



**REGULAR CITY COUNCIL MEETING  
VIRTUAL MEETING HELD VIA WEBEX  
MARCH 22, 2022  
7:00 PM**

**INTRODUCTORY PROCEEDINGS**

Call to order

Pledge of Allegiance

Open forum

***Each speaker is to keep their comment period to three minutes to allow sufficient time for others. Comments are to be an opportunity to address the Council. Individuals who wish to address the Council may call 612-861-0651 during the live meeting or email comments ahead of the meeting to [kwynn@richfieldmn.gov](mailto:kwynn@richfieldmn.gov).***

Approve the Minutes of the (1) Special City Council Work Session of March 7, 2022; (2) Joint Council, HRA and Planning Commission Work Session of March 8, 2022; (3) Regular City Council Meeting of March 8, 2022; and (4) Special City Council Work Session of March 15, 2022.

**AGENDA APPROVAL**

1. Approval of the Agenda
2. **Consent Calendar contains several separate items, which are acted upon by the City Council in one motion. Once the Consent Calendar has been approved, the individual items and recommended actions have also been approved. No further Council action on these items is necessary. However, any Council Member may request that an item be removed from the Consent Calendar and placed on the regular agenda for Council discussion and action. All items listed on the Consent Calendar are recommended for approval.**
  - A. Consider a resolution approving a request for a Conditional Use Permit to allow a Class III restaurant (fast food/convenience restaurant) at 4 - 66th Street East (Richfield Shoppes).  
Staff Report No. 42
  - B. Consider the approval of a bid tabulation and award of contract to Park Construction Co. for the 2022 Concrete and Mill and Overlay Project in the amount of \$320,771.38 and authorize the City Manager to approve contract changes under \$175,000 without further City Council consideration.  
Staff Report No. 43
  - C. Consider a resolution of support for the development of affordable, supportive housing for people with the lowest incomes on the property located at 6613-25 Portland Avenue.  
Staff Report No. 44
  - D. First reading of transitory ordinance providing funding for certain capital improvements from the Liquor Contribution Special Revenue Fund.  
Staff Report No. 45
  - E. Consider approval of a service level agreement with Dialog One, LLC for translation and Interpretation

services.

Staff Report No. 46

- F. Consider the approval of both a sidewalk and utility easement and a temporary construction easement at Nicollet Avenue and 70th Street with Hennepin County so intersection upgrades can be completed.

Staff Report No. 47

- G. City Coalition Letter Commenting on Xcel Energy's 2020-2031 Integrated Distribution Plan

Staff Report No. 48

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

### **PUBLIC HEARINGS**

4. Public hearing and second reading of the transitory ordinance to reaffirm ward boundaries to conform to redistricting requirements pursuant to Minnesota Statutes and City Charter and consideration of a resolution establishing precinct boundaries and polling locations.

Staff Report No. 49

### **RESOLUTIONS**

5. Consider a request for an amended Planned Unit Development, Final Development Plan, and Conditional Use Permit to allow construction of a building addition to an elementary school at 6500 Nicollet Avenue South.

Staff Report No. 50

### **OTHER BUSINESS**

6. Consider City Council's approval of the Mayor's appointment of two Housing and Redevelopment Authority (HRA) Commissioners.

Staff Report No. 51

7. Consider an appropriation of American Rescue Plan Act funding to Volunteers Enlisted to Assist People and Cornerstone to serve immediate housing and safety needs of community members negatively impacted by the COVID-19 pandemic.

Staff Report No. 52

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

8. City Manager's Report

### **CLAIMS AND PAYROLLS**

9. Claims and Payroll

### **COUNCIL DISCUSSION**

10. Hats Off to Hometown Hits

11. Adjournment

**Auxiliary aids for individuals with disabilities are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at 612-861-9739.**





**CITY COUNCIL MEETING MINUTES**  
Richfield, Minnesota  
**Special City Council Work Session**  
**March 7, 2022**

**CALL TO ORDER**

The work session was called to order by Council Member Regan Gonzalez at 5:00 p.m. held virtually via WebEx.

*Council Members Present:* Maria Regan Gonzalez, Mayor; Mary Supple; Simon Trautmann; Ben Whalen; and Sean Hayford O'leary

*Staff Present:* Kelly Wynn, Administrative Assistant

<b>Item #1</b>	<b>MEETING WITH APPLICANTS OF THE CITY'S HOUSING AND REDEVELOPMENT AUTHORITY</b>
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The City Council held a meeting with the following applicants for appointment to City Housing and Redevelopment Authority:

Gordon Hanson

**ADJOURNMENT**

The work session was adjourned by unanimous consent at 6:22 p.m.

Date Approved: March 22, 2022

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Maria Regan Gonzalez  
Mayor

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Kelly Wynn  
Administrative Assistant

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Katie Rodriguez  
City Manager



# CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

## Concurrent City Council, HRA, and Planning Commission Work Session Virtual via WebEx

**March 8, 2022**

### CALL TO ORDER

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

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

Council Members Absent: None

HRA Members Present: Mary Supple, Chair; Maria Regan Gonzalez; Lee Ohnesorge

HRA Members Absent: Erin Vrieze Daniels; and Sue Sandahl

Planning Commission Members Present: Kathryn Quam, Chair; Gordon Hanson; Eddie Holmvgig-Johnson; James Rudolph; Brendan Kennealy; Brett Stursa; and Ben Surma

Planning Commission Members Absent: None.

Staff Present: Melissa Poehlman, Community Development Director; Julie Urban, Assistant Community Development Director; Chris Swanson, Management Analyst; Sack Thongvanh, Assistant City Manager; and Kari Sinning, City Clerk

Others Present: Kirsten Spreck, Director of Housing at Beacon Interfaith Housing Collaborative; Ricky Kamil, Congregational Organizer for Beacon Interfaith Housing Collaborative; Paul Mellblom, Architect at MSR Design; Ben Drew;

#### ITEM #1

**PROPOSAL BY BEACON INTERFAITH HOUSING COLLABORATIVE TO DEVELOP UP TO 40 UNITS OF SUPPORTIVE HOUSING ON THE PORTLAND AVENUE ROUNDABOUT REMNANT PARCELS (6613-25 PORTLAND AVENUE).**

Mayor Regan Gonzalez introduced Community Development Director Poehlman who gave a brief overview of the property. Community Development Director Poehlman then introduced Assistant Community Development Director Urban who read aloud Work Session Staff Report No. 7. Assistant Community Development Director Urban introduced Kirsten Spreck, Director of Housing for Beacon Interfaith Housing Collaborative. Kirsten Spreck gave a presentation that described the housing that is proposed and the need for that type of housing.

Council Member Trautmann thanked Kirsten Spreck for the presentation and asked about which communities Beacon has been working with in the City and also the organizations that they have partnered with. Kirsten Spreck stated that they have been in contact with MICC and shared that Beacon is more focused on those young adults with neurodiversity that do not have the financial or family support. A Congregational Organizer for Beacon, Ricky Kamil, stated that Woodlake Lutheran Church is a part of the collaborative and that other area churches that want to see more deeply affordable housing for the neurodivergent community in Richfield.

Council Member Whalen stated that he is generally supportive of the project and asked about the difference between efficiency and studio apartments and the need for this type of housing for this community. Kirsten Spreck stated that efficiency and studio are one in the same and explained that this type of housing has helped youth and young adults experiencing homelessness or financial hardship to get stabilized and find employment or further their educations. An architect from MSR, Paul Mellblom, explained that the trauma that people face with homelessness and other traumas can affect how people want to live and they might feel more comfortable having a one room apartment than a multi-room apartment and shared that the efficiency apartments would be around 450 square feet.

Council Member Supple shared her experience touring the 66 West site and she questioned the density for this site. Kirsten Spreck explained the cost-benefit analysis for this proposal. Council Member Supple stated her support if this project is similar to the 66 West project as there is a great need for it in the community.

HRA Commissioner Ohnesorge thanked Beacon for bringing this project proposal and asked about accessible units and zero threshold showers. Kirsten Spreck stated that there would likely be accessible units on every floor. Paul Mellblom shared that per building code they are required to have an elevator be accessible to all residents and all stairwells and doorways would meet ADA compliancy and 2% of the units would have to have hearing and/or visual aids. Kirsten Spreck shared that Beacon is dedicated to providing housing to persons with disabilities.

Council Member Hayford Oleary shared his support in this site being high density residential as smaller unit density projects have not suited this site well and also shared his thoughts regarding fair parking reduction practices for projects that are along major transit lines. Council Member Hayford Oleary expressed optimism for the project to move forward for the community.

Council Member Trautmann appreciated the comments made by Council Member Hayford Oleary and questioned the services provided for those that are transitioning out of homelessness. He shared Richfield community organizations that would appreciate the opportunity to be a community presence. Kirsten Spreck stated that each building is intended to meet the needs of the residents and depending on the residents the services provided can differ.

Planning Commissioner Kennealy agreed with the comments made by the City Council Members and questioned the number of parking stalls compared to the 66 West site and the zoning this area to high density without affecting the rest of the neighborhood. Community Development Director Poehlman stated that the comprehensive plan would need to be reassessed as the project would move forward.

Planning Commissioner Rudolph expressed excitement for the project and shared a curiosity of the hurdles that the project would need to overcome as it moves forward with respect to the lot size. Kirsten Spreck stated that the project is in line with zoning for setbacks and height which would allow for outdoor amenities for the residents.

Planning Commissioner Chair Quam asked why there is an efficiency limitation in medium density housing to which Community Development Director Poehlman explained the history of the code and how it has affected Richfield's growth. Planning Commissioner Chair Quam also asked

about the availability of units for people with disabilities and what the proposed look of the building would be like. Kirsten Spreck stated that they have not finalized the number of units that would be available as it is dependent upon research of the need in the area and also stated that the look of the building is unknown at this time since this is a preliminary proposal however the Richfield community and staff would be involved in the exterior look of the building.

Planning Commissioner Holmwig-Johnson shared concern about the long term conditions of the building. Kirsten Spreck stated the accountability to provide quality housing in the long run and Beacon reinvests in their properties to keep them in good condition for the residents.

Council Member Whalen referred back to Commissioner Kennealy's question of the number of parking stalls compared to the 66 West site. Kirsten Spreck stated that in the last few years they have created parking below grade to offer more of a safe environment and that the proposed 25 stalls is meant to be more proactive and can be discussed.

Planning Commissioner Hanson suggested that since the parking stalls at the other properties are not being used to their full advantage that the extra parking space could be used for a recreational space for the residents. Kirsten Spreck thanked Commissioner Hanson for that suggestion and stated that they will bring that idea back to the design team.

Mayor Regan Gonzalez expressed excitement and support for this project and appreciated the comments and questions from Council and Commissioners. She also thanked the presenters for the proposal.

Council Member Supple asked if there is an age restriction on the service. Kirsten Spreck explained that young adults between the age of 18 and 24 would be prioritized and stated that this is permanent supportive housing which does not put a time limit on a person's residency.

Community Development Director Poehlman stated that the commercial property next door does have interest in the property however she will relay that the policymakers are generally supportive of this possibility.

Assistant Community Development Director Urban summarized the discussion and stated the next steps:

- General consensus of approval for the high density
- 25 parking stalls might be too much for this project
- Beacon is a thoughtful provider and trying to meet the needs of the people they are serving
- Financially, this project would need the help of the HRA and additional funding which would be discussed as the project moves forward.

<b>ADJOURNMENT</b>
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The work session was adjourned by unanimous consent at 6:55 p.m.

Date Approved: March 22, 2022

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Maria Regan Gonzalez  
Mayor

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Kari Sinning  
City Clerk

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Katie Rodriguez  
City Manager



# CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

## Regular Council Meeting Virtual via WebEx

**March 8, 2022**

### CALL TO ORDER

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

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

Council Members Absent: None.

Staff Present: Sack Thongvanh, Assistant City Manager; Mary Tietjen, City Attorney; Melissa Poehlman, Community Development Director; Jane Skov, IT Manager; Kelly Wynn, Administrative Assistant; and Kari Sinning, City Clerk.

### PLEDGE OF ALLEGIANCE

Mayor Regan Gonzalez led the Pledge of Allegiance

### OPEN FORUM

Administrative 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@richfieldmn.gov](mailto:kwynn@richfieldmn.gov)

Administrative Assistant Wynn stated that there were no callers and no prior emails.

### APPROVAL OF MINUTES

M/Trautmann, S/Hayford Oleary to approve the minutes of the regular City Council Meeting of February 22, 2022.

City Clerk Sinning took roll call vote:

Regan Gonzalez: AYE  
Supple: AYE  
Trautmann: AYE

Hayford Oleary: AYE  
Whalen: AYE

Motion carried 5-0

<b>ITEM #1</b>	<b>APPROVAL OF THE AGENDA</b>
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M/Whalen, S/Supple to approve the agenda.

City Clerk Sinning took roll call vote:

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

Motion carried 5-0

<b>ITEM #2</b>	<b>CONSENT CALENDAR</b>
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Assistant City Manager Thongvanh presented the consent calendar.

- A. Consider the approval of a resolution of support for proposed legislation (SF 2768/HF 2908) that would provide limited liability to commercial salt applicators that receive certification through an established voluntary salt applicator program as offered through the Minnesota Pollution Control Agency (MPCA) (Staff Report No. 36)

**RESOLUTION NO. 11950**

**RESOLUTION SUPPORTING LEGISLATION THAT PROVIDES  
LIMITED LIABILITY TO COMMERCIAL SALT APPLICATORS THAT  
ARE CERTIFIED THROUGH AN ESTABLISHED VOLUNTARY SALT  
APPLICATOR CERTIFICATION PROGRAM**

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

City Clerk Sinning took roll call vote:

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

Motion carried 5-0

<b>ITEM #3</b>	<b>CONSIDERATION OF ITEMS, IF ANY, REMOVED FROM CONSENT CALENDAR</b>
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None.

<b>ITEM #4</b>	<b>SECOND READING OF A PROPOSED ORDINANCE AMENDMENT ESTABLISHING REGULATIONS FOR ELECTRIC VEHICLE CHARGERS. (STAFF REPORT NO. 37)</b>
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Council Member Whalen presented Staff Report 37.

Community Development Director Poehlman explained that this item is very similar to what was brought to the work session with the Planning Commission and that the Planning Commission approved this item unanimously.

Council Member Hayford Oleary expressed curiosity about the parking reduction one or the other with regards to bicycle parking or EV parking and asked why the applicant should not be able to do both. Community Development Director Poehlman explained that there would need to be larger discussions with the group to approve residential buildings to go below one parking spot per unit. Council Member Hayford Oleary appreciated the explanation and the option to reduce parking. He also expressed overall excitement for the implementation of EV chargers.

M/Whalen, S/Hayford Oleary to approve 1) the attached ordinance amendment establishing regulations for electric vehicle chargers; and 2) a resolution authorizing summary publication of said ordinance.

**BILL NO. 2022-3**

**AN ORDINANCE AMENDMENT ESTABLISHING REGULATIONS  
FOR ELECTRIC VEHICLE CHARGERS**

**RESOLUTION NO. 11951**

**RESOLUTION APPROVING SUMMARY PUBLICATION OF AN  
ORDINANCE ESTABLISHING REGULATIONS FOR ELECTRIC  
VEHICLE CHARGERS**

Council Member Whalen also expressed his excitement for this update to the city code and stated that this a great start to the Council goal of sustainability.

City Clerk Sinning took roll call vote:

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

Motion carried 5-0.

<b>ITEM #5</b>	<b>SECOND READING OF AN ORDINANCE AMENDING ZONING REGULATIONS FOR FIREARM SALES, REPAIR, AND OTHER RELATED USES. (STAFF REPORT NO. 38)</b>
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Council Member Trautmann presented Staff Report 38.

M/Trautmann, S/Supple to approve 1) an ordinance amending zoning regulations for firearm sales, repair, and other related uses; and 2) a resolution authorizing summary publication of said ordinance.

**BILL NO. 2022-4**

**AN ORDINANCE AMENDING REGULATIONS IN THE GENERAL  
BUSINESS (C-2) AND MIXED USE (MU-C AND MU-R) DISTRICTS  
RELATED TO USES INVOLVING FIREARMS**

**RESOLUTION NO. 11952**

**RESOLUTION APPROVING SUMMARY PUBLICATION OF AN  
ORDINANCE AMENDING REGULATIONS FOR FIREARM SALES,  
REPAIR, AND OTHER RELATED USES**

Council Member Whalen commented that this agenda item was staff initiated and appreciated the efforts to update this code to the current online sales.

Mayor Regan Gonzalez expressed gratitude to staff for researching and updating this code.

City Clerk Sinning took roll call vote:

Regan Gonzalez: AYE

Supple: AYE

Trautmann: AYE

Hayford Oleary: AYE

Whalen: AYE

Motion carried 5-0.

<b>ITEM #6</b>	<b>CONSIDER A FIRST READING OF A TRANSITORY ORDINANCE TO REAFFIRM THE CURRENT WARD DISTRICT BOUNDARIES THAT MEET THE EQUAL POPULATION CRITERIA. (STAFF REPORT NO. 39)</b>
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Council Member Hayford Oleary presented Staff Report 39.

City Clerk Sinning asked Council for feedback regarding the proposed precinct plans.

Council Member Supple thanked City Clerk Sinning for not reducing the number of precincts and supported a precinct plan that would make it easiest for voters.

Council Member Trautmann expressed concerns for voters on the north side of Wood Lake that would have trouble getting to a potential polling location. City Clerk Sinning stated voter outreach would be conducted to make sure those voters either vote absentee or have transportation to the polling location on election day.

Council Member Whalen commented on creating straighter boundary lines if possible.

Council Member Hayford Oleary also agreed with Council Member Whalen and also asked if voters have expressed discomfort or complaints about voting in churches. City Clerk Sinning stated that there has been any to her knowledge, however, if someone does there are options to vote curbside at the polling location or absentee before election day.



Council Member Supple thanked City Clerk Sinning for the detailed information.

City Clerk Sinning explained of the jaded boundary lines instead of using straight lines is to keep the precincts as close to even as possible while considering future residential developments in the precincts.

M/Hayford Oleary, S/Whalen to approve first reading of the attached transitory ordinance establishing ward boundaries following the 2020 census data and conforming to redistricting requirements pursuant to Minnesota5 Statutes and City Charter and schedule a public hearing and second reading for March 22, 2022.

Mayor Regan Gonzalez commented that whatever is easiest for voters and to get as many people to the polls as possible. She also thanked City Clerk Sinning for her leadership and all the work she has been doing as City Clerk.

City Clerk Sinning took roll call vote:

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

Motion carried 5-0.

<b>ITEM #7</b>	<b>CONSIDER THE APPROVAL OF A RESOLUTION MODIFYING THE HEALTH CARE SAVINGS PLAN FOR COUNCIL MEMBERS. (STAFF REPORT NO. 40)</b>
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Council Member Supple presented Staff Report 40.

M/Supple, S/Whalen to adopt a resolution modifying the Health Care Savings Plan for Council Members.

**RESOLUTION NO. 11953**

**RESOLUTION AMENDING THE CITY COUNCIL POST  
EMPLOYMENT HEALTH CARE SAVINGS PLAN**

Council Member Whalen thanked the Council for the willingness to change the plan.

City Clerk Sinning took roll call vote:

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

Motion carried 5-0.

<b>ITEM #8</b>	<b>CITY MANAGER'S REPORT</b>
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Assistant City Manager Thongvanh did not have any updates.

<b>ITEM #9</b>	<b>CLAIMS AND PAYROLL</b>
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M/Whalen, S/Trautmann that the following claims and payrolls be approved:

<b>U.S. Bank</b>	<b>3/8/2022</b>
A/P Checks: 304296 – 304643	\$1,349,329.37
Payroll: 168653 – 168953	\$ <u>772,672.51</u>
TOTAL	\$2,122,001.88

City Clerk Sinning took roll call vote:

Regan Gonzalez: AYE

Supple: AYE

Trautmann: AYE

Hayford Oleary: AYE

Whalen: AYE

Motion carried 5-0

<b>ITEM #10</b>	<b>HATS OFF TO HOMETOWN HITS</b>
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As spring nears Council Member Hayford Oleary thanked Public Works for a successful winter under the new policy and expressed excitement for discussion regarding the policy change. He also mentioned the Adopt a Storm Drain program to keep neighborhoods dry and clean.

Council Member Whalen mentioned the Kids @ Home Program application availability. He also gave a brief update on the organics collection program which about 327,000 pounds of food waste have been collected since the start of the program.

Council Member Trautmann mentioned that IT Staff, Trevor Doran, is leaving the City and took an opportunity to thank Jane Skov and the IT department for their work throughout the pandemic and beyond. He lifted up the Human Rights Commission's legal clinic for Richfield Residents and encouraged lawyers in the City to participate. He also mentioned the Gene and Mary Jacobsen Outstanding Citizen Award nominations are available on the website to honor a neighbor.

Council Member Supple thanked the residents for the feedback given for the strategic management survey and the listening sessions for I-494. She also thanked the commission members and mentioned the display cases available for artists to display work at the Community Center and Municipal Center.

Mayor Regan Gonzalez extended thanks and appreciation to the communications team, Neil Ruhland and Kate Aitchison, for sharing the important information to the residents and sharing resources to the community.

<b>ITEM #11</b>	<b>ADJOURNMENT</b>
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The meeting was adjourned by unanimous consent at 7:52 p.m.

Date Approved: March 22, 2022

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Maria Regan Gonzalez  
Mayor

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Kari Sinning  
City Clerk

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Katie Rodriguez  
City Manager



# CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

## Special City Council Meeting

March 15, 2022

### CALL TO ORDER

The meeting was called to order by Mayor Regan Gonzalez at 4:00 p.m. held virtually via WebEx.

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

*Staff Present:* Katie Rodriguez, City Manager; Sack Thongvanh, Assistant City Manager; Amy Markle, Recreation Services Director; Mike Dobesh, Fire Chief; Jay Henthorne, Police Chief; Melissa Poehlman, Community Development Director; Kristin Asher, Public Works Director; Neil Ruhland, Communications Manager; and Chris Swanson, Management Analyst

### Item #1

### PRESENTATION AND DISCUSSION OF THE ORGANIZATIONAL PROFILE AND ENVIRONMENTAL SCAN WITH CONSULTANT, CRAIG RAPP

Consultant, Craig Rapp, presented findings of the organizational profile and environmental scan and facilitated conversation with Council Members and Staff.

### ADJOURNMENT

The work session was adjourned by unanimous consent at 6:40 p.m.

Date Approved: March 22, 2022

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Maria Regan Gonzalez  
Mayor

\_\_\_\_\_  
Kari Sinning  
City Clerk

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Katie Rodriguez  
City Manager



**STAFF REPORT NO. 42**  
**CITY COUNCIL MEETING**  
**3/22/2022**

REPORT PREPARED BY: Ryan Krzos, Planner

DEPARTMENT DIRECTOR REVIEW: Melissa Poehlman, Community Development Director  
3/8/2022

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
3/17/2022

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider a resolution approving a request for a Conditional Use Permit to allow a Class III restaurant (fast food/convenience restaurant) at 4 - 66th Street East (Richfield Shoppes).**

**EXECUTIVE SUMMARY:**

La Michoacana Tasty (Applicant) is proposing to open a Class III restaurant (fast food/convenience restaurant) in the multi-tenant shopping center known as Richfield Shoppes. Fast food/convenience restaurants are those where customers order and are served their food at a counter to be taken to a table or counter to be consumed. The Applicant is not proposing a drive-through facility. Class III restaurants are a conditionally permitted use in the General Business (C-2) District.

The Applicant is proposing to occupy 2,816 square feet of the property. This space was previously occupied by Payless Shoes. The entire shopping center would continue to meet parking requirements when accounting for the proposed use as calculated by the Zoning Code as further described in the policy section of this report. A full discussion of Conditional Use Permit (CUP) requirements can be found in an attachment to this report.

At their February 28 meeting, the Planning Commission conducted a public hearing and unanimously approved a motion recommending approval of the CUP. Finding that the proposal meets requirements, staff recommends approval of the CUP.

**RECOMMENDED ACTION:**

**By motion: Approve the attached resolution granting a Conditional Use Permit to allow a Class III restaurant at 4 - 66th Street East (Richfield Shoppes).**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

- The subject site was constructed as a shopping center in the 1940s.
- The most recent tenant of the area proposed for this use was Payless Shoes.
- In 2013, a CUP for a Class I (full service) restaurant was granted to a separate restaurant (El Tejaban) within the shopping center. At that time a professionally-prepared parking study was submitted that demonstrated sufficient off-street parking was provided to meet the demand for the

shopping center. As noted in the policy section of this report, required parking for food service users within shopping centers need not be calculated separately if certain conditions are met, which would be the case with this application.

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

- Section 534.07 subd.7 states that fast food/convenience restaurants (Class III) are a conditional use in the C-2 General Business District. There are no specific stipulations for a Class III restaurant that does not have a drive-through facility.
- A full discussion of the general CUP requirements can be found as an attachment to this report.
- Typically, additional required parking is to be provided with a change from a retail use to a restaurant; due to the higher ratio of required stalls per floor area. However, Section 544.13 states that parking requirements for restaurants or food service within shopping centers need not be calculated separately from that which is required for retail uses if the use/site meets the following criteria:
  - The shopping center floor area is over 20,000 square feet.
  - The restaurant does not have wait staff serving food directly to the customer while seated.
  - Intoxicating liquor sales at the restaurant shall not exceed five percent of annual revenue.
  - The restaurant does not have in-vehicle sales or service.
  - The combined total of all restaurants and food services total less than 25 percent of the gross floor area of the building and shopping center.

Each of these conditions are/will be met. Therefore, the code does not require a separate calculation of parking requirements for the proposed use.

- Section 544.17 subd. 1 establishes that restaurants must install odor control systems when within 150 feet of planned or existing residential uses if using kitchen equipment requiring a type 1 ventilation hood (as determined by State Building Code). The tenant area subject to this request exceeds 150 feet from the nearest residential property therefore, this odor control provision does not apply.

**C. CRITICAL TIMING ISSUES:**

60-DAY RULE: The 60-day clock 'started' when a complete application was received on January 3, 2022. Since the time for the next available regular Council meeting in March exceeds the 60-day time period the City extended the deadline for issuing a decision an additional 18 days until March 22nd.

**D. FINANCIAL IMPACT:**

The required application fees have been paid.

**E. LEGAL CONSIDERATION:**

- Notice of the February 28 Planning Commission public hearing was published in the Sun Current newspaper and mailed to properties within 350 feet of the site on February 17. No members of the public provided comment at the public hearing.
- The Planning Commission unanimously approved a motion recommending approval of the CUP.

**ALTERNATIVE RECOMMENDATION(S):**

- Approve the proposal with modifications.
- Deny the CUP with a finding that requirements are not met.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

Veronica Velazquez-Vazquez, Applicant

**ATTACHMENTS:**

Description	Type
❑ Resolution - CUP Approval - La Michoacana Tasty	Resolution Letter
❑ Required Findings	Backup Material
❑ Zoning Map	Exhibit
❑ 2040 Comp Plan Designations	Exhibit
❑ Plans and Project Narrative	Exhibit



**RESOLUTION NO.**  
**RESOLUTION APPROVING A**  
**CONDITIONAL USE PERMIT FOR A RESTAURANT**  
**AT 4 - 66TH STREET EAST**

**WHEREAS**, an application has been filed with the City of Richfield which requests approval of a conditional use permit to allow a Class III (Fast Food/Convenience) restaurant at property commonly known as Richfield Shoppes, addressed as 4 - 66th Street East, and legally described as follows:

Lots 1-15 inclusive except that part of Lot 9 lying south of the north 49.00 feet thereof and east of the west 38.00 feet of said Lot 9, Town's Edge, Village of Richfield, Hennepin County, Minnesota

**WHEREAS**, the Planning Commission of the City of Richfield held a public hearing and recommended approval of the requested conditional use permit at its February 28, 2022 meeting; and

**WHEREAS**, notice of the public hearing was published in the Sun Current and mailed to properties within 350 feet of the subject property on February 17, 2022; and

**WHEREAS**, the requested conditional use permit meets the requirements necessary for issuing a conditional use permit as specified in Richfield's Zoning Code, Subsection 547.09 and as detailed in City Council Staff Report No.\_\_\_\_; and

**WHEREAS**, the City has fully considered the request for approval of the conditional use permit;

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

1. A conditional use permit is issued to allow a Class III Restaurant, as described in City Council Letter No. \_\_\_\_\_, on the Subject Property legally described above.
2. This conditional use permit is subject to the following conditions in addition to those specified in Section 547.09 of the City's Zoning Ordinance:
  - That the recipient of this conditional use permit record this Resolution with the County, pursuant to Minnesota Statutes Section 462.36, Subd. 1 and the City's Zoning Ordinance Section 547.09, Subd. 8. A recorded copy of the approved resolution must be submitted to the City prior to the issuance of an occupancy permit.
  - All rooftop or ground mechanical equipment must be screened, per Zoning Code Section 544.05.
  - The applicant is responsible for obtaining all required permits, compliance with all requirements detailed in the City's Administrative Review Committee Report dated January 13, 2022, and compliance with all other City and State regulations.
  - Prior to the issuance of an occupancy permit the applicant must submit a surety equal to 125% of the value of any improvements and/or requirements not yet complete. This surety shall be provided in the manner specified by the Zoning Code.



3. The conditional use permit shall expire one year after issuance unless 1) the use for which the permit was granted has commenced; or 2) Building permits have been issued and substantial work performed; or 3) Upon written request of the applicant, the Council extends the expiration date for an additional period not to exceed one year. Expiration is governed by the City Zoning Ordinance, Section 547.09, Subdivision 9.
4. This conditional use permit shall remain in effect for so long as conditions regulating it are observed, and the conditional use permit shall expire if normal operation of the use has been discontinued for 12 or more months, as required by the City's Zoning Ordinance, Section 547.09, Subd. 10.

Adopted by the City Council of the City of Richfield, Minnesota this 22nd day of March 2022.

---

Maria Regan Gonzalez, Mayor

ATTEST:

---

Kari Sinning, City Clerk

## Code Requirements / Required Findings

**Part 1 – Conditional Use Permit:** The findings necessary to issue a Conditional Use Permit (CUP) are as follows (547.09, Subd. 6):

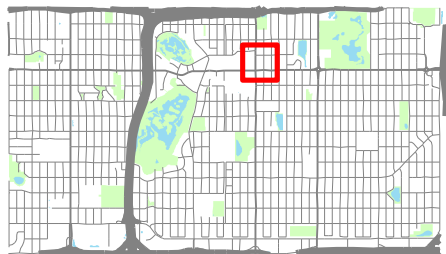
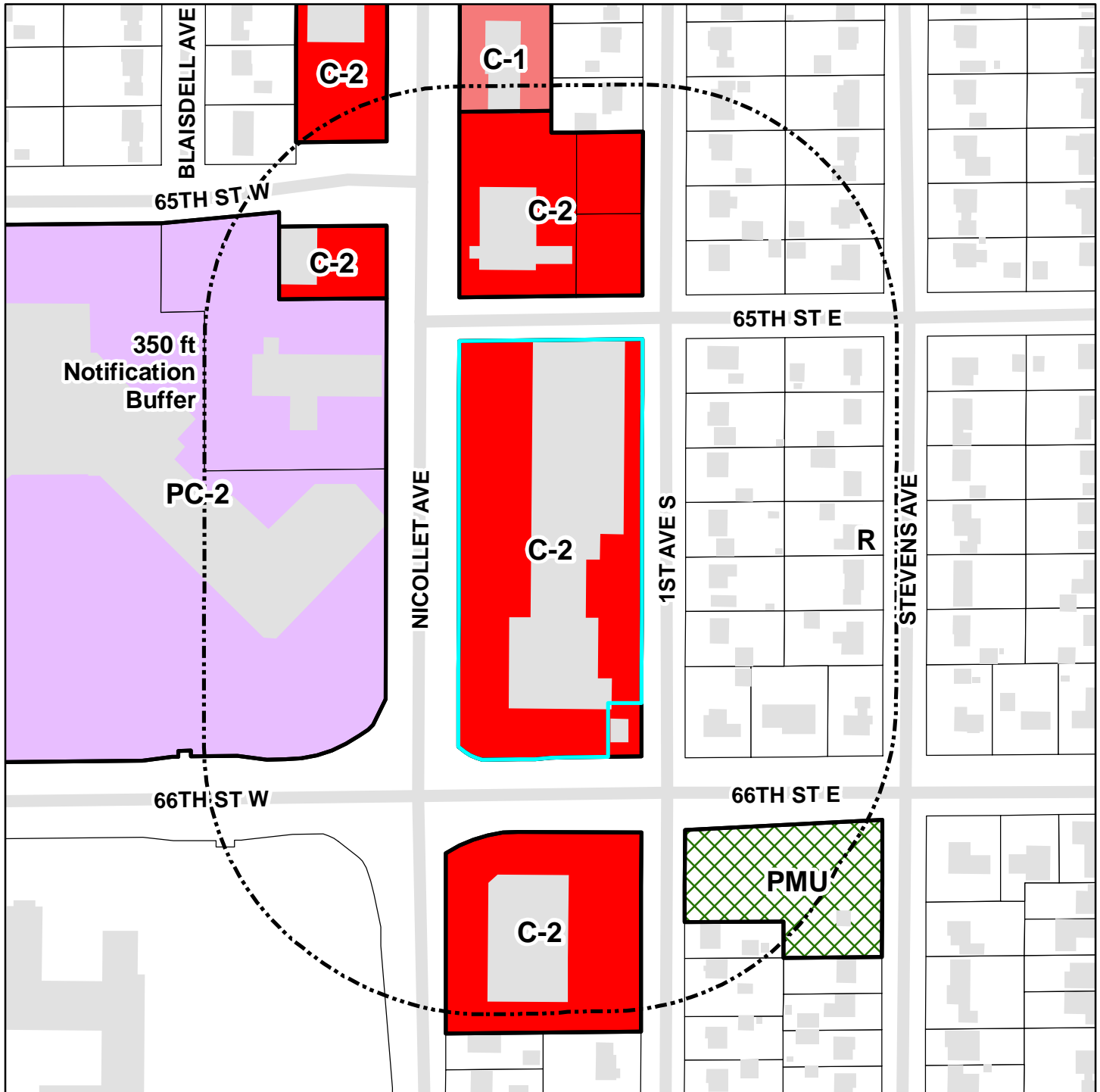
1. *The proposed use is consistent with the goals, policies, and objectives of the City's Comprehensive Plan.* The proposed use of the property is consistent with the guiding "Mixed Use" designation. The Comprehensive Plan identifies a number of goals and policies related to economic development and support for business and employment growth. The proposal is consistent with these goals and policies.
2. *The proposed use is consistent with the purposes of the Zoning Code and the purposes of the zoning district in which the applicant intends to locate the proposed use.* The purpose of the Zoning Code is to protect and promote the public health, safety, aesthetics, economic viability, and general welfare of the City. The purpose of the General Business (C-2) District is to allow a wide variety of commercial businesses that are attractive and compatible with nearby residential properties. The proposal is consistent with these purposes.
3. *The proposed use is consistent with any officially adopted redevelopment plans or urban design guidelines.* There are no specific redevelopment plans or design guidelines that apply to the property.
4. *The proposed use is or will be in compliance with the performance standards specified in Section 544 of this code.* The proposed use will likely maintain the status quo with performance standards requirements. The shopping center is nonconforming with regard to a number of zoning requirements including landscaping, impervious coverage, and parking lot configuration. City Ordinances require that nonconforming sites be brought into compliance when building expansion occurs. Since no building expansion is proposed, the site may continue in with these nonconformities present.
5. *The proposed use will not have undue adverse impacts on governmental facilities, utilities, services, or existing or proposed improvements.* The City's Public Works and Engineering Departments have reviewed the proposal and do not anticipate any issues.
6. *The use will not have undue adverse impacts on the public health, safety, or welfare.* The nature of the proposed use is such that there are not likely any threats to public health, safety and welfare. Adequate provision would be in place to protect public health, safety and welfare.
7. *There is a public need for such use at the proposed location.* Staff regularly hears from residents that a variety of dining establishments are desired in the community. This requirement is met.
8. *The proposed use meets or will meet all the specific conditions set by this code for the granting of such conditional use permit.* There are no specific conditions applicable to a class III restaurant without a drive-through; therefore, this requirement is met.



# 4 - 66th Street E

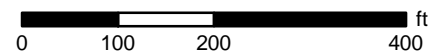
## Surrounding Zoning

Case No: 22-CUP-02



### Zoning Districts

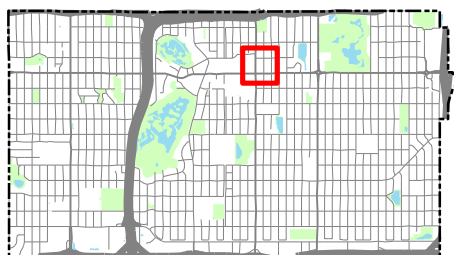
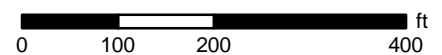
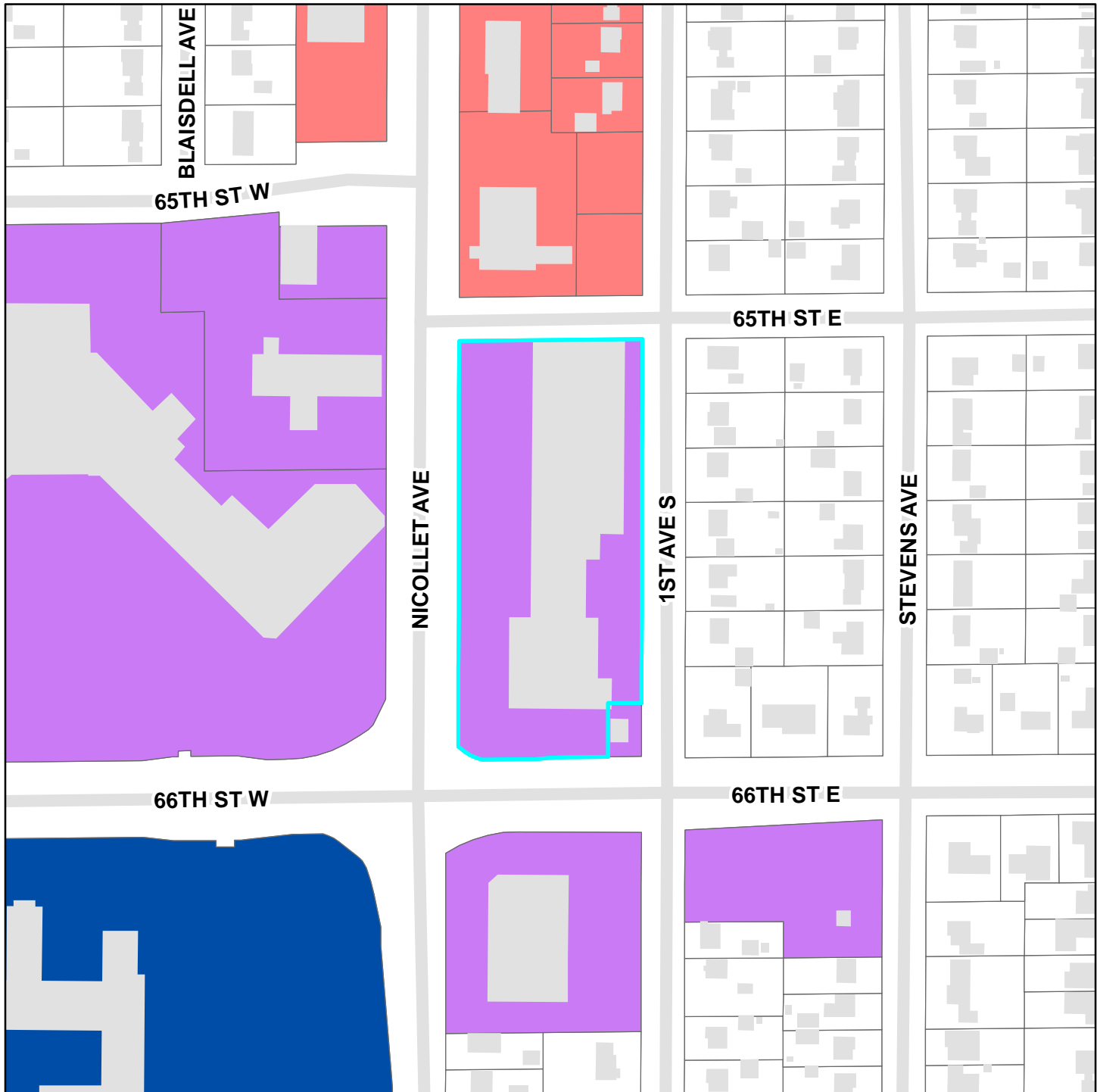
R Single-Family	MR-2/CAC Multi-Fam + Cedar Overlay	PC-2 Planned General Commercial	MU-C/PAC Mixed Use + Penn Overlay
R-1 Low-Density Single-Family	MR-3 High-Density Multi-Family	PMU Planned Mixed Use	MU-N Mixed Use-Neighborhood
MR-1 Two-Family	SO Service Office	MU-C Mixed Use-Community	MU-R Mixed Use-Regional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





# 4 - 66th St E

## 2040 Comprehensive Plan Designations



### 2040 Planned Land Use

- |                          |                            |
|--------------------------|----------------------------|
| Mixed Use                | Medium Density Residential |
| Regional Commercial      | Low Density Residential    |
| Community Commercial     | Park                       |
| Neighborhood Commercial  | Quasi-Public               |
| High Density Residential | Right-of-Way (ROW)         |



Wednesday, October 13, 2021

Veronica Velazquez-Vazquez  
Jorge Rangel Castro  
JV COMMITMENT INC  
DBA LA MICHOACANA TASTY  
Direct (612) 242-6003  
[Velazquez.office@gmail.com](mailto:Velazquez.office@gmail.com)

To Whom It May Concern,

I am writing to you regarding the basic description of the project:

LA MICHOACANA TASTY, will be providing 2 concepts into one.

1 – Ice Cream Shop. High quality Popsicles, Ice Cream, Stick Free Popsicles (traditionally know in Mexico as “Bolis”), Cups, Snow Cones, naturally made from scratch Fruit Fresh Water (known as “Aguas Frescas”), Mexican street snacks and more.

2 – Burger Shop. Traditional and Mexican Flavors, both combined to reach all type of food taste preferences. Hamburgers, Hot Dogs, Chicken Stripes, French Fries, Papas Locas (Mexican style prepared fries), Drinks and Shakes.

We are marring both concepts together to reach more than one culture. It is a perfect style for daytime, evenings, and nighttime. What’s more important, this concept is ideal for individuals, couples, and family in general. Also, La Michocana Tasty Menu not only serves lunch/dinner, but snacks for anytime in the day to dine in and/or take out preferences.

This location has lots of heavy pedestrian foot traffic and we strongly believe that La Michoacana Tasty will be a hit for this community.

Please, do not hesitate to contact us at the above information anytime.

Kids Regards,



Veronica Velazquez-Vazquez

10/13/2021

Date



# MICHOACANA TASTY

BUILDING MANAGER

MID-AMERICA

5353 WAYZATA BOULEVARD, SUITE 650  
MINNEAPOLIS, MINNESOTA 55416

CONTACT:  
PHONE: 952-563-6600  
EMAIL:

TENANT

MICHOACANA TASTY

4 EAST 66TH STREET  
RICHFIELD, MN 55423

CONTACT:Veronica Velazquez-Vazquez  
PHONE: 612-242-6003  
EMAIL: velazquez.office@gmail.com

ARCHITECTURE + DESIGN

PLANFORCE GROUP

4931 WEST 35TH STREET, SUITE 200  
ST. LOUIS PARK, MN 55416

CONTACT: Ryan Schroeder  
PHONE: 952-541-9969  
EMAIL: ryan.schroeder@planforcegroup.com

GENERAL CONTRACTOR

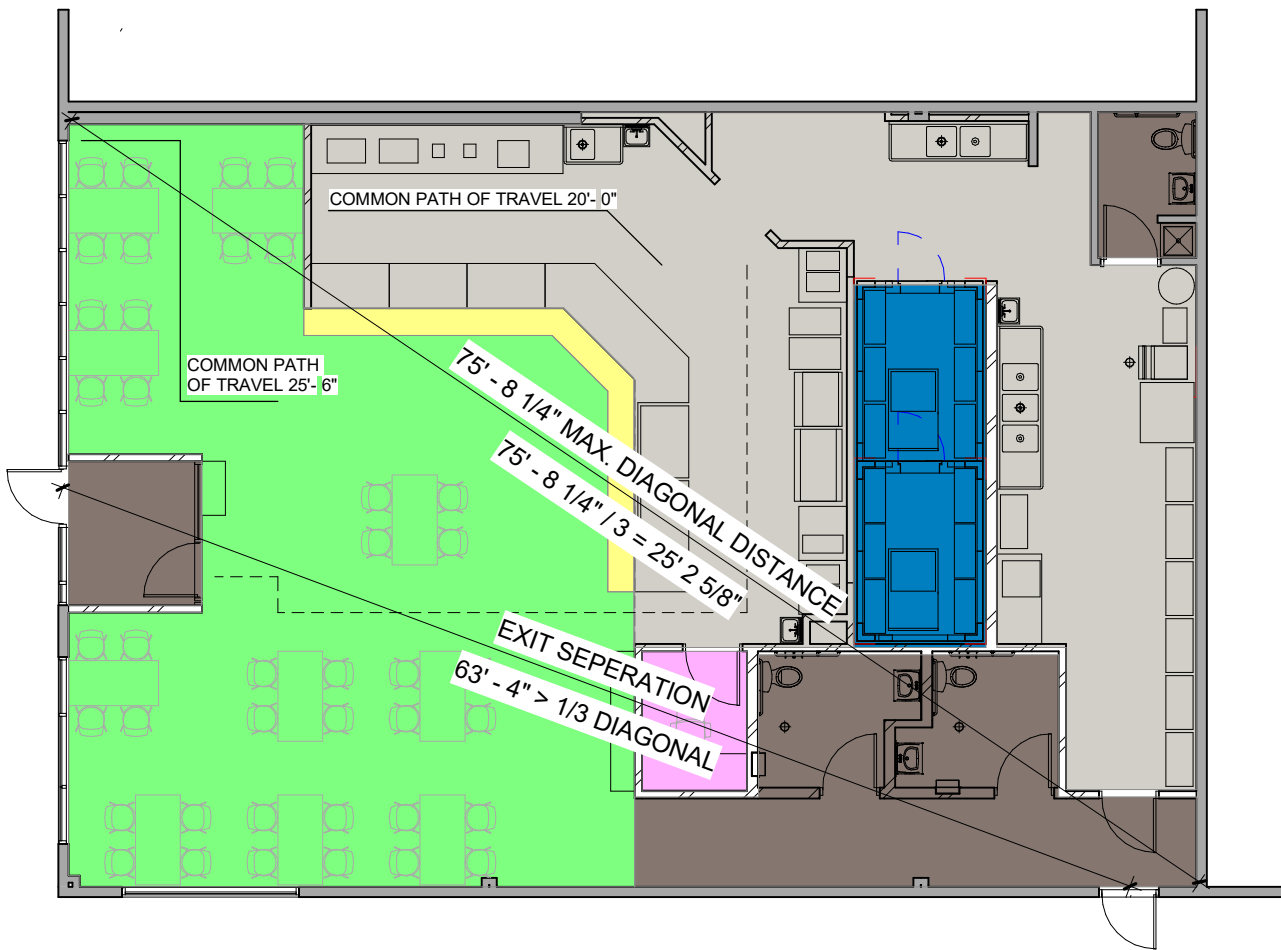
X

ADDRESS

CONTACT:  
PHONE:

ENGINEERING

DESIGN BUILD  
BY  
CONTRACTOR



KEY PLAN - TENANT

## CODE REVIEW

**Codes:**  
State Building Code: 2020 MN Building Code  
Model Building Code: 2018 International Code Council  
Conservation Code: 2020 MN Conservation Code for Existing Buildings (IEBC)  
Accessibility Code: 2020 MN Accessibility Code (IBC Chptr 11 & ICC-A117.1-2009)  
Energy Code: 2020 MN Energy Code (IECC 2018 or ASHRAE 90.1-2016)  
Mechanical Code: 2020 MN Mechanical and Fuel Gas Code (IMC & IFGC)  
Plumbing Code: 2020 MN Plumbing Code (UPC 2018)  
Electrical Code: 2020 NEC National Electrical Code  
Fire Code: 2020 MN Fire Code (IFC)

**Building Data:** CONSTRUCTION TYPE: II-B, FULLY SPRINKLERED

**Separated Occupancies (Table 508.4)**  
• Table 508.4: Required Separation of Occupancies (Hours)  
• Occupancies 'A' to 'B' / 'M' 1 hour required, existing

**Corridor Rated Construction (Section 1020)**  
• Corridors shall be fire resistance rated in accordance with Table 1020.1  
• Exception #4: non rated corridors serving group B occupancies where only a single means of egress is required per 1006.2.  
• B Occupancy requiring only single means of egress: No rated walls required  
• Table 1020.1: Corridor Fire-Resistance Rating  
• Occupancy Type 'A, B, E, F, M, S, U' < 30 OL without sprinkler system: No rated walls required  
• Occupancy Type 'A, B, E, F, M, S, U' > 30 OL without sprinkler system: 1 hour rated walls required  
• Occupancy Type 'A, B, E, F, M, S, U' > 30 OL with sprinkler system: No rated walls required  
Rated Occupancy Separations or Corridors provided: None provided / Provided

**Occupant Load Calculations (Section 1004/ Table 1004.5):**  
**Occupants:**  
Dining Room (Table and Chairs) 1,020 NSF / 15 68 OCC  
Ordering Line ( Queue) 45 NSF / 5 9 OCC  
Commercial Kitchen 925 GSF / 200 5 OCC  
Storage and Walk-in Refrigeration 148 GSF / 300 1 OCC  
Accessory Office 45 GSF / 150 1 OCC  
Circulation / Construction 391 GFS / 0 0 OCC  
Total Occupant Load 2,574 SF 84 OCC

**Exit Width Required (Section 1005.2):**  
Other than Sprinklered 0.15 x 84 = 12.6"  
TOTAL REQUIRED WIDTH 84 =12.6"  
Exit Width Provided: 2 x 33" = 66"

**Egress from Spaces (1006.2)**  
**Egress based on Occupant Load and Common Path of Travel (1006.2.1)**

**Spaces with One Exit or Exit Access Doorway (Table 1006.2.1):**  
Occupancy A  
Calculated Occupant Load 84  
Max Occupant Load of Space 49  
Max Common Path of Egress Travel Distance w sprinkler: 75'

**Common Path of Egress Travel Distance:** 25'-6"

**Number of Exits Required (Section 1006.2.1, 1006.2.1.1)**  
Number of Exits Required: (OL ≤ 30 & CPETD < x') 2  
Number of Exits Provided, (suite) Space: 2

**Two Exits and Exit Access Doorway distance apart (Section 1007.1.1)**  
Two: Not less than 1/2 (1/3 exception 2) of the overall area diagonal: 75' - 8' / 25'-3"

**Exit Access Travel Distance Maximum (Section 1017.2):**  
A, E, F-1, M, R, S-1 Occupancy, w/ Sprinkler 250' Maximum

**Minimum Corridor Width (Section 1020.2):**  
Occupant Load less than 50 44"  
Access to MEP equipment 36"  
24"

**Dead Ends (Section 1020.4)**  
More than one exit or exit access doorway required: 20' max  
Exception #2 (B, E, F, M, S, U) Fully Sprinklered building: 50' max

**RESTROOM FIXTURE CALCULATION (Table 2902.1):**

OCCUPANCY TYPE	Occupant Load Factor	Square Footage	Number of Occupants	Occupants by Gender		Toilets Required by Gender		Toilets Required by Gender		Lavatories Required by Gender		Drinking	Utility
				Men	Women	Men	Women	Men	Women	Men	Women		
BUSINESS OFFICE	150	45	0.30	0.15	0.15	0.01	0.01	0.01	0.01	0.01	0.01	0.00	0
STORAGE	300	148	0.49	0.25	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
COMMERCIAL KITCHEN	200	925	4.61	2.31	2.31	0.05	0.05	0.05	0.05	0.05	0.05	0.01	0
RESTAURANT DINING	15	45	0.00	4.50	4.50	0.21	0.11	0.11	0.11	0.06	0.06	0.01	0
ASSISTORY CONSTRUCTION	15	1,020	68.00	34.00	34.00	0.91	0.45	0.45	0.34	0.17	0.17	0.14	0
		391											
TOTAL REQUIRED			2,574	82		41	41	1.19	0.60	0.32	0.30	0.20	1
PROVIDED						1	1.00	1.00	1	1.00	1.00	0.74	1

\* Separate facilities shall not be required in structures or tenant spaces with a total occupant load, including both employees and customers, of 25 or less.  
\*\* A drinking fountain shall not be required in buildings or tenant spaces having an occupant load of less than 50.  
\*\*\* For business and mercantile classifications with an occupant load of 50 or fewer, a service sink shall not be required.

