



City of Richfield Council Member Orientation

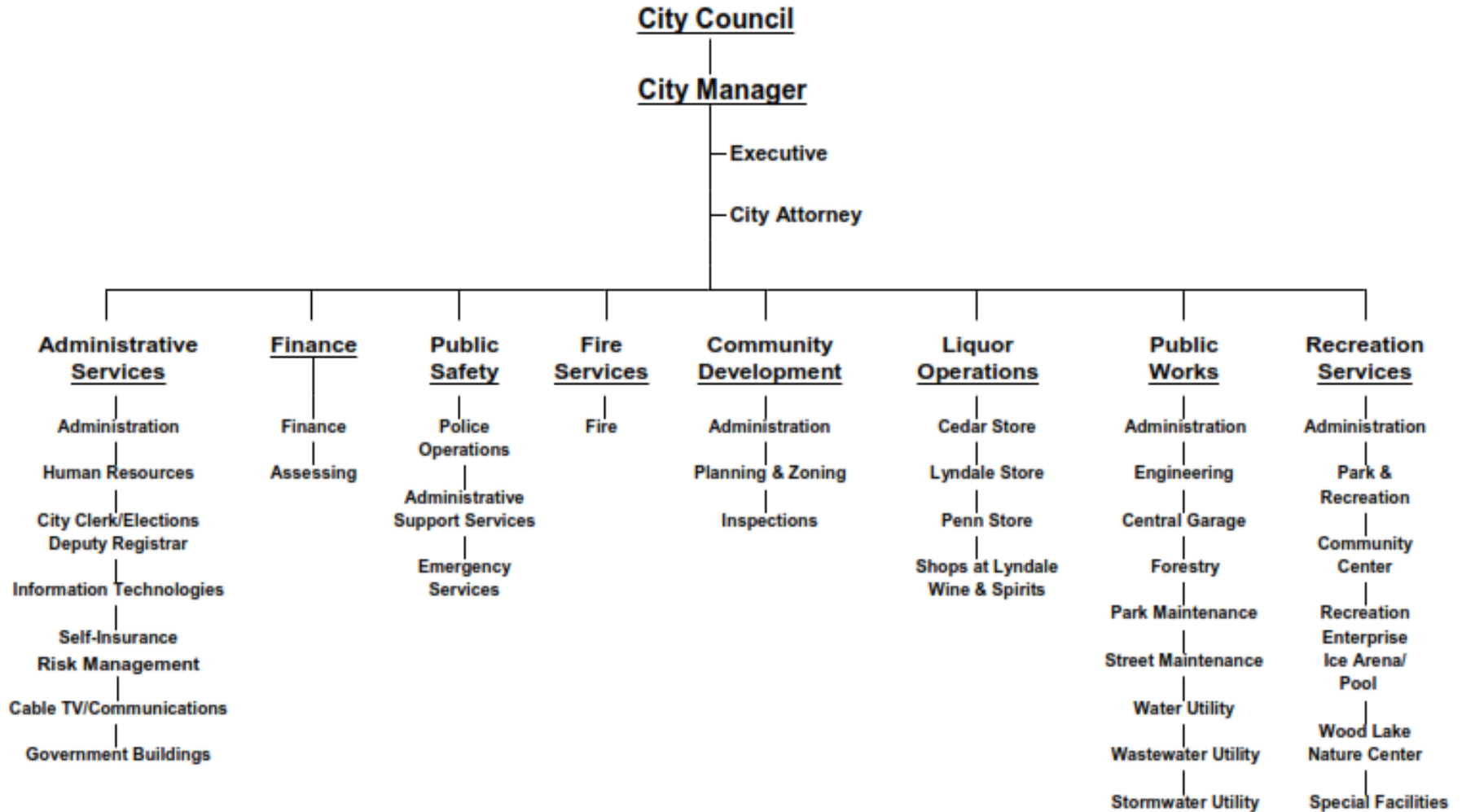


Agenda

- The City
- Governance and Authority
- City Council
- Housing and Redevelopment Authority
- Economic Development Authority
- Special Laws and Concerns for City Council Members
- City Departments

CITY OF RICHFIELD

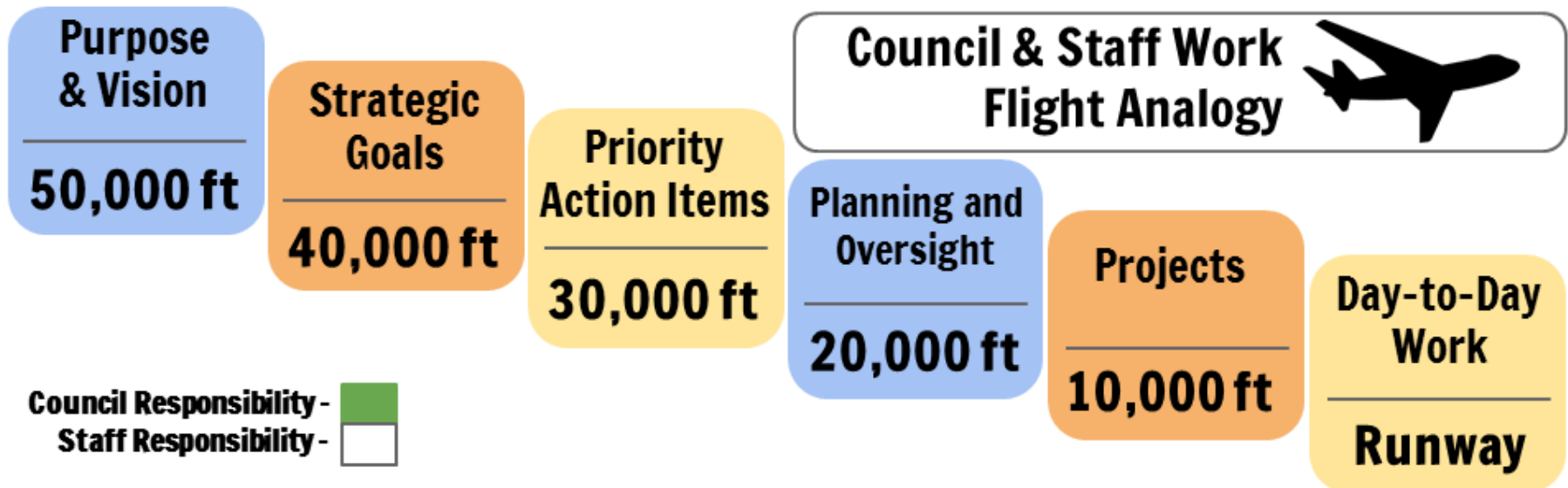
ADMINISTRATIVE ORGANIZATION CHART









The City

- Home Rule Charter City
 - Council-manager form
- Mayor & Council = policy-making and legislative
- City Manager = administration and operations
- 245 FTE employees (2017)
- 7.0 square miles
- 36,544 population (2017 estimate – Met Council)
- \$229,000 median home value (2017 est. – Hennepin Co. Assessor)

Governance



Long-Range Planning			Budget / Contract Approval		
					
Council Role: Affirm Vision/Purpose	Establish Goals	Establish/Prioritize Action Items	Review/Adopt Budget Conduct Meetings	Authorize Contracts (of \$175k or more)	Engage w/ Community And Staff
Staff Role: Support Vision/Purpose	Align Goals with Resources	Implement Priority Action Items	Prepare Plans and Oversee Functions	Plan & Complete Projects	Carry Out Day-to-Day Responsibilities

Governmental Authority

- City's Authority
 - Authority to act must be found in City Charter, Minnesota law or be inferred from such law.
 - City's authority may be pre-empted by state or federal law.
- Council's Authority
 - Council must approve policy and other significant actions of the City including the budget, property tax levy, and contracts exceeding \$175,000.

