



**REGULAR CITY COUNCIL MEETING  
VIRTUAL MEETING HELD VIA WEBEX  
JANUARY 12, 2021  
7:00 PM**

**INTRODUCTORY PROCEEDINGS**

Call to order

Pledge of Allegiance

Open forum

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

Approval of the Minutes of the (1) Special City Council Meeting of November 30, 2020; (2) City Council Work Session December 8, 2020; and (3) City Council Meeting of December 8, 2020.

**PRESENTATIONS**

1. Human Rights Commission annual report presentation.
2. Playing video of swearing in from January 11, 2021.
3. Fire Chief Kewitsch Recognition

**AGENDA APPROVAL**

4. Approval of the Agenda
5. **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. Continue a public hearing to consider the approval of a resolution regarding the modification of the Redevelopment Plan for the Richfield Redevelopment Project Area, the establishment of the 2020-2 Tax Increment Financing District: Emi (a redevelopment tax increment financing district), and the proposed adoption of a Tax Increment Financing Plan.

Staff Report No. 01
  - B. Consider approval of a Joint Powers Agreement between the City of Richfield and the Metropolitan Council (Metro Transit) for construction of the D Line Bus Rapid Transit Project.

Staff Report No. 02

- C. Consider the first reading of an ordinance amending City Code Subsection 721.03 related to connections and discharges to the stormwater system and schedule a second reading for January 26, 2021.

Staff Report No. 03

- D. Consider resolutions designating official depositories for the City of Richfield for 2021, including the approval of collateral.

Staff Report No. 04

- E. Consider a resolution authorizing the use of credit cards by City employees otherwise authorized to make purchases on behalf of the City.

Staff Report No. 05

- F. Consider approval to designate an Acting City Manager for 2021.

Staff Report No. 06

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

**OTHER BUSINESS**

- 7. Consider the designation of a Mayor Pro Tempore for 2021.

Staff Report No. 08

- 8. Consider confirmation of the appointment of Mike Dobesh to Fire Chief/Fire Services Director for the City of Richfield.

Staff Report No. 09

**CITY MANAGER'S REPORT**

- 9. City Manager's Report

**CLAIMS AND PAYROLLS**

- 10. Claims and Payroll

**COUNCIL DISCUSSION**

- 11. Hats Off to Hometown Hits

- 12. Adjournment

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



# CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

## Special Council Meeting Virtual Meeting held via WebEx

**November 30, 2020**

### CALL TO ORDER

The meeting was called to order by Mayor Maria Regan Gonzalez at 6:00 p.m. via WebEx.

*Council Members Present:* Maria Regan Gonzalez, Mayor; Ben Whalen; Mary Supple; Edwina Garcia; and Simon Trautmann

*Staff Present:* Katie Rodriguez, City Manager; Mary Tietjen, City Attorney; Chris Regis, Finance Director; Jane Skov, IT Manager; Blanca Martinez Gavina, Executive Analyst; and Kelly Wynn, Senior Office Assistant

*Others Present:* Sean Hayford Oleary, Council Member Elect

Item #1	<b>CONDUCT A TRUTH IN TAXATION PUBLIC HEARING REGARDING THE 2021 PROPERTY TAX LEVY AND 2020 REVISED/2021 PROPOSED BUDGET AND PROPOSED 2021 UTILITY RATES. STAFF REPORT NO. 151</b>
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Mayor Regan Gonzalez presented the item.

Director Regis reviewed the timetable and key events of the Levy along with:

- Key issues for 2020/2021;
- History of state aid;
- Revenue comparison;
- LGA comparison;
- 2021 proposed gross levy;
- Gross tax levy history;
- 2021 proposed general fund budget;
- General fund revenues;
- General fund expenditures;
- General fund history;
- Full-time regular personnel;
- 2021 proposed levy estimated impact;
- 2021 proposed budget;
- Utility fund (water, wastewater and storm water); and
- Rationale for rate increases.

Mayor Regan Gonzalez thanked staff for the wonderful job, especially this year with the unprecedented issues. She appreciated the additional conversations and study sessions to help determine what is best for the community. This will continue to affect the city and decisions made will be seen in the future. She expressed her strong belief that the city will come out stronger from this pandemic.

Mayor Regan Gonzalez opened the public hearing.

Senior Office Assistant Wynn reviewed the options to participate:

- Participate live by calling 612-861-0651 during the public hearing portion
- Call prior to meeting 612-861-9711
- Email prior to meeting [kwynn@richfieldmn.gov](mailto:kwynn@richfieldmn.gov)

Council Member Supple thanked Director Regis for the review of the CIP and CIB that had great information included.

Council Member Trautmann echoed thanks to staff for the information. He thanked staff for simultaneously taking on the pandemic and increased participation from Council.

Council Member Garcia expressed how difficult but extremely important the budget is every year. She spoke of how Director Regis always does a great job and creates well detailed documents.

M/Regan Gonzalez S/Garcia to close the public hearing

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE  
Supple: AYE  
Trautmann: Aye  
Garcia: AYE  
Whalen: AYE

M/Regan Gonzalez S/Whalen to schedule final action on the 2021 property tax levy and 2020 Revised/2021 Proposed Budget and proposed 2021 utility rates, for the regular City Council meeting of December 8, 2020.

Council Member Whalen appreciated all the work staff has put into the budget along with how it is a moral document of where the city will put its money. He also stated how proud he is to see the community leaning into what kind of future the City of Richfield could have.

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE  
Supple: AYE  
Trautmann: AYE  
Garcia: AYE  
Whalen: AYE

<b>Item #2</b>	<b>ADJOURNMENT</b>
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The meeting was adjourned by unanimous consent at 6:24 p.m.

Date Approved: January 12, 2021

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Maria Regan Gonzalez  
Mayor

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Kelly Wynn  
Senior Office Assistant

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Katie Rodriguez  
City Manager



# CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

## City Council Work Session

December 8, 2020

### CALL TO ORDER

The meeting was called to order by Mayor Regan Gonzalez at 6:15 p.m. virtually via WebEx.

Council Members Present: Maria Regan Gonzalez, Mayor; Ben Whalen; Mary Supple; and Simon Trautmann

Council Members Absent: Edwina Garcia

Staff Present: Katie Rodriguez, City Manager; Kristin Asher, Public Works Director; Joe Powers, Assistant City Engineer; Blanca Martinez Gavina, Executive Analyst; and Kelly Wynn, Senior Office Assistant.

Others Present: Shahin Khazrajafari, D Line Project Manager; and Chad Seman, Design Consultant

#### Item #1

**METROPOLITAN TRANSIT PROJECT MANAGER SHAHIN KHAZRAJAFARI WILL BE PRESENTING AN OVERVIEW OF THE FORTHCOMING METRO TRANSIT D LINE BUS RAPID TRANSIT PROJECT, THE ANTICIPATED CONSTRUCTION TIMELINE, AND WILL BE AVAILABLE TO ANSWER ANY QUESTIONS.**

Mayor Regan Gonzalez introduced the work session item and presenter.

City Manager Rodriguez expressed excitement to share information as the project moves into construction.

Shahin Khazrajafari shared a presentation regarding the upcoming project of the Metro D Line Bus Rapid Transit and highlights within the development; general station amenities; D line BRT stations within city of Richfield; general permanent BRT station layout; and the temporary station at Portland and 77th Street.

Council Member Supple inquired about residents living near those stations and notifying them of construction.

Shahin Khazrajafari spoke of the outreach including public meetings. Residents in close proximity will have more one on one engagement with mailers, phone calls and emails.

Council Member Whalen expressed support of the project as a whole. He did wonder about the temporary stop at 77<sup>th</sup> and questioned how set in stone it is that it's temporary and what the chances are of going ahead with a permanent station.

Shahin Khazrajafari stated how this is an important stop but there is no permanent station designed yet. MnDOT design would impact the layout of the station.

Council Member Trautmann asked about heaters within the stations and upkeep of maintenance.

Shahin Khazrajafari confirmed there will be heat lamps within the stations. There have been design upgrades to assist in the maintenance of the transit stations.

City Manager Rodriguez asked about the possible implementation of a permanent station at 77<sup>th</sup> Street.

Shahin Khazrajafari stated that because there is not a fully developed design it would be dependent on the timeline of MnDOT's decision and implementation process to put in a change order would be considered a significant change in scope.

Mayor Regan Gonzalez appreciated the presentation and is excited to see it coming to the community.

<b>ADJOURNMENT</b>
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The work session was adjourned by unanimous consent at 6:40 p.m.

Date Approved: January 12, 2021

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Maria Regan Gonzalez  
Mayor

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Kelly Wynn  
Senior Office Assistant

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Katie Rodriguez  
City Manager



# CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

## Regular Council Meeting Virtual Meeting held via WebEx

**December 8, 2020**

### CALL TO ORDER

The meeting was called to order by Mayor Maria Regan Gonzalez at 7:00 p.m. via WebEx.

*Council Members Present:* Maria Regan Gonzalez, Mayor; Ben Whalen; Mary Supple; Edwina Garcia; and Simon Trautmann

*Staff Present:* Katie Rodriguez, City Manager; Pam Dmytrenko, Assistant City Manager; Mary Tietjen, City Attorney; Jay Henthorne, Public Safety Director; Jennifer Anderson, Health Administrator; John Stark, Community Development Director; Melissa Poehlman, Assistant Community Development Director; Amy Markle, Recreation Director; Rachel Lindholm, Sustainability Specialist; Kristin Asher, Public Works Director; Jack Broz, Transportation Engineer; Scott Kulzer, Public Works Administrative Aide; Jane Skov, IT Manager; Blanca Martinez Gavina, Executive Analyst; and Kelly Wynn, Senior Office Assistant

*Others Present:* Sean Hayford O'Leary, Council Member Elect; Amanda Kueper, Sustainability Commission Chair; and Wes Dunser, Transportation Commission Chair

### PLEDGE OF ALLEGIANCE

Mayor Regan Gonzalez led the Pledge of Allegiance

### OPEN FORUM

Senior Office Assistant Wynn reviewed the options to participate:

- Participate live by calling 612-861-0651 during the open forum portion
- Call prior to meeting 612-861-9711
- Email prior to meeting [kwynn@richfielmn.gov](mailto:kwynn@richfielmn.gov)

Senior Office Assistant Wynn read the following submitted comment:

Kathleen Balaban, 6526 Stevens, First, I would like to express my appreciation for all that you and staff members do for the City of Richfield, especially during this historic time in our health history. With that in mind, tonight's agenda includes approvals for additional PW equipment and a



Woodlake path project. Personally, I don't agree with the approval of either one of these requests, especially the Woodlake project, during this pandemic. Added together, they represent close to a million dollars when the future economy isn't going to recover as quickly as this budget is projecting.

I am asking each of you to please vote to put a "hold" on "non-essential" expenses in all areas and ask for detailed cost/benefit justification reports for any expenditure over \$xx either temporarily or permanently, especially, if it affects the General Fund. My property taxes can pay for only so much. So, please, accept no more bids or sign anymore contracts unless pre-approved until the extents of the residual effects of the pandemic are known. We have many unemployed and hungry residents and should be sending non-essential 'budgeted' monies there.

In addition, please look closer at the request for the monthly compensation for personal car usages, mileage compensation "and" monthly on-call compensation with RF cell phones. The on-call compensation is written in such a way as to compensate 'every' PW employee that brings their RF cell phone home an additional \$1,200 per yr. I suggest that these line items be given more detail, such as number of qualifiers and requirements prior to authorization by the council and overall effect on the salary budget line item. One qualifier for all of these perks would increase their salary close to \$4000 annually.

Again, please place a temporary 'hold' on any and all non-essential expenditures. While doing so, please keep in mind that some of us are hungry and worried about being evicted, while the City wants to further tax me (GF) for some new non-essential trucks and \$715K for repairing a park path.

Thank you for sharing your time and skills for the betterment of our community.

City Manager Rodriguez stated staff will take in any questions from the Open Forum and will read aloud answers at the following Council Meeting.

