



**REGULAR CITY COUNCIL MEETING  
RICHFIELD MUNICIPAL CENTER, COUNCIL CHAMBERS  
NOVEMBER 9, 2022  
7:00 PM**

**INTRODUCTORY PROCEEDINGS**

Call to order

Pledge of Allegiance

Open forum

***Call into the open forum by dialing 1-415-655-0001 Use webinar access code: 2469 813 5745 and password: 1234.***

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

Approve the Minutes of the: (1) City Council Work Session of October 25, 2022; and (2) Regular City Council Meeting of October 25, 2022.

**PRESENTATIONS**

1. Civil Service Commission annual presentation given by President Mary Stratton
2. Transportation Commission annual presentation given by Husniyah Dent Bradley
3. Community Services Commission annual presentation given by Tessa Johanson

**AGENDA APPROVAL**

4. Approval of the Agenda
5. **Consent Calendar contains several separate items, which are acted upon by the City Council in one motion. Once the Consent Calendar has been approved, the individual items and recommended actions have also been approved. No further Council action on these items is necessary. However, any Council Member may request that an item be removed from the Consent Calendar and placed on the regular agenda for Council discussion and action. All items listed on the Consent Calendar are recommended for approval.**
  - A. Consideration of the approval of a resolution authorizing acceptance of a donation received by Richfield Recreation Services Department from Diane Elizabeth Gorney for Wood Lake Nature Center in the amount of \$142,575.93, and to authorize the Recreation Services Director to apply the funds for Wood Lake Nature Center.

Staff Report No. 161
  - B. Consideration of the approval of a three year contract with Vitals™, for Public Safety and Fire Personnel.

Staff Report No. 162

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

### **PROPOSED ORDINANCES**

7. Consider the approval of the second reading of an ordinance amending Section 601 of the Richfield City Code to include new language clarifying the definition of "non-RDUs" and how properties approved for exemption from the contracted program dispose of solid waste.

Staff Report No. 163

### **RESOLUTIONS**

8. Consider the 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).

Staff Report No. 164

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

9. City Manager's Report

### **CLAIMS AND PAYROLLS**

10. Claims and Payroll

### **COUNCIL DISCUSSION**

11. Hats Off to Hometown Hits
12. Adjournment

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



# CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

## City Council Work Session

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)**

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.

<b>ITEM #2</b>	<b>COMMUNITY GARDEN PILOT PROPOSAL</b>
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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.

<b>ADJOURNMENT</b>
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Mayor Regan Gonzalez adjourned the work session at 6:24 p.m.

Date Approved: November 9, 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

October 25, 2022

### CALL TO ORDER

Mayor Regan Gonzalez called the meeting to order at 7:00 p.m. in the Council Chambers.

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

*Council Members Absent:* None

*Staff Present:* Katie Rodriguez, City Manager; Mary Tietjen, City Attorney; Jay Henthorne, Public Safety Director/Police Chief; Jennifer Anderson, Support Services Manager (via phone); Amy Markle, Recreation Services Director; Kristin Asher, Public Works Director; Rachel Lindholm, Sustainability Specialist; and Chris Swanson, Management Analyst

*Others Present:* Karin Wolverton, Arts Commission Co-Chair; Larry Nelson, Arts Commission Co-Chair; James Rudolph, Planning Commission Chair; Aric Bieganeck, Arts Commission Secretary

### PLEDGE OF ALLEGIANCE

Mayor Regan Gonzalez led the Pledge of Allegiance.

### OPEN FORUM

Mayor Regan Gonzalez reviewed the options to participate:

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

There were no participants.

### APPROVAL OF MINUTES

M/Trautmann, S/Whalen to approve the Minutes of the: (1) City Council Work Session of October 11, 2022; and (2) Regular City Council Meeting of October 11, 2022.

Motion carried: 5-0

<b>ITEM #1</b>	<b>17<sup>TH</sup> ANNUAL GREAT PUMPKIN GIVEAWAY COLORING CONTEST WINNERS</b>
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Mayor Regan Gonzalez invited the sponsors of the program, Steve Schneeberger from The Schneeberger Realty Group and Lisa Hintermeister from Luminate Home Loans, to join her at the podium and then announced the winners of each category and explained the reasons why she chose their coloring pages. She thanked the sponsors for their leadership in business and creating this community-building event.

<b>ITEM #2</b>	<b>ARTS COMMISSION YEARLY PRESENTATION GIVEN BY LARRY NELSON AND KARIN WOLVERTON</b>
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Mayor Regan Gonzalez invited Co-Chair Commissioners Karin Wolverson and Larry Nelson to give the yearly presentation of the Richfield Arts Commission that overviewed the efforts of the Commission throughout the year. The Commissioners thanked all the members and liaisons of the Commission; especially thanked the essential work of MaryKaye Champa, staff liaison, who retired this past year.

Council Member Supple thanked the all the Commission members and how much they contribute to the community.

Council Member Whalen thanked the Commission and mentioned how involved the Arts Commission is with the community.

Council Member Hayford O'Leary thanked the commission and appreciated the mix of bringing art to the everyday lives of the community. He shared a curiosity regarding the sculpture at the Chase Bank site. Commissioner Wolverson stated that there should be an installation on November 9<sup>th</sup> but it is unknown if the Richfield Arts Commission would have any involvement with the reveal of the sculpture. Commissioner Nelson shared that they saw some preliminary ideas but were unaware of the final decision.

Council Member Trautmann thanked the Commission for making the City better each year.

Mayor Regan Gonzalez thanked the entire Commission and challenged the Arts Commission to work with the other commissions engage more with the community they serve.

<b>ITEM #3</b>	<b>PLANNING COMMISSION ANNUAL PRESENTATION GIVEN BY CHAIR JAMES RUDOLPH</b>
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Mayor Regan Gonzalez invited Planning Commission Chair Rudolph to give an overview of the Planning Commission's efforts throughout the year.

Council Member Whalen appreciated the essential work that the Planning Commission does to help the Council to help make their decisions and answer questions that they might have.

Council Member Supple also appreciated the thoughtful and respectful deliberations that the Commission has even if they do not agree.

Council Member Hayford Oleary also agreed with the comments from Council Members Whalen and Supple on the discussions they have on staff recommendations before they come to Council.

Council Member Trautmann added that the Planning Commission requires time and leadership and appreciated Chair Rudolph for his service.

Mayor Regan Gonzalez also thanked Chair Rudolph for his leadership and his contributions to the Commission and how the Commission helps the community to connect and advocate for improvements to our City.

