



# CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

## Regular Council Meeting

August 12, 2025

<b>ITEM #1</b>	<b>CALL TO ORDER</b>
----------------	----------------------

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; Melissa Pohlman, Community Development Director; Kristin Asher, Public Works Director, and Michelle Friedrich, City Clerk.

*Others Present:* None.

<b>ITEM #2</b>	<b>PLEDGE OF ALLEGIANCE</b>
----------------	-----------------------------

Mayor Supple led the Pledge of Allegiance.

<b>ITEM #3</b>	<b>APPROVAL OF AGENDA</b>
----------------	---------------------------

**MOTION:** made by Councilmember Hayford Oleary, seconded by Councilmember Burk to approve Agenda as presented.

Motion carried: 5-0

<b>ITEM #4</b>	<b>APPROVAL OF MINUTES</b>
----------------	----------------------------

**MOTION:** made by Councilmember Hayford Oleary, seconded by Councilmember Christensen to approve the minutes of the: (1) City Council Work Session from July 22, 2025, and (2) City Council Regular Meeting from July 22, 2025.

Motion carried: 5-0

<b>ITEM #5</b>	<b>OPEN FORUM</b>
----------------	-------------------

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 that 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>
----------------	--

None.

<b>ITEM #7</b>	<b>CONSENT CALENDAR</b>
----------------	-------------------------

City Manager Rodriguez presented the consent calendar. City Manager Rodriguez noted clerical revisions on Consent Calendar item 7B First Reading of an Ordinance Amending Section 601 of City Code, and added revisions will be included in the second reading of the ordinance at a future Council meeting.

A. Approve Disbursements/Claims

<b>U.S. BANK</b>	<b>08/07/2025</b>
A/P Checks: (7/19/25-8/07/25)	\$2,173,806.65
Payroll (08/01/2025)	<u>\$1,381,036.22*</u>
<i>*This amount includes health insurances premiums for August 2025.</i>	
<b>TOTAL</b>	<b>\$3,554,842.87</b>

B. Consider the approval of the first reading of an ordinance amending Section 601 of the Richfield City Code to include new language clarifying definitions and multi-family recycling requirements.

C. Consider the adoption of a resolution supporting a Livable Communities Demonstration Account grant application to the Metropolitan Council for a proposed small business center/coworking space at 6440 Nicollet Avenue South.

**RESOLUTION NO. 12331  
RESOLUTION IDENTIFYING THE NEED FOR LIVABLE COMMUNITIES  
DEMONSTRATION ACCOUNT FUNDING AND AUTHORIZING APPLICATION FOR  
GRANT FUNDS FOR SMALL BUSINESS CENTER/CO-WORKING SPACE AT 6440  
NICOLLET AVE SOUTH**

D. Consider approval of an agreement between the City of Richfield and Udris Burgess Architecture and Design, Inc., for professional services in the design and engineering for the Veterans Memorial Park improvements.

**MOTION:** made by 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>
----------------	--

None.

<b>ITEM #9</b>	<b>PUBLIC HEARINGS</b>
----------------	------------------------

None.

<b>ITEM #10</b>	<b>PROPOSED ORDINANCES</b>
-----------------	----------------------------

None.

<b>ITEM #11</b>	<b>RESOLUTIONS</b>
-----------------	--------------------

- A. Summary of the City Manager's annual performance evaluation for the period of June 2024 to July 2025, held on July 8 and July 22, 2025, as required by Minn. Statutes 13D.05 Subd. 3(a), and consider a resolution amending the employment agreement between the City of Richfield and City Manager Katie Rodriguez.

Mayor Supple presented the Staff Report and read the summary of the City Manager's performance evaluation. She thanked City Manager Rodriguez for her help in the City and for her leadership.

Council thanked City Manager Rodriguez for all she has done for the Council and the City.

City Manager Rodriguez thanked Council for their feedback and discussion.

**MOTION:** made by Mayor Supple, seconded by Councilmember Hayford Oleary to approve the resolution amending the City's Manager's employment agreement with the City reflecting a salary adjustment.

**RESOLUTION NO. 12332  
THIRD AMENDMENT TO EMPLOYMENT AGREEMENT WITH CATHERINE RODRIGUEZ**

Motion carried: 5-0

<b>ITEM #12</b>	<b>OTHER BUSINESS</b>
-----------------	-----------------------

None.

<b>ITEM #13</b>	<b>CITY MANAGER’S REPORT</b>
-----------------	------------------------------

None.

<b>ITEM #14</b>	<b>COUNCIL DISCUSSION</b>
-----------------	---------------------------

A. Review and Update the City Council Rules of Procedure and Decorum

City Manager Rodriguez introduced the review process for the Rules of Procedure and Decorum and invited City Clerk Friedrich to present key sections for Council discussion. City Clerk Friedrich presented highlighted sections for Council input.

