City of Richfield
Council Member Orientation
Agenda

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

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

• City’s Authority
  – Authority to act must be found in City Charter, Minnesota law or be inferred from such law.
  – City’s authority may be pre-empted by state or federal law.

• Council’s Authority
  – Council must approve policy and other significant actions of the City including the budget, property tax levy, and contracts exceeding $175,000.
What do you do when you receive a complaint?

• Council Members should try to obtain:
  – Name, address, and contact information
  – Details about concern

• Process
  – Notify the City Manager of complaint.
    • Inform the City Manager if you want to be included in the follow-up/response.
  – City Manager responds or forwards to appropriate department for necessary follow-up.
  – Department Director or City Manager follow-up with resident and/or City Council, as appropriate.
City Council Roles

• Role of the Mayor
  – Official head of city
  – Signs official documents
  – Presides over at council meetings
  – Votes as member of council

• Role of a Council Member
  – Community leadership
  – Legislating for city
  – Stewards of city assets
Housing and Redevelopment Authority

• Created in 1975 to assure the long-term vitality of residential and commercial property

• Five commissioners:
  – Three citizen commissioners and two Council Member commissioners
    • Mary Supple, Chair; Maria Regan Gonzalez; Sue Sandahl; Erin Vrieze-Daniels; and Pat Elliott
  – 5-year terms; Council Member terms coincide with terms on Council

• Meets third Monday of each month

• Community Development Director serves as Executive Director
Economic Development Authority

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

- Redevelopment
- Rental assistance programs
- Rental housing support
- Single-family housing programs
  - Remodeling – services and financing
  - New Construction – affordable and market-rate
Special Laws and Concerns for City Council Members

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

• Ordinance
  – The highest and most authoritative form of action a City may implement. An ordinance is intended to be a permanent law, although it can be repealed.

• Resolution
  – Less formal than an ordinance and does not have the same enforcement provisions, as an ordinance. Used for administrative or executive matters or for statements of policy.

• Motion
  – Used to provide acknowledgements or for giving direction.

• Proclamation
  – An official announcement. (e.g. Edwina Garcia Day)
Open Meeting Law

Minnesota Statutes, Chapter 13D

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

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

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

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

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

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

**Minnesota Statutes, Section 471.895**

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

• A conflict of interest occurs when an individual has a personal interest (direct or indirect) in a Council decision (or another decision made in their official capacity).

• Three categories of potential conflicts
  – Contractual
  – Self-interest in non-contractual matters
  – Incompatible offices

• When in doubt, check with the City Attorney
Data Practices Act

**Minnesota Statutes, Chapter 13**

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

• What You Should Know
  – Council Members receive Information that is Public, non-Public, Confidential, and Private.
  – Correspondence and email may contain private or confidential data.
  – Limited personnel data (data about employees) is public.
  – Public has access to government data based on data’s classification.

• How to Handle Data Requests
  – All requests for data should be directed to the City Manager.
  – Council Members are not delegated by the City with the authority to determine how data is characterized or respond to Data Practices Act requests.
City Policies

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

DIVISIONS
• Administration
• Human Resources
• City Clerk
  – Elections
  – Deputy Registrar
• Information Technology
• Communications
• Government Buildings

EMPLOYEES
• 22 FTE

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

DIVISIONS

• Administration

• Planning & Zoning
  – Zoning Ordinance and Comprehensive Plan
  – Land use applications
  – Long-range planning

• HRA and EDA
  – Administration
  – Programs

• Inspections
  – Plan review
  – Building permits

• Housing
  – Rental licensing
  – Point of sale inspections

EMPLOYEES

• 17 FTE
Finance

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

EMPLOYEES
• 7 FTE

2019 BUDGET
• $24.23M for General Fund
• $99.073M for All Funds

2019 CIB
• $31.075M

2019 PROPERTY TAX LEVY
• $21.6M
Fire

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

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

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

Why does Fire go on medical calls?
Liquor Operations

• City of Richfield owns and operates four municipal liquor stores
  – Cedar (6600 Cedar Ave S)
  – Lyndale (6444 Lyndale Ave S)
  – Wine & Spirits (7700 Lyndale Ave S)
  – Penn (6444 Penn Ave S)

• 24 FTE Employees

• Recorded sales in excess of $11.5 million in 2018.