<b>ITEM #4</b>	<b>APPROVAL OF THE AGENDA</b>
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M/Supple, S/Whalen to approve the agenda.

Motion carried: 5-0

<b>ITEM #5</b>	<b>CONSENT CALENDAR</b>
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City Manager Rodriguez presented the consent calendar.

- A. Consider the approval of the reclassification of the Friendship City Commission as a committee within the Community Services Commission starting January 1, 2023, by rescinding the resolution no. 8248. (Staff Report No. 154)

City Manager Rodriguez mentioned that this would offer more flexibility and not diminish the works of the Commission. She also thanked the members of the Commission.

- B. Consider the approval of the first reading of an ordinance amending Section 601 of the Richfield City Code to include new language clarifying the definition of "non-RDUs" and how properties approved for exemption from the contracted program dispose of solid waste. (Staff Report No. 155)
- C. Consider adoption of a resolution authorizing the purchase of one temporary construction easement and one permanent right-of-way easement at 7601 18th Avenue for the 77th St Underpass project. (Staff Report No. 156)

**RESOLUTION NO. 12019**

**RESOLUTION AUTHORIZING THE CITY OF RICHFIELD TO MAKE  
PAYMENTS FOR THE PURCHASE OF A TEMPORARY  
CONSTRUCTION AND A PERMANENT RIGHT-OF-WAY EASEMENT  
AT 7601 18th AVE (PID# 28-028-24-41-0039) AS PART OF THE 77TH  
ST UNDERPASS PROJECT**

- D. Consider the ratification of a contract with Meyer Contracting, Inc., in the amount of \$175,788.34 for the Taft Park Lift Station Improvements Project and authorize the City Manager to approve contract amendments not to exceed \$5,000.00. (Staff Report No. 157)

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



Council Member Supple thanked the members of Friendship City Commission over the years to provide the continual connection to Heredia, Costa Rica and that this change would streamline the process.

Motion carried: 5-0

<b>ITEM #6</b>	<b>CONSIDERATION OF ITEMS, IF ANY, REMOVED FROM CONSENT CALENDAR</b>
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None.

<b>ITEM #7</b>	<b>CONDUCT AND CLOSE A PUBLIC HEARING AND BY MOTION: ADOPT A RESOLUTION FOR SPECIAL ASSESSMENTS FOR REMOVAL OF DISEASED TREES FROM PRIVATE PROPERTY FOR WORK ORDERED FROM JANUARY 1, 2021, THROUGH DECEMBER 31, 2021 (STAFF REPORT NO. 158)</b>
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Council Member Trautmann presented Staff Report 158 and opened the public hearing.

Sean Murphy, 7140 Garfield Ave, stated that the City did not remove a tree from his property and that he could produce a receipt for the tree removal that he had done. Public Works Director Asher would follow up with the homeowner to clear up the issue.

Ruane Onesirosan, 2140 65<sup>th</sup> St W, asked where the wood from diseased trees or non-diseased trees is disposed. Director Asher stated that the diseased trees are disposed at a facility in Saint Paul and the non-diseased trees go through a wood chipper which the wood chips are available to residents.

Council Member Whalen mentioned the assessment timeline.

M/Trautmann, S/Hayford Oleary to close the public hearing.

Motion carried: 5-0

M/Trautmann, S/Hayford Oleary to adopt a resolution for special assessments for removal of diseased trees from private property for work ordered from January 1, 2021, through December 31, 2021

#### **RESOLUTION NO. 12020**

#### **RESOLUTION ADOPTING ASSESSMENT FOR THE REMOVAL OF DISEASED TREES FROM PRIVATE PROPERTY FOR WORK ORDERED FROM JANUARY 1, 2021 THROUGH DECEMBER 31, 2021**

Motion carried: 5-0

<b>ITEM #8</b>	<b>CONSIDER THE APPROVAL OF THE SECOND READING OF AN INTERIM ORDINANCE AUTHORIZING A STUDY AND IMPOSING A ONE-YEAR MORATORIUM ON THE SALE OF CANNABIS PRODUCTS (STAFF REPORT NO. 159)</b>
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Council Member Supple presented Staff Report 159.

Police Chief Henthorne mentioned the work to research the topic as it continues to evolve and a surge of illegal products that are sold in the City.

Council Member Whalen asked Chief Henthorne to explain process they would have to do when a business sells an illegal product. Chief Henthorne shared the process that would submit a four-page complaint form to the Board of Pharmacy, which the Board of Pharmacy would work with law enforcement to determine the law enforcement action. Council Member Whalen asked if this would slow the process of law enforcement action. Chief Henthorne mentioned that the Board of Pharmacy has limited staff and raised concerns that the issues would not be addressed quickly. Mayor Regan Gonzalez asked about the role of law enforcement in that situation and wondered if the law enforcement was to report the illegal products to the State. Chief Henthorne stated that law enforcement would report and would work collaboratively with them to enforce it under State Statute.

Council Member Hayford Oleary asked, if the moratorium were to pass, what would the enforcement mechanism look like and how would that differ from the current process. Chief Henthorne explained that the moratorium would allow the City to create a more robust licensing and enforcement structure than simply mirroring the alcohol/tobacco ordinances. City Attorney Tietjen stated Article 7 that would classify a violation of the moratorium as a misdemeanor and other possible civil options. Council Member Hayford Oleary asked why we could not enforce that now for what is illegal instead of affecting what is legal with a moratorium of all products. City Attorney Tietjen stated that is a policy decision if Council would like to include that in the moratorium but it may impede on the goal of what Chief Henthorne is trying to accomplish with the moratorium. Council Member Hayford Oleary asked if we have submitted complaints. Chief Henthorne shared that there has not been any complaints submitted due to the inability to do those types of checks and the moratorium would help.

Council Member Trautmann asked about the prosecution being held at the State level instead of at the City level. Chief Henthorne said that is how the State statute is written and since we do not have anything in place locally, it reverts to the statute.

Council Member Supple asked what happens in the interim while the complaint is being processed. Chief Henthorne stated that law enforcement would work with the Board of Pharmacy to determine the action to take and the state statute does not give the authority to pull the products.

Council Member Hayford Oleary asked a few questions before the Council meeting via email and wanted them to be a part of the public record. He read aloud the questions below (in italics) and Chief Henthorne answered during the meeting.

*Would the moratorium ban sales of Delta-8 THC products?* Chief Henthorne stated that it would ban the products unless they contain less than .1% THC.

