



**SPECIAL CITY COUNCIL WORKSESSION  
RICHFIELD MUNICIPAL CENTER, BABCOCK ROOM  
JULY 24, 2018  
6:00 PM**

Call to order

1. Discussion regarding appointments to the Human Rights Commission

Adjournment

**Auxiliary aids for individuals with disabilities are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at 612-861-9738.**



**CITY OF RICHFIELD, MINNESOTA**  
Office of City Manager

July 19, 2018

Council Memorandum No. 53

The Honorable Mayor  
and  
Members of the City Council

Subject: Human Rights Commission Appointment Discussion

Council Members:

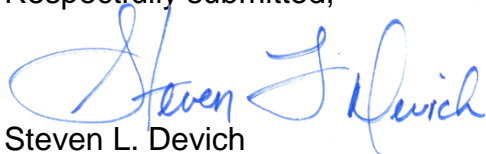
Discussion of appointment to the Human Rights Commission is scheduled for Tuesday, July 24, 2018, from 6:00-6:15 p.m. in the Babcock Conference Room in the Municipal Center. You will need your badge to have access to the room.

The following materials are included for your review:

- Applicant list with preference(s) indicated
- Commission applications
  - **NOTE: Only applicants not appointed on January 23, 2018, which indicated a preference for the Human Rights Commission, are included.**

Consideration of the appointment is on the July 24, 2018, Council meeting agenda. Contact me if you have any questions.

Respectfully submitted,



Steven L. Devich  
City Manager

SLD:jjv

Email: Assistant City Manager  
Department Directors



### COMMISSION APPLICANTS WITH PREFERENCE(S) INDICATED

Applicant's Name (alpha order)	Advisory Board of Health	Arts	Civil Service	Community Services	Friendship City	Human Rights	Planning	Transportation
<b># of Vacancies</b>						<i>2 Adults</i>		
Goodemote, Katherine		2				1		
Johnson, Kirsten			3	3		2	1	2
Mathias, Dave						3	1	2
Mulcahy, Robert						1		

### COMMISSION MEETING DAY/TIME

- *Human Rights Commission* - meets first Tuesday of each month at 6:30 p.m.





**SPECIAL CITY COUNCIL WORKSESSION  
RICHFIELD MUNICIPAL CENTER, BARTHOLOMEW ROOM  
JULY 24, 2018  
6:15 PM**

Call to order

1. Comprehensive Plan: Utilities Overview
2. Local Surface Water Management Plan

Adjournment

**Auxiliary aids for individuals with disabilities are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at 612-861-9738.**



**CITY OF RICHFIELD, MINNESOTA**  
Office of City Manager

July 19, 2018

Council Memorandum No. 54

The Honorable Mayor  
and  
Members of the City Council

Subject: July 24, 2018, City Council Work Session

Council Members:

The following items will be discussed at the July 24, 2018, City Council work session:

**Comprehensive Plan: Utilities Overview**

Utilities Supervisor/Engineer Mike Petersen will present an update on the water and sanitary sewer comprehensive plans. Findings from the plans will be presented, along with recommended improvements for system optimization.

**Local Surface Water Management Plan (LSWMP)**

City Engineer Jeff Pearson will present the City's proposed Surface Water Management Plan Update that is currently out for Watershed review and approval. The Surface Water Management Plan (SWMP) sets the course for the City's management of stormwater and water resources within the city. The SWMP provides data and other background information on resources, assesses city-wide and specific issues, sets goals and policies for the City and its resources, and lays out an implementation program to achieve the City's goals.

Please contact Kristin Asher, Public Works Director, at 612-861-9795 with questions.

Respectfully submitted,



Steven L. Devich  
City Manager

SLD:sjk  
Email: Assistant City Manager  
Department Directors





**REGULAR CITY COUNCIL MEETING  
RICHFIELD MUNICIPAL CENTER, COUNCIL CHAMBERS  
JULY 24, 2018  
7:00 PM**

**INTRODUCTORY PROCEEDINGS**

Call to order

Open forum (15 minutes maximum)

***Each speaker is to keep their comment period to three minutes to allow sufficient time for others. Comments are to be an opportunity to address the Council on items not on the agenda. Individuals who wish to address the Council must have registered prior to the meeting.***

Pledge of Allegiance

Approval of the minutes of the: (1) City Council work session of July 10, 2018; and (2) City Council meeting of July 10, 2018.

**COUNCIL DISCUSSION**

1. Hats Off to Hometown Hits

**AGENDA APPROVAL**

2. Approval of the Agenda
3. **Consent Calendar contains several separate items, which are acted upon by the City Council in one motion. Once the Consent Calendar has been approved, the individual items and recommended actions have also been approved. No further Council action on these items is necessary. However, any Council Member may request that an item be removed from the Consent Calendar and placed on the regular agenda for Council discussion and action. All items listed on the Consent Calendar are recommended for approval.**
  - A. Consideration of the adoption of a resolution authorizing a partnership agreement between the City of Richfield and the Minnesota Department of Transportation (MnDOT) for the purchase/storage of salt through June 30, 2022. (MnDOT Contract No. 1030429)  
Staff Report No. 122
  - B. Consideration of the approval of a Temporary On Sale Intoxicating Liquor license for the Church of the Assumption, located at 305 77th Street East, for their annual festival taking place August 19, 2018.  
Staff Report No. 123
  - C. Consideration of the adoption of a resolution supporting a grant application to the Minnesota Department of Employment and Economic Development for the Cedar Point II Housing redevelopment project.  
Staff Report No. 124
4. Consideration of items, if any, removed from Consent Calendar



### **PROPOSED ORDINANCES**

5. Consideration of the approval of the first reading of an ordinance amending Section 300 of the Code of Ordinances formally establishing a Finance Department and Director of Finance position within the City organization and amending Subsection 315.11 to clarify the title of Director.

Staff Report No. 125

### **RESOLUTIONS**

6. Consideration of the adoption of a resolution granting an amendment to a planned unit development to allow construction of a K-8 school at 6500 Nicollet Avenue (Bremer Bank site).

Staff Report No. 126

### **OTHER BUSINESS**

7. Consideration of the appointments of two adult members to the Human Rights Commission.

Staff Report No. 127

### **CITY MANAGER'S REPORT**

8. City Manager's Report

### **CLAIMS AND PAYROLLS**

9. Claims and Payrolls

Open forum (15 minutes maximum)

***Each speaker is to keep their comment period to three minutes to allow sufficient time for others. Comments are to be an opportunity to address the Council on items not on the agenda. Individuals who wish to address the Council must have registered prior to the meeting.***

10. Adjournment

**Auxiliary aids for individuals with disabilities are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at 612-861-9738.**





# CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

## Special City Council Work Session

July 10, 2018

### CALL TO ORDER

The work session was called to order by Mayor Elliott at 5:45 p.m. in the Municipal Center.

*Council Members Present:* Pat Elliott, Mayor; Edwina Garcia; Maria Regan Gonzalez (arrived at 6:00 p.m.); Michael Howard (arrived at 6:00 p.m.); and Simon Trautmann.

*Staff Present:* Steven L. Devich, City Manager; Pam Dmytrenko, Assistant City Manager/HR Manager; Jay Henthorne, Public Safety Director/Police Chief; John Stark, Community Development Director; Melissa Poehlman, Planning and Redevelopment Manager/Assistant Community Development Director; Jennifer Anderson, Support Services Manager; Julie Urban, Housing Manager; Mike Flaherty, Lieutenant; Russ Lupkes, Utilities Superintendent; Amy Markle, Naturalist; and, Jared Voto, Executive Aide/Analyst.

### Item #1

### GOVERNMENT ALLIANCE ON RACE AND EQUITY (GARE) UPDATE

City staff and members of the Richfield CAREs team presented the work that has been completed through seven months in the GARE program. They shared the Racial Equity Statement, discussed the training they have participated in to-date, their review of the City's hiring practices using a racial equity toolkit, and upcoming training sessions. They also shared their takeaways from the training.

Council Members thanked the group for their work and commented on the importance of this work.

Council Member Garcia thanked the group and stated she would like to talk to the group and share her experiences.

Council Member Regan Gonzalez thanked the group and discussed building on this work the benefits that will come to the community. She asked about having a community open house and getting feedback from the community, specifically on the racial equity statement.

Assistant City Manager Dmytrenko responded that an open house hasn't been discussed by the group, but it is something that could be discussed and done with the City Council.

### Item #2

### CITY MANAGER RECRUITMENT DISCUSSION

Council Members discuss narrowing down the applications and thought they needed more time to review the materials provided. They decided to meet again on Monday, July 16, after the Housing and Redevelopment Authority meeting to have further discussion on the proposals.



Mayor Elliott asked if any Council Members wanted to share their thoughts on the proposals tonight.

Council Member Regan Gonzalez stated she liked the proposals from Hue Life and the Mercer Group. She also stated she would like to hear if City staff had perspectives on the proposals.

Council Member Garcia agreed with Council Member Regan Gonzalez and stated she thought they could eliminate Springsted/Waters and CarterBaldwin.

Council Member Trautmann and Howard agreed with getting staff feedback and the proposals should offer involving the community's input and engagement.

City Manager Devich commented that the Council should work to narrow the firms down to two or three and decide on what to ask the firms when they come in for interviews.

<b>ADJOURNMENT</b>
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The work session was adjourned by unanimous consent at 6:56 p.m.

Date Approved: July 24, 2018

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Pat Elliott  
Mayor

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Jared Voto  
Executive Aide/Analyst

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Steven L. Devich  
City Manager





# CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

## Regular Meeting

July 10, 2018

### CALL TO ORDER

The meeting was called to order by Mayor Elliott at 7:00 p.m. in the Council Chambers.

*Council Members Present:* Pat Elliott, Mayor; Maria Regan Gonzalez; Edwina Garcia; Michael Howard; and Simon Trautmann.

*Staff Present:* Steven L. Devich, City Manager; Mary Tietjen, City Attorney; Pam Dmytrenko, Assistant City Manager/HR Manager; Jay Henthorne, Chief of Police; Kristin Asher, Public Works Director; John Stark, Community Development Director; Jennifer Anderson, Support Services Manager; Jeff Pearson, City Engineer; and Jared Voto, Executive Aide/Analyst.

### OPEN FORUM

None.

### PLEDGE OF ALLEGIANCE

Mayor Elliott led the Pledge of Allegiance.

### APPROVAL OF MINUTES

M/Elliott, S/Trautmann to approve the minutes of the: (1) Special City Council work session of June 26, 2018; and (2) Regular City Council meeting of June 26, 2018.

Motion carried 5-0.

Item #2

### APPROVAL OF THE AGENDA

M/Elliott, S/Garcia to removed Item No. 7, Consideration of the adoption of a resolution granting amendment to a Planned Unit Development to allow construction of a K-8 school at 6500 Nicollet Avenue (Bremer Bank Site).

Motion carried 5-0.



M/Elliott, S/Howard to approve the amended agenda.

Motion carried 5-0.

<b>Item #1</b>	<b>COUNCIL DISCUSSION</b> <ul style="list-style-type: none"><li>Hats Off to Hometown Hits</li></ul>
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Council Member Garcia spoke regarding the passing of Planning Commissioner Sean Hayford O'Leary's mother, Margaret Hayford O'Leary, and acknowledged her life and work in education.

Council Member Trautmann thanked the 4th of July Committee for their work in putting together the Red, White, and Blue Days, and all the time they spent putting together the 3-day event.

Council Member Regan Gonzalez echoed Council Member Trautmann's comments on the 4th of July Committee's work. She also mentioned the Noise Oversight Committee's listening session being held on Thursday, July 17 at 7 p.m. at Richfield City Hall.

Council Member Howard thanked all the volunteers for putting on Red, White, and Blue Days and spoke regarding a work session on Monday, July 16 at 6:15 p.m. on affordable housing.

Mayor Elliott spoke regarding a meeting with regional mayors about a city's work and collaboration with school districts; and discussed his adventure in professional wrestling at the Red, White, and Blue Days.

Council Member Garcia spoke regarding a resident's note thanking for the work to restore Veterans Park after the Red, White, and Blue day's events and thanked City staff for their clean-up work; the Richfield Police Department raising \$10,300 for the Special Olympics Minnesota; acknowledged the *Sun Current* writing about the free and low cost amenities within the community; Wood Lake Nature Center is hosting goat yoga on Saturday, September 15 and 29, for \$25; National Night Out is August 7 from 6-9 p.m. and to contact the Richfield Police Department to sign up; absentee voting has begun and is available through August 13; Pilgrim's Dry Cleaners is gathering boy scouts uniforms, until July 31, for those who cannot afford them; home alone safety session is held on August 23 at Central Education Center (7145 Harriet), limit of 20 kids, for \$25; a concert at Richfield History Center on July 18 at 10 a.m.; Richfield History Center is holding tours of the Bartholomew House and a blacksmith demonstration on July 21 from 12-4 p.m.; Richfield History Center is holding baseball from the 1800s on July 22 from 12-4 p.m.; concerts in Augsburg Park on July 12 at 7 p.m., July 13 at noon a comedy show, July 17 at noon, July 19 at 7 p.m., and July 24; and on July 24 neighborhood crime watch captain's meeting at 7 p.m. at the Richfield middle school.

<b>Item #3</b>	<b>CONSENT CALENDAR</b>
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City Manager Devich presented the consent calendar.

- A. Consideration of the adoption of a resolution granting a subdivision waiver, allowing the division of 7428 Bryant Avenue into two lots. (S.R. No. 114)

RESOLUTION NO. 11518  
RESOLUTION AUTHORIZING A SUBDIVISION WAIVER FOR 7428  
BRYANT AVENUE



This resolution appears as Resolution No. 11518.

- B. Consideration of the adoption of a resolution authorizing an interim use permit to allow Richfield Bloomington Honda to use City-owned property at 7700 Pillsbury Avenue for employee parking. (S.R. No. 115)

RESOLUTION NO. 11519  
RESOLUTION APPROVING AN INTERIM USE PERMIT TO ALLOW A  
STANDALONE PARKING FACILITY BY RICHFIELD BLOOMINGTON  
HONDA AT 7700 PILLSBURY AVENUE

This resolution appears as Resolution No. 11519.

- C. Consideration of the adoption of a resolution calling for a public hearing on the modification of the Redevelopment Plan for the Richfield Redevelopment Project Area, the modification to the Tax Increment Financing Plan for the Cedar Avenue Tax Increment Financing District, and the establishment of Tax Increment Financing District No. 2018-1. (S.R. No. 116)

RESOLUTION NO. 11520  
RESOLUTION CALLING FOR A PUBLIC HEARING BY THE CITY  
COUNCIL ON THE MODIFICATION TO THE REDEVELOPMENT PLAN  
FOR THE RICHFIELD REDEVELOPMENT PROJECT AREA, THE  
MODIFICATION TO THE TAX INCREMENT FINANCING PLAN FOR  
THE CEDAR AVENUE TAX INCREMENT FINANCING DISTRICT AND  
THE PROPOSED ESTABLISHMENT OF TAX INCREMENT FINANCING  
DISTRICT NO. 2018-1 AND THE ADOPTION OF THE TAX INCREMENT  
FINANCING PLAN THEREFOR

This resolution appears as Resolution No. 11520.

- D. Consideration of the adoption of a resolution appointing election judges for the State Primary Election of August 14, 2018, and General Election of Tuesday, November 6, 2018. (S.R. No. 117)

RESOLUTION NO. 11521  
RESOLUTION APPOINTING ELECTION JUDGES FOR THE STATE  
PRIMARY ELECTION OF AUGUST 14, 2018 AND THE GENERAL  
ELECTION OF NOVEMBER 6, 2018

This resolution appears as Resolution No. 11521.

M/Elliott, S/Regan Gonzalez to approve the consent calendar.

Motion carried 5-0.

<b>Item #4</b>	<b>CONSIDERATION OF ITEMS, IF ANY, REMOVED FROM THE CONSENT CALENDAR</b>
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None.



<b>Item #5</b>	<b>PUBLIC HEARING AND CONSIDERATION OF THE ADOPTION OF A RESOLUTION APPROVING THE FIVE-YEAR STREET RECONSTRUCTION PLAN (2019-2023) AND AUTHORIZING THE ISSUANCE OF STREET RECONSTRUCTION BONDS TO FINANCE THE 2019-2020 RECONSTRUCTION PROJECTS. (S.R. NO. 118)</b>
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Council Member Howard presented Staff Report No. 118.

City Engineer Pearson provided an overview of the 5-year Street Reconstruction Plan and discussed the reasons for the need to complete the projects. He also stated that there was a mistake in the mailer that was sent out to residents and stated the 2021 column was cumulative, and shouldn't have been. He stated the correct card would be posted online.

Mayor Elliott asked about Penn Avenue and Nicollet Avenue not on the plan.

City Engineer Pearson responded that the County Roads are in the Capital Improvement Plan, but until there is a commitment with the County to lead the projects they will not be included in the Street Reconstruction Plan.

Council Member Howard commented the plan has us looking into the future, and investments in our infrastructure will pay off in the future, and it seems like the right plan.

Council Member Trautmann commented that he wished Penn Avenue was on the list and acknowledged the work of City staff to get the County to fund the project. He also asked about the consequences of not addressing our infrastructure needs.

City Engineer Pearson responded by discussing the work on underground utilities, the mill and overlay project, and full reconstruction projects.

Council Member Howard opened the public hearing.

Jamie Rosell, 7020 Oak Grove Boulevard, spoke in opposition of the roundabout at 70th and Lyndale, to the Lyndale Avenue Reconstruction project, and increase in property taxes related to the project.

Vicki Forslund, 6624 Morgan Avenue, spoke regarding increase in fees and property taxes, her belief that everyone should pay the same and not be based on property value, and opposition to roundabouts.

Geri Kleist, 6909 Columbus Avenue, spoke regarding her objection to roundabouts on Lyndale Avenue and safety concerns near the school.

Raven, 64th and Bloomington, spoke regarding her experience as a pedestrian at the roundabout near Target, the difficulty of people seeing her with the roundabout landscaping, and how fast people drive through the roundabout.

Judy Mow, 64th and Bloomington, spoke regarding concerns for people with disabilities being able to cross the street at roundabouts and especially people who are visually impaired.

Clair Killian, 6300 Pillsbury Avenue, spoke regarding not needing more roundabouts in Richfield.

M/Elliott, S/Garcia to close the public hearing.



Motion carried 5-0.

Council Member Howard clarified that the action tonight is not about design; it is about funding. He also asked about the flashing beacons and design elements of the roundabouts at Nicollet and Lyndale and 66th Street.

Public Works Director Asher responded that there will be flashing beacons that are audible at both roundabouts.

Council Member Howard asked about the level of design specificity on the Lyndale Avenue project.

Public Works Director Asher responded that there are still opportunities to add to the final design.

Council Member Howard asked staff to take a look at the landscaping at the roundabout on the east side.

Public Works Director Asher responded it will be looked at.

Mayor Elliott commented about roundabouts on Lyndale, the importance of safety of pedestrians, and the use of police enforcement to ensure compliance.

Public Works Director Asher agreed and stated that safety is the top priority. She stated that roundabouts are safety tools that slow vehicles down.

Council Member Regan Gonzalez commented that the action tonight was about funding, and not design, and asked about the rationale for the successive single lane roundabouts on Lyndale Avenue, discussions that were had with the school district, and the impacts of roundabouts for people with disabilities.

Public Works Director Asher discussed the use of successive roundabouts limits the impacts on properties along the corridor, the issues heard about left turns from Lake Shore Drive, and using the roundabouts to access properties by using the roundabouts to do a u-turn, instead of having left turns. She also discussed the pedestrians will only need to cross one lane of traffic to get the median and then another lane to finish crossing the street. She commented on the discussions with schools and the benefit of having more people crossing will improve yielding for pedestrians.