What do you do when you receive a complaint?

- Council Members should try to obtain:
 - Name, address, and contact information
 - Details about concern
- Process
 - Notify the City Manager of complaint.
 - Inform the City Manager if you want to be included in the follow-up/response.
 - City Manager responds or forwards to appropriate department for necessary follow-up.
 - Department Director or City Manager follow-up with resident and/or City Council, as appropriate.

City Council Roles

- Role of the Mayor
 - Official head of city
 - Signs official documents
 - Presides over at council meetings
 - Votes as member of council
- Role of a Council Member
 - Community leadership
 - Legislating for city
 - Stewards of city assets

Housing and Redevelopment Authority

- Created in 1975 to assure the long-term vitality of residential and commercial property
- Five commissioners:
 - Three citizen commissioners and two Council Member commissioners
 - Mary Supple, Chair; Maria Regan Gonzalez; Sue Sandahl; Erin Vrieze-Daniels; and Pat Elliott
 - 5-year terms; Council Member terms coincide with terms on Council
- Meets third Monday of each month
- Community Development Director serves as Executive Director

Economic Development Authority

- Created in 2017 to promote and provide economic development incentives
- Consists of the five HRA commissioners
- Meets third Monday of each month, after the HRA meeting
- Community Development Director serves as Executive Director

HRA and EDA

- Redevelopment
- Rental assistance programs
- Rental housing support
- Single-family housing programs
 - Remodeling – services and financing
 - New Construction – affordable and market-rate

Special Laws and Concerns for City Council Members

- Ordinance vs. Resolution vs. Motion
- Open Meeting Law
- Gift Law
- Conflicts of Interest
- Data Practices Act
- City Policies

Ordinance vs. Resolution vs. Motion

- Ordinance
 - The highest and most authoritative form of action a City may implement. An ordinance is intended to be a permanent law, although it can be repealed.
- Resolution
 - Less formal than an ordinance and does not have the same enforcement provisions, as an ordinance. Used for administrative or executive matters or for statements of policy.
- Motion
 - Used to provide acknowledgements or for giving direction.
- Proclamation
 - An official announcement. (e.g. Edwina Garcia Day)

Open Meeting Law

Minnesota Statutes, Chapter 13D

- Meetings involving a quorum of the Council or Commission (three members for the Council) must be open to the public.
 - A “meeting” is a gathering of a majority of the members of the body at which official business is discussed.
 - In some cases, meetings can be or must be closed.
- “But I didn’t think that was a meeting...”
 - Before or after an open meeting.
 - Social gatherings where three or more Council Members attend and City business is discussed.
 - Serial meetings – phone/email

Open Meeting Law

Notice Requirements

- Schedule of regular meetings must be kept on file at City Hall.
- Notice of special meetings must be posted at least three (3) days before the meeting and must include the date, time, location, and purpose of the meeting.

Regular Meetings

- Established on regular meeting schedule.
- 2nd and 4th Tuesdays of each month, City Hall, 7 p.m.

Special Meetings

- Any meeting other than a regular meeting.
- Council may transact business within its powers at a special meeting.
- Only business for which notice has been given may be discussed.

Work Sessions

- A type of “special meeting”
- No formal action may be taken.

Emergency Meetings

- Special meetings called by the Council due to circumstances that, in its judgement, require immediate Council consideration.

Gift Law

Minnesota Statutes, Section 471.895

- Local officials, elected or appointed, may not accept a gift from an interested person.
 - An **interested person** is a person or representative of a person or association that has a direct financial interest in a decision that a local official is authorized to make.
- A few limited exceptions.
 - Consult with City Attorney.

Conflicts of Interest

- A conflict of interest occurs when an individual has a personal interest (direct or indirect) in a Council decision (or another decision made in their official capacity).
- Three categories of potential conflicts
 - Contractual
 - Self-interest in non-contractual matters
 - Incompatible offices
- When in doubt, check with the City Attorney

Data Practices Act

Minnesota Statutes, Chapter 13

- The Minnesota Government Data Practices Act governs all data maintained by the City.
- All government data collected, created, received, maintained or disseminated by the City is presumed to be public, unless classified by state statute or federal law as nonpublic or protected nonpublic, or with respect to data on individuals, as private or confidential.

Data Practices Act

- What You Should Know
 - Council Members receive Information that is Public, non-Public, Confidential, and Private.
 - Correspondence and email may contain private or confidential data.
 - Limited personnel data (data about employees) is public.
 - Public has access to government data based on data's classification.
- How to Handle Data Requests
 - All requests for data should be directed to the City Manager.
 - Council Members are not delegated by the City with the authority to determine how data is characterized or respond to Data Practices Act requests.

City Policies

- Use of E-mail
 - City-issued email only for City business
 - Do not “Reply All”
 - Public nature of email
 - Retention of email
 - Public right to inspect

Administrative Services

DIVISIONS

- Administration
- Human Resources
- City Clerk
 - Elections
 - Deputy Registrar
- Information Technology
- Communications
- Government Buildings

EMPLOYEES

- 22 FTE

SERVICES

- Technology services and solutions
- Hiring and employment services
- City promotion and community events
- Facilitation of elections
- Motor vehicle registrations
- Passports
- Risk management
- Building maintenance

Community Development

DIVISIONS

- Administration
- Planning & Zoning
 - Zoning Ordinance and Comprehensive Plan
 - Land use applications
 - Long-range planning
- HRA and EDA
 - Administration
 - Programs
- Inspections
 - Plan review
 - Building permits
- Housing
 - Rental licensing
 - Point of sale inspections

EMPLOYEES

- 17 FTE

Finance

SERVICES

- City/HRA/EDA Budget Preparation and Administration
- Manage Annual Audit and Report Preparation
- Capital Improvement Budget & Plan Preparation & Administration
- Accounts Payable and Receivable
- Payroll
- Utility Billing
- Debt Management and Bond Issuance
- Investments
- Fixed Asset Accounting

EMPLOYEES

- 7 FTE

2019 BUDGET

- \$24.23M for General Fund
- \$99.073M for All Funds

2019 CIB

- \$31.075M

2019 PROPERTY TAX LEVY

- \$21.6M

Fire

STATIONS

- Station 1 – 6700 Portland (Municipal Center)
- Station 2 – 6401 Penn

INCIDENT VOLUME

- Appx. 4,000 responses annually
 - Increase of 33% in 15 years
 - 72% EMS
 - 28% Fire, Rescue, Hazmat

EMPLOYEES

- Staffed 24/7/365
- 26 Career Staff
 - 1 Fire Chief
 - 1 Assistant Fire Chief
 - 3 Shifts (A, B, C)
 - 1 Captain
 - 1 Lieutenant
 - 6 Firefighters

Why does Fire go on medical calls?

