



**REGULAR CITY COUNCIL MEETING
VIRTUAL MEETING HELD VIA WEBEX
MARCH 9, 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. Individuals who wish to address the Council may call 612-861-0651 during the open forum portion of the meeting or email kwynn@richfieldmn.gov prior to meeting.

Approval of the Minutes of the (1) City Council Work Session February 23, 2021; (2) City Council Meeting of February 23, 2021; (3) Special City Council Work Session of March 02, 2021; and (4) Special City Council Work Session of March 4, 2021.

PRESENTATIONS

1. Proclamation declaring March 09, 2021 Tibet Day

AGENDA APPROVAL

2. Approval of the Agenda
3. **Consent Calendar contains several separate items, which are acted upon by the City Council in one motion. Once the Consent Calendar has been approved, the individual items and recommended actions have also been approved. No further Council action on these items is necessary. However, any Council Member may request that an item be removed from the Consent Calendar and placed on the regular agenda for Council discussion and action. All items listed on the Consent Calendar are recommended for approval.**
 - A. Consider a resolution requesting an advance payment of 2021-2025 Municipal State Aid (MSA) Street Funds to collect funds available from the completion of an eligible past project.
Staff Report No. 34
 - B. Consider the approval of a resolution of support for MnDOT's Infrastructure for Rebuilding America (INFRA) grant application for Projects 1 and 2 of the I-494: US 169 to MSP Airport vision.
Staff Report No. 35
 - C. Consider approval of a first reading of an amendment to the City's Zoning Code that would allow for slightly larger garage structures if an Accessory Dwelling Unit is attached, in the Single Family (R and R-1) Residential Districts.
Staff Report No. 36
 - D. Consider the approval of setting a public hearing to be held on March 23, 2021, to consider the issuance of

new On-Sale Intoxicating and Sunday licenses, with outside service and the optional 2 a.m. closing for Pizza Luce VII, Inc. d/b/a Pizza Luce, location at 800 66th Street West.

Staff Report No. 37

- E. Consider the adoption of resolutions granting subdivision waivers for property owned by the Richfield HRA (6600 Logan Avenue South and 6600 Newton Avenue South).

Staff Report No. 38

4. Consideration of items, if any, removed from Consent Calendar

PUBLIC HEARINGS

5. Public hearing and second reading of transitory ordinance providing funding for certain capital improvements from the Special Revenue Fund.

Staff Report No. 39

6. Public hearing and consider the approval of a new On-Sale Wine and 3.2 Percent Malt Liquor licenses with outside service for Mos Eisley Cantina, LLC d/b/a Sandy's Tavern located at 6612 Penn Avenue South.

Staff Report No. 40

OTHER BUSINESS

7. Consider the appointments to City advisory board and commissions.

Staff Report No. 41

8. Consider City Council confirmation of the Mayor's appointment of a Housing and Redevelopment Authority Commissioner.

Staff Report No. 42

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

City Council Work Session

February 23, 2021

CALL TO ORDER

The meeting was called to order by Mayor Regan Gonzalez at 5:45 p.m. virtually via WebEx.

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

Staff Present: Katie Rodriguez, City Manager; John Stark, Community Development Director; Melissa Poehlman, Assistant Community Development Director ; Ryan Krzos, Planner; Mary Tietjen, City Attorney; Blanca Martinez Gavina, Executive Analyst; and Kelly Wynn, Senior Office Assistant.

Planning Commission Present: Kathryn Quam, Chair; Brett Stursa, Jim Rudolph

Item #1	PRESENTATION AND DISCUSSION ON DRAFT UPDATES TO THE CITY'S SUBDIVISION ORDINANCE
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Assistant Community Development Director Poehlman gave a description of the item and explained staff is looking for feedback on procedure and approval process.

Planner Krzos gave a presentation regarding the Subdivision Ordinance Update that included:

- Explanation of subdivisions;
- Goals for current update;
- Structure;
- General Provisions;
- Procedures (platting and minor subdivision);
- Approvals;
- Design Standards; and
- Required Improvements

Assistant Community Development Director Poehlman explained the Administrative Review Committee (ARC) is made up of representatives from departments within the city.

Chair Quam expressed concern with taking away the opportunity of certain public hearings.

Council Member Hayford Oleary appreciated the stream lining of items.

Council Member Whalen asked for clarification on what would need charter amendment and where public hearing would happen.

Assistant Community Development Director Poehlman explained the process would include a public hearing at a Planning Commission meeting and approval at a Council Meeting.

Council Member Supple asked if a charter amendment would require a vote.

City Attorney Tietjen stated the charter can be amended by an ordinance but there is a process to follow that could take several months to complete.

Assistant Community Development Director Poehlman replied to Chair Quam's concerns in that it can seem disingenuous to bring something to Council when there is little to no discretion.

Chair Quam asked if staff would be renaming 'subdivision waiver' to 'minor subdivision' and have that process done internally.

Assistant Community Development Director Poehlman stated the process currently goes to Council with a public hearing but Council is bound to approve the application it meets all necessary guidelines.

Chair Quam expressed concern of dismissing public hearings and would like to have an outline of what can and cannot be changed.

Mayor Regan Gonzalez stated she is in favor of changes but would like to see a communication piece outlining the process to assist Council and residents to better understand.

Director Stark asked about the appeal process if staff chose to go with an administrative approval approach.

City Attorney Tietjen stated it could be done but would need to be written into an ordinance.

Director Stark offered the option to write the language to give staff the option of going through the administrative process or through Council.

Assistant Community Development Director Poehlman explained that option is currently in the zoning code but not for the subdivision process.

Council Member Whalen agreed with the providing the option for staff to forgo the administrative approval and go to Council.

Assistant Community Development Director Poehlman stated Council could choose to reduce the number from four to three when it comes to dividing a lot.

Council Member Hayford Olearly asked how the timeline would be affected if a resident would appeal a decision.

Assistant Community Development Director Poehlman stated it would take about three to four weeks for regular approval but if it is appealed, could add an additional four weeks.

Chair Quam asked for an explanation on why public hearings are required if nothing could be done by staff or Council.

City Attorney Tietjen explained input can be considered at the beginning of the process but towards the end, if an application meets all guidelines, there is no discretion.

Assistant Community Development Director Poehlman summarized Council and Planning Commission feedback.

ADJOURNMENT

The work session was adjourned by unanimous consent at 6:58 p.m.

Date Approved: March 09, 2021

Maria Regan Gonzalez
Mayor

Kelly Wynn
Senior Office Assistant

Katie Rodriguez
City Manager



CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

Regular Council Meeting Virtual Meeting held via WebEx

February 23, 2021

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; and Sean Hayford Oleary

Staff Present: Katie Rodriguez, City Manager; Mary Tietjen, City Attorney; John Stark, Community Development Director; Melissa Poehlman, Assistant Community Development Director; Julie Urban, Housing Manager; Lynnette Chambers, Multi-Family Housing Program Coordinator, Section 8; Jane Skov, IT Manager; Blanca Martinez Gavina, Executive Analyst; and Kelly Wynn, Senior Office Assistant

Others Present: Jeffrey O'Neil, O'Neil Dental Center owner

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

Senior Office Assistant Wynn stated there were no callers.

APPROVAL OF MINUTES

M/Supple, S/Whalen to approve the minutes of the (1) Joint Richfield Public School and City Council meeting of February 1, 2021; and (2) City Council Meeting of February 9, 2021.

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE
Supple: AYE
Trautmann: AYE
Hayford Oleary: AYE
Whalen: AYE

Motion carried 5-0

Item #1	APPROVAL OF THE AGENDA
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M/Whalen, S/Trautmann to approve the agenda

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE
Supple: AYE
Trautmann: AYE
Hayford Oleary: AYE
Whalen: AYE

Motion carried 5-0

Item #2	CONSENT CALENDAR
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City Manager Rodriguez presented the consent calendar.

A. Consider the approval of setting a public hearing to be held on March 09, 2021, for the consideration of the issuance of new On-Sale Wine and 3.2 Malt Liquor licenses for Mos Easley Cantina, LLC d/b/a Sandy's Tavern located at 6612 Penn Avenue South. Staff Report No. 28

B. Consider the approval of a resolution for reimbursement of certain expenditures from the proceeds of General Obligation (G.O.) Grant Anticipation Bonds to be issued by the City for the 77th Street Underpass Improvements Project. Staff Report No. 29

RESOLUTION NO. 11828

RESOLUTION DECLARING THE OFFICIAL INTENT OF THE CITY OF RICHFIELD TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF BONDS TO BE ISSUED BY THE CITY WITH RESPECT TO 77TH STREET UNDERPASS IMPROVEMENTS PROJECT

C. Consider the approval of the Sentencing to Service Program Services Agreement between Richfield and Hennepin County for calendar years 2021 through 2023. Staff Report No. 30

M/Hayford Oleary, S/Supple to approve the consent calendar.

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE
 Supple: AYE
 Trautmann: AYE
 Hayford Oleary: AYE
 Whalen: AYE

Motion carried 5-0

Item #3	CONSIDERATION OF ITEMS, IF ANY, REMOVED FROM CONSENT CALENDAR
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None

Item #4	PUBLIC HEARING AND CONSIDER THE ADOPTION OF A RESOLUTION SPECIFYING THE USE OF FUNDS FROM THE URBAN HENNEPIN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT ALLOCATION FOR 2021 AND AUTHORIZING EXECUTION OF A SUBRECIPIENT AGREEMENT WITH HENNEPIN COUNTY AND ANY REQUIRED THIRD PARTY AGREEMENTS. STAFF REPORT NO. 31
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Council Member Supple read staff report 31.

Council Member Supple encouraged local service providers apply for funding. She then 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@richfielmn.gov

Senior Office Assistant Wynn stated there were no callers.

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

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE
Supple: AYE
Trautmann: AYE
Hayford Oleary: AYE
Whalen: AYE

Motion carried 5-0

M/Supple, S/Trautmann to adopt a resolution authorizing the use of funds for the 2021 Urban Hennepin County Community Development Block Grant Program and authorizing execution of a Subrecipient Agreement with Hennepin County and any required third party agreements.

RESOLUTION NO. 11829

RESOLUTION APPROVING PROPOSED USE OF 2021 URBAN HENNEPIN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUNDS AND AUTHORIZING EXECUTION OF SUBRECIPIENT AGREEMENT WITH HENNEPIN COUNTY AND ANY REQUIRED THIRD PARTY AGREEMENTS

Council Member Supple asked for clarification on the additional \$80,000 is an addition to the money being paid off.

Housing Manager Urban confirmed it is an additional amount on top of the repayments.

Council Member Trautmann thanked staff for supplying these programs to keep people in their homes.

Council Member Whalen echoed comments and highlighted the down payment assistance program.

Director Stark spoke of how the CDBG program is not a large amount of money but is federal money which can make it difficult to work with and distribute. He explained how staff went through dozens of reviews to make the program compliant to benefit residents.

Mayor Regan Gonzalez stated she has heard first hand from residents that have been taking advantage of the programs and how thankful they are to have the opportunity.

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE
Supple: AYE
Trautmann: AYE
Hayford Oleary: AYE
Whalen: AYE

Motion carried 5-0

Item #5	
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	CONSIDER APPROVAL OF THE SECOND READING OF AN ORDINANCE REZONING PROPERTY AT 6945 PENNAVENUE SOUTH AS NEIGHBORHOOD BUSINESS (C-1). STAFF REPORT NO. 32
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Council Member Trautmann presented staff report 32.

Director Stark explained the property owner is available for questions and the rezoning of the area was addressed at a work session.

Jeffrey O’Neil introduced himself and explained how he was not aware of the current zoning of his property as residential.

M/Trautmann, S/Hayford Oleary to approve a second reading of an ordinance that amends Richfield Zoning Code Appendix I to change the zoning designation of property at 6945 Penn Avenue South from Single Family Residential (R) to Neighborhood Business (C-1).

Council Member Hayford Oleary stated his hopes for zoning updates throughout and appreciated the property owner for going through the process.

Council Member Trautmann thanked Jeffrey O’Neil for his investment in the city and having his business in Richfield.

Jeffrey O’Neil stated he planned on being in Richfield for a long time.

Mayor Regan Gonzalez thanked Mr. O’Neil for attending and realizes there is a mismatch in zoning throughout the city but knows staff is working to fix the situation.

Assistant Director Poehlman spoke of how the Community Development Department has been working hard but has become short staffed due to Covid.

Executive Analyst Martinez Gavina took roll call vote:

- Regan Gonzalez: AYE
- Supple: AYE
- Trautmann: AYE
- Hayford Oleary: AYE
- Whalen: AYE

Motion carried 5-0

Item #6	CONSIDER THE APPROVAL OF AGREEMENTS WITH NON-PROFIT ORGANIZATIONS TO PROVIDE SOCIAL SERVICES TO THE CITY OF RICHFIELD AND AUTHORIZE THE CITY MANAGER TO EXECUTE AGREEMENTS WITH THOSE AGENCIES. STAFF REPORT NO. 33
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Council Member Whalen read staff report 33.

M/Whalen, S/Supple to approve the agreements between the recommended non-profit organizations and the City of Richfield, and authorize the City Manager to execute agreements for services with those agencies

Council Member Supple spoke of the experience to sit on the review committee and how the good work being done. She stated it was tough as requests exceeded the amount of funding but hopes the budget will be re-evaluated next year.

Multi-Family Housing Program Coordinator Chambers leads the program and gave a brief explanation of the program and funding.

Mayor Regan Gonzalez thanked Multi-Family Housing Program Coordinator Chambers for being a trusted leader during the process. She spoke of Richfield's diverse community members and her willingness to advocate additional funding to meet resident needs. Council Member Trautmann thanked Multi-Family Housing Program Coordinator Chambers for her dedicated work and encouraged people and businesses to contribute to the program if possible.

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE
 Supple: AYE
 Trautmann: AYE
 Hayford Oleary: AYE
 Whalen: AYE

Motion carried 5-0

Item #7	CITY MANAGER REPORT
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City Manager Rodriguez provided a brief report on Covid. She then spoke of the equity work taking place and how the city is celebrating Black History Month with tributes to poetry and music along with interviews that will be released on social media.

Item #8	CLAIMS AND PAYROLL
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M/Trautmann, S/Whalen that the following claims and payrolls be approved:

U.S. Bank	02/23/2021
A/P Checks 294629 - 295042	\$ 1,569,595.42
Payroll: 160108 – 160411 43392	<u>696,166.41</u>
TOTAL	\$ 2,265,761.83

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE
 Supple: AYE

Trautmann: AYE
Hayford Oleary: AYE
Whalen: AYE

Motion carried 5-0

Item #9	HATS OFF TO HOMETOWN HITS
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Council Member Supple spoke of the Portland Ave Legacy Project and encouraged residents to submit input and ideas. She also thanked Public Works for their swift and ongoing assistance to residents with freezing pipes.

Council Member Trautmann highlighted the Wood Lake Nature Center and all of the programs they continue to provide for residents.

Council Member Hayford Oleary referenced a new stop sign at Centennial Elementary School and the impact it will have on student’s safety.

Council Member Whalen reminded residents the city is in phase two of the moratorium regarding the property at 6501 Portland Ave which gives residents a chance to submit feedback.

Mayor Regan Gonzalez read a text received from a resident that thanked the city for developing the down payment assistance program. She then spoke of the Richfield Annual Report that is out and highlights things the city accomplished in the last year. She also thanked staff for supplying so many ideas and input to the PAC meetings.

Item #10	ADJOURNMENT
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The meeting was adjourned by unanimous consent at 7:47 p.m.

Date Approved: March 09, 2021

Maria Regan Gonzalez
Mayor

Kelly Wynn
Senior Office Assistant

Katie Rodriguez
City Manager



CITY COUNCIL MEETING MINUTES
 Richfield, Minnesota
Special City Council Work Session
March 02, 2021

CALL TO ORDER

The work session was called to order by Council Member Regan Gonzalez at 4:30 p.m. held virtually via WebEx.

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

Staff Present: Blanca Martinez Gavina, Executive Analyst

Item #1	MEETINGS WITH APPLICANTS OF THE CITY’S ADVISORY COMMISSIONS AND HOUSING AND REDEVELOPMENT AUTHORITY
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The City Council held meetings with the following applicants for appointment to City Advisory Boards and Commissions and Housing and Redevelopment Authority:

- David Schneider
- Gordon Hanson
- Nick Pierce
- Aimee Page

ADJOURNMENT

The work session was adjourned by unanimous consent at 6:30 p.m.

Date Approved: March 09, 2021

 Maria Regan Gonzalez
 Mayor

 Kelly Wynn
 Senior Office Assistant

 Katie Rodriguez
 City Manager



CITY COUNCIL MEETING MINUTES
 Richfield, Minnesota
Special City Council Work Session
March 04, 2021

CALL TO ORDER

The work session was called to order by Council Member Regan Gonzalez at 4:30 p.m. held virtually via WebEx.

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

Staff Present: Blanca Martinez Gavina, Executive Analyst

Item #1	MEETINGS WITH APPLICANTS OF THE CITY'S ADVISORY COMMISSIONS AND HOUSING AND REDEVELOPMENT AUTHORITY
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The City Council held meetings with the following applicants for appointment to City Advisory Boards and Commissions and Housing and Redevelopment Authority:

- Lee Ohnesorge
- Aric Bieganek
- Carrie Shaffer
- Brooke Nelson
- Patricia Pixler
- Courtney Kupsch

ADJOURNMENT

The work session was adjourned by unanimous consent at 6:30 p.m.

Date Approved: March 09, 2021

 Maria Regan Gonzalez
 Mayor

 Kelly Wynn
 Senior Office Assistant

 Katie Rodriguez
 City Manager



CITY COUNCIL MEETING 3/9/2021

REPORT PREPARED BY: Kelly Wynn, Senior Office Assistant

DEPARTMENT DIRECTOR REVIEW:

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager
3/5/2021

ITEM FOR COUNCIL CONSIDERATION:

Proclamation declaring March 09, 2021 Tibet Day

EXECUTIVE SUMMARY:

RECOMMENDED ACTION:

BASIS OF RECOMMENDATION:

- A. **HISTORICAL CONTEXT**
- B. **POLICIES (resolutions, ordinances, regulations, statutes, etc):**
- C. **CRITICAL TIMING ISSUES:**
- D. **FINANCIAL IMPACT:**
- E. **LEGAL CONSIDERATION:**

ALTERNATIVE RECOMMENDATION(S):

PRINCIPAL PARTIES EXPECTED AT MEETING:

ATTACHMENTS:

Description	Type
□ Proclamation 2021 Tibet Day	Backup Material



Proclamation of the City of Richfield

WHEREAS, on March 09, 2021, Tibetans will gather in their host countries to commemorate the 62nd anniversary of the Tibetan National Uprising against the occupation of Tibet and to honor more than one million Tibetans who have died in this struggle; and

WHEREAS, the occupation and ongoing suppression of human rights and freedom in Tibet and the continuous degradation of culture, religion, economic, and the annihilation of the Tibetan people's identity should be a concern for all; and

WHEREAS, Tibetan Buddhism and its spiritual leader in exile, His Holiness the 14th Dalai Lama are recognized for their teaching on compassion, forgiveness and tolerance; and

WHEREAS, The Tibetan American Foundation of Minnesota was founded in 1992, and has over 5000 Tibetan community members - many of whom live in the city of Richfield, is committed to promoting and preserving the Tibetan culture, heritage and religion; and

WHEREAS it is only fitting that we affirm the determination of the Tibetan people in Tibet and in-exile to retain their heritage and protect it from destruction against overwhelming odds through non-violent and peaceful means.

