

# City Council

## REGULAR MEETING AGENDA

August 18, 2020 – 6:30 pm

This meeting will be held via Webex in accordance with the local emergency declaration made by the City under Minn. Stat. § 12.37. The public may monitor this meeting by watching on Comcast cable channel 16, by streaming on [CCXmedia.org](http://CCXmedia.org), or by calling 1-415-655-0001 and entering the meeting code 133 036 8561. The public may participate in this meeting during public comment sections, including the public forum beginning at 6:20 pm, by calling 763-230-7454. Additional information about monitoring electronic meetings is available on the [City website](#). For technical assistance, please contact the City at 763-593-8007 or [webexsupport@goldenvalleymn.gov](mailto:webexsupport@goldenvalleymn.gov). If you incur costs to call into the meeting, you may submit the costs to the City for reimbursement consideration.

### 1. Call to Order

- |   |                     |
|---|---------------------|
| A. Pledge of Allegiance   | <b><u>Pages</u></b> |
| B. Roll Call  |                     |
| C. Presentation – Human Rights Commission “ All are Welcome in Golden Valley” video | 3                   |

### 2. Additions and Corrections to Agenda

### 3. Consent Agenda

Approval of Consent Agenda - All items listed under this heading are considered to be routine by the City Council and will be enacted by one motion. There will be no discussion of these items unless a Council Member so requests in which event the item will be removed from the general order of business and considered in its normal sequence on the agenda.

- |  |       |
|--|-------|
| A. Approval of Minutes:  |       |
| 1. Council Manager Meeting – May 12, June 9 and July 14, 2020                                    | 4-16  |
| 2. City Council Meeting – July 21, 2020  | 17-21 |
| B. Approval of City Check Register   | 22    |
| C. Licenses:   |       |
| 1. Gambling License Exemption and Waiver of Notice Requirement – The Church of St. Margaret Mary | 23-25 |
| 2. Approve General Business License - New and Used Dealer  | 26    |
| D. Minutes of Boards and Commissions:  |       |
| 1. Human Services Commission – June 8 and July 13, 2020  | 27-30 |
| 2. Special Human Rights Commission – June 5, 2020  | 31    |
| 3. Board of Zoning Appeals – June 23, 2020   | 32-34 |
| 4. Bassett Creek Watershed Management Commission – June 18, 2020                                 | 35-40 |
| E. Receipt of July 2020 Financial Reports  | 41-54 |
| F. Approve Amendment to City Manager’s Employment Agreement Res. 20-48                           | 55-57 |
| G. Accept Resignation from the Human Rights Commission   | 58    |
| H. Accept Resignation from the Human Services Commission   | 59    |



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**4. Public Hearing**

- A. Public Hearing – Ordinance #687 - Amending the Zoning Code to Include Mixed Use Architectural and Material Standards 60-74

**5. Old Business**

**6. New Business**

All Ordinances listed under this heading are eligible for public input.

- A. COVID-19 Pandemic Emergency Administrative Actions 75-81  
B. Review of Council Calendar 82  
C. Mayor and Council Communications  
1. Other Committee/Meeting updates

**7. Adjournment**



# EXECUTIVE SUMMARY

## City Administration

763-593-8006 / 763-593-8109 (fax)

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**Golden Valley City Council Meeting**  
**August 18, 2020**

### **Agenda Item**

1. C. Human Rights Commission "All are Welcome in Golden Valley" Video

### **Prepared By**

Kris Luedke, City Clerk

### **Summary**

Human Rights Youth Member, Destiny Nathan, may be in attendance to introduce the "All are Welcome in Golden Valley" Video

### **Financial Or Budget Considerations**

Not applicable

# City Council/Manager

May 12, 2020 – 6:30 pm  
Virtual Webex Meeting

## REGULAR MEETING MINUTES

The meeting began at 6:30 pm.

Present: Mayor Harris and Council Members; Rosenquist, Fonnest, Sanberg and Harris.

Staff present: City Manager Cruikshank, City Attorney Cisneros, City Engineer Oliver, Environmental Resources Supervisor Eckman, Planning Manager Zimmerman, City Planner Campbell, Finance Director Virnig, Physical Development Director Nevinski, Assistant City Engineer Kakach.

### 1. Boards/Commissions 2019 Annual Report and 2020 Work Plan

#### A. Environmental Commission

#### B. Planning Commission

#### C. Board of Zoning Appeals

#### A. Environmental Commission

Scott Seys, Environmental Commission Chair presented the 2019 Environmental Commission Annual Report and 2020 Work Plan. Mr. Seys discussed the 2019 commission accomplishments: The City of Golden Valley completed step 4 of the GreenStep Cities Program, an assistance and recognition program that helps local cities achieve their sustainability and quality of life goals. The commission has provided the Council with energy use recommendations, for instance participating in Xcel Energy's Partners In Energy community collaboration program. The commission recommended the adoption of a resolution endorsing pollinator protection and promotion of habitat. The commission also focused their 2019 efforts in providing input and feedback on the City's solid waste hauling discussion, natural resources management with a focus on the Bassett Creek Nature Area and making recommendations on zoning code revisions to remove barriers to local food production. In terms of the 2020 Work Plan, Mr. Seys outlined the priorities. These are based on goals in the Resilience & Sustainability, Water Resources, and Parks & Natural Resources chapters of the 2040 Comprehensive Plan, the GreenStep Cities Program, and the City's participation in Xcel Energy's Partners in Energy Community Collaboration Program. Among them are: Achieve GreenStep Cities step 5 status, host an education workshop on sustainable yards and pollinator habitat utilizing the commission's budget, partner with the Human Rights Commission on a joint project or event.

The Council commended the Environmental Commission on their work and efforts. The Council suggested the commission reached out to district schools and learn more about programs they have put in place to promote more student engagement. The Council encouraged the commission to share more details on the GreenStep Cities Program so that residents could learn and engage more.

### **B. Planning Commission**

Ronald Blum, Planning Commission Chair presented the 2019 Planning Commission Annual Report and 2020 Work Plan. Mr. Blum provided a highlight of the 2019 activity. Almost all the projects reviewed were Conditional Use Permits (CUPs). The commission saw a reduction in the number of applications it reviewed in 2019, resulting in a five-year low. The Commission considered amending zoning texts: Firearm Sales, Architectural and Material Standards and Mixed Use Zoning District.

The 2020 Proposed Workplan recommends carrying out phase III of the Downtown Study, including the completion of the city's Bicycle and Pedestrian Network, adjusting institutional subdistricts and updating the Medium-Density Residential Zoning District to achieve target densities. It also proposes Zoning Code amendments and updates, such as but not limited to, adopting new restrictions on Tobacco Sales in the Commercial Zoning District and revisiting the zoning districts in which Places of Worship are allowed to be consistent with the Religious Land Use and Institutionalized Persons Act (RLUIPA). The Commission will continue to review and make recommendations on land use applications, including subdivision requests, CUP and Planned Unit Developments (PUD). In terms of commissioner training and education, the commission will work to respond to the interests of individual commissioners and will receive training on variances provided by City Attorney Cisneros.

The Council asked about updates on the Xenia project. Staff confirmed that the progress is ongoing and inspections staff believes the building will be completed by the end of 2021 (the development agreement in this project did not include a benchmark or timeline for the completion of the project).

Chair Blum summarized comments and discussion from commissioners. Among them, implementing tracking procedures that include metrics and measurable data on commission progress. The commissioners appreciate the freedom to engage in discussions and celebrating different points of view. There were specific requests to have informal meetings to brainstorm without having to discuss specific agenda items.

The Council thanked the Planning Commission for their continued work and for providing the 2019 and 2020 highlights.

### **C. Board of Zoning Appeals**

Due to some technical difficulties with the meeting connection, Planner Campbell provided an overview of the 2019 Board of Zoning Appeals Annual Report. It includes variance requests and commission consideration including approval, modifications and denials. Planner Campbell explained that many of the requests related to garage or home additions, parking modifications, etc. He gave a run through of the BZA decisions and the type of projects. In terms of the 2015-2019 five year period, the BZA considered 127 variances. The majority of the requests were approved whereas about a fifth of the requests were denied. The most common types of projects were garage, fence or home or building addition—given that the majority of the requests are for property that is located in residential areas. Outgoing BZA Chair Nancy Nelson was able to re join the conversation. She provided Councilmembers an overview of the Board of Zoning Appeals work including the process of rotation of Planning Commission members throughout the calendar year.

Ms. Nelson explained how the Commission is very dynamic in their work and function as a good team addressing all sorts of requests while considering multiple criteria for analysis.

Planning Manager Zimmerman addressed the Council and explained that the BZA bylaws and City Code require a Planning commission member be present on BZA meetings for a quorum to exist. Zimmerman noted that the reason for this requirement is to balance the fact that the Planning Commission and the Council are creating the zoning laws, while the BZA is looking for ways to review or vary from them.

The Council, Chair Nelson and staff debated adding a designated rotating commissioner for the calendar year. The Council directed staff to explore this possibility and coordinate with the Planning Commission.

Chair Nelson thanked the Council for their recommendation. The Council thanked outgoing Chair Nelson for her service and thanked the Commission for their continued work and time commitment.

## **2. Discussion on Membership to Municipal Legislative Commission**

City Manager Cruikshank presented the staff report. The City Council has manifested its desire to adjust the fiscal disparities formula to increase the City's financial ability to reinvest dollars in its infrastructure. Mr. Cruikshank reported that the Council has been in consensus around this matter for the past 3 years, this year agreeing in pursuing the position more aggressively. The Council is considering joining the Municipal Legislative Commission (MLC) to increase the potential of a more focused and multi cities effort regarding the fiscal disparities. Mr. Cruikshank explained that the City would not need to pay a membership for the year 2020 if they decided to join the commission. Moving forward, membership would amount to about \$6,000.00 a year and the City would budget for it in the 2021 proposed budget.

The Council discussed that having attended multiple MLC meetings, there is intersection and commonalities among member cities, with a targeted scope on issues that are of interest to cities like Golden Valley. The Council agreed that exploring the idea of creating relationships with member cities would be beneficial. Taking part in MLC could be a strategic long term commitment to the benefit of Golden Valley.

## **3. Letter of Support for Bassett Creek Regional Trail Alignment**

*Per Council determination discussion of item 3. superseded discussion of item 2. \**

Physical Development Director Nevinski provided an overview of the staff report. Three Rivers Park District (TRPD) and the City of Golden Valley have been working in collaboration to increase the likelihood of a federal grant award to fund the development of the trail. As a part of the application process, TRPD and the City have developed 60% of the preliminary plans. TRPD lead efforts to host two open houses at locations along the corridor last December and February. Invitations were sent to businesses and residents within 500 feet of the corridor. TRPD made efforts to reach out to underrepresented communities in the area (the City also solicited input through an online survey).

Matt Swenson, Landscape Architect at Three Rivers Park District and Project Manager presented an overview of the plans and trail segments to the Council. He explained that TRPD and the City were unsuccessful with the grant application in 2018. The plans are now including a multi-use local section of the trail from Regent Avenue west to Douglas Drive to increase the likelihood of success in getting approved this year. Mr. Swenson addressed rights of way in certain parcels, transit disruption impact and the incorporation of crossing options in specific areas of the trail (likely a pedestrian bridge).

The Council discussed lowering residential traffic speed limits along Golden Valley Road and Glenwood Ave and the possibility of improving safety on the Regent and Golden Valley Road intersection. Staff explained that legislation passed this year does not give Hennepin County the ability to lower speed limits. In regards to the intersection, staff explained they are discussing safety measures with the county and exploring different possibilities. The Council also discussed bus stops along the trail and the possibility of including local funding to address costs.

The Council thanked TRPD and City staff for their extensive work throughout this important project.

#### **4. Financial Impact of COVID-19 Revenues and Expenditures**

Finance Director Virnig presented the staff report. Mr. Cruikshank and Ms. Virnig explained that the pandemic has had significant impact on the City of Golden Valley's 2020 revenues and this in turn will affect future budgets. The degree to which the budgets will be affected is uncertain at this time but various projects have already been delayed. Staff provided a projected COVID-19 Financial Impacts to Cities template, showing Golden Valley's total estimated impact at 3.23 million dollars. Staff explained that the City should be entitled to justify and get COVID-19 relief expenditure reimbursements, in particular when it relates to the Coronavirus Aid, Relief, and Economic Security Act (CARES).

#### **5. Council Review of Future Draft Agendas: City Council May 19, City Council June 2, Housing and Redevelopment Authority Work Session June 9 and Council/Manager June 9, 2020.**

No changes were submitted for future draft agendas.

The meeting adjourned at 9:35 pm.

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Shepard M. Harris, Mayor

ATTEST:

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Tomas Romano, Assistant to the City Manager's Office



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# City Council/Manager

June 9, 2020 – 6:30 pm  
Virtual Webex Meeting

## REGULAR MEETING MINUTES

The meeting began at 6:30 pm.

Present: Mayor Harris and Council Members; Rosenquist, Fonnest, Sanberg and Harris.

Staff present: City Manager Cruikshank, City Attorney Cisneros, Human Resources Director Santelices, Communications Director Weiler, Parks and Recreation Director Birno, Environmental Resources Supervisor Eckman, Environmental Specialist Chirpich, Physical Development Director Nevinski.

### 1. Rising TIDES Task Force Recommendations to the City Council

Rising TIDES Task Force Chair Joelle Allen presented the Task Force Report. Allen explained how the COVID-19 pandemic and the death of George Floyd have prompted the Task Force to add three recommendations to the priorities for the City Council to consider. Allen discussed the importance of extending the serve of the Rising Tides Task Force by a minimum of one year and continuing efforts to engage with community members in an inclusive, culturally sensitive manner with a focus on collaboration. Vice Chair Amber Alexander continued the presentation and expanded on the importance of training staff on baseline understanding of different cultures and communication styles.

The Council asked Allen and Alexander to expand on the need to extend the Task Force's term. Allen communicated that TIDES has made headway on the goal of including the community's insights, perspectives and feedback on City wide discussions throughout 2019 and 2020. Moving forward, work remains to be done in developing and implementing equity and inclusion plans. Data collection as a short and long term initiative will be a fundamental tool to effectively develop messaging and programming that is culturally relevant. The Council debated re-prioritizing the Equity Manager position to lead the equity, diversity, and inclusion work within the City. The Council advised staff to move forward with extending the duration of the Task Force with the possibility to address the time frame in the medium term.

The Council thanked the Task Force and staff for their ongoing work, commitment and variety of timely recommendations brought forward towards a better Golden Valley.

### 2. Discussion regarding Community Forum on Systemic Racism

City Manager Cruikshank and Communications Director Weiler presented the staff report. Weiler presented certain details to keep in mind while holding a moderated forum on this topic, for example, to lay out clear objectives and marketing strategies in order to present the forum to the public. In terms of leading the conversations, Chair Allen suggested a person of color should take the role of moderating the Community Forum. The Council and Task Force liaisons discussed the

importance of leading a facilitated conversation hosted by the City via a moderator in order to engage the community. Vice Chair Alexander offered input on including City staff's participation on the conversation, like the Mayor City Manager and City Police Chief. The addition of the Human Rights Commission Chair to the conversation was also suggested. City Manager Cruikshank encouraged organizing a planning committee to craft the forum dynamics. The Council stressed on laying out clear objectives for this conversation. Tentatively, the main objectives are:

- to provide a space for community members to reflect on efforts around equitable experiences for all in Golden Valley.
- to provide a space for community members to process the events that happened over the last several months in Minneapolis and around the country.

