



CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

Regular Council Meeting

September 23, 2025

ITEM #1	CALL TO ORDER
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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; Melissa Pohlman, Community Development Director, Kristin Asher, Public Works Director; Karl Huemiller, Recreation Services Director; Jennifer Anderson, Support Services Manager; and Michelle Friedrich, City Clerk.

Others Present:

ITEM #2	PLEDGE OF ALLEGIANCE
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Mayor Supple led the Pledge of Allegiance.

ITEM #3	APPROVAL OF AGENDA
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MOTION: made by Council Member Burk, seconded by Council Member Coleman-Woods to approve Agenda as presented with the removal of item 7. F from the consent calendar.
Motion carried: 5-0

ITEM #4	APPROVAL OF MINUTES
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MOTION: made by Council Member Hayford Oleary, seconded by Council Member Christensen to approve the minutes of the: (1) City Council Work Session from September 9, 2025, and (2) City Council Regular Meeting from September 9, 2025.
Motion carried: 5-0

ITEM #5	OPEN FORUM
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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 that more information on submitting comments can be reviewed at www.richfieldmn.gov/citycouncil.

Kathleen Balaban stated that she would like for Staff to ensure that all commission and board pages have web pages with equal and ample detail. She also noted that various commissions are not documented, and there is no place for her to view the discussion. She also mentioned that she has not yet seen the City audit and is asking for it to be made public.

Rod Sather stated that he would like to discuss short-term rentals. He noted that it seems that the more they discuss short-term rentals, the more complicated it becomes. He stated that making a minimum of five days is unreasonable and unenforceable. He asked who would be monitoring these short-term rentals in the City.

Phil Lowry discussed the issues with cars speeding on Lyndale. He noted that Council, the fire Chief, and Clerk Friedrich have been very helpful with this issue. He stated that they have not received a written reply from Chief Henthorne. He stated that they have made no improvements to this situation. He added that they will no longer seek help from the police force and will handle it on their own.

ITEM #6	PROCLAMATIONS AND PRESENTATIONS
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None.

ITEM #7	CONSENT CALENDAR
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City Manager Rodriguez presented the consent calendar.

Mayor Supple requested to remove item 7f from the consent Calendar.

- a. Approve Disbursements/Claims

U.S. BANK	09/12/2025
A/P Checks: (No disbursement this period)	\$0.00
Payroll (09-12-2025)	<u>\$1,037,513.88</u>
TOTAL	\$1,037,513.88

- b. Appoint 2025 Election Judges for ISD 280 School Board Election.

**RESOLUTION NO. 12339
RESOLUTION APPOINTING ELECTION JUDGES AND AN ABSENTEE BALLOT
BOARD FOR THE GENERAL ELECTION BEING HELD ON NOVEMBER 4, 2025**

- c. Consider approval of the 2025-2026 Emergency Preparedness agreement with the City of Bloomington.
- d. Consider approval of a lease agreement between the City of Richfield and Spohn's Automotive, Inc., for the private use of a portion of a City-owned parking lot located north of Diagonal Boulevard and east of Cedar Avenue South.
- e. Consider approval of a resolution authorizing staff to submit an application for a Hennepin County Play Area Grant in the amount of \$300,000 for the purchase of new features at the Richfield Outdoor Pool, and authorizing staff to enter into a grant agreement, if awarded.

RESOLUTION NO. 12340

RESOLUTION AUTHORIZING CITY STAFF TO FILE AN APPLICATION AND EXECUTE AGREEMENTS WITH THE HENNEPIN YOUTH ACTIVITIES GRANT PROGRAM TO RECEIVE A HENNEPIN PLAY AREA GRANT FOR THE PURCHASE OF NEW FEATURES AT THE RICHFIELD OUTDOOR POOL.

- f. Item 7f, moved to Item 8a : Consider the approval of Prime Contract Change Order #003 for the Wood Lake Nature Center building project in the amount of \$662,545.37 to address delays resulting from federal grant compliance and other changes impacting the Guaranteed Maximum Price.
- g. Consider the approval authorizing acceptance of Office of Traffic Safety (OTS) funds for an extension on an original four-year grant to fully fund an officer dedicated to DWI enforcement in Richfield.
- h. Consider approval of a resolution authorizing staff to submit an application for a Hennepin County Lifeguard Services Grant in the amount of \$50,000 to assist with the hiring and retention of lifeguard staff at the Richfield Outdoor Pool, and authorizing staff to enter into a grant agreement, if awarded.

RESOLUTION NO. 12341

RESOLUTION AUTHORIZING CITY STAFF TO FILE AN APPLICATION AND EXECUTE AGREEMENTS WITH THE HENNEPIN YOUTH ACTIVITIES GRANT PROGRAM TO RECEIVE A HENNEPIN LIFEGUARD SERVICES GRANT IN THE AMOUNT OF \$50,000 TO FUND THE HIRING OF LIFEGUARDS AT THE RICHFIELD OUTDOOR POOL.