Liquor Operations

- City of Richfield owns and operates four municipal liquor stores
 - Cedar (6600 Cedar Ave S)
 - Lyndale (6444 Lyndale Ave S)
 - Wine & Spirits (7700 Lyndale Ave S)
 - Penn (6444 Penn Ave S)
- 24 FTE Employees
- Recorded sales in excess of \$11.5 million in 2018.
- Liquor Operations annually contributes \$450,000 to the Special Revenue Fund for recreational projects.

Public Safety

DIVISIONS

- Patrol
- Investigations
- Administration
- Support Services
 - Animal Control
 - Business Licensing
 - Environmental Health/Code Enforcement
 - Public Health
 - Restaurant Inspections

EMPLOYEES

- 45 Licensed Police Officers
 - 1 Chief
 - 1 Deputy Chief
 - 3 Lieutenants
 - 8 Sergeants
 - 1 Detective
 - 31 Police Officers
- 13 Civilian employees
 - Clerical
 - IT professional

Public Safety

- Accomplishments
 - Training
 - Hiring
 - Policy Revision
 - Explorer Program
 - Recognition Program
 - Community-Oriented Policing (COP)

Public Works

DIVISIONS

- Administration
- Engineering
- Street Maintenance
- Park Maintenance
- Utility Divisions
 - Water
 - Sewer
 - Storm
- Central Garage/Fleet Services

EMPLOYEES

- 51 FTE

SERVICES

- Water Plant (24-hour operation)
- Snow Plowing
- Street Sweeping
- Forestry
- Central Garage
- Park Maintenance
- Capital Project Delivery

Public Works

INFRASTRUCTURE

Sewer (1950s)

- 120 miles of sanitary sewer main
- 2,250 manhole structures

Water (1960s)

- 120 miles of water main
- 1,050 fire hydrants
- 1,420 valves
- 10,820 service connections

Storm (1970s)

- 60 miles of storm water main
- 1,585 manhole structures
- 4,235 catch basins

UPCOMING

- City-wide Water Meter Replacement
- Water Main Condition Assessment
- 35W Water Main Crossings
- Sewer Main Lining
- Regional Projects:
 - Orange Line BRT (2020)
 - HWY 5 @ Airport (2020)
 - 494 Corridor (2022)

RICHFIELD SWEET STREETS

- 6 year Mill & Overlay
- 66th Street
- 77th Street Underpass
- Lyndale Avenue
- 65th Street

Recreation Services

DIVISIONS

- Administration
- Recreation Programs
- Wood Lake Nature Center
- Ice Arena
- Pool
- Mini Golf/Malt Shop

SERVICES

- Offers recreation, social, and human services programs and events for all age groups and populations.

EMPLOYEES

- 32 FTE

FACILITIES

- Community Center
- Wood Lake Nature Center
- Ice Arena
- Outdoor Pool
- Malt-T-Melt Mini Golf and Malt Shop
- Twenty-two (22) neighborhood and community parks (450 acres)
- Tier-one skate park
- The Honoring All Veterans Memorial
- Band shell



Fall Boutique

GREAT PUMPKIN
GIVEAWAY



Richfield
**CITY-WIDE
GARAGE
SALE**

Richfield
*Holiday Lights
Decorating Contest*

GLIDE INTO THE
New Year!

SKATE
WITH
SANTA



FRIENDS OF WOOD LAKE
FUNDRAISING DINNER

EGG
SCRAMBLE

Candlelight & Ice
New Year's Eve @ Wood Lake

WOOD LAKE NATURE CENTER



Half-Haunted
Halloween



Honoring All Veterans
**MEMORIAL DAY
CEREMONY**

Richfield
POOLAPALOOZA



**YOUTH
FISHING
CLINIC**

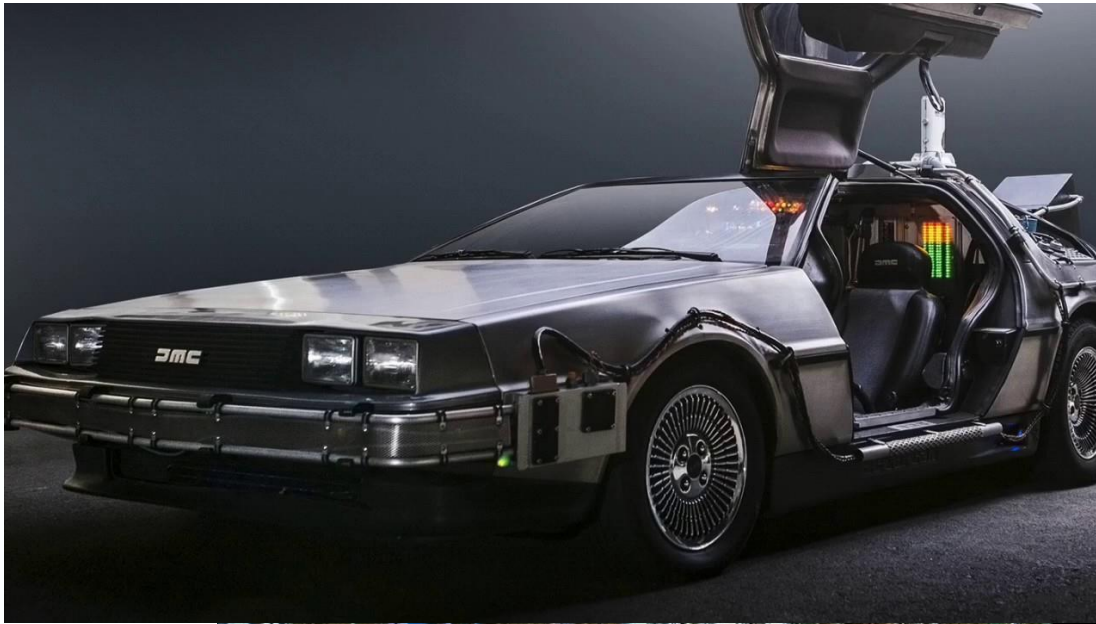
I-494 Planning & Project History

How did we get here?



February 26, 2019

Let's go back in time...



1947

- Lyndale grade separated w/ Highway 100
- No I-494 or I-35(W)



1956

- I-35 Highway Interchange



Build it and they will come...

1960

- I-494 Construction



Build it and they will come...

1960

- I-494 Construction



Build it and they will come...