### **3. Curbside Organics Recycling Collection**

Environmental Resources Supervisor Eckman presented the Environmental Commission's report. Per County ordinance requirement, cities are obligated to provide residential households with the opportunity to participate in curbside organics collection programs. The Commission reviewed three main options to meet the County requirement:

- option 1: City Contract - All-In, Everyone Pays
- option 2: City Contract - Opt-In
- option 3: Hauler License Requirement - Opt-In (organics cart or durable bag placed in trash cart)

Eckman explained that the commission has prioritized certain conditions for this program to be successful. High on the list were: City wide participation rates with low fees assessed to residents. The commission solicited input from the community through an online survey, social media, and a virtual open house featuring an online comment box. The City published six online news stories and two CityNews stories between March 6, 2020 and May 21, 2020. The commission's recommendation is to pursue option 1.

The Council discussed the budget increase proposal and how the fees would be collected and dispersed. Eckman explained that Hennepin County would potentially provide a funding pool to distribute among individual cities, although those details have not yet been determined. Staff expressed there is interest and potential expand the program to multi housing family units instead of just single housing through fourplex units (which are included in the County mandate). This goes in line with increasing participation rates and making the program available to all types of homes in Golden Valley. Hennepin County is driving efforts to connect with these types of units and exploring the implementation of this program.

The Council thanked staff and the commission for their ongoing work in taking sound environmental steps in Golden Valley.

### **4. Facilities Analysis and Downtown Study Discussion**

Physical Development Director Nevinski presented the staff report. The City's 2020 budget includes funding for a Facilities Study to evaluate the City's long term projected building needs. The City conducted two studies in 2016 and 2018. The studies provided recommendations on how to

improve operational facility needs for the Police and Fire departments. These efforts have led to the need to conduct a more detailed facilities analysis for City wide operations with the exception of Brookview. The study would consider the needs and locations of Public Safety, Public Works, and City Hall operations, and would provide the basis for both land use and financial planning decisions.

The Council discussed authorizing the budget for these studies and agreed that they are a strategic priority. The proposed conceptual schedule projects contracts to be ready by the upcoming fall.

#### **5. Partners In Energy – Energy Action Planning Team Recruitment Process**

Environmental Resources Supervisor Eckman presented the staff report which includes assembling an Energy Action Planning Team to help develop the energy visions, goals, priorities and actions for the Golden Valley community. Eckman presented the process for recruitment, including member commitment and duties, member selection criteria, selection process, and advertisement and promotion of this opportunity.

The Council discussed promotion opportunities, in particular targeted outreach for multi-housing family units and schools. The Council also discussed reaching out to larger corporations and their potential interest in suggesting and abiding by the Energy Action Plan. Staff explained how some of these companies are leaders in sustainability and environmental initiatives and that there is potential to capitalize on the knowledge of the corporate sector throughout their representation.

#### **6. COVID-19 Operations Recovery and Readiness Plan**

Human Resources Director Santelices presented a summary of the staff report. City staff has been working diligently over the last several weeks to develop a COVID-19 Operations Recovery and Readiness Plan (CORR Plan). The plan is outlined into four main sections and follows a phased approach to reopening City Facilities. Each department is developing its own worksite safety plans, which are divided into three phases that follow general guidelines.

City Attorney Cisneros shared insight on the City's approach to mask wearing for visitors while in City buildings and the circumstances around *requiring* visitors to wear masks. Cisneros explained that City's Emergency management team was inclined to pursue a "balancing act" approach between doing what is safest for the community and for employees against the need to be able to provide essential services for the community—like the right of the people to vote. The City will prioritize a focus on education and a mask wearing culture by strongly recommending visitors to wear a mask while on City buildings. The City will utilize plexiglass as physical barriers to protect their workers (for instance during elections).

Staff and the Council discussed the promotion of absentee voting among residents. Staff confirmed the City will be including plexiglass barriers during election day and will be following extensive decontamination protocols and precinct procedures. Staff also discussed election judges recruiting and how to fill capacity needs, this includes the possibility of utilizing city staff to fulfill election judge needs if such necessity should arise.

The Council discussed the practicality of City Council formal virtual meetings in the near future, in particular as it relates to the phased approach laid out in the CORR Plan and the state of the

current pandemic. City staff shared thoughts on the continually evolving situation and the State's encouragement for cities to continue to conduct remote meetings in the immediate future. Staff also explained that certain matters may suggest good reason to hold particular meetings in a hybrid mode.

The Council thanked City staff for their diligent work and for providing detailed procedures for a safe and healthy workplace for its employees and visitors.

**7. Council Review of Future Draft Agendas: City Council June 16, City Council July 7, Council/Manager July 14, Housing & Redevelopment Authority July 21, City Council July 21, City Council August 4 and Council/Manager August 12, 2020**

No changes were submitted for future draft agendas.

The meeting adjourned at 10:06 pm.

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Shepard M. Harris, Mayor

ATTEST:

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Tomas Romano, Assistant to the City Manager's Office



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# City Council/Manager

July 14, 2020 – 6:30 pm  
Virtual Webex Meeting

## REGULAR MEETING MINUTES

The meeting began at 6:30 pm.

Present: Mayor Harris and Council Members; Rosenquist, Fonnest, Sanberg and Harris.

Staff present: City Manager Cruikshank, City Attorney Cisneros, Human Resources Director Santelices, Police Chief Sturgis and Finance Director Virnig.

### 1. Review Comprehensive Annual Financial Report

Bill Lauer from Malloy, Montague, Karnowski, Radosevich, & Co., P.A. (MMKR) presented the report. Lauer explained that the last portion of the City's audit was completed remotely due to COVID-19. The City's basic financial statement received an unmodified and clean opinion (the highest opinion that can be received on statements). In terms of internal control over financial reporting, certain capacity limitations were pointed out due to the small number of employees working in the Finance department. No issues with compliance were reported either on the financial statement audit or in the Minnesota legal compliance audit. Lauer gave an overview of the City's expenditures, fund types, and the allocation of monies according to the budget and fund balance.

### 2. Golden Valley Police Department Update

Police Chief Sturgis presented the staff report, which included the number of calls for service, source of calls, and average response time by incident priority. Sturgis explained what types of records the Golden Valley Police Department (GVPD) maintains and explained that whenever force is used by an officer, a report is completed. These reports include a detailed description of the subject's actions and the force techniques used by the officer.

Sturgis stated that GVPD completed 4000 aggregate hours of training in 2019 compared to around 2300 aggregate hours of training 6 years ago. Sturgis discussed the new officer training and field training processes. The training takes anywhere between 4 to 7 months depending on various circumstances and officers are assigned a mentor within the agency.

The Council discussed engagement and community outreach strategies for different communities. On this topic, the Council stressed the importance of bias and diversity training for the Neighborhood Watch program—which could be approached by partnering with PRIME and the Rising TIDES Task Force.

Sturgis outlined several GVPD activities and department standards including: de-escalation techniques, chokehold ban, duty to intervene, required use of force continuum and required comprehensive reporting on any use of force.

The City Council addressed a variety of topics with the Chief of Police, including authorized use of force determinations, de-escalation techniques, body-worn-cameras (BWC), and no chokehold allowance policies.

Sturgis answered a number of questions from the Council regarding drone footage data retention, BWC's activation, emergency line calls, number and type of, average response time, and types of calls for service.

In terms of the policy recommendations, the City Council expressed its desire to bring those recommendations forward at a Council meeting in the near future for discussion and consideration.

### **3. Civil Service Commission/Police Community Advisory Commission Discussion**

City Manager Cruikshank presented the staff report. Cruikshank discussed the hiring processes for the Police Department (PD). The Civil Service Commission (CSC) has authority over the employment, promotion, discharge, and suspension of Golden Valley Police officers. After discussing the pros and cons of the CSC, Cruikshank explained that the current CSC structure and its statutory requirements have historically been an impediment to diversity hiring. Cruikshank recommended the Council consider replacing the CSC with a new commission that could enhance communication between residents, the Police Department and the City Council. Cruikshank also suggested the Council consider hiring a community outreach liaison.

The two sitting Civil Service Commission members were in attendance and spoke in opposition to disbanding the CSC. Commissioner Wold presented a petition from concerned residents who also opposed disbanding the CSC. Wold explained that the CSC is established and governed under Minnesota Statute and it is his belief that state law gives the CSC protection and autonomy. For example, the CSC is the only City commission that has the authority to approve and amend its own bylaws.

The Council debated the implications of replacing the CSC with a different advisory body. . Councilmember Sanberg stated she is not comfortable replacing an oversight commission with an advisory commission and explained that most police reform advocacy groups are advocating for more oversight by citizens. She is open to creating something new by ordinance that includes an oversight role and feels that the City should solicit opinions from more community members.

Councilmember Rosenquist expressed that she would like the Police Department's diverse hiring initiatives to be consistent with the hiring process of the City as a whole and guided by the Equity Manager. Rosenquist asked City Attorney Cisneros whether there are any legal implications with having a different recruitment process for the police department. Cisneros shared that there are diverse hiring strategies that other cities use that the City cannot participate in because of the CSC requirements. Cisneros also shared that affirmative action hiring requires the City to conduct a disparity study and develop a tailored affirmative action plan. Because of the investment required, it would likely make sense to create a City wide affirmative action plan. Rosenquist also shared that a long-time CSC Commissioner recently resigned from the commission because he felt that the commission should be replaced with something new.

Mayor Harris asked whether the City could delegate authority to oversee staff conduct. City Attorney Cisneros explained that in a Plan B City, supervisory authority of staff is vested in the City Manager and that she would have to research more whether that authority can be delegated to non-staff members of the public. Cisneros explained that there are also data practices and other privacy issues that would need to be considered.

Mayor Harris asked Human Resources Director Santelices and Chief Sturgis questions about challenges associated with the current recruitment process. Mayor Harris agreed with Sanberg that the CSC should not be replaced until the City receives more input from the community on accountability, transparency, and diversity issues.

Councilmember Harris stated that he believes the CSC is outdated and not well suited to encourage accountability, but he acknowledges that is the only tool the City currently has to provide citizen oversight of the police department. Councilmember Harris suggested the City develop a more specific proposal that provides the oversight authority and is as good as or better than the CSC.

Councilmember Fonnest stated that he believes the City can build an advisory body that is better, more nimble, and more representative of the community. Fonnest would like the City to work toward building a new commission and leave the CSC in place in the meantime. Fonnest stated that this is an opportunity for the City to continue to be a leader City in this area by providing a commission with teeth and oversight capabilities that is better than the current CSC.

Rosenquist agreed with Fonnest that the CSC structure is antiquated. Rosenquist believes the City should continue to explore creative hiring practices and alternatives to the CSC with the help of the new Equity Manager.

The Council directed staff to continue working with the community to build out a proposal that more specifically defines the structure and role of a replacement commission that addresses the following goals: accountability, oversight, transparency, and diversifying the workforce.

#### **4. Human Services Commission and Golden Valley Community Foundation Discussion**

*The Council resolved postponing discussion of this topic to a later meeting due to the extensive duration of this evening's meeting. \**

#### **5. Council Review of Future Draft Agendas: Housing & Redevelopment Authority July 21, City Council July 21, City Council August 4, Wednesday, Council/Manager August 12, City Council August 18, City Council September 1 and Council/ Manager September 8, 2020**

The Council agreed to add a City-wide mask mandate item at the next City Council agenda. No other proposed changes were submitted for future draft agendas.

The meeting adjourned at 11:30 pm.

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Shepard M. Harris, Mayor

ATTEST:

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Tomas Romano, Assistant to the City Manager's Office



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## City Council

# REGULAR MEETING MINUTES

July 21, 2020 – 6:30 pm

In light of the recently declared COVID-19 health pandemic, the Mayor of the City of Golden Valley declared a local emergency under Minnesota Statute, section 12.37. In accordance with that declaration, beginning on March 16, 2020, all meetings of the City Council held during the emergency were conducted by telephone or other electronic means.

The City used WebEx to conduct this meeting electronically. Members of the public were able to monitor the meetings by watching it on Comcast cable channel 16, by streaming it on [CCXmedia.org](http://CCXmedia.org), and by dialing in to the public call-in line. The public was able to participate in this meeting during public comment sections, including the public forum, by dialing in to the public call-in line.

### 1. Call to Order

Mayor Harris called the meeting to order at 6:30 pm.

#### 1A. Pledge of Allegiance

#### 1B. Roll Call

Present: Mayor Shep Harris, Council Members Larry Fonnest, Maurice Harris, Gillian Rosenquist and Kimberly Sanberg

Staff present: City Manager Cruikshank, City Attorney Cisneros and City Clerk Luedke

### 2. Additions and Corrections to Agenda

**MOTION** made by Council Member Fonnest, seconded by Council Member Rosenquist to approve the agenda of July 21, 2020, as submitted. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Shep Harris, Gillian Rosenquist, and Kimberly Sanberg, the following voted against: none and the motion carried.

### 3. Approval of Consent Agenda

**MOTION** made by Council Member Rosenquist, seconded by Council Member Fonnest to approve the consent agenda of July 21, 2020, as revised: removal of 3F-Accept Resignation from the Human Services Commission. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Shep Harris, Gillian Rosenquist, and Kimberly Sanberg, the following voted against: none and the motion carried.

#### 3A. Approval of Minutes:

3A1. City Council Meeting – June 16 and July 7, 2020

#### 3B. Approve City Check Register and authorize the payments of the bills as submitted.

#### 3C. Licenses:

3C1. Approve a temporary on-sale liquor license for Born Passion, 4294 Dahlberg Drive, Golden Valley for their event at Theodore Wirth Golf Course, 1301 Theodore Wirth Parkway on August 21, 2020

#### 3D. Minutes of the Boards and Commissions:

3D1. Human Rights Commission – April 28 and May 26, 2020

**3. Approval of Consent Agenda - continued**

**3D.** Minutes of the Boards and Commissions:

- 3D2. Rising TIDES Task Force – April 12 and May 14, 2020
- 3D3. Special Civil Services Commission – May 5, 2020
- 3D4. Human Services Commission – May 11, 2020
- 3D5. Open Space and Recreation Commission – May 18, 2020
- 3D6. Bassett Creek Watershed Management Commission – May 21, 2020

**3E.** Approval of Bids, Quotes and Contracts:

- 3E1. Authorize the Mayor and City Manager to execute an agreement for the GreenCorps Host Site with the Minnesota Pollution Control Agency in the form approved by the City Attorney.
- 3E2. Authorize the Mayor and City Manager to execute a purchase contract with UHL Company, Inc. in the form approved by the City Attorney to purchase ionization devices for City buildings in the amount of \$38,425.

~~**3F.** Accept the resignation from the Human Services Commission.~~

**3G.** Approve signing the agreement with Hennepin County for Assessing Services from August 1, 2020 through July 31, 2024.

**3. Items Removed From the Consent Agenda:**

**3F. Board/Commission Appointments**

Council Member Sanberg thanked Ms. Katie Hart for her service on the Human Services Commission.

**MOTION** made by Council Member Sanberg, seconded by Council Member Rosenquist to accept the resignation of Ms. Hart from the Human Services Commission. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Shep Harris, Gillian Rosenquist, and Kimberly Sanberg, the following voted against: none and the motion carried.

**4. Public Hearing**

**4A. Public Hearing – Ordinance #684 – Amending Single-Family Residential (R-1) Zoning District Narrow Lot Regulations**

Planning Manager Zimmerman presented the staff report and answered questions from Council.

Mayor Harris opened the public hearing. No one requested to speak. Mayor Harris closed the public hearing.

There was Council discussion regarding the proposed narrow lot ordinance. Mayor Harris asked if the Council would be interested in discussing additional requirements for the homes that will be built on the narrow lots by requiring only one-story homes or to give owners an option of rebuilding a smaller home. Council Member Harris said he would prefer to keep the homes to one-story. The Council discussed the proposed amendment and the consensus was not add additional requirements.