• Liquor Operations annually contributes $450,000 to the Special Revenue Fund for recreational projects.
Public Safety

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

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

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

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

EMPLOYEES
• 51 FTE

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

INFRASTRUCTURE
Sewer (1950s)
- 120 miles of sanitary sewer main
- 2,250 manhole structures

Water (1960s)
- 120 miles of water main
- 1,050 fire hydrants
- 1,420 valves
- 10,820 service connections

Storm (1970s)
- 60 miles of storm water main
- 1,585 manhole structures
- 4,235 catch basins

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

RICHFIELD SWEET STREETS
- 6 year Mill & Overlay
- 66th Street
- 77th Street Underpass
- Lyndale Avenue
- 65th Street
Recreation Services

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

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

EMPLOYEES
• 32 FTE

FACILITIES
• Community Center
• Wood Lake Nature Center
• Ice Arena
• Outdoor Pool
• Malt-T-Melt Mini Golf and Malt Shop
• Twenty-two (22) neighborhood and community parks (450 acres)
• Tier-one skate park
• The Honoring All Veterans Memorial
• Band shell
I-494 Planning & Project History
How did we get here?

February 26, 2019
Let’s go back in time...
1947

- Lyndale grade separated w/ Highway 100
- No I-494 or I-35(W)
1956

- I-35 Highway Interchange
Build it and they will come...

1960

- I-494 Construction
Build it and they will come...

1960

- I-494 Construction
Build it and they will come...

1960

- I-494 Construction
Build it and they will come...