1960

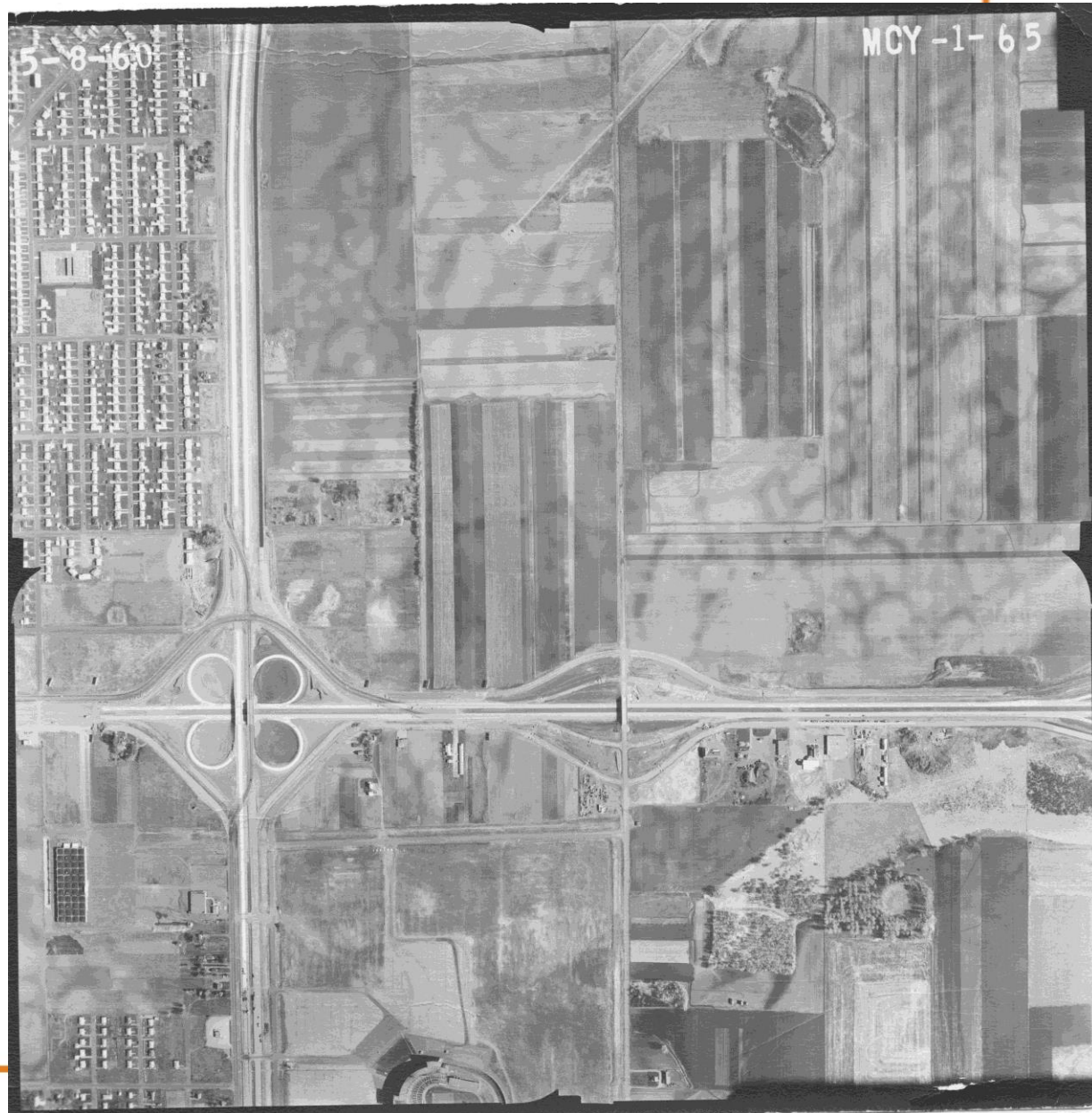
- I-494 Construction



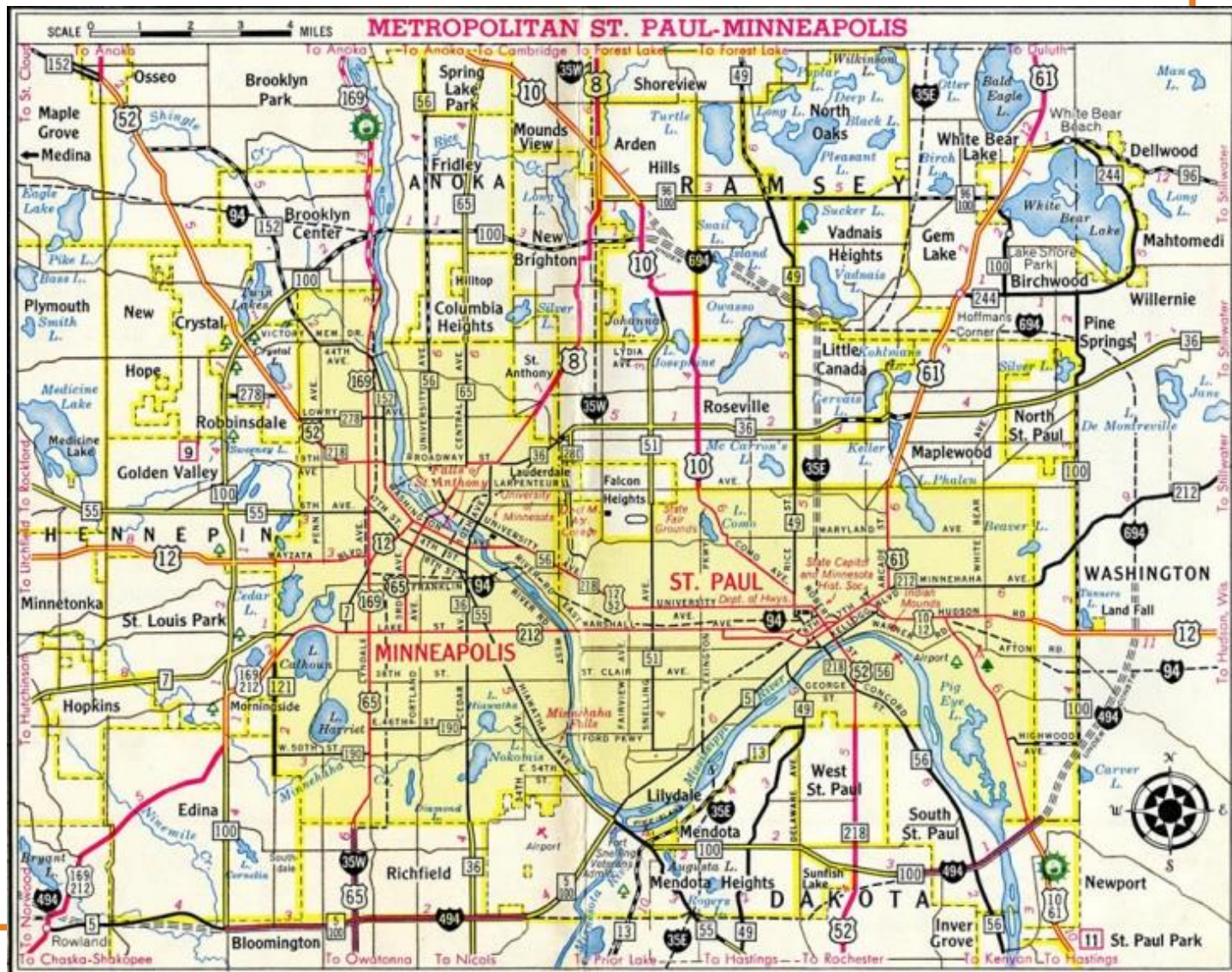
Build it and they will come...