## **APPROVAL OF MINUTES**

M/Whalen, S/Garcia to approve the minutes of the (1) Special City Council Meeting of November 13, 2020; (2) Special City Council Meeting of November 23, 2020; (3) City Council/HRA/Planning Commission Work Session of November 24, 2020; and (4) City Council Meeting of November 24, 2020.

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE

Supple: AYE

Trautmann: AYE

Garcia: AYE

Whalen: AYE

Motion carried 5-0

<b>Item #1</b>	<b>PRESENTATION OF THE SUSTAINABILITY COMMISSION ANNUAL REPORT</b>
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Chair Kueper spoke of how the Sustainability Commission was brand new this year and was still able to accomplish a lot even with the challenges of the pandemic. The commission provided feedback for the Climate Action Plan, Richfield's Energy Partners, potential Tree Preservation Policy and organized collection. She then thanked staff along with liaison, Rachel Lindholm.

Mayor Regan Gonzalez thanked Chair Kueper for her leadership on the commission and the wonderful presentation.

Council Member Trautmann thanked Chair Kueper for her passion and commitment to the community.

Chair Kueper explained how there was much desire for this commission to be formed and is excited to see what it can do for the community.

Council Member Whalen thanked the commission members for everything they were able to accomplish this year and contribute to the City of Richfield. He also reminded residents that commission applications are open for 2021.

Chair Kueper added that the Sustainability Commission does not have any youth commissioners and would very much like to have youth involvement.

<b>Item #2</b>	<b>PRESENTATION OF THE TRANSPORTATION COMMISSION ANNUAL REPORT</b>
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Chair Dunser reviewed the many issues the commission discussed and provided feedback over the last year including MnDOT 494 vision, Penn Ave corridor study, 65<sup>th</sup> Street, and Lyndale pedestrian improvements among many other projects around the city. The commission was also able to have a lengthy discussion on equity with the construction changes. He then gave recognition to all members currently serving and the strengths they brought to the commission: Dan Edgerton, Paul Chillman, Jeffrey Walz, Ken Severson, Husniyah Bradley, Kyle Schmidt, Mollie O'Howard, and Louis Dzierzak.

Council Member Supple thanked the commission for their thoughtful comments and pointed out Richfield is one of the few cities fortunate to have a Transportation Commission.

Council Member Trautmann expressed appreciation for the reference to all the commission members Chair Dunser supplied. He is grateful to have such a commission where the members are dedicated to the community.

Mayor Regan Gonzalez thanked all the commission members for their thoughtful discussions and feedback to do what is right for the community. She is thankful for the time taken to provide a vision for the future of the City of Richfield.

<b>Item #3</b>	<b>APPROVAL OF THE AGENDA</b>
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M/Supple, S/Trautmann to approve the agenda

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE

Supple: AYE

Trautmann: AYE

Garcia: AYE

Whalen: AYE

Motion carried 5-0

<b>Item #4</b>	<b>CONSENT CALENDAR</b>
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City Manager Rodriguez presented the consent calendar.

A. Consider a resolution regarding a Co-operative Agreement and Addendum to continue membership in the Hennepin County Violent Offender Task Force. Staff Report No. 152

**RESOLUTION NO. 11795**  
**RESOLUTION AUTHORIZING RESOLUTION AUTHORIZING RICHFIELD POLICE DEPARTMENT'S PARTICIPATION IN THE HENNEPIN COUNTY VIOLENT OFFENDER TASK FORCE**

B. Consider to approve the renewal of the 2021 licenses for On-Sale 3.2 Percent Malt Liquor, Off-Sale 3.2 Percent Malt Liquor, Secondhand Goods Dealer and taxi companies doing business in Richfield. Staff Report No. 153

- Licenses to Operate in Richfield
  - Gold Star Taxi - 7 vehicles
- Licenses to sell 3.2 Percent Malt Liquor
  - La Vaquita Short Stop- Off-Sale
  - La Vaquita 2- Off-Sale
  - Portland Food Mart - Off-Sale
  - Minnoco - Off Sale
  - Speedway #4186 - Off-Sale
  - Speedway #4188 - Off-Sale
  - Speedway #4191 - Off-Sale
  - Speedway #4615 - Off-Sale
  - Target Corporation - Off-Sale
  - Vina Restaurant - On-Sale
  - Pizza Luce - On-Sale
- Secondhand Goods Dealers
  - Gamestop Pump & Munch - Off-Sale
  - Wedding Day Jewelers Richfield

C. Consider the approval of the purchase of a truck chassis from Nuss Truck & Equipment for \$106,953 and dump box/snow fighting equipment from Towmaster Truck and Equipment for \$104,971, totaling \$211,924 plus taxes and licensing in 2021 for use by the Public Works Department. Staff Report No. 154

D. Consider approval of an amendment to the agreement with the City of Bloomington for the provision of public health services for the City of Richfield for 2021. Staff Report No. 155

E. 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. 156

#### **RESOLUTION NO. 11796**

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

F. Consider the approval of a contract with Graymont (WI), LLC for the annual purchase of 1,400 tons of quick lime in the amount of \$785,400 for water treatment in 2021, 2022, and 2023. Staff Report No. 157

G. Consider the approval of a contract with Meyer Contracting, Inc., in the amount of \$715,817.55 for the Wood Lake lift station improvement project. Staff Report No. 158

H. Consider the approval of a contract with Minnesota Dirt Works in the amount of \$123,456.00 for the Christian Park pond dredging project. Staff Report 159

I. Consider the adoption of a resolution designating polling places for 2021. Staff Report No. 160

#### **RESOLUTION NO. 11797**

#### **RESOLUTION DESIGNATING POLLING PLACES FOR 2021**

M/Garcia, S/Trautmann to approve the consent calendar contingent of the approval of the budget.

Council Member Whalen stated excitement of Wood Lake station project. He also reminded residents to review polling places as they may change due to school construction.

Mayor Regan Gonzalez thanked staff for doing everything possible to provide cost savings and how conscious staff has been including deferring projects. CARES money has gone to both cover city costs as well as support the community with food items and housing costs when possible.

Council Member Supple acknowledged Item D for the agreement with public health services and how grateful the city was to have an arrangement the community utilized so much this year.

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE

Supple: AYE

Trautmann: AYE

Garcia: AYE

Whalen: AYE

Motion carried 5-0

<b>Item #5</b>	<b>CONSIDERATION OF ITEMS, IF ANY, REMOVED FROM CONSENT CALENDAR</b>
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None

<b>Item #6</b>	<b>PUBLIC HEARING AND CONSIDER A SECOND READING OF AN ORDINANCE ESTABLISHING A NINE-MONTH MORATORIUM ON THE DEVELOPMENT OF CERTAIN PROPERTIES IN THE VICINITY OF VETERAN'S PARK. THE MORATORIUM WOULD APPLY TO PROPERTIES THAT ARE GUIDED FOR MEDIUM AND HIGH DENSITY RESIDENTIAL OR COMMERCIAL USE IN THE 2040 RICHFIELD COMPREHENSIVE PLAN. STAFF REPORT NO. 179</b>
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Council Member Supple presented staff report 179.

City Manager Rodriguez stated staff and Council have received a lot of communication on this item. The city thanks American Legion Post 435 for their service and would like to continue a working partnership. She spoke of how the moratorium would not stop Post 435 for marketing or selling the property but staff does hear the concerns of the members.

Mayor Regan Gonzalez clarified the process of a public hearing in that Council and staff will discuss questions after it has been closed.

Council Member Supple opened the public hearing and reminded residents they will have three minutes to speak.

Senior Office Assistant Wynn reviewed the options to participate:

- Participate live by calling 612-861-0651 during the public hearing portion
- Call prior to meeting 612-861-9711
- Email prior to meeting [kwynn@richfieldmn.gov](mailto:kwynn@richfieldmn.gov)

Commander Adam Seamans, American Legion Post 435, gave an overview of Post 435 and services they provide for their members along for the community. He spoke of his strong opposition to the moratorium and asked Council to reject placing that on Post 435. He expressed lack of respect shown to Post 435 if this moratorium is put into place.

Patty Reiman, Lakeville resident, stated her and her sister own a building along 66<sup>th</sup> Street that would be included in the moratorium. She spoke of her request to reject the moratorium or at least exempt their property as they are currently trying to sell the building and this could deter potential buyers.

Peter Coyle, Post 435 Land Use Attorney, spoke of how the city just adopted the Comprehensive Plan a few years ago so he is not sure why more research needs to be done on the property. Post 435 will be negatively affected by the moratorium as the sale needs to happen now and not a year from now.

Senior Office Assistant Wynn read the following submitted comment:

Ray Koski, Post 435 member, I am a 20-year member of the Richfield American Legion Post 435, having served our country in the Navy from 1958-1962.

I strongly urge you to not adopt the proposed moratorium recommended by your staff regarding the Post 435 property at 65th and Portland.

I have recently learned that the City of Richfield is considering adopting such a moratorium on any attempt by Post 435 to sell and redevelop its property. I understand that the City is considering, among other things, purchasing the Post 435 property for use as a public community center, notwithstanding that the property is privately owned. In fact I am aware that there are several serious potential buyers of the Post 435 property who are committed to working with the Post's leadership to redevelop the property for housing to serve veterans, among others, as well as providing space for regular Post 435 activities such as dining and meeting space.

Post 435 needs to have its plans move forward now, while the market is favorable for a sale on attractive terms, with a buyer willing to work with us.

Any moratorium imposed by the City will affect Post 435's ability to sell its property for a fair price and could place the continued viability of Post 435's service capacity in serious jeopardy.

The Post needs this sale now, not in 6-9 months. A moratorium will scare-off potential buyers, could bring the price down, and lengthen the time between a sale and when the Post can obtain sale proceeds to be used for the financial affairs of the Post, for its new facilities, to help pay debt, and to further its charitable works, and helping the veterans of Richfield and around the area.

Thank you for your time and attention to this important matter.

M/Supple, S/Whalen to close the public hearing.

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE

Supple: AYE

Trautmann: AYE

Garcia: AYE

Whalen: AYE

Motion carried 5-0

Director Stark reiterated that staff would like to be as helpful as possible to Post 435 during this process and believes a moratorium would not deter developers as he has been in touch with at least three that will be perusing purchasing the property. He spoke of a past experience of staff working with developers while a moratorium was in place at another location. He stated this situation is not unusual

as the Comprehensive Plan is a broad outlook but many times, another look is taken to specific corridors.

Council Member Whalen echoed Director Stark's comments in that developers are not walking away from the property due to a moratorium. He would like to see this become more usable space for the community and wonders if the city could contribute to the site to make this possible. He would also like to see community engagement to hear what the neighbors and community want at the site.

Director Stark stated specifics of the research will address design and performance issues. He spoke of the desire to have developers at the table to apply real practicality and that with early engagement the process will run more smoothly.

Director Markle agreed with Council Member Whalen's comments as Veteran's Park is ultimately a large wetland and beloved park. She believes residents will fight to protect the space and will be sensitive to what is developed on the site.

Council Member Supple asked staff to address Patty Reiman's comments from the public hearing.

Assistant Director Poehlman stated in 2011 there was a study done to look at all the uses of property surrounding the park in order to have the adjacent buildings mesh well with the park.

Council Member Supple asked if the same assistance to work with potential developers for surrounding sites.

Director Stark confirmed.

Council Member Supple spoke of the value Post 435 has within Richfield, protection of Veteran's Park as it is a highly used space by residents, appropriate zoning, and desire of a partnership. She believes a moratorium would allow the city to do this thoughtfully but also realizes Post 435 needs it done in a timely matter so she would like to see it done in seven months.

City Manager Rodriguez explained how staff has done everything possible to shorten the moratorium while giving enough time to thoughtfully go through the process.

Director Stark spoke of developing a two set process that would include community engagement and a small area plan.

