



**REGULAR CITY COUNCIL MEETING  
RICHFIELD MUNICIPAL CENTER, COUNCIL CHAMBERS  
JANUARY 9, 2024  
7:00 PM**

**INTRODUCTORY PROCEEDINGS**

Call to order

Pledge of Allegiance

Open forum

***Call into the open forum by dialing 1-415-655-0001 Use webinar access code: 2631 556 1505 and password: 1234.***

***Please refer to the Council Agenda & Minutes web page for additional ways to submit comments.***

Approval of the Minutes of the (1) City Council Work Session of December 12, 2023; and (2) City Council Regular Meeting of December 12, 2023.

**AGENDA APPROVAL**

1. Approval of the Agenda
2. **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. Consider approval to designate an Acting City Manager for 2024.  
Staff Report No. 01
  - B. Consider the designation of a Mayor Pro Tempore for 2024.  
Staff Report No. 02
  - C. Consider representatives to serve as the 2024 liaisons to various local, regional and state organizations, and City boards and commissions.  
Staff Report No. 03
  - D. Consider adoption of a resolution granting an extension of land use approvals for a planned unit development at 101 - 66th Street East.  
Staff Report No. 04
  - E. Consider approval for a Temporary On-Sale Intoxicating Liquor license for the Blessed Trinity Catholic School, located at St. Richard's Catholic Church, 7540 Penn Avenue South, for their 2024 Sno\*ball Dance taking place February 3, 2024.

Staff Report No. 05

- F. Consider the approval of an agreement allowing Richfield Department of Public Safety to accept grant monies from the U.S. Department of Justice, Office of Justice Programs, the Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

Staff Report No. 06

- G. Consider the approval of the Response Sustainability grant. This new grant is awarded to public health departments and tribal health agencies via the Minnesota Department of Health (MDH) based on funding provided by the Minnesota State Legislature.

Staff Report No. 07

- H. Consider a resolution designating an official newspaper for 2024.

Staff Report No. 08

- I. Consider resolutions designating official depositories for the City of Richfield for 2024, including the approval of collateral.

Staff Report No. 09

- J. Consider approval of the purchase of eleven (11) Ford SUV Police Interceptor vehicles for Public Safety from McGovern Municipal Headquarters for \$498,743.85 plus destination, tax, title, and license fees and authorize the City Manager to approve contract changes up to \$175,000 without further City Council consideration.

Staff Report No. 10

- 3. Consideration of items, if any, removed from Consent Calendar

**OTHER BUSINESS**

- 4. Consider the adoption of the City's legislative priorities for 2024.

Staff Report No. 11

**CITY MANAGER'S REPORT**

- 5. City Manager's Report

**CLAIMS AND PAYROLLS**

- 6. Claims and Payroll

**COUNCIL DISCUSSION**

- 7. Hats Off to Hometown Hits

- 8. 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 612-861-9739.**



# CITY COUNCIL MEETING MINUTES

## Richfield, Minnesota

### City Council Work Session

## December 12, 2023

#### CALL TO ORDER

Mayor Supple called the work session to order at 5:30 p.m. in the Bartholomew Room.

*Council Members Present:* Mary Supple, Mayor; Sean Hayford Oleary; Ben Whalen, Simon Trautmann; and Sharon Christensen

*Staff Present:* Katie Rodriguez, City Manager; Chris Swanson, Management Analyst; Dustin Leslie, City Clerk; Jay Henthorne, Police Chief; Karl Huemiller, Recreation Services Director; Mike Dobesh, Fire Chief; Melissa Poehlman, Community Development Director; Sack Thongvanh, Assistant City Manager; Rachel Lindholm, Sustainability Specialist; Kristin Asher, Public Works Director; Joe Powers, City Engineer; and Paul Smithson, Woodlake Nature Center Manager.

<b>ITEM #1</b>	<b>WOOD LAKE BUILDING PROJECT UPDATE AND TIMELINE</b>
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Director Huemiller introduced the topic and Manager Smithson to the Council.

Woodlake Nature Center Manager Smithson gave the presentation including the history of the Woodlake Nature Center, the history of the project, an overview of HGA, next steps in the process, construction manager at risk overview, timeline of events, and community engagement.

Council Member Whalen asked if trails around the nature center would also be approved. Director Huemiller confirmed there would be trail improvements.

There was a discussion about what the Local Sales Tax would be able to cover if it were approved. Management Analyst Swanson noted there is a lot of flexibility in the Local Sales Tax funds.

Council Member Hayford Oleary spoke about neighborhoods being cut off from the nature center area and asked staff to look at different options for accessible entrances.

Council Member Hayford Oleary asked if there was any private funding. Program Manager Smithson spoke about donations and volunteer groups.

Council Member Whalen asked who would be leading the Local Sales Tax education campaign. City Manager Rodriguez stated there was no formal group yet, but some community members have shown interest.

Council Member Trautman spoke about how the whole community would need to be engaged in the process. Recreation Director Huemiller spoke about outreach campaign strategies.

Council Member Whalen spoke about the need to reach out to kids and teens since they would be big users of the nature center. City Manager Rodriguez spoke about getting the schools involved in student feedback.

<b>ITEM #2</b>	<b>CONSIDER THE CITY'S PROPOSED LEGISLATIVE PRIORITIES FOR 2024</b>
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City Manager Rodriguez introduced the topic and spoke about 2023 legislative successes as well as the top 2024 legislative priorities.

Director Asher spoke about the Nicollet Avenue bonding request as well as the supporting limits on local contributions and ownership of county and state projects.

Council Member Hayford Oleary stated it seemed like an uphill battle on limiting local contributions for it to be a top priority. City Manager Rodriguez spoke about the importance of educating on the topic now and the difficulties of cost shares rolling down to the cities who struggle with keeping up the on the additional burden.

Fire Chief Dobesh spoke about support for local control of emergency medical services.

Assistant City Manager Thongvanh spoke about legislative priorities for Administrative Services.

There was a conversation between the Council and staff about taxing streaming services for fiber use.

Director Poehlman spoke about legislative priorities in the Community Development Department.

Council Member Whalen spoke about the importance of supporting Housing Infrastructure Bonds and other financing capital for affordable housing. He also spoke about the importance of getting clarifications regarding comprehensive plans.

Council Member Hayford spoke about not being comfortable with supporting legislation to allow two-family and accessory dwelling units by-right but retain local autonomy in the development and approval of official controls. Council Member Whalen asked what happens if the full council did not fully agree on a priority. City Manager Rodriguez spoke about the priority vetting process.

City Manager Rodriguez spoke about the Finance Department's legislative priorities.

Fire Chief Dobesh spoke about the Fire Department's legislative priorities.

Police Chief Henthorne spoke about public safety legislative priorities.

Council Member Whalen and Chief Henthorne discussed the support of an update to state statute on use of reasonable force by SROs. Police Chief Henthorne spoke about what the update would entail.

Director Asher spoke about Public Works legislative priorities.

Director Huemiller spoke about Recreation and Sustainability priorities.

Council Member Whalen asked staff to look at language around connecting people more sustainability funding from the state and federal government.

City Manager Rodriguez summarized the discussions.

<b>ADJOURNMENT</b>
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Mayor Supple adjourned the work session at 6:55 pm.

Date Approved: January 9, 2024

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Mary B. Supple  
Mayor

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Dustin Leslie  
City Clerk

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Katie Rodriguez  
City Manager



# CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

## Regular Council Meeting

December 12, 2023

### CALL TO ORDER

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

*Council Members Present:* Mary Supple, Mayor; Sharon Christensen; Simon Trautmann; Sean Hayford Oleary; and Ben Whalen

*Staff Present:* Katie Rodriguez, City Manager; Mary Tietjen, City Attorney; Jay Henthorne, Public Safety Director/Police Chief; Jennifer Anderson, Health Administrator; Karl Huemiller, Recreation Services Director; Chris Swanson, Management Analyst; and Dustin Leslie, City Clerk

*Others Present:* BJ Skoog, Richfield Leadership Network

### PLEDGE OF ALLEGIANCE

Mayor Supple led the Pledge of Allegiance.

### OPEN FORUM

Mayor Supple reviewed the options to participate:

- Participate live by calling 1-415-655-0001 during the open forum portion
- Call prior to meeting 612-861-9711
- Email prior to meeting [kwynn@richfieldmn.gov](mailto:kwynn@richfieldmn.gov)

There were no participants.

### APPROVAL OF MINUTES

M/Trautmann, S/Christensen to approve the minutes of the: (1) City Council Work Session of November 28, 2023; (2) Special City Council Meeting of November 28, 2023; (3) Regular City Council Meeting of November 28, 2023.

Motion carried: 5-0

### ITEM #1

### APPROVAL OF THE AGENDA

M/Hayford Oleary, S/Whalen to approve the agenda.

Motion carried: 5-0

<b>RE-OPEN OPEN FORUM</b>
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Mayor Supple re-opened the Open Forum.

City Manager Rodriguez read a written statement from Henrik Kowalkowski, 6721 Lakeview Avenue, stating he was a relatively new City resident. He stated he was attracted to the city by its great pedestrian cycling and automotive infrastructure. He urged the Council to support lowered speed limits both in the Citywide proposal and the 30-mph zone on 77<sup>th</sup> street as he believed this would help all three modes of transportation (walking, biking, vehicle). He indicated he enjoyed walking and biking around the city, but there were a few streets such as 77<sup>th</sup> Street which made him uncomfortable.

Brendan Kennealy, 7114 Columbus Avenue, stated he was a resident and Planning Commission member, and he expressed support for the lower speeds in the city, specifically for setting 77<sup>th</sup> Street at 30 mph.

<b>ITEM #2</b>	<b>PRESENTATION OF EDWINA GARCIA COMMUNITY BUILDER AWARD AND PROCLAMATION TO BJ SKOOG</b>
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Mayor Supple invited BJ Skoog to accept the proclamation and read aloud the proclamation.

Mr. Skoog thanked the Mayor, Council Members, city staff, and Miss Garcia for the legacy she left for the city.

Council Member Trautmann stated Mr. Skoog had impacted generations in the city. He thanked Mr. Skoog for his service to the city.

Council Member Whalen thanked Mr. Skoog for his leadership in the city.

Mayor Supple stated Mr. Skoog had been an inspiration to all of them and thanked him for everything he had done for the city.

<b>ITEM #3</b>	<b>CONSENT CALENDAR</b>
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City Manager Rodriguez presented the consent calendar.

- A. Consider the approval of the renewal of the 2024 licenses for On-Sale Intoxicating, Club, Wine, and 3.2 Percent Malt Liquor Licenses (Staff Report No. 165)

On-Sale Intoxicating/Club/Sunday License Holders

El Tejaban

Fireside Foundry

Frenchman's Pub

Giordano's

Los Sanchez Taqueria  
 Lyndale Smokehouse  
 Pizza Luce  
 Protagonist Kitchen and Bar  
 V.F.W. (Club)

On-Sale Wine, On-Sale 3.2 Percent License Holders

Davanni's  
 Joy's Pattaya  
 Kataki  
 My Burger  
 Patrick's Bakery  
 Red Pepper  
 Sandy's Tavern  
 Toma Mojo Grill

- B. Consider approving the renewals of the 2024 licenses for Off-Sale 3.2 Percent Malt Liquor and Secondhand Goods Dealers doing business in Richfield (Staff Report No. 166)

Secondhand Goods Dealers

GameStop  
 Wedding Day Diamonds

Licenses to sell 3.2 Percent Malt Liquor – OFF SALE

Assal/Winer Gas/Pump N Munch  
 La Vaquita 2  
 La Vaquita Short Stop  
 Portland Food Mart  
 Target Corporation

- C. Consider the adoption of a resolution accepting grants and donations received by the Richfield Recreation Services and Community Development Department in 2023 and authorize staff to administer the funds in accordance with any applicable grant agreements and terms prescribed by donors (Staff Report No. 167)

**RESOLUTION NO. 12156**

**RESOLUTION AUTHORIZING ACCEPTANCE OF GRANTS RECEIVED BY THE CITY OF RICHFIELD-RECREATION SERVICES AND COMMUNITY DEVELOPMENT DEPARTMENTS AND TO AUTHORIZE THE CITY TO ADMINISTER THE FUNDS IN ACCORDANCE WITH GRANT AGREEMENTS AND TERMS PRESCRIBED BY DONORS**

- D. Consider the approval of a resolution establishing a new Special Revenue Fund to track receipt and spending of one-time public safety aid included in 2023 MN State omnibus tax bill (Staff Report No. 168)

**RESOLUTION NO. 12157**

**RESOLUTION AUTHORIZING ESTABLISHMENT OF NEW SPECIAL REVENUE FUNDS TO TRACK STATE PUBLIC SAFETY AID FUNDS**

- E. Consider approval of a resolution establishing a Street Light User Fee Fund to track operations of the street lighting system (Staff Report No. 169)

**RESOLUTION NO. 12158**

**RESOLUTION AUTHORIZING ESTABLISHMENT OF NEW SPECIAL REVENUE FUNDS TO TRACK OPERATION OF STREET LIGHTING SYSTEM**

- F. Consider approval of the Covid-19 Response Services Agreement first amendment with the City of Bloomington (Staff Report No. 170)
- G. Consider the approval of a fourth amendment to the agreement with the City of Bloomington for the provision of public health services for the City of Richfield for 2024 (Staff Report No. 171)
- H. Consider the approval of a resolution of opposition of proposed legislation HR 2557 ("American Broadband Act of 2023") that would limit cities' rights-of-way compensation and management authority, zoning powers, cable franchising authority, and property rights and would provide broadband providers an unprecedented access to state and local public property without any requirements to serve "unserved" and "underserved" community members. (Staff Report No. 172)

#### **RESOLUTION NO. 12159**

#### **RESOLUTION OPPOSING H.R. 3557, THE AMERICAN BROADBAND ACT OF 2023**

- I. Consider approval of a contract with Flock Safety and the Richfield Department for Public Safety for the Implementation of cameras throughout the City. (Staff Report No. 173)
- J. Consider approval of a contract renewal with Adesa Minneapolis for 2023-2024 for auctioning forfeited vehicles from Public Safety/Police. (Staff Report No. 174)
- K. Consider the adoption of a resolution authorizing Richfield Public Safety/Police Department to accept donations from the listed agencies, businesses, and private individuals for designated uses. (Staff Report No. 175)

#### **RESOLUTION NO. 12160**

#### **RESOLUTION AUTHORIZING RICHFIELD PUBLIC SAFETY/POLICE DEPARTMENT TO ACCEPT DONATIONS FROM THE LISTED AGENCIES, BUSINESSES, AND PRIVATE INDIVIDUALS FOR DESIGNED USES**

M/Trautmann, S/Whalen to approve the consent calendar.

Mayor Supple thanked everyone who has made donations. She thanked staff for coming up with a more efficient way to renew all the licenses.

Motion carried: 5-0

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

<b>ITEM #5</b>	<b>PUBLIC HEARING AND CONSIDER TO APPROVE THE RENEWAL OF 2024 PAWNBROKER AND SECONDHAND GOODS DEALER LICENSES FOR METRO PAWN &amp; GUN, INC., 7529 LYNDALE AVENUE SOUTH (STAFF REPORT NO. 176)</b>
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Christensen presented Staff Report 176 and opened the public hearing.

John Coons, Manager at Metro Pawn, stated he didn't have any questions but was present in the event Council did.

M/Christensen, S/Trautmann to close the public hearing.

Motion carried: 5-0

M/Christensen, S/Trautmann to approve the renewal of 2024 Pawnbroker and Secondhand Goods Dealer licenses for Metro Pawn & Gun, Inc., 7529 Lyndale Avenue South.

Council Member Trautmann thanked him for coming in.

Mayor Supple thanked him for cooperating with the City's Public Safety Departments. She noted Metro Pawn had a good reputation and she appreciated that.

Motion carried: 5-0.

<b>ITEM #6</b>	<b>CONSIDER CONFIRMATION OF THE APPOINTMENT OF KARL HEUMILLER AS RECREATION SERVICES DIRECTOR FOR THE CITY OF RICHFIELD (STAFF REPORT NO. 183)</b>
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Council Member Whalen presented Staff Report 193.

City Manager Rodriguez noted this was a very competitive process which involved ten staff people on the panels, and she felt confident in her recommendation of Mr. Heumiller.

M/Whalen, S/Hayford Oleary to confirm the appointment of Karl Heumiller as the Recreation Services Director for the City of Richfield.

Motion carried: 5-0

<b>ITEM #7</b>	<b>CONSIDER APPROVAL OF AN AGREEMENT BETWEEN THE CITY OF RICHFIELD AND HGA FOR PROFESSIONAL SERVICES IN THE DESIGN OF WOOD LAKE NATURE CENTER (STAFF REPORT NO. 177)</b>
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Trautmann presented Staff Report 177 and opened the public hearing.

M/Trautmann, S/Hayford Oleary to authorize the Mayor and City Manager to finalize and execute a contract in the amount of \$1,685,296 between the City of Richfield and HGA to perform professional services in the design and construction administration of a new building for Wood Lake Nature Center and authorize the City Manager to approve contract changes up to \$175,000 without further City Council consideration.

Motion carried: 5-0

ITEM #8	<b>CONSIDER APPROVAL OF A SECOND READING OF AN ORDINANCE AMENDING SECTION 2305 OF THE RICHFIELD CITY CODE, AUTHORIZING THE CITY ENGINEER TO SET SPEED LIMITS ON MUNICIPAL ROADWAYS (STAFF REPORT NO. 178)</b>
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Hayford Oleary presented Staff Report 178.

M/Hayford Oleary, S/Whalen to approve the second reading of an ordinance amending Section 1305 of the Richfield City Code, authorizing the City Engineer to set speed limits on municipal roadways.

#### **BILL NO. 2023-18**

#### **AN ORDINANCE AMENDING CHAPTER XIII OF THE RICHFIELD CODE OF ORDINANCES PERTAINING TO PARKING AND TRAFFIC**

Council Member Whalen stated the speed limit in the city would be 25 mph nearly everywhere, except for the north/south roads of Penn, Nicollet, and Portland as well as the east/west roads of 66 and 77 on the east side, and then up to 76.

Council Member Hayford Oleary stated the speed on the County Roads were not being changed with this Ordinance. He indicated he supported this Ordinance, and he thanked staff for spending too much time on this.

Council Member Trautmann stated this was a good policy and it was a big deal for parents who were raising children in the City. He indicated this would create a safer enforcement for the children, senior citizens, and for people who move slower. He stated this does not inconvenience residents either and he supported the Ordinance.

Mayor Supple stated she was struggling with the speed for 76 to 77<sup>th</sup>, so she reached out to people who lived along 77<sup>th</sup> Street as they were the most impacted to get some feedback. She indicated most of the residents agreed that 40 mph was way too fast, and this recommendation would drop that speed which the residents were happy about. She indicated those residents were supportive of lowering the speed limits across the city. She stated an educational campaign was going to be critical to avoid enforcement issues. She indicated she had received a lot of questions about how people would be educated regarding the new speed limits. She stated the residents wanted to make sure the city was monitoring all of this so there were no unintended consequences.

Motion carried: 5-0

ITEM #9	<b>CONSIDER A SECOND READING AND SUMMARY PUBLICATION OF AN ORDINANCE AMENDMENT TO ALLOW MICRO UNITS AS AN ACCESSORY USE TO APPROVED RELIGIOUS INSTITUTIONS (STAFF REPORT NO. 179)</b>
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Trautmann presented Staff Report 179.

M/Trautmann, S/Christensen to approve the second reading of an ordinance amendment to allow micro units as an accessory use to approved religious institutions, and approve a resolution authorizing summary publication of said ordinance.

**BILL NO. \_\_\_\_****AN ORDINANCE AMENDMENT MODIFYING VARIOUS SECIONTS OF THE ZONING CODE IN  
RELATION TO “SACRED COMMUNITIES”**

Council Member Hayford Oleary stated there was no value in opposing this as the State would force the city to do it anyway, even though he believed there were better ways for Richfield to address affordable housing but he would support this as that is what the State had told the City to do.

Mayor Supple asked what would happen if the State Statutes changed. Attorney Tietjen responded the way this was written was that if the Statute were changed or repealed, staff would go back and either make the changes to the City's Ordinance or it would no longer be allowed if it were repealed.

Mayor Supple agreed with Council Member Hayford Oleary and there was no point in opposing this or having a public hearing if the City had no authority to change anything, which she did not think was a good thing to do.

Motion carried: 5-0

<b>ITEM #10</b>	<b>CONSIDER ADOPTION OF A RESOLUTION RESCINDING THE DESIGNATION OF LYNDALE AVENUE FROM 62<sup>ND</sup> STREET TO 77<sup>TH</sup> STREET AS AN “URBAN DISTRICT” PURSUANT TO MINNESOTA STATUTES, SECTION 169, EFFECTIVE JUNE 15, 2024 (STAFF REPORT NO. 180)</b>
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Council Member Christensen presented Staff Report 180.

M/Christensen, S/Hayford Oleary to adopt the resolution rescinding the designation of Lyndale Avenue from 62<sup>nd</sup> Street to 77<sup>th</sup> Street as an “urban district” pursuant to Minnesota Statutes, Section 169.14, effective June 15, 2024.

