbinsdale Planning Commission for 2 years now. I live in Ward 3 and was appointed by Mia Parisan after her election to city council in 2022.

I wish to continue to serve on the planning commission because I enjoy serving my community and sharing my 20 years of experience in the architectural industry to support the planning commission and the city council. I am fluent in the MN building and accessibility code, as well as the Fair Housing Act (FHA). My career has spanned many types of architectural projects as well as many different phases of process that goes along with a project from beginning site analysis, city applications and zoning/codes, documentation and final construction.

I look forward to continuing to serve my community to the best of my ability,
Rebecca Allen

Heather Rand

From: Jane Montemayor <imarubygal@gmail.com>
Sent: Thursday, January 2, 2025 9:42 AM
To: Heather Rand; Will Bucheger
Subject: Position on Robbinsdale Planning Commission

EXTERNAL EMAIL ALERT: This message originated from outside the City of Robbinsdale email system. Unless you recognize the sender and know the content, **DO NOT** click any links or open attachments.

Good morning Heather and Will:

While I have stated my interest in remaining on the Robbinsdale Planning Commission, this is formal notice of my interest.

I am enjoying my time on the Commission and would like to continue. During my time I have learned a lot about Robbinsdale, her history and plans. I am excited to be part of it. I also like supporting the community I live in.

My background is over 30 years in business and this is where I bring a unique perspective. I understand the intersection of individual and business needs and their interests. As we move toward light rail, this is especially important to balance.

It is an exciting time of growth for Robbinsdale. I look forward to continuing along that path with the rest of the commission.

Please let me know if you need additional information from me.

Respectfully,

Jane Montemayor
(612)351-7312

APPLICATION FOR APPOINTMENT
TO ROBBINSDALE CITY COMMISSION

NAME: Erin Sparks ADDRESS: 3821 York Ave N, Robbinsdale, MN 55422

PHONE: (Home) _____ (Work) _____

EMAIL: Erin.w.sparks@gmail.com

RESIDENT OF ROBBINSDALE SINCE (Year) 2014 WARD: 2

OCCUPATION: Economic Developer EMPLOYER: Great River Energy

COMMISSION YOU ARE SEEKING: Parks, Recreation, and Forestry Commission

For the Senior Commission, you must be over 55 years old. If seeking a position on the Senior Commission, you must initial here to indicate that you meet that qualification: _____

EDUCATION: (Please indicate highest grade completed or highest degree and major course of study.)

I have a BS in Community Development from St. Cloud State University. I have also received professional credentials (CECd)
from the International Economic Development Council (IEDC).

CIVIC AND OTHER ACTIVITIES: (Please list past and present civic activities and organizational memberships, particularly those which may be relevant to the appointment you are seeking.)

I currently serve on the Board of Directors for the MidAmerica Economic Development Council, I serve as vice-chair of the
Community & Economic Development Associates (CEDA) Board of Directors, and I'm an active member of the
Membership Committee of the Economic Development Association of Minnesota.

COMMENTS: (Please briefly describe other qualifications, experiences and other information which you would like to have considered or which you believe are particularly relevant to the appointment you are seeking. Use additional pages if necessary.)

Having worked in local government in the past and now working in a local government-adjacent position I am familiar with
government processes, roles and responsibilities. I have participated in the Blandin Foundation's Community Leadership Program,
which, aims to develop participants' skills in working with each other so that they can address a community's
opportunities and problems. I have lived in Robbinsdale for just shy of 10 years now and am embarrassed that it has
taken me this long to seek out an opportunity for civic engagement, but better late than never. I hope I'm a fit for this commission.

Please return to City Clerk's Office - 4100 Lakeview Avenue North, Robbinsdale, Minnesota 55422
Phone: 763-537-4534 Fax: 763- 531-1291

October 2016

APPLICATION FOR APPOINTMENT
TO ROBBINSDALE CITY COMMISSION

NAME: Mark Lavery ADDRESS: 4438 Shoreline Drive Robbinsdale

PHONE: (Home) [REDACTED] (Work) _____

EMAIL: marklavery24@gmail.com

RESIDENT OF ROBBINSDALE SINCE (Year) 2020 WARD: 2

OCCUPATION: Real Estate Developer EMPLOYER: Saturdaury Properites

COMMISSION YOU ARE SEEKING: Parks, Recreation and Forestry

For the Senior Commission, you must be over 55 years old. If seeking a position on the Senior Commission, you must initial here to indicate that you meet that qualification: _____

EDUCATION: (Please indicate highest grade completed or highest degree and major course of study.)

Bachelors of Business Administration: Double Major in Real Estate and Finance. University of

CIVIC AND OTHER ACTIVITIES: (Please list past and present civic activities and organizational memberships, particularly those which may be relevant to the appointment you are seeking.)

Urban Land Institute, Volunteer Soccer Coach

COMMENTS: (Please briefly describe other qualifications, experiences and other information which you would like to have considered or which you believe are particularly relevant to the appointment you are seeking. Use additional pages if necessary.)

Direct involvement of public and private partnerships for redevelopments that incorporate
real estate developments. These include Nolan Mains in Edina, Lake and Hiawatha and the
Farmer's Market in Minneapolis and the conversion of Historic Old Central High School into
All of these projects involve intense public outreach to ensure all voices are heard.
I have three children that visit one of our parks every single day (subject to weather).

