



**REGULAR CITY COUNCIL MEETING  
RICHFIELD MUNICIPAL CENTER, COUNCIL CHAMBERS  
JANUARY 8, 2019  
7:00 PM**

**INTRODUCTORY PROCEEDINGS**

Call to order

Oath of office of Richfield City Council Member, Mary Supple

Oath of office of Richfield Mayor, Maria Regan Gonzalez

Open forum (15 minutes maximum)

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

Pledge of Allegiance

Approval of the minutes of the: (1) Special City Council work session of December 11, 2018; (2) Special concurrent City Council, Planning Commission, and Transportation Commission work session of December 11, 2018; (3) Regular City Council meeting of December 11, 2018; (4) Special City Council meeting of December 14, 2018.

**COUNCIL DISCUSSION**

1. Hats Off to Hometown Hits

**AGENDA APPROVAL**

2. Approval of the Agenda
3. **Consent Calendar contains several separate items, which are acted upon by the City Council in one motion. Once the Consent Calendar has been approved, the individual items and recommended actions have also been approved. No further Council action on these items is necessary. However, any Council Member may request that an item be removed from the Consent Calendar and placed on the regular agenda for Council discussion and action. All items listed on the Consent Calendar are recommended for approval.**
  - A. Consideration of the adoption of a resolution designating an official newspaper for 2019.  
Staff Report No. 1
  - B. Consideration of the adoption of resolutions designating official depositories for the City of Richfield for 2019, including the approval of collateral.  
Staff Report No. 2
  - C. Consideration of the adoption of a resolution authorizing the use of credit cards by City employees otherwise authorized to make purchases on behalf of the City.

Staff Report No. 3

- D. Consideration of the approval of a designation of an Acting City Manager for 2019.

Staff Report No. 4

- E. Consideration of the adoption of a resolution appointing election judges for the February 12, 2019 Special Election.

Staff Report No. 5

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

### **PUBLIC HEARINGS**

5. Public hearing and consideration of the approval of a transitory ordinance vacating a right-of-way easement on property at 1401 76th Street West (Seven Hills Academy).

Staff Report No. 7

### **OTHER BUSINESS**

6. Consideration of the designation of a Mayor Pro Tempore for 2019.

Staff Report No. 8

7. Consideration of the City Council's approval of the Mayor's appointments of Housing and Redevelopment Authority (HRA) Commissioners.

Staff Report No. 9

8. Consideration of designating representatives to serve as the 2019 liaisons to various metropolitan agencies and City commissions.

Staff Report No. 10

9. Discussion regarding City Council attendance at the 2019 National League of Cities (NLC) Conferences and the United States Conference of Mayors' 87th Winter Meeting.

Staff Report No. 11

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

10. City Manager's Report

### **CLAIMS AND PAYROLLS**

11. Claims and Payrolls

Open forum (15 minutes maximum)

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

12. Adjournment

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



**CITY COUNCIL MEETING MINUTES**  
Richfield, Minnesota  
**Special City Council Work Session**  
**December 11, 2018**

**CALL TO ORDER**

The work session was called to order by Mayor Elliott at 5:30 p.m. in the Municipal Center.

*Council Members Present:* Pat Elliott, Mayor; Edwina Garcia; Michael Howard; Maria Regan Gonzalez; and Simon Trautmann.

<b>Item #1</b>	<b>RECEPTION FOR MAYOR PAT ELLIOTT AND COUNCIL MEMBER MICHAEL HOWARD</b>
----------------	--

The City Council held a reception for outgoing Mayor Pat Elliott and Council Member Michael Howard.

**ADJOURNMENT**

The work session was adjourned by unanimous consent at 6:00 p.m.

Date Approved: January 8, 2019

---

Maria Regan Gonzalez  
Mayor

---

Jared Voto  
Executive Aide/Analyst

---

Katie Rodriguez  
City Manager



# CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

## Special Concurrent City Council, Planning Commission, and Transportation Commission Work Session

**December 11, 2018**

<b>CALL TO ORDER</b>
----------------------

The work session was called to order by Mayor Elliott at 6:02 p.m. in the Bartholomew Room.

*Council Members Present:* Pat Elliott, Mayor; Maria Regan Gonzalez; Edwina Garcia; Michael Howard; and Simon Trautmann.

*Planning Commission Members Present:* Bryan Pynn; Kathryn Quam; Susan Rosenberg; and James Rudolph.

*Planning Commission Members Absent:* Sean Hayford Oleary, Chair; Daniel Kitzberger; and Allysen Hoberg.

*Transportation Commission Members Present:* Ted Weidenbach, Chair; Gerry Charnitz; Paul Chillman; Wesley Dunser; Ken Severson; Gary Ness; Jeffrey Walz; Jack Wold

*Transportation Commission Members Absent:* Tim Carter; Brynn Hausz; and Francine Legba.

*Staff Present:* Pam Dmytrenko, Interim City Manager; Kristin Asher, Public Works Director; Jeff Pearson, City Engineer; John Stark, Community Development Director; Melissa Poehlman, Assistant Community Development Director; Jack Broz, Transportation Engineer; and Jared Voto, Executive Aide/Analyst.

<b>Item #1</b>	<b>I-494: AIRPORT TO 169 PROJECT</b>
----------------	--------------------------------------

Andrew Lutaya, MnDOT West Area Engineer, presented on the project including the development goals, preliminary design phase 1 and 2, public engagement efforts, alternative build analyses, and the requirement for municipal consent.

Council Members and Commissioners provided feedback and comments on a number of areas including their concerns on access consolidation and the economic impact to the area, the need to better understand the economic impact, and the need for public engagement beyond the area map shown in the presentation. Council Members requested to schedule another work session in early 2019 to further discuss the project details.

**ADJOURNMENT**

The work session was adjourned by unanimous consent at 6:56 p.m.

Date Approved: January 8, 2019

---

Maria Regan Gonzalez  
Mayor

---

Jared Voto  
Executive Aide/Analyst

---

Katie Rodriguez  
City Manager



# CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

## Regular Meeting

December 11, 2018

### CALL TO ORDER

The meeting was called to order by Mayor Elliott at 7:00 p.m. in the Council Chambers.

*Council Members Present:* Pat Elliott, Mayor; Maria Regan Gonzalez; Edwina Garcia; Michael Howard; and Simon Trautmann.

*Staff Present:* Pam Dmytrenko, Interim City Manager; Mary Tietjen, City Attorney; John Stark, Community Development Director; Kristin Asher, Public Works Director; Melissa Poehlman, Assistant Community Development Director; Jennifer Anderson, Support Services Manager; Jack Broz, Transportation Engineer; Julie Urban, Housing Manager; and Jared Voto, Executive Aide/Analyst.

### FLAG CEREMONY WITH RICHFIELD CUB SCOUT PACK 384

Richfield Cub Scout Pack 384 completed the flag ceremony.

### PLEDGE OF ALLEGIANCE

Richfield Cub Scout Pack 384 led the Pledge of Allegiance.

### OPEN FORUM

Patty Bergren, 2414 W 65 1/2 Street, spoke regarding her opposition to the proposed apartment building at 66th Street between Queen and Russell Avenues and allow no more than three stories for this development.

Ruane Onesirosan, 2421 W 65th Street, spoke regarding her opposition to the proposed apartment building at 66th Street between Queen and Russell Avenues.

### APPROVAL OF MINUTES

M/Garcia, S/Howard to approve the minutes of the: (1) Regular City Council meeting of November 27, 2018; and (2) Special City Council meeting of November 28, 2018.

Motion carried 5-0.

<b>Item #1</b>	<b>ANNUAL MEETING WITH THE TRANSPORTATION COMMISSION</b>
----------------	--

Ted Weidenbach, Chair of the Transportation Commission, thanked Tim Carter and Gary Ness for their nine years of service on the Commission and provided an update of the work completed by the Transportation Commission in 2018.

<b>Item #2</b>	<b>RICHFIELD FOUNDATION AWARDING OF GRANTS</b>
----------------	--

Scott Hvizdos, Board Chair of the Richfield Foundation, discussed the work of the Foundation and presented grants to the following organizations:

- Assistance League;
- Cornerstone;
- Crossroads Panorama;
- Loaves and Fishes;
- Oasis for Youth;
- Partnership Academy;
- People with Capes;
- Richfield Red, White and Blue Days;
- Richfield Historical Society;
- Richfield Human Rights Commission;
- Richfield Middle School;
- Tapestry;
- TreeHouse; and
- VEAP.

<b>Item #3</b>	<b>COUNCIL DISCUSSION</b> <ul style="list-style-type: none"><li>• Schedule dates for interviewing commission applicants - Jan. 12 and 19</li><li>• Hats Off to Hometown Hits</li></ul>
----------------	--

Council members agreed that both dates work and will be tentatively scheduled for interviews.

Council Member Garcia offered her condolences to the family of Beth Marshall, a 19-year employee of the City who passed away on Saturday. She also spoke regarding 65th Street Reconstruction open house on December 12 from 4-7 p.m. at City Hall; Richfield Arts Commission hosting an artist exchange and social on December 13 from 6-8 p.m. at the Richfield Community Center; the Winter Farmers Market on December 14 at the Richfield Community Center; Candlelight and Ice New Year's Eve program on December 31 at Wood Lake Nature Center; and the Police Department's Heroes and Helpers program.

Council Member Trautmann thanked commissioners for their work and invited residents to apply to join a city advisory commission with applications are available on the City's website.

Council Member Regan Gonzalez thanked Mayor Elliott and Council Member Howard for their service and spoke regarding the Chamber of Commerce holiday party on December 13 at Vinocopia; the City was a finalist for Humphrey Institute's local government initiative award; and the City

launched a new podcast that can be found at [www.richfieldmn.gov/podcast](http://www.richfieldmn.gov/podcast) or by searching “Richfield” on iTunes or Spotify.

Council Member Howard spoke regarding the opportunity to be on the City Council.

Mayor Elliott spoke regarding the City’s podcast since he was on the first episode; and the City has an opening on the Richfield Housing and Redevelopment Authority and Economic Development Authority and invited residents to apply on the City’s website.

Council Members thanked Mayor Elliott and Council Member Howard for all their work while serving on the City Council and thanked them for their service.

Mayor Elliott and Council Member Howard thanked the Council for their thoughts.

<b>Item #4</b>	<b>APPROVAL OF THE AGENDA</b>
----------------	-------------------------------

M/Howard, S/Trautmann to approve the agenda.

Motion carried 5-0.

<b>Item #5</b>	<b>CONSENT CALENDAR</b>
----------------	-------------------------

Interim City Manager Dmytrenko presented the consent calendar.

M/Trautmann, S/Elliott to remove Item D from the consent calendar.

Motion carried 4-0. Council Member Howard stepped away prior to the vote.