**MOTION** made by Council Member Rosenquist, seconded by Council Member Fonnest to adopt **Ordinance #684**, amending Section 113-88: Single-Family Residential (R-1) Zoning District Narrow Lot Regulations. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Gillian Rosenquist, and Kimberly Sanberg, the following voted against: Maurice Harris and Shep Harris and the motion carried.

**4A. Public Hearing – Ordinance #684 – Amending Single-Family Residential - continued**

**MOTION** made by Council Member Fonnest, seconded by Council Member Rosenquist to adopt **Summary of Ordinance #684** for Publication based on the finding that the title and summary clearly inform the public of the intent and effect of the ordinance. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Gillian Rosenquist, and Kimberly Sanberg, the following voted against: Maurice Harris and Shep Harris and the motion carried.

**4B. Public Hearing – MS4 General Permit, Storm Water Pollution Prevention Program, 2019 Annual Report to the Minnesota Pollution Control Agency**

Environmental Specialist Chirpich presented the staff report and answered questions from Council.

Mayor Harris opened the public hearing. No one requested to speak. Mayor Harris closed the public hearing.

**MOTION** made by Council Member Rosenquist, seconded by Council Member Sanberg to adopt **Resolution 20-45**, issuing a Negative Declaration of Need for Revisions to the Storm Water Pollution Prevention Program. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Shep Harris, Gillian Rosenquist, and Kimberly Sanberg, the following voted against: none and the motion carried.

**5. Old Business**

**6. New Business**

**6A. Public Art Committee Report on 10 West End Development**

Planner Campbell presented the staff report and answered questions from Council.

Mr. John Kluchka, a member of the Public Art Committee, provided details on the 10 West End Public Art Committee and their work including how the committee started, items discussed at their meetings, the plan's budget and the current proposal of the design of the project.

Mr. Chris Culp, from the Excelsior Group, said that he appreciated the partnership between the Cities and neighborhood and he said the project would be a great welcome image for visitor in the area.

There was Council discussion regarding art image and they thanked the Committee for their work on the project.

**MOTION** made by Council Member Rosenquist, seconded by Council Member Sanberg to support the recommendation of the 10 West End Public Art Committee. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Shep Harris, Gillian Rosenquist, and Kimberly Sanberg, the following voted against: none and the motion carried.

**6B. Adopt Resolution Transferring CARES Act Funds to the HRA to Implement a Rent and Household Assistance Program**

Physical Development Director Nevinski presented the staff report and answered questions from Council.

**MOTION** made by Council Member Harris, seconded by Council Member Rosenquist to adopt **Resolution 20-46**, transferring CARES Act Funds to the HRA to implement a Rent and Household Assistance Program. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Shep Harris, Gillian Rosenquist, and Kimberly Sanberg, the following voted against: none and the motion carried.

**6C. COVID-19 Pandemic Emergency Administrative Actions**

City Attorney Cisneros presented the staff report and answered questions from Council.

**MOTION** made by Council Member Sanberg, seconded by Council Member Harris to ratify Emergency Administrative Actions 20-50 through 20-52. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Shep Harris, Gillian Rosenquist, and Kimberly Sanberg, the following voted against: none and the motion carried.

**6D. Emergency Ordinance Regarding Face Covering**

City Attorney Cisneros presented the staff report and answered questions from Council. City Manager Cruikshank answered questions from Council.

Mayor Harris stated per the Council's agenda all ordinances listed under new business are eligible for public input.

Ms. Barbara Prindle, 2149 Scott Avenue, said that she was in strong support of the mask ordinance and felt that the ordinance should send a strong message.

Mr. Andrew Wold, 50 Jersey Avenue, said he was in full support of the face covering ordinance including in schools. He asked if the mandate did cover preschools and daycare and if there had been any consideration on larger events held in private homes. He also asked if face shields could be used at gyms.

There was much Council discussion regarding the ordinance requiring face covering including whether schools should be exempt. The consensus was to exempt the schools both public and private. The Council directed staff to amend the language of the ordinance.

**MOTION** made by Council Member Harris, seconded by Council Member Rosenquist to adopt the Emergency **Ordinance #685**, mandating the use of face coverings indoors as amended. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Shep Harris, Gillian Rosenquist, and Kimberly Sanberg, the following voted against: none and the motion carried.

**6E. Review of Council Calendar**

Some Council Members may attend the Market in the Valley on July 19, 26 and August 26, 2020, from 9 am to 1 pm in the City Hall Campus Parking Lot.

**6E. Review of Council Calendar - continued**

Some Council Members may attend the virtually League of Women's Voter Golden Valley Candidate Forum on July 20, 2020, at starting 6:30 pm.

The next Housing and Redevelopment Authority meeting will be held virtually on July 21, 2020, at 6:30 pm.

The next City Council meeting will be held virtually on July 21, 2020, immediately following the HRA meeting.

Some Council Members may attend the virtually Golden Valley Business Meeting on July 23, 2020, at 8:30 am.

Some Council Members may attend the virtually League of Minnesota Cities Webinar on Leadership on July 29, 2020, at 1 pm.

Some Council Members may attend the virtually Congresswoman Omar's Eviction Defense Workshop on July 29, 2020, at 4:30 pm.

Some Council Members may attend the virtually Building An Equitable Golden Valley Discussion on July 28, 2020, at 6 pm.

The next City Council meeting will be held virtually on August 4, 2020, at 6:30 pm.

**6F. Mayor and Council Communication**

Mayor Harris thanked the Council for being a part of the City's Welcome Statement and asked if the video could be part of an upcoming Council meeting. He also thanked the Golden Valley Police their work and staff for their communication regarding Theodore Wirth beach.

**7. Adjourn**

**MOTION** made by Council Member Harris, seconded by Council Member Rosenquist to adjourn the meeting at 11:10 pm. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Shep Harris, Gillian Rosenquist, and Kimberly Sanberg, the following voted against: none and the motion carried.

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Shepard M. Harris, Mayor

ATTEST:

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Kristine A. Luedke, City Clerk



# EXECUTIVE SUMMARY

## Administrative Services

763-593-8013 / 763-593-3969 (fax)

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**Golden Valley City Council Meeting**  
**August 18, 2020**

### **Agenda Item**

3. B. Approval of City Check Register

### **Prepared By**

Sue Virnig, Finance Director

### **Summary**

Approval of the check register for various vendor claims against the City of Golden Valley.

### **Financial Or Budget Considerations**

The check register has a general ledger code as to where the claim is charged. At the end of the register is a total amount paid by fund.

### **Recommended Action**

Motion to authorize the payment of the bills as submitted.

### **Supporting Documents**

Document is located on city website at the following location:

<http://weblink.ci.golden-valley.mn.us/WebLink/browse.aspx?id=717279&dbid=2&repo=GoldenValley>

The check register for approval:

- 08/07/20 Check Register



# EXECUTIVE SUMMARY

## City Administration

763-593-8006 / 763-593-8109 (fax)

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### Golden Valley City Council Meeting

August 18, 2020

#### **Agenda Item**

3. C. 1. Gambling License Exemption and Waiver of Notice Requirement – The Church of St. Margaret Mary

#### **Prepared By**

Kris Luedke, City Clerk

#### **Summary**

As per State Statute organizations that conduct gambling within the City limits have to submit an application for a lawful gambling permit to the State after the permit has been approved or denied by the City. Depending upon the timing of the permit the applicants may request the City to waive the 30-day waiting period.

#### **Financial Or Budget Considerations**

Not applicable

#### **Recommended Action**

Motion to receive and file the gambling license exemption and approve the waiver of notice requirement for The Church of St. Margaret Mary.

#### **Attachments**

- Application for Exempt Permit (2 pages)

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: The Church of St. Margaret Mary Previous Gambling Permit Number: X-93990

Minnesota Tax ID Number, if any: 8367661 Federal Employer ID Number (FEIN), if any: 41-0711491

Mailing Address: 2323 Zenith Ave N.

City: Golden Valley State: MN Zip: 55422 County: Hennepin

Name of Chief Executive Officer (CEO): Rev Thomas Rayar

CEO Daytime Phone: 763-588-9466 CEO Email: frtom@smm-gv.org  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): Mail to CEO

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

Fraternal  Religious  Veterans  Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**  
Don't have a copy? Obtain this certificate from:  
MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103  
Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
If your organization falls under a parent organization, attach copies of both of the following:  
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): St. Margaret Mary parish groundsPhysical Address (do not use P.O. box): 2323 Zenith Ave N

Check one:

 City: Golden Valley Zip: 55422 County: Hennepin Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_Date(s) of activity (for raffles, indicate the date of the drawing): September 20, 2020

Check each type of gambling activity that your organization will conduct:

Bingo  Paddlewheels  Pull-Tabs  Tipboards  Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**

**CITY APPROVAL  
for a gambling premises  
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: Golden Valley

Signature of City Personnel:  
[Signature]

Title: City Clerk Date: 8-4-20

**The city or county must sign before submitting application to the Gambling Control Board.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWNSHIP (if required by the county)**  
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: [Signature] Date: 7/31/20  
(Signature must be CEO's signature; designee may not sign)

Print Name: Rev Thomas Rayar

**REQUIREMENTS**

**Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**  
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**MAIL APPLICATION AND ATTACHMENTS**

**Mail application with:**

\_\_\_\_\_ a copy of your proof of nonprofit status; and

\_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?**  
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.



# EXECUTIVE SUMMARY

## City Administration

763-593-8006 / 763-593-8109 (fax)

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**Golden Valley City Council Meeting  
August 18, 2020**

### **Agenda Item**

3. C. 2. Approve General Business License – New/Used Vehicle Dealer

### **Prepared By**

Kris Luedke, City Clerk

### **Summary**

As per City Code, some businesses are required to be licensed by the City. Listed below are the License Number, Applicant, License Type and Fee of those who have submitted an application for approval.

<u>License #</u>	<u>Applicant</u>	<u>License Type</u>	<u>Fee</u>
#12113	Jaguar/Landrover Minneapolis 8905 Wayzata Boulevard	New/Used Vehicle Dealer	\$400

### **Financial Or Budget Considerations**

Fees received for license renewals are budgeted, and defray costs the City incurs to administer and enforce license regulations and requirements.

### **Recommended Action**

Motion to authorize the renewal of the above New/Used Vehicle Dealer Licenses for a period of September 1, 2020 through August 30, 2020.

# Human Services Commission

June 8, 2020 – 6:45 pm  
Virtual WebEx Meeting

## REGULAR MEETING MINUTES

### 1. Call to Order

The meeting was called to order at 6:45 pm by Chair Hart.

### 2. Roll Call

Commissioners present: Aaron Black, Esther Black, Jonas Courneya, Hilmer Erickson, Katie Hart, Denise La Mere-Anderson, Joel Nelson, Caitlin Peick, and Toots Vodovoz  
Commissioners absent: Stephanie Devitt  
Staff present: Brian Erickson, Staff Liaison, and Sheila Van Sloun, Recording Secretary

### 3. Approval of May 11, 2020 – Regular Meeting Minutes

**MOTION** made by Aaron Black and seconded by Erickson to approve the May 11, 2020 regular meeting minutes. Motion carried unanimously.

### 4. Introduction of Esther Black, New Youth Commissioner

Erickson introduced Esther Black. Commissioners then took turns introducing themselves. Black shared her interests and some brief information about herself.

### 5. Old Business

- A. **Budget**—La Mere-Anderson discussed the three annual fundraisers and their projected revenues. She discussed the impact of the pandemic on the budget and fundraising. She also said that with the special allocation due to the pandemic, so far in 2020, \$125K has been given to charity, which is over 100% more than the Commission is budgeted to give.
- B. **Run The Valley**—Erickson said with the help of other staff, he was able to assemble all the race packets for mailing to all the participants. He said the virtual event starts June 5 and runs through June 14. La Mere-Anderson thanked staff for their help with the event.

### 6. New Business

- A. **Greens Classic**— La Mere-Anderson said the Greens Classic is the second biggest fundraiser for the Human Services Commission and it is scheduled to be held at Brookview on September 14, 2020. Erickson said the event will have new rules and restrictions, including no lawn bowling this year, due to the pandemic. Discussion then focused on how and if the event should proceed. Black said the event should still take



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- place and that it should be advertised as much as possible. Upon a vote being taken, vote was 9-0 in favor; vote approved.
- B. **Allocation Applications**— La Mere-Anderson said the application is on the city website and due July 31. They will be presented to the City Council in November. Discussion then focused on the review process.
  - C. **Energy Action Planning Team**—Erickson said city staff is looking for representatives to participate. If interested they should contact him.

## 7. Adjournment

**MOTION** moved by Erickson and seconded by Hart to adjourn at 7:45 pm. Motion carried unanimously.

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Denise La Mere-Anderson, Chair

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Brian Erickson, Staff Liaison



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# Human Services Commission

July 13, 2020 – 6:45 pm  
Virtual WebEx Meeting

## REGULAR MEETING MINUTES

### 1. Call to Order

The meeting was called to order at 6:45 pm by Chair La Mere-Anderson.

### 2. Roll Call

Commissioners present: Aaron Black, Esther Black, Stephanie Devitt, Hilmer Erickson, Denise La Mere-Anderson, Caitlin Peick, and Toots Vodovoz  
Commissioners absent: Jonas Courneya, Katie Hart, and Joel Nelson,  
Staff present: Brian Erickson, Staff Liaison; Kimberly Sanberg, City Council Member; and Sheila Van Sloun, Recording Secretary

### 3. Approval of June 8, 2020 – Regular Meeting Minutes

**MOTION** made by Erickson and seconded by Vododoz to approve the June 8, 2020 regular meeting minutes. Motion carried unanimously.

### 4. Old Business

- A. **Budget**—La Mere-Anderson shared the budget. Discussion then focused on revenue opportunities and upcoming fund raisers.
- B. **Greens Classic**—Commissioners discussed sponsorship outreach ideas and ways to execute those ideas. Concerns were shared on the short window of opportunity.
- C. **Allocation Applications**—La Mere-Anderson said the allocation applications are due July 31, however, none have been received to date.

### 5. New Business

- A. **Scoring of Applications For Funding and Process**—La Mere-Anderson explained the application review process. Commissioners agreed to start the September meeting early to allow for adequate time for review.
- B. **September meeting is Tuesday, September 8 at 6 pm**—La Mere-Anderson confirmed date and time for September meeting.

### 6. Adjournment

**MOTION** moved by La Mere-Anderson and seconded by Erickson to adjourn at 7:55 pm. Motion carried unanimously.



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Denise La Mere-Anderson, Chair

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Brian Erickson, Staff Liaison



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# Human Rights Commission

## SPECIAL MEETING MINUTES

Jun 5, 2020 – 12 pm  
Via Cisco WebEx

### Call to Order

Chair Mitchell called the meeting to order at 12:04 pm.

### Roll Call

Commissioners present: Chris Mitchell, Leah Persky, Destiny Nathan, Kyle Scott, Carrie Yeager, and Jonathan Burris.

Commissioners absent: Teresa Martin

Staff present: Kirsten Santelices, Human Resources Director/HRC Staff Liaison

### Agenda Item

#### Discussion on Response to Recent Human Rights Matters in Golden Valley

Staff Member Santelices shared with the group that the City was made aware that there were residents of color in Golden Valley who shared recent discriminatory behavior by their white neighbors. The City Council and staff have asked the Human Rights Commission to assist with a response to this report.

The Commissioners shared their anger and sadness at hearing this report. The Commission began discussing items that they have heard from the community, including Rose McGee's sweet potato pie, and Valley Allies work with Meadowbrook on a letter-writing campaign. The Commission discussed other ways that the HRC could visibly condemn the discriminatory and hateful behavior. They decided on three ways. The Commission is going to work to create yard signs, craft a statement to be put out on City social media and the website, and prepare a video of solidarity.

The Commission agreed to create three separate subcommittees.