1960

- I-494 Construction



1962



1970s

- I-494 Strip Development



1970s

- I-494 Strip Development



1970s

- I-494 Strip Development



1970s

- I-494 Strip Development



1982



1980s

- I-494 Loop Completion (1985)
- Traffic Increases

Average Daily Traffic Counts

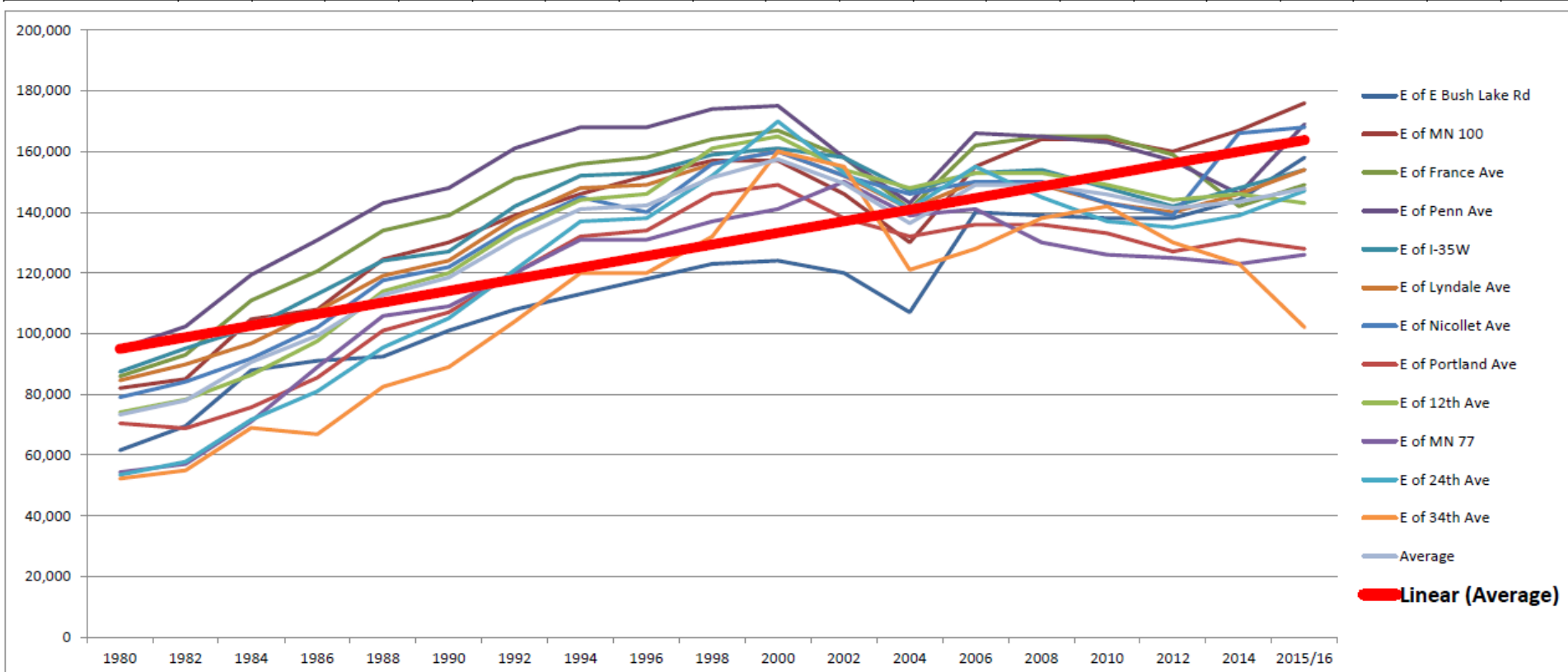
Location	1980	1982	1984	1986	1988	1990	1992	1994	1996	1998	2000	2002	2004	2006	2008	2010	2012	2014	2015/16
E of E Bush Lake Rd	61,500	69,500	87,900	91,000	92,500	101,000	108,000	113,000	118,000	123,000	124,000	120,000	107,000	140,000	139,000	138,000	138,000	144,000	158,000
E of MN 100	82,000	85,000	104,700	108,000	124,500	130,000	139,000	146,000	152,000	157,000	157,000	146,000	130,000	155,000	164,000	164,000	160,000	167,000	176,000
E of France Ave	86,000	93,000	111,000	120,500	134,000	139,000	151,000	156,000	158,000	164,000	167,000	158,000	141,000	162,000	165,000	165,000	159,000	142,000	149,000
E of Penn Ave	95,000	102,400	119,400	130,800	143,000	148,000	161,000	168,000	168,000	174,000	175,000	158,000	143,000	166,000	165,000	163,000	157,000	146,000	169,000
E of I-35W	87,500	95,100	102,000	113,000	124,000	127,000	142,000	152,000	153,000	159,000	161,000	158,000	147,000	153,000	154,000	148,000	142,000	148,000	154,000
E of Lyndale Ave	84,600	89,900	96,800	107,500	119,000	124,000	138,000	148,000	149,000	156,000	160,000	152,000	141,000	150,000	149,000	143,000	140,000	146,000	154,000
E of Nicollet Ave	79,000	84,100	91,800	102,100	117,500	122,000	135,000	145,000	140,000	156,000	160,000	152,000	146,000	150,000	150,000	143,000	139,000	166,000	168,000
E of Portland Ave	70,500	68,800	75,700	85,500	101,000	107,000	120,000	132,000	134,000	146,000	149,000	138,000	132,000	136,000	136,000	133,000	127,000	131,000	128,000
E of 12th Ave	74,000	78,300	86,400	97,500	114,000	120,000	134,000	144,000	146,000	161,000	165,000	154,000	148,000	153,000	153,000	149,000	144,000	146,000	143,000
E of MN 77	54,300	57,100	71,000	89,000	105,800	109,000	120,000	131,000	131,000	137,000	141,000	150,000	139,000	141,000	130,000	126,000	125,000	123,000	126,000
E of 24th Ave	53,400	57,800	71,700	81,000	95,500	105,000	121,000	137,000	138,000	152,000	170,000	153,000	141,000	155,000	145,000	137,000	135,000	139,000	147,000
E of 34th Ave	52,300	55,000	69,000	66,800	82,500	89,000	104,000	120,000	120,000	132,000	160,000	155,000	121,000	128,000	138,000	142,000	130,000	123,000	102,000



1980s

- I-494 Loop Completion
- Traffic Increases

Average Daily Traffic Counts



Planning Begins

- 1987 – I-494 Corridor Study, *Metropolitan Council*
- 1989 – I-494 Reconstruction Scoping Document and Draft Scoping Decision Document, *MnDOT*
- 1990 – I-494 Reconstruction Scoping Decision Document, *MnDOT*