Council requested Hats Off to Hometown Hits remain under the Council Discussion section of the agenda. Council discussion included adding an agenda item under the Council Discussion section for councilmembers serving as liaisons to report on Commission updates. Council consensus supported the addition of a Liaison Reports item, under the Council Discussion section of the agenda, once a month or as needed.

City Clerk Friedrich reviewed current language for Appealing the Ruling of Presiding Officer Section 4, Subd 2, and noted limiting Council discussion on appealing the ruling of the presiding officer is not conveyed in the Sturgis Standard Code of Parliamentary Procedure. Council consensus was to amend the language to remove the provision that limits participation in the appeal discussion, which would be consistent with Sturgis.

City Clerk Friedrich asked for feedback regarding Varying the Order of Business Section 5, Subd 4. Council noted the Rules of Procedure and Decorum should reference, with Council input, the Mayor can vary the agenda order.

City Clerk Friedrich provided clarity in Consent Agenda Section 5, Subd 6, regarding Council removal of an item from the consent agenda for further discussion.

City Clerk Friedrich reviewed the proposed language in Section 5, Subd 7, when Council adds a non-agenda item(s) to the agenda.

City Clerk Friedrich reviewed new language for Public Participation Section 5, Subd 9 (a-d) and referenced the current time limit of 15 minutes for open forum. Council discussed limiting the total public comment time to 15 minutes or extending the limit to 30 minutes during regularly scheduled Council meetings. City Attorney Tietjen provided clarity regarding limiting certain discussion during open forum. Council consensus was to increase the limit to 30 minutes, with a majority vote needed to extend the open forum time. Clerk Friedrich reviewed the remainder of the language surrounding public participation, including speaker name, changing full address disclosure to resides in the City of Richfield, and provided clarification relating to email comments. Council noted adding language to limit each speaker to 3 minutes during public hearings, with a majority vote needed to extend the speaker’s time.

City Clerk Friedrich reviewed the language regarding Excused From Voting Section 6, Subd 3. Council requested the addition of language referencing a councilmember may not participate in the discussion if they are abstaining from the vote either by unanimous consent of the other members

present, or due to abstention as required by law. Attorney Tietjen provided context on limiting discussion when abstaining from voting.

City Clerk Friedrich reviewed the Rules of Decorum Section 7, Subd 3, for discussion. Council consensus supported the proposed language noting the mayor or any councilmember may bring a motion to limit discussion on any question.

City Clerk Friedrich reviewed the current and proposed language for Rules of Decorum Conduct Section 7, Subd 9. Attorney Tietjen clarified that the decorum for conduct is focused on the Council's conduct rather than the public's conduct.

City Clerk Friedrich noted changes made to Enforcement of Decorum Section 8. City Attorney Tietjen provided some context for certain enforcement and situations that may arise.

B. Hats off to Hometown Hits

Councilmember Burk expressed appreciation to the crews working on improvements at Donaldson Park.

Councilmember Hayford Oleary thanked all those who helped make National Night Out a success.

Councilmember Coleman-Woods shared that National Night Out was a successful event and that she enjoyed spending time with her neighbors.

Councilmember Christensen shared that she was unable to attend National Night Out as she is recovering from knee surgery but noted that the event appeared to be a success.

Mayor Supple thanked staff for their efforts in supporting the decorum discussion. She also shared the news of the recent passing of Santwana Dasgupta, a highly engaged and active Richfield resident.

A resident at the meeting requested he receive time to speak to the Council.

**MOTION:** made by Mayor Supple, seconded by Councilmember Christensen to allow a resident to speak during open forum for 3 minutes.

Motion carried: 5-0

Phillip Lorie, Richfield resident, shared a story of reckless driving near Main Street Village and the surrounding neighborhoods. Mr. Lorie noted that a letter was sent to Police Chief Henthorne, and no response has been received. Mr. Lorie expressed his concerns about limiting public comment to 3 minutes.

<b>ITEM #15</b>	<b>CLOSED SESSION</b>
-----------------	-----------------------

None.

<b>ITEM #16</b>	<b>ADJOURNMENT</b>
-----------------	--------------------

**MOTION:** made by Councilmember Hayford Oleary, seconded by Councilmember Christensen to adjourn the meeting at 8:13 p.m.

Motion carried: 5-0

Date Approved: August 26, 2025

*Mary B. Supple*

---

Mary Supple  
Mayor

*Michelle R. Friedrich*

---

Michelle Friedrich  
City Clerk

*Katie Roary*

---

Katie Rodriguez  
City Manager