**Drinking Fountains**  
footnote i, water served in restaurants, drinking fountain shall not be required.

**Separate Facilities (Section 2902.2)**  
Separate Facilities shall be provided for each sex.

**Access (Section 2902.3.1)**  
Route to public toilet facility shall not pass through kitchens, storage rooms or closets.

**Prohibited Locations (Section 2902.3.1)**  
Toilet rooms shall not open directly into a room used for preparation of food for service to the public.

**Removal of Barriers**  
Project Limit of Work Area Interior to Tenant Suite  
New Work Comply with Accessibility Code

**Alterations affecting an area of containing a primary function (Section 1103.2.16, IEBC Section 305.6)**  
Alteration affects the accessibility to or contains a primary function, the accessible route to the primary function shall be accessible. Accessible. Primary function area shall include toilet facilities, parking facilities, and drinking fountains serving the primary function.

**Exceptions:**  
1. the costs of providing the accessible route are not required to exceed 20 percent of the costs of alterations affecting the area of primary function. Such work shall be documented per Change Orders as accepted by the Owner:  
1. No work Proposed.  
2.

## SHEET INDEX

C1 PERMIT 12-22-21  
P1 SCHEMATIC 11-30-21

**COVER**  
□ □ □ □ □ □ □ □ □ □ A0.0  
□ □ □ □ □ □ □ □ □ □ A0.1

**ARCHITECTURAL**  
□ □ □ □ □ □ □ □ □ □ D1.0  
□ □ □ □ □ □ □ □ □ □ A1.0  
□ □ □ □ □ □ □ □ □ □ A1.1  
□ □ □ □ □ □ □ □ □ □ A1.3  
□ □ □ □ □ □ □ □ □ □ A1.4  
□ □ □ □ □ □ □ □ □ □ A2.0

Cover Sheet  
Referenced Accessibility Details  
Demolition Plan  
Floor Plan  
Reflected Ceiling Plan  
Finishes Plan  
Kitchen Equipment and Furnishings Plan  
Plan Enlargements & Interior Elevations

## SYMBOLS

← EXIT DOOR

## SUBMITTALS

ENGINEERING BY CONTRACTOR AS DESIGN-BUILD. RETURN THE FOLLOWING SUBMITTALS TO DESIGNER FOR REVIEW:

- ELECTRICAL ENGINEER PLAN
- LIGHTING ENGINEER PLAN
- HVAC ENGINEER PLAN
- PLUMBING ENGINEER PLAN
- SPRINKLER ENGINEER PLAN
- MILLWORK SHOP DRAWINGS
- DOOR/HARDWARE SCHEDULE
- FINISH SELECTION, DRAW DOWNS
- WOOD DOOR STAIN SAMPLE
- LIGHT FIXTURE ENERGY CALCULATION
- LOW-VOLTAGE / ALARM ENGINEER PLAN
- PLUMBING FIXTURE CUT SHEETS

## TIMING OF WORK

Demolition and construction shall occur during normal business hours. Contractor shall coordinate loud and dirty work with landlord to minimize disruption to adjacent tenants.

## TENANT WORK

The following shall be provided by tenant and/or tenant's vendor, at tenant expense, and is not included in this work package.  
1. Low voltage cabling, equipment, installation and operation of low voltage equipment.  
2. Security system equipment, installation and monitoring.  
3. Audio visual equipment, wiring, projectors, screens, speakers, amplifiers and associated equipment.  
4. Server room: racks, computer equipment, back-up power system, ladder racks, mounting blocks and all associated equipment and wiring (contractor shall install electrical connections to back-up power equipment).  
5. Appliances: refrigerator, microwaves, coffee makers, toasters, dishwasher, oven, all associated kitchen utensils and tools contractor shall include installation of major appliances).  
6. Art & accessories.  
7. Signage and logos.

## BID ALTERNATES

Alternate #1:  
Alternate #2:



4931 West 35th Street  
Suite 200  
St. Louis Park, Minnesota

952.541.9969

planforcegroup.com

## MICHOACANA TASTY

### RICHFIELD SHOPPES

4 East 66th Street  
Richfield, MN

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

Signature: *Ryan Schroeder*  
Name: Ryan Schroeder  
Registration: #50047  
Project Contact: RYAN SCHROEDER  
Phone Number: 952-541-9969

NO.	Print History	Date
P1	SCHEMATIC	11-30-21
C1	PERMIT	12-20-21
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-

NO.	Description	Date

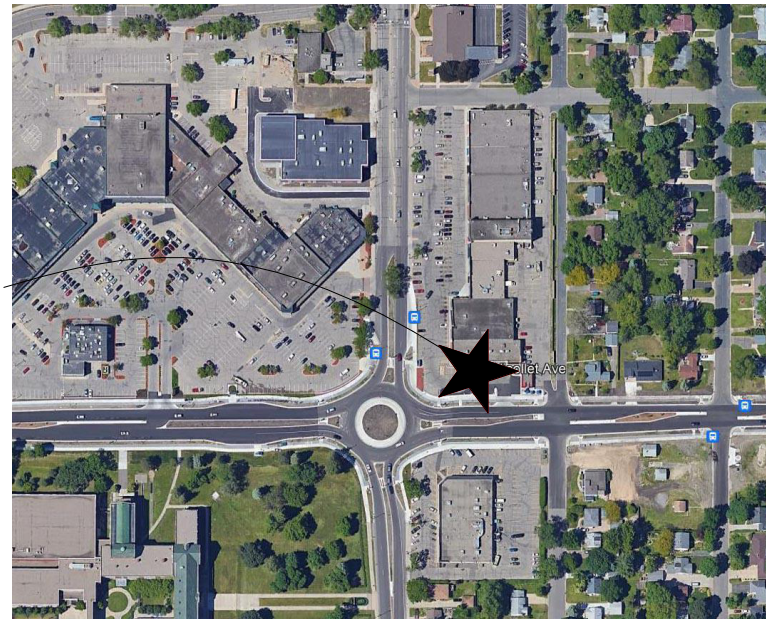
Project 21304  
Drawn CD  
Checked CLB

Cover Sheet

## A0.0

LOCATION MAP  
4 East 66th Street  
Richfield, MN

SITE







952.541.9969

planforcegroup.com

## RICHFIELD SHOPPES

4 East 66th Street  
Richfield, MN

Developed by:

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

Signature : B. Schneider

Name : Ryan Schroeder

Registration : #5004

Project Contact : RYAN SCHROEDER

Phone Number : 952-541-9969

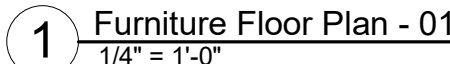
[illegible][illegible]

### Kitchen Equipment and Furnishings Plan

Project	21304
Drawn	CD
Checked	CLB

## A1.4

**MICHOACANA TASTY**  
4 East 66th Street  
Richfield, MN



## FF&E EQUIPMENT GENERAL NOTES

1. VERIFY ALL EQUIPMENT WITH TENANT PRIOR TO CONSTRUCTION
2. VERIFY ALL CUP, SOUP DISPENSORS, SMALL WARES ETC. WITH TENANT PRIOR TO CONSTRUCTION
3. PROVIDE ALL BACKING IN WALL MOUNTED EQUIPMENT. FTW/NON-COMBUSTIBLE WHEN REQUIRED
4. WORK TABLES, AS LABELED WT####, WORK TOPS TO BE 36" AFF, UNLESS OTHERWISE NOTED.
5. WORK TABLES LABELED WT####H, WORK TOPS TO OVERHANG BASE BY 1" TO ALLOW PLACEMENT OF SLIM JIM TRASH CANS BENEATH WORK SURFACE.
6. WORK TABLES, AS LABELED WT####C, TO HAVE 5" CASTERS. WALK-IN COOLER AND WALK-IN FREEZER, TO PROVIDE CLOSURE PANEL BETWEEN WALLS AND CEILINGS.
7. TYPE II EXHAUST HOOD. PROVIDE CLOSURE PANEL BETWEEN HOOD AND CEILING.
8. TYPE II EXHAUST HOOD, WHERE WALL FINISH IS OTHER THAN WALL TILE PROVIDE STAINLESS STEEL, TO 18" PAINT HOOD

FURNITURE, FIXTURE & EQUIPMENT PLAN NOTES	
NO.	DESCRIPTION
1	POINT OF SALE
2	SNEEZIE GUARD
3	POS COUNTER, CUSTOM MILLWORK BY TENANT, PRELIM DIMENSIONS
4	COOK LINE FRONT COUNTER, CUSTOM MILLWORK BY TENANT, PRELIM DIMENSIONS
5	COLD LINE BACK COUNTER, CUSTOM MILLWORK BY TENANT, PRELIM DIMENSIONS
6	CARRY OUT SHELF, CUSTOM MILLWORK BY TENANT, PRELIM DIMENSIONS
7	TRASH / RECYCLE RECEPTICAL, CUSTOM MILLWORK BY TENANT, PRELIM DIMENSIONS
8	OFFICE DESK / FURNITURE, BY TENANT.
9	FOOD DRAIN, INDIRECT DRAIN, LOCATED BENEATH SINK
10	WALK-IN CONDENSATE DRAIN TO FLOOR DRAIN BENEATH SINK
11	PROVIDE SOAP DISPENSER, PAPER TOWEL DISPENSER, AND TRASH AT EACH HAND SINK

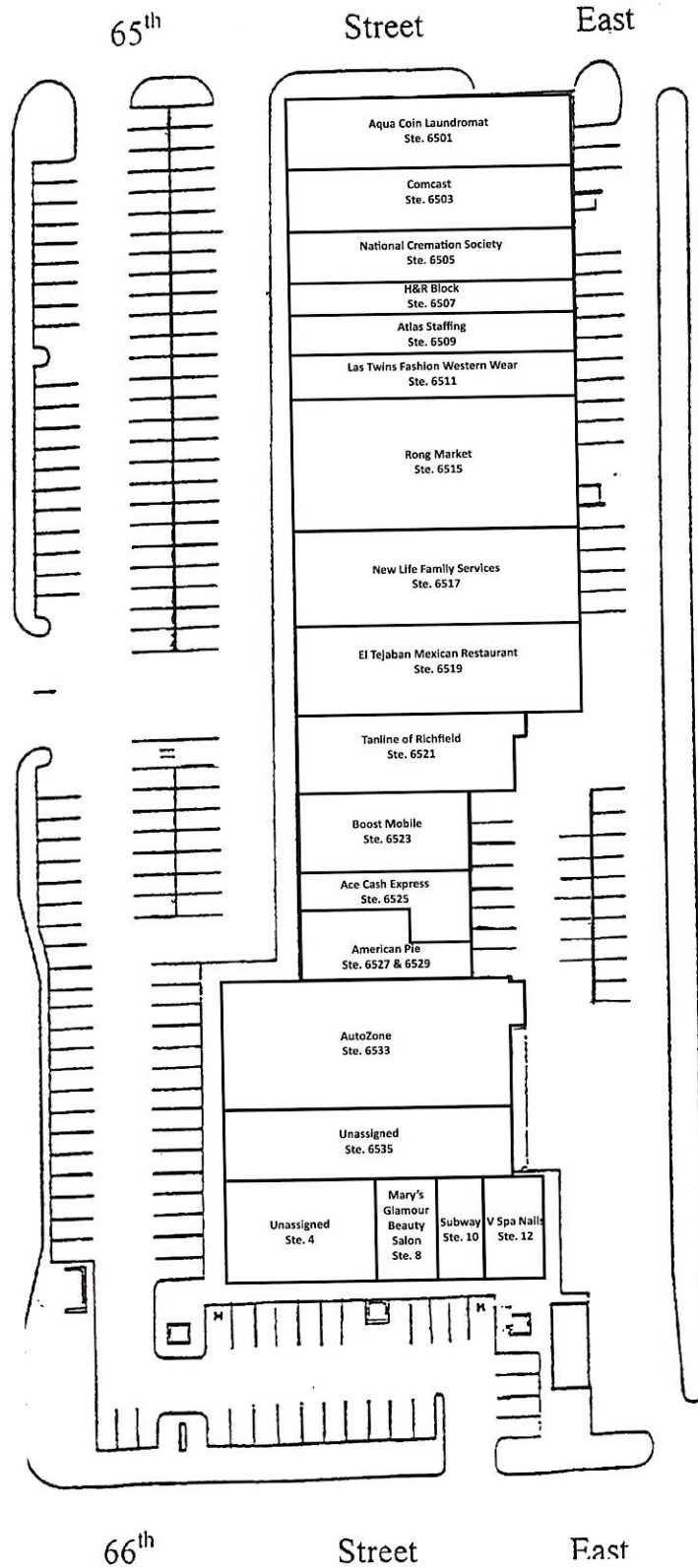
MICHOACANA TASTY				DATE	12.22.2021												
					QUANTITY	PLUMBING	ELECTRICAL	PAAS	SUPPLIED BY OWNER	SUPPLIED BY GC	INSTALLED BY VENDOR	INSTALLED BY OWNER	INSTALLED BY VENDOR	EQUIPMENT COMMENTS			
ITEM #	ITEM DESCRIPTION	MANUFACTURER	MODEL														
D- DINING ROOM SEATING																	
D100	TABLE TOP, LOW TOP				10	1					V		GC	V	BY TENANTS MILLWORK VENDOR		
D100.A	TABLE BASE, ACCESSIBLE LOW TOP					1					V		GC	V	BY TENANTS MILLWORK VENDOR		
D100.B	TABLE BASE, LOW TOP				9						V		GC	V	BY TENANTS MILLWORK VENDOR		
D150	SEATING - CHAIR, LOW TOP				40						V		GC	V	BY TENANTS MILLWORK VENDOR		
D200	TABLE TOP, HIGH TOP																
D200.B	TABLE BASE, HIGH TOP																
D250	SEATING - CHAIR, HIGH TOP																
M- MILLWORK																	
M100	FRONT SALES COUNTER				1						V		GC	V	BY TENANTS MILLWORK VENDOR		
M110	FRONT PREP COUNTER				1						V		GC	V	BY TENANTS MILLWORK VENDOR		
M120	FRONT MAKETABLE WALL				1						V		GC	V	BY TENANTS MILLWORK VENDOR		
M130	FRONT SANDWICH COUNTER				1						V		GC	V	BY TENANTS MILLWORK VENDOR		
M140	FRONT, SNEEZE GUARD				1						V		GC	V	BY TENANTS MILLWORK VENDOR		
M200	BACK PREP COUNTER				1						V		GC	V	BY TENANTS MILLWORK VENDOR		
M300	"TAKE OUT" CABINET				1						V		GC	V	BY TENANTS MILLWORK VENDOR		
M400	TRASH & RECYCLING CENTER				1						V		GC	V	BY TENANTS MILLWORK VENDOR		
M500	OFFICE COUNTER				1								GC		BY TENANTS MILLWORK VENDOR		
M510	OFFICE SHELVEING				1								GC		BY TENANTS MILLWORK VENDOR		
DE- DECOR																	
B- BEVERAGES																	
B100	BUBBLER, TRIPLE BOWL	Crathco			2												
B200	WATER STATION W/ DROP-IN ICE BIN	BK Resources	BK-DIWSBL2118G		1												
A- ACCESSORIES																	
A100	SOAP DISPENSER, WALL MOUNTED				3									GC	INSTALLED BY GC		
A110	PAPER TOWEL DISPENSER				3									GC	INSTALLED BY GC		
A500	SPLASH GUARD, STAINLESS STEEL							MT					GC	GC	PROVIDE AS REQUIRED BY HEALTH DEPARTMENT		
A700	SQUARE, WASTE RECEPTACLE													GC			
A710	SLIM JIM, WASTE RECEPTACLE													GC			
A800	BROOM AND MOP RACK				1					GC				GC			
R- REFRIGERATION																	
R100	MAKE/TABLE	Avantco Refrigeration	178APT48HC		2		E		MT					GC	EQUIPMENT BY OWNER / GC INSTALLED		
R200	REFRIGERATED CHEF BASES	Migali	C-CB48		1		E		MT					GC	EQUIPMENT BY OWNER / GC INSTALLED		
R300	REACH-IN FREEZER				1		E							GC			
R400	REACH-IN MERCHANDISER (COOLER)				1		E							GC			
R800	ICE CUBER	Hoskizaki	KMD-410M_J		1	P	E		MT					GC	EQUIPMENT BY OWNER / GC INSTALLED		
R910	ICE BIN	Hoskizaki	BD-300SF		1	P	E		MT					GC	EQUIPMENT BY OWNER / GC INSTALLED		
R900	WALK-IN COOLER, 7'X10'	CrownTonica	Quote E032066		1		E		MT					GC	EQUIPMENT BY OWNER / GC INSTALLED		
E- EQUIPMENT																	
E100	BLENDER	Vitamix Commercial	Vita Prep 3		2		E		MT					GC	EQUIPMENT BY OWNER / GC INSTALLED		
E200	COUNTERTOP GAS HOT PLATE	Vollrath	40736		1		E		MT					GC	EQUIPMENT BY OWNER / GC INSTALLED		
E340	FLOOR FRYER 40 LBS	Avantco	177FR300N		1		G		MT					GC	EQUIPMENT BY OWNER / GC INSTALLED		
E370	FLOOR FRYER 70-100 LBS	Avantco	177FF518N		1		G		MT					GC	EQUIPMENT BY OWNER / GC INSTALLED		
E336	COUNTERTOP GAS GRIDDLE	Wolf	AGM36		1		G		MT					GC	EQUIPMENT BY OWNER / GC INSTALLED		
E348	COUNTERTOP GAS GRIDDLE	Wolf	AGM48		1		G		MT					GC	EQUIPMENT BY OWNER / GC INSTALLED		
E400	OVEN																
E500	COUNTERTOP FOOD WARMER	HATCO	GRFFB		2		E		MT					GC	EQUIPMENT BY OWNER / GC INSTALLED		
E550	FOOD WARMER	Avantco	177W50CKR		2		E		MT					GC	EQUIPMENT BY OWNER / GC INSTALLED		
E900	UNDERCOUNTER DISHWASHER				1	P	E		MT					GC			
H- HOODS																	
H100	HOOD, TYPE I				1		E							GC			
H101	EXHAUST FAN				1		E							GC			
H102	STAINLESS STEEL PANEL (NON INSULATED)				1									GC			
WC- WORK CABINETS																	
WC	SS DISH CABINETS	BK Resources			1									GC	EQUIPMENT BY OWNER / GC INSTALLED		
WT- WORK TABLES																	
WT3024	SS WORKTABLE	Regency	600TSB2430S		1				MT					GC	EQUIPMENT BY OWNER / GC INSTALLED		
WT3236	STATIONARY EQUIPMENT STAND	Vollrath	4087036		1				MT					GC	EQUIPMENT BY OWNER / GC INSTALLED		
WTE	SS WORK TABLE ENCLOSED	John Boos	EBSS66RS		1									GC	EQUIPMENT BY OWNER / GC INSTALLED		
WT6024	SS WORK TABLE				1				MT					GC	EQUIPMENT BY OWNER / GC INSTALLED		
WT6430	SS WORK TABLE	BK Resources	QVTR5-8430		1				MT					GC	EQUIPMENT BY OWNER / GC INSTALLED		
SH- SHELVEING																	
K1236	SS WALL SHELF													GC			
K1260	SS WALL SHELF													GC			
K1836	SS WALL SHELF													GC			
K1860	SS WALL SHELF													GC			
KD2024	DUNNAGE RACK													GC			
KS1436V	STORAGE SHELVEING (COATED WIRE)				12									GC			
KS1824	STORAGE SHELVEING (WIRE)													GC			
KS1836	STORAGE SHELVEING (WIRE)				7									GC			
KS1848	STORAGE SHELVEING (WIRE)													GC			
KS1860	STORAGE SHELVEING (WIRE)													GC			
KS2224	STORAGE SHELVEING (WIRE)													GC			
KS2448	STORAGE SHELVEING (WIRE)													GC			
P- PLUMBING																	
P100	PREP SINK, SINGLE SINK & DRAIN BOARD	Regency	600S1181818XRT		1	P			MT					GC	EQUIPMENT BY OWNER / GC INSTALLED		
P100.1	FAUCET				1	P								GC			
P100.2	DRAIN, LEVER TWIST				1	P								GC			
P200 LR	PREP SINK, DOUBLE SINK & DRAIN BOARD	Advance Tabco	93-2-36-24RL		1	P			MT					GC	EQUIPMENT BY OWNER / GC INSTALLED		
P201.1	FAUCET				1	P								GC			
P200.2	DRAIN, LEVER TWIST				2	P								GC			
P300	3 COMPARTMENT SINK	Advance Tabco	93-63-54-24RL		1	P			MT					GC	EQUIPMENT BY OWNER / GC INSTALLED		
P300.1	FAUCET				1	P								GC			
P300.2	SPRAY FAUCET																
P300.3	DRAIN, LEVER / TWIST WASTE				3	P								GC			
PA00.B	HAND SINK, KITCHEN, HANDSFREE	Advance Tabco	7-PS-66W		1	P			MT					GC	EQUIPMENT BY OWNER / GC INSTALLED		
PA00.L	HAND SINK, KITCHEN, HANDSFREE	Advance Tabco	7-PS-66L		3	P			MT					GC	EQUIPMENT BY OWNER / GC INSTALLED		
PA00.R	HAND SINK, KITCHEN, HANDSFREE	Advance Tabco	7-PS-66R		1	P			MT					GC	EQUIPMENT BY OWNER / GC INSTALLED		
P500	DROP IN ICE BIN / WATER STATION	BK Resources	BK-DIWSBL-2118G-P-G		1	P			MT					GC	EQUIPMENT BY OWNER / GC INSTALLED		
P600	FLOOR DRAIN	BY PLUMBER				P				GC				GC			
P625	FLOOR DRAIN, IN-DIRECT	BY PLUMBER				P				GC				GC			
P650	FLOOR SINK	BY PLUMBER				P				GC				GC			
P700	UTILITY SINK, FLOOR				EXISTS	P				GC				GC			
P710	FAUCET				EXISTS	P				GC				GC			
P800	WATER HEATER				EXISTS	P	E	G		GC				GC			
P900	WATER FILTRATION	BY PLUMBER			VERIFY	P											
C- COMMUNICATIONS																	
C100	POS, FRONT COUNTER																
C100.1	CASH DRAWER																
C101	POS, DELIVERY																
C102	POS, DRIVE THRU WALL MOUNTED																
C103	CARD SWIPE																
C104	PRINTER																
C105	PHONE, DELIVERY																
C110	COMM SECURITY CABINET																
C111	ORDER MONTRING EQUIPMENT																
C112	COMMUNICATION SYSTEM																
O- OFFICE																	
O100	OFFICE CHAIR				1				MT								
O101	OFFICE SAFE				1					MT							
O102	FILE CABINET				1					MT							
O800	LOCKERS				1					MT							
O900	COAT HANGERS									MT							
NOTE:																	



# RICHFIELD SHOPPES

6501 nicollet ave / richfield, minnesota 55423  
12 e 66th st / richfield, minnesota 555423

NORTH



SITE PLAN

This plan is for informational purposes only and is not a warranty, representation or agreement that the Shopping Center or the parking areas, roadways, access points, sidewalks, buildings or other improvements will be as shown hereon, or that the occupants shown hereon will be in the Shopping Center.

10/4/21



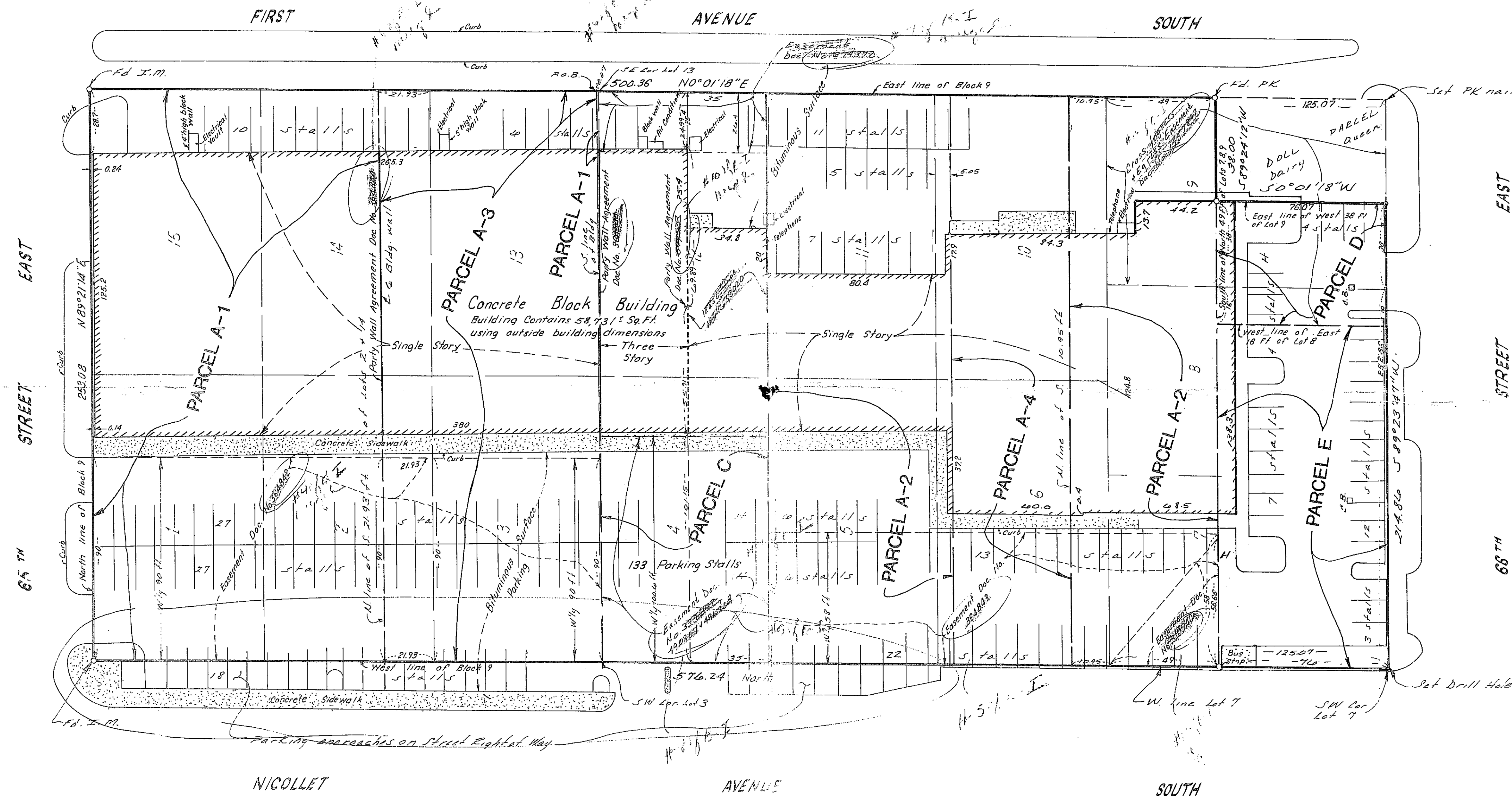
# CERTIFICATE OF SURVEY

for:

RICHFIELD SHOPPES DEVELOPERS, A MN GENERAL PARTNERSHIP  
MILLER & SCHROEDER FINANCIAL, INC. A MN CORP  
HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF RICHFIELD, MN  
AND COMMONWEALTH LAND TITLE INSURANCE COMPANY

Property Contains 142,895 Sq. Ft.  
3.28 Acres

○ DENOTES IRON MONUMENT, unless noted  
BEARINGS SHOWN ARE ASSUMED  
SCALE: 1" = 30'



Zoning  
C-2 General Commercial  
Setbacks  
Front yard = 40 ft.  
Side yard = 15 ft.  
Note: The existing building is a  
legal non-conforming use.

This Certificate of Survey was made by the undersigned, a duly registered professional land surveyor under the laws of the State of Minnesota, or under my direct personal supervision, dated January 21, 1994, of the Premises located at 4, 8, 10, and 12 - 66th Street East and 6501, 6503, 6507, 6509, 6511, 6513, 6517, 6519, 6519-1/2, 6521, 6523, 6525, 6527, 6529, and 6533 Nicollet Avenue South, Richfield, Minnesota, and legally described as follows:

## PARCEL A: Sub Parcel 1:

That part of Lots 3 and 13 lying Southerly of a line described as follows: Beginning at a point on the east line of said Lot 13 at a point 0.07 feet North of the southeast corner of said Lot 13 and running thence Southwesterly in a straight line to the southwest corner of said Lot 3, all of Lots 2 and 14, except, the South 21.93 feet thereof and all of Lots 1 and 15, Block 9 in TOWN'S EDGE, Village of Richfield, Hennepin County, Minnesota, according to the map or plat thereof on file or of record in the office of the Registrar of Titles in and for said Hennepin County.

## Sub Parcel 2:

The North 49 feet of Lots 7, 8 and 9; The South 10.95 feet and the North 5.05 feet of Lots 6 and 10, and all of Lots 5 and 11, Block 9 in TOWN'S EDGE, Village of Richfield, Hennepin County, Minnesota, according to the map or plat thereof on file or of record in the office of the Registrar of Titles in and for said Hennepin County.

## Sub Parcel 3:

The South 21.93 feet of Lots 2 and 14; Lots 3 and 13, except, that part of said Lots lying Southerly of a line described as follows: Beginning at a point on the east line of said Lot 13 at a point 0.07 feet North of the southeast corner thereof and running thence Southwesterly in a straight line to the southwest corner of said Lot 3, Block 9 in TOWN'S EDGE, Village of Richfield, Hennepin County, Minnesota, according to the map or plat there on file or of record in the office of the Registrar of Titles in and for said Hennepin County.

## Sub Parcel 4:

Lots 6 and 10, except, the South 10.95 feet and, except, the North 5.05 feet of each Lot, Block 9 in TOWN'S EDGE, Village of Richfield, Hennepin County, Minnesota, according to the map or plat thereof on file or of record in the office of the Registrar of Titles in and for said Hennepin County.

## PARCEL C:

Lots 4 and 12, Block 9 in TOWN'S EDGE, Village of Richfield, Hennepin County, Minnesota, according to the map or plat thereof on file or of record in the office of the Registrar of Titles in and for said Hennepin County, Minnesota.

## PARCEL D:

That part of the East 16.06 feet of Lot 8, Block 9, TOWN'S EDGE, Village of Richfield, Hennepin County, Minnesota, lying South of the North 49 feet thereof and that part of the West 38 feet of Lot 9, Block 9, TOWN'S EDGE, Village of Richfield, Hennepin County, Minnesota lying South of the North 49 feet thereof.

## PARCEL E:

Lot Seven (7), except the North forty-nine (49) feet thereof; and Lot Eight (8), except the North forty-nine (49) feet thereof, and, except, the East sixteen and 06/100 (16.06) feet thereof, Block Nine (9) in TOWN'S EDGE, Village of Richfield.

The undersigned hereby certifies to Richfield Shoppes Developers, Minnesota general Partnership, Miller & Schroeder Financial, Inc., a Minnesota corporation, its successors and assigns, Housing and Redevelopment Authority in and for the City of Richfield, Minnesota, and Commonwealth Land Title Insurance Company, that as of January 21, 1994, this survey correctly shows the location of all buildings, structures, and other improvements on the Premises, including, without limitation, all streets, easements, rights-of-way and utility lines; and that, except as shown, there are no (a) easements or rights-of-way across the Premises, (b) party walls, (c) encroachments on adjoining premises, streets or alleys by any of said buildings, structures, or other improvements or (d) encroachments upon the Premises by any building, structure or other improvements situated upon any adjoining premises; and that the improvements do not violate any setback or other building lines. Adequate ingress to and egress from the subject property is provided by 65th Street East, Nicollet Avenue South, First Avenue South and 66th Street East, the same being paved, dedicated public rights-of-way maintained by the City of Richfield, Minnesota.

The undersigned further certifies that the Premises is not located in a flood zone designated by the Federal Emergency Management Agency.

Walter J. Gregory  
Registered Land Surveyor  
Minnesota License No. 14889  
Merila Project No. 93-148

**MERILA & ASSOCIATES**

ENGINEERING SURVEYING PLANNING

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6-5

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www.westwoodps.com

## MEMORANDUM

Date: June 5, 2013

Re: **Richfield Shoppes: Phase II Parking Utilization Study**  
**Richfield, Minnesota**  
File R0001444.00

To: Bruce D. Carlson, Project Director  
Mid-America Real Estate – Minnesota, LLC

From: John M. Hagen, P.E. (MN, WI, and TX), PTOE, Senior Transportation Engineer

The purpose of this memorandum is to summarize the results of the Phase II Parking Demand Study for the Richfield Shoppes shopping center located in northeast quadrant of the Nicollet Avenue intersection with 66th Street. Specifically, a parking utilization was conducted in May 2013 to identify the current parking demand of the existing Richfield Shoppes shopping center and determine whether the existing shopping center has adequate parking to accommodate the proposed restaurant.

### Background

The existing Richfield Shoppes shopping center is a mixed-use development consisting of approximately 57,358 square feet of retail and 9,172 square feet of second and third floor office space. Currently, 10,933 square feet of the retail space is vacant, while approximately 1,284 square feet of the second/third floor office space is vacant. The site also contains a Dairy Queen restaurant in a separate building located in the southeast corner of the property that only provides "walk-up" window service, with no indoor customer/seating areas. Since the existing Dairy Queen restaurant does not have wait staff serving food directly to customers while seated, does not have in-vehicle sales/service, and since the combined total of all of the on-site restaurants or food services total less than 25 percent of the gross floor area of the shopping center, its floor area was included in the total retail area of the Richfield Shoppes per the City of Richfield's parking requirements.

As part of the conditional use permit for a proposed sit-down restaurant in a vacant portion of the existing Richfield Shoppes shopping center, the City of Richfield has requested that a Parking Demand Study be completed to see if there is adequate on-site parking for the existing shopping center plus the proposed restaurant. The proposed 4,200 square foot restaurant (with up to a maximum of 150 seats) is moving into the same space of the former Eastern Buffet restaurant who vacated the subject shopping center in March 2013. The new restaurant is planning on

June 5, 2013

Page 2

relocating from their current location across the street in the Richfield Hub and West Shopping Center. Westwood Professional Services completed a parking demand study in May 2013. This study (dated May 2, 2013) compared the City of Richfield's parking requirements with parking industry standards. The results of the Parking Demand Study indicated that the existing shopping center is not adequately parked when considering the City of Richfield's parking requirements. However, when considering industry standard parking demand data from the Institute of Transportation Engineers (ITE), the existing shopping center has adequate parking spaces to accommodate the existing shopping center plus the proposed restaurant.

The Phase II Parking Utilization Study collected actual field data on an average weekday in order to determine the current demand of the existing Richfield Shoppes shopping center. The results of the Phase II Parking Utilization Study are summarized below.

### **Parking Utilization Study**

The purpose of the parking utilization study is to determine if there is sufficient on-site parking provided to meet the needs of the existing shopping center plus the proposed restaurant. Existing parking demand and supply was measured on Tuesday, May 14, 2013 between the hours of 11:00 a.m. to 4:00 p.m. and 6:00 to 9:00 p.m. These time periods were selected since they coincide with the peak parking demands of the existing shopping center. The results of the parking utilization study are shown in Table 1. A field review of the site revealed that a total of 218 parking spaces are currently provided on site. Figure 1 shows the six (6) on-site parking fields and the existing number of parking spaces in each of the six areas.

As shown in Table 1, the peak parking demand for the existing Richfield Shoppes shopping center occurs between 2:00 and 3:00 p.m., when 106 to 108 vehicles are parked on the site. Based on our review of the parking demand and supply data presented in Table 1, the existing Richfield Shoppes shopping center is currently adequately parked since the site provides more parking (218 spaces) than is needed to currently service the peak parking demand (106 to 108 stalls between 2:00 and 3:00 p.m.) for the existing mall. Therefore, the ITE parking demand numbers presented in the May 2013 Parking Demand Study provides a better representation of the existing parking needs for the Richfield Shoppes than the City's requirements.

### **Shared Parking Analysis**

When a particular site has a mixture of different land uses, a "shared parking analysis" should be conducted in order to determine if the peak parking demands for the various on site land uses conflict or complement each other. Shared parking occurs when the same parking area serves two or more land uses without conflict. The success of shared parking relies on the variations of parking demands between the site's individual land uses, as well as the relationships between the individual land uses that allow motorists to visit more than one land use during a single visit to the site and/or visit different land uses at different times of the day.

6-7

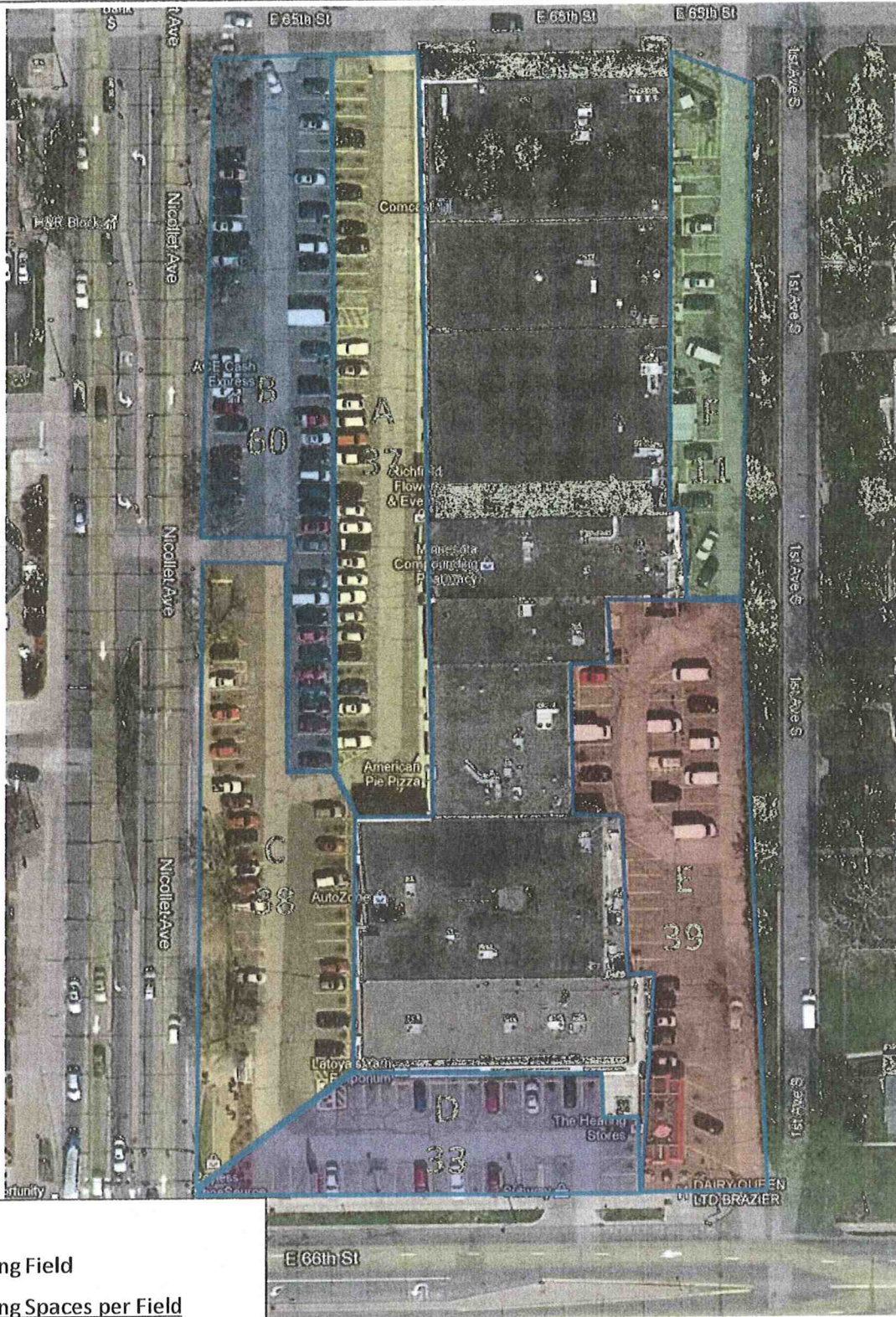
**Table 1**  
**Onsite Parking Area Time-of-Day Demand Distribution: Richfield Shoppes**

Parking Field	Available Spaces	Average Weekday Parking Demand (Percent of Peak Period)															
		11:00 a.m.	11:30 a.m.	12:00 noon	12:30 p.m.	1:00 p.m.	1:30 p.m.	2:00 p.m.	2:30 p.m.	3:00 p.m.	3:30 p.m.	6:00 p.m.	6:30 p.m.	7:00 p.m.	7:30 p.m.	8:00 p.m.	8:30 p.m.
A	37	15 41%	13 35%	14 38%	20 54%	13 35%	18 49%	22 59%	21 57%	16 43%	15 41%	13 35%	13 35%	6 16%	12 32%	6 16%	5 14%
B	60	30 50%	26 43%	27 45%	26 43%	26 43%	36 60%	30 50%	24 40%	20 33%	19 32%	20 33%	19 32%	13 22%	12 20%	6 10%	4 7%
C	38	18 47%	17 45%	20 53%	21 55%	21 55%	23 61%	21 55%	26 68%	23 61%	28 74%	22 58%	17 45%	25 66%	21 55%	17 45%	19 50%
D	33	9 27%	6 18%	11 33%	7 21%	12 36%	7 21%	11 33%	15 45%	10 30%	9 27%	14 42%	12 36%	17 52%	16 48%	12 36%	6 18%
E	39	15 38%	13 33%	16 41%	15 38%	18 46%	19 49%	20 51%	18 46%	16 41%	16 41%	19 49%	20 51%	22 56%	21 54%	23 59%	17 44%
F	11	4 36%	4 36%	3 27%	3 27%	3 27%	3 27%	2 18%	4 36%	3 27%	3 27%	2 18%	1 9%	0 0%	1 9%	2 18%	1 9%
Total	218	91 42%	79 36%	91 42%	92 42%	93 43%	106 49%	106 49%	108 50%	88 40%	90 41%	90 41%	82 38%	83 38%	83 38%	66 30%	52 24%

Source: Westwood parking utilization study conducted on Tuesday, May 14, 2013.



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**Legend:**

**A** = Parking Field

**XX** = Parking Spaces per Field

**218** = Total Available Parking Spaces



Not to Scale

June 4, 2013  
#R0001444.00

**Available Parking**

**Richfield Shoppes: Parking Utilization Study**  
**Richfield , Minnesota**

**Figure**  
**2**



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June 5, 2013

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Understanding the time-of-day distribution of parking demand will help to determine if the peak parking demand of the proposed restaurant overlaps with the peak parking demand of the existing shopping center. Table 2 shows the comparison of the time-of-day parking demand for the existing Richfield Shoppes shopping center versus proposed restaurant. The time-of-day distribution of the existing shopping center's parking demand was determined by the parking utilization study conducted in May 2013; while the time-of-day distribution of the proposed restaurant was based on data for High-Turnover Sit-Down Restaurants from the Institute of Transportation Engineers (ITE) *Parking Generation Manual*, 4th Edition (2010). As shown in Table 2, the peak parking demand of the existing shopping center (2:00 to 3:00 p.m.) does not conflict with the peak parking demand of the proposed restaurant (7:00 to 8:00 p.m.).

Since the peak parking demand of the existing shopping center (2:00 – 3:00 p.m.) does not conflict with the peak parking demand of the proposed restaurant (7:00 – 8:00 p.m.), the parking analysis should account for the time-of-day parking demand distribution. Tables 3 and 4 present the hourly shared parking demand for the Richfield Shoppes shopping center assuming full occupancy based on City of Richfield's parking requirements without and with the proposed restaurant, respectively. Tables 5 and 6 presents the hourly shared parking demand based on ITE standards without and with the proposed restaurant, respectively.

The City's zoning code requires that Regional Shopping Centers (with 50,000 square feet or more retail space) provide four parking spaces for every 1,000 square feet of retail space. The ITE demand comparison is based on 2.55 parking spaces per 1,000 square feet of retail space on an average weekday. The City's zoning code also requires that office land uses (less than 50,000 square feet) provide one parking space for every 275 square feet of office space. The ITE demand comparison is based on 2.47 parking spaces per 1,000 square feet of office space on an average weekday. Finally, the City's zoning code requires that Class I and II restaurants (sit-down restaurants such as the one proposed) provide 10 parking spaces per 1,000 square feet. The ITE demand comparison is based on 0.48 parking spaces per restaurant seat.