NOW, THEREFORE, I, MARIA REGAN GONZALEZ, Mayor of the City of Richfield, on behalf of the Richfield City Council, do hereby proclaim March 09, 2021 as:

Tibet Day in the City of Richfield IN THE CITY OF RICHFIELD

And call on the people of Richfield to observe this day with appropriate programs, activities, and ceremonies, and continue to support our Tibetan community throughout the year.

PROCLAIMED this 9th day of March, 2021.

Maria Regan Gonzalez, Mayor



STAFF REPORT NO. 34
CITY COUNCIL MEETING
3/9/2021

REPORT PREPARED BY: Scott Kulzer, Administrative Aide/Analyst

DEPARTMENT DIRECTOR REVIEW: Kristin Asher, Public Works Director

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Katie Rodriguez, City Manager
3/3/2021

ITEM FOR COUNCIL CONSIDERATION:

Consider a resolution requesting an advance payment of 2021-2025 Municipal State Aid (MSA) Street Funds to collect funds available from the completion of an eligible past project.

EXECUTIVE SUMMARY:

Staff recommends the City Council adopt the proposed resolution requesting an advancement of the 2021-2025 MSA allotments to collect funds available from the completion of an MSA eligible past project. These funds would then be available to be used to cover other eligible MSA expenditures including spot ADA improvements, matching funds for the Portland Avenue Bike Gap project, and other upcoming projects.

The maximum amount of MSA funds that Richfield can request is typically \$4M, however requests are being limited in 2021 based on the current statewide MSA fund balance. In working with the Minnesota Department of Transportation's (MnDOT) Metro State Aid office, Richfield staff have identified eligible past expenditures in the amount of \$1,046,820 and are recommending the City Council request an advance for this amount.

RECOMMENDED ACTION:

By Motion: Adopt the resolution requesting an advance payment of 2021-2025 Municipal State Aid (MSA) Street Funds to collect funds available from the completion of an eligible past project.

BASIS OF RECOMMENDATION:

A. HISTORICAL CONTEXT

- Minnesota Statutes, section 162.14 provides for municipalities to make advances from future year's allocations.
- The MnDOT State Aid Office solicits requests for advances on a year-by-year basis depending on the current statewide fund balance.
- Advances are limited to five times the municipalities' last construction allotment or \$4,000,000, whichever is less, when the fund is CODE: GREEN.
- The fund was set to CODE: RED in late 2020, and it was expected at that time that no advances would be allowed in 2021.
- The fund is currently CODE: YELLOW based on the current balance, therefore requests are being selectively approved by MnDOT State Aid Office on a case-by-case basis.
- The 76th Street East Reconstruction was funded using other sources, but was approved by State

Aid so the funds would be available if needed.

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

MnDOT requires that all State Aid Street Fund advances be made via City Council resolution.

C. CRITICAL TIMING ISSUES:

- MnDOT State Aid Office traditionally considers advance requests on a first come, first serve basis.
- Due to the statewide fund balance being low, MnDOT State Aid is considering 2021 advance requests on a case-by-case basis and preapproving only select requests.
- Richfield staff have worked with the MnDOT State Aid Office to ensure this request was preapproved and will be honored once the resolution is formally approved and submitted.

D. FINANCIAL IMPACT:

- Richfield MSA balance (3/1/2021) - (\$1,544,979)
- Estimated 2022 Allocation - \$1,000,000 (est. 15% less due to COVID-19)
- 2021 Advance Request pre-approved by MnDOT State Aid Office - \$1,046,820

E. LEGAL CONSIDERATION:

The City Attorney will be available to answer any questions.

ALTERNATIVE RECOMMENDATION(S):

None

PRINCIPAL PARTIES EXPECTED AT MEETING:

None

ATTACHMENTS:

Description	Type
▢ Resolution	Resolution Letter

That the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved Municipal State Aid Street Project(s) of the Municipality of Richfield in an amount up to \$1,046,820 in accordance with Minnesota Rules 8820.1500, Subp. 10b. I hereby authorize repayments from subsequent accruals to the Municipal State Aid Street Construction Account of said Municipality from future year allocations until fully repaid.

Adopted by the City Council of the City of Richfield, Minnesota, this 9th day of March, 2021.

Maria Regan Gonzalez, Mayor

ATTEST:

Elizabeth VanHoose, City Clerk



STAFF REPORT NO. 35
CITY COUNCIL MEETING
3/9/2021

REPORT PREPARED BY: Scott Kulzer, Administrative Aide/Analyst

DEPARTMENT DIRECTOR REVIEW: Kristin Asher, Public Works Director

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager
3/3/2021

ITEM FOR COUNCIL CONSIDERATION:

Consider the approval of a resolution of support for MnDOT's Infrastructure for Rebuilding America (INFRA) grant application for Projects 1 and 2 of the I-494: US 169 to MSP Airport vision.

EXECUTIVE SUMMARY:

Grant Application

MnDOT has decided to pursue an INFRA grant for Projects 1 and 2 of the I-494: US 169 to MSP Airport vision (see attached). To strengthen the grant application, letters of support from local and regional partners are encouraged to demonstrate that the project has broad public support.

INFRA Grant Background

The U.S. Department of Transportation is seeking applicants for the fiscal year 2021 round of the Infrastructure for Rebuilding America (INFRA) discretionary grant program to fund transportation projects of national and regional significance that are in line with the Biden Administration's principles for national infrastructure projects that result in good-paying jobs, improve safety, apply transformative technology, and explicitly address climate change and racial equity. The funding available for this year's grants totals approximately \$889 million.

I-494 Improvements

The Policy Advisory Committee (PAC) for the I-494 improvements recently approved the I-494 Vision Implementation Plan, which includes a proposed sequence of projects along the corridor. Project 1 now incorporates improvements that provide the greatest positive impacts to equity and safety for the Richfield and Bloomington communities.

Each individual project will be subject to Municipal Consent from local communities.

RECOMMENDED ACTION:

By Motion: Approve the resolution of support for MnDOT's Infrastructure for Rebuilding America (INFRA) grant application for Projects 1 and 2 of the I-494: US 169 to MSP Airport vision.

BASIS OF RECOMMENDATION:

A. **HISTORICAL CONTEXT**

See executive summary.

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

None

C. CRITICAL TIMING ISSUES:

- MnDOT in conjunction with local agency partners has been working towards roadway improvements along the I-494 Corridor from Trunk US Highway 169 to the MSP Airport.
- Projects 1 and 2 are moving forward and MnDOT is submitting an application for INFRA grant funds.
- The grant applications are due March 19, 2021.

D. FINANCIAL IMPACT:

There are no financial impacts in supporting the grant application.

E. LEGAL CONSIDERATION:

None

ALTERNATIVE RECOMMENDATION(S):

None

PRINCIPAL PARTIES EXPECTED AT MEETING:

None

ATTACHMENTS:

Description	Type
☐ Cover Memo	Cover Memo
☐ Resolution	Resolution Letter
☐ I494 Implementation Plan Summary	Exhibit



City Manager's Office

March 9, 2021

MAYOR

MARIA REGAN

GONZALEZ

Pete Buttigieg
U.S. Department of Transportation
1200 New Jersey Ave, SE
Washington, DC 20590

CITY COUNCIL

SEAN HAYFORD OLEARY

MARY SUPPLE

SIMON TRAUTMANN

BEN WHALEN

RE: Letter of Support for the 2021 INFRA Discretionary Grant: Projects 1 and 2 of the I494 Vision Implementation Plan

CITY MANAGER

KATIE RODRIGUEZ

Dear Secretary Buttigieg,

I am writing this letter to express our support for Minnesota Department of Transportation's request for 2021 DOT INFRA Discretionary grant funds for the I494: US 169 to MSP Airport Projects 1 and 2 in the Cities of Bloomington and Richfield in Hennepin County, Minnesota. A resolution of support from the Richfield City Council is attached to this letter.

Construction of Projects 1 and 2 of the I494: US 169 to MSP Airport vision will greatly benefit our community, the region, and Minnesota's economy. Moreover, a large part of Project 1 will directly benefit one of Minnesota's "ACP-50" areas (Area of Concentrated Poverty w/ greater than 50% people of color) by safely connecting them with jobs and other opportunities on either side of 494 through freeway ramp reconfiguration and improved pedestrian amenities. For this reason and many more, the City enthusiastically expresses its support for this effort.

Please give this 2021 INFRA Discretionary Grant proposal your full attention and if I can answer anything further please let me know. I may be reached at krodriguez@richfieldmn.gov or 612-861-9702.

Sincerely,

Katie Rodriguez
City Manager
City of Richfield, Minnesota

RESOLUTION NO.

**RESOLUTION OF SUPPORT FOR MNDOT'S
INFRASTRUCTURE FOR REBUILDING AMERICA (INFRA) GRANT
APPLICATION FOR PROJECTS 1 AND 2 OF
THE I494: US 169 TO MSP AIRPORT VISION**

WHEREAS, MnDOT and local agency partners have been working towards roadway improvements along the I-494 Corridor from US Highway 169 to the MSP Airport; and

WHEREAS, Projects 1 and 2 are moving forward and MnDOT plans to submit an application for INFRA grant funds; and

WHEREAS, INFRA grants are specifically targeted to projects that result in good-paying jobs, improve safety, apply transformative technology, and explicitly address climate change and racial equity; and

WHEREAS, INFRA grants prioritize racial equity as a selection criterion, to the extent that project sponsors have completed equity-focused community outreach, and projects are designed to benefit underserved communities; and

WHEREAS, project stakeholders have worked extensively to ensure that equity considerations are front and center to each aspect of the I494: US 169 to MSP Airport vision; and

WHEREAS, a large part of Project 1 will directly benefit one of Minnesota's "ACP-50" areas (Area of Concentrated Poverty w/ greater than 50% people of color as defined by the Metropolitan Council) by safely connecting them with jobs and other opportunities on either side of 494 through freeway ramp reconfiguration and improved pedestrian amenities.

NOW, THEREFORE, BE IT RESOLVED, that the City of Richfield expresses its support for MnDOT's Infrastructure for Rebuilding America (INFRA) grant application for Projects 1 and 2 of the I494: US 169 to MSP Airport vision.

Adopted by the City Council of the City of Richfield, Minnesota this 9th day of March, 2021.

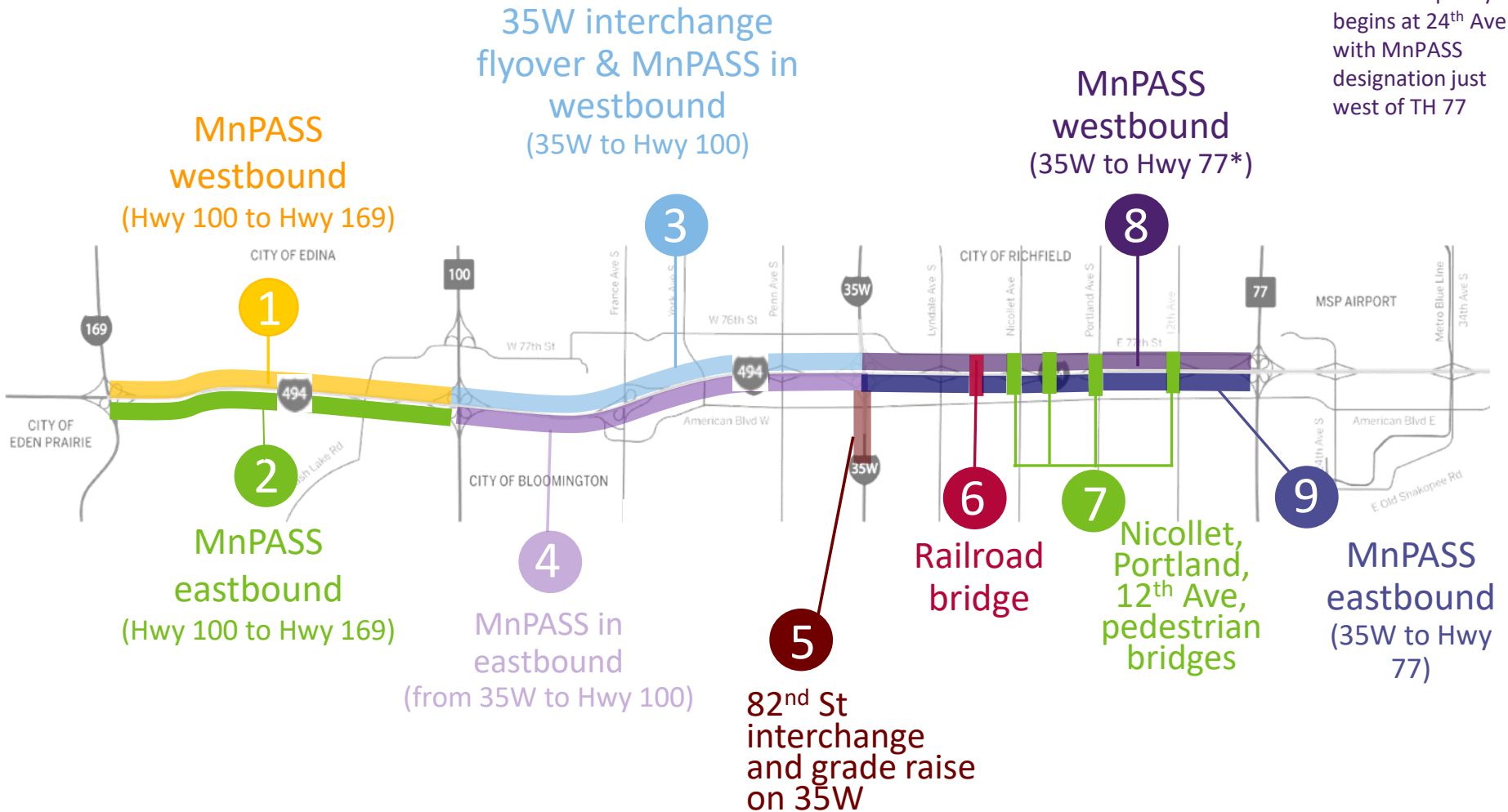
Maria Regan Gonzalez, Mayor

ATTEST:

Elizabeth VanHoose, City Clerk

Corridor Elements

*Added capacity begins at 24th Ave with MnPASS designation just west of TH 77



Implementation Plan

Project 1

Elements 3, 4 & 7

Project 2

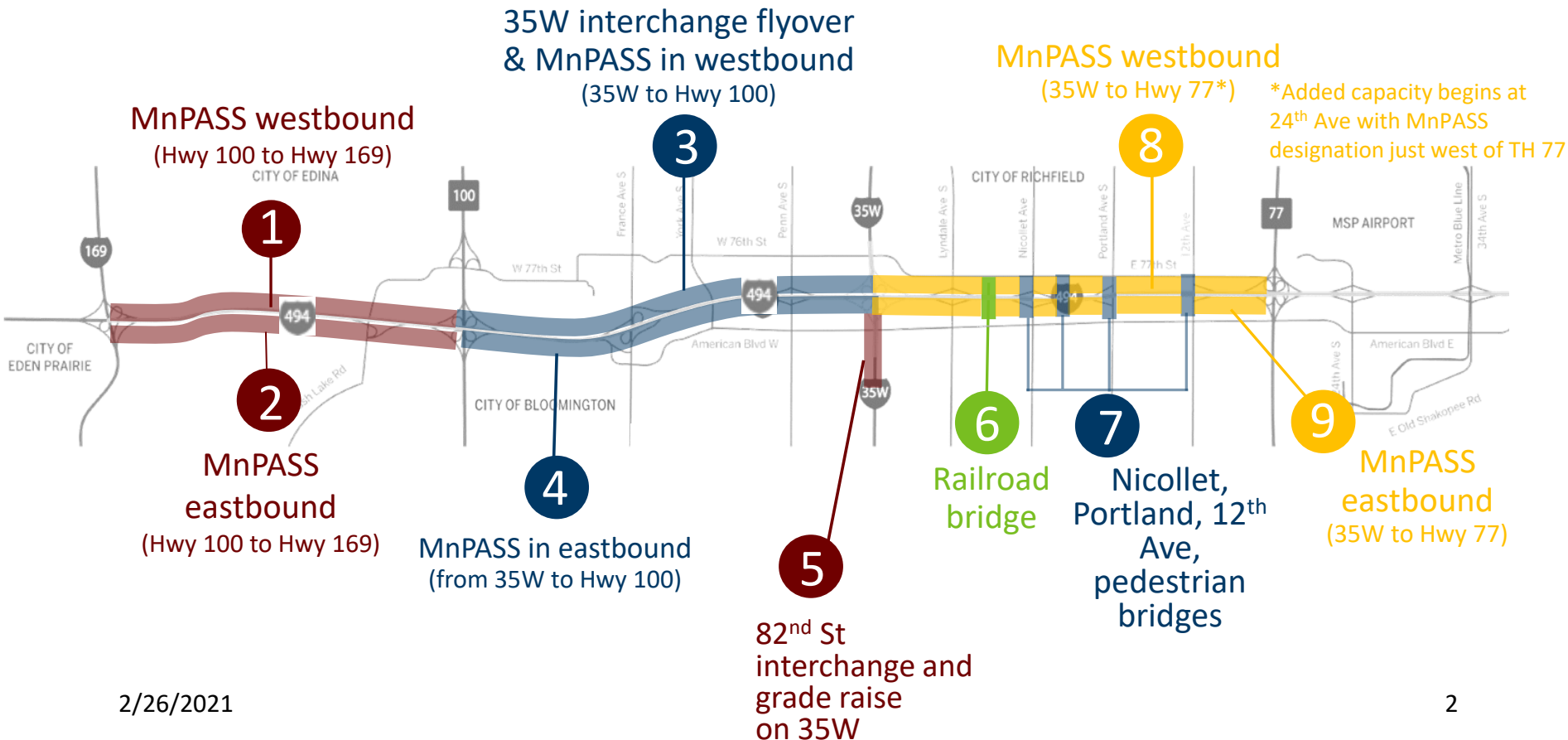
Element 6

Project 3

Elements 8 & 9

Project 4

Elements 1, 2 & 5



Implementation Plan – Project 1

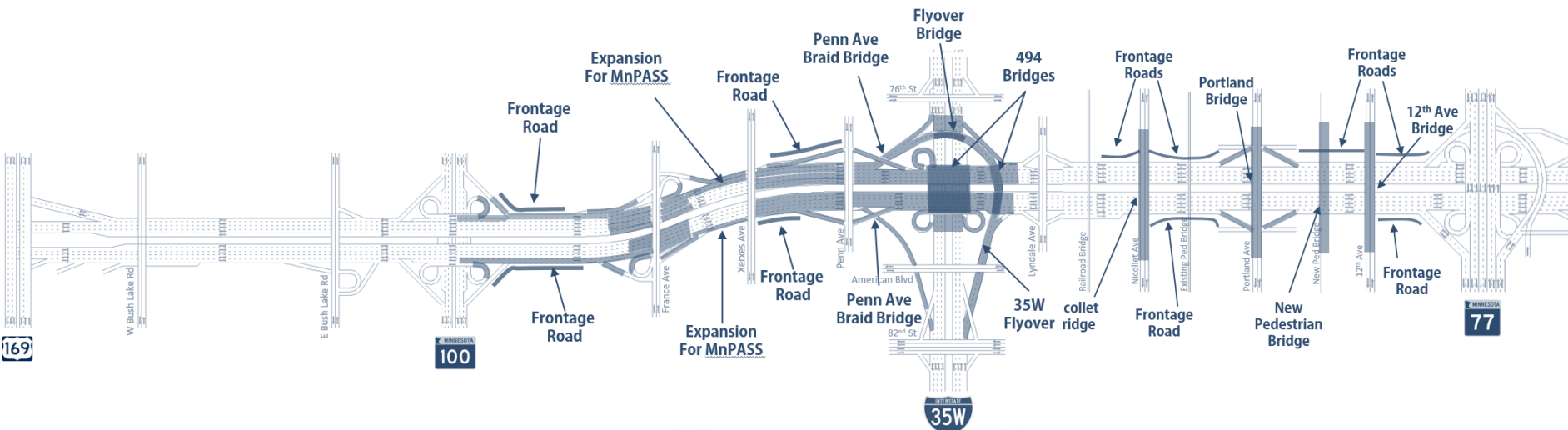
Project 1

Element		Cost
3	35W interchange flyover & MnPASS in westbound (35W to Hwy 100)	\$110M to \$135M*
4	MnPASS in eastbound (from 35W to Hwy 100)	\$70M to \$85M
7	Nicollet, Portland, 12 th Ave, pedestrian bridges	\$50M to \$60M**
Total Project 1		\$230M to \$280M

COSTS INCLUDE: Construction, Contingency, Inflation, Utilities, Right of Way

*All of the costs for the bridges shared between Elements 3 and 4 are included in Element 3.

