



**WORK SESSION
RICHFIELD MUNICIPAL CENTER, BARTHOLOMEW ROOM
OCTOBER 22, 2019
5:45 PM**

Call to order

1. Lyndale Avenue Reconstruction Update and Capital Project Planning
2. Presentation of the Public Works Department Public Engagement Process for Street Reconstruction Projects.

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.



STAFF MEMO NO. 28
WORK SESSION
10/22/2019

REPORT PREPARED BY: Kristin Asher, Public Works Director/City Engineer

DEPARTMENT DIRECTOR REVIEW: Kristin Asher
10/16/2019

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager
10/17/2019

ITEM FOR WORK SESSION:

Lyndale Avenue Reconstruction Update and Capital Project Planning

EXECUTIVE SUMMARY:

At the October 22, 2019, Work Session, staff will provide an update on the Lyndale Avenue Reconstruction project funding outlook, which includes a recommendation to address the budget gap identified in September. The discussion will also include an updated Five Year Street Reconstruction Plan and Capital Improvement Budget and Capital Improvement Plan (CIB/CIP) that reflects the proposed funding solutions.

History

The City prioritized the reconstruction of Lyndale due to deteriorating underground infrastructure that impacted the drivability of the outside lanes. At consecutive meetings in April 2019, the City Council approved approximately \$11.5M in project expenditures without clarification that the project was over its \$10M in budgeted expenditures. In addition to those approvals, in previous years, the City Council had approved expenditures related to the project. Before the approvals in April 2019, there should have been a work session to inform the City Council about the budget shortage and funding options to move the project forward.

Procedure Changes

Attached, you will find an outline of financial procedures that will be used to prevent the City from being put in a similar situation moving forward. The most apparent change is a more comprehensive and regularly updated sources and uses and the inclusion of the Finance Director in the approval process for major capital project expenditures.

Lyndale Recommendation

Attached, you will find a history of the Lyndale Reconstruction project sources and uses. Please note that as the engineer's estimates were developed, those numbers were not reflected in the following CIB/CIP budget which will be a point of discussion at the work session.

Initially, the 2019 bond issue anticipated \$7.5M for Lyndale and \$2.2M for 66th Street but allowed for all of the funding to be directed to Lyndale if they were not used on 66th Street. Also, the approved Street Reconstruction Plan anticipated issuing \$2M in street reconstruction bonds for Lyndale in 2020; however approvals to date allow for up to \$7.2M in bonding for 2020. Since we can request additional municipal state aid (MSA) dollars for 66th Street, all of the bond proceeds are available for Lyndale. Based on this information, staff is recommending the following sources be used to fill the Lyndale funding gap, this

recommendation is reflected in the 'actual' column in the Lyndale History attachment.

- Request additional MSA funds for 66th Street.
- Shift the \$2.2M in 2019 bond proceeds for 66th Street to Lyndale.
- Issue \$3M in bonds for the project in 2020 (an increase of \$1M).

The use of additional MSA dollars for 66th Street limits flexibility in future capital improvements, however, it minimizes the need for additional debt to fund the shortfall.

DIRECTION NEEDED:

Staff are seeking direction on their recommended funding plan in order to update the Street Reconstruction Plan and the CIB/CIP that is scheduled to be approved at the December 10, 2019 Council Meeting.

BACKGROUND INFORMATION:

A. HISTORICAL CONTEXT

See Lyndale History (attached).

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

C. CRITICAL TIMING ISSUES:

As the Lyndale Reconstruction Project approaches completion it is critical that the City determine an appropriate funding solution.

D. FINANCIAL IMPACT:

See Executive Summary.

E. LEGAL CONSIDERATION:

ALTERNATIVE(S):

Alternatively the City Council may choose to increase the size of the 2020 bond issue to limit the use of future MSA funds toward 66th Street or use Local Government Aid reserves.

PRINCIPAL PARTIES EXPECTED AT MEETING:

None.

ATTACHMENTS:

Description	Type
▣ CIP Financial Procedures	Backup Material
▣ Lyndale History	Backup Material

Capital Project Financial Procedures

1. Sources/Uses - the Engineering Division will develop the initial project budget, including sources and uses.
 - a. The budget will have an initial 20% contingency.
 - b. As an engineer's estimate is developed the sources/uses will be updated to reflect the more accurate numbers.
 - c. At a minimum the sources/uses will be reviewed and updated annually as part of the CIP/CIB process.
 - d. Up-to-date sources/uses will include previous estimates (for example the 2018 estimates will be provided with the 2019 update).
 - e. All updates will be provided to the Finance Director and City Manager.
2. City Council Items - When project related approvals are presented to the City Council for consideration, the following will be included in the financial section of the staff report.
 - a. The most current sources/uses.
 - b. The level of risk associated with both the sources and uses.
 - c. For multi-year projects the sources and uses will include information on which budget year the funds will be expended and/or obtained.
 - d. The staff report approval will include the Finance Director's review.
3. Bidding and Award of Contract - If project bids come in over the last published project estimate, the award of contract will be delayed until sufficient sources are identified and the City Council has been made aware of the changes.
 - a. The recommendation to award the bid will include the updated sources/uses.
 - b. The Finance Director will be included in the staff report approval process.
 - c. Projects will not go to the City Council for approval of bids, or award or contract, until the project sources and uses are balanced.

Lyndale Avenue Reconstruction

Richfield Project No.

SAP No.

41014

157-363-032

This is a history of the Lyndale Project Financial Situation - prepared 10/15/2019.