1. Sign Committee: Carrie and Leah
2. Video Committee: Destiny and Mary
3. Statement Committee: Chris, Jonathan, and Kyle

### Adjourn

**MOTION** by Commissioner Scott, seconded by Commissioner Yeager. Carried by unanimous consent. Meeting adjourned at 1:04 pm.

\_\_\_\_\_  
Chris Mitchell, Chair

ATTEST:

\_\_\_\_\_  
Kirsten Santelices, Staff Liaison



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# Board of Zoning Appeals

June 23, 2020 – 7 pm

## REGULAR MEETING MINUTES

This meeting was held via Webex in accordance with the local emergency declaration made by the City under Minn. Stat. § 12.37. In accordance with that declaration, beginning on March 16, 2020, all Board of Zoning Appeals meetings held during the emergency were conducted electronically. The City used Webex to conduct this meeting and members of the public were able to monitor the meeting by calling 1-415-655-0001 and entering the meeting code **133 535 5486**.

### Call to Order

The meeting was called to order at 7 pm by Chair Orenstein.

### Roll Call

Members present: Nancy Nelson, Richard Orenstein, Chris Carlson, Sophia Ginis, Kade Arms-Regenold, Adam Brookins– Planning Commissioner

Members absent:

Staff present: Planning Manager Jason Zimmerman and Planner Myles Campbell

### Approval of Agenda

**MOTION** made by Ginis, seconded by Brookins to approve the agenda of June 23, 2020, as submitted. Staff took a roll call vote and the motion carried unanimously.

### Approval of Minutes

**MOTION** made by Ginis, seconded by Nelson to approve the May 26, 2019, meeting minutes as submitted. Staff took a roll call vote and the motion carried unanimously.

Before moving to the first Variance request, **Chair Orenstein** requested staff review the standards by which the Board evaluates a variance request. He then explained the meeting procedure to the applicants.

### 1. 75 Brunswick Ave N

**Michael Anderson, Applicant**

#### Request:

§ Section 113-88, Subd. (f)(1)(b) - 11.2 ft. off of the required 25 ft. to a distance of 13.8 ft. at its closest point to the rear yard (west) property line.

**Myles Campbell, Planner**, presented the history of 75 Brunswick Ave N and the variance request by the applicant. The variance, as proposed, was generally in line with the City's Zoning Code and Comprehensive Plan. **Campbell** pointed out that it also met the practical difficulties standard for a



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variance. It was noted however, that a similar outdoor area could be achieved through the construction of a patio that would not require a variance due to a less significant rear setback requirement. For this reason, staff recommended denial of the variance.

**Member Carlson** asked for clarification on the setback requirements for a patio and **Campbell** explained the City has a 3 ft. setback from rear and side property lines. The applicant explained he had considered both the deck and patio options, but decided a deck would be a more practical option. He referred to the grade of the rear lot requiring additional consideration for a patio, as well as the elevated location of the existing backdoor. Additionally, the applicant was concerned about the potential need to remove an existing tree in the rear yard if he were to build a patio.

Board Members asked the applicant if the alternative recommendation of a patio would be feasible for his uses. The applicant responded that he was not made aware by staff that a patio would have the reduced setback amount, but that he still felt a deck would be his first choice. **Member Ginis** raised the idea of a wooden deck that was elevated off the ground by a concrete slab, as an option to have the aesthetic of a deck while still keeping the structure below 8 inches in height. **Chair Orenstein** asked for clarification on where measurement would be taken from. Staff stated they would still be looking at total distance from grade, but the slab could be partly buried in portions in order to achieve level grade and still meet the height requirement. Board members continued to discuss the potential a patio with the applicant, while acknowledging their understanding of his use of the rear yard.

With no other questions for the applicant, **Orenstein** opened the public forum. **Member Arms-Regenold** requested that the Chair read aloud the neighbor's letter for the record. **Orenstein** agreed and read the letter submitted by John and Kathy Watkins, the owners of 112 Paisley Lane. In response to the letter, the applicant stated he did not plan to use the rear of his yard in a disruptive manner.

**Orenstein** opened discussion amongst the Board. **Planning Commissioner Brookins** stated that he was sympathetic to the applicant's desire to use his rear yard. He suggested a possible compromise to allow for a variance in the 8 inches of height, rather than the setback variance requested. The Board discussed this and had concerns about how to rephrase or draft the language of a new request to mirror Brookins' comments. Staff suggested the variance request, as written, be kept and a condition limiting the maximum deck height be attached. **Carlson** asked staff if the Board was able to amend a request. **Campbell** replied that the Board was able to modify variance requests if they felt the modification might make an impact on their decision. **Orenstein** asked the applicant if the modification to the request would be amenable. The applicant replied he was open to some type of compromise if that would help the Board come to a decision on the matter. **Member Nelson** stated that occasionally the Board has acted to table a vote on a particular case to allow time for the applicant to work with staff to find a compromise. There was some discussion of this idea amongst the Board and the applicant, who is eager to begin work on the project this summer. **Arms-Regenold** raised the possibility of a special meeting to allow for some review time while expediting things slightly. **Campbell** asked if the Board were comfortable with the setback, as shown on the proposal from the applicant, in which case they could take a vote at this meeting with the height condition as

stipulated by Brookins. Discussion occurred and consensus occurred on the deck's location with the height condition.

**MOTION** made by **Chair Orenstein** to approve the variance of 11.2 off the required 25 ft to a distance of 13.8 feet at the rear lot line for the deck, with the added condition that said deck not exceed 12 inches in height from grade. The motion was seconded by **Brookins**. Staff took a roll call vote and the motion passed unanimously.

**2. 5505 Phoenix Street**  
**Daniel Supalla, Applicant**

**Request:**

Section 113-152, Subd. (c)(1)(a) - 2 ft. over the allowed 4 ft. in height for fences in a front yard to a total of 6 ft.

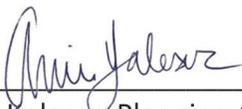
**Myles Campbell, Planner**, started with a background of the applicant and presented on the variance request for the increase in front yard fence height. The home is located across the street from Highway 100 and while not directly abutting, staff felt the request for a taller privacy fence was reasonable. **Campbell** further stated that the City was considering an amendment to its code language around screening to address these types of locations in the near future, and that staff was recommending approval of the variance. With no questions for staff from the Board, the applicant, gave a brief presentation. He stated that with the recent stay at home order, he was looking to make greater use of his rear yard and that while the noise mitigation from the highway was a central concern, there was also a high level of traffic and activity along Lilac Drive. Board Members did not have any questions for the applicant.

**Member Nelson** commented that she is always sympathetic to corner lots that effectively have two front yards despite how the lot itself is used. **Members Nelson, Arms-Regenold, and Brookins** all noted that similar variances had been approved in the past. **Member Ginis** added that she would be reluctant to deny the variance given staff comments about an upcoming change in the zoning code that might allow the project by right. Members discussed briefly before taking a vote.

**MOTION** made by **Brookins** to approve the variance as requested by the applicant at 5505 Phoenix Street, it was seconded by **Nelson**. Staff took a roll call vote and it passed unanimously.

**Adjournment**

**MOTION** made by **Nelson**, seconded by **Orenstein** and the motion carried unanimously to adjourn the meeting. Staff took a roll call vote and the meeting adjourned at 9:03 pm.



Amie Kolesar, Planning Assistant



Richard Orenstein, Chair



## Bassett Creek Watershed Management Commission

### Minutes of Regular Meeting Thursday, June 18, 2020 8:30 a.m.

Via video conference due to the COVID-19 global pandemic

#### 1. CALL TO ORDER and ROLL CALL

On Thursday, June 18, 2020 at 8:33 a.m. via video conference, Vice Chair Welch called the meeting of the Bassett Creek Watershed Management Commission (BCWMC) to order.

#### Commissioners and city staff present:

City	Commissioner	Alternate Commissioner	Technical Advisory Committee Members (City Staff)
Crystal	Dave Anderson	<i>Vacant Position</i>	Mark Ray
Golden Valley	Stacy Harwell (Treasurer)	Jane McDonald Black	Drew Chirpich
Medicine Lake	<i>Absent</i>	Gary Holter	<i>Absent</i>
Minneapolis	Michael Welch (Vice Chair)	<i>Vacant Position</i>	Liz Stout
Minnetonka	<i>Absent</i>	<i>Absent</i>	Leslie Yetka
New Hope	<i>Absent</i>	Patrick Crough	Megan Hedstrom
Plymouth	James Prom	Catherine Cesnik	Ben Scharenbroich
Robbinsdale	<i>Vacant Position</i>	<i>Absent</i>	Marta Roser, Richard McCoy
St. Louis Park	Jim de Lambert	<i>Absent</i>	Erick Francis
<b>Administrator</b>	Laura Jester, Keystone Waters		
<b>Engineer</b>	Karen Chandler, Barr Engineering Jim Herbert, Barr Engineering		
<b>Recorder</b>	Dawn Pape, Lawn Chair Gardener		
<b>Legal Counsel</b>	Dave Anderson, Kennedy & Graven		
<b>Presenters/ Guests/Public</b>	Julie Benadum, Brown and Caldwell Kelly MacIntyre, City of Minneapolis McKenzie Erickson, resident Rachael Crabb, Minneapolis Park and Recreation Board		

**2. PUBLIC FORUM ON NON-AGENDA ITEMS**

Resident McKenzie Erickson was present, but didn't have any non-agenda items to discuss.

**3. APPROVAL OF AGENDA**

**MOTION:** Alternate Commissioner Holter moved to approve the agenda, and moving agenda item 5A from an action item to a discussion item. Commissioner Welch seconded the motion. Upon a rollcall vote, the motion carried 7-0, with the cities of Minnetonka and Robbinsdale absent.

**4. CONSENT AGENDA**

The following items were approved as part of the consent agenda: May commission meeting minutes, June financial report, payment of invoices, approval of West Broadway Ave (CSAH81) Bridges Reconstruction Project in Minneapolis and Robbinsdale.

The general and construction account balances reported in the June 2020 Financial Report are as follows:

Checking Account Balance	763,135.24
<hr/>	
TOTAL GENERAL FUND BALANCE	763,135.24
<hr/>	
TOTAL CASH & INVESTMENTS ON-HAND (6/8/20)	3,291,907.52
<hr/>	
CIP Projects Levied – Budget Remaining	(4,548,198.60)
<hr/>	
Closed Projects Remaining Balance	1,583,848.92
<hr/>	
2015-2018 Anticipated Tax Levy Revenue	19,326.30
<hr/>	
2019 Anticipated Tax Levy Revenue	10,952.29
<hr/>	
Anticipated Closed Project Balance	1,614,127.51
<hr/>	

**MOTION:** Commissioner Harwell moved to approve the consent agenda. Alternate Commissioner Cesnik seconded the motion. Upon a rollcall vote, the motion carried 7-0, with the cities of Minnetonka and Robbinsdale absent.

**5. BUSINESS**

**A. Consider Variance Request and Approval of Sanitary Sewer Replacement Project, Minneapolis**

Administrator Jester noted that due to its complexity, this item is for discussion at this meeting and possible action at the July meeting. The city of Minneapolis requested a variance to Section 8.3 of the BCWMC Requirements document for the utility crossing requirement of a minimum depth of 4.0 feet below the channel invert. Julie Benadum, Minneapolis' consultant from Brown and Caldwell, and Kelly MacIntyre with the city, gave a presentation with an overview of the project and the variance request. The proposed linear project includes replacement of 2,300 linear feet of sanitary sewer, including 75 linear feet under Bassett Creek at the unused Irving Avenue bridge. The project will be completed in phases due to the high costs and the pipe will be installed on pilings because soils are contaminated and swampy. The tunneling method for the installation is not possible because of the poor soil conditions, so the city proposed to use an "open cut" channel. Except for removal of the bridge, no permanent changes are expected. During construction, the creek would be diverted around the construction area.

Commissioner Welch commented that this is a huge project and Commissioner Harwell noted its complexity and asked for the Commission Engineer's thoughts on the proposed lower amount of cover over the pipe than

required. Commission Engineer Chandler stated that there is concern about the proposed 2-ft. cover over the pipe and they are hoping to better understand engineering constraints.

There was a brief discussion about flow conditions inside the pipe. It was also noted that the new piles will have a depth of 120-160 feet which will be designed for a 100-year lifespan.

Commission Engineer Herbert clarified that the Commission's 4-foot cover rule came from another project many years ago where the BCWMC required 4 feet of cover and that the engineer's primary concern is scouring within the creek. He commented that he would like to see the pipe covered by at least 3 feet and if that's not possible, would need to see analysis of scour/adequate protection. He noted that the Bassett Creek tunnel just downstream would slow creek velocities under high flow conditions.

Brown and Caldwell Engineer, Julie Benadum, clarified that they plan to move the sheet pile structure in the stream 20 feet downstream of its current location to protect the sanitary pipe. Commission Engineer Herbert stated the revised plans need more sheet pile information.

BCWMC TAC member Stout mentioned that many things are very complicated about this project—not just the soils. Other factors to consider include existing easements, tie in elevations that cannot change, and routing around the Bryn Mawr Meadows Park Project. The pipe will sit upon 80-100 ft. pilings. She also pointed out that decades ago, the Commission's Flood Control Project lowered the creek in this area by 4-5 feet. There was discussion about the size of the proposed pipe (smaller than the existing pipe because it will only convey sanitary flows and not also stormwater); the fact that there's no evidence of sanitary sewer contaminating the creek, but rather it's more likely creek water is entering the pipe; and that the sewer serves homes west of Bryn Mawr Meadows Park. It was noted the project will cost about \$10 million, including contaminated soil cleanup costs.

Commissioners were asked to submit any further comments or questions about the project to Administrator Jester.

**B. Consider Approval of Commission Engineer Recommendations Regarding Flood Control Project**

In October 2019, the Commission Engineer inspected the Bassett Creek Double Box Culvert, which is part of the BCWMC Flood Control Project. Based on inspection observations and evaluation of tunnel condition, several repairs are recommended.

Commission Engineer Herbert reviewed results of the inspection and the Commission Engineer's two recommendations: 1) approve the report and submit it to the proper authorities, and 2) direct the engineers to develop an estimate (opinion) of costs for repairs. Commission Engineer Herbert continued with an overview of how the culvert was originally constructed and reviewed the repairs that need to be made including: shear key joint repair, crack sealing and deposit removal, and repairing exposed reinforcement. He noted the repairs are needed to minimize continuous infiltration and soil transport into the tunnel.

Commission Engineer Herbert noted the repairs would likely cost greater than \$100,000 and that a 2016 BCWMC policy for maintenance and repair of the tunnel should guide the process and outline responsibilities for repairs.

[Chair Prom joined the meeting and assumes role of chairing the meeting.]

Commissioner Welch noted that another way to look at this project is to assess the risks of not doing the repairs. He also mentioned that since it is an expensive endeavor just to enter the tunnel, all necessary repairs should be done at the same time.

**MOTION: Commissioner Welch moved to approve the Commission Engineer recommendations and to have the Commission attorney assess the risks of not performing the repairs. Alternate Commissioner Crough seconded the motion. Upon a rollcall vote, the motion carried 7-0, with the cities of Minnetonka and Robbinsdale absent.**

**C. Consider Submitting Letter of Support for U.S. Army Corps of Engineers (ACOE) Mississippi River Middle Pool Drawdown**

Administrator Jester reported the Commission was recently notified by the ACOE that they are developing an Environmental Assessment (EA) for a proposed drawdown of the Middle Pool of the Mississippi River (between Upper and Lower St. Anthony Falls dams). The main purpose of the drawdown is to facilitate ACOE inspections of the concrete walls in this area. The proposed drawdown would take place in the September–November timeframe and offers an excellent opportunity for the BCWMC to perform its 5-year inspection of the deep tunnel (where the Bassett Creek tunnel enters the Mississippi River). The EA is expected to be out for comment later this month. Administrator Jester and Commission Engineers recommend that the Commission submit a letter of support to the ACOE on the proposed drawdown.