Please return to City Clerk's Office - 4100 Lakeview Avenue North, Robbinsdale, Minnesota 55422
Phone: 763-537-4534 Fax: 763- 531-1291

October 2016

To: Matt Bazyk
Robbidsdale City Council

November 26, 2024

Re: Park Commissioner Ward 3 Appointment

This letter is to formally announce my intention to continue to serve in my capacity as Park/Rec/Forestry commissioner for Ward 3, pending approval by Mia Parisian, who appointed me, and the council, who approved my position.

I have enjoyed my tenure on the commission serving the interests of my ward and the community at large, but if there is currently another resident interested in this position, I will certainly step down for the commission to include new voices.

I would like to note my appreciation for Matt Bazyk, who is a sincere, involved, determined, kind, hard-working Recreation Services manager. The commission itself is committed and engaged in improving the needs of the residents under his guidance.

Sincerely,

A handwritten signature in black ink, appearing to read "Denise Beck", with a long, sweeping horizontal line extending to the right.

Denise Beck

Damien Rochon-Washington

3200 Drew Ave N, Minneapolis, MN 55422

11/20/24

Dear City Council members

I am writing to formally express my desire to continue serving on the Robbinsdale Parks and Recreation Board. It has been a privilege to contribute to the board's efforts, and I am inspired by the dedication and hard work demonstrated by Matt Bayzak, the entire park staff, and my fellow board members. Together, we have made significant strides in enhancing our community's access to vibrant, inclusive, and engaging recreational opportunities.

I am particularly passionate about seeing Robbinsdale's parks continue to expand their offerings, providing more opportunities for wellness, fitness, and general healthy living. These initiatives not only enrich the lives of our residents but also foster a stronger, healthier community. I am eager to remain an active part of these ongoing efforts, contributing my time and energy to ensure that Robbinsdale's parks and programs meet and exceed the evolving needs of our residents.

Thank you for considering my request to remain on the board. I look forward to continuing to collaborate with this outstanding team to further our shared mission of community enrichment.

Sincerely,

Damien Rochon-Washington

Dear Mayor Blonigan and City Council,

I am writing to express my interest in continuing my role on the Robbinsdale Park, Recreation & Forestry Commission (At Large).

Over the past two years, I have had the opportunity to contribute to the city and commission's efforts, including helping shape the city's first Parks Master Plan. This plan represents an important step in enhancing our community spaces and addressing the needs of Robbinsdale residents.

In my professional work as a product manager, I've developed a practical approach to problem-solving and collaboration. I bring these skills when offering insights and guidance to city staff, particularly when considering how to balance diverse priorities and integrate community feedback. My focus has been on ensuring that the voices of residents are reflected in planning and decision-making processes.

Highlights from my time on the commission include:

- Contributing to the development of the Parks Master Plan by incorporating a range of community perspectives.
- Drawing on my professional experience to facilitate productive discussions and support clear, actionable planning.
- Encouraging transparent and inclusive processes to engage residents effectively.

I appreciate the importance of maintaining thoughtful, well-managed parks and recreation facilities, as they play a key role in strengthening our community and I am committed to continuing this work.

Thank you for considering my request to remain on the Robbinsdale Park, Recreation & Forestry Commission.

Sincerely,

Nicholas Erdos-Thayer

Letters of Continuing Interest- Human Rights Commission

Patrick Nailon, received 1/3/25

Joanna,
I wish to remain as a member of the HRC.
Pat Nailon

Carlos Wallace Smith Jr., received 12/2/24

Dear Ms. Brookes.

It is with great pleasure and anticipation that I wish to express my interest in remaining on the Robbinsdale HRC. The HRC provides me an opportunity to serve my community and make a positive impact on the lives of community members. It has also brought meaning to my life and I have enjoyed every minute of it. I pray that my request is granted.

Thank you and I look forward to hearing from you.

Best regards
Carlos Wallace Smith Jr.

Rita Fox, received 1/6/25

Hi Joanna -

Happy New Year.

I would like to convey to the Council and Mayor my willingness to continue to serve as a Commissioner on the Robbinsdale Human Rights Commission.

If they request any additional information, I would be happy to provide it, or to answer any questions.

Thanks

-Rita

Jonathan Hansen, received 12/2/24

Hi Joanna,
This is my official intent to continue on the human rights commission.

Have a great weekend!

Thanks,
Jonathan Hansen

Molly Beahen, received 12/9/24

Hi Joanna,

Here is my official note stating my wish to remain on the Human Rights Commission under the new mayor's term.

Any further needs from you or the city, please let me know.

Thank you!

Molly

Julie Ralston Aoki, received 12/12/24

Hi Joanna--just writing to confirm that I would like to continue to serve on the HRC next year if possible.

Thanks,

Julie

--

Julie Ralston Aoki

Courtney Kirkeeng, received 1/3/25

Dear Mayor Sutton and City Council Members,

I am writing in response to the guidance provided by our city liaison, Joanna, who recently informed us of the requirement to submit a letter of continued interest to be considered for reappointment to the Human Rights Commission.

Serving on this commission has been a meaningful opportunity to contribute to our community, and I remain deeply invested in its mission and the people we serve. That being said, I would like to share a few thoughts regarding the commission's direction moving forward.