				Does not reflect Nov 2017 estimate.			
	2017 CIP	2018 CIP	EE Nov 2017	2019 CIP	EE Jan 2019	Bid April 2019	Actual Oct 2019
Estimated Uses:	20% Contingency	20% Contingency	30% Design 20% Contingency		95% Design 20% Contingency	100% Design 10% Contingency	2% Contingency
Construction	\$7,200,000	\$7,200,000	\$8,300,000	\$7,200,000	\$9,700,000	\$10,672,526	\$10,672,526
Change Orders							\$27,980
Right of Way						\$106,250	\$106,250
Legal/Admin/Engineering	\$1,400,000	\$1,400,000	\$1,660,000	\$1,400,000	\$1,940,000	\$1,727,078	\$1,727,078
Staff						\$165,000	\$165,000
Contingency	\$1,400,000	\$1,400,000	\$1,660,000	\$1,400,000	\$1,940,000	\$1,067,253	\$213,451
Total Uses	\$10,000,000	\$10,000,000	\$11,620,000	\$10,000,000	\$13,580,000	\$13,738,107	\$12,912,285
Sources:							
Street Reconstruction Bonds	\$10,000,000	\$7,500,000	\$7,500,000	\$9,500,000	\$9,500,000	\$9,500,000	\$8,531,876
Utility Bonds		\$2,000,000	\$2,000,000				\$3,168,343
Municipal State Aid		\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	
Xcel Energy Rate Payers		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
Local Government Aid							\$1,000,000
Transfer from MSA fund							\$212,066
Total Sources	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$12,912,285
Difference	\$0	\$0	-\$1,620,000	\$0	-\$3,580,000	-\$3,738,107	\$0



STAFF MEMO NO.27
WORK SESSION
10/22/2019

REPORT PREPARED BY: Scott Kulzer, Administrative/Aide Analyst

DEPARTMENT DIRECTOR REVIEW: Kristin Asher, Public Works Director/City Engineer
10/17/2019

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager
10/17/2019

ITEM FOR WORK SESSION:

Presentation of the Public Works Department Public Engagement Process for Street Reconstruction Projects.

EXECUTIVE SUMMARY:

Staff will briefly present the Public Works Department process for engaging the public in the various phases of street reconstruction projects. This is the method the City utilizes to gather feedback and identify concerns held by stakeholders in the development and design of projects. The bulk of public engagement occurs in the preliminary design phase during a project's "concept development." In the final design and construction phase of a project, public engagement is tailored to the adjacent property owners to review specific details related to their property. Throughout the preliminary and final design process and through project construction, staff maintains an informal openness to all project stakeholders and will correspond with and meet residents in person to discuss and talk through any concerns or questions arising from a project. All large-scale transportation projects in Richfield generally follow this process. The written process is attached to this report.

DIRECTION NEEDED:

This is an informational work session. No direction is needed but feedback and questions are welcome.

BACKGROUND INFORMATION:

A. HISTORICAL CONTEXT

For many years, Public Works (PW) staff has had an informal and unwritten public engagement process that was followed in an effort to alert the public to and solicit feedback and opinions on design problems and solutions for upcoming reconstruction projects. In an effort to standardize this process and ensure it is carried out consistently, the process was put into an official written PW policy. This policy is not intended to be static but will evolve as PW staff refines the best ways to engage the public and stakeholders going into the future.

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

- Public Engagement Policy for Street Reconstruction Projects (Attached)
- City of Richfield Guiding Principles (Attached)
- Council Goal #1 - Infrastructure: Invest in the City's infrastructure to best serve today's and

tomorrow's residents, businesses and visitors

- Council Goal #5 - Community Engagement: Utilize a wide variety of communication and engagement tools to build a stronger relationship with residents, businesses and visitors

C. CRITICAL TIMING ISSUES:

- It is expected the next formal public engagement initiative will begin in spring 2020 with the renewal of the paused 65th St. Project.

D. FINANCIAL IMPACT:

- None

E. LEGAL CONSIDERATION:

- None

ALTERNATIVE(S):

- None

PRINCIPAL PARTIES EXPECTED AT MEETING:

Transportation Engineer Jack Broz & Administrative Aide/Analyst Scott Kulzer

ATTACHMENTS:

Description		Type
□	Public Engagement Process	Exhibit
□	Guiding Principles	Exhibit



Public Works Department City of Richfield



Date: April 3, 2019

Subject: Public Engagement Policy for Street Projects

Policy Purpose & Overview

This policy is intended to formalize the public engagement process the City of Richfield utilizes to gather feedback and identify concerns held by stakeholders in the development and design of street construction projects. The bulk of public engagement occurs in the preliminary design phase during a project's "concept development." In the final design and construction phase of a project, public engagement is tailored to the adjacent property owners to review specific details related to their property. Throughout the preliminary and final design process and through project construction, staff maintains an informal openness to all project stakeholders and will correspond with and meet residents in person to discuss and talk through any concerns or questions arising from a project. All large-scale transportation projects in Richfield follow this general linear process ([attachment #1](#)).

The Big Picture: Richfield's Guiding Documents

The City of Richfield relies on a set of guiding documents ([attachment #2](#)) to help shape the design of street reconstruction projects. The City of Richfield's [Complete Streets Policy](#) states in part:

"Early and frequent public engagement/involvement will be important to the success of this Policy. Those planning and designing street projects must give due consideration to the community values, from the very start of planning and design work. This will apply to all roadway projects, including those involving new construction, reconstruction, or changes in the allocation of pavement space on an existing roadway (such as the reduction in the number of travel lanes or removal of on-street parking)."

In addition to the Complete Streets Policy, staff utilizes [Guiding Principles](#), the [Bicycle Master Plan](#), the [Pedestrian Master Plan](#), and the [Parks Master Plan](#) to guide the design process from start to finish.

Project Evolution & Public Engagement

1. Capital Improvement Plan – Project Identification
2. Public Notification & Project Promotion
3. Phase 1: Preliminary Design (Concept Development)
 - a. Transportation Commission
 - b. Open House #1
 - ✓ Virtual Open House
 - ✓ Transportation Commission
 - c. Open House #2
 - ✓ Virtual Open House
 - ✓ Transportation Commission
 - ✓ City Council Work Session if Needed

- d. **Open House #3**
 - ✓Virtual Open House
 - ✓Transportation Commission
 - ✓City Council Work Session if Needed
- e. **Meetings with Adjacent Property Owners with Physical Property Impacts**
- f. **Open House #4**
 - ✓Virtual Open House
 - ✓City Council Work Session to Review Preferred Alternative Design
 - ✓Transportation Commission Recommendation to Council
- g. **City Council Consideration of Preliminary Design Approval**
- 4. **Phase 2: Final Design Process**
 - a. **Meetings with Adjacent Property Owners**
 - b. **Final Design Approval**
 - c. **Advertisement for Bid**
 - d. **Award of Contract**
- 5. **Phase 3: Construction**
 - a. **Project Construction Kick-Off Meeting**
 - b. **Neighborhood Block Meetings**
 - c. **Weekly Project Updates**
 - d. **Individual Meetings**
 - e. **Construction and Project Wrap Up**

Capital Improvement Plan – Project Identification

Future projects are identified in the City's Capital Improvement Budget and Capital Improvement Plan (CIB/CIP) which is a comprehensive list of major improvements necessary to meet the needs of the community over a five-year period and beyond. The CIB/CIP sets forth the proposed scheduling and details of the specific project by year, estimated cost, sources of funding and a justification or description for each improvement. The CIB/CIP is updated and approved on an annual basis. Street projects generally find their way into the CIB/CIP due to degrading street and infrastructure quality, critical utility replacement needs, and the ability of the City to complete a project in conjunction with county, state, and private reconstruction initiatives.

