



Richfield City Council Agenda

May 26, 2026 -- 7:00 PM

Richfield Municipal Center
Council Chambers
6700 Portland Avenue South

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Approval of the Agenda**
- 4. Approval of Minutes**
 - a. **Meeting Minutes from the City Council Work Session from May 12, 2026.**
 - b. **Meeting Minutes from the City Council Regular Meeting from May 12, 2026.**
- 5. Open Forum**

Participants can share their comments in person, by voicemail, or email, and may also request to participate virtually. For more information on submitting comments, refer to the Council Agenda and Minutes page on richfieldmn.gov/citycouncil
- 6. Proclamations and Presentations**
 - a. **Proclamation Celebrating Pride Month.**
- 7. Consent Calendar**

Consent Calendar contains several separate items, which are acted upon by the City Council in one motion. Once the Consent Calendar has been approved, the individual items and recommended actions have also been approved. No further Council action on these items is necessary. However, any Council Member may request that an item be removed from the Consent Calendar and placed on the regular agenda for Council discussion and action. All items listed on the Consent Calendar are recommended for approval.

 - a. **Approve Disbursements/Claims**
 - b. **Approve a work order in the amount of \$680,570 with Stantec Consulting Services, Inc. for engineering services for the 69th Street Reconstruction Project.**
 - c. **Consider approval of a request for a new Secondhand Goods Dealer license for EcoATM, LLC, located at 826 West 66th Street (inside Speedway).**
 - d. **Consider the approval of the second reading of an ordinance amending Subsection 210.01 of the City Code related to City Council salaries for 2027 and 2028 and summary publication of said ordinance.**
- 8. Consideration of Items, if Any Removed From Consent Calendar**
- 9. Public Hearings**
- 10. Proposed Ordinances**
- 11. Resolutions**
- 12. Other Business**
 - a. **Consider alternate appointment to fill a vacancy on the Human Rights Commission.**
- 13. City Manager's Report**
- 14. Council Discussion**
 - a. **Hats off to Hometown Hits**
 - b. **Council Liaison Reports**
- 15. Adjournment**

Auxiliary aids for individuals with disabilities are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at 612-861-9739.

Includes Materials - Materials relating to these agenda items can be found in the Council Chambers Agenda Packet book located by the entrance. The complete Council Agenda Packet is available electronically on the City of Richfield website.



CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

City Council Work Session May 12, 2026

ITEM #1	CALL TO ORDER
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Mayor Supple called the work session to order on May 12, 2026, at 5:45 p.m., in Bartholomew Conference Room.

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

Staff Present: Katie Rodriguez, City Manager; Karl Huemiller, Recreation Director; Jay Henthorne, Police Chief; Jennifer Anderson, Support Services Manager; Scott Kulzer, Senior Analyst; Jordan Vennes, Utilities Engineer; Russ Lupkes, Utilities Superintendent; Mary Tietjen, City Attorney; and Michelle Friedrich, City Clerk.

Guest Presenter: Sean Korn, Utility Rate Study Consultant with HDR.

ITEM #2	ITEM DISCUSSION
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a. Discussion of Park Alcohol Ordinance Update

Recreation Director Huemiller presented proposed updates to the city's alcohol policy for parks and city facilities to allow limited alcohol service at designated events and facility rentals, including the Wood Lake Nature Center, Community Center, Ice Arena, and certain city-sponsored park events. Staff reviewed proposed ordinance changes related to low-alcohol beverage definitions, temporary liquor licensing, designated service areas, event oversight, staffing and security requirements, permitting, enforcement provisions, and community celebration permits. Council and staff also discussed THC beverage and cannabis regulations, with clarification that the ordinance changes applied only to alcohol and that smoking remains prohibited in parks.

Council consensus supported the proposed updates, including clarification of designated decks, patios, and designated outdoor service areas, and allowing expanded alcohol service, including hard liquor service at the Wood Lake Nature Center and Community Center, subject to licensing, staffing, and security requirements.

b. Utility Rates

Senior Analyst Scott Kulzer and HDR Utility Rate Study Consultant Sean Korn presented an update on the city's water utility rate study, reviewing current residential tiered billing and flat-rate structures for multi-family and commercial customers. Staff and consultants analyzed 2025 water consumption data to evaluate potential tiered rate structures, finding that most residential users remain in the lowest tier and that multi-family properties would largely fall within lower usage tiers, resulting in a

modest projected revenue difference under a tiered alternative. For commercial accounts, staff noted significant variability in usage across business types and cautioned that a uniform tiered structure could present administrative and equity challenges. Council discussed potential tiered approaches in relation to sustainability, fairness, conservation goals, irrigation usage, and system cost recovery. Staff recommended no change to multi-family rates and provided no specific recommendation on commercial tiering, instead deferring the policy decision and offering to provide additional analysis for Council review.

Council consensus supported maintaining the current multi-family rate structure and requested further information and analysis from staff on commercial usage and tiered rate options.

ITEM #3	ADJOURNMENT
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Mayor Supple adjourned the work session at 6:51 p.m.