Over the past several months as you all are aware, there have been interpersonal challenges within the commission that have impacted our productivity and collaboration. While I am still fully committed to supporting our community through this role, I also want to ensure that the commission is equipped to navigate these challenges constructively and maintain its focus on serving our shared goals going into 2025.

My intention is not to dwell on the past but to express my hope for a collaborative and forward-thinking environment. I am enthusiastic about contributing to such an atmosphere if reappointed. However, I also understand if my concerns are seen as a barrier to my continued service. I fully respect the council's decisions and will not take it

personally if it is determined that someone else would better serve the commission's needs at this time.

Ultimately, my goal is what's best for the commission and our community. I thank you for considering my candidacy and remain open to further discussions if needed.

Sincerely,

Courtney

Kristyn Lee, received 12/7/25

Hi Joanna,

I am interested in staying on the commission for 2025.

Thanks for all your support,

Kristyn

City of Robbinsdale

2025 Legislative Priorities



GROUP HOME - RENTAL LICENSE REQUIREMENT

The City of Robbinsdale, much like its counterparts in the NW Suburbs, continues to see a rapid increase of congregate care facilities (often referred to as Group Homes). The high concentration of Group Homes comes with a disproportionately high number of 911 calls, requiring additional resources from Police and Fire. Furthermore, neighbors express continued concerns related to quality-of-life issues on their residential blocks. Unfortunately, the City of Robbinsdale has experienced less than stellar operators of these facilities, and in one circumstance, it led to the loss of life of an individual who was not getting the help they needed. By allowing Group Home density, enhancing inspection/license authority, and requiring Group Home owner/operator transparency, the City believes we can achieve what we all desire – a high level of care for those who are especially vulnerable.

LOCAL GOVERNMENT AID (LGA) & FISCAL DISPARITIES

The City of Robbinsdale continues to support current formulas for LGA and Fiscal Disparities. As LGA remains a general-purpose aid that can be used for lawful expenditures, Robbinsdale, like many other cities, relies on these funds for property tax relief. The City supports the continued consideration of total housing units, commercial industrial utility percentage, pre-1940 housing units, tax effort rate, and unmet need. First ring suburbs like Robbinsdale support efforts of the legislature, including affordable housing through NOAH (naturally occurring affordable housing), which in turn affects the tax base. Ultimately, adjusting rates to benefit communities experiencing more “new growth” would be to the detriment of the Robbinsdale community.



Similarly, Fiscal Disparities continues to support Robbinsdale as a community with limited opportunities for growth in the commercial and industrial realms. While we recognize some areas within the areawide tax base (metro counties) may not agree, the City of Robbinsdale maintains that the spirit of Fiscal Disparities promotes tax base growth as a whole and there should be no reduction in contributions. Again, any reduction would be a detriment to the Robbinsdale community.

LIGHT RAIL TRANSIT (LRT) BLUE LINE EXTENSION

City elected officials and City staff continue to work with the LRT Project Office, Hennepin County, and the Metropolitan Council to understand the complicated project. The City has participated in the Anti-Displacement Work Group for the past three years, and now asks that our legislators consider policy and funding recommendations that benefit the project, but also support Robbinsdale directly.



PUBLIC SAFETY

The City of Robbinsdale remains grateful for the one-time Public Safety funding allocated after the 2023 legislative session. These funds largely supported personnel, community relations, and work to invest in our service-delivery. As more and more is required of our Firefighters and Police Officers, we ask that our legislators continue to consider this kind of funding at the local level. We believe this should be an ongoing budgetary item, and not special one-time funding as crime continues to require innovative strategy for both prevention and response. The City is eager to continue “upstream” efforts to address root causes through continued collaborative community building. Simultaneously, the City is interested in pursuing resources to expand our current capabilities of communicating information related to crime in real-time with our neighboring jurisdictions.



HOUSING



In 2024, we watched efforts by the Legislature to addressing housing State-wide, through what some called the “Missing Middle”. A big swing was taken to address a variety of areas, including efforts to encourage higher density dwellings/accessory dwelling units and efforts to promote affordable housing (as well as bring the generational wealth that comes with homeownership), all while benefiting communities through more sustainable practices.

The City of Robbinsdale has long been practicing affordable housing, as we boast a high number of NOAH (naturally occurring affordable housing), and maintain a high number of single family homes that average significantly lower in EMV compared to most of the metro area. Finally, the City has fundamental concerns with the loss of authority, and we believe the City (and its elected officials) know what’s best for the City. Unfortunately, a “one size fits all” approach across the state does not work. The City would be supportive of the State enacting rules that benefit/incentivize higher density housing in communities, whether through additional funding in a mechanism like LGA, or similar.

LOCAL SALES TAX OPTION

As the legislature considers parameters to make the Local Sales Tax option a more permanent process (and limit Legislative interaction), the City requests consideration that Public Works Facilities should qualify. In Robbinsdale, our community of residents and visitors appreciate many amenities, but three major attractions are our lakes, parks, and beloved downtown. Crystal Lake, Lower Twin Lake, and Ryan Lake are all a part of systems that connect with our neighboring communities and watersheds, so



maintaining those systems continues to be a regional effort. Similarly, our parks serve a much greater community than just Robbinsdale. On any given summer night, you will find youth and adult sports leagues intermingling with community events at Lakeview Terrace Park.