- A. Consideration of the adoption of a resolution authorizing Minnesota Department of Transportation Agency Agreement No. 1032616 for Federal Participation in Advance Construction related to the 77th Street Underpass Project. (S.R. No. 214)

RESOLUTION NO. 11572  
RESOLUTION AUTHORIZING MAYOR AND CITY MANAGER TO  
EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION  
(MnDOT) AGENCY AGREEMENT NO. 1032616 FOR FEDERAL  
PARTICIPATION IN ADANCE CONSTRUCTION FOR THE 77th  
STREET UNDERPASS PROJECT STATE PROJECT NO. 157-108-035;  
157-594-002, AND 2758-81; SPTF 2719(097)

This resolution appears as Resolution No. 11572.

- B. Consideration of the adoption of a resolution approving a Fair Housing Policy. (S.R. No. 215)

RESOLUTION NO. 11573  
A RESOLUTION APPROVING THE ADOPTION OF A FAIR HOUSING  
POLICY

This resolution appears as Resolution No. 11573.



- C. Consideration of the adoption of a resolution authorizing Richfield Public Safety/Police Department to accept donations from the listed agencies, businesses and private individuals for designated uses. (S.R. No. 216)

RESOLUTION NO. 11574  
RESOLUTION AUTHORIZING RICHFIELD PUBLIC SAFETY/POLICE  
DEPARTMENT TO ACCEPT DONATIONS FROM THE LISTED  
AGENCIES, BUSINESSES AND PRIVATE INDIVIDUALS FOR  
DESIGNATED USES

This resolution appears as Resolution No. 11574.

- E. Consideration of the adoption of a resolution authorizing an internal loan up to \$900,000 to the Liquor Fund for costs incurred in the remodeling of City municipal stores. (S.R. No. 218)

RESOLUTION NO. 11576  
RESOLUTION AUTHORIZING AN INTERNAL LOAN UP TO \$900,000  
FOR COSTS INCURRED IN THE REMODELING OF CITY MUNICIPAL  
LIQUOR STORES

This resolution appears as Resolution No. 11576.

- F. Consideration of the approval of first reading of a transitory ordinance vacating a right-of-way easement on property at 1401 76th Street West (Seven Hills Academy) and schedule a public hearing and second reading for January 8, 2019. (S.R. No. 219)
- G. Consideration of the approval of the renewal of the 2019 licenses for On-Sale 3.2 Percent Malt Liquor, OffSale 3.2 Percent Malt Liquor and taxi companies doing business in Richfield. (S.R. No. 220)

Licenses to Operate in Richfield

Gold Star Taxi - 7 vehicles  
Airport Taxi - 6 vehicles

Licenses to sell 3.2 Percent Malt Liquor

La Vaquita Short Stop - Off-Sale  
La Vaquita 2 - Off-Sale  
Portland Food Mart - Off-Sale  
Pump & Munch - Off-Sale  
Richfield Minnoco - Off-Sale  
Speedway #4186 - Off-Sale  
Speedway #4188 - Off-Sale  
Speedway #4191 - Off-Sale  
Speedway #4615 - Off-Sale  
Target Corporation - Off-Sale  
Sandy's Tavern - On-Sale  
Vina Restaurant - On-Sale

M/Elliott, S/Garcia to approve the consent calendar, as amended.

Motion carried 5-0.

<b>Item #6</b>	<b>CONSIDERATION OF ITEMS, IF ANY, REMOVED FROM THE CONSENT CALENDAR</b>
----------------	--

- D. Consideration of the adoption of a resolution appointing representatives to the Board of Directors of the Richfield Tourism Promotion Board, Inc. (S.R. No. 217)

Council Member Trautmann presented Staff Report No. 217.

Council members discussed having a work session in the future to discuss the Richfield Tourism Promotion Board.

M/Trautmann, S/Howard to adopt a resolution appointing representatives to the Board of Directors of the Richfield Tourism Promotion Board, Inc.

RESOLUTION NO. 11575  
RESOLUTION APPOINTING REPRESENTATIVES TO THE BOARD OF  
DIRECTORS OF THE RICHFIELD TOURISM PROMOTION BOARD,  
INC.

Motion carried 5-0. This resolution appears as Resolution No. 11575.

<b>Item #7</b>	<b>CONSIDERATION OF LAND USE APPROVALS RELATED TO A PROPOSAL FOR A 183-UNIT APARTMENT BUILDING ON THE NORTH SIDE OF 66TH STREET BETWEEN QUEEN AND RUSSELL AVENUES (FUTURE ADDRESS: 2400 66TH STREET WEST). (S.R. NO. 221)</b>
----------------	---

Lucianna Peterson, 2500 W 66th Street, spoke regarding living at Sheridan Court and opposition to the proposed apartment building at 66th Street between Queen and Russell Avenues.

Council Member Trautmann presented Staff Report No. 221.

Mayor Elliot stated he reviewed the meeting minutes when the Fraser House was proposed in the area and discussed the opposition at that time. He stated his belief that if the apartments are built it would be a welcomed addition to the neighborhood, much like Fraser is today.

Council Member Howard asked staff to speak to traffic management in the area.

Assistant Community Development Director Poehlman responded that there is an extensive traffic study with the staff report and stated the report predicts increases in traffic on adjacent streets and traffic levels remain low compared to other streets that come off of 66th Street. She stated engineering and public works staff has reviewed plans in terms of plowing and maintenance and there will be restricted parking on the extension of Russel Avenue. She also stated this project has more parking available than other approved developments in the last 5-10 years.

Council Member Howard asked the developer about number of residents in the apartment, demand for the apartments, and if the developer could commit to outreach to Fraser residents.

David Lundy, 2048 Lower Saint Dennis Road, St. Paul, spoke for the developer and stated the expect 250 residents based on the size of the apartments and that the current vacancy rates Richfield are 1-2 percent and the vacancy rate in the market area have not been greater than 7 percent historically. He also committed to continuing their positive relationship with Fraser.

Council Member Trautmann asked staff about inspecting surrounding properties and documenting the structural integrity of the properties and monitoring during construction.

Assistant Community Development Director Poehlman responded that it is included in the resolution being considered by Council.

M/Trautmann, S/Howard to approve an ordinance amending Appendix I of the Richfield City Code to change the zoning designation of Blocks 2 and 3, Harry Tickner's Subdivision of Lot 15, Richfield Gardens from High-Density Residential (MR-3) and Single Family Residential (R) to Planned Multi-Family Residential (PMR).

Motion carried 5-0.

M/Trautmann, S/Howard to adopt a resolution approving a Planned Unit Development, Conditional Use Permit, and Final Development Plan for a 183-unit apartment development on the north side of 66th Street between Queen and Russell Avenues (future address 2400 66th Street West).

Council Member Howard commented his support for this project and stated the city needs market rate apartments to fill the demand as well as affordable housing.

Council Member Regan Gonzalez commended Planning Commissioner Pynn for the proposal to reduce the northern side to 3 stories as it abuts single family homes and reiterated the importance of the developer communicating with nearby residents during construction.

Mayor Elliott commented on the need for barrier free housing and appreciated the developer bringing it forward in this project.

Council Member Trautmann echoed Mayor Elliott's comments on the barrier free apartments and thanked those who commented on the project and helped to make it better.

RESOLUTION NO. 11577  
RESOLUTION APPROVING A FINAL DEVELOPMENT PLAN AND  
CONDITIONAL USE PERMIT FOR A PLANNED UNIT DEVELOPMENT

Motion carried 5-0. This resolution appears as Resolution No. 11577.

<b>Item #8</b>	<b>PUBLIC HEARING AND CONSIDERATION OF THE APPROVAL OF A TRANSITORY ORDINANCE VACATING QUEEN AVENUE AND A PORTION OF RUSSELL AVENUE BETWEEN 65TH ½ STREET AND 66TH STREET. (S.R. NO. 222)</b>
----------------	---

Mayor Elliott presented Staff Report No. 222 and opened the public hearing.

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

Motion carried 4-0. Council Member Trautmann stepped away prior to this vote.

M/Elliott, S/Howard to approve a transitory ordinance vacating Queen Avenue and a portion of Russell Avenue between 65th ½ Street and 66th Street.

Motion carried 4-0. Council Member Trautmann stepped away prior to this vote.

<b>Item #9</b>	<b>PUBLIC HEARING AND CONSIDERATION OF THE ADOPTION OF A RESOLUTION APPROVING A PRELIMINARY PLAT OF THE "CEDAR POINT 2" ADDITION THAT WILL COMBINE 27 PARCELS AND VACATED 64TH STREET RIGHT-OF-WAY INTO 5 PARCELS, IN ORDER TO ALLOW CONSTRUCTION OF A PREVIOUSLY APPROVED HOUSING PROJECT. (S.R. NO. 223)</b>
----------------	--

Council Member Regan Gonzalez presented Staff Report No. 223 and opened the public hearing.

M/Elliott, S/Trautmann to close the public hearing.

Motion carried 5-0.

M/Regan Gonzalez, S/Elliott to adopt a resolution for a preliminary plat of the "Cedar Point 2" Addition.

RESOLUTION NO. 11578  
RESOLUTION GRANTING PRELIMINARY APPROVAL OF A PLAT FOR  
CEDAR POINT 2 ADDTION

Motion carried 5-0. This resolution appears as Resolution No. 11578.

<b>Item #10</b>	<b>PUBLIC HEARING AND CONSIDERATION OF THE APPROVAL OF SECOND READING OF AN ORDINANCE AMENDMENT TO THE RICHFIELD CITY CODE APPENDIX D (FEE SCHEDULE) AND ADOPT A RESOLUTION APPROVING SUMMARY PUBLICATION OF SAID ORDINANCE. THE PROPOSED ORDINANCE WOULD REVISE FEES RELATED TO CERTAIN BUILDING PERMIT AND PLANNING AND ZONING APPLICATION FEES. (S.R. NO. 224)</b>
-----------------	---

Council Member Howard presented Staff Report No. 224 and opened the public hearing.

M/Elliott, S/Howard to close the public hearing.

Motion carried 5-0.

Council Members discussed the potential need for a work session to discuss license fees and understand how they compare to comparable cities.

M/Howard, S/Trautmann to approve a second reading of an ordinance amendment to Richfield City Code Appendix D (Fee Schedule) related to building permit and planning and zoning application fees and adopt a resolution authorizing summary publication of an ordinance amending Richfield City Code Appendix D (Fee Schedule) related to building permit and planning and zoning application fees.

RESOLUTION NO. 11579  
RESOLUTION APPROVING SUMMARY PUBLICATION OF AN  
ORDINANCE AMENDING APPENDIX D TO THE RICHFIELD CITY  
CODE; ESTABLISHING A FEE SCHEDULE FOR CERTAIN PERMITS  
AND APPLICATIONS

Motion carried 5-0. This resolution appears as Resolution No. 11579.