City Engineer Pearson added they look at peer communities, Edina and Bemidji, and Bemidji has three roundabouts going; one into a high school and another into an elementary school. He also stated safety is a priority and he wouldn't recommend something that was a detriment.

Public Works Director Asher discussed the concern of people with disabilities using the roundabout and that they have the rapid flashing beacons and audible notifications that go with them.

M/Howard, S/Regan Gonzalez to adopt a resolution approving the Five-Year Street Reconstruction Plan and authorizing the issuance of street reconstruction bonds to finance the 2019-2020 reconstruction projects.

RESOLUTION NO. 11522  
RESOLUTION ADOPTING A STREET RECONSTRUCTION PLAN AND  
AUTHORIZING ISSUANCE OF STREET RECONSTRUCTION BONDS  
THEREUNDER



Motion carried 5-0. This resolution appears as Resolution No. 11522.

<b>Item #6</b>	<b>PUBLIC HEARING AND CONSIDERATION OF THE ADOPTION OF A RESOLUTION FOR A PRELIMINARY PLAT OF "LYNDALE GARDENS 2ND ADDITION" WHICH WILL INCORPORATE 6328 ALDRICH AVENUE AND RECONFIGURE EXISTING LOTS AND OUTLOTS OF THE LYNDALE GARDEN CENTER SITE TO ALIGN WITH APPROVED DEVELOPMENT PLANS. (S.R. NO. 119)</b>
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Council Member Garcia presented Staff Report No. 119 and opened the public hearing.

M/Howard, S/Elliott to close the public hearing.

Motion carried 5-0.

M/Garcia, S/Elliott to adopt a resolution for a preliminary plat of "Lyndale Gardens 2nd Addition."

RESOLUTION NO. 11523  
RESOLUTION GRANTING PRELIMINARY APPROVAL OF A PLAT FOR  
LYNDALE GARDENS 2ND ADDITION

Motion carried 5-0. This resolution appears as Resolution No. 11523.

<b>Item #7</b>	<b>CONSIDERATION OF THE ADOPTION OF A RESOLUTION GRANTING AN AMENDMENT TO A PLANNED UNIT DEVELOPMENT TO ALLOW CONSTRUCTION OF A K-8 SCHOOL AT 6500 NICOLLET AVENUE (BREMER BANK SITE). (S.R. NO. 120)</b>
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Removed from the agenda.

<b>Item #8</b>	<b>CONSIDERATION OF AN APPEAL OF A THERAPEUTIC MASSAGE THERAPIST LICENSE APPLICATION FOR DEMING LAI. (S.R. NO. 121)</b>
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Council Member Regan Gonzalez presented Staff Report No. 121.

Support Services Manager Anderson stated the facts are included in the staff report and the applicant is available.

Deming Lai, applicant, stated he had additional information to provide for the application.

Council Member Regan Gonzalez asked what the process is if he has additional information for the license.

Support Services Manager Anderson stated that the applicant has six months of experience but the Richfield City Code requires two years of experience.



Council Member Regan Gonzalez stated an incomplete application cannot be accepted, if Mr. Lai has additional information he may resubmit an application.

M/Regan Gonzalez, S/Garcia to support the denial of the Therapeutic Massage Therapist License application submitted by Deming Lai.

Motion carried 5-0.

<b>Item #9</b>	<b>CITY MANAGER'S REPORT</b>
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City Manager Devich stated he had nothing to report.

<b>Item #10</b>	<b>CLAIMS AND PAYROLLS</b>
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M/Garcia, S/Elliott that the following claims and payrolls be approved:

<b>U.S. Bank</b>	<b>07/10/18</b>
A/P Checks: 269253 - 269530	\$ 939,221.02
Payroll: 137416 - 137797; 42802 - 42804	690,375.29
<b>TOTAL</b>	<b>\$ 1,629,596.31</b>

Motion carried 5-0.

<b>OPEN FORUM</b>
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None.

<b>Item #11</b>	<b>ADJOURNMENT</b>
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The meeting was adjourned by unanimous consent at 8:30 p.m.

Date Approved: July 24, 2018

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Pat Elliott  
Mayor

\_\_\_\_\_  
Jared Voto  
Executive Aide/Analyst

\_\_\_\_\_  
Steven L. Devich  
City Manager





**STAFF REPORT NO. 122**  
**CITY COUNCIL MEETING**  
**7/24/2018**

REPORT PREPARED BY: Chris Link, Operations Superintendent

DEPARTMENT DIRECTOR REVIEW: Kristin Asher, Public Works Director  
7/13/2018

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Steven L. Devich, City Manager  
7/13/2018

**ITEM FOR COUNCIL CONSIDERATION:**

**Consideration of the adoption of a resolution authorizing a partnership agreement between the City of Richfield and the Minnesota Department of Transportation (MnDOT) for the purchase/storage of salt through June 30, 2022. (MnDOT Contract No. 1030429)**

**EXECUTIVE SUMMARY:**

The City of Richfield currently does not own/operate a salt storage facility and the most recent salt purchasing agreement with MnDOT has expired. Entering into these types of partnerships has allowed the City to:

- build a Public Works Maintenance Facility without a large salt storage area;
- show consideration for the public interest by looking for more efficient, cost effective, and environmentally conscious ways of providing services; and
- reduce potential for unnecessary pollution problems by avoiding redundant facilities.

This arrangement was in-place before the construction of the new Public Works Maintenance Facility.

**RECOMMENDED ACTION:**

**By motion: Adopt a resolution authorizing a partnership agreement between the City of Richfield and MnDOT for the purchase/storage of salt through June 30, 2022. (MnDOT Contract No. 1030429)**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

- The City of Richfield does not have an adequate salt storage facility for yearly ice control operations.
- The most recent agreement with MnDOT has expired.
- The proximity to the Maintenance Facility is ideal for City of Richfield ice control operations.
- Sharing salt storage facilities reduces the potential for unnecessary chloride pollution problems resulting from duplicate facilities.

**B. POLICIES (resolutions, ordinances, regulations, statutes, etc):**

- The City participates in a joint purchasing agreement with the State of Minnesota and MnDOT.
- The State of Minnesota solicits bids for all the participants in the joint purchase



agreement.

**C. CRITICAL TIMING ISSUES:**

- The City of Richfield does not have adequate salt storage at the Public Works Maintenance Facility and requires this agreement to acquire salt for ice control operations.

**D. FINANCIAL IMPACT:**

- State and City staff will meet annually to determine the approximate cost of salt for the next 12 month period.
- Salt costs will include the price of salt and handling fees.
- Funding for salt is included in the annual Street Division operating budget.

**E. LEGAL CONSIDERATION:**

- The City Attorney has reviewed this agreement.

**ALTERNATIVE RECOMMENDATION(S):**

- None

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

None

**ATTACHMENTS:**

Description		Type
▢	Resolution	Resolution Letter
▢	MnDOT Salt Contract No. 1030429	Contract/Agreement



**RESOLUTION NO.**

**RESOLUTION AUTHORIZING THE CITY OF RICHFIELD TO ENTER INTO MNDOT PARTNERSHIP AGREEMENT NO. 1030429 WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION FOR THE PURCHASE/STORAGE OF SALT UNTIL JUNE 30, 2022**

**WHEREAS**, the Public Works Maintenance Facility has limited space for salt storage; and

**WHEREAS**, the Minnesota Department of Transportation, Cedar Avenue Truck Station is conveniently located next to the City of Richfield Maintenance Facility and has adequate storage space for both agencies.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Richfield hereby authorizes the Mayor and the City Manager to enter into Partnership Agreement No. 1030429 between the City of Richfield and the Minnesota Department of Transportation for purchase/storage of salt until June 30, 2022.

Adopted by the City Council of the City of Richfield, Minnesota this 24th day of July, 2018.

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Pat Elliott, Mayor

ATTEST:

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Elizabeth VanHoose, City Clerk



**MASTER PARTNERSHIP AGREEMENT BETWEEN  
MINNESOTA DEPARTMENT OF TRANSPORTATION  
AND  
CITY OF RICHFIELD  
FOR  
SUPPLY ROAD SALT FOR WINTER SEASON OF FY 2019-2022**

This Agreement is between the State of Minnesota Acting through its Commissioner of Transportation (“State”) and the City of Richfield (“Other Party/Local Government”) located at: 6700 Portland Avenue South, Richfield, MN 55423

**Recitals**

1. Under Minnesota Statutes Section 174.02, subdivision 6, the Commissioner of Transportation may enter into agreements with governmental or nongovernmental entities for research and experimentation, for sharing facilities, equipment, staff, or other means of providing transportation-related services; or for other cooperative programs that promote efficiencies in providing governmental services or that further the development of innovation in transportation for the benefit of the citizens of Minnesota; and
2. The parties wish to cooperatively provide road salt; and,
3. Both parties are willing to enter this Agreement to set forth their respective rights and duties.

**Agreement**

1. **Term of Agreement; Exhibits**

- 1.1 **Effective date.** This Agreement will be effective upon execution and approval by the appropriate State and Other Party/Local Government officials pursuant to Minnesota law.
- 1.2 **Expiration date.** This Agreement will expire on June 30, 2022, unless terminated earlier pursuant to Article 10.
- 1.3 **Exhibits.** Exhibit A is attached and incorporated into this agreement.

2. **Scope of Work and Responsibilities of Each Party.**

The State will provide up to 1,500 tons of road salt (sodium chloride) per fiscal to the Other Party/Local Government at the current rate per ton from the Cedar Ave. Truck Station

2.1. **State responsibilities.** State will:

- 2.1.1 Provide up to 1,500 tons of road salt.
- 2.1.2 Load salt.
- 2.1.3 Maintain records of salt picked up by Other Party/Local Government. Records will be validated by both the Other Party/Local Government and the State at pickup.
- 2.1.4 Invoice the Other Party/Local Government monthly.

2.2 **Other Party/Local Government responsibilities.** Other Party/Local Government will:

- 2.2.1 Pick up salt at Cedar Avenue truck stations.
- 2.2.2 Arrange for hauling of road salt from the Cedar Avenue truck station.
- 2.2.3 Maintain records of salt picked up.
- 2.2.4 Promptly pay the State the invoiced amount.

3. **Terms of Payment**



- 3.1 State will invoice the Other Party/Local Government on a monthly basis for the actual cost of salt picked up during the winter seasons for the term of this contract.
- 3.2 The estimated total cost for the FY 2019 season is \$113,885.14 as shown in the attached Exhibit A.
- 3.3 The Other Party/ Local Government will make payment to the order of the Commissioner of Transportation. **IMPORTANT NOTE: PAYMENT MUST REFERENCE THE "MNDOT CONTRACT NUMBER" SHOWN BELOW AND AT THE TOP OF THIS CONTRACT.** Remit payment to the address below:

MnDOT  
 Attn: Cash Accounting  
 RE: MnDOT Contract Number 1030429  
 Mail Stop 215  
 395 John Ireland Blvd  
 St. Paul, MN 55155

#### 4. **Authorized Representatives**

- 4.1 ***Each party's Authorized Representative*** is responsible for administering this Agreement and is authorized to give and receive any notice required or permitted under this Agreement.

- 4.2 ***State's Authorized Representative*** is

Name: Jay Emerson (or successor)  
 Title: South Region TOS 4  
 MnDOT - Metro District--Maintenance  
 Street Address: 1500 County Road B2, MS 050  
 City State Zip: Roseville, MN 55113  
 Telephone: 651-234-7907  
 Email: [Jay.emerson@state.mn.us](mailto:Jay.emerson@state.mn.us)

- 4.3 ***Other Party/Local Government's Authorized Representative*** is:

Name: Chris Link, (or successor)  
 Title: Operations Superintendent  
 Other: City of Richfield  
 Party/Local  
 Gov't Name:  
 Billing Address: 6700 Portland Avenue South  
 City State Zip: Richfield, MN 55423  
 Street Address: 6700 Portland Avenue South  
 City State Zip: Richfield, MN 55423  
 Telephone: 612-861-9174  
 Email: [clink@richfieldmn.gov](mailto:clink@richfieldmn.gov)

#### 5. **Liability**

- 4.4 Each party is solely responsible for its own acts or omissions associated with the tasks and deliverables covered by this Agreement. The liability of the State is governed by Minn. Stat. §3.736 and other applicable law. The liability of Local Government is governed by Minn. Stat. Chapter 466 and other applicable law.

- 5. **Audit:** Under Minnesota Statutes §16C.05, subdivision 5, the books, records, documents and accounting procedures and practices of the Metropolitan Council and State relevant to this Agreement are subject to examination by State and the Legislative Auditor for a minimum of six years.



6. **Jurisdiction and Venue:** Minnesota Law governs the validity, interpretation and enforcement of this Agreement. Venue for all legal proceedings arising out of this agreement, or its breach, must be in Ramsey County, Minnesota.
7. **Government Data Practices:**  
The parties must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the parties under this agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either of the parties.
8. **Assignment and Amendments**
  - 8.1 *Assignment.* Neither party may assign nor transfer any rights or obligations under this Agreement without the prior consent of the other party and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
  - 8.2 *Amendments.* Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed this original Agreement, or their successors in office.
9. **Waiver; Contract Complete**
  - 9.1 *Waiver.* If a party fails to enforce any provision of this contract that failure does not waive the provision or the party's right to subsequently enforce it.
  - 9.2 *Contract Complete.* This contract contains all negotiations and agreements between the parties. No other understanding regarding this contract, whether written or oral, may be used to bind either party.
10. **Termination:** This Agreement may be terminated by either party, with or without cause, upon 30 days written notice to the other party

[The remainder of this page has been intentionally left blank. Signature page follows.]



**OTHER PARTY/LOCAL GOVERNMENT**

The Other Party/Local Government certifies that the appropriate person(s) have executed the contract on behalf of the Other Party/Local Government as required by applicable articles, bylaws, resolutions or ordinances.

**COMMISSIONER OF TRANSPORTATION**

By: \_\_\_\_\_

Title: Mayor, City of Richfield

Date \_\_\_\_\_

By: \_\_\_\_\_

Title: Assistant Commissioner or  
Assistant Division Director

Date \_\_\_\_\_

By: \_\_\_\_\_

Title: City Manager, City of Richfield

Date \_\_\_\_\_

**STATE ENCUMBRANCE VERIFICATION**

The individual certifies funds have been encumbered as required by Minn. Stat. 16A.15 and 16C.05

**COMMISSIONER OF ADMINISTRATION**

By: \_\_\_\_\_

Date: \_\_\_\_\_

SWIFT  
Contract # \_\_\_\_\_

By: \_\_\_\_\_

Date \_\_\_\_\_

SWIFT  
Purchase  
Order # \_\_\_\_\_



				***Material Handling Fee		****Maintenance/		Materials/	
Materials and Supplies (Inventory)	Unit	Rate	Total	Percent	Cost	Billing Overhead	Supplies		
						Percent	Cost		Total Cost
Salt	1500	\$67.68	\$101,520.00	12.18%	\$ 12,365.14				\$ 113,885.14
			\$0.00		\$ -				\$ -
			\$0.00		\$ -				\$ -
			\$0.00		\$ -				\$ -
						M/BO not charged to inventory.			\$ -
Total Materials and Supplies			\$0.00						\$ 113,885.14

Boxes in		are input boxes.	Four year agreement with est. 3% annual increase see Table below.
			<b>Total Estimated agreement</b>
			<b>\$441,553.92</b>

Four year agreement with est. 3% annual increase see Table below.	
Total Estimated agreement	\$441,553.92
\$113,885.14	
\$117,301.69	
\$120,820.74	
\$124,445.36	
<b>\$441,553.92</b>	

\*1 Hourly **Rate** = the hourly rate of the employee plus fringe. Fringe = the cost of group insurance, social security and retirement. Each employee's fringe rate is different. \*2 A basic fringe rate of \$10.07 can be added to the hourly rate or to find out an employee's hourly rate including fringe, contact your Human Resources office.

**\*\* Labor Additive** is applied to cover benefits that are not directly distributed to labor hours such as sick leave, vacation, holiday pay and worker and unemployment compensation.

**\*\*\*Material Handling** is applied to cover the costs associated with handling inventoried items. It is applied to all items issued from MnDOT inventory centers.

**\*\*\*\*Maintenance/Billing Overhead** is composed of indirect costs related to conducting maintenance operations. It is applied to labor, labor additive, equipment, personal expenses and lab testing. Maintenance/Billing Overhead is not applied to inventory items.

**Shop Overhead** (54.10%) covers indirect costs such as administration and supervision, training, and building expenses for the shops. This rate is used for all work done by shop personnel. It is applied to shop labor and materials. This charge is not covered in the spreadsheet above. Please call Contract Management for help with this calculation.





**STAFF REPORT NO. 123**  
**CITY COUNCIL MEETING**  
**7/24/2018**

REPORT PREPARED BY: Jennifer Anderson, Support Services Manager

DEPARTMENT DIRECTOR REVIEW: Jay Henthorne, Director of Public Safety/Chief of Police  
7/18/2018

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Steven L. Devich, City Manager  
7/18/2018

**ITEM FOR COUNCIL CONSIDERATION:**

**Consideration of the approval of a Temporary On Sale Intoxicating Liquor license for the Church of the Assumption, located at 305 77th Street East, for their annual festival taking place August 19, 2018.**

**EXECUTIVE SUMMARY:**

On July 3, 2018, the City received application materials for a Temporary On Sale Intoxicating Liquor license for the Church of the Assumption located at 305 77th Street East, for their annual festival taking place August 19, 2018. They will serve strong beer and wine coolers from 11:00 a.m. to 5:00 p.m. on Sunday, August 19, 2018 only. The Church of the Assumption will be serving the alcoholic beverages from a beer truck located on their property. A map was included with the application showing where the beer truck would be placed. Their staff will be asking for IDs and provide hand stamps to monitor alcohol serving. No other intoxicating liquor beverages will be permitted.

The Church of the Assumption will be providing food and they have contacted food sanitarians from the City of Bloomington to ensure proper food handling practices are followed.

The Director of Public Safety has reviewed all required information and documents and has found no basis for denial.

**RECOMMENDED ACTION:**

**By motion: Approve the issuance of a Temporary On Sale Intoxicating Liquor license for The Church of the Assumption, located at 305 77th Street East, for their annual festival taking place August 19, 2018.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

The applicant has satisfied the following requirements for the issuance of this license:

- The required licensing fee has been paid.
- Proof of liquor liability insurance has been provided showing The Catholic Mutual Relief Society of America affording the coverage.

**B. POLICIES (resolutions, ordinances, regulations, statutes, etc):**



- Richfield City Code Section 1202.05 requires all applicants to comply with all of the provisions of this code, as well as the provisions of Minnesota Statute Chapter 340A.

**C. CRITICAL TIMING ISSUES:**

- The event takes place on August 19, 2018. Consideration is needed at the July 24 meeting because the next scheduled City Council meeting is August 21, after the date of the event.

**D. FINANCIAL IMPACT:**

- The required licensing fees have been received.

**E. LEGAL CONSIDERATION:**

- There are no legal considerations.

**ALTERNATIVE RECOMMENDATION(S):**

- The Council could deny the approval of the Temporary On Sale Intoxicating Liquor license for The Church of the Assumption. This would mean the applicant would not be able to serve intoxicating alcohol, wine or 3.2 percent malt liquor; however, Public Safety has not found any basis for denial.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

The Church of the Assumption staff has been notified of the date of this meeting.





**STAFF REPORT NO. 124**  
**CITY COUNCIL MEETING**  
**7/24/2018**

REPORT PREPARED BY: Julie Urban, Housing Manager

DEPARTMENT DIRECTOR REVIEW: John Stark, Community Development Director  
7/17/2018

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Steven L. Devich, City Manager  
7/18/2018

**ITEM FOR COUNCIL CONSIDERATION:**

**Consideration of the adoption of a resolution supporting a grant application to the Minnesota Department of Employment and Economic Development for the Cedar Point II Housing redevelopment project.**

**EXECUTIVE SUMMARY:**

The Minnesota Department of Employment and Economic Development (DEED) is accepting applications for their semi-annual Redevelopment Grant Program. The Redevelopment Grant program offers grants to support redevelopment of developed/previously developed property in an effort to "recycle" the land for a more productive use. Applications are due on August 1, 2018.