Finally, our Downtown corridor brings in people to eat, shop, and conduct business – we are lucky to have it! I mention those three examples, as City staff are required to keep and maintain the complicated infrastructure of each – and simply put, our decades old Public Works Facility no longer houses the equipment needed to do so.

AUTHORITY TO FRANCHISE BROADBAND/INTERNET SERVICE PROVIDERS

The City of Robbinsdale supports legislation authorizing cities to franchise broadband/internet service providers (ISPs) in the public right-of-way and to collect franchise fees from these providers. Broadband Franchising will allow a city to require equal access to the same quality of broadband service throughout a city, reasonable build-out and system upgrades of broadband systems, uniform pricing and other customer service requirements, as well as other public benefits.

Furthermore, the City supports the use of franchise fees on broadband or other dedicated funding to support local community television, which has seen declining funding from cable franchise fees and public, educational, and governmental (PEG) access fees as consumers switch to internet-based streaming over traditional cable tv service.

PFAS (POLYFLUOROALKYL SUBSTANCES)



Much like other jurisdictions, the City of Robbinsdale appreciates the guidance from the Minnesota Department of Health and the Minnesota Pollution Control Agency regarding PFAS. With Robbinsdale's recent, incredibly significant investment into water treatment, the City hopes that any state-mandated treatment related to PFAS is met with state funding.

INFORMATION MEMO

City Options for Meeting Remotely

The ongoing COVID-19 public health emergency has led many city councils and city boards and commissions to hold meetings virtually through the use of interactive technology. Two provisions of Minnesota's Open Meeting Law allow city council members and members of city boards and commissions to remotely appear and participate in meetings. Learn when each provision may be used and the legal requirements to be followed under each option. In addition, find guidance and tips for holding public hearings while holding virtual meetings.

RELEVANT LINKS:

[Minn. Stat. § 13D.02.](#)

[Minn. Stat. § 13D.001, subd. 2.](#)

[Minn. Stat. § 13D.02, subd. 1\(a\).](#)

[Minn. Stat. § 13D.02, subd. 6.](#)

I. Remote meeting options under Minnesota's Open Meeting Law

City council meeting and meetings of city boards and commissions are subject to the Open Meeting Law. Two statutes of the Open Meeting Law allow city council members and members of city boards and commissions to appear and participate remotely. The type of technology that can be used to facilitate remote attendance depends on the statute the city is using for its meetings.

A. Meetings conducted by interactive technology – Minnesota statute 13D.02

At any time, members can appear and participate in a meeting remotely using “interactive technology,” defined as “a device, software program, or other application that allows individuals in different physical locations to see and hear one another.” Skype, Zoom, WebEx, and similar programs with an audio and video connection satisfy this requirement.

1. Meeting requirements

The public body must meet the following six requirements to meet using interactive technology:

- At least one member is physically present at the regular meeting location;
- All members must be able to hear and see each other and all discussion and testimony presented at any location at which at least one member is present;
- All members of the public at the regular meeting location must be able to hear and see all discussion, testimony, and votes of all members;

This material is provided as general information and is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

RELEVANT LINKS:

[Minn. Stat. § 13D.02 subd. 1\(b\).](#)

[Minn. Stat. § 13D.02, subd. 4.](#)

[Notice of Interactive Technology Meeting, LMC Model Form](#)

[Minn. Stat. § 13D.04.](#)

[Minn. Stat. § 13D.02, subd. 3.](#)

- All votes are conducted by roll call so each member's vote can be identified and recorded; and
- Each location at which a member is present must be open and accessible to the public.
- The minutes for the meeting must reflect the names of any members appearing by interactive television technology and state the reason or reasons for the appearance by interactive television technology

However, a meeting satisfies the requirements of the open meeting law even though a member of the public body participates from a location that is not open to the public if the member has not participated more than three times in a calendar year from a location that is not open or accessible to the public, and:

- The member is serving in the military and is at a required drill, deployed or on active duty; or
- The member has been advised by a health care professional against being in a public place for personal or family medical reasons.

As of May 24, 2023, this statute no longer requires that a state of emergency be declared. Therefore, a member of a public body may participate from a location that is not open to the public for health reasons regardless of whether or not a state of emergency is declared under section 12.31.

2. Public Notice and Meeting Access

For meetings held via interactive technology, the city must give notice of the regular meeting location as well as the location of members of the body. The city does not need to provide notice of a member's location when the military or medical exception applies to that member. The timing and method of notice is the same as for in-person council meetings, and depends on whether the interactive technology meeting is a regular, special, or emergency meeting.

When holding a meeting via interactive technology, the city must ensure, to the extent practical, that the public has a way to monitor the meeting electronically from a remote location. Note that the city's obligation is to ensure that the public can "monitor" the meeting. Cities may allow public participation and comment through the interactive technology at their discretion; however, it is not required by the Open Meeting Law. If the city allows for remote participation and comments, the city will need to be mindful of any First Amendment considerations that may arise.

The meeting notice should contain all the information needed for the public to monitor the meeting remotely, including meeting links and/or access codes, as applicable.