Accounting for the time-of-day parking demand of the existing shopping center at full occupancy, Table 3 shows that the Richfield Shoppes is adequately parked with an overall surplus of 68 parking spaces during the peak parking period (2:00 – 3:00 p.m.) when shared parking is applied to the City's parking requirements.

Table 4 shows that while applying the variations of parking demands between the existing shopping center and the proposed restaurant (i.e. – shared parking) to the City's parking requirements will reduce the overall parking surplus of the existing shopping center from 68 spaces to 10 spaces and shift the peak parking demand hour from 2:00 – 3:00 p.m. to 12:00 noon – 1:00 p.m. when the proposed restaurant is added, the site will continue to be adequately parked.

6-10

**Table 2**  
**Comparison of Time-of-Day Parking Demand: Existing Richfield Shoppes versus Proposed Restaurant**

	Average Weekday Parking Demand							
	11:00 a.m.	12:00 noon	1:00 p.m.	2:00 p.m.	3:00 p.m.	6:00 p.m.	7:00 p.m.	8:00 p.m.
Land Use								
Existing Shopping Center	84%	84%	98%	100%	82%	82%	76%	60%
Proposed Restaurant	16%	49%	39%	27%	19%	94%	100%	81%

Sources: Westwood parking utilization study conducted on Tuesday, May 14, 2013 & ITE *Parking Generation*, 4th Edition, 2010.



Table 3

Existing Richfield Shoppes Parking Demand Assuming Full Occupancy: Based on City Standards

Land Use	Size	Proposed Supply	City Requirements		Hourly Shared Parking Demand Based on City Requirements								
			Rate	Peak Parking Demand	Surplus/Deficit	Average Weekday							
						11 a.m.	12 p.m.	1 p.m.	2 p.m.	3 p.m.	6 p.m.	7 p.m.	8 p.m.
Existing Shopping Center - Neighborhood 30 - 100 KSF (45,665 SF Retail, 7,888 SF Office & 760 SF DQ)	54,313 SF	218		108	66	91	92	106	108	90	90	83	66
Vacant Retail Space (10,933 SF)	10,933 SF		4 per KSF	44		40	44	42	42	38	28	34	31
Vacant Office Space (1,284 SF)	1,284 SF		1 per 275 SF	5		5	5	4	5	5	4	3	0
10 percent reduction for close-proximity to active transit line			10 percent reduction	-5		-4	-5	-5	-5	-4	-3	-4	-3
Totals		218	per City Requirements	152	66								

Total City Shared Parking Demand	131	135	148	150	129	119	116	94
Total Shared Supply	218	218	218	218	218	218	218	218
Total City Shared Parking Surplus/(Deficit)	87	83	70	68	89	99	102	124

Table 4

Richfield Shoppes Parking Demand with Proposed Restaurant: Based on City Standards

Land Use	Size	Proposed Supply	City Requirements			Hourly Shared Parking Demand Based on City Requirements								
			Rate	Peak Parking Demand	Surplus/ Deficit	Average Weekday								
						11 a.m.	12 p.m.	1 p.m.	2 p.m.	3 p.m.	6 p.m.	7 p.m.	8 p.m.	
Existing Shopping Center - Neighborhood 30 - 100 KSF (45,665 SF Retail, 7,888 SF Office & 760 SF DQ)	54,313 SF	218		108		91	92	106	108	90	90	83	66	
Vacant Retail Space (6,733 SF)	6,733 SF		4 per KSF	27		25	27	26	26	24	17	21	19	
Vacant Office Space (1,284 SF)	1,284 SF		1 per 275 SF	5	44	5	5	4	5	5	4	3	0	
Proposed Restaurant- Class I & II (4,200 SF or 150 seats)	4,200 SF		10 per KSF	42		7	21	16	11	8	39	42	34	
10 percent reduction for close-proximity to active transit line				10 percent reduction	-7	-4	-5	-5	-4	-4	-6	-7	-5	
Totals		218	per City Requirements	174	44									

Total City Shared Parking Demand	123	208	197	145	123	145	142	114
Total Shared Supply	218	218	218	218	218	218	218	218
Total City Shared Parking Surplus/(Deficit)	95	10	21	73	95	73	76	104

 = Represents the peak parking demand hour of the Richfield Shoppes.



Table 5

Existing Richfield Shoppes Parking Demand Assuming Full Occupancy: Based on Parking Industry (ITE) Standards

Land Use	Proposed Supply	ITE Parking Demand	Hourly Shared Parking Demand Based on Parking Industry (ITE) Standards							
			Peak Parking Demand	Average Weekday						
				Surplus/Deficit	11 a.m.	12 p.m.	1 p.m.	2 p.m.	3 p.m.	4 p.m.
Existing Shopping Center - Neighborhood 30 - 100 KSF (45,665 SF Retail & 7,888 SF Office)	54,313 SF		108		91	92	106	108	90	83
Vacant Retail Space (10,933 SF)	218		28	79	25	28	27	26	25	21
Vacant Office Space (1,284 SF)			3		3	3	3	3	3	2
<b>Totals</b>	<b>218</b>	<b>per ITE Parking Demand</b>	<b>139</b>	<b>79</b>						<b>0</b>

<b>Total ITE Shared Parking Demand</b>	120	123	136	138	118	111	106	86
<b>Total Shared Supply</b>	218	218	218	218	218	218	218	218
<b>Total ITE Shared Parking Surplus/(Deficit)</b>	98	95	82	80	100	107	112	132

Table 6

Richfield Shoppes Shared Parking Demand with Proposed Restaurant: Based on Parking Industry (ITE) Standards

Land Use	Proposed Supply	ITE Parking Demand	Hourly Shared Parking Demand Based on Parking Industry (ITE) Standards										
			Rate	Peak Parking Demand	Surplus/Deficit	Average Weekday							
						11 a.m.	12 p.m.	1 p.m.	2 p.m.	3 p.m.	5 p.m.	7 p.m.	8 p.m.
Land Use				0		91	92	106	108	90	90	83	66
Existing Shopping Center - Neighborhood 30 - 100 KSF (45,665 SF Retail & 7,888 SF Office)	54,313 SF												
Vacant Retail Space (6,733 SF)	6,733 SF			17		16	17	17	16	15	11	13	12
Vacant Office Space (1,284 SF)	1,284 SF			3		3	3	3	3	3	3	2	0
Proposed Restaurant - High-Turnover Sit-Down (4,200 SF or 150 seats)	150 seats			72		12	35	28	19	14	68	72	58
Totals	218			92	126								

<b>Total ITE Shared Parking Demand</b>	121	148	154	147	122	172	170	136
<b>Total Shared Supply</b>	218	218	218	218	218	218	218	218
<b>Total ITE Shared Parking Surplus/(Deficit)</b>	97	70	64	71	96	46	48	82

 = Represents the peak parking demand hour of the Richfield Shoppes.

June 5, 2013

Page 9

Accounting for the time-of-day parking demand of the existing shopping center at full occupancy, Table 5 shows that the Richfield Shoppes is adequately parked with an overall surplus of 80 parking spaces during the peak parking period (2:00 – 3:00 p.m.) when shared parking is applied to the industry standard parking demand data from ITE.

As shown in Table 6, adding the proposed restaurant will reduce the overall parking surplus from 80 to 46 parking spaces, and will likely shift the peak parking demand hour from 2:00 – 3:00 p.m. to 6:00 – 7:00 p.m. when shared parking is applied to industry standard parking demand data from ITE; however, the Richfield Shoppes shopping center will continue to be adequately parked.

### Conclusions

Based on the results of the parking utilization study, the Richfield Shoppes shopping center is adequately parked when considering the existing parking demand of the site, full occupancy of the vacant retail/office space, and the proposed restaurant.



**STAFF REPORT NO. 43**  
**CITY COUNCIL MEETING**  
**3/22/2022**

REPORT PREPARED BY: Olivia Wycklendt, Civil Engineer

DEPARTMENT DIRECTOR REVIEW: Kristin Asher, Public Works Director

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Katie Rodriguez, City Manager

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider the approval of a bid tabulation and award of contract to Park Construction Co. for the 2022 Concrete and Mill and Overlay Project in the amount of \$320,771.38 and authorize the City Manager to approve contract changes under \$175,000 without further City Council consideration.**

**EXECUTIVE SUMMARY:**

The project includes replacement of cracked and heaved sidewalk, curb, gutter, and other concrete, as necessary. All catch basins and manhole structures in the area are also inspected and, if necessary, repaired as part of this project. A map of the locations for the concrete work is attached. As part of this same project, approximately 1.2 miles of residential roads have been identified in need of major maintenance and will receive a mill and overlay in 2022. To reduce costs and perform necessary maintenance and replacement, concrete repairs are concentrated in mill and overlay areas.

For roads that are adequate candidates, mill and overlay is a cost effective maintenance solution that provides most of the benefits of new construction at a fraction of the cost. The surface is milled to remove the top 2"-3" of asphalt and a new asphalt layer is applied improving the surface integrity of the road and eliminating patching needs. Typically in Richfield the base layer of these roads is found to be in good condition and are great candidates for mill and overlay. In conjunction with regular maintenance, the life of a roadway can be extended well beyond the original intended life of 20-30 years.

Bids for the mill and overlay project were opened on March 9th, 2022. Park Construction Company was the lowest responsive and responsible bidder in the amount of \$320,771.38.

**RECOMMENDED ACTION:**

**By motion: Approve the bid tabulation and award of contract to Park Construction Co. for the 2022 Concrete and Mill and Overlay Project in the amount of \$320,771.38 and authorize the City Manager to approve contract changes under \$175,000 without further City Council consideration.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

- As part of the City's street maintenance program, cracked and heaved sidewalk, curb, gutter, and other concrete work is completed each year.

- The project includes rebuilding catch basins and manhole collars, as needed, in preparation for mill and overlay.
- The residential roads were originally constructed between 1972 and 1977. A pavement management program began in 1980. That policy direction was set to protect the City's capital investment and maintain an acceptable roadway system in Richfield. The City's ongoing preventive maintenance program is essential in delaying the costs associated with total road reconstruction.
- Some of the roads being resurfaced this year were identified for resurfacing in the Accelerated Mill and Overlay Program, but could not be completed due to conflicting private and/or public projects. The remainder of roads being resurfaced have been identified as requiring a mill and overlay by the City's assessment of current roadway conditions.

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

- The City has adopted a pavement management program to maintain the quality of the road system and prolong the life of the capital investment made in our streets.
- Per the City's American with Disabilities Act (ADA) Transition Plan, sidewalks, trails, and crossings are brought into compliance with the current ADA requirements.

**C. CRITICAL TIMING ISSUES:**

- The concrete and mill and overlay work is scheduled to begin June 13, 2022, and be completed by August 12, 2022.
- Regular preventive maintenance techniques are effective in delaying costly street reconstruction projects.

**D. FINANCIAL IMPACT:**

- Nine (9) bids were received for the 2022 Concrete and Mill and Overlay project ranging from \$320,771.38 to \$497,879.00
- The lowest responsive and responsible bid was \$320,771.38 submitted by Park Construction Company.
- A recent history of bid prices for mill and overlay:

<u>Year</u>	<u>Bid Price Asphalt (ton)</u>	<u>Contractor</u>
2008	\$40.00	Harddrives
2010	\$47.00	Valley Paving
2015	\$52.00	Harddrives
2016	\$40.80	Park Construction
2017	\$37.00	Bituminous Roadways
2018	\$36.85	Bituminous Roadways
2019	\$45.00	Bituminous Roadways
2020	\$48.75	Bituminous Roadways
2021	\$52.07	Park Construction
2022	\$71.79	Park Construction

- Additional work may be added or subtracted from the mill and overlay contract depending on actual cost of construction.

**E. LEGAL CONSIDERATION:**

- When a purchase or contract is estimated to exceed \$175,000, sealed bids shall be solicited by public notice in the manner and subject to the law governing contracts or purchases by the City of Richfield.
- Since the contract value exceeds \$300,000, this project will be governed by Richfield's prevailing wage regulations (Richfield Municipal Code, Section 435).
- The advertisement for bid for the project was published in the Richfield Bloomington Sun Current on February 17, 2022, and on the Questcdn.com website on February 16, 2022.
- Bid opening was held on March 9, 2022. A copy of the bid tabulation is attached.

**ALTERNATIVE RECOMMENDATION(S):**

None

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

None

**ATTACHMENTS:**

Description	Type
▣ 2022 Concrete and Mill and Overlay Bid Tab	Backup Material
▣ 2022 Mill and Overlay Map	Backup Material
▣ 2022 Concrete Work Map	Backup Material
▣ Contract	Contract/Agreement

## CITY OF RICHFIELD, MINNESOTA

Bid Opening  
March 9, 2022  
11:00 a.m.

2022 Mill & Overlay Project  
Bid No. 22-02

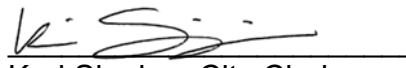
Pursuant to requirements of Resolution No. 1015, a meeting of the Administrative Staff was called by Kari Sinning, City Clerk, who announced that the purpose of the meeting was to receive; open and read aloud bids for the 2022 Mill & Overlay Project, as advertised in the official newspaper on .

Present: Kari Sinning, City Clerk  
Olivia Wycklendt, Civil Engineer  
Joe Powers, City Engineer  
Chris Swanson, City Manager Representative

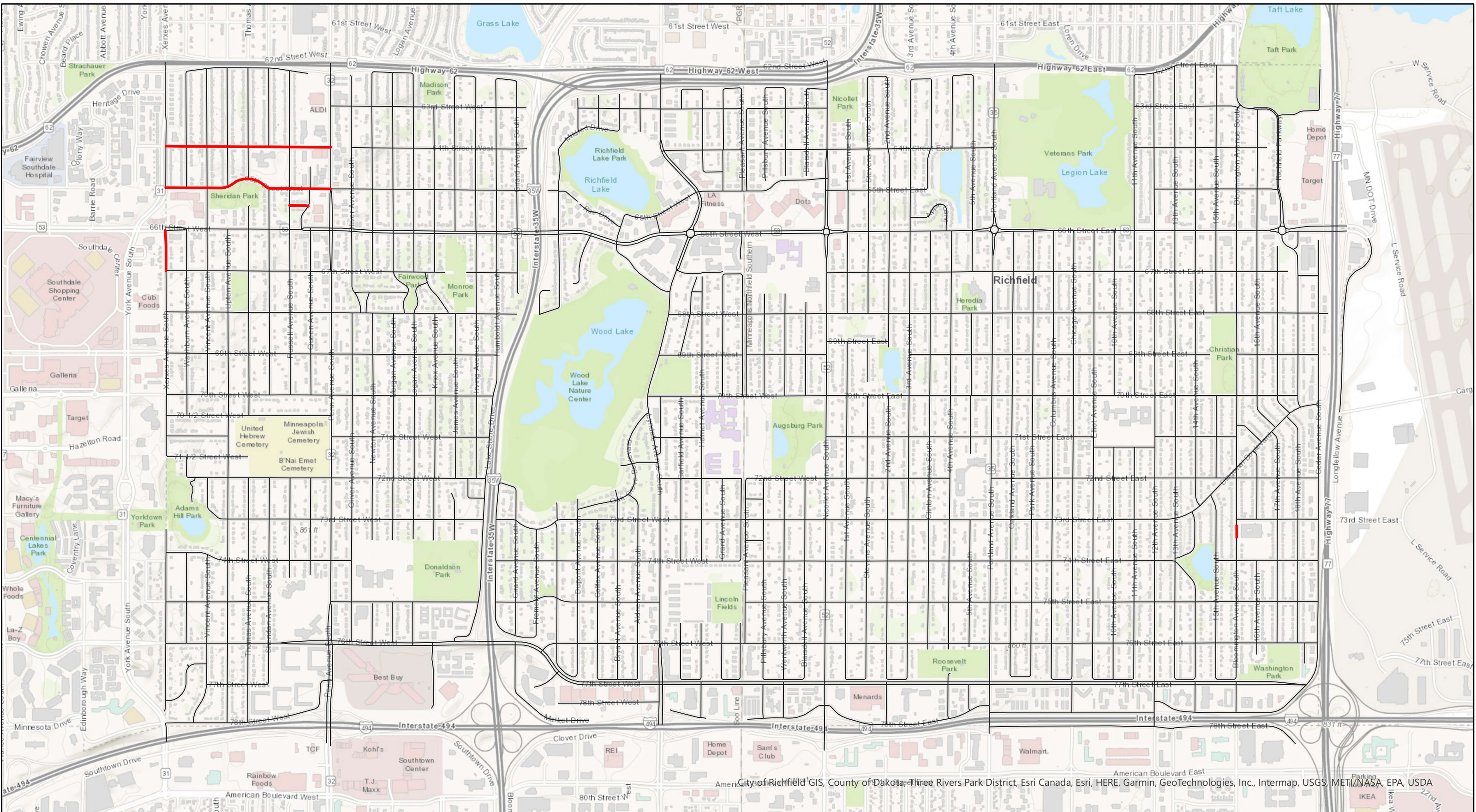
The following bids were submitted and read aloud:

Bidder's Name	Bond	Non-Collusion	Intent to Comply	Responsible Contractor Certificate	Total Base Bid
Park Construction Company	Provided	Provided	Provided	Provided	\$320,771.38
GMH Asphalt Corporation	Provided	Provided	Provided	Provided	\$333,665.25
Valley Paving Inc.	Provided	Provided	Provided	Provided	\$360,691.00
Bituminous Roadways, Inc; Inver Grove Heights, MN	Provided	Provided	Provided	Provided	\$366,283.00
OMG Midwest Inc	Provided	Provided	Provided	Provided	\$367,705.37
McNamara Contracting;	Provided	Provided	Provided	Provided	\$375,067.50
Asphalt Surface Technologies Corp	Provided	Provided	Provided	Provided	\$398,974.70
Northwest	Provided	Provided	Provided	Provided	\$432,052.75
S.M. Hentges & Sons, Inc.	Provided	Provided	Provided	Provided	\$497,879.00

The City Clerk announced that the bids would be tabulated and considered at the March 22, 2022 City Council Meeting.

  
Kari Sinning, City Clerk




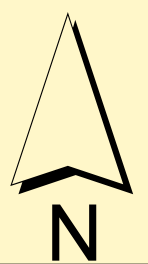


City of Richfield GIS, County of Dakota, Three Rivers Park District, Esri Canada, Esri, HERE, Garmin, GeoTechnologies, Inc., Intermap, USGS, METI, NASA, EPA, USDA

# 2022 Mill and Overlay

**Legend**

 Mill and Overlay on these roads

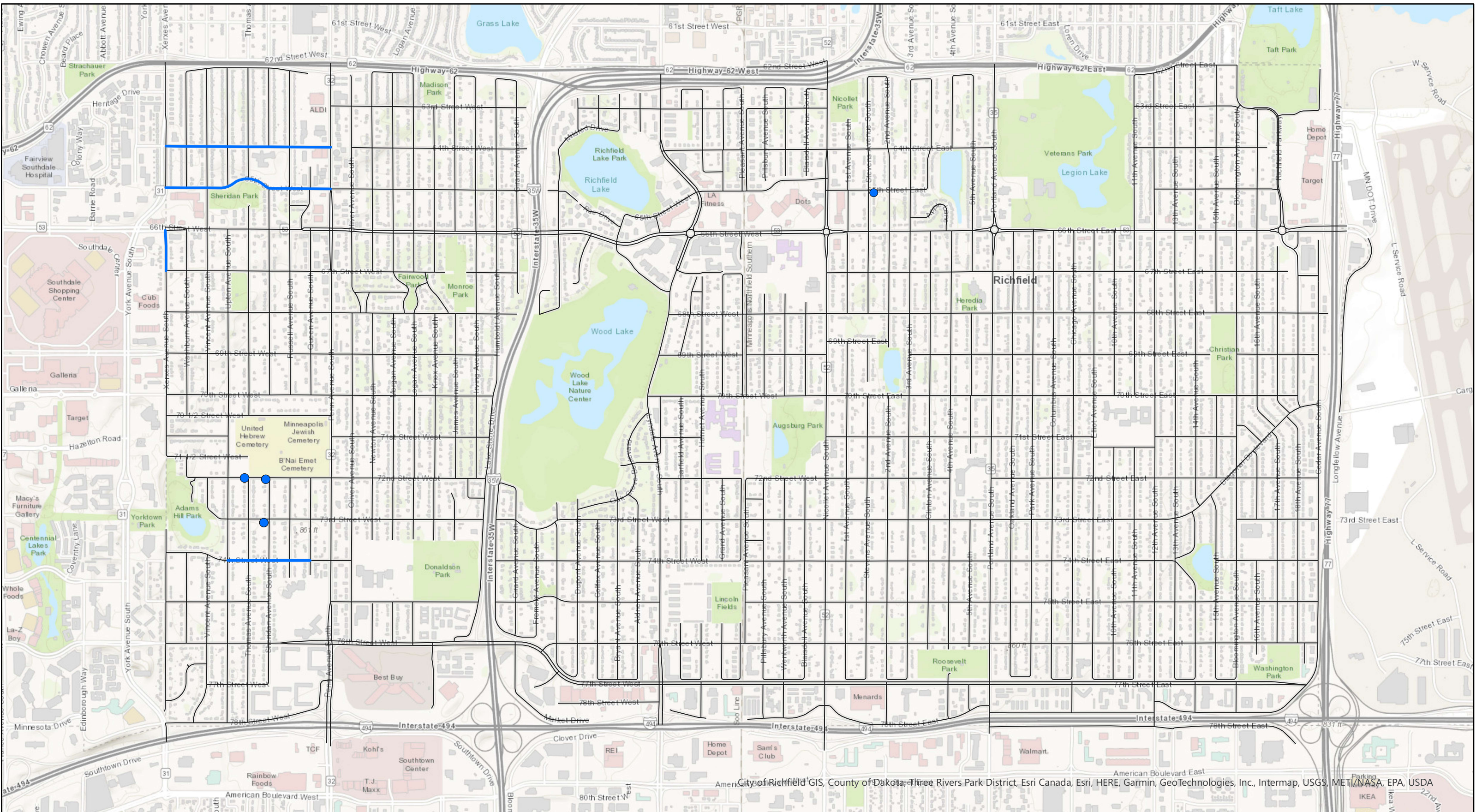


**Disclaimer:**  
All graphic data supplied are constantly undergoing change and is not warranted for the content or accuracy. Any implied warranties, including warranties of merchantability or fitness for a particular purpose, shall be expressly excluded. The City of Richfield can not be held liable for errors or omissions in the data. The recipient's use and reliance upon such data is at the recipient's risk. By using this data, the recipient agrees to protect, hold harmless and indemnify the City of Richfield and its employees and officers. This indemnity covers reasonable attorney fees and all court costs associated with the defense of the city arising out of this disclaimer.

Department of Public Works





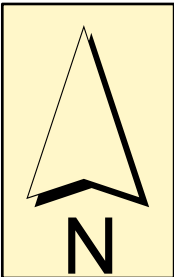




# 2022 Concrete Project

## Legend

-  Concrete Work along Entire Road
-  Concrete Work in Specific Location



### Disclaimer:

All graphic data supplied are constantly undergoing change and is not warranted for the content or accuracy. Any implied warranties, including warranties of merchantability or fitness for a particular purpose, shall be expressly excluded. The City of Richfield can not be held liable for errors or omissions in the data. The recipient's use and reliance upon such data is at the recipient's risk. By using this data, the recipient agrees to protect, hold harmless and indemnify the City of Richfield and its employees and officers. This indemnity covers reasonable attorney fees and all court costs associated with the defense of the city arising out of this disclaimer.

### Department of Public Works





**CITY OF RICHFIELD**  
**HENNEPIN COUNTY, MINNESOTA**  
**CONTRACT FOR MUNICIPAL CONSTRUCTION**

**City Project No. 41013**

**Contract No. 2862**

**Bid No. 22-02**

**Class of Work: 2022 Concrete and Mill and Overlay for the City of Richfield**

THIS AGREEMENT is made this 22<sup>nd</sup> day of March, 2022, between the City of Richfield, Minnesota, acting by and through its Mayor and City Manager ("City") and Park Construction Company ("Contractor").

1. **Contract Price.** The Contractor, in consideration of the payment of the total contract price – Three Hundred Twenty Thousand Seven Hundred Seventy-One dollars and Thirty-Eight Cents (\$320,771.38) – will furnish all materials (except such as are specified to be furnished by the City, if any), all necessary tools and equipment, and do and perform all the necessary work and labor for the full completion of the City Project: **Concrete Sidewalk, curb, and gutter repair, and bituminous milling and overlay of approximately 1.2 miles of residential city streets, and all appurtenant work ("Project").**
2. **Compliance with Plans.** Contractor shall complete the Project as shown in the approved plans, specifications and special provisions (collectively, "Plans") that are on file in the office of the City's Public Works Department. The Plans are attached and are made a part of this Agreement.

Contractor agrees that all work shall be done and performed in the best and most proficient manner and that all materials and labor shall be in strict conformity with the Plans for the Project. All work is subject to inspection and approval by the City Engineer, or their authorized designee. If the City rejects any material or labor as defective or unsuitable, then the Contractor must remove the rejected materials and replace it with material approved by the City Engineer, at the cost of the Contractor. The Contractor must also perform anew any rejected labor to the satisfaction and approval of the City Engineer, or their designee, at the cost and expense of the Contractor.

3. **Commencement and Completion of Work.** Contractor shall notify the City Engineer in writing of its intentions to commence work at least five (5) days prior to moving onto the site according to the specifications. Work may begin at any time after June 13<sup>th</sup>, 2022. The Contractor will have all work done and the improvement fully completed to the satisfaction and approval of the City Council of the City of Richfield, Minnesota, on or before August 12<sup>th</sup>, 2022.
4. **Delays and Liquidated Damages.** Time is of the essence for completion of the Project. If the Contractor fails to complete the Project within the time herein specified, the City shall have the right to deduct from the unpaid part of the contract price, liquidated damages (it being

impossible to determine the actual damages occasioned by the delay) of \$900 for each calendar day of delay, until the work is completed.

Upon receipt of written notice from the Contractor that there will be delay in completion of the Project, the City may in its discretion extend the date for completion. In such case, the Contractor shall become liable for liquidated damages only for failure to perform within the time so extended.


If delays are caused by the weather, labor strikes or other factors not caused by Contractor and Contractor cannot provide written notice as described above, then the City may also in its discretion excuse such delays and extend the date for completion.

5. **Claims for Extra Work or Materials.** Contractor shall not do any work or furnish any materials not covered by the Plans and this Agreement, unless such work or materials is first ordered in writing and approved in writing by the City. If Contractor performs such extra work or provides additional materials without the required written order and approval, the additional costs shall be borne by Contractor.
6. **City Not Liable.** The City, including its Council, employees and agents, shall not be liable or responsible in any manner to the Contractor, its subcontractors, materialmen, laborers or any other person for any claim, demand, damages, actions, or causes of action of any kind arising out of this Agreement or the performance and completion of the Project described herein.

Dated at Richfield, Minnesota, this 22<sup>nd</sup> day of March, 2022.

Signatures for:

(Contractor)

By   
Its Vice President

Signatures for:

CITY OF RICHFIELD, MINNESOTA (City)

By \_\_\_\_\_

Its City Manager, Katie Rodriguez

By \_\_\_\_\_

Its Mayor, Maria Regan Gonzalez



**STAFF REPORT NO. 44**  
**CITY COUNCIL MEETING**  
**3/22/2022**

REPORT PREPARED BY: Julie Urban, Asst. Community Development Director

DEPARTMENT DIRECTOR REVIEW: Melissa Poehlman, Community Development Director  
3/16/2022

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
3/16/2022

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider a resolution of support for the development of affordable, supportive housing for people with the lowest incomes on the property located at 6613-25 Portland Avenue.**

**EXECUTIVE SUMMARY:**

On Tuesday, March 8, at a joint work session of the City Council, Housing & Redevelopment Authority, and Planning Commission, Beacon Interfaith Housing Collaborative (Beacon) presented conceptual plans for the development of up to 40 units of supportive rental housing at 6613-25 Portland Avenue. Beacon specializes in developing supportive housing at deeply affordable levels throughout the Twin Cities.

The population to be served would include neuro-diverse youth and young adults, and supportive housing services would be provided on-site. The units would primarily be affordable at 30 percent of the Area Median Income. This land is guided for Medium-Density Residential housing in the City's 2040 Comprehensive Plan.

Beacon is now requesting a resolution from the City, confirming their support for the concept of affordable/supportive housing at this location. This resolution of support does not guarantee or obligate the approval of any specific land use requests, but rather will indicate that the City is supportive of the conceptual development of the land in this manner. This resolution will aid Beacon in securing project financing and support at other levels of government.

The City of Richfield has a long history of partnering with organizations that best serve its residents. Supporting housing stability for people with the lowest incomes is a way to further the community's commitment to equitable opportunities for all.

**RECOMMENDED ACTION:**

**By motion: Approve the attached resolution supporting the development of affordable, supportive multi-family housing by Beacon Interfaith Housing Collaborative at the property located at 6613-25 Portland Avenue.**

## **BASIS OF RECOMMENDATION:**

### **A. HISTORICAL CONTEXT**

- Beacon Interfaith Housing Collaborative is a non-profit housing developer that has developed deeply affordable, supportive housing throughout the Twin Cities.
- The property contains remnant parcels from the Portland Avenue roundabout project. The HRA has been seeking a viable development proposal for the site since 2009.

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

- The 2040 Comprehensive Plan calls for a full range of housing choices that meet residents' needs at every stage of their lives, and ensure a healthy balance of housing types that meet the needs of a diverse population with diverse needs.
- The property at 6613-25 Portland Avenue is guided for medium density residential housing.

### **C. CRITICAL TIMING ISSUES:**

- In order to seek funding for the proposed development, Beacon is seeking an indication of support by the City Council for the development of affordable, supportive housing. The first funding application is due April 13.

### **D. FINANCIAL IMPACT:**

None

### **E. LEGAL CONSIDERATION:**

- The attached resolution of support indicates that the Council is supportive of an affordable, accessible housing development in the area of 6613-25 Portland Avenue. It does not obligate the City to approve any specific development proposal.

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

- Do not approve a resolution of support.

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

N/A

## **ATTACHMENTS:**

Description		Type
<input type="checkbox"/>	Resolution	Resolution Letter
<input type="checkbox"/>	Aerial Photograph of Site	Exhibit

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

**RESOLUTION SUPPORTING THE DEVELOPMENT OF AFFORDABLE, SUPPORTIVE  
MULTIFAMILY HOUSING IN THE VICINITY OF  
6613-25 PORTLAND AVENUE**

WHEREAS, the City of Richfield is committed to providing a full range of housing choices that meet residents' needs at every stage of their lives and ensuring a healthy balance of housing types that meets the needs of a diverse population with diverse needs; and

WHEREAS, the City of Richfield is committed to partnering with organizations that best serve its residents; and

WHEREAS, Beacon Interfaith Housing Collaborative (Beacon) is an affordable housing developer focused on developing affordable, supportive homes for those with the lowest incomes; and

WHEREAS, the City of Richfield is supportive of the mission of Beacon to provide stable, supportive housing affordable to those with the lowest incomes; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Richfield owns land at 6613-25 Portland Avenue and where that land is guided for medium density residential housing; and

WHEREAS, Beacon, has proposed to construct approximately 40 units of affordable, supportive housing, to be located at 6613-25 Portland Avenue, Richfield, Minnesota (the "Redevelopment"); and

WHEREAS, Beacon has presented a conceptual Redevelopment to the City Council and has received support of the Council to move forward in the exploration of a specific Redevelopment plan and application; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council supports the development of affordable, supportive multifamily housing by Beacon in the vicinity of 6613-25 Portland Avenue.

Adopted by the City Council of the City of Richfield, Minnesota this 22nd day of March, 2022.

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

ATTEST:

\_\_\_\_\_  
Kari Sinnig, City Clerk



# The Richfield Site

66<sup>th</sup> Street East and Portland Avenue South





**STAFF REPORT NO. 45**  
**CITY COUNCIL MEETING**  
**3/22/2022**

REPORT PREPARED BY: Chris Swanson, Management Analyst

DEPARTMENT DIRECTOR REVIEW:

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
3/16/2022

**ITEM FOR COUNCIL CONSIDERATION:**

**First reading of transitory ordinance providing funding for certain capital improvements from the Liquor Contribution Special Revenue Fund.**

**EXECUTIVE SUMMARY:**

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

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 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.

The proposed funding for 2022, per the approved CIB budget, totals \$450,000 and encompasses several park and recreation related projects.

**RECOMMENDED ACTION:**

**By Motion: Approve first reading of the transitory ordinance providing for the expenditure of funds from the Liquor Contribution Special Revenue Fund for certain capital improvements, schedule public hearing and second reading for April 12, 2022.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

At the December 14, 2021 City Council meeting, the City Council authorized \$450,000 of Special Revenue Funds for improvements to several City capital improvements in 2022.

Included in the \$450,000 are:

- \$50,000 Major Park Maintenance/Fence Repair
- \$50,000 Community Center/Wood Lake Building Repair
- \$105,000 Donaldson Park Renovation

- \$65,000 Fairwood Park Tennis Court Rebuild
- \$90,000 Monroe Park Play Equipment
- \$90,000 Sheridan Park Play Equipment

The 2022 CIB also provides for expenditures for all types of funds contained in the budget including municipal state aid, user fees, state grants, county funds, and issuance of debt.

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 2022 so that the capital projects can be initiated on a timely basis, completed and the funds expended.

It is suggested that the first reading of the transitory ordinance take place on March 22, 2022 and a public hearing and second reading be completed at the April 12, 2022 City Council meeting.

**D. FINANCIAL IMPACT:**

While the total 2022 CIB includes total budgeted expenditures of \$12,880,000, the portion of the CIB concerning proposed funding from the Special Revenue fund is \$450,000.

- \$50,000 Major Park Maintenance/Fence Repair
- \$50,000 Community Center/Wood Lake Building Repair
- \$105,000 Donaldson Park Renovation
- \$65,000 Fairwood Park Tennis Court Rebuild
- \$90,000 Monroe Park Play Equipment
- \$90,000 Sheridan Park Play Equipment

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.

The City Attorney has reviewed the transitory ordinance and approved of its contents and its compliance with the City Charter.

**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
TRANSITORY ORDINANCE FOR THE	



▣ EXPENDITURE OF MONEY FROM THE LIQUOR  
CONTRIBUTION SPECIAL REVENUE FUND

Resolution Letter

**BILL NO.**

**TRANSITORY ORDINANCE NO.**

**AN ORDINANCE PROVIDING FOR THE EXPENDITURE OF MONEY FROM  
THE LIQUOR CONTRIBUTION 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 Liquor Contribution 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 Liquor Contribution 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	\$	50,000
Donaldson Park Renovation	\$	105,000
Fairwood Park Tennis Court Rebuild	\$	65,000
Monroe Park Play Equipment	\$	90,000
Sheridan Park Play Equipment	\$	90,000

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 **22nd day of March, 2022.**

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Maria Regan Gonzalez, Mayor

ATTEST:

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Kari Sinning, City Clerk



**STAFF REPORT NO. 46**  
**CITY COUNCIL MEETING**  
**3/22/2022**

REPORT PREPARED BY: Chris Swanson, Management Analyst

DEPARTMENT DIRECTOR REVIEW:

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
3/16/2022

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider approval of a service level agreement with Dialog One, LLC for translation and Interpretation services.**

**EXECUTIVE SUMMARY:**

The City of Richfield is dedicated to building a diverse, inclusive and thriving hometown. The city seeks to understand barriers and connect all residents with opportunities. The 2020 Census found 41 percent of our community identifies as black, indigenous, and people of color. In addition, English is not the primary language spoken at home for 24.4 percent of our residents. We want to serve all members of our community and ensure they feel invited to engage with the city.

Historically, the city employed a patchwork of approaches to ensuring translation and interpretation services were available to our residents. Individual departments entered into informal agreements with various vendors for this service or, have asked staff to do the interpretation.

Looking forward, the city is looking for a vendor to provide a single point of access to a broad range of services. To support and communicate with our community, the city requested proposals for translation and interpretation services, including:

- On-demand over the phone interpreters
- On-demand video remote interpreters, including American Sign language
- Scheduled in-person consecutive interpreters
- Scheduled web conference interpreters
- Document translation

City staff requested and received two bids for translation and interpretation services from local vendors; Dialog One, LLC and Global Translation and Interpreter.

City staff formed an internal review panel made up of employees from multiple departments and with diverse backgrounds. The recommendation from the panel, based on review of the services offered by the companies, was to enter into an agreement with Dialog One for translation and interpretation services for all city services except the Richfield Police Department (RPD). The RPD already has an existing contract through Hennepin County with a vendor certified to do law enforcement translation.

There is no specific contract dates outlined in the terms of service. Staff will review the contract annually to ensure the needs of the organization and the community is being met.

**RECOMMENDED ACTION:**

**By Motion: Approve entering into a service level agreement with Dialog One, LLC for translation and Interpretation services.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

Dialog One is a Twin Cities-based company founded in 2001. Dialog One offers more than 200 languages, 24 hours a day, 7 days a week, 365 days a year through certified, accredited, and qualified interpreters and translators.

The following organizations use Dialog One for translation and Interpretation services:

- Mid-Minnesota Legal Aid
- Wilder Foundation
- Hennepin, Ramsey, Dakota, Carver and Washington Counties
- Roseville and Minneapolis Public Schools
- MPHA
- SPHA

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

This agreement is in line with our Equitable Core Value. The City of Richfield is dedicated to building a diverse, inclusive and thriving hometown. The city seeks to understand barriers and connect all residents with opportunities. Richfield will reduce inequity by focusing on the areas of greatest disparities.

**C. CRITICAL TIMING ISSUES:**

None

**D. FINANCIAL IMPACT:**

The total annual cost is not expected to exceed \$6,000. Dialog One will bill each department separately for services. Departments already have an adequate budget for translation and interpretation services.

**E. LEGAL CONSIDERATION:**

None

**ALTERNATIVE RECOMMENDATION(S):**

The City Council could deny entering into a service level agreement with Dialog One. This would mean the city does not have access to translation and interpretation services.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

None

**ATTACHMENTS:**

Description	Type
□ Dialog One, LLC Proposal	Contract/Agreement



February 09, 2022

**Attention:** Chris Swanson

**Representing:** City of Richfield

**Subject:** Proposal for delivering language and cultural services

Chris,

Per your request, Dialog One is pleased to submit this proposal for the purpose of providing a single point of access for the City of Richfield to access reliable international language and cultural services.

We are excited about the opportunity to partner with your organization to provide the value you need when communicating with families in your community of diverse cultural backgrounds.

On behalf of Dialog One, thank you for your kind attention and consideration to our business collaboration.

We look forward to working with you.

Sincerely,

Mr. Roberto D. Fonts,  
Dialog One, LLC  
2380 Wycliff Suite  
St. Paul, MN. 55114

8(a) CERTIFIED BUSINESS	SOCIO-ECONOMIC PROGRAMS
Company Name: <u>Dialog One, LLC</u>	Small <input checked="" type="checkbox"/>
2380 Wycliff Street, Suite 200	Small Disadvantaged
Address: <u>St. Paul, MN 55114</u>	8(a) <input checked="" type="checkbox"/>
Contact's Name: <u>Roberto D. Fonts President and CEO</u>	HUBZone <input type="checkbox"/>
Telephone: <u>(651) 379-8600</u>	Women Owned <input type="checkbox"/>
Email Address: <u>rfonts@dialog-one.com</u>	Veteran Owned <input type="checkbox"/>
Website: <u><a href="http://www.dialog-one.com">www.dialog-one.com</a></u>	Service-Disabled Veteran <input type="checkbox"/>
Fax Number: <u>N/A</u>	GSA Schedule Holder <input type="checkbox"/>
DUNS Number: <u>00-567-4408</u>	GSA Contract Number:
Cage Code: <u>541930</u>	
* 8(a) Exit Date: <u>November 11, 2024</u>	Other: MBE, ATA Corporate,

### COMPANY OVERVIEW

**Dialog One, LLC is a 21-year language service provider offering more than 200 languages, 24 hours a day, 7 days a week, 365 days a year through certified, accredited, and qualified interpreters and translators.** Professional Service Providers and their limited English-speaking customers are now able to communicate effectively across multicultural markets to address conflicts arising from language and cultural differences. We provide our services at the local, national, and global scale. Dialog One's administration performs with high levels of integrity and years of experience in the medical, legal, and human service professions. We are not only bridging communication barrier between languages and cultures, but we are also increasing our customer's ability to create value in the community and be profitable in the process. **Our services include** • On-demand Phone/Video Interpreters - Consecutive & Simultaneous Sessions • Cultural Mediation • Document Translations - Trans-Creation • Editing • Transcription • Desktop Publishing • Bilingual Staffing • Proofreading • Inter-cultural Training and custom projects support.

**Company's Principal:** Dialog One was founded in Minnesota by Roberto Fonts-Diaz a Cuban American who has made the United States his home. Dialog One's mission is to allow the magic of communication be real in the world and that through his accountability every community in the world "is heard".

### CORE CAPABILITIES

**Our corporate, government and consumer clients subscribe to our mobile app to access on demand human-centered over the phone, video remote interpreters in over 200 languages.**

As a language service provider, Dialog One focuses on supporting the medical, legal, education, marketing and human service professions to create value in the community they serve. Our secondary market focus is pharmaceutical, food/beverage, marketing/advertising, information technology, manufacturing, human resources and more. The company can customize its offerings to support our customers to get what they need for any language, project size and deadline. **Company's Competitive Difference:** What makes Dialog One unique is our commitment to provide value, innovation, speed of service delivery, quality, and cost efficiency. Over the course of the 20 + years in business, Dialog One has recruited over 7,000 bilingual professionals around the world and has developed complementary online software to help our customers place orders and manage services 24x7x365.

### NAICS

CODE	DESCRIPTION
541930	Translation and interpretation services

### CUSTOMER EXPERIENCE

Lifetouch, Jennie O' Turkey Store • Form Stack • Central MN Legal Services • Blue Cross and Blue Shields of MN • Sun Country • Health Alliance • Medica • HealthPartners • Ucare • Metropolitan Health Plan • Aveda Corp • Shutterfly • Best Buy • Mid-Minnesota Legal Aid • Cub Foods • Cintas Corp • Wilder Foundation • Hennepin, Ramsey, Dakota, Carver and Washington Counties • Roseville and Minneapolis Public Schools • MPHA • SPHA



## LANGUAGE SERVICE PROPOSAL

Dialog One's Professional network of interpreter allows our clients to use our language services as one their one stop solution to all of their languages cultural service needs.  
We offer over 200 languages 24 hours a day 7 days a week.

### OVER THE PHONE, VIDEO REMOTE, ON-SITE INTERPRETERS & DOCUMENT TRANSLATIONS

**OVER THE PHONE INTERPRETERS ON DEMAND:** Our hours-of-service operation for on-demand over the phone interpretation is 24 hours 7 days a week and accessible from landline phones, computer browsers or through our mobile App.

**VIDEO REMOTE INTERPRETERS ON DEMAND:** Our hours-of-service operation for American Sign language and spoken major languages on video remote interpretation is 24 hours 7 days a week.

**WEB CONFERENCE INTERPRETER BY APPOINTMENTS:** We support webconference platform such as Zoom, Webex, Gogle Meet, Microsoft Meet and many other web conference platforms.

**ON-SITE INTERPRETER BY APPOINTMENTS:** We support through our preschedule platform the opportunity to secure an in person interpreter for important business meetings. The services is offer 24 hours 365 days of the year.

**DOCUMENT TRANSLATION BY APPOINTMENT:** Our document translation is offered by appointment only. However, we can take rush translation orders and complete them depending on the the size, formatting requirements for the project to deliver it th customer on time. **Translation services hours are M-F 8:00 am to 5:00 pm CST.**

Translations are assigned only to those who are native speakers for the target language and have related experience with the subject matter at hand. Query reports and regular meetings are used to efficiently solve translation issues and share production information. Editors review the document translated for accuracy, grammar, spelling, cross cultural concerns and writing style are thoroughly reviewed. In addition, 3<sup>rd</sup> party proofreaders are hired to simulate the experience of the targeted community by checking the text and cultural context. This step ensures a native flow and provides a further opportunity to an error free translation.



## **Dialog One's Interpreter Competency**

Dialog One recruits and train bilingual talent around the country to become Certified, Accredited and Qualified interpreters. Dialog One's Academy was created to build a solid foundation in our professional network of interpreters and translators. These individuals have more than 5 years' experience working the specialized fields of medical, legal, and human services. In our roster, all translators-interpreters attend orientations, which provide them with the policies and procedures needed to support our customers, especially when providing translation and interpretation services to customers in the medical and legal professions. We recruit trained highly skilled and committed professionals to meet our client's cross cultural communication strategies in a way that produces positive results for everyone involved.

Dialog One makes available continuing education to help these graduates grow and deepen their participation as professional interpreters/cultural mediators. Our program goes to work on awakening their innate ability to listen and communicate effectively and ethically when delivering services to professional service providers and limited English proficiency clients. For more information, please visit our website for interpreter's testimonies.

### **Interpreters Minimum Qualifications:**

- Proof of a minimum 2 years of college education
- Completed the 40-hour training recommended by MDH – Bridging the Gap
- Excellent verbal and written communication in both languages
- Fluent in both native and acquired cultures
- Experience working in each professional environment
- Pass a language "Proficiency Exam" and vocabulary test
- Criminal background check
- Provide two (2) letters of recommendations
- Orientation

New bilingual language talent needs to meet the minimum qualification to be consider as an applicant. For the language talent to be consider as active enrollee in our roster, the talent needs to complete our online vocabulary test and language assessment and interview before getting accepted as an active agent in our online roaster.

It is a policy at Dialog One to pay its interpreters professional living wages above the industry standard. Dialog One pays leaving wages to its network of accredited/certified and contract interpreters. The compensation is calculated based on years of experience, the modality, location, language combination and skill level of the interpreting. Interpreters with simultaneous interpreting skills are compensated at a higher rate with a minimum of two hours per order.

For an interpreter to receive a higher level of compensation they must demonstrate experience and provide proof of such accreditation/certification and skills. Interpreters who are qualified as Medical, Legal or Human Service professions are required to demonstrate competency in the minimum skills and abilities required. Qualified interpreters who are not certified or accredited will not be allowed to work in areas where certification/accreditation is required. Dialog One pays its interpreters a small percent increase per hour when completing jobs after regular business hours, weekends or during national holidays. Interpreters working under contract with Dialog One, are not paid benefits since they are independent contractors.

When Dialog One is awarded the contract to provide these services, it intends to hire full and part time interpreters with benefits to fulfill on this agreement.

## **Interpreters Daily Ethical and Integral Reflections**

Dialog One's interpreters refer to the following three questions before and after an interpreting session.

- Is my listening in alignment with the outcomes set forth for the conversation?
- Is my work motivating actions that align everyone's intent for the conversation?
- Is my intent and actions in alignment with my professional, ethical conduct in practice?

## **Experience and Capacity**

Dialog One will support all the above departments needing our Phone/Video Remote interpreter and Document translation service when needed. Our services will provide meaningful access to City residents to get adequate information about the City's program and services. Dialog One's responsibility is to help residents understand that those services and benefits are available to eligible residents. Dialog One's responsibility is to provide on-demand phone and video interpreter access to allow City residents to communicate relevant circumstances to City staff in their native language. Dialog One will deliver on-demand phone/video remote interpreters and allow the City to scheduled interpreter sessions in our platform at no additional charge. Our over the phone spoken language interpreters' services is delivered 24 hours a day, 7 days a week, 365 days a year. Video remote for spoken language interpreters' services is delivered 7am to 7pm Monday through Friday Central Standard Time. American sign language interpreters' services are delivered 24 hours a day, 7 days a week, 365 days a year.

## **Languages spoken in the metropolitan area:**

Our interpreters' services include all the languages needed in the City such as Spanish, Amharic, Anuak, Arabic Bosnian Bulgarian Cambodian Mandarin Chinese Cantonese Chinese Egyptian (Arabic) Ewe Farsi, French Creole, French, German, Hindi, Hmong, Karen, Kirundi, Korean, Lao, Moroccan (Arabic), Oromo (Oromia), Polish, Portuguese (Brazil), Romanian, Russian, Somali, Spanish, Sudanese (Arabic), Swahili, Tibetan, Tigrinya, Turkish, Ukrainian, Vietnamese, Afghani, Dari and many others.