<b>Item #11</b>	<b>PUBLIC HEARING AND CONSIDERATION OF THE APPROVAL OF THE RENEWAL OF 2019 PAWNBROKER AND SECONDHAND GOODS DEALER LICENSES FOR METRO PAWN &amp; GUN, INC. 7529 LYNDAL AVE SOUTH. (S.R. NO. 225)</b>
-----------------	---

Council Member Garcia presented Staff Report No. 225 and opened the public hearing.

Mark Nichols and Jared Kuntz, owner and general manager of Metro Pawn & Gun, Inc., introduced themselves, thanked the Council for their consideration, and informed Council they were available if any issues arise.

M/Elliott, S/Garcia to close the public hearing.

Motion carried 5-0.

M/Garcia, S/Elliott to approve the renewal of 2019 Pawnbroker and Secondhand Goods Dealer licenses for Metro Pawn & Gun, Inc. 7529 Lyndale Avenue South.

Motion carried 5-0.

<b>Item #12</b>	<b>PUBLIC HEARING AND CONSIDERATION OF THE APPROVAL OF THE RENEWAL OF 2019 CLUB ON-SALE INTOXICATING AND SUNDAY LIQUOR LICENSES FOR FRED BABCOCK V.F.W. POST NO. 5555 D/B/A FOUR NICKELS FOOD AND DRINK, 6715 LAKESHORE DRIVE. (S.R. NO. 226)</b>
-----------------	---

<b>Item #13</b>	<b>PUBLIC HEARING AND CONSIDERATION OF THE APPROVAL OF THE RENEWAL OF 2019 CLUB ON-SALE AND SUNDAY LIQUOR LICENSES FOR MINNEAPOLIS-RICHFIELD AMERICAN LEGION POST NO. 435, 6501 PORTLAND AVENUE SOUTH. (S.R. NO. 227)</b>
-----------------	---

Mayor Elliott presented Staff Report Nos. 226 and 227 and opened the public hearings for all 2019 Club On-Sale Intoxicating and Sunday Liquor licenses.

M/Garcia, S/Howard to close the public hearings.

Motion carried 5-0.

M/Elliott, S/Trautmann to approve the renewal of the 2019 Club On-sale Intoxicating and Sunday Liquor licenses for:

- Four Nickels Food and Drink; and
- Minneapolis-Richfield American Legion Post No. 435.

Motion carried 5-0.

<b>Item #14</b>	<b>PUBLIC HEARING AND CONSIDERATION OF THE APPROVAL OF THE RENEWAL OF 2019 ON-SALE WINE AND 3.2 PERCENT MALT LIQUOR LICENSES FOR CHIPOTLE MEXICAN GRILL OF COLORADO, LLC D/B/A CHIPOTLE MEXICAN GRILL, 7644 LYNDAL AVE. SOUTH. (S.R. NO. 228)</b>
<b>Item #15</b>	<b>PUBLIC HEARING AND CONSIDERATION OF THE APPROVAL OF THE RENEWAL OF 2019 ON-SALE WINE AND 3.2 PERCENT MALT LIQUOR LICENSES FOR DAVANNI'S, INC. D/B/A DAVANNI'S PIZZA AND HOT HOAGIES, 6345 PENN AVE. SOUTH. (S.R. NO. 229)</b>
<b>Item #16</b>	<b>PUBLIC HEARING AND CONSIDERATION OF THE APPROVAL OF THE RENEWAL OF 2019 ON-SALE WINE AND 3.2 PERCENT MALT LIQUOR LICENSES FOR JOY'S PATTAYA THAI RESTAURANT, LLC D/B/A JOY'S PATTAYA THAI RESTAURANT, 7545 LYNDAL AVE. SOUTH. (S.R. NO. 230)</b>
<b>Item #17</b>	<b>PUBLIC HEARING AND CONSIDERATION OF THE APPROVAL OF THE RENEWAL OF 2019 ON-SALE WINE AND 3.2 PERCENT MALT LIQUOR LICENSES WITH OUTSIDE SEATING FOR LRFC, LLC D/B/A LOCAL ROOTS FOOD &amp; COFFEE, 817 66TH STREET EAST. (S.R. NO. 231)</b>
<b>Item #18</b>	<b>PUBLIC HEARING AND CONSIDERATION OF THE APPROVAL OF THE RENEWAL OF 2019 ON-SALE WINE AND 3.2 PERCENT MALT LIQUOR LICENSES FOR LOS SANCHEZ TAQUERIA # 2, LLC D/B/A LOS SANCHEZ TAQUERIA, 2 66TH STREET WEST. (S.R. NO. 232)</b>
<b>Item #19</b>	<b>PUBLIC HEARING AND CONSIDERATION OF THE APPROVAL OF THE RENEWAL OF 2019 ON-SALE WINE AND 3.2 PERCENT MALT LIQUOR LICENSES FOR MY BURGER OPERATIONS, LLC D/B/A MY BURGER, 6555 LYNDAL AVE. SOUTH. (S.R. NO. 233)</b>
<b>Item #20</b>	<b>PUBLIC HEARING AND CONSIDERATION OF THE APPROVAL OF THE RENEWAL OF 2019 ON-SALE WINE AND 3.2 PERCENT MALT LIQUOR LICENSES FOR MINNESOTA JUNIOR HOCKEY GROUP, LLC D/B/A MINNESOTA MAGICIANS AT THE RICHFIELD ICE ARENA, 636 EAST 66TH STREET. (S.R. NO. 234)</b>

<b>Item #21</b>	<b>PUBLIC HEARING AND CONSIDERATION OF THE APPROVAL OF THE RENEWAL OF 2019 ON-SALE WINE AND 3.2 PERCENT MALT LIQUOR LICENSES FOR PATRICK'S FRENCH BAKERY, INC. D/B/A PATRICK'S BAKERY &amp; CAFE, 2928 66TH STREET WEST. (S.R. NO. 235)</b>
-----------------	---

<b>Item #22</b>	<b>PUBLIC HEARING AND CONSIDERATION OF THE APPROVAL OF THE RENEWAL OF 2019 ON-SALE WINE AND 3.2 PERCENT MALT LIQUOR LICENSES FOR HENRY THOU D/B/A RED PEPPER CHINESE RESTAURANT, 2910 66TH STREET WEST. (S.R. NO. 236)</b>
-----------------	--

Council Member Regan Gonzalez presented Staff Report Nos. 228 through 236 and opened the public hearings for all 2019 On-Sale Wine and 3.2 Percent Malt Liquor licenses.

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

Motion carried 5-0.

M/Regan Gonzalez, S/Trautmann to approve the renewal of the 2019 On-Sale Wine and 3.2 Percent Malt Liquor licenses for:

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

Motion carried 5-0.

<b>Item #23</b>	<b>PUBLIC HEARING AND CONSIDERATION OF THE APPROVAL OF THE RENEWAL OF 2019 ON-SALE INTOXICATING AND SUNDAY LIQUOR LICENSES, WITH OPTIONAL 2 A.M. CLOSING, FOR FRENCHMAN'S PUB, INC. D/B/A FRENCHMAN'S, 1400 66TH STREET EAST. (S.R. NO. 237)</b>
-----------------	--

<b>Item #24</b>	<b>PUBLIC HEARING AND CONSIDERATION OF THE APPROVAL OF THE RENEWAL OF 2019 ON-SALE INTOXICATING AND SUNDAY LIQUOR LICENSES, WITH OPTIONAL 2 A.M. CLOSING FOR EL TEJABAN MEXICAN RESTAURANT, LLC D/B/A EL TEJABAN MEXICAN GRILL, 6519 NICOLLET AVENUE SOUTH. (S.R. NO. 238)</b>
-----------------	--

<b>Item #25</b>	<b>PUBLIC HEARING AND CONSIDERATION OF THE APPROVAL OF THE RENEWAL OF 2019 ON-SALE INTOXICATING AND SUNDAY LIQUOR LICENSES WITH OUTSIDE SERVICE, FOR THOMPSON'S FIRESIDE PIZZA, INC. D/B/A FIRESIDE FOUNDRY, 6736 PENN AVENUE SOUTH. (S.R. NO. 239)</b>
<b>Item #26</b>	<b>PUBLIC HEARING AND CONSIDERATION OF THE APPROVAL OF THE RENEWAL OF 2019 ON-SALE INTOXICATING AND SUNDAY LIQUOR LICENSES FOR LYNDAL SMOKEHOUSE, LLC D/B/A LYNDAL SMOKEHOUSE, 7745 LYNDAL AVENUE SOUTH. (S.R. NO. 240)</b>
<b>Item #27</b>	<b>PUBLIC HEARING AND CONSIDERATION OF THE APPROVAL OF THE RENEWAL OF 2019 ON-SALE INTOXICATING AND SUNDAY LIQUOR LICENSES, WITH OUTSIDE SERVICE, FOR VPC RICHFIELD PIZZA, LLC D/B/A GIORDANO'S OF RICHFIELD, 3000 66TH STREET WEST. (S.R. NO. 241)</b>
<b>Item #28</b>	<b>PUBLIC HEARING AND CONSIDERATION OF THE APPROVAL OF THE RENEWAL OF 2019 ON-SALE INTOXICATING AND SUNDAY LIQUOR LICENSES, WITH OUTSIDE SERVICE FOR WILTSHIRE RESTAURANTS, LLC D/B/A HOULIHAN'S RESTAURANT &amp; BAR, 6601 LYNDAL AVENUE SOUTH. (S.R. NO. 242)</b>
<b>Item #29</b>	<b>PUBLIC HEARING AND CONSIDERATION OF THE APPROVAL OF THE RENEWAL OF 2019 ON-SALE INTOXICATING AND SUNDAY LIQUOR LICENSES FOR PAISAN INCORPORATED D/B/A KHAN'S MONGOLIAN BARBEQUE, 500 78TH STREET EAST. (S.R. NO. 243)</b>
<b>Item #30</b>	<b>PUBLIC HEARING AND CONSIDERATION OF THE APPROVAL OF THE RENEWAL OF 2019 ON-SALE INTOXICATING AND SUNDAY LIQUOR LICENSES FOR LYN 65, LLC D/B/A LYN 65 KITCHEN &amp; BAR, 6439 LYNDAL AVENUE SOUTH. (S.R. NO. 244)</b>
<b>Item #31</b>	<b>PUBLIC HEARING AND CONSIDERATION OF THE APPROVAL OF THE RENEWAL OF 2019 ON-SALE INTOXICATING AND SUNDAY LIQUOR LICENSES, WITH OUTSIDE SERVICE AND THE OPTIONAL 2 A.M. CLOSING, FOR PIZZA LUCE VII, INC. D/B/A PIZZA LUCE, 800 66TH STREET WEST. (S.R. NO. 245)</b>

Council Member Howard presented Staff Report Nos. 237 through 245 and opened the public hearings for all 2019 On-Sale Intoxicating and Sunday Liquor licenses.



Miguel Hernández, 7244 York Ave S, Edina, owner of El Tejaban Mexican Grill, thanked the Council and stated his appreciation for being in Richfield for 10 years.

M/Elliott, S/Garcia to close the public hearings.