City staff is proposing to submit a grant application requesting \$750,000 for the Cedar Point II Housing project to assist with acquisition, demolition, and infrastructure costs.

**RECOMMENDED ACTION:**

**By motion: Adopt a resolution supporting the submittal of a grant application to the Minnesota Department of Employment and Economic Development for Redevelopment Grant funds for the Cedar Point II Housing project.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

- The Cedar Corridor Redevelopment Area was established in 2004 to provide a transition between the airport/commercial development areas to the east and the single-family residential areas to the west.
- NHH Properties (dba NHH Companies, LLC) is proposing to redevelop the Cedar Point II Housing Area with multi-family housing.
- 11 single-family houses remain in the Cedar Point II Housing redevelopment project area and must be acquired for the project to move forward.

**B. POLICIES (resolutions, ordinances, regulations, statutes, etc):**

- DEED requires the applicant to submit a resolution in support of the grant application.
- It is the City's policy to seek grant funding when available and as appropriate.



**C. CRITICAL TIMING ISSUES:**

- The grant application is due on August 1, 2018.
- Funds would be awarded in October.
- The project must be completed within 5 years of the grant award date or the money returned.

**D. FINANCIAL IMPACT:**

- Grant funding in the amount of \$750,000 is being requested for the Cedar Point II Housing project.
- DEED requires a minimum 50% local match. The match can come from any money available to the applicant, including other grants or Developer funds. The Housing and Redevelopment Authority has spent and/or committed sufficient funds toward the acquisition of property to count as a match for the grant request.
- If the project fails to substantially provide the public benefits listed in the application within five years from the date of the grant award, the City of Richfield may be required to repay 100 percent of the awarded grant.

**E. LEGAL CONSIDERATION:**

- The City will be required to enter into a grant agreement with DEED, if funding is awarded.
- The City Attorney will review the grant agreement prior to execution.

**ALTERNATIVE RECOMMENDATION(S):**

- Do not approve the resolution.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

N/A

**ATTACHMENTS:**

Description	Type
□ Resolution	Resolution Letter



## **RESOLUTION NO.**

### **RESOLUTION AFFIRMING AND RATIFYING CITY'S STAFF SUBMITTAL OF AN APPLICATION AND AUTHORIZING CONTRACT SIGNATURE TO THE MINNESOTA DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT (DEED) FOR REDEVELOPMENT GRANT FUNDS FOR THE CEDAR POINT HOUSING REDEVELOPMENT AREA**

**WHEREAS**, the City had identified certain property for redevelopment within the Cedar Point Housing Redevelopment Area; and

**WHEREAS**, NHH Companies, LLC has proposed a redevelopment project within the Cedar Point Housing Redevelopment Area; and

**WHEREAS**, the City approves participation in this program as a multi-jurisdictional project; and

**WHEREAS**, the City recognizes the need to, and benefit of, recycling the land for a more productive use as part of this proposed development; and

**NOW, BE IT RESOLVED**, that the City of Richfield act as the legal sponsor for the project contained in the Redevelopment Grant Program submitted on August 1, 2018 and that the City Manager is hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City of Richfield; and

**BE IT FURTHER RESOLVED**, that the City of Richfield has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration; and

**BE IT FURTHER RESOLVED**, that the sources and amounts of the local match identified in the application are committed to the project identified; and

**BE IT FURTHER RESOLVED**, that if the project identified in the application fails to substantially provide the public benefits listed in the application within five years from the date of the grant award, the City of Richfield may be required to repay 100 percent of the awarded grant per Minn. Stat. 116J.575 Subd. 4; and

**BE IT FURTHER RESOLVED**, that the City of Richfield has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice, and

**BE IT FURTHER RESOLVED**, that upon approval of its application by the State, the City of Richfield may enter into an agreement with the State of Minnesota for the above-referenced project, and that the City of Richfield certifies that it will comply with all applicable laws and regulation as stated in all contract agreements; and



**NOW, THEREFORE BE IT FINALLY RESOLVED**, that the City Manager is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

Adopted by the City Council of the City of Richfield, Minnesota this 24th day of July, 2018.

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Pat Elliott, Mayor

ATTEST:

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Elizabeth VanHoose, City Clerk





**STAFF REPORT NO. 125**  
**CITY COUNCIL MEETING**  
**7/24/2018**

REPORT PREPARED BY: Steven L. Devich, City Manager

DEPARTMENT DIRECTOR REVIEW: Steven L. Devich, City Manager  
7/19/2018

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Steven L. Devich, City Manager  
7/19/2018

**ITEM FOR COUNCIL CONSIDERATION:**

**Consideration of the approval of the first reading of an ordinance amending Section 300 of the Code of Ordinances formally establishing a Finance Department and Director of Finance position within the City organization and amending Subsection 315.11 to clarify the title of Director.**

**EXECUTIVE SUMMARY:**

The department structure of the City of Richfield has been modified periodically to fit the needs of the organization. Prior to 1979, the Finance Department was an independent department within City administration. In late 1979, the department structure of the City was changed featuring the combination of several departments into few large departments. This change included the establishment of the Administrative Services Department which incorporated the Finance, City Clerk/Deputy Registrar, Human Resources, Assessing and Central Services/Data Processing functions (Divisions) into one department.

Over the years, some of the functions and their associated divisions have changed, been renamed or moved from one department to another. The Administrative Services Department has also had changes, but remained structured relatively the same since its creation. However, there has not been an Administrative Services Director, since 2004 when then Administrative Services Director/Assistant City Manager Steven Devich was promoted to the position of City Manager. The practical impact of that continued vacancy is that the Finance division and Finance Manager have reported directly to the City Manager for the past 14 years. This made good business sense in that from budgets to project spending to bonding, the City Manager and the Finance Manager typically work closely together on such matters.

In addition, changes in how the City provides services and staffs its functions provides the appropriate time to formalize how the services have been delivered during the past few years and how they will likely be delivered in the future. To that end, it is recommended that the Finance function be re-established as an independent department. The new Finance Department would also handle those assessing functions that remain, after the elimination of the Assessing Division and transfer of many of those duties to a contract-for-services with Hennepin County Assessing.

Finally, it should be noted that most of the comparable cities to Richfield have a Finance Director, as it is generally seen as a department level position.



The remaining divisions of the Administrative Services Department would continue to exist including Human Resources, City Clerk/Deputy Registrar, Data Processing and Risk Management and Government Buildings.

**RECOMMENDED ACTION:**

**By motion: Approve the first reading of an ordinance amending Section 300 of the Code of Ordinances formally establishing a Finance Department and Director of Finance position within the City organization and amending Subsection 315.11 to clarify the title of Director.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

- Some historical background is contained in the Executive Summary section.
- The Finance Department provides financial support services for all departments of the City, the HRA and the EDA. It is responsible for the safe fiscal management and processing of all accounting transactions for all city, HRA, and EDA funds. This includes the daily financial operations of processing accounts payable, accounts receivable, payroll, and utility receipts.
- In addition, the department manages the investment of public funds and cash flow, the issuance and management of debt of the city, and the preparation of periodic and annual financial reports.
- The department coordinates the City, HRA, and EDA budget compilation and development, manages the administration of special assessments, and coordinates and compiles the capital improvement budget and plan.

**B. POLICIES (resolutions, ordinances, regulations, statutes, etc):**

- City Ordinance Section 300 of the City Code governs the establishment of departments in the City and must be amended to initiate a change.

**C. CRITICAL TIMING ISSUES:**

- While there is no deadline for this proposed change, the actual manner that the Administrative Services Department has been managed for the past couple of years and the elimination of the Assessing Division and subsequent absorption of the remaining duties into the Finance Division make this an opportune time to make this change.
- The City Manager would like to deal with this issue before leaving.

**D. FINANCIAL IMPACT:**

- The actual financial impact of this change is minimal as the salary of the Finance Division Manager is very comparable to other City Department Director positions currently.
- Additionally, the current budget also provides for the salary of the Administrative Services Director position.

**E. LEGAL CONSIDERATION:**

- No such change can occur without the approved change in the City Ordinance Code.

**ALTERNATIVE RECOMMENDATION(S):**

- Do not approve the first reading of the ordinance amendment.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

None

**ATTACHMENTS:**

Description	Type
Ordinance	Ordinance



BILL NO. \_\_\_\_\_

**AN ORDINANCE AMENDING SUBSECTION 300.03 AND 315.11 OF THE  
RICHFIELD CODE OF ORDINANCES PERTAINING TO  
DEPARTMENTAL AND DIVISIONAL ORGANIZATION**

**THE CITY OF RICHFIELD DOES ORDAIN:**

Section 1. Subsection 300.03 of the Richfield City Code is amended as follows:

**300.03. - Departmental and divisional organization.**

The administrative service of the City is divided into the following departments and heads thereof:

Executive Department	City Manager
Administrative Services Department	Director of Administrative Services
Fire Department	Fire Chief
Public Safety Department	Director of Public Safety
Public Works Department	Director of Public Works
Recreation Services Department	Director of Recreation Services
Community Development Department	Director of Community Development
Legal Department	City Attorney
Liquor Department	Liquor Operations Director
<u>Finance Department</u>	<u>Finance Director</u>

Divisions within departments shall be established from time to time by resolution of the City Council with the recommendation of the Manager.

Sec. 2. A new subsection 300.21 is added to the Richfield Code of Ordinances as follows:

**300.21. – Finance department: duties of Finance Manager.**

[insert duties of Finance Manager]

Sec. 3. Subsection 315.11, subdivision 3 of the Richfield Code of Ordinances is amended as follows:

**Subd. 3. Prepayment in part.** The owner of property assessed for a local improvement, where the total principal amount of the assessment against such property exceeds \$300.00, may pay any part of the assessment, without interest, to the ~~finance Manager~~ Finance Director. The partial payment may be made within 30 days after the adoption of the assessment roll containing the assessment. The ~~finance Manager~~



Finance Director shall reduce the principal amount of such assessment by the amount of the prepayment prior to the certification of the assessment roll or the first installment thereof to the county auditor. The remaining unpaid balance of the assessment shall be payable in the same number of years and with the same rate of interest as set forth in the assessment containing the assessment. No partial prepayment of less than \$100.00 may be made.

Sec. 4. This Ordinance will be effective in accordance with Section 3.09 of the City Charter.

Adopted this \_\_\_\_ of \_\_\_\_\_, 2018.

By: \_\_\_\_\_  
Pat Elliott, Mayor

ATTEST:

\_\_\_\_\_  
Elizabeth VanHoose, City Clerk





**STAFF REPORT NO. 126**  
**CITY COUNCIL MEETING**  
**7/24/2018**

REPORT PREPARED BY: Matt Brillhart, Associate Planner

DEPARTMENT DIRECTOR REVIEW: John Stark, Community Development Director  
7/17/2018

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Steven L. Devich, City Manager  
7/18/2018

**ITEM FOR COUNCIL CONSIDERATION:**

**Consideration of the adoption of a resolution granting an amendment to a planned unit development to allow construction of a K-8 school at 6500 Nicollet Avenue (Bremer Bank site).**

**EXECUTIVE SUMMARY:**

Partnership Academy, a public charter school, has been based in Richfield since 2002, operating out of leased space at Church of the Assumption (305 77th Street East). Partnership Academy (Applicant) has been searching for a site to build a new school facility in Richfield for several years, and currently has the Bremer Bank property at 6500 Nicollet Avenue under contract. The Applicant proposes to demolish the bank building and construct a two-story school facility on the site. The proposed building and outdoor play area would have frontage along Nicollet Avenue, with parking provided in surface lots to the west of the building and adjoining existing parking areas for Hub Shopping Center. Bus circulation would make use of an existing driveway south of the building. The new school facility will allow the Applicant to increase enrollment from the current 284 students in grades K-5 up to a maximum enrollment of approximately 470 students in grades K-8. If approved, demolition of the bank building would begin this fall, with the new school building projected to be complete by May 2019.

The Bremer Bank building was constructed in 1967 and is part of a larger planned unit development (PUD) along with the Hub Shopping Center and vacant grocery store site. The Applicant is requesting an amendment to this PUD to allow construction of the school building. No other changes are proposed elsewhere in the Hub PUD at this time. Deviations from code requirements are minimal and primarily relate to adequate on-site parking supply for school staff. The Applicant has provided a narrative addressing their parking needs, and a detailed discussion of parking requirements is included in the "Policies" section of this report. Finding that the proposal meets requirements, staff recommends approval of the amended planned unit development, conditional use permit and final development plan.

**RECOMMENDED ACTION:**

**By motion: Adopt a resolution granting an amended planned unit development, conditional use permit, and final development plans for a K-8 school at 6500 Nicollet Avenue.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**



Prior to construction of the bank building in 1967, Richfield Theater stood on this site from 1947-1967. 65th Street was realigned to its current route in 1979-1980, and its original alignment was vacated. The site includes a portion of the vacated 65th Street, which formerly ran between the bank property and the medical clinic building at 6440 Nicollet Avenue.

**B. POLICIES (resolutions, ordinances, regulations, statutes, etc):**

**Comprehensive Plan:**

As part of the Comprehensive Plan update (Richfield 2040) a market study and small area plan were completed for the Nicollet & 66th area, including the Hub and Bremer Bank properties. The Comprehensive Plan designates the area as 'Mixed Use'. The addition of a school to this area is consistent with the Comprehensive Plan, as schools are permitted in the Mixed Use and General Commercial zoning districts. Existing businesses and potential future businesses in the immediate area could be positively impacted by the influx of school employees and parents shopping and/or dining in the area.

**Planned Unit Development / Conditional Use Permit / Final Development Plan:** There are a number of sets of review criteria that apply to this proposal. A full discussion of all requirements is included as an attachment to this report. The following variations from standard requirements are requested:

Parking requirements for a K-8 school are one space per employee, plus eight visitor spaces. 50 parking spaces are proposed on site. The applicant has indicated in the attached narrative that the projected staffing level will be 63 employees at the time of opening in fall of 2019, and could grow to a maximum of 75 employees by 2024. Parking requirements can be reduced by 10% at this location for proximity to frequent public transit service. The projected employee counts result in an initial requirement of 64 spaces, and 75 spaces at full capacity in 2024. The applicant's narrative states that the 50 spaces provided on-site will be sufficient for current staffing levels, and that they are working with Hub Shopping Center ownership to obtain a cross-access agreement to use surplus parking on the Hub site. A stipulation in the attached resolution requires the applicant to provide a minimum of 64 parking spaces (either through on-site construction, an agreement with adjacent property owners, or some combination thereof) prior to opening. Increased enrollment (above 380 students) will require either a parking utilization study to confirm excess parking or the securing of additional off-site parking, as approved by the Community Development Director.

**C. CRITICAL TIMING ISSUES:**

**60-DAY RULE:** The 60-day clock started when a complete application was received on June 11, 2018. A decision is required by August 10, 2018 or the Council must notify the Applicant that it is extending the deadline (up to a maximum of 60 additional days or 120 days total) for issuing a decision.

**D. FINANCIAL IMPACT:**

The required application fees have been paid.

**E. LEGAL CONSIDERATION:**

- A public hearing was conducted at the Planning Commission meeting on June 25, 2018.
- Notice of the public hearing was published in the Sun Current newspaper and mailed to properties within 350 feet of the site.
- The Planning Commission voted (5-1) to recommend approval.

**ALTERNATIVE RECOMMENDATION(S):**

- Approve the proposed PUD amendment with additional and/or modified stipulations.
- Deny the amendment with a finding that the proposal does not meet City requirements.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

Lisa Hendricks, Partnership Academy

**ATTACHMENTS:**

Description

Type



▣	Resolution	Resolution Letter
▣	Site plans	Backup Material
▣	Requirements attachment	Backup Material
▣	Rendering & elevations	Backup Material
▣	Partnership narrative & response letters	Backup Material
▣	Zoning map	Backup Material



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

**RESOLUTION APPROVING AN AMENDED  
FINAL DEVELOPMENT PLAN AND CONDITIONAL USE PERMIT  
TO ALLOW CONSTRUCTION OF A K-8 SCHOOL  
AT THE HUB SHOPPING CENTER PLANNED UNIT DEVELOPMENT**

**WHEREAS**, an application has been filed with the City of Richfield which requests approval of an amended final development plan and conditional use permit to allow construction of a new K-8 public school building to replace the Bremer Bank building in the planned unit development at Hub Shopping Center, located at 6500 Nicollet Avenue, property legally described as:

Lot 1, Block 1, RICHFIELD HUB SUPERBLOCK, according to the recorded plat thereof, Hennepin County, Minnesota

**WHEREAS**, the public school would initially serve approximately 380 students in grades K-5, expanding to a projected enrollment of 470 students in grades K-8; and

**WHEREAS**, the Planning Commission of the City of Richfield held a public hearing and recommended approval of the requested amendment to the final development plan and conditional use permit at its June 25, 2018 meeting; and

**WHEREAS**, notice of the public hearing was mailed to properties within 350 feet of the subject property on June 12, 2018 and published in the Sun Current newspaper on June 14, 2018 and; and

**WHEREAS**, the requested amendment to the final development plan and conditional use permit meets those requirements necessary for approving a planned unit development as specified in Richfield's Zoning Code, Section 542.09, Subd. 3 and as detailed in City Council Staff Report No. \_\_\_\_\_; and

**WHEREAS**, the request meets those requirements necessary for approving a conditional use permit as specified in Richfield's Zoning Code, Section 547.09, Subd. 6 and as detailed in City Council Staff Report No. \_\_\_\_\_; and

**WHEREAS**, the City has fully considered the request for approval of an amended planned unit development, final development plan and conditional use permit; and

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Richfield, Minnesota, as follows:

1. The City Council adopts as its Findings of Fact the **WHEREAS** clauses set forth above.
2. An amended planned unit development, final development plan and conditional use permit are approved to allow a new K-8 public school building at 6500



Nicollet Avenue, as described in City Council Report No.\_\_\_\_\_, on the Subject Property legally described above.

3. The approved planned unit development, final development plan and conditional use permit are subject to the following conditions:

- A recorded copy of the approved resolution must be submitted to the City prior to the issuance of a building permit.
- Fence height shall not exceed six (6) feet. Fence material shall be a decorative metal style. Chain link or vinyl fence shall not be used in areas visible from public right-of-way. Along Nicollet Avenue, fence shall not extend into the required five (5) foot front yard setback.
- The property owner is responsible for the ongoing maintenance and tending of all landscaping in accordance with approved plans.
- Prior to the issuance of a Certificate of Occupancy, the applicant must provide proof to the City that a minimum of 64 parking spaces are available to staff and visitors. 75 parking stalls are required for maximum enrollment of 470 students. Parking may be provided through a combination of any of the following: (i) constructing additional parking on site or (ii) securing additional parking on adjacent property. Plans for construction of additional on-site parking must be approved by the Community Development Department.
- All required parking spaces shall remain available year round and shall not be used for snow storage.
- A parking utilization study may be used to reduce required parking at the Community Development Director's discretion.
- Separate sign permits are required. This resolution does not constitute approval of any signs.
- The applicant is responsible for obtaining all required permits, compliance with all requirements detailed in the City's Administrative Review Committee Report dated May 10, 2018 and compliance with all other City and State regulations.
- Prior to the issuance of an occupancy permit the developer must submit a surety equal to 125% of the value of any improvements not yet complete.
- Unless specifically modified by this resolution, all previous conditions of approval remain in place.

4. The approved planned unit development, final development plan and conditional use permit shall expire one year from issuance unless the use for which the permit was granted has commenced, substantial work has been completed or upon written request by the developer, the Council extends the expiration date for an additional period of up to one year, as required by the Zoning Ordinance, Section 547.09, Subd. 9.