Date Approved: May 26, 2026

Mary B. Supple
Mayor

Michelle Friedrich
City Clerk

Katie Rodriguez
City Manager



CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

Council Regular Meeting

May 12, 2026

ITEM #1	CALL TO ORDER
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The meeting was called to order by Mayor Supple at 7:00 p.m. on May 12, 2026, in the Council Chambers.

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

Staff Present: Katie Rodriguez, City Manager; Mary Tietjen, City Attorney; and Michelle Friedrich, City Clerk.

Guests: None.

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

ITEM #3	APPROVAL OF THE AGENDA
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MOTION: made by Council Member Hayford Oleary, seconded by Council Member Burk to approve the agenda as presented.

Voting Aye: Mayor Supple, Council Member Burk, Council Member Hayford Oleary, Council Member Christensen, and Council Member Coleman-Woods.

Motion carried: 5-0

ITEM #4	APPROVAL OF MINUTES
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MOTION: made by Council Member Coleman-Woods, seconded by Council Member Burk to approve the minutes of the (4a) City Council Work Session from April 28, 2026, and (4b) Regular Meeting from April 28, 2026.

Voting Aye: Mayor Supple, Council Member Burk, Council Member Hayford Oleary, Council Member Christensen, and Council Member Coleman-Wood

Motion carried: 5-0

ITEM #5	OPEN FORUM
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Mayor Supple expressed sadness over the shooting that occurred two weeks earlier and extended wishes for healing to Sergeant Leon and Sergeant Schultz, along with condolences to the family of Mr. Hollis. Mayor Supple noted that the tragedy affected the entire community and encouraged residents to support one another. Mayor Supple also stated that body-worn camera footage had been released, but because the BCA investigation was ongoing, council members would not comment on the case details.

Mayor Supple noted the process for individuals wishing to speak during Open Forum and reviewed the three-minute time limit for public comments and explained the use of time warning cards to alert the speaker when their time is almost expired. Instructions were given for speakers to state their name and city of residence before speaking.

Two residents addressed the Council during the Open Forum opportunity.

Chara Blanch, Richfield resident, expressed concerns regarding the recent police shooting involving Desaver Hollis and urged city leadership to review police policies, procedures, and training in light of the shooting incident.

Nikki Holliday, Richfield resident and Florida resident, representing the family of Desaver Brian Hollis expressed concerns regarding the April 29 police shooting, including the level of force used, officer actions, and public safety impacts on nearby residents.

ITEM #6	PROCLAMATIONS AND PRESENTATIONS
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- a. Proclamation Celebrating Jewish American Heritage Month.

Mayor Supple read the proclamation recognizing Jewish American Heritage Month. The proclamation was received by Ken Liss and Doris Rubenstein.

- b. Proclamation Recognizing Peace Officers' Memorial Day.

Mayor Supple read the proclamation recognizing Peace Officer's Memorial Day. The proclamation was received by Richfield Police Chief Jay Henthorne.

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

- a. Approve Disbursements/Claims

U.S. BANK	Thru 05-08-2026
A/P Checks/ETF's: (04-18-2026 thru 05-01-2026)	\$1,899,786.36
Payroll (4-24-2026)	<u>\$1,408,498.13</u>
TOTAL	\$3,308,284.49

- b. Richfield 4th of July Committee celebration license application.

- c. Consider a resolution authorizing the Mayor and City Manager to finalize and execute a Cooperative Construction Agreement with the State of Minnesota Department of Transportation, Contract No. 1061135, for the 73rd Street Trail project completed in 2025.

RESOLUTION NO. 2026-12421

AUTHORIZING THE MAYOR AND CITY MANAGER TO FINALIZE AND EXECUTE A COOPERATIVE CONSTRUCTION AGREEMENT WITH THE STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION, CONTRACT 1061135, FOR THE 73RD STREET TRAIL PROJECT COMPLETED IN 2025

- d. Consider approval of a request for a new Secondhand Goods Dealer license for EcoAtm, LLC, located at 6540 Penn Avenue South (located in CVS).
- e. Consider a resolution authorizing the Mayor and City Manager to enter into an agreement with the Conservation Corps of Minnesota for installation of rain gardens funded by the Richfield-Bloomington Watershed Management Organization (RBWMO) Grant Program.

RESOLUTION NO. 2026-12422

AUTHORIZING THE MAYOR AND CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE CONSERVATION CORPS OF MINNESOTA AND IOWA FOR INSTALLATION OF RAIN GARDENS FUNDED BY THE RICHFIELD-BLOOMINGTON WATERSHED MANAGEMENT ORGANIZATION (RBWMO) GRANT PROGRAM, PROJECT NO. 220-11293

- f. Site Plan Approval for conversion of a retail tenant space to a fitness studio at 6503 Nicollet Avenue South.

RESOLUTION NO. 2026-12423

SITE PLAN APPROVAL FOR FITNESS STUDIO A 6503 NICOLLET AVENUE SOUTH

- g. Consideration of the approval of a Temporary On-Sale Intoxicating Liquor license from the Fourth of July Committee for events scheduled at Veterans Memorial Park, July 4, 2026.