**RESOLUTION NO. 12161****RESOLUTION RESCINDING RESOLUTION NO. 11750 WHICH DESIGNATED LYNDALE  
AVENUE FROM 62<sup>ND</sup> STREET TO 77<sup>TH</sup> STREET AS AN URBAN DISTRICT EFFECTIVE JUNE 15,  
2024.**

Council Member Whalen asked why June 15 was chosen as the date for the new rules to go into effect. Director Asher stated that date was chosen so staff to make all the speed limit changes at the same time.

Engineer Powers explained the reasoning including it would be more consistent and a better public education policy to set all the speeds and change everything at the same time. He indicated June 15 was chosen to allow staff the time to roll out the public education campaign as well as obtaining all the physical materials needed to change out the signage and changing traffic signal timing.

Council Member Hayford Oleary asked if the signs would be put up on June 15 and be ready to be enforced. Engineer Powers noted the plan was to roll out signage over a few weeks, but they would be enforced starting June 15.

Council Member Hayford Oleary stated this was a good direction to go and he was in support of it.

Motion carried: 5-0

ITEM #11	<b>CONSIDER ALTERNATIVE TO THE STAFF RECOMMENDATION TO SET THE SPEED LIMIT ON 76<sup>TH</sup> AND 77<sup>TH</sup> STREETS TO 35 MILES PER HOUR AND ADOPT A RESOLUTION DESIGNATING 76<sup>TH</sup> STREET FROM XERXES AVENUE TO 77<sup>TH</sup> STREET AND 77<sup>TH</sup> STREET FROM 76<sup>TH</sup> STREET TO HIGHWAY 77 AN “URBAN DISTRICT” PURSUANT TO MINNESOTA STATUTES, SECTION 169.14, AND SET THE SPEED LIMIT AT 30 MILES PER HOUR EFFECTIVE JUNE 15, 2024. (STAFF REPORT NO. 182)</b>
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Council Member Whalen presented Staff Report 182.

M/Whalen, S/Hayford Oleary to approve resolution designating 76<sup>th</sup> Street from Xerxes Avenue to 77<sup>th</sup> Street and 77<sup>th</sup> Street from 76<sup>th</sup> Street to Highway 77 an “urban district” pursuant to Minnesota Statutes, Section 169.14, and set the speed limit at 30 miles per hour effective June 15, 2024.

#### **RESOLUTION NO. 12170**

#### **RESOLUTION AUTHORIZING THE DESIGNATION OF 76<sup>TH</sup> STREET FROM XERXES AVENUE TO 77<sup>TH</sup> STREET AND 77<sup>TH</sup> STREET FROM 76<sup>TH</sup> STREET TO HIGHWAY 77 AS AN URBAN DISTRICT AND ORDERING INSTALLATION OF 30MPH SPEED LIMIT SIGNS ALONG THE CORRIDOR IN THE CITY OF RICHFIELD EFFECTIVE JUNE 15, 2024**

Council Member Hayford Oleary thanked staff for their work on this and was in support of the change. He acknowledged more work needed to be done, but he believed this was a good first step. He believed the east end of the city needed the same consideration.

Council Member Trautmann talked about Council Member Hayford Oleary’s commendation. He noted it was a profound injustice the way the city had been constructed and the highways had been built the way that were. He believed by lowering the speed limit, it would make the city more livable, and he was eager for the communication part of this. He stated he would be supporting it.

Council Member Whalen echoed what had been said. He indicated he was not sure the east side of 77 would be a strong choice for bike riding, but there were a lot of people who walked along 77<sup>th</sup> Street and he agreed there was more to be done for safety. He believed this was the right step.

Council Member Trautmann noted by lowering the speed limit, this was adding years to children’s independent play by making the roads slower and safer.

Mayor Supple stated she had been struggling with this. She agreed mistakes had been made with the initial road construction, but she wanted to be careful about unintended consequences. She indicated when she had spoken with people in the area, they were happy with 35 or 30 mph, and she personally would like to go with 35 mph. She asked staff monitor this for unintended consequences and make sure it was done correctly. She understood she was going to be outvoted on this but still noted she would prefer a speed limit of 35 mph.

Mayor Supple stated if all the Council Members voted yes to this, the speed limit would be 30 mph, but if they voted no, then it would go back to the previous staff recommendation (35 mph).

Motion carried: 4-1 (Supple).

<b>ITEM #12</b>	<b>CONSIDER RESOLUTIONS APPROVING THE 2023 REVISED/2024 PROPOSED BUDGETS, TAX LEVY, AND RELATED RESOLUTIONS (STAFF REPORT NO. 182)</b>
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Hayford Oleary presented Staff Report 182.

City Manager Rodriguez stated the budget process was a long process and a lot of discussions had been had. She presented a few highlights from the Truth in Taxation meeting. She indicated local government aid helped to keep the levy increases lower than other cities with a 5.8 percent increase. She thanked Finance Director Verma, the department heads, and staff for their work on the budget. She thanked the Council and the community for their review, questions, and guidance on the budget.

M/Hayford Oleary, S/Whalen to approve resolution Authorizing Revision of 2023 Budget of Various Departments and approve resolution adopting a budget and tax levy for the year 2024.

### **RESOLUTION NO. 12163**

#### **RESOLUTION AUTHORIZING BUDGET REVISIONS**

Council Member Whalen stated he did not think the city should apologize for investing in important things. He acknowledged people were not excited about their taxes going up, but there were many challenges the City faced. He highlighted some of the programs and things the city invested in over the year.

Council Member Hayford Oleary stated he was grateful to the taxpayers for funding and the most important goal was funding the City appropriately. He indicated he supported the budgets. He thanked Director Verma and her department for their work on this.

Council Member Trautmann stated he was proud of the infrastructure investments the city had made. He thanked staff and Director Asher for working on the infrastructure.

Mayor Supple agreed with her colleagues and thanked staff and the taxpayers for allowing them to do the long-term planning.

Council Member Christensen thanked the staff. She stated for Richfield being a small community, they did give a lot to the surrounding area.

Motion carried: 5-0

<b>ITEM #15</b>	<b>CITY MANAGER'S REPORT</b>
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City Manager Rodriguez congratulated Mr. Skoog and indicated it was well deserved. She stated she had provided an update at the last Council meeting regarding Mr. Sather's concerns about short-term rentals and staff was also communicating directly with him. She indicated Mayor Supple had followed up directly with Mr. Ernster who expressed concerns about micro-units. She stated Ms. Best had made comments at the last Council meeting regarding changes to the TIF district for the RF 65 project, which was answered at that meeting. She gave hats off to Mayor Supple who went above and beyond in getting back to the residents the past couple of weeks.

<b>ITEM #16</b>	<b>CLAIMS AND PAYROLL</b>
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M/Trautmann, S/Whalen that the following claims and payrolls be approved:

<b><u>U.S. BANK</u></b>	<b><u>12/07/2023</u></b>
A/P Checks: 325320-325637	\$1,602,197.10
Payroll: 183607-183927; 43677-43731	<u>\$783,152.74</u>
<b>TOTAL</b>	<b>\$2,385,349.84</b>

Motion carried: 5-0

<b>ITEM #17</b>	<b>HATS OFF TO HOMETOWN HITS</b>
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Council Member Whalen hoped everyone a happy holiday season whatever version people celebrated. He thanked the Communications Director for the holiday themed events coming up. He reminded residents of the ongoing good efforts to share what was happening in the city.

Council Member Christensen stated the last indoor Holiday Market at Veterans Park was coming up. She recommended Lito's Burritos for their breakfasts.

Council Member Hayford Oleary wished everyone Happy Holidays.

Council Member Trautmann talked about the farm produce at the Holiday Market. He indicated the Holiday Market was a great place to find Christmas gifts.

Mayor Supple reminded the residents if they were interested in serving on the HRA or EDA the City was accepting applications through December 15. She thanked Jennifer Anderson who provided resources to a resident in crisis. She noted the Holiday Lights Parade was December 14. She thanked various members and businesses in the city for their work on community service events.

<b>ITEM #18</b>	<b>ADJOURNMENT</b>
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M/Hayford Oleary, S/Trautmann to adjourn the meeting at 8:26 p.m.

Motion carried: 5-0

Date Approved: January 9, 2024

\_\_\_\_\_  
Mary Supple  
Mayor

\_\_\_\_\_  
Dustin Leslie  
City Clerk

\_\_\_\_\_  
Katie Rodriguez  
City Manager



**STAFF REPORT NO. 01**  
**CITY COUNCIL MEETING**  
**1/9/2024**

REPORT PREPARED BY:  
DEPARTMENT DIRECTOR REVIEW:  
OTHER DEPARTMENT REVIEW:  
CITYMANAGER REVIEW:

Kelly Wynn, Administrative Assistant

Katie Rodriguez, City Manager  
1/3/2024

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider approval to designate an Acting City Manager for 2024.**

**EXECUTIVE SUMMARY:**

It is necessary to designate a person to serve as the Acting City Manager for those times when the City Manager is absent from the City. In 2023, the City Manager designated the Assistant City Manager or an available Department Director as Acting City Manager.

**RECOMMENDED ACTION:**

**By motion: Direct the City Manager to designate the Assistant City Manager or an available Department Director as Acting City Manager for 2024 in the event the City Manager is absent from the City.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

This information is contained in the Executive Summary.

**B. EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS**

This is standard business.

**C. POLICIES (resolutions, ordinances, regulations, statutes, exc):**

- Past practice has been for the City Council to designate an Acting City Manager for times when the City Manager is absent from the City.
- This designation should be made at the first meeting in January of each year.

**D. CRITICAL TIMING ISSUES:**

It is necessary to designate a person to serve as Acting City Manager to ensure continuation of City operations during the City Manager's absence.

**E. FINANCIAL IMPACT:**

None

**F. LEGAL CONSIDERATION:**

None

**ALTERNATIVE RECOMMENDATION(S):**

The City Council may defer this designation to a future City Council meeting.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

N/A



**STAFF REPORT NO. 02**  
**CITY COUNCIL MEETING**  
**1/9/2024**

REPORT PREPARED BY:  
DEPARTMENT DIRECTOR REVIEW:  
OTHER DEPARTMENT REVIEW:  
CITYMANAGER REVIEW:

Kelly Wynn, Administrative Assistant

Katie Rodriguez, City Manager  
1/3/2024

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider the designation of a Mayor Pro Tempore for 2024.**

**EXECUTIVE SUMMARY:**

The City Charter states it is necessary to designate a City Council Member to serve as the Mayor Pro Tempore for those times when the Mayor is absent from the City.

Council Member Simon Trautmann served as Mayor Pro Tempore in 2023.

**RECOMMENDED ACTION:**

**By motion: Approve the City Council designation of Council Member Simon Trautmann as Mayor Pro Tempore for 2024.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

This information is contained in the Executive Summary.

**B. EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS**

This is standard business.

**C. POLICIES (resolutions, ordinances, regulations, statutes, exc):**

- The City Council typically considers the designation of a Mayor Pro Tempore at the first meeting in January of each year.
- Section 2.06. The Mayor. Subdivision 1, of the City Charter states: "The Mayor shall be the presiding officer of the Council, except that the Council shall choose from its members a president pro temp who shall hold office at the pleasure of the Council and shall serve as president in the Mayor's absence and as Mayor in case of the Mayor's disability or absence from the City."

**D. CRITICAL TIMING ISSUES:**

It is necessary to designate a Mayor Pro Tempore to ensure continuation of City operations during an absence of the Mayor.

**E. FINANCIAL IMPACT:**

This designation is at no additional cost to the City.

**F. LEGAL CONSIDERATION:**

None

**ALTERNATIVE RECOMMENDATION(S):**

The City Council may defer this designation to a future City Council meeting.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

N/A



**STAFF REPORT NO. 03**  
**CITY COUNCIL MEETING**  
**1/9/2024**

REPORT PREPARED BY:  
DEPARTMENT DIRECTOR REVIEW:  
OTHER DEPARTMENT REVIEW:  
CITYMANAGER REVIEW:

Kelly Wynn, Administrative Assistant

Katie Rodriguez, City Manager  
1/3/2024

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider representatives to serve as the 2024 liaisons to various local, regional and state organizations, and City boards and commissions.**

**EXECUTIVE SUMMARY:**

Members of the City Council serve as the City's representatives on various local, regional and state organizations, and City boards and commissions. Each year, the City Council appoints these representatives.

**RECOMMENDED ACTION:**

**By motion: Designate City Council liaison appointments to various local, regional and state organizations, and City boards and commissions.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

This information is contained in the Executive Summary.

**B. EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS**

This is standard business.

**C. POLICIES (resolutions, ordinances, regulations, statutes, exc):**

The City Council considers the designation of liaisons at a meeting in January of each year.

**D. CRITICAL TIMING ISSUES:**

Representation on local, regional and state organizations, and City boards and commissions is a City priority and designations should be made at a January meeting each year.

**E. FINANCIAL IMPACT:**

None

**F. LEGAL CONSIDERATION:**

None

**ALTERNATIVE RECOMMENDATION(S):**

The City Council may defer the designations to a future City Council meeting.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

N/A

**ATTACHMENTS:**

	Description	Type
▣	CC Liaisons	Backup Material

<b><u>AGENCY</u></b>	<b><u>2023 LIAISON/ REPRESENTATIVE</u></b>	<b><u>2024 LIAISON/ REPRESENTATIVE</u></b>
METRO CITIES	SEAN HAYFORD OLEARY, REP. SIMON TRAUTMANN, ALT.	SEAN HAYFORD OLEARY, REP. SIMON TRAUTMANN, ALT.
LEAGUE OF MINNESOTA CITIES	MARY SUPPLE, REP. BEN WHALEN, ALT.	MARY SUPPLE, REP. BEN WHALEN, ALT.
NOISE OVERSIGHT COMMITTEE (3rd Wednesday, odd # months 1:30pm)	CHRIS SWANSON, REP. BEN WHALEN, ALT.	CHRIS SWANSON, REP. BEN WHALEN, ALT. CHRIS SWANSON, STAFF LIA.
I-35W SOLUTIONS ALLIANCE (2 <sup>nd</sup> Thursday 7:30am)	SEAN HAYFORD OLEARY, REP. MARY SUPPLE, ALT. JOE POWERS, STAFF LIA.	SEAN HAYFORD OLEARY, REP. MARY SUPPLE, ALT. JOE POWERS, STAFF LIA.
494 CORRIDOR COMMISSION (2nd Wednesday 7:30am)	MARY SUPPLE, REP. SIMON TRAUTMANN, ALT. MATT HARDEGGER, STAFF LIA.	MARY SUPPLE, REP. SIMON TRAUTMANN, ALT. MATT HARDEGGER, STAFF LIA.
RICHFIELD SCHOOL DISTRICT (1 <sup>st</sup> and 3 <sup>rd</sup> Monday 7:00pm)	MARY SUPPLE, LIA. SHARON CHRISTENSEN, ALT.	MARY SUPPLE, LIA. SHARON CHRISTENSEN, ALT.
FOWL BOARD (3rd Thursday 4:30pm)	SIMON TRAUTMANN, LIA. BEN WHALEN, ALT.	SIMON TRAUTMANN, LIA. BEN WHALEN, ALT.
SOUTHWEST CABLE COMMISSION (2-4 times per year)	MARY SUPPLE, REP. KATIE RODRIGUEZ, REP. SEAN HAYFORD OLEARY, ALT.	MARY SUPPLE, REP. KATIE RODRIGUEZ, REP. SEAN HAYFORD OLEARY, ALT.
RICHFIELD COMMUNITY HUMAN SERVICES PLANNING COUNCIL (Meets once a year)	BEN WHALEN, REP. SHARON CHRISTENSEN, ALT.	SHARON CHRISTENSEN, REP. BEN WHALEN, ALT.
ADVISORY BOARD OF HEALTH (4 <sup>th</sup> Monday Jan-Feb and 3 <sup>rd</sup> Monday Mar- Oct 6:00pm)	SIMON TRAUTMANN, LIA. BEN WHALEN, ALT.	SIMON TRAUTMANN, LIA. BEN WHALEN, ALT. JENNIFER ANDERSON, STAFF LIA.
ARTS COMMISSION (1 <sup>st</sup> Thursday 7:00pm)	SHARON CHRISTENSEN, LIA. MARY SUPPLE, ALT.	SHARON CHRISTENSEN, LIA. MARY SUPPLE, ALT. KARL HUEMILLER, STAFF LIA.
CIVIL SERVICE COMMISSION (As needed)	SHARON CHRISTENSEN, LIA. KELLY WYNN, STAFF LIA.	SHARON CHRISTENSEN, LIA. KELLY WYNN, STAFF LIA.
COMM. SERVICES COMMISSION (3 <sup>rd</sup> Tuesday 7:00pm)	BEN WHALEN, LIA. SEAN HAYFORD OLEARY, ALT.	BEN WHALEN, LIA. SEAN HAYFORD OLEARY, ALT. JOHN EVANS, STAFF LIA.
HUMAN RIGHTS COMMISSION (1st Tuesday 6:30pm)	SIMON TRAUTMANN, LIA. SHARON CHRISTENSEN, ALT.	SIMON TRAUTMANN, LIA. SHARON CHRISTENSEN, ALT. MIKE FLAHERTY, STAFF LIA. BRITTANY BARTLETT, STAFF LIA.
PLANNING COMMISSION (4 <sup>th</sup> Monday 7:00pm)	MARY SUPPLE, LIA. SEAN HAYFORD OLEARY, ALT.	MARY SUPPLE, LIA. SEAN HAYFORD OLEARY, ALT. SAM CROSBY, STAFF LIA.

<b><u>AGENCY</u></b>	<b><u>2023 LIAISON/ REPRESENTATIVE</u></b>	<b><u>2024 LIAISON/ REPRESENTATIVE</u></b>
TRANSPORTATION COMMISSION (1ST Wednesday 7:00pm)	SEAN HAYFORD OLEAY, LIA. SIMON TRAUTMANN, ALT.	SEAN HAYFORD OLEAY, LIA. SIMON TRAUTMANN, ALT. MATT HARDEGGER, STAFF LIA.
RICHFIELD HISTORICAL SOCIETY (3rd Monday 7:00pm)	SHARON CHRISTENSEN, REP. MARY SUPPLE, ALT.	SHARON CHRISTENSEN, REP. MARY SUPPLE, ALT.
SUSTAINABILITY COMMISSION (4th Thursday 7:00pm)	BEN WHALEN, LIA. SEAN HAYFORD OLEARY, ALT.	BEN WHALEN, LIA. SEAN HAYFORD OLEARY, ALT. RACHEL LINDHOLM, STAFF LIA.
RICHFIELD CHAMBER OF COMMERCE	SIMON TRAUTMANN, LIA. MARY SUPPLE, ALT.	SIMON TRAUTMANN, LIA. MARY SUPPLE, ALT.



**STAFF REPORT NO. 04**  
**CITY COUNCIL MEETING**  
**1/9/2024**

REPORT PREPARED BY:  
DEPARTMENT DIRECTOR REVIEW:

Sam Crosby, Planner II  
Julie Urban, Acting Community Development Director  
1/3/2023

OTHER DEPARTMENT REVIEW:  
CITY MANAGER REVIEW:

Katie Rodriguez, City Manager  
1/3/2024

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider adoption of a resolution granting an extension of land use approvals for a planned unit development at 101 - 66th Street East.**

**EXECUTIVE SUMMARY:**

In January 2022, North Bay Companies (Applicant) received Council approval for a mixed-use building that included 80 residential units and approximately 2,685 square feet of commercial space within a five-story building to be constructed at 101 - 66th Street East. Approvals typically expire after one year unless extended. Due to the economic climate, in February of 2023, the approvals were extended for one year until January of 2024. Now, the Applicant is in need of a second extension.

A combination of labor and materials costs, plus high interest rates, continue to make the project difficult to finance. The developer is exploring several options including bringing in a partner to help finance the project. The developer has continued to make progress and the full building permit has now been approved.

If an extension is not granted, the Applicant would be required to begin the land use approval process anew.

Staff continues to support the proposed development as an investment that capitalizes on the major investment made along 66th Street and the production of needed housing in our community.

**RECOMMENDED ACTION:**

**By motion: Adopt a resolution granting a one-year extension of land use approvals for a planned unit development at 101 - 66th Street East.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

- In June 2018, the City Council approved a Comprehensive Plan amendment to guide the property for Mixed Use and approved final development plans for a three-story, 31-unit project with 6,000 square feet of ground floor retail space to be developed by PLH & Associates.
- After several project delays, the City Council approved revised development plans for a Mixed-Use building with approximately 1,800 square feet of ground floor commercial space and 42 apartments in October of 2020.
- In May of 2021 the site was sold to North Bay Companies, and PLH's approvals expired later that October.

- In June 2021, North Bay Companies presented a new development proposal at a joint work session of the City Council, Planning Commission, and Housing and Redevelopment Authority. The concept plans consisted of a 75-unit, six-story residential building and single-story commercial building of approximately 3,200 square feet.
- In January 2022, the City Council approved revised final development plans for a Mixed-Use building that included 80 residential units and approximately 2,685 square feet of commercial space within a five-story building.
- In February of 2023, the Council approved a one-year time extension, until January 11, 2024.