The following is a detailed description of the proposed project responsibility and management Dialog One is bringing to this project. The number of interpreters needed for this project will be determined when we see a report of daily call activity from your current language service provider. We believe many of the City's department has a larger need for Spanish, Somali, Karen, Burmese, and many other languages. Dialog One plans to bring local talent to support the total volume of calls needing interpreters throughout your department. In addition, Dialog One will be adding additional full time or part time employees to our language queues as opportunities increases for us in Ramsey County.

## **MULTI-LAYERED, THREE-STEPS CALL MANAGEMENT PLAN**

Step 1: Calls are first transferred to dedicated interpreters, queued specifically for the city, to ensure that all calls are handled professionally and in a timely manner (Queue No.1)

Step 2: During instances of peak times and when no interpreters are available in Queue No. 1, calls are seamlessly routed to qualified interpreter in a second queue (Queue No. 2) handling calls only from a small number of specific accounts.

Step3: If no one is available on Queue 1 or 2, calls are transferred to a general queue of qualified and accredited interpreters. Interpreters in this pool are handling our overflow calls for interpreters.

This three-step process occurs seamlessly through our state of the art skilled-based call routing system, ensuring that no call is missed and is answer within 10-30 seconds of its initiation

Capacity and Ability to meet the City's language services needs

**We provide three (3) ways to access over the phone interpreters through our network:**

1: Our customers can access our interpreters through traditional telephone landline networks. The platform assigns an account and a PIN to each person authorized to access the service. The platform provides the caller with the call centers' dialing number to connect to an interpreter immediately. The IVR (Interactive Voice Response) supports using touch tones for language selections or allows the caller to say the language desired and connects the choice to a live interpreter in seconds.

2: Our customer can access audio/video interpreters from any laptop or desktop computer. The platform assigns an account and accepts the credentials of each person authorized to enter the system. The platform requires the caller to enter their username and password at the time of requesting an interpreter. Once in the system the caller selects the language from the quick dial or chooses one from the language dropdown menu then presses the audio or video icon symbol to call and connect to an interpreter.

3: Customers can download the Android/Apple mobile App from any mobile device available. The Customer downloads the app to its mobile device, selects the language from the dropdown menu or quick dial pad, and presses the audio or video icon symbol to call and connect to an interpreter.

To access an interpreter through your computer browser, go to [www.dialog-one.com](http://www.dialog-one.com) to click on **My Dovi account** and enter your username and password to access the platform.

When accessing services from any mobile device, we recommend headsets be used, so personal information remains private and away from eavesdroppers. All you need is an internet connection to access the application. With a touch of a button, you can connect with an on-demand or schedule interpreter for an appointment where a specific language interpreter is needed.

The Phone/Video Interpreter customer/administrator is invited to open an account. Each user wanting to enter the platform is uniquely identified by a username and password that is safeguarded by the system. The account information is associated with the users email address and is the key to identifying the caller in the account cost center associated with that user.

Our service response to your needs for on demand or scheduled Phone/Video session interpreter is under 30 seconds for most languages. The telephony platform offers complete management of users in the system and uses analytics so that service administrators can monitor their language service needs and outcomes throughout the organization.

Customer requests for languages can be made on-demand or scheduled in advance for specific interpreters or situations to meet specific cultural requirements. Dialog One's backstop partners provide overflow support through our system which ensures that all community spoken languages are answered promptly for phone or video interpretation.

Please note: Dialog One provides full support to **American Sign Language (ASL) interpreting** and many other exotic languages spoken in the community.

Dialog One provides a complimentary 24-hour online self-serve scheduling platform to help the City's departments schedule or cancel an interpretation and translation service requests anytime of the day or night.

Quality of our services is paramount to Dialog One. To that end, Dialog One applies the six (6) dimensions of quality formulated by the Institute of Medicine (IOM) and applies these concepts to our language services.

1. **Safety**: Avoid harm to patients/clients through language assistance.
2. **Timely and Responsive**: Reducing harmful delays for those who receive and those who provide the language services.
3. **Effective**: Provide language services based on knowledge to all who could benefit and refraining from providing services to those not likely to benefit.
4. **Efficiency**: Avoiding waste - including waste of scarce language service resources, the time of patients/clients, hospital staff and interpreter service personnel, equipment, supplies, ideas, and energy.
5. **Equity**: Providing language assistance that does not vary in quality because of personal characteristics such as language preference, sex ethnicity, geographic location, and socioeconomic status.
6. **Human-centered**: Providing language assistance that is respectful of and responsive to individual patient/client preferences, needs, culture and values and ensuring that patient/client values guide all the decisions and choices.

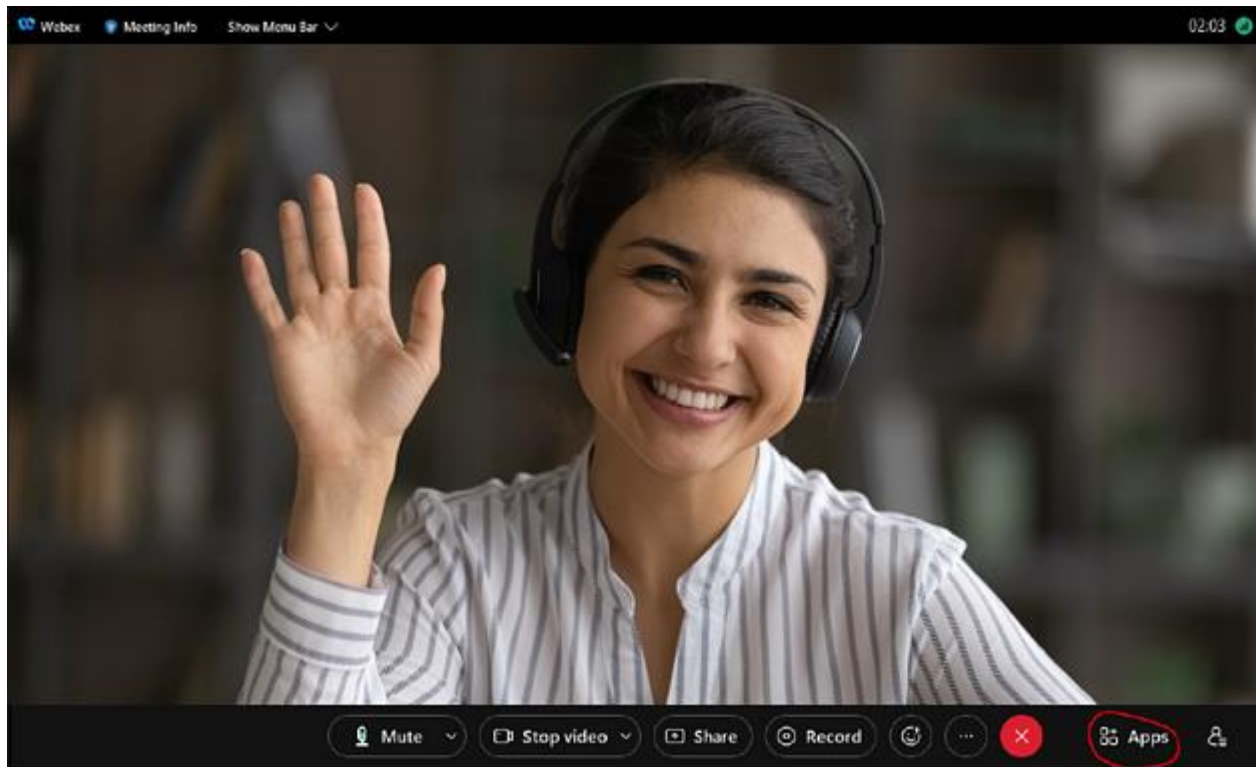
Customers can choose to evaluate the session quality and effectiveness of an OPI or VRI session via the Dialog One application by selecting from one (1) or more of the five (5) stars ratings in the system. The interpreter's performance is very important to Dialog One management, moreover, aggregated results are viewed on an ongoing basis. If an interpreter receives a two (2) star rating or lower the situation will be assessed and reviewed by management to determine how performance can be improved. The Dialog One application allows for review of the OPI and VRI sessions to ensure quality.

Dialog One can provide detailed invoices on a weekly, bi-weekly, or monthly basis. The City can create accounts for individual departments and authorize buyers for that account. Invoices will identify the department and buyer for each order. Dialog One's billing policy is that all scheduled hourly services more than the 1-hour minimum for scheduled sessions are billed in 15-minute increments. Dialog One will invoice 'per minute' used for the on-demand phone and video services. Dialog One can customize the invoice formats as required.

Dialog One can provide a basic monthly report to the city indicating charges, scheduled times, patients, and clients visited, location, facility, number of hours, minutes, and word count. Dialog One can provide statistical reports, given the large number of potential combinations of factors. Since all orders reside in our database with details such as language requested, date of service, department codes, personal codes, rates and other information, custom reports can be generated upon request.

### **Webex integration with our DOVI suite.**

At Dialog One, we're finding new ways to add interpretation into the everyday for more businesses interactions. Our DOVI App integrates well with your webex and zoom accounts for Interpretation sessions whenever needed. it brings the power of 3,000 + interpreters in over 200 languages straight into Webex video and voice calls.



- Users can access the DOVI suite Interpretation App from within their next Webex or Zoom account
- From within your Webex caller, click Apps in the bottom bar. Once you've opened it, you'll see Boostlingo Interpretation.
- For existing customers, users can use their credentials from the [dialog-one.interpretmanager.com](https://dialog-one.interpretmanager.com) for Android users and the app for iOS users.
- For new users, you can sign up for an account ahead of your next call. You'll need a paid Webex account and an active DOVI account to use the Interpretation service.

## Document Translation Industry Tools

Dialog One requires using the latest technologies to support our customers with efficiency. We can meet all of our customers' requirements by utilizing the following composition tools.

- Trados
- Microsoft Office
- Wordfast
- SKLX
- Déjà Vu x
- InDesign
- Illustrator
- Photoshop
- FrameMaker
- Dreamweaver
- PageMaker
- Others

Our Desktop Publishing team works together with our translation team to ensure the final document is delivered exactly like the source document but in another language. Our services include complete work, all the way from the initial translation to the printing of the document.

Documents are delivered to our customer in any of the following formats:

DOC	TXT	EXCEL	POWER P. P.	ACCESS	RTF
PAGEMAKER	QUARK EXP	ILLUSTRATOR	INDESIGN	PHOTOSHOP	FRAME MK
HTML	SGML	XML	WORDPRESS	PHP	OTHERS

## **Step by step process to ensure document translation quality**

Step 1: Dialog One assigns a project manager to ensure the client's requirements are met. Typical workflow for project manager is to review the customer's translation requirements, review the source document, assigns workload. Project manager observes the creation for the glossary of terms and determines consistency and branding for the entire project.

Step 2: The assigned project manager appoints a project team leader, prepares a project glossary, and provides training if necessary. The project manager ensures the project is moving forward as indicated in the scope of work.

Step 3: Translations are assigned only to those who are native speakers for the target language and have related experience with the subject matter at hand. Query reports and regular meetings are used to efficiently solve translation issues and share production information. Editors review the document translated for accuracy, grammar, spelling, cross cultural concerns and writing style are thoroughly reviewed. In addition, 3<sup>rd</sup> party proofreaders are hired to simulate the experience of the targeted community by checking the text and cultural context. This step ensures a native flow and provides a further opportunity to an error free translation.

Step 4: Quality Assurance (QA) process evaluation is executed to randomly see if all the translated files are meeting the project instructions and the internal quality standards.

Step 5: Project manager and the translation team meets to sign off on the entire project. The entire team conducts final reviews of the project by looking into linguistic choices, cross cultural validations, and overall branding choices. The final document is then approved for delivery to the customer using the desired media.

Step 6: Project Summary, the project manager and QA manager both evaluate the project quality as well as the performance for the entire team. The translation memory and glossary are kept for future uses and related files are backed up.



## District 916 Schools Interpreter and Translation Rates

### On-demand phone/video interpreters (0) minimum

Rate per minute	\$ 1.50	English < > All community spoken languages*
Rate per minute	\$ 2.25	English < > American Sign Language (ASL)

For scheduled video interpreters for Zoom/Google Meet sessions, the prices for a one-hour minimum are listed below under the in-person section.

### Scheduled in-person consecutive interpreters (2) hours minimum

Rate per hour	\$ 55.00	English < > Spanish
Rate per hour	\$ 65.00	English < > Community Languages*
Rate per hour	\$ 75-95	English < > Exotic Languages
Rate per hour	\$ 75-95	English < > American Sign Language
Travel	\$ N/A	Per mile, travel time outside the metro area may apply

### Schedule webconference consecutive interpreters sessions (1) hour minimum

Rate per hour	\$ 55.00	English < > Spanish
Rate per hour	\$ 65.00	English < > Community Languages*
Rate per hour	\$ 75-95	English < > Exotic Languages/ASL

### Schedule webconference simultaneous interpreters sessions (1) hour minimum for townhall meetings

Rate per hour	\$ 95.00	English < > Spanish
Rate per hour	\$ 20.00	English < > Community Languages*
Rate per hour	\$ 75-95	English < > Exotic Languages

**\*Community spoken languages supported are:**

Amharic, Arabic, Burmese, Cantonese, French, Hmong, Laotian, Karen, Khmer (Cambodian), Oromo, Russian, Tigrinya, Somali, Spanish and Vietnamese.

**Document Translation Rates**

Language	Minimum	Translation & Proofreading	Proofread Only	Status	Technical	Difficult	Complex	Volume Discounts
Library	Unit words	Per word	Per word	Rush	Charges	Charges	Charges	After
Amharic	200	\$0.30	\$0.20	25%	\$0.35	\$0.38	\$0.45	5,000 +
Arabic	200	\$0.30	\$0.20	25%	\$0.35	\$0.38	\$0.45	5,000 +
Burmese	200	\$0.30	\$0.20	25%	\$0.35	\$0.38	\$0.45	5,000 +
Cantonese	200	\$0.30	\$0.20	25%	\$0.35	\$0.38	\$0.45	5,000 +
French	200	\$0.28	\$0.20	25%	\$0.35	\$0.38	\$0.45	5,000 +
Hmong (white)	200	\$0.30	\$0.20	25%	\$0.35	\$0.38	\$0.45	5,000 +
Lao	200	\$0.30	\$0.20	25%	\$0.35	\$0.38	\$0.45	5,000 +
Karen	200	\$0.30	\$0.20	25%	\$0.35	\$0.38	\$0.45	5,000 +
Khmer	200	\$0.30	\$0.20	25%	\$0.35	\$0.38	\$0.45	5,000 +
Korean	200	\$0.30	\$0.20	25%	\$0.35	\$0.38	\$0.45	5,000 +
Oromo	200	\$0.30	\$0.20	25%	\$0.35	\$0.38	\$0.45	5,000 +
Russian	200	\$0.30	\$0.20	25%	\$0.35	\$0.38	\$0.45	5,000 +
Somali	200	\$0.30	\$0.20	25%	\$0.35	\$0.38	\$0.45	5,000 +
Spanish	200	\$0.25	\$0.20	25%	\$0.28	\$0.38	\$0.45	5,000 +
Vietnamese	200	\$0.30	\$0.20	25%	\$0.35	\$0.38	\$0.45	5,000 +
S-Croatian	200	\$0.30	\$0.20	25%	\$0.35	\$0.38	\$0.45	5,000 +
Others	200	\$0.38	\$0.22	25%	\$0.40	\$0.42	\$0.45	5,000 +

**Prices are subject to change at any time with 30 days written notice.**

**The prices are subject to change with 30 days advance written notice**

**Service Level Agreement**

Dialog One's over the phone interpreter service is available 24/7. Availability for video interpreters is more restrictive, and it is available only Monday through Friday from 8:00 am to 8:00 pm Eastern Standard time for all community languages presented in this proposal. The Interpreter's availability for any language is based on

time of day and available resources.

**Dialog One highly recommends video/phone modality as the most reliable way to access interpreter service.** Interpreter connection time starts when the Interpreter comes on the line. All calls over 20 seconds will be billed per minute increments. The average connection time is 30-40 seconds, and the average call length is 15-20 minutes per phone/video calls. Exotic languages response time is under 2-3 minutes depending on language availability and time of day.

**\*Community spoken languages supported are:** Amharic, Arabic, Burmese, Cantonese, French, Hmong, Laotian, Karen, Khmer (Cambodian), Oromo, Russian, Tigrinya, Somali, Spanish and Vietnamese.

### **Other charges**

**After hours:** Add 25% extra for after regular business hours 5:00 pm to 6:00 am, weekends/ holidays

**Rush orders:** Add 25% extra for rush orders

**Reschedules:** Requires 24 hours advance notice M-F 8 am to 5 pm

**Cancellations:** Requires 24 hours advance notice M-F 8 am to 5 pm

Same day cancellations, client/provider no shows pays the entire book time for the visit

### **Summary of Service level agreement**

- Scheduled consecutive virtual sessions has a 1 hour minimum for all spoken/ASL languages
- Scheduled consecutive in-person sessions has a 2 hours minimum for all spoken/ASL languages
- Scheduled simultaneous virtual sessions has a 2 hours minimum + requires 2 interpreter
- Scheduled simultaneous in-person sessions has a 2 hours minimum + requires 2 interpreters
- On-site interpreter visits requires a minimum of 72 business hours advance notice M-F
- Over the phone interpreter services is available on-demand 24 hours 7 days a week
- Video remote interpreter services is available 8:AM to 8:00 PM M-F eastern standard time
- No minimum monthly access charge for the DOVI suite phone/video interpreters
- For web conferences/in person visits add 25% for after 5:00 pm M-F weekends/holidays
- In-person visits have a minimum of 2 hours with 15 minutes increments after the minimum time
- Web conference interpreter visits have a minimum of 1 hour with 15 minutes increments
- Some restrictions may apply to virtual services requests for some languages
- The customer pays the minimum booked-time when canceling with less than 24 hours.
- The customer pays the minimum booked-time for provider or client, "**NO SHOW.**"
- Mileage Charge is valued at current market rates, \$00.55 per mile out side the metro area
- Appointments outside the metro are charged mileage + travel time \$75.00 per hour, round trip
- Lodging and other expenses charged at the local market rate. (for commercial accounts only)
- Document translation/Proofreading has a 200 word minimum per order and language
- Dialog One office hours are M-F from 8:00 am to 5:00 pm (CST)



## **Terms of Service**

**DATE ISSUED: February, 09 2022**

In providing interpretation and translation services, Dialog One, LLC will make reasonable efforts to ensure the privacy of customers' communications. The customer agrees to safeguard its Client Identification Number against use by unauthorized persons. The customer shall be solely and entirely responsible for charges resulting from the use of its Client Identification Number, whether or not such use is authorized. All scheduled Interpretation sessions are scheduled with specific durations. Services provided for these sessions will be billed per minute/hour at the rates agreed upon in Attachment A. Interpreters for scheduled sessions are available for the entire time unless otherwise indicated by the customer. For assignments lasting more than the scheduled duration, the additional time will be billed in 15 minutes increments. Interpreter availability to stay overtime is subject to the Interpreter's schedule and is not guaranteed. If a scheduled session is canceled with less than twenty-four (24) hour notice, the customer is billed at the agreed per minute/hour rate for the job assignment's entire duration.

**Onsite Interpreter (s):** Any in-person interpreter sessions delivered after business hours, weekends, and holidays are subject to a 25% surcharge.

**Scheduling Interpreter (s):** Customers can schedule interpreters online 24/7. There is one business day cancellation policy after the Interpreter has been assigned to the session. Cancellations/Reschedules must be received during business hours between 8 am to 5 pm. Cancellations for scheduled interpreters made with less than one business day will be charged the entire scheduled time.

**Interpreter travel mileage (s):** if the job site is more than 30 miles one way from the Interpreter departing location, mileage is charged to the customer at the IRS standard mileage rate for the current year. Dialog One will hire only interpreters available in the Metro Area, unless otherwise requested by the customer.

**Interpreter work hour (s):** To prevent Interpreter from feeling fatigue due to the workload, assignments lasting longer than 2 hours generally may require two interpreters for both **consecutive and simultaneous sessions**. Dialog One will work with you to make such a determination.

**Document translation:** Includes a translation, proofreading, and cultural competency review. The project is billed on a per word basis with a minimum of 200 words for a job assignment. Proofreading only, editing only, and documents formatting are billed on a per-hour rate with a minimum of one hour.

**Past due invoices:** Invoices are due within 30 days. If an unpaid invoice is 30 days past due, a late fee of 3% of the balance will be added. Should it become necessary to refer your outstanding balance to a collection agency, a collection fee, not to exceed 3% of the balance referred; plus reasonable attorney's fees; and court costs when necessary, will be added to the balance due.

These terms and conditions are subject to change by Dialog One, LLC, upon written notice.



**STAFF REPORT NO. 47**  
**CITY COUNCIL MEETING**  
**3/22/2022**

REPORT PREPARED BY: Amy Markle, Recreation Services Director

DEPARTMENT DIRECTOR REVIEW: Amy Markle, Recreation Services Director  
3/14/2022

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
3/16/2022

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider the approval of both a sidewalk and utility easement and a temporary construction easement at Nicollet Avenue and 70th Street with Hennepin County so intersection upgrades can be completed.**

**EXECUTIVE SUMMARY:**

Hennepin County would like to start construction improvements at the intersection of Nicollet Avenue and 70th Street (HSIP Project), in the summer of 2022. They have requested both a sidewalk and utility easement as well as a temporary construction easement. The project will include both signal upgrades as well as ADA improvements, which will improve safety and accessibility to many of the major area features such as Augsburg Park and Richfield High School. Project improvements include:

- Upgraded traffic signals including left turn phasing and flashing yellow arrows to provide flexible signal operations.
- ADA pedestrian ramp improvements.
- Accessible pedestrians signals with audible signals and countdown timers.

The temporary construction easement will commence on April 1, 2022, and expire on June 30, 2023. The sidewalk and utility easement shall run with the land and be binding on the Grantor and its successors and assigns.

**RECOMMENDED ACTION:**

**By motion: Approve the temporary construction easement and sidewalk and utility easements with Hennepin County at Nicollet Avenue and 70th Street so both signal upgrades and ADA improvements can be completed.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

None.

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

The City of Richfield is working with Hennepin County to assist in their infrastructure improvements that include intersection signal upgrades and Americans with Disabilities Act related improvements.

**C. CRITICAL TIMING ISSUES:**



Hennepin County due date is April 1, 2022 as that is when the County needs to turn over documents to MnDOT Federal Aid.

**D. FINANCIAL IMPACT:**

There is no financial impact on the City of Richfield for these agreements.

**E. LEGAL CONSIDERATION:**

The City Attorney has reviewed all documents.

**ALTERNATIVE RECOMMENDATION(S):**

None

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

**ATTACHMENTS:**

Description		Type
▣	Sidewalk and Utility Easement for Nicollet Avenue and 70th Street	Cover Memo
▣	Temporary Construction Easement for Nicollet Avenue and 70th Street	Cover Memo

## **SIDEWALK AND UTILITY EASEMENT**

**THIS INSTRUMENT** is made by the City of Richfield, a municipal corporation under the laws of the State of Minnesota, Grantor, in favor of the County of Hennepin, a body politic and corporate under the laws of the State of Minnesota, Grantee.

### Recitals

**WHEREAS**, Grantor is the fee owner of certain real property in Hennepin County, Minnesota, PID 34-028-24-21-0001, legally described as

That part of Government Lot 4, Section 34, Township 28, Range 24 which lies East of a line drawn parallel with the East line of the Minneapolis, Northfield & Southern Railroad right of way from a point in the South line of said Lot 4 distant 415 feet East of the East line of said right of way as measured along the South lines of Government Lots 4 and 5, said Section 34, except that part thereof described as follows:

Beginning at the Southeast corner of said Government Lot 4; thence North along the East line of said Government Lot 4 a distance of 599.74 feet; thence West, at a right angle, a distance of 120.00 feet; thence Southwesterly, deflecting to the left 45 degrees 00 minutes 00 seconds, a distance of 185.00 feet; thence South, deflecting to the left 45 degrees 00 minutes 00 seconds a distance of 135.00 feet; thence Southwesterly, deflecting to the right 45 degrees 00 minutes 00 seconds, a distance of 111.97 feet, more or less, to the intersection with a line drawn parallel with the East line of said Government Lot from a point on the South line of said Government Lot distant 330.00 feet West from the Southeast corner of said Government Lot; thence South, along said parallel line, a distance of 257.36 feet, more or less, to said South line; thence East, along said South line a distance of 330.00 feet to the point of beginning.

(the "Property"); and

**WHEREAS**, Grantee intends to construct certain signal and Americans with Disabilities Act related Improvements to intersections along Nicollet Avenue and Portland Avenue (the “HSIP Project”); and

**WHEREAS**, Grantor desires to grant to the Grantee a permanent sidewalk and utility easement according to the terms and conditions contained herein.

Terms of Easement

1. Recitals. The recitals above area hereby incorporated herein and made part of the Easement.
2. Grant of Easement. For good and valuable consideration, receipt of which is acknowledged by Grantor, Grantor grants and conveys to the Grantee a perpetual, non-exclusive, utility easement and a public easement for pedestrian sidewalk purposes upon, over, under, across, and through that portion of the Property legally described on Exhibit A and depicted on Exhibit B attached hereto and made a part hereof (the “Easement Area”).
3. Scope of Easement. The sidewalk easement includes the right of public ingress and egress and the right of the Grantee, its contractors, agents, and employees to enter the Property at all reasonable times for the purpose of constructing, operating, maintaining, repairing and replacing a public sidewalk within the Easement Area. The perpetual, non-exclusive drainage easement granted herein includes the right of the Grantee, its contractors, agents, and employees to enter the Easement Area at all reasonable times for the purpose of locating, constructing, reconstructing, operating, maintaining, inspecting, altering and repairing the utilities in the described Easement Area.

The easement granted herein also includes the right to cut, trim, or remove from the Easement Area such improvements, trees, shrubs, or other vegetation, and to prohibit obstructions and grading alterations as in the Grantee’s judgment unreasonably interfere with the easement or the function of the facilities located therein. This includes the right to remove or otherwise dispose of all earth or other materials excavated from the Easement Area.
4. Warranty of Title. The Grantor warrants that it is the fee owner of the Property and that it has the right, title and capacity to convey the easement herein.
5. Environmental Matters. The Grantor shall be responsible for any hazardous substances, as defined by applicable federal or state law, existing within the Easement Area or Property as of the date of this instrument except any release thereof resulting from Grantee’s actions pursuant to this instrument.
6. Binding Effect. The terms and conditions of this instrument shall run with the land and be binding on the Grantor and its successors and assigns.

STATE DEED TAX DUE HEREON: NONE

[signatures to follow.]

Dated this \_\_\_\_ day of \_\_\_\_\_, 2022.

**GRANTOR**

CITY OF RICHFIELD

By: \_\_\_\_\_  
Maria Regan Gonzalez, Mayor

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

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF HENNEPIN    )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2022, by Maria Regan Gonzalez and Katie Rodriguez, Mayor and City Manager, respectively, of City of Richfield, a municipal corporation, on behalf of City as Grantor.

\_\_\_\_\_  
Notary Public

THIS INSTRUMENT DRAFTED BY:  
Kennedy & Graven, Chartered (SCZ)  
Fifth Street Towers  
150 South Fifth Street  
Minneapolis, MN 55402

**EXHIBIT A**  
**Legal Description of the Easement Area**

A permanent easement for sidewalk and utility purposes upon, over, under, across, and through all that part of the following described tract:

That part of Government Lot 4, Section 34, Township 28, Range 24 which lies East of a line drawn parallel with the East line of the Minneapolis, Northfield & Southern Railroad right of way from a point in the South line of said Lot 4 distant 415 feet East of the East line of said right of way as measured along the South lines of Government Lots 4 and 5, said Section 34, except that part thereof described as follows:

Beginning at the Southeast corner of said Government Lot 4; thence North along the East line of said Government Lot 4 a distance of 599.74 feet; thence West, at a right angle, a distance of 120.00 feet; thence Southwesterly, deflecting to the left 45 degrees 00 minutes 00 seconds, a distance of 185.00 feet; thence South, deflecting to the left 45 degrees 00 minutes 00 seconds, a distance of 135.00 feet; thence Southwesterly, deflecting to the right 45 degrees 00 minutes 00 seconds, a distance of 111.97 feet, more or less, to the intersection with a line drawn parallel with the East line of said Government Lot from a point on the South line of said Government Lot distant 330.00 feet West from the Southeast corner of said Government Lot; thence South, along said parallel line, a distance of 257.36 feet, more or less, to said South line; thence East, along said South line a distance of 330.00 feet to the point of beginning.

described as follows:

Beginning at the intersection of the south line of the north 33.00 feet of said Government Lot 4 and the west line of the east 33.00 feet of said Government Lot 4, said point is hereinafter known as "Point A"; thence southerly along the west line of said east 33.00 feet a distance of 18.00 feet; thence northwesterly a distance of 22.70 feet to a point on the south line of said north 33.00 feet distant 14.00 feet westerly of said "Point A"; thence easterly along the south line of said north 33.00 feet a distance of 14.00 feet to the point of beginning.



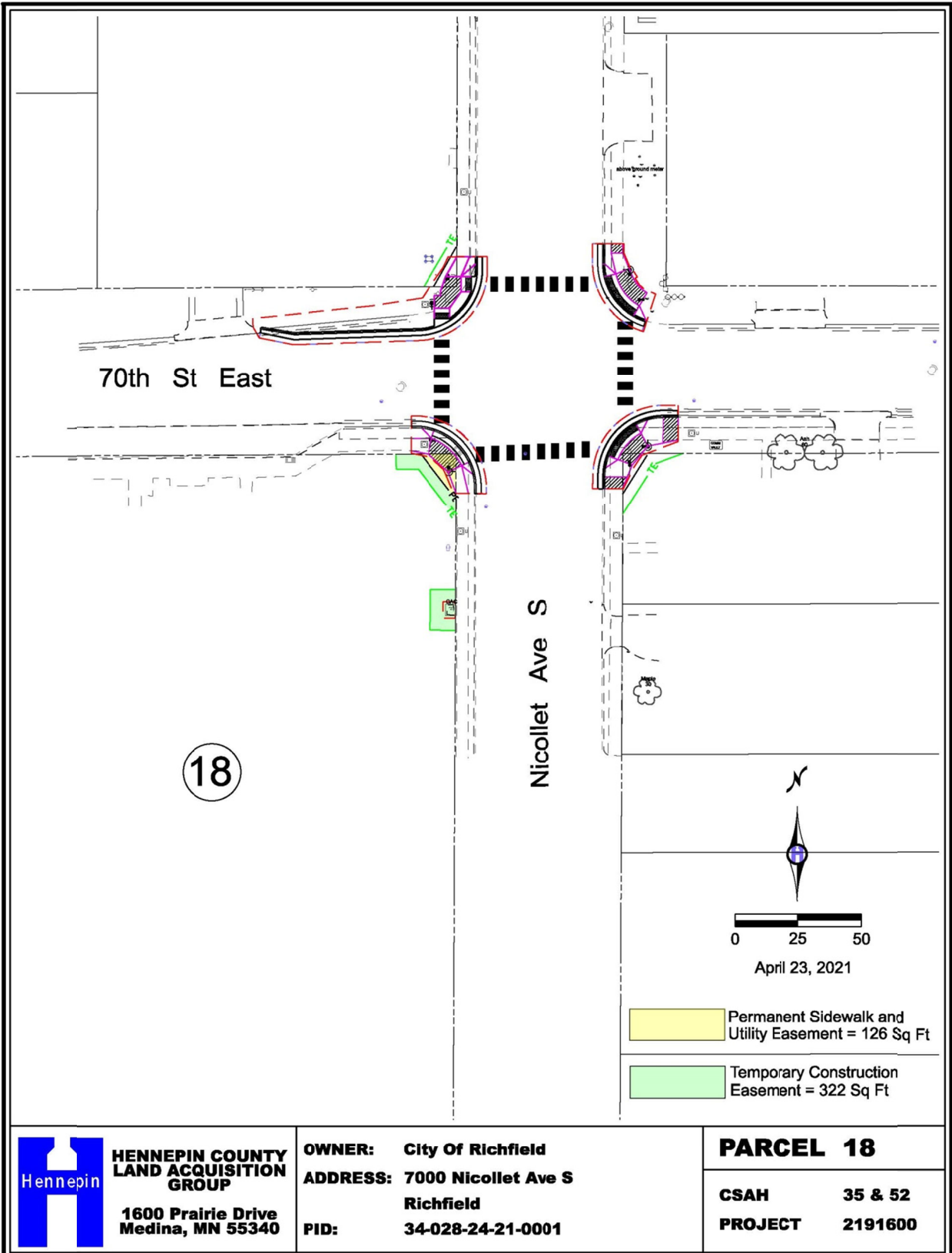
# EXHIBIT B

## Depiction of Easement Area



# EXHIBIT B

## Depiction of Easement Area



## TEMPORARY CONSTRUCTION EASEMENTS

**THIS INSTRUMENT** is made by the City of Richfield, a municipal corporation under the laws of the State of Minnesota, Grantor, in favor of the County of Hennepin, a body politic and corporate under the laws of the State of Minnesota, Grantee.

### Recitals

**WHEREAS**, Grantor is the fee owner of certain real property in Hennepin County, Minnesota, PID 34-028-24-21-0001, legally described as

That part of Government Lot 4, Section 34, Township 28, Range 24 which lies East of a line drawn parallel with the East line of the Minneapolis, Northfield & Southern Railroad right of way from a point in the South line of said Lot 4 distant 415 feet East of the East line of said right of way as measured along the South lines of Government Lots 4 and 5, said Section 34, except that part thereof described as follows:

Beginning at the Southeast corner of said Government Lot 4; thence North along the East line of said Government Lot 4 a distance of 599.74 feet; thence West, at a right angle, a distance of 120.00 feet; thence Southwesterly, deflecting to the left 45 degrees 00 minutes 00 seconds, a distance of 185.00 feet; thence South, deflecting to the left 45 degrees 00 minutes 00 seconds a distance of 135.00 feet; thence Southwesterly, deflecting to the right 45 degrees 00 minutes 00 seconds, a distance of 111.97 feet, more or less, to the intersection with a line drawn parallel with the East line of said Government Lot from a point on the South line of said Government Lot distant 330.00 feet West from the Southeast corner of said Government Lot; thence South, along said parallel line, a distance of 257.36 feet, more or less, to said South line; thence East, along said South line a distance of 330.00 feet to the point of beginning.

(the "Property"); and

**WHEREAS**, Grantee intends to construct certain signal and Americans with Disabilities Act related Improvements to intersections along Nicollet Avenue and Portland Avenue (the "HSIP Project");

**WHEREAS**, Grantor hereby grants to Grantee temporary construction easements for the HSIP Project according to the terms contained herein.

Terms of Temporary Easements

1. Recitals. The recitals above are hereby incorporated herein and made part of the Easement.
2. Grant of Temporary Easements. For good and valuable consideration, receipt of which is hereby acknowledged by Grantor, Grantor grants and conveys to Grantee the following easements, legally described on Exhibit A and depicted on Exhibit B, attached herein (the “Easement Areas”).
3. Scope of Easements. The temporary easements include the right of Grantee, its contractors, agents, and employees to enter upon said premises at all reasonable times for the purposes of road, sidewalk, ramp, and signal construction, grading, sloping, and restoration purposes, and all related purposes, together with the right to remove trees, shrubs or other vegetation in the Easement Areas, as well as the right to deposit earthen materials within the Easement Areas and to move, store, and remove equipment and supplies, and to perform any other work necessary and incident to the Project.
4. Warranty of Title. Grantor warrants that Grantor owns the Property and has the right, title, and capacity to convey these easements to the Grantee
5. Environmental Matters. The Grantor shall be responsible for any hazardous substances, as defined by applicable federal or state law existing within the Easement Area or Property as of the date of this instrument except any release thereof resulting from Grantee’s actions pursuant to this instrument.
6. Binding Effect. The terms and conditions of this instrument shall run with the land and be binding on Grantor and the successors and assigns of the Grantor.
7. Term. These temporary construction easements commence on April 1, 2022 and expire on June 30, 2023.

STATE DEED TAX DUE HEREON: NONE

[signatures to follow.]

Dated this \_\_\_\_ day of \_\_\_\_\_, 2022.

# GRANTOR

CITY OF RICHFIELD

By: \_\_\_\_\_  
Maria Regan Gonzalez, Mayor

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

[illegible]

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2022, by Maria Regan Gonzalez and Katie Rodriguez, Mayor and City Manager, respectively, of City of Richfield, a municipal corporation, on behalf of City as Grantor.

---

Notary Public

THIS INSTRUMENT DRAFTED BY:  
Kennedy & Graven, Chartered (SCZ)  
Fifth Street Towers  
150 South Fifth Street  
Minneapolis, MN 55402  
(612) 337-9300



**EXHIBIT A**  
**Legal Description of the Temporary Construction Easements**

A temporary, non-exclusive easement for construction purposes over, under, across, and through that part of Government Lot 4, Section 34, Township 28, Range 24 which lies East of a line drawn parallel with the East line of the Minneapolis, Northfield & Southern Railroad right of way from a point in the South line of said Lot 4 distant 415 feet East of the East line of said right of way as measured along the South lines of Government Lots 4 and 5, said Section 34, except that part thereof described as follows:

Beginning at the Southeast corner of said Government Lot 4; thence North along the East line of said Government Lot 4 a distance of 599.74 feet; thence West, at a right angle, a distance of 120.00 feet; thence Southwesterly, deflecting to the left 45 degrees 00 minutes 00 seconds, a distance of 185.00 feet; thence South, deflecting to the left 45 degrees 00 minutes 00 seconds, a distance of 135.00 feet; thence Southwesterly, deflecting to the right 45 degrees 00 minutes 00 seconds, a distance of 111.97 feet, more or less, to the intersection with a line drawn parallel with the East line of said Government Lot from a point on the South line of said Government Lot distant 330.00 feet West from the Southeast corner of said Government Lot; thence South, along said parallel line, a distance of 257.36 feet, more or less, to said South line; thence East, along said South line a distance of 330.00 feet to the point of beginning.

Beginning at the intersection of the south line of the north 33.00 feet of said Government Lot 4 and the west line of the east 33.00 feet of said Government Lot 4, said point is hereinafter known as "Point A".

Commencing at the above described "Point A"; thence westerly along the south line of the north 33.00 feet of said Government Lot 4 a distance of 23.80 feet to the point of beginning of the line to be described; thence southerly, deflecting left 90 degrees 00 minutes 00 seconds a distance of 6.00 feet; thence easterly, deflecting left 90 degrees 00 minutes 00 seconds a distance of 8.74 feet; thence southeasterly, deflecting right 52 degrees 28 minutes 19 seconds a distance of 24.33 feet to the west line of the east 33.00 feet of said Government Lot 4 and said line there terminating.

AND

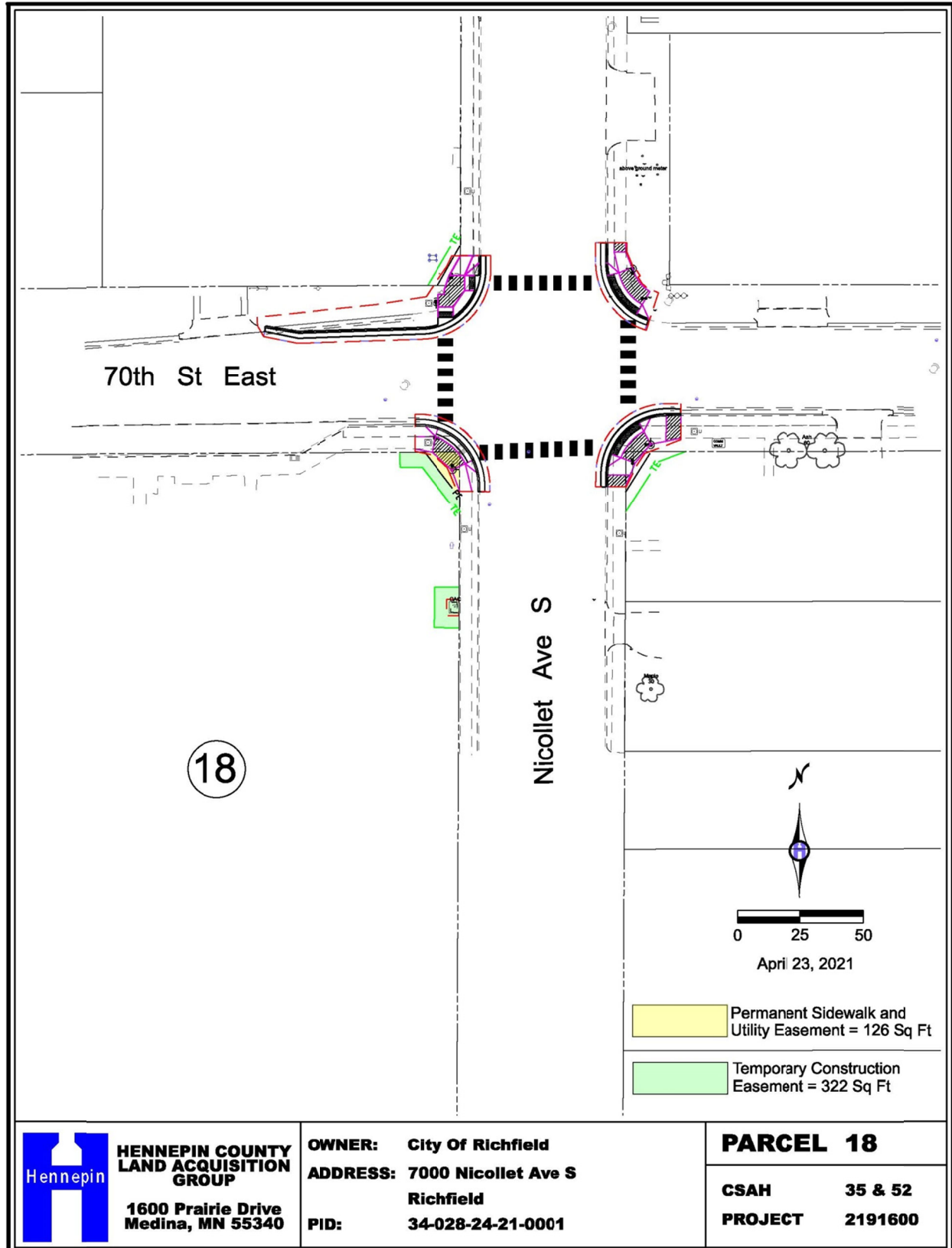
A temporary, non-exclusive easement for construction purposes over, under, across, and through, commencing at the above described "Point A"; thence southerly along the west line of the east 33.00 feet of said Government Lot 4 a distance of 53.74 feet to the point of beginning of the easement to be described; thence westerly deflecting right, 90 degrees 00 minutes 00 seconds a distance of 10.00 feet; thence southerly, deflecting left 90 degrees 00 minutes 00 seconds a distance of 16.00 feet; thence easterly, deflecting left 90 degrees 00 minutes 00 seconds a distance of 10.00 feet to the west line of the east 33.00 feet of said Government Lot 4; thence northerly along the west line of said east 33.00 feet a distance of 16.00 feet to the point of beginning.

# EXHIBIT B

## Depiction of Easement Area



# **EXHIBIT B** **Depiction of Easement Area**





**STAFF REPORT NO. 48**  
**CITY COUNCIL MEETING**  
**3/22/2022**

REPORT PREPARED BY: Rachel Lindholm, Sustainability Specialist

DEPARTMENT DIRECTOR REVIEW:

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
3/16/2022

**ITEM FOR COUNCIL CONSIDERATION:**

**City Coalition Letter Commenting on Xcel Energy's 2020-2031 Integrated Distribution Plan**

**EXECUTIVE SUMMARY:**

Various cities are signing onto a joint letter commenting on Xcel Energy's 2020-2031 Upper Midwest proposed Integrated Distribution Plan (IDP). The IDP process presents a utility's short- and long-term distribution system plans, the costs and benefits of specific investments, and a comprehensive analysis of customer cost and value.

**RECOMMENDED ACTION:**

**By motion: Approve the resolution which authorizes the City to sign on to the final version of the Minnesota Local Government Coalition letter.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

Xcel Energy submitted their initial proposal to the Public Utilities Commission on 11/1/2021. The IDP process allows stakeholders, depending on their role, to comment on the proposal before given deadlines.

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

This letter and its stated priorities supports various energy, equity, and environmental goals the City is committed to achieving. This includes goals laid out in the City's Climate Action Plan, those identified by the City's work with the Partners in Energy program, and included in Richfield's Energy Action Plan.

**C. CRITICAL TIMING ISSUES:**

The coalition has to send this letter in before April 11th, 2022. This is the only Council meeting before the submission date.

**D. FINANCIAL IMPACT:**

None

**E. LEGAL CONSIDERATION:**

Attorney Ketchum has reviewed the letter.

**ALTERNATIVE RECOMMENDATION(S):**

Do not motion to approve signing on to the letter.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

**ATTACHMENTS:**

Description	Type
☐ Xcel IDP Joint Letter Resolution	Resolution Letter
☐ Local Gov't IDP Letter	Resolution Letter



## **RESOLUTION NO.**

### **RESOLUTION APPROVING THE CITY OF RICHFIELD AS A SIGNATORY ON THE MINNESOTA LOCAL GOVERNMENT COALITION LETTER IN RESPONSE TO XCEL ENERGY'S INTEGRATED DISTRIBUTION PLAN (IDP)**

**WHEREAS**, Xcel Energy submitted their initial IDP proposal to the Minnesota Public Utilities Commission on November 1, 2021 in MN PUC Docket: 21-694; and

**WHEREAS**, the IDP process presents the utility's short- and long-term distribution system plans, the costs and benefits of specific investments, and a comprehensive analysis of customer cost and value; and

**WHEREAS**, the IDP decisions and outcomes are important to cities like Richfield as they are intertwined with municipal climate, energy, and resilience goals, and Xcel Energy's efforts greatly impact what cities are able to achieve on a local level; and

**WHEREAS**, City of Richfield has a goal to reduce carbon emissions 15% by 2032 (from a 2019 baseline); and

**WHEREAS**, City of Richfield has identified actions and strategies to encourage and increase electric vehicle use and infrastructure and renewable energy installation and use; and

**WHEREAS**, the City of Richfield supports an equitable and just transition to a clean energy system; and

**WHEREAS**, the IDP process allows for interested stakeholders to comment on the proposal before given deadlines;

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Richfield, Minnesota, that it approves the City of Richfield as a signatory on the Minnesota Local Government Coalition IDP Letter.

Adopted by the City Council of the City of Richfield, Minnesota this 22<sup>nd</sup> Day of March, 2022.

---

Maria Regan Gonzalez, Mayor

ATTEST:

---

Kari Sinning, City Clerk

April 11, 2022

Will Seuffert  
Executive Secretary  
Minnesota Public Utilities Commission  
121 7th Place East, Suite 350  
St. Paul, MN 55101

RE: Docket No. E002/M-21-694 Xcel Energy 2022-2031 Integrated Distribution Plan

Dear Executive Secretary Seuffert:

Thank you for the opportunity to comment on Xcel Energy's latest Integrated Distribution Plan (IDP). This letter represents the views of [redacted] Minnesota local governments within Xcel Energy's service territory, listed below. This coalition of Minnesota cities and other local government units includes [redacted]. Collectively, this group represents [redacted]% of Xcel Energy's customer base, as the many residents and businesses that comprise our communities.

We represent a diverse political, demographic, and geographic mix of local governments in Xcel Energy's service territory in Minnesota, but share an interest in being engaged in this planning process that is so vital to our communities. Distribution planning is central to not only day-to-day system reliability, but also the ability to connect distributed energy resources and the carbon emissions of the system overall. We consider this IDP through a lens of our communities' energy, equity, and climate justice priorities, and seek opportunities to optimize energy efficiency on the distribution system, invest in underserved communities to address energy burden, and explore the potential for non-wires alternatives to traditional distribution system investments.

Utility operations, and therefore plans, should reflect both market realities and customer demand. Each local government signee has publicly stated goals to reduce greenhouse gas emissions and/or to increase utilization of carbon-free electricity, as shown in the table below. While individual goals vary, the shared goal of decarbonizing the electricity system for the public good is clear. Decarbonization is also an avenue to address historic inequities in our communities; the signees want to ensure that clean energy projects are a vehicle for investing in historically underserved communities. We appreciate the opportunity to submit this input to clarify customer demand from the local government perspective.