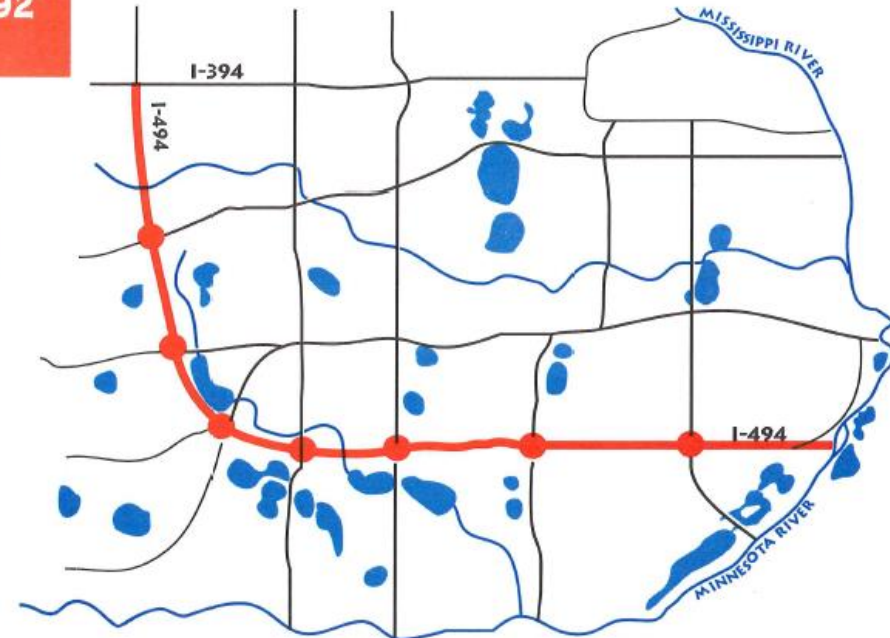


- Interchange Improvements
- Access Removal
- Arterial Parallel Routes
- Cities of Richfield and Bloomington Heavily Involved
- “Crawford Letter”

I-494 RECONSTRUCTION I-394 TO MINNESOTA RIVER

DRAFT ENVIRONMENTAL IMPACT STATEMENT

APRIL 1992



B R W

MINNESOTA DEPARTMENT
OF TRANSPORTATION

METROPOLITAN
COUNCIL

FEDERAL HIGHWAY
ADMINISTRATION

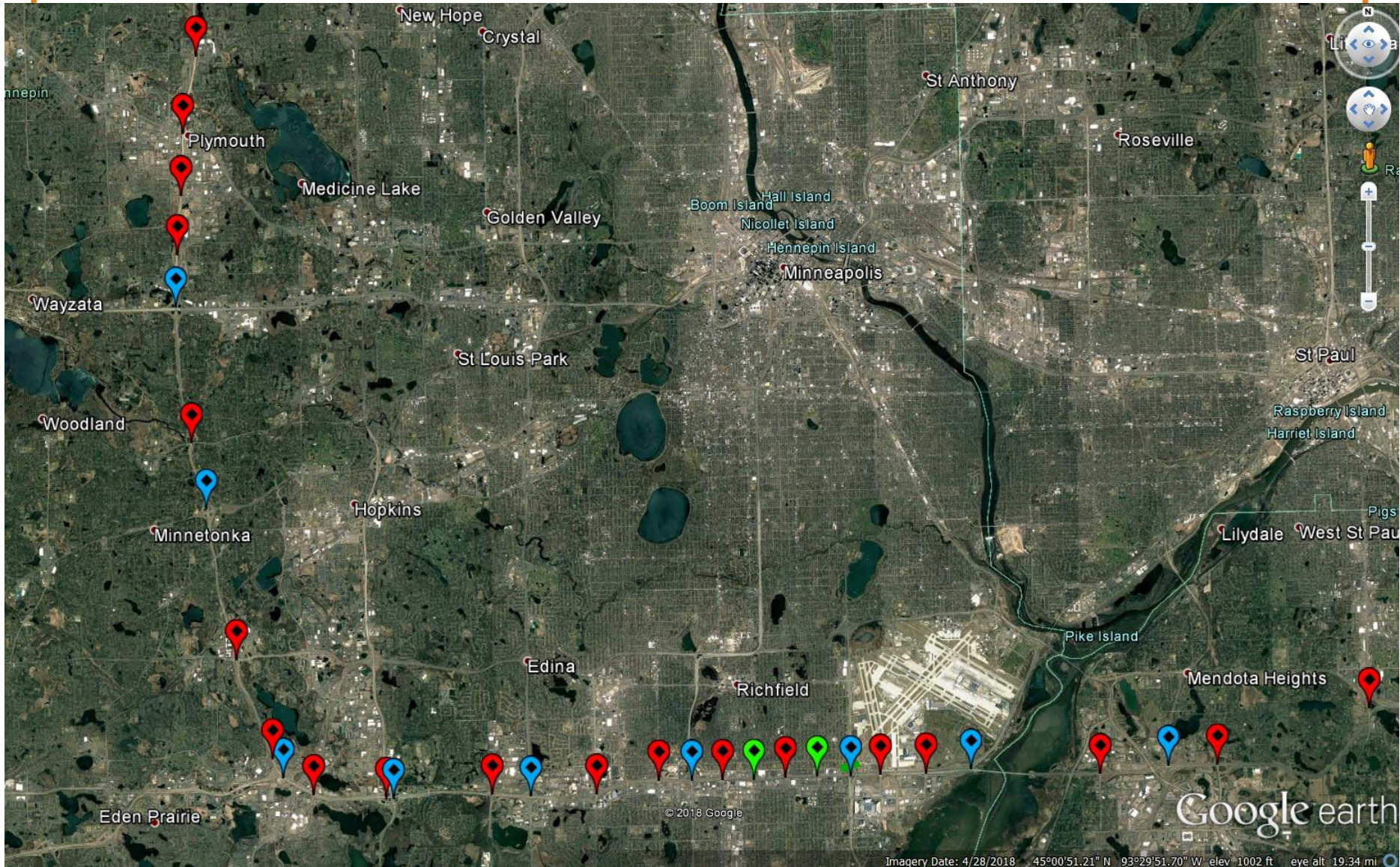
Figure 2.2

I-494 CORRIDOR STUDY RECOMMENDED ROADWAY PLAN



I-494
RECONSTRUCTION
I-394 TO MINNESOTA RIVER

Existing Interchange Spacing



Local Planning

- 1997 Richfield Comprehensive Plan (Sect 6.1):
 - *“Completion of 77th Street will allow MnDOT to close two interchanges on I-494 at 12th Avenue and Nicollet Avenue to improve the safety and capacity of the freeway.”*
- 2001 Bloomington Land Use Guide Plan
 - *Land Use Guide Map in the approved plan showed freeway access removed at Nicollet and 12th Avenues and consolidated at Portland Avenue.*



- Completed in 2001
- More in-depth study of the corridor and proposed layouts.
- Incorporated new construction and changes completed in the 1990s.
- Guiding document for Penn Avenue and Lyndale Avenue Bridge Reconstruction.
- Big Proposals, Big Price Tags

Final Environmental Impact Statement

I-494

Reconstruction

I-394 to the Minnesota River



Federal Highway Administration
Minnesota Department of Transportation

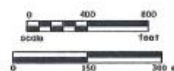
Preferred Alternative Layout Sheet 8

Legend

- Proposed Highway
- Paved Shoulder
- Highway to Highway Ramps
- Local Access Roads
- Frontage Roads
- Diamond Lanes - HOV Bypass Ramps
- Bridges
- Retaining Walls