**The range of costs for Element 7 also includes the frontage roads from Elements 8 and 9.

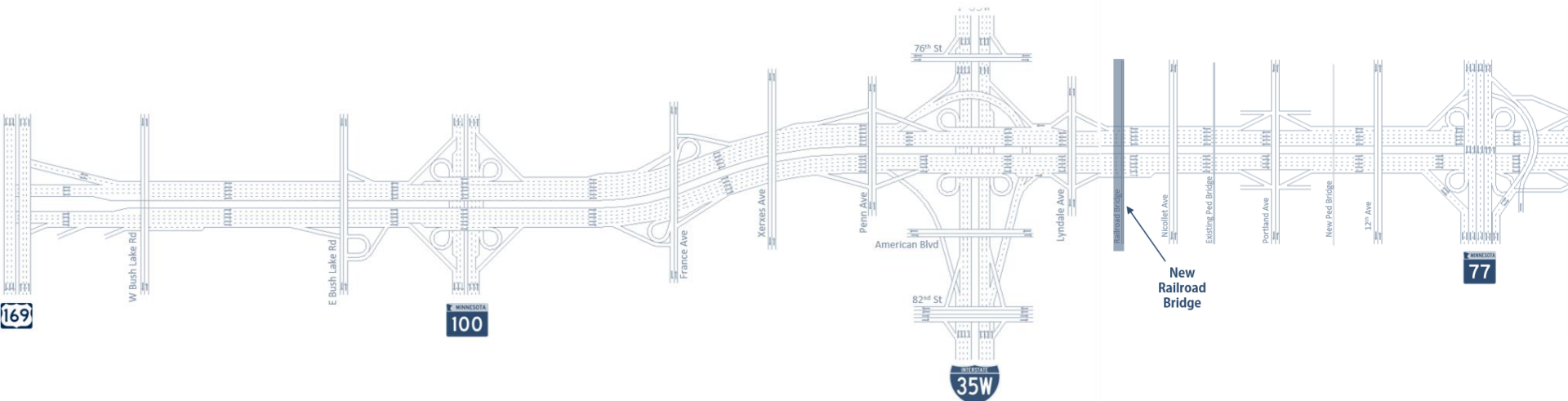


Implementation Plan – Project 2

Project 2

Element		Cost
6	Railroad Bridge	\$10M to \$15M
Total Project 2		\$10M to \$15M

COSTS INCLUDE: Construction, Contingency, Inflation, Utilities, Right of Way, Railroad Agreement

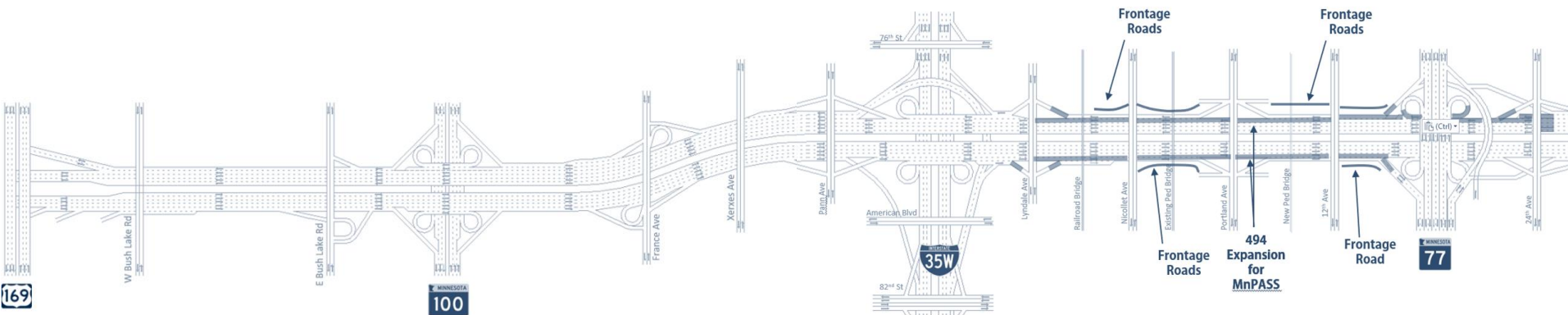


Implementation Plan – Project 3

Project 3

Element		Cost
8	MnPASS westbound (35W to Hwy 77*)	\$60M to \$70M
9	MnPASS eastbound (35W to Hwy 77)	\$60M to \$70M
Total Project 3		\$120M to \$140M

COSTS INCLUDE: Construction, Contingency, Inflation, Utilities, Right of Way, Railroad Agreement

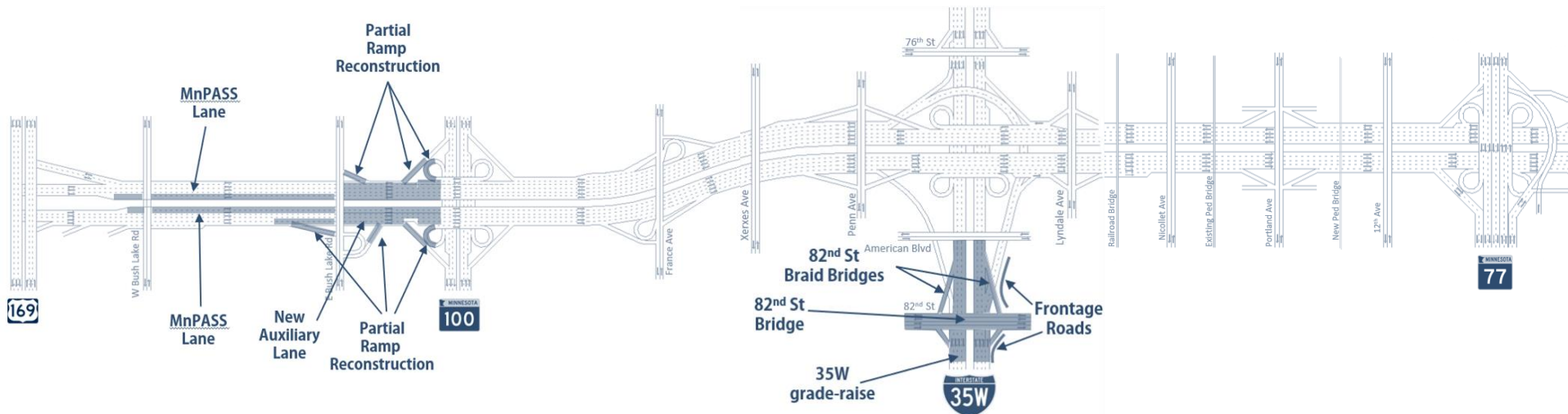


Implementation Plan – Project 4

Project 4

Element		Cost
5	82 nd St interchange and grade raise on 35W	\$40M to \$50M
1	MnPASS westbound (Hwy 100 to Hwy 169)	\$20M to \$25M
2	MnPASS eastbound (Hwy 100 to Hwy 169)	\$20M to \$25M
Total Project 4		\$80M to \$100M

COSTS INCLUDE: Construction, Contingency, Inflation, Utilities, Right of Way





STAFF REPORT NO. 36
CITY COUNCIL MEETING
3/9/2021

REPORT PREPARED BY: Nellie Jerome, Assistant Planner

DEPARTMENT DIRECTOR REVIEW: John Stark, Community Development Director
3/3/2021

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager
3/3/2021

ITEM FOR COUNCIL CONSIDERATION:

Consider approval of a first reading of an amendment to the City's Zoning Code that would allow for slightly larger garage structures if an Accessory Dwelling Unit is attached, in the Single Family (R and R-1) Residential Districts.

EXECUTIVE SUMMARY:

In 2015, the City adopted rules that would allow the construction of Accessory Dwelling Units (ADUs) in the Single Family Residential Districts. These rules allowed the construction of internal, attached, and detached ADUs provided a number of criteria were met. The rules did not increase the allowable square footage of garages or the total square footage of all combined accessory structures. In an effort to promote and increase the viability of ADUs, staff is proposing modest changes to existing regulations that apply to detached ADUs.

Sections 514.05 and 518.05 (R and R-1 zoning district rules) of the Zoning Code currently limit garage structures to a maximum of 1,000 square feet of floor area. This maximum, described in part *a* of subdivision 3, includes areas devoted to car parking, storage, accessory dwelling unit, office, or similar habitable space. Part *b* of subdivision 3 limits the total accessory building floor area on a lot to 1,200 square feet or 13% of the lot for lots over 15,000 square feet. For reference, this would be about 1,950 square feet of accessory structures for a 15,000 square-foot lot.

Since 2015, only one new ADU has been constructed; it was an internal ADU. The applicant would like to build a detached ADU as part of a new garage. The proposed ADU would meet setback and height requirements, but would exceed the maximum garage size allowed. While the applicant initially considered an application for a variance, the proposal would not meet requirements necessary for approval of a variance. Upon review of the proposal staff believes that the proposed ADU is reasonable on this property and would be reasonable on other properties throughout the community and therefore recommended that the applicant request an ordinance change instead.

The lot at 6821 Oakland Avenue South is 15,259 square feet. As a larger lot, the overall square footage of accessory structures allowed is 13% of the lot area or 1,983 square feet. The proposed ADU is 797 square feet and is designed as a single-level living space using "universal design" principles that makes the space more accessible for people with disabilities or similar needs. The proposed two-car garage is 528 square

feet. This is a modest-size two-car garage; however, combined with the proposed ADU, the total square footage of the structure (ADU + parking space) is 1,325 square feet. While beneath the allowable total for the lot, the structure itself is 325 square feet larger than currently allowed for the single structure.

When ADU standards were initially adopted in 2015, the intent was to allow them above accessory garage structures, not alongside them. Staff is recommending that this decision be reconsidered, as single-level living can be important for households looking to add an ADU. Staff is proposing an ordinance amendment allowing the first 400 square feet of a garage-attached ADU to be deducted from the 1,000 square-foot floor area limit of that garage. Any garage-attached ADU would still need to comply with the 1,200 (or 13% for large lots) square-foot maximum of total accessory structure floor area. No garage with an attached ADU could be over 1,400 square feet on a large lot (lot size over 15,000 sq. ft) or 1,200 square feet on a small lot (lot size under 15,000 sq. ft). This proposed ordinance change would not affect ADU size regulations (size requirements of at least 300 square feet up to 800 square feet) and would not affect garage height regulations. This proposed change would make it easier to attach an ADU to the side or rear of a garage, avoiding the need for stairs or height increases. This change could help residents age in-place, and would support more accessible multi-generational living styles.

RECOMMENDED ACTION:

By motion: Approve a first reading of an ordinance amendment related to garage size in the Single Family Residential (R and R-1) Districts.

BASIS OF RECOMMENDATION:

A. HISTORICAL CONTEXT

The Planning Commission recommended approval of this ordinance amendment by unanimous vote at the meeting on February 22, 2021. ADU standards were adopted by the City in 2015. Thus far, only one ADU has been constructed.

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

- The attached ordinance details the changes to the garage size limits within single-family residential districts.
- Also attached are the proposed plans for a garage with an ADU for the property located at 6821 Oakland Avenue South.

C. CRITICAL TIMING ISSUES:

- 60-DAY RULE: The 60-day clock 'started' when a complete application was received on February 3, 2021.
- A decision is required by April 4, 2021 or the Council must notify the applicant that it is extending the deadline (up to a maximum of 60 additional days or 120 days total) for issuing a decision.

D. FINANCIAL IMPACT:

None.

E. LEGAL CONSIDERATION:

A second reading of this ordinance is scheduled for March 23, 2021.

ALTERNATIVE RECOMMENDATION(S):

- Recommend rejection of the proposed ordinance and continue the requirement that garage structures must meet the 1,000 square foot maximum.
- Recommend approval of the proposed ordinance with amendments.

PRINCIPAL PARTIES EXPECTED AT MEETING:

John Sylvestre, applicant

ATTACHMENTS:

Description	Type
▣ Ordinance	Ordinance
▣ 6821 Oakland Ave ADU - Proposed Survey	Backup Material
▣ 6821 Oakland Ave ADU - Plans - Architectural	Backup Material

BILL NO. _____

**AN ORDINANCE AMENDING THE RICHFIELD ZONING CODE
REGULATIONS RELATED TO THE SIZE OF GARAGES WITH
ATTACHED ACCESSORY DWELLING UNITS**

THE CITY OF RICHFIELD DOES ORDAIN:

- Section 1 Subsection 514.05 of the Richfield Zoning Code related to permitted private garages in the Single Family Residential (R) Zoning District is amended to read as follows:
- Subd. 3. Private garages (includes attached and detached) or carports:
- a) That do not exceed 1,000 square feet in floor area. In the case of detached garages, floor area shall include space devoted to vehicle parking, storage and non-garage uses such as an accessory dwelling unit, office, or similar habitable space. The first 400 square feet of space devoted to an accessory dwelling unit is exempt from this requirement, provided the site complies with part (b). Floor area shall not include crawl spaces or attic storage;
 - b) That do not exceed an aggregate of 1,200 square feet (or 13% of lot area in the case of lots of 15,000 square feet or more) in floor area when combined with all other accessory buildings and attached garages on the lot;
- Section 2 Subsection 518.05, Subd. 3 of the Richfield Zoning Code related to permitted private garages in the Low-Density Single-Family (R-1) Zoning District is amended to read as follows:
- Subd. 3. Private garages (includes attached and detached) or carports:
- a) That do not exceed 1,000 square feet in floor area. In the case of detached garages, floor area shall include space devoted to vehicle parking, storage and non-garage uses such as an accessory dwelling unit, office, or similar habitable space. The first 400 square feet of space devoted to an accessory dwelling unit is exempt from this requirement, provided the site complies with part (b). Floor area shall not include crawl spaces or attic storage;
 - b) That do not exceed an aggregate of 1,200 square feet (or 13% of lot area in the case of lots of 15,000 square feet or more) in floor area when combined with all other accessory buildings and attached garages on the lot;
- Section 5 This Ordinance is effective in accordance with Section 3.09 of the Richfield City Charter.

Passed by the City Council of the City of Richfield, Minnesota this 23rd day of March, 2021.

Maria Regan Gonzalez, Mayor

ATTEST:

Elizabeth VanHoose, City Clerk

LEGAL DESCRIPTION:

South One-Half of Lot 2, Block 3, PORTLAND AVENUE ACRES, Hennepin County, Minnesota.

SCOPE OF WORK & LIMITATIONS:

- Showing the length and direction of boundary lines of the legal description listed above. The scope of our services does not include determining what you own, which is a legal matter. Please check the legal description with your records or consult with competent legal counsel, if necessary, to make sure that it is correct and that any matters of record, such as easements, that you wish to be included on the survey have been shown.
- Showing the location of observed existing improvements we deem necessary for the survey.
- Setting survey markers or verifying existing survey markers to establish the corners of the property.
- Building dimensions and setbacks measured to outside of siding or stucco.
- This survey has been completed without the benefit of a current title commitment. There may be existing easements or other encumbrances that would be revealed by a current title commitment. Therefore, this survey does not purport to show any easements or encumbrances other than the ones shown hereon.
- While we show a proposed location for this home or addition, we are not as familiar with your proposed plans as you, your architect, or the builder are. Review our proposed location of the improvements and proposed yard grades carefully to verify that they match your plans before construction begins. Also, we are not as familiar with local codes and minimum requirements as the local building and zoning officials in this community are. Be sure to show this survey to said officials, or any other officials that may have jurisdiction over the proposed improvements and obtain their approvals before beginning construction or planning improvements to the property.

STANDARD SYMBOLS & CONVENTIONS:

"●" Denotes iron survey marker, as noted.