*Instead of a misdemeanor, would there be an option for civil penalties only if the language were changed?* Chief Henthorne stated that staff advises that there be a penalty to allow the ordinance to be enforced and include a consequence for violating the moratorium. If the Council did not want to enforce violations as a misdemeanor, the moratorium could be revised to provide that the city "may charge violators with a misdemeanor." The City could choose to use its administrative enforcement powers to enforce the moratorium, however, that process is not used very frequently in the City anymore. As a matter of practice, the City could also choose to provide educational materials on the moratorium for a business's first violation, and then use either the administrative enforcement powers or charge the violator with a misdemeanor.

*Why is there a need for a moratorium now, when no action was taken in the preceding four years on Delta-8?* Chief Henthorne said the 2018 Farm bill did not gather as much attention as the amendments that happened this year to clean up the statute's gray areas.

*If we did not pass a moratorium, how would not having the moratorium in place prevent staff from doing an effective licensing structure?* Chief Henthorne stated that we would have to act fast and raised concerns that the current alcohol/tobacco licensing structures would not be robust enough which could leave holes. He also raised concerns of staff capacity, future legislative changes, and consistency of how we work with our businesses.

Council Member Trautmann clarified that the moratorium would be for the sale of the products and not for the use. Chief Henthorne said that is correct.

Council Member Whalen stated that given the current difficulty to enforce, he was starting to lean more to supporting the moratorium to give more clarity. He mentioned the need to be clear upon what the moratorium does not do and that this is not a judgement of the long-term legalization of marijuana. He supported education of businesses and the public to ensure safety that the products are not yet regulated.

Council Member Hayford Oleary raised concerns on banning products that are already legal instead of a moratorium that specifically addresses high-dose products; Delta-8 products being banned means that businesses can no longer sell products that they have sold for four years. He mentioned neighboring cities already have a licensing structure in place or no moratorium, which does not offer a clear public safety benefit and would take business away from Richfield forcing new and existing customers to shop elsewhere. He shared concerns that this conveys a message of opposition of THC legalization. He appreciated the thought staff put into the moratorium however, a full twelve-month moratorium should not be necessary to implement a licensing structure. He urged the Council to vote no on this moratorium; voting no does not diminish the concerns Council has but means that this is not the right way to address the concerns.

Council Member Whalen stated that a moratorium that repeats state statute but gives the City the authority to enforce it does not solve the problem of what is legal or not. Council Member Hayford Oleary was not aware of any licensing in other cities that includes lab testing and asked if staff knew of any. Chief Henthorne stated that there are no testing procedures in place; businesses are supposed to have the products tested which is very convoluted and confusing.

Council Member Supple asked how long it would take to develop a licensing structure. Chief Henthorne deferred the question to Support Services Manager Anderson who explained that a draft ordinance and licensing structure could be available in early 2023 based upon the current staff capacity.

Council Member Hayford Oleary stated that he would support a moratorium that would address high-dose products. Council Member Whalen asked City Attorney Tietjen if the moratorium could specifically address products that are more highly concentrated than what is allowable by state statute. City Attorney Tietjen stated that it is already illegal for a business to sell products over the state legal limit set by statute. Council Member Whalen asked if there is a tool to give the City the local authority to enforce the statute without going through the Board of Pharmacy or if licensing is ultimately the only option. Council Member Hayford Oleary clarified Council Member Whalen's question by stating if a moratorium that would ban all products higher than the allowed concentration and give us the power to enforce could be done. City Attorney Tietjen stated that a moratorium puts a pause on products that are now legal under the law so that there is time to implement local regulation. Council Member Trautmann reframed the question. Council Member Hayford Oleary commented that we are justifying the moratorium because we do not like the enforcement process the state has provided. Chief Henthorne mentioned there are many other violations aside from the concentration of the product that could be difficult to enforce such as the packaging.

Council Member Trautmann expressed that his biggest concern is for access of the products to young people and supported the moratorium.

Council Member Whalen asked about the conversations with other cities and the tools they are using. Chief Henthorne stated that the state statute is ambiguous and the moratoriums are for clarity; cities that have put licensing quickly into place have solved some issues but not all. Manager Anderson shared that staff is continually learning from other cities that have put licensing in place as each community has reacted differently.

Council Member Hayford Oleary shared his belief that the moratorium is not the correct tool to address the public health concerns, as the products are readily available to Richfielders in the neighboring cities.

Council Member Supple expressed support of the moratorium, as the best solution is a licensing structure. She urged staff not to use the entire year to implement a licensing structure because public health concerns such as youth access and counterfeit products need to be addressed.

Mayor Regan Gonzalez mentioned that when the due diligence is not done at state level it is handed down to the city level, which causes difficult decisions to be made. She expressed her support for the moratorium, as it is a short-term impact for long-term gain. She echoed the comments of Council Member Whalen to communicate and educate residents and businesses through this process. She also echoed the support of Council Member Supple for a short-term moratorium. She reiterated that she is not against the legalization of THC and that this is vote is really around how vague the state statute is.

Council Member Supple asked when the moratorium would go into effect. City Attorney Tietjen stated that the moratorium would go into effect 30 days after publication, which would be on December 3.

M/Supple, S/Trautmann to approve the second reading of an interim ordinance authorizing a study and imposing a one-year moratorium on cannabis products.

Council Member Whalen mentioned that the original ordinance given was not allowable and the ordinance was changed to the 30-day effective date. City Attorney Tietjen stated that Council was provided with an amended ordinance and it would be a good practice to state that in the motion.

M/Supple, S/Trautmann to amend the motion to change the effective date to 30 days from publication.

**BILL NO. 2022-17  
TRANSITORY ORDINANCE 19.26**

**AN INTERIM ORDINANCE AUTHORIZING A STUDY AND IMPOSING  
A MORATORIUM ON THE SALE OF CANNABIS PRODUCTS**

Motion carried: 4-1; Hayford Oleary

M/Supple, S/Whalen to approve a resolution authorizing summary publication of said ordinance.

**RESOLUTION NO. 12021**

**RESOLUTION APPROVING SUMMARY PUBLICATION OF AN  
INTERIM ORDINANCE AMENDING THE RICHFIELD CITY CODE,  
AUTHORIZING A STUDY AND IMPOSING A ONE-YEAR  
MORATORIUM ON THE SALE OF CANNABIS PRODUCTS**

Motion carried: 4-1; Hayford Oleary

Mayor Regan Gonzalez thanked Council for the discussion and Manager Anderson and Chief Henthorne for answering their questions.