1960

• I-494 Construction
1970s

- I-494 Strip Development
1970s

- I-494 Strip Development
1970s

- I-494 Strip Development
1970s

- I-494 Strip Development
1982
1980s

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

**Average Daily Traffic Counts**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>E of E Earth Lake Rd</td>
<td>91,300</td>
<td>97,500</td>
<td>109,700</td>
<td>101,000</td>
<td>103,000</td>
<td>104,000</td>
<td>105,000</td>
<td>106,000</td>
<td>107,000</td>
<td>108,000</td>
<td>109,000</td>
<td>110,000</td>
<td>111,000</td>
<td>112,000</td>
<td>113,000</td>
<td>114,000</td>
<td>115,000</td>
<td>116,000</td>
</tr>
<tr>
<td>E of MN 100</td>
<td>82,000</td>
<td>85,000</td>
<td>92,000</td>
<td>104,000</td>
<td>112,000</td>
<td>115,000</td>
<td>120,000</td>
<td>125,000</td>
<td>130,000</td>
<td>135,000</td>
<td>140,000</td>
<td>145,000</td>
<td>150,000</td>
<td>155,000</td>
<td>160,000</td>
<td>165,000</td>
<td>170,000</td>
<td>175,000</td>
</tr>
<tr>
<td>E of France Ave</td>
<td>86,000</td>
<td>93,000</td>
<td>111,000</td>
<td>120,000</td>
<td>134,000</td>
<td>149,000</td>
<td>162,000</td>
<td>174,000</td>
<td>188,000</td>
<td>202,000</td>
<td>216,000</td>
<td>230,000</td>
<td>244,000</td>
<td>258,000</td>
<td>272,000</td>
<td>286,000</td>
<td>300,000</td>
<td>314,000</td>
</tr>
<tr>
<td>E of Penn Ave</td>
<td>95,000</td>
<td>102,000</td>
<td>119,000</td>
<td>136,000</td>
<td>154,000</td>
<td>172,000</td>
<td>190,000</td>
<td>208,000</td>
<td>226,000</td>
<td>244,000</td>
<td>262,000</td>
<td>280,000</td>
<td>300,000</td>
<td>320,000</td>
<td>340,000</td>
<td>360,000</td>
<td>380,000</td>
<td>400,000</td>
</tr>
<tr>
<td>E of I-35W</td>
<td>87,500</td>
<td>95,000</td>
<td>102,000</td>
<td>113,000</td>
<td>124,000</td>
<td>137,000</td>
<td>151,000</td>
<td>166,000</td>
<td>181,000</td>
<td>200,000</td>
<td>219,000</td>
<td>238,000</td>
<td>258,000</td>
<td>278,000</td>
<td>298,000</td>
<td>318,000</td>
<td>338,000</td>
<td>358,000</td>
</tr>
<tr>
<td>E of Lyndale Ave</td>
<td>84,600</td>
<td>89,900</td>
<td>96,800</td>
<td>107,500</td>
<td>119,000</td>
<td>132,000</td>
<td>145,000</td>
<td>158,000</td>
<td>171,000</td>
<td>184,000</td>
<td>197,000</td>
<td>210,000</td>
<td>223,000</td>
<td>236,000</td>
<td>249,000</td>
<td>262,000</td>
<td>275,000</td>
<td>288,000</td>
</tr>
<tr>
<td>E of Nicollet Ave</td>
<td>78,000</td>
<td>84,100</td>
<td>91,800</td>
<td>102,100</td>
<td>117,500</td>
<td>132,000</td>
<td>147,000</td>
<td>162,000</td>
<td>177,000</td>
<td>192,000</td>
<td>207,000</td>
<td>222,000</td>
<td>237,000</td>
<td>252,000</td>
<td>267,000</td>
<td>282,000</td>
<td>297,000</td>
<td>312,000</td>
</tr>
<tr>
<td>E of Portland Ave</td>
<td>70,500</td>
<td>68,800</td>
<td>75,700</td>
<td>85,500</td>
<td>101,000</td>
<td>117,000</td>
<td>133,000</td>
<td>149,000</td>
<td>165,000</td>
<td>181,000</td>
<td>197,000</td>
<td>213,000</td>
<td>229,000</td>
<td>245,000</td>
<td>261,000</td>
<td>277,000</td>
<td>293,000</td>
<td>309,000</td>
</tr>
<tr>
<td>E of 12th Ave</td>
<td>74,000</td>
<td>78,300</td>
<td>86,400</td>
<td>97,300</td>
<td>114,000</td>
<td>128,000</td>
<td>144,000</td>
<td>160,000</td>
<td>176,000</td>
<td>192,000</td>
<td>208,000</td>
<td>224,000</td>
<td>240,000</td>
<td>256,000</td>
<td>272,000</td>
<td>288,000</td>
<td>304,000</td>
<td>320,000</td>
</tr>
<tr>
<td>E of MN 77</td>
<td>54,300</td>
<td>57,100</td>
<td>60,900</td>
<td>65,500</td>
<td>70,500</td>
<td>75,100</td>
<td>80,700</td>
<td>86,300</td>
<td>91,900</td>
<td>97,500</td>
<td>103,100</td>
<td>108,700</td>
<td>114,300</td>
<td>119,900</td>
<td>125,500</td>
<td>131,100</td>
<td>136,700</td>
<td>142,300</td>
</tr>
<tr>
<td>E of 24th Ave</td>
<td>55,400</td>
<td>57,800</td>
<td>61,700</td>
<td>65,100</td>
<td>69,500</td>
<td>74,000</td>
<td>78,500</td>
<td>83,000</td>
<td>87,500</td>
<td>92,000</td>
<td>96,500</td>
<td>101,000</td>
<td>105,500</td>
<td>110,000</td>
<td>114,500</td>
<td>119,000</td>
<td>123,500</td>
<td>128,000</td>
</tr>
<tr>
<td>E of 34th Ave</td>
<td>52,300</td>
<td>55,000</td>
<td>59,000</td>
<td>63,000</td>
<td>67,000</td>
<td>71,000</td>
<td>75,000</td>
<td>79,000</td>
<td>83,000</td>
<td>87,000</td>
<td>91,000</td>
<td>95,000</td>
<td>99,000</td>
<td>103,000</td>
<td>107,000</td>
<td>111,000</td>
<td>115,000</td>
<td>119,000</td>
</tr>
</tbody>
</table>
1980s

- I-494 Loop Completion
- Traffic Increases

Average Daily Traffic Counts

Graph showing traffic counts from 1980 to 2015/16 with a red line indicating linear (average) trend.
Planning Begins

• 1987 – I-494 Corridor Study, *Metropolitan Council*


• 1990 – I-494 Reconstruction Scoping Decision Document, *MnDOT*
• Interchange Improvements
• Access Removal
• Arterial Parallel Routes
• Cities of Richfield and Bloomington Heavily Involved
• “Crawford Letter”
Study Recommendations
Existing Interchange Spacing
Local Planning

• 1997 Richfield Comprehensive Plan (Sect 6.1):  
  “Completion of 77th Street will allow MnDOT to close two interchanges on I-494 at 12th Avenue and Nicollet Avenue to improve the safety and capacity of the freeway.”

• 2001 Bloomington Land Use Guide Plan  
  Land Use Guide Map in the approved plan showed freeway access removed at Nicollet and 12th Avenues and consolidated at Portland Avenue.
• Completed in 2001

• More in-depth study of the corridor and proposed layouts.

• Incorporated new construction and changes completed in the 1990s.

• Guiding document for Penn Avenue and Lyndale Avenue Bridge Reconstruction.

• Big Proposals, Big Price Tags
Local Planning

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

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

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

Questions?