



CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

City Council Work Session

October 25, 2022

CALL TO ORDER

Mayor Regan Gonzalez called the work session to order at 5:33 p.m. in the Bartholomew Room.

Council Members Present: Maria Regan Gonzalez, Mayor; Mary Supple; Simon Trautmann (5:36 p.m.); Sean Hayford O'leary; and Ben Whalen (5:36 p.m.)

Council Members Absent: None

Staff Present: Katie Rodriguez, City Manager; Sack Thongvanh, Assistant City Manager; Kumud Verma, Finance Manager; Rachel Lindholm, Sustainability Specialist; Amy Markle, Recreation Services Director; and Chris Swanson, Management Analyst

Others Present: Tonya Kusmirek, LOGIS Director of Administration and Finance

Mayor Regan Gonzalez introduced the topic for discussion for the work session and turned it over to Assistant City Manager Thongvanh.

ITEM #1	FEEDBACK ON STAFF'S RECOMMENDATION TO MIGRATE FROM JD EDWARDS TO A NEW FINANCIAL SOFTWARE PACKAGE THAT INCLUDES ORACLE ENTERPRISE RESOURCE PLANNING (ERP) AND SPRYPOINT UTILITY BILLING AS PART OF OUR CONTRACT WITH LOCAL GOVERNMENT INFORMATION SYSTEMS (LOGIS)
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Assistant City Manager Thongvanh introduced LOGIS Director Tonya Kusmirek who shared the process that LOGIS used to select the recommended financial software packages.

Council Member Supple asked about the timeline and how long implementation would take. Assistant City Manager Thongvanh stated that, due to staff capacity, they are hoping for the first quarter of 2023. Director Kusmirek shared that they check with the City to make sure that the staff is prepared for the transition.

Assistant City Manager Thongvanh shared that the new software would increase efficiency and streamline processes in Human Resources and Utility Billing.

Mayor Regan Gonzalez asked about the audit of our IT infrastructure that was spoken about at previous meetings and for an explanation of LOGIS. Assistant City Manager Thongvanh explained that LOGIS provides our IT services and backup servers. He also explained that the current software offerings are aging being that they are over 20 years old. City Manager Rodriguez stated that the independent IT assessment has not yet been done because we prioritized the implementation of

Microsoft 365 and explained that it would be a huge undertaking for the City to provide its own IT. Mayor Regan Gonzalez asked if LOGIS is the only provider we could use. City Manager Rodriguez stated that LOGIS is a consortium and allows us to have a smaller IT department. Director Kusmirek explained that LOGIS is made up of a membership, kind of like a co-op, that provides services to many cities and counties in the metro and that this is the software that the membership has decided to support. Assistant City Manager Thongvanh explained that the independent IT assessment is to focus on the vulnerabilities within IT and hardware needs of the city.

Council Member Hayford Oleary raised concerns about a 10-year commitment and the process of researching different financial software programs. Assistant City Manager Thongvanh explained that LOGIS used experts in their fields to analyze the different software. Council Member Hayford Oleary clarified that because LOGIS had a rigorous process that we should trust LOGIS' recommendations. City Manager Rodriguez explained that it was a collective effort of the memberships and the users of the software and that we do have confidence in the process that LOGIS did. Director Kusmirek shared the process LOGIS did to analyze the different software programs available. Council Member Hayford Oleary asked about the difference in software provided for the building permits and licensing software. Assistant City Manager Thongvanh explained that a Community Development staff member did the research on new software that would best integrate within different departments since the PIMS software currently used is not capable and that himself and other staff members were involved in the demonstrations of the software proposed by LOGIS. Council Member Hayford Oleary asked if the utility billing software would change for residents. Finance Manager Verma stated that the user interface for the utility billing would not change for residents. She also mentioned that she looks forward to moving towards this tier one solution of Oracle Financial Solutions.

Council Member Whalen agreed that we still need the big picture IT assessment but we need to move forward in investing in IT software. He asked that if the programs would be updated throughout the 10-years. Director Kusmirek said that the software are cloud-based that would be updated four times a year that are included in the service package.

Council Member Trautmann asked if all members are committed to a 10-year contract and what would be the worst-case scenario if the software does not work out. Director Kusmirek explained that all the members have the same 10-year contract that locks in the prices and that a 10-year contract sounds like a long time but it takes time get comfortable with the software to see if it works and then to implement a new software if this does not work out.

Mayor Regan Gonzalez asked if staff have the direction they need. Assistant City Manager Thongvanh stated that they do and will bring a resolution to Council at the next meeting for approval.

ITEM #2	COMMUNITY GARDEN PILOT PROPOSAL
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At 6:00 p.m., Mayor Regan Gonzalez introduced the next topic for discussion for the work session and turned it over to Recreation Services Director Markle. Director Markle and Sustainability Specialist Lindholm gave a presentation, included in the agenda, that overviewed the need for the community gardens, the different models proposed, the financial impact, the sign-up process, the criteria needed for a community garden, the proposed garden site with soil testing, the timeline, and the community feedback, and what the potential site would look like.

Council Member Whalen provided general support for the community gardens and asked if the water tanks would be nearer to the accessible plots and if the \$45 fee was set in stone. Specialist Lindholm shared that the final layout of the garden has not been set but the water tanks would be closer to the accessible plots and the price is not set either but \$45 was the cost of the previous community garden, would cover some costs and evoke a sense of ownership for the plot to keep people gardening. She also mentioned that the Recreation Department has a reduced-fee passport program that could help cover the cost of the plots for low-income residents.

Council Member Hayford Oleary expressed excitement for the project and appreciated staff creating an alternative that meets our values. He asked if residents abandon their plot, would the plot be released to have a new owner. Specialist Lindholm shared that in research there would be language during sign up to state if you do not tend to the garden by a certain date that it would be released to the waiting list.

Council Member Trautmann expressed excitement and appreciated the efforts of staff to implement the pilot project.

Council Member Supple expressed her support of the proposal and mentioned that it is fulfilling a need for residents that live in multifamily units to be able to garden. She asked about the use of chemical sprays at Vet's park and if a pollinator friendly area would help create a buffer for the chemical spray. Director Markle stated that the current maintenance plan does spray around the memorial so we could create a greater buffer between the garden and the memorial to not have a chemical spray affect the garden plots and the pollinator friendly area would be on the north side of the garden. Council Member Supple asked if there are rules regarding fertilizers that the gardeners can use and if the City does some of the fertilizing or amending of the soil. With the final details yet to be determined, Specialist Lindholm shared that they heard the desire from residents to not have chemical sprays or non-organic fertilizers on site and the city would be amending the soil for the residents with the organic City compost from leaves.

Director Markle commented that residents have raised concerns about wildlife in Veterans Park and stated that the current area is mostly mowed weeds and that a garden will provide more biodiversity for insects and birds.


ADJOURNMENT

Mayor Regan Gonzalez adjourned the work session at 6:24 p.m.

Date Approved: November 9, 2022



Maria Regan Gonzalez
Mayor



Kari Sinning
City Clerk



Katie Rodriguez
City Manager