Council Member Garcia stated all Council and city staff are on the same page in recognizing the financial burden this may place on Post 435 but is hopeful in developing a plan to form a partnership. This could be an opportunity for the city but have to have community buy in and cannot limit community engagement. She spoke of the need to find something that will fit in adequately with the park. She encouraged Council and staff to do whatever they can to see the possibilities in order to make something productive and efficient and that includes working with Post 435.

Council Member Trautmann thanked all community members for reaching out and for their service to this country. He would like to keep Post 435 viable and would like options of what can go into the site. He spoke of the need to take the time to engage the community. He also has heard from a developer that will not be discouraged by the moratorium and has supplied a letter of intent to Post 435 and interest in being part of the conversation. Having developers part of the conversation will keep

discussions practical. He stated the moratorium is to provide clarity but can see how it may create a gap of trust and that the city will work hard to close it.

Mayor Regan Gonzalez stated she will be supporting the moratorium. She acknowledged Commander Seamans' comments in the lack of respect and trust and is hopeful the city is able to repair that bond. If it were not for Post 435 and its members, Richfield would not be where the city is today. She spoke of the need to take everything into account and competing priorities. She expressed confidence in doing everything possible to work alongside the Post 435 in this process. Staff will present to Council at the next work session some clear decisions if the city can financially contribute to this project.

Council Member Whalen referenced the small area plan and wondered who would be assisting in the leading the process.

Director Stark identified a firm that will be assisting in the process as they have consulted with the Comprehensive Plan and Parks Master Plan.

Council Member Whalen wondered about changing what is currently slotted for the site according to the Comprehensive Plan.

Director Stark stated to change the site which is currently slotted for high-density residential housing, would require a 4/5 super majority vote from Council. Staff would need to know early in the process if this is desired. There could be a variety of zoning options.

Assistant Director Poehlman explained there is a wide range of housing possible but after layering on the zoning regulations, it greatly narrows the scope.

Director Stark added it could become an overlay zone.

Council Member Whalen spoke of how this is a complex situation and would like to see a lot of communication with not only leadership but with the community as a whole.

Director Stark reiterated there are competing interest but believes the shared interest vastly outweighs competing interest and there is so much that can be accomplished with this project.

Council Member Supple would like to make sure all small business owners are included in discussions for this process.

M/Trautmann, S/Whalen to approve a second reading of the attached ordinance establishing a ~~nine-month~~ seven month moratorium on the development of properties in the vicinity of Veteran's Park that are guided for Medium or High Density Residential, or Commercial use in the 2040 Comprehensive Plan.

Council Member Trautmann wanted to hear from staff if seven months seems practical to get through the process and asked if there would be an option to extend if necessary.

Director Stark clarified the small area plan should be able to be done in five to six months which is the second portion. He stated the community engagement portion will just need to be done within the timeframe defined by Council.



Council Member Garcia asked again if there would be an option to extend the moratorium if needed.

City Attorney Tietjen stated certain conditions and time restrictions need to be met but it is an option.

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE

Supple: AYE

Trautmann: AYE

Garcia: AYE

Whalen: AYE

Motion carried 5-0

Item #7	<b>PUBLIC HEARING AND CONSIDER TO APPROVE THE RENEWAL OF 2021 CLUB ON-SALE INTOXICATING AND SUNDAY LIQUOR LICENSES FOR FRED BABCOCK V.F.W. POST NO. 5555, 6715 LAKESHORE DRIVE. STAFF REPORT NO. 161</b>
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Council Member Garcia presented staff report 161 and opened the public hearing.

Council Member Supple asked for clarification on the new license amount with the 20% reduction due to the pandemic.

Administrator Anderson stated the club total would be \$690.00 for the 2021 year which included the reduction.

Senior Office Assistant Wynn reviewed the options to participate:

- Participate live by calling 612-861-0651 during the public hearing portion
- Call prior to meeting 612-861-9711
- Email prior to meeting [kwynn@richfielmn.gov](mailto:kwynn@richfielmn.gov)

M/Whalen, S/Garcia to close public hearing

Council Member Garcia expressed her support to approve the liquor license.

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE

Supple: AYE

Trautmann: AYE

Garcia: AYE

Whalen: AYE

Motion carried 5-0

M/Garcia, S/Trautmann to adopt the Approve the renewal of 2021 Club On-Sale and Sunday Liquor licenses along with a 20 percent intoxicating liquor license/Club license fee reduction with payment due no later than January 31, 2021 for Fred Babcock V.F.W. Post No. 5555, 6715 Lakeshore Drive.

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE

Supple: AYE

Trautmann: AYE

Garcia: AYE

Whalen: AYE

Motion carried 5-0

Item #8	<b>PUBLIC HEARING AND CONSIDER TO APPROVE THE RENEWAL OF 2021 ON-SALE WINE AND 3.2 PERCENT MALT LIQUOR LICENSES FOR CHIPOTLE MEXICAN GRILL OF COLORADO, LLC D/B/A CHIPOTLE MEXICAN GRILL, 7644 LYNDAL AVENUE SOUTH. STAFF REPORT NO. 162</b>
Item #9	<b>PUBLIC HEARING AND CONSIDER TO APPROVE THE RENEWAL OF 2021 ON-SALE WINE AND 3.2 PERCENT MALT LIQUOR LICENSES FOR DAVANNI'S, INC. D/B/A DAVANNI'S PIZZA AND HOT HOAGIES, 6345 PENN AVENUE SOUTH. STAFF REPORT NO. 163</b>
Item #10	<b>PUBLIC HEARING AND CONSIDER TO APPROVE THE RENEWAL OF 2021 ON-SALE WINE AND 3.2 PERCENT MALT LIQUOR LICENSES FOR JOY'S PATTAYA THAI RESTAURANT, LLC D/B/A JOY'S PATTAYA THAI RESTAURANT, 7545 LYNDAL AVENUE SOUTH. STAFF REPORT NO. 164</b>
Item #11	<b>PUBLIC HEARING AND CONSIDER TO APPROVE THE RENEWAL OF 2021 ON-SALE WINE AND 3.2 PERCENT MALT LIQUOR LICENSES WITH OUTSIDE SEATING FOR LRFC, LLC D/B/A LOCAL ROOTS FOOD &amp; COFFEE, 817 66TH STREET EAST. STAFF REPORT NO. 165</b>
Item #12	<b>PUBLIC HEARING AND CONSIDER TO APPROVE THE RENEWAL OF 2021 ON-SALE WINE AND 3.2 PERCENT MALT LIQUOR LICENSES FOR MY BURGER OPERATIONS, LLC D/B/A MY BURGER, 6555 LYNDAL AVENUE SOUTH. STAFF REPORT NO. 166</b>

Item #13	<b>PUBLIC HEARING AND CONSIDER TO APPROVE THE RENEWAL OF 2021 ON-SALE WINE AND 3.2 PERCENT MALT LIQUOR LICENSES FOR MINNESOTA JUNIOR HOCKEY GROUP, LLC D/B/A MINNESOTA MAGICIANS AT THE RICHFIELD ICE ARENA, 636 EAST 66TH STREET. STAFF REPORT NO. 167</b>
Item #14	<b>PUBLIC HEARING AND CONSIDER TO APPROVE THE RENEWAL OF 2021 ON-SALE WINE AND 3.2 PERCENT MALT LIQUOR LICENSES FOR PATRICK'S FRENCH BAKERY, INC. D/B/A PATRICK'S BAKERY &amp; CAFE, 2928 66TH STREET WEST. STAFF REPORT NO. 168</b>
Item #15	<b>PUBLIC HEARING AND CONSIDER TO APPROVE THE RENEWAL OF 2021 ON-SALE WINE AND 3.2 PERCENT MALT LIQUOR LICENSES FOR HENRY THOU D/B/A RED PEPPER CHINESE RESTAURANT, 2910 66TH STREET WEST. STAFF REPORT NO. 169</b>
Item #16	<b>PUBLIC HEARING AND CONSIDER TO APPROVE THE RENEWAL OF 2021 ON-SALE WINE AND 3.2 PERCENT MALT LIQUOR LICENSES FOR PAISAN, INC. D/B/A KHAN'S MONGOLIAN BBQ, 500 78TH STREET EAST. STAFF REPORT NO. 170</b>

Council Member Whalen presented staff reports 162-170 and opened the public hearing for all 2021 On-Sale Wine and 3.2 Percent Malt Liquor licenses.

Senior Office Assistant Wynn stated there were no comments for the public hearing.

M/Whalen, S/Garcia to close public hearing

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE

Supple: AYE

Trautmann: AYE

Garcia: AYE

Whalen: AYE

Motion carried 5-0

M/Whalen, S/Trautmann to approve the renewal of the 2021 On-Sale Wine and 3.2 Percent Malt Liquor licenses for:

- Chipotle Mexican Grill;
- Davanni's Pizza and Hot Hoagies;
- Joy's Pattaya Thai Restaurant;
- Local Roots Food & Coffee;
- My Burger;
- Minnesota Magicians at the Richfield Ice Arena;
- Patrick's Bakery & Cafe;
- Red Pepper Chinese Restaurant; and
- Khan's Mongolian BBQ

Motion carried 5-0

Item #17	<b>PUBLIC HEARING AND CONSIDER TO APPROVE THE RENEWAL OF 2021 ON-SALE INTOXICATING AND SUNDAY LIQUOR LICENSES, WITH OPTIONAL 2 A.M. CLOSING, FOR FRENCHMAN'S PUB, INC. D/B/A FRENCHMAN'S, 1400 66TH STREET EAST. STAFF REPORT NO. 171</b>
Item #18	<b>PUBLIC HEARING AND CONSIDER TO APPROVE THE RENEWAL OF 2021 ON-SALE INTOXICATING AND SUNDAY LIQUOR LICENSES, WITH OPTIONAL 2 A.M. CLOSING FOR EL TEJABAN MEXICAN RESTAURANT, LLC D/B/A EL TEJABAN MEXICAN GRILL, 6519 NICOLLET AVENUE SOUTH. STAFF REPORT NO. 172</b>
Item #19	<b>PUBLIC HEARING AND CONSIDER TO APPROVE THE RENEWAL OF 2021 ON-SALE INTOXICATING AND SUNDAY LIQUOR LICENSES WITH OUTSIDE SERVICE, FOR THOMPSON'S FIRESIDE PIZZA, INC. D/B/A FIRESIDE FOUNDRY, 6736 PENN AVENUE SOUTH. STAFF REPORT NO. 173</b>
Item #20	<b>PUBLIC HEARING AND CONSIDER TO APPROVE THE RENEWAL OF 2021 ON-SALE INTOXICATING AND SUNDAY LIQUOR LICENSES FOR LYNDALÉ SMOKEHOUSE, LLC D/B/A LYNDALÉ SMOKEHOUSE, 7745 LYNDALÉ AVENUE SOUTH. STAFF REPORT NO. 174</b>
Item #21	<b>PUBLIC HEARING AND CONSIDER TO APPROVE THE RENEWAL OF 2021 ON-SALE INTOXICATING AND SUNDAY LIQUOR LICENSES, WITH OUTSIDE SERVICE, FOR VPC RICHFIELD PIZZA, LLC D/B/A GIORDANO'S OF RICHFIELD, 3000 66TH STREET WEST. STAFF REPORT NO. 175</b>

Item #22	<b>PUBLIC HEARING AND CONSIDER THE APPROVAL OF THE RENEWAL OF 2021 ON-SALE INTOXICATING AND SUNDAY LIQUOR LICENSES, WITH THE OPTIONAL 2 A.M. CLOSING, FOR LOS SANCHEZ TAQUERIA II, LLC D/B/A LOS SANCHEZ TAQUERIA, 2 WEST 66TH STREET. STAFF REPORT NO. 176</b>
Item #23	<b>PUBLIC HEARING AND CONSIDER THE APPROVAL OF THE RENEWAL OF 2021 ON-SALE INTOXICATING AND SUNDAY LIQUOR LICENSES FOR LYN 65, LLC D/B/A LYN 65 KITCHEN &amp; BAR, 6439 LYNDAL AVENUE SOUTH. STAFF REPORT NO. 177</b>

Council Member Trautmann read staff reports 171 through 177 and opened the public hearings for all 2021 On-Sale Intoxicating and Sunday Liquor licenses.

