



# CITY COUNCIL MINUTES

Richfield, Minnesota

## Special Worksession

January 12, 2010

### CALL TO ORDER

The meeting was called to order by Mayor Goettel at 5:30 p.m.

### ROLL CALL

#### *Council Members*

*Present:* Debbie Goettel, Mayor; Pat Elliott; Fred Wroge; Sue Sandahl; and Tom Fitzhenry.

#### *Staff Present:*

Steven L. Devich, City Manager; Mike Eastling, Public Works Director; Jim Topitzhofer, Recreation Services Director; Barry Fritz, Public Safety Director; Chris Link, Street Maintenance Supervisor; and Cheryl Krumholz, Recording Secretary.

<b>Item #1</b>	<b>DISCUSSION REGARDING EMERALD ASH BORER PREPAREDNESS (COUNCIL MEMO NO. 1)</b>
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Public Works Director Eastling and Street Maintenance Supervisor Link presented information regarding Emerald Ash Borer (EAB) preparedness. Topics discussed included:

- Policy Direction
  - Remove/replace trees
  - Injection of certain trees
  - Timeframe for removals
  - Use of contractors
- Financial Implications
- Possible grant funding

Mayor Goettel stated EAB issues were discussed at a recent regional mayor's meeting; including legislative funding.

City Manager Devich said it may be difficult to enforce inoculation of EAB trees on private property. He suggested treating public property trees so costs can be managed for removal.

Council Member Wroge suggested discussion should include placement of a boulevard tree that has been removed – private property or back on boulevard.

Council Member Sandahl stated that trees are part of the City's infrastructure and a community value.

The City Council consensus was to monitor the EAB impact, draft an enforcement policy, and contact other cities and states regarding their preparedness and treatment approaches.

<b>Item #2</b>	<b>DISCUSSION WITH RICHFIELD FOURTH OF JULY COMMITTEE (COUNCIL MEMO NO. 2)</b>
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Recreation Services Director Topitzhofer, Recreation Programs/Athletics Manager Frank White, Public Safety Director Fritz, Rick Jabs, Tom Rubelin, and Andrew Seifert; Fourth of July Committee members, discussed the following information:

- Committee Structure
- Spectator Estimates
- 2009 Financial Review of the Celebration
- Summary of City Resources for the Celebration
- History of July 4<sup>th</sup> Police Calls

Mayor Goettel expressed concern that the carnival is not a family event and attendance is down due to personal safety concerns.

Council Member Wroge stated he would find funding for the July 4 without the carnival because it is important to retain the activities.

Council Member Fitzhenry stated he believed the carnival was the draw on July 4 and residents don't go there due to its volatility.

Council Member Sandahl agreed that a broader range than Richfield residents attend July 4 events. She suggested the late hours of the carnival be restricted on July 4 since that is when it appears to be the problem.

Mr. Rublein stated that restricting hours would have a financial impact.

The City Council consensus was to continue the carnival with a 1-2 year contract, give the Public Safety Director or his designee the authority to shut down the carnival if problems occur, and modify the carnival contract to limit their hours of operation on July 4.

<b>ADJOURNMENT</b>
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The meeting was adjourned by unanimous consent at 6:57 p.m.

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
Debbie Goettel  
Mayor

\_\_\_\_\_  
Cheryl Krumholz  
Recording Secretary

\_\_\_\_\_  
Steven L. Devich  
City Manager



# CITY COUNCIL MEETING MINUTES

## Richfield, Minnesota

### Regular Meeting

January 12, 2010

#### CALL TO ORDER

The meeting was called to order by Mayor Goettel at 7:00 p.m.

#### ROLL CALL

*Members Present:* Debbie Goettel, Mayor; Sue Sandahl; Pat Elliott; Fred Wroge; and Tom Fitzhenry.