EXISTING HARDCOVER		PROPOSED HARDCOVER	
House	1,503 Sq. Ft.	House	1,503 Sq. Ft.
Decks	355 Sq. Ft.	Decks	355 Sq. Ft.
Driveway/Patio	2,150 Sq. Ft.	Patio	541 Sq. Ft.
Garage/Shed	493 Sq. Ft.	Driveway/Parking Pad	1,272 Sq. Ft.
Front Walk	82 Sq. Ft.	Garage/ADU	1,325 Sq. Ft.
Landscaping/Fireplace	28 Sq. Ft.	Paver Walk	161 Sq. Ft.
AC Pad	8 Sq. Ft.	Landscaping/Fireplace	28 Sq. Ft.
		AC Pad	8 Sq. Ft.
TOTAL EXISTING HARDCOVER	4,619 Sq. Ft.	TOTAL PROPOSED HARDCOVER	4,652 Sq. Ft.
AREA OF LOT	15,259 Sq. Ft.	AREA OF LOT	15,259 Sq. Ft.
PERCENTAGE OF HARDCOVER TO LOT	30.3%	PERCENTAGE OF HARDCOVER TO LOT	30.4%

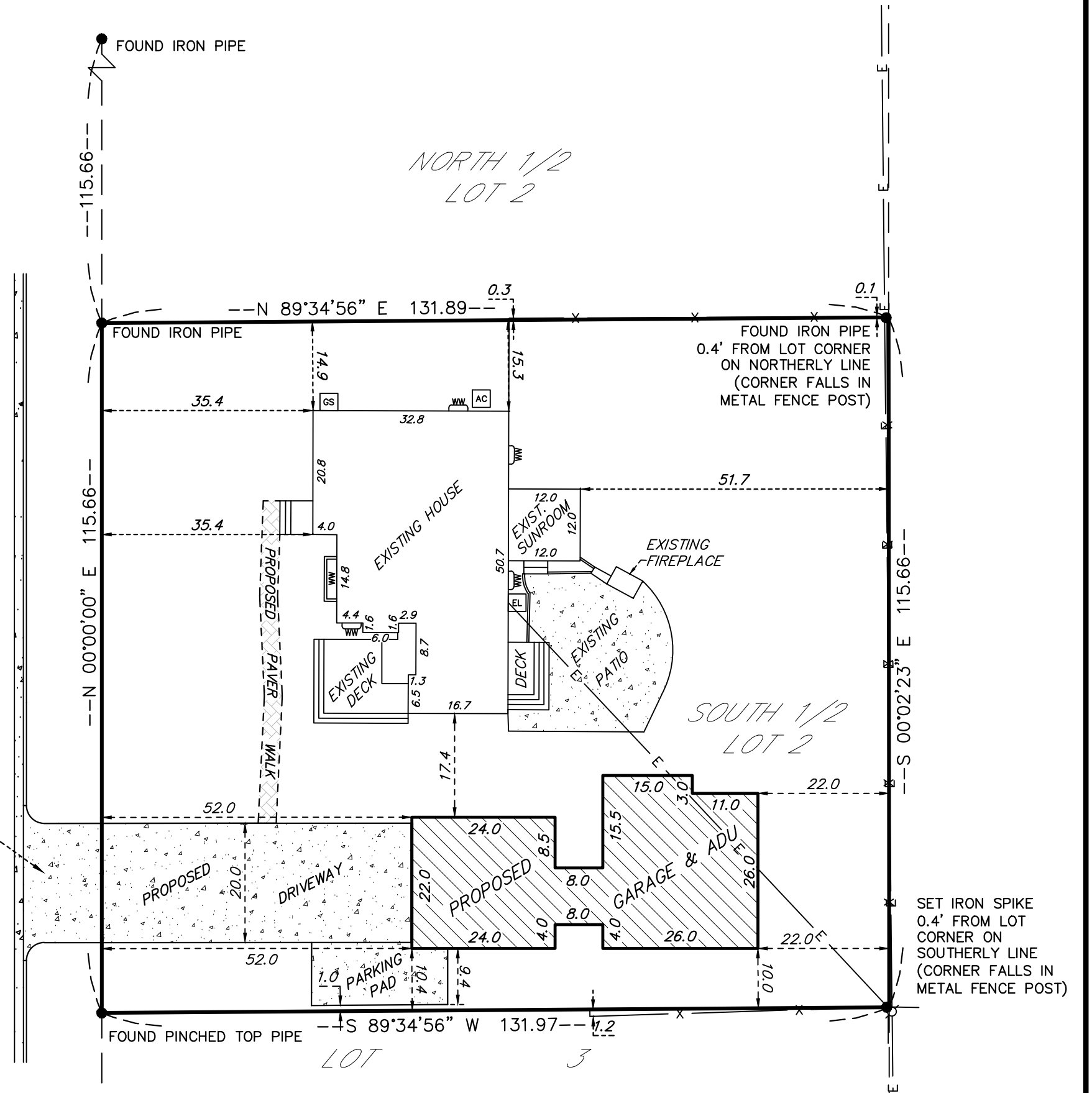
LEGEND

- POWER POLE
- WINDOW WELL
- AIR CONDITIONER
- ELECTRIC METER
- GAS METER
- FENCE LINE
- OVERHEAD UTILITY LINE
- CONCRETE

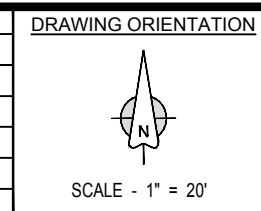


INSTALL NEW CONCRETE DRIVEWAY APRON PER CITY OF RICHFIELD. REPAIR EXISTING CONC. CURB & GUTTER AS NEED PER CITY STANDARDS. SAW CUT REMOVAL AREAS.

OAKLAND AVE S



DATE	REVISION DESCRIPTION
12-11-20	REVISED PROP. ADDITION & UPDATED HC
12-17-20	REVISED DRIVEWAY WIDTH FROM 12' TO 20'
12-17-20	REVISED SITE PLAN



CLIENT/JOB ADDRESS

Sylvestre Construction

6821 Oakland Ave S
Richfield, MN

Advance
Surveying & Engineering, Co.

17917 Highway No. 7
Minnetonka, Minnesota 55345
Phone (952) 474-7964
Web: www.advsur.com

I HEREBY CERTIFY THAT THIS PLAN, SURVEY OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Thomas M. Bloom
Thomas M. Bloom

#42379
LICENSE NO.

11/19/2020
DATE

DATE SURVEYED:
11/18/2020

DATE DRAFTED:
11/19/2020

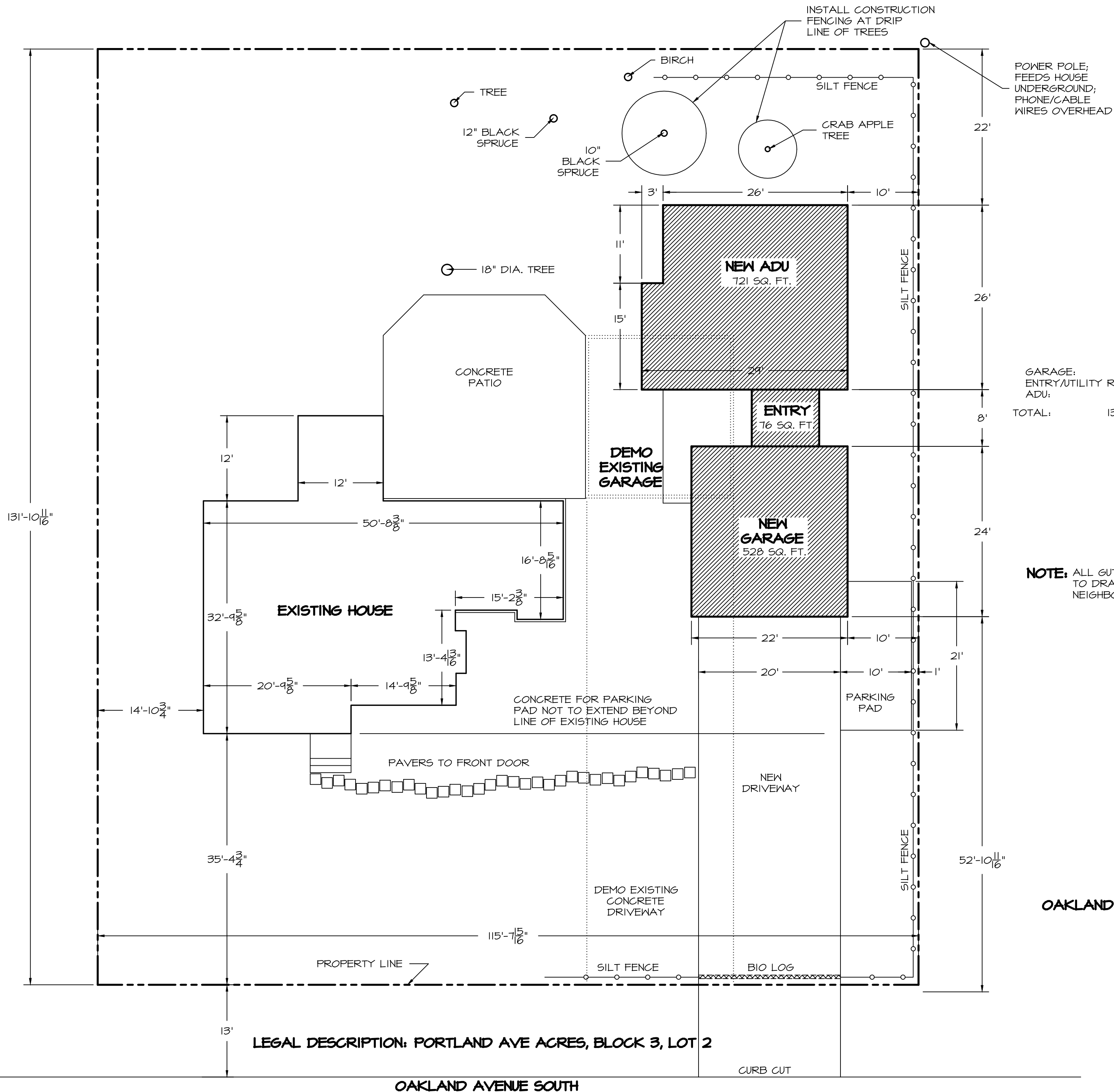
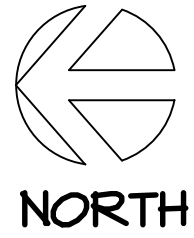
SHEET TITLE
PROPOSED SURVEY

SHEET SIZE: 11 X 17

DRAWING NUMBER
202128 JR

SHEET NO.
S1

SHEET 1 OF 1



GARAGE: 528 SQ. FT.
ENTRY/UTILITY RM. 76 SQ. FT.
ADU: 721 SQ. FT.
TOTAL: 1325 SQ. FT.

NOTE: ALL GUTTERS AND DOWNSPOUTS TO DRAIN AWAY FROM NEIGHBORS' PROPERTY

OAKLAND AVENUE SOUTH

SYLVESTRE
DESIGN & REMODELING

www.SylvestreConstruction.com
7708 Fifth Avenue South Minneapolis, Minnesota 55423
612-861-0188
MN. LICENSE #1428

REVISIONS	DATE	DRN BY	FILENAME
04-17-20	08-27-20	JK	CAD.L086 2020
10-06-20			MCINERNY-8
11-17-20			
12-08-20			
12-11-20			
02-02-21			

DATE	DRN BY	FILENAME
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		MCINERNY-8

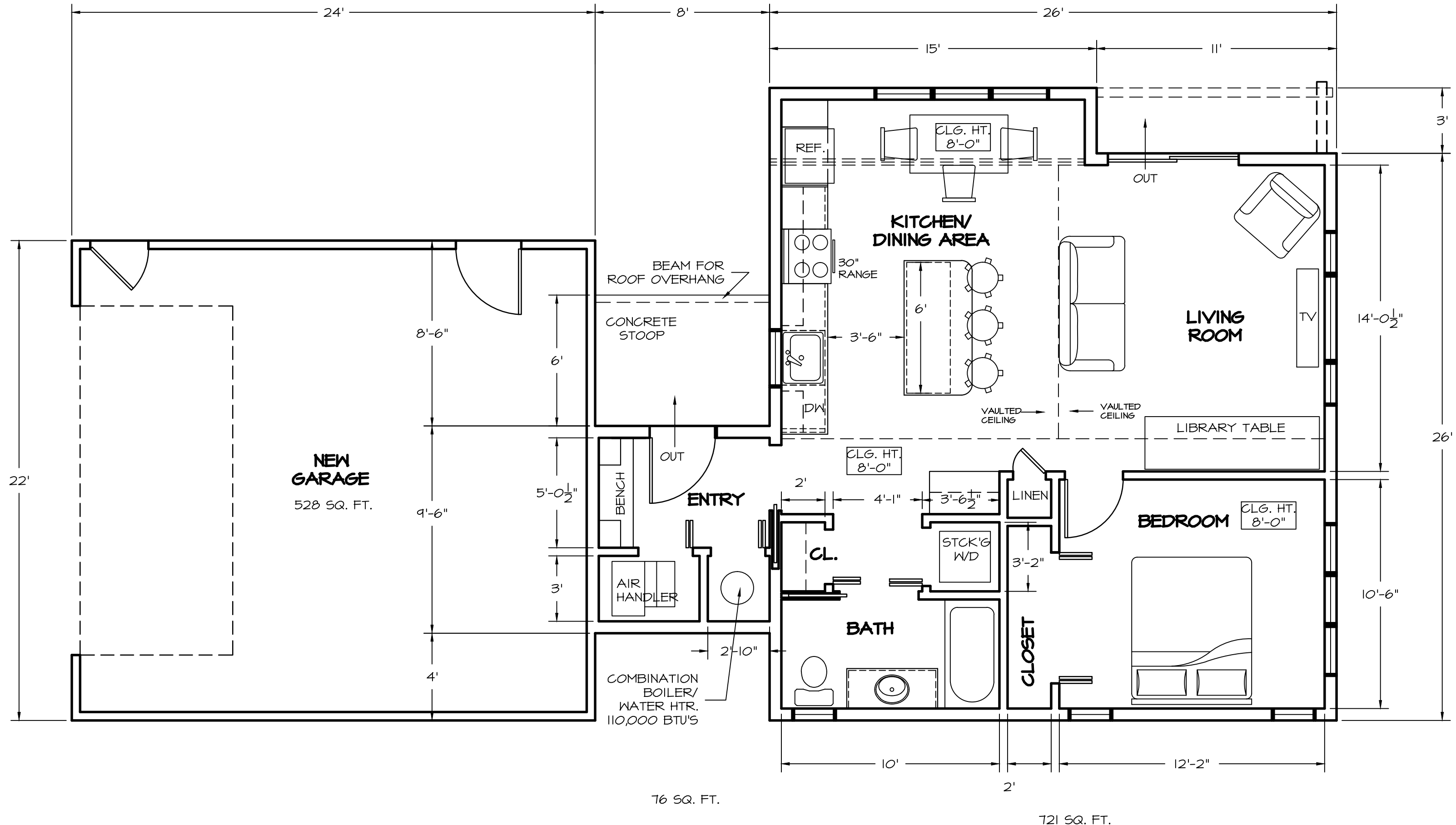
PREPARED FOR:
MCINERNY RESIDENCE
MARGARET MCINERNY
6821 OAKLAND AVENUE SOUTH
RICHFIELD, MN 55423

PROPOSED SITE PLAN

SHEET

PROPOSED SITE PLAN

SCALE: 1" = 10'-0"



NEW
CONCRETE
DRIVEWAY

PROPOSED PLAN---GARAGE AND ADU

132.5 TOTAL SQ. FT.

SCALE: 1/4" = 1'-0"

SYLVESTRE
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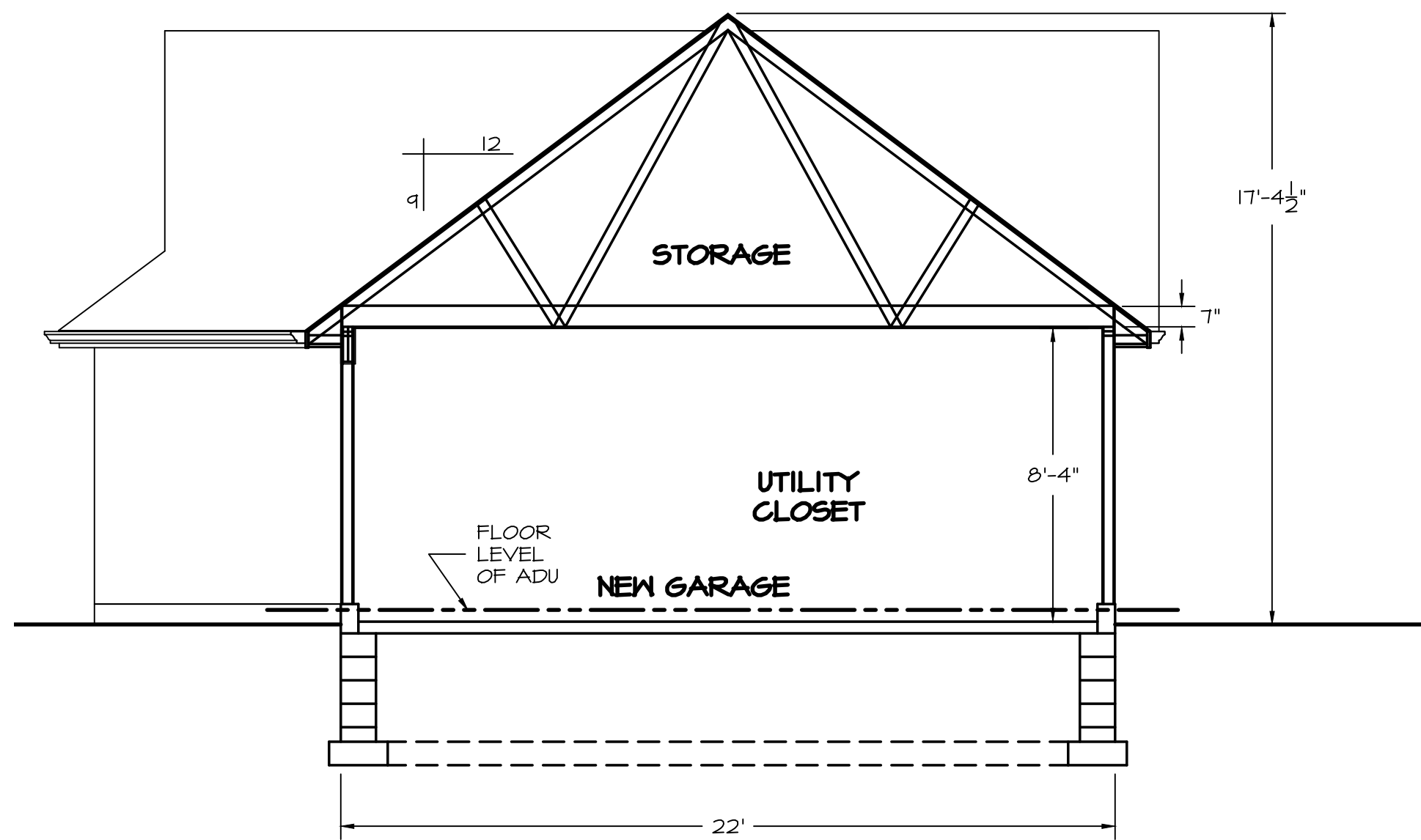
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11-17-20
12-08-20