Miguel Hernandez, El Tejaban General Manager, expressed how proud he is to be a part of Richfield and how thankful they have been to be supported by the city. He would like to create some discussion on how and when businesses will be able to pay for their liquor licenses.

Council Member Trautmann is grateful to have El Tejaban in Richfield and asked staff about some additional resources to continue discussions about payment of liquor licenses.

Council Member Whalen asked to complete the public hearing and then have staff respond to questions.

Jennifer Sanchez, Los Sanchez Office Manager, spoke of their other location in another city and how they were able to get a refund from some 2020 fees due to closure. She spoke of how much they appreciate the support but also want the city to know they are still struggling.

M/Trautmann, S/Supple to close the public hearings.

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE

Supple: AYE

Trautmann: AYE

Garcia: AYE

Whalen: AYE

Motion carried 5-0.

M/Whalen, S/Regan Gonzalez to approve the renewal of the 2021 On-Sale Intoxicating and Sunday Liquor licenses for:

- Frenchman's;
- El Tejaban Mexican Grill;
- Fireside Foundry;
- Lyndale Smokehouse;
- Giordano's of Richfield;

- Los Sanchez Taqueria; and
- Lyn 65 Kitchen & Bar

Council Member Supple asked to address the question about alternate resources for business.

Administrator Anderson stated there has been a lot of discussion around intoxicating fees for 2021. There was a 20% reduction to assist with the 3 months of closure. Some businesses dropped down there liquor license to reduce the fees and the city added an additional 90 days to pay for license and fees. She spoke of the uncertainty if additional state or federal funding would be coming. The city has received some fees paid in full and received the 20% refund.

Council Member Trautmann thanked staff for being flexible and assisting with trying to keep restaurants up and running.

Mayor Regan Gonzalez asked for clarification on the final date for payment as January 31, 2021.

Chief Henthorne explained staff has taken more of an educational approach in attempting to take some burden off of businesses during this time. All staff is moving as quickly as possible to do whatever is possible to support businesses.

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE

Supple: AYE

Trautmann: AYE

Garcia: AYE

Whalen: AYE

Motion carried 5-0.

<b>Item #24</b>	<b>PUBLIC HEARING AND CONSIDER TO APPROVE THE RENEWAL OF 2021 PAWNBROKER AND SECONDHAND GOODS DEALER LICENSES FOR METRO PAWN &amp; GUN, INC., 7529 LYNDALE AVENUE SOUTH. STAFF REPORT NO. 178</b>
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Council Member Garcia read staff report 178 and opened the public hearing.

Mark Nichols, Metro Pawn and Gun owner, introduced himself and thanked Council for their support during the pandemic and stated he is available anytime for questions.

Mayor Regan Gonzalez thanked Mark Nichols for coming each year to the meetings.

M/Garcia, S/Supple Gonzalez to approve the renewal of 2021 Pawnbroker and Secondhand Goods Dealer licenses for Metro Pawn & Gun, Inc., 7529 Lyndale Avenue South.

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE  
Supple: AYE  
Trautmann: AYE  
Garcia: AYE  
Whalen: AYE

Motion carried 5-0.

<b>Item #25</b>	<b>CONSIDER RESOLUTIONS APPROVING THE 2020 REVISED/2021 PROPOSED BUDGET AND TAX LEVY AND RELATED RESOLUTIONS. STAFF REPORT NO. 180</b>
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Council Member Supple presented staff report 180 and thanked Director Regis along with staff for all the presentations and information provided.

M/Supple, S/Whalen to approve Adopt the resolutions approving the 2020 revised/2021 Proposed budget and tax levy and related resolutions.

**RESOLUTION NO. 11798  
RESOLUTION ADOPTING A BUDGET AND TAX LEVY  
FOR THE YEAR 2021**

**RESOLUTION NO. 11799  
RESOLUTION AUTHORIZING BUDGET REVISIONS**

**RESOLUTION NO. 11800  
RESOLUTION AUTHORIZING REVISION OF 2020 BUDGET OF VARIOUS DEPARTMENTS**

**RESOLUTION NO. 11801  
RESOLUTION AUTHORIZING ADJUSTMENT TO CITY'S MILEAGE  
REIMBURSEMENT RATE TO CONFORM TO INTERNAL REVENUE SERVICE STATUTORY  
MILEAGE REIMBURSEMENT RATE**

**RESOLUTION NO. 11802  
RESOLUTION ADOPTING THE 2021 CAPITAL IMPROVEMENT BUDGET**

**RESOLUTION NO. 11803  
RESOLUTION ADOPTING THE 2022-2025 CAPITAL IMPROVEMENT PROGRAM**

**RESOLUTION NO. 11804  
RESOLUTION RELATING TO PURCHASING PRACTICES IN THE CITY OF RICHFIELD AMENDING  
RESOLUTION NO. 11586**

**RESOLUTION NO. 11805  
RESOLUTION ESTABLISHING WASTEWATER SERVICE RATES AND CHARGES, WATER RATES  
AND CHARGES, SPECIAL WATER SERVICE CHARGES, STORM SEWER RATES AND**

**CHARGES, STREET LIGHT RATES AND CHARGES, AND 6.5% PENALTY ON PAST DUE ACCOUNTS**

**RESOLUTION NO. 11806**

**RESOLUTION ESTABLISHING A PUBLIC WORKS ON-CALL COMPENSATION POLICY**

**RESOLUTION NO. 11807**

**RESOLUTION AUTHORIZING A CAR ALLOWANCE REIMBURSEMENT POLICY**

**RESOLUTION NO. 11808**

**RESOLUTION RELATING TO THE 2021 GENERAL SERVICES  
SALARY COMPENSATION PLAN**

**RESOLUTION NO. 11809**

**RESOLUTION RELATING TO THE 2021 MANAGEMENT  
SALARY COMPENSATION PLAN**

**RESOLUTION NO. 11810**

**RESOLUTION RELATING TO THE 2021 SPECIALIZED PAY PLAN**

Council Member Whalen expressed excitement for the budget and its investment in the city as well as the addition of the new Equity and Inclusion Administrator position.

Mayor Regan Gonzalez spoke of the tremendous job staff has done with the budget for 2021.

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE

Supple: AYE

Trautmann: AYE

Garcia: AYE

Whalen: AYE

Motion carried 5-0.

<b>Item #26</b>	<b>CONSIDER A RESOLUTION APPROVING THE 2021 BUDGET FOR THE AFFORDABLE HOUSING TRUST FUND. STAFF REPORT NO. 181</b>
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Council Member Whalen read staff report 181.

Director Stark spoke of how it is unusual Council is tasked with approving this budget when the funds are coming from the Economic Development Authority (EDA) and federal government. He stated he hopes the fund will continue to grow each year.

M/Whalen, S/Garcia to adopt a resolution approving the 2021 budget for the Affordable Housing Trust Fund.

**RESOLUTION NO. 11811**



## **RESOLUTION ADOPTING AN AFFORDABLE HOUSING TRUST FUND BUDGET FOR THE YEAR 2021**

Council Member Supple spoke of her support and is looking forward to see how it will be able to support the community.

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE

Supple: AYE

Trautmann: AYE

Garcia: AYE

Whalen: AYE

Motion carried 5-0.

<b>Item #27</b>	<b>CITY MANAGER REPORT</b>
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City Manager Rodriguez thanked Director Stark for all his work on the 2021 budget. She spoke of organizing meetings with the community, schools and faith communities on how the pandemic is affecting residents and how to improve communications. She then read thank you notes from Directors for Council Member Garcia. She expressed deep gratitude to Council Member Garcia for her leadership over her many years of service.

Director Asher thanked Council Member Garcia for her service and congratulated her on her retirement.

Assistant City Manager Dmytrenko expressed appreciation to Council Member Garcia for everything she has done for the community.

Director Stark thanked Council Member Garcia for her support to staff over the years.

Chief Henthorne echoed comments and spoke of Council Member Garcia's strong leadership over the years. He wished her health and happiness in retirement.

Director Markle expressed gratitude to Council Member Garcia for her continued support over the years.

Senior Office Assistant Wynn read some comments submitted from friends of Council Member Garcia. She also expressed her appreciation for Council Member Garcia's friendship and hopes to continue that friendship.

Council Member Garcia gave an emotional thank you to everyone for their words of such kindness.

<b>Item #28</b>	<b>CLAIMS AND PAYROLL</b>
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M/Garcia, S/Supple that the following claims and payrolls be approved:

<b>U.S. Bank</b>	<b>12/08/2020</b>
A/P Checks 292710 - 293024	\$ 2,840,607.32
Payroll: 158377 - 158674	698,262.66
TOTAL	\$ 3,538,869.98

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE

Supple: AYE

Trautmann: AYE

Garcia: AYE

Whalen: AYE

Motion carried 5-0

<b>Item #29</b>	<b>PRESENTATION OF THE EDWINA GARCIA COMMUNITY BUILDER AWARD AND PROCLAMATION</b>
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Mayor Regan Gonzalez presented the inaugural Edwina Garcia Community Builder Award.

Council Member Garcia thanked staff for assisting in putting this award together and described how this award is to represent the community. Without the community volunteers, the city would not be what it is today.

Mayor Regan Gonzalez read the proclamation selecting Rick Jabs as the first recipient of the award.

Council Member Garcia spoke of what an exceptional human being Rick Jabs is and how he has demonstrated that he is a true community builder. She then read what the plaque will read.

Senior Office Assistant Wynn displayed the plaque and explained there will be a small presentation of the award to Rick Jabs.

Rick Jabs expressed extreme gratitude for being able to receive the award and how proud he is to be a member of the Richfield community.

Council Member Garcia explained how many members of the community volunteer when they have children and Rick Jabs did that and continued to build up the city with his commitment.

Council Member Supple thanked Rick Jabs for this 20 plus years of service and leadership in the community.

Council Member Trautmann spoke of the honor it is to know someone like Rick Jabs and is excited to award him tonight.

Mayor Regan Gonzalez stated Rick Jabs is an example of a true public servant and how the city is in a better place because of his contributions.

Assistant City Manager Dmytrenko thanked Rick Jabs for his contributions to the Municipal Center as well as his many years of dedication to the city.

<b>Item #30</b>	<b>HATS OFF TO HOMETOWN HITS</b>
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Council Member Whalen congratulated Council Member Garcia on her retirement. He was so happy to see the award come to fruition to honor her.

Council Member Trautmann stated how Council Member Garcia will be deeply missed and what a blessing it has been to have her as part of the community.

Council Member Supple wished Council Member Garcia Happy Birthday and thanked her for being a leader and mentor. She also wished her a long and happy retirement.

Council Member Garcia spoke of the gift from the Richfield Fire Department she received. She stated how firefighters are everyday heroes and what a wonderful job Chief Kewitsch and Assistant Chief Dobesh have done with their department and supporting the community. She also thanked Analyst Martinez Gavina and Senior Office Assistant Wynn for the flowers that were delivered. She then thanked Council and staff for their support, kind words and gifts. She also expressed gratitude for Council Member Elect Hayford Oleary to take her place.

Mayor Regan Gonzalez spoke of what an exceptional role model and leader Council Member Garcia has been to so many women leaders. She stated how Council Member Garcia has been the embodiment of Richfield by being genuine, strong and sincere.

<b>Item #32</b>	<b>ADJOURNMENT</b>
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The meeting was adjourned by unanimous consent at 10:41 p.m.