Cities	Carbon Reduction	Renewable Energy	Electrification
Bloomington	75% by 2035	On-site solar & renewables	Fleet electrification and EV charging
Eden Prairie	30% by 2025, 80% by 2050	On-site solar & renewables	Climate Action Plan – Electrification, EVs

<b>Edina</b>	40% by 2030, 100% by 2050	On-site solar & renewables, 10% in-bound renewable by 2030, 100% city renewable by 2030, 100% community by 2050.	Climate Action Plan – EVs, Fleet Electrification, 100% switch from natural gas to electricity by 2050.
<b>Faribault</b>	1% annual reduction in energy spending from 2015		
<b>Fridley</b>	5% reduction in energy use by 2020, 30% by 2030		Promote EVs & charging
<b>Golden Valley</b>	30% reduction by 2030	On-site solar & renewables	Promote EVs & charging
<b>Hastings</b>		Energy Action Plan focused on DSM participation	
<b>Inver Grove Heights</b>		On-site solar & renewables	Promote EVs & charging
<b>La Crescent</b>		Energy Action Plan focused on DSM participation, on- site solar & renewables	Promote EVs & charging
<b>Mahtomedi</b>	100% by 2050		
<b>Maplewood</b>	Climate Action Plan	On-site solar & renewables	Fleet electrification and EV charging
<b>Minneapolis</b>	80% by 2050	100% by 2022 for municipal 100% by 2030 community- wide	
<b>Minnetonka</b>	80% by 2050	100% solar for city operations by 2020	
<b>Northfield</b>	100% by 2040, carbon-free electricity by 2030	10% in-boundary renewable electricity	Strategies for fleet electrification, EVs
<b>Red Wing</b>	80% by 2040	100% solar for city operations by 2020, 100% by 2040 community-wide	Climate Action Plan?
<b>Richfield</b>	15% by 2032 community-wide	Energy Action Plan focused on DSM participation. On- site solar & renewables, geothermal	Fleet electrification, charging infrastructure, promotion of EVs
<b>Rosemount</b>	20% by 2030		
<b>Roseville</b>	80% by 2050	100% renewable for city operations by 2040 with 25% on-site generation.	Strategies to promote EVs, fleet electrification, and charging
<b>Saint Paul</b>	100% by 2050	10% in-boundary	Fleet electrification, EV charging infrastructure
<b>Shorewood</b>		Energy Action Plan focusing on DSM participation	
<b>St. Cloud</b>	80% by 2018	Replace 21.8 million kWh with renewables by 2026	

St. Louis Park	100% by 2040	100% by 2030, 10% in-boundary	
Wayzata	Energy Action Plan focusing on DSM participation		
Winona	100% by 2050		

## Recommendations

### Center equity in the IDP

As direct liaisons to the residents we serve, who are all also customers of Xcel Energy, we see firsthand how historical underinvestment in marginalized communities causes a wide variety of harms - including the impacts of pollution on public health, planning and zoning decisions that have resulted in high concentrations of low-income residents or people from historically marginalized groups, and the resulting vulnerabilities to the impact of climate change and other disruptions. The electric distribution system plays a role in this through the distribution system's influence on reliability, affordability, and marginalized communities ability to realize their own vision of energy justice. This translates into concerns about hosting capacity constraints, interconnection, and the method in which Xcel Energy invests in maintaining and modernizing the distribution system.

Given that Xcel Energy's staff, investments, programs, and profits are all funded through their ratepayers, we believe that it is the duty of the utility and the Public Utilities Commission (PUC) to explore any and all opportunities to use the power system to repair past harms to these citizens and customers. We are supportive of the Commission's proposed order points in the Integrated Resource Plan (IRP) to address procedural justice and expand stakeholder engagement in the process - to increase equitable access to utility programs and accountability to the customers who are disproportionately born the costs of unjust and inequitable energy decisions in the past.<sup>1</sup> We would like to see a similar approach in the IDP.

Xcel Energy has demonstrated their capability to include equity metrics - such as household income, demographics, energy burden, etc. - in their Reliability, Service Quality, and Equity Metrics map, where they have layered in that data with locational reliability to better understand how those two data sets interact.<sup>2</sup> We would like to see this expanded into the hosting capacity mapping.

A number of our communities have been a part of the Partners in Energy program with Xcel Energy - where the utility provides communities with services to develop an energy plan and assistance with implementing that plan. Each community has its own unique energy needs and priorities, and increasingly Partners in Energy participants have identified addressing energy burden as a key goal of their plans.

<sup>1</sup> Decision Option E15 in Docket 19-368 Xcel Integrated Resource Plan MPUC hearing. Feb.8, 2022.

<sup>2</sup> Xcel Energy Grid Reliability Minneapolis Test Map in Docket E002/M-21-237:

<https://xeago.maps.arcgis.com/apps/webappviewer/index.html?id=fdba7a47423b4075a885bf909ad1f325>

Below are possible starting places for Xcel Energy and the PUC to begin:

- Engage in meaningful community engagement around the distribution system and Xcel Energy's investment decisions.
- Map equity indicators, including energy burden, to the hosting capacity map and other distribution databases to show the human as well as engineering considerations in utility system planning. This would help support the efforts of many communities participating in Xcel's Partners in Energy program with goals to reduce energy burden.
- Use targeted energy efficiency and distributed energy resources in underserved communities to mitigate grid constraints.
- Ensure distribution investments, like the proposed Distributed Intelligence and existing Advanced Metering Infrastructure (AMI), are used to keep rates low.

### **Approve the Resilient Minneapolis Projects**

We support approval of the Resilient Minneapolis Projects. We believe the projects will both help modernize the current grid and develop a model for community resilience hubs in underserved communities - therefore promoting equality that is vital to our broader community and providing value to all customers. We furthermore believe that the inclusion of energy efficiency, on-site solar, and other building improvements should be a part of these projects in addition to the Xcel Energy funded battery storage aspect because they are essential to creating resilient community centers. We request that Xcel Energy and the PUC consider including a holistic approach to future resilience projects.

### **Elevate Non-Wires Alternatives**

We appreciate the commitment from Xcel Energy to evaluate and invest in Non-Wires Alternatives (NWA). These projects are in line with our climate goals and interests in expanding our energy grid's capacity and resiliency. However, Xcel Energy's current evaluation methodology has yet to produce any cost-effective NWAs. We believe this is due to how the evaluation methodology is set up, and is not necessarily an indication that NWA are not valuable to the distribution system. We suggest that the PUC and Xcel Energy:

- Reexamine the cost benefit analysis and identify opportunities to improve the methodology.
- Ensure all types of DERs are included in the NWA analysis.
- Include resilience and community benefits of NWA.

We urge Xcel Energy to continue assessing these proposals and recommend greater coordination with local governments to implement these in our communities. An electrical grid integrated with distributed energy resources will be more resilient, reliable, cost effective, and sustainable.

### **Include local government energy and carbon goals in DER forecasting**

As demonstrated by the table above, the signatories of this letter have a variety of substantial energy and carbon goals that will require significant investments in energy efficiency,



renewables, and other clean energy technology. Achieving these local goals will have a direct impact on the distribution system, and Xcel Energy should consider these goals in its DER forecasting.

While we appreciate Xcel Energy's acknowledgement of our goals in the IDP, Xcel Energy stated they could not analyze the impact of these goals. We believe that Xcel Energy has the data, expertise, and computing power to do so, and the PUC should require Xcel Energy to do so. This will result in a more accurate distribution and DER forecast, increasing the chances that any investments approved through the IDP are prudent.

### **Coordinate Integrated Distribution and Resource Planning with Local Governments**

As referenced above, local governments are setting goals around renewable energy and carbon reduction that should be included in the utility planning process. This is among the factors driving an increase in customer installation of distributed energy resources (DER) – including distributed solar generation, electric vehicles, on-site storage, etc. – that utilities should coordinate with their resource/generation and distribution system planning to avoid unnecessary complexity and increased costs associated with operating the grid. A more comprehensive electricity planning process, as recommended by the National Association of Regulatory Utility Commissioners (NARUC) and the National Association of State Energy Officials (NASEO), will help utilities to safely and cost effectively meet current and emerging grid needs such as increased flexibility and resilience and DER integration.<sup>3</sup> It will also help utilities to account for the quantity, location, capabilities, and load shapes of resources added to the distribution system and the bulk power system.

This is of particular importance to local governments, in support of their local/in-boundary renewable energy goals, as well as their interest in resilience and reliability. Local governments are also doing infrastructure and asset planning on a local scale, which presents a great opportunity for coordination to maximize efficiency and ensure cost effectiveness. When a local government can coordinate a right of way project with the utility's needs, it can save ratepayers money. There may also be opportunities to identify where DERs may be used as assets to the grid and potential alternatives to traditional distribution investments.

Our local governments' engagement in this docket is as a voice for the public interest. As local governments, we understand the need to balance priorities around health, affordability, and economic activity. Thank you for your consideration of our comments in this important proceeding.

Sincerely,

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<sup>3</sup> NARUC-NASEO Task Force on Comprehensive Electricity Planning: <https://www.naruc.org/taskforce/>



**STAFF REPORT NO. 49**  
**CITY COUNCIL MEETING**  
**3/22/2022**

REPORT PREPARED BY: Kari Sinning, City Clerk

DEPARTMENT DIRECTOR REVIEW:

OTHER DEPARTMENT REVIEW: Mary Tietjen, City Attorney

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
3/17/2022

**ITEM FOR COUNCIL CONSIDERATION:**

**Public hearing and second reading of the transitory ordinance to reaffirm ward boundaries to conform to redistricting requirements pursuant to Minnesota Statutes and City Charter and consideration of a resolution establishing precinct boundaries and polling locations.**

**EXECUTIVE SUMMARY:**

During the Regular City Council Meetings of February 22 and March 8, Council and staff discussed the redistricting process with regards to ward and precinct boundary shifts and the designation of polling places.

The City is to equalize the population contained within the City's three wards. The current ward boundaries are within the recommend 5% deviation. Precincts must be fully contained within the ward boundaries. The precinct boundaries have been modified to even out the number of registered voters per precinct and minimize the wait time for voters at the polling location. Staff used proposed population increases from future developments within the city to determine the the proposed ward and precinct boundaries.

Redistricting allows for the City to consider the ADA compliancy, safety, and location of polling places. In order to reduce confusion of polling locations in future elections, schools will no longer be used. ISD 280 has asked that the City no longer utilize schools for the 2024 presidential election and beyond. Voters that are apprehensive about entering a place of worship to vote can vote curbside at the polling location on election day or absentee vote before election day. Registered voters will receive a postcard from Hennepin County notifying them of their new polling location.

The city must redistrict its wards and precincts by March 29, 2022. Ward and precinct boundaries and polling locations shall be effective for the conduct of the August 9, 2022 primary election.

**RECOMMENDED ACTION:**

**Conduct and close the public hearing and by motion:**

- 1. Approve the second reading of the transitory ordinance establishing new ward boundaries following the 2020 census data and conforming to redistricting requirements pursuant to Minnesota Statutes and City Charter and;**

**2. Approve resolution establishing new precinct boundaries and polling locations.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

N/A

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

- City Charter Section 2.03 requires that within two years after each United States Census, the City Council shall by ordinance establish compact contiguous districts to be apportioned by population as nearly equal as practicable. The three districts shall be eastern, central, and western Richfield with dividing lines generally north and south.
- Minnesota State Statutes 204B.135 and 204B.14, subd. 3(e) requires the City to establish ward and precinct boundaries by March 29, 2022.

**C. CRITICAL TIMING ISSUES:**

- Staff must submit the City's plan to the Hennepin County Elections Division Secretary of State's office on or before March 29, 2022.
- Ward and precinct boundaries shall be effective for the conduct of the August 9, 2022 primary election.

**D. FINANCIAL IMPACT:**

N/A

**E. LEGAL CONSIDERATION:**

If the City Council does not either confirm or redraw the ward boundaries within the period specified in section 204B.135, no compensation may be paid to the Mayor or Member of the Council (M.S. 205.84, subd. 2)

**ALTERNATIVE RECOMMENDATION(S):**

The City Council may choose a ward and/or precinct boundary modification which is different than the proposed modifications.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

**ATTACHMENTS:**

Description	Type
□ Ordinance	Ordinance
□ Precinct Resolution	Resolution Letter
■ Ward and Precinct Map	Backup Material

**BILL NO. 2022-\_\_\_\_**  
**TRANSITORY ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ESTABLISHING THE BOUNDARIES OF COUNCIL WARD DISTRICTS  
PURSUANT TO SECTION 2.03 OF THE CITY CHARTER OF THE CITY OF RICHFIELD**

**THE CITY OF RICHFIELD DOES ORDAIN:**

Section 1. Pursuant to the provisions of Section 2.03 of the City Charter of the City of Richfield, the boundaries of the three Council Ward Districts of the City are hereby established as follows:

Ward District 1

All of the City lying West of the following described "Line One":

Line One is described as beginning at the intersection of the centerline of Interstate 35W and the northerly boundary of the City; thence South along the centerline of Interstate 35W to the centerline of 66<sup>th</sup> Street; thence East along the centerline of 66<sup>th</sup> Street to the centerline of Lyndale Avenue; thence South along the centerline of Lyndale Avenue to the centerline of 73<sup>rd</sup> Street; thence west along the centerline of 73<sup>rd</sup> Street to the centerline of Interstate 35W; thence South along the centerline of Interstate 35W to the south boundary line of the City and there terminating.

Ward District 2

All of the City lying East of "Line One" described above and west of "Line Two" described below:

Line Two is described as beginning at the intersection of the centerline of Portland Avenue and the northerly boundary of the City; thence South along the centerline of Portland Avenue to the centerline of 74<sup>th</sup> Street; thence West along the centerline of 74<sup>th</sup> Street to the centerline of 2<sup>nd</sup> Avenue South; thence South along the centerline of 2<sup>nd</sup> Avenue South to the centerline of Interstate 494 and there terminating.

Ward District 3

All of the City lying East of "Line Two" described above.

Sec. 2. The ward boundaries described above shall be effective for the conduct of the August 9, 2022 Primary Election.

Sec. 3. This ordinance supersedes Transitory Ordinance No. 18.82.

Passed by the City Council of the City of Richfield, Minnesota, this 22nd day of March, 2022.

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

ATTEST:

\_\_\_\_\_  
Kari Sinning, City Clerk

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

**RESOLUTION ESTABLISHING BOUNDARIES OF ELECTION PRECINCTS;  
AMENDING RESOLUTION NO. 10640**

**WHEREAS**, the legislature of the State of Minnesota has been redistricted; and

**WHEREAS**, Minnesota Statute section 204B.14, subd. 3(e) requires that precinct boundaries must be reestablished within 60 days of when the legislature has been redistricted or at least 19 weeks before the state primary election, whichever comes first;

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Richfield, County of Hennepin, State of Minnesota hereby establishes the boundaries of the voting precincts and polling places as follows:

Precinct 1 Boundaries

That area of the City lying west of Interstate 35W and lying north of the following described line: Beginning at the intersection of the centerlines of 68<sup>th</sup> Street and Interstate 35W; thence west along the centerline of 68<sup>th</sup> Street to the western boundary line of the City and there terminating.

Precinct 1 Polling Place

Church of Peace – 6345 Xerxes Ave

Precinct 2 Boundaries

That area of the City lying west of the centerline of Penn Ave and south of the following described line: Beginning at the intersection of the centerlines of Penn Avenue and 68<sup>th</sup> Street; thence west along the centerline of 68<sup>th</sup> Street to the western boundary line of the City and there terminating.

Precinct 2 Polling Place

St. Richard's Catholic Church – 7540 Penn Avenue

Precinct 3 Boundaries

That area of the City lying east of the centerline of Penn Avenue, south of "Line A" described below, and west "Line B" described below.

Line A is described as beginning at the intersection of the centerlines of Penn Avenue and 68<sup>th</sup> Street; thence east along the centerline of 68<sup>th</sup> Street to the centerline of Interstate 35W; thence north along the centerline of Interstate 35W to the centerline of 66<sup>th</sup> Street; thence east along the centerline of 66<sup>th</sup> Street to the centerline of Lyndale Avenue and there terminating.



Line B is described as beginning at the intersection of the centerlines of Lyndale Avenue and 66<sup>th</sup> Street; thence south along the centerline of Lyndale Avenue to the centerline of 73<sup>rd</sup> Street; thence east along the centerline of 73<sup>rd</sup> Street to the centerline of Interstate 35W; thence south along the centerline of Interstate 35W to the southern boundary line and there terminating.

Precinct 3 Polling Place

Woodlake Lutheran Church – 2120 W 76<sup>th</sup> St

Precinct 4 Boundaries

That area of the City lying east of the centerline of Interstate 35W, west of the centerline of Portland Avenue, and north of the following described line: Beginning at the intersection of the centerlines of Interstate 35W and 66<sup>th</sup> Street; thence east along the centerline of 66<sup>th</sup> Street to the centerline of Lyndale Avenue; thence southwest along the centerline of Lyndale Avenue to the centerline of 68<sup>th</sup> Street; thence east along the centerline of 68<sup>th</sup> Street to the centerline of Nicollet Avenue; thence north along the centerline of Nicollet Avenue to the centerline of 66<sup>th</sup> Street; thence east along the centerline of 66<sup>th</sup> Street to the centerline of Portland Avenue and there terminating.

Precinct 4 Polling Place

St. Peter's Catholic Church – 6730 Nicollet Avenue

Precinct 5 Boundaries

That area of the City lying east of the centerline of Lyndale Avenue, west of the centerline of Portland Avenue, south of the Line C described below, and north of Line D described below.

Line C is described as beginning at the intersection of the centerlines of Lyndale Avenue and 68<sup>th</sup> Street; thence east along the centerline of 68<sup>th</sup> Street to the centerline of Nicollet Avenue; thence north along the centerline of Nicollet Avenue to the centerline of 66<sup>th</sup> Street; thence east along the centerline of 66<sup>th</sup> Street to the centerline of Portland Avenue and there terminating.

Line D is described as beginning at the intersection of the centerlines of Lyndale Avenue and 73<sup>rd</sup> Street; thence east along the centerline of 73<sup>rd</sup> Street to the centerline of 2<sup>nd</sup> Avenue; thence south along the centerline of 2<sup>nd</sup> Avenue to the centerline of 74<sup>th</sup> Street; thence east along the centerline of 74<sup>th</sup> Street to the centerline of Portland Avenue and there terminating.

Precinct 5 Polling Place

Richfield Community Center – 7000 Nicollet Ave

Precinct 6 Boundaries

That area of the City lying east of the centerline of Interstate 35W, south of "Line E" described below, and west of "Line F" described below.

Line E is described as beginning at the intersection of the centerlines of Interstate 35W and 73<sup>rd</sup> Street; thence east along the centerline of 73<sup>rd</sup> Street to the centerline of 2<sup>nd</sup> Avenue; thence south along the centerline of 2<sup>nd</sup> Avenue to the centerline of 74<sup>th</sup> Street; thence east along the centerline of 74<sup>th</sup> Street to the centerline of Portland Avenue and there terminating.

Line F is described as beginning at the intersection of the centerlines of 73<sup>rd</sup> Street and 2<sup>nd</sup> Avenue; thence south along the centerline of 2<sup>nd</sup> Avenue to the southern boundary line and there terminating.

Precinct 6 Polling Place

Bethel's Rock Church – 7601 Girard Ave

Precinct 7 Boundaries

That area of the City lying east of the centerline of Portland Avenue and lying north and east of "Line G" described as follows:

Line G is described as beginning at the intersection of the centerlines of Portland Avenue and 69<sup>th</sup> Street; thence east along the centerline of 69<sup>th</sup> Street to the centerline of 12<sup>th</sup> Ave; thence south along the centerline of 12<sup>th</sup> Ave to the centerline of 70<sup>th</sup> Street; thence east along the centerline of 70<sup>th</sup> Street to the centerline of 18<sup>th</sup> Ave; thence south along the centerline of 18<sup>th</sup> Ave to the centerline of Diagonal Blvd; thence east along the centerline of Diagonal Blvd to the eastern boundary line of the City and there terminating.

Precinct 7 Polling Place:

Mt. Calvary Education Building – 6541 16th Avenue

Precinct 8 Boundaries

That area of the City lying east of the centerline of Portland Avenue; south of the centerline of "Line G" described above, and north of the following described line: Beginning at the intersection of the centerlines of Portland Avenue and 74<sup>th</sup> Street, thence east along the centerline of 74<sup>th</sup> Street to the centerline of 12<sup>th</sup> Ave; thence south along the centerline of 12<sup>th</sup> Ave to the centerline of 75<sup>th</sup> Street; thence east along the centerline of 75<sup>th</sup> Street to the eastern boundary line of the City and there terminating.

Precinct 8 Polling Place:

Hope Presbyterian Church – 7132 Portland Avenue

Precinct 9 Boundaries

That area of the City lying east of the centerline of 2<sup>nd</sup> Avenue and south of the following described line: Beginning at the intersection of the centerlines of 2<sup>nd</sup> Avenue and 74<sup>th</sup> Street; thence east along the centerline of 74<sup>th</sup> Street to the centerline of 12<sup>th</sup> Ave; thence south along the centerline of 12<sup>th</sup> Ave to the

centerline of 75<sup>th</sup> Street; thence east along the centerline of 75<sup>th</sup> Street to the eastern boundary line of the City and there terminating.

Precinct 9 Polling Place:

House of Prayer – 7625 Chicago Ave

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

1. The precinct boundaries shall be effective for the conduct of the August 9, 2022 primary election. The City Clerk is directed to post notice of the precinct boundaries in the office of the City Clerk at least sixty (56) days' prior to August 9, 2022.
2. The City Clerk or county auditor shall notify each affected registered voter of the change in election precinct boundaries at least 25 days prior to the first election in which the new precincts are used.
3. Attached to this resolution, for illustrative purposes, is a map showing said precincts and the location of each polling place. The City Clerk is directed to immediately notify the secretary of state of the change in precinct boundaries and to provide a copy of the map to the secretary of state no later than March 29, 2022. A copy of the maps must also be available for public inspection in the office of the City Clerk.
4. For each election held in the City the City Clerk shall furnish copies of the appropriate precinct maps to the election judges for each polling place.

Adopted by the City Council of the City of Richfield, Minnesota this 22nd day of March, 2022.

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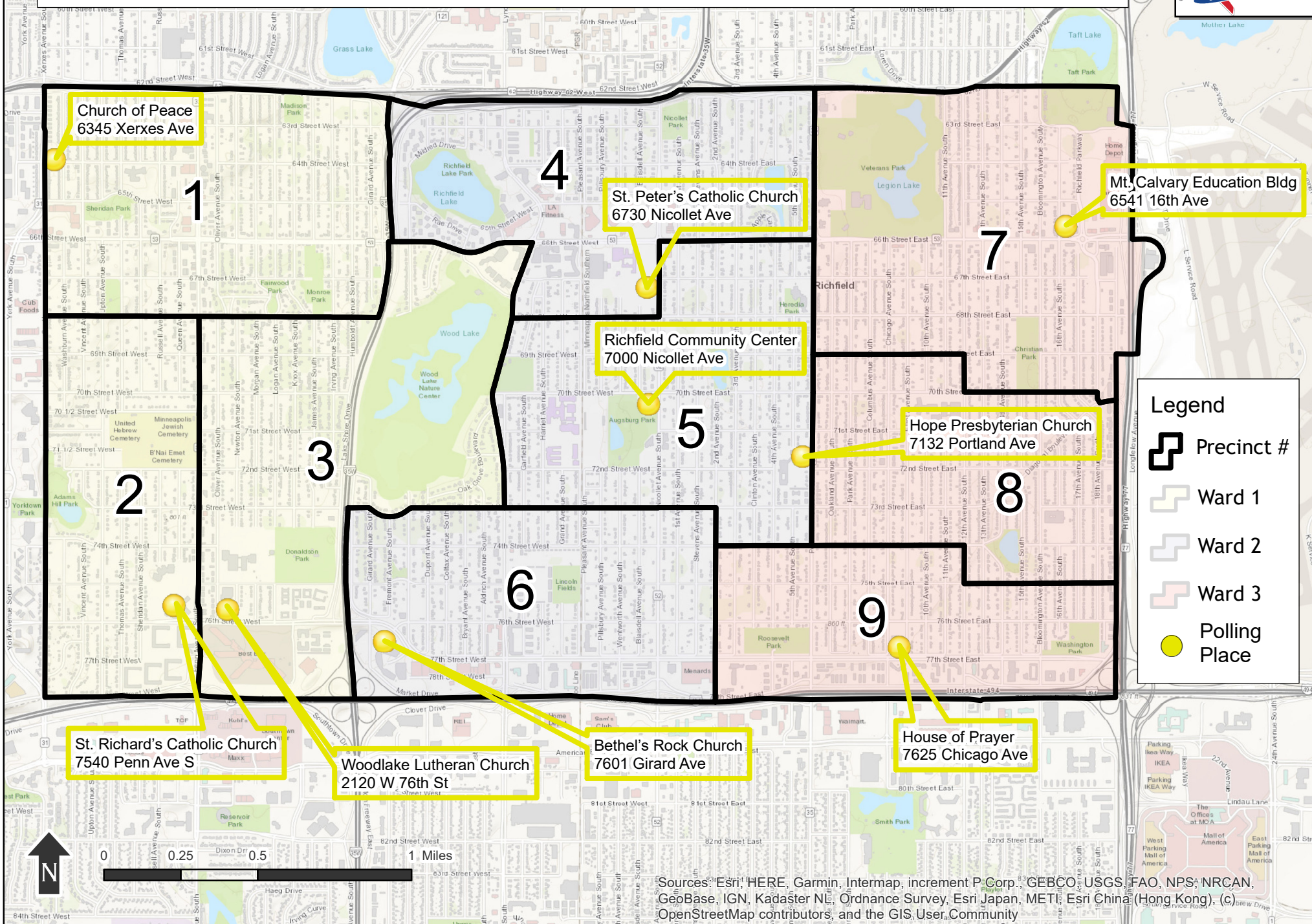
Maria Regan Gonzalez, Mayor

ATTEST:

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Kari Sinning, City Clerk

# City of Richfield - Precincts & Wards







**STAFF REPORT NO. 50**  
**CITY COUNCIL MEETING**  
**3/22/2022**

REPORT PREPARED BY: Nellie Jerome, Assistant Planner

DEPARTMENT DIRECTOR REVIEW: Melissa Poehlman, Community Development Director  
3/16/2022

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
3/17/2022

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider a request for an amended Planned Unit Development, Final Development Plan, and Conditional Use Permit to allow construction of a building addition to an elementary school at 6500 Nicollet Avenue South.**

**EXECUTIVE SUMMARY:**

Partnership Academy (Applicant), a preschool through grade 8 charter school, was granted land use approvals in 2018 to develop a school building at the northeast corner of the HUB shopping center, at 6500 Nicollet Avenue South. This property is zoned PC-2, Planned General Commercial. In response to growth in enrollment and increased programmatic needs, the Applicant is proposing a 5,962 square-foot expansion on the north side of the building, an area of the property that is currently used for parking. This expanded area will house four additional classrooms, an administrative office, student support spaces, and additional restrooms.

The proposed expansion would result in the loss of 16 parking stalls, reducing the total on-site parking to 37 stalls. Enrollment is planned to total 550 students and there will be 99 staff on-site. Required parking for schools is based on the total number of staff members, plus 8 spaces for visitors. Accounting for both the five percent parking reduction for excess bicycle parking and the ten percent transit reduction, a total of 92 spaces is required for this site. The Applicant has an agreement with the owner of the HUB for 60 leased parking spaces, in addition to the 37 spaces that are available on site. The current parking lease with the HUB runs through January 2024.

Although the City had accepted a parking lease agreement with the HUB in the past (instead of shared parking covenants or easements, as required by code), staff finds that the further reduction of on-site parking and the possible future redevelopment of the HUB is suggestive of the need to obtain longer term parking arrangements. The Applicant has put in a good faith effort to secure additional parking spaces through potential acquisition of an adjacent property: either 6412 Nicollet Avenue South, currently a Leanne Chin restaurant, or 6440 Nicollet Avenue South, the Richfield Medical building. The Applicant has provided staff with possible parking scenarios on both of these properties totaling upwards of 80 off-street parking spaces. Staff has included a stipulation in the attached resolution that one of the following must happen prior to the issuance of a Certificate of Occupancy for the new space:

- One of the above sites must be secured as additional parking,
- Additional on-site parking must be constructed, or
- A more-permanent shared parking agreement with an adjacent property must be provided.

As a Planned Unit Development (PUD), flexibility from provisions of the Zoning Code may be granted for this site in exchange for high-quality design that fits into the neighborhood. In this case, the required number of on-site parking spaces is the sole provision of the code that is not met. Staff recommends approval of this amended PUD request.

### **RECOMMENDED ACTION:**

**By motion: Approve the attached resolution authorizing an amended Planned Unit Development, a Final Development Plan, and a Conditional Use Permit.**

### **BASIS OF RECOMMENDATION:**

#### **A. HISTORICAL CONTEXT**

- Partnership Academy has been based in Richfield since 2002, previously operating out of leased space at Church of the Assumption (305 77th Street East).
- This site was formerly occupied by a Bremer Bank building and is part of a larger PUD with the HUB Shopping Center and vacant grocery store site.
- Partnership Academy was granted a PUD amendment in 2018, for construction of the current K-8 school building. A portion of required parking spaces have been leased from the HUB shopping center since the school opened.

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

Zoning Code Section 542.13, Subd. 3 establishes requirements for major amendments to an approved PUD final development plan. Since the request proposes an expansion exceeding ten percent of the building floor area, it is considered a major amendment to the PUD. A major PUD amendment is subject to the same review criteria and procedures as issuance of a new PUD. A full discussion of all requirements is included as an attachment to this report. Generally, the criteria require that the Council find that the proposal conforms to the goals and policies of the Comprehensive Plan and Zoning Code without having undue adverse impacts on public health, safety, and welfare.

Zoning Code Section 544.13: Vehicle parking and loading requirements, Subdivision 11: Joint parking facilities, states that off-street parking facilities may be provided collectively in any district for more than one (1) structure or use, if the following conditions are met:

- The applicant demonstrates to the Director that, because of the hours, size, and mode of operation of the respective uses, there will be an adequate amount of parking available to each use during its primary hours of operation to meet the needs of such use.
- The joint use of the parking facilities shall be protected by covenants that run with the lots housing all the joint users and the lots on which the parking facility that satisfies the parking requirement of this section is provided. Those covenants shall contain all of the conditions of the joint agreement and shall grant an easement for parking to the joint principal use lots. The manner of execution and content of such covenants shall be in a form approved by the city attorney and the document containing the covenants shall be recorded with the county recorder or the registrar of titles for the county. Parties to the covenant shall reimburse the city for the costs of legal review. Such covenants shall be provided prior to issuance of building or site permits.
- Total required parking spaces for the joint use shall be based on the combined peak requirement and shall not be fewer than the minimum requirements for the use which requires the most parking.

The City had previously accepted a lease agreement for additional parking at an adjacent site instead of requiring that the Applicant meet the standard of securing a covenant for shared parking. Because this request includes the removal of additional on-site parking stalls and the securing of approximately 2/3 of the required parking elsewhere, it is a good time to consider whether or not a lease would continue to be an acceptable form of security.

#### **C. CRITICAL TIMING ISSUES:**

**60-DAY RULE:** The 60-day clock started when a complete application was received on January 10, 2022. The Applicant requested an extension for Council consideration, and a decision is required by



March 25, 2022, or the Council must notify the Applicant that it is extending the deadline (up to a maximum of 60 additional days or 120 days total) for issuing a decision.

**D. FINANCIAL IMPACT:**

The required application fees have been paid.

**E. LEGAL CONSIDERATION:**

Notice of the public hearing at the Planning Commission was published in the Sun Current newspaper on January 13, 2022, and was mailed to properties within 350 feet of the site.

**ALTERNATIVE RECOMMENDATION(S):**

- Recommend approval of the proposed PUD amendment with additional and/or modified stipulations.
- Recommend denial of the proposed PUD amendment with a finding that the proposal does not meet City requirements.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

Representatives of Partnership Academy

**ATTACHMENTS:**

Description	Type
☐ Resolution	Resolution Letter
☐ Required Findings	Backup Material
☐ Rendering	Backup Material
☐ Site Plans	Backup Material
☐ Interior Plans	Backup Material
☐ Zoning Map	Backup Material
☐ Planned Land Use Map	Backup Material

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

**RESOLUTION APPROVING AN AMENDMENT TO A  
PLANNED UNIT DEVELOPMENT, FINAL DEVELOPMENT  
PLAN, AND CONDITIONAL USE PERMIT TO ALLOW  
CONSTRUCTION OF A BUILDING ADDITION TO AN  
ELEMENTARY SCHOOL AT 6500 NICOLLET AVENUE SOUTH.**

**WHEREAS**, an application has been filed with the City of Richfield which requests approval of an amended final development plan and conditional use permit to allow construction of an addition onto an elementary school building in the planned unit development at HUB Shopping Center, located at 6500 Nicollet Avenue South, property legally described as:

LOT 1, BLOCK 1, RICHFIELD HUB SUPERBLOCK, HENNEPIN COUNTY,  
MINNESOTA

**WHEREAS**, the Planning Commission of the City of Richfield held a public hearing at its January 24, 2022 meeting and did not recommend approval of the requested amendment to the final development plan and conditional use permit based on the applicant's inability to meet parking requirements; and

**WHEREAS**, the applicant has modified their requested amendment to the final development plan and conditional use permit in order to provide more off-street parking; and

**WHEREAS**, notice of the public hearing was mailed to properties within 350 feet of the subject property and published in the Sun Current newspaper on January 13, 2022; and

**WHEREAS**, the requested amendment to the final development plan and conditional use permit meets those requirements necessary for approving a major amendment to a planned unit development as specified in Richfield's Zoning Code, Section 542.13, Subd. 3 and as detailed in City Council Staff Report No.\_\_\_\_\_; and

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

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

1. The City Council adopts as its Findings of Fact the **WHEREAS** clauses set forth above.
2. An amended planned unit development, final development plan, and conditional use permit are approved to allow a building expansion on an existing elementary school building, as described in City Council Report No.\_\_\_\_\_, on the Subject Property legally described above.

3. The approved planned unit development, final development plan and conditional use permit are subject to the following conditions:
  - A recorded copy of the approved resolution must be submitted to the City prior to the issuance of a building permit.
  - Prior to the issuance of a Certificate of Occupancy, the applicant must provide proof to the City that a minimum of 80 off-street parking spaces are available to staff and visitors. Parking may be provided through a combination of any of the following:
    - i. Constructing additional off-street parking on site. Administrative site plan approval is required for surface parking; a major amendment is required for structured parking.
    - ii. Acquiring additional property nearby and providing proof of ability to provide additional off-street parking through lot combination or a shared parking agreement, as outlined in subsection 544.13, Subd. 11, of the Zoning Code. Administrative site plan approval is required for surface parking; a major amendment is required for structured parking. Construction of additional stalls would be required prior to lease termination with the HUB shopping center.
    - iii. Securing additional parking on another property adjacent to the school through a shared parking agreement as outlined in subsection 544.13, Subd. 11, of the Zoning Code. Administrative site plan approval may be required.
  - All required parking spaces shall remain available year round and shall not be used for snow storage.
  - A minimum of 75 bike parking spaces are required to be eligible for the 5% reduction in required off-street auto parking spaces.
  - The property owner is responsible for the ongoing maintenance and tending of all landscaping in accordance with approved plans.
  - Separate sign permits are required.
  - The applicant is responsible for obtaining all required permits, compliance with all requirements detailed in the City's Administrative Review Committee Report dated January 6, 2022, and compliance with all other City and State regulations.
  - Prior to the issuance of an occupancy permit, the developer must submit a surety equal to 125% of the value of any improvements not yet complete.
  - Unless specifically modified by this resolution, all previous conditions of approval remain in place.
4. The approved planned unit development, final development plan and conditional use permit shall expire one year from issuance unless the use for which the permit was granted has commenced, substantial work has been completed or upon written request by the developer, the Council extends the expiration date for an additional period of up to one year, as required by the Zoning Ordinance, Section 547.09, Subd. 9.
5. The approved planned unit development, final development plan and conditional use permit shall remain in effect for so long as conditions regulating it are observed, and the conditional use permit shall expire if normal operation of the use has been discontinued for 12 or more months, as required by the Zoning Ordinance, Section 547.09, Subd. 10.

Adopted by the City Council of the City of Richfield, Minnesota this 22nd day of March, 2022.

ATTEST:

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

\_\_\_\_\_  
Kari Sinning, City Clerk

## **Required Findings**

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

1. The proposed development conforms to the goals and objectives of the City's Comprehensive Plan and any applicable redevelopment plans. This requirement is met. The Comprehensive Plan guides this area for mixed use development. The proposed building addition would not alter the use of the site.
2. The proposed development is designed in such a manner as to form a desirable and unified environment within its own boundaries. This requirement is met. The proposed building addition will not alter the general function of the existing building or site.
3. The development is in substantial conformance with the purpose and intent of the guiding district, and departures from the guiding district regulations are justified by the design of the development. The purpose of the guiding C-2 (General Commercial) District is to allow a wide variety of uses serving Richfield and the surrounding area. These uses are expected to be attractive in appearance from all sides and compatible with adjacent properties through compliance with the Performance Standards specified in Zoning Code Section 544. This requirement is met, except for the required minimum on-site parking for elementary schools outlined in subsection 544.13. This is discussed in Part 2, #4, below.
4. The development will not create an excessive burden on parks, schools, streets or other public facilities and utilities that serve or area proposed to serve the development. The City's Public Works, Engineering, and Recreation Departments have reviewed the building addition proposal and do not anticipate any issues.
5. The development will not have undue adverse impacts on neighboring properties. No undue adverse impacts are anticipated related to this building addition.
6. The terms and conditions proposed to maintain the integrity of the plan are sufficient to protect the public interest. This requirement is met with the exception of securing adequate parking, as established in subsection 544.13 of the Zoning Code. This is discussed in Part 2, #4, below.

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

1. The proposed use is consistent with the goals, policies, and objectives of the City's Comprehensive Plan. See above – Part 1, #1.
2. The proposed use is consistent with the purposes of the Zoning Code and the purposes of the zoning district in which the applicant intends to locate the proposed use. The purpose of the Zoning Code is to protect and promote the general welfare of the City. The proposal does not conflict with this purpose. The purpose of Planned Unit Developments is to provide an opportunity for innovative and creative development. The proposed building addition does not conflict with this purpose, with the exception of securing adequate parking, as established in subsection 544.13 of the Zoning Code. This is discussed in #4, below.
3. The proposed use is consistent with any officially adopted redevelopment plans or urban design guidelines. The proposed use is not changing and is consistent with the previously adopted

Planned Unit Development for this area, with the exception of securing adequate parking, as established in subsection 544.13 of the Zoning Code. This is discussed in #4, below.

4. The proposed use is or will be in compliance with the performance standards specified in Section 544 of this code. The proposed development is in substantial compliance with City performance standards, except the following deviations from requirements:
  - Parking requirements for a K-8 school are 1 space per employee, plus 8 visitor spaces. A total of 37 parking spaces are proposed on site, which would be a reduction of 16 existing parking spaces from the current total of 53. The applicant has indicated in the attached narrative that the projected staffing level will be 99 employees. The projected employee counts result in an initial requirement of 107 spaces. Parking requirements may be reduced by 10% at this location for proximity to frequent public transit service. Parking requirements may also be reduced by 5% for excess bike parking at 4 bike spaces per 1 auto space. With both reductions, required parking is 92 spaces.
  - The applicant will continue working with the HUB Shopping Center ownership, Brixmore, to continue a cross-access parking lease agreement to use surplus parking on the HUB site. The current lease runs through January, 2024.
  - Although the HUB lease agreement does not meet long-term shared parking requirements outlined in Code (section 544.13, Subd. 11, requiring a covenant agreement that runs with the lot), the applicant is planning acquisition of a nearby property which would provide upwards of 80 off-street parking spaces in total for the school.
  - Final approvals are conditional upon the acquisition of a nearby property that would provide the required parking spaces.
5. The proposed use will not have undue adverse impacts on governmental facilities, utilities, services, or existing or proposed improvements. The City's Public Works and Engineering Departments have reviewed the proposal and do not anticipate any adverse impacts.
6. The use will not have undue adverse impacts on the public health, safety, or welfare. Adequate provisions have been made to protect the public health, safety, and welfare.
7. There is a public need for such use at the proposed location. See above – Part 1, #1. Partnership Academy has been located in Richfield since 2002 and has sought to construct a new addition onto an existing school facility.
8. The proposed use meets or will meet all the specific conditions set by this code for the granting of such conditional use permit. This requirement is met, with the exception of securing adequate parking, as established in subsection 544.13 of the Zoning Code. This is discussed in #4, above.





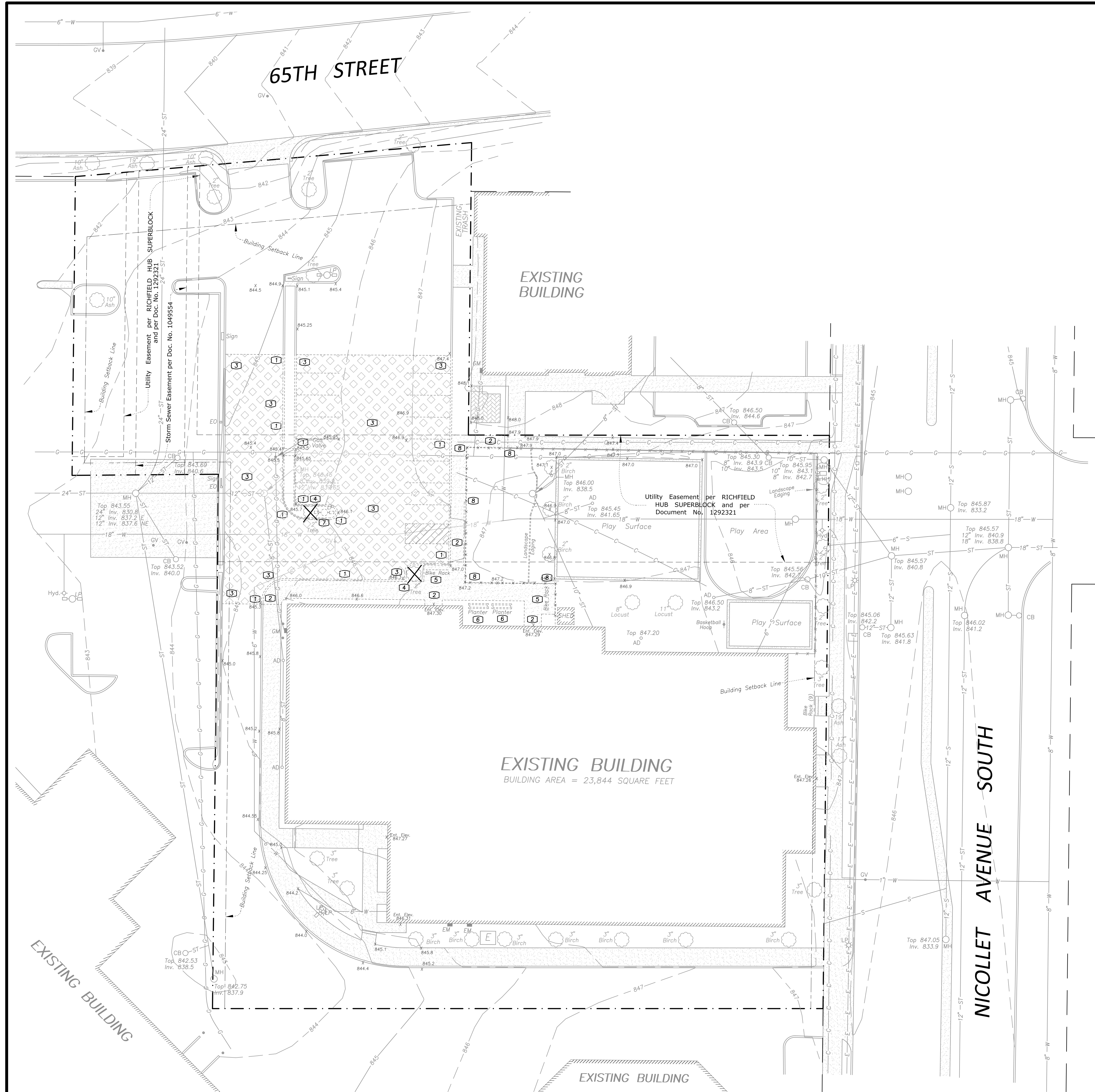
**This is your DRAFT. Please remember, this is a work-in-progress.**

**The purpose of sending this draft is for you to identify inaccuracies so that we can fix them.**

**To prepare for our next screen sharing meeting, please:**

- 1. Review and make a list of all the corrections you want done.**
- 2. Schedule an online screen sharing meeting with your Project Coordinator to review your corrections.**





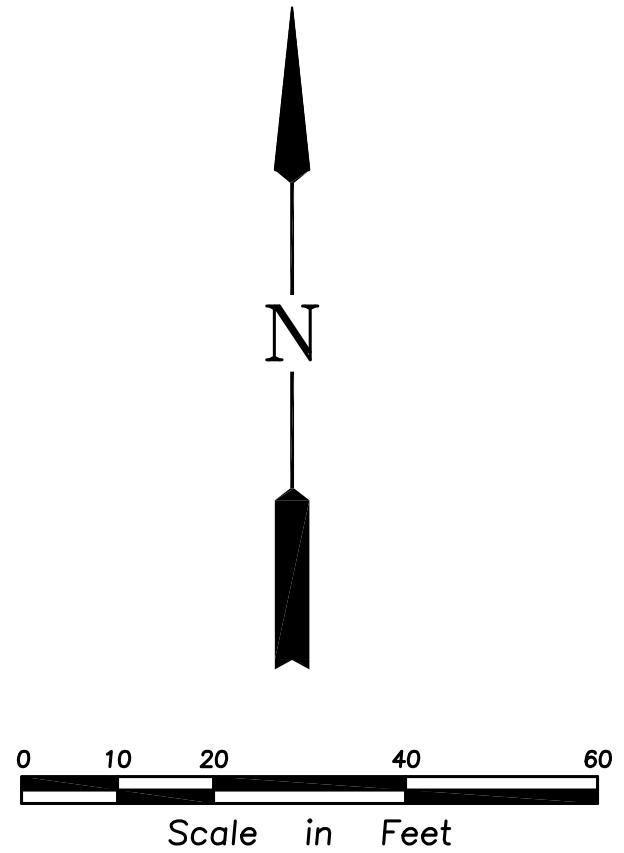
NOTE: SEE ARCHITECTURAL FOR DEMOLITION OF EXISTING BUILDING

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

NOTE: SEE UTILITY PLAN FOR REMOVAL OF EXISTING UTILITIES

- DEMOLITION NOTES
- 1 - Remove concrete curb & gutter
  - 2 - Remove concrete pavement
  - 3 - Remove bituminous pavement
  - 4 - Remove tree
  - 5 - Remove & salvage bike rack
  - 6 - Remove planter
  - 7 - Remove light pole (By Others)
  - 8 - Remove fence

- LEGEND
- BITUMINOUS TO BE REMOVED
  - CONCRETE TO BE REMOVED
  - EXISTING TREE TO BE REMOVED
  - W - EXISTING WATERMAIN
  - S - EXISTING SANITARY SEWER
  - ST - EXISTING STORM SEWER
  - G - EXISTING BURIED GAS LINE
  - E - EXISTING BURIED ELECTRIC LINE
  - C - EXISTING BURIED COMMUNICATION LINE