Motion carried 5-0.

M/Howard, S/Regan Gonzalez to approve the renewal of the 2019 On-Sale Intoxicating and Sunday Liquor licenses for:

- Frenchman's;
- El Tejaban Mexican Grill;
- Fireside Foundry;
- Lyndale Smokehouse;
- Giordano's of Richfield;
- Houlihan's Restaurant & Bar;
- Khan's Mongolian Barbeque;
- Lyn 65 Kitchen & Bar; and
- Pizza Luce.

Motion carried 5-0.

<b>Item #32</b>	<b>CONSIDERATION OF THE ADOPTION OF RESOLUTIONS APPROVING THE 2018 REVISED/2019 PROPOSED BUDGET AND TAX LEVY AND RELATED RESOLUTIONS. (S.R. NO. 246)</b>
-----------------	--

Council Member Regan Gonzalez presented Staff Report No. 246.

Council Member Regan Gonzalez discussed a Star Tribune article regarding property tax increases in relation to the market value increases and that Richfield fared well compared to our neighbors.

M/Regan Gonzalez, S/Howard to adopt resolutions approving the 2018 Revised/2019 Proposed budget and tax levy and related resolutions.

RESOLUTION NO. 11580  
RESOLUTION ADOPTING A BUDGET AND TAX LEVY FOR THE YEAR  
2019

RESOLUTION NO. 11581  
RESOLUTION AUTHORIZING BUDGET REVISIONS

RESOLUTION NO. 11582  
RESOLUTION AUTHORIZING REVISION OF 2018 BUDGET OF  
VARIOUS DEPARTMENTS

RESOLUTION NO. 11583  
RESOLUTION AUTHORIZING ADJUSTMENT TO CITY'S MILEAGE  
REIMBURSEMENT RATE TO CONFORM TO INTERNAL REVENUE  
SERVICE STATUTORY MILEAGE REIMBURSEMENT RATE

RESOLUTION NO. 11584  
RESOLUTION ADOPTING THE 2019 CAPITAL IMPROVEMENT  
BUDGET

RESOLUTION NO. 11585  
RESOLUTION ADOPTING THE 2020-2023 CAPITAL IMPROVEMENT  
PROGRAM

RESOLUTION NO. 11586  
RESOLUTION RELATING TO PURCHASING PRACTICES IN THE CITY  
OF RICHFIELD AMENDING RESOLUTION NO. 11451

RESOLUTION NO. 11587  
RESOLUTION ESTABLISHING WASTEWATER SERVICE RATES AND  
CHARGES, WATER RATES AND CHARGES, SPECIAL WATER  
SERVICE CHARGES, STORM SEWER RATES AND CHARGES,  
STREET LIGHT RATES AND CHARGES, AND 6.5% PENALTY ON  
PAST DUE ACCOUNTS

RESOLUTION NO. 11588  
RESOLUTION ESTABLISHING A PUBLIC WORKS ON-CALL  
COMPENSATION POLICY

RESOLUTION NO. 11589  
RESOLUTION ESTABLISHING 2019 LICENSE, PERMIT AND  
MISCELLANEOUS FEES PURSUANT TO THE PROVISIONS OF  
APPENDIX D OF THE ORDINANCE CODE OF THE CITY OF  
RICHFIELD RESCINDING RESOLUTION NO. 11454

RESOLUTION NO. 11590  
RESOLUTION RELATING TO THE 2019 GENERAL SERVICES  
SALARY COMPENSATION PLAN

RESOLUTION NO. 11591  
RESOLUTION RELATING TO THE 2019 MANAGEMENT SALARY  
COMPENSATION PLAN

RESOLUTION NO. 11592  
RESOLUTION RELATING TO THE 2019 SPECIALIZED PAY PLAN

RESOLUTION NO. 11593  
RESOLUTION AUTHORIZING A CAR ALLOWANCE REIMBURSEMENT  
POLICY

Motion carried 5-0. These resolutions appear as Resolution No. 11580, 11581, 11582, 11583, 11584, 11585, 11586, 11587, 11588, 11589, 11590, 11591, 11592, and 11593.

Item #33	<b>CONSIDERATION OF THE ADOPTION OF A RESOLUTION AUTHORIZING THE HOUSING AND REDEVELOPMENT AUTHORITY TO SUBMIT AN APPLICATION TO THE BROWNFIELD GAP FINANCING PROGRAM FOR FUNDS TO PAY FOR A PHASE II ENVIRONMENTAL ASSESSMENT OF 6501 PENN AVENUE. (S.R. NO. 247)</b>
----------	--

Mayor Elliott presented Staff Report No. 247.

M/Elliott, S/Regan Gonzalez to adopt a resolution authorizing the Housing and Redevelopment Authority to submit an application to the Brownfield Gap Financing Program to pay for a Phase II Environmental Assessment of 6501 Penn Avenue.

Motion carried 5-0.

<b>Item #34</b>	<b>CONSIDERATION OF THE APPROVAL OF AN EMPLOYMENT AGREEMENT BETWEEN THE CITY OF RICHFIELD AND CATHERINE RODRIGUEZ, TO SERVE AS CITY MANAGER OF THE CITY OF RICHFIELD. (S.R. NO. 248)</b>
-----------------	--

Mayor Elliott presented Staff Report No. 248.

M/Elliott, S/Trautmann to approve an employment agreement between the City of Richfield and Catherine Rodriguez, to serve as City Manager of the City of Richfield.

Motion carried 5-0.

Ms. Rodriguez thanked the Council and stated she is excited to get started.

<b>Item #35</b>	<b>CITY MANAGER'S REPORT</b>
-----------------	------------------------------

Interim City Manager Dmytrenko welcomed Ms. Rodriguez to Richfield and extended her thanks to Mayor Elliott and Council Member Howard as they leave the council.

Council Member Trautmann thanked Mayor Elliott and Council Member Howard and wished them both well.

Mayor Elliott thanked the citizens of Richfield for electing him four times and enjoyed his time on City Council.

Council Member Howard discussed his time on Council and thanked city staff, his fellow council members, his family, and the Richfield community.

<b>Item #36</b>	<b>CLAIMS AND PAYROLLS</b>
-----------------	----------------------------

M/Garcia, S/Elliott that the following claims and payrolls be approved:

<b>U.S. Bank</b>	<b>12/11/18</b>
A/P Checks: 273245 - 273571	\$ 1,123,551.96
Payroll: 141298 - 141624 ; 42875 - 43027	660,041.71
TOTAL	\$ 1,783,593.67

Motion carried 5-0.

<b>OPEN FORUM</b>
-------------------

None.

<b>Item #37</b>	<b>ADJOURNMENT</b>
-----------------	--------------------

The meeting was adjourned by unanimous consent at 9:42 p.m.

Date Approved: January 8, 2019

---

Maria Regan Gonzalez  
Mayor

---

Jared Voto  
Executive Aide/Analyst

---

Katie Rodriguez  
City Manager



# CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

## Special City Council Meeting

December 14, 2018

### CALL TO ORDER

The meeting was called to order by Mayor Elliott at 1:30 p.m. in the Council Chambers.

*Council Members Present:* Pat Elliott, Mayor; Edwina Garcia; and Maria Regan Gonzalez.

*Council Members Absent:* Michael Howard; and Simon Trautmann.

*Staff Present:* John Stark, Community Development Director; Kari Sinning, Deputy City Clerk; and Jared Voto, Executive Aide/Analyst.

<b>ITEM #1</b>	<b>CONSIDERATION OF THE ADOPTION OF A RESOLUTION DECLARING A VACANCY IN THE OFFICE OF COUNCIL MEMBER WARD THREE AND CALLING FOR A SPECIAL ELECTION. (S.R. NO. 249)</b>
----------------	--

Mayor Elliott presented Staff Report No. 249 and read the resolution.

Council members discussed the importance of voting in the special election and urged residents of Ward 3 to vote on February 12, 2019.

M/Elliott; S/Regan Gonzalez to adopt a resolution declaring a vacancy in the office of Council Member Ward Three and calling for a special election on February 12, 2019.

Motion passed 3-0.

### ADJOURNMENT

The meeting was adjourned by unanimous consent at 1:36 p.m.

Date Approved: January 8, 2019

---

Maria Regan Gonzalez  
Mayor

---

Jared Voto  
Executive Aide/Analyst

---

Katie Rodriguez  
City Manager



**STAFF REPORT NO. 1**  
**CITY COUNCIL MEETING**  
**1/8/2019**

REPORT PREPARED BY: Jared Voto, Executive Aide/Analyst

DEPARTMENT DIRECTOR REVIEW: Pam Dmytrenko, Interim City Manager  
12/26/2018

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Pam Dmytrenko, Interim City Manager  
12/26/2018

**ITEM FOR COUNCIL CONSIDERATION:**

**Consideration of the adoption of a resolution designating an official newspaper for 2019.**

**EXECUTIVE SUMMARY:**

Section 13.01 of the Charter of the City of Richfield requires the City Council annually designate an official newspaper for the City.

The *Richfield Sun-Current* has served as the official paper for the City for many years and has proven to be a reliable and professional publication that is delivered to nearly all residences in the City. The *Richfield Sun-Current* has expressed an interest in continuing to serve as the official newspaper of the City.

**RECOMMENDED ACTION:**

**By motion: Adopt a resolution designating the *Richfield Sun-Current* as the official newspaper for the City of Richfield for 2019.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

- This information is contained in the Executive Summary.

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

- This information is contained in the Executive Summary.

**C. CRITICAL TIMING ISSUES:**

- The City Council typically considers the designation of an official newspaper at the first meeting in January of each year.

**D. FINANCIAL IMPACT:**

- The 2019 price quote from the Sun-Current for the publication of legal notices is reasonable and similar to the cost of publishing in the Star Tribune.

**E. LEGAL CONSIDERATION:**

- A newspaper must be designated each year by the City for publication of all official and legal City business.

**ALTERNATIVE RECOMMENDATION(S):**

- The City Council may choose to postpone designation of an official newspaper to a future meeting and request the City Clerk's office to gather quotes from other newspapers.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

None

**ATTACHMENTS:**

Description		Type
▣	Resolution	Resolution Letter
▣	2019 Sun Current Quote	Backup Material
▣	2019 Star Tribune Quote	Backup Material

**RESOLUTION NO.**

**RESOLUTION DESIGNATING AN OFFICIAL  
NEWSPAPER FOR 2018**

**WHEREAS**, the Charter of the City of Richfield requires in Section 13.01 thereof that the City Council annually designate an official newspaper for the City.

**NOW, THEREFORE, BE IT RESOLVED** that the *Richfield Sun-Current* is designated the official legal newspaper for the City of Richfield for 2019 for all publications required to be published therein.

Adopted by the City Council of the City of Richfield, Minnesota this 8th day of January, 2019.