Date Approved: December 8, 2020

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Maria Regan Gonzalez  
Mayor

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Kelly Wynn  
Senior Office Assistant

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Katie Rodriguez  
City Manager



## **Richfield Human Rights Commission 2020 Annual Report**

The purpose of the Commission is to secure for all citizens equal opportunity in employment, housing, public accommodations, public services and education, and full participation in the affairs of the community and to take appropriate action consistent with the Minnesota Human Rights Act. The Commission shall also advise the City Council on long range programs to improve human relations in the City. Richfield City Code Section 305.01, Sub.3

### **2020 Officers**

Chair – Heather Eastlund (Brett Stursa, former)

Vice Chair – Kris Anderson (Heather Eastlund, former)

Secretary – Todd Diede

Social Media Liaison – Katie Goodemote

### **2020 Liaisons**

City Council – Mary Supple

City Staff – Deputy Chief Mike Flaherty

School Board – Allegra Smisek

## **2019/2020 ACTIVITIES**

### **COVID-19 IMPACTS**

Early in 2020, the RHRC developed a robust 2020 work plan involving outreach, education, and events. Due to the evolving events and mandates nationally and locally, the Commission work plan changed significantly and rapidly over the past eight months. Many planned events were cancelled, including: Penn Fest, the Naturalization Ceremony (would have taken place Feb. 2021), Gene and Mary Jacobsen Outstanding Citizen Award, Indigenous Peoples Day Celebration, Racial Covenants and Structural Racism in Richfield, and Census Outreach. The Commission is hopeful that some of these signature events will return to the 2021 work plan.

### **COMMUNITY EDUCATION/OUTREACH/ADVOCACY**

#### **Census**

Members of the Commission attended City of Richfield-led meetings in winter 2020 to participate in the Complete Count Committee, learning about outreach opportunities and difficult to count populations.

## **Richfield Towers Outreach**

With funds granted by the Richfield Foundation, the Commission delivered 150 lunches to Richfield Towers on September 17, 2020, along with information on completing the Census and how to obtain absentee ballots ahead of the General Election. A member of the Commission answered residents' questions on those two items, as well.

## **Proclamations**

The LGBTQIA Proclamation was approved by the Commission at the May 2020 meeting and by the City Council at a June 2020 meeting. The Commission approved the Americans with Disability Proclamation at the June 2020 meeting, which the City Council approved at a July 2020 meeting. The Commission approved the 100<sup>th</sup> Anniversary of the 19<sup>th</sup> Amendment Proclamation at the July 2020 meeting, which was approved at an August meeting of the City Council. The Commission hopes these proclamations serve as a way for our community to proactively declare our values and hope they promote greater awareness and understanding.

## **Penn Fest 2019**

The Commission had a table at Penn Fest in September 2019. Members of the community stopped at the table to play a game based on the Richfield Human Rights Commission's history and we handed out material about the RHRC and how to apply for city commissions.

## **Building an Inclusive Commission Community**

The Commission began discussions around how to ensure that underrepresented members of the community are welcomed and valued by the Commission in a meaningful way as to capture diverse opinions and, at the same time, ensure those opinions are not tokenized. This work is ongoing and is likely to manifest in a RHRC Diversity, Equity, and Inclusions Plan that will be worked on in 2021.

## **Police Statistics**

The Commission participated in a robust discussion with City Liaison Deputy Chief Flaherty about the policing statistics that were made available in summer 2020. The Commission looks forward to continued discussions as more data is made available.

## **GENERAL COMMISSION BUSINESS**

**Appointment of new 2019/2020 RHRC Commissioners:** The Commission welcomed new members Mara Glubka, Fountia Thompson, Hannah Milton (student representative), and Ava Noack (student representative).

**Social Media Presence:** The Commissions Social Media Liaison continued to expand the presence of the Commission's work on social media and to publish articles in the Richfield Sun Current related to the Commissions work and events.



**STAFF REPORT NO. 01**  
**CITY COUNCIL MEETING**  
**1/12/2021**

REPORT PREPARED BY: Melissa Poehlman, Asst. Community Development Director

DEPARTMENT DIRECTOR REVIEW: John Stark, Community Development Director  
 1/5/2021

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
 1/5/2021

**ITEM FOR COUNCIL CONSIDERATION:**

Continue a public hearing to consider the approval of a resolution regarding the modification of the Redevelopment Plan for the Richfield Redevelopment Project Area, the establishment of the 2020-2 Tax Increment Financing District: Emi (a redevelopment tax increment financing district), and the proposed adoption of a Tax Increment Financing Plan.

**EXECUTIVE SUMMARY:**

Housing and Redevelopment Authority (HRA) staff, financial consultant, and the HRA Attorney are continuing to work with PLH & Associates (Developer) to negotiate a Contract for Private Development (Contract) and refine the financial analysis for the Emi project. HRA staff anticipates bringing a Contract to the HRA on January 19 and therefore recommends continuation of this public hearing to the January 26, 2021 City Council Meeting.

**RECOMMENDED ACTION:**

**By motion:** Continue a public hearing to consider the approval of a resolution regarding the modification of the Redevelopment Plan for the Richfield Redevelopment Project Area, the establishment of the 2020-2 Tax Increment Financing District: Emi (a redevelopment tax increment financing district), and the proposed adoption of a Tax Increment Financing Plan to January 26, 2021.

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

- PLH & Associates has been working to redevelop the site at 101 66th Street East since 2016. Approved plans for the mixed use development now include 42 rental apartments and approximately 1,300 square feet of ground floor commercial space. Of the 42 units, 20% would be reserved for households earning 60% or less of area median income (AMI).
- The HRA approved a Preliminary Development Agreement on July 20, 2020.

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

N/A

**C. CRITICAL TIMING ISSUES:**

N/A

**D. FINANCIAL IMPACT:**

A financial analysis is underway. Details will be presented when this item comes before the HRA and Council.

**E. LEGAL CONSIDERATION:**

- In accordance with State Statute, Hennepin County, School Districts, and other taxing jurisdictions received notice of the proposed Tax Increment Plan and other information on fiscal impacts related to the modification/establishment of a Redevelopment Project Area and/or TIF District at least 30 days prior to the hearing or agreed to waive the 30-day requirement.
- Notice of this hearing was published in the Sun Current Newspaper on November 12, 2020.

**ALTERNATIVE RECOMMENDATION(S):**

Cancel and republish for the upcoming public hearing at an additional cost.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

None



**STAFF REPORT NO. 02**  
**CITY COUNCIL MEETING**  
**1/12/2021**

REPORT PREPARED BY: Scott Kulzer, Administrative Aide/Analyst

DEPARTMENT DIRECTOR REVIEW: Kristin Asher, Public Works Director  
1/4/2021

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
1/5/2021

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider approval of a Joint Powers Agreement between the City of Richfield and the Metropolitan Council (Metro Transit) for construction of the D Line Bus Rapid Transit Project.**

**EXECUTIVE SUMMARY:**

**Joint Powers Agreement**

Metro Transit is moving towards construction of planned improvements to the Route 5 corridor with the D Line Bus Rapid Transit (BRT) project. The Joint Powers Agreement being considered is a routine agreement that lays out the responsibilities of each party as related to the construction of the project and grants Metro Transit temporary access to specific City-owned properties.

**Project Background**

The D Line will substantially replace Route 5, running primarily on Portland Avenue within Richfield and on Chicago, Emerson and Fremont Avenues in Minneapolis. Rapid bus brings better amenities, such as:

- Faster, more frequent service;
- Pre-boarding fare payment for faster stops;
- Neighborhood-scale stations with amenities;
- Enhanced security; and,
- Larger & specialized vehicles.

D Line stations in Richfield will be located at:

- Portland Ave. & 66th St.;
- Portland Ave. & 70th St.;
- Portland Ave. & 73rd St.; and,
- Portland Ave. & 77th St.

Prior to the COVID-19 pandemic, Route 5 was the Twin Cities' busiest bus route, carrying about 16,000 customers each weekday. During rush hours, Route 5 buses make up less than 2 percent of vehicle traffic but carry more than 20 percent of people traveling through the corridor. The D Line is projected to be about 20 percent faster than Route 5 with longer station spacing, fares collected at stations, and raised curbs for accessibility.

**RECOMMENDED ACTION:**

**By motion: Approve the Joint Powers Agreement between the City of Richfield and Metropolitan**



**Council for construction of the D Line Bus Rapid Transit Project.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

See Executive Summary

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

- Joint Powers Agreements are routine agreements that lay out the responsibilities of each party as they relate to the construction of interagency projects.
- Resolutions of support for the project were approved by the Richfield City Council at the April 24, 2018 & April 9, 2019 City Council meetings.
- The Metro Transit D Line BRT Project is consistent with the City's 2040 Comprehensive Plan (Chapter 7 - Transportation).

**C. CRITICAL TIMING ISSUES:**

The Joint Powers Agreement must be in place before construction activities can commence in Spring 2021.

**D. FINANCIAL IMPACT:**

There are no financial impacts to the City in approving this Joint Powers Agreement.

**E. LEGAL CONSIDERATION:**

The City Attorney has reviewed this agreement and will be available to answer questions.

**ALTERNATIVE RECOMMENDATION(S):**

None

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

None

**ATTACHMENTS:**

Description	Type
❑ Joint Powers Agreement	Contract/Agreement
❑ Exhibit A	Exhibit
❑ Resolution	Resolution Letter
❑ D Line BRT Fact Sheet	Backup Material

**JOINT POWERS AGREEMENT FOR  
CONSTRUCTION OF D LINE IN RICHFIELD, MN**

THIS AGREEMENT is made and entered into by and between the Metropolitan Council, a public corporation and political subdivision of the State of Minnesota (“Council”), and the City of Richfield, a municipal corporation under the laws of the State of Minnesota (“City”), collectively, (“Parties”)

**BACKGROUND RECITALS**

1. The Council plans to construct the D Line Bus Rapid Transit Project along Fremont Avenue N, Emerson Avenue N, 7th Street N, Chicago Avenue, Portland Avenue, and American Boulevard during the 2020-2022 construction seasons (“the Project”).

2. The Project will provide the City with bus rapid transit service within the City, along Portland Avenue, which includes transit service with greater amenities, thereby providing enhanced transit services to the City’s residents and employers.

3. Pursuant to Minn. Stat. § 471.59, the City and the Council agree to exercise certain powers for the benefit of each other as more fully set forth herein.

4. Pursuant to Minnesota statutory law and administrative rule, including Minn. Stat. § 237.163 and Minn. R. 7819.0050, et seq., the City has rights-of-way management authority and has adopted a right-of-way management ordinance, Richfield City Code Section 802.

5. In furtherance of the Project, if requested by the Council, the City will exercise its rights-of-way management authority.

6. This Agreement will become effective upon full signature by all parties, and will terminate upon completion of all construction activities related to the Project.

NOW, THEREFORE, for mutual consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, the parties agree as follows:

**AGREEMENT**

**I.**

**Purpose of Agreement**

1. This Agreement describes the responsibilities of each of the Parties with respect to the Project.

2. The Council will construct the Project and provide bus rapid transit (“BRT”) services along Portland Avenue as a part of its D Line, which includes enhanced amenities,

including pre-boarding fare payment for faster stops, faster and more frequent service, enhanced security, and a more comfortable ride in larger, specialized vehicles.

3. The City gives the Council the right to enter onto City property at no cost to the Council, including any easements and rights-of-way the City currently owns or maintains, as identified in Exhibit A, for construction of the Project for the purpose of the Council fulfilling this Agreement. The Council or its contractor will restore the properties to the approved plans and specifications, and any work not included in the approved plans and specifications will be subject to approval by the City. The Council or its contractor will phase the work, and coordinate with the City to ensure work on the City properties will be coordinated such that it does not interfere with regular and typical use of the properties by the City.

4. The Council or its contractor will apply for and obtain all permits required by the Council for construction of the Project. The City permits will be granted to the Council or its contractor at no cost to the Council or its contractor.

5. The Council is responsible for getting all other permits associated with construction of the Project.

6. The City will exercise its right-of-way management powers it possesses over all City rights-of-way necessary for the construction of the Project, including but not limited to those powers pertaining to the relocation of utilities within the City rights-of-way.