<b>ITEM #9</b>	<b>CONSIDER THE APPROVAL OF THE SECOND READING OF AN ORDINANCE AMENDING SECTION 925 OF THE RICHFIELD CITY CODE TO INCLUDE NEW LANGUAGE ADDRESSING WHAT REFUSE IS AND THE ACCUMULATION OF IT RELATED TO PUBLIC NUISANCES (STAFF REPORT NO. 160)</b>
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Council Member Whalen presented Staff Report 160.

M/Whalen, S/Hayford Oleary to approve the second reading of an ordinance amending Section 925 of the Richfield City Code and adopt a resolution approving summary publication of said ordinance.

**BILL NO. 2022-16**

**AN ORDINANCE AMENDING SECTION 925 OF THE RICHFIELD CITY CODE PERTAINING TO PUBLIC NUISANCES AND REFUSE**

**RESOLUTION NO. 12022**

**RESOLUTION APPROVING SUMMARY PUBLICATION OF AN ORDINANCE UPDATING SECTION 925 – NUISANCES**

Motion carried: 5-0

<b>ITEM #10</b>	<b>CITY MANAGER'S REPORT</b>
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City Manager Rodriguez had nothing to report.

<b>ITEM #11</b>	<b>CLAIMS AND PAYROLL</b>
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M/Hayford Oleary, S/Supple that the following claims and payrolls be approved:

<b><u>U.S. BANK</u></b>	<b><u>10/25/2022</u></b>
A/P Checks: 310099 – 310346	\$4,040,361.15
Payroll: 173865 – 174149	<u>\$744,781.14</u>
<b>TOTAL</b>	<b>\$2,317,232.43</b>

Motion carried: 5-0

<b>ITEM #12</b>	<b>HATS OFF TO HOMETOWN HITS</b>
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Council Member Whalen mentioned the work of Attorney General Keith Ellison to address illegal gun sales, wage theft, and labor trafficking. He urged residents to research the candidates and make a plan to vote. He asked City Clerk Sinning to mention the hours for early voting at City Hall.

City Clerk Sinning shared the dates and times for in-person voting at City Hall and gave more information to answer questions regarding voting.

Council Member Supple gave a shout out to all commissions and mentioned that applications for the commissions are being accepted through the end of October. She especially mentioned several youth vacancies to be filled on commissions. She also mentioned two community events happening on October 29: 1) the Hennepin County Sheriff's participation in National Prescription Drug Take Back Day at the Walgreen's at the HUB and 2) the Annual Fall Boutique at the Community Center.

Council Member Hayford Oleary added that Congresswoman Ilhan Omar would be at the Community Center for a town hall forum on Thursday and the Friends of Wood Lake dinner is on Friday with tickets still available for purchase.

Council Member Trautmann also mentioned the Friends of Wood Lake (FOWL) dinner and appreciated the mentioning of early voting and urged residents to vote as Minnesota leads in voter turnout.

Mayor Regan Gonzalez reminded residents to get their covid boosters and flu shots. She gave a shout out to Police Department Community Liaison Patricia Eibon, PMAC, the Richfield Police Department and advocates that attended the online Domestic Violence Resource fair to show case the different resources that are available for victims of domestic violence.

<b>ITEM #13</b>	<b>ADJOURNMENT</b>
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The meeting was adjourned by unanimous consent at 8:40 p.m.

Date Approved: November 9, 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



**STAFF REPORT NO. 161**  
**CITY COUNCIL MEETING**  
**11/9/2022**

REPORT PREPARED BY: Amy Markle, Recreation Services Director

DEPARTMENT DIRECTOR REVIEW: Amy Markle, Recreation Services Director  
10/19/2022

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
11/2/2022

**ITEM FOR COUNCIL CONSIDERATION:**

**Consideration of the approval of a resolution authorizing acceptance of a donation received by Richfield Recreation Services Department from Diane Elizabeth Gorney for Wood Lake Nature Center in the amount of \$142,575.93, and to authorize the Recreation Services Director to apply the funds for Wood Lake Nature Center.**

**EXECUTIVE SUMMARY:**

Wood Lake Nature Center received a generous donation from the estate of Diane Elizabeth Gorney in the amount of \$142,575.93. Diane and her husband, Yanis Vape, were longtime walkers and supporters of Wood Lake. Diane was an educator and was well known to the Naturalists. She loved to see youth enjoying the site. The money will be set aside for supporting the construction of a new nature center.

**RECOMMENDED ACTION:**

**By motion: Approve the resolution authorizing acceptance of a donation received by Richfield Recreation Services Department from Diane Elizabeth Gorney for Wood Lake Nature Center in the amount of \$142,575.93, and to authorize the Recreation Services Director to apply the funds for Wood Lake Nature Center.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

The Recreation Services Department has received this donation from a private party wishing to benefit Wood Lake Nature Center.

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

- The Administrative Services Department issued a memo on November 9, 2004 requiring that all grants and restricted donations to departments be received by resolution and by more than two-thirds majority of the City Council in accordance with Minnesota Statute 465.03.
- City Council considers approval for all City contracts and agreements by policy.

**C. CRITICAL TIMING ISSUES:**

None.

**D. FINANCIAL IMPACT:**

This donation will have a very positive financial impact to the City and will help fund critical infrastructure needs at Wood Lake Nature Center.

**E. LEGAL CONSIDERATION:**

None.

**ALTERNATIVE RECOMMENDATION(S):**

There are no alternative recommendations.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

**ATTACHMENTS:**

Description	Type
□ Grant Acceptance Resolution	Resolution Letter



**RESOLUTION NO.**

**RESOLUTION ACCEPTING A DONATION RECEIVED BY THE RICHFIELD RECREATION SERVICES DEPARTMENT FROM DIANE ELIZABETH GORNEY, IN THE AMOUNT OF \$142,575.93, DESIGNATED FOR WOOD LAKE NATURE CENTER, AND AUTHORIZING THE RECREATION SERVICES DIRECTOR TO EXECUTE THE ASSOCIATED GRANT.**

**WHEREAS**, Minnesota Statute 465.03 reads in part as follows:

Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every acceptance shall be by resolution of the council adopted by two-thirds majority of its members, expressing such terms in full, and

**WHEREAS**, the City of Richfield has received grants and donations as described below:

DATE	DONOR	PURPOSE	AMOUNT
October 2022	Diane Elizabeth Gorney	Wood Lake Nature Center	\$142,575.93

**WHEREAS**, Wood Lake Nature Center will make use of the funds to help build a new nature center for the community.

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

That the City Council of the City of Richfield hereby accepts the donation listed above, received in October 2022, and authorizes the City to administer the funds in accordance with grant agreements and terms prescribed by donors.

Adopted by the City Council of the City of Richfield, Minnesota this 9th day of November, 2022.

