



**REGULAR CITY COUNCIL MEETING  
RICHFIELD MUNICIPAL CENTER, COUNCIL CHAMBERS  
JULY 28, 2020  
7:00 PM**

**INTRODUCTORY PROCEEDINGS**

Call to order

Pledge of Allegiance

Open forum

***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 may call 612-861-0651 during the open forum portion of the meeting. Individuals may also email [kwynn@richfieldmn.gov](mailto:kwynn@richfieldmn.gov) or call 612-861-9711 prior to the meeting.***

Approval of the Minutes of the (1) City Council Work Session of July 11, 2020; (2) City Council Work Session of July 14, 2020; and (3) City Council Meeting of July 14, 2020.

**PRESENTATIONS**

1. Proclamation to celebrate 30th anniversary of the Americans with Disabilities Act.

**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. Cancel the public hearing to consider the platting and vacation of easements at 6228 Penn Avenue South and 6200 Queen Avenue South (Lunds & Byerlys).
4. Consideration of items, if any, removed from Consent Calendar

**PROPOSED ORDINANCES**

5. Consider the approval of the second reading of an ordinance amending Subsection 210.01 of the City Code related to City Council salaries.

Staff Report No. 86

**OTHER BUSINESS**

6. Consider the approval of:

- the preliminary design layout of 65th Street from Nicollet Avenue to 66th Street/Rae Drive, including the Lyndale Avenue pedestrian improvements between 64th Street and 66th Street as recommended by the Transportation Commission; and
- a contract, not to exceed \$439,804, with Kimley Horn and Associates, Inc. for final design engineering of the 65th Street Reconstruction Project between Nicollet Avenue and 66th Street/Rae Drive, including the Lyndale Avenue pedestrian improvements between 64th Street and 66th Street.

Staff Report No. 87

7. Consider the appointment to the Planning Commission opening.

Staff Report No. 88

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

8. City Manager's Report

### **CLAIMS AND PAYROLLS**

9. Claims and Payroll

### **COUNCIL DISCUSSION**

10. Hats Off to Hometown Hits
11. Adjournment

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



# CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

## City Council Work Session Virtual meeting held via WebEx July 11, 2020

### CALL TO ORDER

The work session was called to order by Council Member Regan Gonzalez at 9:00 a.m. held via WebEx.

*Council Members Present:* Maria Regan Gonzalez, Mayor; Mary Supple; Simon Trautmann; Ben Whalen; and Edwina Garcia (joined at 10:00 a.m.)

### Item #1

### INTERVIEWS WITH APPLICANTS FOR THE PLANNING COMMISSION

The City Council held interviews with the following applicants for appointment to the Planning Commission:

Gary Ness  
Ted Weidenbach  
Nick Gonzalez  
Kristin Swenson  
Joshua Johnson  
Brett Stursa

### ADJOURNMENT

The work session was adjourned by unanimous consent at 11:26 a.m.

Date Approved: July 28, 2020

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Maria Regan Gonzalez  
Mayor

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Kelly Wynn  
Senior Office Assistant

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Katie Rodriguez  
City Manager



# CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

## City Council Work Session

### Virtual meeting held via WebEx

**July 14, 2020**

<b>CALL TO ORDER</b>
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The meeting was called to order by Mayor Regan Gonzalez at 5:47 p.m. held via WebEx

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

Council Members Absent: Edwina Garcia

Staff Present: Katie Rodriguez, City Manager; Chris Regis, Finance Director; Blanca Martinez Gavina, Executive Analyst; and Kelly Wynn, Senior Office Assistant

<b>Item #1</b>	<b>2021 KEY FINANCIAL STRATEGIES UPDATES</b>
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City Manager Rodriguez reviewed the Council recommendations from the previous work session, introduced Director Regis, the item on the agenda and timeline.

Director Regis spoke on the timetable and key events for the review of Key Financial Strategies (KFS), Capital Improvement Budget (CIB), Capital Improvement Plan (CIP) and budget. He briefly discussed the following KFS updates:

- Equity coordinator, IT Technician, video specialist, police officer and battalion chief
- Embedded mental health worker, police officer body camera system, debt service levy, reduced existing debt/service tax levies and cost of living increase
- 65th street delayed to 2022, most other roadway projects delayed 1-2 years, EDA levy 3% increase, LGA budgeted at 2020 levels for 2021

Council Member Supple questioned how the police officer hire will be funded as well as the video specialist.

Director Regis confirmed the police officer hire will be funded by the DUI grant received for 2020. The video specialist is included in the projected police officer body camera system costs.

Council Member Whalen asked for clarification of the \$232,000 body camera total and if that will be coming from the general fund.

Director Regis explained that all the equipment will be purchased with Capital Improvement Reserve Fund and will charge the police department a sum over 5 years to pay back the money. He then spoke of the 2021 proposed gross levy as \$24,321,428.

Council Member Supple asked about the projected EDA levy.

Director Regis stated they have budgeted for a 3% increase.

Director Regis then spoke of the gross tax levy history and the 2021 proposed general fund budget. He then briefly spoke on the capital improvement process, total budget, and significant project for 2021-2025 along with estimated costs.

Council Member Whalen asked about the water meter replacements that were delayed and how they will be moving forward with the project.

Director Regis stated he was not sure what Public Works had planned for replacement but most likely it will be pushed back due to the man power will take.

Council Member Whalen also asked about projects left on the plan so the city is not maxing out on bonding and if there is flexibility to push things back or figure out alternate funding.

Director Regis said he would need to contact Director Asher to get accurate information.

City Manager Rodriguez explained there may come a point where alternate funding will be needed.

Council Member Whalen asked that barring any urgent movement, if the city would get 5 years notice.

City Manager Rodriguez confirmed there would be a 5 year plan.

Mayor Regan Gonzalez asked about additional costs for moving the water meter replacement and if CARES money can cover.

Director Regis explained that as long as it meets the necessary criteria, the costs could be covered.

City Manager Rodriguez confirmed she would follow up with Director Asher.

Director Regis reviewed the CIP spreadsheet and potential future debt levies. He then touched on the general fund increases and decreases.

Council Member Whalen asked if the numbers figured are before or after CARES funds are accounted for.

Director Regis explained these figures do not reflect and CARES funds. The logistics are still being worked out of how that money will go into each account. There could be some abnormal surplus at the end of the year due to the CARES funds.

City Manager Rodriguez spoke of how the city is in the early days of looking at eligible mitigation costs and how the city has budgeted for some costs.

Council Member Trautmann asked if there is anything else that can be done to smooth out spending to not have such an astronomical jump in the levy.

Director Regis described how staff is still very early in the 2021 proposed budget and doing everything possible to avoid that jump.

City Manager Rodriguez expanded on the reality of the price tag of some of the necessities such as new hires, 3% cost of living and merit increases makes it difficult not to have a significant

jump. Staff is trying to be careful with reserves because the city does not know what long term effects the pandemic will have.

Council Member Trautmann asked for a breakdown of budget priorities the council has asked for.

City Manager Rodriguez heard equity is very high priority from council. The city is researching hiring an equity consultant this year and equity coordinator next year along with body cameras and increase for communications. The needs are real and important so now staff will need to figure out how to fund it.

Mayor Regan Gonzalez asked for some information around the public safety budget and accounting for possible loss of SRO positions with the schools.

Director Regis stated he wouldn't be able to answer that right now.

City Manager Rodriguez spoke of the possibility if schools pulled the SRO positions, it would be an \$80,000 hole in the budget and there would be a need for reconfiguration in their budget.

Mayor Regan Gonzalez asked to revisit bodycam expenditures.

Director Regis established in the capital improvement reserve fund, a payback method over 5 years to level out budgets.

Mayor Regan Gonzalez asked for clarification on the difference and the impact of the tax capacity trending up.

Director Regis explained if the city market value increases, that means the city will have more tax capacity to spread around the city. He then gave a brief background of the past tax capacity rate.

Council Member Trautmann questioned if the city is losing tax capacity correct.

Director Regis stated it has been flat and increasing slightly.

Council Member Supple asked for future funding of the new police officer hire that will be currently funded by the DUI grant and if that will continue. She also thanked Director Regis for all his work and appreciates making efforts to lower levy if possible. She also recommended the possibility of reviewing merit increases if push comes to shove.

Council Member Whalen stated he would rather bite the bullet and raise revenues then wait on important necessities and not being able to appropriately compensate employees.

Mayor Regan Gonzalez asked about the impact of county money not coming in due to the pandemic.

City Manager Rodriguez explained it was the uncollected property tax money.

Director Regis confirmed those figures are reflected in 2020 revised budget.

Mayor Regan Gonzalez asked what staff is seeing from other communities regarding their levies.

Director Regis stated Bloomington is doing another survey and will share information hopefully in August.

Mayor Regan Gonzalez asked for an understanding of where impacts are being made to get the 7.2% lower and what the city is gaining and risking by reducing the number.

Council Member Whalen asked if it would be too complicated to get multiple options regarding the budget of what is priority and what is not.

City Manager Rodriguez explained she would like to work with directors for city manager recommended budget. Reductions and additions will be included with the budget.

Council Member Supple expressed how it would be helpful to see how the CARES funding will affect all the numbers.

Council Member Whalen asked for clarification on the capital budgets versus general fund spending.

Director Regis explained he is attempting to keep the tax levy low so he does everything possible to protect the general fund.

Council Member Whalen asked if the capital budget could be used to fund the one time incurrence from the body cameras.

Director Regis explained the general fund is paid back.

Council Member Trautmann asked for clarification on capital cost for equipment replacement.

Director Regis confirmed.

Council Member Supple asked for past reserves context for a future meeting.

Mayor Regan Gonzalez expressed the investment in updating all liquor stores and be able to maximize them.

Director Regis explained the liquor stores contribute approximately \$310,000 a year and usually increases about 3% each year.

City Manager Rodriguez commented on how the liquor store revenues were up in March about 10-11% until the pandemic hit. The city will be extending hours and will be promoting a website as well.

Council Member Supple asked if the ice arena will be online faster than expected and if it will contribute some extra income.

City Manager Rodriguez said it is only a couple weeks ahead of schedule but is anticipating easy rental.

Council Member Trautmann weighed in on the priority reducing the 7% increase in levy

Mayor Regan Gonzalez thanked Director Regis for all the extra work during the COVID pandemic and taking in the CARES money along with City Manager Rodriguez and department heads preparing the next budget.

City Manager Rodriguez summarized council requests for the next work session.

**ADJOURNMENT**

The work session was adjourned by unanimous consent at 6:50 p.m.

Date Approved: July 28, 2020

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Maria Regan Gonzalez  
Mayor

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Kelly Wynn  
Senior Office Assistant

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Katie Rodriguez  
City Manager



# CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

## Regular Council Meeting Virtual Meeting held via WebEx

July 14, 2020

### CALL TO ORDER

The meeting was called to order by Mayor Maria Regan Gonzalez at 7:01 p.m. via WebEx.

*Council Members* Maria Regan Gonzalez, Mayor; Mary Supple; Ben Whalen; and Simon Trautmann

*Present:*

*Council Members* Edwina Garcia

*Absent:*

*Staff Present:* Katie Rodriguez, City Manager; Mary Tietjen, City Attorney; Chris Regis, Finance Director; John Stark, Community Development Director; Melissa Poehlman, Assistant Community Development Director; Jane Skov, IT Manager; Blanca Martinez Gavina, Executive Analyst; and Kelly Wynn, Senior Office Assistant

### PLEDGE OF ALLEGIANCE

Mayor Regan Gonzalez led the Pledge of Allegiance

### OPEN FORUM

Senior Office Assistant Wynn stated no submissions had been received and reviewed the options to participate:

- Participate live by calling 612-861-0651 during the open forum portion
- Call prior to meeting 612-861-9711
- Email prior to meeting [kwynn@richfielmn.gov](mailto:kwynn@richfielmn.gov)

She also stated there were no live callers to submit comments during the open forum.

### APPROVAL OF MINUTES

M/Supple, S/Whalen to approve the minutes of the (1) City Council Work Session of July 11, 2020; (2) City Council Work Session July 14, 2020; and (3) City Council Meeting of July 14, 2020.

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE

Supple: AYE

Trautmann: AYE

Whalen: AYE

Motion carried 4-0

<b>Item #1</b>	<b>APPROVAL OF THE AGENDA</b>
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M/Whalen, S/Garcia to approve the agenda

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE

Supple: AYE

Trautmann: AYE

Whalen: AYE

Motion carried 4-0

<b>Item #2</b>	<b>CONSENT CALENDAR</b>
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City Manager Rodriguez presented the consent calendar.

- A. Consider an ordinance amending regulations pertaining to the installation of small cell wireless facilities and wireless support structures in the right-of-way (Staff Report No. 73)
- B. Consider a resolution granting a conditional use permit to allow a small cell facility in the right-of-way near 7108 Lyndale Avenue South (Staff Report No. 74)

#### RESOLUTION NO. 11745

RESOLUTION APPROVING A CONDITIONAL USE PERMIT  
TO ALLOW A SMALL WIRELESS FACILITY IN THE RIGHT-OF-WAY  
ADJACENT TO 7108 LYNDALE AVENUE SOUTH

- C. Approve a resolution authorizing a summary publications of a lengthy zoning code amendment previously approved on January 28, 2020 (Staff Report No. 75)

RESOLUTION NO. 11746

RESOLUTION APPROVING SUMMARY PUBLICATION OF AN ORDINANCE  
AMENDING APPENDIX I TO THE RICHFIELD CITY CODE BY REZONING  
LAND AT THE NORTHWEST CORNER OF 66TH STREET AND LYNDALE  
AVENUE AS PLANNED MIXED USE

- D. Consider the adoption of a resolution granting a subdivision wavier for a minor boundary adjustment at 7020 Oak Grove Boulevard and 7000 Lyndale Avenue (Staff Report 76)

RESOLUTION NO. 11747

RESOLUTION AUTHORIZING A SUBDIVISION WAIVER  
FOR BOUNDARY ADJUSTMENT BETWEEN 7000 LYNDALE AVENUE  
SOUTH AND 7020 OAK GROVE BOULEVARD

- E. Consider the adoption of a resolution supporting Livable Communities Demonstration Act grant applications to the Metropolitan Council to support redevelopment of the northeast corner of 65<sup>th</sup> and Lyndale Avenue and of 101 66<sup>th</sup> Street East (Staff Report 77)

RESOLUTION NO. 11748

RESOLUTION IDENTIFYING THE NEED FOR LIVABLE COMMUNITIES  
DEMONSTRATION ACCOUNT ("LCDA") FUNDING AND AUTHORIZING AN  
APPLICATION FOR GRANT FUNDS

- F. Consider the adoption of a resolution appointing election judges for the Primary Election of August 11, 2020, and General Election of November 3, 2020 (Staff Report 78)

RESOLUTION NO. 11749

RESOLUTION APPOINTING ELECTION JUDGES FOR THE PRIMARY  
ELECTION OF AUGUST 11, 2020 AND THE GENERAL ELECTION OF  
NOVEMBER 3, 2020

- G. Continue the public hearing to consider the platting and vacation of easements at 6228 Penn Avenue South and 6200 Queen Avenue South (Lunds & Byerlys) to July 28, 2020 (Staff Report 79)
- H. Approve a third amendment to the Site Lease Agreement at 7401 Logan Avenue South between the City of Richfield and T-Mobile Central LLC (successor in interest to APT Minneapolis, Inc.) with regard to the extension of lease renewal terms (Staff Report 80)
- I. Consider the adoption of a resolution:
- designating Lyndale Avenue from 62nd St to 77th St an "urban district" pursuant to Minnesota Statutes, section 169.14; and

- setting the speed limit of the corridor at 30 miles per hour and directing Public Works to erect signage accordingly (Staff Report 81)

### RESOLUTION NO. 11750

#### RESOLUTION AUTHORIZING THE DESIGNATION OF LYNDALE AVENUE FROM 77TH STREET TO 62ND STREET AS AN URBAN DISTRICT AND THE INSTALLATION OF 30MPH SPEED LIMIT SIGNS ALONG THE CORRIDOR IN THE CITY OF RICHFIELD

M/Whalen, S/Supple to approve the consent calendar.

Council Member Whalen thanked all the residents who volunteered to be election judges. He also clarified that item E from the consent calendar was a grant for the Enclave. The item will be voted on during the upcoming HRA meeting.