## **II.**

### **Construction and Contract Administration**

1. In the event the Council's Project necessitates the City's use of its rights of way management powers, the Council will give notice to the City by sending written notice to:

**City Contact**

Kristin Asher (or Successor)

City Engineer

612-861-9170

kasher@richfieldmn.gov

2. Within fourteen (14) days of receiving the written notice as provided in the Agreement, the City Engineer, or their designee, will, following consultation with the Council and its contractor, exercise its rights of way management powers, including but not limited to relocation of utilities, that are necessary to enable the Council to complete construction of the Project.

## **III.**

### **Liability**

1. To the extent authorized by law each party is responsible only for its own acts and

the results of its acts. The City's and Council's liability is governed by the provisions of Minnesota Statutes, Chapter 466. For purposes of determining total liability of damages, the parties will be considered a single governmental unit pursuant to Minn. Stat., section 471.59, subd. 1a(b) and the total liability of the parties shall not exceed the limits on governmental liability for a single governmental unit as specified in Minn. Stat. section 466.04.

2. The City and Council each warrant that they have an insurance or self-insurance program with minimum coverage consistent with the liability limits in Minnesota Statutes, Chapter 466. Nothing in this Agreement is a waiver or limitation of any immunity or limitation of liability by the City or Council.

3. The Council will ensure that the Project construction contract includes clauses that:

(a) require the Project contractor to defend, indemnify, and hold harmless the City, its officers, agents and employees from claims, suits, demands, damages, judgments, costs, interest, expenses (including reasonable attorney's fees, witness fees and disbursements) arising out of or by reason of the acts or omissions of the Contractor, its officers, employees, agents or subcontractors; and

(b) require the Project contractor to provide and maintain insurance, with minimum coverage consistent with the liability limits in Minnesota Statutes, Chapter 466, and name the City as additional insured. The Council will provide the City with copies of any certificates of insurance of the Project contractor upon request of the City.

#### **IV. General Provisions**

1. All records kept by the City and Council with respect to the Project are subject to examination by representatives of each party. All data collected, created, received, maintained or disseminated for any purpose by the City and Council under this Agreement are governed by Minnesota Statutes, Chapter 13("Act"), and the Minnesota Rules implementing the Act.

2. The City agrees to comply with all laws applicable to the City relating to nondiscrimination, affirmative action, public purchases, contracting, employment, workers' compensation, and surety deposits required for construction contracts. Minnesota Statutes, Section 181.59 and any applicable local ordinance relating to civil rights and discrimination and the Affirmative Action Policy statement of the City is considered a part of this Agreement.

3. The employees of the parties, and all other persons engaged by each party will not be considered employees of the other party. Each party is solely responsible for all claims arising from its employees including claims under the Worker's Compensation Act, the Minnesota Economic Security Law and all third party claims resulting from an act or omission of an employee.

4. The City's authorized representative will manage this Agreement for the City and act as a liaison between the City and Council.

5. The Council's Project Manager, BRT Projects will manage this Agreement for the Council and act as a liaison between the Council and the City.

6. This Agreement is the entire agreement between the parties and supersedes all oral agreements and negotiations between the parties relating to this Agreement. All exhibits and attachments to this Agreement are incorporated into the Agreement. If there is a conflict between the terms of this Agreement and any of the exhibits the Agreement governs.

7. The provisions of this Agreement are severable. If a court finds any part of this Agreement void, invalid, or unenforceable, it will not affect the validity and enforceability of the remainder of this Agreement. A waiver by a party of any part of this Agreement is not a waiver of any other part of the Agreement or of a future breach of the Agreement.

8. Any modifications to this Agreement will be in writing as a formal amendment.

9. This Agreement is binding upon and for the benefit of the parties and their successors and assigns. This Agreement is not intended to benefit any third-party.

10. Except as otherwise provided for in this Agreement, the Agreement may be terminated by the mutual agreement of the parties.

11. If a force majeure event occurs, neither party is responsible for a failure to perform or a delay in performance due to the force majeure event. A force majeure event is an event beyond a party's reasonable control, such as unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

12. Under Minnesota Statutes, Section 16C.05, subdivision 5, the Parties agree that the books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by either Party and the state auditor or legislative auditor, as appropriate, for at least six years from the end of this Agreement.

13. A party will send all notices or demands under this Agreement either by:

(a) certified mail;

(b) e-mail, as long as the recipient acknowledges receipt by e-mail or otherwise in writing; or

(c) delivered in person to the other party addressed to the following authorized representatives:

Shahin Khazrajafari (or successor)  
Project Manager, BRT Projects  
Metro Transit  
560 6<sup>th</sup> Avenue North  
Minneapolis, MN 55411

Kristin Asher (or successor)  
City Engineer  
City of Richfield  
6700 Portland Ave S  
Richfield, MN 55423

14. Council and the City are each authorized to enter into this Agreement pursuant to Council Action No. \_\_\_\_\_ approved on \_\_\_\_\_, and City Resolution No. \_\_\_\_\_, approved on \_\_\_\_\_.

15. This Agreement may be executed in multiple counterparts, all of which when taken together shall comprise one agreement. Delivery of an executed counterpart of a signature page of this Agreement by facsimile transmission or electronic transmission (e.g., 'pdf' or 'tif') shall be effective as delivery of a manually executed counterpart of this Agreement.

16. If the Council decides not to award the Project, this Agreement terminates without further liability between the parties.

17. This Agreement will be effective when all parties have signed it. The date of this agreement will be the date this agreement is signed by the last party to sign it (as indicated by the date associated with that party's signature).

Each party is signing this agreement on the date stated below that party's signature.

**METROPOLITAN COUNCIL,**  
A public corporation and political subdivision  
of the State of Minnesota

By: \_\_\_\_\_  
Meredith Vadis, Regional Administrator

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

**CITY OF RICHFIELD**  
A municipal corporation of the  
State of Minnesota

By: \_\_\_\_\_  
Katie Rodriguez, City Manager

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

and \_\_\_\_\_  
Maria Regan Gonzalez, Mayor

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

**LIST OF EXHIBITS**

Exhibit A - City Properties Needed for Construction



**Exhibit A**  
**City Properties Needed for Construction**

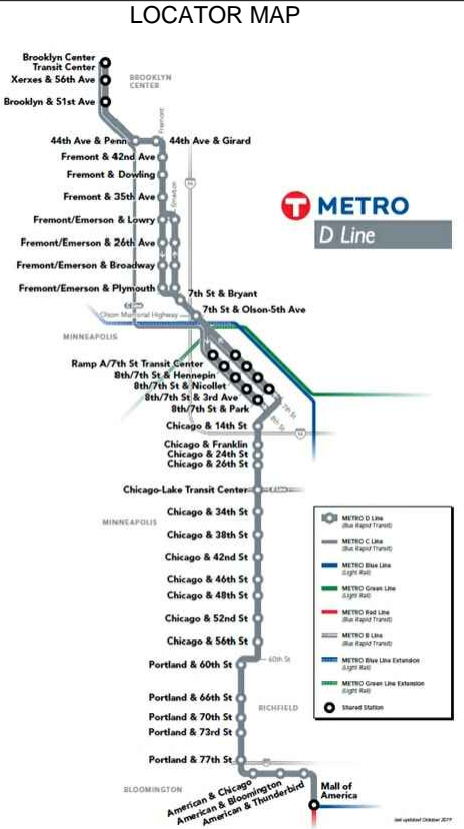
METRO D Line BRT Project  
Joint Powers Agreement For Construction of D Line In Richfield, MN  
Metropolitan Council Agreement 20I058

Exhibit A - City Properties Needed for Construction

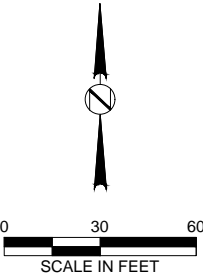
Property Address			ZIP Code	City	ROW Parcel Number	County PIN	State PIN	Owner
7643	Portland	Avenue	55423	Richfield	8	3502824330045	27053-3502824330045	City of Richfield
7644	4th	Avenue	55423	Richfield	9	3402824440005	27053-3402824440005	City of Richfield

8	
OWNER	CITY OF RICHFIELD
PID NUMBER	35-028-24-33-0045
ENTIRE PARCEL	9,997 SF
EXISTING PERMANENT EASEMENT	413 SF
NEW TEMPORARY CONSTRUCTION EASEMENT	170 SF

9	
OWNER	CITY OF RICHFIELD
PID NUMBER	35-028-24-44-0005
ENTIRE PARCEL	643,231 SF
EXISTING PERMANENT EASEMENT	97,009 SF
NEW TEMPORARY CONSTRUCTION EASEMENT	595 SF



- LEGEND
- EXISTING PERMANENT EASEMENT
  - NEW TEMPORARY CONSTRUCTION EASEMENT
  - EXISTING PERMANENT EASEMENT
  - NEW TEMPORARY CONSTRUCTION EASEMENT
  - PROJECT PARCEL NUMBER



NOTE: NOT A BOUNDARY SURVEY

	NO.	DATE	BY	REMARKS	DIVISION (MCES OR TRANSIT)	REAL ESTATE OFFICE	Project Number: 62800 Richfield, Hennepin County	PAGE: 4 OF 22	METROPOLITAN COUNCIL 390 ROBERT ST ST. PAUL, MINNESOTA 55101		
REVISIONS					MANAGER:	MANAGER: GREG EWIG	PROJECT WORK MAP				
					SIGNATURE:	SIGNATURE:					
					DATE:	DATE:					

## RESOLUTION NO.

### RESOLUTION AUTHORIZING JOINT POWERS AGREEMENT FOR THE METRO TRANSIT D LINE PROJECT

**WHEREAS**, the City of Richfield's Comprehensive Plan promotes an integrated transportation system that will serve the future needs of its residents, businesses, and visitors; as well as supports the City's redevelopment plans to complement the metropolitan transportation system; and

**WHEREAS**, Metro Transit's Bus Rapid Transit (BRT) offers riders fast, frequent service with numerous amenities, that will give riders on the region's transit system more mobility options and connect people with jobs; and

**WHEREAS**, the D Line will result in a faster trip, up to 25% faster, by stopping less often, deploying bus priority at traffic signals, and implementing off-board fare payment; and

**WHEREAS**, the D Line would operate in Brooklyn Center, Minneapolis, Richfield, and Bloomington; and

**WHEREAS**, the City of Richfield will benefit from improvements to stops within Richfield, which will offer improved amenities, including security features, improved lighting, real-time signage, and heated shelters. The stop locations in Richfield are:

- Portland Ave. & 66th St.
- Portland Ave. & 70th St.
- Portland Ave. & 73rd St.
- Portland Ave. & 77th St; and

**WHEREAS**, the D Line Joint Powers Agreement is a routine agreement that lays out the responsibilities of each party as related to the construction of the project.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Richfield authorizes the Mayor and City Manager to enter into the Joint Powers Agreement for the construction of the D Line project.

Adopted by the City Council of the City of Richfield, Minnesota, this 12th day of January, 2021.

---

Maria Regan Gonzalez, Mayor

ATTEST:

---

Elizabeth VanHoose, City Clerk



# The new D Line

*Faster transit is coming to the Route 5 corridor.*

## *The D Line will improve transit on Chicago Avenue and Fremont Avenue.*

Rapid bus improvements add up to a **faster trip** and a **more comfortable experience** on Metro Transit's busiest routes. Route 5 is the Twin Cities' busiest bus route, carrying about 16,000 customers each weekday. During rush hours, Route 5 buses make up less than 2 percent of vehicle traffic but carry more than 20 percent of people traveling through the corridor.

## *How will D Line rapid bus service improve my ride?*

Rapid bus service is a package of transit enhancements that adds up to a **faster trip** and an **improved experience** with enhanced stations and larger specialized vehicles.

## *How much faster will the D Line be?*

The D Line is projected to be about 20 percent faster than Route 5.