5. The approved planned unit development, final development plan and conditional use permit shall remain in effect for so long as conditions regulating it are observed, and the conditional use permit shall expire if normal operation of the use has been discontinued for 12 or more months, as required by the Zoning Ordinance, Section 547.09, Subd. 10.



Adopted by the City Council of the City of Richfield, Minnesota this 24th day of July, 2018.

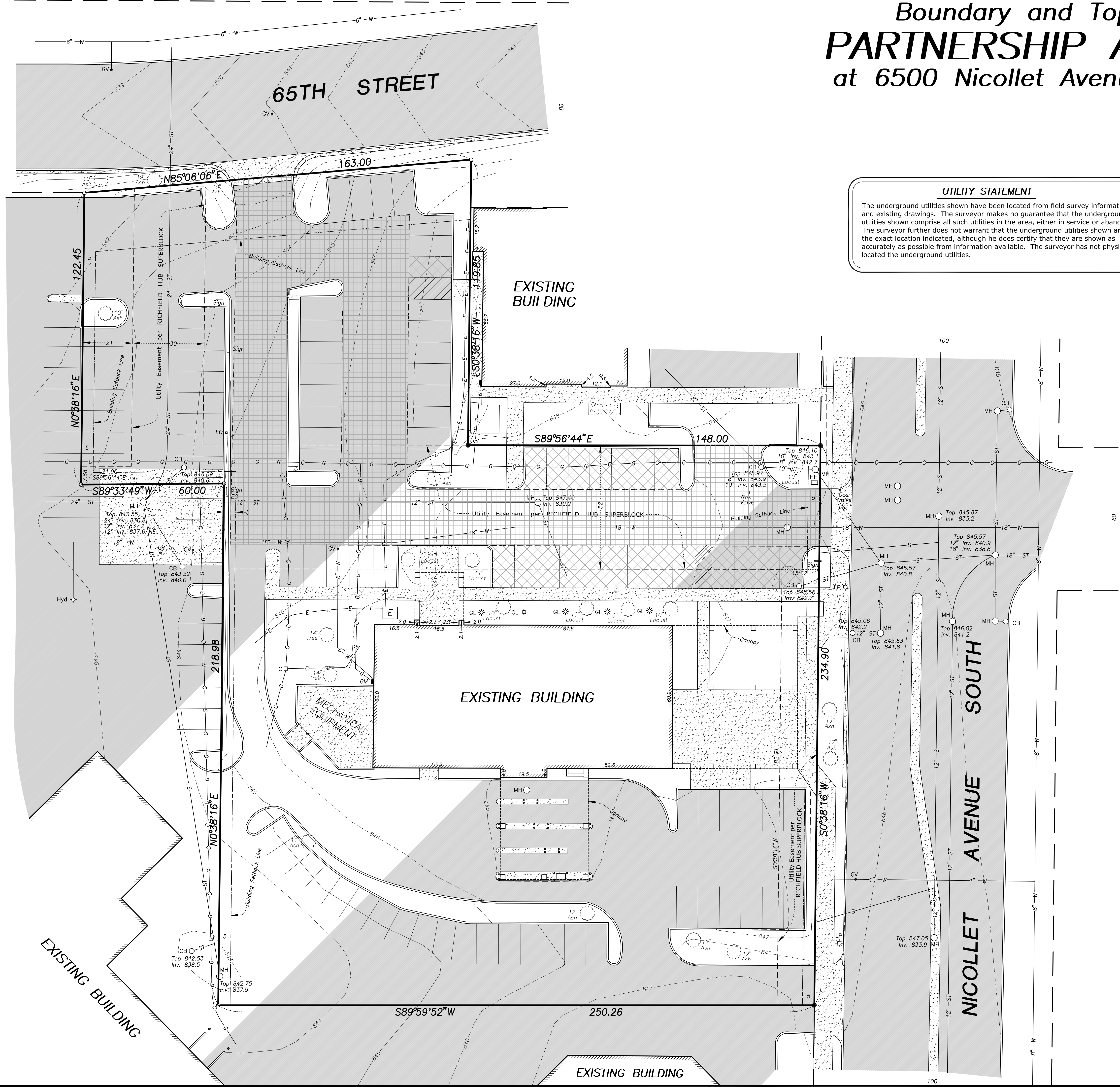
ATTEST:

\_\_\_\_\_  
Pat Elliott, Mayor

\_\_\_\_\_  
Elizabeth VanHoose, City Clerk



Boundary and Topographic Survey for:  
**PARTNERSHIP ACADEMY ASSOCIATION**  
at 6500 Nicollet Avenue South – Richfield, Minnesota



**UTILITY STATEMENT**

The underground utilities shown have been located from field survey information and existing drawings. The surveyor makes no guarantee that the underground utilities shown comprise all such utilities in the area, either in service or abandoned. The surveyor further does not warrant that the underground utilities shown are in the exact location indicated, although he does certify that they are shown as accurately as possible from information available. The surveyor has not physically located the underground utilities.

**NOTES**

- \* Bearings shown are based on the plat of RICHFIELD HUB SUPERBLOCK.
- \* Utilities shown are from information furnished by the City of Richfield and respective utility companies in response to Gopher State One Call Ticket No. 180790456 and are verified where possible.
- \* Contact Gopher State One Call for utility locations before any construction shall begin. Phone 651-454-0002.
- \* Area = 78,102 square feet (1.79 acres).

**LEGEND**

- Iron Monument Found
- Iron Monument Set
- ⊗ PK Nail Set
- S— Sanitary Sewer
- ST— Storm Sewer
- W— Watermain
- Hyd. ⬢ Hydrant
- GV • Gate Valve
- MH ○ Manhole
- CB ○ Catch Basin
- Inv. Invert Elevation
- Guard Post
- GL ⬢ Ground Light
- ⊞ Electrical Transformer
- EO • Electrical Outlet
- Communications Pedestal
- HH □ Handhole
- Concrete Surface
- Bituminous Surface
- G— Buried Gas
- C— Buried Communications
- E— Buried Electric
- GM ■ Gas Meter
- Access Easement per Document No. T1957839
- Parking Easement per Document No. T1957839

**PROPERTY DESCRIPTION**

Lot 1, Block 1, RICHFIELD HUB SUPERBLOCK, according to the recorded plat thereof, Hennepin County, Minnesota.

I hereby certify that this survey was prepared by me or under my direction and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this 23rd day of April, 2018.

REHDER & ASSOCIATES, INC.

*Gary C. Huber*  
Gary C. Huber, Land Surveyor  
Minnesota License No. 22036

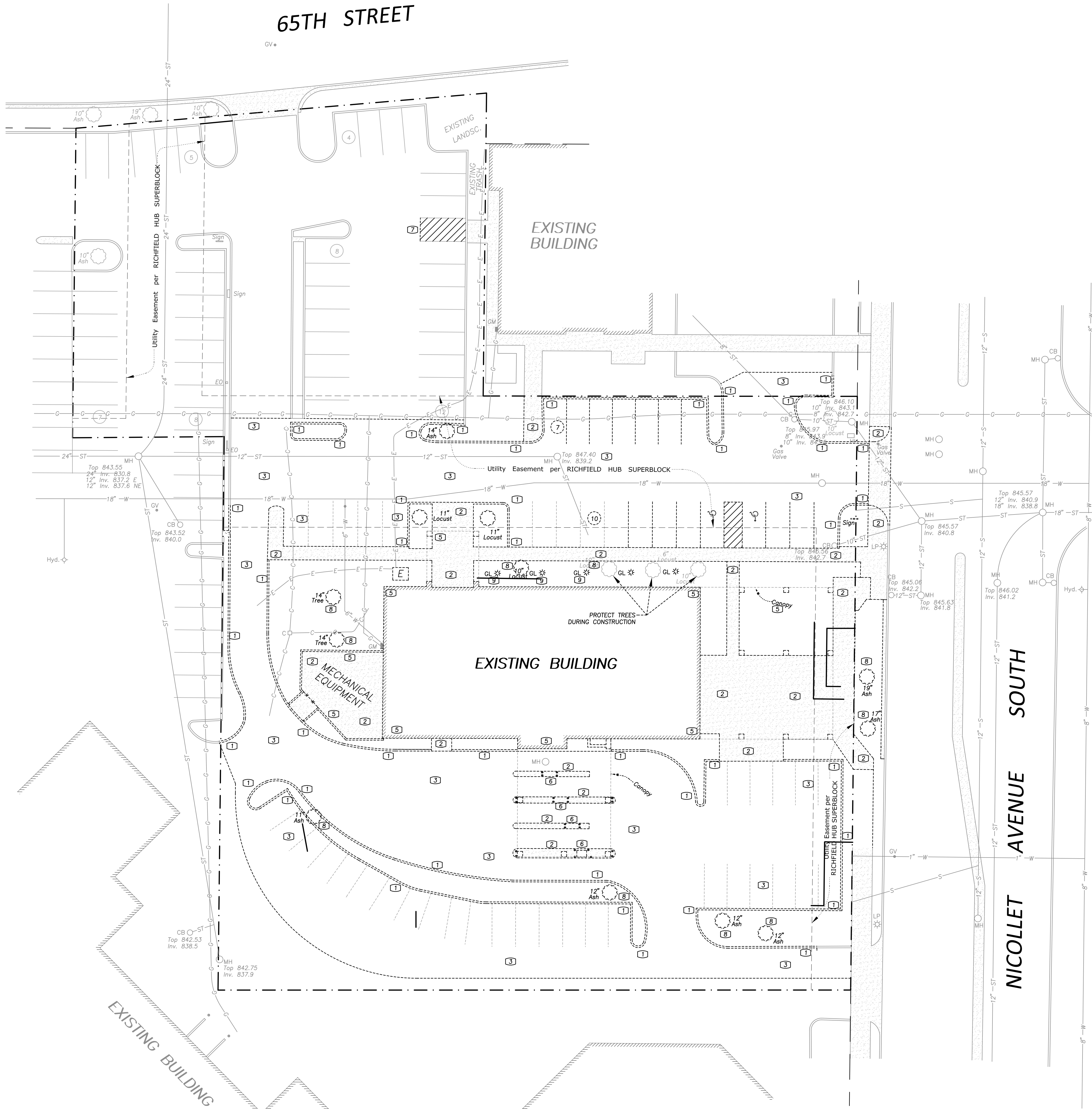
**Rehder and Associates, Inc.**

CIVIL ENGINEERS AND LAND SURVEYORS

3440 Federal Drive • Suite 110 • Eagan, Minnesota • Phone (651) 452-5051

JOB: 184-3038.010





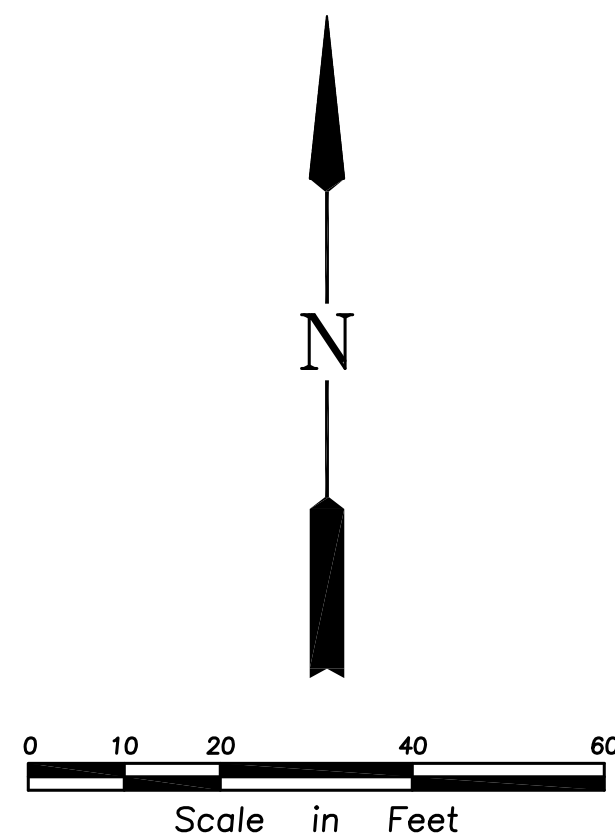
- DEMOLITION NOTES
- 1 - Remove concrete curb & gutter
  - 2 - Remove concrete pavement
  - 3 - Remove bituminous pavement
  - 4 - Remove sign
  - 5 - Remove building and canopies
  - 6 - Remove bank drive-thru teller equipment & bollards
  - 7 - Remove parking stall striping
  - 8 - Remove tree
  - 9 - Remove remove landscaping lighting

NOTE: SEE ARCHITECTURAL FOR DEMOLITION OF EXISTING BUILDING

NOTE: CONTRACTOR TO COORDINATE REMOVAL/ABANDONMENT AND RELOCATION OF EXISTING POWER POLES, OVERHEAD ELECTRIC LINES, BURIED ELECTRIC LINES, BURIED COMMUNICATION LINES AND BURIED GAS LINES WITH THE APPROPRAITE UTILITY COMPANY.

LEGEND

- BITUMINOUS TO BE REMOVED
- CONCRETE TO BE REMOVED
- EXISTING TREE TO BE REMOVED
- EXISTING WATERMAIN
- EXISTING SANITARY SEWER
- EXISTING STORM SEWER
- EXISTING BURIED GAS LINE
- EXISTING BURIED ELECTRIC LINE
- EXISTING BURIED COMMUNICATION LINE



SITE DEMOLITION PLAN  
PARTNERSHIP ACADEMY  
CITY OF RICHFIELD

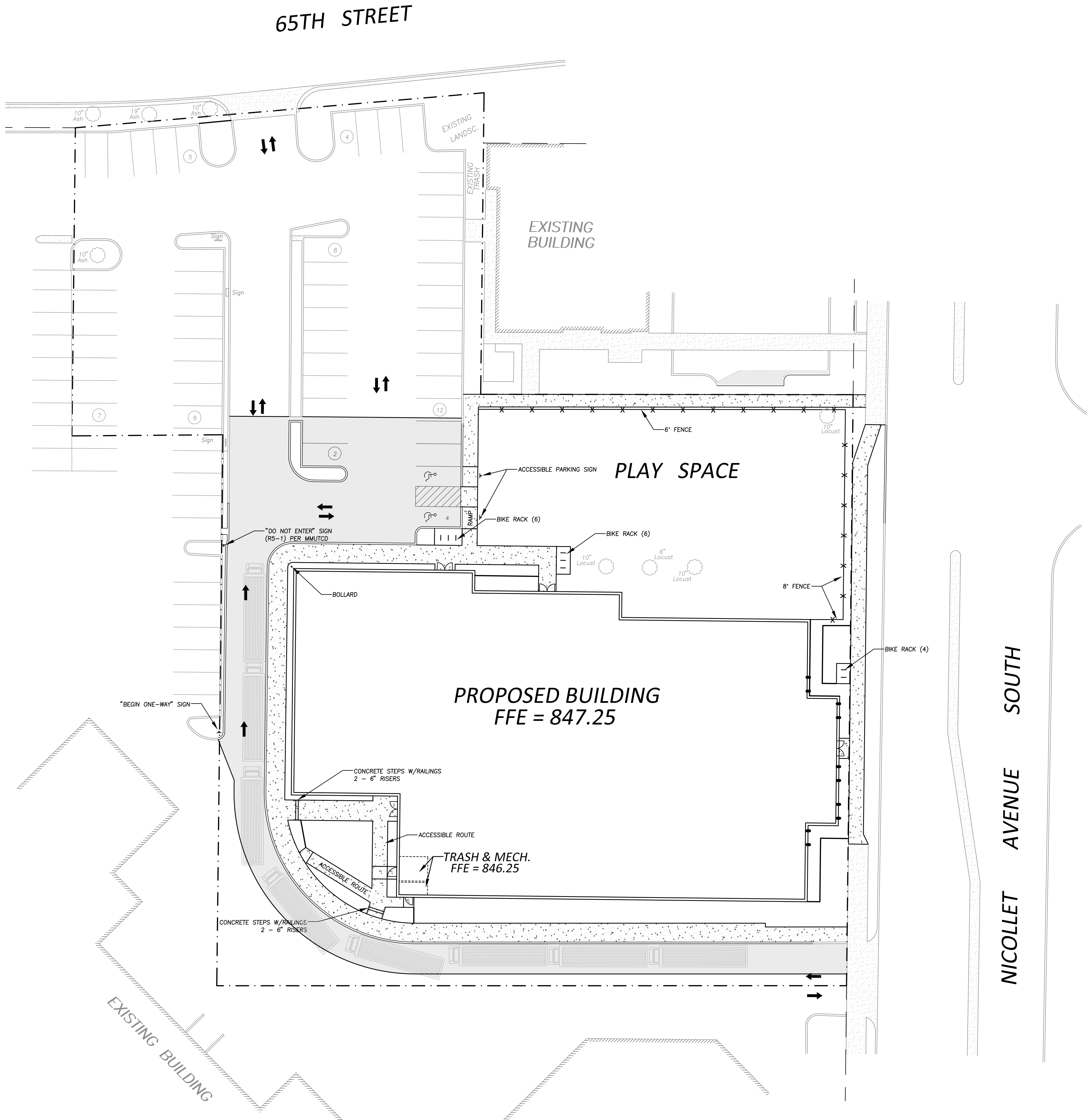
SHEET NUMBER  
C1

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
**PRELIMINARY**  
Name \_\_\_\_\_ Date \_\_\_\_\_  
Reg. No. \_\_\_\_\_

Issued	CITY SUBMITTAL	
	5-1-18	6-11-18
CITY COMMENTS		
ADDRESS CITY COMMENTS		

**Rehder & Associates, Inc.**  
Civil Engineers, Planners and Land Surveyors  
3440 Federal Drive, Suite 110 • Eagan, Minnesota 55122  
651-492-5051 • Fax: 651-492-9797 • email: info@rehder.com  
PROJECT NO.: 181-2928-012 DRAWING FILE: 2928012.DWG





PROGRESS PRINT  
6-7-18

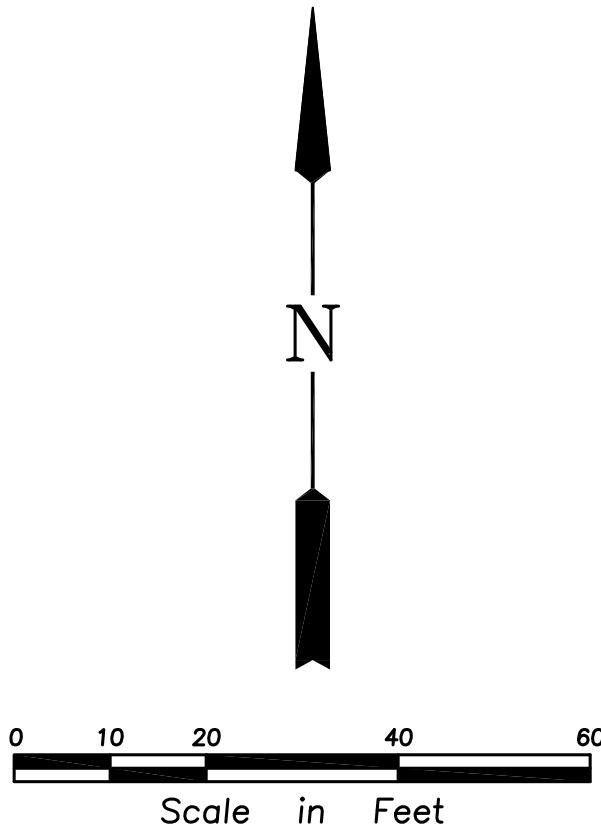
**SITE SUMMARY**  
SITE AREA = 78,102 SQ.FT.  
DISTURBED AREA = 51,250 SQ.FT.  
EXISTING IMPERVIOUS AREA = 67,460 SQ.FT.  
PROPOSED IMPERVIOUS AREA = 54,206 SQ.FT.  
PROPOSED BLDG AREA = 22,967 SQ.FT. (29.4%)

- SITE NOTES**
- ① - All dimensions between curbing and to radius points are to face of curb.
  - ② - All dimensions abutting curbs are to back of curb.
  - ③ - All curb and gutter on private property shall be type B612 unless otherwise noted.
  - ④ - All parking stall striping width is 9.00' unless otherwise noted.