Public Notification & Project Promotion

For many projects, the public notification and engagement process will begin as far out as two years before any ground is broken, depending on the size and scope of the project. City staff work diligently to make sure the public is aware of upcoming projects, public engagement opportunities and public meetings related to the development of these projects. Residents and business owners are notified of upcoming projects and the opportunities to participate in their design through a variety of means, including but not limited to postcard mailers, flyers, newspaper advertisements, social media postings, website updates, emails and boulevard signage near the project sites.

Phase I: Preliminary Design (Concept Development)

Transportation Commission

The City Council, in recognition of the importance that transportation planning has on the overall development of the City of Richfield, created a Transportation Commission in April 2005 to advise the Council on a variety of transportation issues and to encourage citizen involvement in the City's decision-making process on transportation. The Council has tasked the commission with reviewing proposed improvements to street infrastructure, engaging the project stakeholders and ultimately providing recommendations for Council consideration. At its core, the Commission serves as the conduit for community and business perspectives to supplement the technical and regulatory characteristics and needs of a project. The Commission itself is made up of Richfield residents, business owners, youth appointees and liaisons from City Council and other City commissions. The public at-large also has an opportunity at Transportation Commission meetings to participate, provide feedback and ask questions regarding proposed project designs.

The Commission is a unique and powerful body in the City of Richfield, and no transportation project plans or designs will receive a recommendation for approval by City Council without thorough vetting and endorsement by the community-focused Commission. Throughout the preliminary design process, the Transportation Commission plays a critical role in the development of a project from the initial technical analysis to their recommendation to council. Following each open house (detailed below), the Commission considers the input received and directs staff and refines the evolving design.

Open Houses

City and project staff utilize a series of "open houses" to infuse community input into the comprehensive problem statement, engage the public, and shape the preliminary design of a project, which will ultimately be presented to the City Council for approval at the end of the public engagement process. Generally speaking, there are three to four open houses in the preliminary design process. These open houses consist of both the formal hosted event and a "virtual open house" following each event (detailed later). The same general process is adhered to when preparing for and promoting each open house ([attachment #3](#)).

Open House #1. At the initial open house no future design is presented, instead, residents and business owners are invited to learn about the purpose and scope of a project and provide input on existing issues to be addressed during the design process. Through comment cards and discussions with residents, staff identifies the problems and concerns residents have with the existing conditions (vehicle speeds are too high, pedestrians feel unsafe, etc.).

Open House #2. At the second open house, the dominant themes that were identified in the feedback received from the initial open house will be presented to those in attendance as a "comprehensive problem statement." At this open house, the public is asked to confirm what project staff believe has been expressed through the initial open house. Staff will detail a variety of design "tools" that can be incorporated into the project to attempt to remedy the identified problems. Through the use of display boards and other visual aids, staff will detail the pros and cons of the various tools that are being considered to address the problem, and attendees will have the opportunity to provide their opinions and comments. No proposed layout or design is presented as this is still a discovery open house and input is being sought by staff regarding what works and what doesn't work with the existing conditions.

Open House #3. At the third open house, staff will use the feedback received in the first two open houses to propose to stakeholders a variety of layout concepts along different segments of the project that incorporate the favored design tools identified at open house #2 by residents through the participant feedback forms. Residents are asked through a detailed survey of their opinions about the

design options being offered, if the community problem statement is accurate, and if the concerns raised in previous open houses have been captured. The purpose of this open house is to review what has been done to date to respond to community feedback, present supporting technical analysis and provide input on potential design concepts for the corridor and for key intersections. This process will continue until a balanced design is developed that is acceptable to the public, meets the project goals identified in the comprehensive problem statement, and satisfies regulatory requirements (ADA, etc.) is developed.

Open House #4. At the final open house staff will present the proposed final layout and solicit feedback from stakeholders and the community. The purpose of this open house is to provide the public an opportunity to review and comment on the preferred alternative for the corridor, prior to final review and recommendation from the Transportation Commission to the City Council for formal approval. Prior to the preliminary design appearing before the Council for approval, a special work session is often held where the City Council will learn about the “preferred alternative design” that the public engagement process has achieved.

Virtual Open Houses. For those that are unable to attend an open house, staff will create a “virtual” open house on the City’s website for the full week following each open house ([attachment #4](#)). The same materials and information displays are presented electronically for the public to view, and an electronic version of the comment card/survey is available for individuals to fill out. Community members are also given contact information to personally reach out to staff to discuss elements of the project. Many stakeholders choose to view the open house materials and then reach out directly to staff via phone or email to make their voices heard as well.

Comment Cards, Participant Feedback & Open House Summaries. Comment cards/surveys are made available to residents at all open houses that contain specific questions related to the project design allowing residents to share their thoughts regarding the question or topic at hand. Following the conclusion of each open house, staff will summarize the findings and results from resident surveys and present them to the Transportation Commission for comment, discussion, and direction at the next regular meeting ([attachment #5](#)). A corresponding City Council memo is prepared and distributed to council members and an open house summary is posted to the [project website](#) following the conclusion of each open house for residents and interested parties to review.

Adjacent Property Owners with Physical Property Impacts

Property owners along a project route that would see physical property impacts meet one-on-one with project staff in the preliminary design process to discuss the various design scenarios and concepts and the possible implications for their property. This collaboration results in design concepts that satisfy the project needs and the individual property owner. Property owners directly impacted by a project are consulted with in this preliminary design phase because their buy-in is needed and can directly affect what layout is ultimately presented to Council. Property owners that have impacts limited to the right-of-way along their property boundaries are contacted during the final design process. If there are substantial impacts to private property in the right-of-way (e.g., a fence or retaining wall), project staff will notify the property owner in the preliminary design process to discuss the impacts.