---

Maria Regan Gonzalez, Mayor

ATTEST:

---

Elizabeth VanHoose, City Clerk





December 2018

City of Richfield  
City Council  
6700 Portland Avenue  
Richfield, MN 55423-2599

Dear City Council Members:

Please accept the following bid from the ***Richfield Sun-Current*** for legal newspaper designation for the City of Richfield. This newspaper is qualified by the State of Minnesota as a legal newspaper under Minnesota Statutes Section 331A.02, Subd. 1.

The following rate structure for legals is effective January 1, 2019:

First insertion:	<b>\$11.90</b> per column inch
Subsequent insertions:	<b>\$7.00</b> per column inch
Characters per inch:	<b>320</b>
Lines per inch:	<b>9</b>

A notarized affidavit will be provided for each notice published. Additional affidavits are \$2.50 each. A \$20.00 charge will be assessed on legal notices that require typing. All published legal notices are posted on the *Sun-Current* website at no additional charge.

The *Sun-Current* is published weekly on Thursdays. The deadline is 2:00 p.m. on Thursday for publication the following Thursday. Please email legal notices to [publicnotice@ecm-inc.com](mailto:publicnotice@ecm-inc.com).

Thank you for considering the *Sun-Current* as the official newspaper for the City of Richfield for the upcoming year. We appreciate the opportunity to serve the needs of your community.

Sincerely,

A handwritten signature in cursive script, appearing to read "Steve".

Steve Gall  
Advertising Director

**From:** Wescome, Ryan <Ryan.Wescome@startribune.com>  
**Sent:** Wednesday, December 26, 2018 9:42 AM  
**To:** Jared Voto  
**Subject:** RE: [EXTERNAL] 2019 Quote for Legal Notices - City of Richfield

Hi Jared,

Thank you for taking the time to reach out in regards to the official publication designation.

We do our pricing a bit different so let me know if this makes sense.

Our pricing is \$1.31 per line, per day for all insertions.  
We fit approximately 32 characters per line.  
We fit approximately 238 lines per column, and we run 6 columns wide.

So after doing some digging, I noticed Pioneer Press' columns are about half of our width. We fit around 30-32 characters per line, including spaces, whereas they seem to fit between 20-22.

So theoretically, you could argue that their true per column inch rate would need to be upped by 50% to be able to compare to ours. This would put them around \$9 already.

Additionally, I noticed they center their notices and add white space. Both of these would obviously take up even more space, and drive the rate up. Plus as I mentioned, PCI means you are paying for space you aren't using.

With these things all factored in, it would make it impossible to truly make it apples to apples. However at the bare minimum you could say a \$9 PCI versus our \$11.79 and we don't center or add white space.

For a more accurate comparison, can you send over a notice you ran with them and I can send you a proof and a quote of what it would have been with us?

**Holiday Deadlines: We will be closing at 2pm on 12/31 and will be closed 1/1**

Publication Date	Deadline
1/1	12/28 6pm
1/2	12/28 6pm
1/3	12/31 2pm

Sincerely,  
**Ryan Wescome**  
**Sales Representative**  
(612) 673-4166

Star Tribune Building | 650 3rd Ave S, Suite #1300 | Minneapolis, MN | 55488



---

**From:** Jared Voto <[JVoto@richfieldmn.gov](mailto:JVoto@richfieldmn.gov)>  
**Sent:** Wednesday, December 26, 2018 9:32 AM  
**To:** Wescome, Ryan <[Ryan.Wescome@startribune.com](mailto:Ryan.Wescome@startribune.com)>  
**Subject:** [EXTERNAL] 2019 Quote for Legal Notices - City of Richfield

Hi Ryan,

Please let me know the Star Tribune's rates for publishing legal notices for calendar year 2019.

1. What is the rate per column inch for first insertion?
2. What is the rate per column inch for subsequent insertions?
3. How many characters per inch?
4. How many lines per inch?

Thanks,  
Jared



**Jared Voto** | Executive Aide/Analyst  
**City of Richfield**  
Tel: (612) 861-9701  
[jvoto@RichfieldMN.gov](mailto:jvoto@RichfieldMN.gov)  
...A great place to thrive





**STAFF REPORT NO. 2**  
**CITY COUNCIL MEETING**  
**1/8/2019**

REPORT PREPARED BY: Chris Regis, Finance Director

DEPARTMENT DIRECTOR REVIEW: Chris Regis, Finance Director  
12/19/2018

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Pam Dmytrenko, Interim City Manager  
12/21/2018

**ITEM FOR COUNCIL CONSIDERATION:**

**Consideration of the adoption of resolutions designating official depositories for the City of Richfield for 2019, including the approval of collateral.**

**EXECUTIVE SUMMARY:**

In compliance with Minnesota statutes, the City of Richfield must designate on an annual basis those financial institutions it does business with.

U.S. Bank acts as the banking institution in the City's banking arrangement with the 4M Fund.

The following resolutions for the City Council's consideration will designate U.S. Bank/4M Fund as a depository of City funds, and designate certain savings and loan associations, banks, credit unions and certain financial institutions as depositories for the investment of City funds.

**RECOMMENDED ACTION:**

**By motion: Adopt resolutions designating official depositories, with the understanding that the City could not invest in any of the depositories beyond the level of insurance coverage or the pledged collateral.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

- N/A

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

- In accordance with Minnesota Statutes Section 118A.01 - 118A.06, the City of Richfield must designate financial institutions annually. The institutions must pledge the collateral over and above the amount of federal insurance, as public depositories.
- U.S. Bank acts as the banking institution in the City's banking arrangement with the 4M Fund. Monies received, checks written by the City, flow through U.S. Bank, however, at the end of each business day, any proceeds remaining in City U.S. Bank accounts are swept to the 4M Fund to be invested. Therefore, at the end of the business day the City accounts are zero, which means the collateral requirements of Minnesota Statutes Section 118A.03 are not required. Accordingly,

U.S. Bank has met all other statutory requirements and should be considered as a depository for the City's Deputy Registrar, payroll and vendor accounts and all savings deposits.

- The City must also designate annually, certain savings and loan associations, banks, and credit unions as official depositories for deposit and investment of certain City funds. With approval of these official depositories, the City will be able to deposit and invest funds in these institutions, not exceeding the federal insurance of \$250,000.
- Finally, a designation must be made for certain financial institutions as depositories for the investment of City funds for 2019. These institutions, such as investment brokerage firms, offer government securities in the manner required by law. These financial institutions include RBC Capital Markets, Wells Fargo Institutional Retirement & Trust, Raymond James & Associates, Inc., Northland Securities, Oppenheimer & Co., and the 4M Fund.

**C. CRITICAL TIMING ISSUES:**

- N/A

**D. FINANCIAL IMPACT:**

- N/A

**E. LEGAL CONSIDERATION:**

- The City is required by Minnesota Statute 118A.01 - 118A.06, to designate as a depository of funds, insured banks or thrift institutions. Any collateral so deposited is accompanied by an assignment pledged to the City in the amount specified in the attached resolutions.

**ALTERNATIVE RECOMMENDATION(S):**

- The City Council could solicit other financial institutions for official depositories, but past relationships with the depositories recommended have proven satisfactory for the City.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

None

**ATTACHMENTS:**

	Description	Type
▢	Resolution Designating US Bank a depository of funds for the City of Richfield	Resolution Letter
▢	Resolution Designating Certain Savings & Loan Associations, banks, and credit unions as depositories of City funds	Resolution Letter
▢	Resolution Designating certain financial institutions as depositories for investment of City funds	Resolution Letter

**RESOLUTION NO.**

**RESOLUTION DESIGNATING U.S. BANK  
A DEPOSITORY OF FUNDS OF THE CITY OF RICHFIELD  
FOR THE YEAR 2019**

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

That, in accordance with Minnesota Statutes, Section 118A.01- 118A.06, U.S. Bank be, and hereby is designated a depository of the funds of the City of Richfield, subject to modification and revocation at any time by said City, and subject to the following terms and conditions:

The said depository shall not be required to give bonds or other securities for such deposits provided that the total sum thereof shall not at any time exceed in any depository the sums for which its deposits are insured under the Acts of Congress of the United States relating to insurance of bank deposits; but that in case such deposits in any such depository shall at any time exceed such insured sum, said depository shall immediately furnish bonds or other security for such excess according to law, approved by the City Council of said City.

That said depository shall pay on demand all deposits therein; and shall pay all time deposits, at or after the end of the period for which the same shall be deposited, on demand.

**BE IT FURTHER RESOLVED**, that there shall be maintained a general account in which shall be deposited all monies from the water, sewer, storm sewer, liquor, swimming pool/ice arena, deputy register fees, City permits and other deposits not otherwise specifically provided for. The following officers or their facsimile signatures shall sign checks on this account;

KATIE RODRIGUEZ, CITY MANAGER  
CHRIS REGIS, FINANCE DIRECTOR

**BE IT FURTHER RESOLVED**, that all funds remaining in the account at the end of each business day will be transferred from U.S. Bank to the 4M Fund where funds deposited are invested and insured.

Adopted by the City Council of the City of Richfield, Minnesota this 8th day of January, 2019.

---

Maria Regan Gonzalez, Mayor

ATTEST:

---

Elizabeth VanHoose, City Clerk

## **RESOLUTION NO.**

### **RESOLUTION DESIGNATING CERTAIN SAVING AND LOAN ASSOCIATIONS, BANKS AND CREDIT UNIONS AS DEPOSITORIES FOR THE DEPOSIT AND INVESTMENT OF CITY FUNDS IN 2019**

**WHEREAS**, pursuant to Minnesota Statutes, Sections 118A.01 – 118A.06, municipal funds may be deposited in any Savings and Loan Association, Bank or Credit Union which has its deposits insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Administration (NCUA), and

**WHEREAS**, the amount of said deposits may not exceed the FDIC/NCUA insurance covering such deposits which insurance amount is presently \$250,000, and

**WHEREAS**, the deposit of City funds in Savings and Loan Associations and Banks would provide greater flexibility in the City's investment program and maximize interest income thereon, and

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

1. It is hereby found and determined that it is in the best interest of the proper management of City funds that various banks be designated as additional depositories for City funds for 2019.
2. It is further found and determined that the purpose of such depository designation is to facilitate the proper and advantageous deposit and investment of City funds and that such designation is not exclusive nor does it preclude the deposit of any City funds in other officially designated depositories of the City.
3. The Finance Director is hereby authorized to deposit City funds in various depositories up to the amount of \$250,000, or such other amount as may be subsequently permitted by law, such deposits to be in the form of demand accounts, payable to the City of Richfield on the signature of the Finance Director. Such deposits may be made and withdrawn from time to time by the Finance Director as his best judgment and the interests of the City dictates.
4. The investment of funds and the reporting thereof pursuant to this resolution shall be conducted in accordance with established policies of the City regarding the investment of City funds.

Adopted by the City Council of the City of Richfield, Minnesota this 8th day of January, 2019.