DATE	DRN BY	FILENAME
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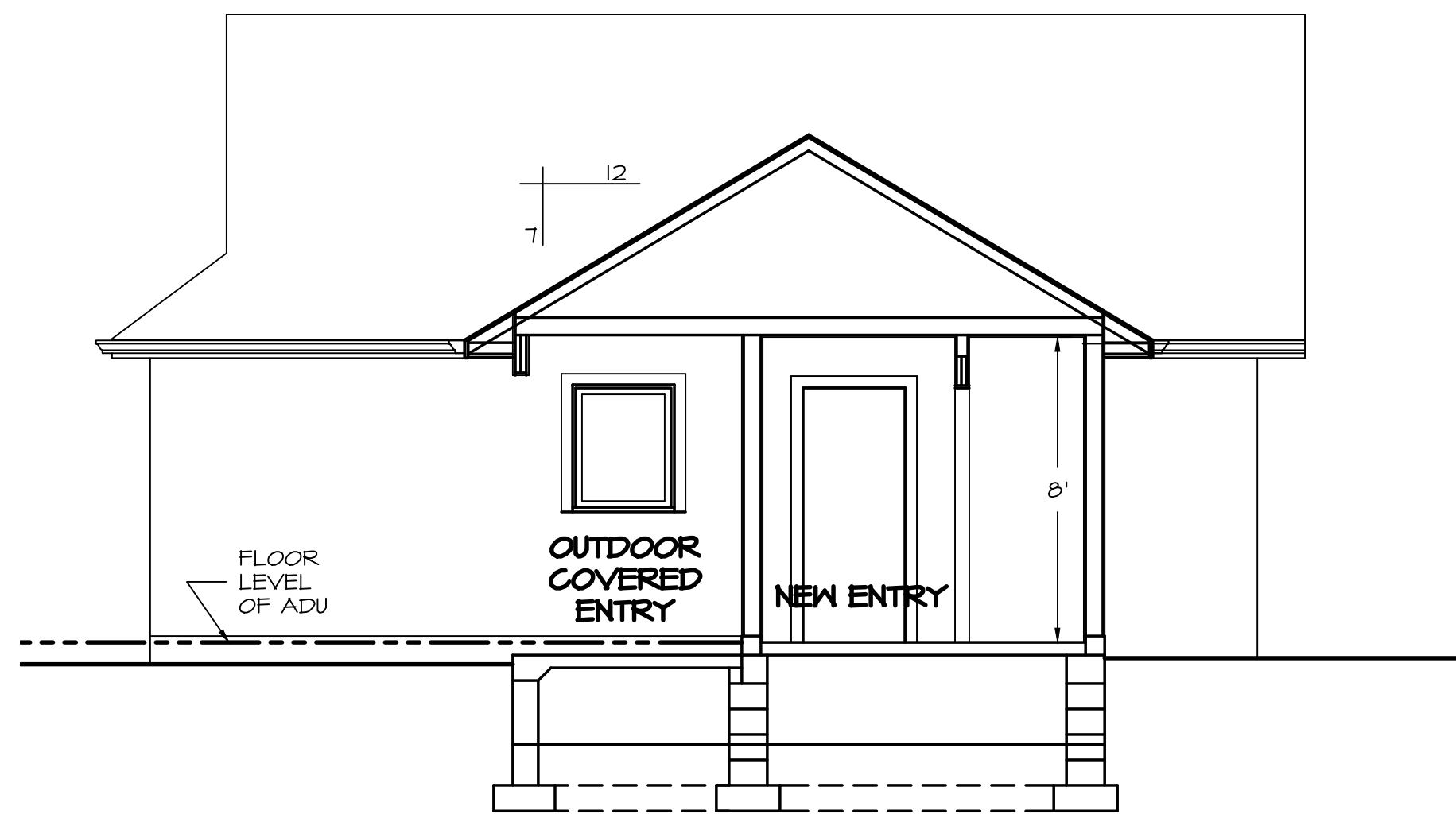
PREPARED FOR:
MCINERNY RESIDENCE
MARGARET MCINERNY
6821 OAKLAND AVENUE SOUTH
RICHFIELD, MN 55423

PROPOSED PLAN

SHEET
2



SECTION THROUGH PROPOSED GARAGE
SCALE: 1/4" = 1'-0"



SECTION THROUGH PROPOSED ENTRY
SCALE: 1/4" = 1'-0"

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04-11-20
10-15-20
11-17-20
12-08-20

DATE	DRN BY	FILENAME
08-21-20	JK	CAD.JOB6 2020 MCINERNY-8

PREPARED FOR:
MCINERNY RESIDENCE
MARGARET MCINERNY
6821 OAKLAND AVENUE SOUTH
RICHFIELD, MN 55423

SECTIONS

SHEET

3

REVISIONS
04-11-20
10-15-20
11-17-20
12-08-20

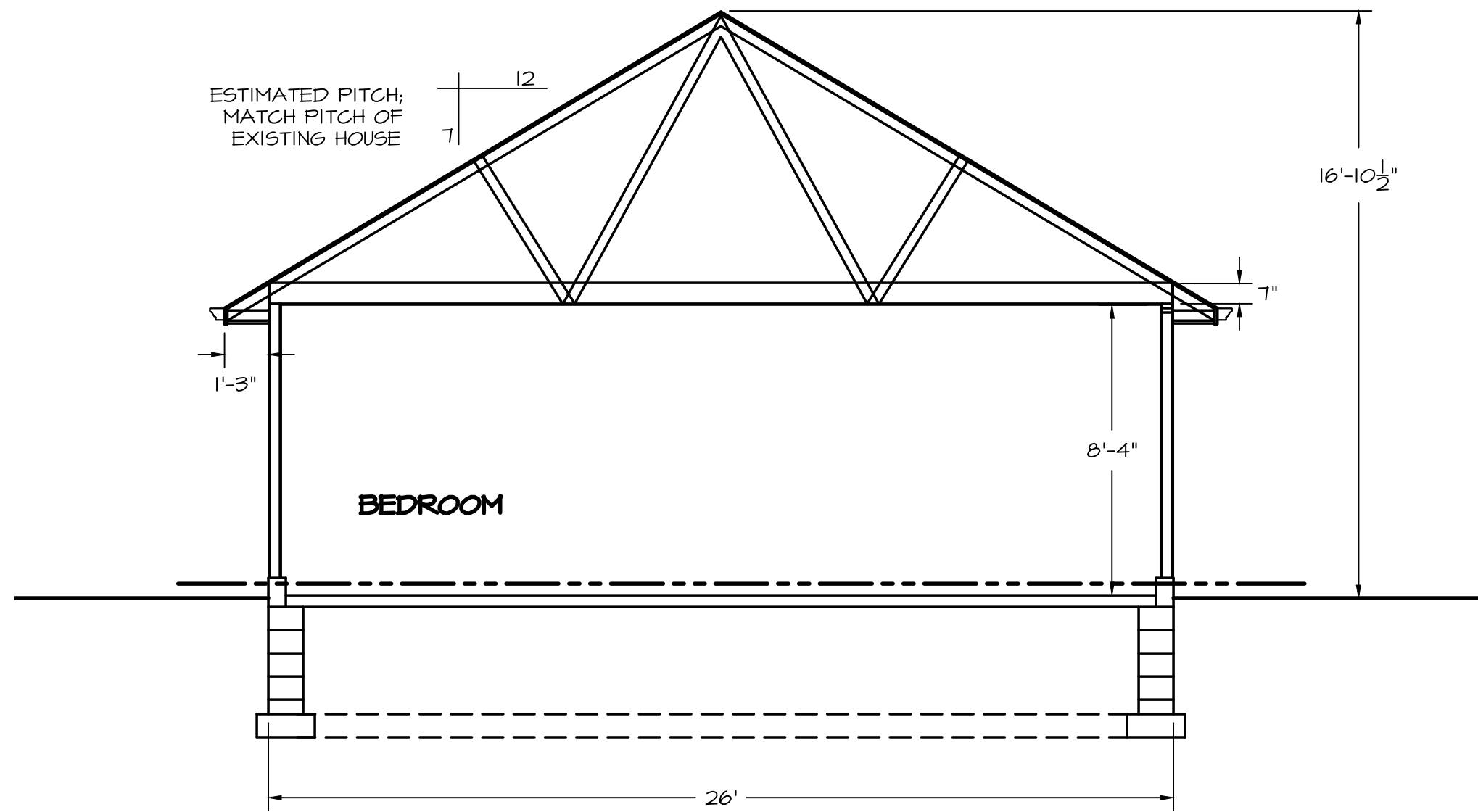
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08-21-20	JK	CAD.JOB6 2020 MCINERNY-9

PREPARED FOR:
MCINERNY RESIDENCE
MARGARET MCINERNY
6821 OAKLAND AVENUE SOUTH
RICHFIELD, MN 55423

SECTIONS

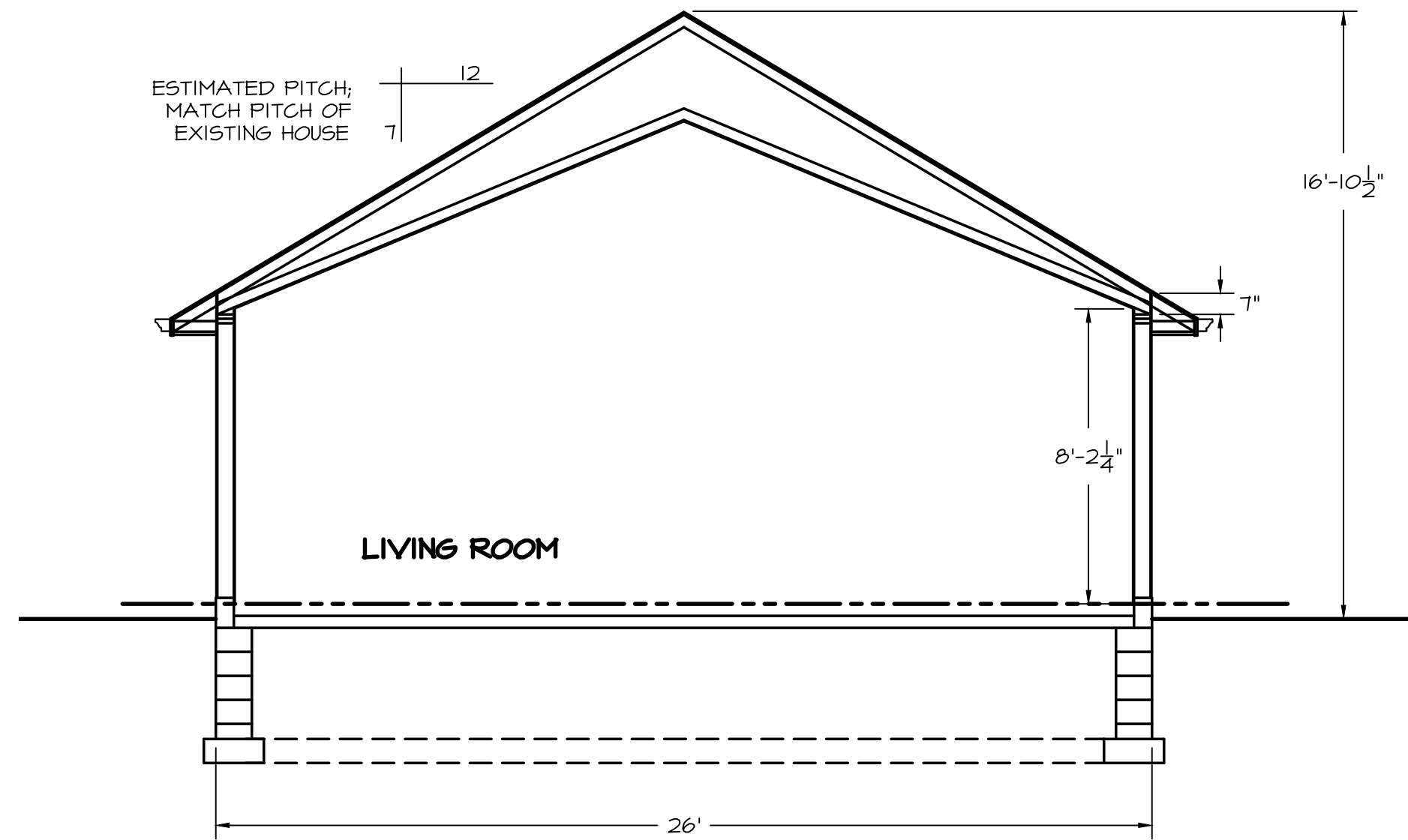
SHEET

4



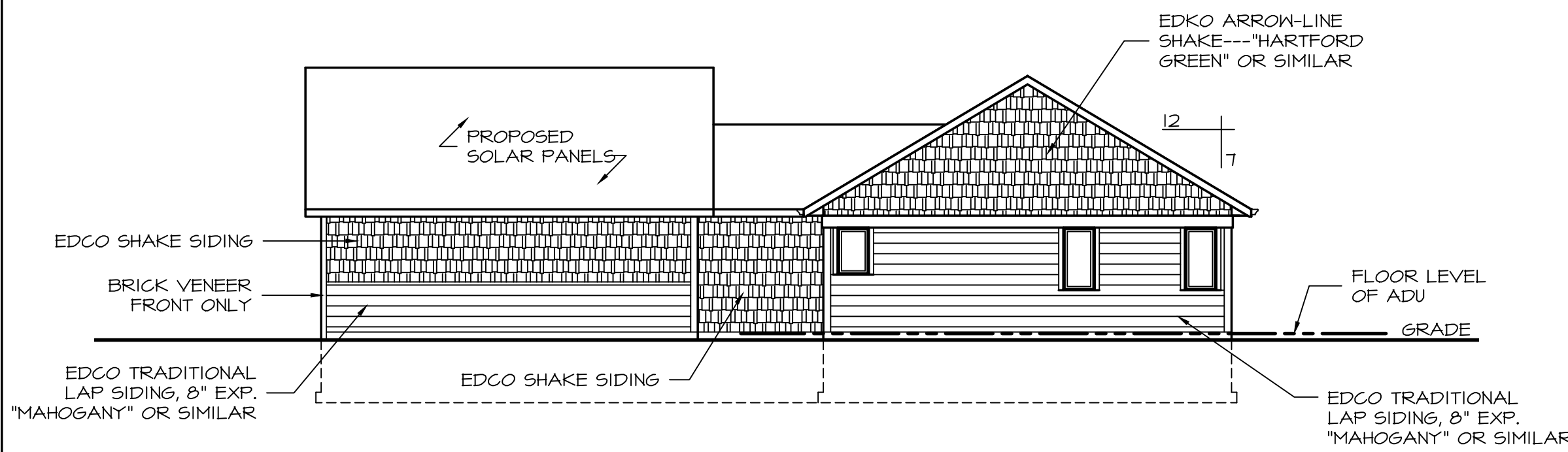
SECTION THROUGH ADU, 8' CEILING

SCALE: 1/4" = 1'-0"



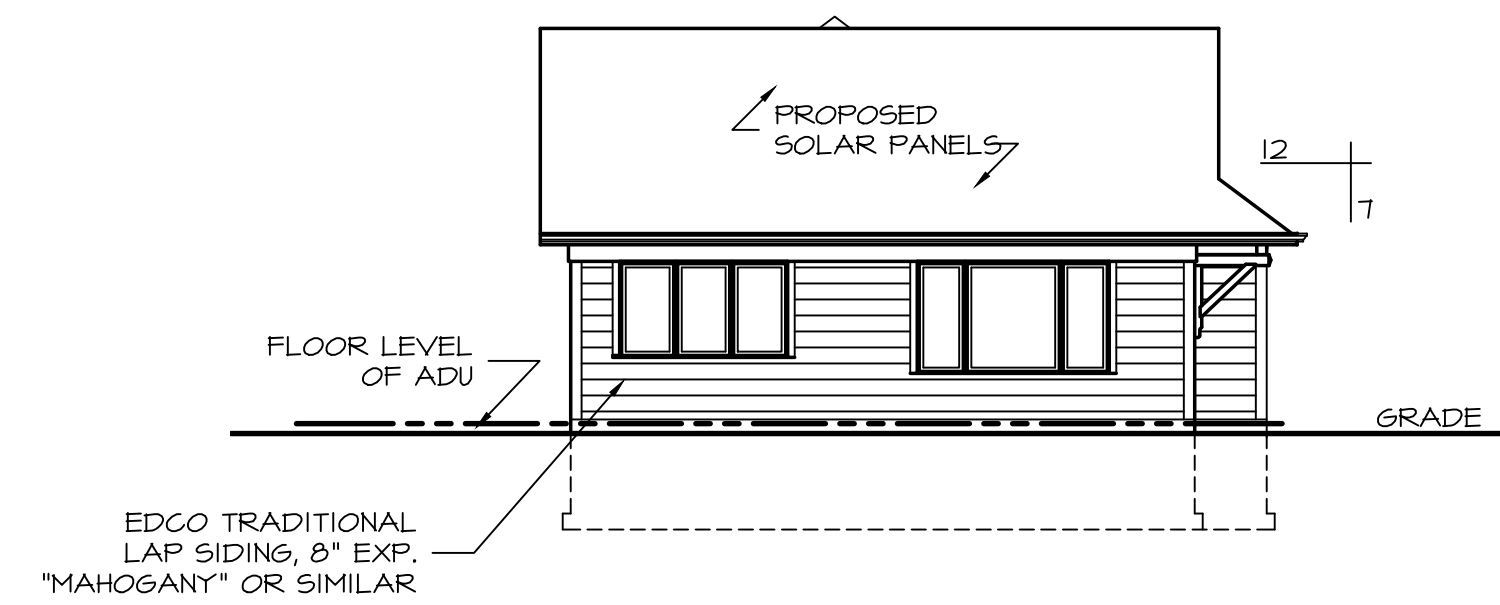
SECTION THROUGH ADU, VAULTED CEILING

SCALE: 1/4" = 1'-0"



