



# CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

## Regular Council Meeting Virtual Meeting held via WebEx

**April 28, 2020**

### CALL TO ORDER

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

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

*Staff Present:* Katie Rodriguez, City Manager; Mary Tietjen, City Attorney; Chris Regis, Finance Director; Amy Markle, Recreation Services Director; Kristin Asher, Public Works Director; John Stark, Community Development Director; Julie Urban, Housing Manager; Jane Skov, IT Manager; Blanca Martinez Gavina, Executive Analyst; and Kelly Wynn, Senior Office Assistant

*Others Present:* Rebecca Kurtz with Ehlers Inc.; and Adam Seraphine, President of NHH Properties

### OPEN FORUM

No speakers

### PLEDGE OF ALLEGIANCE

Mayor Regan Gonzalez led the Pledge of Allegiance

### APPROVAL OF MINUTES

M/Whalen, S/Supple to approve the minutes of the (1) City Council Meeting of April 14, 2020.

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE

Supple: AYE

Trautmann: AYE

Garcia: AYE

Whalen: AYE

Motion carried 5-0

<b>Item #1</b>	<b>MOMENT OF SILENCE</b>
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A moment of silence was taken to celebrate the life of Margarita Trautmann, the dear mother of Council Member Trautmann.

Council Member Trautmann thanked all who have reached out with condolences. He then gave a touching background of her life and how grateful he was to have her as a mother.

Council Member Garcia spoke of how losing a mother is incredibly difficult. Missing her will be a daily battle but over time, the days will get easier and it will turn into reflection of all the good memories. She expressed that her heart goes out to Council Member Trautmann and his family.

Council Member Supple conveyed condolences and thanked Council Member Trautmann for sharing the wonderful story of his mother’s life.

Council Member Whalen expressed his sympathy for Council Member Trautmann. He appreciated how Council Member Trautmann celebrated the life of his mother and a life well lived.

Mayor Regan Gonzalez echoed condolences and thanked Council Member Trautmann for sharing his mother’s story.

Council Member Trautmann thanked everyone and shared a story about his son.

<b>Item #2</b>	<b>PRESENTATION OF THE PROCLAMATION OBSERVING EARTH DAY, ARBOR DAY AND ARBOR MONTH</b>
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Director Markle spoke of the things done in observance of Earth Day and the different things offered virtually. To observe Arbor Day, the department will be planting trees when staff is able.

Mayor Regan Gonzalez recognized the Parks and Recreation Department for engaging residents in all kinds of ways during this time. They have made it apparent that Mother Nature is still out there for residents to admire every day. She then read the proclamation. She commented on how she has been seeing children picking up trash at parks while they are out on walks and thanked all the young residents.

<b>Item #3</b>	<b>APPROVAL OF THE AGENDA</b>
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M/Trautmann, S/Whalen to approve the agenda

Executive Analyst Martinez Gavina took roll call vote:

- Regan Gonzalez: AYE
- Supple: AYE
- Trautmann: AYE
- Garcia: AYE
- Whalen: AYE

Motion carried 5-0

<b>Item #4</b>	<b>CONSENT CALENDAR</b>
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City Manager Rodriguez presented the consent calendar.

- A. Consider the approval of a resolution that includes a declaration of restrictive covenants for the Seven Hills Preparatory Academy playground in the City of Richfield. In conjunction with the agreement, also consider approval of the Hennepin County Sports Program Playground Application that will be submitted in partnership with the school. The City of Richfield would act as the LGU for the local charter school (Staff Report No. 52).

**RESOLUTION NO. 11733  
RESOLUTION APPROVING A DECLARATION OF RESTRICTIVE COVENANTS  
FOR THE SEVEN HILLS PREPARATORY ACADEMY PLAYGROUND IN THE CITY  
OF RICHFIELD**

- B. Consider the adoption of a resolution supporting a Livable Communities Demonstration Act Pre-Development grant application to the Metropolitan Council to support the redevelopment of 6501 Penn Avenue South (Staff Report No. 53).