---

Maria Regan Gonzalez, Mayor

ATTEST:

---

Elizabeth VanHoose, City Clerk

**RESOLUTION NO.**

**RESOLUTION DESIGNATING CERTAIN FINANCIAL  
INSTITUTIONS AS DEPOSITORIES FOR THE INVESTMENT OF  
CITY OF RICHFIELD FUNDS IN 2019**

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

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

**WHEREAS**, the City of Richfield shall purchase U. S. Treasury Bills, U. S. Treasury Notes and other such government securities in the manner required by law from the institution offering the highest rate to the City of Richfield providing greater flexibility in the investment program and maximize interest income thereon.

**NOW, THEREFORE, BE IT RESOLVED**, by the City of Richfield, Minnesota, in accordance with Minnesota Statutes, Sections 118A.01 – 118A.06, as follows:

1. It is hereby found and determined that it is in the best interest of the proper management of City of Richfield funds that certain financial institutions be designated as additional depositories for City of Richfield funds for 2018.
2. The following financial institutions designated as depositories for the City of Richfield funds:

RBC Capital Markets .

Wells Fargo Institutional Retirement & Trust

Northland Securities, Inc.

Raymond James & Assoc.

4M Fund

Oppenheimer & Co.

3. The Finance Director is hereby authorized to deposit the City of Richfield funds in any or all of the depositories herein designated. Such deposits may be made and withdrawn from time to time by the Finance Director's judgment and as the interest of the City of Richfield dictates.

4. The investment of funds and the reporting thereof pursuant to this resolution shall be conducted in accordance with established policies regarding the investment of these funds.

Adopted by the City Council of the City of Richfield, Minnesota this 8<sup>th</sup> day of January, 2019.

---

Maria Regan Gonzalez, Mayor

ATTEST:

---

Elizabeth VanHoose, City Clerk



**STAFF REPORT NO. 3**  
**CITY COUNCIL MEETING**  
**1/8/2019**

REPORT PREPARED BY: Chris Regis, Finance Director

DEPARTMENT DIRECTOR REVIEW: Chris Regis, Finance Director  
12/19/2018

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Pam Dmytrenko, Interim City Manager  
12/26/2018

**ITEM FOR COUNCIL CONSIDERATION:**

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

**EXECUTIVE SUMMARY:**

In accordance with Minnesota Statutes, the City of Richfield must authorize the use of credit cards by any City employee authorized to make purchases on behalf of the City. In addition, in today's business environment, most retail businesses, will no longer allow the City to purchase on account and will only accept a City check or a City credit card. Finally, the use of a City credit card provides efficiency and flexibility for employees to purchase goods and services on behalf of the City.

**RECOMMENDED ACTION:**

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

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

- The following are the current credit/purchasing cards in use by City employees:
  - Two VISA credit cards issued through the Richfield Bloomington Credit Union in the name of the City. The cardholders are the following:
    - Community Development Director
    - Wood Lake Nature Center Manager
  - The City participates in the Purchasing Card program as offered through US Bank. The program is designed to make the purchasing/procurement process for low dollar valued items more efficient. The intent is to save time and paperwork by reducing the need for purchase orders, petty cash, check requests and employee reimbursements.
  - The City Purchasing card program began in 2010 on a limited basis and has expanded since that time. The program will allow controls to be put in place to limit monthly and single purchase amounts. Finally, a City Purchasing Card Policy has been established which is consistent with the City's Purchasing Policy and Minnesota Statutes.
  - US Bank Purchasing Card Program. Twenty-nine purchasing cards will be issued to the following:



- City Manager (1) – one card
- Building Services Employees (2) – two cards
- Utility Department Employees (3) – three cards
- Information Technology Employees (3) – three cards
- Assistant City Manager (1) – one card
- Media Coordinator (1) – one card
- Finance Director (1) – one card
- City Clerk (1) – one card
- Recreation Service Employees (5) – five cards
- Public Safety Employees (5) – five cards
- Fire Employees (2) – two cards
- Public Works Employees (3) – three cards
- Community Development Accountant (1) – one card

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

- In accordance with Minnesota Statutes Section 471.382, the City of Richfield must authorize the use of credit cards by any City employee otherwise authorized to make a purchase on behalf of the City.
- Further, if a City employee makes or directs a purchase by credit card that is not approved by the City Council, the employee could be personally liable for the amount of the purchase.
- A purchase by credit card must otherwise comply with all statutes, rules, and City policies applicable to City purchases.
- Finally, the City's auditors recommend that the City authorize the use of credit cards by City employees on an annual basis.

**C. CRITICAL TIMING ISSUES:**

- N/A

**D. FINANCIAL IMPACT:**

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

**E. LEGAL CONSIDERATION:**

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

**ALTERNATIVE RECOMMENDATION(S):**

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

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

None

**ATTACHMENTS:**

Description	Type
□ Resolution	Resolution Letter

**RESOLUTION NO.**

**RESOLUTION AUTHORIZING THE USE OF CREDIT CARDS BY CITY EMPLOYEES  
OTHERWISE AUTHORIZED TO MAKE PURCHASES ON BEHALF OF THE CITY OF  
RICHFIELD  
FOR THE YEAR 2019**

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

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

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

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

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

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

- Two VISA credit cards issued through the Richfield Bloomington Credit Union in the name of the City. The cardholders are the following:
  - Community Development Director
  - Wood Lake Nature Center Manager
- Twenty nine U.S. Bank Purchasing cards. The cardholders will be the following:
  - City Manager (1) – one card
  - Building Services Employees (2) – two cards.
  - Utility Department Employees (3) – three cards.
  - Information Technology Employees (3) – three cards.
  - Assistant City Manager (1) – one card.
  - Media Coordinator (1) – one card
  - Finance Director (1) – one card.
  - City Clerk (1) – one card
  - Recreation Services Employees (5) – five cards.
  - Public Safety Employees (5) – five cards.
  - Fire Employees (2) – two cards.
  - Public Works Employees (3) – three cards.
  - Community Development Accountant (1) – one card.

Passed by the City Council of the City of Richfield, Minnesota this 8th day of January, 2019.

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

ATTEST:

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



**STAFF REPORT NO. 4**  
**CITY COUNCIL MEETING**  
**1/8/2019**

REPORT PREPARED BY: Jared Voto, Executive Aide/Analyst

DEPARTMENT DIRECTOR REVIEW: Pam Dmytrenko, Interim City Manager  
12/21/2018

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Pam Dmytrenko, Interim City Manager  
12/21/2018

**ITEM FOR COUNCIL CONSIDERATION:**

**Consideration of the approval of a designation of an Acting City Manager for 2019.**

**EXECUTIVE SUMMARY:**

It is necessary to designate a person to serve as the Acting City Manager for those times when the City Manager is absent from the City. In 2018, the City Manager designated the Assistant City Manager or an available Department Director as Acting City Manager.

**RECOMMENDED ACTION:**

**By motion: Direct the City Manager to designate the Assistant City Manager or an available Department Director as Acting City Manager for 2019 in the event the City Manager is absent from the City.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

- This information is contained in the Executive Summary.

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

- Past practice has been for the City Council to designate an Acting City Manager for times when the City Manager is absent from the City.
- This designation should be made at the first meeting in January of each year.

**C. CRITICAL TIMING ISSUES:**

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

**D. FINANCIAL IMPACT:**

- None

**E. LEGAL CONSIDERATION:**

- None

**ALTERNATIVE RECOMMENDATION(S):**

- The City Council may defer this designation to a future City Council meeting.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

N/A



**STAFF REPORT NO. 5**  
**CITY COUNCIL MEETING**  
**1/8/2019**

REPORT PREPARED BY: Kari Sinning, Deputy City Clerk

DEPARTMENT DIRECTOR REVIEW: Elizabeth VanHoose, City Clerk  
12/26/2018

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Pam Dmytrenko, Interim City Manager  
12/26/2018

**ITEM FOR COUNCIL CONSIDERATION:**

**Consideration of the adoption of a resolution appointing election judges for the February 12, 2019 Special Election.**

**EXECUTIVE SUMMARY:**

The Special Election for Ward Three is on Tuesday, February 12, 2019.

The City Clerk's office is updating and verifying the City's election judge availability list. All individuals who have previously served as an election judge, were on the list submitted to the County Auditor by the major political parties, or have expressed an interest in serving as an election judge were asked to complete an online election judge application.

Election judges will be assigned to the precincts based on availability, party balance, and the number required for each election.

**RECOMMENDED ACTION:**

**By motion: Adopt a resolution appointing election judges for the February 12, 2019 Special Election.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

- Minnesota Statute 204B.21 Subd. 2 provides that election judges for precincts in a municipality shall be appointed by the governing body of the municipality and that the appointments be made at least 25 days before the election at which the election judges will serve.

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

- The City Council is required by State Statute to make election judge appointments at least 25 days prior to the election. The proposed resolution contains names of those qualified individuals who have indicated a willingness and ability to serve as an election judge for the February 12, 2019 Special Election.

**C. CRITICAL TIMING ISSUES:**

- If the City Council does not appoint election judges, the conduct of the election would not be valid.

**D. FINANCIAL IMPACT:**

- Having a Special Election will result in having to schedule election judges for appropriate coverage, which will increase election costs.

**E. LEGAL CONSIDERATION:**

- The City Council must appoint election judges to serve at these elections to comply with Minnesota Statute 204B.21, Subd. 2. The names come from a list of people who have indicated their interest in serving as an election judge to the County Auditor pursuant to the provisions of M.S. 204B.21 Subd. 1 and those who have previously served or indicated interest in serving.