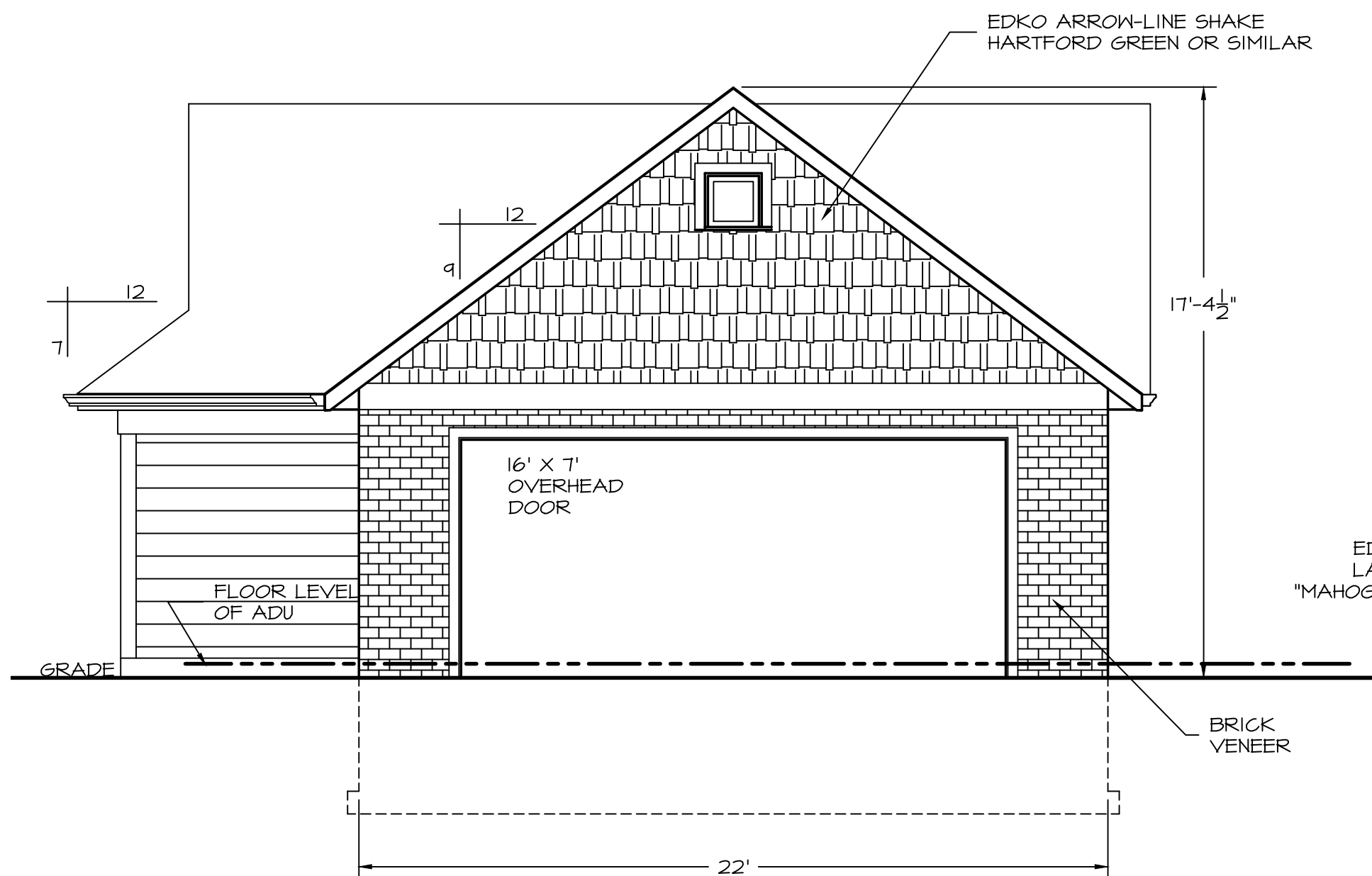
PROPOSED SOUTH SIDE ELEVATION

SCALE: 1/8" = 1'-0"



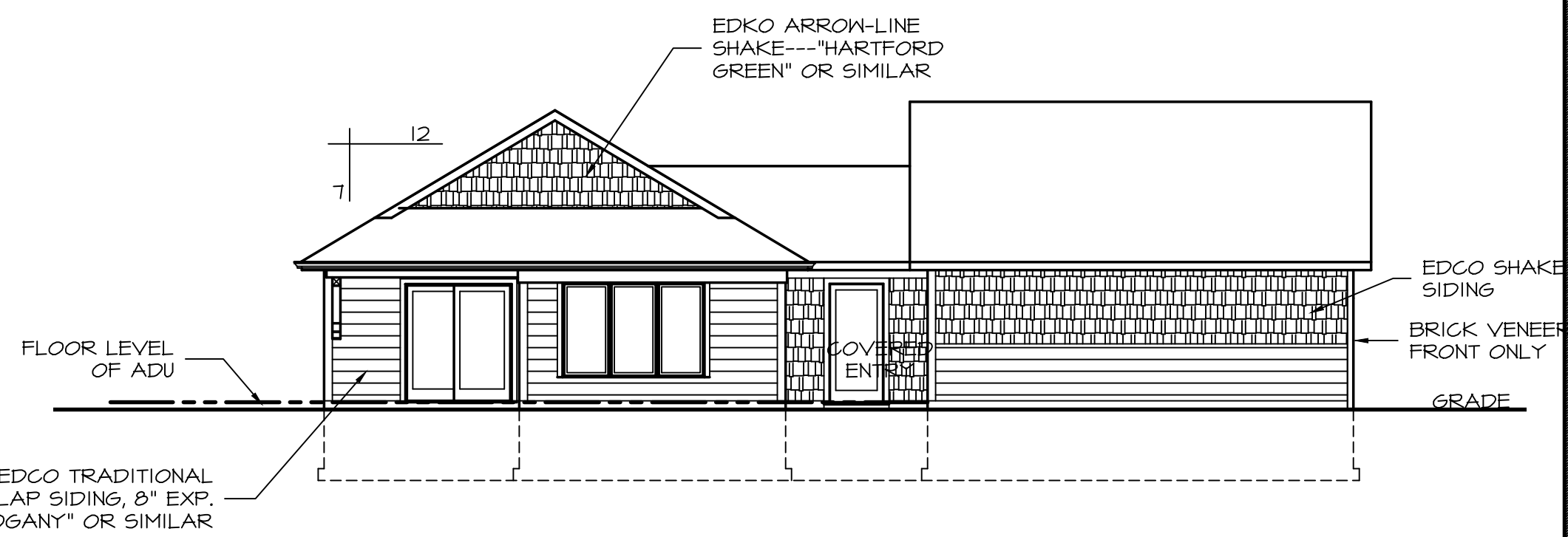
PROPOSED EAST SIDE ELEVATION

SCALE: 1/8" = 1'-0"



PROPOSED FRONT ELEVATION---WEST

SCALE: 1/4" = 1'-0"



PROPOSED NORTH SIDE ELEVATION

SCALE: 1/8" = 1'-0"

SYLVESTRE
DESIGN & REMODELING

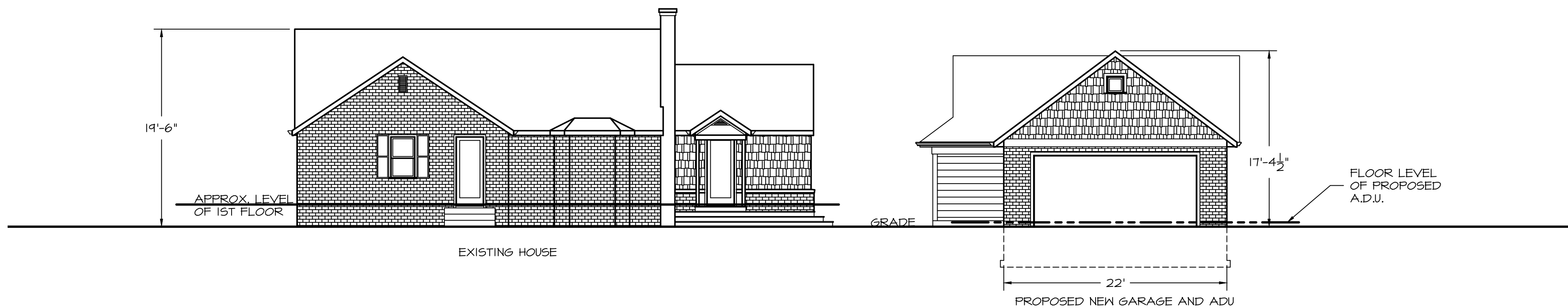
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MN. LICENSE #1428

REVISIONS	DATE
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10-06-20	
10-12-20	
10-15-20	
11-17-20	
11-19-20	
12-08-20	

DATE	DRN BY	FILENAME
08-27-20	JK	CAD.JOB6 2020 MCINERNY-9

PREPARED FOR:
MCINERNY RESIDENCE
MARGARET MCINERNY
6821 OAKLAND AVENUE SOUTH
RICHFIELD, MN 55423

ELEVATIONS



PROPOSED WEST ELEVATION, HOUSE AND GARAGE

SCALE: 1/8" = 1'-0"

DATE	08-21-20
DRN BY	JK
FILENAME	CAD.JOB6 2020
	MCINERNY-6

REVISIONS	
	04-11-20
	10-06-20
	10-12-20
	10-15-20
	11-17-20
	12-08-20

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PREPARED FOR:
MCINERNY RESIDENCE
MARGARET MCINERNY
6821 OAKLAND AVENUE SOUTH
RICHFIELD, MN 55423

FRONT ELEVATION



STAFF REPORT NO. 37
CITY COUNCIL MEETING
3/9/2021

REPORT PREPARED BY: Jennifer Anderson, Support Services Manager

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

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Katie Rodriguez, City Manager
3/3/2021

ITEM FOR COUNCIL CONSIDERATION:

Consider the approval of setting a public hearing to be held on March 23, 2021, to consider the issuance of new On-Sale Intoxicating and Sunday licenses, with outside service and the optional 2 a.m. closing for Pizza Luce VII, Inc. d/b/a Pizza Luce, location at 800 66th Street West.

EXECUTIVE SUMMARY:

On February 17, 2021, the City received the application materials for new On-Sale Intoxicating and Sunday licenses, with outside service and the optional 2 a.m. closing for Pizza Luce VII, Inc. d/b/a Pizza Luce, location at 800 66th Street West.

All required information and documents have been received. All licensing fees have been paid.

RECOMMENDED ACTION:

By motion: Approve the setting of a public hearing to be held on March 23, 2021, for the consideration of the issuance of new On-Sale Intoxicating and Sunday licenses, with outside service and the optional 2 a.m. closing for Pizza Luce VII, Inc. d/b/a Pizza Luce, location at 800 66th Street West.

BASIS OF RECOMMENDATION:

A. HISTORICAL CONTEXT

This is a notice to set the public hearing. Staff will provide a more detailed historical context in the report submitted for the public hearing on March 23, 2021.

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

- City ordinance requires the City Council to conduct a public hearing to consider all On-Sale Intoxicating and Sunday license applications and set a date for the public hearing.
- The hearing must be scheduled and held before a new license may be considered.
- The new process has been initiated.

C. CRITICAL TIMING ISSUES:

Holding the public hearing on March 23, 2021 will provide time to complete the licensing process.

D. FINANCIAL IMPACT:

All licensing fees have been received.

E. LEGAL CONSIDERATION:

There are no legal considerations.

ALTERNATIVE RECOMMENDATION(S):

- Reject the applications for new On-Sale Intoxicating and Sunday licenses for Pizza Luce VII, Inc. d/b/a Pizza Luce.
- Schedule the public hearing for another date; however, this will delay the licensing process.

PRINCIPAL PARTIES EXPECTED AT MEETING:

There are no parties expected at this meeting.



STAFF REPORT NO. 38
CITY COUNCIL MEETING
3/9/2021

REPORT PREPARED BY: Ryan Krzos, Planner

DEPARTMENT DIRECTOR REVIEW: John Stark, Community Development Director
3/3/2021

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager
3/3/2021

ITEM FOR COUNCIL CONSIDERATION:

Consider the adoption of resolutions granting subdivision waivers for property owned by the Richfield HRA (6600 Logan Avenue South and 6600 Newton Avenue South).

EXECUTIVE SUMMARY:

The Richfield Housing and Redevelopment Authority (HRA) owns two properties along the south side of 66th Street. These properties were acquired by the County in conjunction with the reconstruction of 66th Street. Following completion of the road project, the subject lots were conveyed to the HRA.

The north half of both of the subject lots currently contains the roadway and adjoining cycle track. As such, the HRA is looking to subdivide the south half of each site to create a residential dwelling site. The remaining parcel on the north side would be retained by the City as right-of-way.

Both lots will comply with lot area and width requirements of the R - Single Family Zoning District that they are located within. Additionally, staff finds that there will be no adverse impact on the neighborhood given the historical presence of homes on each site. Finding that all conditions are met, staff recommends approval of the request. It should be noted that the proposed subdivision ordinance revisions would allow these two requests to be processed administratively in the future.

RECOMMENDED ACTION:

By motion: Adopt the attached resolutions granting subdivision waivers for property at 6600 Logan Avenue South and 6600 Newton Avenue South owned by the City of Richfield HRA .

BASIS OF RECOMMENDATION:

A. **HISTORICAL CONTEXT**

See Executive Summary.

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

Subsection 500.05, Subdivision 2. - In cases in which compliance with the City's platting requirements result in unnecessary hardship and when failure to comply with said requirements does not interfere with the purpose and intent of the regulations, the Council may adopt a resolution authorizing a waiver from the subdivision requirements.

C. CRITICAL TIMING ISSUES:

60-DAY RULE: The 60-day clock started when the application from the Hennepin County Highway Department was received on January 28, 2021. A decision must be given by March 29, 2021, or the Council must notify the Applicant that it is extending the deadline (up to a maximum of 60 additional days or 120 days in total) for issuing a decision.

D. FINANCIAL IMPACT:

None.

E. LEGAL CONSIDERATION:

None.

ALTERNATIVE RECOMMENDATION(S):

None.

PRINCIPAL PARTIES EXPECTED AT MEETING:

N/A

ATTACHMENTS:

Description	Type
▣ Resolution 6600 Newton Ave	Resolution Letter
▣ Resolution 6600 Logan Ave	Resolution Letter
▣ Zoning Map	Exhibit
▣ Survey - 6600 Logan Ave	Exhibit
▣ Survey - 6600 Newton Ave	Exhibit

EXHIBIT A

EXISTING PROPERTY DESCRIPTION

Document No. 5746053

Lot 1, Block 5, "Fairwood Park".

Reserving to County of Hennepin a permanent easement for highway purposes over all that part of the above described tract which lies northerly of a line drawn from a point on the west line of Lot 10, Block 5, Fairwood Park distant 20.09 feet southerly of the northwest corner of said Lot 10 to a point on the east line of Lot 1, Block 5, Fairwood Park distant 36.73 feet southerly of the northeast corner of said Lot 1.

Reserving to County of Hennepin a permanent easement for utility purposes over all that part of the above described tract which lies southerly of the above described highway easement and northerly and northwesterly of the following described line:

Commencing at the northeast corner of said Lot 1; thence southerly along the east line of said Lot 1 a distance of 46.76 feet to the point of beginning of the line being described; thence westerly parallel with the south line of the above described highway easement a distance of 117.17 feet; thence southwesterly, deflecting left 47 degrees 09 minutes 12 seconds a distance of 24.74 feet to the west line of said Lot 1 and said line there terminating.

Reserving to County of Hennepin the right to restrict all right of access, being the right of ingress to and egress from County State Aid Highway No. 53 over, under and across the land herein being conveyed.

Reserving to County of Hennepin all mineral rights in said land pursuant to Minnesota Statute Section 373.01.

EXHIBIT B

PROPOSED PROPERTY DESCRIPTIONS

PARCEL 1:

The South 68.00 feet of Lot 1, Block 5, "Fairwood Park", Hennepin County, Minnesota.

Reserving to County of Hennepin a permanent easement for highway purposes per Torrens Certificate of Title No. 1410890, over all that part of the above described tract which lies northerly of a line drawn from a point on the west line of Lot 10, Block 5, Fairwood Park distant 20.09 feet southerly of the northwest corner of said Lot 10 to a point on the east line of Lot 1, Block 5, Fairwood Park distant 36.73 feet southerly of the northeast corner of said Lot 1.

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Reserving to County of Hennepin all mineral rights in said land pursuant to Minnesota Statute Section 373.01.

PARCEL 2:

That part of Lot 1, Block 5, "Fairwood Park", Hennepin County, Minnesota, lying North of the South 68.00 feet thereof.

Reserving to County of Hennepin a permanent easement for highway purposes per Torrens Certificate of Title No. 1410890, over all that part of the above described tract which lies northerly of a line drawn from a point on the west line of Lot 10, Block 5, Fairwood Park distant 20.09 feet southerly of the northwest corner of said Lot 10 to a point on the east line of Lot 1, Block 5, Fairwood Park distant 36.73 feet southerly of the northeast corner of said Lot 1.

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Lot 1 except that part thereof which lies Northeasterly of a line drawn from a point on the North Line of said Lot distant 12 feet West of the Northeast corner of said Lot to a point on the East line of said Lot distant 12 feet South of said Northeast corner, Block 3, "Fairwood Park".

Reserving to County of Hennepin a permanent easement for highway purposes over all that part of the above described tract which lies northerly of the following described line:

Beginning at the intersection of the west line of said Lot 1 and a line parallel with and distant 39.14 feet southerly of the north line of said Lot 1; thence easterly along said parallel line a distance of 92.15 feet; thence southeasterly, deflecting right 11 degrees 49 minutes 18 seconds a distance of 36.93 feet; thence easterly, deflecting left 5 degrees 40 minutes 48 seconds a distance of 6.87 feet to the east line of said Lot 1 and said line there terminating.

Reserving to County of Hennepin a permanent easement for utility purposes over all that part of the above described tract which lies southerly of the above described highway easement and northerly and northeasterly of the following described line:

Commencing at the northwest corner of said Lot 1; thence southerly along the west line of said Lot 1 on an assumed bearing of South 0 degrees 23 minutes 31 seconds East a distance of 63.36 feet to the point of beginning of the line being described; thence North 62 degrees 50 minutes 33 seconds East a distance of 30.64 feet; thence South 89 degrees 31 minutes 04 seconds East a distance of 63.60 feet; thence South 77 degrees 41 minutes 45 seconds East a distance of 34.25 feet; thence South 24 degrees 32 minutes 05 seconds East a distance of 16.70 feet; thence North 89 degrees 36 minutes 31 seconds East a distance of 3.79 feet to the east line of said Lot 1 and said line there terminating.

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EXHIBIT B

PROPOSED PROPERTY DESCRIPTIONS

PARCEL 1:

The South 60.00 feet of Lot 1, Block 3, "Fairwood Park", Hennepin County, Minnesota.

Reserving to County of Hennepin a permanent easement for highway purposes per Torrens Certificate of Title No. 1405418, over all that part of the above described tract which lies northerly of the following described line:

Beginning at the intersection of the west line of said Lot 1 and a line parallel with and distant 39.14 feet southerly of the north line of said Lot 1; thence easterly along said parallel line a distance of 92.15 feet; thence southeasterly, deflecting right 11 degrees 49 minutes 18 seconds a distance of 36.93 feet; thence easterly, deflecting left 5 degrees 40 minutes 48 seconds a distance of 6.87 feet to the east line of said Lot 1 and said line there terminating.

(continued)

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Reserving to County of Hennepin all mineral rights in said land pursuant to Minnesota Statute Section 373.01.

PARCEL 2:

That part of Lot 1 lying North of the South 60.00 feet thereof, except that part which lies Northeasterly of a line drawn from a point on the North Line of said Lot distant 12 feet West of the Northeast corner of said Lot to a point on the East line of said Lot distant 12

feet South of said Northeast corner, Block 3, "Fairwood Park", Hennepin County, Minnesota.