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

ATTEST:

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



**STAFF REPORT NO. 162**  
**CITY COUNCIL MEETING**  
**11/9/2022**

REPORT PREPARED BY: Jay Henthorne, Director of Public Safety/Chief of Police

DEPARTMENT DIRECTOR REVIEW: Jay Henthorne, Director of Public Safety/Chief of Police  
11/2/2022

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
11/2/2022

**ITEM FOR COUNCIL CONSIDERATION:**

**Consideration of the approval of a three year contract with Vitals™, for Public Safety and Fire Personnel.**

**EXECUTIVE SUMMARY:**

Vitals™ provides electronic introduction, notification or location services and associated software and hardware products to public safety agencies or their employees for on-the-ground interactions with vulnerable individuals, their families and caregivers.

The City of Richfield Police and Fire Personnel intend to utilize and deploy the Services in order to increase public safety and foster community relations.

**RECOMMENDED ACTION:**

**By motion: Approve a three year contract with Vitals™ for Public Safety and Fire Personnel.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

Vitals™ Aware Services, is a Twin Cities-based company building technology for social good. Founded in partnership with the Autism Society of Minnesota, Vitals™ launched in August of 2017 in St. Paul.

The following Departments in Hennepin County currently have a contact with Vitals™:

- Bloomington Police Department
- Deephaven Police Department
- Hopkins Police Department
- Plymouth Police Department
- Hennepin County Sheriff's Department
- Three Rivers Park Police
- Rogers Police Department
- University of Minnesota Police Department
- Crystal Police Department
- Golden Valley Police Department
- St Louis Park Police Department

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

None

C. **CRITICAL TIMING ISSUES:**

None

D. **FINANCIAL IMPACT:**

The annual cost is \$6,060.00 and there is adequate funding in the Public Safety and Fire budget to cover the costs of the Vitals™ Aware Services.

E. **LEGAL CONSIDERATION:**

The City Attorney has reviewed and approved the contract with Vitals™ Aware Services.

**ALTERNATIVE RECOMMENDATION(S):**

The Council could deny the three year Vitals™ Aware Services contract. This would mean that Public Safety and Fire Personnel would not have access to Vitals™ Aware Services.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

None

**ATTACHMENTS:**

Description	Type
□ Contract	Contract/Agreement

## First Responder Services Order Form

**Customer:**

City of Richfield, MN

**Vitals:**

Vitals Aware Services, Inc.,  
a Delaware corporation

**Customer Contact Information:**

6700 Portland Avenue S.  
Richfield, MN 55423  
Attn: Chief Henthorne  
Chief Dobesh

**Vitals Contact Information:**

5123 W 98th St., #2135  
Minneapolis, MN 55437  
Attn. Janeé L. Harteau, CEO

jhenthorne@richfieldmn.gov  
mdobesh@richfieldmn.gov

jane@thevitalsapp.com

**Effective Date:**

[11/1/2022]

**Term: 30 NET**

This Agreement shall be for a term of three (3) years beginning on the Effective Date set forth herein (the "Initial Term"). The term of this Agreement shall automatically renew on each anniversary of the Effective Date for an additional term of one (1) year (the "Renewal Date") unless cancelled in writing at least 90 (ninety) days in advance of the next Renewal Date. Either Customer or Vitals may cancel the Agreement by giving notice of non-renewal.

**Pricing:**

	Pricing	Discount	Total Year 1	Total Year 2	Total Year 3
Richfield Police Department	\$5,900.00	\$500.00	\$5,400.00	\$5,400.00	\$5,400.00
Richfield Fire Department	\$660.00	\$0	\$660.00	\$660.00	\$660.00
		<b>Total:</b>	<b>\$6,060.00</b>	<b>\$6,060.00</b>	<b>\$6,060.00</b>

Prices are valid until the third anniversary

Effective Date. Future prices may vary.

**Payment Schedule:**

**Due at signing of the Agreement:** \$6,060.00

Due on the first anniversary of signing: \$6,060.00

Due on the second anniversary of signing: \$6,060.00

This Order Form and the terms and conditions found online at: <https://thevitalsapp.com/terms-conditions/> (collectively, the "Agreement") constitute the final, complete and exclusive expression of the Customer and Vitals' agreement on the matters contained herein.

**CUSTOMER**

**VITALS AWARE SERVICES, INC.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name:

Name: Janeé L. Harteau

Title:

Title: President, Chief Executive Officer



**STAFF REPORT NO. 163**  
**CITY COUNCIL MEETING**  
**11/9/2022**

REPORT PREPARED BY: Rachel Lindholm, Sustainability Specialist

DEPARTMENT DIRECTOR REVIEW: Amy Markle, Recreation Services Director  
11/2/2022

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
11/2/2022

**ITEM FOR COUNCIL CONSIDERATION:**

Consider the approval of the second reading of an ordinance amending Section 601 of the Richfield City Code to include new language clarifying the definition of "non-RDUs" and how properties approved for exemption from the contracted program dispose of solid waste.

**EXECUTIVE SUMMARY:**

The new garbage code adopted last year is based on language and definitions adopted in the new residential contract. After adoption, some clarifying language was determined to be necessary to further specify which generators are covered by the city's contract as well as which are covered by commercial collection and which are not.

**RECOMMENDED ACTION:**

By motion: 1) Approve the attached ordinance adopting the amendments to Section 601 of the City Code; and 2) Approve a resolution authorizing summary publication of said ordinance.

**BASIS OF RECOMMENDATION:**

A. **HISTORICAL CONTEXT**

The previous garbage code was more open-ended as there was no program that required residents to have service through a private hauler as long as they properly disposed of their solid waste. With the advent of organized collection and redo of city code related to solid waste collection, staff have had to make sure all aspects of collection and all possible avenues of disposal are addressed properly and clearly.

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

Section 601 of the Richfield City Code pertains to Solid Waste Disposal, Collection, and Hauling.