MOTION: made by Council Member Hayford Oleary, seconded by Council Member Burk, to approve consent calendar items 7a-g as presented.

Council thanked the Fourth of July Committee for their work organizing upcoming events and shared information regarding EcoATM kiosks, which accept used electronic devices such as phones and laptops. Voting Aye: Mayor Supple, Council Member Burk, Council Member Hayford Oleary, Council Member Christensen, and Council Member Coleman-Woods.

Motion carried: 5-0

ITEM #8	CONSIDERATION OF ITEMS, IF ANY, REMOVED FROM CONSENT CALENDAR
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None.

ITEM #9	PUBLIC HEARINGS
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None.

ITEM #10	PROPOSED ORDINANCES
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- a. Consider the first reading of an ordinance amending Subsection 210.01 of the City Code

related to City Council salaries for 2027 and 2028.

BILL NO. 2026-05

AMENDING SUBSECTION 210.01 OF THE CITY CODE RELATED TO CITY COUNCIL SALARIES FOR 2027 AND 2028

Council Member Burk presented staff report 10a, consideration of the first reading of an ordinance amending City Code Section 210.01 related to mayor and council member salaries for 2027 and 2028. Council Member Burk added that the council had directed staff at the April 28 Work Session meeting, to prepare the ordinance reflecting no salary increases for 2027 and 2028.

MOTION: made by Council Member Burk, seconded by Council Member Christensen, to approve the first reading of an ordinance amending Subsection 210.01 of the City Code related to the City Council salaries for 2027 and 2028, and to schedule the second reading at the May 26, 2026, Council meeting. Voting Aye: Mayor Supple, Council Member Burk, Council Member Hayford Oleary, Council Member Christensen, and Council Member Coleman-Woods.
Motion carried: 5-0

ITEM #11	RESOLUTIONS
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- a. Modifying the General Services Post Employment Health Care Savings Plan and Management Post Employment Health Care Savings Plan.

RESOLUTION NO. 2026-12424

MODIFYING THE GENERAL SERVICES POST EMPLOYMENT HEALTH CARE SAVINGS PLAN AND MANAGEMENT POST EMPLOYMENT HEALTH CARE SAVINGS PLAN

Council Member Coleman-Woods presented staff report item 11a, and modifications to the city's General Services Post-Employment Health Care Savings Plan (HCSP) and Management Post-Employment Health Care Savings Plan. Council Member Coleman-Woods added the changes update plan language to align with the city's 2024 compensation and classification structure adopted following the Baker Tilly study, replacing references to the former pay system. The plans continue to distinguish eligibility based on pay grades, with employees in grade 12 and below in the General Services plan and grade 13 and above in the Management plan.

MOTION: made by Council Member Coleman-Woods, seconded by Council Member Christensen, to approve a resolution modifying the General Services Post Employment Health Care Savings Plan and Management Post Employment Health Care Savings Plan. Voting Aye: Mayor Supple, Council Member Burk, Council Member Hayford Oleary, Council Member Christensen, and Council Member Coleman-Woods.
Motion carried: 5-0

ITEM #12	OTHER BUSINESS
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None.

ITEM #13	CITY MANAGER'S REPORT
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City Manager Rodriguez noted that there was nothing to report.

Council discussed concerns about inappropriate comments on city social media, following a recent incident, and requested review of the city's social media policy to consider whether comments should be disabled. Council directed staff to gather information and bring the social media policy to Council for discussion at a future work session.

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

Council Member Burk noted the Human Rights Commission expressed appreciation for the City Clerk's upcoming presentation on elections and voting processes and noted that the public is encouraged to attend the session.

Councilor Hayford Oleary noted he would be helping lead a tour of Richfield and Bloomington for the National Association of City Transportation Officials conference in Minneapolis, highlighting local projects and regional collaboration. Council Member Hayford Oleary also thanked city staff and Hennepin County representatives for their assistance in organizing the tour.

Council Member Christensen noted nothing to report at this time.

Councilor Coleman-Woods provided updates on recent sustainability and community events, including a tree sale, compost distribution at Donaldson Park, and a shredding and electronics recycling event, and thanked the relevant commissions for their work.

Mayor Supple shared information on two assistance programs, the Bring It Home Minnesota, offering rental support for eligible residents with a June 9–16 application window; and the Citizens Utility Board's temporary utility assistance program, available through October 31, 2026.

b. Council Liaison Reports

Brief reports noted above in Hats off to Hometown Hits.

ITEM #15	ADJOURNMENT
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MOTION: made by Council Member Burk, seconded by Council Member Coleman-Woods to adjourn the meeting at 7:31 p.m.

Voting Aye: Mayor Supple, Council Member Burk, Council Member Hayford Oleary, Council Member Christensen, and Council Member Coleman-Woods.