**RESOLUTION NO. 11734  
RESOLUTION IDENTIFYING THE NEED FOR LIVABLE COMMUNITIES  
DEMONSTRATION ACCOUNT (“LCDA”) FUNDING AND AUTHORIZING AN APPLICATION  
FOR GRANT FUNDS**

- C. Consider the adoption of a resolution approving the Statewide Public Works Joint Powers Mutual Aid Agreement and Equipment Sharing Agreement (Staff Report No. 54).

**RESOLUTION NO. 11735  
RESOLUTION Approving the Statewide Public Works Joint Powers Mutual Aid Agreement  
and Equipment Sharing Agreement**

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

Council Member Garcia appreciates that Partnership Academy was supporting Seven Hills in this project and is thankful that people can work together.

Council Member Supple stated how she was happy to see the sharing of resources and using the taxpayer dollars to the best of its ability.

Council Member Trautmann thanked all staff for supporting the grant opportunities and initiatives.

Executive Analyst Martinez Gavina took roll call vote:

- Regan Gonzalez: AYE
- Supple: AYE
- Trautmann: AYE
- Garcia: AYE
- Whalen: AYE

Motion carried 5-0

<b>Item #5</b>	<b>CONSIDERATION OF ITEMS, IF ANY, REMOVED FROM CONSENT CALENDAR</b>
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None

<b>Item #6</b>	<b>PUBLIC HEARING AND CONSIDER A RESOLUTION APPROVING A FINAL PLAT OF THE RF64 TOWNHOMES ADDITION, RELATED TO THE COMPLETION OF A PORTION OF THE RF64 DEVELOPMENT AT 65<sup>TH</sup> STREET AND 16<sup>TH</sup> AVENUE (STAFF REPORT NO. 55)</b>
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Council Member Whalen presented staff report 55.

Director Stark explained the resolution is for eight townhomes currently under construction, a shared driveway, storm water use, and possibly more townhomes.

Mayor Regan Gonzalez commented on the great quality and character of the townhomes and how they will be a nice addition to the City. She is excited to be a part of this project.

Council Member Whalen opened the public hearing.

Executive Analyst Martinez Gavina stated no comments were submitted for the public hearing.

M/Whalen, S/Trautmann to close public hearing.

Executive Analyst Martinez Gavina took roll call vote:

- Regan Gonzalez: AYE
- Supple: AYE
- Trautmann: AYE
- Garcia: AYE
- Whalen: AYE

Motion carried 5-0

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

RESOLUTION NO. 11737  
RESOLUTION GRANTING APPROVAL  
OF A FINAL PLAT FOR RF64 TOWNHOMES

Executive Analyst Martinez Gavina took roll call vote:

- Regan Gonzalez: AYE
- Supple: AYE
- Trautmann: AYE
- Garcia: AYE
- Whalen: AYE

Motion carried 5-0

Item #7	<b>PROPOSED ORDINANCE TO CONSIDER THE ADOPTION OF AN EMERGENCY ORDINANCE TO PROVIDE EMERGENCY RENTAL ASSISTANCE THAT WILL PROVIDE TEMPORARY RELIEF FOR HOUSEHOLDS IN THE CITY EXPERINECING FINANCIAL HARDHIP DUE TO THE COVID-19 CRISIS (STAFF REPORT NO. 56)</b>
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Council Member Supple presented staff report 56.

Director Stark added the HRA staff is looking at the budget if these needs were to continue which most likely will.

Housing Manager Urban explained the City CBG money has been announced and VEAP will be receiving their funds soon.

Council Member Supple thanked staff for being able to provide for this need.

Council Member Garcia thanked all those involved with VEAP and how donations go directly to their services. She then thanked staff and HRA members for their leadership for making this happen.