- Noise Walls
- Raised Medians
- Walks - Trails
- Proposed Construction *
- Under Construction *
- Partial Acquisition
- Total Acquisition

* INCLUDES OTHER MNDOT PROJECTS & PROJECTS LED BY BLOOMINGTON, RICHFIELD AND HENNEPIN COUNTY



Key

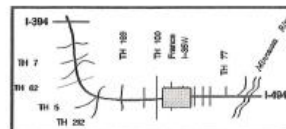
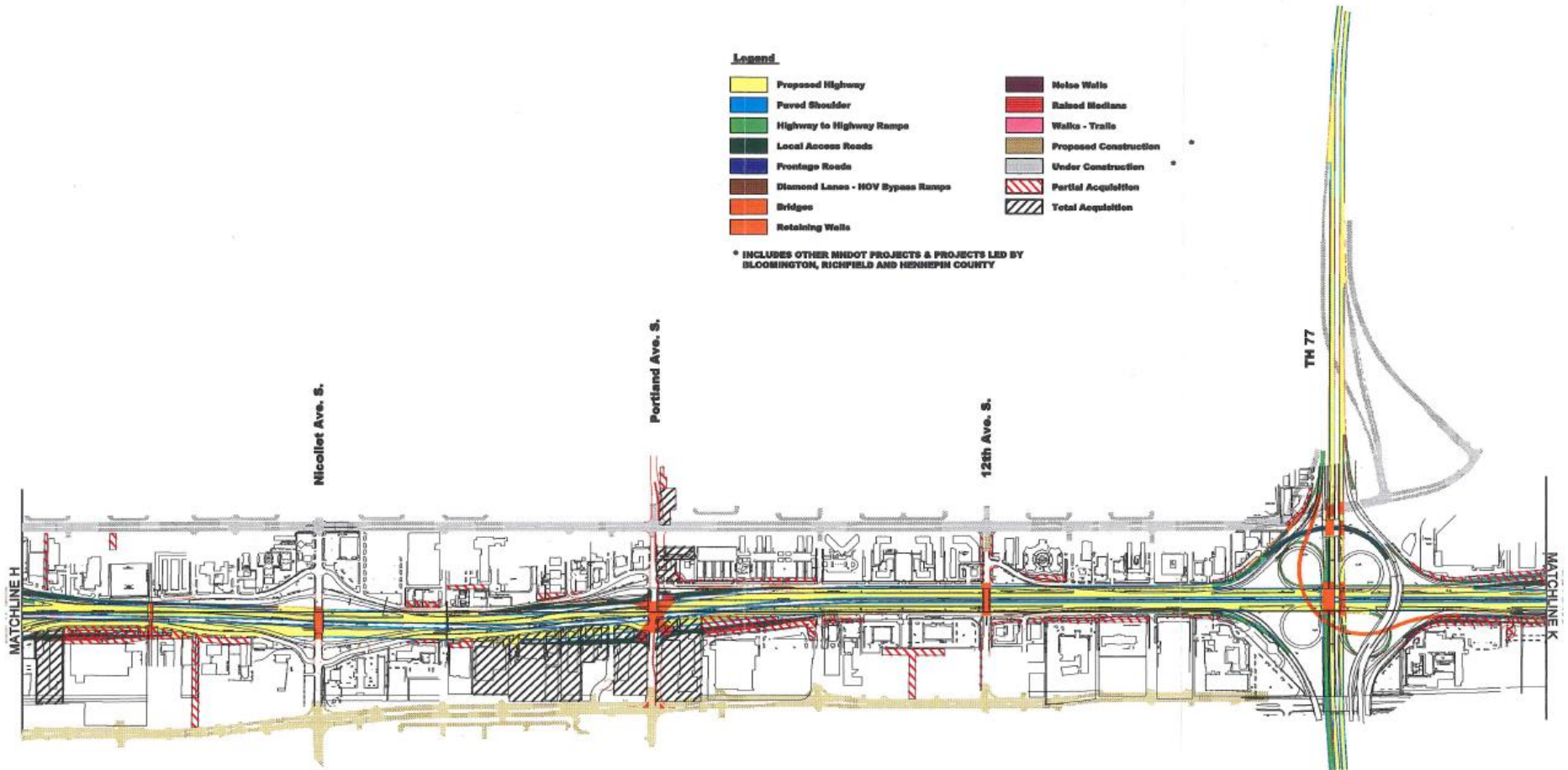


Figure 3.8

**Final Environmental
Impact Statement**
**I-494
Reconstruction**
I-394 to the Minnesota River

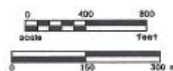


Legend

- | | |
|----------------------------------|-----------------------|
| Proposed Highway | Noise Walls |
| Paved Shoulder | Raised Medians |
| Highway to Highway Ramps | Walks - Trails |
| Local Access Roads | Proposed Construction |
| Frontage Roads | Under Construction |
| Diamond Lanes - HOV Bypass Ramps | Partial Acquisition |
| Bridges | Total Acquisition |
| Retaining Walls | |

* INCLUDES OTHER MNDOT PROJECTS & PROJECTS LED BY BLOOMINGTON, RICHFIELD AND HENNEPIN COUNTY

**Preferred Alternative
Layout Sheet 11**



Key

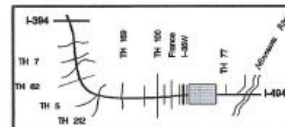
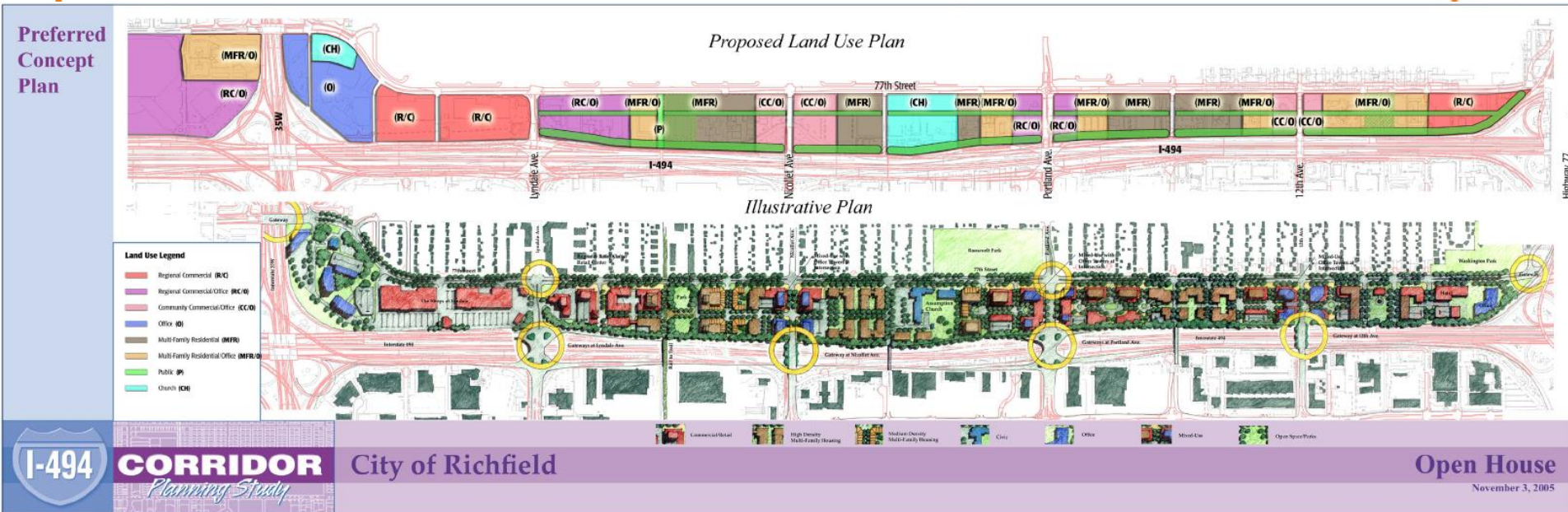