Motion carried: 5-0

Date Approved: May 26, 2026

Mary Supple
Mayor

Michelle Friedrich
City Clerk

Katie Rodriguez
City Manager



Proclamation of the City of Richfield

WHEREAS, Pride month is a positive stance against discrimination and violence toward individuals who identify as Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer and/or Questioning, Intersex and Asexual (2SLGBTQIA+) and celebrates sexual and gender identities; and

WHEREAS, the month of June was chosen for Pride Month to commemorate the Stonewall riots, which occurred in June 1969, championed in part by two transgender women of color, Marsha P. Johnson and Sylvia Rivera, and became a catalyst for the 2SLGBTQIA+ movement; and

WHEREAS, the Richfield City Council and staff identified the strategic importance of diversity, equity and inclusion as core values and key components of a thriving hometown; and

WHEREAS, the citizens of Richfield's Ward 2 elected its first openly gay City Council member, Sean Hayford Oleary, who has been their voice on the City Council since 2021; and

WHEREAS, Leigh Finke was elected in 2021 to the Minnesota House of Representatives, becoming the first openly transgender person to ever serve in the Minnesota Legislature; and

WHEREAS, in 2011, two years prior to same-sex marriage becoming legal in the State of Minnesota, the City of Richfield established a domestic partnership registry as a means by which unmarried, committed couples who resided or worked in Richfield and who shared a life and home together could document their relationship; and

WHEREAS, while the 2SLGBTQIA+ civil rights movement has achieved great progress, the Federal Government and many states threaten that progress by enacting dehumanizing policies designed to dismantle the basic human rights of our neighbors and friends in the 2SLGBTQIA+ community; and

WHEREAS, we see and acknowledge the trauma experienced by our 2SLGBTQIA+ neighbors and friends in the context of the current political environment, and stand with them in compassion and resolve, remembering, in particular, our transgender neighbors; and

WHEREAS, the 2SLGBTQIA+ community has made, and continues to make, great and lasting contributions to the City of Richfield and the greater community; and

WHEREAS, the Richfield Human Rights Commission supported this proclamation at its May 5th, 2026 meeting and recommended the Richfield City Council do the same;

Now, THEREFORE, I, Mary Supple, mayor of Richfield, on behalf of the Richfield City Council, do hereby proclaim the month of June 2026 as Pride Month in the City of Richfield and call on the people of Richfield to observe this month with appropriate programs, activities, and ceremonies, and continue to honor the contributions of 2SLGBTQIA+ residents throughout the year.

PROCLAIMED this 26th day of May, 2026.

Mary B. Supple, Mayor



Report Prepared By:

Matt Hardegger, Transportation Engineer

Department Director:

Kristin Asher, Public Works Director

Item for Consideration:

Approve a work order in the amount of \$680,570 with Stantec Consulting Services, Inc. for engineering services for the 69th Street Reconstruction Project.

EXECUTIVE SUMMARY

Public Works staff are beginning plan development for a reconstruction project on 69th Street from Xerxes Avenue to Penn Avenue. The scope and final design of the project will be determined through the City's Public Engagement Process, and will include replacement of the undersized and deteriorated storm sewer system.

RECOMMENDED ACTION

By Motion: Approve a work order in the amount of \$680,570 with Stantec Consulting Services, Inc. for engineering services for the 69th Street Reconstruction Project.

HISTORICAL CONTEXT

This project is identified in the 2027-2030 Capital Improvement Program for construction in 2028. The project proposes to add permanent pedestrian and bicycle paths, reconstruct the roadway, and replace or rehabilitate City utilities. Staff intend to open bids for the project in late 2027 to coordinate construction with Hennepin County's adjacent Penn Avenue reconstruction project (75th Street to Highway 62) that is expected to begin in 2028.

The storm sewer in this section of roadway is undersized and creates flood risks for several adjacent blocks. The storm sewer is also near the end of its expected life.

69th Street is identified as a project in the city's 2024 Active Transportation Action Plan, and was also originally identified in the 2013 Bicycle Master Plan. A demonstration project of a multi-use trail has been ongoing since 2016 using temporary materials. The final roadway section will be determined using the City's Public Engagement Process.

Staff reviewed proposals from two consultants in the City's engineering services pool—Stantec and Bolton & Menk—to perform design and engineering services for this project. Stantec's proposal was chosen for their focus on the utility design aspect of the job, demonstrated recent experience with the City's public engagement process, and coordination benefits at the interface with the County project.

EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS

Equitable Considerations: Approval of a work order for engineering services is standard city business. Equity considerations will be determined and addressed as design advances through the City's public engagement process.

Strategic Considerations: This project advances the *sustainable infrastructure* strategic priority by ensuring *City infrastructure supports service needs*.

POLICIES (RESOLUTIONS, ORDINANCES, REGULATIONS, STATUTES, ETC.)

Project development will follow the Public Engagement Process for Street Reconstruction Projects, the Complete Streets Policy, and principles of the Active Transportation, Bicycle, and Pedestrian Master Plans.

CRITICAL TIMING ISSUES

Staff intend to begin public outreach and engagement in summer 2026 to keep the project on track for a fall 2027 letting.

FINANCIAL IMPACT

- This project has been identified for up to \$7,000,000 in street reconstruction and utility bonds. These funds are expected to cover the entirety of design and construction costs.
- Staff are expecting a future amendment to this work order for easement acquisition services. The scope for this task will be determined based on the final design of the roadway.
- Additional costs are expected for construction administration, likely 5-10% of the total construction cost.