C. **CRITICAL TIMING ISSUES:**

N/A

D. **FINANCIAL IMPACT:**

N/A

E. **LEGAL CONSIDERATION:**

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

**ALTERNATIVE RECOMMENDATION(S):**

None

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

**ATTACHMENTS:**

Description		Type
▣	Section 601 Code Amendment	Ordinance
▣	Summary Publication of Ordinance 601	Resolution Letter

BILL NO. \_\_\_\_\_

**AN ORDINANCE AMENDING SECTION 601 OF THE  
RICHFIELD CODE OF ORDINANCES PERTAINING TO  
SOLID WASTE DISPOSAL, COLLECTION, AND HAULING**

**THE CITY OF RICHFIELD DOES ORDAIN:**

**Section 1.** Subdivision 5 of sub-section 601.01 of the Richfield Code of Ordinances is hereby amended by deleting the following ~~struck-through~~ language below:

Subd. 5. "Collection hours." The time period during which collection of solid waste is authorized by the City. The Collection Hours shall be 7:00 a.m. to 10:00 p.m. Monday through Friday ~~or a Saturday immediately following an observed Holiday.~~

**Section 2.** Subdivision 21 of sub-section 601.01 of the Richfield Code of Ordinances is hereby amended by adding the following double-underlined language below:

Subd. 21. "Non-residential dwelling unit" or "non-RDU". Properties other than RDUs consisting of multi-family residential buildings, residential dwellings in homeowners associations, and commercial, industrial, and institutional establishments that contract directly for their own solid waste collection services, and properties owned by persons or occupants who have received City approval to opt-out of base level solid waste collection services. Home occupations operating in a one-, two-, or three-unit building within the City are not commercial establishments for the purposes of this definition and must comply with all duties of RDU occupants described in sub-section 601.07. including utilizing the base level solid waste collection services from a solid waste hauler as contracted by the City.

**Section 3.** Sub-section 601.11 of the Richfield Code of Ordinances is hereby amended by adding the following double-underlined language below:

In addition to the duties described in subsection 601.07, it shall be the joint and several responsibility of every occupant of a non-RDU to perform the following duties:

(1) Arrange for the collection of solid waste by a hauler pursuant to a private contract that provides for at least weekly collection of the same in an approved disposal facility that has been approved by the City and the county. The City may permit bi-weekly trash collection only if the property also has organics collection services.

(2) Follow the City's guidelines and instructions for RDUs related to storing, disposing of, and setting out all solid waste, including placement of solid waste in



suitable and sufficient carts or receptacles with tight fitting covers and with the lid fully closed.

(3) Place carts or containers at curbside no more than 12 hours before, but no later than, the onset of the collection hours on collection day and remove the containers by the end of collection day.

(4) Non-RDUs approved for opt-out from the City's base level solid waste collection services are required to dispose of their solid waste as specified on their individual exemption form as approved by the City (e.g., self-hauling to a transfer station) and otherwise are required to comply with the duties of RDU occupants described in sub-section 601.07.

**Section 4.** This ordinance will be effective in accordance with Section 3.09 of the City Charter.

Adopted by the City of Richfield this \_\_\_\_ day of \_\_\_\_\_, 2022.

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

ATTEST:

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

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

**RESOLUTION APPROVING SUMMARY PUBLICATION  
OF AN ORDINANCE UPDATING REGULATIONS FOR SOLID WASTE DISPOSAL,  
COLLECTION, AND HAULING AND MISCELLANEOUS EDITS FOR CLARITY  
AMENDING SECTION 601 OF THE CITY CODE**

**WHEREAS**, the City has adopted the above-referenced amendment of the Richfield City Code; and

**WHEREAS**, the verbatim text of the amendment is cumbersome, and the expense of publication of the complete text is not justified;

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Richfield that the following summary is hereby approved for official publication:

**SUMMARY PUBLICATION  
BILL NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING SECTION 601 OF THE CITY CODE**

This summary of the ordinance is published pursuant to Section 3.12 of the Richfield City Charter.

This ordinance, which amends City Code Section 601 relating to solid waste disposal, collection, and hauling, does the following: updates the city code to better align with the existing residential collection contract and exemption program and regulations for home occupations.

Copies of the ordinance are available for public inspection in the City Clerk's office during normal business hours or upon request by calling the Sustainability Specialist at 612-861-9188.

Adopted by the City Council of the City of Richfield, Minnesota this 9th day of November, 2022.

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

ATTEST:

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



**STAFF REPORT NO. 164**  
**CITY COUNCIL MEETING**  
**11/9/2022**

REPORT PREPARED BY: Sack Thongvanh, Assistant City Manager

DEPARTMENT DIRECTOR REVIEW:

OTHER DEPARTMENT REVIEW: Kumud Verma, Finance Manager

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
11/3/2022

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider the 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).**

**EXECUTIVE SUMMARY:**

Staff recommends extending our contract with LOGIS to provide Enterprise Resource Planning (ERP) and Utility Billing software to the City. The presentation will include a brief history of our current financial system, the process of evaluating a new system and cost breakdown of the LOGIS proposal. The City currently receives several IT services from LOGIS, including financial software. The City, as well as 26 other agencies has used JD Edwards, a LOGIS provided software, as their financial management software. Richfield has used JD Edwards since July 2002. A detailed breakdown of the implementation and annual operating costs is included in the financial impacts section of this report.

**Background**

Software and technology have rapidly changed and advanced since 2002. Most providers have switched to cloud-based solutions, utilized Artificial Intelligence (AI) to automate manual processes, and have added more advanced features and capabilities. LOGIS recently evaluated financial management software options to offer to their members. Over the past 18 months, LOGIS worked with its members and partnered with the Government Finance Officers Association's Research and Consulting Center to refine the requirements, create the RFP, guide the selection process, and assist with pricing negotiations. The 8-member ERP Selection Team (city or agency representatives ) chose Oracle Cloud ERP and Sprypoint Cloud Utility Billing software as their preferred choice because of function and cost. Staff participated in extensive demonstrations of the software and are pleased with the significant upgrade in capabilities.

The new software will automate many inefficient processes, greatly improve workflows, track data better and provide superior reporting options. The new software also has much more comprehensive Human Resources capabilities. Moving to a new financial management system will require a significant financial and operational investment from the City. The cost share for the city will include annual costs and implementation costs of both Oracle Fusion Cloud ERP and Sprypoint Cloud Utility Billing.

A detailed letter from LOGIS has been attached for your consideration. Due to the many operational efficiencies gained by transitioning to the new software and confidence in the extensive evaluation process already taken by LOGIS and its members, staff recommend the Council accept the proposal outlined in the letter provided by LOGIS dated August 17th, 2022 and approve the attached resolution.

**RECOMMENDED ACTION:**

**By Motion: Approve the attached resolution approving a 10-year commitment for the LOGIS ERP and Utility Billing Software Applications.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

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

Resolution Approving the attached resolution approving a 10-year commitment for the LOGIS ERP and Utility Billing Software Applications.

**C. CRITICAL TIMING ISSUES:**

Approval of the attached resolution on or before November 15, 2022 to assure the current pricing schedule as outlined in the August letter from LOGIS.