**B. EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS**

- Strategic Outcome Considerations: Completion of the project will increase the tax base.
- Twenty percent of the housing units in the project will be affordable at 50 percent of the Area Median Income (AMI) and five percent will be Type A accessible, providing equitable housing choices for people with lower incomes and with physical limitations.

**C. POLICIES (resolutions, ordinances, regulations, statutes, exc):**

- The term of City approvals is one year. If a project for which approvals have been granted is not substantially underway within one year, the Applicant must request an extension from the City Council.
- Land use policies for the property and area have not changed since the approval of the development, and it continues to meet adopted goals and policies.

**D. CRITICAL TIMING ISSUES:**

- The land use approvals for this project expire on January 11, 2024.
- If an extension is granted, substantial work would need to begin on the project by January 11, 2025.
- If the extension is not granted, the Applicant would have to begin the land use approval process anew, adding substantial cost to a project that is already having difficulties with financing. Avoiding substantial added costs can help keep the cost of these housing units from rising, which will benefit future tenants. Also, to begin the land use approval process anew is such a hurdle that it is unlikely that the project would move forward without the extension.

**E. FINANCIAL IMPACT:**

The required processing fee has not yet been paid, but has been included as a condition of approval.

**F. LEGAL CONSIDERATION:**

None

**ALTERNATIVE RECOMMENDATION(S):**

Deny the request, citing substantial changes in policy or context that would warrant a full re-review of the proposal.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

Representative from North Bay Development

**ATTACHMENTS:**

Description	Type
□ Resolution of Approval	Resolution Letter
□ 2022 Resolution #11931 (project approval)	Backup Material
□ Project Graphics	Backup Material
□ Zoning Map	Backup Material

**RESOLUTION NO.**

**RESOLUTION GRANTING A SECOND TIME EXTENSION FOR  
A FINAL DEVELOPMENT PLAN  
AND CONDITIONAL USE PERMIT  
FOR A PLANNED UNIT DEVELOPMENT  
AT 101 - 66TH STREET EAST**

**WHEREAS**, by Resolution No. 11931, adopted on January 11, 2022, the City Council approved a final development plan and conditional use permit for a planned unit development to allow construction of a a five-story mixed-use building (80 units and approximately 2,685 square feet of commercial) on the parcel of land located at 101 - 66th Street East ("subject property"), legally described as follows:

Lots 7 and 8 except the south 50 feet of the west half of Lot 8, Goodspeed's First Plat, Hennepin County, Minnesota

**WHEREAS**, Subsection 547.09, Subdivision 9 of the Richfield City Code requires that substantial construction be completed within one year of approval, unless the applicant requests and is granted an extension; and

**WHEREAS**, by Resolution No. 12068, the Council approved a one-year extension in February of 2023, and

**WHEREAS**, No significant changes have transpired in the immediate area that would provide cause for the Council to re-analyze the original request; and

**WHEREAS**, City staff has considered the effects of the proposed time extension in regards to the Comprehensive Plan as well as the health, safety and welfare of the community and its and foresees no adverse impacts; and

**WHEREAS**, due to market conditions, as described in the staff report, the City Council wishes to grant the additional time requested;

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

1. The City Council extends the approvals granted by Resolution No. 11931 for an additional 365 days from January 11, 2024.
2. The deadline for "substantial construction" is hereby extended to no later than January 11, 2025.
3. The applicant shall pay the \$250 application fee prior to issuance of a signed and numbered resolution, and prior to issuance of a building permit.

Adopted by the City Council of the City of Richfield, Minnesota this 9th day of January 2024.

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Mary B. Supple, Mayor

ATTEST:

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Dustin Leslie, City Clerk

**RESOLUTION NO. 11931**

**RESOLUTION APPROVING A FINAL DEVELOPMENT PLAN  
AND CONDITIONAL USE PERMIT  
FOR A PLANNED UNIT DEVELOPMENT  
AT 101 66TH STREET EAST**

**WHEREAS**, an application has been filed with the City of Richfield which requests approval of a final development plan and conditional use permit for a planned unit development to allow a five-story mixed-use building on the parcel of land located at 101 66th Street East ("subject property"), legally described as follows:

Lots 7 and 8 except the south 50 feet of the west half of Lot 8, Goodspeed's First Plat, Hennepin County, Minnesota

**WHEREAS**, the Planning Commission of the City of Richfield held a public hearing at its December 13, 2021 meeting, and a motion recommending approval of the final development plan and conditional use permit failed on a 3-3 vote; Therefore, the Planning Commission did not provide a recommendation on the application; and

**WHEREAS**, notice of the public hearing was mailed to properties within 350 feet of the subject property on November 30, 2021 and published in the Sun Current newspaper on December 2, 2021; and

**WHEREAS**, the final development plan and conditional use permit meet 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. 10; 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. 10; and

**WHEREAS**, the City has fully considered the request for approval of a 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. A planned unit development, final development plan and conditional use permit are approved for a mixed-use development as described in City Council Report No. 10, 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:

- The developer shall cooperative with the owner of 112 E 66th Street to mitigate any reduction in the solar power generation capacity by shading of the building.
- A continuous fence six feet in height shall be constructed along the property line bordering 6616 Stevens Ave S, with the consent and cooperation of the owners of 6616 Stevens. Existing shrubs shall be replaced with similar on the subject property.
- Permitted uses shall include those uses permitted in the Mixed-Use Neighborhood District, except convenience stores. Additionally, the following uses from the Mixed-Use Community District are permitted: offices/clinics, health/athletic clubs, spas, yoga studios and class III restaurants without drive-thru/drive-in service.
- With the consent and cooperation of the property owner at 6615 Stevens Avenue, the developer shall install plantings on the property or boulevard area to mitigate headlight impacts. A boulevard feature permit from Richfield Public Works is required before planting on public right-of-way.
- The existing wood fence abutting the property at 6613 1st Avenue shall be replaced with new fence pickets/panels. Existing fence posts may be reused.
- Final landscaping plans must be approved by the Community Development Department prior to installation.
- If a restaurant tenant is installed, odor control systems are required to mitigate cooking odors in accordance with City Code Subsection 544.27.
- Commercial doors facing 66th Street and 1st Avenue shall not be locked during business hours.
- Signage on the south and east building facades shall not be lit between the hours of 10:00 p.m. and 6:00 a.m., except any signage related to underground parking or resident entry. Large-scale wall or projecting signage shall not be used on the south or east elevation.
- Final details for bicycle parking stalls for internal and external shall be submitted prior to issuance of a building permit.
- All parking spaces shall remain available year round.
- Sidewalks must be installed to the south property line along both 1<sup>st</sup> and Stevens Avenues; and must comply with City Standards and Specifications.
- All new utility service must be underground.
- All utilities must be grouped away from public right-of-way and screened from public view in accordance with Ordinance requirements in manner consistent with the submitted landscaping plan.
- The property owner is responsible for the ongoing maintenance and tending of all landscaping in accordance with approved plans.
- The applicant is responsible for obtaining all required permits, compliance with all requirements detailed in the City's Administrative Review Committee Report dated November 18, 2021 and compliance with all other City and State regulations.
- Separate sign permits are required.
- A recorded copy of the approved resolution must be submitted to the City prior to the issuance of a building permit.

- 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.
  - Final stormwater management plan must be approved by the Public Works Director. Infiltration not allowed in high-vulnerability wellhead protection area.
  - As-builts or \$7,500 cash escrow must be submitted to the Public Works Department prior to issuance of a final certificate of occupancy.
  - The Public Works Department will monitor traffic counts and patterns following completion of the development.
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 11th day of January 2022.

  
Maria Regan Gonzalez, Mayor

ATTEST:



Kari Sinning, City Clerk



101 E 66TH ST. RICHFIELD , MINNESOTA

PROJECT NARRATIVE

The proposed apartment building is located on 66th St E between 1st Ave S and Stevens Ave in Richfield, MN. The site is currently zoned PMU – Planned Mixed Use with a planned land use of Mixed Use according to the Richfield 2040 Comprehensive Plan. The development team is using the Mixed Use- Neighborhood (MU-N) guidelines as a basis for design for the proposed project. The lot is currently vacant, and the existing 2 story building would be demolished to allow for new construction. The proposed 5 story mixed-use residential project includes 80 new units (studios, 1BR, & 2BR distributed over floors 1-5), below grade parking and a surface lot at the rear. A commercial space of ~ 2,800 is located at the west side of the building on Level 1. The building provides ample amenity space for the residents at Level 1 and Level 5. The resident common space includes community rooms, bike storage with maintenance equipment, fitness, and a furnished roof deck. 81 enclosed parking spaces are located below ground and 37 spaces would be located at the surface parking lots on the south side of the property. A ramp to the below grade parking is located on Stevens Ave, and the entry to the surface parking would occur on 1st Ave S. Large setbacks from the street and the residences to the south, allow green space to be provided on the north, south and east side of the building. Inclusionary Zoning Policy Section 3.iv allows a project to apply for a housing unit density bonus of 5-15%. The proposed 80 units would fit within this density bonus, a 9.63% increase. In addition, the project includes 20 units at

60% AMI or 25% of the units in addition to the 4 fully accessible units required by the code. This is 5 more affordable units being provided than would be included in a development of 75 units. If approved the project would break ground May of 2022 with an anticipated completion in May of 2023.

PROJECT RECAP

Current Primary Zoning:	PMU
Total Area	45,511 (1.045acres)

<b>Total Building Footprint- 14,484 SF</b>	<b>31%</b>
Commercial Area - 2,804	6.16%
Impervious Site Area -21,794SF	48.1%
Pervious Site Area - 8,863SF	19.8%

Building Area- 29,199SF- New Construction  
\*includes 14,715SF of parking  
Parcels: 2702824420134

<b>Unit Recap</b>	
Studios	36
1BR	31
1BR+DEN	1
2 BR	11
3 BR	1
Total Units	80

<b>Building Height</b>	
Proposed	5 Stories, 61'-0"

<b>Building Recap</b>	
P1	27,741 GSF
L1	14,146 GSF
L2	13,295 GSF
L3	13,295 GSF
L4	13,295 GSF
L5	11,452 GSF
TOTAL	92,989 GSF

<b>Parking</b>	
80 units	100 Stalls

Commercial uses, required parking	
Office	10 Stalls
Retail	14 Stalls
Restaurant	26 Stalls

**Total parking stalls provided 118**

With 10% Transit Reduction	
80 Units	90 Stalls

Commercial uses, required parking	
Office	9 Stalls
Retail	13 Stalls
Restaurant	24 Stalls

**Total required (with highest potential use) = 114  
Provided = 118**

<b>Bike Parking</b>	
Required	80
Provided	107
27/4 (1per 4 reduction)	6 parking stall reduction

COMMUNITY BENEFITS

Enhancing Local Business

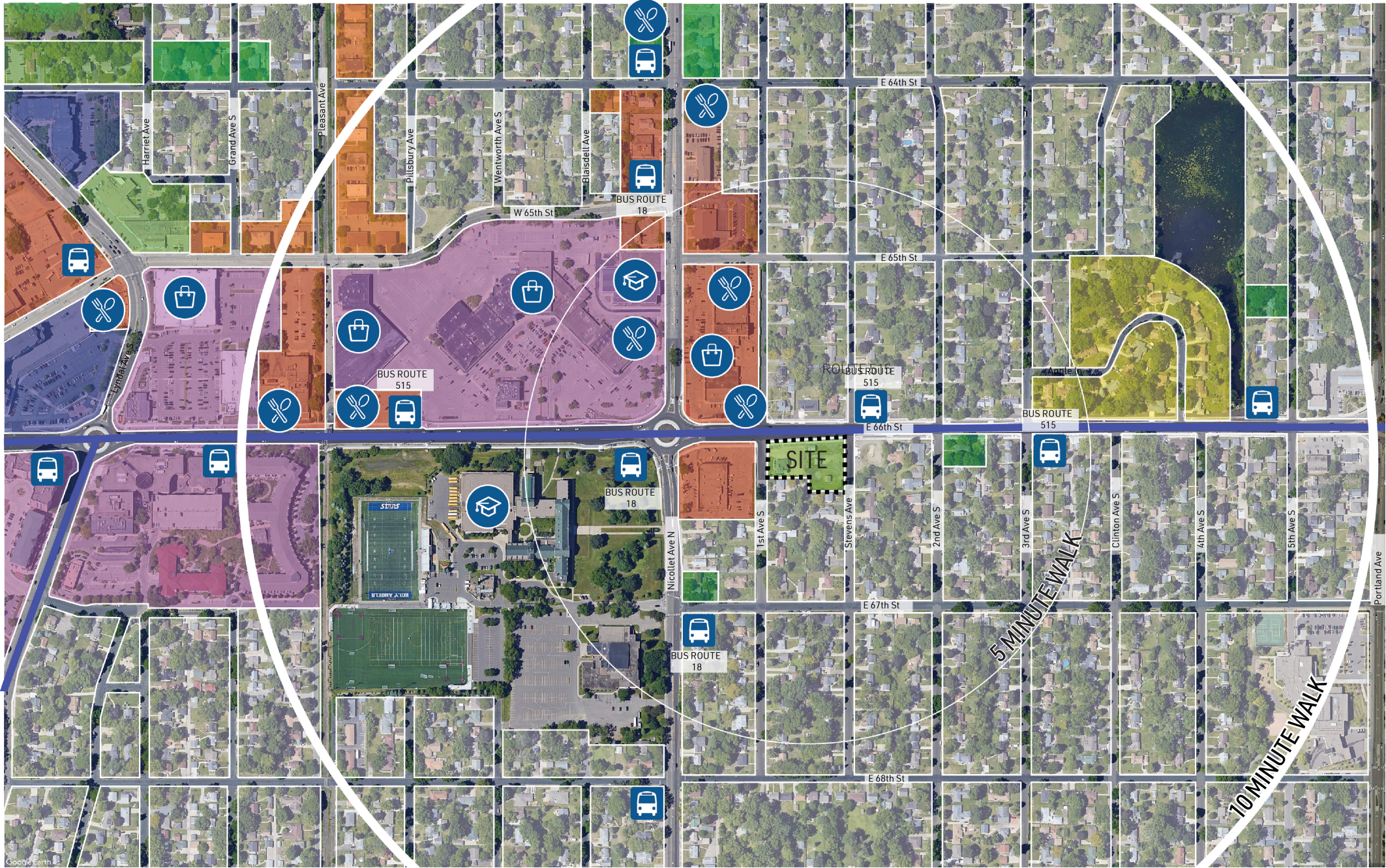
- North Bay is committed to providing a compelling and appropriately scaled retail space that will enhance and complement the adjacent commercial district.
- Parking for the commercial space is provided directly behind the building adjacent to the commercial district to minimize impact on the residential neighborhood.

Affordability/ Accessibility

- 25% of units reserved for 60% AMI.
- Affordable units to be distributed proportionally throughout the building.
- ADA ("type A") units scattered through out building.

- 4 Fully accessible units to be provided.
- Designed to be solar ready
- Stormwater retention system
- EV Charging Stations provided
- High efficiency water heaters
- Organics Recycling
- Programmable Thermostats
- Low-flow dual flush toilets
- Occupancy Sensors in common areas
- LED Lights
- Energy Star Appliances
- Participation in the Energy Design Assistance program

Sustainable Design



PC-2	PLANNED GENERAL COMMERCIAL
C-2	GENERAL COMMERCIAL
C-1	COMMUNITY COMMERCIAL
MR2	MULTIFAMILY
MR1	TWO-FAMILY
R1	LOW DENSITY SINGLE FAMILY
PMR	PLANNED MULTIFAMILY
PMU	PLANNED MIX USE
R1	SINGLE FAMILY



**DJR**  
ARCHITECTURE



PLANNING & ZONING  
APPLICATION  
RESUBMISSION

12.30.2021

**101 E 66th St.  
Apartments**

101 E 66th St.  
Richfield, Minnesota

21-024.00

Site Plan

**A9.0**



RENDERING FROM NE



DJR  
ARCHITECTURE



PLANNING & ZONING  
APPLICATION  
RESUBMISSION

12.30.2021

101 E 66th St.  
Apartments

101 E 66th St.  
Richfield, Minnesota

21-024.00

Rendering

A17.0



RENDERING FROM SE



DJR  
ARCHITECTURE



PLANNING & ZONING  
APPLICATION  
RESUBMISSION

12.30.2021

101 E 66th St.  
Apartments

101 E 66th St.  
Richfield, Minnesota

21-024.00

Rendering

A18.0



RENDERING AT STREET LEVEL



DJR  
ARCHITECTURE



PLANNING & ZONING  
APPLICATION  
RESUBMISSION

12.30.2021

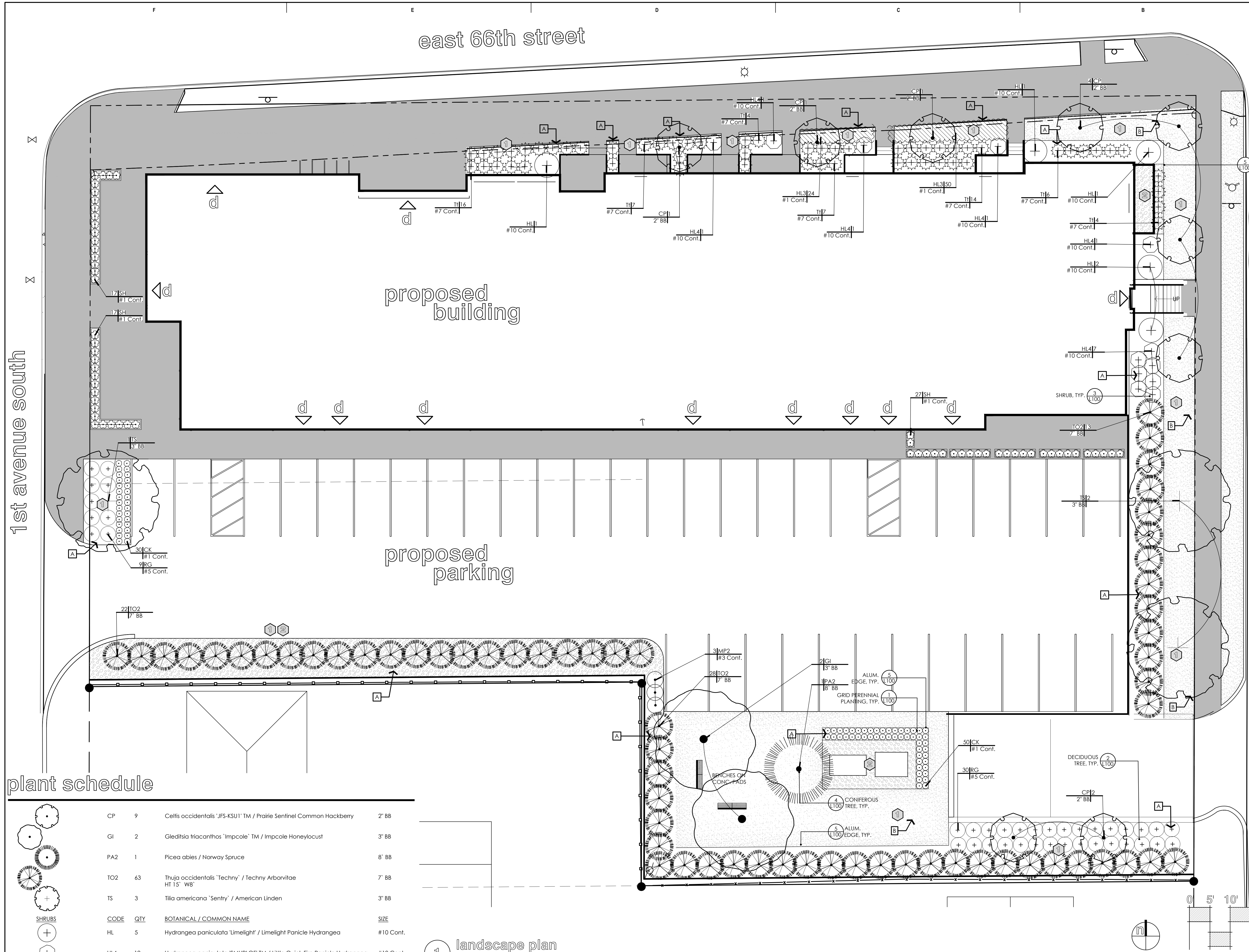
101 E 66th St.  
Apartments

101 E 66th St.  
Richfield, Minnesota

21-024.00

Rendering

A19.2



## plant schedule

	CP	9	Celtis occidentalis 'JFS-KSU1' TM / Prairie Sentinel Common Hackberry	2' BB
	GI	2	Gleditsia triacanthos 'Impcole' TM / Impcole Honeylocust	3' BB
	PA2	1	Picea abies / Norway Spruce	8' BB
	TO2	63	Thuja occidentalis 'Techny' / Techny Arborvitae HT 15' W8'	7' BB
	TS	3	Tilia americana 'Sentry' / American Linden	3' BB
	CODE	QTY	BOTANICAL / COMMON NAME	SIZE
	HL	5	Hydrangea paniculata 'Limelight' / Limelight Panicle Hydrangea	#10 Cont.
	HL4	12	Hydrangea paniculata 'SMHPLQF' TM / Little Quick Fire Panicle Hydrangea	#10 Cont.
	RG	39	Rhus aromatica 'Gro-Low' / Gro-Low Fragrant Sumac	#5 Cont.
	TI	57	Taxus x media 'Tauntoni' / Tauntoni Yew	#7 Cont.
	CODE	QTY	BOTANICAL / COMMON NAME	CONT
	CK	80	Calamagrostis x acutiflora 'Karl Foerster' / Feather Reed Grass HT 36" W 18"	#1 Cont.
	MP2	3	Miscanthus sinensis 'Purpureus' / Flame Grass	#3 Cont.
	SH	61	Sporobolus heterolepis / Prairie Dropseed	#1 Cont.
	HL3	74	Hosta lancifolia / Narrow Leaved Hosta	#1 Cont.
	CODE	QTY	BOTANICAL / COMMON NAME	CONT
	PP	3,952 sf	Poa pratensis / Kentucky Bluegrass	sod