LEGAL CONSIDERATIONS

None.

ALTERNATIVE RECOMMENDATION(S)

None.

ATTACHMENTS

1. WO26-02 69th Street Reconstruction



**Public Works Department
Utilities Division**

May 4, 2026

MAYOR

MARY SUPPLE

CITY COUNCIL

WALTER BURK

SHARON CHRISTENSEN

RORI A. COLEMAN-
WOODS

SEAN HAYFORD OLEARY

CITY MANAGER

KATIE RODRIGUEZ

Stantec Consulting Services, Inc.
733 Marquette Ave
Suite 1000
Minneapolis, MN 55402

Subject: WO26-02 – 69th Street Reconstruction

Ms. Schlegel,

Enclosed is an electronic copy of the subject work order to retain Stantec Consulting Services, Inc.'s services for the **69th Street Reconstruction project**. Please note that the work order is not to exceed **\$680,570** without prior approval.

Please have the Work Order executed and return an electronic copy to me for Richfield's records.

Should you have any questions, please feel free to contact me at (612) 861-9791 or jpowers@richfieldmn.gov.

Sincerely,

Joe Powers
City Engineer

Enclosures

Work Order Form

WORK ORDER NO. 26-02

Authorization to proceed and site-specific scope of services

Project: 69th Street Reconstruction Project Engineering Services

Location: City of Richfield

We transmit the following information for your use:

Stantec Consulting Services, Inc.'s Proposal for the 69th Street Reconstruction Project dated April 28, 2026.

We hereby authorize you to proceed with the following phases of services for the above-referenced Project and Location in accordance with the AGREEMENT between CITY and CONSULTANT dated March 12, 2026.

*** Tasks and deliverables described in attached Stantec Consulting Services, Inc. Proposal**

Payment shall be on the basis of (select from the following):

- ☐ Cost Plus Fee: Direct salary cost times audited overhead plus fee of _____ percent and reimbursable expenses.
- ☐ Cost Plus Fixed Fee: As for Cost Plus Fee, however total Fee shall not exceed _____.
- ☐ Lump Sum: One sum payable by percent of completion of the Services (plus reimbursable expenses).
- ☐ Cost Times a Factor: Direct salary cost times a factor of _____, plus reimbursable expenses.
- ☒ Standard Hourly Billing Rates: Hourly rates plus reimbursable expenses.

The Not to Exceed Limit for this Work Order is: **\$680,570.00.**

A Construction Cost Limit of _____ is agreed upon between CITY and CONSULTANT for this Project.

CONSULTANT:
STANTEC CONSULTING SERVICES, INC.

CITY:
CITY OF RICHFIELD

Signed: _____

Signed: _____

Its: _____

Its: Public Works Director

Signed: _____

Signed: _____

Its: _____

Its: City Engineer

Dated: _____

Dated: _____

69th Street Reconstruction Project

City of Richfield, Minnesota

April 28, 2026





Stantec Consulting Services Inc.

733 Marquette Ave.
Suite 1000
Minneapolis, MN 55402

Attention:

City of Richfield, MN
Matt Hardegger
Transportation Engineer

6700 Portland Avenue
Richfield, MN 55423
612-861-9792
MHardegger@richfieldmn.gov

Reference:

**69th Street
Reconstruction
Project**



Dear Mr. Hardegger and Selection Committee Members:

The 69th Street Reconstruction Project represents a critical investment in one of Richfield's key east–west corridors. This project balances aging infrastructure needs with multimodal safety, community priorities, and constrained right of way conditions. The proposed improvements between Xerxes Avenue and Penn Avenue provide an important opportunity to fully reconstruct the roadway, modernize underground utilities, and implement bikeway and pedestrian enhancements consistent with the Richfield Bike Plan, while improving safety and long-term performance for all users.

Stantec understands the technical and policy considerations that will shape this project's success. The corridor presents familiar challenges, including limited right of way, existing retaining walls, coordination with State Aid requirements, and the need to thoughtfully integrate bikeways, sidewalks, lighting, and utilities within a 60foot corridor. Equally important, this project requires clear, transparent alternatives analysis and meaningful public engagement to support informed decision-making by staff, the Transportation Commission, and City Council. Our proposed approach reflects these realities and is structured to support the City at every stage—from early alternative development through final design and bidding.

Stantec is well suited to deliver this project because of our depth of experience with municipal street reconstruction, State Aid–funded projects, and integrated roadway and utility design. Our multidisciplinary team brings coordinated expertise in roadway design, multimodal planning, stormwater management, watermain replacement, sanitary sewer improvements, lighting design, geotechnical coordination, and constructability review. This integrated approach allows us to identify conflicts early, manage risk, and deliver clear, buildable plans that support efficient bidding and construction.

We appreciate the opportunity to continue our partnership with the City of Richfield and support a project that advances the City's multimodal, safety, and infrastructure goals. Our team understands the technical complexity of this corridor, including constrained right-of-way conditions, existing retaining walls, and the need to balance multimodal priorities within a 60-foot ROW.