There was consensus that a letter of support was an appropriate action. Chair Prom directed Administrator Jester to write the letter for his signature.

**D. Consider Approval of Feasibility Study for 2021 Main Stem Lagoon Dredging Project**

Administrator Jester noted that at the May meeting, the Commission reviewed the feasibility study for this project, received a presentation by the Commission Engineer, and took action approving implementation of Alternative 2, Option 1 (dredging all lagoons to 6-feet). She noted that funding options for that alternative will be discussed in the next item, but that official approval of the feasibility study is also needed.

**MOTION:** Alternate Commissioner Holter moved to approve the Feasibility Study for 2021 Main Stem Lagoon Dredging Project. Commissioner Welch seconded the motion. Upon a rollcall vote, the motion carried 7-0, with the cities of Minnetonka and Robbinsdale absent.

[Commissioner Harwell departs the meeting; Alternate Commissioner McDonald Black assumes voting role for Golden Valley.]

**E. Consider Funding Options for Main Stem Lagoon Dredging Project and Set 2021 Maximum Levy**

Administrator Jester reported that the Commission must set a maximum levy amount to be collected by Hennepin County in 2021 for the CIP projects. She noted a final 2021 levy will be set at the September 2020 meeting. She noted that there are four projects slated to begin in 2021, plus two projects that were split between 2020 and 2021 for levy funds.

Administrator Jester reviewed funding required to implement the chosen alternatives for each project. She also reported that she and the Commission's Deputy Treasurer worked to accurately account for future (secured) grant funding and levy funds and projected the Commission's Closed Project Account to be over \$1.6 million. Administrator Jester noted her funding options include using up to \$1.2 million to help fund CIP projects over the next three years.

There was considerable discussion about the high cost of the Main Stem Lagoon Dredging Project, but also the significant water quality improvements at very low cost per pound of pollutant removal. Due to the large amount of contaminated sediment to be removed, the total project cost is estimated at \$3,259,000. Originally, the BCWMC 5-year CIP schedule only included \$400,000 for this project.

Administrator Jester review several options for funding and implementing the Main Stem Lagoon Dredging Project including:

1. Spreading the cost over multiple years
2. Postponing the project for a future year
3. Pursuing funding partners (MPRB, city of Minneapolis, city of Golden Valley)
4. Utilizing BCWMC Closed Project Account Funds
5. Applying for grant funding

**MOTION:** Commissioner Welch moved to approve the maximum levy at \$1,774,780 and implement the Main Stem Lagoon Dredging Project beginning in 2021 by spreading the cost of the project over 3 levy years, using \$1.2M in Closed Project Funds (\$400,000 a year for 3 years), pursuing grant funding for the project, continuing discussions with Minneapolis Park and Rec Board for possible funding, meeting with Hennepin County Commissioner Fernando to review and discuss the project and reviewing any new information at the September meeting ahead of setting the final levy. Alternate Commissioner McDonald Black seconded the motion.

There was a lengthy discussion about the fact that Administrator Jester's recommended 2021 maximum levy request of almost \$1.8 million would be an 18.3% increase over the 2020 levy.

Commissioner Welch pointed out that the Commission was only setting the maximum levy (not the final levy), and they could lower the dollar amount in September. He also noted the county's ERF grant as a viable option and stressed the importance of meeting with Hennepin County Commissioner Fernando.

Alternate Commissioner McDonald Black wondered if more Closed Project Account funding should be used in 2021 and less in later years in order to bring the 2021 maximum levy lower.

Alternate Commissioner Cesnik brought up how COVID constraints might affect the budget. Administrator Jester explained that this is exactly why it makes it a difficult request, but delaying might only make the costs rise.

Commissioner Anderson stated that he cannot accept an 18.3% increase and noted that the Medicine Lake Road Long Term Flood Mitigation Project was funded over 8 years. He suggested that the 3 lagoons could be viewed as three separate projects.

It was reiterated that the action on the table sets the maximum levy and that the final levy amount can be adjusted later in the year after input from Hennepin County Commissioner Fernando, the knowledge of possible grant opportunities, and shifting the use of more Closed Project Account funds earlier.

**VOTE:** Upon a rollcall vote, the motion carried 5-2, with the cities of Crystal and Plymouth voting against and the cities of Minnetonka and Robbinsdale absent from the vote.

**F. Discuss Meeting Format for July 16th BCWMC Meeting**

Administrator Jester noted that the Governor's Executive Order 20-74 says that governmental entities are strongly encouraged to hold remote meetings whenever possible as permitted by state or local authority. She also noted that while it might be possible, the logistics of a hybrid meeting, where some members are in a meeting room and others join from remote locations, would be challenging.

There was a discussion of the pros and cons of holding in-person meetings. Chair Prom and Commissioner Anderson expressed preference for in-person meetings. Alternate Commissioner McDonald Black expressed concern for commission members' health and stated she didn't think it was worth the risk. Other commissioners also noted a preference for an online meeting for July. Administrator Jester was directed to organize another WebEx meeting for July.

**6. COMMUNICATIONS**

**A. Administrator's Report**

**i. Watershed-Based Implementation Funding 2nd Convene Meeting**

Meeting among all partners was held and went well. The group began developing metrics and methods for evaluating projects for potential funding. A third meeting is scheduled for later in the month.

**ii. Update on BWSR's Performance Review and Assessment Program**

The PRAP review of the Commission has been postponed until 2021.

**B. Chair**

Apologized for being late to the meeting and thanked everyone for their patience with these online meetings.

**C. Commissioners**

Nothing to report





# EXECUTIVE SUMMARY

## Administrative Services

763-593-8013 / 763-593-8169 (fax)

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**Golden Valley City Council Meeting**  
**August 18, 2020**

### **Agenda Item**

3. E. Receipt of July 2020 Financial Reports

### **Prepared By**

Sue Virnig, Finance Director

### **Summary**

The monthly financial report provides a progress report of the following funds:

- General Fund Operations
- Conservation/Recycling Fund (Enterprise Fund)
- Water and Sewer Utility Fund (Enterprise Fund)
- Brookview Golf Course (Enterprise Fund)
- Motor Vehicle Licensing (Enterprise Fund)
- Storm Utility Fund (Enterprise Fund)
- Equipment Replacement Fund (Capital Projects Fund)
- Brookview Center (Special Revenue Fund)
- Human Services Commission (Special Revenue Fund)
- Building Improvement Fund (Capital Projects Fund)
- Park Improvement Fund (Capital Projects Fund)

### **Financial Or Budget Considerations**

As of July 2020, the City of Golden Valley General Fund has used \$776.724 of fund balance to balance the General Fund Budget.

### **Recommended Action**

Motion to receive and file the July 2020 Financial Reports.

### **Supporting Documents**

- July 2020 General Fund (2 pages)
- July 2020 Conservation/Recycling Fund (1 page)
- July 2020 Water and Sewer Utility Fund (1 page)
- July 2020 Brookview Golf Course (1 page)
- July 2020 Motor Vehicle Licensing (1 page)
- July 2020 Storm Utility Fund (1 page)
- July 2020 Equipment Replacement Fund (1 page)
- July 2020 Brookview Center Fund (1 page)

- July 2020 Human Services Commission (1 page)
- July 2020 Building Improvement Fund (1 page)
- July 2020 Park Improvement Fund (1 page)

City of Golden Valley  
Monthly Budget Report - General Fund Expenditures  
July 2020 (unaudited)

Division	2020 Budget	July Actual	YTD Actual	Over (Under) Budget	% Of Budget Expend.
001 Council	\$453,425	26,612	210,089	(\$243,336)	46.33%
003 City Manager	1,055,440	59,244	466,105	(589,335)	44.16% (2)
004 Transfers Out	2,567,580	0	2,567,580	0	100.00% (1)
005 Admin. Services	2,213,775	129,677	1,095,465	(1,118,310)	49.48%
006 Legal	195,545	16,177	106,994	(88,551)	54.72%
007 Risk Management	320,000	82,250	253,774	(66,226)	79.30%
011 General Gov't. Bldgs.	735,880	43,670	313,955	(421,925)	42.66%
016 Planning	428,025	33,806	207,589	(220,436)	48.50%
018 Inspections	795,005	46,661	395,655	(399,350)	49.77%
022 Police	6,608,080	485,979	3,650,348	(2,957,732)	55.24%
023 Fire	1,685,290	90,734	661,174	(1,024,116)	39.23%
035 Physical Dev Admin	324,975	24,424	177,868	(147,107)	54.73%
036 Engineering	485,810	57,274	335,657	(150,153)	69.09%
037 Streets	2,289,120	127,955	931,871	(1,357,249)	40.71%
066 Park & Rec. Admin.	851,625	55,929	434,554	(417,071)	51.03%
067 Park Maintenance	1,363,945	104,969	703,865	(660,080)	51.61%
068 Recreation Programs	409,350	10,936	92,883	88,430	22.69%
099 Contingencies	50,000	0	0	0	0.00% (3)
<b>TOTAL Expenditures</b>	<b>\$22,832,870</b>	<b>\$1,396,297</b>	<b>\$12,605,426</b>	<b>(\$10,227,444)</b>	<b>55.21%</b>

(1) Transfers were made in June, 2020

(2) 2020 Budget Adjustment-\$19,120 for Equity, Inclusion and Volunteer Manager 2-4-2020

(3) Moved COVID-19 expenditures to a Special Revenue Fund

City of Golden Valley  
Monthly Budget Report - General Fund Revenues  
July 2020 (unaudited)

Type	Percentage Of Year Completed			59.00%	
	2020 Budget	July Actual	YTD Actual	Over (Under) Budget	% of Budget Received
Ad Valorem Taxes	\$19,474,140	1,306,553	10,115,034	(\$9,359,106)	51.94% (1)
Licenses	233,100	10,355	227,426	(\$5,674)	97.57%
Permits	913,500	94,360	603,630	(\$309,870)	66.08%
State Grants/Aid	15,190	0	22,439	\$7,249	147.72% (2)
Charges For Services:					
General Government	25,250	15,686	32,984	\$7,734	130.63%
Public Safety	164,350	3,616	57,947	(\$106,403)	35.26%
Public Works	179,300	14,815	90,170	(\$89,130)	50.29%
Park & Rec	430,100	1,592	68,618	(\$361,482)	15.95%
Other Funds	741,500	53,456	376,941	(\$364,559)	50.83%
Fines & Forfeitures	255,000	11,649	97,922	(\$157,078)	38.40%
Interest On Investments	150,000	0	0	(\$150,000)	0.00% (3)
Miscellaneous Revenue	202,320	22,717	118,091	(\$84,229)	58.37%
Transfers In	30,000	2,500	17,500	(\$12,500)	58.33% (4)
<b>TOTAL Revenue</b>	<b>\$22,813,750</b>	<b>\$1,537,299</b>	<b>\$11,828,702</b>	<b>(\$10,985,048)</b>	<b>51.85%</b>

Notes:

(1) Payments are received in July, December, and January (delinquencies). First 1/2 is higher due to some full payments.

(2) Police Training will be paid in August. Safe and Sober is billed on time spent.

No LGA in 2020. Fire Grants were available. Most grants are received in other funds.

(3) Investment income allocated at year end.

(4) Transfers are monthly.

City of Golden Valley  
Monthly Budget Report - Conservation/Recycling Enterprise Fund  
July 2020 (unaudited)

	2020 Budget	July Actual	YTD Actual	Over (Under) Budget	% Current
<b>Revenue</b>					
Hennepin County Recycling Grant	34,620	32,643	32,643	(1,977)	94.29%
Recycling Charges	436,845	2,927	216,777	(220,068)	49.62% (2)
Miscellaneous Revenues	8,000	0	52	(7,948)	
Interest on Investments	4,000	0	0	(4,000)	0.00% (1)
<b>Total Revenue</b>	<b>483,465</b>	<b>35,570</b>	<b>249,472</b>	<b>(233,993)</b>	<b>51.60%</b>
<b>Expenses:</b>					
Recycling	526,905	94,812	204,184	(322,721)	38.75% (3)
<b>Total Expenses</b>	<b>526,905</b>	<b>94,812</b>	<b>204,184</b>	<b>(322,721)</b>	<b>38.75%</b>

(1) Interest Earnings are allocated at year-end.

(2) Includes utility billings thru July 2020.

(3) This includes the recycling services thru June 2020.

Further information about projects and financing are located in the 2020-2029 CIP and 2020-2021 Budget.

City of Golden Valley  
Monthly Budget Report - Water and Sewer Utility Enterprise Fund  
July 2020 (unaudited)

	2020 Budget	July Actual	YTD Actual	Over (Under) Budget	% Current
<b>Revenue</b>					
Water Charges	5,202,500	657,192	2,494,928	(2,707,572)	47.96%
Emergency Water Supply	183,080	27,576	102,273	(80,807)	55.86%
Sewer Charges	4,530,000	400,595	2,189,163	(2,340,837)	48.33%
Meter Sales	20,000	646	5,191	(14,809)	25.96%
Penalties	130,000	32,516	98,181	(31,819)	75.52%
Charges for Other Services	100,000	115,249	148,664	48,664	148.66%
State Water Testing Fee Pass Through	46,000	6,443	41,859	(4,141)	91.00%
Sale of Assets	10,000	0	14,050	4,050	140.50%
Franchise Fees	1,500,000	0	0	(1,500,000)	0.00%
Certificate of Compliance	75,000	5,550	17,300	(57,700)	23.07%
Interest Earnings	25,000	0	0	(25,000)	0.00%
<b>Total Revenue</b>	<b>11,821,580</b>	<b>1,245,767</b>	<b>5,111,609</b>	<b>(6,709,971)</b>	<b>43.24%</b>
<b>Expenses:</b>					
Utility Administration	2,520,385	77,505	718,299	(1,802,086)	28.50% (1)
Sewer Maintenance	3,504,640	280,151	2,215,732	(1,288,908)	63.22%
Water Maintenance	5,101,205	408,108	2,394,993	(2,706,212)	46.95%
<b>Total Expenses</b>	<b>11,126,230</b>	<b>765,764</b>	<b>5,329,024</b>	<b>(5,797,206)</b>	<b>47.90%</b>

(1) Depreciation is allocated at year-end. \$1,120,000 has been delayed.

Further information about projects and financing are located in the 2021-2029 CIP and 2020-2021 Budget.

City of Golden Valley  
Monthly Budget Report - Brookview Golf Course Enterprise Fund  
July 2020 (unaudited)

	2020 Budget	July Actual	YTD Actual	Over (Under) Budget	% Current
<b>Revenue</b>					
Green Fees	900,000	204,594	591,641	(308,359)	65.74%
Driving Range Fees	170,000	48,922	154,524	(15,476)	90.90%
Par 3 Fees	155,000	44,522	142,378	(12,622)	91.86%
Lawn Bowling	85,000	3,017	3,017	(81,983)	3.55%
Pro Shop Sales	95,000	14,273	27,199	(67,801)	28.63%
Pro Shop Rentals	300,000	70,183	177,353	(122,647)	59.12%
Concession Sales	1,515,000	145,483	468,186	(1,046,814)	30.90%
Winter Activities	0	0	3,526	3,526	
Other Revenue	135,000	8,182	0	(135,000)	0.00%
Interest Earnings	10,000	0	67,470	57,470	674.70% (1)
Less: Credit Card Charges/Sales Tax		0	0	0	
<b>Total Revenue</b>	<b>3,365,000</b>	<b>539,176</b>	<b>1,635,294</b>	<b>(1,729,706)</b>	<b>48.60%</b>
<b>Expenses:</b>					
Golf Operations	751,260	62,374	375,216	(376,044)	49.94% (2)
Course Maintenance	1,046,855	221,340	593,340	(453,515)	56.68%
Pro Shop	141,235	10,338	64,297	(76,938)	45.52%
Grill	1,425,000	111,979	532,796	(892,204)	37.39%
Driving Range	45,550	9,002	33,905	(11,645)	74.43%
Par 3 Course	30,260	6,140	14,745	(15,515)	48.73%
Lawn Bowling	15,475	1,769	3,766	(11,709)	24.34%
<b>Total Expenses</b>	<b>3,455,635</b>	<b>422,942</b>	<b>1,618,065</b>	<b>(1,837,570)</b>	<b>46.82%</b>

(1) Interest Earnings are allocated at year-end.