*Staff Present:* Steven L. Devich, City Manager; Mike Eastling, Public Works Director; Barry Fritz, Public Safety Director; Jim Topitzhofer, Recreation Services Director; Chris Regis, Finance Manager; Kristin Asher, City Engineer; Dave Conrads, Building Maintenance Supervisor; Pam Dmytrenko, Assistant to the City Manager; Chris Link, Street Maintenance Supervisor; Corrine Heine, City Attorney; and Cheryl Krumholz, Recording Secretary.

#### OPEN FORUM

None.

#### PRESENTATION OF COLORS AND PLEDGE OF ALLEGIANCE

Mayor Goettel led the audience in the Pledge of Allegiance.

<b>Item #1</b>	<b>APPROVAL OF MINUTES</b>
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M/Sandahl, S/Fitzhenry to approve the minutes of (1) Regular City Council Meeting of December 8, 2009.

Motion carried 5-0.

<b>Item #2</b>	<p><b>COUNCIL DISCUSSION</b></p> <ul style="list-style-type: none"> <li>• <b>HATS OFF TO HOMETOWN HITS</b></li> <li>• <b>RICHFIELD BICYCLE MASTER PLAN TASK FORCE APPOINTMENTS</b></li> </ul>
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Council Member Elliott acknowledged the individuals who were interviewed on Saturday for advisory commission appointments.

Mayor Goettel acknowledged the great snow plowing efforts in Richfield.

Council Member Fitzhenry acknowledged the recent public health flu clinic.

Council Member Sandahl acknowledged the award of a Hennepin County grant to the City to be used to complete the Lincoln Athletic Complex project.

Tom Rublein, representative, announced the January 23 Remodeling Fair.

Mayor Goettel expressed concern about the Transportation Commission forming a Bicycle Master Plan Task Force and that this procedural process may set a precedent because typically the City Council creates a task force and its membership.

City Engineer Asher explained the bikeway trail planning history and rationale for forming a task force.

Council Member Sandahl stated a variety of task forces have been established and the membership has been formed with different approaches. She also suggested the process be expedited because of funding timelines depending upon the situation.

Council Member Elliott expressed concern regarding perception and did not support the task force formed by the Transportation Commission.

The City Council consensus was to have recommendations for the formation of task forces be presented to the City Council in advance with the City Council deciding on how to proceed.

The City Council consensus was to have the Bicycle Master Plan Task Force proceed as planned with continual feedback provided to the City Council, including membership composition and representation and public involvement.

Council Member Sandahl reported on the November 2009 National League of Cities Conference she attended.

Mayor Goettel reported that the Regional Council of Mayors request to have a resolution supporting complete streets. She added she will provide information to the City Council prior to it being in a City Council agenda for consideration.

<b>Item #3</b>	<b>COUNCIL APPROVAL OF AGENDA</b>
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Mayor Goettel added Item #10B – Advisory commission appointments.

M/Sandahl , S/Goettel to approve the agenda as amended.

Motion carried 5-0.

<b>Item #4</b>	<b>CONSENT CALENDAR</b>
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- A. Consideration of approval of designating available Department Director or Assistant to the City Manager as Acting City Manager in 2010 in event City Manager is absent from City S.R. No. 2
- B. Consideration of approval of resolution regarding City Council Member attendance at City Council meetings for 2010 S.R. No. 3

RESOLUTION NO. 10329

RESOLUTION REGARDING ATTENDANCE  
BY COUNCIL MEMBERS AT COUNCIL MEETINGS

This resolution appears as Resolution No. 10329.

- C. Consideration of approval of resolution designating for Richfield Sun-Current as official newspaper for City of Richfield for 2010 S.R. No. 4

RESOLUTION NO. 10330

RESOLUTION DESIGNATING AN OFFICIAL NEWSPAPER FOR 2010

This resolution appears as Resolution No. 10330.