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE

Supple: AYE

Trautmann: AYE

Whalen: AYE

Motion carried 4-0

Item #3	<b>CONSIDERATION OF ITEMS, IF ANY, REMOVED FROM CONSENT CALENDAR</b>
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None

Item #4	<b>CONSIDER A VARIETY OF LAND USE APPROVALS FOR A PROPOSAL TO CONSTRUCT AN 82-UNIT APARTMENT BUILDING ON 64<sup>TH</sup> STREET, EAST OF LYNDALE AVENUE (FUTURE ADDRESS: 600 64<sup>TH</sup> STREET WEST) (STAFF REPORT NO. 82)</b>
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Mayor Regan Gonzalez presented staff report 82.

Director Stark explained all the information is supplied in the staff report and the only item that is not meeting code is space for three more parking spaces for compact vehicles.

M/Regan Gonzalez, S/Whalen to (1) approve the attached resolution amending the Comprehensive Plan to designate Lots 3-8, Block 5, Lyndale Oaks Addition as Mixed Use; and (2) approve the attached Ordinance amending Richfield Zoning Code Appendix I to designate Lots 3-8, Block 5, Lyndale Oaks Addition as Planned Mixed Use

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#### RESOLUTION NO. 11751

#### RESOLUTION AMENDING THE CITY'S COMPREHENSIVE PLAN CHANGING THE DESIGNATION OF PROPERTY AT THE NORTHEAST CORNER OF LYNDALE AVENUE AND 64TH STREET TO "MIXED USE"

Mayor Regan Gonzalez asked about a new trail near the park.

Director Stark stated it is to allow another entry point to the park making it more accessible and safer. For more information regarding the park, please follow up with Director Markle.

Assistant Community Development Director Poehlman spoke of the revisions to parking that came from the Planning Commission. Public Works and Community Development reviewed the plans and put is having a buffer strip put in between the trail and parking due to door swing.

Council Member Supple stated she was pleased to see the recommendations from Planning Commission to put in an ADA accessible ramp and an additional park entrance were being added.

Council Member Trautmann spoke of push back from current area residents regarding the additional park entrance in that it would bring more people to the area and park. He explained the addition is a not a bad thing and commended staff for making the changes and the park more accessible.

Mayor Regan Gonzalez expressed excitement for the proposal and project for affordable housing along with additional park access.

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE

Supple: AYE

Trautmann: AYE

Whalen: AYE

Motion carried 4-0

M/Regan Gonzalez, S/Whalen to approve the attached resolution granting a conditional use permit and final development plans for a planned unit development at 6345 Lyndale Avenue South and 600 64th Street West.

#### RESOLUTION NO. 11752

#### RESOLUTION APPROVING A FINAL DEVELOPMENT PLAN

**AND CONDITIONAL USE PERMIT FOR A PLANNED UNIT DEVELOPMENT  
AT THE NORTHEAST CORNER OF LYNDAL AVENUE AND 64TH STREET**

Council Member Supple stated she was pleased with the recommendations put forth by the Planning Commission for the exit out on to Lyndale being taken into account for this project. She also expressed concern of the possibility of having parking on both sides of the street and would strongly recommend having parking on only one side.

Council Member Whalen asked for clarification on the development consisting of 20% affordable housing units.

Director Stark confirmed since it is a TIF district; 20% of units will be affordable at 50% AMI.

Council Member Whalen expressed support and is excited for the great opportunity to renovate an existing building without having to displace residents along with ADA accessible units. He did voice disappointment regarding the comments he has heard from residents against renters.

Council Member Trautmann congratulated staff and developers for working so hard and participating in discussions to accommodate requests.

Mayor Regan Gonzalez echoed her gratitude and agreed with Council Member Supple for staff to take a look at street parking and traffic flow. She recommended a possible analysis in the future and makes adjustments as needed.

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE

Supple: AYE

Trautmann: AYE

Whalen: AYE

Motion carried 4-0

<b>Item #5</b>	<b>PUBLIC HEARING AND CONSIDER A RESOLUTION APPROVING A FINAL PLAT OF THE RF64 ADDITION (STAFF REPORT NO. 83)</b>
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Council Member Whalen read staff report 83 and opened the public hearing.

Assistant Wynn reported no callers for the public hearing and reviewed the options to participate during the live meeting:

- Call 612-861-0651 to be connected to supply public comment
- Call prior to meeting 612-861-9711
- Email prior to meeting [kwynn@richfieldmn.gov](mailto:kwynn@richfieldmn.gov)

M/Whalen, S/Supple to close the public hearing.

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE

Supple: AYE

Trautmann: AYE

Whalen: AYE

Motion carried 4-0

M/Whalen, S/Trautmann to adopt a resolution approving a final plat of the RF64 Addition.

Council Member Whalen expressed his excitement for the project.

Mayor Regan Gonzalez spoke of how excellent the tour was and she is excited to support the project.

### RESOLUTION NO. 11753

#### RESOLUTION GRANTING APPROVAL OF A FINAL PLAT FOR RF64

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE

Supple: AYE

Trautmann: AYE

Whalen: AYE

Motion carried 4-0

Item #6	<b>CONDUCT A PUBLIC HEARING AND CONSIDER APPROVAL OF RESOLUTIONS VACATING UTILITY EASEMENTS AND APPROVING THE PRELIMINARY AND FINAL PLATS OF THE HENLEY 2 ADDITION (STAFF REPORT NO. 84)</b>
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Council Member Supple read staff report 84 and opened the public hearing and reviewed the option to participate during the live meeting.

Director Stark spoke of what a wonderful job the engineers and architects have done and what a pleasure they have been to work with during this project.

Ruane Onesirosan, 2421 65th St W, expressed appreciation for council meetings being broadcasted on Channel 16 but was unable to participate during the open forum.

Assistant Wynn reviewed the options to participate during the open forum:

- Call in live during the open forum portion 612-861-0651
- Call prior to meeting 612-861-9711
- Email prior to meeting [kwynn@richfieldmn.gov](mailto:kwynn@richfieldmn.gov)

M/Whalen, S/Supple to close the public hearing.

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE

Supple: AYE

Trautmann: AYE

Whalen: AYE

Motion carried 4-0

M/Supple, S/Whalen to (1) adopt a resolution vacating storm water sewer and utility easements within the Henley 2 development site at 64<sup>th</sup> Street West and Lyndale Avenue South; and (2) adopt a resolution approving the final plat of the Henley 2 addition.

RESOLUTION NO. 11754

RESOLUTION AUTHORIZING THE VACATION OF  
DRAINAGE AND UTILITY EASEMENTS AND A STORM SEWER EASEMENT  
NEAR 64TH STREET WEST AND LYNDALE AVENUE SOUTH

RESOLUTION NO. 11755

RESOLUTION GRANTING APPROVAL  
OF A FINAL PLAT FOR  
HENLEY 2 ADDTION

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE

Supple: AYE

Trautmann: AYE

Whalen: AYE

Motion carried 4-0

Item #7	<b>CONDUCT THE APPROVAL OF THE FIRST READING OF AN ORDINANCE AMENDING SUBSECTION 210.01 OF THE CITY CODE RELATED TO CITY COUNCIL SALARIES (STAFF REPORT NO. 85)</b>
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Council Member Trautmann presented staff report 85.

M/Trautmann, S/Supple to (1) to approve the first reading of the ordinance amending Subsection 210.01 of the City Code related to City Council salaries and schedule the second reading for July 28, 2020.

Council Member Trautmann expressed support of a zero increase during these uncertain times of the pandemic.

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE

Supple: AYE

Trautmann: AYE

Whalen: AYE

Motion carried 4-0

<b>Item #8</b>	<b>CITY MANAGER'S REPORT</b>
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City Manager Rodriguez spoke of the City of Edina implementing a mask policy. A proposed mask policy will be brought to the July 28 work session regarding the City of Richfield. She also said the liquor stores hours will be extending. All stores will be open from 11am to 8pm. The Deputy Registrar's Office continues to improve their practices to accommodate the public.

<b>Item #9</b>	<b>CLAIMS AND PAYROLL</b>
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M/Whalen, S/Trautmann that the following claims and payrolls be approved:

<b>U.S. Bank</b>	<b>07/14/2020</b>
A/P Checks 288717 - 289287	\$ 2,727,305.37
Payroll: 155142 - 155705	<u>1,373,378.99</u>
TOTAL	\$ 4,100,684.36

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE

Supple: AYE

Trautmann: AYE

Whalen: AYE

Motion carried 4-0

<b>Item #10</b>	<b>HATS OFF TO HOMETOWN HITS</b>
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Council Member Supple spoke of the Richfield Historical Society re-opening and how wonderful it was to take tours and participate in activities. The second half of the re-opening will take place this coming weekend and she encouraged residents to stop by. She also commented on attending the

Transportation Commission meeting that had a guest speaker that spoke on equity in transportation. She also gave kudos to Public Works and their 2019 Water Quality Report.

Council Member Trautmann gave a shout out to the Parks and Recreation Department for all they have been able to provide for children. The virtual recreation they have supplied has been a huge asset.

Council Member Whalen spoke of the council interviewing candidates for the open Planning Commission seat and thanked everyone who applied. He also stated regular commission applications will open in December for any residents who are interested in participating in a commission. He then touched on upcoming elections, the option to vote by mail and how to sign up. He highly recommended residents visit [mnvotes.org](http://mnvotes.org) or call the city at 612-861-0580 for more information. He also encouraged residents to continue to speak up regarding masks and equity. The council appreciates hearing comments and suggestions from the public.

Mayor Regan Gonzalez stated the city continues to look for election judges and encourages residents to volunteer. Trainings will be online due to the current pandemic. She also spoke of the option to utilize absentee and direct ballot voting.

<b>Item #11</b>	<b>ADJOURNMENT</b>
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The meeting was adjourned by unanimous consent at 8:01 p.m.

Date Approved: July 28, 2020

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Maria Regan Gonzalez  
Mayor

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Kelly Wynn  
Senior Office Assistant

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Katie Rodriguez  
City Manager

AGENDA SECTION:

PRESENTATIONS

AGENDA ITEM #

1.



## CITY COUNCIL MEETING

7/28/2020

REPORT PREPARED BY: Blanca Martinez Gavina, Executive Aide/Analyst

DEPARTMENT DIRECTOR REVIEW:

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
7/21/2020

### **ITEM FOR COUNCIL CONSIDERATION:**

Proclamation to celebrate 30th anniversary of the Americans with Disabilities Act.

### **EXECUTIVE SUMMARY:**

### **RECOMMENDED ACTION:**

### **BASIS OF RECOMMENDATION:**

- A. **HISTORICAL CONTEXT**
- B. **POLICIES (resolutions, ordinances, regulations, statutes, etc):**
- C. **CRITICAL TIMING ISSUES:**
- D. **FINANCIAL IMPACT:**
- E. **LEGAL CONSIDERATION:**

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

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

### **ATTACHMENTS:**

Description	Type
ADA Proclamation	Backup Material



## Proclamation of the City of Richfield

**WHEREAS**, the Americans with Disabilities Act was passed 30 years ago on July 26, 1990, to ensure the civil rights of citizens with disabilities; and

**WHEREAS**, the City of Richfield affirms the principles of equality and inclusion for people with disabilities as embodied in the Americans with Disabilities Act and the laws of the State of Minnesota, including the Minnesota Human Rights Act; and

**WHEREAS**, numerous organizations in Richfield and throughout Minnesota work with constituents and communities to expand opportunities for Americans with disabilities by reducing barriers and changing perceptions; and

**WHEREAS**, the Richfield Human Rights Commission supported this proclamation at its June 2, 2020, meeting and recommended the Richfield City Council do the same; and

**Now, THEREFORE, I, Maria Regan Gonzalez, mayor of Richfield, on behalf of the Richfield City Council, do hereby proclaim the month of July 2020 as Americans with Disabilities Awareness Month in the City of Richfield and call on the people of Richfield to observe this month with appropriate programs, activities, and ceremonies, and continue to support the civil rights of citizens with disabilities throughout the year.**

**PROCLAIMED** this 28<sup>th</sup> day of July, 2020.

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Maria Regan Gonzalez, Mayor



## CITY COUNCIL MEETING

7/28/2020

REPORT PREPARED BY: Melissa Poehlman, Asst. Community Development Director

DEPARTMENT DIRECTOR REVIEW: John Stark, Community Development Director  
7/23/2020

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
7/23/2020

### **ITEM FOR COUNCIL CONSIDERATION:**

**Cancel the public hearing to consider the platting and vacation of easements at 6228 Penn Avenue South and 6200 Queen Avenue South (Lunds & Byerlys).**

### **EXECUTIVE SUMMARY:**

In conjunction with an application for a multi-family development in the existing parking lot of the Lunds and Byerlys grocery store on at 6228 Penn Avenue South, the property owner will be platting the site and requesting the vacation of abandoned right-of-way therein. Given that the property is located along both County and Mn-DOT right-of-way, both entities must review the plat. This review process has taken longer than anticipated and a public hearing will be scheduled when parties are ready to move forward.

### **RECOMMENDED ACTION:**

**By motion: Cancel the public hearing to consider a plat for the "Lunds of Richfield" Addition and the vacation of easements.**

### **BASIS OF RECOMMENDATION:**

#### **A. HISTORICAL CONTEXT**

N/A

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

All plats or subdivisions of land in the City must be approved by council resolution pursuant to the provisions of Minnesota State Statutes 462.357.

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

- Per State Statute, the City has 120 days from the date of submittal of a complete application to issue a decision regarding plat unless the applicant agrees to an extension.
- A complete plat application was received on April 29, 2020. The Council must render a decision by August 27, 2020.

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

None

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

None

**ALTERNATIVE RECOMMENDATION(S):**

None

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

N/A



**STAFF REPORT NO. 86**  
**CITY COUNCIL MEETING**  
**7/28/2020**

REPORT PREPARED BY: Blanca Martinez Gavina, Executive Aide/Analyst

DEPARTMENT DIRECTOR REVIEW:

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
7/21/2020

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider the approval of the second reading of an ordinance amending Subsection 210.01 of the City Code related to City Council salaries.**

**EXECUTIVE SUMMARY:**

Chapter II, Section 210 of the City Code establishes the salaries of the City Council. Subsection 210.01, Subd. 5 provides that salaries of Council Members shall be reviewed by the City Council by May 1 in each year in which an election is held pursuant to Section 200 of the Code. An ordinance amending the salaries established by this section must not take effect until after the next succeeding municipal election.

The 2018 ordinance change was consistent with past practice: the City Council salary increase was based on the increase granted to employees in the Management and General Services pay plan in the previous year. In 2018, City Council approved an ordinance for a salary adjustments that were the lesser of 3.5% or the percentage increase in the annual pay structure granted on January 1, 2018 and January 1, 2019 to the Management and General Services pay plans. Actual annual salary increases for the Mayor and City Council were 3% each year, based on the Management and General Services pay plans, effective January 1, 2019 and January 1, 2020 respectively.

The City has a 30 year history of providing the same cost of living increase to all of its employee groups. With 4 of the 5 union contracts having settled for 2021 at a 3% increase, staff anticipate a 3% adjustment to be recommended for non-represented employees for 2021.

In the past City council has also reviewed their salaries compared to other metropolitan cities. We have attached information on other metropolitan cities' salaries. On June 23 of 2020 the City council reviewed the comparable city council salaries and the City's past practices in setting future salaries during a work session. The majority of City council expressed their desire to maintain City council salaries at the same rate, 0% increase, in 2021 due to the financial impacts of the COVID-19 pandemic. They also directed staff to provide an economic trigger in the ordinance for 2022 that would set the increase to 0% if the economy has not improved, or, set the salary increase based on what is granted to employees in the Management and General Services pay plan in the previous year of 2021.

The attached ordinance provides for a 0% increase for 2021 and 0% increase in 2022 if the National Bureau of Economic Research (NBER) finds the economy is in recession. It also includes that if the NBER finds that the economy is not in recession then the salary increase would match the increase granted in the Management and General Services pay plans for the previous year of 2021.

**RECOMMENDED ACTION:**

**By motion: Approve the second reading of the ordinance amending Subsection 210.01 of the City Code related to City Council salaries.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

Please see executive summary.

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

Chapter II, Section 210 of the City Code establishes the salaries of the City Council. Subsection 210.01, Subd. 5

**C. CRITICAL TIMING ISSUES:**

City Council needs to establish their salaries for 2021 and 2022 by ordinance before the next council election.