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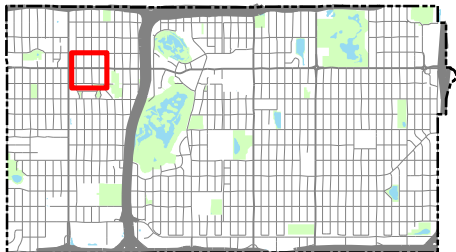
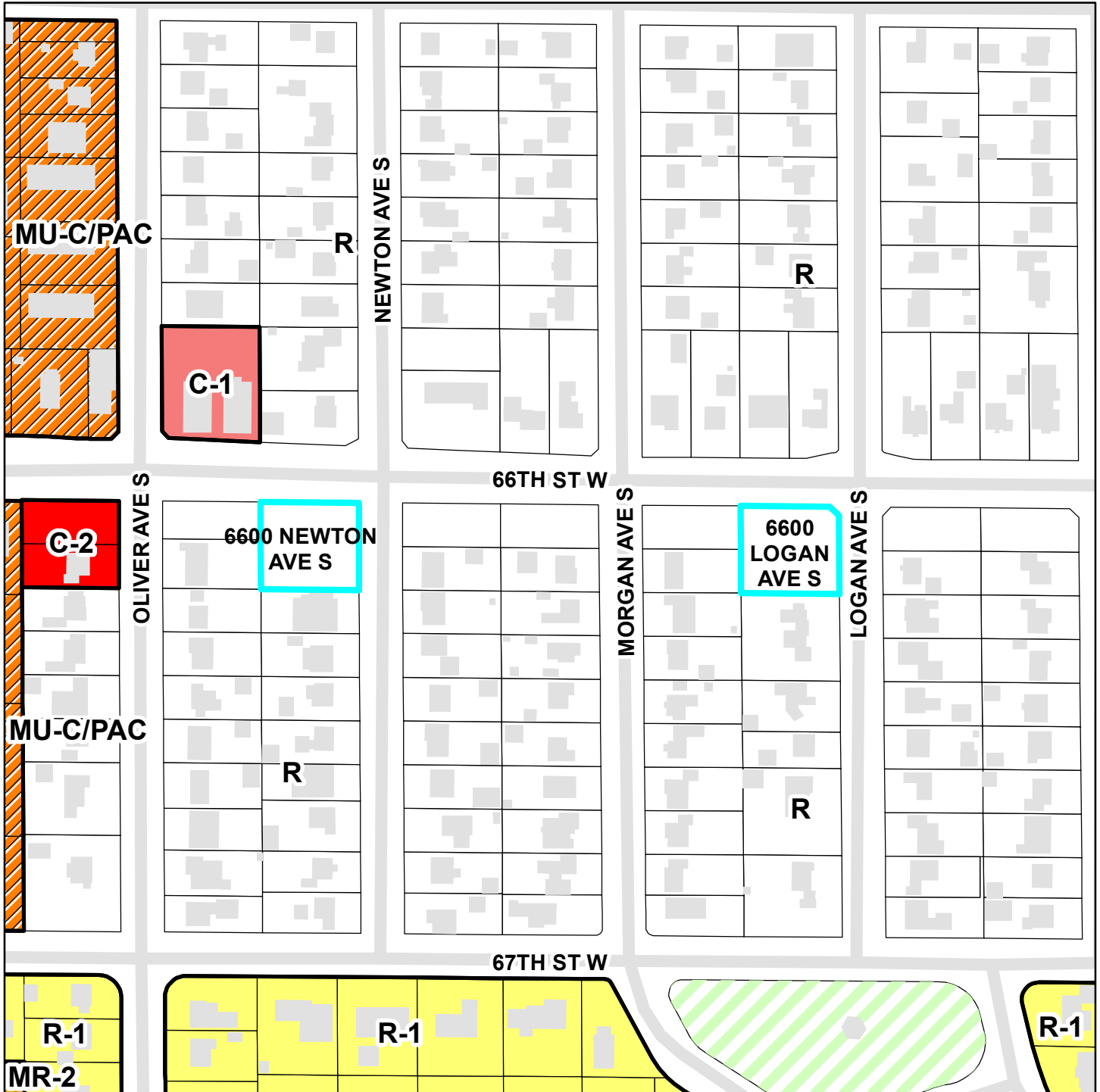
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Logan & Newton Subd Waivers

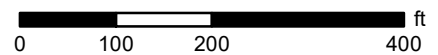
Surrounding Zoning

Case No: 21-SUB-01 & 21-SUB-02



Zoning Districts

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

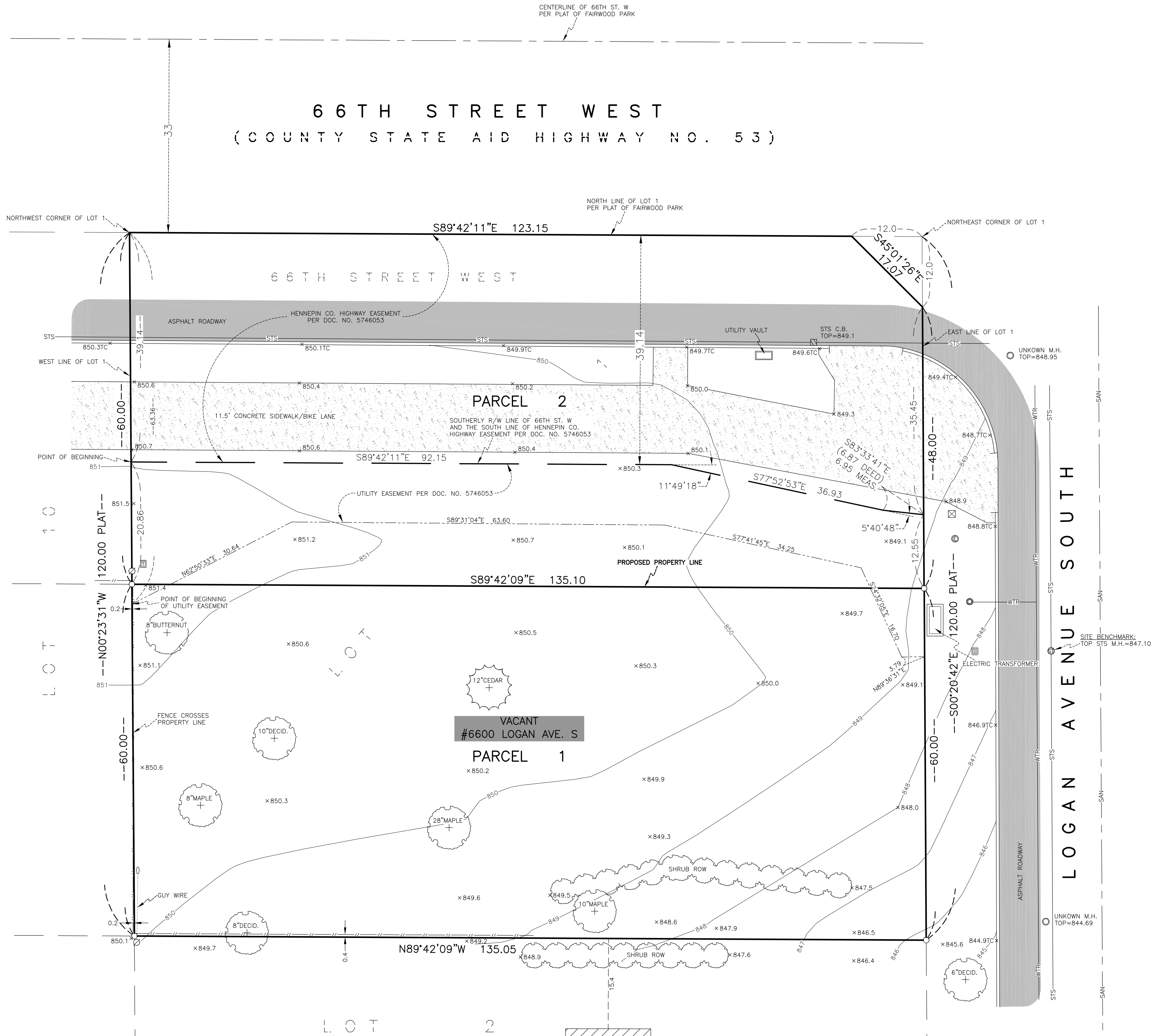


ADMINISTRATIVE LOT SPLIT FOR: THE CITY OF RICHFIELD

LEGEND

---	Fence
---	Storm Sewer
---	Sanitary Sewer
---	Water Main
---	Telephone Pedestal
---	Storm Catch Basin
---	Traffic Light
---	Manhole
---	Sanitary Manhole
---	Traffic Light Utility Cover
---	Power Pole
---	Water Shutoff
---	Traffic Sign
---	Existing Elevation
---	Top of Curb Elevation
---	Existing Contour
---	Found Iron Monument
---	Set Iron Monument
---	Inscribed R.L.S 15230

AREAS
EXISTING:
Lot 1 = 16,139 SF
PROPOSED:
Parcel 1 = 8,104 SF
Parcel 2 = 8,035 SF



PROPOSED PROPERTY DESCRIPTIONS

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The South 60.00 feet of Lot 1, Block 3, "Fairwood Park", Hennepin County, Minnesota.

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NOTES:

- All existing building dimensions are measured to the finished siding and not the building foundation.

- No search was made for any easements.

- The location of all utilities shown are from either observed evidence in the field and/or from plans furnished by the utility companies and are approximate. Utility companies should be notified for exact location before doing any excavation.

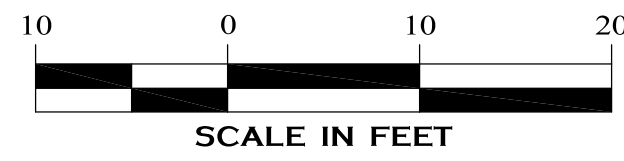
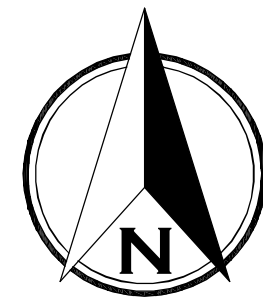
JOB NO.	SCALE	REVISIONS	DATE	REMARKS	SITE ADDRESS		
11-21	1" = 10'						
BOOK/PAGE	DRAWN						
	CM/E						
SHEET	REFERENCE				BENCHMARK		
1 of 1	443-20A				Top of storm sewer manhole at Logan Ave. S at house #6600. Elevation = 547.10.		

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly registered Land Surveyor under the laws of the State of Minnesota.
W. BROWN LAND SURVEYING, INC.
Woodrow A. Brown
WOODROW A. BROWN, R.L.S., MN REG 15230

DATED: 01-15-2021

W B
W. BROWN LAND SURVEYING, INC.
8030 CEDAR AVENUE SO., SUITE 228.
BLOOMINGTON, MN 55425
BUS: (952) 854-4055
FAX: (952) 854-4268
EMAIL: INFO@WBROWNLANDSURVEYING.COM

ADMINISTRATIVE LOT SPLIT FOR: THE CITY OF RICHFIELD



LEGEND

- Fence
- - - STS Storm Sewer
- - - SAN Sanitary Sewer
- - - WTR Water Main
- - - GAS Underground Gas
- Telephone Pedestal
- Storm Catch Basin
- Gate Valve
- Existing Elevation
- x900.0 Top of Curb Elevation
- x900.0TC Existing Contour
- 900 Existing Contour
- Found Iron Monument
- Set Iron Monument
- Inscribed R.L.S 15230

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- EXISTING:
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JOB NO.	SCALE	DATE	REVISIONS	REMARKS
10-21	1" = 10'			
BOOK/PAGE	DRAWN			
	CME			
SHEET	REFERENCE			
	443-20			
1 of 1				

SITE ADDRESS	BENCHMARK
6600 Newton Ave S Richfield, MN 55423	Top of gate valve on Newton Ave. S at house #6600. Elevation = 848.01

DATE	BY	REVISIONS

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly registered Land Surveyor under the laws of the State of Minnesota.

W. BROWN LAND SURVEYING, INC.

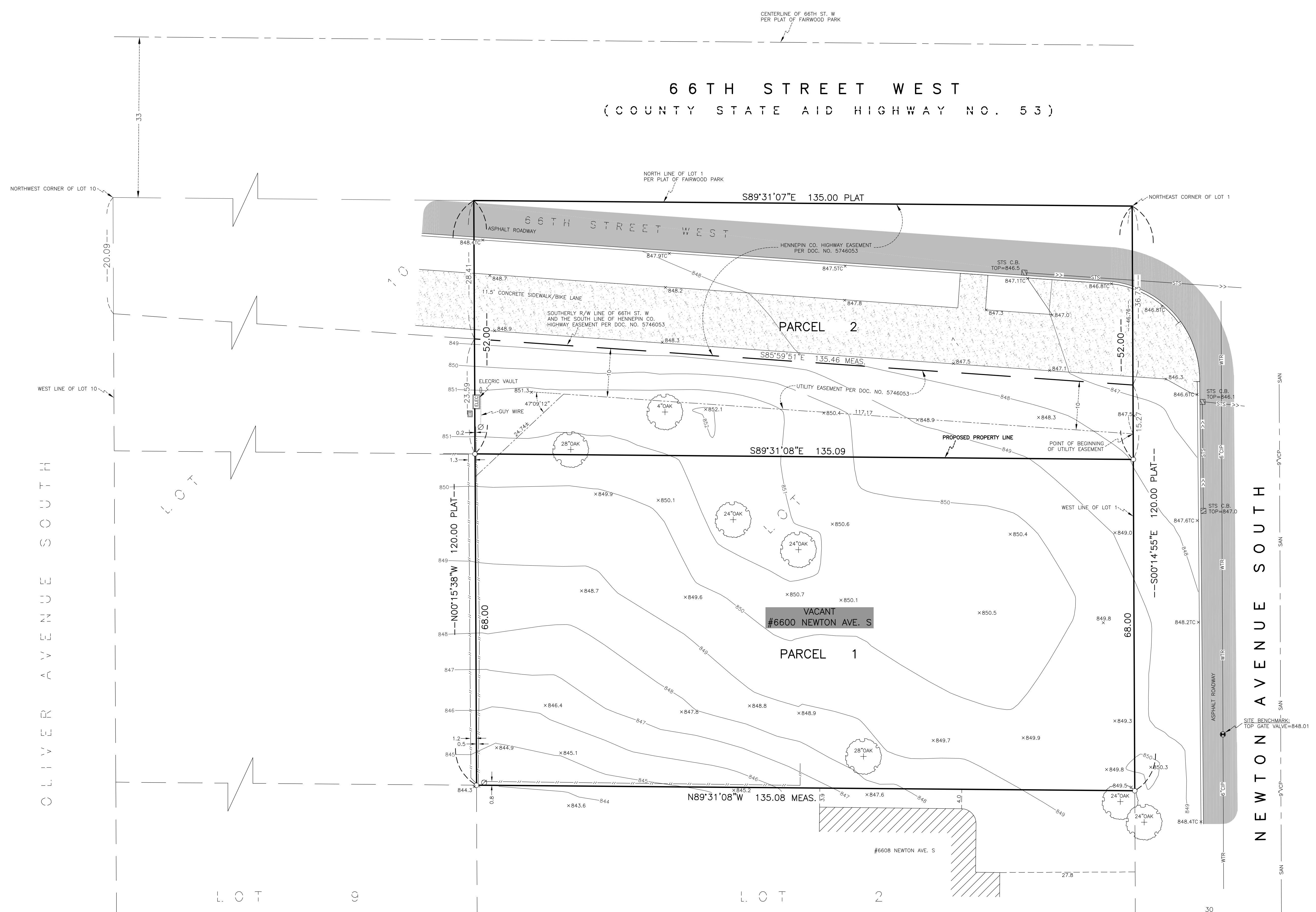
Woodrow A. Brown, R.L.S. DATED: 01-15-2021

WOODROW A. BROWN, R.L.S. MN REG 15230

W. BROWN LAND SURVEYING, INC.

8030 CEDAR AVENUE SO., SUITE 228,
BLOOMINGTON, MN 55425

Bus: (952) 854-4055
Fax: (952) 854-4268
EMAIL: INFO@WBROWNLANDSURVEYING.COM





STAFF REPORT NO. 39
CITY COUNCIL MEETING
3/9/2021

REPORT PREPARED BY: Chris Regis, Finance Director

DEPARTMENT DIRECTOR REVIEW: Chris Regis, Finance Director
2/16/2021

OTHER DEPARTMENT REVIEW: N/A.

CITY MANAGER REVIEW: Katie Rodriguez, City Manager
2/17/2021

ITEM FOR COUNCIL CONSIDERATION:

Public hearing and second reading of transitory ordinance providing funding for certain capital improvements from the Special Revenue Fund.

EXECUTIVE SUMMARY:

As part of the Capital Improvement Budget and annual City Budget process, certain special revenue funds are allocated each year to fund capital projects identified through the budget process.

At the February 9, 2021 City Council meeting the Council approved the first reading providing for the expenditure of funds from the Special Revenue Fund for certain capital improvements. The planned expenditures are as follows:

- \$50,000 for Major Park Maintenance Projects/Fence Repair
- \$15,000 Community Center/Wood Lake Building Repair
- \$15,000 Augsburg Park Play Equipment
- \$90,000 Christian Park Play Equipment
- \$90,000 Fremont Park Play Equipment
- \$30,000 Madison Park Tennis Court Rebuild
- \$35,000 Outdoor Pool Liner Repair
- \$125,000 Veterans Park Parking Lot
- \$50,000 Wood Lake Nature Center Building Preliminary Design

Also at the February 9, 2021 City Council meeting, the Council approved an additional \$50,000 for preliminary design of the new Wood Lake Nature Center building. This additional \$50,000 will be reflected in the 2021 Revised Budget.

The source of the special revenue funds are profits derived from the City's Liquor Store operation. These profits are transferred to the Liquor Contribution Special Revenue Fund.

Before the funds within the Special Revenue Fund can be used for the identified capital projects, the City Charter requires that a transitory ordinance be used to authorize the expenditure of the funds. In addition, the ordinance process allows for public input through a public hearing.

RECOMMENDED ACTION:

Conduct and close the public hearing and by motion: Approve second reading of the transitory ordinance providing for the expenditure of funds from the Special Revenue Fund for certain capital improvements.

BASIS OF RECOMMENDATION:

A. HISTORICAL CONTEXT

The 2021 Capital Improvement Budget also provides for expenditures for all types of funds contained in the budget including municipal state aid, user fees, federal grants and state grants.

Authorization by ordinance is not required for expenditures other than Special Revenues.

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

City Charter Section 7.12, Subd. 2 requires that Special Revenue Funds used for capital improvements must be authorized by ordinance.

This process provides for public input through a public hearing.

C. CRITICAL TIMING ISSUES:

Under Section 3.09 of the City Charter, a transitory ordinance becomes effective 30 days after publication of the second hearing notice.