Transportation Commission Preliminary Design Recommendation to Council

In concluding the preliminary design and general public engagement process, the Transportation Commission will formally make a recommendation to City Council for the approval of the preliminary design layout for a project. Adoption of the preliminary design occurs at a regularly scheduled City Council meeting and the public has an opportunity to voice objections or support for a project’s design

following a brief presentation by project staff to the body. If the preliminary design is approved by City Council, staff and the engineering firm leading the project will move right into the final design process.

Phase II: Final Design

The final design process commences immediately following preliminary design approval by City Council. While much of this phase is highly technical engineering work, design team staff continues to meet with residents and stakeholders along the project corridor that will see impacts in the City right-of-way along their property lines.

Meetings with Individual Property Owners

Staff will meet one-on-one with adjacent property owners that will have impacts to the City right-of-way that adjoins their private property. These discussions generally focus on impacts related to driveway aprons, grading, sidewalks, paths, plants, hedges, trees, fencing, berms, and retaining walls abutting the private property. Project staff work diligently to ensure a solution for each property owner is reached that best serves the project design and the property owner's wishes.

Private Property in the Right-of-Way. Individuals with personal property in the City right-of-way are governed by [Richfield Municipal Code Section 811.07](#), which states in part that property owners must have a permit for private property in the City right-of-way, that the City reserves the right to revoke any permit at any time and for any reason. If the permit is revoked, the property owner has 60 days to remove the private encroachment at their own expense. Despite the plain language of the Ordinance, project staff almost always are able to resolve problems with private encroachments at minimal or no cost to the property owner or the project itself.

To reiterate, during the preliminary design the City focuses efforts on public outreach and making contact with those that will have direct property impacts or major impacts to private property located in the right-of-way as part of the design being proposed. It is in the final design process that project staff touches base with all adjacent property owners regarding what to expect along the boulevard and any private encroachments that will need to be moved, modified, or removed entirely.

Final Design Approval, Advertisement for Bid, and Award of Contract

Following conclusion of the final design process and approval of the project's final design by City Council, project staff will advertise for sealed bids in compliance with Minnesota's Uniform Municipal Contracting Law ([Minnesota Statutes, §471.345](#)). In the bid solicitation process there is no public engagement, but the formal bid opening is a public meeting and the City Council is tasked with awarding the bid to the winning contractor at a regular City Council meeting.

Phase III: Construction

Kick-Off to Construction Open House

All City residents, and especially those along the project corridor, are invited to a construction kick-off meeting where they will meet the contractor and project staff. Project overviews are provided as well as information of what residents can expect with the upcoming construction. Layouts, project plans, and construction timelines are available for residents to view at this meeting and staff is on hand to speak with residents and answer any questions or concerns that residents might have.

Neighborhood Block Meetings

During construction, block meetings are held on-site to keep residents informed of project progress and provide project updates and what residents can expect in front of their home in the upcoming weeks. These meetings provide residents a safe way to talk with the contractor during construction and opportunity to ask project staff or the contractor questions about the project and specific impacts adjacent to their property.

Weekly Project Updates

Throughout the construction season, project staff will send weekly updates and construction recaps to individuals that have subscribed to our mailing lists. City staff produces a weekly video update that is also shared via email and through the City of Richfield and Richfield Sweet Streets Facebook pages. Construction recaps, updates and alerts are posted often to the [Richfield Sweet Streets website](#) and to both the Richfield Sweet Streets Facebook page and the City of Richfield's Facebook page.

Individual Meetings

Throughout the construction phase of a project individual residents or businesses will occasionally raise concerns related to project progress or what they're seeing outside their property or business. Project staff will meet with these residents on-site or wherever is most appropriate to address concerns and do all they can to make the construction process go as smooth as possible.