Council Member Whalen expressed thanks to staff and HRA for their work. He spoke of how there has been contact with state and national elected leadership about the need of funds. He appreciates what the City is able to do at a local level and is looking forward to what can be done regarding a permanent affordable housing trust fund.

Council Member Trautmann echoed gratefulness to VEAP and how they are building good infrastructure. He reminded residents that a small donation will not be considered a small amount to those who are need. He also encouraged residents to reach out if they are in need.

Council Member Supple questioned if the funds will be specifically for Richfield residents.

Housing Manager Urban explained the funds will go to the partnership of Richfield, Bloomington and Edina for VEAP services. Director Stark added that \$30,000 will be solely for Richfield residents.

Mayor Regan Gonzalez commented on the approach of not using all the funds right away and doing it incrementally. This is just one example of how staff and community have come together to support those in need and is fortunate to have the infrastructure.

M/Supple, S/Trautmann to (1) approve an emergency ordinance creating an Affordable Housing Trust Fund to provide emergency rental assistance for low-income Richfield renters impacted by the COVID-19 crisis; and (2) adopt a resolution authorizing summary publication of said ordinance.

RESOLUTION NO. 11736  
 RESOLUTION APPROVING SUMMARY PUBLICATION  
 OF AN EMERGENCY ORDINANCE ESTABLISHING AN AFFORDABLE HOUSING TRUST  
 FUND

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE  
Supple: AYE

Trautmann: AYE  
Garcia: AYE  
Whalen: AYE

Motion carried 5-0

<b>Item #8</b>	<b>OTHER BUSINESS TO CONSIDER ACCEPTING THE PRICING COMMITTEE'S RECOMMENDATION FOR THE SALE OF \$5,375,000 GENERAL OBLIGATION BONDS, SERIES 2020A (STAFF REPORT NO. 57)</b>
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Mayor Regan Gonzalez presented staff report 57.

Director Regis spoke of the good results that came from the sale.

Rebecca Kurtz provided a summary of the bond sale. It was reported to have a AA+ rating and was a very positive report. It has been a great reflection on management within the City.

Director Regis added that with the sale, the per bond amount was able to be reduced as well as a considerable amount of interest saved.

Rebecca Kurtz commented that a 2.1% amount was estimated but it came in 1.9% which was great news. With this, there is less interest costs and savings. The funds will be available May 14.

M/Regan Gonzalez, S/Whalen to accept the recommendation of the pricing committee in awarding the sale of General Obligation Bonds, Series 2020A, in the original aggregate principal amount of \$5,375,000.

Council Member Supple thanked staff and the past leadership for their stewardship within the City.

Council Member Trautmann shared that the bonding is for projects already completed and currently completing. It is saving the City larger costs in the future. He then thanked Director Regis for his work regarding the sale.

Mayor Regan Gonzalez echoed the specific thank you to Director Regis along with the pricing committee and Ehlers to ensure we are most prudent in this time to make smart financial decisions. She commented how residents are fortunate to staff for keeping an eye on what is financially best for Richfield.

Executive Analyst Martinez Gavina took roll call vote:

Regan Gonzalez: AYE  
Supple: AYE  
Trautmann: AYE  
Garcia: AYE  
Whalen: AYE

Motion carried 5-0

<b>Item #9</b>	<b>CITY MANAGER’S REPORT</b>
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City Manager Rodriguez spoke on behalf of all staff in sending Council Member Trautmann condolences and how beautiful the tribute was of his mother. She then discussed a webinar that occurred with the League of Minnesota Cities and Governor Walz regarding strong support to a robust bonding bill and local government aid. She then briefly touched on the following regarding the financial fallout:

- Soft hiring freeze-this would include those positions approved in the 2020 budget but not yet filled and any new vacancies. Directors will work with HR on whether to fill new/vacant positions.
- Defer expenditures and capital projects as much as possible.
- Prepare budget estimates given disruptions through June, through the end of September and through the end of the year.
  - Quantify revenue impacts including possible FEMA or other emergency funding
  - Quantify existing and anticipated savings of conference and training cancellations
  - Quantify savings on supplies and less staffing of cancelled or limited programming
  - Identify options for further savings
  - Quantify any budget increases due to the pandemic
  - Please include detailed assumptions
  - This information will then flow into 2020 revised budgets as part of the regular budget process

City Manager Rodriguez also discussed that staff is waiting on tougher decisions such as summer programming. There is about a month lead time to hire and train staff. She is hopeful to have an answer in May but it has been incredibly hard on Director Markle.

Council Member Trautmann wondered about being able to offer programs for older children to engage outdoors while still social distancing.

City Manager Rodriguez replied that Director Markle is looking into all options and doing what is possible. She then briefly spoke on the following items:

- Restricted passport services to resume next week by appointment.
- Taking applications for small business forgivable loans.
- About 700 responses to the resident COVID-19 survey.
- City-wide resident letter regarding available services.
- The overwhelming positive response from the Birthday Patrols.
- The Fire Department collected over a thousand masks.

Mayor Regan Gonzalez thanked staff for continuing to pivot on a moment’s notice during these difficult times.

<b>Item #10</b>	<b>CLAIMS AND PAYROLL</b>
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M/Garcia, S/Supple that the following claims and payrolls be approved:

<b>U.S. Bank</b>	<b>04/28/2020</b>
A/P Checks 286676 - 287048	\$ 1,182,837.10
Payroll: 153747 - 154064	<u>671,514.68</u>
TOTAL	\$ 1,854,351.78

Executive Analyst Martinez Gavina took roll call vote:

- Regan Gonzalez: AYE
- Supple: AYE
- Trautmann: AYE
- Whalen: AYE
- Garcia: AYE

Motion carried 5-0

<b>Item #11</b>	<b>HATS OFF TO HOMETOWN HITS</b>
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Council Member Garcia commented on nice is seeing people while she is out walking. She does miss seeing Council and staff in person.

Council Member Whalen thanked all residents for being patient and respecting the Governor’s orders. He encouraged people to continue following the social distancing rules. He then mentioned the community survey was covered in the work session and gave great praise to the Public Works Department.

Council Member Supple reminded residents the Richfield Foundation has been awarded funds from the Minnesota Disaster Recovery fund to support non-profits affected by COVID-19 and the deadline is May 15. She encouraged programs to apply. She then thanked all essential workers but specifically the families of essential workers for supporting them during these unprecedented times.

Council Member Trautmann recapped the Friends of Wood Lake virtual gala was a success and the virtual auction is open until May 1. He thanked everyone that bought a ticket to support the cause. He also praised Director Stark and staff for the work on the small business loan program initiative and leadership. Council Member Trautmann then expressed gratefulness to Mount Olivet healthcare workers.

Mayor Regan Gonzalez mentioned the community survey and what great results came from the responses. She then gave a shout out to all the staff participating in the birthday parades for children in Richfield. She also thanked all residents who have donated masks to the City for distribution. Mayor Regan Gonzalez commented on all the sidewalk and driveway art she has been seeing and how wonderful it is. She also reminded residents to take care of themselves. This situation will be a long term thing and people need to find those moments of joy. Lastly, she spoke of the Richfield Rotary and how they have donated over \$2,000 to Parks and Recreation to put toward the new dog park and inclusive park. She also encouraged residents to join the Richfield Rotary and be a part of all the great things they contribute to the City of Richfield.

<b>Item #12</b>	<b>ADJOURNMENT</b>
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The meeting was adjourned by unanimous consent at 8:24 p.m.

Date Approved: May 12, 2020

  
 Maria Regan Gonzalez



  
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Kelly Wynn  
Senior Office Assistant

Mayor

  
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Katie Rodriguez  
City Manager