The team we assembled for this project brings a depth of municipal roadway and utility experience. Stantec will partner with Zan Associates to deliver the Public Engagement component of this project. This partnership brings experience working within Richfield's transportation planning framework and an understanding of the Transportation Commission's role in reviewing, refining, and recommending projects that balance safety, mobility, and community context.

Our team is accustomed to developing and clearly communicating alternatives and tradeoffs related to bikeway design, sidewalk treatments, and right-of-way constraints, allowing the Commission to evaluate options in a transparent and informed manner. We have extensive experience delivering State Aid–funded reconstruction projects that incorporate adopted plans such as the Richfield Bike Plan, address intersection safety, and require close coordination with City staff and partner agencies. This approach supports clear Commission communication, alignment with City policy, and well-supported recommendations to City Council.

Project Understanding

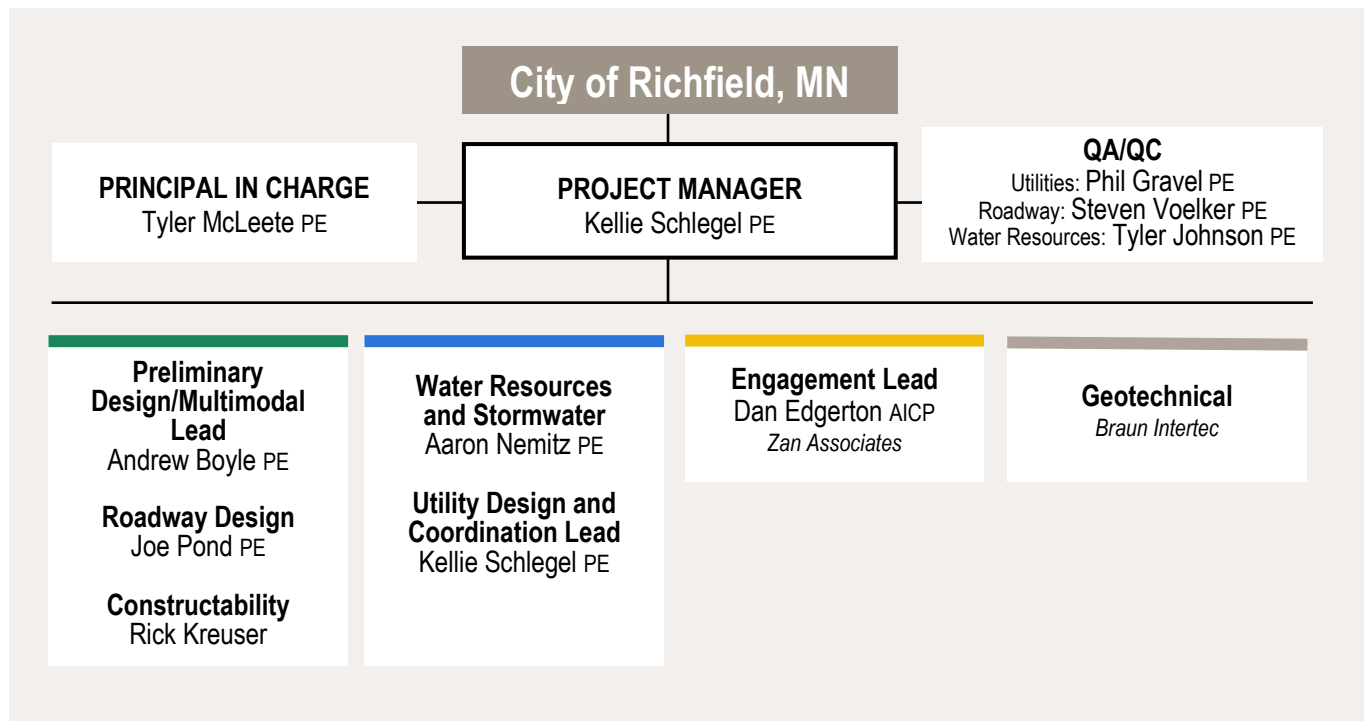
This proposal is for preliminary topographic survey, public engagement, preliminary and final design, preparation of construction documents, and bidding services for the above-mentioned project. It is our understanding that a subsequent amendment will be provided for construction administration once design and bidding is completed.

The 69th Street project includes a **full roadway reconstruction** between Xerxes Avenue and Penn Avenue, with a scope that integrates transportation, utility, and public realm improvements. Key project elements include:

- Full reconstruction of 69th Street from Xerxes Avenue to Penn Avenue
- Evaluation of full reconstruction versus full-depth reclamation, supported by geotechnical investigation and analysis
- Storm sewer replacement and improvements to address aging infrastructure and drainage performance
- Full watermain replacement and coordination with adjacent utilities
- Sanitary sewer lining within the project limits
- Installation of pedestrian-level lighting to improve safety and comfort for people walking and biking
- A central focus of the project will be the development of layout alternatives, with particular emphasis on:
 - Bikeway location and type consistent with the Richfield Bike Plan
 - Sidewalk placement, width, and separation
- Multimodal safety and comfort within constrained right-of-way areas
- Consideration of existing retaining walls and locations where effective ROW width is reduced

Meet Your Project Team

The project team assembled for this effort brings proven experience in municipal roadway and utility improvements and a strong understanding of Richfield's transportation planning process. Stantec will partner with Zan Associates to lead public engagement, supporting the Transportation Commission's role in reviewing, refining, and recommending project solutions that balance safety, mobility, and community context.