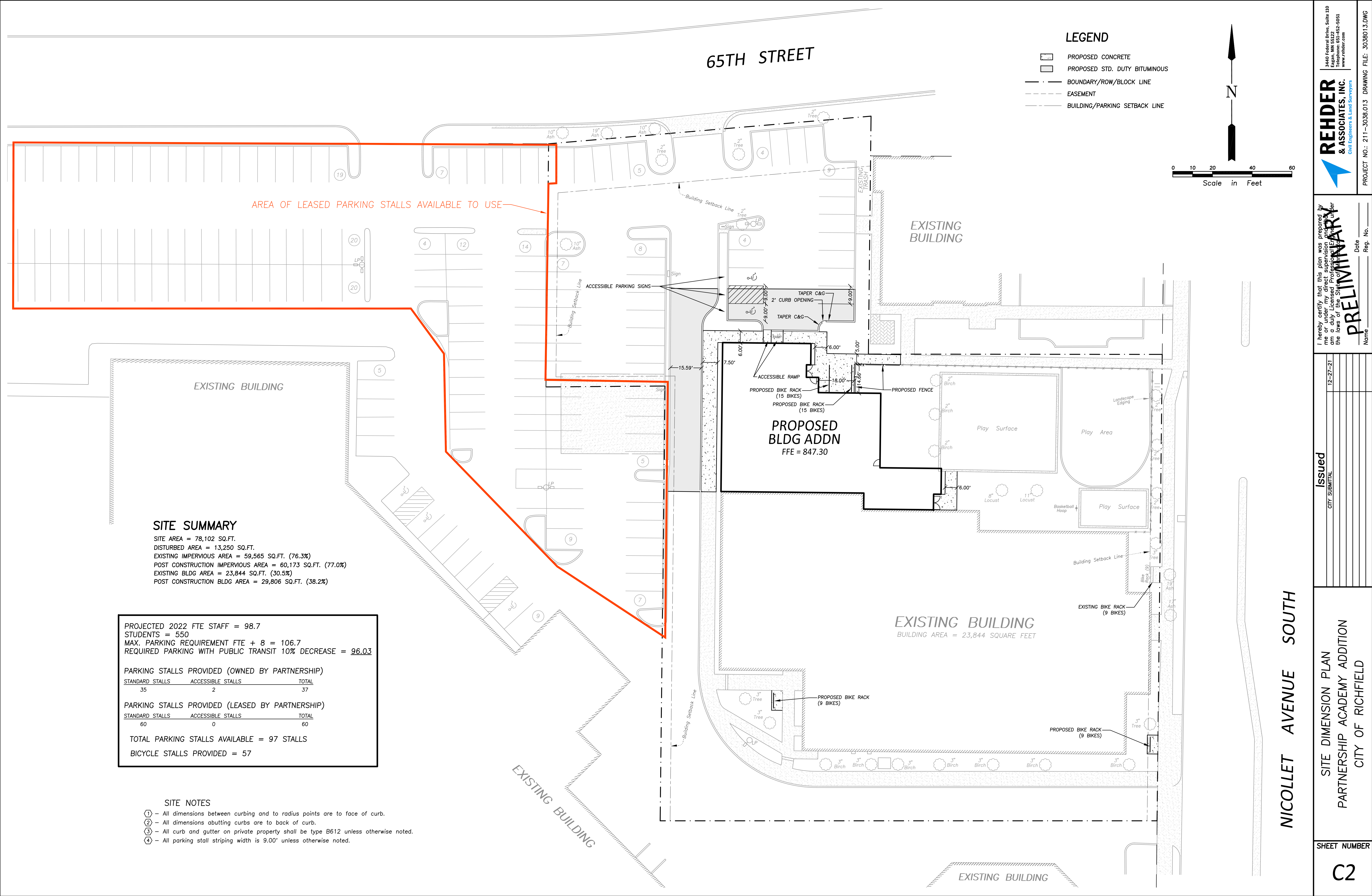
SITE DEMOLITION PLAN  
PARTNERSHIP ACADEMY ADDITION  
CITY OF RICHFIELD

SHEET NUMBER  
C1

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

Issued	12-27-21
CITY SUBMITTAL	





SITE SUMMARY

SITE AREA = 78,102 SQ.FT.  
DISTURBED AREA = 13,250 SQ.FT.  
EXISTING IMPERVIOUS AREA = 59,565 SQ.FT. (76.3%)  
POST CONSTRUCTION IMPERVIOUS AREA = 60,173 SQ.FT. (77.0%)  
EXISTING BLDG AREA = 23,844 SQ.FT. (30.5%)  
POST CONSTRUCTION BLDG AREA = 29,806 SQ.FT. (38.2%)

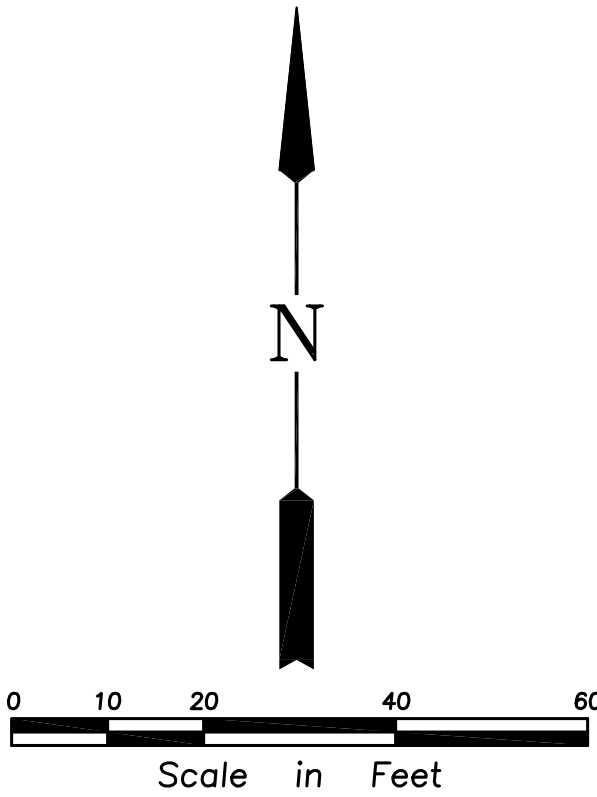
PROJECTED 2022 FTE STAFF = 98.7		
STUDENTS = 550		
MAX. PARKING REQUIREMENT FTE + 8 = 106.7		
REQUIRED PARKING WITH PUBLIC TRANSIT 10% DECREASE = <u>96.03</u>		
PARKING STALLS PROVIDED (OWNED BY PARTNERSHIP)		
STANDARD STALLS	ACCESSIBLE STALLS	TOTAL
35	2	37
PARKING STALLS PROVIDED (LEASED BY PARTNERSHIP)		
STANDARD STALLS	ACCESSIBLE STALLS	TOTAL
60	0	60
TOTAL PARKING STALLS AVAILABLE = 97 STALLS		
BICYCLE STALLS PROVIDED = 57		

SITE NOTES

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

LEGEND

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



NICOLLET AVENUE SOUTH

SITE DIMENSION PLAN  
PARTNERSHIP ACADEMY ADDITION  
CITY OF RICHFIELD

SHEET NUMBER  
C2

3440 Federal Drive, Suite 110  
Richfield, MN 55126  
Telephone 651-452-5051  
www.rehder.com

**REHDER**  
& ASSOCIATES, INC.  
Civil Engineers & Land Surveyors

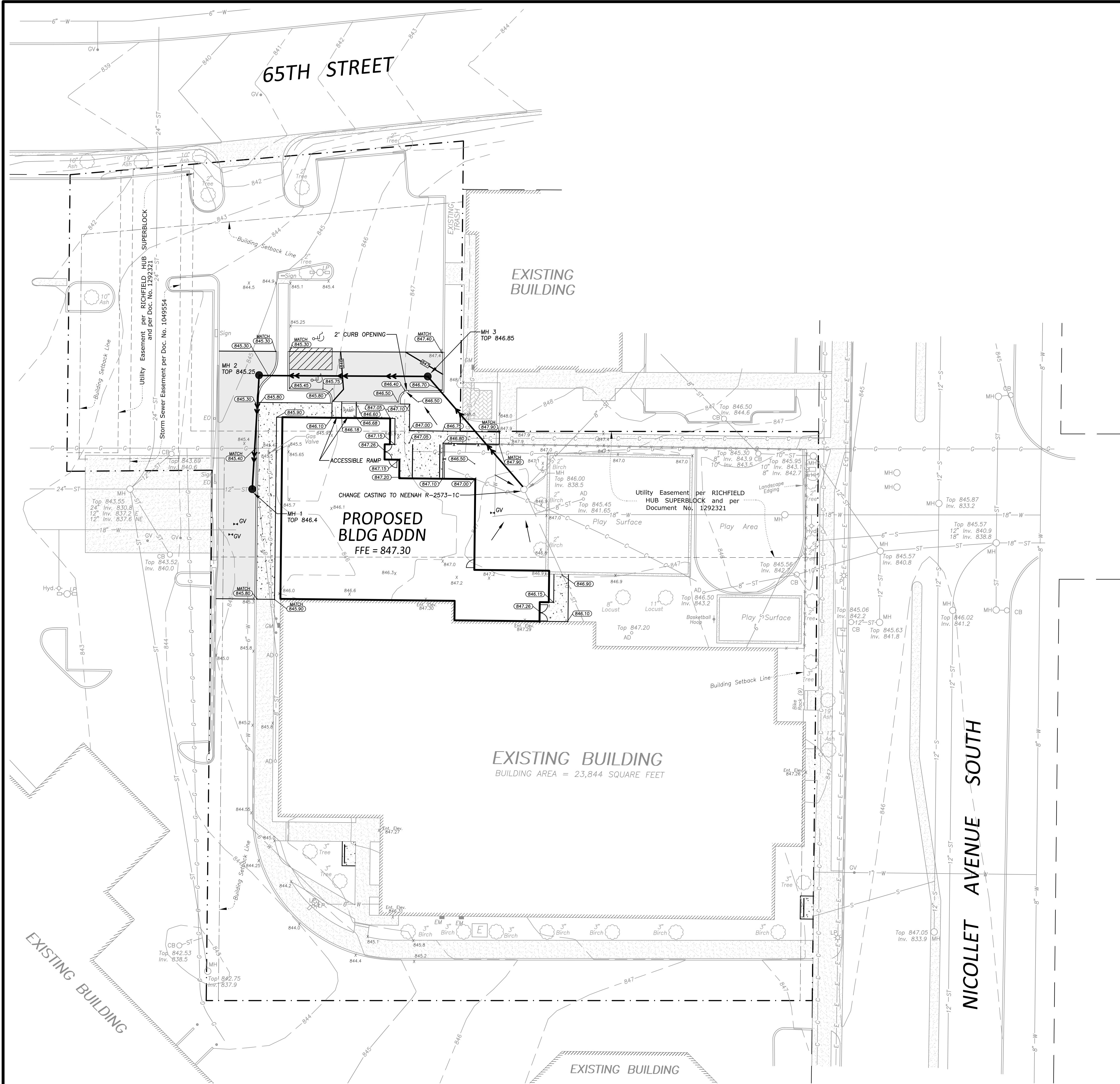
I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

**PRELIMINARY**

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

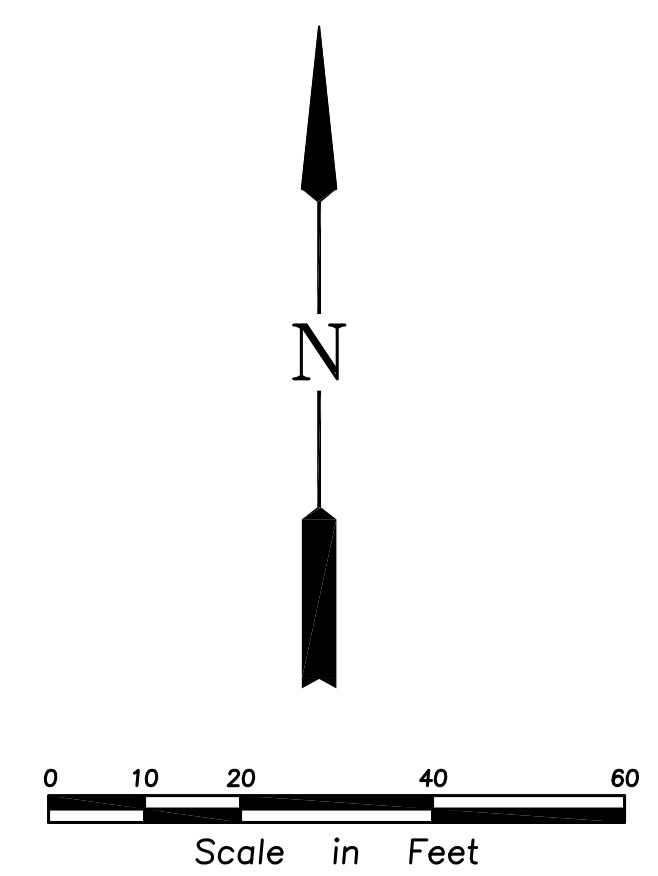
PROJECT NO.: 211-3036-013 DRAWING FILE: 3038013.DWG





- GRADING NOTES**
- 1 - All elevations shown are to final surfaces.
  - 2 - Contractor is responsible for obtaining a National Pollutant Discharge Elimination System (NPDES) General Storm Water Permit for Construction Activity before construction begins.
- EROSION CONTROL NOTES**
- 1 - Contractor is responsible for all notifications and inspections required by General Storm Water Permit.
  - 2 - All erosion control measures shown shall be installed prior to grading operations and maintained until all areas disturbed have been restored.
  - 3 - Sweep paved public streets as necessary where construction sediment has been deposited.
  - 4 - Each area disturbed by construction shall be restored per the specifications within 14 days after the construction activity in that portion of the site has temporarily or permanently ceased.
  - 5 - Temporary soil stockpiles must have silt fence around them and cannot be placed in surface waters, including storm water conveyances such as curb and gutter systems, or conduits and ditches.
  - 6 - The normal wetted perimeter of any temporary or permanent drainage ditch or swale that drains water from any portion of the construction site, or diverts water around the site, must be stabilized within 200 lineal feet from the property edge, or from the point of discharge into any surface water. Stabilization of the last 200 lineal feet must be completed within 24 hours after connecting to a surface water.
  - 7 - All pipe outlets must be provided with temporary or permanent energy dissipation within 24 hours of connection to a surface water.
  - 8 - Excess concrete/water from concrete trucks shall be disposed of in portable washout concrete basin or disposed of in a contained area.

- LEGEND**
- PROPOSED MANHOLE
  - PROPOSED GATE VALVE
  - PROPOSED STORM SEWER
  - ▨ PROPOSED CONCRETE
  - ▩ PROPOSED STD. DUTY BITUMINOUS
  - ▨ PROPOSED HEAVY DUTY BITUMINOUS
  - 1000— PROPOSED CONTOUR
  - 1023.50 PROPOSED ELEVATION
  - SILT FENCE
  - INLET PROTECTION DEVICE
  - BOUNDARY/ROW/BLOCK LINE
  - - - EASEMENT
  - - - BUILDING/PARKING SETBACK LINE
  - DRAINAGE ARROW
  - W — EXISTING WATERMAIN
  - S — EXISTING SANITARY SEWER
  - ST — EXISTING STORM SEWER
  - G — EXISTING BURIED GAS LINE
  - E — EXISTING BURIED ELECTRIC LINE
  - C — EXISTING BURIED COMMUNICATION LINE
  - 980— EXISTING CONTOUR
  - x 995.50 EXISTING ELEVATION



REHDER & ASSOCIATES, INC.  
Civil Engineers & Land Surveyors

3440 Federal Drive, Suite 110  
Minneapolis, MN 55412  
Telephone 612-452-5051  
www.rehder.com

PROJECT NO.: 211-3036-013 DRAWING FILE: 3038013.DWG

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PRELIMINARY

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

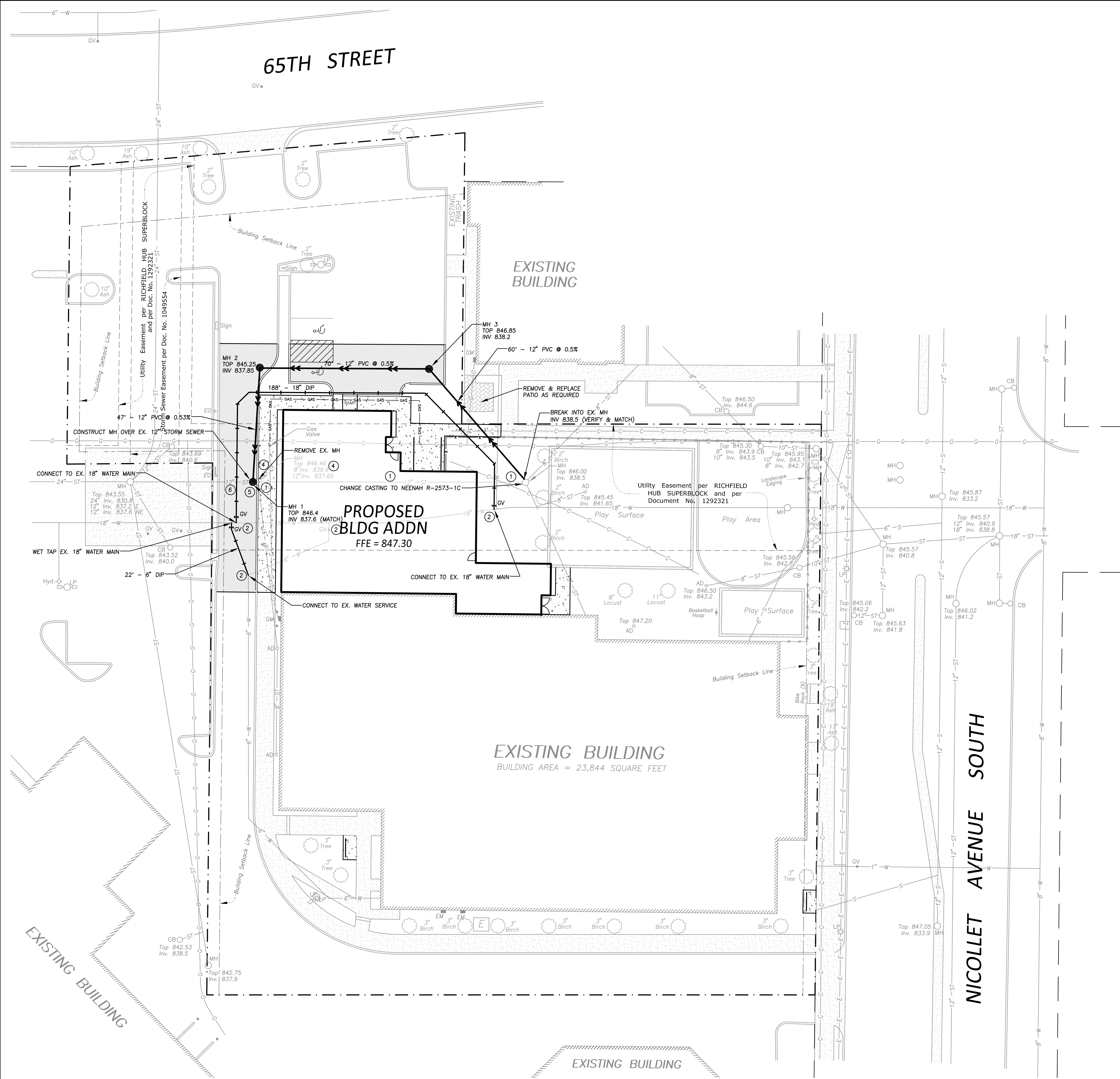
Issued  
CITY SUBMITTAL

12-27-21

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

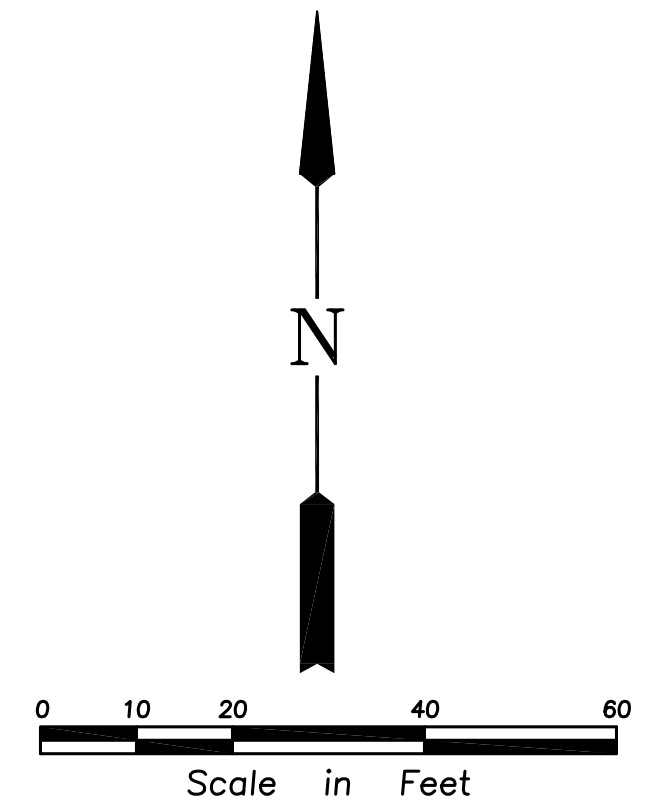
SHEET NUMBER  
**C3**





- UTILITY NOTES
- 1 - Remove storm sewer pipe
  - 2 - Remove water main
  - 3 - Remove gas main
  - 4 - Remove storm sewer structure
  - 5 - Reroute existing 8" storm sewer to proposed manhole
  - 6 - Maintain a minimum of 18" vertical separation between watermain and sewer.

- LEGEND
- PROPOSED MANHOLE
  - ⋈ PROPOSED GATE VALVE
  - PROPOSED STORM SEWER
  - +— PROPOSED WATERMAIN
  - ▤ PROPOSED CONCRETE
  - ▥ PROPOSED STD. DUTY BITUMINOUS
  - - - BOUNDARY/ROW/BLOCK LINE
  - - - EASEMENT
  - - - BUILDING/PARKING SETBACK LINE
  - W — EXISTING WATERMAIN
  - S — EXISTING SANITARY SEWER
  - ST — EXISTING STORM SEWER
  - G — EXISTING BURIED GAS LINE
  - E — EXISTING BURIED ELECTRIC LINE
  - C — EXISTING BURIED CABLE LINE



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**PRELIMINARY**

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

Issued  
CITY SUBMITTAL

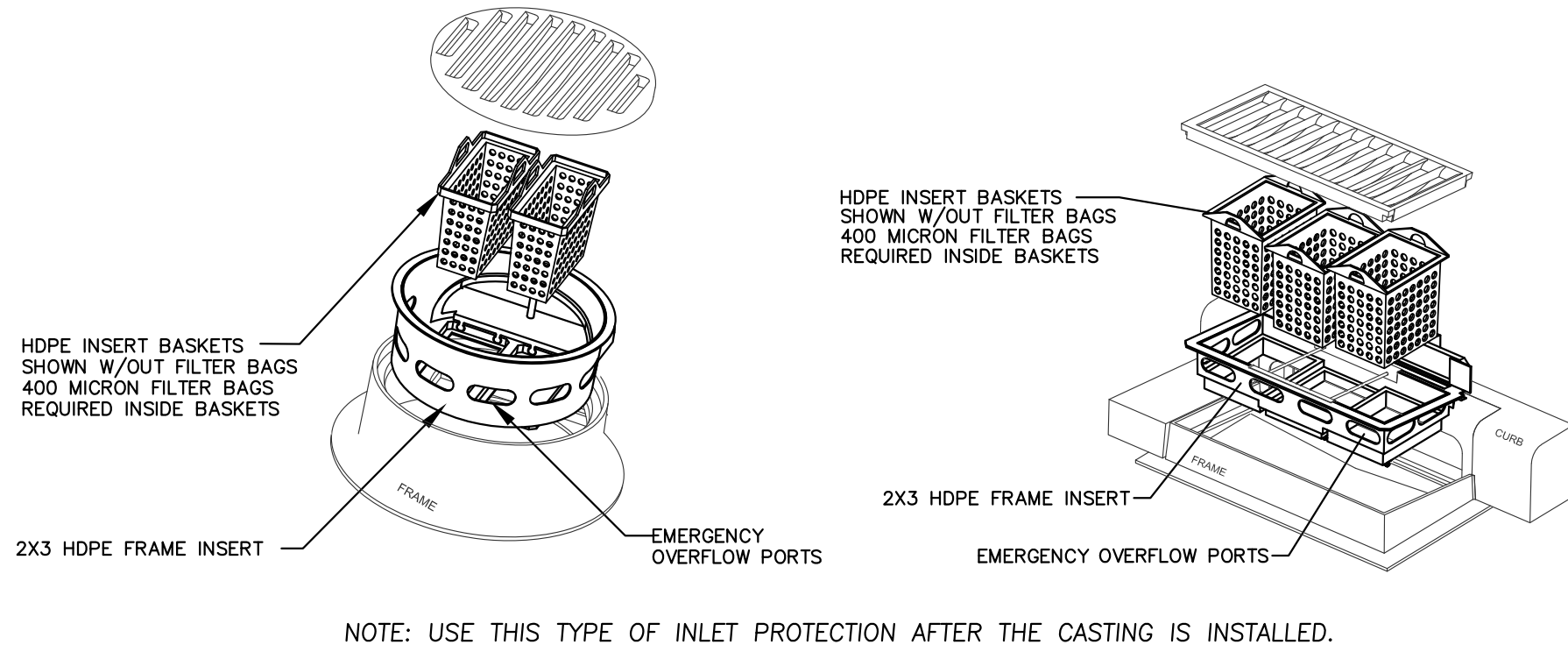
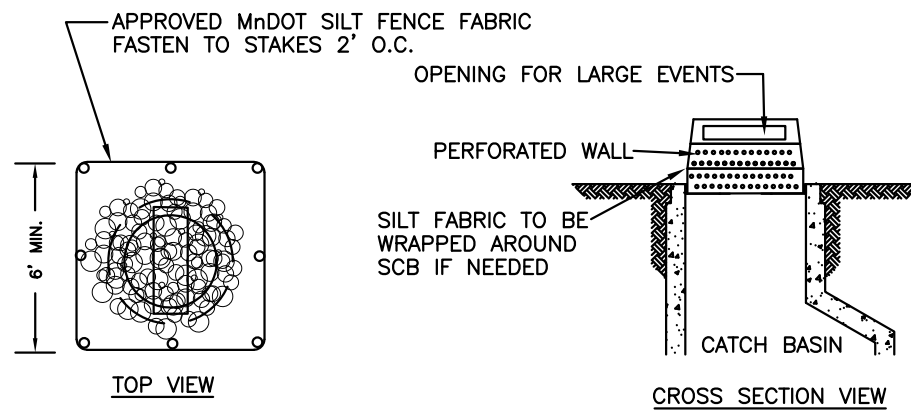
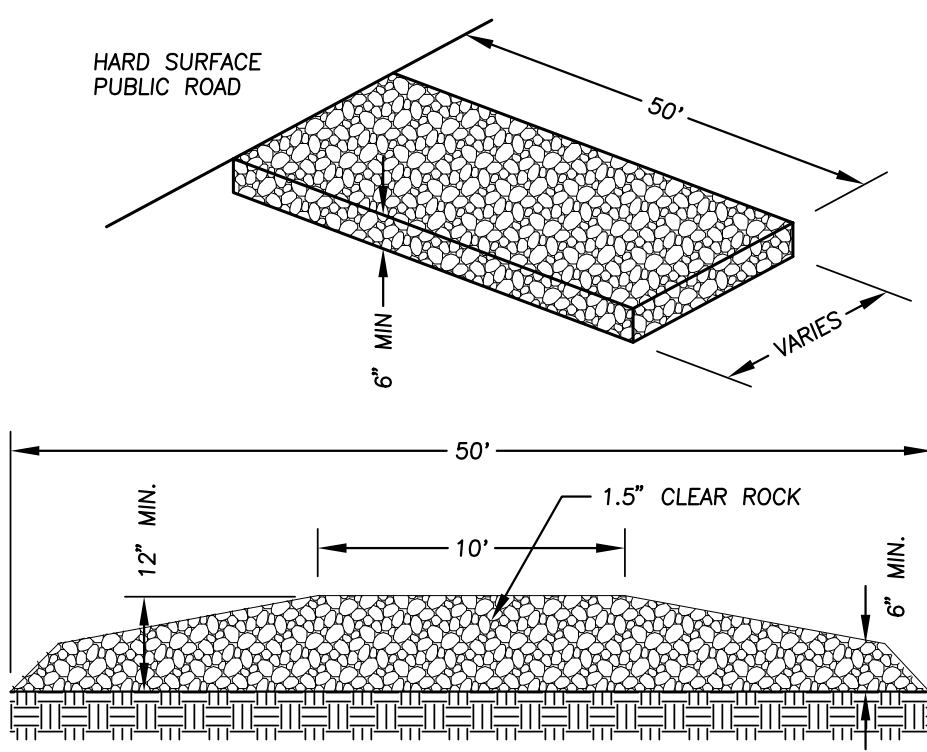
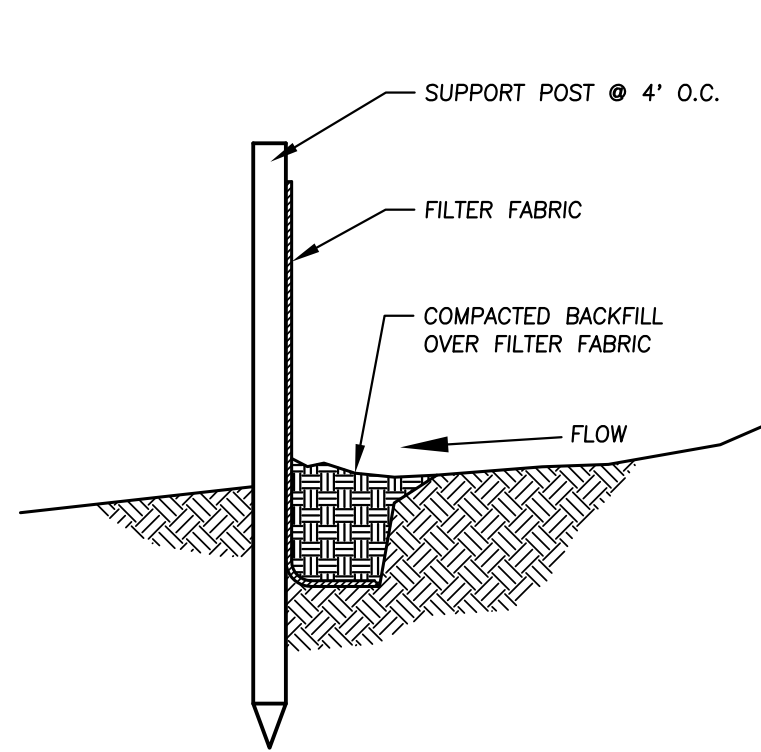
12-27-21

UTILITY PLAN  
PARTNERSHIP ACADEMY ADDITION  
CITY OF RICHFIELD

SHEET NUMBER  
**C4**

PROJECT NO.: 211-3036-013 DRAWING FILE: 3038013.DWG



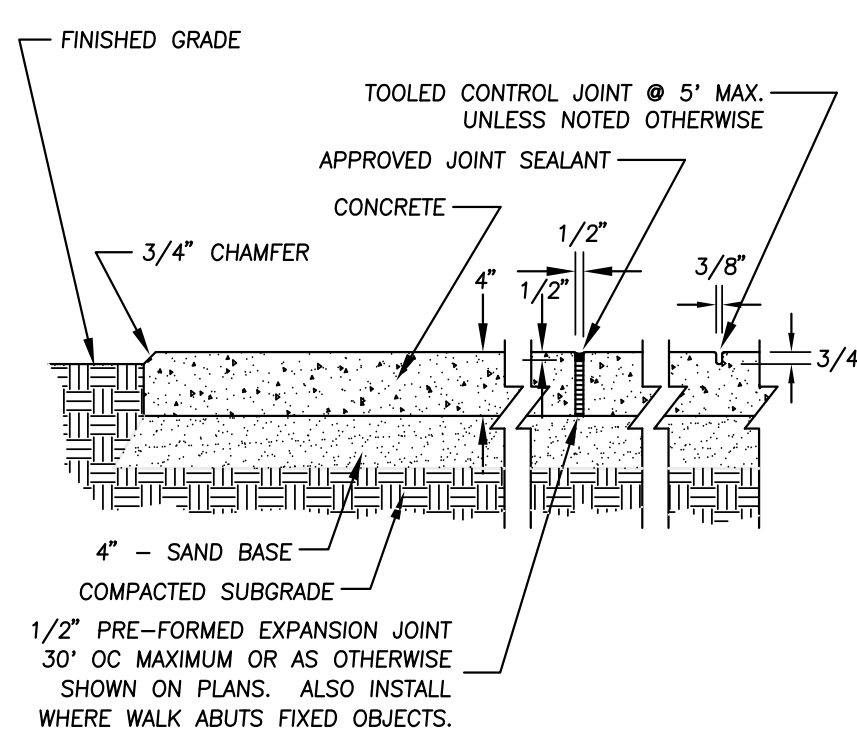
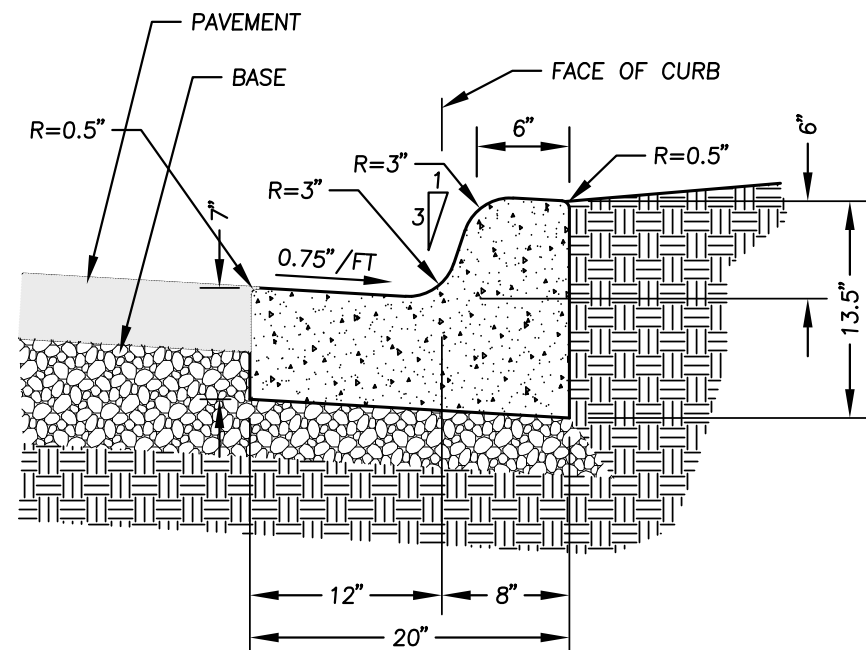