PARKING STALLS PROVIDED		
STANDARD STALLS	ACCESSIBLE STALLS	TOTAL
48	2	50

BICYCLE RACKS PROVIDED = 16

- LEGEND**
- PROPOSED CONCRETE
  - PROPOSED STD. DUTY BITUMINOUS
  - BOUNDARY/ROW/BLOCK LINE
  - EASEMENT
  - BUILDING/PARKING SETBACK LINE



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PROJECT NO.: 181-2928-012 DRAWING FILE: 2928012.DWG

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

PRELIMINARY

Name \_\_\_\_\_ Date \_\_\_\_\_ Reg. No. \_\_\_\_\_

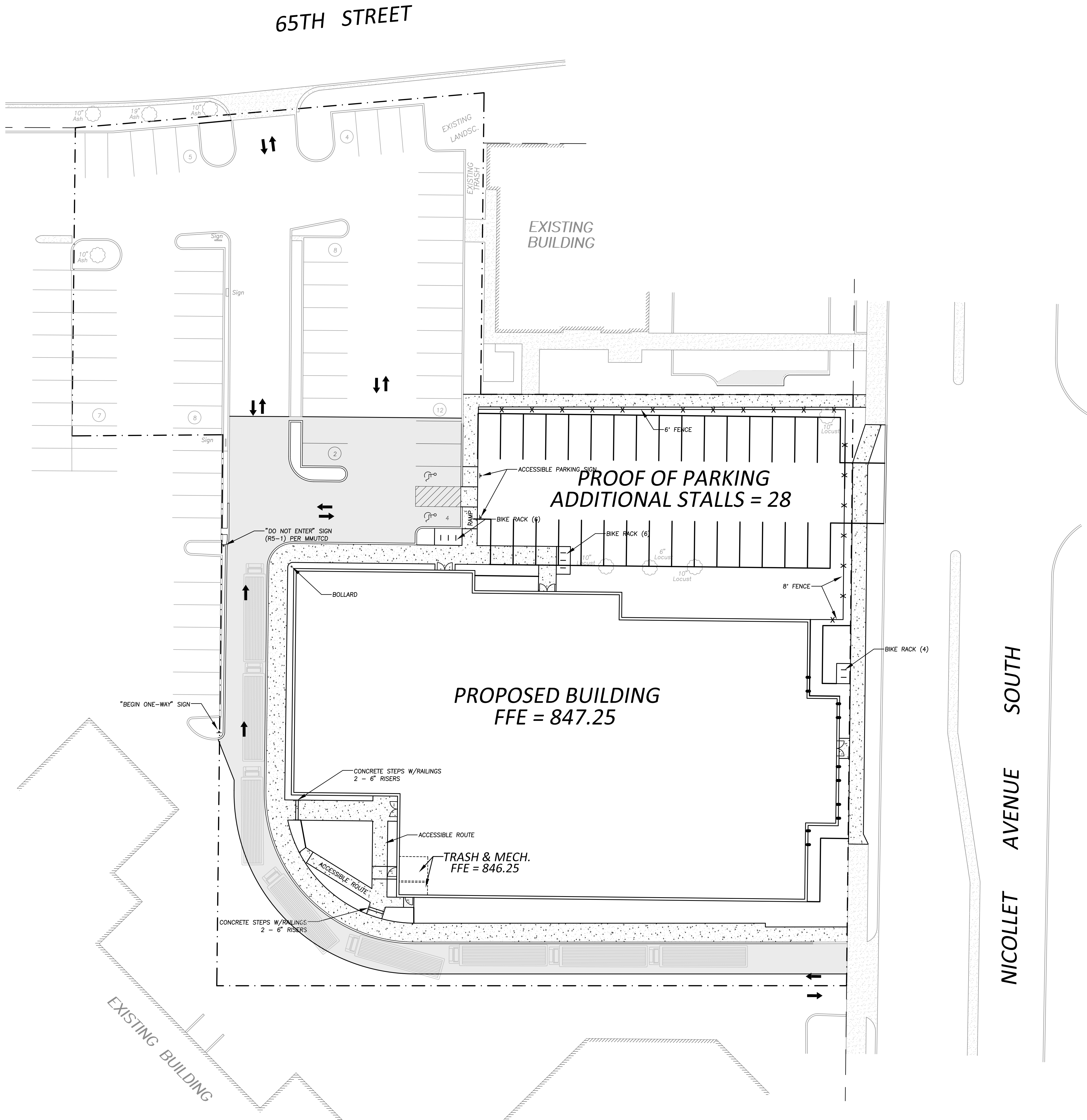
Issued

CITY SUBMITTAL	5-1-18
ADDRESS CITY COMMENTS	6-11-18

SITE PLAN  
PARTNERSHIP ACADEMY  
CITY OF RICHFIELD

SHEET NUMBER  
C2





PROGRESS PRINT  
6-7-18

**SITE SUMMARY**  
SITE AREA = 78,102 SQ.FT.  
DISTURBED AREA = 51,250 SQ.FT.  
EXISTING IMPERVIOUS AREA = 67,460 SQ.FT.  
PROPOSED IMPERVIOUS AREA = 54,206 SQ.FT.  
PROPOSED BLDG AREA = 22,967 SQ.FT. (29.4%)

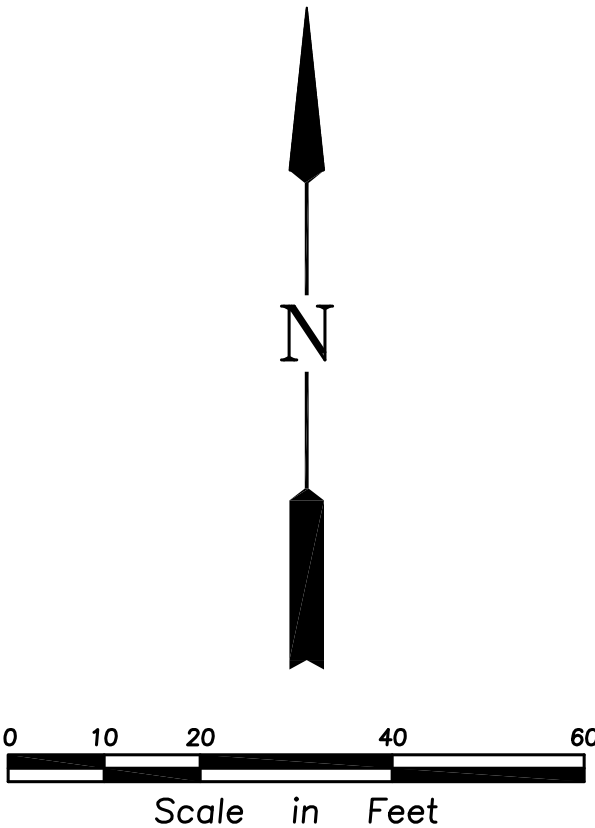
- SITE NOTES**
- ① - All dimensions between curbing and to radius points are to face of curb.
  - ② - All dimensions abutting curbs are to back of curb.
  - ③ - All curb and gutter on private property shall be type B612 unless otherwise noted.
  - ④ - All parking stall striping width is 9.00' unless otherwise noted.

PARKING STALLS PROVIDED		
STANDARD STALLS	ACCESSIBLE STALLS	TOTAL
48	2	50

BICYCLE RACKS PROVIDED = 16

PROOF OF PARKING STALLS		
STANDARD STALLS	ACCESSIBLE STALLS	TOTAL
75	3	78

- LEGEND**
- PROPOSED CONCRETE
  - PROPOSED STD. DUTY BITUMINOUS
  - BOUNDARY/ROW/BLOCK LINE
  - EASEMENT
  - BUILDING/PARKING SETBACK LINE



I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
**PRELIMINARY**  
Name \_\_\_\_\_ Date \_\_\_\_\_  
Reg. No. \_\_\_\_\_

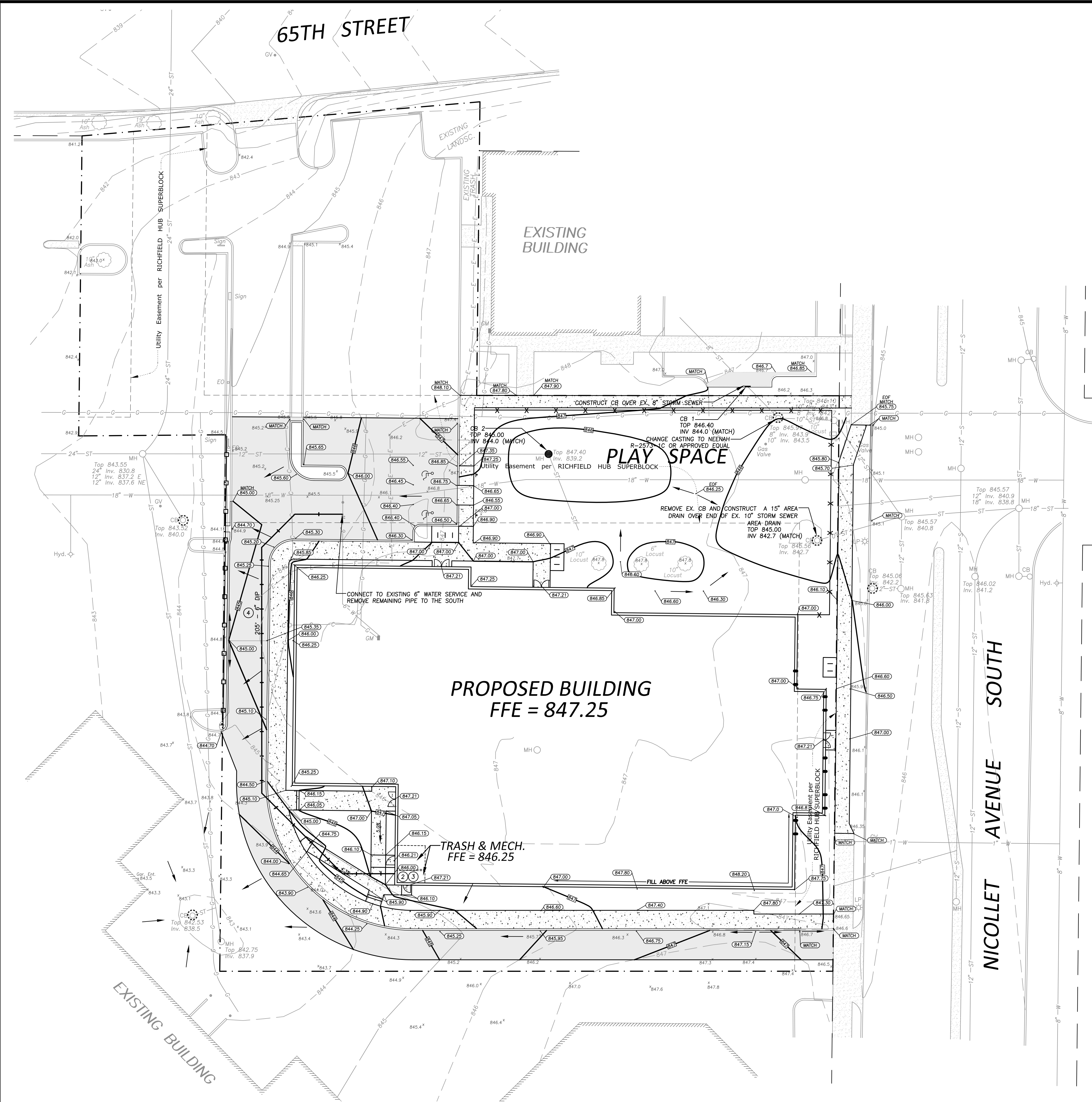
Issued	
CITY SUBMITTAL	ADDRESS CITY COMMENTS
5-1-18	
6-11-18	

PROOF OF PARKING PLAN  
PARTNERSHIP ACADEMY  
CITY OF RICHFIELD

SHEET NUMBER  
**C2P**

**Rehder & Associates, Inc.**  
Civil Engineers, Planners and Land Surveyors  
3440 Federal Drive, Suite 110 • Eagan, Minnesota 55122  
651-492-5051 • Fax: 651-492-9797 • email: info@rehder.com  
PROJECT NO.: 181-2928-012 DRAWING FILE: 2928012.DWG





GRADING NOTES

- 1 - All elevations shown are to final surfaces.
- 2 - Contractor is responsible for obtaining a National Pollutant Discharge Elimination System (NPDES) General Storm Water Permit for Construction Activity before construction begins.

EROSION CONTROL NOTES

- 1 - Contractor is responsible for all notifications and inspections required by General Storm Water Permit.
- 2 - All erosion control measures shown shall be installed prior to grading operations and maintained until all areas disturbed have been restored.
- 3 - Sweep paved public streets as necessary where construction sediment has been deposited.
- 4 - Each area disturbed by construction shall be restored per the specifications within 14 days after the construction activity in that portion of the site has temporarily or permanently ceased.
- 5 - Temporary soil stockpiles must have silt fence around them and cannot be placed in surface waters, including storm water conveyances such as curb and gutter systems, or conduits and ditches.
- 6 - Excess concrete/water from concrete trucks shall be disposed of in portable washout concrete basin or disposed of in a contained area.
- 7 - Spring/summer temporary turf establishment: seed shall be MNDOT Mixture 21-111 @ 100 lbs/acre and mulch shall be MNDOT Type 1.  
Winter temporary turf establishment: seed shall be MNDOT Mixture 21-112 @ 100 lbs/acre and mulch shall be MNDOT Type 1.

INSPECTION AND MAINTENANCE

- The site must be inspected once every seven (7) days during active construction and within 24 hours after a rainfall event greater than 0.5 inches in 24 hours.
- All inspections and maintenance conducted must be recorded in writing and records retained with the SWPPP.
- Areas of the site that have undergone final stabilization, may have the inspection of these areas reduced to once per month.
- All silt fence must be repaired, replaced, or supplemented within 24 hours when they become nonfunctional or the sediment reaches 1/3 of the height of the fence.
- Surface waters and conveyance systems must be inspected for evidence of sediment being deposited. Removal and stabilization must take place within seven (7) days of discovery unless precluded by legal, regulatory, or physical access constraints.
- Construction site vehicle exit locations must have sediment removed from off-site paved surfaces within 24 hours of discovery.

POLLUTION PREVENTION MANAGEMENT

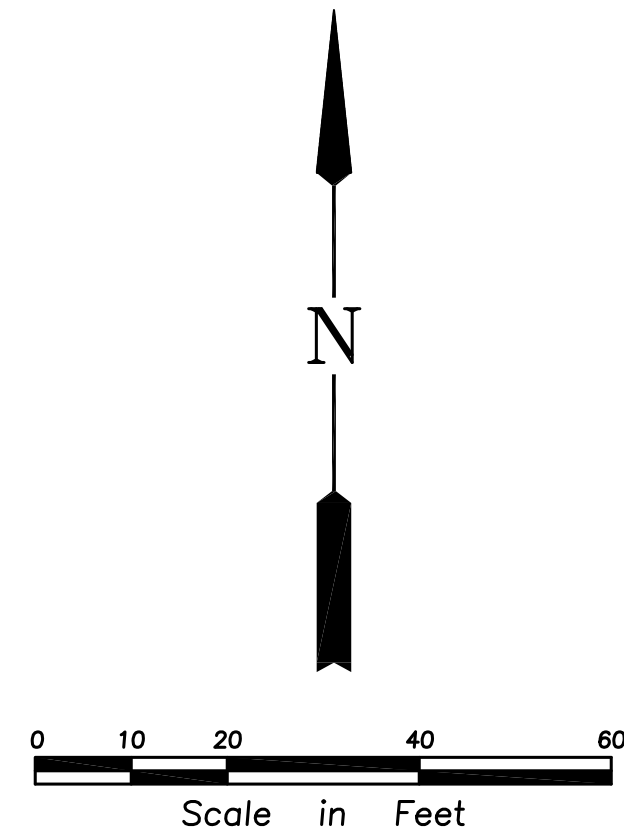
- All solid waste must be disposed of off-site per the MPCA disposal requirements.
- All hazardous waste must be properly stored with restricted access to storage areas to prevent vandalism. Storage and disposal of hazardous waste must be in compliance with MPCA Regulations.

UTILITY NOTES

- 1 - All sewer services to extend to a point 5' from proposed building.
- 2 - Bring water main into proposed building and cap at the floor.
- 3 - Verify all service locations and inverts with mechanical engineer before construction.
- 4 - All watermain to have a minimum of 7.5' of cover.