- i. Consider authorizing the purchase of Self-Contained Breathing Apparatus (SCBA) units and related equipment for \$315,235, with billing scheduled in budget year 2026, from Maqueen Emergency Group, and authorize the City Manager to approve contract changes up to \$175,000 without further City Council consideration.

MOTION: made by Council Member Hayford O'Leary, seconded by Council Member Burk to approve the consent calendar items 7a-e, and 7g-i; and move item 7f to Consideration of Items Removed From Consent Calendar as item 8a.

Motion carried: 5-0

ITEM #8	CONSIDERATION OF ITEMS, IF ANY, REMOVED FROM CONSENT CALENDAR
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- a. Moved from Item 7f. Consider the approval of Prime Contract Change Order #003 for the Wood Lake Nature Center building project in the amount of \$662,545.37 to address delays

resulting from federal grant compliance and other changes impacting the Guaranteed Maximum Price.

Council Member Burk presented the Staff Report.

Recreation Director Huemiller provided further details on the delays. He stated the Environmental Protection Act review began in April of 2024. Recreation Director Huemiller outlined the federal grant delays with the project and noted difficulties accessing the system, and subsequent delays triggered such as the building age, and the requirement for architectural and archaeological reviews. Recreation Director Huemiller explained each review required a 30-day waiting period.

Council and staff discussed work timelines and anticipated completion dates to include working through the fall and winter months. Council thanked Recreation Director Huemiller for the further discussion and explanation of the change order.

MOTION: made by Council Member Burk, seconded by Council Member Hayford Oleary to approve the Prime Contract Change Order #003 for the Wood Lake Nature Center building project in the amount of \$662,545.37 to address delays resulting from federal grant compliance and other changes impacting the Guaranteed Maximum Price.

Motion carried: 5-0

ITEM #9	PUBLIC HEARINGS
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- a. Consider the second reading and hold a public hearing for an ordinance amendment to the Richfield City Code Appendix D (Fee Schedule) related to building, planning, and zoning fees and hold a public hearing and second reading.

Council Member Hayford Oleary presented the Staff Report and opened the public hearing.

MOTION: made by Council Member Hayford Oleary, seconded by Council Member Coleman-Woods to close the public hearing.

Motion carried: 5-0

MOTION: made by Council Member Hayford Oleary, seconded by Council Member Coleman-Woods to approve an ordinance amendment to the Richfield City Code Appendix D (Fee Schedule) related to building, planning, and zoning fees.

**ORDINANCE NO. 2025-15
AN ORDINANCE AMENDING APPENDIX D TO THE RICHFIELD CITY CODE;
ESTABLISHING A FEE SCHEDULE FOR CERTAIN PERMITS AND APPLICATIONS**

Motion carried: 5-0

MOTION: made by Council Member Hayford Oleary, seconded by Council Member Coleman-Woods to authorize a summary publication of said ordinance.

**RESOLUTION NO. 12342
SUMMARY PUBLICATION ORDINANCE 2025-15 AMENDING APPENDIX D TO THE
RICHFIELD CITY CODE; ESTABLISHING A FEE SCHEDULE FOR CERTAIN PERMITS
AND APPLICATIONS**

Motion carried: 5-0

ITEM #10	PROPOSED ORDINANCES
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- a. Approve the second reading of an ordinance regulating the use and licensing of short-term rentals and related fees in Appendix D, and a resolution authorizing summary publication of the ordinance.

Council Member Christensen presented Staff Report.

Support Services Manager Anderson stated that short-term license fees would be non-refundable, as is standard in City ordinances.

Council Member Hayford Oleary asked if there are any limits on long-term rentals. Support Services Manager Anderson stated that they do not.

Council Member Burk stated support of adding non-refundable fees.

Mayor Supple inquired how the City determined there are approximately 80 active short-term rentals. Support Services Manager Anderson explained that the number was based on self-reporting by property owners. Mayor Supple then asked if the total cap of 100 rentals was set in anticipation of underreporting. Support Services Manager Anderson confirmed that was the case.

Mayor Supple asked for clarification that they could revisit this in the future. Support Services Manager Anderson stated the Short-Term Rental Ordinance could be revisited or amended in the future.

MOTION: made by Council Member Burk, seconded by Council Member Christensen to amend the second reading of the ordinance to make the license fee non-refundable.

Motion carried: 5-0

MOTION: made by Council Member Christensen, seconded by Council Member Coleman-Woods to approve the second reading of an ordinance regulating the use and licensing of short-term rentals and related fees in Appendix D as amended.

**BILL NO. 2025-16
 AN ORDINANCE AMENDING CHAPTER XI OF THE RICHFIELD CODE OF
 ORDINANCES BY ADDING A NEW SECTION 1199 REGULATING THE USE AND
 LICENSING OF SHORT-TERM RENTALS**

Motion carried: 5-0

MOTION: made by Council Member Christensen, seconded by Council Member Hayford Oleary to approve a resolution authorizing summary publication of the ordinance.

