



# CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

## Regular Council Meeting

July 22, 2025

<b>ITEM #1</b>	<b>CALL TO ORDER</b>
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The meeting was called to order by Mayor Supple at 7:00 p.m. in the Council Chambers.

*Council Present:* Mary Supple, Mayor; Sharon Christensen; Walter Burk; Sean Hayford Oleary; and Rori A. Coleman-Woods.

*Staff Present:* Katie Rodriguez, City Manager; Mary Tietjen, City Attorney; Karl Huemiller, Recreation Director; Melissa Poehlman, Community Development Director; Kristin Asher, Public Works Director; and Michelle Friedrich, City Clerk.

*Others Present:* Timothy Garvey, Human Rights Commissioner; Chelsea Swenhuagen, MRPA Awards Committee Member.

<b>ITEM #2</b>	<b>PLEDGE OF ALLEGIANCE</b>
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Mayor Supple led the Pledge of Allegiance.

<b>ITEM #3</b>	<b>APPROVAL OF AGENDA</b>
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**MOTION:** made by Councilmember Hayford Oleary, seconded by Councilmember Christensen to approve Agenda as presented.

Motion carried: 5-0

<b>ITEM #4</b>	<b>APPROVAL OF MINUTES</b>
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**MOTION:** made by Councilmember Burk, seconded by Councilmember Hayford Oleary to approve the minutes of the: (1) City Council Work Session from June 24, 2025, and (2) City Council Regular Meeting from June 24, 2025, and the (3) City Council Special Meeting Closed Session from July 8, 2025.

Motion carried: 5-0

<b>ITEM #5</b>	<b>OPEN FORUM</b>
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Mayor Supple reviewed the participation options for residents at the Council meeting including in-person comments, comments by voicemail or email, and an option to request to participate virtually with advance notice. Mayor Supple noted more information on submitting comments can be reviewed at [www.richfieldmn.gov/citycouncil](http://www.richfieldmn.gov/citycouncil).

No residents participated in the Open Forum public comment opportunity.

<b>ITEM #6</b>	<b>PROCLAMATIONS AND PRESENTATIONS</b>
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A. Proclamation celebrating Disability Pride Month

Mayor Supple presented the proclamation to Human Rights Commissioner Garvey. Commissioner Garvey thanked the Council for their continued support for the disabled community in the City.

B. Minnesota Recreation and Parks Association Award Presentation

Mayor Supple invited Chelsea Swenhuagen to present the award. Ms. Swenhuagen presented the award to the Richfield Parks and Recreation Association and shared the history of the MRPA.

<b>ITEM #7</b>	<b>CONSENT CALENDAR</b>
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City Manager Rodriguez presented the consent calendar.

A. Approve Disbursements/Claims

<b>U.S. BANK</b>	<b>07/03/2025</b>
A/P Checks: (Included in 07/18/2025 checks)	\$0.00
Payroll	<u>\$1,404,387.85*</u>
<i>*This amount includes health insurances premiums for July 2025.</i>	
<b>TOTAL</b>	<b>\$1,404,387.85</b>
<b>U.S. BANK</b>	<b>07/18/2025</b>
A/P Checks: (06/26/2025-07/18/2025)	\$2,656,146.15
Payroll:	<u>\$1,199,398.86</u>
<b>TOTAL</b>	<b>\$3,855,545.01</b>

B. Consider adoption of a resolution designating polling place locations for Richfield Precinct 8 (Ward 3); and Edina Precincts 8, 9, 14, 15, and 16, for the Richfield School Board Election on November 4, 2025.

**RESOLUTION NO. 12329  
 RESOLUTION UPDATING RICHFIELD PRECINCT 8 (WARD 3) AND EDINA  
 PRECINCTS 8, 9, 14, 15, AND 16 POLLING PLACE LOCATIONS FOR THE  
 RICHFIELD PUBLIC SCHOOL DISTRICT SCHOOL BOARD ELECTIONS FOR THE  
 GENERAL ELECTION ON NOVEMBER 4, 2025**

- C. Consider adoption of a resolution supporting and prioritizing 2026 capital budget requests to the Minnesota Office of Management and Budget.