Design Approach and Key Considerations

Stantec will work closely with City staff to develop and evaluate alternatives that respond to corridor constraints while prioritizing safety and usability. Our approach will include:

- Development of multiple **cross-section and layout alternatives** to test bikeway and sidewalk configurations
- **Intersection safety analysis**, with openness to traffic calming measures and safety enhancements consistent with City policy and community context
- Coordination with **State Aid funding requirements and affiliated approvals**, ensuring designs meet applicable standards and documentation needs
- Utility assessments and recommendations for methods of improvements
- Retaining wall investigation and design
- Coordination with CSAH 32 (Penn Avenue) intersection improvements
- Close collaboration with Public Works, including engineering and utility staff, and partner agencies to support an integrated and constructible design

Scope of Services

This proposal is for public engagement, preliminary design, and final design for the above-mentioned project. This scope is broken down into several tasks which include: Topographic survey, public engagement, preliminary design, permitting and state aid coordination, stormwater analysis and management plan, final design, bidding support, and project management. A detailed scope for each task is provided below.

Task 1: Topographic Survey & Structure investigations

Stantec will complete a field topographic survey of the corridor. The existing topographic survey information available will be used to the greatest extent possible. Existing utility structures and utilities will be reviewed within the project limits including upstream and downstream structures. Stantec will also locate (as able) existing property corners and use these monuments as well as the plat to create a parcel basemap. The following components are included in this task:

- Collect sufficient elevation data to generate surface contours at a 1' contours interval across the corridor
- Locate visible improvements, above ground utility structures, streets, and site features within the corridor
- Locate public and private utility lines marked as a result of a Gopher State One Call utility locate request based on visual, above-ground evidence and plans provided
- Determine rim and invert elevations and pipe sizes at sanitary and storm sewer structures within the corridor, as well as structures immediately upstream and downstream
- Prepare a parcel basemap based on found property markers, available plat information, and Hennepin County parcel linework

Task 1 Deliverables

- Existing conditions base and parcel maps

Task 2: Public Engagement

Public engagement will be central to the success of this project, so the design solutions for 69th Street reflect both technical requirements and community priorities. Engagement will provide meaningful opportunities for residents to share how they experience the corridor, inform evaluation of design options, and build understanding and support for implementation. To achieve this, engagement will be integrated throughout every phase of the project.

Richfield has established a strong precedent for thoughtful, collaborative street reconstruction projects, supported by a clear and effective engagement process. This approach incorporates the Transportation Commission and City Council as key forums for community input. Our team brings direct experience with this process, including people who are Richfield residents and former Transportation Commission members, that means we will be able to build on what already works.

We will refine our approach in partnership with the City through development of a communication and engagement plan. We anticipate aligning with the City's four-phase engagement framework, while right-sizing efforts to match the scale of the project. This will include a mix of accessible, high-impact strategies such as on-site meetings at Jefferson Park, flexible virtual engagement options, and targeted outreach along the corridor.

The following section outlines our proposed public engagement work plan.

Task 2.1: Richfield Transportation Commission

The Transportation Commission will serve as the primary policy advisory body, providing input on technical issues, reviewing engagement materials, and making recommendations to City Council. We will facilitate up to four workshops aligned with key project milestones. Agendas will be coordinated with the City, and materials will be provided at least one week in advance.

Task 2.2: Open Houses

We will plan and facilitate up to four open houses at key milestones, consistent with the City's engagement process. To maximize accessibility, meetings will be held at Jefferson Park (weather permitting) to serve nearby residents. Each open house will include a virtual component (online survey) to broaden participation.

Task 2.3: Pop-up Events

To expand reach, we will conduct up to two pop-up events, bringing engagement materials directly into the community. Potential venues include Penn Fest, Jefferson Park youth programming, or the Richfield Farmers Market. The team will coordinate, prepare, and staff the events.

Task 2.4: Project Website

We will provide content and up to four updates for a City-hosted project website. The site will share project information, promote engagement opportunities, and host virtual open house materials.

Task 2.4: Project Communications

We will develop one project fact sheet and up to four mailers to share updates and promote engagement. Materials will be formatted for both print and digital distribution. We assume mailer production and postage will be handled by the city. We will also design, produce, install, and remove yard signs along the corridor to increase awareness and drive participation. Flyers and yard signs will be translated into Spanish, as needed.

The public engagement plan has been scoped to follow the City's process. We welcome the opportunity to review this scope with the city and refine assumptions before executing contracts.

Task 2 Deliverables

- Meeting logistics, agendas, materials, and summaries for open houses and pop-ups
- One project fact sheet
- One yard sign design (printed and installed)
- Up to four mailers (electronic and print-ready)

Task 3: Preliminary Design and Bikeway Alternative analysis

Andrew Boyle will lead the preliminary design and bikeway alternative analysis. During this phase, we will explore opportunities to improve safety for multimodal users throughout the corridor, incorporating the results from the public engagement process, in addition to input from city staff, the Transportation Committee, and other stakeholders. We will also review available traffic/crash data to identify any specific areas of concern along the corridor. This phase will incorporate conceptual and preliminary design, up to a 30% design deliverable package.