(2) Depreciation is allocated at year-end.

Course opened April 18.

Further information about projects and financing are located in the 2020-2029 CIP and 2020-21 Budget.

Fund Balance should be a minimum of \$11,727,818 (6 months reserve). At 12-31-2019 it was \$776,676.

City of Golden Valley  
 Monthly Budget Report - Motor Vehicle Licensing Enterprise Fund  
 July 2020 (unaudited)

	2020 Budget	July Actual	YTD Actual	Over (Under) Budget	% Current
<b>Revenue</b>					
Interest Earnings	7,500	0	0	(7,500)	0.00% (1)
Charges for Services	512,550	22,146	171,364	(341,186)	33.43%
<b>Total Revenue</b>	<u>520,050</u>	<u>22,146</u>	<u>171,364</u>	<u>(348,686)</u>	32.95%
<b>Expenses:</b>					
Motor Vehicle Licensing	446,080	39,249	267,987	(178,093)	60.08%
<b>Total Expenses</b>	<u>446,080</u>	<u>39,249</u>	<u>267,987</u>	<u>(178,093)</u>	60.08%

(1) Interest Earnings are allocated at year-end.  
 Fund Balance at 12/31/2019 was \$903,958.

City of Golden Valley  
Monthly Budget Report - Storm Utility Enterprise Fund  
July 2020 (unaudited)

	2020 Budget	July Actual	YTD Actual	Over (Under) Budget	% Current	
<b>Revenue</b>						
Interest Earnings	72,250	0	0	(72,250)	0.00%	(1)
Interest Earnings-Other	0	0	0	0		
Henn County Grant-Decola	0	0	0	0		(6)
State DNR Grant	0	603,773	603,773	603,773		(6)
State DEED Grant-Globus	0	0	0	0		(7)
Storm Sewer Charges	2,575,000	220,855	1,419,998	(1,155,002)	55.15%	
Hennepin County	0	0	0			
Bassett Creek Watershed	670,000	0	0	(670,000)		(5)
Miscellaneous Receipts	182,700	0	0	(182,700)		
Transfer from General Fund (Green Step)	50,000	0	50,000	0		
<b>Total Revenue</b>	<b>3,549,950</b>	<b>824,628</b>	<b>2,073,771</b>	<b>(1,476,179)</b>	<b>58.42%</b>	
<b>Expenses:</b>						
Storm Utility	3,193,715	333,490	1,505,243	(1,688,472)	47.13%	(2) (3) (7)
Street Cleaning	139,825	8,378	69,488	(70,337)	49.70%	
Environmental Control	479,410	22,934	154,350	(325,060)	32.20%	
Debt Service Payments	182,750	30,551	182,300	(450)	0.00%	(3)
<b>Total Expenses</b>	<b>3,995,700</b>	<b>395,353</b>	<b>1,911,381</b>	<b>(2,084,319)</b>	<b>47.84%</b>	<b>(4)</b>

(1) Interest Earnings are allocated at year-end.

(2) Depreciation is allocated at year-end and.

(3) Debt service payments and Medicine Lake Rd Improvements will be reimbursed by TIF.

(4) Reserves are being used that were planned.

(5) Bassett Creek Watershed Coomission reimbursed the City for a 2020 projects.

Further information about projects and financing are located in the 2020-2029 CIP and 2020-2021 Budget.

**2020 Equipment Replacement Fund (CIP) - Fund 5700**

			2020	July	YTD	
			Budget	Total	Actual	Remaining
<b>Revenues:</b>						
		Sale of Assets	35,000	0	21,635	(13,365)
		Truckster/Toolcat Trade-ins	150,000	0	100,000	(50,000)
		General Fund Transfer	1,032,580	0	1,032,580	
		VOTF Transfer	15,000	0	10,000	(5,000) (2)
		Miscellaneous Receipts	0	48	8,946	8,946
		Interest Earnings (allocated at year end)	27,727	0	0	(27,727)
		<b>Total Revenues</b>	<b>1,260,307</b>	<b>48</b>	<b>1,173,161</b>	<b>(87,146)</b>
<b>Expenditures:</b>						
Program #	Project Number	Project Name				
		Equipment Certificates (already issued)	555,150	0	553,650	1,500
5701	V&E-001	Marked Squad Cars (Police)	80,000	0	155,847	(75,847) (3)
5702	V&E-002	Computers and Printers (Finance)	95,000	0	42,661	52,339 (1)
5703	V&E-034	Crime Prevention Vehicle	30,000	0	0	30,000
5720	V&E-063	Pickup Truck (Street)	40,000	0	0	40,000
5747	V&E-109	Tandem Axle Dump Truck (Street)	270,000	0	0	270,000
5791	V&E-072	Pickup Truck (Engineering)	35,000	0	0	35,000
5768	V&E-107	Utility Truckster (Park)	55,000	0	0	55,000
5768	V&E-116	Utility Toolcat (Park)	54,500	0	0	54,500
5788	V&E-135	Body Cameras/Dash Cams/Software (Police)	24,070	0	0	24,070
5747	V&E-138	Passenger Vehicle (Fire)	40,000	0	0	40,000
5768	V&E-140	Utility Tractor	55,000	0	0	55,000
5741	V&E-133	Dump Truck (Park)	80,000	0	0	80,000
5754	V&E-116	Skid Steer Loader (Street)	55,000	0	0	55,000
5715	V&E-141	Dump Truck (Street)	80,000	0	0	80,000
	V&E-147	Police Commander Vehicle	50,000	0	0	50,000
5754	V&E-148	Command Vehicle (Police)	150,000	0	0	150,000
	V&E-197	Trailer Mounted Impact Attenuator	15,000	0	0	15,000
	V&E-198	Drone (Police)	15,000	0	0	15,000 (2)
		<b>Total Expenditures</b>	<b>1,778,720</b>	<b>0</b>	<b>752,158</b>	<b>1,026,562</b>

(1) Computers are replaced every 4-5 years and purchased throughout the year based on available time.

(2) In 2020, monies were transferred for a purchase of a drone from the VOTF Fund.

(3) Includes the 2019 (2) vehicles that did not arrive until 2020.

City of Golden Valley  
Monthly Budget Report - Brookview Center Special Revenue Fund  
July 2020 (unaudited)

	2020 Budget	July Actual	YTD Actual	Over (Under) Budget	% Current
<b>Revenue</b>					
Brookview CC Rentals	211,000	1,120	54,825	(156,175)	25.98%
Backyard Play Area	239,325	567	60,637	(178,688)	25.34%
Miscellaneous Revenues	0	0	0	0	
Interest on Investments	0	0	0	0	(1)
<b>Total Revenue</b>	<b>450,325</b>	<b>1,687</b>	<b>115,462</b>	<b>(334,863)</b>	<b>25.64%</b>
<b>Expenses:</b>					
General Area Rooms	358,000	9,732	126,462	(231,538)	35.32% (2)
Indoor Play Area	61,130	18	23,452	(37,678)	38.36%
<b>Total Expenses</b>	<b>419,130</b>	<b>9,750</b>	<b>149,914</b>	<b>(269,216)</b>	<b>35.77%</b>

(1) Interest Earnings are allocated at year-end.

(2) Staff Time/Supplies for Brookview Rental

City of Golden Valley  
Monthly Budget Report - Human Services Commission  
July, 2020 (unaudited)

	2020 Budget	July Actual	YTD Actual	Over (Under) Budget	% Current	
<b>Revenue</b>						
Pull Tab (10%) Revenues	30,000	0	6,870	(23,130)	22.90%	(3)
Fundraisers	30,000	30	11,599	(18,401)	38.66%	(4)
Interest on Investments	700	0	0	(700)	0.00%	(1)
<b>Total Revenue</b>	<b>60,700</b>	<b>30</b>	<b>18,469</b>	<b>(42,231)</b>	<b>30.43%</b>	
<b>Expenses:</b>						
Supplies	17,100	5	3,702	(13,398)	21.65%	(4)
Allocations	78,500	0	125,000	46,500	159.24%	(2)
<b>Total Expenses</b>	<b>95,600</b>	<b>5</b>	<b>128,702</b>	<b>33,102</b>	<b>134.63%</b>	

(1) Interest Earnings are allocated at year-end.

(2) Allocations in 2020 are \$78,500 plus an additional \$46,500.

(3) Pull Tab revenues are thru March.

(4) Solicitation Letters YTD \$1,635

(4) Run/Walk \$6,257 (net) \$3,707 exp +9,964 rev

(4) Golf Tourney/Lawn Bowling -September-\$.....(net)

Fund Balance at 12/31/19 was \$212,939.03.

Current Fund Balance is \$102,706.

**2020 Building Improvement Fund (CIP) - Fund 5200**

		2020	July	YTD	
		Budget	Total	Actual	Remaining
<b>Revenues:</b>					
	Transfer from General Fund	535,000	0	400,000	(135,000) (1)
	Interest Earnings (allocated at year end)	7,754	0	0	(7,754)
	<b>Total Revenues</b>	<b>542,754</b>	<b>0</b>	<b>400,000</b>	<b>(142,754)</b>
<b>Expenditures:</b>					
	<u>Project Name</u>				
5215	Installation of Building Security Systems	30,000	0	3,460	26,540
5208	Council Chambers Remodeling	350,000	0	0	350,000
	Comprehensive Building Analysis	70,000	0	0	70,000
	10th Avenue Storage Yard	50,000	0	49,897	103
	Brookview Shelter Sewer Service Repair	50,000	0	0	50,000
	Park Shelter Building Improvements	50,000	0	0	50,000
	Furnaces-Various Buildingd	50,000	0	437	49,563
	Car Charging Station	15,000	0	0	15,000
5202	Public Buildings Roof Replacement	150,000	0	0	150,000
	<b>Total Expenditures</b>	<b>815,000</b>	<b>0</b>	<b>53,794</b>	<b>761,206</b>

(1) Transfer will be made in June.

**2020 Park Improvement Fund (CIP) - Fund 5600**

	2020 Budget	May Total	YTD Actual	Remaining	
<b>Revenues:</b>					
Transfer from General Fund	350,000	0	350,000	0	
Park Dedication Fee	0	0	0	0	
Hennepin County Youth Sports Grant	4,100	100,120	100,120	96,020	(1)
Little League/Youth Associations/Play Eq Grants	4,100	0	0	(4,100)	(1), (2)
Other Donations	0	2,300	2,300	2,300	
Interest Earnings (allocated at year end)	2,832	0	0	(2,832)	
<b>Total Revenues</b>	<b>361,032</b>	<b>102,420</b>	<b>452,420</b>	<b>91,388</b>	
<b>Expenditures:</b>					
	<u>Project Name</u>				
5620	<del>Park Signage Replacement</del>	<del>3,000</del>	0	0	<del>3,000</del> (4)
5621	Tennis & Pickle Ball Court Resurfacing	15,000	0	0	15,000
	Dugout, Fence & Field Replacement	0	0	27,500	(3)
	<del>Community Gardens</del>	<del>30,000</del>	0	0	<del>30,000</del>
	<del>Off-Leash Pet Exercise Area</del>	<del>60,000</del>	0	0	<del>60,000</del>
5608	Park LED Light Replacements	110,000	0	77,364	32,636
5622	Scoreboard Update/Replacement	20,000	9,254	29,320	(9,320) (4)
	<b>Total Expenditures</b>	<b>238,000</b>	<b>9,254</b>	<b>134,184</b>	<b>131,316</b>

(1) Hennepin County Youth Grant \$96,000; GV Girls Softball \$10,000

(2) GV Girls Little League \$6,000

(3) Carry over from 2019

(4) Items removed for COVID-19

Further information about projects and financing are located in the 2020-2029.



# EXECUTIVE SUMMARY

## City Administration

763-593-8006 / 763-593-8109 (fax)

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**Golden Valley City Council Meeting**  
**August 18, 2020**

### **Agenda Item**

3. F. Approve Amendment to City Manager Employment Agreement

### **Prepared By**

Kirsten Santelices, Human Resources Director

### **Summary**

Upon completion of the City Manager's review, a 2% increase is proposed. This will bring the Manager's compensation to \$165,987.16. All other terms of the Agreement remain the same.

### **Financial Or Budget Considerations**

The adopted Resolution would result in a 2% salary increase for the City Manager.

### **Recommended Action**

Motion to adopt Resolution amending the City Manager Employment Agreement.

### **Attachments**

- Resolution amending the City Manager Employment Agreement (2 pages)

RESOLUTION NO. 20-48

RESOLUTION UPDATING THE  
CITY MANAGER EMPLOYMENT AGREEMENT

BE IT RESOLVED by the City Council of the City of Golden Valley that it hereby adopts the attached Addendum to the City Manager Employment Agreement. This Agreement is effective September 9, 2020.

Adopted by the City Council of Golden Valley, Minnesota this 18<sup>th</sup> day in August, 2020.

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Shepard M. Harris, Mayor

ATTEST:

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Kristine A. Luedke, City Clerk

**ADDENDUM TO  
CITY OF GOLDEN VALLEY  
CITY MANAGER EMPLOYMENT AGREEMENT  
DATED: August 18, 2020**

Salary:\*                      \$165,987.16

This Addendum was approved by the City Council on August 18, 2020, effective September 9, 2020.

CITY OF GOLDEN VALLEY, MINNESOTA

\_\_\_\_\_  
Timothy J. Cruikshank, Employee

By:

\_\_\_\_\_  
Shepard M. Harris, Mayor

\_\_\_\_\_  
Kristine A. Luedke, City Clerk

\* Maximum 2020 compensation under Minn. Stat. § 43A.17, subd. 9 is \$178,782.



# EXECUTIVE SUMMARY

## City Administration

763-593-8006 / 763-593-8109 (fax)

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### Golden Valley City Council Meeting

August 18, 2020

#### **Agenda Item**

3. G. Accept Resignation from the Human Rights Commission

#### **Prepared By**

Tomás Romano, Assistant to the City Manager's Office

#### **Summary**

Commissioner Mary Giese has submitted her resignation from the Human Rights Commission

#### **Financial Or Budget Considerations**

Not applicable

#### **Recommended Action**

Motion to accept the resignation of Mary Giese from the Human Rights Commission.



# EXECUTIVE SUMMARY

## City Administration

763-593-8006 / 763-593-8109 (fax)

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**Golden Valley City Council Meeting**  
**August 18, 2020**

### **Agenda Item**

3. H. Accept Resignation from the Human Services Commission

### **Prepared By**

Tomás Romano, Assistant to the City Manager's Office

### **Summary**

Commissioner Jonas Courneya has submitted his resignation from the Human Services Commission

### **Financial Or Budget Considerations**

Not applicable

### **Recommended Action**

Motion to accept the resignation of Jonas Courneya from the Human Services Commission.