## 1 landscape plan

### soils notes

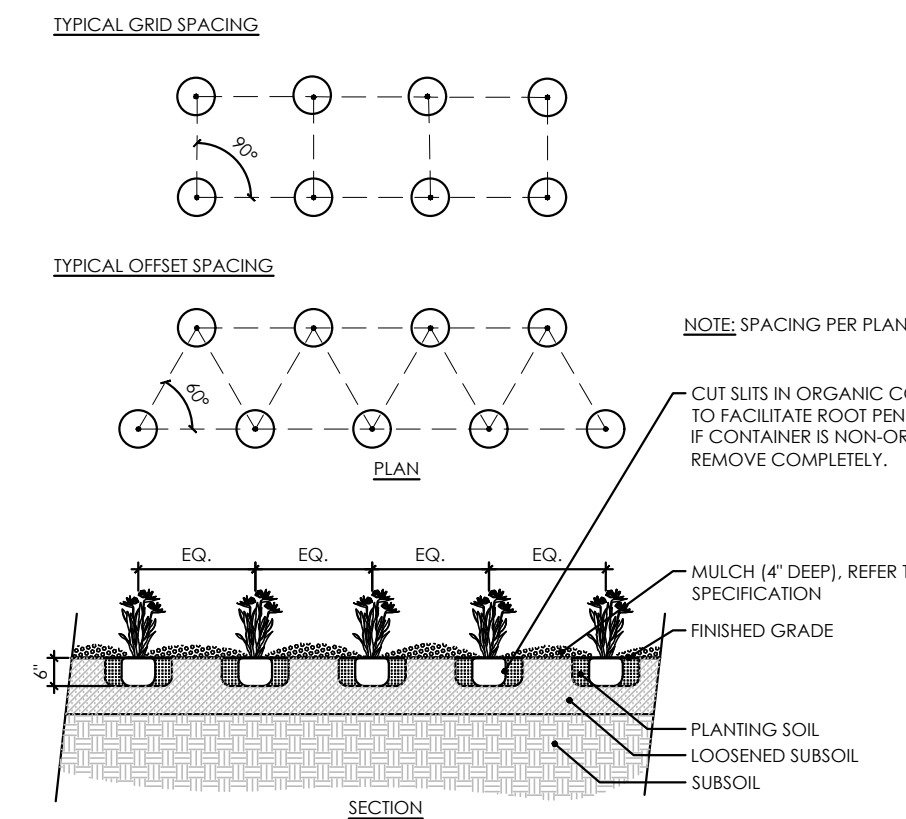
- ALL PLANTING BEDS SHALL RECEIVE 6" PULVERIZED LOAM TOPSOIL BORROW MN DOT SPEC. 3877-2B ENHANCE WITH AGED AND SCREEN COMPOST
- ALL SODDED (LAWN) AREA SHALL RECEIVE 4" MIN. COMMON TOPSOIL BORROW MN DOT SPEC. 3877-1A

### key notes

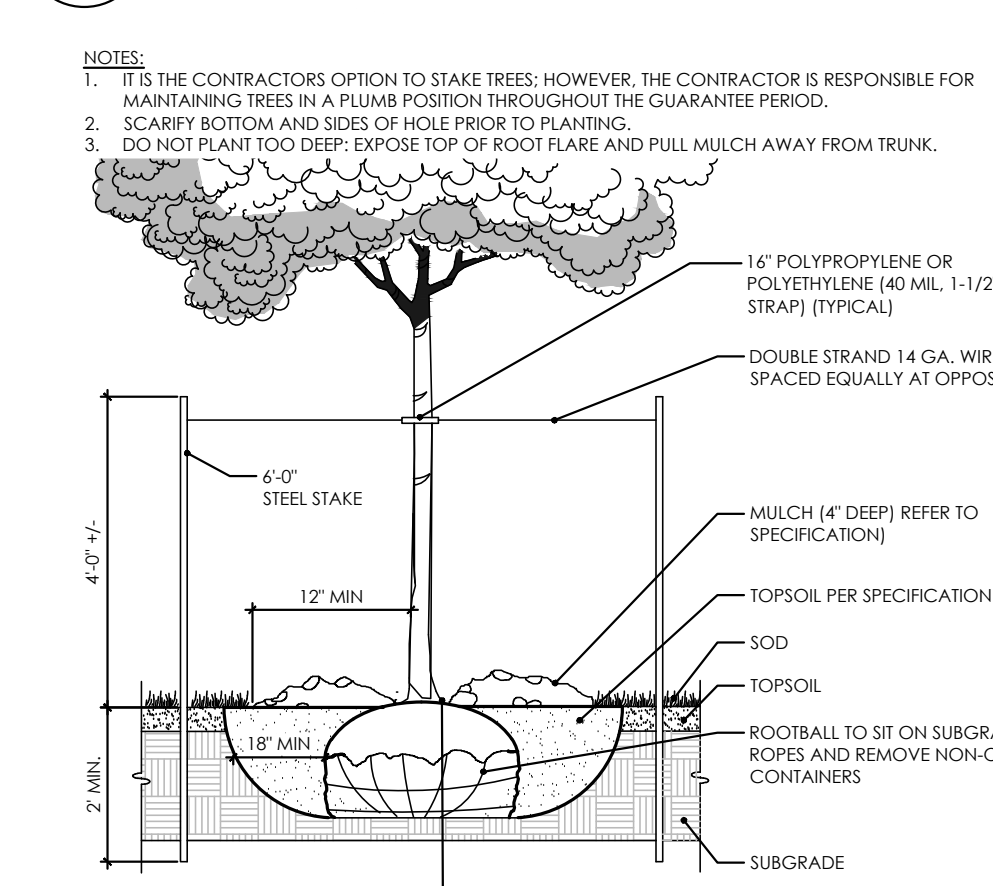
- IRRIGATION: PROVIDE IRRIGATION FOR SOD AND PLANTING AREAS WITHIN THE PROJECT BOUNDARIES FOR 100 % COVERAGE. REFER TO DESIGN BUILD IRRIGATION SPECIFICATION. PROVIDE SHOP DRAWING FOR IRRIGATION SYSTEM INCLUDING HEAD LAYOUT, SPACING, TYPE, BACKFLOW PREVENTER LOCATIONS, POINT OF CONNECTION, SLEEVES, CONTROLLER, VALVE BOX LOCATIONS, ZONE INDICATIONS AND PIPE SIZING. PROVIDE ON-SITE OPERATION TUTORIAL FOR OWNER AND INCLUDE ALL MANUALS AND INFORMATION ON THE SYSTEM
- PROVIDE INSTALL 1 1/2" TRAP ROCK MULCH TO A 4" DEPTH ON NON WOVEN LANDSCAPE FABRIC

## planting notes

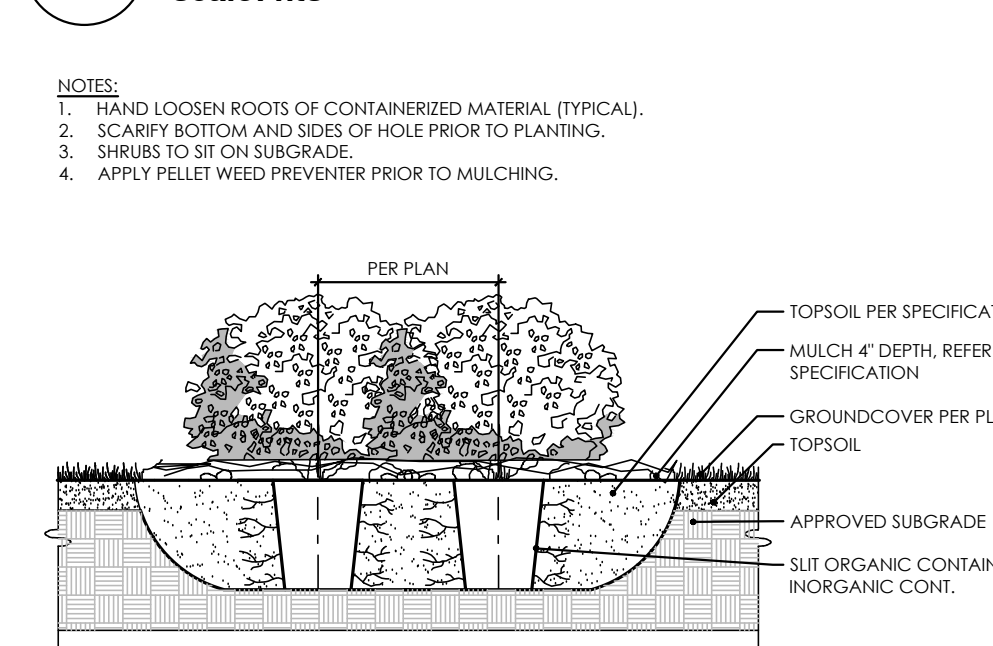
- CONFIRM ALL QUANTITIES, SHAPES AND LOCATIONS OF BEDS, AND ADJUST AS REQUIRED TO CONFORM TO THE SITE CONDITIONS. CONFIRM ANY ADJUSTMENTS WITH THE LANDSCAPE ARCHITECT.
- LOCATE ALL UTILITIES. NOTIFY THE LANDSCAPE ARCHITECT OF ANY CONFLICTS WITH NEW CONSTRUCTION.
- ALL PLANTING BEDS SHALL RECEIVE 6" MIN. OF PLANTING SOIL. REFER TO SOIL NOTES FOR PLANTING SOIL MIX REQUIREMENTS.
- ALL SOD AREAS SHALL RECEIVE 4" OF TOP SOIL. REFER TO SOIL NOTES FOR TOP SOIL MIX REQUIREMENTS.
- ALL PLANTING AREAS SHALL RECEIVE HARDWOOD SHREDED MULCH APPLIED TO 3" DEPTH WITH PELLET WEED PREVENTER UNDER ALL MULCH BEDS UNLESS INDICATED AS OTHER MULCH ON PLANS.
- THE CONTRACTOR SHALL REMOVE FROM THE SITE ALL SOD/TURF WHICH HAS BEEN REMOVED FOR NEW PLANT BEDS. ANY PLANT STOCK NOT PLANTED ON DAY OF DELIVERY SHALL BE HELED IN AND WATERED UNTIL INSTALLATION. PLANTS NOT MAINTAINED IN THIS MANNER WILL BE REJECTED.
- THE PLAN TAKES PRECEDENCE OVER THE PLANT SCHEDULE IF DISCREPANCIES EXIST. ADVISE LANDSCAPE ARCHITECT OF ANY DISCREPANCIES.
- THE CONTRACTOR SHALL AVOID DAMAGING EXISTING TREES. DO NOT STORE OR DRIVE HEAVY MATERIALS OVER TREE ROOTS. DO NOT DAMAGE TREE BARK OR BRANCHES.
- THE CONTRACTOR SHALL KEEP PAVEMENTS, FIXTURES AND BUILDINGS CLEAN AND UNSTAINED. ANY DAMAGE TO EXISTING FACILITIES SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE. THE PROJECT SITE SHALL BE KEPT CLEAR OF CONSTRUCTION WASTES AND DEBRIS.
- THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR PLANTING SOIL QUANTITIES TO COMPLETE THE WORK SHOWN ON THE PLAN. MULCH, PLANTING SOIL AND OTHER MISCELLANEOUS PLANTING COMPONENTS SHALL BE CONSIDERED INCIDENTAL TO THE RELATED PLAN. VERIFY ALL QUANTITIES.
- CONTRACTOR IS RESPONSIBLE FOR WATERING AND ALL PLANT CARE UNTIL FINAL ACCEPTANCE BY THE OWNER.
- PLANT MATERIAL SHALL BE PROTECTED AND MAINTAINED UNTIL THE INSTALLATION OF PLANTINGS IS COMPLETE. INSPECTION HAS BEEN MADE AND PLANTING IS ACCEPTED EXCLUSIVE OF THE GUARANTEE.
- MAINTENANCE SHALL INCLUDE WATERING, WEEDING, MULCHING, REMOVAL OF DEAD MATERIAL PRIOR TO GROWING SEASON, RE-SETTING PLANTS AND PROPER GRADE, AND KEEPING PLANTS IN A PLUMB POSITION. AFTER ACCEPTANCE, THE OWNER SHALL ASSUME MAINTENANCE RESPONSIBILITIES. HOWEVER, THE CONTRACTOR SHALL CONTINUE TO BE RESPONSIBLE FOR KEEPING THE TREES PLUMB THROUGHOUT THE GUARANTEE PERIOD.
- WATERING: MAINTAIN A WATERING SCHEDULE WHICH WILL THOROUGHLY WATER ALL PLANTS ONCE A WEEK AND SOD EVERY OTHER DAY UNTIL ACCEPTANCE BY THE OWNER. IN EXTREMELY HOT, DRY WEATHER, WATER MORE OFTEN AS REQUIRED BY INDICATIONS OF HEAT STRESS SUCH AS WILTING LEAVES. CHECK MOISTURE UNDER MULCH PRIOR TO WATERING TO DETERMINE NEED. CONTRACTOR SHALL MAKE THE NECESSARY ARRANGEMENTS FOR WATER.



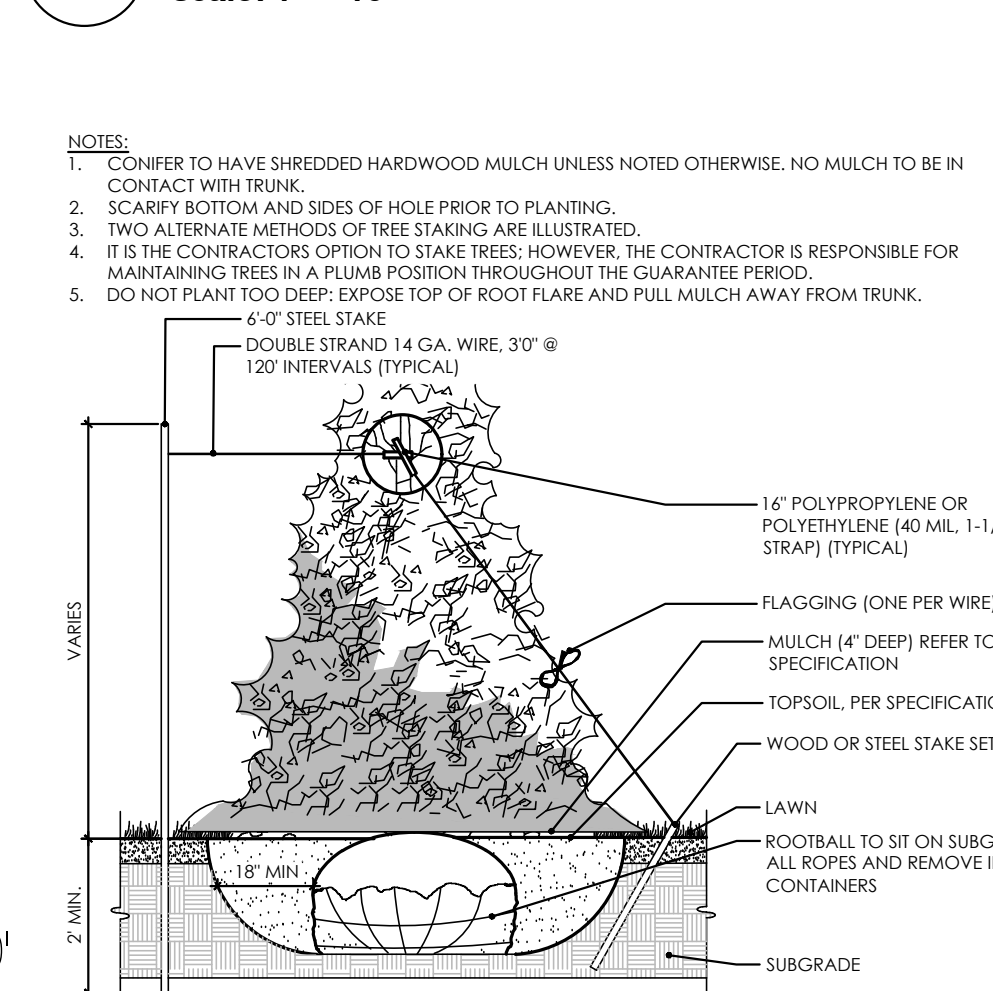
## 1 perennial



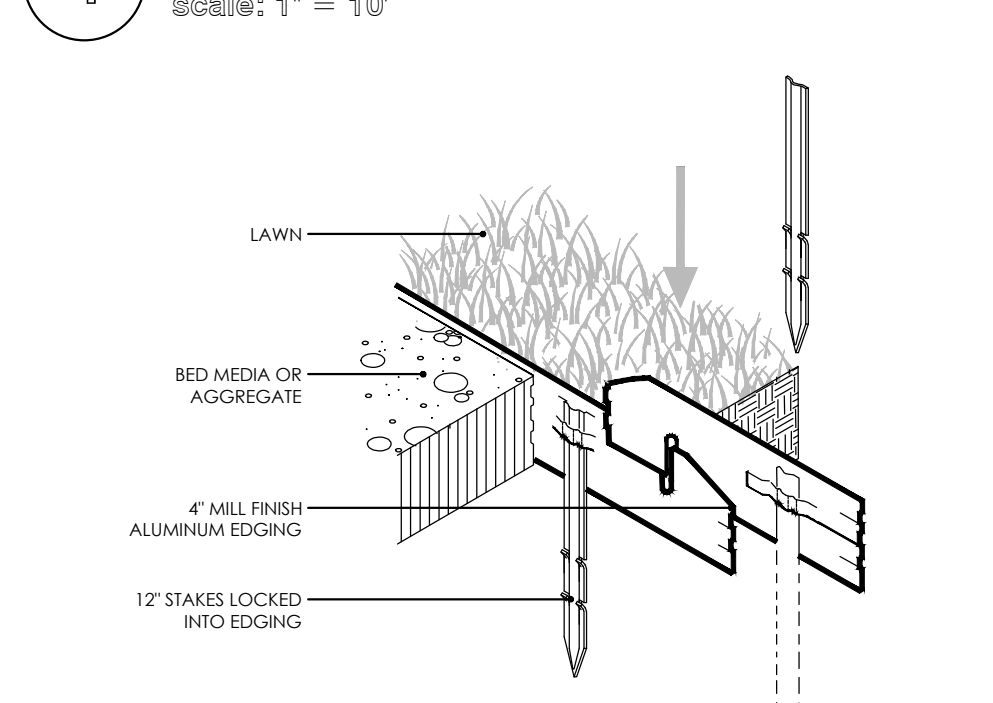
## 2 deciduous tree



## 3 shrub



## 4 coniferous tree



## 5 alumin. edge

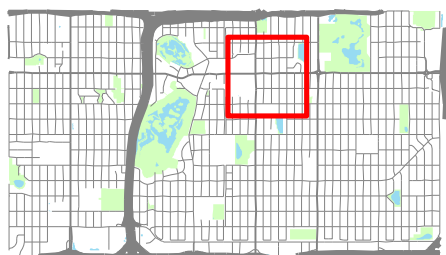
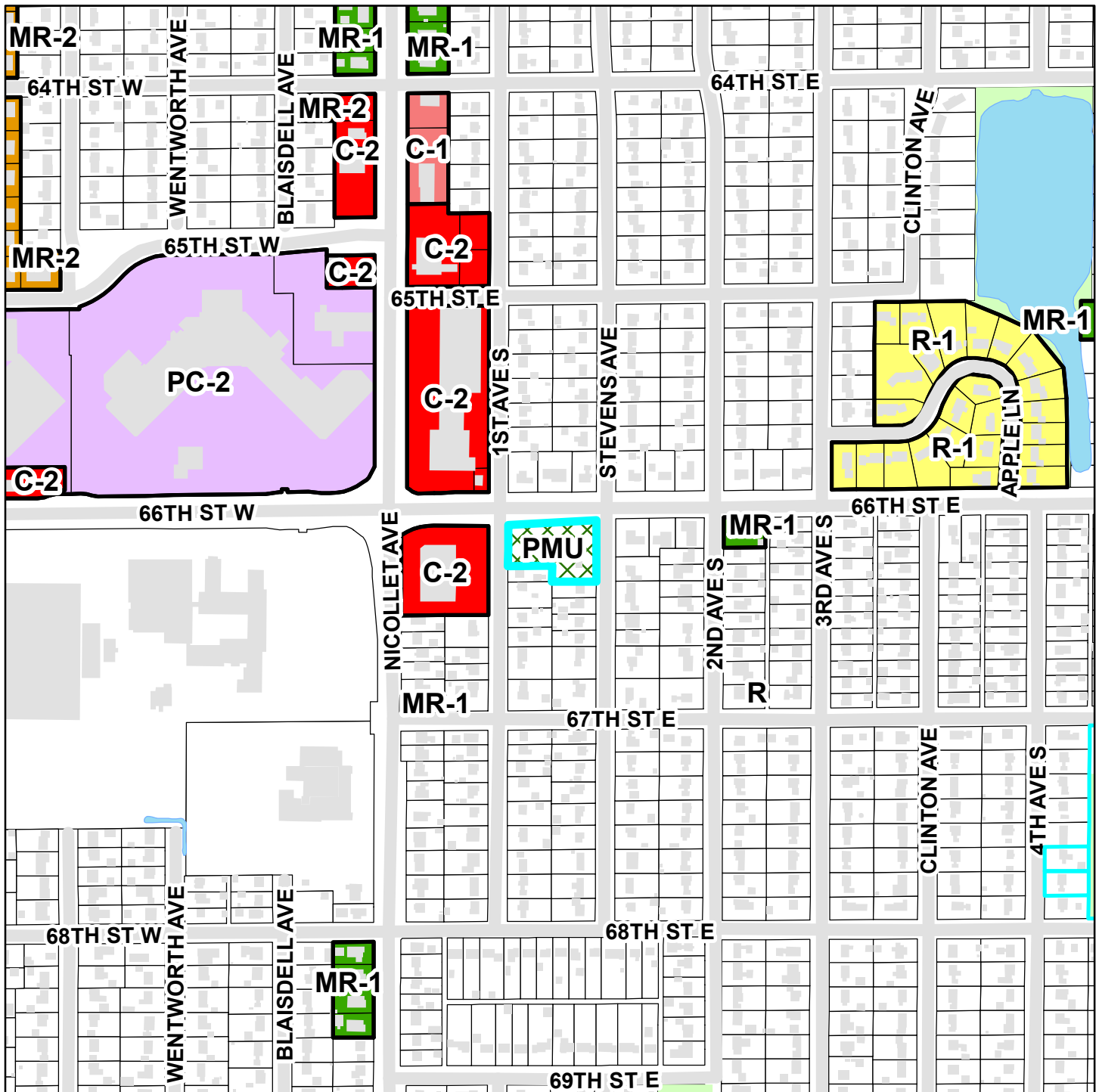