**RESOLUTION NO. 12349
 RESOLUTION APPROVING SUMMARY PUBLICATION OF AN ORDINANCE AMENDING
 CHAPTER XI OF THE CITY CODE BY ADDING A NEW SECTION 1199 REGULATING
 THE USE AND LICENSING OF SHORT-TERM RENTALS**

Motion carried: 5-0

ITEM #11	RESOLUTIONS
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- a. Adopt the attached resolutions establishing the 2026 preliminary budget and property tax levy, setting the date for the Truth in Taxation hearing, authorizing budget revisions, authorizing revision of 2025 department budgets, and approving City fees for 2026.

Council Member Burk presented Staff Report.

City Manager Rodriguez stated that she surveyed 11 similar cities, and the levy increase averaged 8.40%, ranging from a high of 14.92% to a low of 4.98%. This compares to the 6.08% increase that staff are recommending tonight.

Council thanked staff for their work on the budget this year.

City Manager Rodriguez provided the timeline for the audit. She stated that they are late submitting the audit, but they have received an extension from the State. She noted that the auditors will be presenting to Council on October 14, 2025.

MOTION: made by Council Member Burk, seconded by Council Member Hayford Oleary to adopt the attached resolutions establishing the 2026 preliminary budget and property tax levy, setting the date for the Truth in Taxation hearing, authorizing budget revisions, authorizing revision of 2025 department budgets, and approving City fees for 2026.

**RESOLUTION NO. 12343
RESOLUTION ADOPTING A PROPOSED BUDGET AND TAX LEVY FOR THE YEAR
2026**

**RESOLUTION NO. 12344
RESOLUTION AUTHORIZING BUDGET REVISIONS**

**RESOLUTION NO. 12345
RESOLUTION AUTHORIZING REVISION OF 2025 BUDGET OF VARIOUS
DEPARTMENTS**

**RESOLUTION NO. 12346
ESTABLISHING 2026 LICENSE, PERMIT AND MISCELLANEOUS FEES PURSUANT TO
THE PROVISIONS OF APPENDIX D OF THE ORDINANCE CODE OF THE CITY OF
RICHFIELD RESCINDING RESOLUTION NO. 12243**

Motion carried: 5-0

- b. Approve Resolution Updating the City Council Rules of Procedure and Decorum.

Council Member Coleman-Woods presented the Staff Report.

MOTION: made by Council Member Coleman-Woods, seconded by Council Member Burk to approve a resolution updating the City Council Rules of Procedure and Decorum.

**RESOLUTION NO. 12347
RESOLUTION ADOPTING RULES OF PROCEDURE AND DECORUM FOR CITY
COUNCIL MEMBERS**

Motion carried: 5-0

ITEM #12	OTHER BUSINESS
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- a. Approve Resolution of Participation in a Private Paid Family and Medical Leave Plan (MetLife) and Establishing Premium Sharing For The 2026-2027 Plan Year.

Council Member Hayford Oleary presented Staff Report.

MOTION: made by Council Member Hayford Oleary, seconded by Council Member Burk to approve a resolution of participation in a private paid family and medical leave plan (MetLife) and establishing premium sharing for the 2026-2027 plan year.

RESOLUTION NO. 12348

APPROVE PARTICIPATION IN A PRIVATE PAID FAMILY AND MEDICAL LEAVE PLAN (METLIFE) AND ESTABLISH PREMIUM SHARING FOR THE 2026-2027 PLAN YEAR

Motion carried: 5-0

ITEM #13	CITY MANAGER’S REPORT
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City Manager Rodriguez shared information regarding the comments made at the last meeting relating to the proposed ordinance change on storage units. She noted that comments were made relating to a particular incident when the ordinance was not equitably enforced. She stated that the ordinance was not correctly enforced in that incident, staff made a mistake. The City apologized and the mistake was quickly corrected.

ITEM #14	COUNCIL DISCUSSION
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- a. Hats off to Hometown Hits.

Council Member Burk thanked everyone who worked on PennFest.

Council Member Hayford Oleary echoed Council Member Burks' comment.

Council Member Christensen reminded everyone that the farmers' market at Veterans Park is still taking place.

Council Member Coleman-Woods thanked everyone who reached out to her family regarding her husband's health.

Mayor Supple expressed appreciation to City Forrester Joe Clark. She also stated that the City is seeking feedback for the sidewalk projects. Mayor Supple added that there will be one final opportunity to provide feedback at the open house held at City Hall. She also mentioned that the Richfield Foundation is accepting grant proposals.

ITEM #15	ADJOURNMENT
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MOTION: made by Council Member Christensen, seconded by Council Member Coleman-Woods to adjourn the meeting at 8:09 p.m.

Motion carried: 5-0

Date Approved: October 14, 2025



Mary Supple
Mayor



Michelle Friedrich
City Clerk



Katie Rodriguez
City Manager