- D. Consideration of approval of resolutions designating official depositories, including approval of collateral, for City of Richfield for 2010 S.R. No. 5

RESOLUTION NO. 10331

RESOLUTION DESIGNATING U.S. BANK  
A DEPOSITORY OF FUNDS OF THE CITY OF RICHFIELD  
FOR THE YEAR 2010

This resolution appears as Resolution No. 10331.

RESOLUTION NO. 10332

RESOLUTION DESIGNATING CERTAIN SAVING AND LOAN  
ASSOCIATIONS, BANKS AND CREDIT UNIONS AS DEPOSITORIES  
FOR THE DEPOSIT AND INVESTMENT OF CITY FUNDS IN 2010

This resolution appears as Resolution No. 10332.

RESOLUTION NO. 10333

RESOLUTION DESIGNATING CERTAIN FINANCIAL  
INSTITUTIONS AS DEPOSITORIES FOR THE INVESTMENT OF  
CITY OF RICHFIELD FUNDS IN 2010

This resolution appears as Resolution No. 10333.

- E. Consideration of approval of resolution authorizing use of City credit card by City employees otherwise authorized to make purchases on behalf of City S.R. No. 6

RESOLUTION NO. 10334

RESOLUTION AUTHORIZING THE USE OF CREDIT CARDS BY CITY  
EMPLOYEES OTHERWISE AUTHORIZED TO MAKE PURCHASES  
ON BEHALF OF THE CITY OF RICHFIELD FOR THE YEAR 2010

This resolution appears as Resolution No. 10334.

- F. Consideration of approval of resolution authorizing acceptance of \$1,500 grant from Richfield Foundation for Public Safety/Police; 2010 Cinco de Mayo celebration S.R. No. 7

RESOLUTION NO. 10335

RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC  
SAFETY/POLICE TO ACCEPT A GRANT OF \$1,500 FROM THE  
RICHFIELD FOUNDATION TO FUND THE 2010 CINCO DE MAYO  
CELEBRATION IN RICHFIELD

This resolution appears as Resolution No. 10335.

- G. Consideration of approval of resolution authorizing acceptance of \$1,500 grant from Wal-Mart, 715 East 78th Street, Bloomington, MN for funding Richfield Police canine unit S.R. No. 8

RESOLUTION NO. 10336

RESOLUTION AUTHORIZING RICHFIELD/POLICE TO RECEIVE  
GRANT FUNDS FROM WAL-MART, BLOOMINGTON, TO ASSIST  
THE RICHFIELD POLICE CANINE UNIT WITH THE MAINTENANCE  
AND CARE OF THE TWO RICHFIELD CANINES

This resolution appears as Resolution No. 10336.

- H. Consideration of approval of 2010 contract with City of Bloomington for Public Health Emergency Response I-II-III grant activities as required by Centers of Disease Control through MN Department of Health for vaccination clinics, supplies and planning for mass dispensing within community relating to H1N1 S.R. No. 9
- I. Consideration of approval of 2010 contract with City of Bloomington using federal grant funds distributed by federal grant from Centers for Disease Control to provide public health emergency preparedness/bioterrorism services and development of response system S.R. No. 10
- J. Consideration of approval of continuation of agreement for 2010 with City of Bloomington for provision of public health nursing services for City of Richfield S.R. No. 11

- K. Consideration of approval of continuation of plumbing and mechanical inspections and code enforcement contract for 2010 with City of Bloomington for inspection services for Richfield S.R. No.12
- L. Consideration of approval of continuation of agreement for 2010 with City of Bloomington for food inspection services for Richfield S.R. No. 13

M/Sandahl, S/Wroge to approve the Consent Calendar.

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>CONSIDERATION OF WORK PROPOSAL FROM HOWARD R. GREEN COMPANY TO COMPLETE DESIGN AND FACILITATE PUBLIC INVOLVEMENT FOR TWO PEDESTRIAN/BICYCLE ROUTES AT COST NOT TO EXCEED \$32,372.44 S.R. NO. 14</b>
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Council Member Sandahl presented Staff Report No. 14.