RELEVANT LINKS:

[Minn. Stat. § 13D.01, subd. 6.](#)

[Minn. Stat. § 13D.021.](#)

[Minn. Stat. § 12.31.](#)
[Minn. Stat. § 12.29.](#)

[DPO 21-003.](#)

[Minn. Stat. 13D.021, subd. 1.](#)

[Declaring Electronic Meetings](#), LMC Model Declaration.

[Minn. Stat. § 13D.021, subd. 1.](#)

3. Agenda packet distributed to public

If possible, the agenda packet that members have during the meeting should be made available to the public.

The agenda packet could be posted for download on a website or shared cloud storage or can be uploaded to a video-based conferencing application. It may also be shared as part of the software application the city uses as its mode of interactive technology.

B. Meetings during pandemic or chapter 12 emergency – Minnesota statute 13D.021

During a pandemic or state or local declaration of state of emergency under Chapter 12, Minnesota statutes, the city council and city boards and commissions may meet using telephone or interactive technology, and may meet entirely remotely. The council can only exercise this authority during a pandemic or a state of emergency declared under Chapter 12, Minnesota statutes. A state of emergency may be declared by the governor for the entire state or declared locally by the mayor and continued after three days by consent of the city council.

Public bodies cannot meet using this authority if a quorum or more of members continue to meet in-person. When a quorum or more members meet in person, the meeting must be open and accessible to the public.

1. Declaration that in-person meeting is not practical or prudent

The first step for holding a pandemic or chapter 12 emergency meeting is for the city's presiding officer, chief legal counsel, or chief administrative officer to make a declaration that an in-person meeting or meeting conducted per Minnesota Statute 13D.02 (discussed above) is not practical or prudent due to health pandemic or emergency declared under chapter 12. The declaration should identify the basis for the meeting, whether for a health pandemic or chapter 12 state of emergency, and cite the relevant facts supporting the declaration.

2. Meeting requirements

In addition to the declaration discussed above, the city must meet the following requirements to conduct a pandemic or state of emergency meeting:

- All members of the body participating in the meeting, wherever, their physical location, can hear one another and heard all discussion and testimony.

RELEVANT LINKS:

See Colorado Municipal League, “[Virtual Meeting Conduct](#),” for practical tips and virtual meeting etiquette.

[Minn. Stat. § 13D.021, subd. 1\(3\),\(4\).](#)

[Minn. Stat. § 13D.021, subd. 4.](#)

[Notice of Pandemic or State of Emergency Electronic Meeting](#), LMC Model Form.

[Minn. Stat. § 13D.04.](#)

[Minn. Stat. § 13D.021, subd. 3.](#)

[Minn. Stat. § 13D.021, subd. 5.](#)

- At least one member of the body, chief legal counsel, or chief administrative officer physically present at the regular meeting location, unless unfeasible due to the health pandemic or emergency declaration.
- Members of the public present at the regular meeting location of the body can hear all discussion and testimony and all votes of members of the body, unless attendance at the regular meeting location is not feasible due to the health pandemic or state of emergency declaration.
- All votes are conducted by roll call, so each member’s vote on each issue can be identified and recorded.

3. Entirely remote meetings

Pandemic or state of emergency meetings may be held entirely remotely – no member of the body or city staff need to appear at the regular meeting location, nor will the public be given that option. In order to exercise this option, a finding must be made that any in-person meeting attendance is not feasible due to the pandemic or state of emergency. Many times this finding is combined with the declaration that in-person meetings are not practical or prudent, discussed above. Once this finding is made, the council, city staff, and public will all appear and participate remotely.

4. Public notice and meeting access

For pandemic or state of emergency meetings, the city must give notice of the regular meeting location and that fact that some or all members may participate by telephone or interactive technology. The city does not need to give notice of the location of members of the public body. The timing and method of notice is the same as for in-person meetings, and depends on whether the pandemic or state of emergency meeting is a regular, special, or emergency meeting.

When holding a meeting via interactive technology, the city must ensure, to the extent practical, that the public has a way to monitor the meeting electronically from a remote location. The meeting notice should contain all the information needed for the public to monitor the meeting remotely, including meeting links and/or access codes, as applicable.

5. Public comment period

Cities that offer a regular public comment period during their in-person meetings must, to the extent practical, offer a public comment period when holding a pandemic or state of emergency meeting entirely remotely. The Open Meeting Law does not elaborate, but the city could consider taking verbal comment, written comment, or both, depending on the technology used to conduct the meeting.

RELEVANT LINKS:

[Minn. Stat. § 13D.01, subd. 6.](#)

[Minn. Stat. § 412.851.](#)
[Minn. Stat. § 414.033, subd. 2b.](#)
[Minn. Stat. § 429.031, subd. 1.](#)
[Minn. Stat. § 429.061.](#)

[Minn. Stat. § 444.18, subd. 3.](#)

[Minn. Stat. § 469.003, subd. 2.](#)

[Minn. Stat. § 469.093, subd. 1.](#)

6. Agenda packet distributed to public

If possible, the agenda packet that councilmembers have during the meeting should be made available to the public.

The agenda packet could be posted for download on a website or shared cloud storage or can be uploaded to a video-based conferencing application. It may also be shared as part of the software application the city uses as its mode of interactive technology.