**RESOLUTION NO. 12330  
RESOLUTION OF SUPPORT FOR 2026 CAPITAL BUDGET REQUESTS AND  
PROJECT PRIORITIZATION**

- D. Approve a work order in the amount of \$295,550 with Bolton & Menk, Inc. for engineering services for 2026 sidewalk projects.

**MOTION:** made Councilmember Coleman Woods, seconded by Councilmember Christensen to approve the consent calendar.

Motion carried: 5-0

<b>ITEM #8</b>	<b>CONSIDERATION OF ITEMS, IF ANY, REMOVED FROM CONSENT CALENDAR</b>
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None.

<b>ITEM #9</b>	<b>PUBLIC HEARINGS</b>
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- A. Public hearing and consider the approval of a new On-Sale Wine and 3.2 Percent Malt Liquor licenses for SK Food, LLC dba K-ChiMac.

Councilmember Coleman-Woods presented the Staff Report and opened the public hearing.

**MOTION:** made by Councilmember Coleman Woods, seconded by Councilmember Hayford Oleary to close the public hearing.

Motion carried: 5-0

**MOTION:** made by Councilmember Coleman Woods, seconded by Councilmember Hayford Oleary to approve a new On-Sale Wine and 3.2 Percent Malt Liquor licenses for SK Food, LLC dba K-ChiMac.

Motion carried: 5-0

<b>ITEM #10</b>	<b>PROPOSED ORDINANCES</b>
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None.

<b>ITEM #11</b>	<b>RESOLUTIONS</b>
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None.

<b>ITEM #12</b>	<b>OTHER BUSINESS</b>
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A. Consideration of alternate appointment to fill vacancy on Human Rights Commission.

Councilmember Christensen presented the Staff Report. Councilmember Burk thanked Mr. Birschbach for joining the Commission.

**MOTION:** made by Councilmember Christensen, seconded by Councilmember Coleman Woods to approve the appointment of Tyler Birschbach as Human Rights Commissioner commencing on July 22, 2025, and expiring January 31, 2026.

Motion carried: 5-0

<b>ITEM #13</b>	<b>CITY MANAGER’S REPORT</b>
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City Manager Rodriguez shared information regarding feedback from the negative comments on the City's social media regarding pride. She noted that they have included an explanation of their social media policy in the Richfield Recap. Manager Rodriguez stated that they received feedback at the last meeting regarding the flavored tobacco ban. She stated that the City is currently not reviewing that ban.

<b>ITEM #14</b>	<b>COUNCIL DISCUSSION</b>
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A. Hats off to Hometown Hits

Councilmember Coleman-Woods express appreciation to the City staff and Councilmembers for their participation in the 4<sup>th</sup> of July celebration.

<b>ITEM #15</b>	<b>CLOSED SESSION</b>
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A. Closed Executive Session regarding the City Manager's annual performance evaluation.

Mayor Supple explained the process of the closed session.

**MOTION:** made by Councilmember Hayford Oleary, seconded by Councilmember Christensen to recess the regular meeting at 7:31 p.m. Council proceeded to the Babcock Conference Room for a closed session meeting for the purpose of conducting a performance evaluation with City Manager Katie Rodriguez, pursuant to Minnesota Statutes section 13D.05, subd. 3(a).

Motion carried: 5-0

Mayor Supple reconvened the regular meeting in Council Chambers at 8:43 pm, and stated, "The Council conducted a performance evaluation of City Manager Katie Rodriguez, pursuant to Minnesota Statutes section 13D.05, subd. 3(a). Mayor Supple stated, "As required by law, the Council will provide a summary of the performance evaluation at its next regular meeting on August 12, 2025".

<b>ITEM #16</b>	<b>ADJOURNMENT</b>
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**MOTION:** made by Councilmember Hayford Oleary, seconded by Councilmember Coleman-Woods to adjourn the meeting at 8:44 p.m.

Motion carried: 5-0

Date Approved: August 12, 2025

*Mary B. Supple*

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Mary Supple  
Mayor

*Michelle P. Friedrich*

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Michelle Friedrich  
City Clerk

*Katie Roary*

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Katie Rodriguez  
City Manager