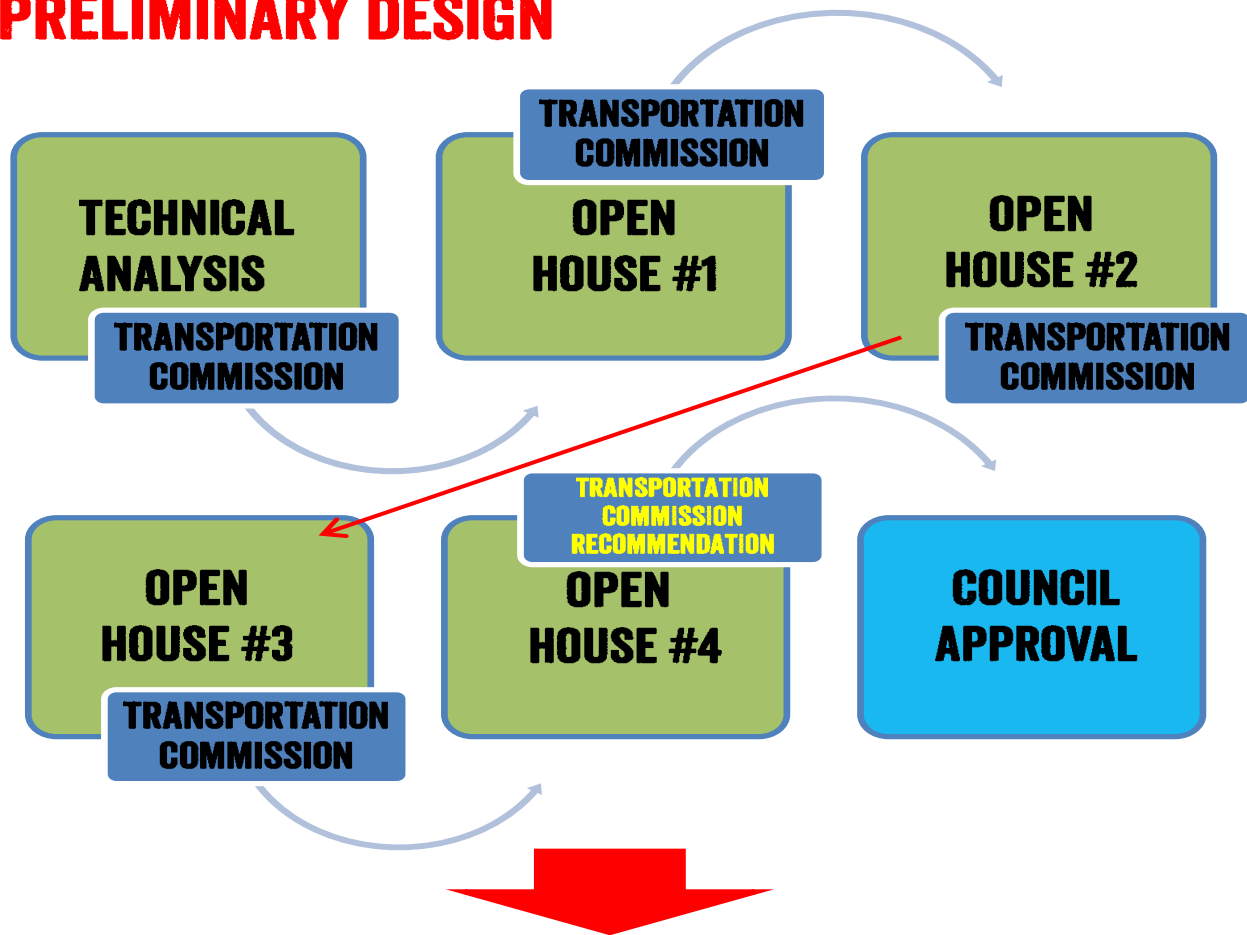
Construction Wrap-Up

The amount of time it takes to carry a project from ground-breaking to 100% completion is highly variable. Staff does their best to forecast to residents when to expect major activity in their neighborhood.

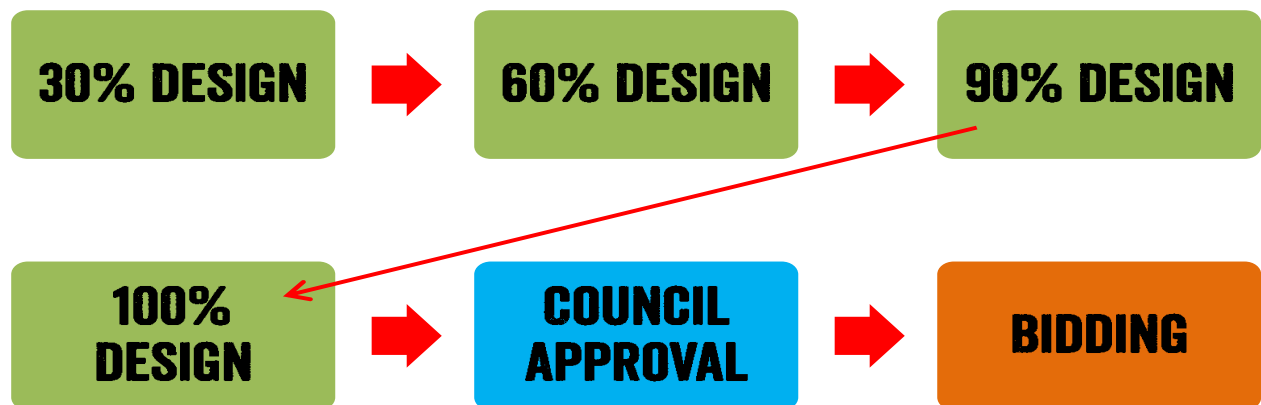
If you have any questions or comments about the City's public engagement process, please contact City of Richfield Transportation Engineer Jack Broz at (612) 861-9792.