**D. FINANCIAL IMPACT:**

The City Council budget will reflect a zero salary increase in the 2021 budget and the 2022 salary will either increase by zero or an increase consistent with the increase to staff pay plans in 2021.

**E. LEGAL CONSIDERATION:**

Staff did consult with City Attorney Tietjen since we are seeking guidance later than the May 1 date referenced in the ordinance. The May 1 deadline is directive and not mandatory. It is critical to amend the ordinances before the upcoming election.

**ALTERNATIVE RECOMMENDATION(S):**

The City Council could defer action on this item to a future meeting.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

**ATTACHMENTS:**

Description		Type
□	Salary Averages	Backup Material
□	Ordinance	Backup Material

# METROPOLITAN AREA CITY COUNCIL 2020 SALARY SURVEY

City	Population (2010 Census)	Mayor	Council
Apple Valley	49,084	\$13,140	\$9,400
Blaine	57,186	\$14,310	\$10,500
Burnsville	60,306	\$12,000	\$8,400
Eagan	64,206	\$13,625	\$10,000
Eden Prairie	60,797	\$14,635.00	\$11,330.00
Edina	47,941	\$13,750.00	\$10,950.00
Fridley	27,208	\$10,689.00	\$8,779.00
Golden Valley	20,355	\$12,825.00	\$9,598.00
Maple Grove	37,755	\$13,840.00	\$12,180.00
Minnetonka	49,734	\$12,180.00	\$9,000.00
Richfield	35,228	\$12,380.00	\$9,607.00
Roseville	33,660	\$9,300.00	\$7,020.00
St. Louis Park	42,250	\$12,090.00	\$6,980.00
Average		\$12,674	\$9,518

**BILL NO. XXX**

**AN ORDINANCE AMENDING SECTION  
210.01 RICHFIELD CITY CODE  
PERTAINING TO CITY COUNCIL  
SALARIES**

**THE CITY OF RICHFIELD DOES ORDAIN:**

Section 1. Subsection 210.01 of the Richfield City Code is hereby amended as follows:

**Subd. 1.** Mayor. The annual salary of the mayor as of January 1, 2018-2020 is \$12,376.  
Effective January 1, 2019 2021, the salary of the mayor shall remain at \$12,376 ~~be increased by a percentage that is the lesser of 3.5 percent or the percentage increase in the annual pay structure granted on January 1, 2018 to Management and General Services pay plans.~~

**Subd. 2.** Council. The annual salary of a member of the council as of January 1, 2018-2020 is \$9,607. Effective January 1, 2019 2021, the salary of a member of the council shall remain at \$9,607 ~~be increased by a percentage that is the lesser of 3.5 percent or the percentage increase in the annual pay structure granted on January 1, 2018 to Management and General Services pay plans.~~

**Subd. 3.** Compensation Adjustment. Effective January 1, 2020 2022 the annual salary of the mayor and a member of the council as provided in Subdivision 1 and 2 above shall receive a 0% increase if the National Bureau of Economic Research (NBER) finds the economy is in recession. However, if the NBER finds that the economy is not in recession then the salary increase would match the increase granted in the Management and General Services pay plans for the previous year of 2021. ~~be increased by a percentage that is the lesser of 3.5 percent or the percentage increase in the annual pay structure granted on January 1, 2019 to Management and General Services pay plans.~~

**Subd. 4.** Payable. Salaries of members of the Council are payable bi-weekly.

**Subd. 5.** Salary review. The Council shall review the salaries set by this Section by May 1 in each year in which an election is held pursuant to Section 200 of this code. An ordinance amending the salaries as established in this Section must not take effect until after the next succeeding municipal election. (Amended, Bill No. 1988-18; Bill No. 2006-19)

Section 2. Effective Date. This ordinance becomes effective on January 1, 2021.

Passed by the City Council of the City of Richfield, Minnesota this 28th day of July 2020.

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Maria Regan Gonzalez, Mayor

ATTEST:

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Elizabeth VanHoose, City Clerk



**STAFF REPORT NO. 87**  
**CITY COUNCIL MEETING**  
**7/28/2020**

REPORT PREPARED BY: Jack Broz, Transportation Engineer

DEPARTMENT DIRECTOR REVIEW: Kristin Asher, Public Works Director/City Engineer  
7/21/2020

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
7/21/2020

**ITEM FOR COUNCIL CONSIDERATION:**

Consider the approval of:

- the preliminary design layout of 65th Street from Nicollet Avenue to 66th Street/Rae Drive, including the Lyndale Avenue pedestrian improvements between 64th Street and 66th Street as recommended by the Transportation Commission; and
- a contract, not to exceed \$439,804, with Kimley Horn and Associates, Inc. for final design engineering of the 65th Street Reconstruction Project between Nicollet Avenue and 66th Street/Rae Drive, including the Lyndale Avenue pedestrian improvements between 64th Street and 66th Street.

**EXECUTIVE SUMMARY:**

Consistent with City Council direction, the Capital Improvement Plan (CIP), and the City's Comprehensive Plan, staff has prepared a preliminary design for the reconstruction of 65th Street between Nicollet Avenue and 66th Street/Rae Drive and improvements along Lyndale Avenue between 64th Street and 66th Street. At the June 10 Transportation Commission meeting, the commission recommended this preliminary design along with further study of several detail design elements (listed below) with a split 5/4 vote.

- The 65th Street/Pillsbury Avenue intersection, including the access to 65th Street from the HUB and the reopening of Pillsbury Avenue to two-way traffic, the medians in the area and eastward, and other traffic calming measures;
- Potentially closing the southbound Lyndale Avenue access to Wendy's closest to the proposed roundabout or identification of other assurances and mitigation in the area to ensure safe vehicle and pedestrian interactions; and
- Widening the trail along the north side of 65th Street while avoiding park and other property impacts.

The City's Transportation Engineer, Jack Broz, will present on the elements of the preliminary design.

**RECOMMENDED ACTION:**

By motion: Approve:

- the preliminary design layout of 65th Street from Nicollet Avenue to 66th Street/Rae Drive, including the Lyndale Avenue pedestrian improvements between 64th Street and 66th Street as recommended by the Transportation Commission; and
- the contract, not to exceed \$439,804, with Kimley Horn and Associates, Inc. for final design engineering of the 65th Street Reconstruction Project between Nicollet Avenue and 66th

**Street/Rae Drive, including the Lyndale Avenue pedestrian improvements between 64th Street and 66th Street.**

## **BASIS OF RECOMMENDATION:**

### **A. HISTORICAL CONTEXT**

#### Purpose

- The pavement and underground infrastructure condition along 65th Street continues to deteriorate.
- City staff have identified a need for complete reconstruction of the roadway in the 65th Street corridor between Nicollet Avenue and 66th Street/Rae Drive. The reconstruction also allows for the release of an utility easement across the HUB property.
- Infrastructure improvements along Lyndale Avenue between 64th Street and 66th Street are recommended due to recent and future redevelopment in the area.
- A long-term flood control solution is needed in advance of the HUB redevelopment and will be included as part of the 65th Street reconstruction.

#### Process

The 65th St. "Phase 1" project, from Nicollet Avenue to Grand Avenue, began in the fall of 2018 but was paused in August 2019 to better align with potential redevelopment in the area. The project was restarted in spring of 2020 and focused on the entire length of 65th Street from Nicollet Ave. to 66th Street/Rae Drive and also includes pedestrian improvements along Lyndale from 64th to 66th Street and flood control improvements from the HUB area to Richfield Lake.

The project was reviewed by the Transportation Commission at many meetings along with public review and comments from five open houses and input from several business meetings. The first three open houses (2019) were focused on the "phase one" project area and the last two included the full project extents. The last two open houses (2020) were "virtual open houses" due to COVID-19 guidelines. All open house recaps and comments can be found at [www.richfieldsweetstreets.org/learn](http://www.richfieldsweetstreets.org/learn).

#### **Project Description**

Through the process the preliminary design was developed to address the corridor issues. The design's effectiveness and impacts were reviewed and modifications to the design were made to limit impacts. The preliminary layout is intended to improve the conditions for each of the modes as described below.

- Pedestrians - Concerns were identified related to discomfort and safety when crossing and walking along both Lyndale Avenue and 65th Street. The preliminary layout includes:
  - Medians to provide refuge and one-way crossing of traffic
  - Pedestrian-activated flashing lights at:
    - the compact roundabout at Lyndale
    - 65th Street and Woodlake Drive
    - Lyndale Avenue and 64th Street
  - Boulevards/trees to buffer a new sidewalk along the south side of 65th Street
  - Boulevards/trees to buffer a new shared path along the north side of 65th Street
- Bicyclists - Concerns were identified due to the lack of facilities for bicyclists. The preliminary layout includes:
  - On-street buffered bicycle lanes on Lyndale Avenue from 63rd Street to 66th Street
  - Multi-use path on the north side of 65th Street
- Parking - Concerns were identified related to a lack of parking in the commercial areas. The preliminary layout includes:
  - On-street parking on both sides of 65th Street west of Lyndale Avenue
  - On-street parking on the west side of Lyndale Avenue north of 64th Street
  - On-street parking on both sides of Lyndale between 64th and 65th Streets
- Motorists - Concerns were identified with safety and mobility along the corridor. Safety concerns included that existing vehicle speeds make it uncomfortable and potentially dangerous for pedestrians. Mobility concerns included the delays at the signal at 65th Street and Lyndale Avenue along with access to the residential neighborhood north of 65th Street between the railroad and Nicollet Avenue. The preliminary design features include:
  - 66th Street/Rae Drive to Lyndale Avenue
    - Two lane roadway with parking on both sides

- Compact roundabout at Lyndale Avenue
- Lyndale Avenue to Pillsbury Avenue
  - Two lane roadway
  - Full Access intersection at Pillsbury/HUB entrance
- Pillsbury Avenue to Nicollet Avenue
  - Three lane roadway
- Lyndale Avenue from 63rd Street to 66th Street
  - Restriping to a three lane roadway

#### Impacts

The preliminary design generally fits within the existing right-of-way, but there are impacts at some adjacent properties as described below:

- Sidewalk easements and right-of-way acquisition at the compact roundabout
- Temporary grading easements along Richfield Lake to adjust to the new design and flood control (City-owned property)
- Temporary grading easements and/or short retaining walls to adjust adjacent properties to the new design
- Driveway easements to adjust driveways to the new design

#### Additional Considerations

Public Works staff would like to further study the potential to implement a new trail entrance into Richfield Lake consistent with the approved Lakes at Lyndale Connectivity Plan and further study the potential to add park features on the vacant land at the northeast corner of 65th Street and Pillsbury Avenue. Public Works staff would work with Recreation Services staff to study and implement these features.

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

The reconstruction of 65th Street and Lyndale Avenue Pedestrian Improvements is consistent with the following approved plans:

- 5 Year Street Reconstruction
- Plan Comprehensive Plan (Chapter 7 - Transportation)
- Pedestrian Master Plan
- Bicycle Master Plan
- Street Reconstruction Guiding Principles Document
- Complete Streets Policy
- Arterial Roads Study

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

The preliminary design needs to be approved in order to begin and complete final design engineering of the project. As it stands, the project is slated for a 2022 construction timeline, but staff believes it is important the City is ready for a 2021 construction timeline if needed due to adjacent redevelopment projects.

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

The estimated cost of the project is approximately \$9,000,000. The costs include the replacement of city utilities and flood control improvements. The project is financed by:

- Street Reconstruction Bonds: \$7,800,000
- Utility Bonds: \$1,200,000

An updated Sources and Uses summary is attached to this report.

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

None

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

None

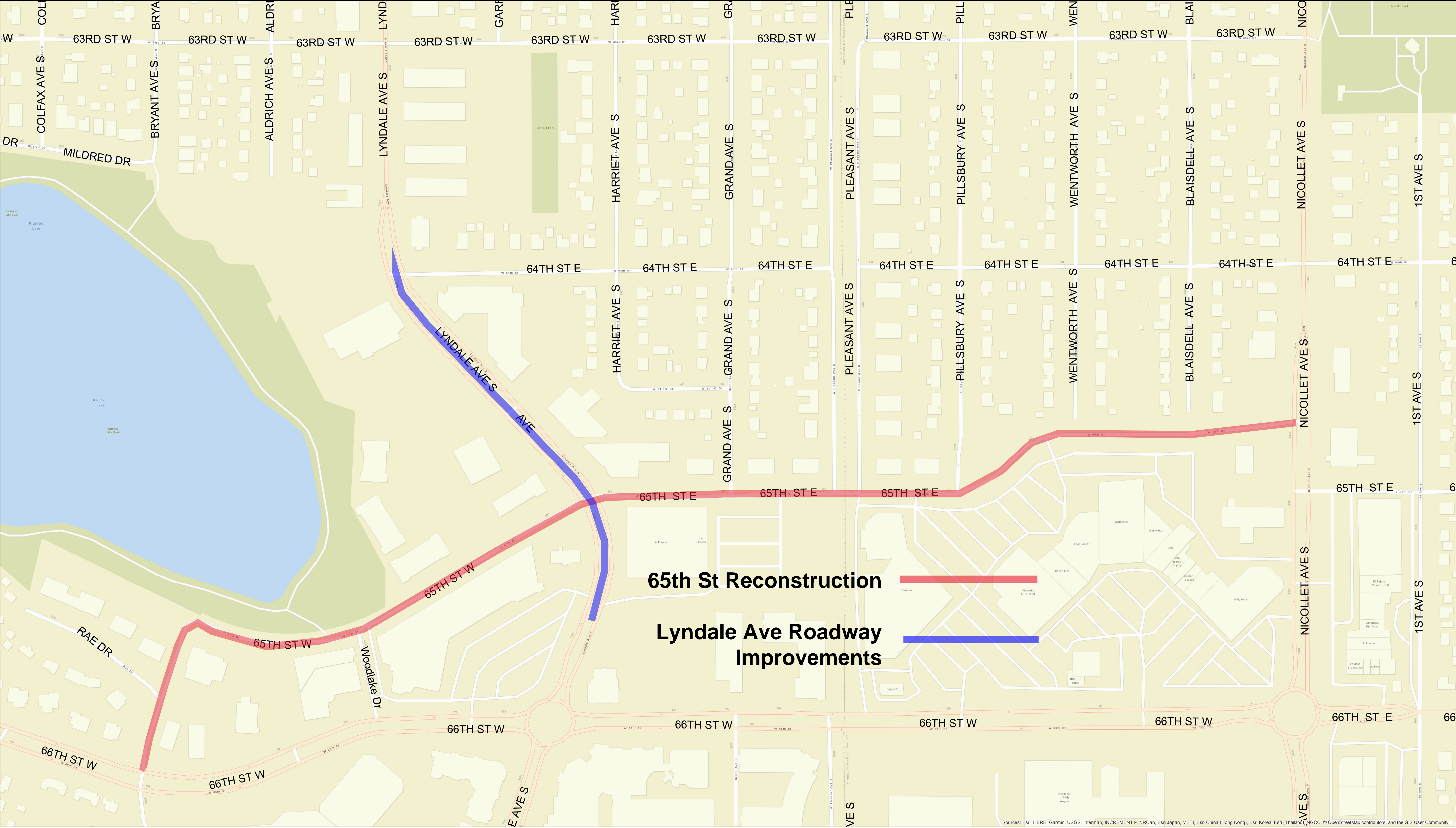
#### **PRINCIPAL PARTIES EXPECTED AT MEETING:**