# 101 66th Street E

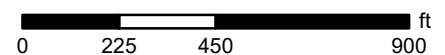
## Surrounding Zoning

Case No: 21-PUD-02, 21-FDP-02, 21-CUP-03



### Zoning Districts

Parks	MR-2 Multi-Family	C-2 General Commercial	MU-C/CAC Mixed Use + Cedar Overlay
R Single-Family	MR-2/CAC Multi-Fam + Cedar Overlay	PC-2 Planned General Commercial	MU-C/PAC Mixed Use + Penn Overlay
R-1 Low-Density Single-Family	MR-3 High-Density Multi-Family	PMU Planned Mixed Use	MU-N Mixed Use-Neighborhood
MR-1 Two-Family	SO Service Office	MU-C Mixed Use-Community	MU-R Mixed Use-Regional
PMR Planned Multi-Family	C-1 Community Commercial	I Industrial	





**STAFF REPORT NO. 05**  
**CITY COUNCIL MEETING**  
**1/9/2024**

REPORT PREPARED BY:  
DEPARTMENT DIRECTOR REVIEW:

Jennifer Anderson, Support Services Manager  
Jay Henthorne, Director of Public Safety/Chief of Police  
12/20/2023

OTHER DEPARTMENT REVIEW:  
CITYMANAGER REVIEW:

N/A  
Katie Rodriguez, City Manager  
1/3/2024

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider approval for a Temporary On-Sale Intoxicating Liquor license for the Blessed Trinity Catholic School, located at St. Richard's Catholic Church, 7540 Penn Avenue South, for their 2024 Sno\*ball Dance taking place February 3, 2024.**

**EXECUTIVE SUMMARY:**

On December 19, 2023, the City received application materials for a Temporary On-Sale Intoxicating Liquor license for the Blessed Trinity Catholic School, located at St. Richard's Catholic Church, 7540 Penn Avenue South, for their 2024 Sno\*ball Dance taking place February 3, 2024. They will serve intoxicating liquor, wine and 3.2 percent malt liquor from 5:00 p.m. to 9:00 p.m. on Saturday, February 3, 2024, only.

They will provide a dinner. The Blessed Trinity Catholic School has 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.

The City Council has previously granted this license in conjunction with this event.

**RECOMMENDED ACTION:**

**By motion: Approve issuance of a Temporary On-Sale Intoxicating Liquor license for the Blessed Trinity Catholic School, located at St. Richard's Catholic Church, 7540 Penn Avenue South for their 2024 Sno\*ball Dance taking place February 3, 2024.**

**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. EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS**

This is routine licensing business for the City.

**C. POLICIES (resolutions, ordinances, regulations, statutes, exc):**

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.

**D. CRITICAL TIMING ISSUES:**

The event takes place on February 3, 2024; therefore, consideration of the license is required at the City Council's January 9, 2024 meeting.

**E. FINANCIAL IMPACT:**

The required licensing fees have been received.

**F. 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 Blessed Trinity Catholic School. This would mean the applicant would not be able to serve intoxicating liquor, wine or 3.2 percent malt liquor; however, Public Safety has not found any basis for denial.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

Blessed Trinity Catholic staff has been notified of the date of this meeting.

**ATTACHMENTS:**

Description	Type
Blessed Trinity Temp Liquor - Feb 3 2024	Backup Material



## CITY OF RICHFIELD

### Application for Temporary Liquor License

2023

LOGIS # 6056

PAID DEC 19 2023  
check # 72258

For Temporary On-Sale Intoxicating Liquor and 3.2 Percent Malt Liquor licenses, you must also complete the enclosed Minnesota Department of Public Safety Alcohol and Gambling Enforcement Division application. The forms should be submitted to the City **at least 60 days before the event** for which the temporary license is issued to ensure review by the City and the State of Minnesota.

#### TYPE OF TEMPORARY LICENSE

(You must select temporary intoxicating liquor and wine if interested in serving strong beer)

- ☒ Temporary On-Sale Intoxicating Liquor & Wine \$145.00  
☐ Temporary On-Sale 3.2 Percent Malt Liquor only \$72.00

Name of Applicant:	<u>Patrick O'Keefe</u>	Title:	<u>Principal</u>
Organization Name:	<u>Blessed Trinity Catholic School</u>		
Address:	<u>7540 Penn Ave. S</u>	City:	<u>Richfield</u> Zip <u>55423</u>
Date organized:	<u>1994</u>	Tax Exempt number:	<u>ES 3482</u>
Contact Person:	<u>Patrick O'Keefe</u>	Phone:	<u>612-767-1786</u> Email: <u>o'keetep@btesmn.org</u>

Event name and location where license will be used:	<u>Sno *ball</u>
	<u>St. Richard's Catholic Church</u>
	<u>7540 Penn Ave S. Richfield</u>
Date(s) and exact times when alcohol will be served:	<u>Feb. 3, 2024 5pm - 9pm</u>
Briefly describe the nature of your event, including any food that will be served and entertainment for the event- * Also include a drawing showing where alcohol is being served and describe how alcohol will be monitored: <u>Family Carnival w/ dinner and dancing</u>	

**\*If serving food, a temporary food license with the city is required.**

N/A

**Temporary On-Sale 3.2 Percent Malt Liquor License Applicants**

- 1) Are you a club, charitable, religious, or nonprofit organization? Yes ☒ No ☐
- 2) If prior temporary on-sale 3.2 percent malt liquor licenses have been granted to Applicant in the past twelve months, state the date each license was granted: 12/1/2023

**Temporary On-Sale Intoxicating Liquor License Applicants**

- 1) Are you a club, charitable, religious, or nonprofit organization that has existed for at least three years? Yes ☒ No ☐
- 2) Are you a political committee registered under Minn. Stat. § 10A.14? Yes ☐ No ☒
- 3) Are you a State university seeking temporary license in connection with a social event? Yes ☐ No ☒
- 4) If prior temporary on-sale intoxicating liquor licenses have been granted to Applicant in the past twelve months, state 1) the dates each license was granted; 2) the number of days (one, two, three, four) the license was in effect; and 3) the location for which the license was issued:

December 2, 2023 one day7540 Penn Ave S Richfield, MN 55423

- 5) If a prior temporary on-sale intoxicating liquor license has been granted to Applicant in the past 30 days, was the license issued in connection with an event officially designated by a community celebration by the City? Yes ☐ No ☐

If "Yes," state the name and date of the event, the date(s) the license was in effect, and the location for which the license was issued: \_\_\_\_\_

6) Is Applicant contracting for intoxicating liquor catering services with the holder of a full-year on-sale intoxicating liquor license issued by the City or any other municipality? Yes \_\_\_\_\_ No ✓

If "Yes," state the name and contact number of the on-sale intoxicating liquor licensee with which Applicant is contracting:


Name: \_\_\_\_\_ Phone: \_\_\_\_\_

7) You must provide proof of liquor liability insurance. Has the required proof of liquor liability insurance been provided? Yes \_\_\_\_\_ No \_\_\_\_\_

### **APPLICANT'S STATEMENT**

I declare that the information I have provided on this application is truthful and I understand the disclosure of information on this form is voluntary and that I am not legally required to provide it. However, I understand the City may not be able to process this application without the information. After issuance of the license, all information in this application will be public pursuant to Minnesota Statutes, Chapter 13. I understand that falsification of answers on this application will result in denial of the application.

I hereby authorize the City of Richfield to have access to all sources of information which may be consulted to verify the information I have provided above. This includes authorization to check criminal history records if any have been asked to provide that information.

  
Applicant Signature

12/12/23  
Date

Patrick O'Keefe  
Printed Name of Applicant

Form  
Sp:C1

## City of Richfield

### License Applicant Information

Under Minnesota Law (M.S. 270C.72), the agency issuing you this license is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the Social Security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we must advise you that:

- This information may be used to deny the issuance, renewal, or transfer of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest;
- The licensing agency will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service;
- Failing to supply this information may jeopardize or delay the issuance of your license or processing your renewal application.

Please fill in the following information and return this form along with your application to the agency issuing the license. Do not return this form to the Department of Revenue.

*Please print or type*

Name of license being applied for or renewed: Temporary Liquor License

Licensing Authority (Name of city, county, or state agency issuing license): City of Richfield

Licensing (or renewal) date: 2-3-24

### **Personal Information:**

Applicant's last name	First name and initial	SSN or ITIN (if applicable)
-----------------------	------------------------	-----------------------------

Applicant's address	City	State	Zip Code
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### **Business Information (if applicable):**

Business name: Blessed Trinity Catholic School

Business address: <u>6720 Nicollet Ave S</u>	City: <u>Richfield</u>	State: <u>MN</u>	Zip Code: <u>55423</u>
--	------------------------	------------------	------------------------

Minnesota tax identification number: <u>8918317</u>	Federal tax identification number: <u>ES34892</u>
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*If a Minnesota tax identification number is not required, please explain on the reverse side of this form.*

Signature: 	Title: <u>Principal</u>	Date: <u>11/12/23</u>
--	-------------------------	-----------------------

**APPLICATION FOR LICENSE INVOLVING  
PRIVATE OR CONFIDENTIAL INFORMATION  
(Tennessee Warning)**

IN CONNECTION WITH YOUR REQUEST FOR A LICENSE, THE CITY HAS ASKED THAT YOU PROVIDE IT WITH INFORMATION ABOUT YOURSELF WHICH IS CLASSIFIED AS EITHER PRIVATE OR CONFIDENTIAL BY THE MINNESOTA GOVERNMENT DATA PRACTICES ACT (M.S.A 13.04). ACCORDINGLY, THE CITY IS REQUIRED TO INFORM YOU OF THE FOLLOWING:

1. The Purpose and intended use of the information requested is: To determine if you are eligible for a license from the City of Richfield.
2. You are not legally obligated to supply the requested information.
3. The known consequences of supplying the requested information is: The information or further investigation could disclose information, which could cause your application to be denied.
4. The known consequences of refusing to supply the requested information is: Your request for a license cannot be processed.
5. The following persons and entities are authorized by law to receive the information if provided: Staff of Richfield Public Safety Department, Bureau of Criminal Apprehension, Hennepin County Warrant Office, Ramsey County Warrant Office, State of Minnesota – Driver License Section, Hennepin County Auditor, and other governmental agencies necessary to process your application.

The undersigned, by signing this notice, acknowledges that he/she has read and understood the contents of this notice.

SIGNATURE:  DATE: 12/12/23

## PROOF OF WORKERS' COMPENSATION INSURANCE COVERAGE

Minnesota Statute Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Section 176.181, Subd. 2. The information required is: The name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and put in their company file. It will be furnished, upon request to the Department of Labor and Industry to check for compliance with Minnesota Statute Sec. 176.181, Subd. 2.

This information is required by law, and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided and/or falsely reported, it may result in a \$1,000 penalty assessed against the applicant by the Commissioner of the Department of labor and Industry payable to the Special Compensation Fund.

Provide the information specified above in the spaces provided, or certify the precise reason your business is excluded from compliance with the insurance coverage requirement for workers' compensation.

Insurance Company Name: Catholic Mutual Society  
(NOT the insurance agency)

Policy Number or Self-Insurance Permit Number: 8589

Dates of Coverage: 7/1/23 - 6/30/24

(or)


I am not required to have workers' compensation liability coverage because:

( ) I have no employees covered by law.

( ) Other (Specify): \_\_\_\_\_

\_\_\_\_\_

I HAVE READ AND UNDERSTAND MY RIGHTS AND OBLIGATIONS WITH REGARDS TO BUSINESS LICENSES, PERMITS AND WORKERS' COMPENSATION COVERAGE, AND I CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT.

  
 Signature

12/12/23  
 Date

# Certificate of Coverage

Date: 12/18/2023

## Certificate Holder

Archdiocese of Saint Paul and Minneapolis  
Chancery Office  
777 Forest Street  
St. Paul, MN 55106

**This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.**

## Company Affording Coverage

THE CATHOLIC MUTUAL RELIEF  
SOCIETY OF AMERICA  
10843 OLD MILL RD  
OMAHA, NE 68154

## Covered Location

Blessed Trinity Catholic School  
7540 Penn Avenue South  
Richfield, MN 55423

## Coverages

**This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.**

	Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
	Property				Real & Personal Property	
	D. General Liability	8589	7/1/2023	7/1/2024	Each Occurrence	500,000
	<input checked="" type="checkbox"/> Occurrence				General Aggregate	
	<input type="checkbox"/> Claims Made				Products-Comp/OP Agg	
					Personal & Adv Injury	
					Fire Damage (Any one fire)	
					Med Exp (Any one person)	
	Excess Liability	8589	7/1/2023	7/1/2024	Each Occurrence	500,000
					Annual Aggregate	
	Other				Each Occurrence	
					Claims Made	
					Annual Aggregate	
					Limit/Coverage	

**Description of Operations/Locations/Vehicles/Special Items** (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)

Coverage is verified with regard to Covered Location's Snoball Event to be held at the St. Richard Catholic Church facilities, 7540 Penn Ave S, Richfield MN, February 3, 2024

Includes Liquor Liability and Fidelity of Charitable Gambling

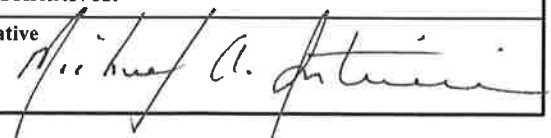
## Holder of Certificate

City of Richfield  
6700 Portland Avenue  
Richfield, MN 55423

## Cancellation

**Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.**

Authorized Representative

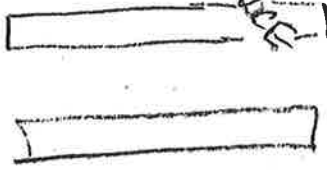


0111014238



\* RICHFIELD HOUSE RESERVES at EVENT

EVENT ENTRANCE



Seating

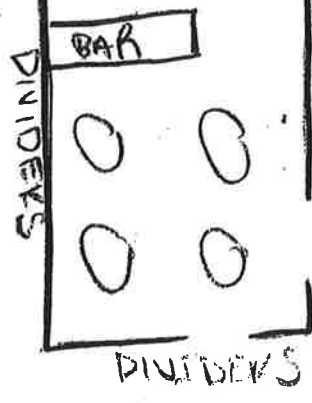
GAMES

Seating

Dance Floor

DS

Enclosed Alcohol Serving and Bartending Area



Seating

Seating

Dinner Service

Kitchen





Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division  
445 Minnesota Street, Suite 1600, St. Paul, MN 55101  
651-201-7507 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY  
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date of organization		Tax exempt number	
Blessed Trinity Catholic School		1994		ES34892	
Organization Address (No PO Boxes)		City	State	Zip Code	
7540 Penn Ave. S		Richfield	MN	55423	
Name of person making application		Business phone		Home phone	
Patrick O'Keefe		612-869-5200			
Date(s) of event	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer				
February 3rd, 2024	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input checked="" type="checkbox"/> Religious <input type="checkbox"/> Other non-profit				
Organization officer's name	City	State	Zip Code		
Patrick O'Keefe	Richfield	MN	55423		
Organization officer's name	City	State	Zip Code		
		MN			
Organization officer's name	City	State	Zip Code		
		MN			

Location where permit will be used. If an outdoor area, describe.  
St. Richard's Catholic Church In Richfield

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

Catholic Mutual Soceity of Minnesota \$500,000 per occurrence

**APPROVAL**

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Event in conjunction with a community festival <input type="checkbox"/> Yes <input type="checkbox"/> No	City or County E-mail Address
Current population of city	

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event**

**No Temp Applications faxed or mailed. Only emailed.**

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**





**STAFF REPORT NO. 06**  
**CITY COUNCIL MEETING**  
**1/9/2024**

REPORT PREPARED BY:  
 DEPARTMENT DIRECTOR REVIEW:

Jay Henthorne, Director of Public Safety/Chief of Police  
 Jay Henthorne, Director of Public Safety/Chief of Police  
 1/2/2024

OTHER DEPARTMENT REVIEW:  
 CITYMANAGER REVIEW:

N/A  
 Katie Rodriguez, City Manager  
 1/3/2024

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider the approval of an agreement allowing Richfield Department of Public Safety to accept grant monies from the U.S. Department of Justice, Office of Justice Programs, the Edward Byrne Memorial Justice Assistance Grant (JAG) Program.**

**EXECUTIVE SUMMARY:**

The Richfield Police Department is eligible to receive the Edward Byrne Memorial Justice Assistance Grants (JAG) from the Department of Justice and has been awarded a grant for \$11,813.25. The grant money will be used by Public Safety to purchase laptops for public safety employees. Grant funding is based on a threshold of reported Group A crimes which are in comparison to the population of the respective community.

Several Hennepin County municipalities receive these grants including the cities of Bloomington, Brooklyn Center, Brooklyn Park, and Minneapolis. The JAG Grants are administered through Hennepin County's Office of Administration.

**RECOMMENDED ACTION:**

**By motion: Approve a resolution allowing Richfield Department of Public Safety to accept grant monies from the U.S. Department of Justice, Office of Justice Programs, the Justice Assistance Grant (JAG) Program.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

- The grant money will be used by Public Safety to purchase laptops.
- The Public Safety Department has been informed that additional funds will be made available to the department as part of the Edward Byrne Memorial Justice Assistance Grant (JAG). The grant allows states, tribes and local governments to support a broad range of activities to prevent and control crime based on their own local needs and conditions.
- Notification was received that the City of Richfield was approved to receive \$11,813.25 from the JAG Grant for 2023.

**B. EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS**

This grant helps support crime reduction and violence prevention efforts across the country. Purchase of these laptops will allow the Public Safety department to continue to serve the Richfield Community in these efforts.

**C. POLICIES (resolutions, ordinances, regulations, statutes, exc):**

- Public Safety does not accept financial support unless it is designated for a specific program that will

affect the department as a whole.

- The grant money will be used by Public Safety to purchase laptops.
- Minnesota Statute 465.03 requires that every acceptance of a grant or devise of real or personal property on terms prescribed by the donor be made by resolution of more than two-thirds majority of the City Council.
- The Administrative Services Department issued a memo on November 9, 2004 requiring that all grants and restricted donations to departments be received by resolution and by more than two-thirds majority of the City Council in accordance with Minnesota Statute 465.03.

**D. CRITICAL TIMING ISSUES:**

The grant money will be used by Public Safety to purchase laptops for public safety employees.

**E. FINANCIAL IMPACT:**

Five percent (5%) of the total award has been deducted for administrative costs as approved by the administrator of the grant. Richfield Public Safety will receive \$11,222.59.