II. Remote public hearings

State statutes, charter provisions, or city ordinances may require a public hearing before the city may take certain actions. The purpose of a public hearing is for the city to take public comment on a proposed action. Public hearings are subject to the Open Meeting Law and may take place remotely, given all requirements discussed above are followed.

When holding in-person meetings, taking public comment is relatively simple. Persons wishing to make comments address the council during the public hearing. When meeting remotely, cities have flexibility in how they will take public comment. Cities can take comments prior to and during the hearing. Cities can require those wishing to address the council during the hearing to sign up prior to the hearing.

A. Before the public hearing

1. Identify the law that requires a public hearing

Public hearing requirements are found in state statutes, home rule charter provisions, and city ordinances. Cities should consult those sources directly to find the specific procedural requirements that apply for the public hearing in question

Here are some actions that require public hearings:

- Street vacation.
- Annexation by ordinance.
- Local improvement projects that will be paid for with special assessments.
- When special assessments are made to property.
- Purchase and improvement of waterworks, sewers, drains, and storm sewers by storm sewer improvement districts.
- Adoption of a housing redevelopment authority (HRA) enabling resolution.
- Adoption of an economic development authority (EDA) enabling resolution.

RELEVANT LINKS:

Minn. Stat. § 469.065, subd. 2.
Minn. Stat. § 469.105, subd. 2.
Minn. Stat. § 469.107, subd. 2.
Minn. Stat. § 340A.602.
Minn. Stat. § 275.065, subd. 6.
Minn. Stat. § 462.357, subd. 3.
Minn. Stat. § 462.358, subd. 3b.
Minn. Stat. § 462.3595, subd. 2.
Minn. Stat. § 410.12, subd. 7.
Minn. Stat. § 462.355, subd. 4.

Minn. Stat. § 15.99, subd. 2(a).
Minn. Stat. 462.358, subd. 3b.

- Sale of port authority land.
- Sale of EDA land.
- Increase of levy for an EDA.
- Continuation of a municipal liquor store after a net loss for two of three consecutive years.
- Truth-in-Taxation Law processes.
- Adoption or amendment of a zoning ordinance.
- Subdivision applications.
- Granting of a conditional use permit.
- Adoption of a charter amendment by ordinance.
- Certain interim ordinances.

Take note of any notice requirements in the applicable statute, charter provision, or ordinance. Common notice requirements are publishing and/or mailing notice for a specified period prior to the hearing. Also take note of any timing requirements in the statute, charter provision, or ordinance. There may be a deadline for the city council or commission to act.

For written requests related to zoning and other land use applications, cities generally have 60 days to make a decision. For subdivision applications, cities generally have 120 days to make a decision on the preliminary plat. Public hearings are required on these issues. Keep this in mind when scheduling hearings. If the city does not act by the deadline, the application may be automatically approved.

2. Provide notice of hearing

First, check the applicable statute, charter provision, or ordinance to find out the type and method of public notice. Sometimes specific content is required in the notice. Notices should contain clear and complete information on how the city will accept public comments and any deadlines for submitting pre-hearing comments. All methods the city chooses for accepting comments should be clearly communicated to the public.

Consider methods of notice beyond what is legally required. Cities can use the city website, newsletters, email subscription lists, or social media to provide notice. This ensures that more residents get notice of the hearing and can comment, if desired.

3. Taking comments before the hearing

State laws generally don't provide a specified way of handling public comments.

Cities should consider taking public comments prior to the public hearing. Several methods of comment can be made available, including mail, email, or voicemail. The methods should be communicated in the public notice.

RELEVANT LINKS:

[Minn. Stat. 13D.01, subd. 6.](#)

LMC Information Memo,
[Data Practices: Analyze,
Classify, and Respond.](#)

Handbook, [Records
Management.](#)

Consider a deadline for submitting comments prior to the date of hearing. That way, staff have time to prepare and distribute comments to councilmembers in time for consideration before the hearing. This may provide a cleaner method of taking comment, as the council will have all comments available to it before the hearing begins.

All comments received should be attached to the public record and maintained by the city pursuant to its records retention schedule.

B. Holding the public hearing

1. Taking comments during the hearing

In addition to taking comments prior the hearing, the city council or commission should also provide a method to receive public comments during the hearing. Good meeting management is essential to ensure an orderly presentation of comments to the council.

During the hearing a staff person controlling the meeting technology platform can control who can talk at what time and call on persons as they come up on the agenda to speak.

Alternatively, the city can require that those wishing to make comments during the meeting make an appointment to do so. The staff person controlling the meeting technology then gives those persons a number to call or an invitation to join the meeting at a certain time. The staff person can also call on persons based on their appointments.

If time allows, a city can continue a public hearing to a future time. Doing so will allow additional time for the public to provide input based on the information presented at the original hearing.

2. Chat/Comment features

Virtual meeting platforms such as Zoom, Microsoft Teams, WebEx, and similar applications often contain a live chat feature. The Open Meeting Law requires the council to provide access to all materials the council or commission is considering at that meeting. Any chat done during the meeting should be visible to the public, rather than done privately between members and/or staff, in order to meet this requirement.

The chat feature may be disabled if the application allows for it. However, chat messages that are sent during the meeting become part of the record of the public hearing and likely are public data per the Minnesota Data Practices Act. Cities should also consult their records retention schedules to determine the retention period for chat messages sent and received during council meetings that feature a public hearing.