1  
C5  
SILT FENCE  
NO SCALE

2  
C5  
ROCK CONSTRUCTION ENTRANCE  
NO SCALE

3  
C5  
INLET PROTECTION  
(INFRSAFE OR EQUAL)  
NO SCALE

4  
C5  
INLET PROTECTION  
(INFRSAFE OR EQUAL)  
NO SCALE

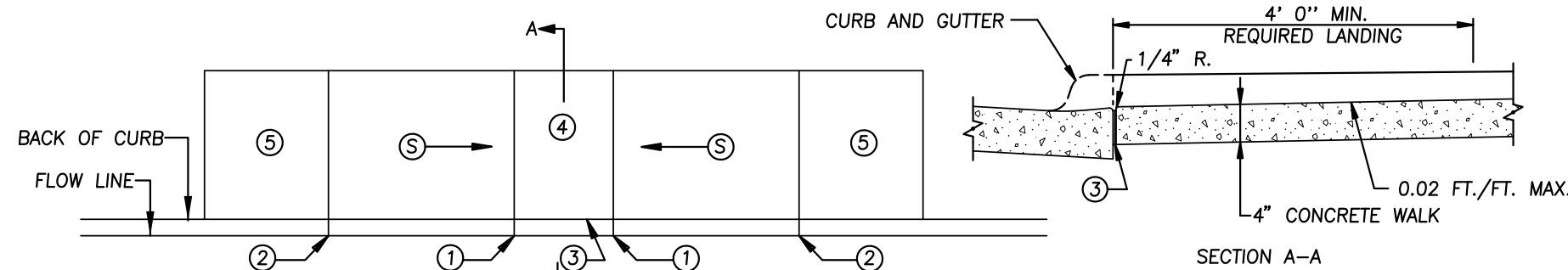


5  
C5  
B612 CONCRETE CURB & GUTTER  
NO SCALE

6  
C5  
CONCRETE SIDEWALK  
NO SCALE

7  
C5  
STANDARD PAVEMENT SECTION  
NO SCALE

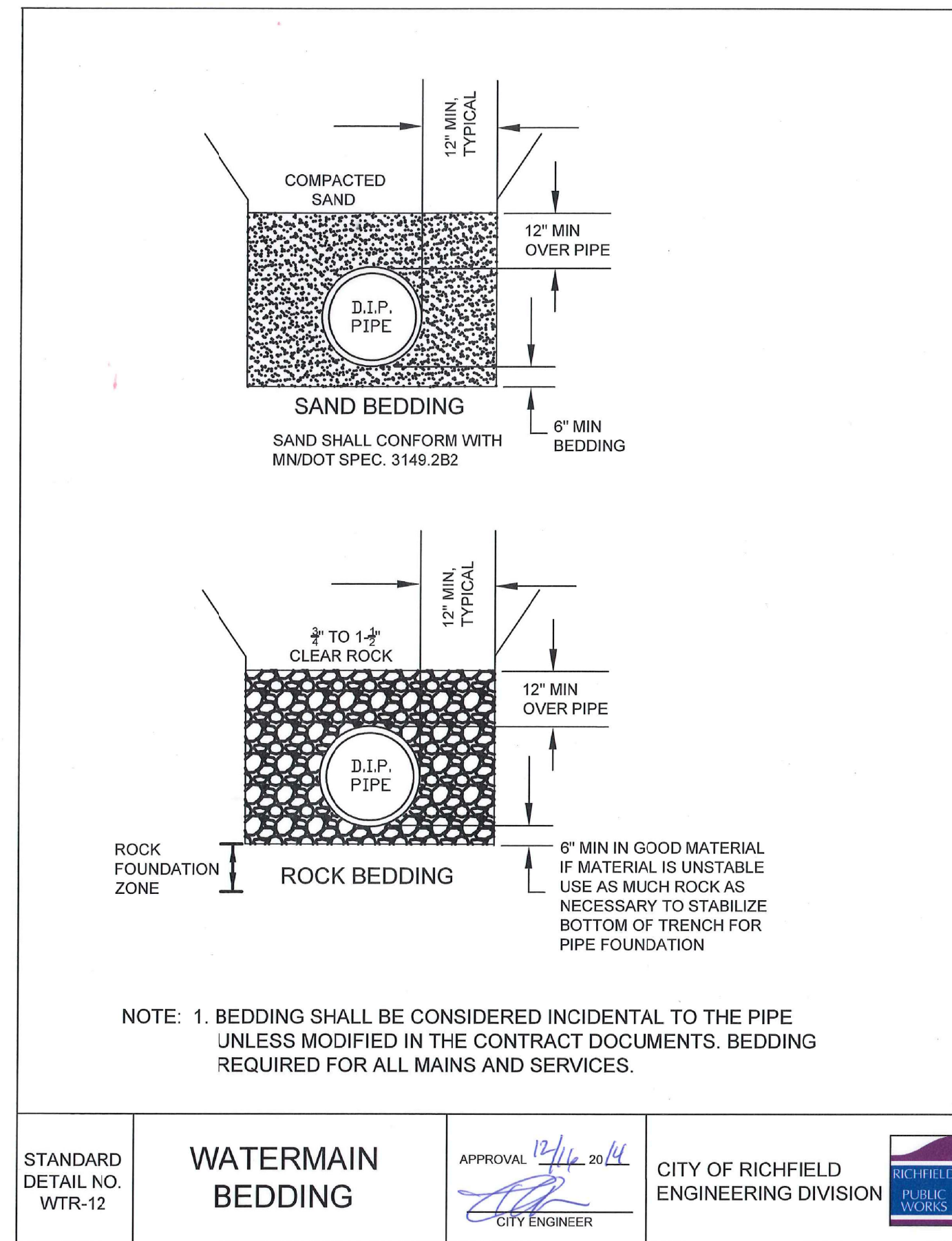
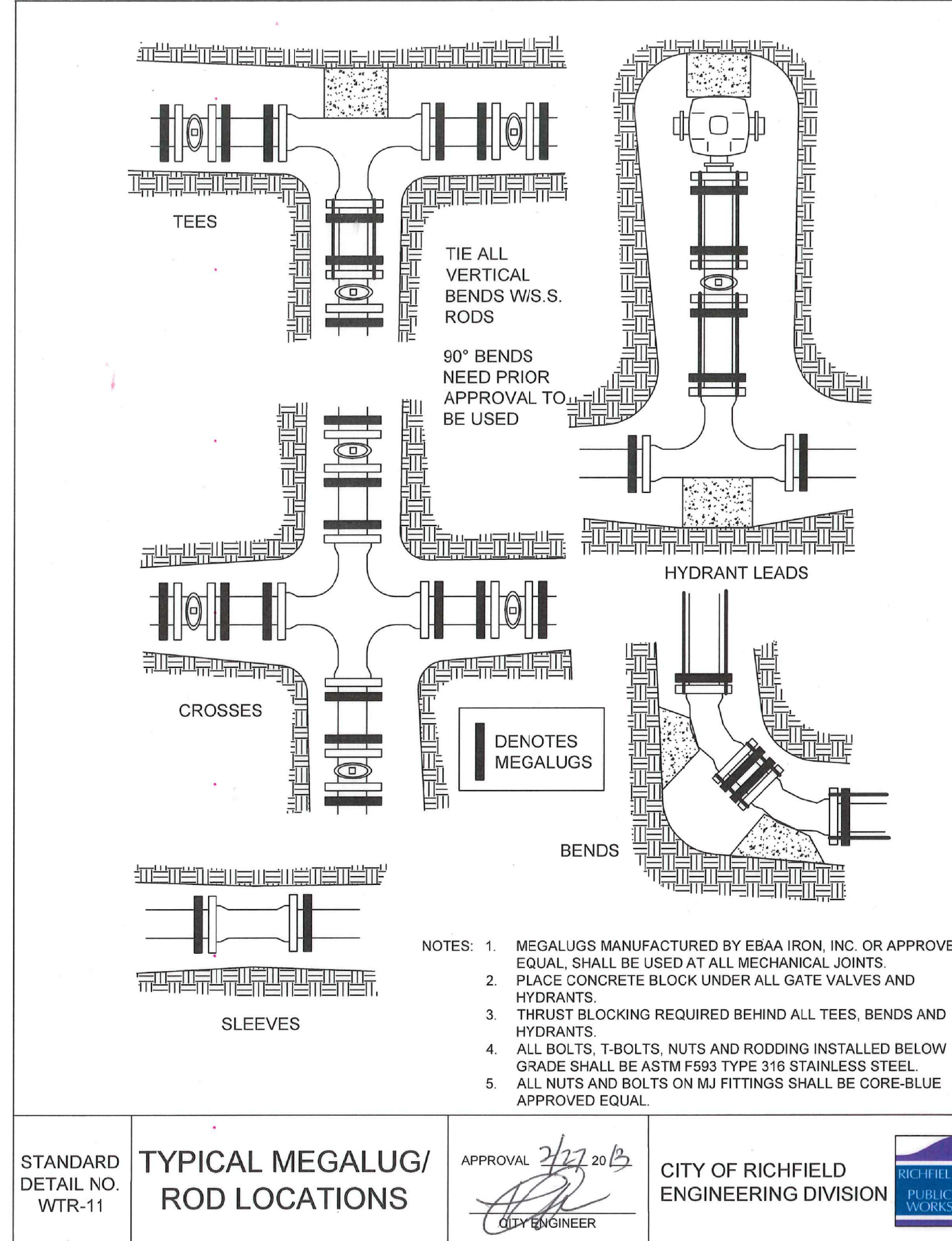
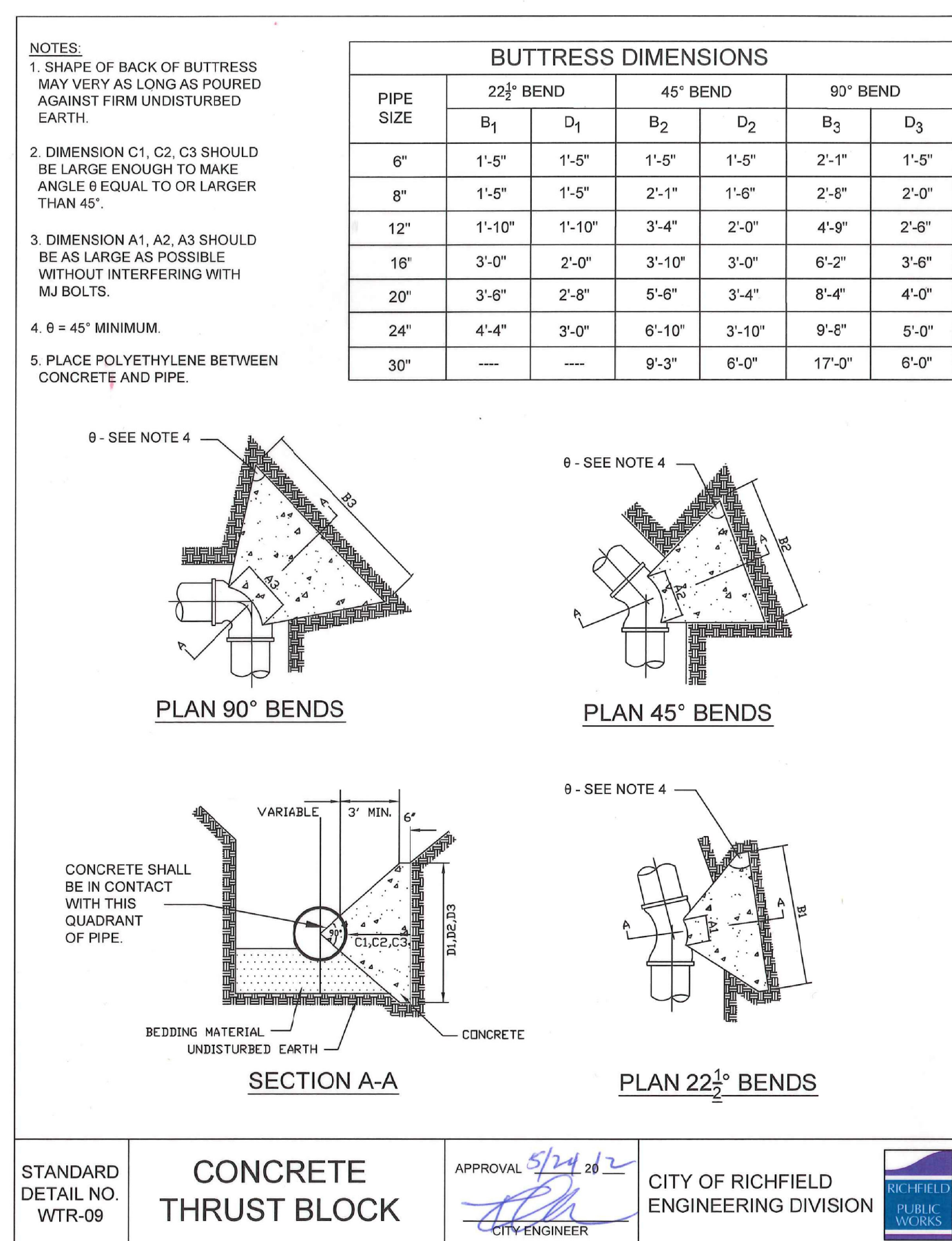
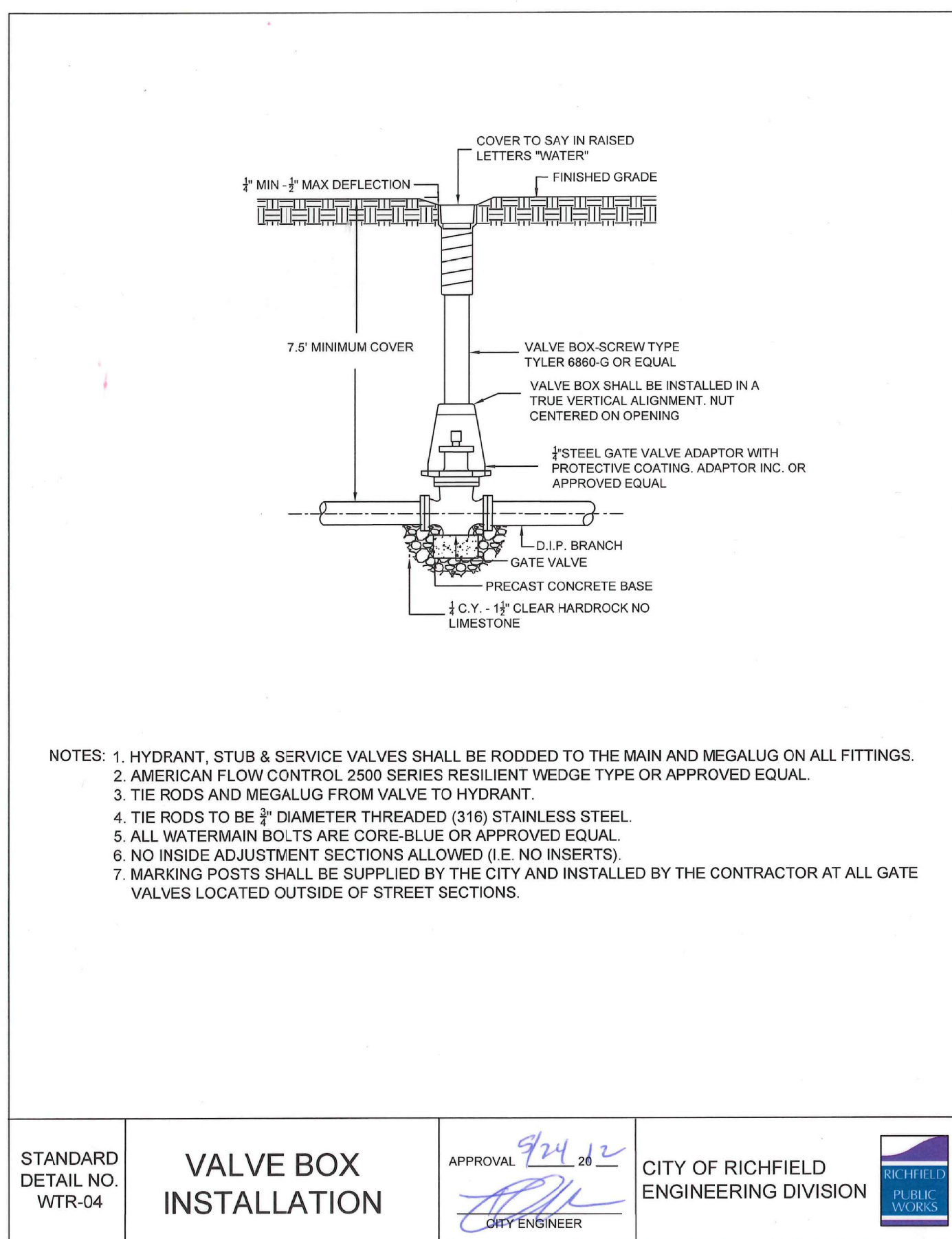
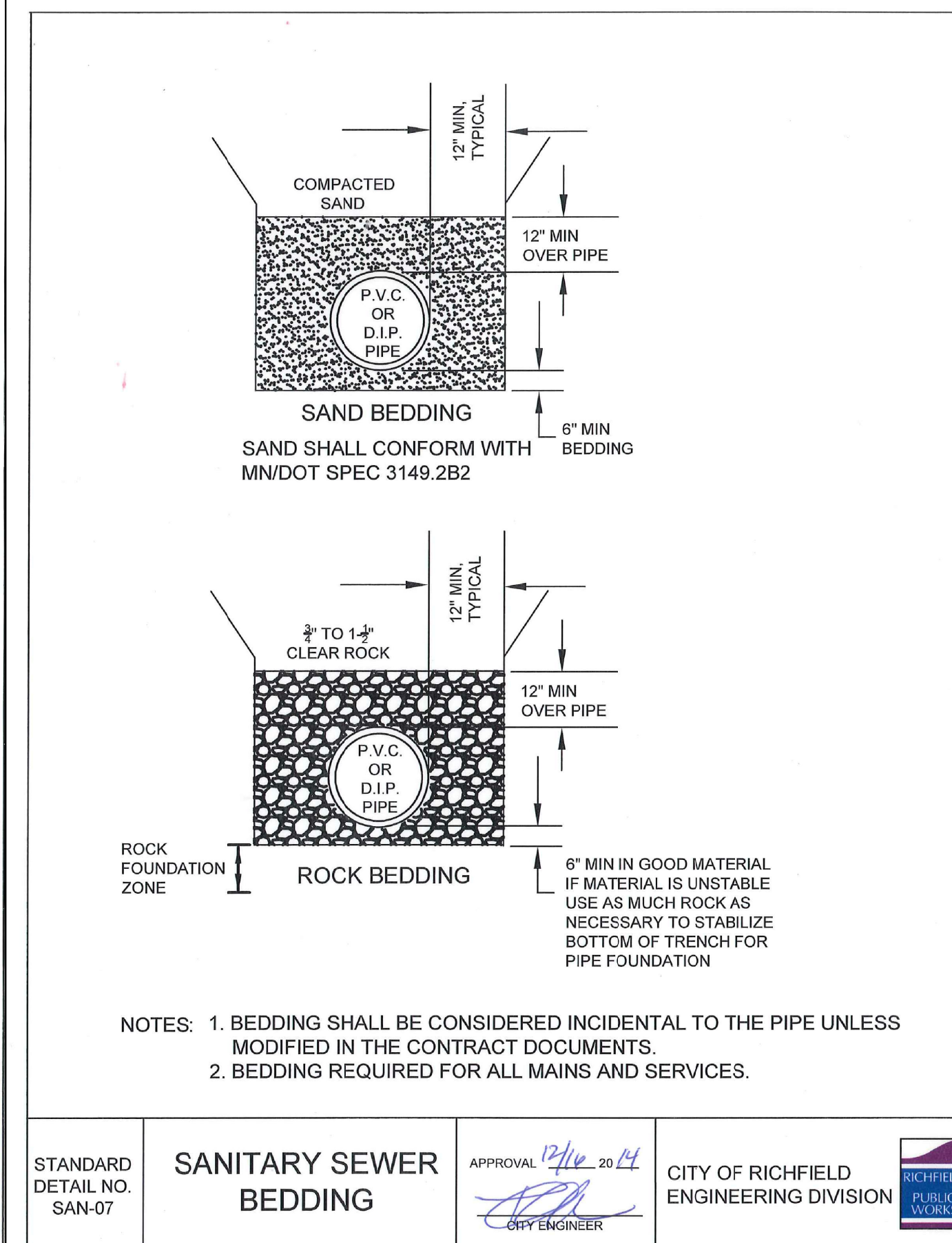
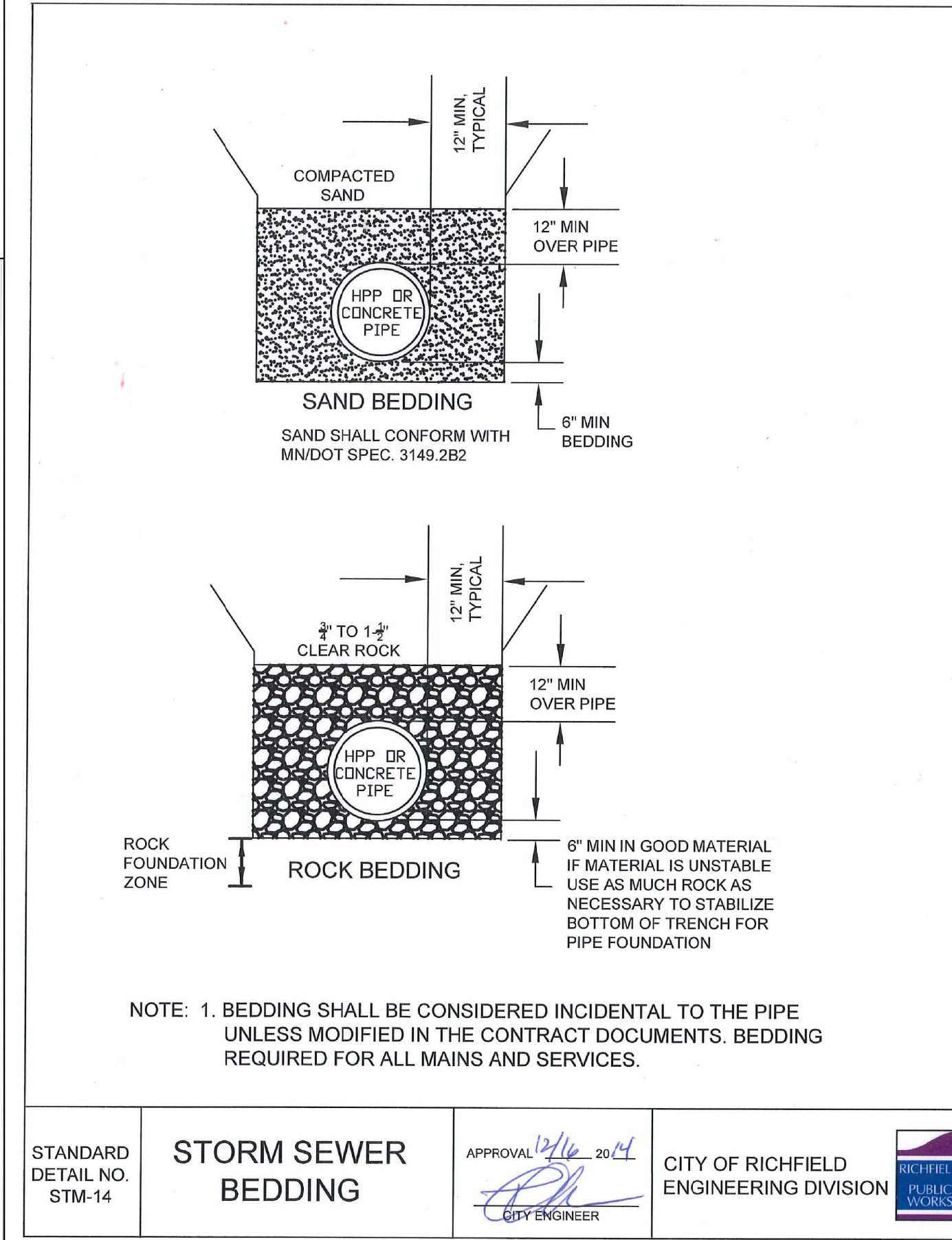
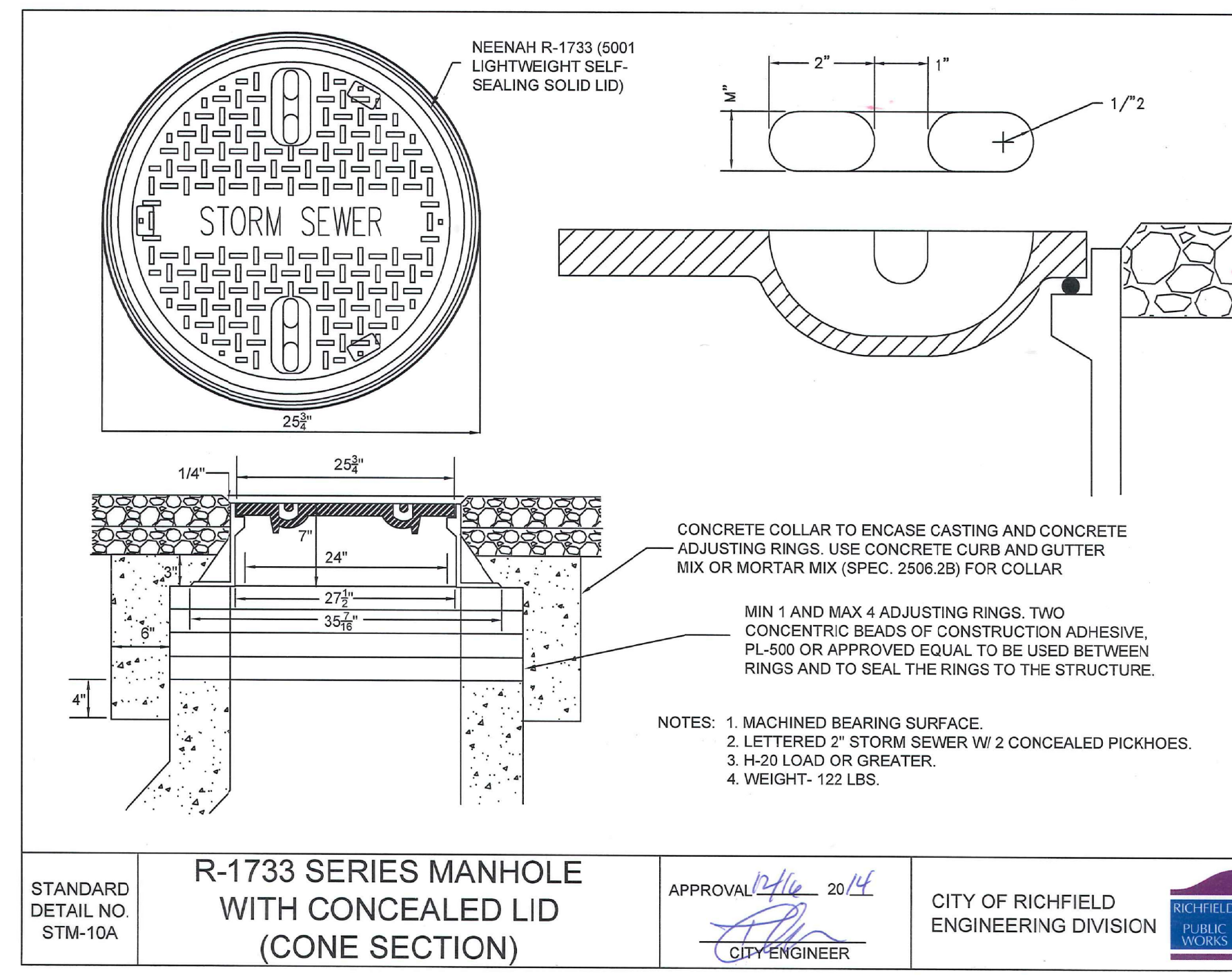
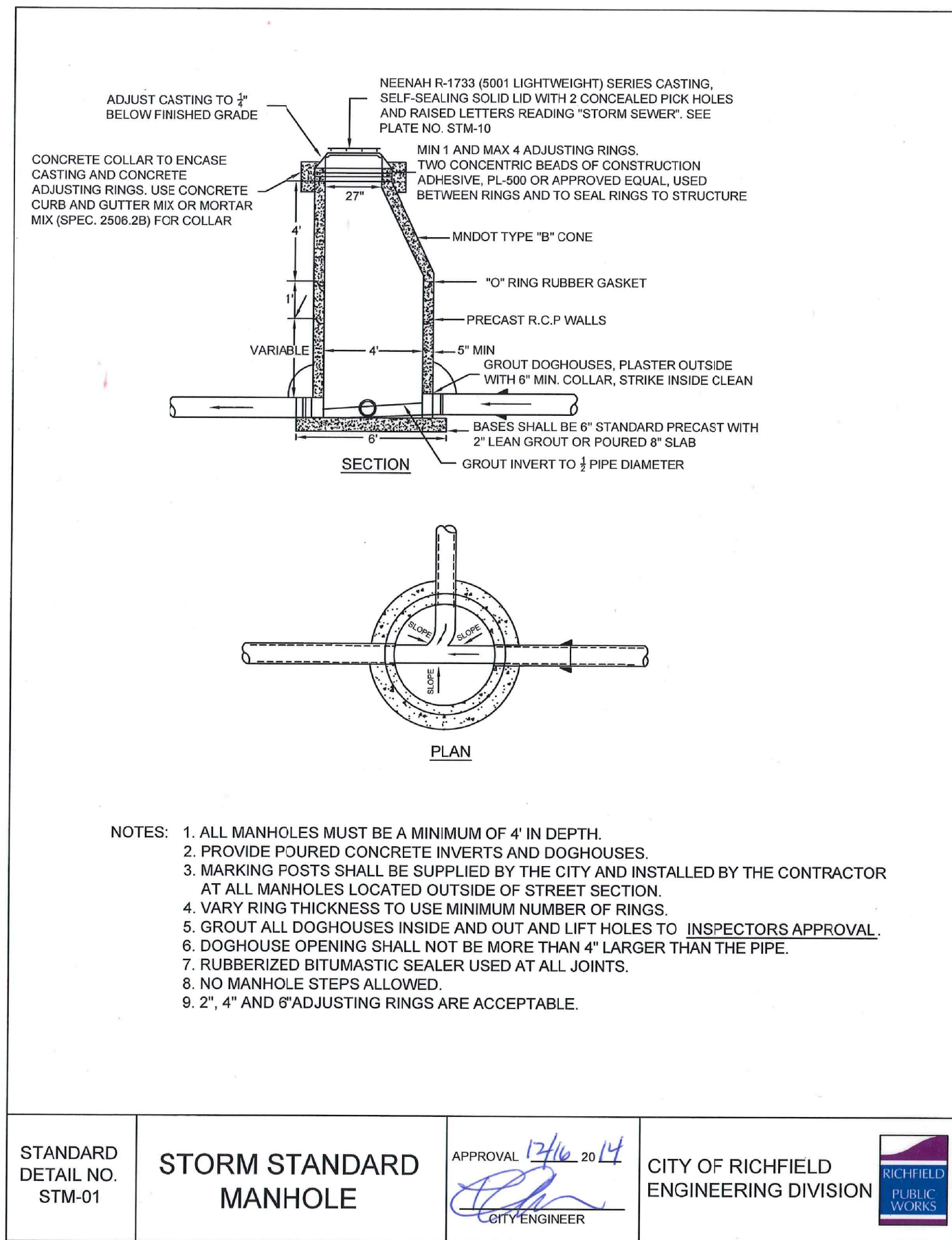
8  
C5  
HEAVY DUTY PAVEMENT SECTION  
NO SCALE



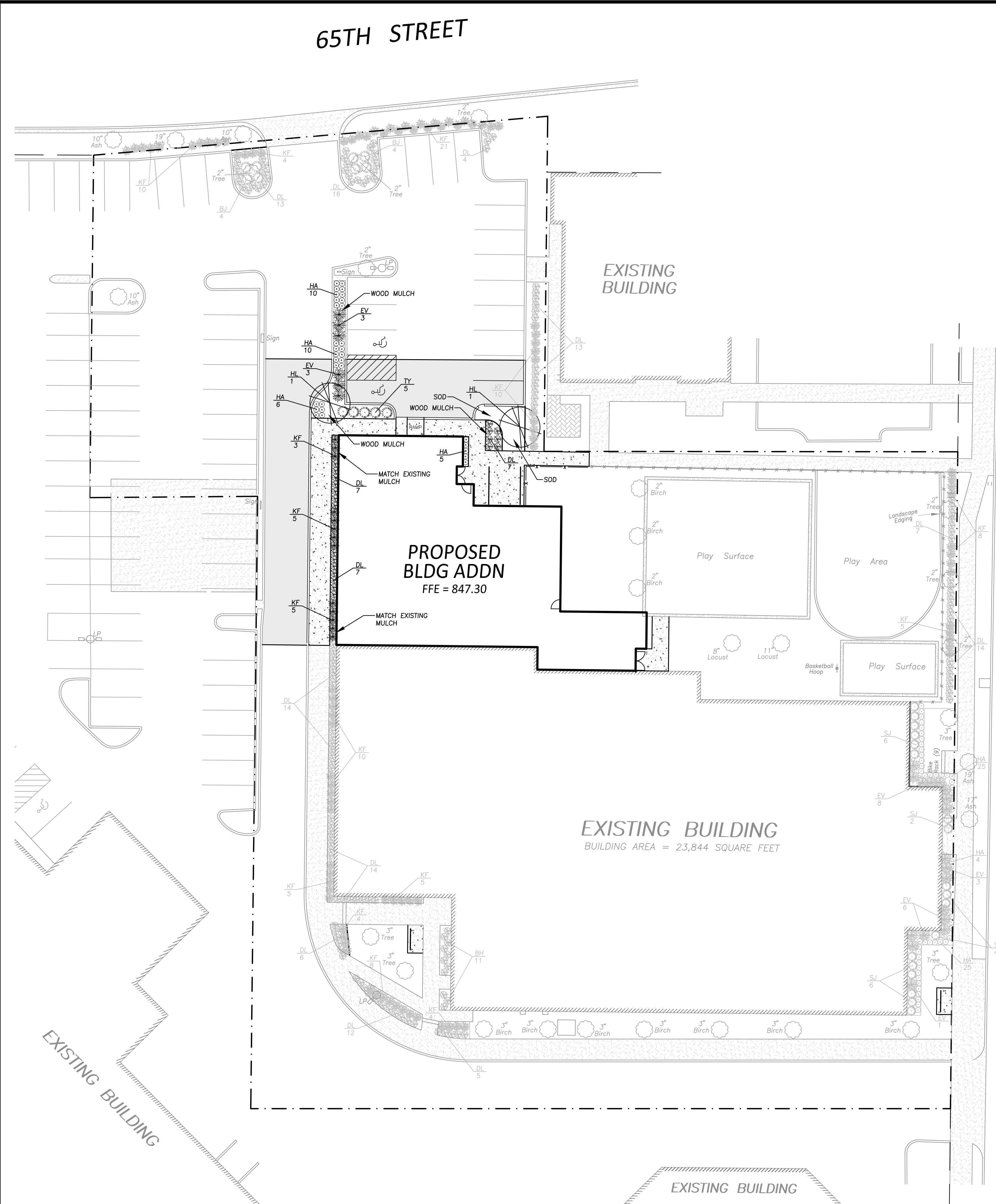
- ① 0' CURB HEIGHT.  
② FULL CURB HEIGHT.  
③ 1/2\"/>

9  
C5  
PEDESTRIAN RAMP  
NO SCALE









PLANT, SHRUB AND TREE LIST (PER 2018 PLANS)

PLANTS & SHRUBS				
SYMBOL	QTY	SCIENTIFIC NAME	COMMON NAME	SIZE/ROOT
HA	88	Hosta	Hosta	#1 Pot
TY	7	Taxus x media 'Tauntonii'	Taunton Yew	#5 Pot
EV	26	Viburnum opulus 'Nanum'	Dwarf European Viburnum	#5 Pot
BJ	8	Juniperus sabina 'Broadmoor'	Broadmoor Juniper	#5 Pot
BH	11	Hydrangea arborescens	Bella Anna Hydrangea	#5 Pot
DL	128	Hemerocallis 'Stella de Oro'	Stella de Oro Daylily	#1 Pot
KF	94	Calamagrostis acutiflora	Karl Foerster	#2 Pot
SJ	16	Juniperus chinensis 'Spartan'	Spartan Juniper	#7 Pot
TOTAL	378			

TREES				
SYMBOL	QTY	SCIENTIFIC NAME	COMMON NAME	SIZE/ROOT
DE	5	Ulmus davidiana var. japonica 'Discovery'	Discovery Elm	2 - 1/2" B&B
HL	5	Gleditsia triacanthos var. inermis 'Harve'	Northern Acclaim Honeylocust	2 - 1/2" B&B
RB	10	Betula nigra	River Birch (1-stem)	2 - 1/2" B&B
PC	3	Malus 'Prairifire'	Prairifire Crabapple	1 - 1/2" B&B
TOTAL	23			

PLANT, SHRUB AND TREE LIST (POST CONSTRUCTION)

PLANTS & SHRUBS				
SYMBOL	QTY	SCIENTIFIC NAME	COMMON NAME	SIZE/ROOT
HA	85	Hosta	Hosta	#1 Pot
TY	5	Taxus x media 'Tauntonii'	Taunton Yew	#5 Pot
EV	24	Viburnum opulus 'Nanum'	Dwarf European Viburnum	#5 Pot
BJ	8	Juniperus sabina 'Broadmoor'	Broadmoor Juniper	#5 Pot
BH	11	Hydrangea arborescens	Bella Anna Hydrangea	#5 Pot
DL	139	Hemerocallis 'Stella de Oro'	Stella de Oro Daylily	#1 Pot
KF	107	Calamagrostis acutiflora	Karl Foerster	#2 Pot
SJ	16	Juniperus chinensis 'Spartan'	Spartan Juniper	#7 Pot
TOTAL	395			

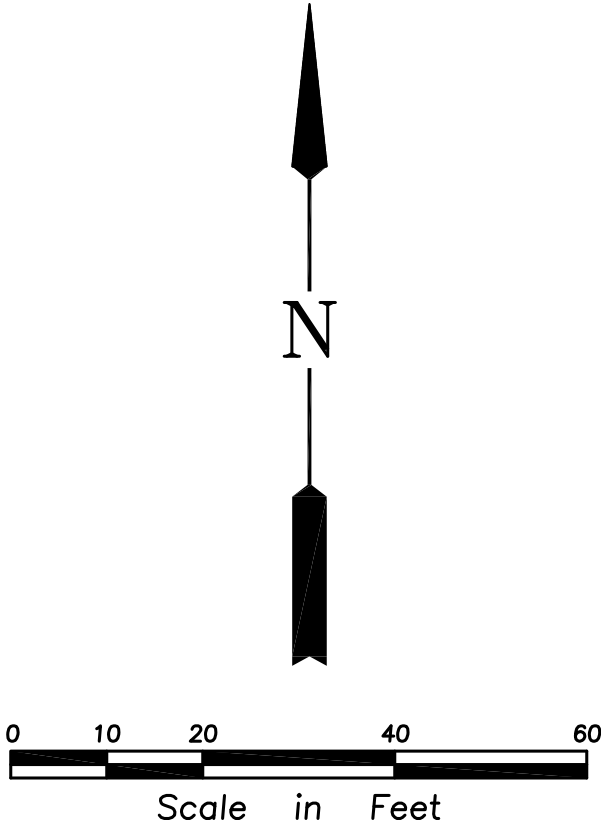
TREES				
SYMBOL	QTY	SCIENTIFIC NAME	COMMON NAME	SIZE/ROOT
DE	5	Ulmus davidiana var. japonica 'Discovery'	Discovery Elm	2 - 1/2" B&B
HL	5	Gleditsia triacanthos var. inermis 'Harve'	Northern Acclaim Honeylocust	2 - 1/2" B&B
RB	10	Betula nigra	River Birch (1-stem)	2 - 1/2" B&B
PC	3	Malus 'Prairifire'	Prairifire Crabapple	1 - 1/2" B&B
TOTAL	23			

LANDSCAPING QUANTITIES

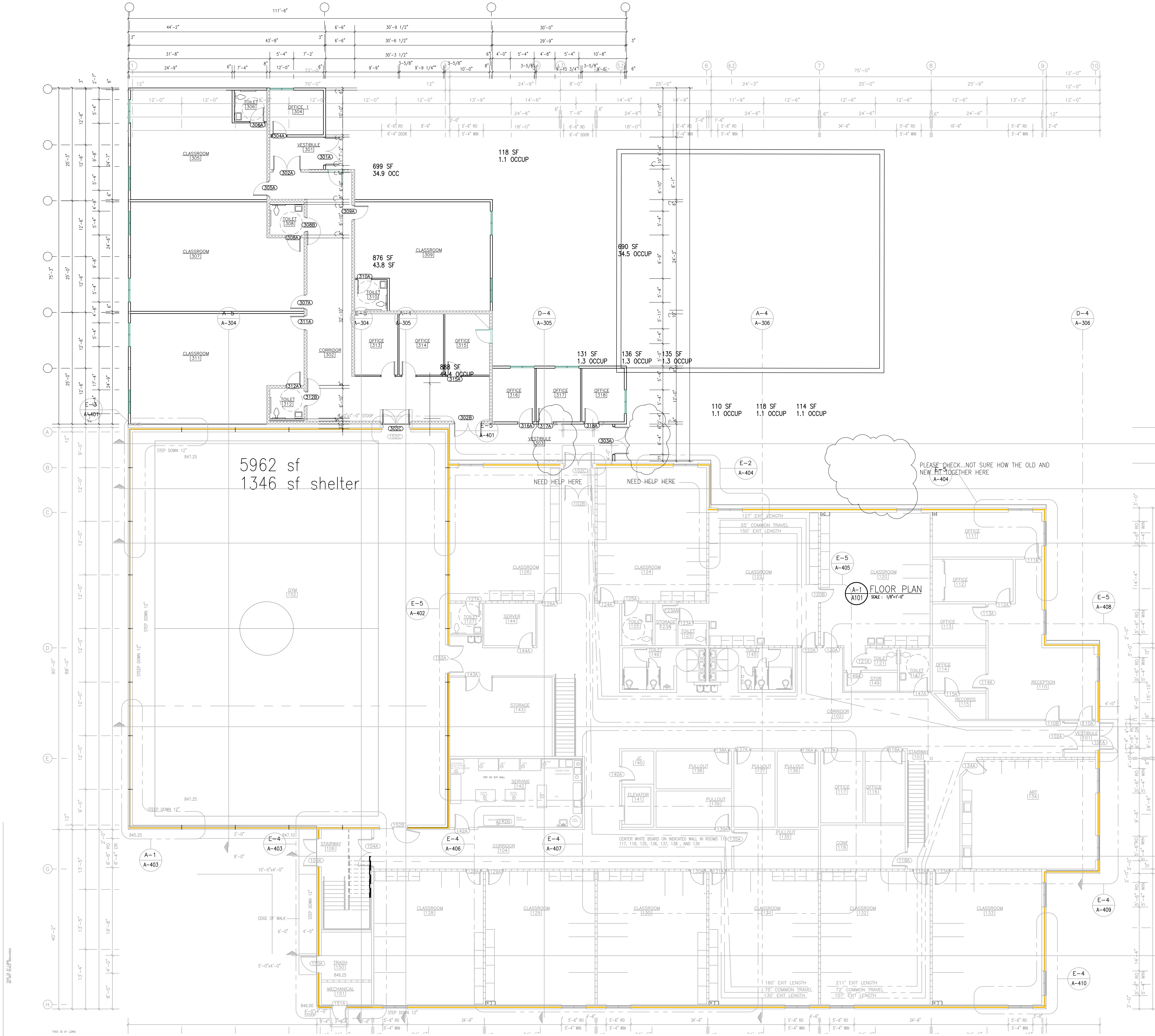
DEVELOPABLE LANDSCAPING AREA = 78,102 SQ.FT.  
TREE REQUIREMENTS = 1 TREE PER 2,500 SQ.FT  
TREES REQUIRED = 32  
SHRUB REQUIREMENTS = 1 SHRUB PER 1,000 SQ.FT.  
SHRUBS REQUIRED = 79

LEGEND

- BOUNDARY/ROW/BLOCK LINE
- PROPOSED CONCRETE
- PROPOSED BITUMINOUS
- PROPOSED SHRUB
- EXISTING SHRUB
- PROPOSED TREE
- EXISTING TREE







## CODE INFORMATION

APPLICABLE CODES:		BUILDING CODE		MINNESOTA BUILDING CODE 2020	
		ENERGY CODE		MINNESOTA ENERGY CODE 2020	
		FIRE CODE		MINNESOTA STATE FIRE CODE 2020	
		PLUMBING CODE		2020 MINNESOTA PLUMBING CODE	
		MECHANICAL CODE		2020 MINNESOTA MECHANICAL AND FUEL GAS	
		ELECTRICAL CODE		MINNESOTA ELECTRICAL CODE	
		ACCESSIBILITY CODE		MINNESOTA ACCESSIBILITY CODE 2020	
		STANDARD FOR DESIGN OF STORM SHELTERS			

ALLOWABLE HEIGHT AND BUILDING AREA		TABLE AREA		506.3 AREA INCREASE	
GROUP	TYPE OF CONSTRUCTION	HEIGHT	TABLE AREA	506.3 AREA INCREASE	TOTAL AREA
E	TYPE II (B) - SPRINKLED	2 STORY	14,500 SF	29,000 SF	43,500 SF

EXISTING FOOTPRINT	23,852 SF
ADDITION	5,962 SF
TOTAL FOOTPRINT	29,814 SF

NECESSARY FINISH AFFIDAVITS WILL BE PROVIDED TO THE INSPECTOR			
TABLE 803.5 FLAME SPREAD REQUIREMENTS	B	C	C

FIRE ALARM	FIRE PROTECTION	FIRE EXTINGUISHER	NUMBER	TRAVEL
REQUIRED	FULLY SPRINKLED	MIN. 2-A PER 3000 SF	AS SHOWN ON PLANS	REQUIRED FOR < 75' TRAVEL

AREA	1:20	532.7	5	111.14"	145.5"	83.35"	100' 0" MIN CORRIDOR
SECOND FLOOR CLASSROOMS	1:100	5					
SECOND FLOOR OFFICE	1:100	20					
SECOND FLOOR OTHER	1:100	555.7					
FIRST FLOOR CLASSROOMS	1:20	407.85					
FIRST FLOOR OFFICE	1:100	16.73					
FIRST FLOOR OTHER	1:100	2					
ADDITION CLASSROOMS	1:20	148.1					
ADDITION OFFICE	1:100	7.7					
FIRST FLOOR TOTAL		582.38	N A			87.32"	100' 0" MIN CORRIDOR
CLASSROOM TOTAL		1088.65				163.2"	100' 0" MIN CORRIDOR
GYMNASIUM	EATING 123/ PLAY 86					41.8"	68"
SPECIAL USE 380						76"	170"
TOTAL		1349.08				238.7"	100' 0" MIN CORRIDOR

EGRESS WIDTH	MINIMUM CORRIDOR WIDTH 6 FEET	DOOR CAN NOT REDUCE 1/2 REQUIRED WIDTH IN COURSE OF SWING	FULL OPEN NO MORE THAN 7" INTO EGRESS
--------------	-------------------------------	---	---------------------------------------

EGRESS ILLUMINATION	1 FOOT CANDLE	1:40 MIN TO MAX
---------------------	---------------	-----------------

POINT TO POINT CALCULATIONS ARE PROVIDED ON THE ELECTRICAL PLANS	
--	--

EXITS	REQUIRED (2" PER OCCUPANT)	PROVIDED
4 EXITS - 239"		8 EXITS - 272"
EXIT LENGTH 250' TRAVEL DISTANCE		

REQUIRED PLUMBING FIXTURES	
----------------------------	--

OCCUPANCY	WATER CLOSETS	MALE	FEMALE	LAVATORIES	DRINKING FOUNTAINS	SERVICE SINK
EDUCATIONAL	1:50	1:50	1 PER 50	1 PER 100	1 SERVICE SINK	
GYM	1:125	1:65	1 PER 200	1 PER 500	1 SERVICE SINK	

TOILET FIXTURES REQUIRED					
FIXTURE REQUIRED	11	12	23	10	1
FIXTURES PROVIDED	12	14	26	10	1

URINAL SHALL NOT BE SUBSTITUTED FOR MORE THAN 67% OF WATER CLOSETS	
--	--

## INSULATION REQUIREMENTS

CHAPTER 4 - 2015 ENERGY CODE - C401.2 - WE WILL COMPLY WITH (2) THE REQUIREMENTS OF SECTIONS C402, C403, C404 AND C405. IN ADDITION, SHALL COMPLY WITH EITHER SECTION C406.2, C406.3 OR C406.4. (WE HAVE CHOSEN TO COMPLY WITH C406.3).

HENNEPIN COUNTY - CLIMATE ZONE 6A

ROOF - INSULATION ABOVE DECK - R-30

ROOF ATTIC AND OTHERS - R-49

MASS WALLS ABOVE GRADE - R-13.3 C.I.

WALLS BELOW GRADE - 7.5 C.I.

FLOORS - MASS - R-12.5 C.I.

FLOORS - SLAB ON GRADE - UNHEATED - R-10 FOR 24" BELOW

OPaque DOORS - U-.37

WINDOWS - FIXED - .36

WINDOWS - OPERABLE - .43

ENTRANCE DOOR - .77

C402.4.1 - THE 12" OF PRECAST CONCRETE WITH SEALED JOINT FULFILLS THE REQUIREMENTS OF THIS SECTION FOR AIR BARRIERS.

## STORM SHELTER REQUIREMENTS

STORM SHELTER OCCUPANCY - 5 SF PER SEATED PERSON (10 SF FOR WHEEL CHAIR)

STORM SHELTER PROVIDED - 1346 SF CAN ACCOMMODATE UP TO 237 PERSONS

CORRIDOR 100% USABLE - SHELTER FOR 177

OFFICES 60% USABLE - SHELTER FOR 48

TOILETS 60% USABLE - SHELTER FOR 12

TWO HOUR FIRE SEPARATION PROVIDED

6 SQ IN OF NATURAL VENTILATION PROVIDED PER PERSON

STORM SHELTERS NEED TO HAVE A SIGN INCLUDING

DESIGN OCCUPANT CAPACITY, STORM TYPE, DESIGN WIND SPEED

EDITIONS OF THE ICC 500 USED FOR THE DESIGN

NAME OF MANUFACTURER OR BUILDER OF THE STORM SHELTER

## REVIEW

SIGN OFF

DATE

ISSUED FOR:

DATE:

ISSUED FOR:

REVIEW

REVIEW

REVIEW

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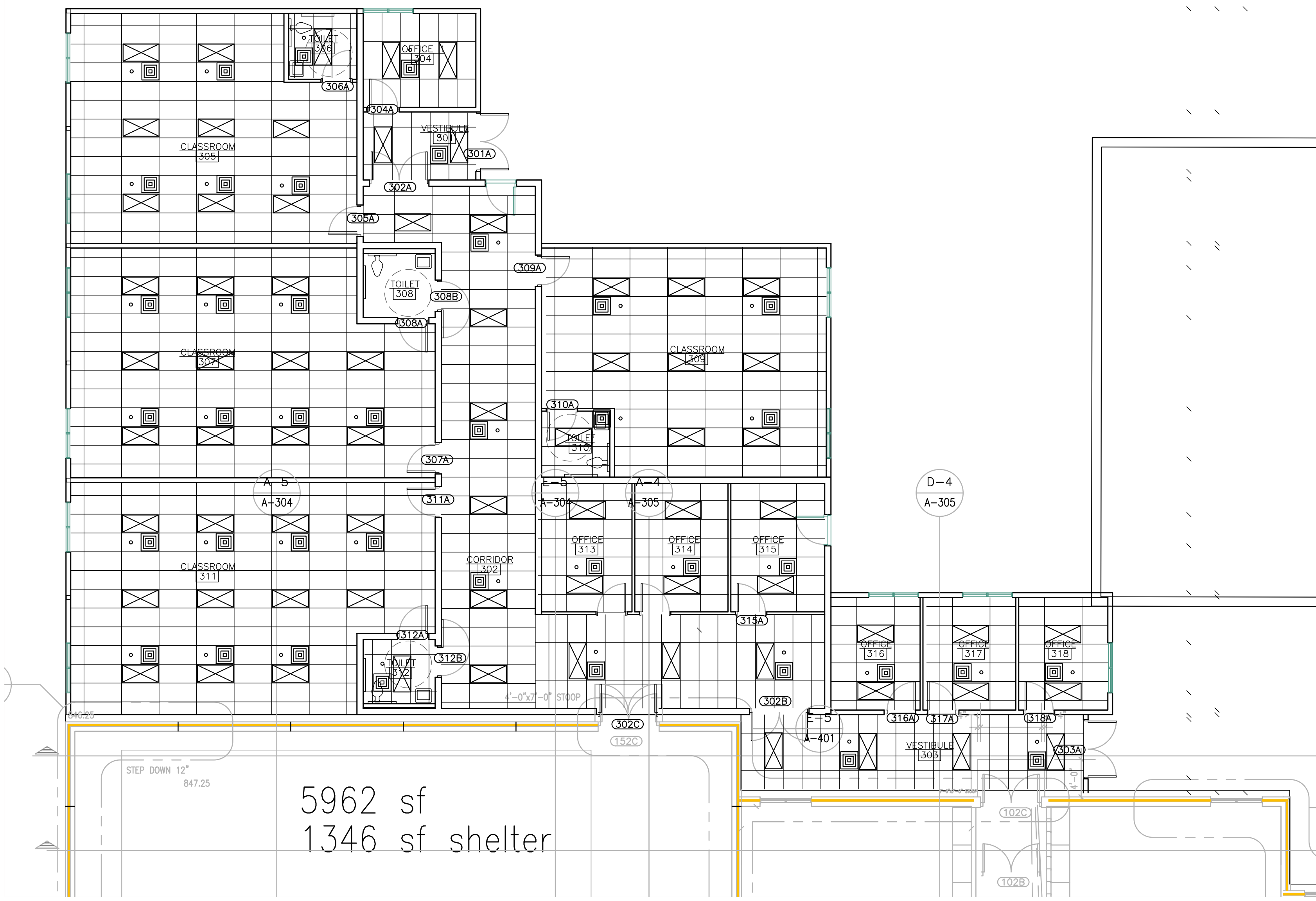
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REVIEW

REVIEW



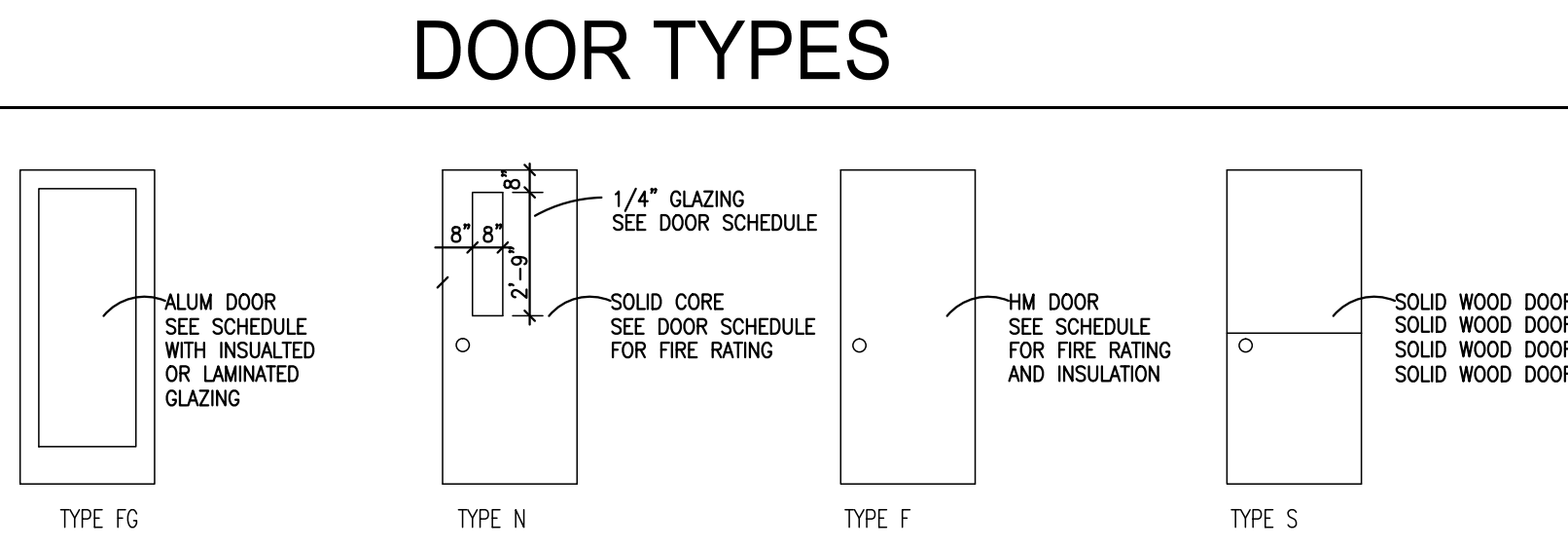


A-1  
A101  
REFLECTED CEILING PLAN  
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5962 sf  
1346 sf shelter

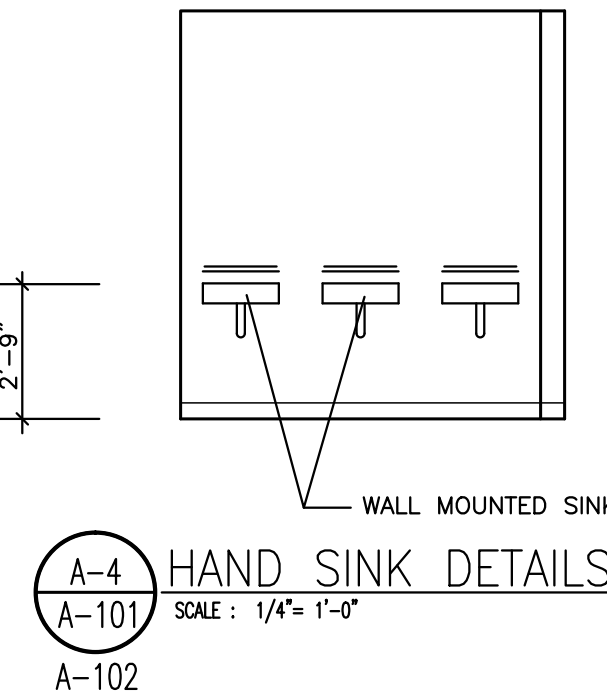
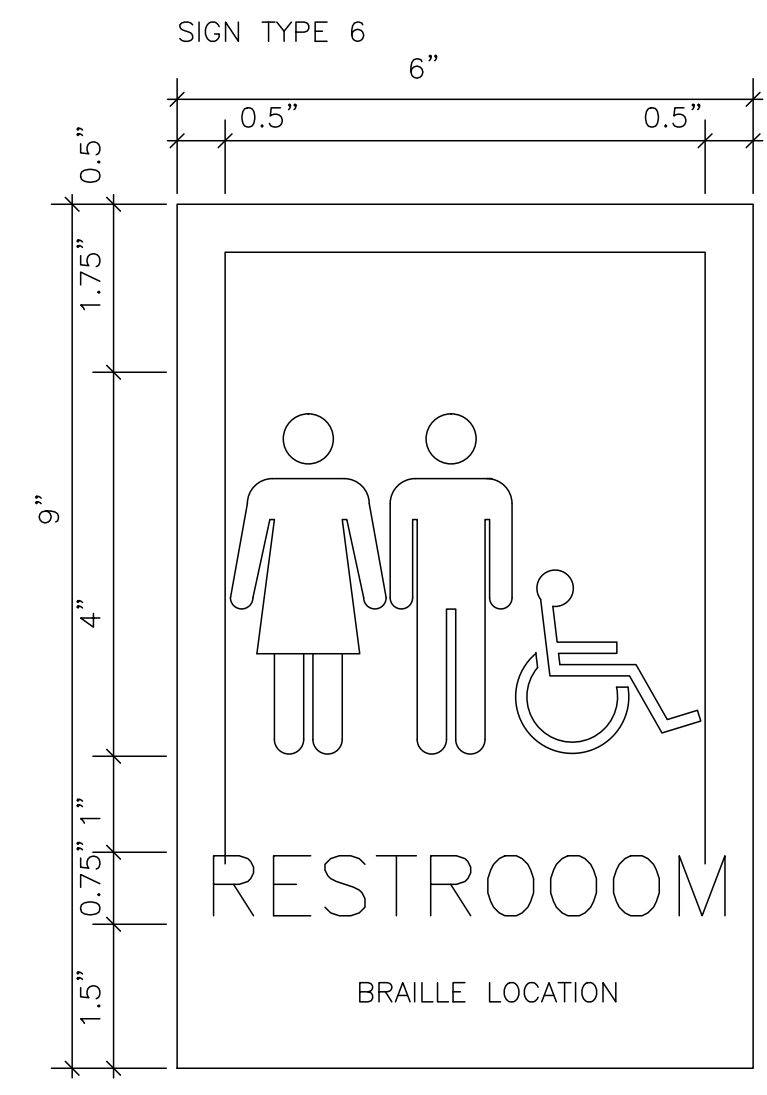
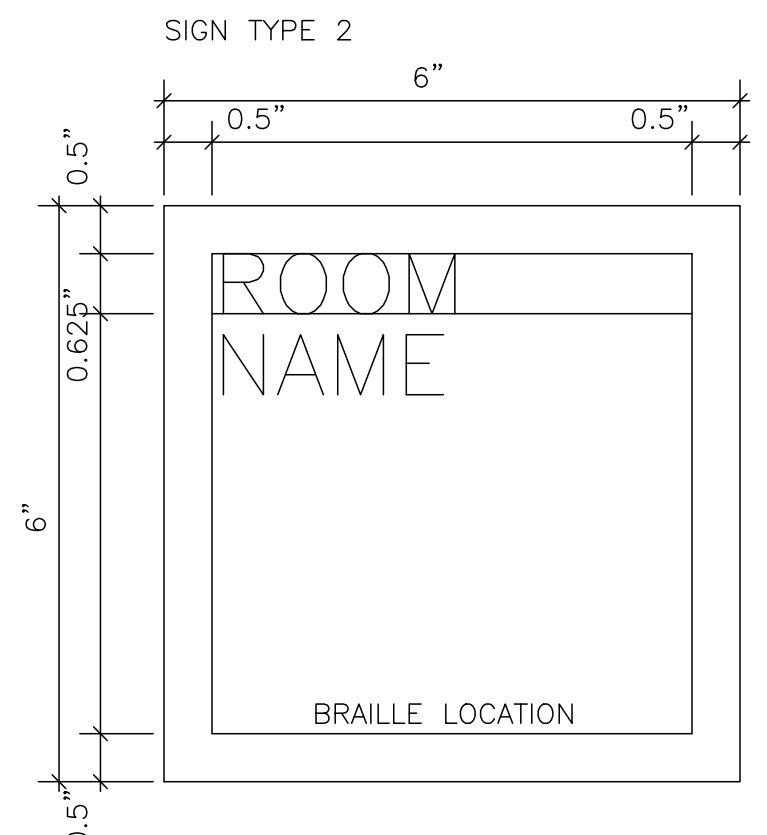
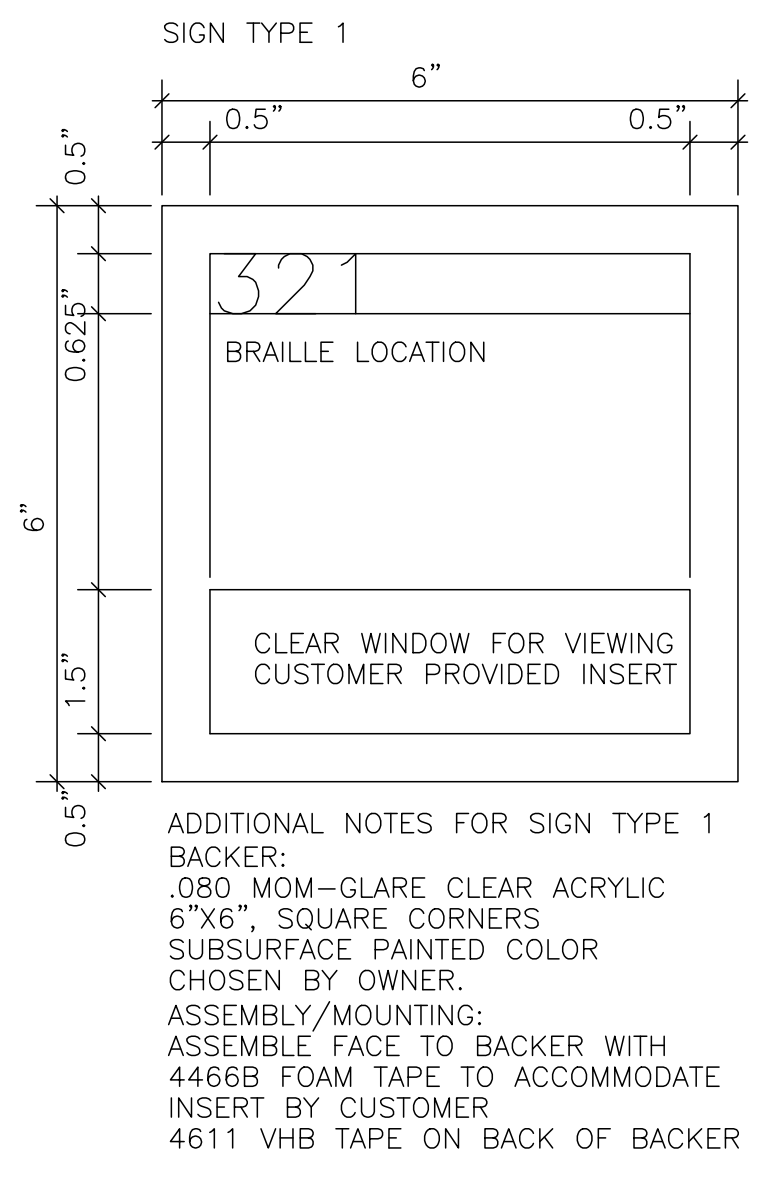
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DESCRIPTION		GENERAL NOTES											
1	CLASSROOM/STORAGE	HINGES	DOORS	ROTATION	PASSAGE	INDICATORS	DOORSTOP	DOORSTOP	DOORSTOP	DOORSTOP	DOORSTOP	DOORSTOP	DOORSTOP
	CLASSROOM/STORAGE	HINGES	DOORS	ROTATION	PASSAGE	INDICATORS	DOORSTOP	DOORSTOP	DOORSTOP	DOORSTOP	DOORSTOP	DOORSTOP	DOORSTOP
	CLASSROOM/STORAGE	HINGES	DOORS	ROTATION	PASSAGE	INDICATORS	DOORSTOP	DOORSTOP	DOORSTOP	DOORSTOP	DOORSTOP	DOORSTOP	DOORSTOP
	CLASSROOM/STORAGE	HINGES	DOORS	ROTATION	PASSAGE	INDICATORS	DOORSTOP	DOORSTOP	DOORSTOP	DOORSTOP	DOORSTOP	DOORSTOP	DOORSTOP
	CLASSROOM/STORAGE	HINGES	DOORS	ROTATION	PASSAGE	INDICATORS	DOORSTOP	DOORSTOP	DOORSTOP	DOORSTOP	DOORSTOP	DOORSTOP	DOORSTOP
	CLASSROOM/STORAGE	HINGES	DOORS	ROTATION	PASSAGE	INDICATORS	DOORSTOP	DOORSTOP	DOORSTOP	DOORSTOP	DOORSTOP	DOORSTOP	DOORSTOP
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REMOVABLE MULLION													
REMOVABLE MULLION													