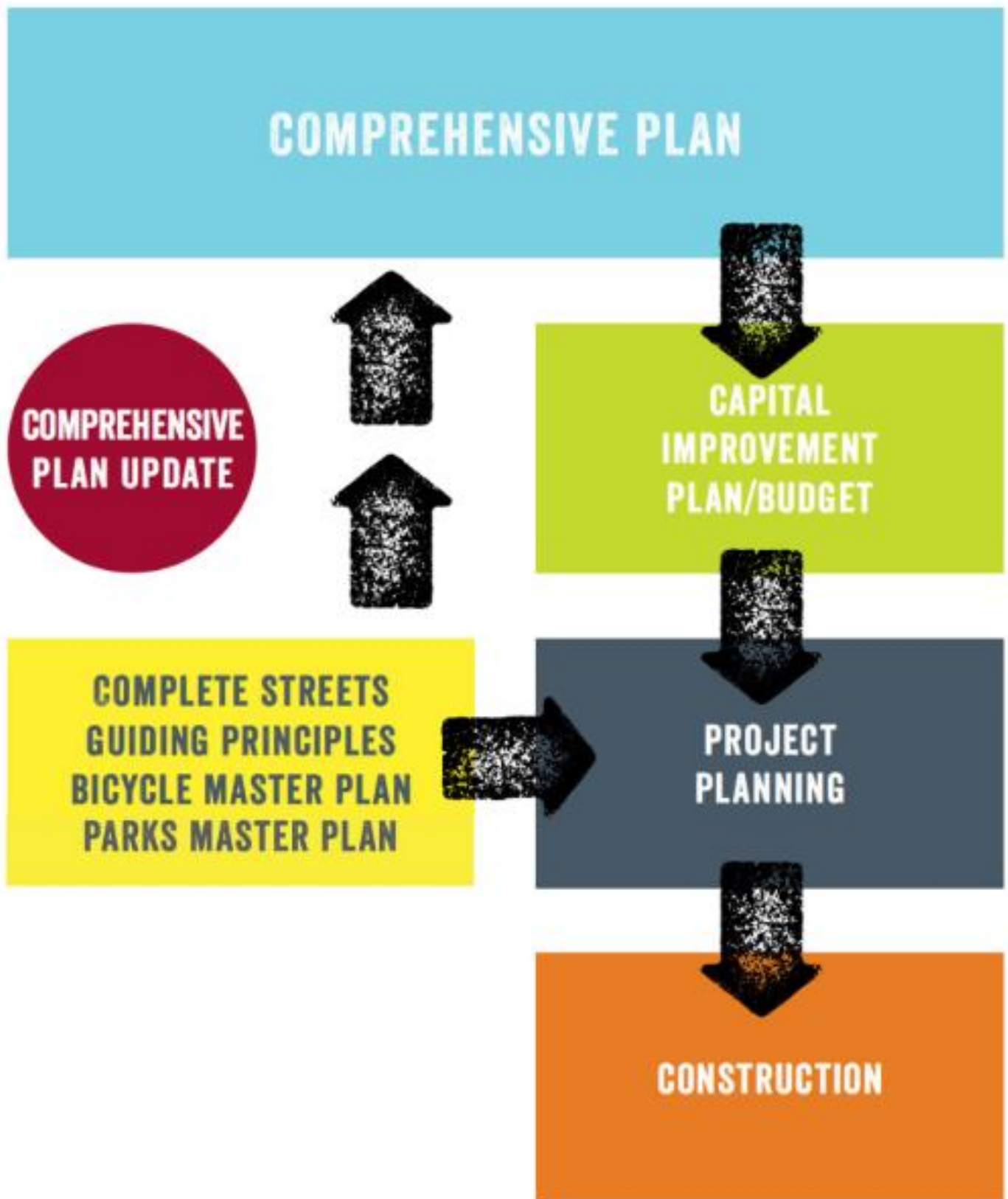
PROJECT DEVELOPMENT & PLANNING PROCESS

PRELIMINARY DESIGN



FINAL DESIGN





EXAMPLE Open House Notification Check-List

- ☐ **Postcard Mailers**
 - Mailed [Date] to [Number] residents
- ☐ **Email Council Members-**
 - Email sent [Date]
- ☐ **Newspaper Ad-**
 - Published [Date]
- ☐ **Special letter to specific group of residents [If needed]**
 - Mailed [Date] to [Number] residents
- ☐ **Facebook Post/Events-**
 - Sweet Streets Page:
 - OH event created [Date]
 - TC Recap w/OH event shared [Date]
 - OH post [Date]
 - OH post [Date]
 - OH post [Date]
 - Virtual OH post on [Date]
 - Virtual OH post on [Date]
 - Virtual OH post on [Date]
 - Richfield Main Page:
 - OH Event created [Date]
 - OH event post on [Date]
 - OH event post on [Date]
 - OH event post on [Date]
 - Virtual OH post on [Date]
 - Virtual OH post on [Date]
 - Virtual OH post on [Date]
- ☐ **Message Board at City Hall-**
 - Requested [Date] to run from [Date] to [Date]
 - *[Project Name]*
 - *Open House*
 - *[Date], [Time].*
 - *City Hall*
- ☐ **Sweet Streets Lawn Signs-**
 - Placed on corridor [Date]
- ☐ **Flyers to Local Businesses [If needed]-**
 - Distributed [Date]
- ☐ **Email Sent to Sweet Streets Subscriber List-**
 - Sent from MailChimp [Date]
- ☐ **Email to Community Groups [if applicable]:**
 - Bike Advocates - [Date]
 - R-DAP (Richfield Disability Advocacy Partnership) - [Date]
 - Other applicable groups – [Date]
- ☐ **Calendar on richfieldmn.gov – [Date]**
- ☐ **Door Knocking/Calls (Encroachments/Private Property Impacts) -**
 - [If applicable]

Departments » Public Works » Projects »

XYZTH STREET RECONSTRUCTION PROJECT - [DATE] [YEAR] OPEN HOUSE COMMENT CARD

Font Size:    Share & Bookmark Feedback  Print

The **XYZth Street Reconstruction** open house was held on [DATE], at the Richfield Municipal Center. Please review the display boards and answer the following questions accordingly.

[XYZth street Open House #1 Recap](#)

[XYZth Street Open House #2 Display Boards](#)

[XYZth Street Access Letter](#)

[XYZth Street Aerial w/ Comments](#)

[XYZth Street Open House Handout](#)

From open House #1:

[XYZth Street Project Overview](#)

[XYZth Street Project Corridor Context Map](#)

[XYZth Street Project Aerial Map](#)

[XYZth Street Project Goals](#)

[XYZth Street Guiding Plans and Principles](#)

Residents are also encouraged to reach out directly to Richfield City Engineer [Name] at name@richfieldmn.gov and Richfield Transportation Engineer [Name] at name@richfieldmn.gov with any comments, questions, or concerns about the project.

To receive additional updates as the XYZth Street Project progresses, and to receive other updates regarding projects underway around Richfield, be sure to [sign up to receive email updates at richfieldsweetstreets.org](#).

1. Have the common themes from Open House #1 been accurately captured?

- ☐ Yes
☐ No
☐ Not Sure

2. Comments regarding common themes being identified?

3. Do you agree that the problem statement captures the overall concerns of the community?

- ☐ Yes
- ☐ No
- ☐ Not Sure

4. Comments regarding problem statement capturing community concerns?

Rating of the Safety Tools (PLEASE REFERENCE THE DISPLAY BOARDS)

Considering the benefits and trade-offs, please indicate whether the following tools would improve the safety of XYZth Street. Indicate yes if you feel the tool would improve safety, or no if it would not, and leave any comments.

5. On-Street Parking Options

☐ Yes

☐ No

6. Bicycle and Pedestrian Facilities

☐ Yes

☐ No

7. Roundabouts/Signal Improvements

☐ Yes

☐ No

8. Railroad Crossing Upgrades

☐ Yes

☐ No

9. Pedestrian Crossing Improvements

☐ Yes

☐ No

10. Improving Neighborhood Access

☐ Yes

☐ No

11. Lane Configurations (3-lane, 2-lane w/ turn)

☐ Yes

☐ No

12. Reducing Conflict Points

☐ Yes

☐ No

**Thank you for participating and stay tuned for the forthcoming open house
#X in Summer [Year]!**

To receive a copy of your submission, please fill out your email address below and submit.

Meeting Summary

Public Open House MM/DD/YYYY - 4:00 to 7:00 PM
Richfield Municipal Center

XYZth Street Reconstruction Project

Meeting Purpose

The intent of this open house was to share the purpose of the XYZth Street reconstruction project, its goals and objectives, and solicit public input. This open house was geared toward building a common understanding of current conditions and opportunities.

Meeting Notice

- Approximately ### invitations were mailed to the property owners in the Richfield area between [Project Extents].
- Posted on the City's website calendar
- Sweet Streets website updated with project information
- Open House "Facebook event" was created on the Sweet Streets page and shared on the City's main Facebook page
- Newspaper ad
- Lawn signs posted along XYZth Street
- Invitations delivered to local businesses
- Displayed on the electronic message board outside of City Hall and the Ice Arena
- 1 week online virtual open house following formal open house

Richfield Public Attendees

Approximately ### (#) residents attended the Open House.