LEGEND

- PROPOSED CATCH BASIN/MANHOLE
- PROPOSED CATCH BASIN
- PROPOSED STORM SEWER
- PROPOSED SANITARY SEWER
- PROPOSED WATERMAIN
- ▨ PROPOSED CONCRETE
- ▨ PROPOSED STD. DUTY BITUMINOUS
- PROPOSED CONTOUR
- PROPOSED ELEVATION
- SILT FENCE
- INLET PROTECTION DEVICE
- BOUNDARY/ROW/BLOCK LINE
- - - EASEMENT
- - - LOT LINE
- - - BUILDING/PARKING SETBACK LINE
- DRAINAGE ARROW
- W EXISTING WATERMAIN
- S EXISTING SANITARY SEWER
- ST EXISTING STORM SEWER
- G EXISTING BURIED GAS LINE
- E EXISTING BURIED ELECTRIC LINE
- C EXISTING BURIED COMMUNICATION LINE
- 980 EXISTING CONTOUR
- × 995.50 EXISTING ELEVATION



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PROJECT NO.: 181-2928-012 DRAWING FILE: 2928012.DWG

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

PRELIMINARY

Name \_\_\_\_\_ Date \_\_\_\_\_ Reg. No. \_\_\_\_\_

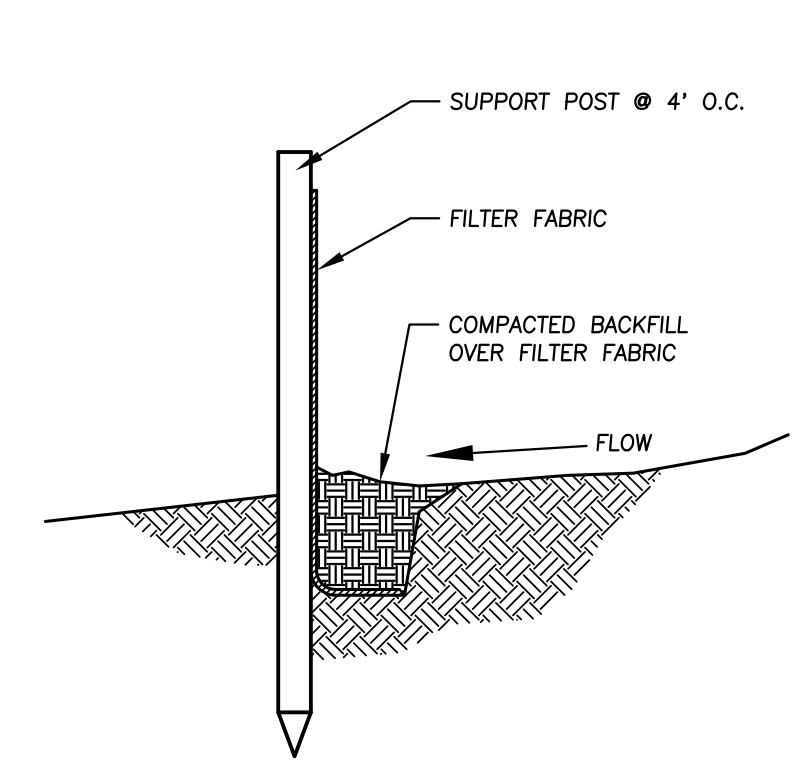
Issued  
CITY SUBMITTAL  
ADDRESS CITY COMMENTS

5-1-18  
6-11-18

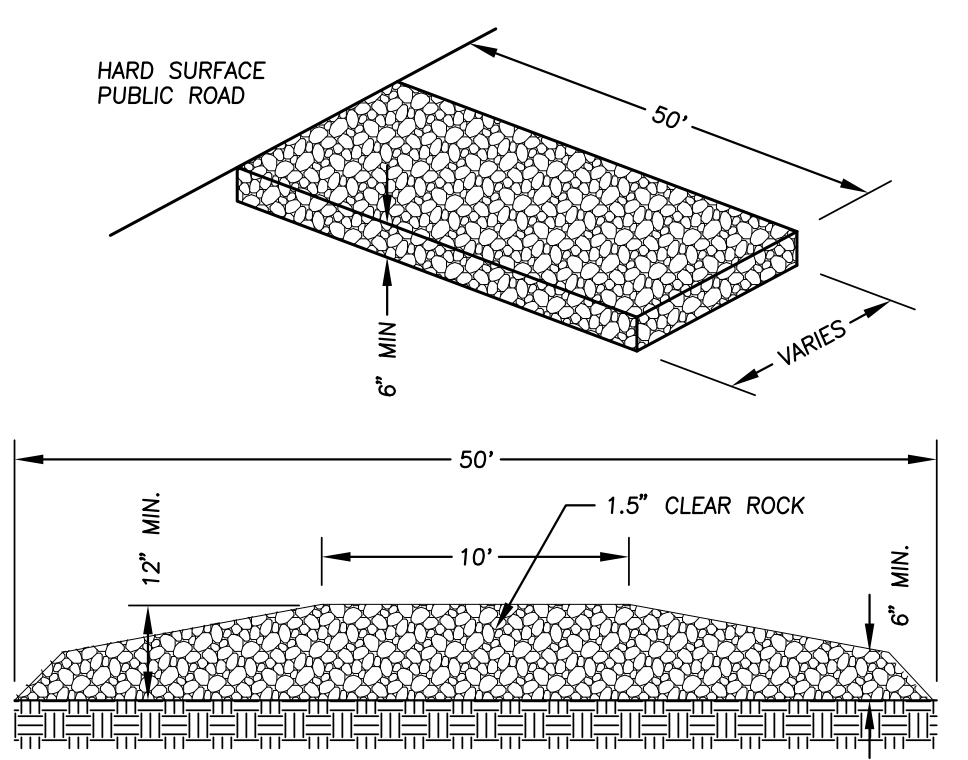
GRADING, DRAINAGE, EROSION CONTROL & UTILITY PLAN  
PARTNERSHIP ACADEMY  
CITY OF RICHFIELD

SHEET NUMBER  
C3

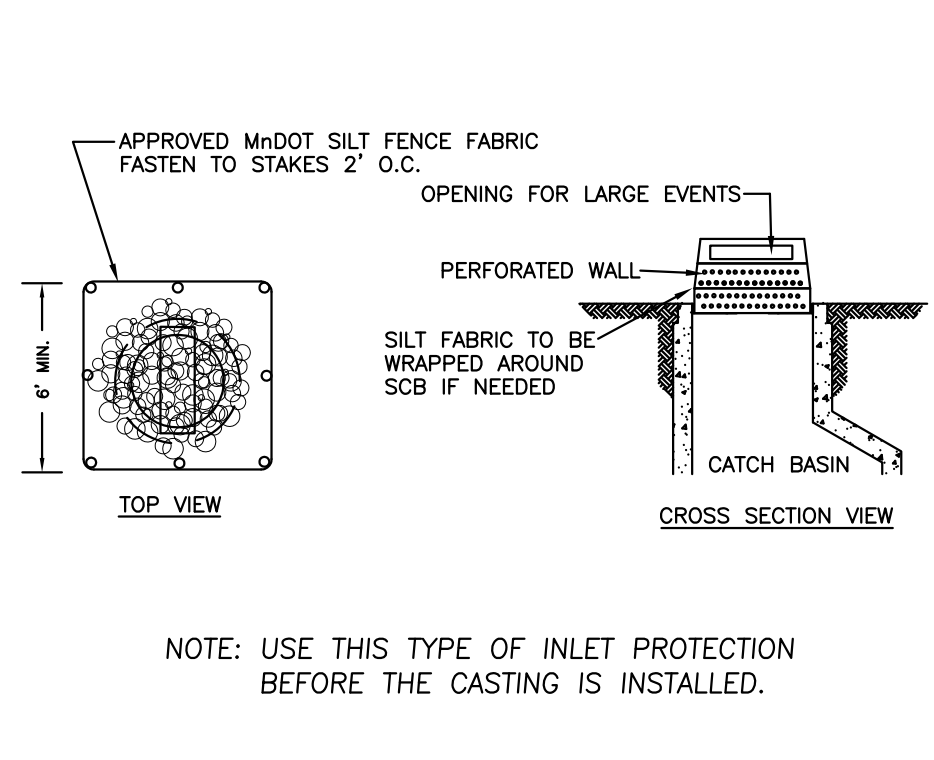




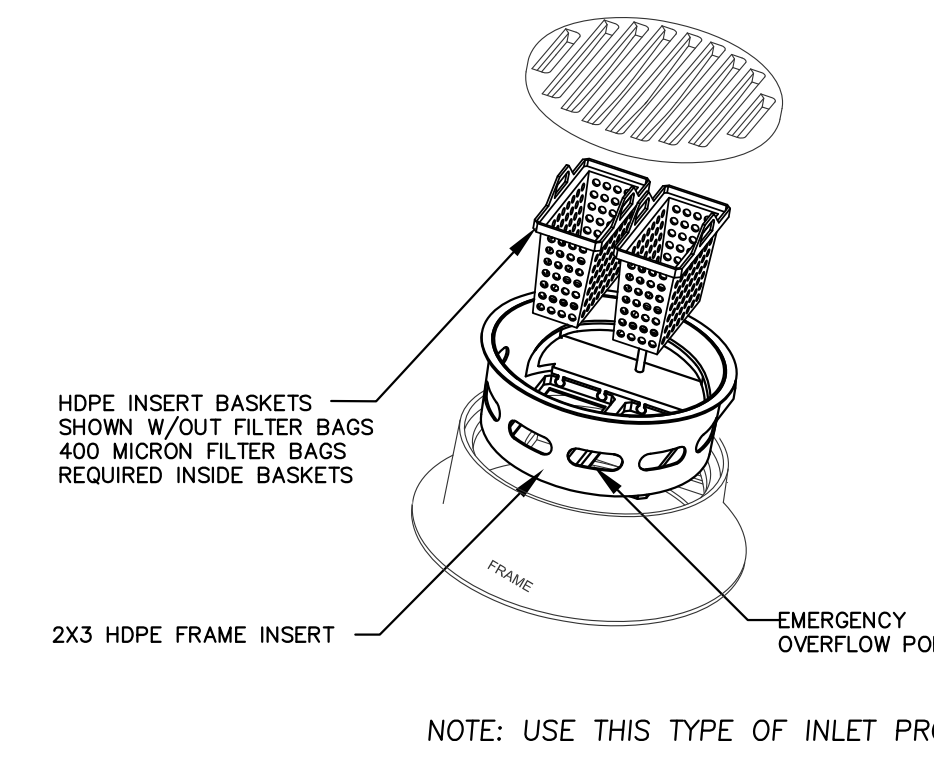
1  
C4  
SILT FENCE  
NO SCALE



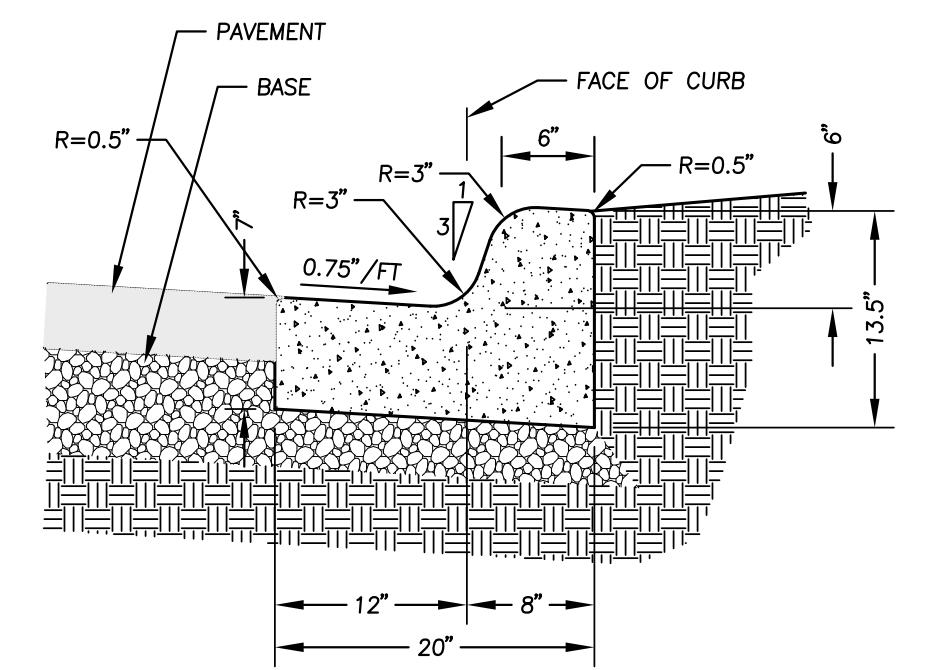
2  
C4  
ROCK CONSTRUCTION ENTRANCE  
NO SCALE



3  
C4  
INLET PROTECTION  
(INFRAFAFER OR EQUAL)  
NO SCALE

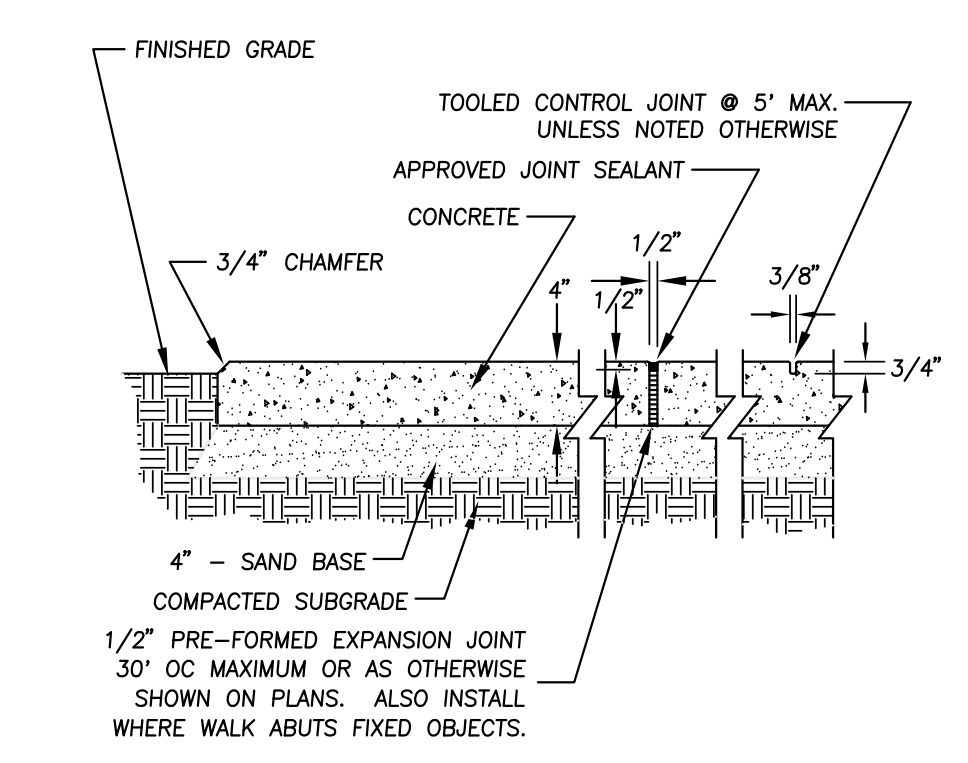


4  
C4  
INLET PROTECTION  
(INFRAFAFER OR EQUAL)  
NO SCALE

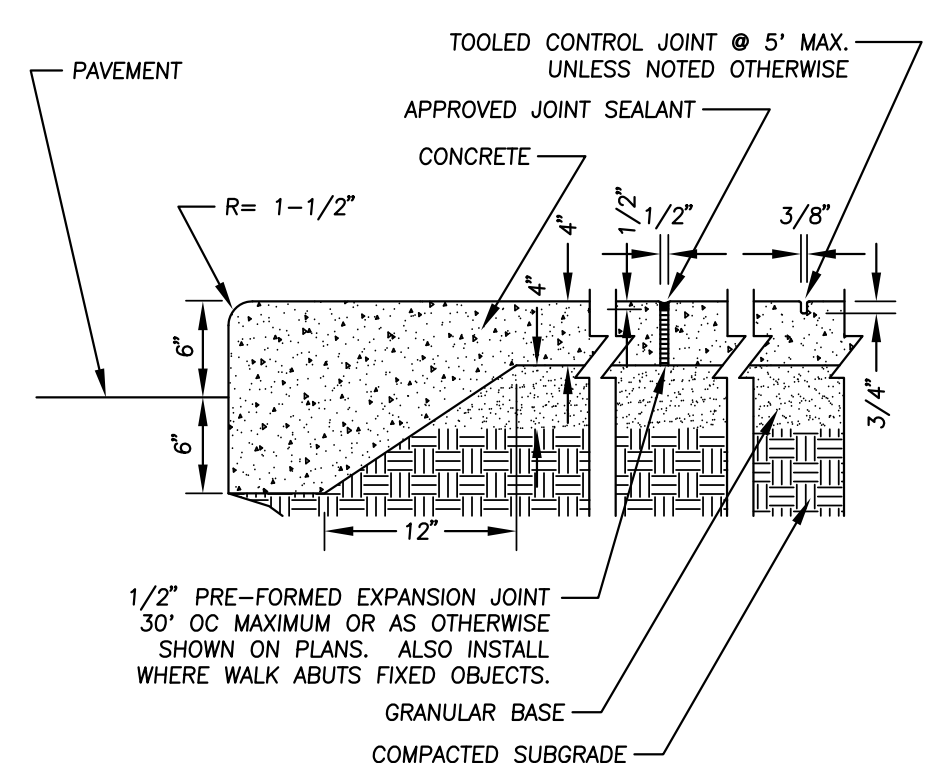


Note: Where contours indicate, ignore 0.75' slope indicated above and match adjoining pavement slope to prevent gutter from "ponding".

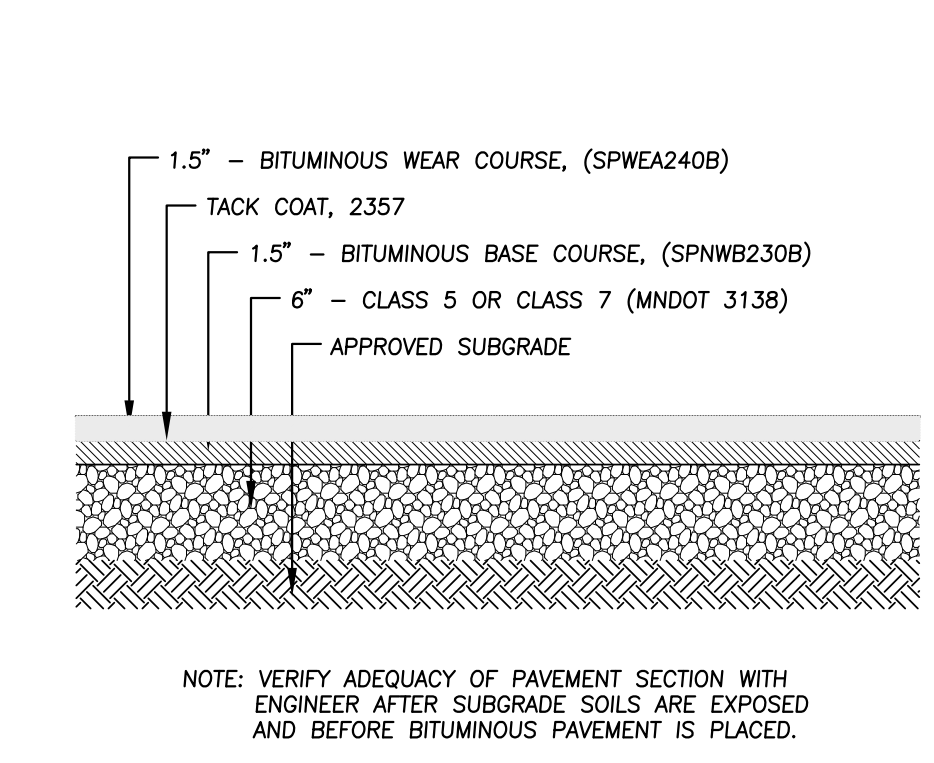
5  
C4  
B612 CONCRETE CURB & GUTTER  
NO SCALE