DOOR SCHEDULE													
NO.	ROOM NAME	DOOR			FRAME			ASSY LABEL	HMD SET	GLAZING	REMARKS		
		SIZE	TYPE	MAT'L	FINISH	TYPE	MAT'L					FINISH	
301A	VESTIBULE	PR	3'-0"x7'-0"x1 3/4"	FG	ALUM	ML	2	ALUM	ML	6	1" INSUL		
302A	CORRIDOR SS	PR	3'-0"x7'-0"x1 3/4"	F	HM	PT	2	HM	PT	5	-		
302B	CORRIDOR SS	PR	3'-0"x7'-0"x1 3/4"	F	HM	PT	2	HM	PT	5	-		
302C	CORRIDOR SS	PR	3'-2"x7'-0"x1 3/4"	F	HM	PT	2	HM	PT	2 HR	5	-	
303A	VESTIBULE	PR	3'-0"x7'-0"x1 3/4"	FG	ALUM	ML	1	ALUM	ML	6	1" INSUL		
304A	OFFICE		3'-0"x7'-0"x1 3/4"	N	WD	ST	1	HM	PT	1	1/4"		
305A	CLASSROOM - SS		3'-0"x7'-0"x1 3/4"	N	WD	ST	1	HM	PT	2 HR	2	CERAMIC	
306A	TOILET		3'-0"x7'-0"x1 3/4"	F	WD	ST	1	HM	PT	3			
307A	CLASSROOM - SS		3'-0"x7'-0"x1 3/4"	N	WD	ST	1	HM	PT	2 HR	2	CERAMIC	
308A	TOILET - SS		3'-0"x7'-0"x1 3/4"	F	WD	ST	1	HM	PT	2 HR	4		
308B	TOILET		3'-0"x7'-0"x1 3/4"	F	WD	ST	1	HM	PT	2 HR	2	FULL OPEN SWING	
309A	CLASSROOM - SS		3'-0"x7'-0"x1 3/4"	N	WD	ST	1	HM	PT	2 HR	2	CERAMIC	
310A	TOILET		3'-0"x7'-0"x1 3/4"	F	WD	ST	1	HM	PT	4			
311A	CLASSROOM - SS		3'-0"x7'-0"x1 3/4"	N	WD	ST	1	HM	PT	2 HR	2	CERAMIC	
312A	TOILET - SS		3'-0"x7'-0"x1 3/4"	F	WD	ST	1	HM	PT	2 HR	4		
312B	TOILET		3'-0"x7'-0"x1 3/4"	F	WD	ST	1	HM	PT	3		FULL OPEN SWING	
314A	OFFICE		3'-0"x7'-0"x1 3/4"	N	WD	ST	1	HM	PT	1			
315A	OFFICE		3'-0"x7'-0"x1 3/4"	N	WD	ST	1	HM	PT	1			
316A	OFFICE		3'-0"x7'-0"x1 3/4"	N	WD	ST	1	HM	PT	1			
317A	OFFICE		3'-0"x7'-0"x1 3/4"	N	WD	ST	1	HM	PT	1			
318A	OFFICE		3'-0"x7'-0"x1 3/4"	N	WD	ST	1	HM	PT	1			

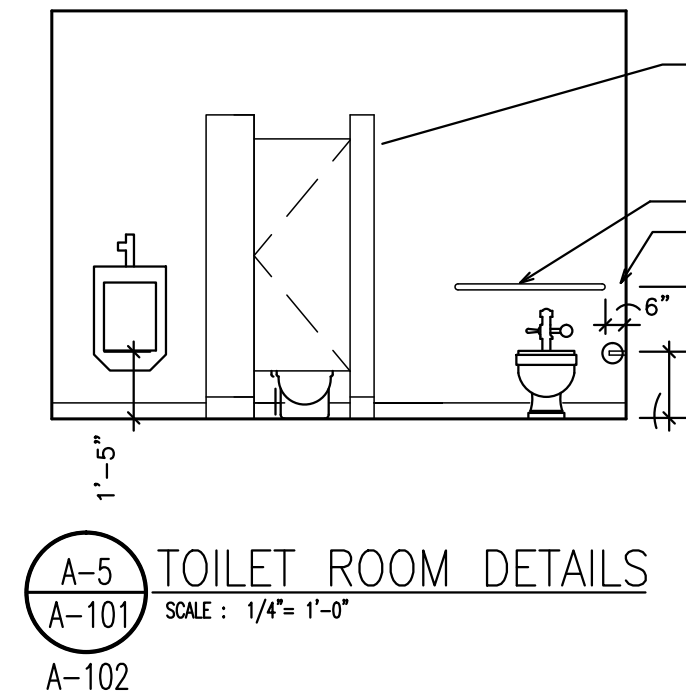


E-8  
A301  
DOOR TYPE LEGEND  
SCALE: NTS

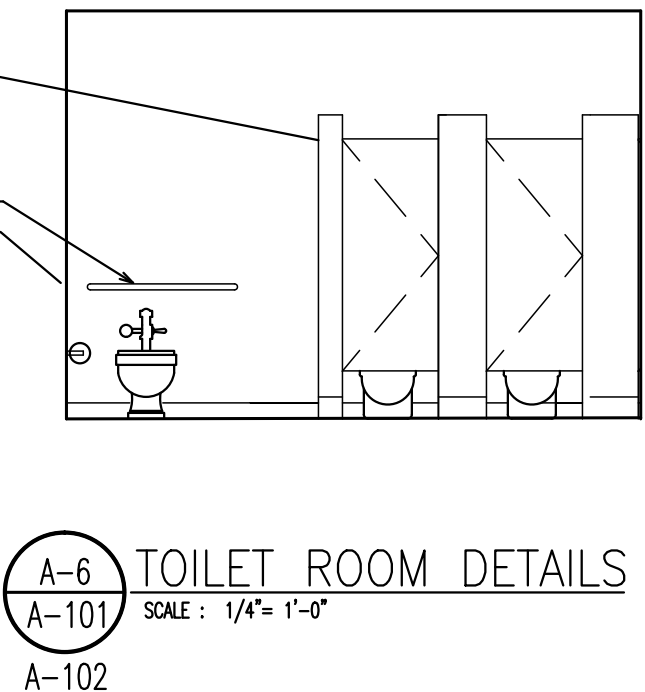
IDENTIFICATION SIGN SCHEDULE  
PLEASE NOTE:  
ROOM NUMBERS ON THE PLANS ARE FOR CONSTRUCTION PURPOSES  
FOR CORRECT ROOM ID NUMBERS SEE SIGN PLAN.  
GENERAL NOTES  
SIGN FACE:  
0.80 NON-GLARE CLEAR ACRYLIC  
SQUARE CORNERS SIZE AS SHOWN ON DRAWING  
SUBSURFACE PAINT COLOR BY OWNER  
SUBMIT SAMPLE FOR OWNER APPROVAL  
RAISED TEXT:  
ROWMARK 311-204  
BRIGHT WHITE PROFILE  
HELVETICA BOLD, SIZE AND POSITION AS SHOWN ON DRAWING.  
BRAILLE:  
CLEAR RASTERS  
1/2" BOTTOM/CENTER U.N.O.  
MOUNTING:  
4611 VHB TAPE ON BACK



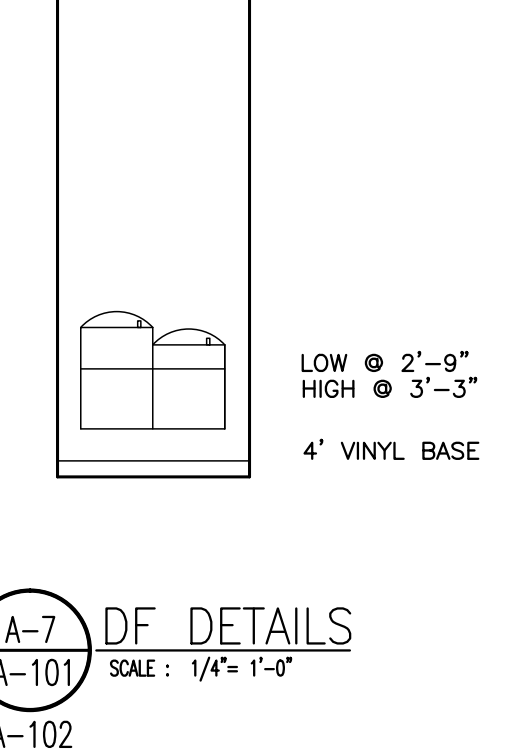
A-4  
A-101  
HAND SINK DETAILS  
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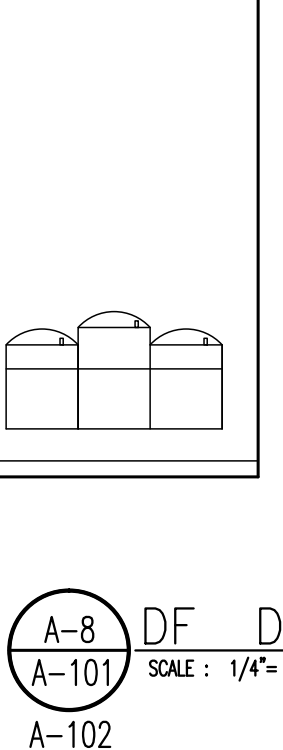
A-5  
A-101  
TOILET ROOM DETAILS  
SCALE: 1/4"=1'-0"



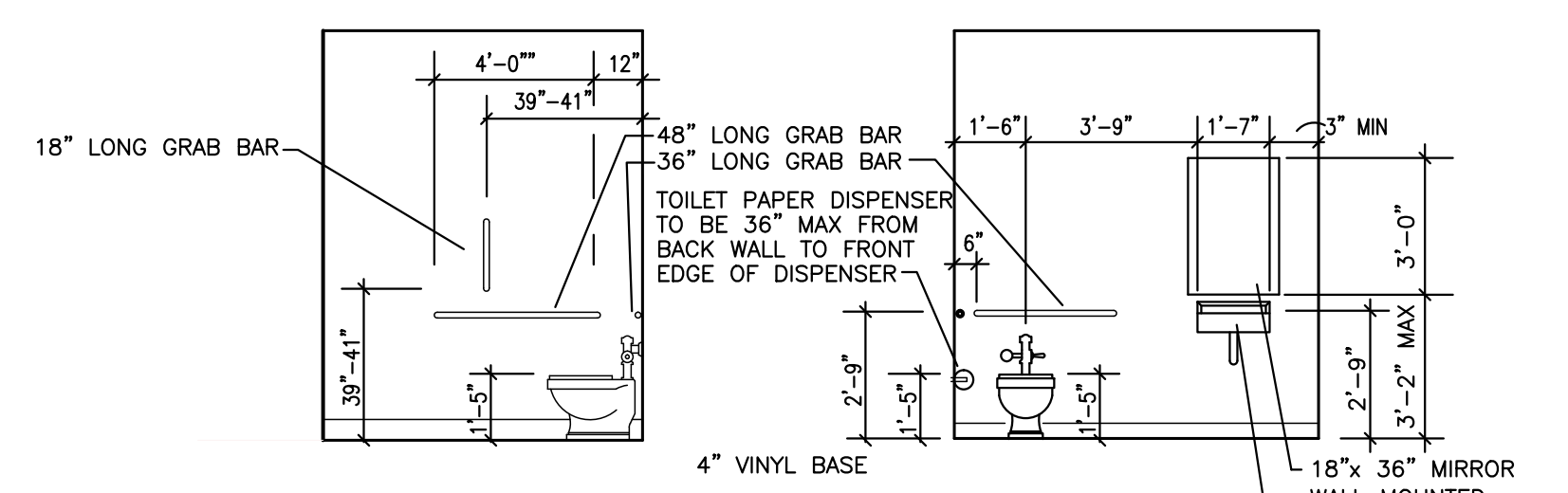
A-6  
A-101  
TOILET ROOM DETAILS  
SCALE: 1/4"=1'-0"



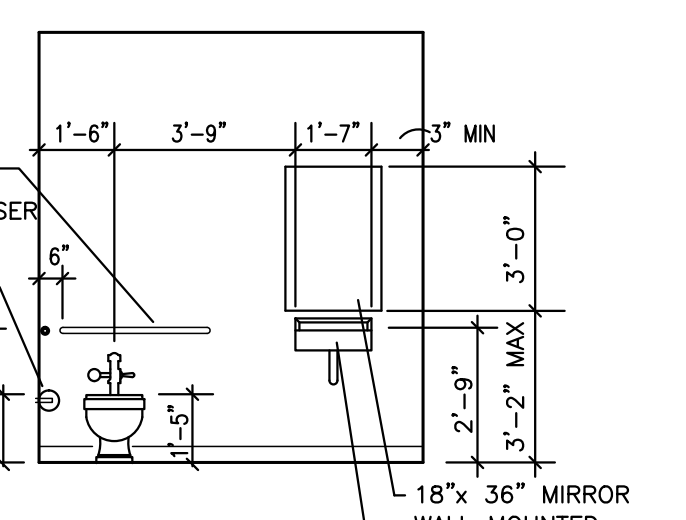
A-7  
A-101  
DF DETAILS  
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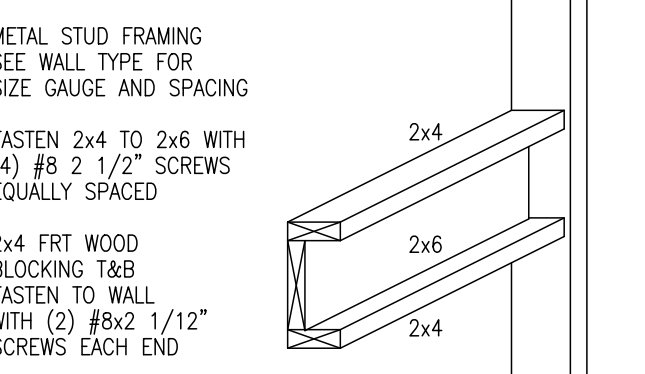
A-8  
A-101  
DF DETAILS  
SCALE: 1/4"=1'-0"



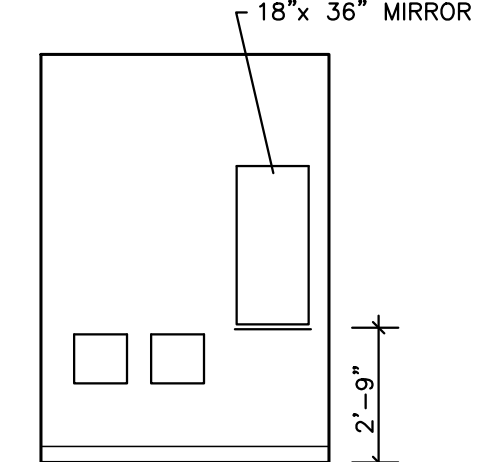
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A-101  
TOILET ROOM DETAILS  
SCALE: 1/4"=1'-0"



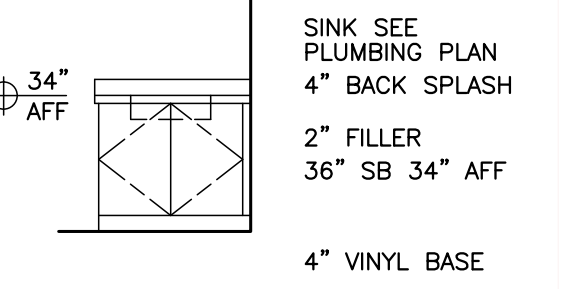
B-5  
A-101  
TOILET ROOM DETAILS  
SCALE: 1/4"=1'-0"



B-6  
A-101  
TOILET ROOM BLOCKING  
SCALE: NTS



B-7  
A-101  
MIRROR DETAIL  
SCALE: 1/4"=1'-0"



B-8  
A-101  
SINK DETAIL  
SCALE: 1/4"=1'-0"

REVIEW

SIGN OFF

DATE

PARTNERSHIP ACADEMY ADDITION

6500 NICOLLET

RICHFIELD, MINNESOTA

RMD ARCHITECTS

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

ISSUED FOR:

DATE:

ISSUED FOR:

DATE:

11/10/21  
12/07/21  
12/08/21  
12/09/21  
12/16/21

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SHEET NAME

PROJECT NUMBER

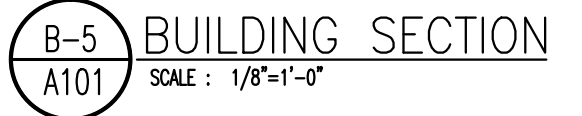
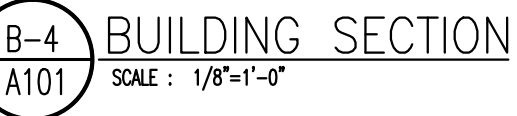
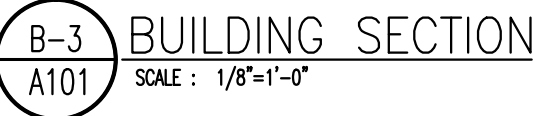
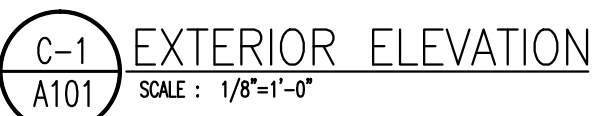
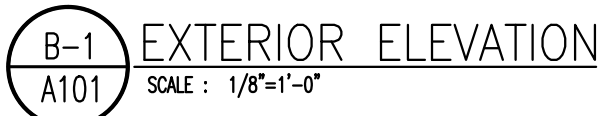
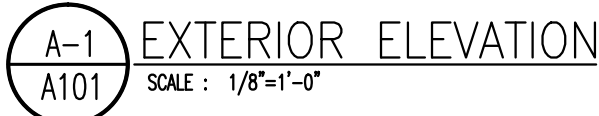
PA22321

SHEET NUMBER

A-102

616 677 5997 OFFICE  
616 813 2452 MOBILE  
RMD@RMDArchitects.net  
744 MARNE ESTATES DR.  
WILLMADGE TOWNSHIP, MI 49435

**A 201**

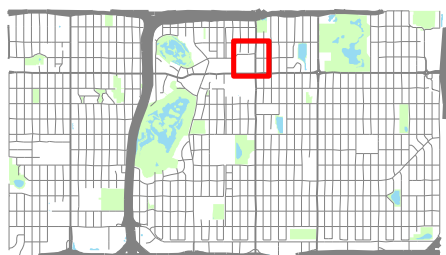
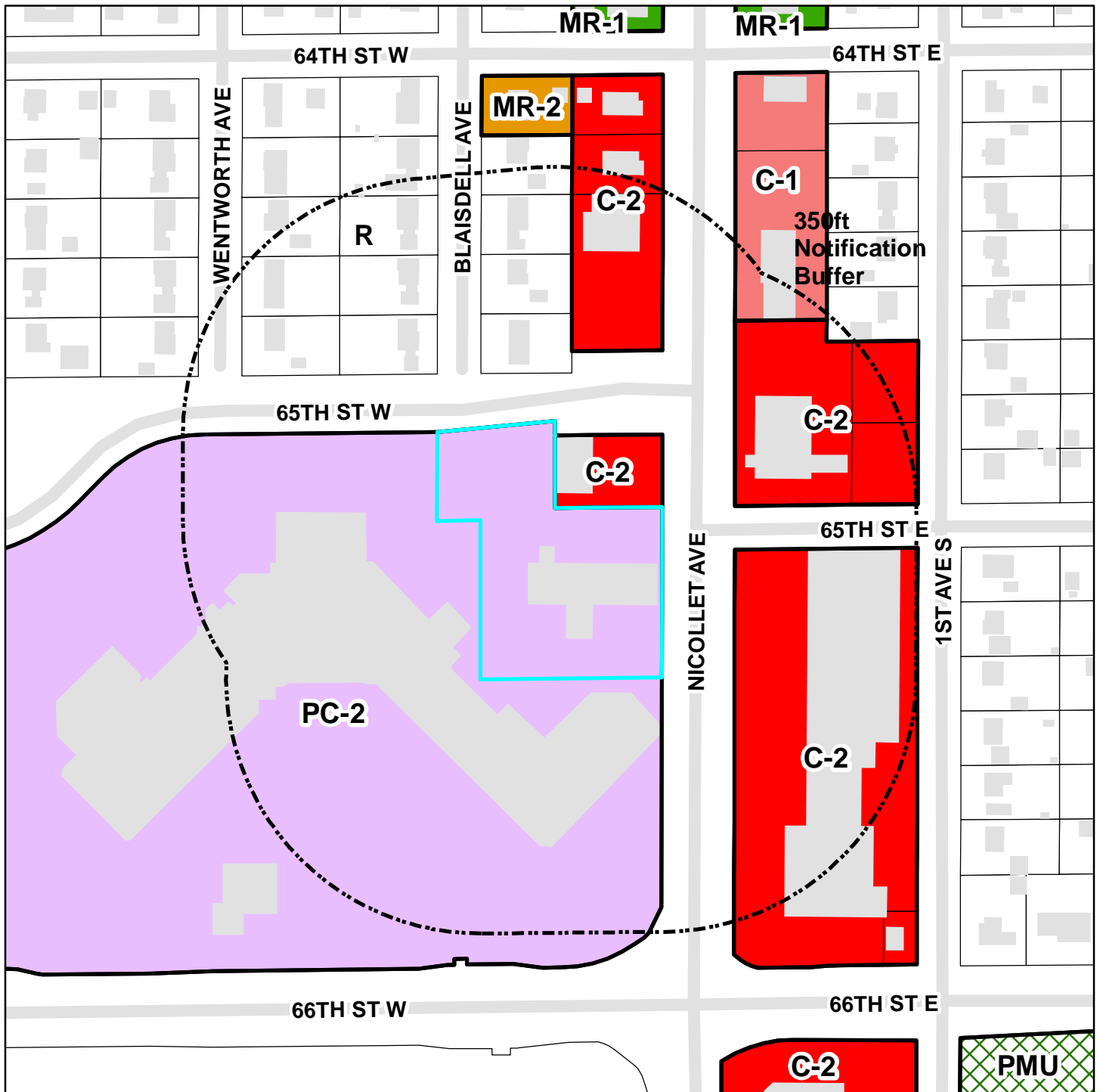




# 2500 Nicollet Ave

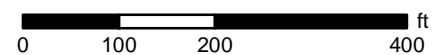
## Surrounding Zoning

Case No: 22-APUD-01



### 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		

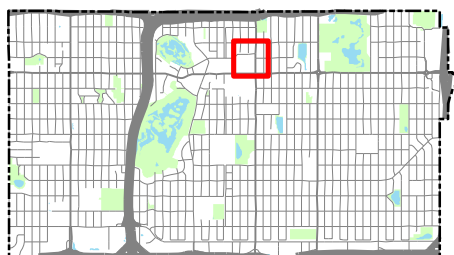
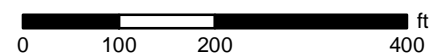
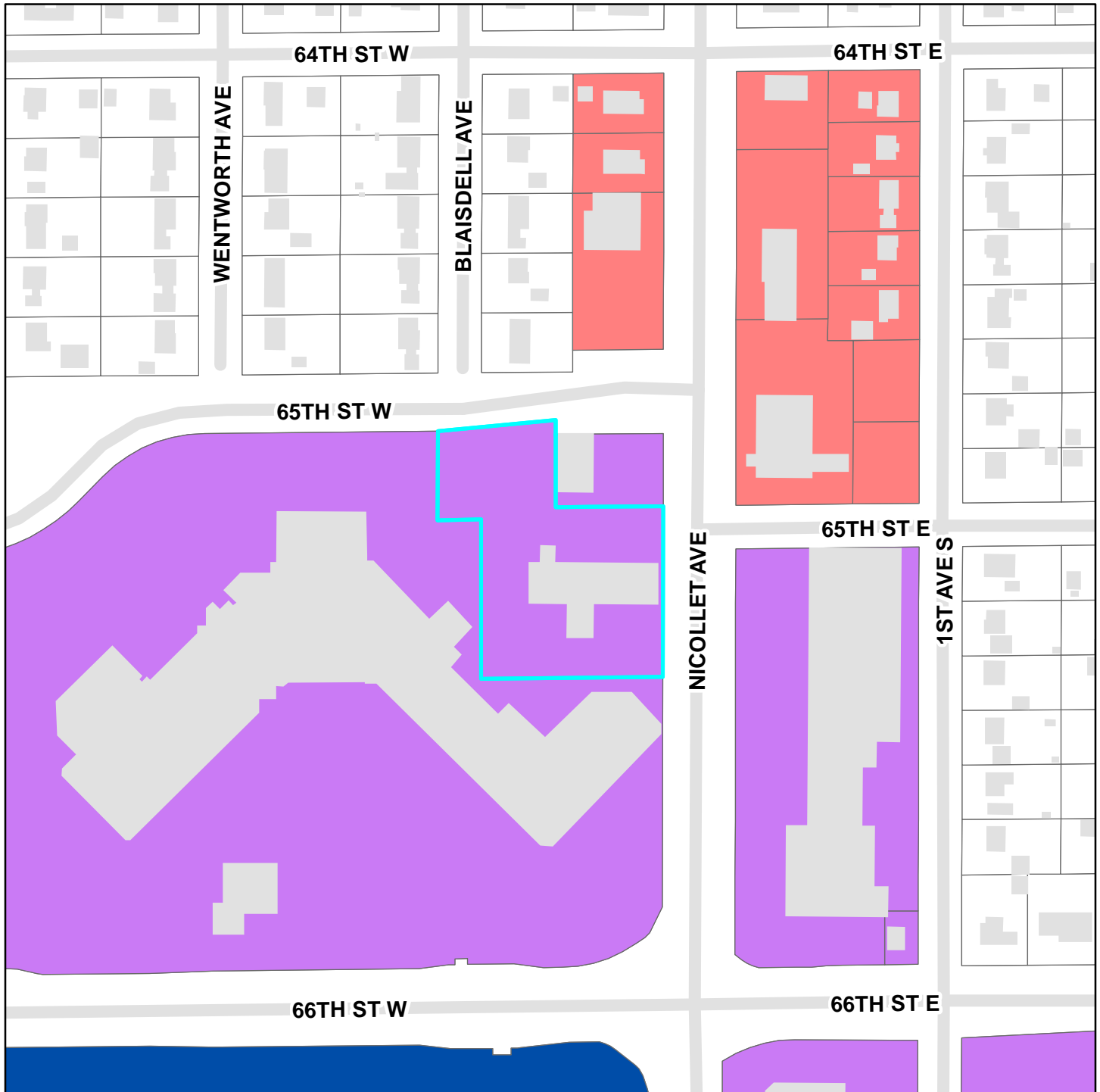






# 2500 Nicollet Ave

## 2040 Comprehensive Plan Designations



### 2040 Planned Land Use

- |                          |                            |
|--------------------------|----------------------------|
| Mixed Use                | Medium Density Residential |
| Regional Commercial      | Low Density Residential    |
| Community Commercial     | Park                       |
| Neighborhood Commercial  | Quasi-Public               |
| High Density Residential | Right-of-Way (ROW)         |





**STAFF REPORT NO. 51**  
**CITY COUNCIL MEETING**  
**3/22/2022**

REPORT PREPARED BY: Kelly Wynn, Administrative Assistant

DEPARTMENT DIRECTOR REVIEW: Melissa Poehlman, Community Development Director  
3/14/2022

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
3/16/2022

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider City Council's approval of the Mayor's appointment of two Housing and Redevelopment Authority (HRA) Commissioners.**

**EXECUTIVE SUMMARY:**

On December 13, 2011, the City Council established by resolution that the public's interest is best served by having a composition of two appointed Council Members and three Mayor-appointed citizens who serve on the HRA. The appointed commissioners also serve on the Economic Development Authority (EDA).

Erin Vrieze Daniels was appointed to a five-year HRA term, as a Mayor-appointed citizen, in 2017. She is seeking reappointment for her upcoming expiring term.

Gordon Hanson is seeking appointment to the HRA as a Mayor-appointed citizen. He would be filling an open position as a commissioner's term expired on March 20, 2022.

The HRA recently reviewed and amended their bylaws to stagger the terms of citizen members. In order to align with the amended bylaws, the expiration dates of some commissioner's current terms have been adjusted. The adjusted terms will be varying lengths, not to exceed the statutory limit of five years.

**RECOMMENDED ACTION:**

**By motion: Approve the Mayor's (1) reappointment of Erin Vrieze Daniels as an HRA Commissioner for a four year term expiring February 28, 2026; and (2) appointment of Gordon Hanson as an HRA Commissioner for a two year term expiring February 28, 2024.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

City Council Resolution No. 10586 was approved December 13, 2011, regarding appointments to the Housing and Redevelopment Authority board of commissioners; establishing composition of the board and term limits on non-elected members.

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

Under State law, the Mayor appointments HRA Commissioners, subject to approval of the City Council.

C. **CRITICAL TIMING ISSUES:**

To ensure adequate representation at future meetings, the City Council should appoint HRA Commissioners as soon as possible.

D. **FINANCIAL IMPACT:**

These appointments are no additional cost to the City.

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 Council may decide not to approve the Mayor's appointment or defer the appointment to a future City Council meeting.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

None



**STAFF REPORT NO. 52**  
**CITY COUNCIL MEETING**  
**3/22/2022**

REPORT PREPARED BY: Julie Urban, Asst. Community Development Director

DEPARTMENT DIRECTOR REVIEW: Melissa Poehlman, Community Development Director  
3/16/2022

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
3/17/2022

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider an appropriation of American Rescue Plan Act funding to Volunteers Enlisted to Assist People and Cornerstone to serve immediate housing and safety needs of community members negatively impacted by the COVID-19 pandemic.**

**EXECUTIVE SUMMARY:**

The COVID-19 pandemic has had a negative economic impact on many Richfield residents, especially households with low incomes. Job losses and reduction in income have created food insecurity and housing instability. Along with increased economic hardships, the community has seen an increase in impacts from domestic violence.

Volunteers Enlisted to Assist People (VEAP) and Cornerstone both provide critical services to residents in need and have capably responded to this increased need for their services during the past two years. While the City provides social services funding annually to these organizations, the organizations are seeking additional funding from the City to meet the immediate housing and safety needs of residents that continue to be negatively impacted by the pandemic.

The City has received approximately \$3.98 million in American Rescue Plan Act (ARPA) funding. The planning for those funds is part of the broader strategic planning and budget process; however, given the more immediate needs of these organizations and the critical services of housing and personal safety that they provide, staff is recommending that some ARPA funds be allocated to VEAP and Cornerstone at this time.

Staff is recommending that the City allocate ARPA funds to the two organizations as follows:

- \$100,000 to VEAP for emergency rent and/or utility assistance to households earning less than 200 percent of the federal poverty line.
- \$20,000 to Cornerstone for violence intervention services through their Criminal and Civil Justice Intervention Program.

In November 2021, the Council did approve using \$434,463 of ARPA funding to fund audio visual upgrades to council chambers, the video control room and other city conference rooms to better



accommodate hosting meetings virtually, in-person and a combination of both (hybrid meeting format). The city plans to use accumulated capital funds as part of our franchise agreement with Comcast to reduce the needed ARPA funds by approximately \$120,000. Therefore, the request to allocate \$120,000 to Volunteers Enlisted to Assist People and Cornerstone will not increase the amount of ARPA funding that has been allocated to date.

### **RECOMMENDED ACTION:**

**By motion: Approve a resolution allocating \$120,000 in American Rescue Plan Act funding for rent and utility assistance and violence intervention services to households negatively impacted by the COVID-19 pandemic, and authorizing the Mayor and City Manager to execute service contract amendments with Volunteers Enlisted to Assist People and Cornerstone to provide these services.**

### **BASIS OF RECOMMENDATION:**

#### **A. HISTORICAL CONTEXT**

- VEAP serves low-income families, children, seniors, and individuals at serious risk of hunger and homelessness. VEAP offers immediate and caring support through access to healthy foods, stable housing, and financial support and assistance. The City provides human services funds annually to VEAP to provide assistance to Richfield households earning up to 200% of the federal poverty level. Since the onset of the COVID-19 pandemic, demand for VEAP's services has greatly increased, especially in the area of rent and utility assistance. In 2021, VEAP assisted 736 Richfield households with rent and utility assistance. The recent state-funded program, RentHelpMN, closed abruptly in January, dramatically reducing the funding available to assist households in need.
- Cornerstone provides an array of comprehensive services to Richfield families including shelter, advocacy, crisis call response, criminal and civil justice advocacy, school-based violence prevention and general crime victim advocacy. Cornerstone has seen an increased need for more services due to the pandemic and especially has seen deepened needs through the Criminal and Civil Justice Intervention services that they provide in conjunction with the Public Safety Department. In 2021, Cornerstone assisted 230 Richfield residents with its services.
- On February 22, 2022, the Council approved service contracts with both organizations to provide services to Richfield residents. The funding levels were based on typical service levels, and did not account for the added needs caused by pandemic-related hardships.

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

- The COVID-19 pandemic has had a negative economic impact on members of our community, especially those with lower incomes. For the past two years, VEAP and Cornerstone have seen an increase in the number of people seeking their services and in the amount and depth of services needed.
- ARPA funds may be used to support the City's COVID-19 public health and economic response by addressing COVID-19 and its impact on public health as well as addressing economic harms to households, small businesses, nonprofits, impacted industries, and the public sector. Assistance for impacted and disproportionately impacted people are encouraged eligible uses for the funds.

#### **C. CRITICAL TIMING ISSUES:**

- Planning for the City's ARPA funding will occur as part of the broader strategic planning and budgeting process; however, the needs identified by VEAP and Cornerstone are immediate. Additional community needs may be identified and brought before the Council through that longer process; however, housing stability and personal safety from domestic violence are critical needs that are important to address more immediately than the strategic planning/budget schedule allows.
- ARPA funds must be obligated by December 31, 2024 and spent by December 31, 2026. Both organizations would be required to spend the funds in 2022.

#### **D. FINANCIAL IMPACT:**

Staff is recommending that \$100,000 be provided to VEAP and \$20,000 to Cornerstone at this time.

#### **E. LEGAL CONSIDERATION:**

- The proposed uses are consistent with guidelines for federal ARPA funds, specifically, the funds can be used to address the needs of people who have experienced a negative economic impact from the pandemic and for services to disproportionately impacted communities.
- The City Attorney will prepare the service contract amendment.

**ALTERNATIVE RECOMMENDATION(S):**

Decide not to allocate ARPA funds to these organizations at this time.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

Representatives from VEAP and Cornerstone

**ATTACHMENTS:**

Description	Type
▢ Resolution	Resolution Letter
▢ VEAP Funding Request	Backup Material
▢ Cornerstone Funding Request	Backup Material

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

**RESOLUTION APPROVING AN ALLOCATION OF AMERICAN RESCUE PLAN ACT  
FUNDING TO VEAP AND CORNERSTONE**

WHEREAS, the City of Richfield, Minnesota (the “City”) enters into service contracts with social service agencies to provide services to Richfield residents from time to time; and

WHEREAS, On February 22, 2022, the City authorized a service contract (“Contract”) with VEAP, Inc., a Minnesota nonprofit corporation (“VEAP”), for the administration of a social services program to provide food and housing assistance to low-income individuals, seniors, youth and families in the City of Richfield (collectively, the “Services”); and

WHEREAS, on February 22, 2022, the City authorized a service contract (“Contract”) with Cornerstone, a Minnesota nonprofit corporation (“Cornerstone”), for the administration of an array of comprehensive shelter and violence intervention and prevention services to Richfield families (the “Services”); and

WHEREAS, both VEAP and Cornerstone have seen an increase in needs for their Services by disadvantaged households who have been disproportionately affected by the COVID-19 pandemic; and

WHEREAS, the City has received an allocation of \$3.98 million in federal American Rescue Plan Act (“ARPA”) funds intended to assist local governments to support their response to and recovery from the COVID-19 public health emergency; and

WHEREAS, eligible uses of the ARPA funds include rent and utility assistance, as well as grants to non-profit organizations addressing the economic harm experienced by impacted and disproportionately impacted classes; and

WHEREAS, there has been presented before the City Council a request to amend the Contract with VEAP to include an additional \$100,000 in ARPA funds to provide rent and utility assistance, along with administrative funds, to low-income Richfield residents impacted by the COVID-19 pandemic; and

WHEREAS, there has been presented before the City Council a request to amend the Contract with Cornerstone to include an additional \$20,000 in ARPA funds to provide criminal and crisis intervention services to residents impacted by the COVID-19 pandemic; and

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The City Council agrees to allocate \$100,000 in ARPA funds to VEAP and \$20,000 in ARPA funds to Cornerstone.

2. The Mayor and the City Manager are hereby authorized to execute amendments to the service contracts with VEAP and Cornerstone, providing these additional funds.

3. This resolution shall be in full force and effect as of the date hereof.

Adopted by the City Council of the City of Richfield, Minnesota this 22nd day of March, 2022.

---

Maria Regan Gonzalez, Mayor

ATTEST:

---

Kari Sinning, City Clerk





Richfield City Council  
C/o Julie Urban, Housing & Redevelopment Manager  
City of Richfield  
6700 Portland Ave. S.  
Richfield, MN 55423

Dear Council Members and Ms. Urban,

VEAP is so appreciative of your continued commitment and financial support over the last two years and throughout the Covid-19 pandemic, we could not have done it without the City of Richfield – **thank you!**

VEAP's priorities center on providing basic needs to households experiencing financial crisis. VEAP provides access to nutritious food, housing stability, financial assistance, and supportive services to families, children, seniors, veterans, and individuals, at risk of hunger or homelessness, in the City of Richfield.

VEAP's Food and Basic Needs and Social Services programs work together to ensure access to healthy food and housing stability. Our on-site, drive-up, and mobile food pantries, as well as food deliveries focus on providing fresh, healthy food to food-insecure households, while our Social Services program supports participants with individualized case management and emergency financial assistance, including rent, security deposits, and utilities to maintain housing stability.

In 2021, VEAP distributed nearly one million pounds of food to the City of Richfield, 44% of which was fresh fruits and vegetables. In Richfield, VEAP helped 4,882 unduplicated individuals (1,544 unduplicated households) with a total of 22,123 on-site food pantry visits, 2,229 mobile pantry visits, and 1,644 food deliveries (seniors, quarantined, lack of transportation); including 736 households received \$830,824 in financial assistance to avoid eviction and assist with utilities and other housing stability expenses.

VEAP participants are households with incomes up to 200% of federal poverty line, with 50% falling below FPG. Richfield participant demographics:

- **Race/Ethnicity:** 45% Hispanic/Latino; 18% Data not provided; 15% White/Caucasian; 9% Black/African American; 4% African/Somali/Ethiopian; 4% Asian; 4% Other; 1% Multi-Racial; and 1% American Indian/Alaska Native.
- **Gender Identified:** 52% Female: 48% Male
- **Age:** 61% Adults (ages 18-64); 32% Youth (ages 0-18); 7% Seniors (ages 65+)

Due to the Covid-19 pandemic, VEAP has experienced an extremely high volume of families needing immediate access to healthy foods and basic needs. VEAP also assists families in crisis with rent and utility assistance, and case management. We have provided thousands of families navigating the crisis with fresh, healthy food and have distributed an overwhelming number of rental assistance grants – **nearly \$2,000,000 in funds** to Richfield renters since the start of the pandemic.

Many households in our community are still struggling to make ends meet. RentHelpMN, a significant source of federal funding aimed at preventing eviction, has ended and funding sources for rent assistance are dwindling, yet the need for help with rent and utilities remains high.

Richfield renters are reporting several, varied reasons for the continued need for support, including:

- Covid-19 illness: Individuals lost hours at work due to being sick or taking care of sick/quarantined children in the home.
- Recovering financially: Many households are still catching up from interruptions during the pandemic- it takes **time** to get back on their feet. Some households are also reporting fluctuating work schedules due to the Covid-19 pandemic – less hours equates to less income.
- Lack of employment opportunities: Jobs are not as easy to come by, especially with barriers to employment including childcare.
- Lack of affordable childcare: Many families on a reduced income are struggling to afford care for their children.
- Increased housing costs: Landlords are raising rent and there is a lack of affordable housing that is safe and secure.
- Basic needs cost: Increased gas, food, medication, car repairs, and other household expenses.
- Loss of family member/death due to Covid-19 illness: VEAP is helping seniors who lost a loved one/were widowed and are adjusting to one income.
- Utilities expenses: Households have an increase in utilities expenses due to household members spending more time at home, working, attending school, and quarantined due to the Covid-19 pandemic.

VEAP is working hard to ensure we can continue to provide for those individuals and families so they don't lose their housing, while they get back on their feet.

VEAP's mission *"Together we create pathways to stronger, more hopeful communities through access to healthy foods, housing stability and supportive services"* aims to increase overall stability, hope, and potential for future success for all members of our community. Our vision says it all – a thriving community where all are free to pursue their dreams!

VEAP welcomes a continued partnership with the City of Richfield in 2022. We are extremely grateful for your financial support throughout the Covid-19 pandemic. We truly thank you for your consideration of financial support to provide continued support to renters in Richfield again this year.

Sincerely,



Kari Thompson  
Advancement Director



## **Richfield Funding Request**

We are requesting increased funding to serve Richfield families who have been impacted by domestic violence, sexual violence, human trafficking, or general crime – AND have suffered economic and public health hardships because of COVID-19. Some of these hardships have included:

- Job destabilization (job loss/decreased hours/in-ability to work)
- Housing Instability/Homelessness
- Food Insecurity
- Financial Hardships
  - Fewer resources to purchase basic needs
  - Transportation barriers
  - Childcare needs
- Schooling/Educational Hardships for your Children
- Increased Interpersonal Violence
  - Fears of leaving or accessing community supports
  - Fewer family or friends to rely on for assistance

### **Cornerstone Need**

Currently, Cornerstone makes available an array of comprehensive services to Richfield families. These include shelter, advocacy, crisis call response, criminal and civil justice advocacy, school-based violence prevention and general crime victim advocacy. Over the past year, we have increasingly felt more demands on our programming and fewer additional resources for our services. In particular, we have seen deepened needs as we respond to domestic violence intervention calls and follow through within our Criminal and Civil Justice Intervention services within Richfield. Many of our CCJI participants served have been impacted by the Pandemic and supports through this program have been significant. Services within our CCJI program include:

- **Civil and Criminal Justice Intervention:** Advocates provide advocacy and support in Family and Civil Court, as well as write Orders for Protection and Harassment Orders. Advocates also serve as a liaison between crime victims and the criminal justice system. Cornerstone receives all police reports regarding domestic assault incidents and takes steps to provide support to that victim. The initial goal of these services is to complete a safety plan and to offer safe shelter and crisis services. The secondary goal is to obtain victim input to provide to the prosecutor at offender arraignment and for subsequent court appearances. Advocates provide information to the victim throughout the proceedings regarding criminal justice processes and their rights as a victim of crime. The victim will be connected to Cornerstone staff for additional services as needed. This includes any impacts and barriers to safety they have experienced as a result of the Pandemic.



### Funding Request

Cornerstone is requesting \$20,000 in additional funding to support our Criminal and Civil Justice Intervention Program. Funds would allow us to close the projected gap in our budget and allow us to continue providing the high level of services provided through our CCJI program and help meet the needs of individuals both impacted by domestic violence, as well as the impacts related to the pandemic.

<b>Cornerstone Advocacy Service 2022 BUDGET</b>	<b>CCJI Budget</b>
<b>EXPENSES</b>	
TOTAL SALARIES	\$490,478
TAXES/BENEFITS	\$112,863
CONTRACT LABOR	\$3,777.00
INSURANCE	\$3,807.00
PROGRAM EXPENSES	\$22,296.00
FACILITY EXPENSES	\$43,074.00
OFFICE EXPENSES	\$4,866.00
<b>EXPENSES BEFORE DEPRECIATION</b>	<b>\$681,161</b>
DEPRECIATION	\$23,103.00
<b>TOTAL PROGRAM EXPENSES</b>	<b><u>\$704,264</u></b>
<b>REVENUE</b>	
GOVERNMENT -	
FEDERAL	\$51,175.00
STATE	\$41,598.00
COUNTY	\$121,230.00
CITIES	\$309,814.00
CONTRIBUTED INCOME	\$75,757.00
INKIND	\$7,690.00
<b>TOTAL REVENUE</b>	<b>\$607,264</b>
less expenses	<u>\$704,264</u>
<b>*NET POSITION</b>	<b><u>-\$97,000</u></b>