# EXECUTIVE SUMMARY

## Physical Development

763-593-8030 / 763-593-8109 (fax)

**Golden Valley City Council Meeting**  
**August 18, 2020**

### Agenda Item

4. A. Public Hearing – Amending the Zoning Code to Include Mixed Use Architectural and Material Standards

### Prepared By

Jason Zimmerman, Planning Manager

### Summary

In 2019, the City adopted architectural and material standards for new developments in the R-3, R-4, Commercial, Office, Institutional, Light Industrial, and Industrial zoning districts. These regulations addressed many aspects of building façades, opening, entrances, and screening, as well as the types of materials allowed in construction. At that time, the new Mixed Use zoning district had not been finalized or adopted, so no architectural or material standards were included for that district. With the adoption of the Mixed Use district early in 2020, it is now necessary to amend the architectural and material standards section of code in order to address buildings that may be developed in those areas.

On July 27, the Planning Commission considered and unanimously recommended the following standards for Mixed Use properties.

### Material Standards

Exterior materials are divided into the following classes:

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<b>Class I</b>	Brick Natural stone Glass Copper Porcelain Other materials not listed elsewhere as approved by the City Manager or his/her designee or as recommended by the Planning Commission
<b>Class II</b>	Masonry/textured cement stucco Specialty concrete block Architecturally textured concrete precast panels Artificial stone Artificial stucco Fiber reinforced cement board siding Prefinished metal Cast-in-place concrete

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	Other materials not listed elsewhere as approved by the City Manager or his/her designee or as recommended by the Planning Commission
<b>Class III</b>	Unpainted or surface painted concrete block Unpainted or surface painted plain or ribbed concrete panels Unfinished or surface painted metal Wood Glass block Other materials not listed elsewhere as approved by the City Manager or his/her designee or as recommended by the Planning Commission
<b>Prohibited</b>	Sand lime brick Concrete brick Unfinished structural clay tile Exposed unfinished concrete

For each zoning district, the following standards were set, with a minimum of at least two Class I materials being incorporated into each façade.

Zoning District	Front façades, side and rear façades visible from the public right-of-way	Side and rear façades not visible from the public right-of-way
<b>R-3, R-4</b>	<ul style="list-style-type: none"> <li>▪ At least 50 percent Class I</li> <li>▪ No more than 10 percent Class III</li> </ul>	<ul style="list-style-type: none"> <li>▪ At least 40 percent Class I</li> <li>▪ No more than 10 percent Class III</li> </ul>
<b>Commercial, Office, Institutional</b>	<ul style="list-style-type: none"> <li>▪ At least 50 percent Class I</li> <li>▪ No more than 10 percent Class III</li> </ul>	<ul style="list-style-type: none"> <li>▪ At least 40 percent Class I</li> <li>▪ No more than 10 percent Class III</li> </ul>
<b>Light Industrial, Industrial</b>	<ul style="list-style-type: none"> <li>▪ For façades that face Residential, Commercial, Office, Institutional, or Mixed Use zoning district – at least 50 percent Class I</li> <li>▪ All other front façades – at least 40 percent Class I</li> <li>▪ No more than 10 percent Class III</li> </ul>	<ul style="list-style-type: none"> <li>▪ At least 30 percent Class I</li> <li>▪ No more than 10 percent Class III</li> </ul>

Since the Mixed Use zoning district is most comparable to the Commercial, Office, and Institutional zoning districts in terms of, staff is recommending similar standards.

Zoning District	Front façades, side and rear façades visible from the public right-of-way	Side and rear façades not visible from the public right-of-way
Mixed Use	<ul style="list-style-type: none"><li>At least 50 percent Class I</li><li>No more than 10 percent Class III</li></ul>	<ul style="list-style-type: none"><li>At least 40 percent Class I</li><li>No more than 10 percent Class III</li></ul>

Additionally, the Planning Commission recommended “concrete brick” be removed from the Prohibited Materials list and that it be allowed with approval by the City Manager or their designee, as there are situations where this material can be used appropriately.

### Architectural Standards

Current regulations exist for each zoning district around façades, openings, entrances, and screening.

#### Façades

Façades greater than 40 feet in length shall be visually articulated into smaller intervals by:

1. Stepping back or extending forward a portion of the façade
2. Providing variation in materials, texture, or color
3. Placement of doors, windows, and balconies

Buildings shall have a defined base, middle, and top, and employ elements that relate to the human scale and appeal to pedestrians, such as doors and windows, projections, or awnings and canopies. A middle is not required on a one-story building.

#### Openings

##### *For all zoning districts*

Views into and out of the building shall be provided to enliven the streetscape and enhance security. Window and door openings shall be clear or slightly tinted to allow unobstructed views into and out of buildings. Spandrel glass may be used in service areas. Window shape, size, and patterns shall emphasize the intended organization and articulation of the building façade.

##### *R-3, R-4*

On the ground floor, window and door opening shall comprise:

##### Residential use

- 20 percent of area of the front façade
- 15 percent of area of the side and rear façades

##### Nonresidential use

- 60 percent of the length of the front façade
- 30 percent of area of the front façade
- 20 percent of area of the side and rear façades

On upper stories, window and door openings shall comprise:

- 15 percent of façade area

*Commercial, Office, and Institutional*

On the ground floor, window and door opening shall comprise:

- 60 percent of the length of the front façade
- 30 percent of area of the front façade
- 20 percent of area of the side and rear façades

On upper stories, window and door openings shall comprise:

- 20 percent of façade area

*Light Industrial, Industrial*

On the ground floor, window and door openings shall comprise:

- 30 percent of area of the front façade
- 15 percent of the area of the side and rear façades

On the upper stories, window and door opening shall comprise:

- 20 percent of area of façade area

Entrances

Building entrances shall be provided on the primary street on which the building fronts, in addition to any entrances from rear or side parking areas. Street entrances shall be lighted and defined by means of a canopy, portico, recess, or other architectural details.

Screening

Utility service structures (such as utility meters, utility lines, and transformers), refuse and recycling containers, loading docks, maintenance structures, and other ancillary equipment must be inside a building or be screened from off-site views. Overhead doors shall be located on side or rear façades that do not front a public right-of-way. Rooftop equipment shall be screened from view from the public right-of-way by a parapet wall or a fence the height of which extends at least one foot above the top of the rooftop equipment and is compatible with exterior materials and architectural features of the building.

Since buildings in the Mixed Use district could produce a variety of residential and nonresidential uses on ground and upper floors, staff believes a combination of the window and door (opening) requirements from the categories above is consistent with vision of the City.

*Mixed Use*

On the ground floor, window and door opening shall comprise:

Residential use

- 20 percent of area of the front façade
- 15 percent of area of the side and rear façades

Nonresidential use

- 60 percent of the length of the front façade
- 30 percent of area of the front façade
- 20 percent of area of the side and rear façades

On the upper stories, window and door opening shall comprise:

Residential use

15 percent of façade area

Nonresidential use

20 percent of façade area

**Financial Or Budget Considerations**

There are no financial or budgetary considerations for the City.

**Recommended Action**

Motion to adopt Ordinance #687 - Amending Section 113-157: Adding Mixed Use Architectural and Materials Standards to include standards for properties zoned Mixed Use.

Motion to adopt Summary of Ordinance #687 for Publication based on the finding that the title and summary clearly inform the public of the intent and effect of the ordinance.

**Supporting Documents**

- Memo to Planning Commission dated July 27, 2020 (5 pages)
- Planning Commission Minutes dated July 27, 2020 (2 pages)
- Ordinance #687 - Amending Section 113-157: Adding Mixed Use Architectural and Material Standards (2 pages)
- Summary of Ordinance #687 (1 page)



**MEMORANDUM**  
**Physical Development Department**  
763-593-8095 / 763-593-8109 (fax)

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**Date:** July 27, 2020  
**To:** Golden Valley Planning Commission  
**From:** Jason Zimmerman, Planning Manager  
**Subject:** Informal Public Hearing – Architectural and Material Standards for Mixed Use Properties

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**Summary**

In 2019, the City adopted architectural and material standards for new developments in the R-3, R-4, Commercial, Office, Institutional, Light Industrial, and Industrial zoning districts. These regulations addressed many aspects of building façades, opening, entrances, and screening, as well as the types of materials allowed in construction. At that time, the new Mixed Use zoning district had not been finalized or adopted, so no architectural or material standards were included for that district. With the adoption of the Mixed Use district early in 2020, it is now necessary to amend the architectural and material standards section of code in order to address buildings that may be developed in those areas.

The Planning Commission discussed Mixed Use standards briefly at its July 13 meeting and was comfortable moving forward with the regulations below.

**Material Standards**

Exterior materials were divided into the following classes:

---

<b>Class I</b>	Brick Natural stone Glass Copper Porcelain Other materials not listed elsewhere as approved by the City Manager or his/her designee or as recommended by the Planning Commission
<b>Class II</b>	Masonry/textured cement stucco Specialty concrete block Architecturally textured concrete precast panels Artificial stone

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	Artificial stucco Fiber reinforced cement board siding Prefinished metal Cast-in-place concrete Other materials not listed elsewhere as approved by the City Manager or his/her designee or as recommended by the Planning Commission
<b>Class III</b>	Unpainted or surface painted concrete block Unpainted or surface painted plain or ribbed concrete panels Unfinished or surface painted metal Wood Glass block Other materials not listed elsewhere as approved by the City Manager or his/her designee or as recommended by the Planning Commission
<b>Prohibited</b>	Sand lime brick Concrete brick Unfinished structural clay tile Exposed unfinished concrete

For each zoning district, the following standards were set, with a minimum of at least two Class I materials being incorporated into each façade.

Zoning District	Front façades, side and rear façades visible from the public right-of-way	Side and rear façades not visible from the public right-of-way
<b>R-3, R-4</b>	<ul style="list-style-type: none"> <li>▪ At least 50 percent Class I</li> <li>▪ No more than 10 percent Class III</li> </ul>	<ul style="list-style-type: none"> <li>▪ At least 40 percent Class I</li> <li>▪ No more than 10 percent Class III</li> </ul>
<b>Commercial, Office, Institutional</b>	<ul style="list-style-type: none"> <li>▪ At least 50 percent Class I</li> <li>▪ No more than 10 percent Class III</li> </ul>	<ul style="list-style-type: none"> <li>▪ At least 40 percent Class I</li> <li>▪ No more than 10 percent Class III</li> </ul>
<b>Light Industrial, Industrial</b>	<ul style="list-style-type: none"> <li>▪ For façades that face Residential, Commercial, Office, Institutional, or Mixed Use zoning district – at least 50 percent Class I</li> <li>▪ All other front façades – at least 40 percent Class I</li> <li>▪ No more than 10 percent Class III</li> </ul>	<ul style="list-style-type: none"> <li>▪ At least 30 percent Class I</li> <li>▪ No more than 10 percent Class III</li> </ul>

Staff believes the Mixed Use zoning district is most comparable to the Commercial, Office, and Institutional zoning districts and therefore recommends similar standards.

Zoning District	Front façades, side and rear façades visible from the public right-of-way	Side and rear façades not visible from the public right-of-way
<b>Mixed Use</b>	<ul style="list-style-type: none"> <li>▪ At least 50 percent Class I</li> <li>▪ No more than 10 percent Class III</li> </ul>	<ul style="list-style-type: none"> <li>▪ At least 40 percent Class I</li> <li>▪ No more than 10 percent Class III</li> </ul>

**Architectural Standards**

Regulations were created for each zoning district around façades, openings, entrances, and screening.

Façades

Façades greater than 40 feet in length shall be visually articulated into smaller intervals by:

1. Stepping back or extending forward a portion of the façade
2. Providing variation in materials, texture, or color
3. Placement of doors, windows, and balconies

Buildings shall have a defined base, middle, and top, and employ elements that relate to the human scale and appeal to pedestrians, such as doors and windows, projections, or awnings and canopies. A middle is not required on a one-story building.

Openings

*For all zoning districts*

Views into and out of the building shall be provided to enliven the streetscape and enhance security. Window and door openings shall be clear or slightly tinted to allow unobstructed views into and out of buildings. Spandrel glass may be used in service areas. Window shape, size, and patterns shall emphasize the intended organization and articulation of the building façade.

*R-3, R-4*

On the ground floor, window and door opening shall comprise:

Residential use

- 20 percent of area of the front façade
- 15 percent of area of the side and rear façades

Nonresidential use

- 60 percent of the length of the front façade
- 30 percent of area of the front façade
- 20 percent of area of the side and rear façades

On upper stories, window and door openings shall comprise:

- 15 percent of façade area

*Commercial, Office, and Institutional*

On the ground floor, window and door opening shall comprise:

- 60 percent of the length of the front façade
- 30 percent of area of the front façade

20 percent of area of the side and rear façades

On upper stories, window and door openings shall comprise:

20 percent of façade area

*Light Industrial, Industrial*

On the ground floor, window and door openings shall comprise:

30 percent of area of the front façade

15 percent of the area of the side and rear façades

On the upper stories, window and door opening shall comprise:

20 percent of area of façade area

Entrances

Building entrances shall be provided on the primary street on which the building fronts, in addition to any entrances from rear or side parking areas. Street entrances shall be lighted and defined by means of a canopy, portico, recess, or other architectural details.

Screening

Utility service structures (such as utility meters, utility lines, and transformers), refuse and recycling containers, loading docks, maintenance structures, and other ancillary equipment must be inside a building or be screened from off-site views. Overhead doors shall be located on side or rear façades that do not front a public right-of-way. Rooftop equipment shall be screened from view from the public right-of-way by a parapet wall or a fence the height of which extends at least one foot above the top of the rooftop equipment and is compatible with exterior materials and architectural features of the building.

Since buildings in the Mixed Use district could produce a variety of residential and nonresidential uses on ground and upper floors, staff believes a combination of the window and door (opening) requirements from the categories above is consistent with vision of the City.

*Mixed Use*

On the ground floor, window and door opening shall comprise:

Residential use

20 percent of area of the front façade

15 percent of area of the side and rear façades

Nonresidential use

60 percent of the length of the front façade

30 percent of area of the front façade

20 percent of area of the side and rear façades

On the upper stories, window and door opening shall comprise:

Residential use

15 percent of façade area

Nonresidential use

20 percent of façade area

**Recommendation**

Staff recommends the City Code text within Section 113-157: Architectural and Material Standards be amended to include standards for properties zoned Mixed Use as detailed in the attached document.

**Attachment**

Additional Language for Section 113-157: Architectural and Material Standards (2 pages)

# Planning Commission

July 27, 2020 – 7 pm

## REGULAR MEETING MINUTES

This meeting was held via Webex in accordance with the local emergency declaration made by the City under Minn. Stat. § 12.37. In accordance with that declaration, beginning on March 16, 2020, all Planning Commission meetings held during the emergency were conducted electronically. The City used Webex to conduct this meeting and members of the public were able to monitor the meetings by watching it on Comcast cable channel 16, by streaming it on CCXmedia.org, or by dialing in to the public call-in line.

The public was able to participate in this meeting during public comment sections, by dialing the public call-in line.

### 1. Call to Order

The meeting was called to order at 7:00 by **Vice-Chair Pockl**.

#### Roll Call

Commissioners present: Rich Baker, Adam Brookins, Andy Johnson, Lauren Pockl, Ryan Sadeghi, Chuck Segelbaum

Commissioners absent: Ron Blum

Staff present: Jason Zimmerman – Planning Manager, Myles Campbell – Planner

Council Liaison present: Gillian Rosenquist

### 2. Approval of Agenda

**Vice-Chair Pockl** asked for a motion to approve the agenda.

**MOTION** made by **Commissioner Baker**, seconded by **Commissioner Brookins** to approve the agenda of July 27, 2020. Staff called a roll call vote and the motion carried unanimously.

### 3. Approval of Minutes

**Vice-Chair Pockl** asked for a motion to approve the minutes from July 13, 2020. **Commissioner Johnson** asked for edits and requested two comments of his be added, one on each Public Hearing item.

**MOTION** made by **Commissioner Johnson**, seconded by **Commissioner Brookins** to approve the July 13, 2020 meeting minutes, after edits were made. Staff called a roll call vote and the motion carried unanimously.