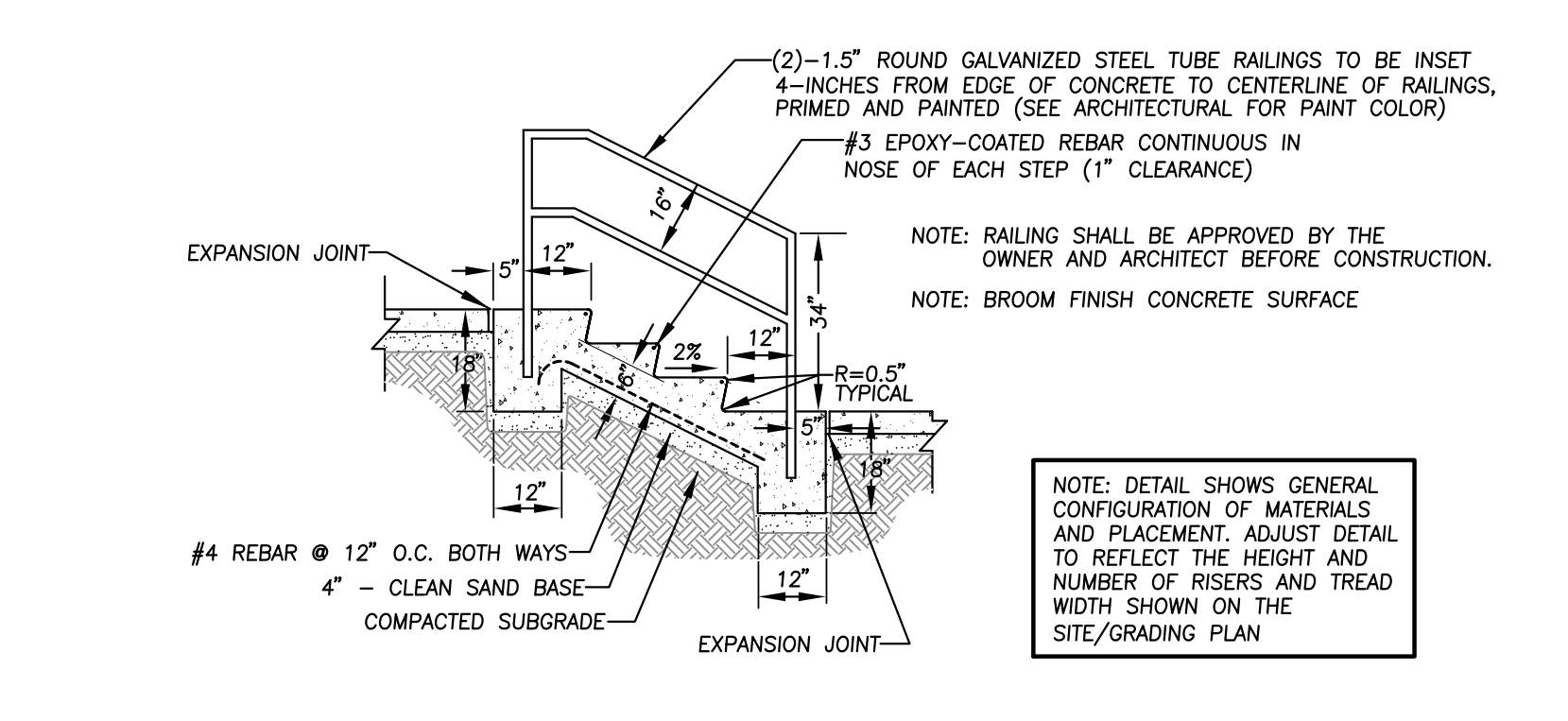
6  
C4  
CONCRETE SIDEWALK  
NO SCALE



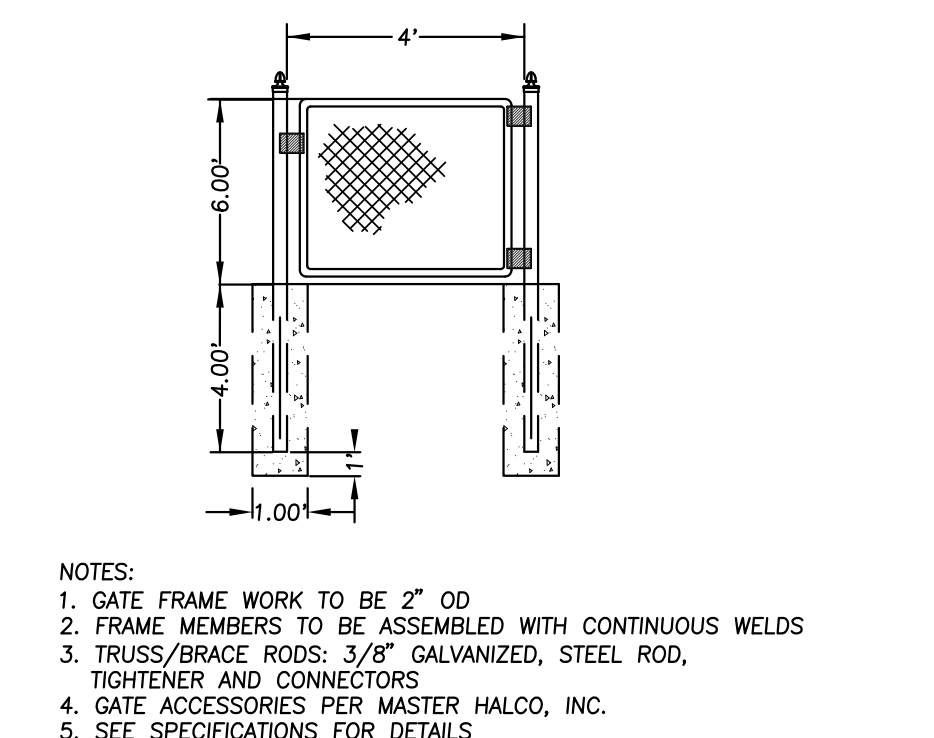
7  
C4  
SIDEWALK/INTEGRAL CURB  
NO SCALE



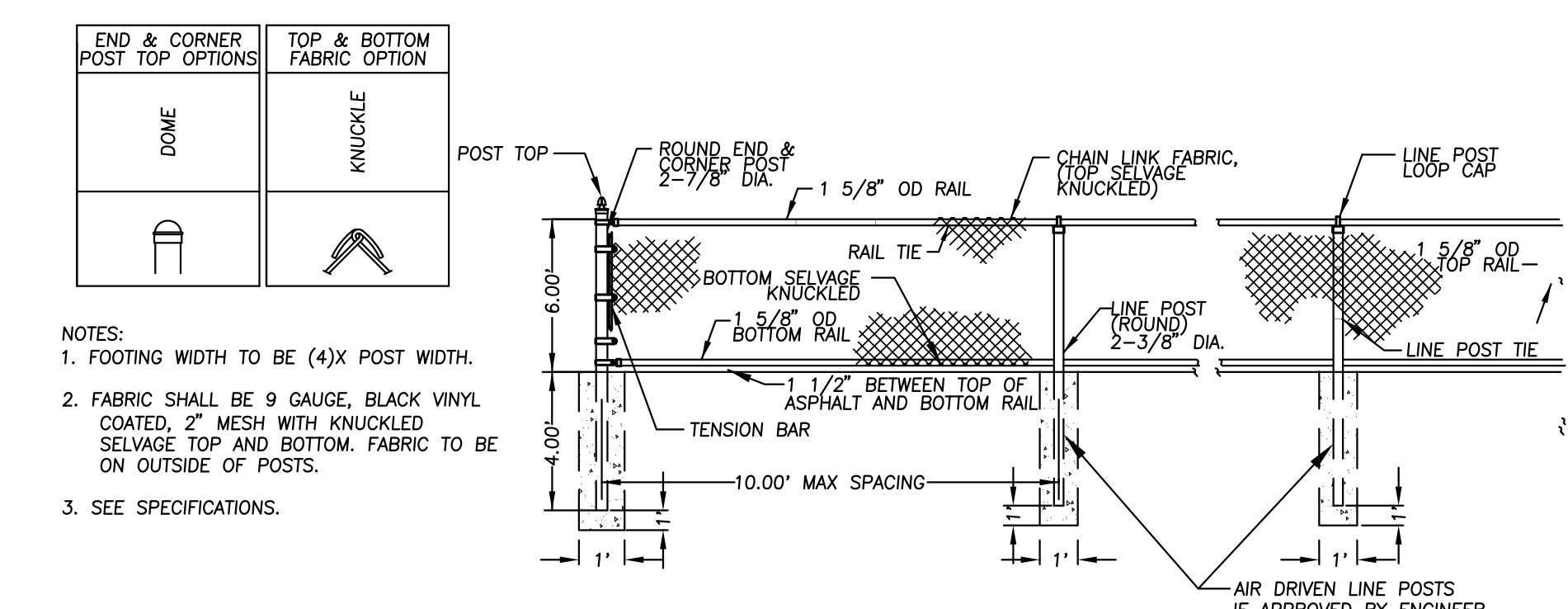
8  
C4  
PAVEMENT SECTION  
NO SCALE



9  
C4  
CONCRETE STEPS & RAILINGS  
NO SCALE



10  
C4  
CHAIN LINK GATE  
NO SCALE


































11  
C4  
6' CHAIN LINK FENCE  
NO SCALE

NOTES:  
1. GATE FRAME WORK TO BE 2" OD  
2. FRAME MEMBERS TO BE ASSEMBLED WITH CONTINUOUS WELDS  
3. TRUSS/BRACE RODS: 3/8" GALVANIZED, STEEL ROD, TIGHTENER AND CONNECTORS  
4. GATE ACCESSORIES PER MASTER HALCO, INC.  
5. SEE SPECIFICATIONS FOR DETAILS

NOTES:  
1. FOOTING WIDTH TO BE (4)X POST WIDTH.  
2. FABRIC SHALL BE 9 GAUGE, BLACK VINYL COATED, 2" MESH WITH KNUCKLED SELVAGE TOP AND BOTTOM. FABRIC TO BE ON OUTSIDE OF POSTS.  
3. SEE SPECIFICATIONS.

FABRIC, POSTS, CONNECTORS AND FITTINGS TO ALL BE BLACK VINYL COATED



	PROPOSED MANHOLE	 —	BOUNDARY/ROW/BLOCK LINE
	PROPOSED CATCH BASIN	 - - -	EASEMENT
	PROPOSED HYDRANT	 . . . . .	LOT LINE
	PROPOSED GATE VALVE	 - - - - -	BUILDING/PARKING SETBACK LINE
	PROPOSED FLARED END		SOIL BORING
	PROPOSED STORM SEWER		DRAINAGE ARROW
	PROPOSED SANITARY SEWER	 — W —	EXISTING WATERMAIN
	PROPOSED WATERMAIN	 — S —	EXISTING SANITARY SEWER
	PROPOSED CONCRETE	 — ST —	EXISTING STORM SEWER
	PROPOSED STD. DUTY BITUMINOUS	 — G —	EXISTING BURIED GAS LINE
	PROPOSED HEAVY DUTY BITUMINOUS	 — E —	EXISTING BURIED ELECTRIC LINE
 — 1050 —	PROPOSED CONTOUR	 — T —	EXISTING BURIED TELEPHONE LINE
 • 1023.54	PROPOSED ELEVATION	 — TV —	EXISTING BURIED TELEVISION LINE
 — □ —	SILT FENCE	 — 980 —	EXISTING CONTOUR
	INLET PROTECTION DEVICE	 x 995.50	EXISTING ELEVATION
 — . . . —	CONSTRUCTION LIMITS		



## **Required Findings**

**Part 1:** The following findings are necessary for approval of a PUD application (542.09 Subd. 3):

1. *The proposed development conforms to the goals and objectives of the City's Comprehensive Plan and any applicable redevelopment plans.* This requirement is met. The Comprehensive Plan guides this area for mixed use development. The proposed building and use would replace a bank building.
2. *The proposed development is designed in such a manner as to form a desirable and unified environment within its own boundaries.* This requirement is met. The proposed building has been designed to function in a substantially similar manner as the building it replaces, incorporating bus circulation into the existing Nicollet Avenue drive aisle shared with Hub Shopping Center.
3. *The development is in substantial conformance with the purpose and intent of the guiding district, and departures from the guiding district regulations are justified by the design of the development.* This requirement is met. The purpose of the guiding C-2 (General Commercial) District is to allow a wide variety of uses serving Richfield and the surrounding area. These uses are expected to be attractive in appearance from all sides and compatible with adjacent properties through compliance with the Performance Standards specified in Zoning Code Section 544.
4. *The development will not create an excessive burden on parks, schools, streets or other public facilities and utilities that serve or area proposed to serve the development.* The City's Public Works, Engineering and Recreation Departments have reviewed the proposal and do not anticipate any issues.
5. *The development will not have undue adverse impacts on neighboring properties.* No undue adverse impacts are anticipated.
6. *The terms and conditions proposed to maintain the integrity of the plan are sufficient to protect the public interest.* This requirement is met; appropriate stipulations have been incorporated into the final resolution.

**Part 2:** All uses are conditional uses in the PC-2 District. The findings necessary to issue a Conditional Use Permit (CUP) are as follows (547.09, Subd. 6):

1. *The proposed use is consistent with the goals, policies, and objectives of the City's Comprehensive Plan.* See above – Part 1, #1.
2. *The proposed use is consistent with the purposes of the Zoning Code and the purposes of the zoning district in which the applicant intends to locate the proposed use.* The purpose of the Zoning Code is to protect and promote the general welfare of the City. The proposal does not conflict with this purpose. The purpose of Planned Unit Developments is to provide an opportunity for innovative and creative development. The proposed building will replace an existing building within the PUD and does not conflict with this purpose.



3. *The proposed use is consistent with any officially adopted redevelopment plans or urban design guidelines.* The proposed use is similar to the previous use and is consistent with the previously adopted Planned Unit Development for this area.
4. *The proposed use is or will be in compliance with the performance standards specified in Section 544 of this code.* The proposed development is in substantial compliance with City performance standards, except the following deviations from requirements:
5. Parking requirements for a K-8 school are one space per employee, plus eight visitor spaces. 50 parking spaces are proposed on site. The applicant has indicated in the attached narrative that the projected staffing level will be 63 employees at the time of opening in fall of 2019, and could grow to a maximum of 75 employees by 2024. Parking requirements can be reduced by 10% at this location for proximity to frequent public transit service. The projected employee counts result in an initial requirement of 64 spaces, and 75 spaces at full capacity in 2024. The applicant's narrative states that the 50 spaces provided on-site will be sufficient for current staffing levels, and that they are working with Hub Shopping Center ownership to obtain a cross-access agreement to use surplus parking on the Hub site. A stipulation in the attached resolution requires the applicant to provide a minimum of 64 parking spaces (either through on-site construction, an agreement with adjacent property owners, or some combination thereof) prior to opening.

While the amount of open space and pervious area is increased, the proposal provides six fewer trees than required for a site of this size. This shortfall is due to preserving much of the existing parking lot in the northwest corner of the site as-is, and a desire to provide usable open space for play. Due to shared parking lot drive aisles with the abutting Hub Shopping Center, the property does not include landscaped areas along its western and southern perimeter. Hub Shopping Center itself is nonconforming in regards to parking lot landscaping standards.

6. *The proposed use will not have undue adverse impacts on governmental facilities, utilities, services, or existing or proposed improvements.* The City's Public Works and Engineering Departments have reviewed the proposal and do not anticipate any adverse impacts.
7. *The use will not have undue adverse impacts on the public health, safety, or welfare.* Adequate provisions have been made to protect the public health, safety and welfare.
8. *There is a public need for such use at the proposed location.* See above – Part 1, #1. Partnership Academy has been located in Richfield since 2002 and has sought to construct a new school facility for many years.
9. *The proposed use meets or will meet all the specific conditions set by this code for the granting of such conditional use permit.* This requirement is met.







PARTNERSHIP ACADEMY  
6500 NICOLLET  
RICHFIELD, MINNESOTA



616 677 6889 OFFICE  
616 613 2452 MOBILE  
RMD@RMDArchitects.net  
1744 MARINE ESTATES DR  
TALLMADGE TOWNSHIP, MI 49435

ISSUED FOR:

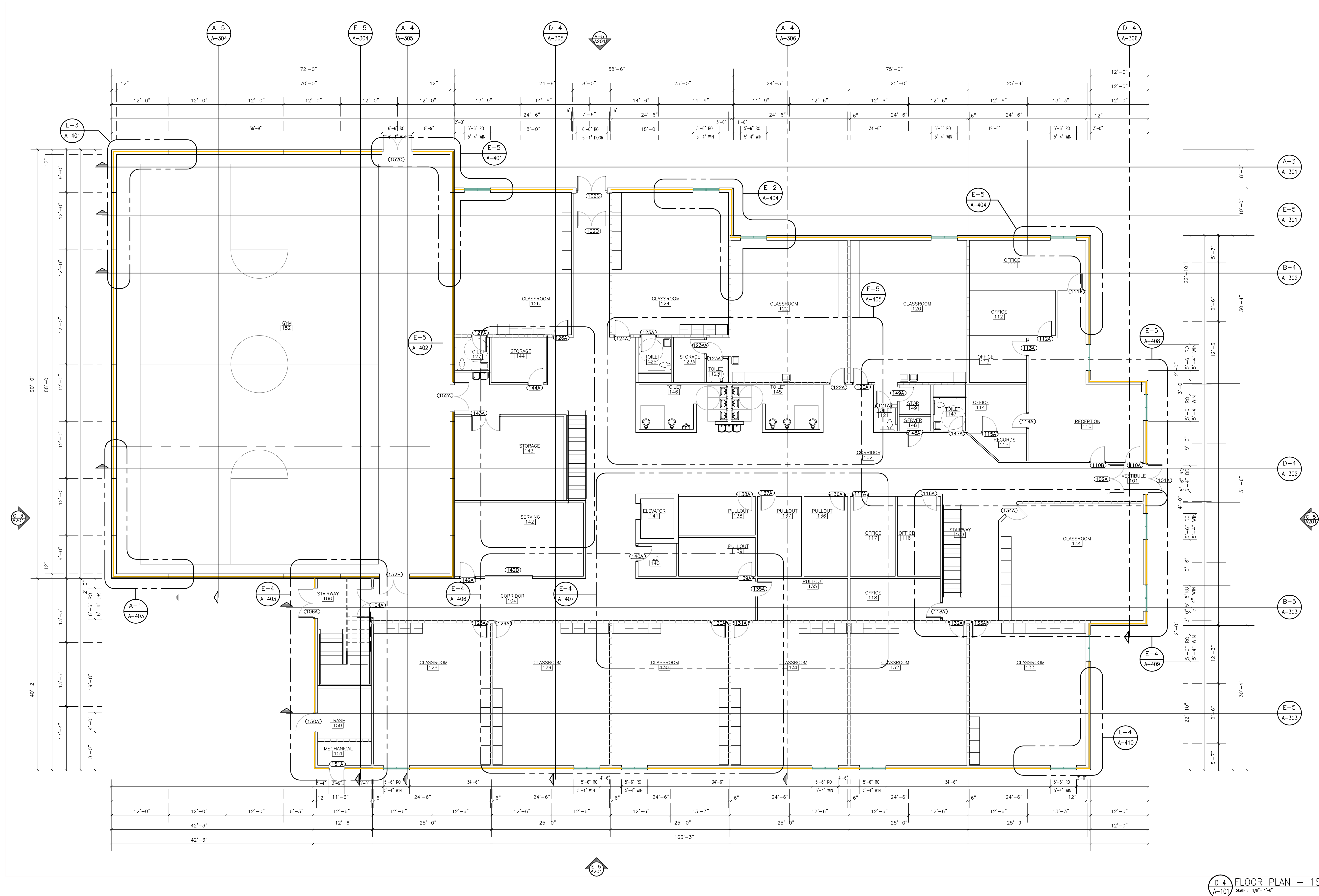
DATE:

ISSUED FOR:  
REVIEW  
50% REVIEW

DATE:  
11/10/17  
06/11/18

SEAL  
SHEET NAME

FLOOR PLAN - 1ST  
PROJECT NUMBER  
**PA12318**  
SHEET NUMBER  
**A-101**





PARTNERSHIP ACADEMY  
6500 NICOLLET  
RICHFIELD, MINNESOTA



616 677 5287 OFFICE  
616 813 2452 MOBILE  
RMD@RMDArchitects.net  
1744 MARINE ESTATES DR.  
TALLMADGE TOWNSHIP, MI 49435

ISSUED FOR:

DATE:

ISSUED FOR:  
REVIEW

DATE:  
11/10/17  
06/11/18

SEAL

SHEET NAME

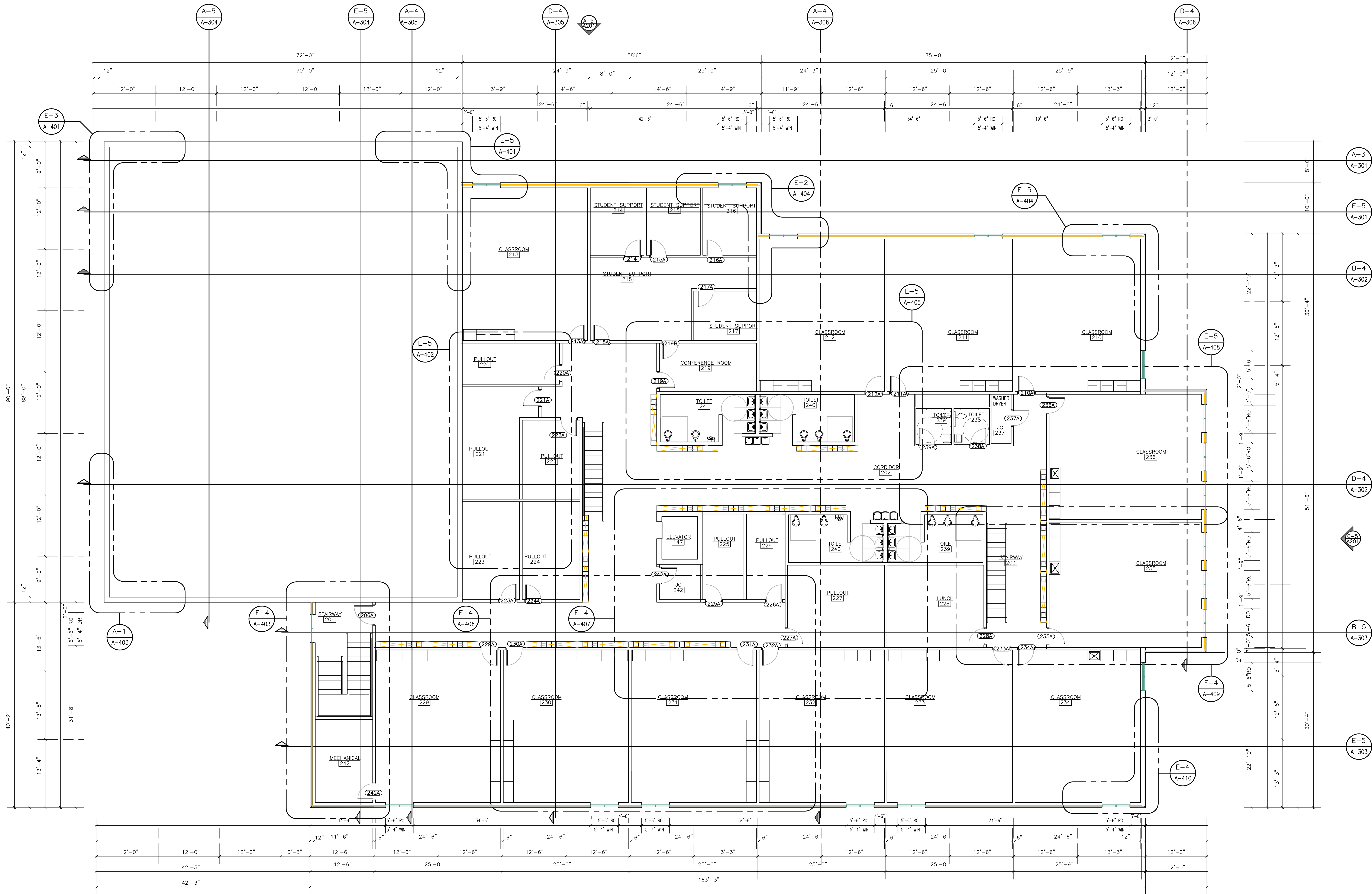
FLOOR PLAN - 2ND

PROJECT NUMBER

PA12318

SHEET NUMBER

A-102



FLOOR PLAN - 2ND  
SCALE: 1/8" = 1'-0"



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ISSUED FOR:

DATE:

ISSUED FOR:  
REVIEW  
50% REVIEW  
DATE:  
11/10/17  
06/11/18

SEAL

SHEET NAME

EXTERIOR ELEVATIONS

PROJECT NUMBER

PA12318

SHEET NUMBER

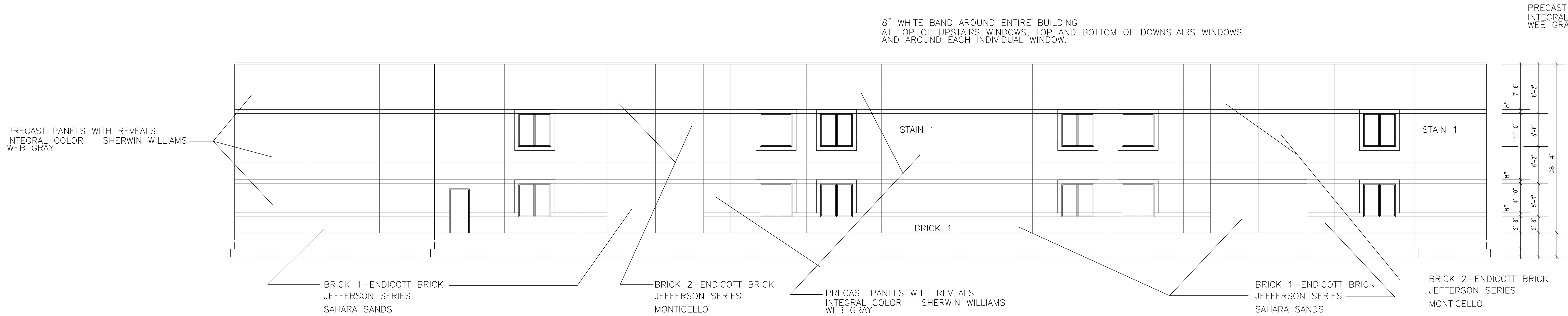
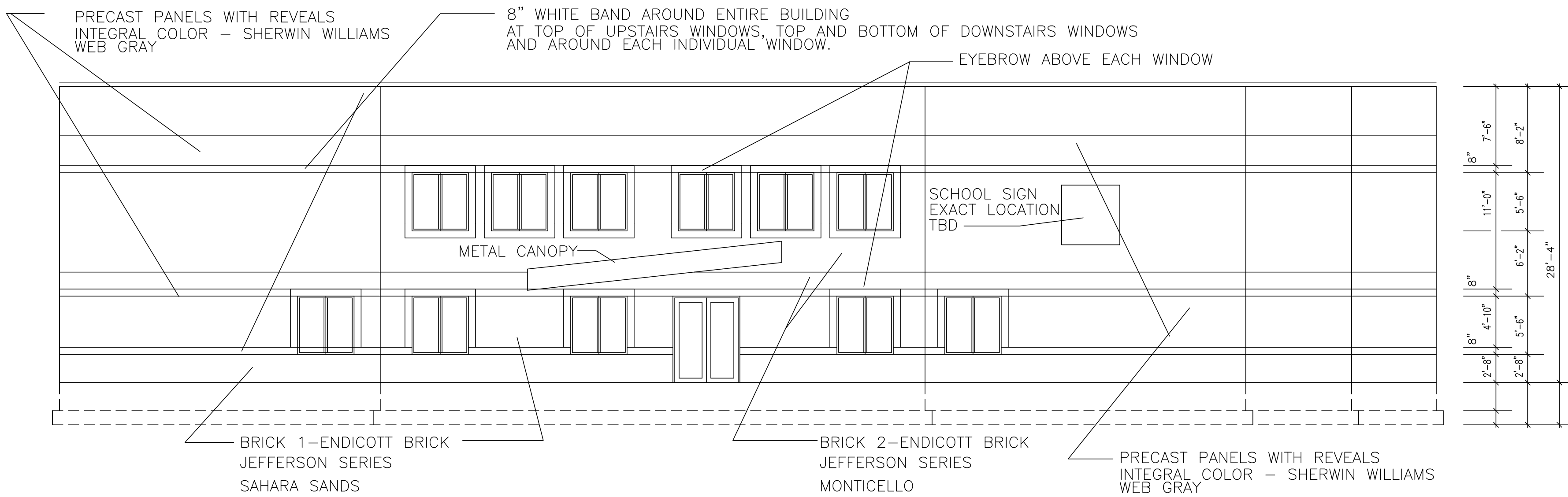
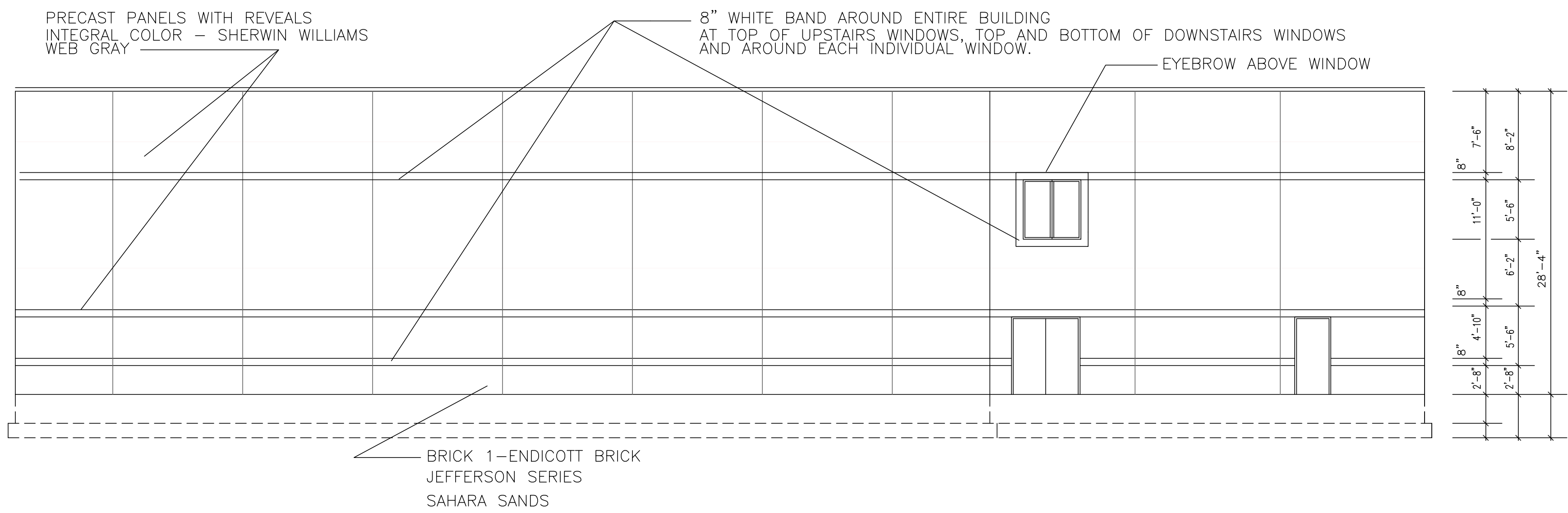
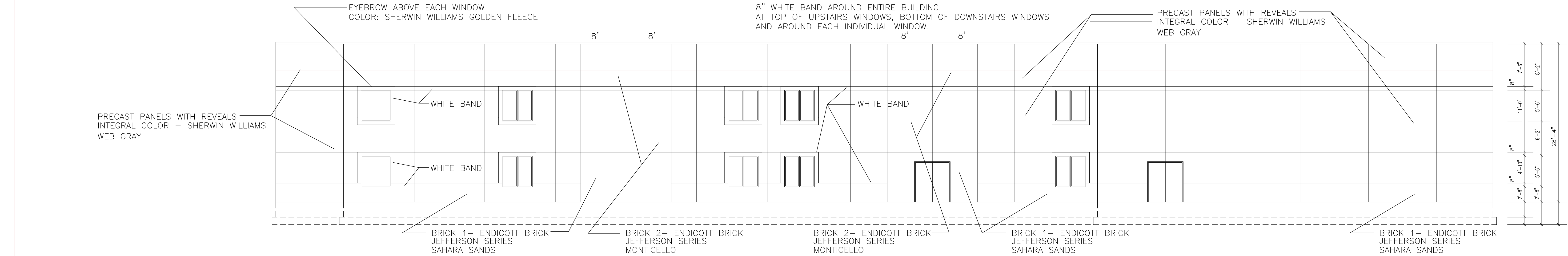
A-201

A-5  
A-101  
A-102  
EXTERIOR NORTH ELEVATIONS  
SCALE: 1/8"=1'-0"

C-5  
A-101  
A-102  
EXTERIOR EAST ELEVATION  
SCALE: 1/8"=1'-0"

E-5  
A-101  
A-102  
EXTERIOR SOUTH ELEVATION  
SCALE: 1/8"=1'-0"

C-3  
A-101  
A-102  
EXTERIOR WEST ELEVATION  
SCALE: 1/8"=1'-0"







June 11, 2018

Dear Melissa,

Attached are the final documents related to the expectations outlined in the Administrative Review Committee (ARC) Report dated May 11, 2018. Thank you to you and your team for working with us to make the needed changes in order meet the requirements and expectations outlined in the report.

Additionally, below I have included the specifics related to parking that was discussed last Friday, June 8, 2018 with Karl Jentoft and Ben Ford over the phone.

**Narrative regarding Staffing and Parking:**

***Staffing:***

*Partnership Academy currently has 57 full-time employees and 1 part-time employee. We anticipate we will have 63 employees when we open at 6500 Nicolette Avenue South in the fall of 2019. At full capacity, in 2024, we project we may have up to 75 employees.*

***Parking:***

*While we can accommodate all the required parking on our property, we prefer to build 50 parking spaces and use some of our current parking lot as a playground. We currently have 8-10 staff members who use public transportation and do not park a car at our facility. With the new location at 6500 Nicolette Avenue South, we anticipate this number will increase to about 15 due to the improved public transportation options in the area. We are also in discussions with Brixmor, the developer who owns the HUB, to obtain a cross parking agreement. They have been very supportive and we hope to have something in writing shortly. While they thought we may currently have a prescriptive right to park in the lot already, we have asked to obtain something in writing. If the 50 proposed parking spaces do not meet our needs and we are not able to find additional parking offsite, we are willing to create more parking spaces on our current lot.*

If there is anything further that we can provide regarding our development project please let me know.

Sincerely,

A handwritten signature in black ink that reads 'Lisa Hendricks'. The signature is written in a cursive, flowing style.

Lisa Hendricks  
Executive Director



## Project Narrative

Partnership Academy is a Preschool - 5<sup>th</sup> grade public charter school that has been operating in Richfield at the Church of the Assumption at 305 East 77th Street since 2002. Partnership Academy also operates a preschool program at a separate location in Minneapolis at 2539 Pleasant Avenue South due to limited space at its current site. Partnership Academy serves a total of 284 students from predominately low-income communities. Partnership Academy is currently in its sixteenth year of operation and is authorized by the Audubon Center of the North Woods.

Partnership Academy's current facility does not have the capacity to meet the needs of the preschool program and the growing Partnership Academy program. Additionally, the current space has very limited green and play space and students have been limited to a black top parking lot for play space. The existing facility also needs significant updates and improvements that the current landlord has been unwilling to pay for.

Partnership Academy, through the Partnership Academy Association Building Company, has been looking for a permanent home since 2007. Partnership Academy Association Building Company is under contract to purchase and develop the Bremmer Bank property located next to the HUB shopping center at 6500 Nicollet Avenue South to become the permanent campus for Partnership Academy. This site is affordable and works within the school's budget. Partnership Academy Association Building Company is planning to finance this project using tax exempt bonds with Piper Jaffray as its bond underwriter and hopes to close on the purchase by the end of June 2018. Development management and consulting is being provided by TenSquare.

The new facility will enable the Partnership Academy to consolidate its preschool program and elementary school into one facility. Additionally, the school plans to expand its program from 5<sup>th</sup> grade to 8<sup>th</sup> grade in order to meet the demands of current families. The school plans to add one grade level each school year, retaining current fifth graders for sixth grade in the 2018-2019 school year. By expanding organically to eighth grade, Partnership Academy projects a maximum enrollment of 470 students by the 2023-2024 school year.

The new facility will be located on a 1.8 acre site at 6500 Nicolette Avenue South in Richfield, Minnesota. The site is close to current Partnership Academy families, is close to a large city park, is easily accessible for families and provides adequate parking. Partnership Academy Building Corporation will demolish the existing building late this summer and plans to start construction early in the fall. The planned 40,022 square foot building will be new, ground up construction with 23 classrooms, 18 pullout spaces for small group learning, a 6,480 sf gymnasium, a serving kitchen, outdoor play space, associated office and administrative space, and restrooms.



Partnership Academy Association Building Corporation has engaged RMD Architects for initial architectural services. RMD has completed a conceptual site plan and conceptual drawings based on the programmatic and physical needs of Partnership Academy. RMD is currently developing full architectural plans for the Project that are scheduled to be completed by May 15, 2018. The Project is projected to begin construction by September 2018 and be completed by May 2019.

True to its namesake, Partnership Academy has built many strong community partnerships over the last sixteen years. Most notably in the last year, Partnership Academy:

- J Played a key role during the Seasons Park apartment transition to a new owner, Aeon, last fall
- J In partnership with the City and other community organizations, Partnership Academy held several listening sessions at the school for current residents regarding the Seasons Park sale
- J Assisted City Council Woman Maria Regan Gonzalez with organizing a bus tour and site visit to some of Aeon's other properties for current residents to become more familiar with the new owner's rental properties
- J Provided several bilingual staff to provide support to residents at Season's Park/Aeon during the transition process
- J Partnered with the City of Richfield Park and Recreation Department and Recreation Services Director Jim Topitzhofer to secure the US Bank Places to Play grant in the amount of \$38,000 to support the completion of the Richfield Community Band Shell at Veteran's Park

Partnership Academy believes this project is a great opportunity to meet the needs of its current students and allows the school to meet the demands for growth from its stakeholders. Additionally, the project will be an opportunity to bring new families into the city and the projected growth plans will provide additional jobs and resources to the community. Some of these resources include: ESL classes for adults, La Red Childcare Network training, healthy living classes with Fairview Southdale Hospital, University of Minnesota, CLUES and continued community service partnerships with City of Richfield officials.

This project is a great fit for Partnership Academy and will greatly benefit the overall Richfield Community.



## Email from Brixmor (Hub ownership)

**From:** Ken Erickson <[Ken.Erickson@brixmor.com](mailto:Ken.Erickson@brixmor.com)>  
**Sent:** Tuesday, June 12, 2018 3:57 PM  
**To:** Karl Jentoft <[karl@thetensquaregroup.com](mailto:karl@thetensquaregroup.com)>  
**Subject:** Partnership Academy, Richfield, MN

Mr. Jentoft:

We are in receipt of your plans for the proposed Partnership Academy Association at [6500 Nicollet Avenue South, Richfield, Minnesota](#).

As you are aware, we own the immediately adjacent shopping center known as “The Hub”. As we discussed, Brixmor is evaluating a redevelopment of the The Hub. Such redevelopment will be a long term, multi-phased development.

The reason for this email is to let Partnership Academy know we look forward to being their neighbors and look forward to working with you in the future. Brixmor realizes that we both synergistically utilize a shared ingress/egress drive and that cross-parking occurs between our respective properties without a formal cross-access & parking agreement.

We foresee no reason that such activity cannot continue to occur temporarily until such time we formalize an agreement in the future.

Any questions, please do not hesitate to call.

**Ken Erickson**  
*VP, Re/Development*  
Direct (847) 562-4101 Cell (224) 651-4725



# Surrounding Zoning and Comprehensive Plan



I:\GIS\Community Development\Staff\Planning Tech\Projects\6500 Nicollet Ave - Z.mxd





**STAFF REPORT NO. 127**  
**CITY COUNCIL MEETING**  
**7/24/2018**

REPORT PREPARED BY: Jared Voto, Executive Aide/Analyst

DEPARTMENT DIRECTOR REVIEW: Steven L. Devich, City Manager  
7/18/2018

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Steven L. Devich, City Manager  
7/18/2018

**ITEM FOR COUNCIL CONSIDERATION:**

**Consideration of the appointments of two adult members to the Human Rights Commission.**

**EXECUTIVE SUMMARY:**

On July 10, a commissioner on the Human Rights Commission submitted their resignation from the Commission due to a change in employment and inability to attend Commission meetings.

During the December 2017/January 2018 recruitment period for the advisory commissions, four residents submitted applications and listed a preference for the Human Rights Commission, but were not selected for appointment to a commission. Staff emailed these applicants asking if they were still interested in serving on the Commission and all four applicants stated they were still interested in serving. A City Council work session was held earlier tonight to review the applications and discuss appointment of an applicant.

**RECOMMENDED ACTION:**

**By motion: Appoint two persons to the Human Rights Commission with a term expiring on January 31, 2019, and January 31, 2020.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

- This information is contained in the Executive Summary.

**B. POLICIES (resolutions, ordinances, regulations, statutes, etc):**

- City advisory commissions were established by City ordinance or resolution.
- These terms are less than one and one half years, so they are not considered a full term and do not apply to the three term limit (City Code Section 305.01, subd. 3.).

**C. CRITICAL TIMING ISSUES:**

- Appointment should be made at the July 24, 2018, City Council meeting so the new member may participate at the next commission meeting.

**D. FINANCIAL IMPACT:**

- N/A

**E. LEGAL CONSIDERATION:**



- None

**ALTERNATIVE RECOMMENDATION(S):**

- None

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

None