**ALTERNATIVE RECOMMENDATION(S):**

- The City Council may choose to appoint other individuals as election judges who are not named in the resolution.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

None

**ATTACHMENTS:**

Description	Type
□ Resolution	Resolution Letter

**RESOLUTION NO.**

**RESOLUTION APPOINTING ELECTION JUDGES FOR THE FEBRUARY 12, 2019  
SPECIAL ELECTION**

**WHEREAS**, a Special Election will be held on Tuesday, February 12, 2019.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Richfield, that the following are hereby appointed as judges for said election:

Yvonne Atkins	Lisha Fairbairn	Sarah Musgrave
Donna Englert	Francie Fletcher	Helen Nachicas
Angie Faison	Bridget Gaeleigh	Ivar Natins
Nancy Gibbs	Claire Gahler	Marilyn Nienkerk
John Holter	Rebecca Guarino	Cindy Norland
Kari Sinning	Richard Hall	Kevin O'Dare
Julie Smith	James Harding	Gloria Olson
Marlys Solt	Mary Hayden	Jeannine Pafko
Judy Wood	Adrienne Hayes	Frank Pafko
Maggie Johnson	Cheryl Hjortaas	Paul Peterson
Robert Amundson	Janette Holter	Wayne Peterson
Jan Anderson	Janell Joyner	Holly Rhodes
Jorina Andrews	Christine Kelly	Moses Roberts
John Ashmead	Claire Killian	Gail Sabasko
Mary Ann Ashmead	Kathy Kinney	Shannon Schmidt
Stephen Aus	Brenda Kupfer	Margaret Schow
Kimberly Blomberg	Jamie Lane	Regan Sieck
Sara Boothe	Amy Larson	Mary Sievers
James Bushey	Nancy Lindberg	K. Lashel Solberg
Marjorie Cain	Kathryn MacEachern	Roger Swanson
Leslie Carey	Abe Malicsi	Mark Tilc
Kirsten Croone	Karen Marso	David Vrieze Daniels
Ellen Cutter	Lawrence Martin	Nancy Walstrom
Scott Dahlquist	Arden Mathison	Jeff Wright
Pema Dorjee	Karin McComb	Deborah Zierden
Marguerite Dozois	Michele McGee	
Carolyn Engeldinger	Derrick Miller	

**PASSED** by the City Council of the City of Richfield, Minnesota this 8th day of January, 2019.

---

Maria Regan Gonzalez, Mayor

ATTEST:

---

Elizabeth VanHoose, City Clerk



**STAFF REPORT NO. 7**  
**CITY COUNCIL MEETING**  
**1/8/2019**

REPORT PREPARED BY: Matt Brillhart, Associate Planner

DEPARTMENT DIRECTOR REVIEW: John Stark, Community Development Director  
12/19/2018

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Pam Dmytrenko, Interim City Manager  
12/21/2018

**ITEM FOR COUNCIL CONSIDERATION:**

**Public hearing and consideration of the approval of a transitory ordinance vacating a right-of-way easement on property at 1401 76th Street West (Seven Hills Academy).**

**EXECUTIVE SUMMARY:**

Seven Hills Preparatory Academy, a public charter school, purchased the former Minnesota School of Business property in 2017. The property, located at 1401 76th Street West, is subject to City and MnDOT roadway easements for 76th Street. While conducting title work on the property, representatives for Seven Hills discovered that the building's parking garage extends over the lot line and into the City's roadway easement area. Seven Hills is now requesting that the City vacate a portion of the roadway easement. City staff have reviewed the proposal and see no reason to maintain the full width of this roadway easement. Vacating a portion of the easement area will have no impact on the 76th Street roadway and utility easements will be preserved for existing underground utilities in the area.

**RECOMMENDED ACTION:**

**Conduct and close a public hearing and by motion: Approve a transitory ordinance vacating a portion of a right-of-way easement on property at 1401 76th Street West (Seven Hills Academy).**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

- The City historically vacates right-of-way easements as a matter of policy, whenever that easement does not contain any current or planned roadway infrastructure.

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

- The City Council may vacate public easements in accordance with MN Statutes 412.851.
- On November 13, 2018, the City received a petition from Seven Hills Preparatory Academy (SHPA ABC) requesting partial vacation of this easement.
- The City's current roadway easement area extends 30 feet beyond the lot line. Seven Hills is requesting the vacation of a 35-foot strip of the easement (30 feet of which is inside their lot line, plus an additional 5 feet to the north). Effectively, this will move the lot line 5 feet to the north.
- MnDOT and the various public utility companies were consulted and none have objections to the removal of this portion of the easement. Utility easement(s) will be preserved.



**C. CRITICAL TIMING ISSUES:**

- **60-DAY RULE:** The 60-day clock started when a complete application was received on November 13, 2018. The Council must render a decision or extend this deadline (up to an additional 60 days) by January 12, 2019.
- A first reading of the ordinance was approved on December 11, 2018.
- Normally, staff would not schedule one City Council to consider a first reading and a Council with a different membership to consider the second reading. In this case, however, this issue at hand is so administrative and non-controversial in nature that it has been scheduled in this manner.

**D. FINANCIAL IMPACT:**

- None

**E. LEGAL CONSIDERATION:**

- Notice of this public hearing was published in the *Sun Current* newspaper, as required.

**ALTERNATIVE RECOMMENDATION(S):**

- Deny the vacation, finding that it would not be in the public interest.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

Representative of Seven Hills Preparatory Academy

**ATTACHMENTS:**

Description		Type
<input type="checkbox"/>	Ordinance	Ordinance
<input type="checkbox"/>	Context map	Exhibit

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

**AN ORDINANCE VACATING PART OF A STREET EASEMENT**

**THE CITY OF RICHFIELD DOES ORDAIN:**

Section 1: The plat of Bourbon and Basin First Addition dedicates land lying north of the north line of Lot 1, Block 1 as public right of way for West 76<sup>th</sup> Street.

Sec. 2. The owner of Lot 1, Block 1, Bourbon and Basin Addition has petitioned for a partial vacation of that street easement.

Sec. 3. The City of Richfield held the first reading on December 11, 2018, and the second reading on January 8, 2019. Legal notice was published in the City's official newspaper as required by ordinance.

Sec.. 4. The Council finds that there is no public need for a street easement over that part of the platted street that is the subject of the petition.

Sec. 5. The Council finds that various utility lines lie underground within that part of the platted street being vacated (including gas and electric lines). This ordinance is not intended to affect or vacate any existing utility easement, and the Council specifically reserves any existing utility easements from the ordinance vacating part of the street easement.

Sec. 6: Upon the effective date of this Ordinance, that part of West 76<sup>th</sup> Street dedicated in the plat of Bourbon and Basin First Addition lying within the parcel described on the attached Exhibit A, and depicted on the attached Exhibit B, is vacated.

Sec. 7. This ordinance shall be effective on the day following publication pursuant to Sections 3.09 and 5.01 of the City Charter.

Sec. 8. The City Clerk is directed to prepare a certificate of completion of vacation proceedings and to record the vacation in the office of the Hennepin County Registrar of Titles or Hennepin County Recorder, as appropriate.

Passed by the City Council of the City of Richfield, Minnesota this 8th day of January, 2019.

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

ATTEST:

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

## EXHIBIT A

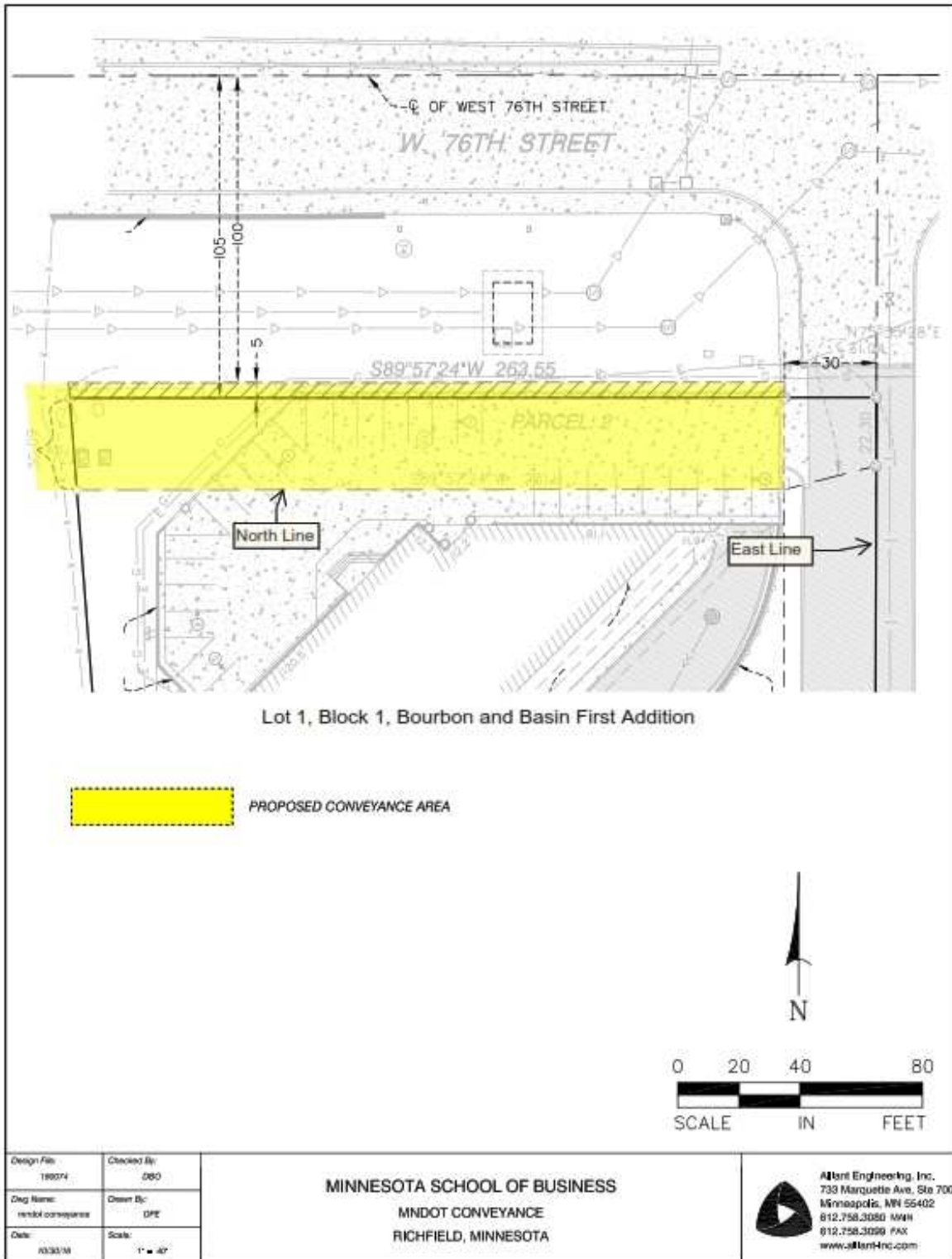
Legal Description of the part of the Street Easement being vacated:

All that part of the public way dedicated as West 76<sup>th</sup> Street on the plat of Bourbon and Basin First Addition, Hennepin County, Minnesota, lying southerly of a line run parallel with and distant 100.00 feet southerly of the centerline of West 76<sup>th</sup> Street (said centerline also being the north line of the Southwest Quarter of the Southeast Quarter of Section 33, Township 28, Range 24), and lying westerly of a line run parallel with and 30.00 feet westerly of the east line of Lot 1, Block 1, Bourbon and Basin First Addition.

(Abstract Property)

## EXHIBIT B

Sketch of the part of the Street Easement being vacated:







**1401 76th Street W – context map for proposed ROW vacation**





**STAFF REPORT NO. 8**  
**CITY COUNCIL MEETING**  
**1/8/2019**

REPORT PREPARED BY: Jared Voto, Executive Aide/Analyst

DEPARTMENT DIRECTOR REVIEW: Pam Dmytrenko, Interim City Manager  
12/21/2018

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Pam Dmytrenko, Interim City Manager  
12/21/2018

**ITEM FOR COUNCIL CONSIDERATION:**

**Consideration of the designation of a Mayor Pro Tempore for 2019.**

**EXECUTIVE SUMMARY:**

The City Charter states it is necessary to designate a City Council Member to serve as the Mayor Pro Tempore for those times when the Mayor is absent from the City.