City Engineer Asher stated the design may be a designated route not necessarily a trail connection. She added the funds need to be spent by the end of 2010.

Council Member Wroge questioned the bike route connections with Minneapolis.

City Engineer Asher explained the City is in discussions with Minneapolis and MnDOT.

City Engineer Asher also stated Howard R. Green includes an active public involvement process.

M/Sandahl, S/Fitzhenry to approve the work proposal from Howard R. Green Company to complete design and facilitate public involvement for two pedestrian/bicycle routes at cost not to exceed \$32,372.44.

Motion carried 5-0.

<b>Item #7</b>	<b>CONSIDERATION OF DESIGNATING COUNCIL LIAISON APPOINTMENTS TO VARIOUS METROPOLITAN AGENCIES AND CITY ADVISORY COMMISSIONS S.R. NO. 15</b>
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Council Member Elliott presented Staff Report No. 15.

M/Goettel, S/Sandahl to approve designating City Council liaison appointments for 2010 to various metropolitan agencies and city advisory commissions.

Metro Cities	Debbie Goettel	Representative
	Pat Elliott	Alternate
	Fred Wroge	Alternate
	Tom Fitzhenry	Alternate
	Sue Sandahl	Alternate
League of Minnesota Cities	Debbie Goettel	Representative
	Sue Sandahl	Alternate
N.O.I.S.E. Oversight Committee	Tom Fitzhenry	Representative
	Pam Dmytrenko	Alternate
N.O.I.S.E	Tom Fitzhenry	Representative
	Debbie Goettel	Alternate
Transportation Commission	Sue Sandahl	Liaison
	Tom Fitzhenry	Alternate
I-35W Solutions Alliance	Sue Sandahl	Liaison
	Pat Elliott	Alternate
	Mike Eastling	Alternate
494 Corridor Commission	Sue Sandahl	Liaison
	Pat Elliott	Alternate
	Kristin Asher	Alternate
Planning Commission	Pat Elliott	Liaison
	Debbie Goettel	Alternate
Community Services Commission	Fred Wroge	Liaison
	Pat Elliott	Alternate
Advisory Board of Health	Debbie Goettel	Liaison
	Tom Fitzhenry	Alternate
Human Rights Commission	Pat Elliott	Liaison
	Debbie Goettel	Alternate
Friendship City Commission	Pat Elliott	Liaison
	Sue Sandahl	Alternate
Arts Commission	Debbie Goettel	Liaison
	Sue Sandahl	Alternate
City Hall Task Force	All Council Members	
Property Excellence Task Force	Tom Fitzhenry	Liaison
	Fred Wroge	Alternate
Richfield Community Human Services Planning Council	Debbie Goettel	Representative
FOWL Board	Debbie Goettel	Representative
	Fred Wroge	Alternate

Southwest Cable Commission	Fred Wroge	Representative
	Steve Devich	Representative
	Sue Sandahl	Alternate
Richfield Historical Society	Debbie Goettel	Representative
Richfield School District	Pat Elliott	Representative
	Fred Wroge	Alternate

Motion carried 5-0.

<b>Item #8</b>	<b>CONSIDERATION OF DESIGNATING COUNCIL MEMBER(S) TO ATTEND MARCH 2010 NATIONAL LEAGUE OF CITIES CONGRESSIONAL CONFERENCE; JULY 2010 N.O.I.S.E. CONFERENCE; AND NOVEMBER 2010 NATIONAL LEAGUE OF CITIES CONGRESS OF CITIES CONFERENCE S.R. NO. 16</b>
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Council Member Fitzhenry presented Staff Report No. 16.

Mayor Goettel requested the City Council consider designating her to attend the March 2010 National League of Cities Congressional Conference because of transportation discussion opportunities with Minnesota Congressional Representatives.

Council Member Wroge expressed concerns regarding budget constraints.