**D. FINANCIAL IMPACT:**

For Richfield:

Oracle Fusion Cloud ERP

Annual Cost: Current cost of \$141,695 to \$184,256, an increase of \$42,561.

Implementation Cost: \$252,555

Sprypoint Cloud Utility Billing

Annual Cost: Current cost of \$84,830 to \$93,171, an increase of \$8,341.

Implementation Cost: \$109,081

Important Considerations:

1. Oracle costs will remain fixed for 2023-2027, followed by a 2% annual increase from 2028-2032.
2. Sprypoint costs will increase 5% annually from 2024-2032.
3. The proposal requires a 10-year commitment, and we will need to notify LOGIS by November 15, 2022.

**E. LEGAL CONSIDERATION:**

N/A

**ALTERNATIVE RECOMMENDATION(S):**

1. Continue with the current twenty year-old software which will no longer be supported.
2. Independently research, implement a RFP process, evaluate and transition to new financial software.

Both of these alternatives would require extensive amount of resources that is currently very limited due to general operations and the very tight labor market. Going through LOGIS, the City also benefits from the economy of scale and the flexibility to make sure the integration process is refined and any problems are corrected before we decide to change over to the new system.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

Sack Thongvanh, Assistant City Manager Kumud Verma, Finance Manager

**ATTACHMENTS:**

Description	Type
□ Resolution	Resolution Letter



**RESOLUTION NO.**

**RESOLUTION APPROVING A 10-YEAR  
COMMITMENT FOR THE LOGIS ERP AND  
UTILITY BILLING SOFTWARE  
APPLICATIONS**

**WHEREAS**, the City of Richfield is a member of the Local Government Information Systems (LOGIS) association; and

**WHEREAS**, the City of Richfield desires to remain in the LOGIS-supported ERP and utility billing software application systems; and

**WHEREAS**, LOGIS has negotiated new long-term contracts with Oracle Corporation and Spypoint Solutions, Inc. to serve the ERP and utility billing needs of its membership; and

**WHEREAS**, in recognition of the substantial investment and operational impact of implementing a new software system, the City of Richfield acknowledges the benefits of ensuring long-term financial and operational certainty; and

**WHEREAS**, each member participant is asked to adopt a 10-year commitment to secure its ERP and utility billing software pricing and support through LOGIS outlined from the August 17, 2022 letter as "Exhibit A".

**NOW, THEREFORE, BE IT RESOLVED**, by the City of Richfield that this resolution affirms our long-term commitment to the LOGIS ERP and utility billing software applications and associated software support effective January 1, 2023 through December 31, 2032.

Adopted by the City Council of the City of Richfield, Minnesota this 9<sup>th</sup> day of November, 2022.

---

Maria Regan Gonzalez, Mayor

ATTEST:

---

Kari Sinning, City Clerk

August 17, 2022

Dear LOGIS Members,

Over the past 18 months LOGIS has been working with its membership to research, evaluate, and select a new ERP and Utility Billing software solution to meet your needs. This featured a member-driven process involving 27 agencies who collectively established software functional requirements and participated in software demonstrations. It also included an 8-member ERP Selection Team to guide and oversee the entire process.

We also partnered with the Government Finance Officers Association's Research and Consulting Center to refine the requirements, create the RFP, guide the selection process, and assist on pricing negotiations. We received proposals from the following providers:

- Advanced Utility Systems
- Central Square
- Oracle Fusion
- Sprypoint
- Tyler MUNIS
- Workday

After two months of proposal reviews, four weeks of software demonstrations, and several months of follow-up discussions; the **Oracle Cloud ERP** and **Sprypoint Cloud Utility Billing** software solutions have been elevated by the ERP Selection Team as the preferred choice – a culmination of over 1,500 collective hours from the membership and LOGIS staff.

We recognize that moving to the new systems will require a significant financial and operational investment. To help guide you in this decision, we've compiled a list of advantages and value-added outcomes that accompany these changes. This list is presented in *Appendix A*. Proposed member costs are included in *Appendices B (annual) & C (one-time implementation)*.

We understand that this is a major decision that requires careful consideration. However, to secure your pricing, each member organization will need to provide a formal 10-year commitment by November 15, 2022. Please let us know if you have any questions or concerns regarding the selection process, proposed costs, or formal commitment. We look forward to serving your ERP and utility billing needs moving forward.

Sincerely,

*Christopher K. Miller*

Christopher K. Miller  
LOGIS Executive Director

*Tonya L. Kusmirek*

Tonya L. Kusmirek  
LOGIS Director of Finance & Administration

## Appendix A: Advantages & Value-Added Outcomes

### Member Advantages

#### General

- Top-tier software solution with advanced features and capabilities
- Cloud-based solutions with on-going enhancements and functionality that will meet member needs as they evolve
- Direct software support from highly-trained LOGIS staff
- Guaranteed pricing for the next 10 years
- More competitive price entry points for prospective member participants

#### Oracle

- Enhanced user experience for financial & human resources staff and workflow and employee self-service capabilities for all employees
- Improved/added HR functionality over JDE
- Potential replacement for third-party HR applications such as NEOGOV, Benefits Connect, etc.
- Fully-integrated HR/payroll/general ledger systems (no more double-entry)
- Built-in workflow module including accounts payable
- Built-in budgeting and financial reporting modules/dashboards
- Separate data and configuration environment for each member

#### Sprypoint

- Fully-integrated with Oracle general ledger
- Fully-integrated meter management function
- Built-in mobile field service: Sprypoint
- Built-in customer portal/payment solution: Sprypoint
- Built-in utility billing workflow module
- Potential replacement for third-party electronic payment solutions
- State-of-the-art interface/web service capability
- Embedded business intelligence reporting platform
- Separate data and configuration environment for each member

### Member Value-Added Outcomes

- Volume discount pricing on software solutions
- Vendor and LOGIS staff implementation services
- Relationship with vendors managed by LOGIS staff
- Software evaluation & selection process that featured a collective knowledge-base from 27 member-organizations
- Free on-site or remote training for system enhancements and staff on-boarding
- Locally-held user group meetings with over two dozen participating local governments