Figure 3.11

**Final Environmental
Impact Statement
I-494
Reconstruction
I-394 to the Minnesota River**

Local Planning

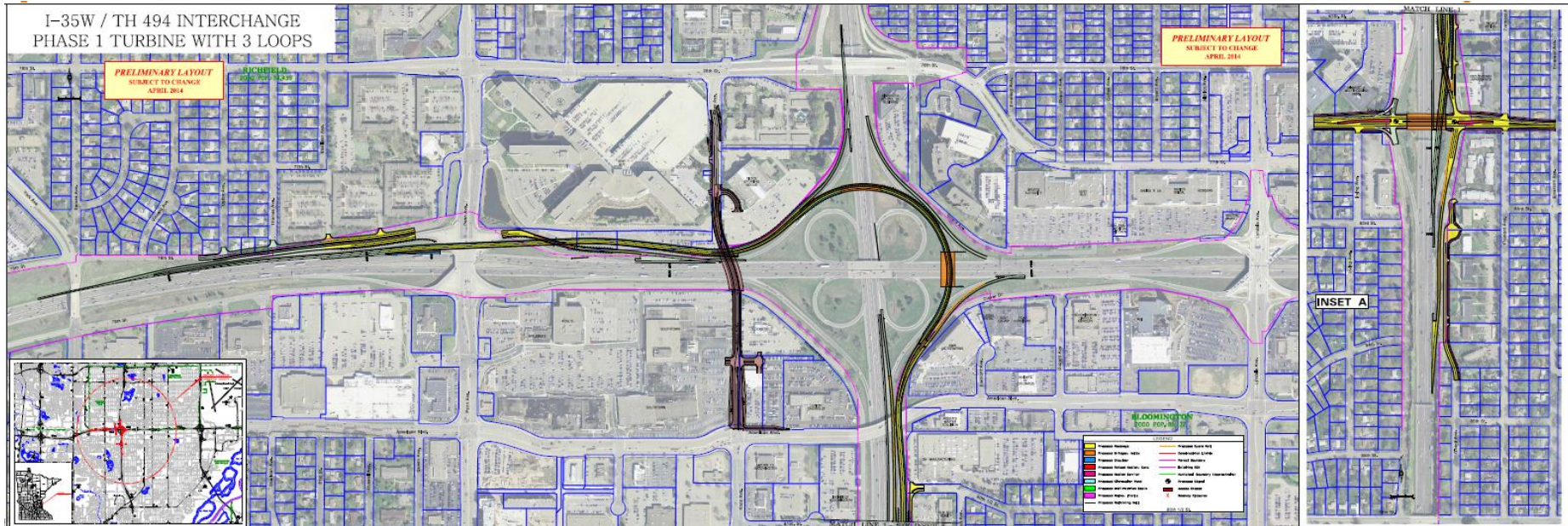
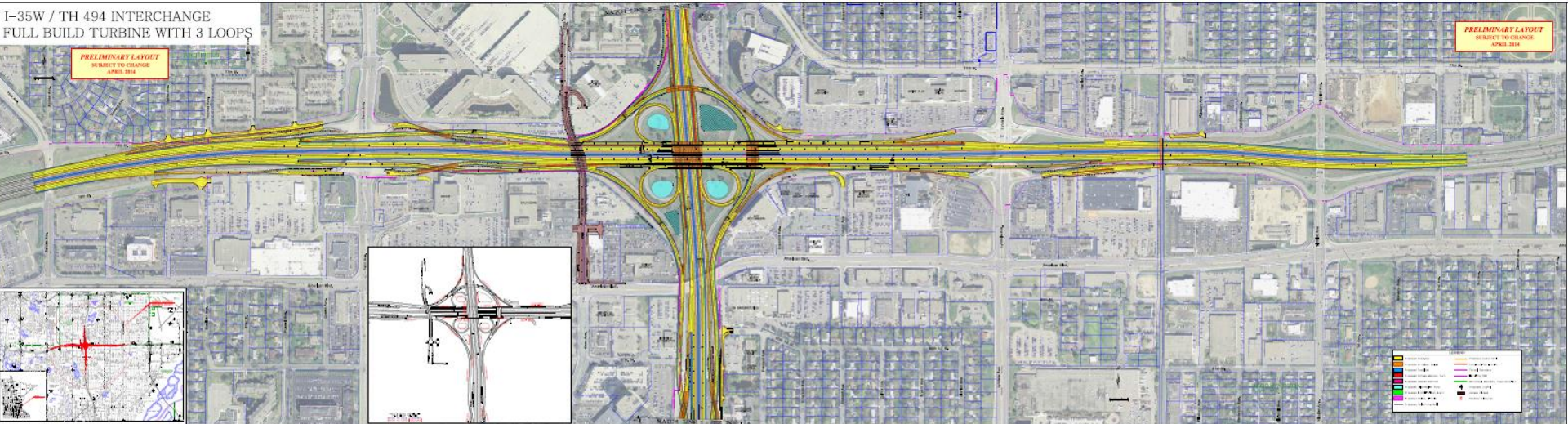
- 2005 Richfield I-494 Corridor Planning Study
 - Access consolidation accounted for in Preferred Concept Plan



- 2008 Richfield Comp Plan
 - Goals refer to improving capacity of I-494 and “improvements” to interchanges along the corridor.



2014 Vision Layout



Current Study

- 2018 Corridors of Commerce awarded \$134 million to introduce MnPASS lanes from EB France Ave. to Hwy 77 and from WB Hwy 77 to I-35W.
- Additional \$70 million was awarded to construct a directional ramp for NB I-35W to WB I-494 traffic (Phase 1 Interchange).
- Current stage of the project involves looking at the entire freeway from the Minneapolis-St. Paul International Airport to Hwy 169 to determine the size of the project and begin the environmental review process.
- Project goals:
 - Provide a transit advantage on I-494
 - Improve the reliability of the average rush-hour trip
 - Improve safety
 - Restore pavement to preserve infrastructure and provide a smoother ride
 - Improve drainage systems to reduce localized flooding and reduce run-off into the Minnesota River
 - Preserve infrastructure



THANK YOU!

Questions?