**F. LEGAL CONSIDERATION:**

N/A

**ALTERNATIVE RECOMMENDATION(S):**

Council could disapprove of the acceptance of the grant monies and the funds would have to be returned.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

None

**ATTACHMENTS:**

Description	Type
▣ Resolution	Resolution Letter

**RESOLUTION NO.**

**RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC SAFETY/POLICE TO  
ACCEPT THE EDWARDS BYRNE MEMORIAL GRANT (JAG) FOR \$11,813.25 FROM  
THE OFFICE OF JUSTICE PROGRAMS TO PURCHASE LAPTOPS FOR PUBLIC  
SAFETY EMPLOYEES**

**WHEREAS**, Richfield Police has been approved by U.S. Department of Justice to participate in funds available to several Hennepin County departments through the Edwards Byrne Memorial Grant (JAG); and

**WHEREAS**, Richfield is scheduled to be awarded \$11,813.25 to be used as designated by grant agreement which mandates that the funds be used for law enforcement related programs and or equipment; and,

**WHEREAS**, Richfield has agreed that Hennepin County will serve as the fiscal agent on behalf of the Cities of Bloomington, Brooklyn Center, Brooklyn Park, Minneapolis, and Richfield; and,

**WHEREAS**, in accordance with the agreement, five percent (5%) (\$590.66) of the total amount (\$11,813.25) has been set aside for the costs associated with administering the JAG funds.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Richfield, Public Safety Department will accept funds designated for police programs and equipment in accordance to and as listed above.

Adopted by the City Council of the City of Richfield, Minnesota this 9th day of January, 2024.

---

Mary Supple, Mayor

ATTEST:

---

Dustin Leslie, City Clerk



**STAFF REPORT NO. 07**  
**CITY COUNCIL MEETING**  
**1/9/2024**

REPORT PREPARED BY:  
 DEPARTMENT DIRECTOR REVIEW:

Jennifer Anderson, Support Services Manager  
 Jay Henthorne, Director of Public Safety/Chief of Police  
 1/2/2024

OTHER DEPARTMENT REVIEW:  
 CITYMANAGER REVIEW:

Katie Rodriguez, City Manager  
 1/3/2024

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider the approval of the Response Sustainability grant. This new grant is awarded to public health departments and tribal health agencies via the Minnesota Department of Health (MDH) based on funding provided by the Minnesota State Legislature.**

**EXECUTIVE SUMMARY:**

These funds are specifically appropriated for public health emergency preparedness and response work, and must align with the *CDC's Public Health Emergency Preparedness and Response Capabilities: National Standards for the State, Local, Tribal, and Territorial Public Health*. The Response Sustainability grant agreement is effective December 1, 2023 - June 30, 2027. This grant award is for work to be completed through June 30, 2024. Subsequent funding allocation letters will be sent annually.

The purpose of this funding is to support a robust response to emergencies through planning, training, exercises, and response at the local level. Grant activities must align with the following approved areas of focus. This could include, but is not limited to:

- Workforce capacity - increasing staff capacity, expanding disciplines working in preparedness, workforce training on response roles and use of the Incident Command System, staff-focused mental and behavioral health, and staff training related to community engagement/community organizing.
- Sustainability - developing MOUs, MOAs, or mutual aid; reviewing, updating, or developing plans and policies, developing policies for regularly updating contact lists, expanding use of technology platforms to support public health emergency preparedness, response, and recovery, relationship development with community partners, engagement, and engaging new mental and behavioral health partners.
- Health Equity - assessment of preparedness health equity planning, developing a health equity action plan, health equity related trainings for staff, and including health equity in preparedness, response, and recovery plans and engaging new partners.
- Communication - plans addressing risk communication and social media, communication pathways and other communication strategies, training and conducting exercises for managing misinformation and the PIO role and responsibilities, and community engagement.

**RECOMMENDED ACTION:**

**By motion: Approve the Response Sustainability grant administered through the MDH.**

## **BASIS OF RECOMMENDATION:**

### **A. HISTORICAL CONTEXT**

Public health departments receive annual Public Health Emergency Preparedness/Cities Readiness Initiative funding (PHEP/CRI) funding that enhances preparedness in the nation's largest population centers, where nearly 60% of the population resides. The program prepares jurisdictions to effectively respond to large public health emergencies with life-saving medicines and medical supplies.

State and large metropolitan public health departments use CRI funding to develop, test, and maintain emergency response plans. These plans detail how health departments will quickly receive medical countermeasures from the Strategic National Stockpile (SNS) and distribute them to local communities.

The Response Sustainability grant specifically addresses the four focus areas mentioned in the Executive Summary; workforce capacity, sustainability, health equity, and communication.

### **B. EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS**

Response Sustainability funding specifically calls out health equity and the need to ensure preparedness plans and activities address health equity gaps and populations, including finding new equity partners to bring into the work.

### **C. POLICIES (resolutions, ordinances, regulations, statutes, exc):**

Public Health departments across Minnesota are mandated by Minnesota Statute 145A to provide 6 areas of public health responsibilities;

- Assure an adequate local public health infrastructure
- Promote healthy communities and healthy behaviors
- Prevent the spread of communicable disease
- Protect against environmental health hazards
- Prepare for and respond to emergencies
- Assure health services

### **D. CRITICAL TIMING ISSUES:**

None

### **E. FINANCIAL IMPACT:**

Richfield's allotment of Response Sustainability funds is \$103,689.14 for work between December 1, 2023 - June 30, 2024. Annual allotments are scheduled but unknown at this time.

### **F. LEGAL CONSIDERATION:**

The City Attorney has reviewed the agreement and approves of its contents.

## **ALTERNATIVE RECOMMENDATION(S):**

The City Council could decide not to approve the funding and direct staff on how to proceed.

## **PRINCIPAL PARTIES EXPECTED AT MEETING:**

## **ATTACHMENTS:**

Description	Type
□ Response Sustainability grant agreement	Cover Memo

# Minnesota Department of Health

## Grant Project Agreement Cover Sheet

You have received a grant project agreement from the Minnesota Department of Health (MDH).

Additional information about the grant project agreement, including funding details, are included below. Contact your MDH Grant Manager if you have questions about this Cover Sheet.

### ATTACHMENT: Grant Project Agreement

**CONTACT FOR MDH:** Sandra Hanson, (651) 201-3619, [sandra.hanson@state.mn.us](mailto:sandra.hanson@state.mn.us)

Grantee SWIFT Information	Grant Project Agreement Information	Program & Funding Information
<b>Name of MDH Grantee</b> (as it appears in SWIFT): City of Richfield Community Health Board <b>Address of Grantee:</b> 6700 Portland Avenue South Richfield, MN 55423	<b>Grant Project Agreement Number:</b> 240059	<b>MDH Program Name:</b> Emergency Preparedness and Response
<b>Grantee SWIFT Vendor Number:</b> 0000197711 <b>SWIFT Vendor Location Code:</b> 001	<b>Effective Date:</b> <b>12/01/2023</b> OR the date all signatures are collected and the project agreement is fully executed, whichever is later.  <b>Expiration Date:</b> <b>6/30/2027</b>	<b>Total State Grant Funds:</b> \$103,689.14

### Note:

The Response Sustainability Grant period is **December 1, 2023** through **June 30, 2027**.

This Grant Award Cover Sheet only includes the grant award allocation for work to be completed through June 30, 2024. Subsequent funding allocation letters will be sent to Grantee annually.

## Minnesota Department of Health

# Grant Project Agreement

This grant project agreement, and amendments and supplements, is between the State of Minnesota, acting through its Commissioner of Health ("MDH") and **City of Richfield Community Health Board**, an independent organization, not an employee of the State of Minnesota, address 6700 Portland Avenue South, Richfield, MN 55423 ("Grantee").

### Recitals

1. MDH is empowered to enter into a grant project agreement under Minn. Stat. §§ 144.05 and 144.0742, under which MDH is empowered to enter into a contractual agreement for the provision of statutorily prescribed public health services.
2. MDH and Grantee have entered into Master Grant Contract number **12-700-00080** ("Master Grant Contract") effective January 1, 2020, or subsequent Master Grant Contracts and amendments and supplements thereto;
3. The vision of MDH is for health equity in Minnesota, where all communities are thriving, and all people have what they need to be healthy. Health equity is achieved when every person has the opportunity to attain their health potential. Grantee agrees, where applicable, to perform its work with advancing health equity as a goal.
4. Grantee represents that it is duly qualified and willing to perform all the activities according to the terms of this grant project agreement. Grantee agrees to minimize administrative costs as a condition of this grant project agreement pursuant to Minn. Stat. § 16B.98, subd. 1.

### Grant Project Agreement

#### 1. Incorporation of Master Grant Contract

All terms and conditions of the Master Grant Contract are hereby incorporated by reference into this grant project agreement.

#### 2. Term of Agreement

##### 2.1 *Effective date*

**December 1, 2023**, or the date MDH obtains all required signatures under Minn. Stat. § 16B.98, subd. 5(a), whichever is later. Per Minn. Stat. § 16B.98, subd. 7, no payments will be made to the Grantee until this grant project agreement is fully executed. Grantee must not begin work until this grant project agreement is fully executed and MDH's Authorized Representative has notified Grantee that work may commence.

**2.2 Expiration date**

**June 30, 2027**, or until all obligations have been fulfilled to the satisfaction of MDH, whichever occurs first.

**3. Activities****3.1 MDH's Activities**

MDH activities, in accordance with the Minnesota Department of Administration's Office of Grants Management's policies and federal regulations, may include but are not limited to financial reconciliations, site visits, programmatic monitoring of activities performed, and grant activity evaluation.

**3.2 Grantee's Activities**

Grantee shall conduct the activities specified in Exhibit A, which is attached and incorporated into this grant project agreement.

**4. Consideration and Payment**

**4.1 Consideration.** MDH will award funds to Grantee for activities performed in accordance with this grant agreement as follows:

- a. State will determine Response Sustainability Grant allocations annually. Grantee will be paid according to the allocated amount determined by MDH each project year.

**4.2 Budget Modifications.** Grantee may modify any line item in the most recently agreed-upon budget by up to 10 percent without prior written approval from MDH. Grantee must notify MDH of any modifications up to 10 percent in writing no later than the next invoice. Grantee must obtain prior written approval from MDH for line-item modifications greater than 10 percent. Grantee's failure to obtain MDH's prior approval may result in denial of modification request, loss of funds, or both. The total obligation of MDH for all compensation and reimbursements to Grantee shall not exceed the total obligation specified in the annual award letter provided to Grantee by MDH.

**4.3 Total Obligation.**

The total obligation of MDH for all compensation and reimbursements to Grantee under this grant agreement will not exceed the amount specified in the annual award letter provided to Grantee by MDH.

**4.4 Terms of Payment****4.4.1. Invoices**

MDH will promptly pay Grantee after Grantee presents an itemized invoice for the activities actually performed and MDH's Authorized Representative accepts the invoiced activities. Invoices must be submitted at least quarterly or according to a schedule agreed upon by the Parties. The final invoice is due 30 calendar days after the expiration date of the grant project agreement.

## 5. Conditions of Payment

All activities performed by Grantee pursuant to this grant agreement must be performed in accordance with the terms of this grant agreement, as determined in the sole discretion of MDH's Authorized Representative. Furthermore, all activities performed by Grantee must be in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. MDH will not pay Grantee for work that MDH determines is noncompliant with the terms and conditions of this grant agreement or performed in violation of federal, state, or local law, ordinance, rule, or regulation.

## 6. Ownership of Equipment and Supplies

- 6.1 **Equipment.** "Equipment" is defined as tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000. MDH shall have the right to require transfer of all Equipment purchased with grant funds (including title) to MDH or to an eligible non-State party named by MDH. MDH may require the transfer of Equipment if the grant program is transferred to another grantee. At the end of this grant agreement, grantee must contact MDH's Authorized Representative for further instruction regarding the disposition of Equipment.
- 6.2 **Supplies.** "Supplies" is defined as all tangible personal property other than those described in the definition of Equipment. Grantee must notify MDH's Authorized Representative regarding any remaining Supplies with an aggregate market value of \$5,000 or more for further instruction regarding the disposition of those Supplies. For the purpose of this section, Supplies includes but is not limited to computers and incentives.

## 7. Authorized Representatives

### 7.1 MDH's Authorized Representative

MDH's Authorized Representative for purposes of administering this grant project agreement is **Sandra Hanson, Public Health Emergency Preparedness Section Manager, MN Department of Health, (651) 201-3619, [sandra.hanson@state.mn.us](mailto:sandra.hanson@state.mn.us)**, or their successor, and has the responsibility to monitor Grantee's performance and the final authority to accept the activities performed under this grant project agreement. If the activities performed are satisfactory, MDH's Authorized Representative will certify acceptance on each invoice submitted for payment.

### 7.2 Grantee's Authorized Representative

Grantee's Authorized Representative is **Jennifer Anderson, CHS Administrator, 612-861-9881, [jenniferanderson@richfieldmn.gov](mailto:jenniferanderson@richfieldmn.gov)**, or their successor. Grantee's Authorized Representative has full authority to represent Grantee in fulfillment of the terms, conditions, and requirements of this agreement. If Grantee selects a new Authorized Representative at any time during this grant project agreement, Grantee must immediately notify MDH's Authorized Representative.

## 8. Termination

### 8.1 Termination by the MDH or Grantee

MDH or Grantee may cancel this grant project agreement at any time, with or without cause, upon 30 days' written notice (e.g. by mail, email, or both) to the other party.

**8.2 Termination for Cause**

If Grantee fails to comply with the provisions of this grant project agreement, MDH may terminate this grant project agreement without prejudice to the right of MDH to recover any money previously paid. The termination shall be effective five business days after MDH sends written notice (e.g. mail, email, or both) of termination to Grantee.

**8.3 Termination for Insufficient Funding**

MDH may immediately terminate this grant project agreement if it does not obtain funding from the Minnesota Legislature or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the work scope covered in this grant project agreement. Termination must be by written notice to Grantee; e.g., mail, email, or both. MDH is not obligated to pay for any work performed after notice and effective date of the termination. However, Grantee will be entitled to payment, determined on a pro rata basis, for activities satisfactorily performed to the extent that funds are available. MDH will not be assessed any penalty if this grant project agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MDH must provide the Grantee notice of the lack of funding within a reasonable time of MDH receiving notice of the same.

**8.4 Termination by Commissioner of Administration**

The Commissioner of Administration may unilaterally and immediately cancel this grant agreement if, in the Commissioner's sole discretion, further performance does not serve MDH's purposes or is not in the best interests of the State of Minnesota.

**9. Publicity**

Any publicity given to the program, publications, or activities performed from this grant project agreement, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for Grantee or its employees individually or jointly with others, or any subgrantees, must identify MDH as a sponsoring agency. If publicity is not specifically authorized under this grant project agreement, Grantee must obtain prior written approval from MDH's Authorized Representative. As federal funding is being used for this grant project agreement, the federal program must also be recognized.

**10. Clerical Error**

Notwithstanding the Master Grant Contract Agreement, MDH reserves the right to unilaterally fix clerical errors, defined as misspellings, minor grammatical or typographical mistakes or omissions, that do not have a substantive impact on the terms of the Grant Project Agreement without executing an amendment. MDH must inform Grantee of clerical errors that have been fixed pursuant to this paragraph within a reasonable period of time.

**11. Voter Registration Services Requirement**

If this grant project agreement will disburse any state funds (as indicated on the Award Cover Sheet); AND grantee is a local unit of government, city, county, township, Tribal Nation or non-profit organization, then Grantee is required to comply with Minn. Stat. § 201.162 by providing voter registration services for its employees and for the public served by the grantee.

**12. Incentives**

When included in the approved Work Plan and or Budget, the following language applies.

### 12.1 ***Handling of Incentives.***

Grantee is required to have policies and procedures in place addressing the purchasing, security, distribution, and asset tracking of incentives. All grantee staff involved in the purchase, distribution, security, and reconciling of incentives must be trained on the grantee's policies and procedures prior to the grantee placing any order for incentives. Those policies and procedures must, at a minimum, include the following:

### 12.2 ***Separation of duties***

- a) More than one Grantee staff person must be involved in the management and handling of the incentives.
- b) The Grantee staff who authorizes the purchase of incentives must not have sole physical access to the incentives.
- c) The Grantee staff who will have physical access to the incentives cannot have sole access to modify the incentives records.
- d) Handoff of incentive from one person to another must be documented.

### 12.3 ***Distribution of Incentives*** *(incentives may only be used for approved purposes by MDH)*

- a) Only one incentive can be given to an individual per occurrence/event.
- b) Undistributed incentives must always be kept in a secure location. Incentive instruments must never be stored in any personal homes, they must always be securely stored in the grantee's business space.
- c) Grantee will purchase and have on hand no more than three months' worth of incentives at any given time. The three months' worth must be based off the most currently approved workplan. All incentives must be distributed prior to grantee purchasing additional incentives.
- d) Grantee will be responsible for the costs of any incentives that remain undistributed at the end of the grant agreement.
- e) If MDH provided the grantee with the incentives, the return of undistributed incentives to MDH must occur in person with the State's Authorized Representative within 30 calendar days of the grant expiration date. If in-person return is not possible, the grantee must return undistributed incentives via courier or via US Mail that requires signatures and a tracking number within 30 calendar days of the grant expiration date.
- f) The tracking log must be returned separately from the physical cards. Electronic return is the preferred method for the tracking log.

### 12.4 ***Incentive tracking documentation.***

The tracking documentation the Grantee must maintain must not contain any private data. The tracking system must record the following:

- a) Number of incentives on hand, including starting balance and any additional incentives purchased.
- b) Description of the incentives
- c) Quantity of incentive(s) distributed to each participant.
- d) The last four digits of any pre-paid card number
- e) Value/amount
- f) A unique non-identifiable data point for each participant (e.g. case number, file number),

- g) Date participant received incentive(s), and
- h) Signature of Grantee staff member providing incentive(s) to participant(s)

**12.5 Reconciliation.**

At least two different Grantee staff must reconcile the incentives at least quarterly. The Grantee staff conducting the reconciliation must not also be the handlers of the incentives. The reconciliation must include the dates and signature of the two people who perform the reconciliation. Grantee must submit the reconciliation documentation to the State's Authorized Representative no less than two weeks after each reconciliation.

**12.6 Subcontracting/Subgranting.**

The Grantee must communicate and verify that their subcontracts/subgrants will only use incentives for MDH approved purposes. The Grantee will be responsible for monitoring, oversight, and reconciliation of any incentives that its subcontractors or subgrantees purchase and distribute and will include this same language in any of its subgrants or subcontracts that it enters as part of its work for MDH.

**12.7 Lost or stolen incentives.**

The Grantee bears all financial responsibility for any unaccounted for, lost, or stolen incentives.

**12.8 Invoicing.**

If the Grantee purchased the incentives themselves, the Grantee must only invoice MDH for the incentives after they've been distributed.

**12.9 Failure to Comply.**

For grantees who do not have effective written policies and procedures in place before purchasing incentives, MDH reserves the right to withhold payment and or request reimbursement in the amount equal to the unallowable costs. Withheld payments will be released when the grantee provides documentation to MDH that it has written effective policies and procedures in place. Grantees who do not comply with this requirement may be subject to increased monitoring and will be offered technical assistance. MDH also reserves the right to terminate a grant agreement for failure to comply with these requirements.

[Signatures on following page]

## APPROVED:

### 1. State Encumbrance Verification

*Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.*

Signature: **Ann Zeimet** Digitally signed by Ann Zeimet  
Date: 2023.12.12 13:12:45  
-06'00'

SWIFT Contract & Initial PO: 240059 / 3000108782 / REQ 10141

### 2. Grantee

*Grantee certifies that the appropriate persons(s) have executed the grant agreement on behalf of Grantee as required by applicable articles, bylaws, resolutions, or ordinances.*

Signature: \_\_\_\_\_

Title: CHS Administrator

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

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

### 3. Minnesota Department of Health

*Grant agreement approval and certification that State funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.*

Signature:  
(with delegated authority)

Title:

Date:

#### Distribution:

All parties on the DocuSign envelope will receive a copy of the fully executed grant agreement.



Exhibit A – Grantee’s Activities/ Scope of Work:

1. The purpose of this funding is to support a robust response to emergencies through planning, training, exercises, and response at the local level. Grant activities will align with the approved areas of focus:
  - **Workforce Capacity.** This could include, but is not limited to, increasing staff capacity, expanding disciplines working in preparedness, workforce training on response roles and use of the Incident Command System, staff-focused Mental and Behavioral Health, and staff training related to community engagement/community organizing.
  - **Sustainability.** This could include, but is not limited to, developing MOUs, MOAs, or Mutual Aid; reviewing, updating, or developing policies and plans, developing policies for regularly updating contact lists, expanding use of technology platforms to support public health emergency preparedness, response, and recovery, relationship development with community partners, community engagement, and engaging new Mental and Behavioral Health Partners.
  - **Health Equity.** This could include, but is not limited to, assessment of preparedness health equity planning, developing a Health Equity Action Plan, health equity related trainings for staff, and including health equity in preparedness, response, and recovery plans and engaging new partners.
  - **Communication.** This could include, but is not limited to, plans addressing risk communication and social media, communication pathways and other communication strategies; training and conducting exercises for managing misinformation and the Public Information Officer role and responsibilities, and community engagement.
2. Grantee shall complete, and update as necessary, a detailed workplan including planned activities for MDH approval. Any changes made to the original proposal must be reviewed and approved by MDH.
3. Grantee shall complete a proposed budget by the date provided by MDH. Any revisions to the original budget must be reviewed and approved by MDH.
4. Grantee shall provide requested financial and programmatic reporting information by the dates provided by MDH.