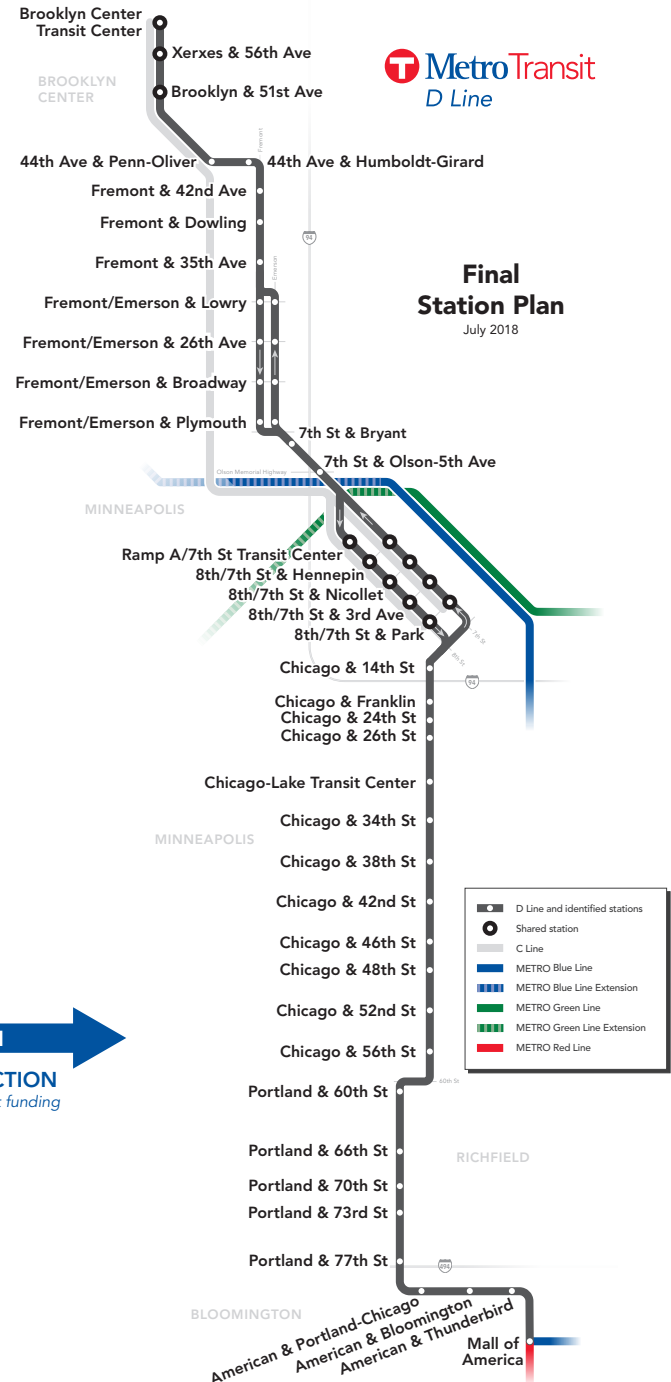
Instead of stopping every block, buses will make limited stops at stations spaced farther apart. Fares will be collected at stations—just like light rail—and not on the bus. Raised curbs at platforms will make it easier to step onto the bus. Complete snow removal will improve winter boarding, too. D Line buses will also communicate with traffic lights to shorten red lights.

## *PRELIMINARY PROJECT SCHEDULE (subject to change)*



## *How will the project be funded?*

The total project cost is about \$75 million. \$40 million has been identified. An additional \$35 million is needed to build stations along the entire D Line.



## Limited stops, more frequent service

The D Line would be the primary service in the corridor, with increased service on nights and weekends.

Local bus Route 5 would continue to run at a reduced frequency to serve local trips at existing bus stops.

### D Line



Service every 10 minutes, 1/2 mile between stations

### Route 5



Service every 30 minutes, 1/8 mile between stops

## More green time with signal priority

To keep moving, D Line buses can "ask" traffic signals for early or extended green lights.



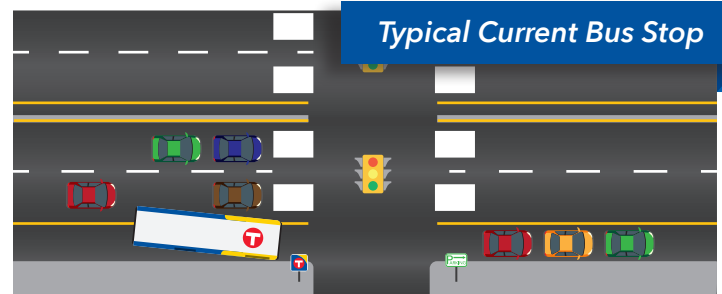
## Pre-boarding fare payment for faster stops

For speedier boarding through all doors, D Line buses won't have fareboxes. Customers will purchase a ticket or tap a Go-To Card at the station, just like light rail. Police officers – not bus operators – will ensure customers have paid.



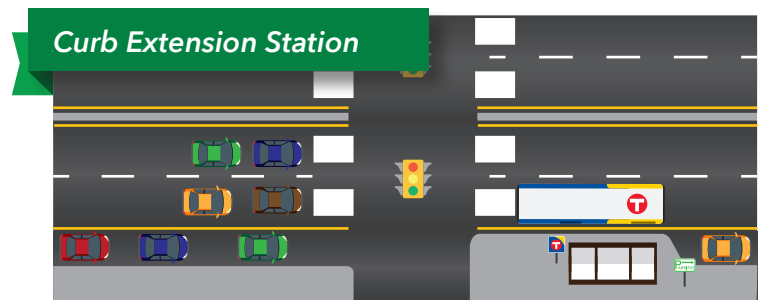
## Curb extensions for speed & space

The D Line will run in general traffic and won't widen the roadway. Instead, the project will add curb extensions or bump-outs at many stations.



Typical Current Bus Stop

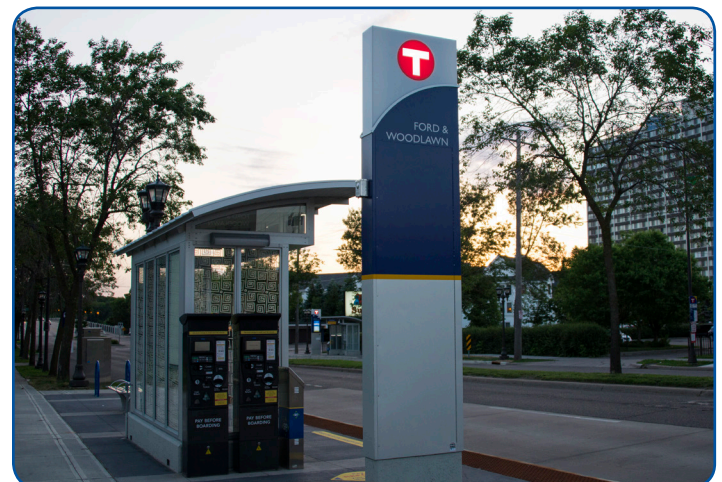
Today, buses stop in the right-turn lane with little space for customer amenities. Merging back into traffic causes delay.



Curb extension provides space for a D Line station and eliminates side-to-side weaving. Far side stops can use signal priority to help the bus keep moving.

## Neighborhood-scale stations with amenities

Stations are equipped with features for a safe and comfortable experience, similar to light rail. Standard features include heat, lighting, security features, real-time bus departure information and trash receptacles.





**STAFF REPORT NO. 03**  
**CITY COUNCIL MEETING**  
**1/12/2021**

REPORT PREPARED BY: Scott Kulzer, Administrative Aide/Analyst

DEPARTMENT DIRECTOR REVIEW: Kristin Asher, Public Works Director  
1/5/2021

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
1/5/2021

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider the first reading of an ordinance amending City Code Subsection 721.03 related to connections and discharges to the stormwater system and schedule a second reading for January 26, 2021.**

**EXECUTIVE SUMMARY:**

**Background**

- The 2019 Statewide Chloride Management Plan states that winter maintenance activities are a primary source of chloride discharges into lakes, streams, wetlands and groundwater.
- The Minnesota Pollution Control Agency (MPCA) encourages cities to evaluate which winter maintenance activities are significant contributors to chloride pollution in surface waters.
- Recently, staff have become aware of poorly maintained outdoor salt storage as well as excessive salt use on private property or by private entities around Richfield. These Chlorides are easily transmitted into lakes, streams and groundwater, threatening water supplies as well as the health of freshwater fish and aquatic life.
- Salt/deicers can enter the environment during storage, transport and application. It only takes one teaspoon of salt to permanently pollute five gallons of water and once in the water there is no easy way to remove the chloride.

**Ordinance**

- This ordinance update will add salt/deicers to the list of pollutants prohibited from discharge into the stormwater system to help regulate excessive chloride discharges into our waterways.
- Adding salt/deicers to the list of pollutants would make enforcement action easier in the future when unauthorized salt storage or excessive salt use are reported or noticed.

**RECOMMENDED ACTION:**

**By Motion: Approve the first reading of an ordinance amending City Code Subsection 721.03 related to connections and discharges to the stormwater system and schedule a second reading for January 26, 2021.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

- The City of Richfield has long prioritized reducing its salt/deicer application to protect our local

and regional waterways while maintaining safe and navigable streets.

- This ordinance amendment is one additional step the City can take to further that goal of reducing salt/deicer discharge into the stormwater system.

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

- The City Charter requires a first and second reading of ordinances.
- A public hearing is not required unless a separate statute, charter provision or ordinance requires it.

**C. CRITICAL TIMING ISSUES:**

Approval of the first reading of this ordinance at this meeting will ensure that it is effective for the last half of winter and for all winters to come.

**D. FINANCIAL IMPACT:**

The intent of this ordinance amendment is to give staff a mechanism for enforcement of excessive salt/deicer discharge and is not intended to generate revenue.

**E. LEGAL CONSIDERATION:**

The City Attorney has reviewed the proposed ordinance and will be available to answer questions.

**ALTERNATIVE RECOMMENDATION(S):**

None

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

None

**ATTACHMENTS:**

Description		Type
<input type="checkbox"/>	Ordinance	Ordinance



**BILL NO. 2021-  
AN ORDINANCE AMENDING CHAPTER VII OF THE  
RICHFIELD CODE OF ORDINANCES PERTAINING TO  
CONNECTIONS AND DISCHARGES TO THE STORMWATER SYSTEM**

**THE CITY OF RICHFIELD DOES ORDAIN:**

**Section 1.** Chapter VII, Section 721 of the Richfield Code of Ordinances is amended to amend the definition of “pollutants” at Subsection 721.03, subdivision 14 as follows:

**721.03. – Definitions**

. . .

Subd. 14. "Pollutant" is anything that causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ~~ordinances~~, and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; chloride-based deicers, including but not limited to sodium chloride (NaCl), magnesium chloride (MgCl<sub>2</sub>), and calcium chloride (CaCl<sub>2</sub>); and noxious or offensive matter of any kind.

**Section 2.** This ordinance will be effective in accordance with Section 3.09 of the City Charter.

Adopted by the City of Richfield this 26th day of January, 2021.

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Maria Regan Gonzalez, Mayor

ATTEST:

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Elizabeth VanHoose, City Clerk



**STAFF REPORT NO. 04**  
**CITY COUNCIL MEETING**  
**1/12/2021**

REPORT PREPARED BY: Chris Regis, Finance Director

DEPARTMENT DIRECTOR REVIEW: Chris Regis, Finance Director  
12/31/2020

OTHER DEPARTMENT REVIEW: N/A.

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
1/5/2021

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider resolutions designating official depositories for the City of Richfield for 2021, 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 certain 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. POLICIES (resolutions, ordinances, regulations, statutes, etc):**

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 designate annually, 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.

Finally, a designation must be made for certain financial institutions as depositories for the investment of City funds for 2021. These institutions, such as investment brokerage firms, offer government securities in the manner required by law. These financial institutions include RBC Capital Markets, Wells Fargo Institutional Retirement & Trust, Raymond James & Associates, Inc., Northland Securities, Oppenheimer & Co., and the 4M Fund.

**C. CRITICAL TIMING ISSUES:**

N/A.

**D. FINANCIAL IMPACT:**

N/A.