Stakeholders adjacent to or interested in the project

**ATTACHMENTS:**

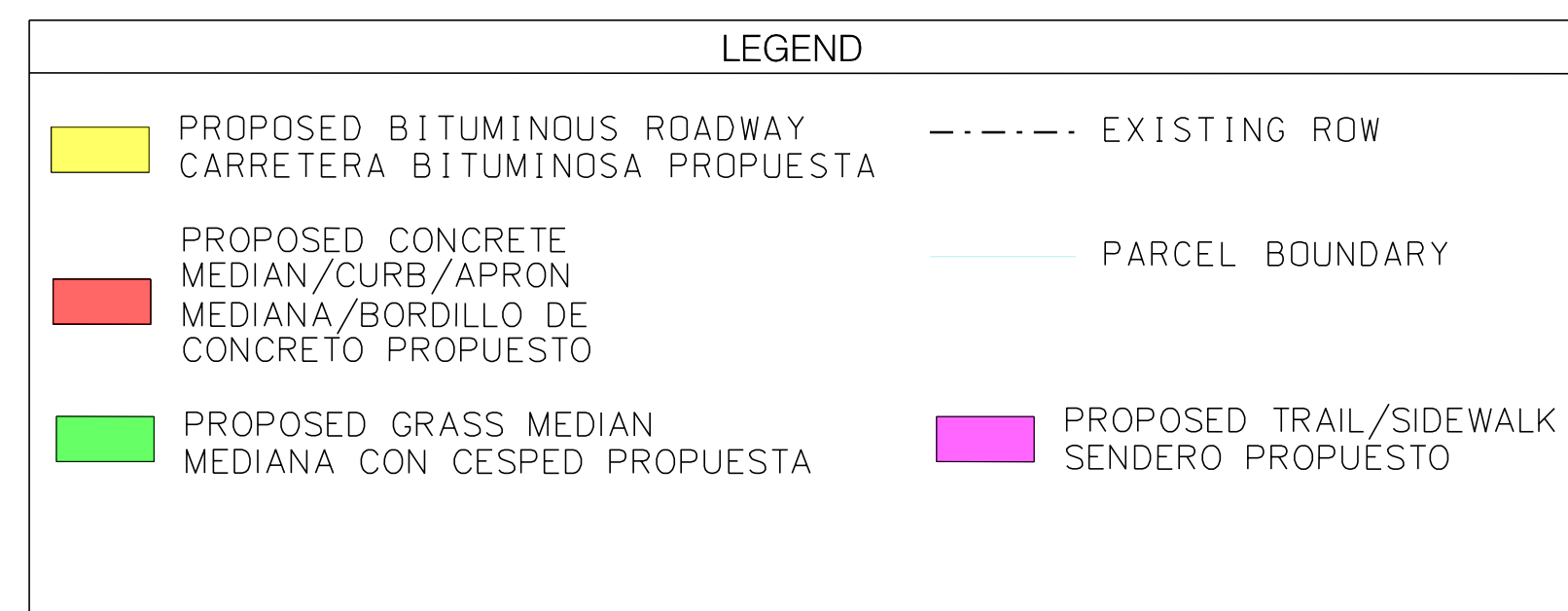
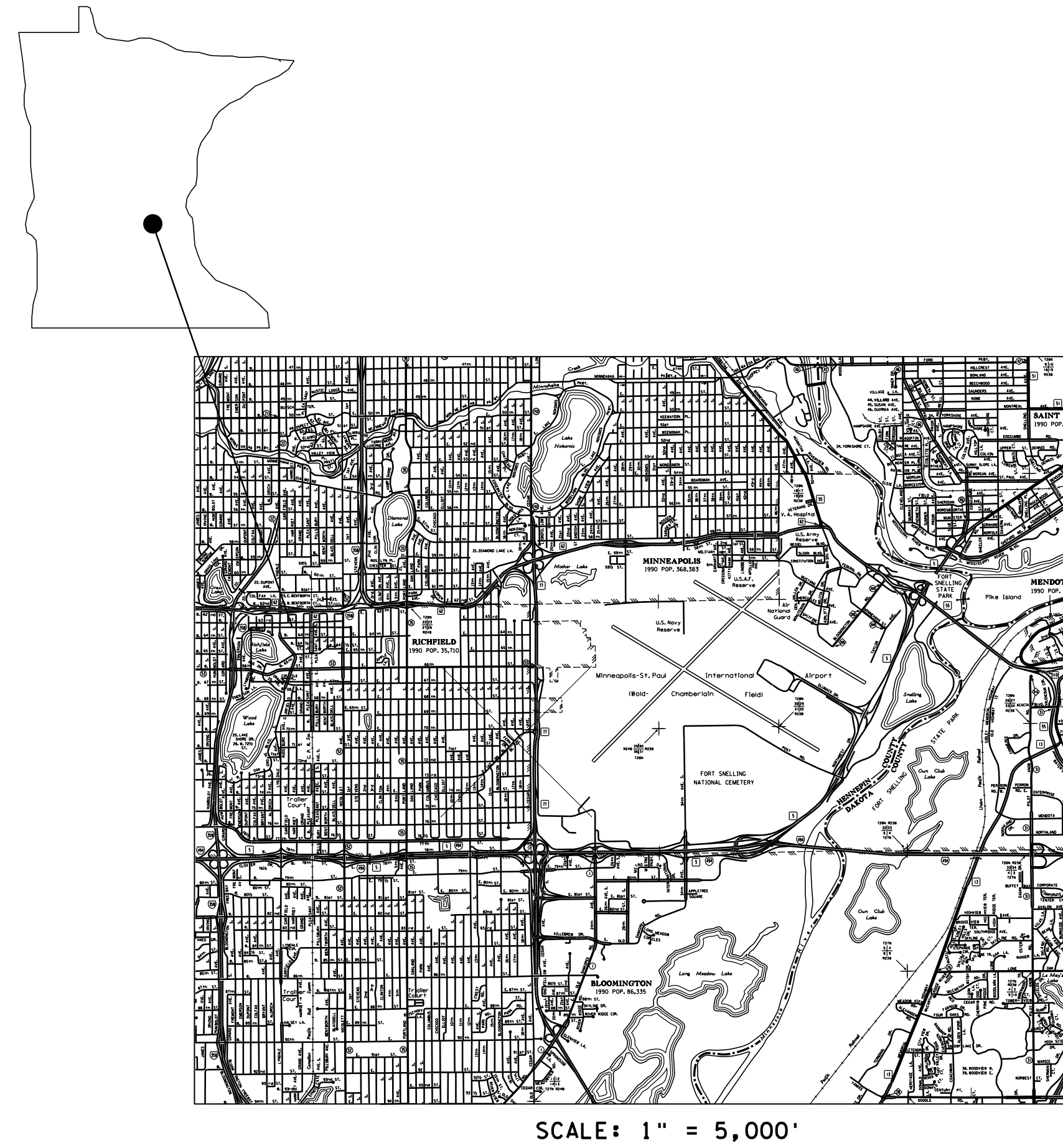
Description	Type
▣ Project Extents	Exhibit
▣ Preliminary Design Layout	Exhibit
▣ Kimley Horn Design Services	Cover Memo
▣ Source and Uses	Backup Material
▣ Open House #4 Recap	Backup Material
▣ Open House #5 Display Boards	Exhibit
▣ Open House #5 Recap	Backup Material