## Appendix B: Member Annual Costs

Oracle Fusion Cloud ERP					
	Current	NEW ERP Cost (estimated)			
	Fin/HR/Pay	Oracle	LOGIS	Total	\$
Member	Cost	Cost	Cost	Cost	Change
NW Community TV	\$ 16,255	\$ 50,886	\$ 11,858	\$ 62,745	\$ 46,490
DCC	18,190	50,886	13,270	64,156	45,966
SW TRANSIT	18,555	50,886	13,536	64,423	45,868
MN VALLEY TRANSIT	27,410	50,886	19,996	70,882	43,472
WACONIA	36,860	50,886	26,890	77,776	40,916
RAMSEY	66,855	50,886	48,772	99,658	32,803
NEW HOPE	74,665	50,886	54,470	105,356	30,691
S. ST PAUL	77,655	50,886	56,651	107,537	29,882
AUSTIN	83,350	80,886	60,806	141,692	58,342
CRYSTAL	86,470	80,886	63,082	143,968	57,498
FARMINGTON	88,210	80,886	64,351	145,237	57,027
WHITE BEAR	95,750	80,886	69,852	150,738	54,988
GOLDEN VALLEY	104,680	80,886	76,366	157,253	52,573
SHAKOPEE	129,835	80,886	94,717	175,604	45,769
RICHFIELD	141,695	80,886	103,370	184,256	42,561
EDEN PRAIRIE	138,795	114,636	101,254	215,890	77,095
BROOKLYN CENTER	149,690	114,636	109,202	223,838	74,148
LAKEVILLE	152,785	114,636	111,460	226,096	73,311
APPLE VALLEY	155,120	114,636	113,163	227,800	72,680
COON RAPIDS	167,655	114,636	122,308	236,944	69,289
MINNETONKA	184,490	114,636	134,589	249,226	64,736
ST LOUIS PARK	201,210	114,636	146,787	261,423	60,213
EAGAN	216,965	114,636	158,281	272,917	55,952
MAPLE GROVE	251,770	114,636	183,672	298,308	46,538
	\$ 2,684,915	\$ 2,005,020	\$ 1,958,704	\$ 3,963,724	\$ 1,278,809

### Notes:

- Current financial, HR, & payroll costs are based on members' 2023 budget amounts.
- Oracle costs includes annual licensing, software enhancements & upgrades, and data hosting. Oracle costs will remain fixed for 2023-2027, followed by a 2% annual increase from 2028-2032.
- LOGIS costs include all software support and training. Inflationary-type increases are projected in 2024-2032.
- '\$ change' column represents the difference between the new ERP system cost and your current cost with JDE + add-ons.
- Oracle Fusion ERP system modules are tightly integrated and cannot be priced separately. Oracle pricing includes all system components including financial, HR, payroll, workflow tools, and advanced reporting tools.

## Appendix B: Member Annual Costs

Sprypoint Cloud Utility Billing					
	Current	NEW Utility Billing Cost (estimated)			
	Utility Billing	Sprypoint	LOGIS	Total	\$
Member	Cost	Cost	Cost	Cost	Change
NEW HOPE	\$ 69,640	\$ 27,824	\$ 36,689	\$ 64,513	\$ (5,127)
S. ST PAUL	69,710	33,372	36,726	70,098	388
FARMINGTON	51,620	33,580	27,195	60,775	9,155
GOLDEN VALLEY	69,760	35,620	36,752	72,372	2,612
CRYSTAL	69,905	36,888	36,828	73,716	3,811
WHITE BEAR	69,725	37,900	36,734	74,634	4,909
BROOKLYN CENTER	92,049	41,160	48,494	89,654	(2,395)
RICHFIELD	84,830	48,480	44,691	93,171	8,341
ST LOUIS PARK	103,505	60,852	54,530	115,382	11,877
APPLE VALLEY	116,240	71,096	61,239	132,335	16,095
MINNETONKA	116,320	74,572	61,281	135,853	19,533
EDEN PRAIRIE	134,395	88,032	70,804	158,836	24,441
EAGAN	132,130	88,312	69,611	157,923	25,793
COON RAPIDS	132,130	90,500	69,611	160,111	27,981
LAKEVILLE	116,320	98,996	61,281	160,277	43,957
MAPLE GROVE	132,130	103,744	69,611	173,355	41,225
WOODBURY	132,130	107,092	69,611	176,703	44,573
	\$1,692,539	\$1,078,020	\$ 891,687	\$1,969,707	\$ 277,168

### Notes:

- Current utility billing costs are based on members' 2023 budget amounts.
- Sprypoint costs includes annual licensing, software enhancements & upgrades, and data hosting. Sprypoint costs will increase 5% annually from 2024-2032.
- LOGIS costs include all software support and training. Inflationary-type increases are projected in 2024-2032.
- LOGIS costs include all software support and training.
- '\$ change' column represents the difference between the new utility billing system cost and your current cost with CIS Infinity (Advanced).
- Pricing includes all system components including billing & payments, meter management, and mobile field service.

## Appendix C: Member Implementation Costs

Oracle Fusion Cloud ERP	
	Impl.
Member	Cost (est.)
NW Community TV	\$ 158,885
DCC	158,885
SW TRANSIT	158,885
MN VALLEY TRANSIT	158,885
WACONIA	158,885
RAMSEY	158,885
NEW HOPE	158,885
S. ST PAUL	158,885
AUSTIN	252,555
CRYSTAL	252,555
FARMINGTON	252,555
WHITE BEAR	252,555
GOLDEN VALLEY	252,555
SHAKOPEE	252,555
RICHFIELD	252,555
EDEN PRAIRIE	357,935
BROOKLYN CENTER	357,935
LAKEVILLE	357,935
APPLE VALLEY	357,935
COON RAPIDS	357,935
MINNETONKA	357,935
ST LOUIS PARK	357,935
EAGAN	357,935
MAPLE GROVE	357,935
	\$ 6,260,380

### Notes:

- Software implementation involves one-time costs that will be pro-rated and paid at various milestones throughout the process.
- Implementation services will be conducted jointly by the software provider and LOGIS.

## Appendix C: Member Implementation Costs

Sprypoint Cloud Utility Billing	
<u>Member</u>	<u>Impl. Cost (est.)</u>
NEW HOPE	\$ 109,081
S. ST PAUL	109,081
FARMINGTON	109,081
GOLDEN VALLEY	109,081
CRYSTAL	109,081
WHITE BEAR	109,081
BROOKLYN CENTER	109,081
RICHFIELD	109,081
ST LOUIS PARK	109,081
APPLE VALLEY	156,184
MINNETONKA	156,184
EDEN PRAIRIE	156,184
EAGAN	156,184
COON RAPIDS	156,184
LAKEVILLE	156,184
MAPLE GROVE	156,184
WOODBURY	156,184
	<u>\$ 2,231,200</u>

### Notes:

- Software implementation involves one-time costs that will be pro-rated and paid at various milestones throughout the process.
- Implementation services will be conducted jointly by the software provider and LOGIS.