The ordinance requirements must be completed early enough in 2021 so that the capital projects can be initiated on a timely basis, completed and the funds expended.

D. FINANCIAL IMPACT:

While the total 2021 Capital Improvements Budget (CIB) includes total budgeted expenditures of \$29,585,000 the portion of CIB concerning proposed funding from the Special Revenue fund is 450,000.

- \$50,000 Major Park Maintenance Projects/Fence Repair
- \$15,000 Community Center/Wood Lake Building Repair
- \$15,000 Augsburg Park Play Equipment
- \$90,000 Christian Park Play Equipment
- \$85,000 Fremont Park Play Equipment
- \$30,000 Madison Park Tennis Court Rebuild
- \$35,000 Outdoor Pool Liner Repair
- \$125,000 Veterans Park Parking Lot
- \$50,000 Wood Lake Nature Center Building Preliminary Design

\$50,000 for Wood Lake Nature Building Preliminary Design has been added to the approved budgeted amount. This amount will be reflected in the 2021 Revised Budget.

A transitory ordinance is necessary to finalize the appropriations utilizing special revenue funds pursuant to City Charter.

The source of Special Revenue funds is municipal liquor profits.

E. LEGAL CONSIDERATION:

The City Charter requires that a transitory ordinance be used to authorize the expenditure of Special Revenue funds.

First reading of the ordinance was approved at the February 9, 2021 City Council meeting and a notice of public hearing was published on February 25, 2021.

ALTERNATIVE RECOMMENDATION(S):

The City Council could decide to authorize none or only a portion of the expenditures identified from special revenue in the CIB.

PRINCIPAL PARTIES EXPECTED AT MEETING:

None.

ATTACHMENTS:

Description	Type
☐ 2021 Transitory Ordinance March 2021	Ordinance

BILL NO.

TRANSITORY ORDINANCE NO.

**AN ORDINANCE PROVIDING FOR THE EXPENDITURE OF MONEY FROM
THE SPECIAL REVENUE FUND FOR CERTAIN CAPITAL IMPROVEMENTS**

CITY OF RICHFIELD DOES ORDAIN:

Section 1: It is found and determined to be necessary and expedient for the City to expend money from the Special Revenue Fund for the making of capital improvements listed in Section 2 hereof, for which the City would be authorized to issue general obligation bonds.

Section 2: The capital improvements and amounts of expenditures for such improvements which are authorized to be paid from the Special Revenue Fund under Section 7.12, Subdivision 2 of the City Charter, are as follows:

Major Park Maintenance/Fence Repair	\$ 50,000
Community Center/Wood Lake Building Repair	\$ 15,000
Augsburg Park Play Equipment	\$ 15,000
Christian Park Play Equipment	\$ 90,000
Fremont Park Play Equipment	\$ 90,000
Madison Park Tennis Court Rebuild	\$ 30,000
Outdoor Pool Liner Repair	\$ 35,000
Veterans Park Parking Lot	\$ 125,000
Wood Lake Nature Center Building Preliminary Design	\$ 50,000

Section 3: The expenditures herein authorized shall be made pursuant to such contracts as are authorized from time to time by Council action.

Passed by the City Council of the City of Richfield this 9th day of March, 2021.

Maria Regan Gonzalez, Mayor

ATTEST:

Elizabeth VanHoose, City Clerk



STAFF REPORT NO. 40
CITY COUNCIL MEETING
3/9/2021

REPORT PREPARED BY: Jennifer Anderson, Support Services Manager

DEPARTMENT DIRECTOR REVIEW: Jay Henthorne, Director of Public Safety/Chief of Police
2/25/2021

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Katie Rodriguez, City Manager
3/3/2021

ITEM FOR COUNCIL CONSIDERATION:

Public hearing and consider the approval of a new On-Sale Wine and 3.2 Percent Malt Liquor licenses with outside service for Mos Eisley Cantina, LLC d/b/a Sandy's Tavern located at 6612 Penn Avenue South.

EXECUTIVE SUMMARY:

On December 28, 2020, the City received the application materials for new On-Sale Wine and 3.2 Percent Malt Liquor licenses with outside service for Mos Eisley Cantina, LLC d/b/a Sandy's Tavern located at 6612 Penn Avenue South.

Sandy's Tavern will be operating in the City under new ownership.

All required information and documents have been received. All licensing fees have been paid.

The Public Safety background investigation has been completed. The results of the investigation are summarized in an attachment to this report. The Public Safety Director has reviewed the background investigation report. There is nothing in the report that would cause the Public Safety Director to recommend denial of the requested licenses.

RECOMMENDED ACTION:

Conduct and close the public hearing and by motion: Approve the issuance of new On-Sale Wine and 3.2 Percent Malt Liquor licenses with outside service for Mos Eisley Cantina, LLC d/b/a Sandy's Tavern located at 6612 Penn Avenue South.

BASIS OF RECOMMENDATION:

A. HISTORICAL CONTEXT

- The applicant has satisfied the following requirements for issuance of licenses:
 - The required license fees have been paid.
 - Real estate taxes are current.
 - Proof of commercial and liquor liability insurance have been received showing Sequoia Insurance Company, and Society Insurance as affording coverage.
- As a result of this being a new request for On-Sale Wine and 3.2 Percent Malt Liquor licenses,

there is no need for an accountant's statement regarding food/alcohol ratio.

- As stated in the Executive Summary, the Public Safety Director has reviewed the background information and sees no basis for denial.
- On-Sale Wine and 3.2 Percent Malt Liquor licenses require owners of these establishments to comply with Resolution No. 9511, which outlines the discipline they can expect if any ongoing problems occur. A copy of this resolution has been given to the owners of the establishment.
- There are no distance requirements to notify neighbors of the issuance of On-Sale Wine and 3.2 Percent Malt Liquor licenses.

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

Richfield City Code Section 1202 requires owners of On-Sale Wine and 3.2 Percent Malt Liquor license establishments to comply with all the provisions of both City Code and State Statutes.

C. CRITICAL TIMING ISSUES:

There are no critical timing issues.

D. FINANCIAL IMPACT:

Licensing fees have been received.

E. LEGAL CONSIDERATION:

- The requirements of Resolution No. 9511 must be met which outlines the discipline they can expect if any on-going problems occur. A copy of this resolution has been given to the owners of the establishment.
- The Notice of Public Hearing was published in the Richfield Sun Current on February 25, 2021.

ALTERNATIVE RECOMMENDATION(S):

- The Council could deny the requested licenses, which would mean the current applicants would not be able to serve On-Sale Wine and 3.2 Percent Malt Liquor; however, Public Safety has found no basis to deny the license.
- Schedule the hearing for another date; however, this will delay the licensing process.

PRINCIPAL PARTIES EXPECTED AT MEETING:

Jahn Brink - Owner

ATTACHMENTS:

Description	Type
□ Background Summary for Sandy's Tavern	Cover Memo

SUMMARY OF BACKGROUND INVESTIGATION FOR MOS EISLEY CANTINA, LLC D/B/A SANDY'S TAVERN

Officers:

Pejmon Nadimi- Owner
Jahn Brink- Owner

Criminal Histories:

Criminal history checks were conducted on the applicants. Pejmon Nadimi has one conviction, from 2008, for driving while intoxicated. Jahn Brink has no convictions outside traffic offenses. Both applicants will be serving as the On-Premise Managers.

Premises:

The applicant has provided a copy of the rental agreement showing Arbor Sandy's Properties, LLC, holding financial interest as lessor of the property.

Record of Service Calls:

Being this is a new business, there are no records of service calls.

Violations:

Being this is a new business, there are no violations for sale of alcohol to underage youth.

Routine Information:

On Sale Wine and 3.2 Percent Malt liquor licenses require owners of these establishments to comply with Resolution No. 9511, which outlines the discipline they can expect if any ongoing problems occur. A copy of this resolution has been given to the owners of the establishment.

There are no distance requirements to notify neighbors of the issuance or renewal of On Sale Wine and 3.2 Percent Malt Liquor licenses.

The notice of Public Hearing was published in the Richfield Sun Current on February 25, 2021.



STAFF REPORT NO. 41
CITY COUNCIL MEETING
3/9/2021

REPORT PREPARED BY: Blanca Martinez Gavina

DEPARTMENT DIRECTOR REVIEW:

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager
3/5/2021

ITEM FOR COUNCIL CONSIDERATION:

Consider the appointments to City advisory board and commissions.

EXECUTIVE SUMMARY:

Terms of several City advisory board and commission members expired on January 31, 2021. In addition, due to resignations there are mid-term vacancies that should be filled. Terms for advisory board and commissions are for three years. Please refer to the attached list of appointments for reference.

The City Council directs the City Manager's office to conduct an annual recruitment seeking applicants to fill the vacancies. This recruitment includes a press release and information on the City's website and social media platforms. Applicants were interviewed at a work session held on January 23 and January 30 and additional dates of March 2 and March 4 of 2021. Due to technical difficulties in the initial round of recruitment, the two additional interview times were added in March to ensure access and to fill remaining open seats.

To ensure a quorum at future advisory board and commission meetings, the City Council should make appointments at the March 9, 2021 City Council meeting.

RECOMMENDED ACTION:

By motion: Appoint members to fill the expiring or vacant terms on City advisory board and commissions referenced in the attached list.

BASIS OF RECOMMENDATION:

A. **HISTORICAL CONTEXT**

This information is contained in the Executive Summary.

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

City advisory board and commissions were established by City ordinance or resolution.

C. **CRITICAL TIMING ISSUES:**

- Several terms of City advisory board and commission members expired on January 31, 2021.
- To ensure a quorum at future advisory board and commission meetings, the City Council should make appointments at the March 9, 2021 City Council meeting.

D. FINANCIAL IMPACT:

None.

E. LEGAL CONSIDERATION:

None.

ALTERNATIVE RECOMMENDATION(S):

PRINCIPAL PARTIES EXPECTED AT MEETING:

ATTACHMENTS:

	Description	Type
☐	Commission descriptions	Backup Material
☐	Commissioner Appointments	Backup Material



CITY OF RICHFIELD APPLICATION FOR BOARDS & COMMISSIONS

PLEASE RETURN COMPLETED FORM: City Manager's Office, Richfield Municipal Center, 6700 Portland Avenue, Richfield, MN 55423 OR E-MAIL – kwynn@richfieldmn.gov Phone: 612-861-9711			
Last Name	First Name	Middle Initial	Date
Address			
Preferred Phone	Email Address		

APPOINTMENT PREFERENCE: (Number in order of preference 1-5 or X if not interested)

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Advisory Board of Health	<input type="checkbox"/> Human Rights Commission
<input type="checkbox"/> Arts Commission	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Civil Service Commission	<input type="checkbox"/> Sustainability Commission
<input type="checkbox"/> Community Services Commission	<input type="checkbox"/> Transportation Commission
<input type="checkbox"/> Friendship City Commission	

Briefly discuss why you are interested in serving on a City advisory board/commission. What do you hope to gain from the experience and what do you plan to contribute? RETURNING APPLICANTS: If you are re-applying, please tell us what you gained from serving and why do you want to continue to serve?

How would you describe yourself in ten words or less? *RETURNING APPLICANTS: Please provide examples on how you worked as team during your current role as a commissioner.*

Please provide any civic, professional, and community activities you are involved in. *RETURNING APPLICANTS: As a current commissioner, please describe ways that you are getting feedback from community members and if reappointed how will you stay connected?*

The City is committed to equity, diversity and inclusion and want to ensure that our commissions represent the great diversity in our community. Please describe in your own words what equity, diversity and inclusion mean to you and how it will show up in your work as a commissioner?*

References: (optional) *RETURNING APPLICANTS: If you were absent more than 3 times to your commission meetings please elaborate:*

ATTENTION COMMISSION APPLICANTS: Regular attendance at scheduled board and commission meetings is expected of all board and commission members.

DATA PRIVACY NOTICE: All information that you supply is classified as private data except the following, which is public: name, city of residence, education and training, employment history, volunteer work, awards and honors, prior government service or experience. You are not legally required to provide the data classified as private. Otherwise, the private information that you supply is used for purposes of contacting you regarding board or commission business. Failure to provide any means of contacting you may negatively affect the City Council's consideration of your appointment. The private information that you supply will be made available to City staff whose job assignments require access and to persons whom you authorize to have access. If you are appointed, the following private data will become public: street address, telephone or e-mail address (or both) that you designate for public contact, first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

Updated: 01/2021

CITY ADVISORY BOARDS & COMMISSIONS

Because citizen participation is an important ingredient for good government, Richfield's City Council has established various advisory commissions to encourage citizen participation in City matters, as well as to suggest new programs or policies and to serve as resident liaisons with the City Council. Residents are encouraged to apply if they are interested in serving on one of these commissions. The three-year terms of the members of each commission are staggered, so not all positions are vacant at one time. The commissions include:

ADVISORY BOARD OF HEALTH: The Advisory Board of Health is a citizen's commission that participates, on behalf of the City Council, in a review of the City's local community health assessment and community health improvement plan (done every 5 years). The board also regularly receives information on health programs in the city to ensure that the services are addressing the health needs of Richfield's citizens as identified in that plan. The Community's health improvement plan analyzes Richfield's health needs and how the present personal and environmental health programs meet those needs. This plan also serves as the City's application for state funding to support local health services. This board is composed of ten adult members appointed for three-year terms and one youth member appointed for a one-year term. The board meets the third Monday of the month, January through June, September and October at 6 p.m. at the Municipal Center.

ARTS COMMISSION: The Arts Commission is charged with furthering and promoting art in many forms throughout Richfield. The commission provides opportunities for residents to participate in and experience art, as well as enhance our community by researching, creating, and facilitating opportunities to install and display art. The commission is composed of seven adult members appointed for three-year terms and two youth members appointed for one-year terms. The commission meets the first Thursday of each month (except July and December) at 7 p.m. at the Community Center.

CIVIL SERVICE COMMISSION: Courage, integrity, and hard work are the values that guide the Fire Department. Are you a civic-minded resident wishing to give back to the community? The Civil Service Commission is a three-member commission tasked with ensuring City compliance with the Civil Service rules and regulations relating to fire employees. The duties and authority of this commission are prescribed by State Statutes. Meetings are held on an as-needed basis throughout the year.

COMMUNITY SERVICES COMMISSION: The primary goal of the Community Services Commission is to help develop a year-round program of diversified recreational activities to meet the needs of Richfield citizens. The Commission holds informational meetings with neighbors to gather input on park improvement projects and makes recommendations to the City Council. The commission is composed of nine adult members appointed for three-year terms and two youth members appointed for one-year terms. The commission meets the third Tuesday of each month at 7 p.m. at the Community Center.

FRIENDSHIP CITY COMMISSION: The Friendship City Commission is charged with maintaining an ongoing friendship city relationship with Heredia, Costa Rica for mutual community-wide enrichment. The commission is composed of seven adult members appointed for three-year terms and two youth members appointed for one-year terms. The commission meets the third Thursday of each month at 7 p.m. at the Municipal Center.

HUMAN RIGHTS COMMISSION: The Human Rights Commission seeks to inform Richfield residents of their rights. It is available to help citizens who feel they have been discriminated against, or who need information regarding their civil rights. The commission also serves as a community relations board and sponsors an annual "Citizen of the Year" award to honor individuals who have been responsible for activities and programs contributing to human understanding. The commission is composed of 11 adult members appointed for three-year terms and two youth members appointed for one-year terms. Meetings are held the first Tuesday of each month at 6:30 p.m. at the Municipal Center.

PLANNING COMMISSION: "The only thing that is constant is change." (Heracitus) Are you interested in helping to guide changes in Richfield; changes that will keep Richfield a thriving Urban Hometown that you can be proud to call home? If so, consider serving on the Planning Commission. The Planning Commission helps to develop the City's long-term guide plans and reviews short-term individual development proposals. Previous experience is not necessary, but rather applicants who are thoughtful, respectful, and willing to weigh in on the future of Richfield. The commission is composed of seven adult members appointed for three-year terms. Meetings are held the fourth Monday of each month at 7 p.m. at the Municipal Center, with additional study sessions held roughly six times per year.

SUSTAINABILITY COMMISSION: The Sustainability Commission works to support the education, promotion and implementation of environmentally sustainable measures and practices in the City of Richfield. The board also makes recommendations to the City Council regarding sustainability related initiatives and policies

TRANSPORTATION COMMISSION: The Transportation Commission is responsible for making recommendations to the City Council on transportation planning including reviewing policy plans, conducting transportation studies, and overseeing the planning of transportation projects. The commission is also charged to recommend transportation capital improvements and prepare reports to Council on other related topics that the Council refers to the commission. The commission consists of nine adult members who are either residents or the owner/manager of a Richfield business appointed for three-year terms and two youth members appointed for one-year terms. Meetings are held the first Wednesday of each month at 7 p.m. at the Municipal Center.



STAFF REPORT NO. 42
CITY COUNCIL MEETING
3/9/2021

REPORT PREPARED BY: Blanca Martinez Gavina

DEPARTMENT DIRECTOR REVIEW:

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager
3/5/2021

ITEM FOR COUNCIL CONSIDERATION:

Consider City Council confirmation of the Mayor's appointment of a Housing and Redevelopment Authority Commissioner.

EXECUTIVE SUMMARY:

HRA Commissioner Pat Elliot was appointed to a five-year term in 2019. With Commissioner Pat Elliot resigning from his position, the HRA position becomes vacant.

The appointment is made by the Mayor and then confirmed by a majority of the City Council. The newly-appointed Commissioner will serve the remainder of former Commissioner Pat Elliot five-year term which will expire on November, 12, 2023.

The next regular HRA Meeting is scheduled to take place on March 15, 2021. To ensure a quorum at that meeting and at future HRA meetings, the City Council should make an appointment on March 9, 2021.

RECOMMENDED ACTION:

By Motion: Approve appointment of as HRA Commissioner commencing on March 9, 2020 and expiring November 12, 2023.

BASIS OF RECOMMENDATION:

A. **HISTORICAL CONTEXT**

Please see executive summary.

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

C. **CRITICAL TIMING ISSUES:**

- To ensure a quorum at future meetings, the City Council should appoint an HRA Commissioner on March 9, 2021.
- If the City Council does not approve the HRA appointment, a quorum may not be present at future HRA meetings.

D. FINANCIAL IMPACT:

None.

E. LEGAL CONSIDERATION:

Pursuant to Minnesota State Statutes (469.003, subd. 6), "commissioners shall be appointed by the mayor, with the approval of the governing body."

ALTERNATIVE RECOMMENDATION(S):

- The City Council could decide not to approve the appointment of an HRA commissioner.
- The City Council could defer the appointment to a future City Council Meeting.

PRINCIPAL PARTIES EXPECTED AT MEETING:

ATTACHMENTS:

Description	Type
▣ HRA Appointment	Backup Material

HRA COMMISSION VACANCIES

Term Expires

Lee Ohnesorge _____ November 12, 2023