**STAFF REPORT NO. 08**  
**CITY COUNCIL MEETING**  
**1/9/2024**

REPORT PREPARED BY:  
DEPARTMENT DIRECTOR REVIEW:  
OTHER DEPARTMENT REVIEW:  
CITYMANAGER REVIEW:

Chris Swanson, Management Analyst

Katie Rodriguez, City Manager  
1/3/2024

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider a resolution designating an official newspaper for 2024.**

**EXECUTIVE SUMMARY:**

Section 13.01 of the Charter of the City of Richfield requires the City Council annually designate an official newspaper for the City.

The *Richfield Sun-Current* has served as the official paper for the City since 1969 and has proven to be a reliable and professional publication that is delivered to nearly all residences in the City. The *Richfield Sun-Current* has expressed an interest in continuing to serve as the official newspaper of the City.

**RECOMMENDED ACTION:**

**By motion: Adopt a resolution designating the *Richfield Sun-Current* as the official newspaper for the City of Richfield for 2024.**

**BASIS OF RECOMMENDATION:**

A. **HISTORICAL CONTEXT**

This information is contained in the Executive Summary.

B. **EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS**

This is standard business.

C. **POLICIES (resolutions, ordinances, regulations, statutes, exc):**

This information is contained in the Executive Summary.

D. **CRITICAL TIMING ISSUES:**

The City Council typically considers the designation of an official newspaper at the first meeting in January of each year.

E. **FINANCIAL IMPACT:**

The 2024 price quote from the Sun-Current for the publication of legal notices is reasonable and similar to the cost of publishing in the Star Tribune.

F. **LEGAL CONSIDERATION:**

A newspaper must be designated each year by the City for publication of all official and legal City business.

**ALTERNATIVE RECOMMENDATION(S):**

The City Council may choose to postpone designation of an official newspaper to a future meeting and request the

City Clerk's office to gather quotes from other newspapers.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

None

**ATTACHMENTS:**

Description	Type
☐ Resolution for Approval	Resolution Letter
☐ Star Tribune quote	Backup Material
☐ Sun Current Quote	Backup Material

**RESOLUTION NO.**

**RESOLUTION DESIGNATING AN  
OFFICIAL NEWSPAPER FOR 2024**

**WHEREAS**, the Charter of the City of Richfield requires in Section 13.01 thereof that the City Council annually designate an official newspaper for the City.

**NOW, THEREFORE, BE IT RESOLVED**, that the *Richfield Sun-Current* is designated the official legal newspaper for the City of Richfield for 2024 for all publications required to be published therein.

Adopted by the City Council of the City of Richfield, Minnesota this 9th day of January 2024.

---

Mary B. Supple, Mayor

ATTEST:

---

Dustin Leslie, City Clerk

Click [here](#) to view this email in your browser.



★ **StarTribune**

## **STAR TRIBUNE LEGAL NOTICES – YOUR ONE STOP SHOP.**

### **Why choose Star Tribune when it comes to Legal Notices?**

Because we offer everything you need to be successful, including a simple placement process, fair rates, timely turnaround, and the legal qualification to meet all statute requirements.



#### **2024 DESIGNATED LEGAL NEWSPAPER RATES:**

- **\$1.58 per line per day.** Approximately \$17.90 per column inch. 12 lines per column inch.
- **Notices are charged per line not per column inch**, so you are not paying for space you are not using.
- Pricing applies to legal notices/public hearing notices only.

---

#### **PLACEMENT:**

- Minnesota Statute 412.831 requires annual designation of an official newspaper. Star Tribune is a qualified legal newspaper, publishing legal notices 7 days per week.
- Primary areas served: Anoka County, Ramsey County, Dakota County, Hennepin County, Scott County, Carver County, Wright County, and Sherburne County.
- **Legal notices will also run on StarTribune.com at no extra charge.**
- **Legal Notices will also run on the MNA Public Notice website at no extra charge, a requirement for the State of Minnesota.**

<https://www.mnpublicnotice.com>

---

**DEADLINES** - (applies to placement, changes & cancellations):

- Two days prior to first publication date at 4pm CST.
- Legal display deadlines are advanced 24-48 hours.
- Deadlines will be advanced for holidays/special occasions.
- Affidavits must be emailed 24-48 business hours after last publication date.

**Monday: Friday 4pm**

**Tuesday: Friday 4pm**

**Wednesday: Monday 4pm**

**Thursday: Tuesday 4pm**

**Friday: Wednesday 4pm**

**Saturday: Thursday 4pm**

**Sunday: Friday 4pm**

---

**CIRCULATION:**

- Sunday - 206,724
- Monday - 98,486
- Tuesday - 98,486
- Wednesday - 98,486
- Thursday - 98,486
- Friday - 98,486
- Saturday - 98,486

*Star Tribune Print, DMA (AAM News Media Statement, September 30 2022)*

For more information and to advertise, contact [Liz Deleeuw](#) or [Josh Windschill](#) or email [placeads@startribune.com](mailto:placeads@startribune.com) or call 612-673-7000.



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EAST CENTRAL MINNESOTA

November 9, 2023

City of Richfield  
City Council  
6700 Portland Avenue  
Richfield, MN 55423-2599

Dear City Council Members,

Please accept the following bid from the **Richfield Sun Current** for legal newspaper designation for the City of Richfield. This newspaper is qualified by the State of Minnesota as a legal newspaper under Minnesota Statutes Section 331A.02, Subd. 1.

The following rate structure for legals is effective January 1, 2024:

First insertion:	<b>\$12.20</b> per column inch
Characters per inch:	<b>320</b>
Lines per inch:	<b>9</b>

A notarized affidavit will be provided for each notice published. A \$20 charge will be assessed on legal notices that require typing. All published legal notices are posted on the **Sun Current** website at no additional charge.

The **Sun Current** is published weekly on Thursdays. The deadline is 2:00 p.m. on Thursday for publication the following Thursday. Early deadlines apply for a holiday week. Please email legal notices to [publicnotice@apgecm.com](mailto:publicnotice@apgecm.com).

Thank you for considering the **Sun Current** as the official newspaper for the City of Richfield for the upcoming year. We appreciate the opportunity to serve the needs of your community.

Sincerely,

Tonya Orbeck  
Legal Notice Manager  
Adams Publishing Group  
763-691-6001



**STAFF REPORT NO. 09**  
**CITY COUNCIL MEETING**  
**1/9/2024**

REPORT PREPARED BY:  
DEPARTMENT DIRECTOR REVIEW:  
OTHER DEPARTMENT REVIEW:  
CITYMANAGER REVIEW:

Kumud Verma, Finance Director

Katie Rodriguez, City Manager  
1/3/2024

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider resolutions designating official depositories for the City of Richfield for 2024, including the approval of collateral.**

**EXECUTIVE SUMMARY:**

In compliance with Minnesota statutes, the City of Richfield must designate on an annual basis those financial institutions it does business with.

U.S. Bank acts as the banking institution in the City's banking arrangement with the 4M Fund.

The following resolutions for the City Council's consideration will designate U.S Bank/4M Fund as a depository of City funds, and designate certain savings and loan associations, banks, credit unions and financial institutions as depositories for the investment of City funds.

**RECOMMENDED ACTION:**

**By Motion: Adopt the attached resolutions designating official depositories, with the understanding that the City could not invest in any of the depositories beyond the level of insurance coverage or the pledged collateral.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

N/A

**B. EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS**

This is standard business.

**C. POLICIES (resolutions, ordinances, regulations, statutes, exc):**

In accordance with Minnesota Statutes Section 118A.01 - 118A.06, the City of Richfield must designate financial institutions annually. The institutions must pledge the collateral over and above the amount of federal insurance, as public depositories.

U.S. Bank acts as the banking institution in the City's banking arrangement with the 4M Fund. Monies received, checks written by the City, flow through U.S. Bank, however, at the end of each business day, any proceeds remaining in City U.S. Bank accounts are swept to the 4M Fund to be invested. Therefore, at the end of the business day the City accounts are zero, which means the collateral requirements of Minnesota Statutes Section 118A.03 are not required. Accordingly, U.S. Bank has met all other statutory requirements and should be considered as a depository for the City's Deputy Registrar, payroll and vendor accounts and all savings deposits.

The City must also annually designate certain savings and loan associations, banks, and credit unions as official depositories for deposit and investment of certain City funds. With approval of these official depositories, the City will be able to deposit and invest funds in these institutions, not exceeding the federal insurance of \$250,000. Currently US Bank is the only bank designated as the official depository of the City. We are securing an advance approval from the Council to be able to deposit and invest City's funds with other institutions in case an opportunity becomes available.

An annual designation must also be made for certain financial institutions as depositories for the investment of City funds for 2024. These institutions, such as investment brokerage firms, offer government securities in the manner required by law. These financial institutions include RBC Capital Markets, Raymond James & Associates, Inc., Northland Securities, Oppenheimer & Co., Principal Custody Solutions, Moreton Capital Markets, Pershing Wealth Solutions BNY Mellon, and the 4M Fund.

**D. CRITICAL TIMING ISSUES:**

**E. FINANCIAL IMPACT:**

N/A

**F. LEGAL CONSIDERATION:**

The City is required by Minnesota Statute 118A.01 - 118A.06, to designate as a depository of funds, insured banks or thrift institutions. Any collateral so deposited is accompanied by an assignment pledged to the City in the amount specified in the attached resolutions.

**ALTERNATIVE RECOMMENDATION(S):**

None

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

None

**ATTACHMENTS:**

	Description	Type
▣	Resolution designating US Bank as 2024 depository for Richfield	Resolution Letter
▣	Resolution designating Bank and Credit Unions as 2024 depository for the City	Resolution Letter
▣	Resolution designating Financial Institutions as 2024 depository for the City	Resolution Letter

**RESOLUTION NO.**

**RESOLUTION DESIGNATING U.S. BANK  
A DEPOSITORY OF FUNDS FOR THE CITY OF  
RICHFIELD FOR THE YEAR 2024**

**BE IT RESOLVED**, by the City Council of the City of Richfield (the City) as follows:

That, in accordance with Minnesota Statutes, Section 118A.01- 118A.06, U.S. Bank be, and hereby is designated a depository of the funds of the City, subject to modification and revocation at any time by said city, and subject to the following terms and conditions:

The said depository shall not be required to give bonds or other securities for such deposits provided that the total sum thereof shall not at any time exceed in any depository the sums for which its deposits are insured under the Acts of Congress of the United States relating to insurance of bank deposits; but that in case such deposits in any such depository shall at any time exceed such insured sum, said depository shall immediately furnish bonds or other security for such excess according to law, approved by the City Council of said city.

That said depository shall pay on demand all deposits therein; and shall pay all time deposits, at or after the end of the period for which the same shall be deposited, on demand.

**BE IT FURTHER RESOLVED**, that there shall be maintained a general account in which shall be deposited all monies from the water, sewer, storm sewer, liquor, swimming pool/ice arena, deputy register fees, city permits and other deposits not otherwise specifically provided for. The following officers or their facsimile signatures shall sign checks on this account;

KATIE RODRIGUEZ, CITY MANAGER  
KUMUD VERMA, CITY TREASURER

**BE IT FURTHER RESOLVED**, that all funds remaining in the account at the end of each business day will be transferred from U.S. Bank to the 4M Fund where funds deposited are invested and insured.

Passed by the City Council of the City of Richfield, Minnesota this 9<sup>th</sup> day of January, 2024.

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Mary Supple, Mayor

ATTEST:

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Dustin Leslie, City Clerk

**RESOLUTION NO.**

**RESOLUTION DESIGNATING CERTAIN SAVING AND LOAN ASSOCIATIONS, BANKS, AND CREDIT UNIONS AS DEPOSITORIES FOR THE DEPOSIT AND INVESTMENT OF CITY FUNDS IN 2024**

**BE IT RESOLVED**, by the City Council of City of Richfield (City), Minnesota

**WHEREAS**, pursuant to Minnesota Statutes, Sections 118A.01 – 118A.06, municipal funds may be deposited in any Savings and Loan Association, Bank or Credit Union which has its deposits insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Administration (NCUA); and

**WHEREAS**, the amount of said deposits may not exceed the FDIC/NCUA insurance covering such deposits which insurance amount is presently \$250,000; and

**WHEREAS**, the deposit of City funds in Savings and Loan Associations and Banks would provide greater flexibility in the City's investment program and maximize interest income thereon; and

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

1. It is hereby found and determined that it is in the best interest of the property management of City funds that various banks be designated as additional depositories for City funds for 2024.
2. It is further found and determined that the purpose of such depository designation is to facilitate the proper and advantageous deposit and investment of City funds and that such designation is not exclusive, nor does it preclude the deposit of any City funds in other officially designated depositories of the City.
3. The Finance Director is hereby authorized to deposit City funds in various depositories up to the amount of \$250,000, or such other amount as may be subsequently permitted by law, such deposits to be in the form of demand accounts, payable to the City on the signature of the Finance Director. Such deposits may be made and withdrawn from time to time by the Finance Director as their best judgment and the interests of the City dictates.
4. The investment of funds and the reporting thereof pursuant to this resolution shall be conducted in accordance with established policies of the City regarding the investment of City funds.

Adopted by the City Council of the City of Richfield, Minnesota this 9th day of January, 2024.

\_\_\_\_\_  
Mary Supple, Mayor

ATTEST

\_\_\_\_\_  
Dustin Leslie, City Clerk

**RESOLUTION NO.**

**RESOLUTION DESIGNATING CERTAIN FINANCIAL INSTITUTIONS AS  
DEPOSITORIES FOR THE INVESTMENT OF CITY OF RICHFIELD FUNDS IN  
2024**

**WHEREAS**, the City of Richfield (City) has money available for investment; and

**WHEREAS**, different financial institutions offer different rates of return on investments;  
and

**WHEREAS**, the City shall purchase U.S. Treasury Bills, U.S. Treasury  
Notes and other such government securities in the manner required by law from the  
institution offering the highest rate to the City, providing greater flexibility in the  
investment program and maximize interest income thereon; and

**NOW, THEREFORE, BE IT RESOLVED**, the City of Richfield, Minnesota,  
inaccordance with Minnesota Statutes, Sections 118A.01 – 118A.06, as follows:

1. It is hereby found and determined that it is in the best interest of the proper  
management of City funds that certain financial institutions be designated as  
additional depositories for City fund in 2024.

2. The following financial institutions designated as depositories for City funds:

RBC Capital Markets  
Principal Custody Solutions  
Northland Securities, Inc.  
Moreton Capital Markets

Raymond James & Assoc.  
4M Fund  
Oppenheimer & Co.  
Pershing Wealth Solutions BNY Mellon

3. The Finance Director is hereby authorized to deposit City funds in any or all of  
the depositories herein designated. Such deposits may be made and withdrawn  
from time to time by the Finance Director's discretion and as the interest of the  
City dictates.

4. The investment of funds and the reporting thereof pursuant to this resolution  
shall be conducted in accordance with established policies regarding the  
investment of these funds.

Adopted by the City Council of the City of Richfield, Minnesota this 9<sup>th</sup> day of January  
2024.

\_\_\_\_\_  
Mary Supple, Mayor

ATTEST

\_\_\_\_\_  
Dustin Leslie, City Clerk



**STAFF REPORT NO. 10**  
**CITY COUNCIL MEETING**  
**1/9/2024**

REPORT PREPARED BY:  
DEPARTMENT DIRECTOR REVIEW:  
OTHER DEPARTMENT REVIEW:  
CITYMANAGER REVIEW:

Scott Kulzer, Administrative Aide/Analyst  
Kristin Asher, Public Works Director  
N/A  
Katie Rodriguez, City Manager  
1/3/2024

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider approval of the purchase of eleven (11) Ford SUV Police Interceptor vehicles for Public Safety from McGovern Municipal Headquarters for \$498,743.85 plus destination, tax, title, and license fees and authorize the City Manager to approve contract changes up to \$175,000 without further City Council consideration.**

**EXECUTIVE SUMMARY:**

**Purchase Background**

- The Public Works Department is proposing to purchase 11 Ford SUV Police Interceptor vehicles.
- Five Public Safety Department SUV Police Interceptor vehicles were budgeted for replacement and scheduled to be purchased and delivered in 2023.
- Six Public Safety Department SUV Police Interceptor vehicles were budgeted for replacement and scheduled to be purchased and delivered in 2024.
- On November 9, 2023, Public Works was informed the 2023 vehicle order was cancelled and an order would need to be placed for 2024 models.
- On December 11, 2023, Public Works was notified the order window for 2024 models was closed by Ford and the City would need to place an order as soon as possible for 2025 models to be delivered in February 2024.
- In an effort to ensure the vehicle needs of the Public Safety department are met, staff are proposing to purchase its 2023 and 2024 budgeted vehicles at one time with this purchase agreement.
- The vehicles being purchased are not "Hybrid" as has been the case with recent Police Interceptor purchases. Public Works staff have determined the benefits of the Hybrid interceptors are outweighed at this time by the increased cost of maintenance and replacement parts and poor warranty coverage by the manufacturer. Staff will continue to investigate ways to introduce more environmentally friendly vehicles to our fleet where possible.

**Replacement Schedule**

Police Interceptor vehicles are replaced after three years due to:

- Average mileage of 50,000 miles; and
- Significant engine idle time and subsequent wear accumulated over the three year lifespan.

The vehicles that are replaced are rotated into use as general purpose fleet vehicles and are used by the following Divisions:

- Inspections
- Engineering
- Utilities
- Forestry
- Parks and Recreation

After these vehicles have reached the end of their useful lifespan as a general purpose fleet vehicle they are then sold at auction.

**RECOMMENDED ACTION:**

**By Motion: Approve the purchase of eleven (11) Ford SUV Police Interceptor vehicles for Public Safety from McGovern Municipal Headquarters for \$498,743.85 plus destination, tax, title, and license fees and authorize the City Manager to approve contract changes up to \$175,000 without further City Council consideration.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

See executive summary.

**B. EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS**

Purchase of these Police Interceptor vehicles will ensure continued delivery of exceptional Public Safety services to those who visit, live, or work in the City of Richfield.

**C. POLICIES (resolutions, ordinances, regulations, statutes, exc):**

For City contracts or purchases estimated to exceed \$175,000, sealed bids shall be solicited by public notice in the manner and subject to the law governing contracts or purchases by the City of Richfield.

**D. CRITICAL TIMING ISSUES:**

- Public Works continues to face significant challenges sourcing, purchasing, and taking delivery of vehicles in the year in which they are budgeted.
- Approval of the purchase of these vehicles at the January 9, 2024 City Council meeting will help ensure they are delivered and paid for in early 2024.

**E. FINANCIAL IMPACT:**

- The purchase of these Police Interceptors is identified in the 2023R-2024P Central Garage capital outlay budget (61000-7500):
  - 5 Police Interceptors are budgeted in 2023R at \$350,000; and
  - 6 Police Interceptors are budgeted in 2024P at \$420,000.
- The excess funds identified in the Central Garage capital outlay budget will be used to outfit the vehicles with additional necessary equipment such as:
  - light bars
  - radios
  - cameras

**F. LEGAL CONSIDERATION:**

None

**ALTERNATIVE RECOMMENDATION(S):**

None

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

None

**ATTACHMENTS:**

Description	Type
▯ McGovern Purchase Quote	Contract/Agreement



# Quote

Date: 12/27/2023

Customer ID:

To: Chief of Police Jay Henthorn  
 Richfield Police Department  
 6700 Portland Avenue South  
 Richfield, MN 55423  
[JHenthorne@richfieldmn.gov](mailto:JHenthorne@richfieldmn.gov) / (612)861-9828

Salesperson: Rudy Espinoza  
 (339)215-4868

Qty	Item #	Description	Unit Price	Line Total
11.00	K8A	2023 Ford Police Interceptor Utility AWD (gas)	\$ 41,883.00	\$ 460,713.00
	VIN			\$ -
11.00	43D	Dark Car Feature	\$ 24.25	\$ 266.75
11.00	51T	Driver Side Unity LED Spotlight	\$ 383.15	\$ 4,214.65
11.00	549	Power Heated Mirrors	\$ 58.20	\$ 640.20
11.00	76R	Reverse Sensing System	\$ 266.75	\$ 2,934.25
11.00	53M	SYNC Voice activated System	\$ -	\$ -
11.00	86P	Front Headlamp housing	\$ -	\$ -
11.00	87R	Rear View Camera Relocate to Mirror	\$ -	\$ -
11.00	18D	Rear Liftgate Lock Disable Delete	\$ -	\$ -
11.00	OL	OFF LOT	\$ 2,500.00	\$ 27,500.00
				\$ -
11.00	FK	Fleet Key	\$ 225.00	\$ 2,475.00
11.00	DELIVERY	Delivery to Richfield Minnesota	\$ -	\$ -
				\$ -

**Special Instructions:**

Custom or Special Orders are Non-Refundable  
 This Estimate is for Budgetary Purposes and is Not a Guarantee of Cost for Services.  
 Estimate is Based on Current Information From Client About the Project Requirements  
 Actual Cost May Change Once Project Elements are Finalized

<b>Vehicle Total</b>	<b>\$496,268.85</b>
<b>Upfit Total</b>	<b>\$2,475.00</b>
<b>Trade</b>	<b>\$0.00</b>
<b>Grand Total</b>	<b>\$498,743.85</b>

**m**

McGovern Municipal Headquarters  
 1200 Worcester Road  
 Framingham, MA 01702



**STAFF REPORT NO. 11**  
**CITY COUNCIL MEETING**  
**1/9/2024**

REPORT PREPARED BY:  
 DEPARTMENT DIRECTOR REVIEW:  
 OTHER DEPARTMENT REVIEW:  
 CITYMANAGER REVIEW:

Chris Swanson, Management Analyst

Katie Rodriguez, City Manager  
 1/3/2024

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider the adoption of the City's legislative priorities for 2024.**

**EXECUTIVE SUMMARY:**

Annually, the City of Richfield legislative priorities have been compiled in collaboration with various City departments and stakeholders. The priorities are a list of policy positions and measures the city supports at the state and regional level and bonding requests for city projects. This list of priorities is a summary document to help steer the City's legislative advocacy and outreach in the coming year.