Materials Presented

The material was displayed in a format that allowed attendees the opportunity to view and visit with project staff at their leisure. Materials included:

- Several boards with information on project overview, goals and objectives, related plans and policies, and community context
- Two large aerial maps of the corridor, with the opportunity to discuss and provide comments
- Surveys and comment cards to solicit input from participants

Public Response

Public input was collected through discussions with staff and through surveys and comment cards. ### (#) comments were received. The following summarized the most frequently mentioned themes in the public comments collected:

- Safe and improved pedestrian and bicycle facilities (12 mentions)
- Improvement of the XYZth and railroad tracks crossing (8 mentions)
- Redevelopment of the nearby commercial properties (7 mentions)
- Sidewalks on both sides of XYZth Street (6 mentions)
- No or minimal private property impacts to adjacent properties (4 mentions)
- Access concerns during construction especially XYZth and WXY Avenue (3 mentions)
- Access to XYZth Street from the north neighborhood/reconnecting the grid (3 mentions)
- On-street parking (3 mentions)

OPEN HOUSE COMMENTS:

Activities you engage in along XYZth and current mode of travel:

- Shopping
- Access Hwy 62
- Shop at commercial properties.
- Travel to destinations along XYZth Street (x6)
- Travel along XYZth Street to get somewhere else (x5)
- I am a nearby resident (x5)
- I am a nearby property owner (x2)
- I am a nearby business owner, employee, or student
- Walk to nearby park
- Shop at local business (x6)
- Bank at local bank (x3)

Please list out your PREFERRED mode of travel for the activities you engage in along the corridor:

- Walking to each site is preferred, but I use the route daily to exit my neighborhood as well to get to work. I never use [street] to exit the neighborhood but use [other street] to XYZth multiple times daily for vehicular transport and then when I am home I use it for walking to nearby shopping.
- Access Hwy 62
- Shop at nearby commercial businesses

Think about the barriers or concerns you have that keep you from using any of the modes of transportation for your activities along 65th St. Please describe these barriers or concerns:

- Supporting high-quality Hub redevelopment
- Signal timing or location- trying to get across 65th and Nicollet (x2)
- Traffic safety/distracted driving/speeds/congestion (x7)
- Train crossing concerns
- Presence of parking on corridor
- Lane width (x2)
- Pavement condition (x3)
- Pedestrian safety and accessibility (x6)
- Bicycle safety and accessibility (x4)
- Corridor Appearance (x5)
- Impact on adjacent users (x2)
- I live quite close to his corridor and would love for it to be very walkable and stroller friendly. Currently, I only walk with my daughter when it is great weather and less

busy time of day. If the sidewalks were improved and easy to navigate I would walk this direction often.

- I would love to see sidewalks on both sides of the street set back far enough from traffic.
- Sidewalks are a foot higher than the street, when you fall, you could go into the street. Will you keep the trees? Bikes on walking sidewalks, not enough room.
- Sidewalks 1 foot above street
- I'm unsure where the conversations stand around potential revitalization of the commercial properties. If possible, it would be great if this road work could be discussed alongside that project to ensure a cohesive end result.
- The sidewalks are narrow, close to the street traffic and often not plowed. They are not pedestrian friendly in many areas, particularly from [street] westward to [street].
- Often, the stop sign at the [intersection] is not heeded by vehicles and they often completely miss the intersection.
- In the winter, when going south on [street] onto XYZth the roadway is often dangerously slippery. The slope of the road has caused several close calls of vehicles being unable to stop and potentially sliding onto the oncoming traffic of XYZth.
- I am concerned about access to the neighborhood. There is already very limited access via [street] and if the exit onto XYZth from [street] is removed the area will become very difficult to get in/out of.
- Lack of sidewalk on south side of XYZth St is a major barrier
- Other: the lack of on-street parking should be remedied. Provide on-street parking on both sides of [street].
- Other: Providing on-street parking can be a boon to private redevelopment, as those future uses can be developed in a denser pattern without the need for (as much) underground parking, which is prohibitively costly.

If you had to pick a top priority for what should be addressed as part of the project, what would it be?

- Walkability/Safety
- Better and increased pedestrian crossings. However, I would also stress the need to keep the residential neighborhood to the north connected by allowing some access to XYZth.
- I would hope that provision will be made for bicycle traffic/pedestrian access throughout. My ideal would be a separated bike lane, as space allows, with 2 lanes for vehicle traffic. I don't think it would necessitate a turn lane (3 lane design ala [street] and [avenue]).
- Add sidewalk on the south side of XYZth Street.
- Add as much on-street parking as possible. On [avenue], any curbside space that is not used as a bus stop should be converted to on-street parking on both sides of the street. On XYZth Street, any on-street parking would be very helpful to the [business] and [school].

- I would rank pedestrians, transit, and on-street parking (in that order) above bike lanes for this section of XYZth Street. I am very pro-bike lanes, but we just added high quality bicycle path to ABCth Street- it does not make sense to add this duplicative route spaced so closely to ABCth. RSTth Street would make much more sense as a secondary bicycle route in this area of Richfield. I cannot think of places even Minneapolis that have two 2-way bicycle lanes/trails on streets that are so close.
- Creating a truly urban street that supports growth of our downtown. Check out [street] in [other city]. Excellent precedent street, one block off [main street].
- Beautification- put in money so the [nearby commercial property] does likewise.
- Put in another grocery store

POST-IT NOTE COMMENTS ON AERIAL MAP:

- Remove stop signs at XYZth and RR Tracks, in favor of flashing lights like ABCth
- In winter, sidewalk by [business] is always shaded and therefore icy or lumpy. Could sand (not salt) be thrown down or...have heating under this block of sidewalk?
- Add bike crossover at RSTth and RR tracks, Make RSTth a bikeway over to [park]
- Minimizing closure as access is difficult on [other street]
- Move EB stop sign on XYZth west of [avenue] to the west side of the intersection w/ a yield sign for tracks like you have for the WB traffic.
- On-street parking for apartments between [avenue] and [avenue]
- No on-street parking for apartments between [avenue] and [avenue]
- Add the rapid flash lights to the crosswalk at XYZth and [avenue]
- Consider 2-way traffic for access during construction
- Flashing lights for ped crossings
- (*) comment to agree with flashing lights for ped crossings
- Whatever is done, don't take out homes
- Sidewalks on both sides
- I concur with sidewalks on both sides
- Larger walkways and open spaces on commercial side for better view/welcome to commercial property
- On-street parking please, especially south side
- I like the interest of having the curved street
- I agree to having the curved street
- More obvious pedestrian crossing
- Improved access across XYZth would encourage apartment dwellers on the north side of XYZth to walk to the commercial properties on the south side
- Will XYZth have periodic closures?
- Limiting closures of XYZth street is important during construction
- Curb cut-out wheelchair ramps to [park]
- Keep XYZth Street 4 lanes, don't narrow roadway
- Sidewalks on both sides
- Will you save the trees? ☺