The City Council consensus was to reserve the designation for additional conferences for a future discussion.

M/Sandahl, S/Elliott to authorize Mayor Goettel to attend the March 2010 National League of Cities Congressional Conference and reserve to a later date, the designation of City Council Member(s) to attend the July 2010 N.O.I.S.E. Conference and the November 2010 National League of Cities Congress of Cities Conference.

Motion carried 5-0.

<b>Item #9</b>	<b>CONSIDERATION OF BID MINUTES/TABULATION AND AWARD OF CONTRACTS AS RECOMMENDED BY STAHL CONSTRUCTION FOR NEW RICHFIELD MUNICIPAL CENTER S.R. NO. 17</b>
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Council Member Wroge presented Staff Report No. 17.

Dale Sonnichsen, Stahl Construction, discussed the bidding process.

Council Member Sandahl questioned the stormwater holding change.

Public Works Director Eastling explained the change is to a more traditional stormwater holding working with land grades rather than underground.

Mayor Goettel expressed concern regarding the rejection of the add-alternate bids for the vertical fins and humidification because of the impact on indoor air quality and suggested cost suggestions be looked at other areas instead.

Council Member Sandahl agreed with Mayor Goettel and added there is potential energy savings and the better quality of employee space.

Mike Cox, WOLD Architects, stated humidification could be included in the HVAC re-bid. He added there is a significant amount of energy usage with humidification.

Council Member Elliott suggested the recommendation from Stahl Construction and City staff be accepted, HVAC re-bid include humidification, and the vertical sun fins be revisited later.

Council Member Fitzhenry stated cost should not be sacrificed at the expense of employees.

Steve Orfield, Orfield Laboratories, stated building performance standards need to be met. The expense for the vertical sun fins will provide better comfort. Budget reductions should not be made from work space areas because of the impact on the quality of living in the building.

Mr. Sonnichsen stated the vertical sun fins could be added as a change order on the glazing contract.

Mr. Sonnichsen discussed the current bid climate, tight margins, and work scope of the project. He added that he believed a good value was received on the items bid.

City Manager Devich discussed the changes in the building footprint with the Orfield Laboratories work and meeting with WOLD and City staff added to increased costs; including the LOGIS computer requirement, moving the radio tower, and stormwater holding. The bids awarded tonight are what is in the scope of work.

M/Wroge, S/Goettel to approve the following:

- 1) Accept the bids as recommended by Stahl Construction Company on the attached report in the amount of \$7,855,415.
- 2) Reject and re-bid contracts #02 asphalt paving; #03 site concrete; #35 visual display boards & cases; #46 HVAC & controls; and #47 electrical as recommended by Stahl Construction Company.
- 3) Accept the deduct-alternate bid #5, storm sewer system.
- 4) Accept add-alternate bid #1, terrazzo flooring upgrades.
- 5) Reject the add-alternate bid #3 landscape upgrades
- 6) Reserve bid #2 vertical sun fins as a possible change order
- 7) Include bid #4 humidification in bid #46 HVAC & controls re-bid

Motion carried 5-0.

City Attorney Heine clarified that the glazing contract was awarded this evening without the fins, which may be considered later as a change order.

<b>Item #10</b>	<b>CONSIDERATION OF DESIGNATING MAYOR PRO TEMPORE FOR 2010 S.R. NO. 1</b>
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Mayor Goettel presented Staff Report No. 1.

M/Goettel, S/Elliott to approve designation of Sue Sandahl as Mayor Pro Tempore for 2010.

Motion carried 5-0.

<b>Item #10B</b>	<b>CONSIDERATION OF APPOINTMENTS TO CITY ADVISORY COMMISSIONS</b>
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Council Member Sandahl presented proposed appointments to City advisory commissions.