### 4. Informal Public Hearing – Zoning Text Amendment

Architectural and Material Standards for Mixed Use Properties

**Applicant:** City of Golden Valley



This document is available in alternate formats upon a 72-hour request. Please call 763-593-8006 (TTY: 763-593-3968) to make a request. Examples of alternate formats may include large print, electronic, Braille, audiocassette, etc.



**Jason Zimmerman, Planning Manager**, stated that he did not have a presentation as that portion of the discussion occurred at the previous meeting. He reminded Commissioners that in 2019, the City adopted architectural and material standards for new developments in the R-3, R-4, Commercial, Office, Institutional, Light Industrial, and Industrial zoning districts. These regulations addressed many aspects of building façades, opening, entrances, and screening, as well as the types of materials allowed in construction.

At that time, the Mixed Use zoning district had not been finalized or adopted, so standards were not included for that district. With the adoption of the Mixed Use district early in 2020, it is now necessary to amend the architectural and material standards section of code in order to address buildings that may be developed in those areas.

**Zimmerman** reminded Commissioners about the material standards classification and what is prohibited. He reviewed the standards set for each zoning district and that staff believes the Mixed Use is most comparable to the Commercial, Office, and Institutional zoning districts and therefore recommends similar standards.

**Commissioner Brookins** asked why concrete brick was prohibited. **Zimmerman** responded that there was concern about plain concrete walls as the exposed face of the building. This is a prohibited use across zoning districts.

**Vice-Chair Pockl** opened the public hearing at 7:12 pm.

**Commissioner Johnson** stated consistency across zoning districts is important and a good idea, and added his support of this item. **Brookins** echoed this statement and added that concrete brick can be classified as a specialty concrete block, class II material; and it can be a tasteful finished product.

**Brookins** added it could be struck from this item and the language may be cleaned up in the other zones at a later date. The conversation continued on to specifics about concrete brick versus block and if this material is generally residential or commercial. **Zimmerman** asked if the prohibition on concrete brick should be removed and specialty concrete block stay listed as a class II. Through discussion, the Commissioners agreed that was a reasonable change to make, across districts.

**Vice-Chair Pockl** closed the public hearing at 7:21 pm.

**MOTION** made by **Commissioner Brookins** and seconded by **Commissioner Sadeghi** to modify City Code Section 113-157: Architectural and Material Standards list by striking concrete brick from the list of prohibited materials. Staff took a roll call vote and the motion carried unanimously.

##### 5. **Informal Public Hearing** – Zoning Map Amendments

Revising the Density Range of the Medium Density Residential (R-3) Zoning District

**Applicant:** City of Golden Valley

**Jason Zimmerman, Planning Manager**, started with a presentation and reminded Commissioners that the conversation began at the last meeting and was tabled in an attempt to gather more

ORDINANCE NO. 687  
AN ORDINANCE AMENDING THE CITY CODE  
Amending Section 113-157: Adding Mixed Use Architectural and Material Standards

The City Council of the City of Golden Valley hereby ordains as follows:

Section 1. Section 113-157, Subdivision (b)(2) is hereby amended by deleting the Prohibited Material “Concrete brick.”

Section 2. Section 113-157 is hereby amended by adding the following Subdivision (f) and re-lettering accordingly:

(f) *Mixed Use Zoning District.*

(1) *Architectural.*

a. *Façades.* Façades greater than 40 feet in length shall be visually articulated into smaller intervals by:

1. Stepping back or extending forward a portion of the façade
2. Providing variation in materials, texture, or color
3. Placement of doors, windows, and balconies

Buildings shall have a defined base, middle, and top, and employ elements that relate to the human scale and appeal to pedestrians, such as doors and windows, projections, or awnings and canopies. A middle is not required on a one-story building.

b. *Openings.* Views into and out of the building shall be provided to enliven the streetscape and enhance security. Where residential uses occupy the ground floor level, window and door openings shall comprise at least 20 percent of the area of the ground floor façade facing the primary street. Window and door openings shall comprise at least 15 percent of the area of the side and rear ground floor façades.

Where nonresidential uses occupy the ground floor level, window and door openings shall comprise at least 60 percent of the length of the front façade and at least 30 percent of the area of the ground floor façade facing the primary street. Window and door openings shall comprise at least 20 percent of the areas of the side and rear ground floor façades.

On upper stories, windows shall comprise at least 15 percent of the façade area for residential uses and 20 percent of the façade area for nonresidential uses.

Window and door openings shall be clear or slightly tinted to allow unobstructed views into and out of buildings. Spandrel glass may be used in

service areas. Window shape, size, and patterns shall emphasize the intended organization and articulation of the building façade.

- c. *Entrances.* Building entrances shall be provided on the primary street on which the building fronts, in addition to any entrances from rear or side parking areas. Street entrances shall be lighted and defined by means of a canopy, portico, recess, or other architectural details.
- d. *Screening.* Utility service structures (such as utility meters, utility lines, and transformers), refuse and recycling containers, loading docks, maintenance structures, and other ancillary equipment must be inside a building or be screened from off-site views. Overhead doors shall be located on side or rear façades that do not front a public right-of-way. Rooftop equipment shall be screened from view from the public right-of-way by a parapet wall or a fence the height of which extends at least one foot above the top of the rooftop equipment and is compatible with exterior materials and architectural features of the building.

(2) *Materials.*

- a. Front façades, and side and rear façades visible from the public right-of-way, shall be composed of at least 50% Class I materials and no more than 10% Class III materials.
- b. Side and rear façades not visible from the public right-of-way shall be composed of at least 40% Class I materials and no more than 10% Class III materials.
- c. Each façade must utilize a minimum of two types of Class I materials.

Section 3. City Code Chapter 1 entitled “General Provisions” and Sec. 1-8 entitled “General Penalty; Continuing Violations” are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Section 4. This ordinance shall take effect from and after its passage and publication as required by law.

Adopted by the City Council this 18<sup>th</sup> day of August, 2020.

/s/Shepard M. Harris  
Shepard M. Harris, Mayor

ATTEST:

/s/ Kristine A. Luedke  
Kristine A. Luedke, City Clerk

SUMMARY OF ORDINANCE NO. 687  
AN ORDINANCE AMENDING THE CITY CODE

Amending Section 113-157: Adding Mixed Use Architectural and Material Standards

This is a summary of the provisions of the above Ordinance which has been approved for publication by the City Council.

This Ordinance adds language to the Zoning Code to include properties zoned Mixed Use in the requirements for architectural and material standards. This ordinance shall take effect upon publication.

A copy of the full text of this Ordinance is available from the City Clerk's Office.

Adopted by the City Council this 18<sup>th</sup> day of August 2020.

/s/Shepard M. Harris  
Shepard M. Harris, Mayor

ATTEST:

/s/ Kristine A. Luedke  
Kristine A. Luedke, City Clerk



# EXECUTIVE SUMMARY

## City Administration

763-593-8006 / 763-593-8109 (fax)

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### Golden Valley City Council Meeting August 18, 2020

#### Agenda Item

6. A. COVID-19 Pandemic Emergency Administrative Actions

#### Prepared By

Tim Cruikshank, City Manager

Maria Cisneros, City Attorney

#### Summary

The City Manager and City Attorney recommend that the City Council ratify the attached Emergency Administrative Actions that staff has taken since July 21, 2020 in response to the COVID-19 pandemic.

The new actions include:

- Emergency Administrative Action 20-59 adopting Updated COVID-19 Operations Recovery and Readiness (CORR) Plan. The updated CORR Plan is on file with the City Clerk and available for [review here](#).
- Emergency Administrative Action 20-60 adopting the City of Golden Valley COVID-19 Employee Reimbursement Policy.
- Emergency Administrative Action 20-61 Establishing Additional Requirements for Special Event Permits.
- Emergency Administrative Action 20-62 Modifying the 2019-2020 School Resource Officer Agreement with Independent School District 281.
- Emergency Administrative Action 20-63 Establishing Virtual Night to Unite.

#### Financial or Budget Considerations

Not Applicable

#### Recommended Action

Motion to ratify Emergency Administrative Actions 20-59 through 20-63.

#### Supporting Documents

- Emergency Administrative Actions 20-59 through 20-63 (6 pages)



7800 Golden Valley Road  
Golden Valley, MN 55427

**EMERGENCY ADMINISTRATIVE ACTION 20-59  
UPDATING THE COVID-19 OPERATIONS  
RECOVERY AND READINESS PLAN**

Pursuant to Mayoral Proclamation and Council Resolution effective March 17, 2020, the City of Golden Valley hereby adopts the updated COVID-19 Operations Recovery and Readiness Plan on file with the City Clerk effective August 14, 2020.

The Plan shall remain in effect until repealed or modified by subsequent City Manager or Council action.

A handwritten signature in black ink, appearing to read "Timothy J. Cruikshank", is written over a horizontal line.

Date: August 14, 2020

Timothy J. Cruikshank, City Manager



7800 Golden Valley Road  
Golden Valley, MN 55427

**EMERGENCY ADMINISTRATIVE ACTION 20-60  
ADOPTING THE COVID-19 EMPLOYEE  
REIMBURSEMENT POLICY**

Pursuant to Mayoral Proclamation and Council Resolution effective March 17, 2020, the City of Golden Valley hereby adopts the COVID-19 Employee Reimbursement Policy effective August 14, 2020.

The Policy shall remain in effect until the COVID-19 local emergency is terminated, unless earlier repealed or modified by subsequent City Manager or Council action.

A handwritten signature in black ink, appearing to read "Timothy J. Cruikshank", is written over a horizontal line.

Date: August 14, 2020

Timothy J. Cruikshank, City Manager



# City of Golden Valley COVID-19 Employee Reimbursement Policy

## Purpose

The purpose of this COVID-19 Employee Reimbursement Policy (this “Policy”) is to allow City employees to seek reimbursement for necessary expenses they incur as a result of being required to work off premises during the COVID-19 pandemic. As used in this policy, “Equipment” means all articles and physical resources an employee uses to perform the essential functions of their job, including but not limited to computers, printers, ink/laser toner, cell phones, desks, tables, chairs, docking stations, monitors, keyboards, mice, scanners, headsets, and any other physical devices needed to perform the essential functions of the employee’s job.

## Eligible Employees

- All City Employees who are required by the City to work off-premises during the COVID-19 pandemic are eligible for reimbursement under this policy.

## Eligible Expenses

Expenses that meet all of the following requirements are eligible for reimbursement under this Policy:

- All expenses must have been incurred after March 16, 2020.
- All expenses must be for services or Equipment that are required for the employee to perform the essential functions of their job.
- All expenses must be approved by the employee’s Department Head before they are incurred. All hardware and software purchases must also be approved by the IT Department.

## Reimbursement Process and Requirements

- Employees who need to install or upgrade internet service must seek Department Head approval before making the change to their service. Department Heads may work with IT to evaluate requests for new or upgraded internet or phone services
- All approved expenses must be submitted to Finance using the City’s existing [employee expense reimbursement form](#). Employees must provide a statement/receipt for each item for which they are seeking reimbursement. Where an employee requests reimbursement for an increase in service levels (for example, upgraded phone or internet service) the employee must provide a statement from prior to March 16, 2020 and a current statement to document the difference in cost.
- All Equipment, other than ink and toner, that is reimbursed under this Policy shall become the property City and shall be subject to the [Golden Valley Equipment Checkout Policy](#).
- Notwithstanding the requirement that expenses receive Department Head approval before they are incurred, retroactive requests for reimbursement may be considered under this Policy at the discretion of the Department Head.
- This Policy shall remain in effect until the COVID-19 local emergency is terminated, unless earlier repealed or modified by subsequent City Manager or Council action.

## **EMERGENCY ADMINISTRATIVE ACTION 20-61 ESTABLISHING ADDITIONAL REQUIREMENTS FOR SPECIAL EVENT PERMITS**

Pursuant to Mayoral Proclamation and Council Resolution, effective March 17, 2020, the City of Golden Valley establishes the following additional requirements for Special Event Permits required by City Code, section 26-9.

In an effort to slow the spread of COVID-19, the City will not issue special event permits unless:

- The event is not prohibited by the Governor’s Executive Order No. 20-74, as amended, updated, or replaced from time to time.
- The event meets all of the following criteria:
  - For events held on City-owned land or public right of way, the organization or group sponsoring the event (the “Organizer”) shall:
    - Be solely responsible for all safety precautions on the site for the duration of the event, including setup and teardown.
    - Provide general liability insurance of at least \$1,000,000 per occurrence if no alcohol is served and \$2,000,000 if alcohol is served and name the City as an additional insured.
    - Defend and indemnify the City for any claims arising from or related to the event.
    - Enter into an agreement with the City in a form approved by the City Attorney, which shall include the foregoing requirements and which may include additional requirements as determined by the City Manager and City Attorney.
    - Submit to the City a certification that the group or organization has adopted a COVID-19 preparedness plan that meets the requirements of the United States government and the State of Minnesota.
    - Submit a copy of its COVID-19 preparedness plan to the City for review.
  - For events held on private property, the Organizer shall:
    - Submit to the City a certification that the group or organization has adopted a COVID-19 preparedness plan that meets the requirements of the United States government and the State of Minnesota.
    - Submit a copy of its COVID-19 preparedness plan to the City for review.

These requirements are in addition to the rules and requirements in Golden Valley City Code, section 26-9. This action replaces Emergency Administrative Action 20-46, which is hereby repealed, and will continue indefinitely unless repealed by subsequent City Manager or Council action.

Date: August 14, 2020

A handwritten signature in black ink, appearing to read "Timothy J. Cruikshank", is written over a horizontal line.

Timothy J. Cruikshank, City Manager



7800 Golden Valley Road  
Golden Valley, MN 55427

**EMERGENCY ADMINISTRATIVE ACTION 20-62  
MODIFYING 2019-2020 SCHOOL RESOURCE OFFICER  
AGREEMENT WITH INDEPENDENT SCHOOL DISTRICT 281**

Pursuant to Mayoral Proclamation and Council Resolution effective March 17, 2020, the City of Golden Valley hereby agrees to modify its School Resource Officer Agreement with Independent School District 281 dated July 1, 2019, by reducing the amount due to the City by \$13,740.82. This modification is made in consideration of the fact that the School District requires fewer hours of officer time at its schools due to the COVID-19 pandemic.

Date: August 14, 2020

A handwritten signature in black ink, consisting of several vertical strokes and a horizontal line at the bottom, positioned above a solid horizontal line.

Timothy J. Cruikshank, City Manager



7800 Golden Valley Road  
Golden Valley, MN 55427

**EMERGENCY ADMINISTRATIVE ACTION 20-63  
ESTABLISHING VIRTUAL NIGHT TO UNITE**

Pursuant to Mayoral Proclamation and Council Resolution effective March 17, 2020, the City of Golden Valley will conduct the 2020 Night to Unite event on October 6, 2020 virtually and will not issue Right-of-Way Permits or provide road barriers for Night to Unite neighborhood events.

A handwritten signature in black ink, consisting of several vertical strokes and a horizontal line at the end, positioned above a horizontal line.

Date: August 14, 2020

\_\_\_\_\_  
Timothy J. Cruikshank, City Manager

# ANNOUNCEMENT OF MEETINGS AND EVENTS

Three or more Council Members may attend the following

## AUGUST

18	City Council Meeting	6:30 pm	Held Virtually
23	Market in the Valley	9 am-1 pm	City Hall Campus
27	Golden Valley Business Council	8:30-10 am	Held Virtually
30	Market in the Valley	9 am-1 pm	City Hall Campus

## SEPTEMBER

1	City Council Meeting	6:30 pm	Held Virtually
7	City Offices closed in observance of Labor Day		
14	2020 Greens Classic	1 pm	Brookview Golf Course