City staff has pulled together a proposed list of legislative priorities for the City Council to review. Based on prior discussions with the League of Minnesota Cities (LMC) and Richfield's contracted lobbyist, it is recommended the City's legislative platform includes to 3-5 top priorities, that all items are within the scope of the City's purview, and that the City Council adopt the legislative priorities formally.

City staff is available to answer any questions City Council has on the 2024 legislative priorities.

**Proposed Top Legislative Priorities**

Introduce and support a bonding request for \$10,000,000 to supplement the City's estimated local cost-share for the upcoming Nicollet Avenue (CSAH 52) reconstruction project in partnership with Hennepin County.

Introduce and support limits on local contributions, ownership, and major maintenance responsibilities for County and State projects. Current one-size-fits-all cost participation requirements related to trunk highways and county state aid projects place too high of a burden on cities like Richfield.

Support increased accountability for Emergency Medical Services (EMS).

**Legislative Breakfast**

We will present the City's adopted legislative platform to elected representatives at the annual legislative breakfast scheduled from 7:45 a.m. through 9:15 a.m. on January 12th. The representatives will have time to ask staff follow up questions about the City's platform and present their priorities for the 2024 legislative session.

**RECOMMENDED ACTION:**

**By Motion: Adopt the proposed legislative priorities for 2024. By adopting the legislative platform formally, the City Council shows these priorities are in the best interest of the community and provides**

increased visibility for the issues.

## **BASIS OF RECOMMENDATION:**

### **A. HISTORICAL CONTEXT**

A Council work session was held on 12/12/23 where staff presented the City's proposed legislative priorities for 2024. City Council was able to review and discuss the 2024 legislative priorities before final adoption. Staff has made changes to the legislative priorities reflecting the discussion at the work session.

### **B. EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS**

Equity Consideration: The included legislative priorities have the ability to foster equity by enacting policies that dismantle systemic barriers and opposing laws that perpetuate inequalities. The City hopes that through the included priorities we can increase opportunities, safeguard marginalized communities, and help begin to address historical injustices.

Strategic Considerations: The intent of many of the the included legislative priorities is to strengthen or maintain the city's ability to provide a high level of service to our residents. The included priorities touch on all five of the cities adopted prioritieess included in the Strategic Plan.

### **C. POLICIES (resolutions, ordinances, regulations, statutes, exc):**

### **D. CRITICAL TIMING ISSUES:**

### **E. FINANCIAL IMPACT:**

There may be public expenditures associated with the priorities if specific projects are selected to receive the requested funding from the State. If that occurs, the actual funding structure will be presented at a future City Council meeting.

### **F. LEGAL CONSIDERATION:**

## **ALTERNATIVE RECOMMENDATION(S):**

City Council may choose to not adopt the legislative priorities as a whole or adopt a modified list of priorities.

## **PRINCIPAL PARTIES EXPECTED AT MEETING:**

## **ATTACHMENTS:**

Description		Type
□	Richfield's 2023 Legislative Priorities and Positions	Backup Material
□	Richfield's 2023 Legislative Priorities and Positions (Redline)	Backup Material



# CITY OF RICHFIELD

## 2024 LEGISLATIVE POSITIONS

### THE CITY OF RICHFIELD...

**Support** legislation that addresses the widening existing economic, racial, health and education gaps, and the adverse impacts a warming climate will have on our most vulnerable communities. As a city, we are providing local tools and support for residents, but there is a need for more relief and legislation beyond city-level jurisdiction. We continue to support collaborative efforts with its representatives on legislation that expands labor rights, housing affordability and protections, as well as access to affordable healthcare.

**Support** local officials who know what tools and programs best support our residents. We support local decision-making authority and oppose statutory changes that erode local authority and decision making.

**Oppose** the imposition of legislative mandates that increase local costs without a corresponding state appropriation or funding mechanism. Unfunded mandates may increase local property taxes and this additional cost impedes cities' ability to fund traditional services.

**Contact:** Mary Supple, Mayor, 612-866-8829, [Msupple@richfieldmn.gov](mailto:Msupple@richfieldmn.gov)  
Katie Rodriguez, City Manager, 612-861-9702, [KRodriguez@richfieldmn.gov](mailto:KRodriguez@richfieldmn.gov)

### TOP LEGISLATIVE PRIORITIES-

- **INTRODUCE AND SUPPORT** a bonding request for \$10,000,000 to supplement the City's estimated local cost-share for the upcoming Nicollet Avenue (CSAH 52) reconstruction project in partnership with Hennepin County.
- **INTRODUCE AND SUPPORT** limits on local contributions, ownership, and major maintenance responsibilities for County and State projects. Current one-size-fits-all cost participation requirements related to trunk highways and county state aid projects place too high of a burden on cities like Richfield.
- **SUPPORT** increased accountability for Emergency Medical Services (EMS).

**Contact:** Katie Rodriguez, City Manager, 612-861-9702, [KRodriguez@richfieldmn.gov](mailto:KRodriguez@richfieldmn.gov)  
Chris Swanson, Management Analyst, 612-861-9712, [CSwanson@richfieldmn.gov](mailto:CSwanson@richfieldmn.gov)

### ADMINISTRATIVE SERVICES

- **OPPOSE** the elimination of the current Minnesota Law (Coleman Act) that allows an open wholesale system for alcoholic beverages. Elimination of the Coleman Act would result in exclusive brand ownership and ultimately raise wholesale and retail consumer prices, compress the municipal liquor store's profit margins and lower service levels in all distribution channels.
- **SUPPORT** continued funding for full reimbursement to cities for the cost of providing continued health insurance coverage for police and firefighters disabled or killed in the line of duty. The recent appropriation to fully fund for the next five years is critical to cities trying to cover the shortfall locally: Since mid-2017, the

Richfield staff is available to provide detailed information on any of the items listed on this handout and to provide testimony.



# CITY OF RICHFIELD

## 2024 LEGISLATIVE POSITIONS

City has paid \$302,498 towards continued health insurance benefits, of which only \$64,037 was reimbursed by the State. We have submitted \$85,000 in reimbursement for 2022/23.

- **SUPPORT** reimbursement to cities for the cost of covering employees who are out on military leave. While employees are out, cities must pay for 15 paid military leave days in a calendar year. Additionally, cities are obligated to pay for employee coverage for military leave through overtime expenses, which leads to increased costs with no reimbursement.
- **SUPPORT** legislation that would provide ongoing full state funding for the 2023 duty disability law that includes paid time off for mental health treatment, emotional trauma training for pre-service and in-service for police officers, and initiatives and programs that provide peer support, emotional trauma training, early intervention, and mental health treatment.
- **SUPPORT** splitting revenue from mail or online vehicle transactions with deputy registrars and increase filing fees and appropriations to the vehicle services operating account. This increase must be redistributed as processing revenue for deputy registrars.
- **SUPPORT** a legislative solution to modernize funding for public communications, including public access channel programming and the distribution of public information.

**Contact:** *Sack Thongvanh, Assistant City Manager, 612-861-9708, [SThongvanh@richfieldmn.gov](mailto:SThongvanh@richfieldmn.gov)*

### COMMUNITY DEVELOPMENT

- **SUPPORT** legislation to clarify that cities' comprehensive plans are exempt from review under the Minnesota Environmental Rights Act (MERA).
- **SUPPORT** ongoing support of Housing Infrastructure Bonds and other financing capital for affordable housing.
- **SUPPORT** amendment to the Tax increment financing (TIF) statute to allow 10% of units at 30% of the Area Median Income in a Housing TIF District.
- **SUPPORT** legislation prohibiting housing discrimination of Section 8 and other rental assistance voucher holders.
- **SUPPORT** legislation to allow two-family and accessory dwelling units by-right but retain local autonomy in the development and approval of official controls.
- **SUPPORT** transfer of pooled tax increment to Affordable Housing Trust Funds on a permanent basis.

**Contact:** *Melissa Poehlman, Community Development Director, 612-861-9766, [MPoehlman@richfieldmn.gov](mailto:MPoehlman@richfieldmn.gov)*

### FINANCE

- **SUPPORT** maintaining and increasing Local Government Aid.
- **SUPPORT** the current formula and distribution of Fiscal Disparities and OPPOSE shifting funds based on specific projects.
- **SUPPORT** state action to identify and strengthen state and local cybersecurity capabilities. We support funding to evaluate local government cyber vulnerabilities, single points of failure and fixes and the ability for municipal governments to apply for grant funding or assistance to solve these weaknesses.

**Richfield staff is available to provide detailed information on any of the items listed on this handout and to provide testimony.**



# CITY OF RICHFIELD

## 2024 LEGISLATIVE POSITIONS

*Contact: Kumud Verma, Finance Director, 612-861-9723, [KVerma@richfieldmn.gov](mailto:KVerma@richfieldmn.gov)*

### FIRE

- **SUPPORT** efforts to ensure that firefighters are protected from the emerging threat of Lithium-Ion Battery fires.
- **OPPOSE** efforts to limit the use of residential fire sprinklers. We support working collaboratively with stakeholders to provide the safest and most cost-effective homes.
- **OPPOSE** efforts to legalize and expand fireworks within the state.
- **SUPPORT** continued funding of the Hometown Heroes Assistance Program.

*Contact: Mike Dobesh, Fire Chief, 612-243-4502, [MDobesh@richfieldmn.gov](mailto:MDobesh@richfieldmn.gov)*

### PUBLIC SAFETY

- **SUPPORT** Police Officer Safety, Health, and Wellness (Protecting the Protectors) legislation. Like the Hometown Heroes Act, this legislation would provide law enforcement agencies with training for emotional resiliency and understanding of trauma. Additionally, it would create peer support groups, provide mental health checks, therapy, suicide prevention and awareness and family support to officers and their loved ones.
- **SUPPORT** legislation focused on retention and recruitment of law enforcement officers.

*Contact: Jay Henthorne, Public Safety Director, 612-861-9828, [JHenthorne@richfieldmn.gov](mailto:JHenthorne@richfieldmn.gov)*

### PUBLIC WORKS

- **SUPPORT** a state-wide, comprehensive, and stable transportation, water, wastewater, and stormwater infrastructure funding source to address Minnesota's aging infrastructure to ensure Minnesota communities remain a great place to live and competitive place to do business.
- **OPPOSE** any legislation that would eliminate or reduce the ability to use State Aid funds for local projects, including lane reductions.
- **OPPOSE** any legislation or rule change that limits local authority related to use of public rights-of-way (small cell, for example).
- **SUPPORT** state laws that provide limited liability to commercial salt applicators that are certified through an established voluntary salt applicator certification program.

*Contact: Kristin Asher, Public Works Director, 612-861-9795, [KAsher@richfieldmn.gov](mailto:KAsher@richfieldmn.gov)*

### RECREATION AND SUSTAINABILITY

Richfield staff is available to provide detailed information on any of the items listed on this handout and to provide testimony.



# CITY OF RICHFIELD

## 2024 LEGISLATIVE POSITIONS

- **SUPPORT** efforts for the proper labeling of compostable products and not allow products with misleading claims to be sold or distributed in the State (H.F.1165 / S.F. 2243)
- **SUPPORT** legislation that would designate all solid waste taxes to the state's SCORE fund to supporting sustainability efforts.
- **SUPPORT** legislation around extended producer responsibility for paper and packaging.
- **SUPPORT** an increase in county and state funding for local sustainability initiatives and recreational assets including increasing support for access to new funding sources at the state and federal levels.

**Contact:** Karl Huemiller, Recreation Services Director, 612-861-9387, [KHuemiller@richfieldmn.gov](mailto:KHuemiller@richfieldmn.gov)



# CITY OF RICHFIELD

## 2024 LEGISLATIVE POSITIONS

### THE CITY OF RICHFIELD...

**Support** legislation that addresses the widening existing economic, racial, health and education gaps, and the adverse impacts a warming climate will have on our most vulnerable communities. As a city, we are providing local tools and support for residents, but there is a need for more relief and legislation beyond city-level jurisdiction. We continue to support collaborative efforts with its representatives on legislation that expands labor rights, housing affordability and protections, as well as access to affordable healthcare.

**Support** local officials who know what tools and programs best support our residents. We support local decision-making authority and oppose statutory changes that erode local authority and decision making.

**Oppose** the imposition of legislative mandates that increase local costs without a corresponding state appropriation or funding mechanism. Unfunded mandates may increase local property taxes and this additional cost impedes cities' ability to fund traditional services.

**Contact:** Mary Supple, Mayor, 612-866-8829, [Msupple@richfieldmn.gov](mailto:Msupple@richfieldmn.gov)  
Katie Rodriguez, City Manager, 612-861-9702, [KRodriguez@richfieldmn.gov](mailto:KRodriguez@richfieldmn.gov)

### TOP LEGISLATIVE PRIORITIES-

- **INTRODUCE AND SUPPORT** a bonding request for \$10,000,000 to supplement the City's estimated local cost-share for the upcoming Nicollet Avenue (CSAH 52) reconstruction project in partnership with Hennepin County.
- **INTRODUCE AND SUPPORT** limits on local contributions, ownership, and major maintenance responsibilities for County and State projects. Current one-size-fits-all cost participation requirements related to trunk highways and county state aid projects place too high of a burden on cities like Richfield.
- **SUPPORT** increased accountability for Emergency Medical Services (EMS).

**Contact:** Katie Rodriguez, City Manager, 612-861-9702, [KRodriguez@richfieldmn.gov](mailto:KRodriguez@richfieldmn.gov)  
Chris Swanson, Management Analyst, 612-861-9712, [CSwanson@richfieldmn.gov](mailto:CSwanson@richfieldmn.gov)

### ADMINISTRATIVE SERVICES

- **OPPOSE** the elimination of the current Minnesota Law (Coleman Act) that allows an open wholesale system for alcoholic beverages. Elimination of the Coleman Act would result in exclusive brand ownership and ultimately raise wholesale and retail consumer prices, compress the municipal liquor store's profit margins and lower service levels in all distribution channels.
- **SUPPORT** continued funding for full reimbursement to cities for the cost of providing continued health insurance coverage for police and firefighters disabled or killed in the line of duty. The recent appropriation to fully fund for the next five years is critical to cities trying to cover the shortfall locally: Since mid-2017, the

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# CITY OF RICHFIELD

## 2024 LEGISLATIVE POSITIONS

City has paid \$302,498 towards continued health insurance benefits, of which only \$64,037 was reimbursed by the State. We have submitted \$85,000 in reimbursement for 2022/23.

- **SUPPORT** reimbursement to cities for the cost of covering employees who are out on military leave. While employees are out, cities must pay for 15 paid military leave days in a calendar year. Additionally, cities are obligated to pay for employee coverage for military leave through overtime expenses, which leads to increased costs with no reimbursement.
- **SUPPORT** legislation that would provide ongoing full state funding for the 2023 duty disability law that includes paid time off for mental health treatment, emotional trauma training for pre-service and in-service for police officers, and initiatives and programs that provide peer support, emotional trauma training, early intervention, and mental health treatment.
- **SUPPORT** splitting revenue from mail or online vehicle transactions with deputy registrars and increase filing fees and appropriations to the vehicle services operating account. This increase must be redistributed as processing revenue for deputy registrars.
- ~~**SUPPORT** a legislative solution to modernize funding for public communications, including public access channel programming and the distribution of public information. **SUPPORT** a modest CITY fee on companies using the public right of way for digital/video streaming services to support local communication work.~~
- ~~**SUPPORT** a modest STATE fee on digital/video streaming services to be used to support local communication work.~~
- ~~**SUPPORT** annual funding similar to state support of public radio and public television for local cable broadcasting.~~

**Contact:** Sack Thongvanh, Assistant City Manager, 612-861-9708, [SThongvanh@richfieldmn.gov](mailto:SThongvanh@richfieldmn.gov)

### COMMUNITY DEVELOPMENT

- **SUPPORT** legislation to clarify that cities' comprehensive plans are exempt from review under the Minnesota Environmental Rights Act (MERA).
- **SUPPORT** ongoing support of Housing Infrastructure Bonds and other financing capital for affordable housing.
- **SUPPORT** amendment to the Tax increment financing (TIF) statute to allow 10% of units at 30% of the Area Median Income in a Housing TIF District.
- **SUPPORT** legislation prohibiting housing discrimination of Section 8 and other rental assistance voucher holders.
- **SUPPORT** legislation to allow two-family and accessory dwelling units by-right but retain local autonomy in the development and approval of official controls.
- **SUPPORT** transfer of pooled tax increment to Affordable Housing Trust Funds on a permanent basis.

**Contact:** Melissa Poehlman, Community Development Director, 612-861-9766, [MPoehlman@richfieldmn.gov](mailto:MPoehlman@richfieldmn.gov)

### FINANCE

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# CITY OF RICHFIELD

## 2024 LEGISLATIVE POSITIONS

- **SUPPORT** maintaining and increasing Local Government Aid.
- **SUPPORT** the current formula and distribution of Fiscal Disparities and **OPPOSE** shifting funds based on specific projects.
- **SUPPORT** state action to identify and strengthen state and local cybersecurity capabilities. We support funding to evaluate local government cyber vulnerabilities, single points of failure and fixes and the ability for municipal governments to apply for grant funding or assistance to solve these weaknesses.

*Contact: Kumud Verma, Finance Director, 612-861-9723, [KVerma@richfieldmn.gov](mailto:KVerma@richfieldmn.gov)*

### FIRE

- **SUPPORT** efforts to ensure that firefighters are protected from the emerging threat of Lithium-Ion Battery fires.
- **OPPOSE** efforts to limit the use of residential fire sprinklers. We support working collaboratively with stakeholders to provide the safest and most cost-effective homes.
- **OPPOSE** efforts to legalize and expand fireworks within the state.
- **SUPPORT** continued funding of the Hometown Heroes Assistance Program.

*Contact: Mike Dobesh, Fire Chief, 612-243-4502, [MDobesh@richfieldmn.gov](mailto:MDobesh@richfieldmn.gov)*

### PUBLIC SAFETY

- ~~**SUPPORT** an update to MN Statute of 121A as it relates to clarification on use of reasonable force by SRO's or those that enter a contract with the school. This could be defining officers working on a contractual basis in an off-duty role as "An Agent of the school".~~
- **SUPPORT** Police Officer Safety, Health, and Wellness (Protecting the Protectors) legislation. Like the Hometown Heroes Act, this legislation would provide law enforcement agencies with training for emotional resiliency and understanding of trauma. Additionally, it would create peer support groups, provide mental health checks, therapy, suicide prevention and awareness and family support to officers and their loved ones.
- **SUPPORT** legislation focused on retention and recruitment of law enforcement officers.

*Contact: Jay Henthorne, Public Safety Director, 612-861-9828, [JHenthorne@richfieldmn.gov](mailto:JHenthorne@richfieldmn.gov)*

### PUBLIC WORKS

- **SUPPORT** a state-wide, comprehensive, and stable -transportation, water, wastewater, and stormwater infrastructure funding source to address Minnesota's aging infrastructure to ensure Minnesota communities remain a great place to live and competitive place to do business.
- **OPPOSE** any legislation that would eliminate or reduce the ability to use State Aid funds for local projects, including lane reductions.

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# CITY OF RICHFIELD

## 2024 LEGISLATIVE POSITIONS

- **OPPOSE** any legislation or rule change that limits local authority related to use of public rights-of-way (small cell, for example).
- **SUPPORT** state laws that provide limited liability to commercial salt applicators that are certified through an established voluntary salt applicator certification program.

*Contact: Kristin Asher, Public Works Director, 612-861-9795, [KAsher@richfieldmn.gov](mailto:KAsher@richfieldmn.gov)*

### RECREATION AND SUSTAINABILITY

- **SUPPORT** efforts for the proper labeling of compostable products and not allow products with misleading claims to be sold or distributed in the State (H.F.1165 / S.F. 2243)
- **SUPPORT** legislation that would designate all solid waste taxes to the state's SCORE fund to supporting sustainability efforts.
- **SUPPORT** legislation around extended producer responsibility for paper and packaging.
- **SUPPORT an increase in county and state funding for local sustainability initiatives and recreational assets including increasing support for access to new funding sources at the state and federal levels.**

*Contact: Karl Huemiller, Recreation Services Director, 612-861-9387, [KHuemiller@richfieldmn.gov](mailto:KHuemiller@richfieldmn.gov)*