# 65th St Reconstruction Project Extents

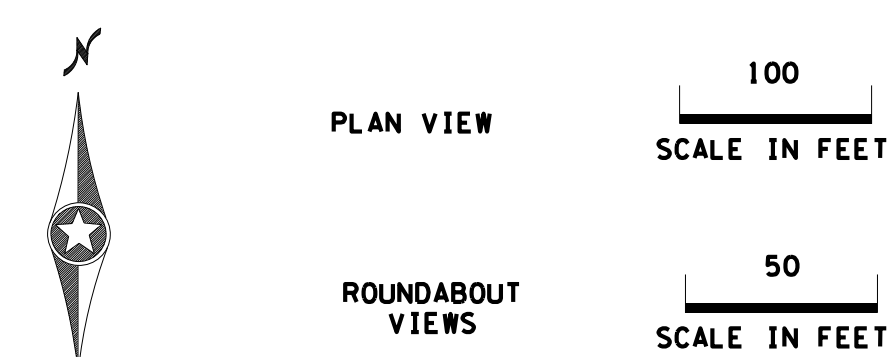


# W 65TH STREET RECONSTRUCTION

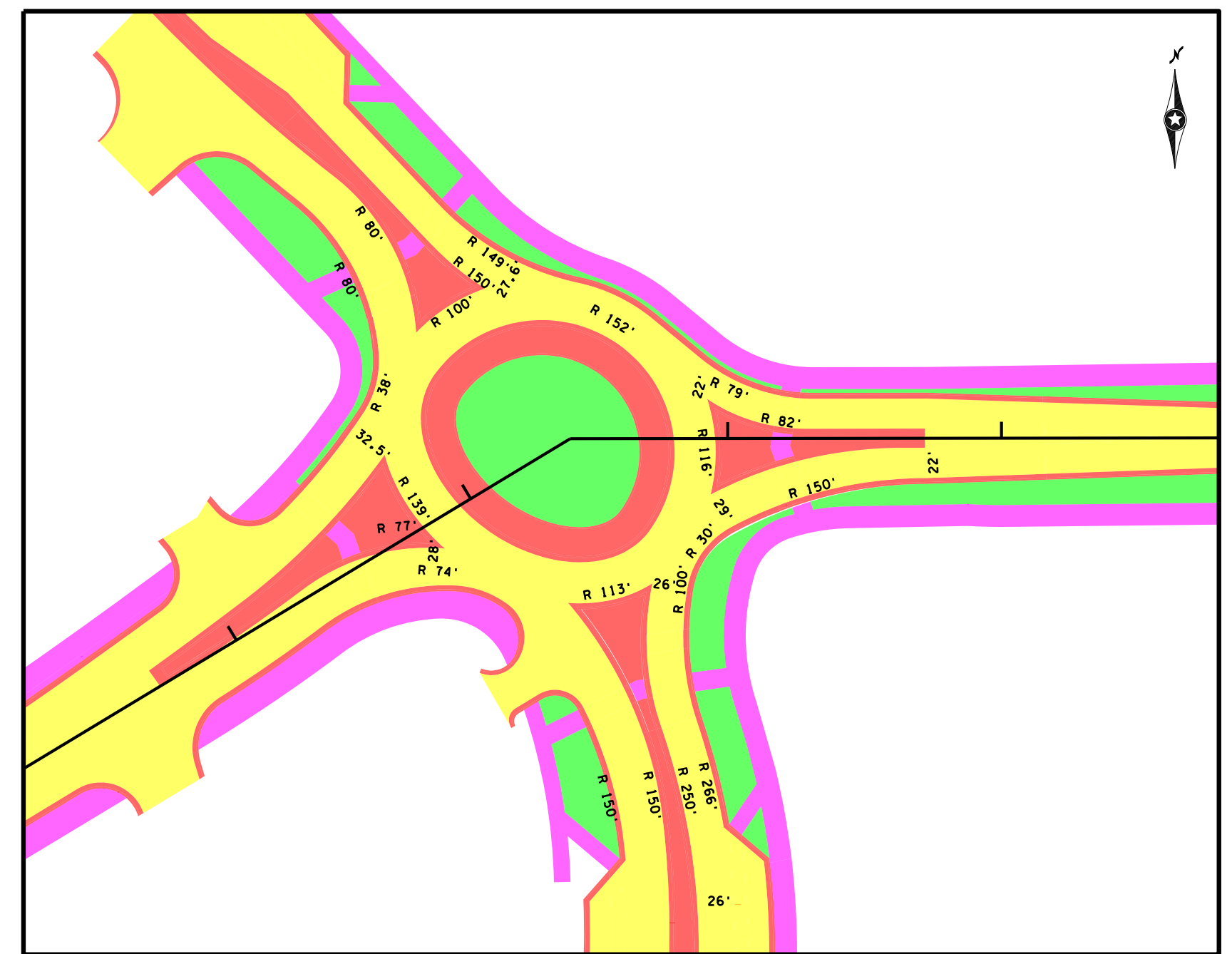
## RECONSTRUCCIÓN DE 65TH STREET



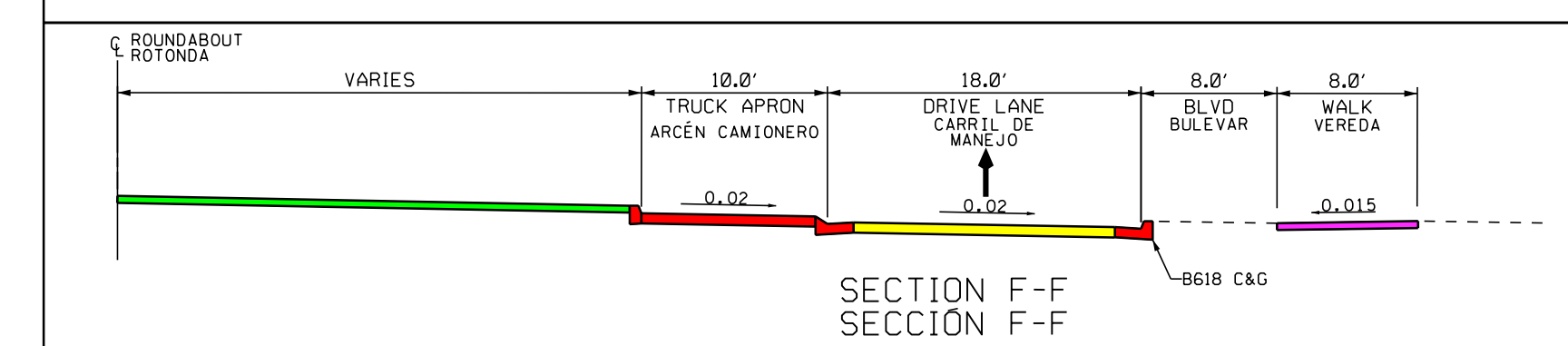
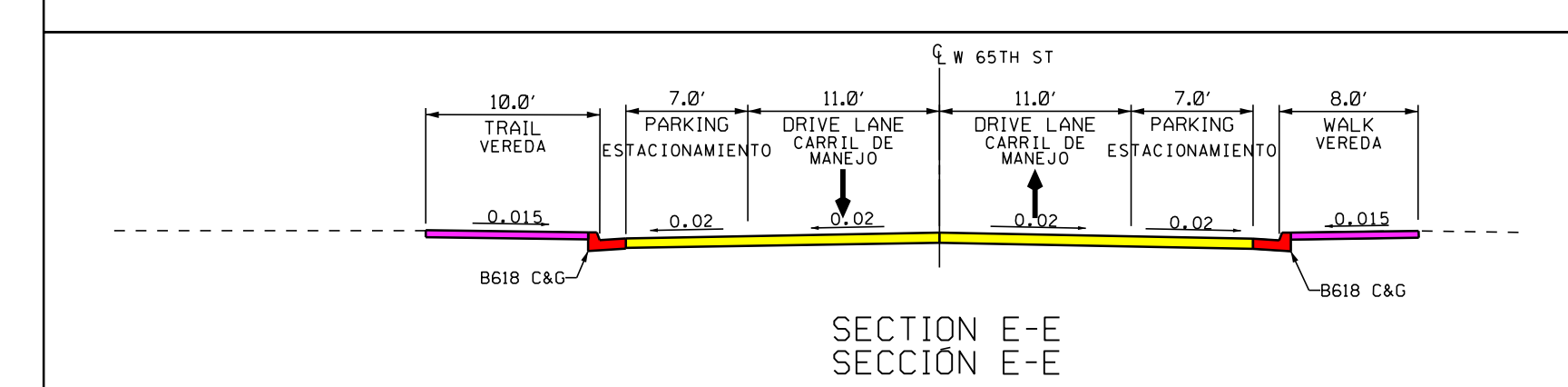
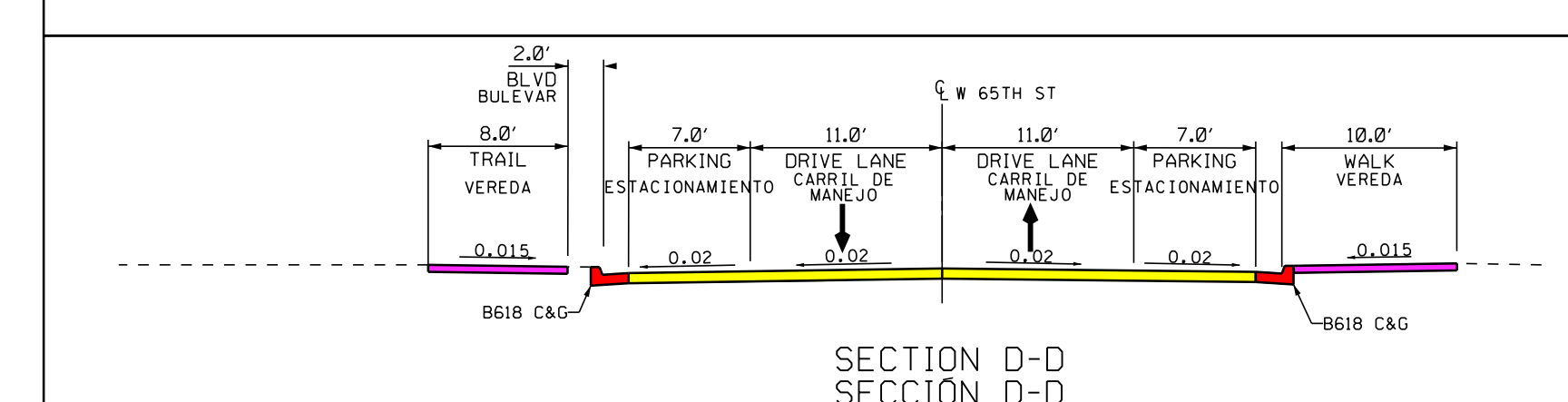
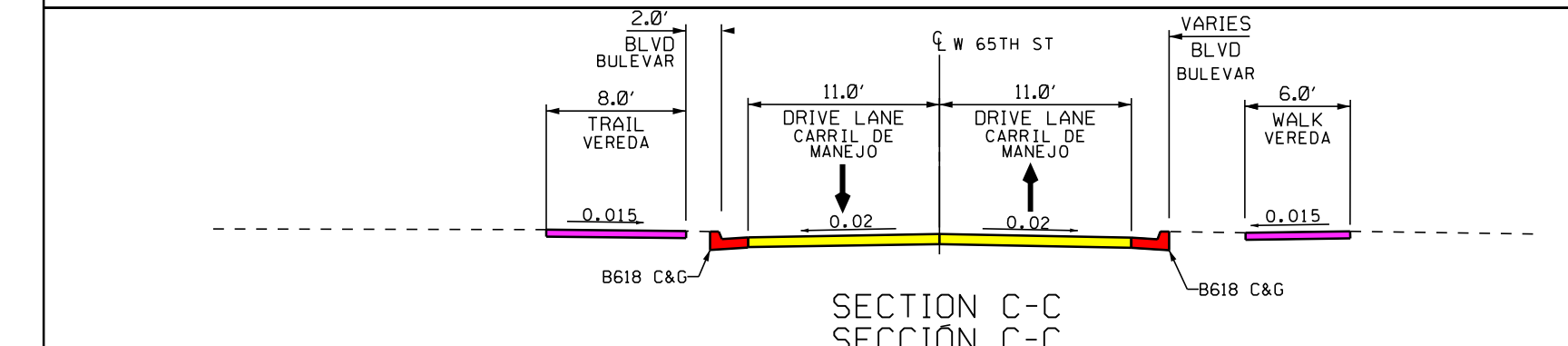
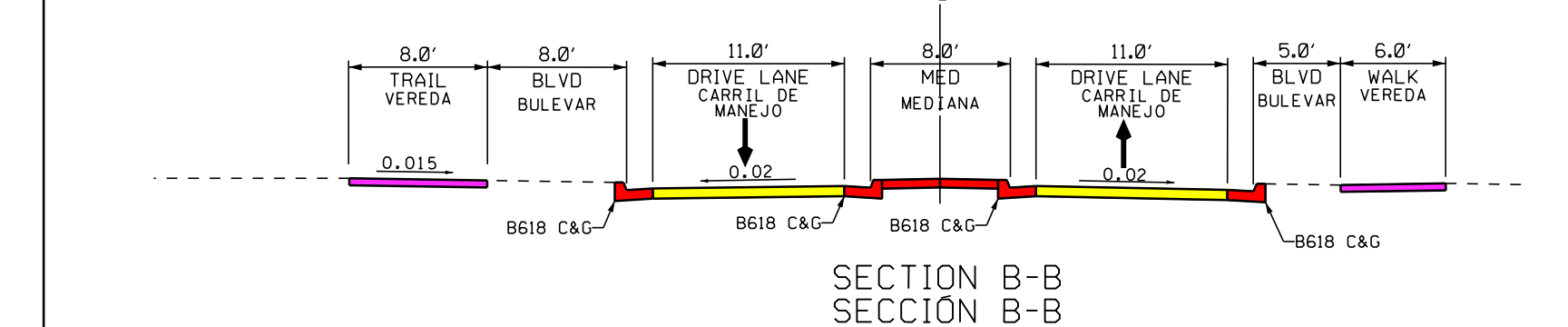
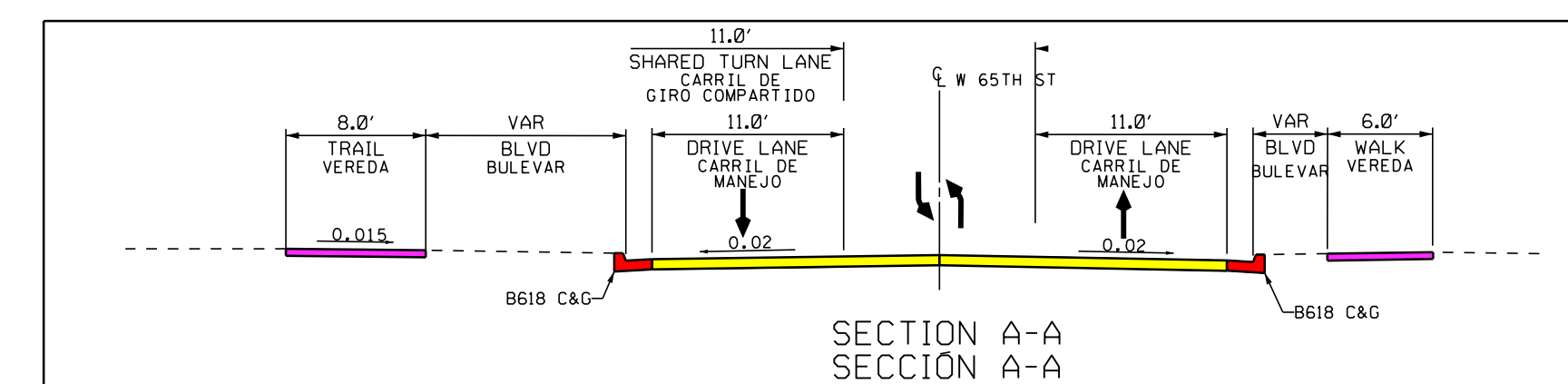
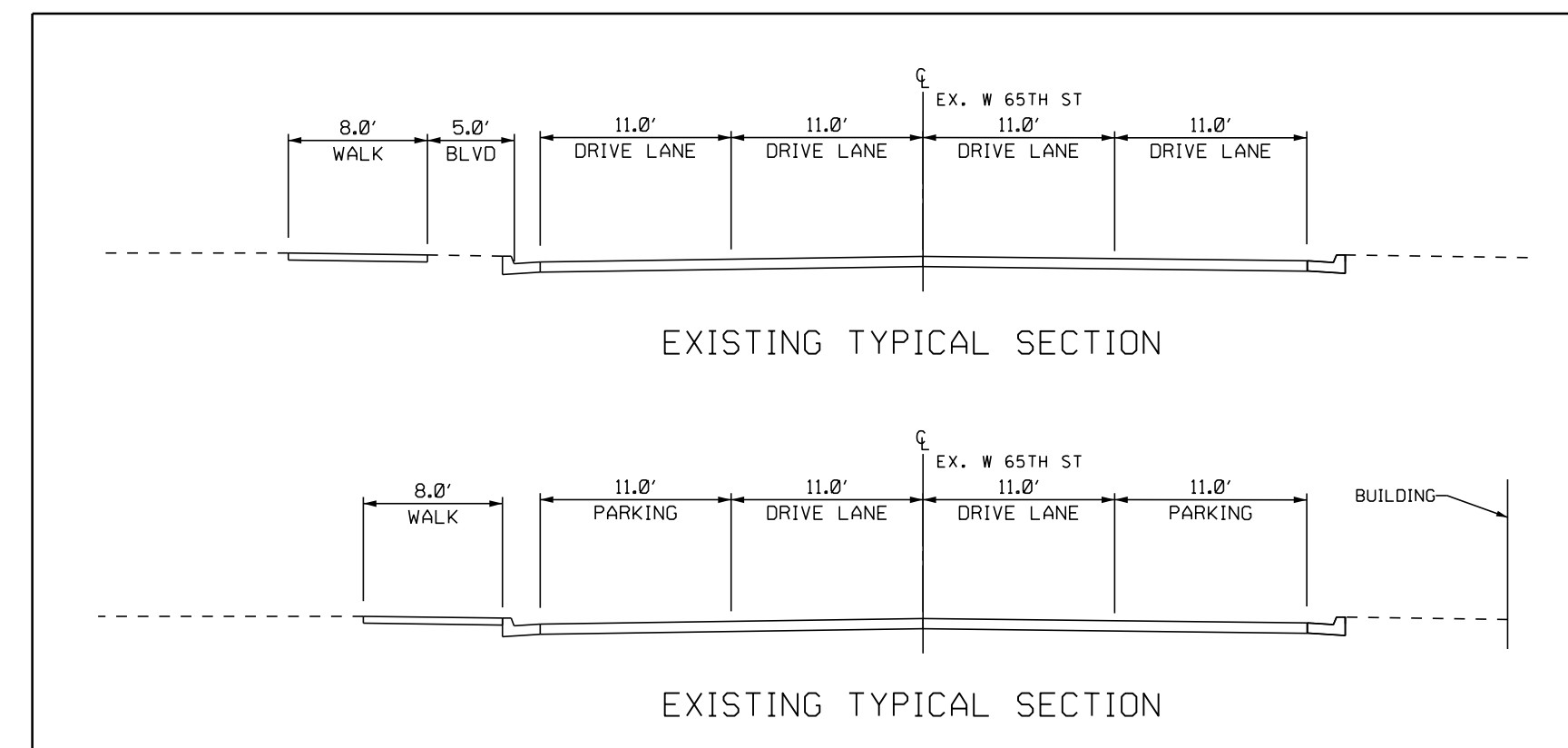
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Ø RRFB TO BE LOCATED AT EACH ROUNDABOUT CROSSING



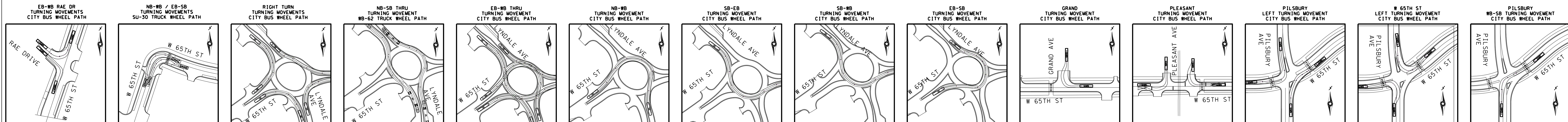
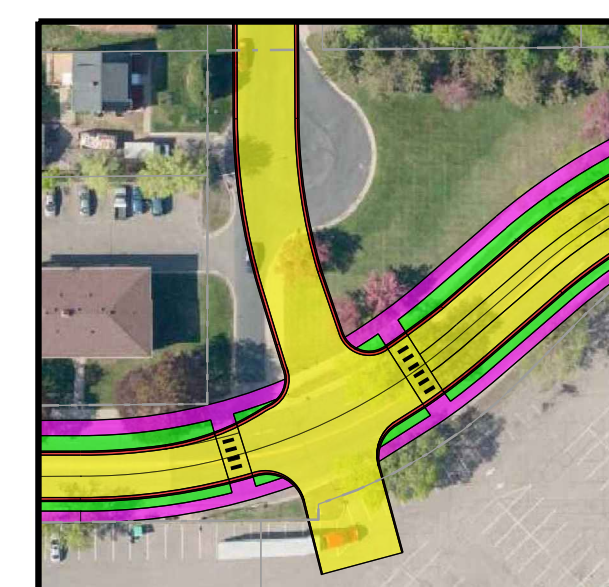
Kimley»Horn



W 65TH ST & LYNDALE AVE  
ROUNDABOUT  
ROTONDA DE W 65TH STREET  
& LYNDALE AVENUE



ALTERNATE PILLSBURY  
AVENUE DESIGN





July 21, 2020

Mr. Jack Broz, P.E.  
Transportation Engineer  
City of Richfield  
1901 E 66<sup>th</sup> Street  
Richfield, MN 55423

■  
Suite 100  
767 Eustis Street  
St. Paul, Minnesota  
55114

**Re: W 65<sup>th</sup> Street Improvements – 66<sup>th</sup> Street to Nicollet Avenue  
Proposal for Preliminary & Final Design Services**

Dear Jack,

Thank you for the opportunity to submit this proposal for preliminary design services for the W 65<sup>th</sup> Street Improvements project. We understand that the primary objective of this scope is to assist the City of Richfield in developing the preliminary and final design for improvements on W 65<sup>th</sup> Street from W 66<sup>th</sup> Street to Nicollet Avenue, including evaluation of corridor improvements that balance mobility, access, and non-motorized uses along the roadway. This project also includes the restriping of Lyndale Avenue from 64<sup>th</sup> to 66<sup>th</sup> Street. We understand construction is planned for 2021 and includes roadway, sidewalk, utilities, lighting, and streetscaping.

**Project Understanding**

The City of Richfield has requested Kimley-Horn provide a Scope of Services that includes project management, data collection, stakeholder engagement, traffic analysis, preliminary design, and final design for this segment of W 65<sup>th</sup> Street. The proposed design will adhere to Minnesota Department of Transportation (MnDOT) State Aid standards.

**Scope of Services**

The following is a summary of our proposed Scope of Services for the project.

**Task 1 – Project Management**

Kimley-Horn will provide project management and coordination services including quality assurance/quality control of the project deliverables.

**1.1 Project Management/Administration**

Kimley-Horn will coordinate project management activities including project monitoring, progress reports, the development of a detailed work plan with specific staff assignments, and preparation of a project schedule indicating critical dates, milestones, and deliverables.

**1.2 Kickoff Meeting**

Kimley-Horn will hold a kickoff meeting with a Project Management Team (PMT) including City of Richfield staff to discuss the scope and

schedule for the project. Kimley-Horn will also hold an internal team kickoff meeting to review the project requirements with staff involved.

### **1.3 PMT Meetings**

Hold up to twelve (12) PMT meetings to discuss issues that arise during the public engagement and design work. Kimley-Horn will be responsible for preparing meeting agendas, meeting minutes, and necessary exhibits to conduct the meetings.

### **1.4 Quality Control Reviews**

Kimley-Horn will coordinate quality control reviews of deliverables. We will also conduct constructability reviews for the public utility layout and the 60 percent plans.

**Deliverables:** Meeting Agendas, Minutes & Exhibits, Work Plan, Schedule, QA/QC Reviews.

## **Task 2 – Data Collection**

### **2.1 Topographic Survey**

A Kimley-Horn subconsultant will perform a field collection of survey data for the preparation of a base map for the project corridor. This includes horizontal/vertical control and topographic survey information, a utility structure survey, and existing right-of-way/easement identification from Lyndale Avenue to 66<sup>th</sup> Street. We will utilize the existing conditions information to develop a base map and digital terrain model for the project corridor.

### **2.2 Geotechnical**

#### **2.2.1 Soil Borings**

A Kimley-Horn subconsultant, Braun Intertec, will perform the subsurface investigation and analysis and prepare a report for the proposed roadway improvements. We have assumed a total of fifteen (15) soil borings at a depth of 5 to 10 feet. Actual soil boring locations and depths will be determined during the final design process.

#### **2.2.2 Laboratory Testing**

Laboratory tests of the soil samples obtained via borings will be completed. The tests will include classification (sieve analysis, density, moisture content, etc.) and one (1) R-value test.

#### **2.2.3 Engineering Analysis and Reports**

A final geotechnical report will be prepared to include the following:

- Description of the process for selecting boring locations
- Soil boring location map
- Descriptions of drilling, sampling, testing, and classification methods
- Boring logs
- Review of soil/groundwater conditions encountered
- A detailed layout showing the limits of unsuitable foundation material

- Recommendations for pavement design and construction
- Recommendations regarding utility installations

**Deliverables:** Electronic Base Map, Geotechnical Report.

### **Task 3 – Stakeholder Engagement**

Stakeholder engagement will be important for the success of the W 65 Street Improvement project. Kimley-Horn will follow the process laid out in the City of Richfield’s Guiding Documents for Public Engagement.