**E. 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 Certain Financial Institutions for Investment of City Funds	Resolution Letter
▣	Resolution Designating Certain S&L Associations, banks, & credit unions as depositories	Resolution Letter
▣	Resolution Designating US Bank a depository of funds	Resolution Letter

**RESOLUTION NO.**

**RESOLUTION DESIGNATING CERTAIN FINANCIAL  
INSTITUTIONS AS DEPOSITORIES FOR THE INVESTMENT OF  
CITY OF RICHFIELD FUNDS IN 2021**

**WHEREAS**, the City of Richfield has money which is available for investment, and

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

**WHEREAS**, the City of Richfield 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 of Richfield providing greater flexibility in the  
investment program and maximize interest income thereon.

**NOW, THEREFORE, BE IT RESOLVED**, by the City of Richfield, Minnesota, in  
accordance 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 of Richfield funds that certain financial institutions be  
designated as additional depositories for City of Richfield funds for 2021.
2. The following financial institutions designated as depositories for the City of  
Richfield funds:

RBC Capital Markets .

Wells Fargo Institutional Retirement & Trust

Northland Securities, Inc.

Raymond James & Assoc.

4M Fund

Oppenheimer & Co.

3. The Finance Director is hereby authorized to deposit the City of Richfield 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 judgment and as the interest of the  
City of Richfield 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 12<sup>th</sup> day of January,  
2021.

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Marie Regan Gonzalez, Mayor

ATTEST:

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Elizabeth VanHoose, 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 2021**

**BE IT RESOLVED**, by the City Council of City of Richfield, 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 proper management of City funds that various banks be designated as additional depositories for City funds for 2021.
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 of Richfield on the signature of the Finance Director. Such deposits may be made and withdrawn from time to time by the Finance Director as his 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 12th day of January, 2021.

---

Maria Regan Gonzalez, Mayor

ATTEST:

---

Elizabeth VanHoose, City Clerk

**RESOLUTION NO.**

**RESOLUTION DESIGNATING U.S. BANK  
A DEPOSITORY OF FUNDS OF THE CITY OF RICHFIELD  
FOR THE YEAR 2021**

**BE IT RESOLVED**, by the City Council of the City of Richfield 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 of Richfield, 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  
CHRIS REGIS, FINANCE DIRECTOR

**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 12th day of January, 2021.

\_\_\_\_\_  
Maria Regan Gonzalez, Mayor

ATTEST:

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



**STAFF REPORT NO. 05**  
**CITY COUNCIL MEETING**  
**1/12/2021**

REPORT PREPARED BY: Chris Regis, Finance Director

DEPARTMENT DIRECTOR REVIEW: Chris Regis, Finance Director

OTHER DEPARTMENT REVIEW: N/A.

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
1/5/2021

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider a resolution authorizing the use of credit cards by City employees otherwise authorized to make purchases on behalf of the City.**

**EXECUTIVE SUMMARY:**

In accordance with Minnesota Statutes, the City of Richfield must authorize the use of credit cards by any City employee authorized to make purchases on behalf of the City.

In addition, in today's business environment, most retail businesses, will no longer allow the City to purchase on account and will only accept a City check or a City credit card.

Finally, the use of a City credit card provides efficiency and flexibility for employees to purchase goods and services on behalf of the City.

**RECOMMENDED ACTION:**

**By Motion: Adopt the attached resolution authorizing the use of City credit cards by City employees otherwise authorized to make purchases on behalf of the City.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

The following are the current credit/purchasing cards in use by City employees:

- One VISA credit cards issued through the Richfield Bloomington Credit Union in the name of the City. The cardholder is the following:
  - Community Development Director

The City participates in Purchasing Card program as offered through US Bank. The program is designed to make the purchasing/procurement process for low dollar valued items more efficient. The intent is to save time and paperwork by reducing the need for purchase orders, petty cash, check requests and employee reimbursements.

The City Purchasing card program began in 2010 on a limited basis and has expanded since that

time. The program will allow controls to be put in place to limit monthly and single purchase amounts. Finally, a City Purchasing Card Policy has been established which is consistent with the City's Purchasing Policy and Minnesota Statutes.

- US Bank Purchasing Card Program. The following thirty purchasing cards will be issued to the following:
  - City Manager (1) – one card
  - Building Services Employees (1) – one card.
  - Utility Department Employees (3) – three cards.
  - Information Technology Employees (3) – three cards.
  - Administrative Services Director (1) – one card.
  - Communications Manager (1) – one card
  - Finance Director (1) – one card.
  - City Clerk (1) – one card
  - Recreation Service Employees (8) – eight cards.
  - Public Safety Employees (4) – four cards.
  - Fire Employees (2) – two cards.
  - Public Works Employees (3) – three cards.
  - Community Development Accountant (1) – one card.

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

In accordance with Minnesota Statutes Section 471.382, the City of Richfield must authorize the use of credit cards by any City employee otherwise authorized to make a purchase on behalf of the City.

Further, if a City employee makes or directs a purchase by credit card that is not approved by the City Council, the employee could be personally liable for the amount of the purchase.

A purchase by credit card must otherwise comply with all statutes, rules, and City policies applicable to City purchases.

Finally, the City's auditors recommend that the City authorize the use of credit cards by City employees on an annual basis.

**C. CRITICAL TIMING ISSUES:**

N/A.

**D. FINANCIAL IMPACT:**

The holders of City credit cards are responsible for reviewing and approving all purchases entered into with the credit card.

**E. LEGAL CONSIDERATION:**

The City is required by Minnesota Statute 471.382 to authorize the use of credit cards by City employees otherwise authorized to make purchases on behalf of the City.

**ALTERNATIVE RECOMMENDATION(S):**

The City Council could decide to not authorize the use of credit cards by City employees. However, most retail businesses in today's environment will no longer allow the City to purchase on account and will only accept a City check or a City credit card. The use of City credit cards by employees provides efficiency and flexibility for employees to purchase goods and services on behalf of the City.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

None.

**ATTACHMENTS:**

Description	Type
❑ Resolution Authorizing the use of City Credit Cards	Resolution Letter



**RESOLUTION NO.**

**RESOLUTION AUTHORIZING THE USE OF CREDIT CARDS BY CITY EMPLOYEES  
OTHERWISE AUTHORIZED TO MAKE PURCHASES ON BEHALF OF THE CITY OF  
RICHFIELD  
FOR THE YEAR 2021**

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

That, in accordance with Minnesota Statutes, Section 471.382, the City Council of the City of Richfield may authorize the use of a credit card by City employees otherwise authorized to make a purchase on behalf of the City.

The authorization is subject to modification and revocation at any time by said City Council, of the City of Richfield, and subject to the following terms and conditions:

If a City employee makes or directs a purchase by credit card that is not approved by the City Council, the employee can be personally liable for the amount of purchase.

The purchases by credit card must comply with all statutes, rules and City of Richfield policies applicable to City purchases.

**BE IT FURTHER RESOLVED**, that designated City staff is hereby authorized to use the following City credit cards to make purchases on behalf of the City of Richfield:

- One VISA credit card issued through the Richfield Bloomington Credit Union in the name of the City. The cardholder is the following:
  - Community Development Director
- Thirty U.S. Bank Purchasing cards. The cardholders will be the following:
  - City Manager (1) – one card
  - Building Services Employees (1) – two cards.
  - Utility Department Employees (3) – three cards.
  - Information Technology Employees (3) – three cards.
  - Administrative Services Director (1) – one card.
  - Communications Manager (1) – one card
  - Finance Director (1) – one card.
  - City Clerk (1) – one card
  - Recreation Services Employees (8) – six cards.
  - Public Safety Employees (4) – four cards.
  - Fire Employees (2) – two cards.
  - Public Works Employees (3) – three cards.
  - Community Development Accountant (1) – one card.

Passed by the City Council of the City of Richfield, Minnesota this 12th day of January, 2021.

\_\_\_\_\_  
Maria Regan Gonzalez, Mayor

ATTEST:

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



**STAFF REPORT NO. 06**  
**CITY COUNCIL MEETING**  
**1/12/2021**

REPORT PREPARED BY: Kelly Wynn, Senior Office Assistant

DEPARTMENT DIRECTOR REVIEW:

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
1/5/2021

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider approval to designate an Acting City Manager for 2021.**

**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 2020, 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 2021 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. POLICIES (resolutions, ordinances, regulations, statutes, etc):**

- 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.

**C. CRITICAL TIMING ISSUES:**

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

**D. FINANCIAL IMPACT:**

None

**E. 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. 08**  
**CITY COUNCIL MEETING**  
**1/12/2021**

REPORT PREPARED BY: Kelly Wynn, Senior Office Assistant

DEPARTMENT DIRECTOR REVIEW:

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
1/5/2021

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider the designation of a Mayor Pro Tempore for 2021.**

**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 a Mayor Pro Tempore in 2020.

**RECOMMENDED ACTION:**

**By motion: Approve the City Council designation of a Mayor Pro Tempore for 2021 as Council Member Mary Supple.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

This information is contained in the Executive Summary.

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

- 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."

**C. CRITICAL TIMING ISSUES:**

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

**D. FINANCIAL IMPACT:**

This designation is at no additional cost to the City.

**E. LEGAL CONSIDERATION:**

None

**ALTERNATIVE RECOMMENDATION(S):**

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

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

N/A



**STAFF REPORT NO. 09**  
**CITY COUNCIL MEETING**  
**1/12/2021**

REPORT PREPARED BY: Katie Rodriguez, City Manager

DEPARTMENT DIRECTOR REVIEW: Katie Rodriguez, City Manager  
1/6/2021

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
1/6/2021

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider confirmation of the appointment of Mike Dobesh to Fire Chief/Fire Services Director for the City of Richfield.**

**EXECUTIVE SUMMARY:**

Staff conducted an internal recruitment to fill the position of Fire Chief/Fire Services Director due to Chief Wayne Kewitsch's retirement.

The process consisted of the following:

- A meeting with the Civil Service Commission on December 4, 2020, where they approved the minimum qualifications for the position and an internal search process.
- We only had one applicant and I joined Assistant City Manager Pam Dmytrenko, HR Manager Krista Guzman to interview Acting Chief Dobesh on December 14. The interview was observed by Civil Service President Mary Stratton.
- The Civil Service Commission approved the list of eligible candidates at their December 15 meeting and I shared that I intend to appoint Acting Chief Dobesh to Fire Chief, pending council confirmation.

In addition to my belief that Acting Chief Dobesh is the best candidate to build on Chief Kewitsch's success in creating a strong department, Acting Chief Dobesh has demonstrated his leadership and ability to serve as Chief for the past 6 months. He did so under extreme conditions; we were all rocked by Chief Kewitsch's cardiac events, COVID has continued to disrupt and there have been several staff transitions in the Fire Department. Acting Chief Dobesh has managed the transition well and his focus has been on the department's mission and his team. He has also become a key member of the city's leadership team.

**RECOMMENDED ACTION:**

**By motion: Confirm the appointment of Mike Dobesh to Fire Chief/Fire Services Director for the City of Richfield.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

Historical Context is contained in the Executive Summary.

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

According to Richfield City Charter Section 6.02 Powers and Duties of the City Manager, subsection 3, and under Richfield City Code Section 310.01 Subd. 3, Charter authority, appointment or removal of department heads shall be made final only upon a majority vote of the Council.

**C. CRITICAL TIMING ISSUES:**

- The Fire Department has been without a permanent Chief/Director since July, 2020.
- Assistant Chief Mike Dobesh has been serving as Acting Chief without an Assistant Chief since July, 2020.
- Chief Kewitsch will retire on January 12, 2021.

**D. FINANCIAL IMPACT:**

The 2021 Budget includes the funding necessary to provide for the salary and benefit contributions as negotiated.

**E. LEGAL CONSIDERATION:**

According to Richfield's City Code, the City Council must approve the selection of Mike Dobesh before he is appointed Fire Chief/Fire Services Director.

**ALTERNATIVE RECOMMENDATION(S):**

The Council can reject the candidate and direct the City Manager to undertake a new selection process.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

None