- Will homes be lost? What areas will have restricted access? Will this result in additional limited access corridors
- This stop sign gets ignored a lot going west bound by [intersection]
- Bikes and use of sidewalks
- Street sidewalks are 1 foot above streets
- Ped crossings at [intersection]? Kids use to get to busses
- No restriction for turning from [avenue] to XYZth
- Prior to projects 1) What is the current profit margin for business? 2) What is projected change in profit margins? 3) To what degree will business rebound?



Guiding Principles

Transportation • Land Use • Public Realm • Open Space



I. Multimodal Design

Multimodal Design of public rights of way will be consistent with the City’s Complete Streets policy and will utilize innovative and non-traditional design standards in a way that is equitable for all modes/ users, inter-modal activities, and is respectful of the surrounding community.

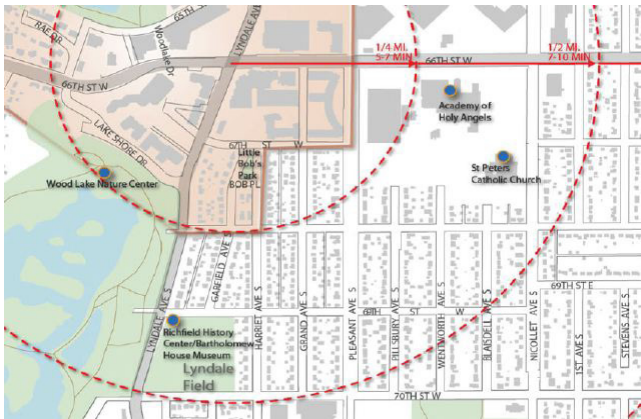
- Provide pedestrian facilities and amenities within the right of way
- Provide bike lanes at least 5 feet wide
- Include transit facilities, plan for intermodal transfers, and provide bike lockers & racks
- Add bike rentals and Nice Ride stations



II. Connectivity and Public Realm

The street and public right-of-way network will be used to connect various **Public Realm** amenities so that a range of inter-modal activities (walking, biking, driving, etc.) support how neighborhood residents travel to and from destinations such as schools, parks/open space, shops and businesses.

- Provide a well-connected network of streets, paths & transit
- Accomodate multimodal connections to local destinations
- Enhance connections to the regional transit and bicycle networks
- Implement signage and way-finding



III. Local Economy

Community improvements and reinvestment will reinforce and support all businesses in the **Local Economy** and provide a safe and more convenient way to access and connect for neighbors, residents, pedestrians, cyclists and motorists.

- Maintain/improve visibility and convenient access to businesses
- Employ parking strategies that provide safe access for all users and modes of movement
- Provide wider retail sidewalks that support a variety of users and uses
- Promote building use and type that reinforces street enclosure and defines the public realm



IV. Design for People

How people use community amenities and facilities is the most important criteria regarding the planning, engineering, implementation and maintenance of any improvement. **Design for People** will address universal accessibility as well as comfort, safety, and convenience for all users.

- Provide comfortable places to sit and walk
- Employ Complete Streets design that emphasizes all users
- Design streets that are a human scale with narrower lane widths, bump-outs, etc.
- Plant boulevard and shade trees



V. Community Character and Identity

The design and implementation of community facilities and improvements will recognize the **Community Character** of single family residential scale and pattern and will also respond to local features such as natural resources, public art, aesthetics and gateways.

- Respond to residential neighborhood use and scale with appropriate street size and speeds
- Design wayfinding that represents local character
- Maintain a mature tree canopy
- Incorporate opportunities for public art



VI. Sustainable Solutions

New improvements, growth and development will utilize **Sustainable Solutions** that are adaptable, flexible, built to last and that consider implications of long term maintenance to ensure the future economic, environmental and social health of the community.

- Understand the environmental setting and context of the area
- Incorporate green stormwater practices such as rain gardens, tree trenches and pervious pavers
- Bury utilities where possible
- Accommodate future maintenance and operations with dedicated funding sources



VII. Healthy and Active Lifestyles

Elements will be incorporated into planning and design efforts to encourage comfortable corridors and places to walk and bike to, safe and well-landscaped routes that inter-connect the community, and promote **Healthy and Active Lifestyles**.

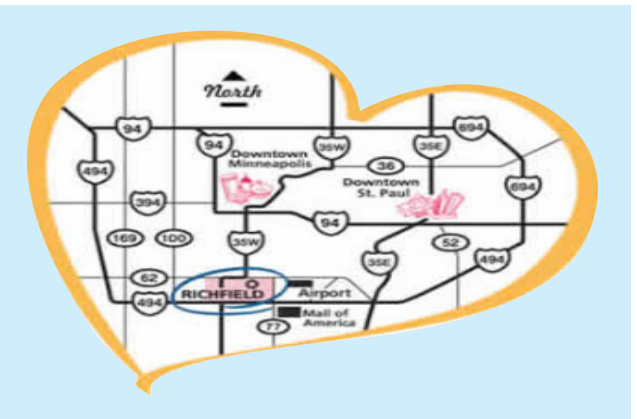
- Create safe, convenient, and fun non-motorized travel opportunities
- Design a safe, well-defined network of routes to walk and bike to school
- Provide well-marked, designed, and visible street crossings
- Implement signage and way-finding



VIII. Unique Location

Community and transportation improvements will support a well-designed and functional regional system which complements local land uses, and capitalizes on Richfield's **Unique Location** through enhanced access to the regional multimodal transportation system to improve livability and convenience.

- Emphasize design that accommodates local traffic over through traffic
- Enhance regional transit and trail connections
- Maintain convenient freeway access



City Council

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Pat Elliott
Tom Fitzhenry
Edwina Garcia
Sue Sandahl

Transportation Commission

Martin Kirsch, *Chair*
Terry Ahlstrom
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