We understand that two open houses were previously held during the preliminary design of the first half of the project from Nicollet Avenue to Lyndale Avenue. To supplement this previous engagement, Kimley-Horn will participate in two (2) public meetings for the overall preliminary design. These will be considered “Open House #3” and “Open House #4” in the City’s guiding document. A City Council Work Session and a Richfield Transportation Commission Meeting will be necessary prior to each open house.

#### **3.1 Richfield Transportation Commission Meetings**

The Richfield Transportation Commission will be the policy-making body governing this project and will be responsible for hosting public meetings, consideration of recommended improvements, and approving the preliminary and final design plans. Kimley-Horn will present at up to two (2) meetings with the Richfield Transportation Commission, at critical milestones throughout the process. Kimley-Horn will prepare necessary meeting materials.

#### **3.2 Public Meetings**

Kimley-Horn will participate in up to two (2) public meetings hosted by the Richfield Transportation Commission. The purpose of these meetings will be to engage the public and agencies in the development of the project. Kimley-Horn will establish meeting locations, prepare up to 10 exhibits per meeting, provide meeting summaries, and provide technical staff necessary to facilitate the meetings. Up to three (3) Kimley-Horn staff representing relevant technical areas will be present at each public meeting.

Prior to construction, Kimley-Horn will participate in a “Kickoff to Construction” open house as described in the City’s guiding documents. Up to three (3) Kimley-Horn staff representing relevant technical areas will be present at each public meeting.

#### **3.3 Stakeholder Meetings**

Kimley-Horn will meet with stakeholders along the project corridor as necessary. Anticipated stakeholders could include Metro Transit, the railroad, Hennepin County, Metro Transit, and local businesses. We have included up to eight (8) stakeholder meetings. Kimley-Horn will establish meeting locations, prepare agendas and exhibits, and draft

meeting summaries. One (1) Kimley-Horn staff member will be present at each stakeholder meeting.

### **3.4 Project Website**

A project website (hosted by the City) will be updated periodically throughout the design process (up to three (3) updates) to inform stakeholders on upcoming public meetings, provide project updates, and advise the public on key design considerations. Kimley-Horn will provide the City with initial website content and updates.

**Deliverables:** Meeting Materials, Minutes/Summaries, Project Website Updates, Project Newsletters.

### **Task 4 – Traffic Analysis**

Kimley-Horn will complete a traffic analysis that will document the existing operations, design year operations, and safety issues within the project limits. We will utilize the traffic forecasts prepared by the City's previous consultant. The analysis will help confirm that the proposed design provides acceptable operations and assist in the evaluation of alternatives.

#### **4.1 Multimodal Safety and Access Analysis**

Kimley-Horn will perform a review of existing multimodal access locations along the corridor. We will identify deficient areas and develop recommendations for improvements.

#### **4.2 Intersection Control Evaluation**

Kimley-Horn will prepare an Intersection Control Evaluation (ICE) in accordance with State Aid standards for the W 65<sup>th</sup> Street/Lyndale Avenue intersection. We will evaluate roundabout and signal options at the intersection.

**Deliverables:** Technical Memoranda, Roundabout Justification Report.

### **Task 5 – Preliminary Design**

Kimley-Horn will develop concept alternatives as a part of preliminary design. Alternatives will be studied and vetted through the PMT as well as through the stakeholder engagement process. Decisions made throughout this process will be incorporated into the preliminary design. Upon conclusion of this phase, the design will be considered 30% complete. A preliminary layout, prepared consistent with MnDOT State Aid criteria, will be submitted along with cross sections for review.

#### **5.1 Concept Alternatives and Evaluation**

Kimley-Horn will develop and evaluate conceptual alternatives in concert with the stakeholder engagement process. Up to three (3) conceptual alternatives will be developed. A preferred alternative will be selected through a process which combines technical analysis and stakeholder input. This process will be documented in an Alternative

Evaluation Technical Memorandum. The preferred alternative will be the basis for the preliminary design.

## **5.2 Preliminary Roadway Design**

Kimley-Horn will establish the overall roadway design to be the basis of the final construction documents. Preliminary design of roadway elements includes:

- Incorporating comments received during the stakeholder engagement and PMT evaluation
- Establishing the final horizontal and vertical design
- Evaluation of the ability to incorporate on-street parking
- Completing preliminary cross-sections necessary to identify grading limits
- Identify necessary permanent and temporary easements

## **5.3 Preliminary Public Utility Design**

### **5.3.1 Preliminary Watermain Design**

Kimley-Horn will meet with the City's utility supervisor to discuss the overall required improvements for sanitary sewer and watermain. We have assumed that existing sanitary sewer and watermain including services within the project corridor will be replaced in the same general location, except for public utilities that exist within The Hub parking lot. We will develop up to two (2) alternatives for realigning these utilities to within nearby right-of-way.

### **5.3.2 Preliminary Roadway Lighting Design**

Kimley-Horn will meet with the City's street supervisor to establish a street lighting design for the corridor in accordance with the City's lighting policy.

### **5.3.3 Preliminary Hydraulic Design**

The City will complete a hydraulic assessment of existing drainage conditions within the project limits. Kimley-Horn will meet with City staff to discuss known drainage issues along the corridor and address them with the project improvements if possible. We have assumed that the existing drainage system will be replaced with similar sized structures and pipes as required.

## **5.4 Pedestrian Connectivity Review**

Kimley-Horn will evaluate existing pedestrian facilities and connectivity within and immediately surrounding the project corridor. We will review crossings, identify gaps, and evaluate potential improvements that can be incorporated into the project design. We will develop up to two (2) concept alternatives for improved pedestrian facilities for evaluation by City staff and stakeholders during the preliminary design process. The preferred set of improvements will be reflected in the preliminary layout.

**5.5 Private Utility Coordination**

Kimley-Horn will conduct up to three (3) meetings with private utilities during the project design. The meetings will be held to discuss the overall project improvements, utility conflicts, schedule and general project coordination. Kimley-Horn will prepare agendas, exhibits, and meeting minutes.

**5.6 Preliminary Engineer's Opinion of Probable Cost**

Kimley-Horn will develop an Engineer's Estimate of Probable Cost.

**Deliverables:** Alternative Evaluation Technical Memorandum, Conceptual Alternative Layouts (3), Public Utility Concepts (2), Pedestrian Improvements Concepts (2), Preliminary Roadway Design Layout, Preliminary Cross-sections, Preliminary Public Utility Layout, Engineer's Estimate of Probable Cost.

**Task 6 – Right of Way****6.1 Refine Construction Limits and Confirm Right of Way Needs**

We will review the proposed roadway geometrics, cross sections and grading limits and confirm the right of way and easement needs for the project. An exhibit will be prepared detailing the overall right of way/easement acquisition requirements.

**6.2 Preparation of Legal Descriptions**

We will review the deed or title commitment for each parcel and prepare a proposed right of way acquisition exhibit and description suitable for recording. We have assumed that exhibits and descriptions will be required for up to 4 parcels. We have assumed that title work for each property will be provided by the City.

**6.3 Survey of Acquisition Limits**

Field survey of acquisition limits will be performed. This will include staking permanent right of way and temporary easements for up to 4 impacted parcels.

**6.4 Acquisition Services**

We will provide right of way agent services for 4 parcels impacted as follows:

- Maintain acquisition spreadsheet
- Prepare early notification letters
- Contact landowner and schedule Filed Title Investigation meeting
- Conduct Field Title Investigation meeting and complete report in coordination with the appraiser
- Respond to property owner questions and provide project details
- Complete appraisals
- Prepare offer letter and packet
- Present offer letter and appraisal
- Negotiate purchase of the right of way/easements
- Draft administrative settlements as appropriate

- We assume we will pursue 4 lender consents. Any fees for the consents charged by the lender will be a pass-through cost.
- Coordinate with City staff and the City Attorney who will provide the conveyance documents and other required legal documents and lender consents.
- Hourly fee is estimated up to the title and possession date. Services beyond that date are at an hourly rate if the budget has been depleted.

Our acquisition services do not include any of the following:

- Title work
- Document recording
- 1099's
- Relocation
- Drafting of legal documents (HPS is not a law firm)
- Any eminent domain related services

Assumed parcels are:

- 1.) PID 2702824230010 HNC Properties LLC
- 2.) PID 2702824230111 Lyndale Station LLC (LA fitness, etc. site)
- 3.) PID 2702824230090 Nearco IV LLC & Affiliates C/O Wendy's
- 4.) PID 2702824230098 Market Plaza Consolidates and 7 other PIDS

(per county data, all 8 PIDS have the same owner, but until title work is available and reviewed by legal staff we will not know if there are additional ownership interests that would need to be addressed or treated as a separate "parcels")

**Deliverables:** Overall right of way acquisition exhibit, legal descriptions (4) and exhibits (4)

## **Task 7 – Final Design**

### **7.1 Final Plans**

Following City Council approval of the preliminary layout, we will finalize the design of the proposed improvements and develop detailed final design plans and specifications. The documents will satisfy the requirements of the City and permitting agencies and adhere to current MnDOT State Aid standards for MnDOT State Aid Funding. The final plans will include the following sheets:

- Title Sheet
- General Layout
- Estimated Quantities
- Private Utility Contacts
- Soils, Construction Notes, Standard Plates
- Earthwork Tabulations and Summary
- Typical Sections
- Miscellaneous Details
- Standard Plan Sheets
- Construction Staging Plan
- Traffic Control Plan

- Topography and Inplace Utility Plan
- Removal Plan
- Right of Way Plan
- Alignment Plan and Tabulations
- Construction Plan and Profile
- Intersection Details
- Drainage Notes
- Drainage and Erosion Control Plan
- Drainage Tabulations and Details
- Sanitary Sewer and Watermain Plan, Tabulations, and Details
- Landscaping and Turf Establishment Plan
- Signing and Pavement Marking Plan Tabulations and Details
- Lighting Plan and Details
- Signal Plan
- Cross Sections

Electronic AutoCAD files of the final plans will be provided to the City. The coordinates and elevations of all points will be provided in the Hennepin County coordinate system. Kimley-Horn will also provide Excel files used for design and preparation of construction plans as well as final plans and special provisions in Adobe PDF format.

#### **7.2 Project Manual**

Kimley-Horn will prepare the project manual including technical special provisions for the project to be submitted both in Microsoft Word and Adobe PDF format at the 95% plan submittal stage.

#### **7.3 Cost Estimates**

We will prepare cost estimates at the 30%, 60%, 95%, and 100% plan submittal stages to include proposed construction and any right-of-way/easement acquisition costs. Draft estimates will be prepared for review by City staff. Comments from drafts will be incorporated into final cost estimates.

#### **7.4 Permit Applications**

Kimley-Horn will prepare the permit applications for the project including:

- Minnesota Department of Health (MDH) Permit
- National Pollutant Discharge Elimination System (NPDES) Permit  
Stormwater Pollution Prevention Plan (SWPPP)

We will submit the MDH permit application to the review agency and pay the required fee. We will prepare the SWPPP required for the NPDES permit application but have assumed the Contractor, upon award, will submit the permit application and fee to the Minnesota Pollution Control Agency.

A stormwater analysis will be performed to determine the necessary measures required by MnDOT State Aid. The report will also include hydraulic calculations necessary for State Aid approval.

Based on aerial photography and National Wetland Inventory (NWI) maps there does not appear to be any wetlands in the corridor. We have assumed wetland delineation and/or permitting will not be required for the project.

### **7.5 Bidding Phase**

We will assist the City of Richfield during the bidding phase by distributing the plans and project manual to Contractors, responding to contractor questions, and preparing any necessary addenda.

**Deliverables:** Final Plans, Project Manual, Cost Estimates (30%, 60%, 95%, and 100% completion stages), Permit Applications and SWPPP, Addenda.

### **Estimated Costs/Fee**

KHA will provide the Scope of Services identified above on an hourly labor fee plus expense basis. We have broken down the fee estimate between preliminary and final design tasks per the request of the City. The following is a summary of our estimated fees and expenses.

TASK 1 – PROJECT MANAGEMENT	\$51,330
TASK 2 – DATA COLLECTION	\$35,540
TASK 3 – STAKEHOLDER ENGAGEMENT	\$27,384
TASK 4 – TRAFFIC ANALYSIS	\$12,872
TASK 5 – PRELIMINARY DESIGN	\$89,813
TASK 6 – RIGHT OF WAY	\$11,784
TASK 7 – FINAL DESIGN	\$340,450
SUBTOTAL TASKS 1-5	\$216,939
SUBTOTAL EXPENSES TASKS 1-5	\$9,500
<b>TASK 1-5 PROJECT COST</b>	<b>\$226,439</b>
SUBTOTAL TASKS 6-7	\$415,084
SUBTOTAL EXPENSES TASKS 6-7	\$24,000
<b>TASK 6-7 PROJECT COST</b>	<b>\$439,804</b>
<b>TOTAL</b>	<b>\$666,243</b>

Labor fee will be billed according to our current standard hourly rate schedule. Reimbursable expenses (copy/printing charges, plotting, mileage, delivery charges, etc.) will be charged as an office expense at 6% of the labor fee.

### **Schedule**

Kimley-Horn will begin the scope of work above after City Council authorization. The preliminary design work is anticipated to be completed by July 2020 and final design complete by December 2021. This schedule was prepared to include reasonable allowances for review and approval times required by the City and other public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in the scope of the project requested by the City.

We appreciate the opportunity to submit this proposal and look forward to working with you on this project. Please feel free to contact us if you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

William C. Klingbeil, P.E.  
Senior Project Manager

Jon B. Horn, P.E.  
Senior Vice President

Copy: Project File



**65th St Reconstruction/Lyndale Avenue Pedestrian Improvements**

Richfield Project No.

41017

SAP Nos.

157-104-004

157-105-005

157-363-033

Sources and Uses Tracking - updated 07/20/2020

			Council Action			Council Action
	2019 CIP	2020 CIP	30% Engineer's Estimate and Project Approval	60% Engineer's Estimate	Final Engineer's Estimate and Project Bid	Contract Award
<b>Planned Construction Year:</b>	2020	2020&2021	2022	2022	2022	2022
<b>Estimated Uses:</b>						
Design	\$600,000	\$704,000	\$842,000			
65th St Reconstruction	\$5,500,000	\$6,100,000	\$3,362,700			
Lyndale Ave Improvements	Included above	Included above	\$52,000			
Stormwater Improvements			\$2,500,000			
Change Orders						
Right of Way	\$50,000	\$60,000	\$60,000			
Legal	\$90,000	\$100,000	\$100,000			
Constrcution Admin/Engineering	\$550,000	\$610,000	\$591,470			
Staff	\$90,000	\$100,000	\$100,000			
Contingency	\$1,100,000	\$1,220,000	\$1,182,940			
	20% Contingency	20% Contingency	20% Contingency	20% Contingency	10% Contingency	2% Contingency
<b>Total Uses</b>	<b>\$7,980,000</b>	<b>\$8,894,000</b>	<b>\$8,791,110</b>	<b>TDB</b>	<b>TDB</b>	<b>TDB</b>
<b>Sources:</b>						
Street Reconstruction Bonds	\$8,000,000	\$7,800,000	\$7,800,000			
Utility Bonds		\$1,200,000	\$1,200,000			
<b>Total Sources</b>	<b>\$8,000,000</b>	<b>\$9,000,000</b>	<b>\$9,000,000</b>	<b>TDB</b>	<b>TDB</b>	<b>TDB</b>
Difference	\$20,000	\$106,000	\$208,890	<b>TDB</b>	<b>TDB</b>	<b>TDB</b>

**Notes**

Anticipated Debt Issuance (updated 02/2020):

Street Reconstruction Bonds 2021

Utility Bonds 2020

# 65<sup>th</sup> Street Reconstruction

*Virtual Open House #4 Summary*

**Time/Date:** Mon, April 20 – Mon, April 27, 2020

## Meeting Format

Virtual open house #4 included project information slides that meeting attendees could review on their own time and provide feedback by using the comment button feature on the site. The virtual meeting also included an online survey, an interactive feedback map of the layout, and a PDF version of the full preliminary engineering layout. The virtual open house was available through a standalone website ([www.65streetreconstruction.com](http://www.65streetreconstruction.com)) and was advertised via the City's Sweet Streets website and Facebook page, an ad in *The Sun Current*, and postcard mailers. Individual calls were made to nearby senior living facilities, apartments, and condos to notify residents of the open house and identify if they preferred materials in another format. Overall online interactions are summarized below:

- **Attendees:** 177 unique website views
- **Survey responses:** 77
- **Interactive map responses:** 21
- **Website comments:** 17
- **Postcards sent to neighborhoods around the corridor:** 2,479
- **Sweet Streets signs with open house information posted along the corridor:** 8
- **Changeable message signs** at City Hall and Veterans Park that ran from April 17 – 27.
- **City of Richfield Facebook page:** 5 unique posts
- **Sweet Streets Facebook page:** 4 unique posts

## Meeting Purpose

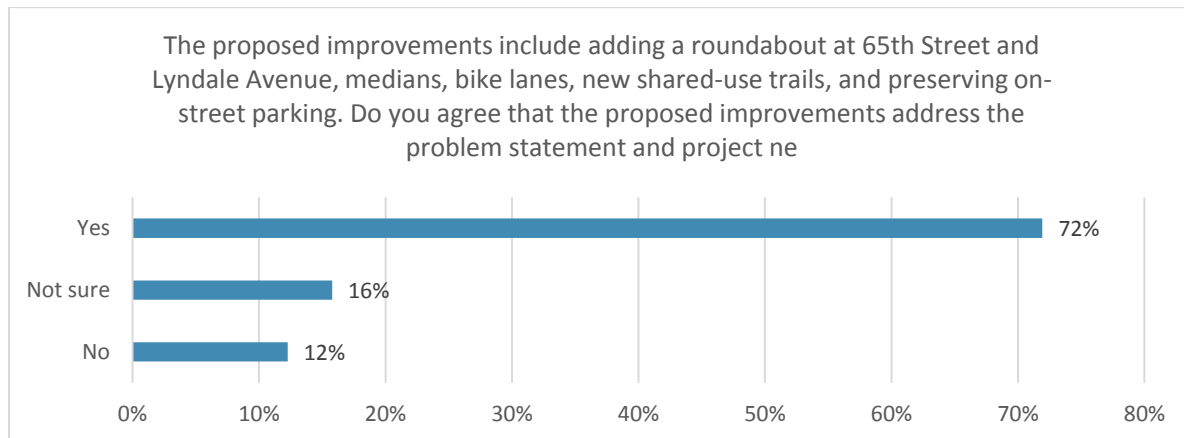
- Provide information about the project including the project overview, City's goals for the project, schedule, and ways to engage
- Share the proposed improvements and solicit feedback on the updated layout

## Comment Summary

### 1. Online Survey

Below are the online survey questions and participant responses. Questions 2 and 3 were open-ended. Similar comments received are summarized together and items in **bold** were made the most frequently.

Question 1:



Question 2: Do you have any comments regarding the proposed improvements capturing the problem statement and project needs?

Multimodal Safety

- Need for a speed limit to be set heading west on 65<sup>th</sup> St toward the post office; drivers round the curve too fast; many people cross at the post office to go to and from the lake; address with a dedicated cross walk
- Despite the current stop sign at 65th and Pleasant, there is excessive speeding on 65th; with no stop between Lyndale and Nicollet in the current plan, what is going to prevent even faster traffic? Perhaps the new 65th and Pillsbury Ave intersection should be a 4-way stop.
- Need for better lighting and to make it safe.
- If traffic is required to STOP at pedestrian crosswalks, why is the light yellow instead of red? For many motorists, a blinking yellow light means “hurry up and get through before it turns red.” The result for pedestrians is that cars don’t slow down or stop, they speed through.

Pedestrian and Bicycle Improvements

- **Buffer the bike lanes on the Lyndale portion like on 70<sup>th</sup> St; this gives young and new riders more space to safely cycle**
- **The proposed trail on 65<sup>th</sup> should be widened to 10’ or 12’; ensure the trail accommodates cyclists in both directions and pedestrians**
- In favor of sidewalk improvements
- In favor of a bike lane or shared trail like 66th Street
- Love the addition of a trail and Lyndale bike lanes

Greening

- Will trees be part of the landscaping on 65<sup>th</sup>?

Vehicle Storage

- In favor of increased vehicle parking

Traffic Control

- **In favor of a roundabout:**
  - o Add another roundabout; concerned about traffic back-ups during the morning and evening commutes on Lyndale
  - o Love the roundabout idea and connection to Richfield Lake
- **Not in favor of a roundabout:**
  - o Don't see enough traffic on 65<sup>th</sup>/Lyndale to warrant another roundabout
  - o Limit roundabouts; they are not good for pedestrians
  - o Heavy traffic on Lyndale and much lighter traffic on 65th means a round-about will make it very difficult to cross Lyndale. Aren't there other solutions than a round-about?
  - o Too many roundabouts on Lyndale already, and despite your claims, they are NOT pedestrian friendly.
  - o **Many, many seniors live in this area and roundabouts are difficult to navigate,** especially for those who are blind or disabled and use walkers. Feel there are too many roundabouts on Lyndale. Concern for seniors and how they will cross Lyndale Avenue to get to businesses or medical appointments.
  - o I do not think roundabouts are the answer. If one is put in on 65th and Lyndale that will make it 5 in a row. People are confused with the ones by Wood Lake. You can't make a left from the one by the VFW.
  - o I am a bit concerned about a roundabout at 65th and Lyndale. The roundabouts at larger intersections work well, 66th at Lyndale, Nicollet, Portland. The smaller roundabouts like 68th and Lyndale and 70th and Lyndale I think are very poor. They are too small for the space. Will 65th and Lyndale be large enough?
- The traffic flow from Hwy 62 is problematic. Currently a stoplight stops traffic, allowing east/westbound traffic and pedestrians to cross. High traffic volumes from the freeway system may cause safety issues.
- Need to examine rush hour traffic at existing roundabouts to understand how a roundabout at 65<sup>th</sup> St/Lyndale will operate regularly
- Concern about the entrances and exits near the roundabout from both Wendy's and the liquor store; ensure that they are safe for drivers and pedestrians

#### 65<sup>th</sup> St/Pillsbury

- **In favor of keeping the cul-de-sacs north of 65<sup>th</sup> St:**
  - o Disagree with changing the intersection of 65<sup>th</sup>/Pillsbury to be two-way traffic with a direct connection from the HUB. this will create non-neighborhood traffic to flow into the neighborhood as a way around the light at Nicollet. I would look to add Speed bumps or some other means of slowing cars down.
  - o Would like Pillsbury Ave to remain one-way (southbound) only; don't see a reason to open up the neighborhood to traffic cutting through in an attempt to avoid busier commercial streets
  - o Do not feel that a through street at Pillsbury and 65<sup>th</sup> is needed. This will only increase apartment traffic flow through the neighborhood. Suggest that Pleasant becomes a two-way street.
  - o Need to pay more attention to the concerns listed about the 65th and Pillsbury intersection

- From the community input you listed it looks like the neighborhood is not in favor of connecting the cul-de-sacs north of the Hub. The plan indicates that there will be access. I think this is a mistake and would increase undesirable traffic on those side streets. Those neighborhoods are easily accessed by 64th for emergency vehicles. And limiting access has proven beneficial on such roads as 76th street.

#### Construction Staging

- How will people access Richfield Medical Group during the construction on 65th Street? The access from Lyndale was closed due to the addition of the day care center next door.

#### Questions 3: Anything else you'd like the project team to know?

- **In favor of the proposed improvements:**
  - This appears to be a well-thought out and integrated solution to address the needs of this community
  - 65th Street has needed these improvements for a long time. Over all the plan is excellent.
  - This appears to align nicely with recent reconstruction updates, including similar upgrades and priority sets used on both Lyndale and 66th Street. In addition to the stated project needs, this should yield the added benefit of improving continuity and consistency of appearance throughout the greater corridor.
- Don't see a need for this project; the sidewalks are fine, and the roads are in okay shape
- I'm concerned that the improvements will be made before the redevelopment of The Hub is finalized and then it will be discovered that they aren't right or adequate for what's planned for the Hub.

#### Question 3: Anything else you'd like the project team to know?

#### Multimodal Safety

- Dangerous to cross 66<sup>th</sup> at Lyndale; even with the yellow flashing lights, the rate of cars stopping is inconsistent; the lights were more dependable
- Concern around reckless drivers speeding through the neighborhood. Consider making Pleasant a two-way street to divert flow of traffic. More young families/children are in the area. Consider this as a major safety concern.

#### Traffic Control

- **In favor of a roundabout:**
  - Roundabouts on Lyndale Ave and 66th Street have slowed traffic and met the needs of those of us who live in the area.
  - In favor of the roundabout at 65th/Lyndale; the light makes it my least favorite intersection in town (especially traveling east/west as the angle provides for people wandering over the lines in while waiting to turn constantly).
- Leave Woodlake Dr as a two-way street
- Don't see a final decision on whether the cul-de-sacs at 65th and Wentworth and 65th and Blaisdell will be opened to 65th Street.
- Need to eliminate the stop sign at 65th and the railroad tracks

- There is still disagreement about whether to reconnect the neighborhoods north of the HUB - not sure if the summary from previous sessions was unclear or if there are just conflicting opinions from the public but that will need to get resolved

#### 65<sup>th</sup> St/Pillsbury

- **In favor of keeping the cul-de-sacs north of 65<sup>th</sup> St:**
  - o Do not open Pillsbury Ave to two-way traffic north of 65<sup>th</sup> St

#### Construction Staging

- Lynwood Flats only has one entrance to the parking lot and it is located on 65th Street between the post office and Lyndale. Will this be taken into consideration and is there a plan in place to make sure the people living in this apartment complex will have a route to get into the parking lot?
- Provide residents on Rae Dr with ample access during construction
- Concern about parking on Rae Dr; the apartment buildings do not have sufficient parking for tenant needs, forcing at least 15 tenants to park on the street. Parking by the former laundromat site might be a solution.
- How will the construction on 65th Street impact EMT access to Village Shores and Woodlake Point Condominiums, via Woodlake Drive?

#### Pedestrian and Bicycle Improvements

- Make the Lyndale Avenue lanes buffered, like the Lyndale lanes from 68th-61st and from 67th-70th. This will be safer for people biking.
- Need for consistency of sidewalks from Nicollet to Lyndale
- Consider widening boulevards on the north side of 65<sup>th</sup> to give a greater buffer between the residential apartments and traffic
- Supportive of the crossing over 65th by the villages to Richfield Lake
- It's hard to tell from the pictures and diagrams what the bike lane will be. Will it extend all the way to 66th street to connect with the bike lane there? Will it be a dual bike lane/walking path like on 66th or on the road like on Lyndale north of 65th? There really aren't any diagrams that include a key to show you what all the colored lines mean. That would be helpful.
- Is Lyndale going to get bike lanes and places to park? Experience issues crossing intersection of Lyndale and 63<sup>rd</sup>.

#### Transit Operations

- There's no mention of bus stops and how they might be enhanced. Prior to COVID-19, many people used the bus and it was often difficult, especially in the winter.

#### Greening and Stormwater Management

- How will 65th and Lyndale and 65th and Nicollet look? Will there be any landscaping with trees such as was done on 66th? It greatly enhances the appearance and air quality if there are trees.
- Is the new larger storm sewer pipe in a different location than the path from 65<sup>th</sup> St to Richfield Lake? Or, will that pathway change or be interrupted during construction?
- After adding the new larger storm sewer pipe, will you be replanting new trees?

- There are times when the pathway around Richfield Lake is completely covered with storm water and I can't walk on it.
- Current heavy water erosion in places on the Richfield Lake path.

### General Feedback

- Thank you for the design work you have done for improving 65th Street. It makes this forgotten street more attractive, habitable and safer.
- I do not live in Richfield but commute to/from work from Minneapolis. This connection would greatly improve my trip, because I normally need to cross from Nicollet to Lyndale. It is currently a less than ideal part of my journey and I often feel unsafe.
- Are there redevelopment plans for The Hub that can be made public? Would like to know if a grocery store will replace Rainbow.

## 2. Online Feedback Map

Attendees could provide feedback on an interactive map of the project layout. Comments received are summarized by the type of pin associated with the comment (e.g. Business/Property Owner, Commuter, Resident, or Other Feedback). Items in **bold** were made the most frequently.

### Business/Property Owner

- Having the Wendy's driveway inside the roundabout seems dangerous. Possible to work with Wendy's to get access via their other two driveways?
- Are two driveways into the liquor store on 65th needed? Won't the additional driveway reduce available parking and, with the driveway so close to the roundabout, cause some confusion?

### Commuter

- **Supportive of the plan to add a sidewalk on the south side here. It's dicey walking to Pizza Luce.**
- Ensure paths/sidewalks around roundabout are 10' or more; bicyclists using Lyndale Avenue lanes will need to share them with people walking.
- Why does Lyndale expand out to 4 lanes when it goes back to 3 lanes on the other side of the interchange? Is it busier than Xerxes Ave or Penn Ave or Portland Avenue, all of which have or will soon have one through lane? Keep it three lanes all the way through.
- Need for a crosswalk across the north leg of Nicollet and 65th as well as the south leg. Right now, people in the apartment building would have to cross the street three times just to cross to the trail.
- This is the only access to the Lynwood Flats parking lot. Is there a plan in place to add another entrance to this lot while the street is torn up?
- Nicollet Ave is going to be repaved and striped by Hennepin County soon, correct? Can you ensure that connections to turn on/off of Nicollet are smooth and safe for bicyclists?
- Is there a reason the trail doesn't continue over Rae drive with a crosswalk, etc?

### Resident

- **Not in favor of opening Pillsbury Avenue to northbound traffic.** Many residents park on (both sides of) the street, which doesn't leave enough room for 2-way traffic unless residential parking is reduced or banned. Since there are no sidewalks, all pedestrian traffic is on the street as well.

**Residents do not want traffic cutting through our quiet neighborhood.** Years ago, northbound access to Pillsbury from 65th was switched off at the request of residents, and the improvement has been tremendous. Please do not implement this poorly thought out idea.

- Need for a designated turn lane on northbound Lyndale Ave for accessing Lyndale Station to help facilitate traffic flow.
- With 7 different street and parking lot turn-ins between Grand Ave and E Pleasant, why is there no middle turn lane in the plans here?
  - Do not add more left turn lanes; it's OK if cars slow down momentarily -- it will make the street safer. Through traffic has 66th a few hundred feet away.
- The majority of traffic coming from 65th towards 66th turns right onto 66th. It would facilitate traffic flow if there were a designated right turn only lane striped in here, so traffic doesn't back up behind vehicles waiting at the light to go straight.
- Supportive of restoring Pillsbury to the way it used to be: two-way access to 65th. But don't want to have speeding cars cut through. Add bumpouts, speed tables, etc to make sure any through cars are slow and respectful.
  - See no added benefit to opening Pillsbury to two-way traffic at 65th St; do see a big negative. Concern that it will bring extra traffic through the neighborhood as people try to avoid the light ahead at Nicollet.
- **Concern that there is no change to this intersection in the plans. There are 4 entry and exit roads coming into Lyndale all at the same point (e.g. Vet/Liquor store, Lakewinds, Lyn 65/Strip Mall, Lyndale Plaza)** Its dangerous; I have been almost clipped and hit by other turners often and no one knows who has the right of way because this is such a novel intersection. Concern that with more constant traffic in a roundabout (no created pauses in traffic) that it will be much harder to cross Lyndale from one of these inlets, especially since you cannot go north on Lyndale from Lakewinds' north traffic entrance.

#### Other Feedback

- How about bike access to 65th? (shown at 65<sup>th</sup>/Grand)
- **How about bike access to 65th? (shown at 65<sup>th</sup>/Wentworth)**
- **How about bike access to 65th? (shown at 65<sup>th</sup>/Blaisdell)**
- **The trail should continue down this short block to connect to 66th, and to help people who want to walk between Richfield Lake and Wood Lake (shown at 65<sup>th</sup>/Rae Dr)**
- Love this mid-block crossing! (shown near 65<sup>th</sup>/Wentworth)

### 3. Website

Virtual meeting attendees had the ability to provide feedback on any of the slides by using the comment button feature. Comments received are summarized by topic below and items in **bold** were made most frequently.

#### Traffic Control

- I strongly agree with removing the stop sign at the 65th St. railroad crossing. This is a pinch point that slows traffic and causes extra noise as people zoom away. I hope 65th St will be one lane in each direction with a left turn lane instead of the current two lanes in each direction. Please, no parking on 65th between Nicollet and Lyndale. Thanks for the bike lanes.