M/Sandahl, S/Wroge to approve the following appointments to the City advisory commissions:

#### **ADVISORY BOARD OF HEALTH**

<u>Name</u>	<u>Term Expires</u>
Dennis Callmie	January 31, 2013
Matt Tietje	January 31, 2013
Jennifer Turrentine	January 31, 2013

#### **ARTS COMMISSION**

<u>Name</u>	<u>Term Expires</u>
Debra Casseroti	January 31, 2013
Peter Dysart	January 31, 2013
Judith Goebel	January 31, 2013
Melissa Huybrecht	January 31, 2013

#### **COMMUNITY SERVICES COMMISSION**

<u>Name</u>	<u>Term Expires</u>
Daniel Edgerton	January 31, 2013
Robert Shotwell	January 31, 2013
Sarah Till	January 31, 2013

#### **FRIENDSHIP CITY COMMISSION**

<u>Name</u>	<u>Term Expires</u>
Roger Swanson	January 31, 2013
Tracy Hollenbeck	January 31, 2013

#### **HUMAN RIGHTS COMMISSION**

<u>Name</u>	<u>Term Expires</u>
Molly Darsow	January 31, 2013
Michael Sharkey	January 31, 2013

#### **PLANNING COMMISSION**

<u>Name</u>	<u>Term Expires</u>
Robert Hall	January 31, 2013
Maureen Scaglia	January 31, 2013
David Kitzenberg	January 31, 2013

**TRANSPORTATION COMMISSION**

<u>Name</u>	<u>Term Expires</u>
Tim Carter	January 31, 2013
Gary Ness	January 31, 2013
Andrew Wittenberg	January 31, 2013

Motion carried 5-0.

<b>Item #11</b>	<p><b>CITY MANAGER’S REPORT</b></p> <ul style="list-style-type: none"> <li>• <b>TUESDAY, FEBRUARY 9 SPECIAL CITY COUNCIL WORKSESSION (ANNUAL CITY COUNCIL/CITY STAFF GOALSETTING SESSION)</b></li> <li>• <b>MUNICIPAL CENTER COUNCIL CHAMBERS AUDIO VISUAL DESIGN</b></li> </ul>
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City Manager Devich requested direction regarding the audio-visual design because Orfield Laboratories has requested an additional contract or if he should seek quotations from other to seek the lowest bidder.

Mr. Orfield explained the services he has already provided and the services he is proposing to perform, including preparing the design bid process to procure the Council Chambers sound system. He suggested not using a vendor-based system with no independent benchmarking.

Council Member Sandahl suggested spending the funds and getting the audio-visual done right.

Mayor Goettel agreed on not using a vendor.

Council Member Elliott questioned the scope of work being proposed by Mr. Orfield.

City Manager Devich discussed the potential use of the cable television fund to purchase audio-visual equipment and not project funds.

The City Council consensus was to have Orfield Laboratories provide a proposal to the City Council for consideration at a meeting.

City Manager Devich discussed scheduling the annual goalsetting session.

City Manager Devich discussed scheduling the annual meeting with local legislators.

<b>Item #12</b>	<b>CLAIMS AND PAYROLL</b>
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M/Sandahl, S/Wroge that the following claims and payrolls be approved:

**U.S. BANK 12-22-09**

A/P Checks: 191005 – 191362	\$ 1,491,680.24
PAYROLL 62928 – 63236; 41464 – 41466	\$ 488,761.62
 TOTAL	 \$ 1,980,441.86

**U.S. BANK 01-12-10**

A/P Checks: 191363 – 191806	\$ 2,558,443.28
PAYROLL 63237 – 63853	\$ 1,012,597.27
 TOTAL	 \$ 3,571,040.55

Motion carried 5-0.

<b>OPEN FORUM</b>
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None.

The City Council meeting was adjourned by unanimous consent at 9:10 p.m.

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
 Debbie Goettel  
 Mayor

\_\_\_\_\_  
 Cheryl Krumholz  
 Recording Secretary

\_\_\_\_\_  
 Steven L. Devich  
 City Manager