RELEVANT LINKS:

Handbook, [Records Management](#).

LMC Information Memo, [Data Practices: Analyze, Classify, and Respond](#).

[Minnesota Mayors Handbook](#).

[Minnesota Mayors Handbook](#).

LMC Research and Information Service
651-281-1200 or (800) 925-1122
Research@lmc.org
[Submit a question online](#)

3. Making a good record

All comments received prior to the hearing should be distributed to councilmembers or commissioners and made part of the public hearing record. Cities may want to acknowledge receipt of comments made prior to the hearing to ensure that people know their comments were received.

During the meeting, presiding officers may want to reiterate that all comments received prior to the hearing were distributed to all members. Comments received during the hearing should be distributed to all members.

All comments received should be maintained in the city's records and maintained per the city's records retention schedule. Comments will likely be classified as public data per the Minnesota Government Data Practices Act. Cities should have an orderly process for collecting and maintaining all comments in the event someone makes a data request for this information.

III. Conclusion

Proper meeting management takes on a heightened role when city councils are meeting remotely and using technology that councilmembers, staff, and the public are not familiar with. Because the mayor is typically the presiding officer at council meetings, their role takes on added significance. Some suggestions on proper meeting management from the Minnesota Mayor's Handbook:

- Interpret and impartially enforce any applicable meeting management policies, bylaws, or rules or order.
- Clearly communicate rules and expectations to members of the public listening to the meeting remotely.
- Recognize speakers to ensure no one speaks over one another.
- For remote meetings, ensure that votes on motions and resolutions are taken by roll call of each councilmember.
- For public hearings required by law, ensure the public has a meaningful opportunity to present testimony using the methods the city has prescribed.

The Minnesota Mayors Handbook also has sample rules of conduct and rules of order that can provide guidance.

The League can help answer questions and provide further guidance. Please contact the League Research and Information Service with questions.

TO: Mayor and City Council

PREPARED BY: Stephan Papiz, Forester/Natural Resources Specialist

APPROVED BY: Tim Sandvik, City Manager

DATE: January 14, 2025

RE: First-ever Native Plant Kit Sale through Minnesota Native Landscape's (MNL) Community Habitat Partnership Program

Background:

The City is partnering with Minnesota Native Landscapes (MNL) to offer a first-ever native plant kit sale this spring for residents as part of MNL's Community Habitat Partnership Program. This initiative aims to foster greater affordability and accessibility options for use of native plants by selling in bulk and offering local pickup. MNL has successfully undertaken this program in four other suburban communities (Coon Rapids, Fridley, Minnetonka, and St. Louis Park). Description of this initiative was presented at the November PRF Commission meeting where commissioners enthusiastically supported this new program.

Each kit will include a mix of 6 different species totaling 36 plants, with no limit to the number of kits available for purchase. A variety of kit 'themes' will be offered, catering to different site conditions or landscape goals such as sun, shade, shorelines, raingardens, boulevards, pollinators, etc. MNL sells kits to participating cities at \$54 each, with current expectations to price each kit at \$60 to cover plant delivery costs. Other than promoting the sale, hosting a pickup event and furnishing the sale website and payment portal, MNL sets everything else up and will deliver the plant kits to the City. We are planning to run the sale from mid-March through early May, with the pickup event slated for mid-May at the Public Works facility.

Analysis:

None.

Recommendation:

Discuss and be made aware of this new program for residents who wish to enhance their landscape, create beneficial habitat for pollinators, or improve water quality through the use of native prairie plants.

Attachments:

1. MNL Community Habitat Partnership 2025

MNL Community Habitat Partnership 2025

MNL is excited to announce our Community Habitat Partnership for 2025. As a partner, you'll have access to MNL's expertly designed native seed mixes and plant kits at special wholesale pricing to offer in your city or county plant sales and organization fundraising events.

Our goal with this program is to help you advocate for native habitat creation and restoration while delivering high-quality product. We offer an easy and hassle-free ordering process and strive to provide the highest level of customer satisfaction.

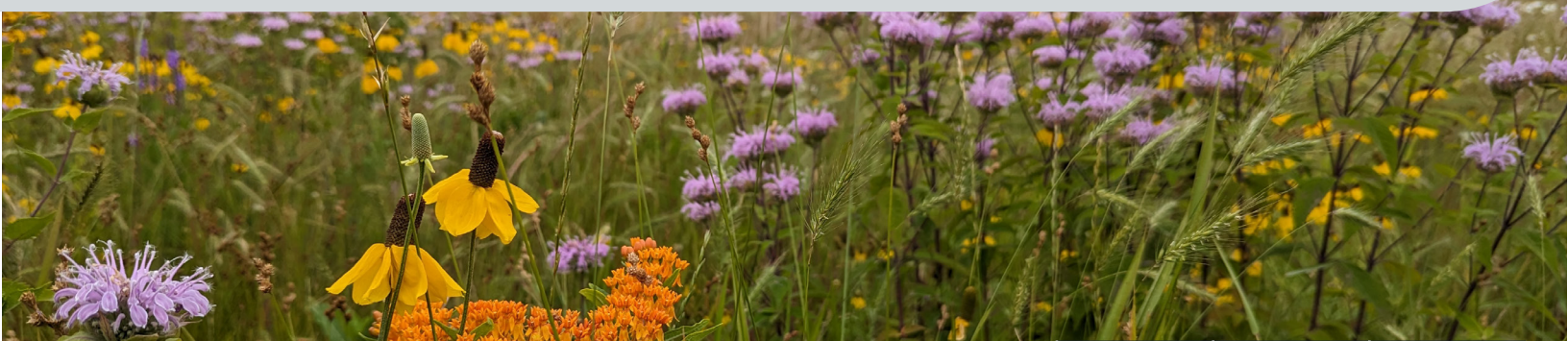


Ordering/Delivery Process:

- All seed mix and plant kit orders will be submitted a minimum of two weeks (14 days) before the requested delivery date.
- Seed will be pre-mixed and individually packaged to the exact number ordered.
- Specific plant kit species lists will be determined after final sale numbers are submitted. This will ensure plant availability, readiness for transplant, and customer satisfaction. We cannot guarantee availability of every species but will do our best to meet your wishes for plant kit composition. Plant lists will be approved by a representative of your organization before delivery.
- Complete seed mix and plant kit orders will be delivered (or assembled for pickup) at the same time.
- Delivery and/or shipping fees added to all applicable orders.

Seed Mixes:

Choose from a variety of MNL’s signature seed mixes; comprised of local-ecotype seed native to Minnesota. All mixes contain native grass, sedge, and wildflower species unless otherwise indicated. Cover crop and filler also included (excluding 100 sq. ft. sizes) for best planting success. Include as many or as few as you like with your sale from the list below.



- Pollinator Mix** – Our most diverse mix for pollinators. Grasses, sedges, and over 30 wildflower species, for dry to mesic soil conditions. 2-3’ height.
- Songbird Mix** – A mix of wildflower and grass species to provide beneficial forage and habitat for MN native songbirds. Best for dry to mesic soils, height 2-5’
- Woodland Mix** – Shade tolerant mix perfect for woodland under-stories. 1-5’ in height.
- Savanna Mix** – Great mix for part-sun oak savanna and woodland edge sites with 25-50% tree cover, it contains a mosaic of colors and bloom times. Height 2-4’
- Lakeshore Mix** – Shorter grasses & sedges in this mix highlight a diverse list of wildflowers for shoreline areas. 2-3’ of undergrowth with taller blooming flowers. Best planted within 2’ of the water’s edge.
- Upland Dry Shortgrass Prairie Mix** – Grass and wildflowers ranging 2-3’ in height, for well-drained or sandy soil.
- Mesic Tallgrass Prairie Mix** – Mixed grasses and wildflowers ranging 3-6’ in height, for medium to clay soil.
- Septic Mound Mix** – Designed to provide stable, attractive ground cover and erosion control in poor quality septic mound soils. A great way to add beneficial native habitat and colorful appeal to unattractive septic mounds. Height 1-3’
- Bee Lawn** – A short stature, bee-friendly, and low maintenance alternative to traditional turf. Non- native but a low input option for “use areas” of your lawn or at the cabin.

100 sq ft	1000 sq ft	5000 sq ft
\$20	\$60	\$215
\$20	\$50	\$165
\$20	\$130	\$515
-	\$60	\$200
-	\$95	\$370
-	\$47	\$160
-	\$42	\$130
-	\$55	\$175
-	\$75	-



Plant Kits:

Live plants will be offered in full tray kits. Each kit will consist of 36 plants. Six plants of six different species and will be priced at \$54.00/ea. Find examples of kits MNL has had great success within the list below. Include as many or as few as you like with your sale. If you'd like to use different names for your kits, feel free to create your own!

Kits \$54.00 each

Backyard Prairie Kit – An attractive mix of native prairie species for your back yard. Grows well in dry to mesic soils and full sunlight. Heights ranging 36" and up.

Short & Tidy Kit – A mix of short-statured, well behaved prairie species. Perfect for existing flowerbeds with full sun to partial shade. Up to 36" in height.

Part-Shade Garden Kit – Designed for areas with 50% or more shade and filtered sunlight under mature trees.

Rain Garden Kit – Mesic to moist soil species. Perfect for areas of concentrated runoff and occasional inundation.

Monarch Special Kit – A mix of milkweed varieties to host Monarch caterpillars and fall-blooming nectar favorites for Monarch butterflies.

Rusty Patched Bumble Bee Kit – A collection of "superfood" species for our endangered Minnesota State Bee for areas with plenty of sunlight.

Shoreline Stabilization Kit – Deep-rooted, wet-soil species to help prevent erosion along large bodies of water.

Woodland Edge Kit – Perfect for areas with a mix of sun and shade along tree lines and at a woodland edge.

Buckthorn Replacement Kit – Aggressive species for wooded areas to help combat Buckthorn.

Prairie Grass Kit – A mix of native prairie grasses. Plant on its own or use along side kits to provide ground cover, a more natural prairie look, and support for wildflowers.



We look forward to partnering with you and your organization to restore our shorelines and to further our mission to *"Heal the Earth"*

heal
the
earth.

For more information contact Chris Stumvoll Chris.Stumvoll@MNLCorp.com