Council Member Maria Regan Gonzalez served a Mayor Pro Tempore in 2018.

**RECOMMENDED ACTION:**

**By motion: Approve the City Council designation of a Mayor Pro Tempore for 2019.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

- This information is contained in the Executive Summary.

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

- The City Council typically considers the designation of a Mayor Pro Tempore at the first meeting in January of each year.
- Section 2.06. The Mayor. Subdivision 1, of the City Charter states: "The Mayor shall be the presiding officer of the Council, except that the Council shall choose from its members a president pro temp who shall hold office at the pleasure of the Council and shall serve as president in the Mayor's absence and as Mayor in case of the Mayor's disability or absence from the City."

**C. CRITICAL TIMING ISSUES:**

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

**D. FINANCIAL IMPACT:**

- This designation is at no additional cost to the City.

**E. LEGAL CONSIDERATION:**

- None

**ALTERNATIVE RECOMMENDATION(S):**

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

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

N/A



**STAFF REPORT NO. 9**  
**CITY COUNCIL MEETING**  
**1/8/2019**

REPORT PREPARED BY: Jared Voto, Executive Aide/Analyst

DEPARTMENT DIRECTOR REVIEW: Pam Dmytrenko, Interim City Manager  
12/26/2018

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Pam Dmytrenko, Interim City Manager  
12/26/2018

**ITEM FOR COUNCIL CONSIDERATION:**

**Consideration of the City Council's approval of the Mayor's appointments of 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 serve on the Housing and Redevelopment Authority (HRA).

As of January 1, 2019, there are three openings on the HRA (1 citizen and 2 Council Members) due to the following:

- Michael Howard - Appointed to the HRA as a Council Member and term expired on December 31, 2018, coinciding with his term on the City Council.
- Pat Elliott - Appointed to the HRA as a Council Member and term expired on December 31, 2018, coinciding with his term on the City Council.
- Mary Supple - Appointed to the HRA as a citizen, her term expires on November 12, 2023; however, her election to the City Council makes her ineligible to serve the remainder of this term as a citizen appointee.

City staff solicited applications for the citizen appointment from December 12-19, 2018. Nine applications were received. The City Council met with applicants on January 3, 2019. This citizen appointment will complete Mary Supple's term, which expires November 12, 2023.

The Mayor has the authority to appoint members to the HRA, subject the City Council's approval.

**RECOMMENDED ACTION:**

**By motion:**

1. **Approve the Mayor's appointment of one citizen as HRA Commissioner for a term commencing January 8, 2019, and expiring November 12, 2023.**
2. **Approve the Mayor's appointment of two members of the City Council as HRA Commissioners commencing January 8, 2019, and expiring at the end of their respective current term on the Richfield City Council.**



## **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 appoints HRA Commissioners, subject to approval of the City Council.

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

- To ensure a quorum at future meetings, the City Council should appoint an HRA Commissioner at tonight's meeting.
- If the City Council does not confirm the Mayor's appointments, a quorum will not be present at future HRA meetings.

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

- This designation is at no additional cost to the City.

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

- None

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

- The Council may decide not to approve the Mayor's appointment or defer the appointment to a future City Council meeting; however, this is not recommended as the HRA will not have a quorum and be unable to conduct business until appointments are approved.

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

None



**STAFF REPORT NO. 10**  
**CITY COUNCIL MEETING**  
**1/8/2019**

REPORT PREPARED BY: Jared Voto, Executive Aide/Analyst

DEPARTMENT DIRECTOR REVIEW: Pam Dmytrenko, Interim City Manager  
12/26/2018

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Pam Dmytrenko, Interim City Manager  
12/26/2018

**ITEM FOR COUNCIL CONSIDERATION:**

**Consideration of designating representatives to serve as the 2019 liaisons to various metropolitan agencies and City commissions.**

**EXECUTIVE SUMMARY:**

Members of the City Council serve as the City's representatives on various metropolitan agencies and City commissions. Each year, the City Council appoints these representatives.

**RECOMMENDED ACTION:**

**By motion: Designate City Council liaison appointments to various metropolitan agencies and City commissions for 2019.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

- This information is contained in the Executive Summary.

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

- The City Council considers the designation of liaisons at the first meeting in January of each year.

**C. CRITICAL TIMING ISSUES:**

- Representation on metropolitan agencies and commissions is important for the city and designations should be made at the first meeting of the year.

**D. FINANCIAL IMPACT:**

- None

**E. LEGAL CONSIDERATION:**

- None

**ALTERNATIVE RECOMMENDATION(S):**

- The City Council may defer the designations to a future City Council meeting.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

N/A

**ATTACHMENTS:**

Description	Type
☐ 2018 Liaison Appointment List	Backup Material

<b><u>AGENCY</u></b>	<b><u>2018 LIAISON</u></b>	<b><u>2019 LIAISON</u></b>
METRO CITIES	PAT ELLIOTT, REP. MICHAEL HOWARD; EDWINA GARCIA; MARIA REGAN GONZALEZ, ALTS.	
LEAGUE OF MINNESOTA CITIES	PAT ELLIOTT, REP. MICHAEL HOWARD, ALT.	
NOISE OVERSIGHT COMMITTEE	PAM DMYTRENKO, REP. MARIA REGAN GONZALEZ, ALT.	
I-35W SOLUTIONS ALLIANCE	MICHAEL HOWARD, LIA. PAT ELLIOTT, ALT. JEFF PEARSON, STAFF LIA.	
494 CORRIDOR COMMISSION	MICHAEL HOWARD, LIA. SIMON TRAUTMANN, ALT. JACK BROZ, STAFF LIA.	
RICHFIELD SCHOOL DISTRICT	MARIA REGAN GONZALEZ, REP. MICHAEL HOWARD, ALT.	
FOWL BOARD	SIMON TRAUTMANN, REP. MARIA REGAN GONZALEZ, ALT.	
SOUTHWEST CABLE COMMISSION	PAT ELLIOTT, REP. STEVE DEVICH, REP. MICHAEL HOWARD, ALT.	
RICHFIELD COMMUNITY HUMAN SERVICES PLANNING COUNCIL	EDWINA GARCIA, REP. MARIA REGAN GONZALEZ, ALT.	
ADVISORY BOARD OF HEALTH	MARIA REGAN GONZALEZ, LIA. EDWINA GARCIA, ALT.	
ARTS COMMISSION	PAT ELLIOTT, LIA. MICHAEL HOWARD, ALT.	
CIVIL SERVICE COMMISSION	MARIA REGAN GONZALEZ, REP.	
COMM. SERVICES COMMISSION	EDWINA GARCIA, LIA. MICHAEL HOWARD, ALT.	
FRIENDSHIP CITY COMMISSION	MICHAEL HOWARD, LIA. PAT ELLIOTT, ALT.	
HUMAN RIGHTS COMMISSION	MICHAEL HOWARD, LIA. MARIA REGAN GONZALEZ, ALT.	
PLANNING COMMISSION	EDWINA GARCIA, LIA. PAT ELLIOTT, ALT.	
TRANSPORTATION COMMISSION	SIMON TRAUTMANN, LIA. MICHAEL HOWARD, ALT.	

**AGENCY****2018 LIAISON****2019 LIAISON**

RICHFIELD HISTORICAL SOCIETY

EDWINA GARCIA, REP.  
PAT ELLIOTT, ALT.

BEYOND THE YELLOW RIBBON

MARIA REGAN GONZALEZ, REP.



**STAFF REPORT NO. 11**  
**CITY COUNCIL MEETING**  
**1/8/2019**

REPORT PREPARED BY: Jared Voto, Executive Aide/Analyst

DEPARTMENT DIRECTOR REVIEW: Pam Dmytrenko, Interim City Manager  
12/26/2018

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Pam Dmytrenko, Interim City Manager  
12/26/2018

**ITEM FOR COUNCIL CONSIDERATION:**

**Discussion regarding City Council attendance at the 2019 National League of Cities (NLC) Conferences and the United States Conference of Mayors' 87th Winter Meeting.**

**EXECUTIVE SUMMARY:**

According to State Statute 471.66, the governing body of cities and school districts must adopt a policy that controls out-of-state travel for elected officials. That policy was adopted by the City Council in November 2005 and stipulates that the City Council must approve, in advance by a motion, attendance at out-of-state conferences.

**RECOMMENDED ACTION:**

**By motion:**

- 1. Designate and approve Council Member(s) to attend the March 10-13, 2019, NLC Congressional City Conference in Washington, D.C. and the November 20-23, 2019, NLC City Summit in San Antonio, TX.**
- 2. Approve Mayor Maria Regan Gonzalez to attend the January 23-25, 2019, United States Conference of Mayors' 87th Winter Meeting in Washington, D.C.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

- The City Council has determined that attendance at the NLC conferences is beneficial to the City's operations and long-range planning efforts.
- Information regarding the 2019 conferences is available on their website: [www.nlc.org](http://www.nlc.org).
- Information regarding the 2019 US Conference of Mayors' 87th Winter Meeting is available on their website: [www.usmayors.org/meetings](http://www.usmayors.org/meetings)

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

- This information is contained in the Executive Summary.

**C. CRITICAL TIMING ISSUES:**

- It is critical that the City Council remains in the informational loop regarding congressional activities as it relates to federal funds and homeland security issues.
- It is important for the City Council to avail itself of professional development and networking

opportunities at the national level as it relates to their role of providing good governance and learning best practices.

D. **FINANCIAL IMPACT:**

- Funds for the City Council to attend conferences are included in the City's 2019 budget.

E. **LEGAL CONSIDERATION:**

- None

**ALTERNATIVE RECOMMENDATION(S):**

- The City Council may address this designation prior to each conference or the Council may decline to send delegates.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

N/A

**ATTACHMENTS:**

Description	Type
□ 2014-2018 Conference Attendance	Backup Material

**COUNCIL MEMBER ATTENDANCE AT NATIONAL CONFERENCES  
2014 - 2018**

<b>CONFERENCE</b>	<b>DATE</b>	<b>LOCATION</b>	<b>ATTENDEES</b>
<b>2018</b>			
NLC Congressional City	March 11-14	Washington, DC	None
NLC City Summit	Nov. 7-10	Los Angeles, CA	None
<b>2017</b>			
NLC Congressional City	March 11-14	Washington, DC	Garcia Regan Gonzalez
NLC City Summit	Nov. 15-18	Charlotte, NC	Trautmann
<b>2016</b>			
NLC Congressional City	March 5-9	Washington, DC	Goettel
NLC City Summit	Nov. 16-19	Pittsburgh, PA	Goettel
<b>2015</b>			
NLC Congressional City	March 3-7	Washington, DC	Goettel
NLC City Summit	Nov. 4-7	Nashville, TN	Goettel
<b>2014</b>			
NLC Congressional City	March 8-12	Washington, DC	Goettel Garcia
NLC City Summit	Nov. 18-22	Austin, TX	Goettel