- In favor of a roundabout
  - o I think a roundabout at the corner of 65th and Lyndale would be a great decision. That intersection has been a huge bottleneck to my commute. I find myself stopped at that intersection about every time I approach it.
- Not in favor of a roundabout
- There's a need to reduce the amount of horn honking at roundabouts. I've observed that drivers are honking their horns not to promote safety, but to admonish other drivers whom they believe are not driving quickly enough through a roundabout. I believe such horn honking violates a Minnesota's statute. Perhaps, the City could educate drivers about the appropriate time to honk.

#### Pedestrian and Bicycle Improvements

- **Make the trail along 65th Street at least 10 feet wide**, rather than the proposed 8 feet. Bicyclists will need to share this space. This is unlike 76th Street or Portland Avenue where there is also an on-street option, and the trail is supplemental.
- **Make the bike lanes on Lyndale Avenue buffered bike lanes** like those on 70th Street to give kids and other vulnerable users some safe breathing room when riding bikes

#### Stormwater Management

- Concern around how the larger storm pipes for run-off will affect the level of Richfield Lake where there is also danger of flooding the trails which, even now, are under water.

#### Neighborhood Access

The comments about the intersection of 65th and Pillsbury are not clear. Reconnecting the grid doesn't clearly describe the type of intersection. Could you clarify this for me?

#### Other Feedback

- Please consider those who are blind and/or deaf in any of your designs as well as those who use wheel chairs. In my Richfield senior community, there are many who have disabilities and must find save ways to navigate the streets and sidewalks.
- The graphic on the Plans and Policies page indicates that a Richfield Hub Redevelopment plans may be found on the Sweet Streets page. Unfortunately, I could not find any information on the Sweet Streets page regarding plans related to the Richfield Hub Redevelopment. Can you provide information about the Hub redevelopment?
- I just reviewed the two options for HUB redevelopment. My vote is for OPTION A. This area of Richfield needs a nice retail and restaurant location for people already living in the area to walk, bike, or drive to and enjoy. Opportunity to upgrade from fast food and takeouts -- Richfield DOES NOT need to add to the residential population in this area with OPTION B which will also bring increased traffic -- which again is NOT NEEDED!!
- I reviewed the plans for the Hub redevelopment project and I prefer option A. The reasons for my vote is that we don't want Richfield to turn into a big city feel. The reason I moved to Richfield was that it's close to the city but feels like a suburb with green space and not a lot of traffic. By keeping the development more retail, restaurants and walk and bike friendly for the locals. Too many housing developments turns us into a city feel instead.

## WELCOME TO OPEN HOUSE #5 BIENVENIDO A LA CASA ABIERTA #5

This fifth and final open house for the reconstruction of 65th Street and restriping of Lyndale Avenue. We have incorporated public feedback from previous open houses into the layout presented with this online open house. We anticipate that this design will be presented by staff to the City Council for preliminary approval near the end of June. The anticipated construction start date has been moved to Spring 2022.

Bienvenido a la quinta y última “casa abierta” para la Reconstrucción de 65th Street y la remarcación de Lyndale Avenue. Hemos incorporado los comentarios recibidos durante las “casas abiertas” anteriores en el formato online presentado aquí. Anticipamos que este formato será presentado al Consejo Municipal para su aprobación preliminar a finales de junio. La fecha prevista de inicio de la construcción se ha trasladado a la primavera del 2022.



## SUMMARY OF FEEDBACK RECEIVED FROM THE OPEN HOUSE #4

HELD APRIL 20-27, 2020

## RESUMEN DE LOS COMENTARIOS RECIBIDOS DURANTE LA "CASA ABIERTA" #4

QUE SE REALIZÓ ENTRE EL 20 Y EL 27 DE ABRIL DEL 2020

### Pedestrian Mode

- Feel unsafe crossing street as pedestrian (e.g., near the post office, 66th St)
- In favor of pedestrian crossing to Richfield Lake
- Supportive of sidewalk improvements on south side of 65th St (e.g., near Pizza Luce)
- Continue trail to connect to 66th St for people to walk between Richfield and Wood Lakes

### Bicycle Mode

- In favor of a bike lane or shared trail
- Provide bike lane buffer on Lyndale Ave (like on 70th St) to give young/new riders more space
- Widen proposed trail on 65th St to 10 -12 feet to accommodate pedestrians/ cyclists in both directions
- Add bike access to 65th St (e.g., at Wentworth, Blaisdell)

### Viajar a Pie

- Me siento inseguro cruzando la calle como peatón (por ejemplo, cerca de la oficina de correos, 66th Street)
- A favor de un cruce peatonal que lleva a Richfield Lake
- Apoyo proyectos para mejorar la vereda en el lado sur de 65th Street (por ejemplo, cerca de Pizza Luce)
- Terminen el camino peatonal para conectar con la 66th Street para que la gente pueda caminar entre los lagos Richfield y Wood Lakes.

### Viajar en Bicicleta

- Estoy a favor de un carril para bicicletas o sendero compartido
- Proporcione un amortiguador de carril para bicicletas en Lyndale Avenue (por ejemplo, en 70th Street) para dar más espacio a los ciclistas jóvenes y/o nuevos
- Ampliar el sendero propuesto de 65th Street de 10 a 12 pies de ancho para acomodar a peatones / ciclistas en ambas direcciones
- Agregue acceso para bicicletas en 65th Street (por ejemplo, en Wentworth, Blaisdell)

## SUMMARY OF FEEDBACK RECEIVED FROM THE OPEN HOUSE #4 CONTINUED

### Vehicle Mode

- Vehicles drive too fast on 65th St/ blow through stop signs; need traffic calming measures
- Safety concerns at entrances/exits near roundabout (e.g., liquor store, Lakewinds, Lyn 65/strip mall, Lyndale Plaza)
- In favor of roundabout – will mitigate back-ups during peak commute times, other area roundabouts calm traffic
- Not in favor of roundabout – concerns about pedestrian friendliness, area elderly finding it difficult to navigate (especially those who are blind or use a mobility device)

### Neighborhood Access

- Not in favor of opening Pillsbury Ave at 65th St to northbound traffic; concerned it will bring more traffic through the neighborhood; implement traffic calming measures to slow cars cutting through

### Construction Staging

- Ensure Lynwood Flats resident access to parking lot on 65th St
- Maintain vehicle access and parking to residents on Rae Dr
- Coordinate with EMTs to ensure access is maintained to residents (e.g., Village Shores, Woodlake Point Condominiums)

### General

- In favor of the proposed improvements – they are much needed/address the community's needs

## RESUMEN DE LOS COMENTARIOS RECIBIDOS DURANTE LA “CASA ABIERTA” #4 CONTINUACIÓN

### Viajar en Automóvil

- Los vehículos van demasiado rápido en 65th Street, pasan las señales de alto; se necesitan medidas para reducir el tráfico
- Problemas de seguridad en las entradas/salidas cerca de la rotonda (por ejemplo, licorería, Lakewinds, Lyn 65, Lyndale Plaza)
- A favor de la rotonda: Mitigará las demoras durante las horas pico; otras rotondas de la zona son efectivas en reducir el tráfico
- No a favor de la rotonda: Preocupaciones sobre la seguridad de los peatones; dificultades en navegar el área para personas mayores de edad (especialmente para aquellos que son ciegos o que usan un dispositivo de movilidad)

### Acceso al Vecindario

- No a favor de abrir Pillsbury Avenue con el cruce de 65th

Street al tráfico hacia el norte; preocupación porque traerá más tráfico al vecindario; Implemente medidas para calmar el tráfico para reducir la velocidad de los automóviles

### Fases de Construcción

- Garantizar el acceso de residentes de Lynwood Flats al estacionamiento en la 65th Street
- Mantener el acceso y estacionamiento de los residentes en Rae Drive
- Coordinar con los técnicos de emergencia médica para garantizar que se mantenga el acceso a los residentes (por ejemplo, Village Shores, Woodlake Point Condominiums)

### General

- A favor de los proyectos propuestos: Son muy necesarios / reflejan las necesidades de la comunidad

As with previous projects, we have received feedback for and against the proposed roundabout. The roundabout remains the preferred intersection control for 65th Street/Lyndale Avenue given the need for improved mobility and safety of all modes.

Al igual que con proyectos anteriores, hemos recibido comentarios a favor y en contra de la rotonda propuesta. La rotonda sigue siendo el control de intersección preferido para 65th Street / Lyndale Avenue, dada la necesidad de mejorar la movilidad y la seguridad de todos los modos de transporte.



Design of the intersection of 65th Street/Pillsbury Drive/The Hub access, which has an impact on neighborhood circulation, is the main change since the previous open house. We would like your feedback on the new options shown on the layout.

El diseño de la intersección de 65th Street / Pillsbury Drive / The Hub, que tiene un impacto en la circulación vehicular dentro del vecindario, ha sido el cambio principal desde la última “casa abierta”. Nos gustaría conocer su opinión sobre las nuevas opciones que se muestran en el diseño.

# 65<sup>th</sup> Street Reconstruction

*Virtual Open House #5 Summary*

**Time/Date:** Mon, June 1 – Mon, June 8, 2020

## Meeting Format

Virtual open house #5 included project information slides that meeting attendees could review on their own time and provide feedback by using the comment button feature on the site. The virtual meeting also included an interactive feedback map of the layout and a PDF version of the full preliminary engineering layout. The virtual open house was available through a standalone website ([www.65streetreconstruction.com](http://www.65streetreconstruction.com)). The event was advertised via the City's Sweet Streets website, City of Richfield and Sweet Streets Facebook pages, lawn signs posted throughout the corridor, and through postcard mailers.

- **City of Richfield Facebook:** 4 unique posts
- **Sweet Streets – City of Richfield Facebook:** 4 unique posts
- **Postcard Mailers:** 2,479 English/Spanish OH postcard notifications mailed on 5/26
- **Lawn signs:** 8 English/Spanish lawn signs installed on corridor 5/29

Overall online interactions are summarized below:

- **Interactive map responses:** No new responses
- **Website comments:** 7 new comments
- **Email/Other comments:** 3

## Meeting Purpose

- Share a summary of feedback received during virtual open house #4
- Share the updated layout that incorporates public feedback from previous open houses
- Solicit feedback on the proposed improvements

## Comment Summary

### 1. Website Comment Form

Virtual meeting attendees had the ability to provide feedback on any of the slides by using the comment button feature. Comments received are summarized by topic below.

#### 65<sup>th</sup> St/Pillsbury

- Unsupportive of turning 65<sup>th</sup>/Pillsbury into a two-way street
  - Unsafe – many children play near the end of the street
  - Will increase volume of traffic in neighborhood
  - Logical place for a two-way street is Pleasant

#### Traffic Control and Vehicle Operations

- Roundabout

- Need to inform Richfield police and fire departments cars need to continue to their exit in roundabout then stop. Police and fire trucks honk excessively in the roundabout at 66<sup>th</sup> St/Lyndale. Police cars go over the roundabout at 67th St/Lyndale all the time as they are responding to a call.
- Supportive of a roundabout
- Unsupportive of roundabout:
  - Elderly do not feel safe crossing the street with a roundabout
- 64th St/Lyndale intersection – a stop sign during high traffic volume times isn't going to handle the added traffic flow. Turning North on to Lyndale isn't that much of a problem unless one lives in the new apartment complex on the East side of the 64th and Lyndale intersection. Turning South will reverse the problem for the new units on 64th street. Either traffic lights providing timed stops will help the traffic flow problem or a traffic circle that provides controlled access will handle the traffic flow.
- What was used to determine that residents would mostly use public transportation for travel to work or shopping? Concern that there's an additional 82 units and that is going to add at least that many additional cars in the area.
- Why wasn't a study done to see what the traffic impact would be on Lyndale Ave and neighborhood feeder roads?

#### Construction Staging

- Supportive of decision to keep unobstructed access from 65th Street into Richfield Medical Group parking lot. Would like to know plans to maintain continuous access into their parking lot during their operating hours throughout the construction period.

#### Other

- The statement was made that the current residents in the existing apartment building were not being forced out, but has there been any studies made to see if they are in an income group that can afford a \$50.00 per month increase in rent?
- Resident of Lyndale Gardens Apartments – unsupportive of using its vacant parking spaces for the following reasons:
  - It is private parking for apartment residents not public parking.
  - The apartment complex has sticker parking, no sticker the car is towed and impounded and there is a fee to remove it from the impounding lot.
  - If a resident of the new unit has their visitor park there, that visitor's car will be impounded because it doesn't have a parking sticker.
  - During the winter, the apartment complex has a "remove all cars for snow removal by a certain time on the scheduled date" or the car is removed and impounded. Tenants are given a notice but it isn't going to be their responsibility to notify tenants of a separate apartment complex not affiliated with them to move their car.
  - There maybe a few parking spots available – but not that many because of the COVID 19 restrictions. The parking lot was virtually full and the cars parked had parking permit stickers so there really isn't that many parking spots available. It only appears that way because of shift work and/or required travel.
  - On the North end and South end of the parking lot, there are visitor parking spaces but that is for apartment resident visitors not general parking. As a resident, my rent should

allow me and other residents first choice on their use. Our visitors should have access before forced onto the street parking.

- The promotion of the area along 66<sup>th</sup> St as business and the promotion of the area along 77th street as business seems a little disjointed. A business district is a cohesive area, not separate unconnected areas. Planning should go into making one of them the dominant area and the other for residential only.

## 2. Interactive Feedback Map

Attendees could provide feedback on an interactive map of the project layout; no new feedback was received.

## 3. Other

### Pedestrian Improvements

- Consider sidewalks on the south side of 65<sup>th</sup> St – often see people walking on this side of the street

### Construction Staging

- Pleased about the decision to keep unobstructed access from 65th Street to the Richfield Medical Center parking lot, since it is the sole means of vehicle access. Interested to hear about plans to maintain continuous access into their parking lot during their operating hours throughout the construction period.

### Engagement

- Participant lives at Village Shores and has no computer/iPhone to be able to participate in the virtual open house.

### Woodlake Dr/65<sup>th</sup> St

- Although marked a “private drive” it’s used as a normal, unrestricted street
- Crosswalk at this intersection used by Village Shores, Woodlake Condos, City Bella, and Lakeshore residents; may make more sense to move the crosswalk more east away from the intersection and add pedestrian blinking lights on each side; doing so may require removing 1-2 parking stalls on 65<sup>th</sup> St
- Traffic going west and wanting to turn onto Woodlake Dr must make an exaggerated left-hand turn. A left turn directly on to Woodlake Dr would make more sense.
- Would be helpful to install warning signs on both sides of 65<sup>th</sup> St to alert motorists to Village Shores garage entrance/exit
- Eliminate 1-2 on-street parking spaces near the Village Shores garage exit to improve sightlines, hard to see oncoming traffic

### 65<sup>th</sup> St/Pillsbury

- Unsupportive of turning 65<sup>th</sup> St/Pillsbury into a two-way street:
  - Will pose dangers to locals  
Maybe installing speed bumps on Pillsbury Avenue could be sufficient? Or make the intersection of 64th Street and Pillsbury Avenue a 4-way stop to avoid vehicles from driving at unnecessarily high speeds.



**STAFF REPORT NO. 88**  
**CITY COUNCIL MEETING**  
**7/28/2020**

REPORT PREPARED BY: Kelly Wynn, Senior Office Assistant

DEPARTMENT DIRECTOR REVIEW: Katie Rodriguez

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
 7/22/2020

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider the appointment to the Planning Commission opening.**

**EXECUTIVE SUMMARY:**

The Planning Commission had a mid-term resignation. The City Council held interviews of interested residents on July 11, 2020 via WebEx. Following the interviews, Council discussed thoughts and recommendations.

The City Council directed the City Manager's office to conduct recruitment seeking applicants to fill the vacancy. The recruitment included information on the City's website and social media platforms.

**RECOMMENDED ACTION:**

**By motion: Appoint Brett Stursa as a member to fill the vacant term on the Planning Commission.**

**BASIS OF RECOMMENDATION:**

A. **HISTORICAL CONTEXT**

This information is contained in the Executive Summary.

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

City advisory commissions were established by City ordinance or resolution.

C. **CRITICAL TIMING ISSUES:**

D. **FINANCIAL IMPACT:**

None

E. **LEGAL CONSIDERATION:**

None

**ALTERNATIVE RECOMMENDATION(S):**

None

**PRINCIPAL PARTIES EXPECTED AT MEETING:**