During conceptual design, we will work with the Transportation Committee and Zan Associates to identify several (up to 3) potential roadway sections, as well as localized treatments such as curb bump-outs or medians. We will produce high-quality drawings, graphics, renderings, and layouts for meetings, reviews, and public engagement activities. These visuals will clearly articulate alternatives.

Easements

Our team will approach the project with the intention to fit the proposed roadway within the existing right of way. If the preferred layout alternative is determined to require temporary or permanent easements, Stantec can support the city in securing these easements as an additional service.

Task 3 Deliverables

- Conceptual layouts and typical sections for up to three (3) concepts
- Conditions assessment of existing retaining walls

Task 4: Stormwater Analysis & Management Plan, Design and Permitting

Stantec will provide the required stormwater management engineering and coordination with regulatory agencies for the project through final design. The project will require a Richfield-Bloomington Water Management Organization permit. Project tasks include the following:

- Regulatory review of applicable stormwater design and permitting requirements
- Evaluation and modeling of existing conditions
- Proposed condition modeling and BMP design
- Coordination with City Staff
- Preparation of Stormwater Management Plan
- Richfield-Bloomington Water Management Organization Permit Application/Submittal and Coordination
- Final design of storm sewer system and associated documentation to meet watershed and State Aid standards

Task 4 Deliverables

- Stormwater Management Plan
- Required submittals for State Aid review
- Required submittals for Richfield-Bloomington WMO permit application

Task 5: Final Design

Roadway Design

Once a preferred road and bikeway design has been approved, our team will initiate the final design phase of this project. The final design will incorporate the design alternative selected in the preliminary design phase. We will also design pedestrian-level lighting along the corridor. We will provide the following key milestone deliverables to the City for review:

- 60% Plans and Estimated Opinion of Probable Cost (EOPC)
- 90% Plans, Specifications, and EOPC (These will also be provided to MnDOT State Aid for review)
- 100% Construction documents to include plans and specifications, in addition to final EOPC

Sanitary Sewer Design

It is our understanding that the City is interested in using trenchless line (CIPP) for the existing sanitary sewer pipes within the project area. We will review any current televising files and identify any areas of concern that may need to be addressed prior to pipe lining. We will also discuss with the City the option of including sewer repairs or spot replacement with this project.

Watermain Design

Stantec's experienced utility team will identify any watermain improvements that may be required, such as isolated replacement of aging pipe, and offsets to accommodate proposed improvements. It is our understanding that no modeling or review of existing modeling is required.

Lighting Design

Our team will design pedestrian-level lighting improvements throughout the corridor.

Task 5 Deliverables

- Draft Plans, Specifications, and EOPC as milestones identified above
- Final Construction documents
- MN Department of Health Watermain Plan Review application and submittal requirements

Task 6: Bidding

Stantec will lead the bidding process using the QuestCDN electronic bidding site. We will prepare an Advertisement for Bids and coordinate publication with the City. We will post bidding documents to the QuestCDN site, respond to contractor questions, and prepare and post addenda as needed. Stantec will host the electronic bid opening and provide a tabulation of the bids and a bid results letter to the city for review.

Task 6 Deliverables

- Bid tabulation and award recommendation letter

Task 7: Project Management

Project management time has been included to manage the team and project financials. Client meetings have also been included in this task to coordinate with various City staff throughout the design process.

Task 7 Deliverables

- Meeting agendas and minutes

Geotechnical Engineering

Subsurface borings and an associated geotechnical report will be required for the design of this street and utility project. We have obtained a preliminary estimate for this work consisting of the following:

- 5 Pavement Cores and Hand Auger Borings; 2 SPT Borings (10' depth): \$11,920
- Ground-Penetrating Radar (GPR): \$1,771

We recommend that GPR be completed if a full-depth reclamation is considered as the depth of existing pavement and gravel base will be an important consideration in this analysis. The total estimated geotechnical fee would then be \$13,690. A City selected contractor will ultimately contract directly with the City of Richfield. Stantec will support finalizing this scope of work and coordinating the work on behalf of the City.

Assumptions/Exclusions:

This project will be completed on a Time and Materials basis. Initial budgets will be established for various tasks and Stantec will provide periodic updates to the City during the design and bidding process.

The City's project budget for this project is \$7M and we will work with the city to deliver the project within this budget.

- The roadway will be designed to meet Minnesota State Aid standards
- Environmental studies, including wetland delineation, or Environmental Site Assessments, will not be required and are not included in this scope.
- Design will be completed with AutoCAD Civil 3D 2025.
- Easement documentation and assistance with easement procurement are not included.

This scope of work does not include construction administration or observation services. An amendment can be provided at a future date if these services are requested.

Proposed Schedule

Project Kick-off	Spring 2026
Topographic Survey and Utility Investigations	Summer 2026
Preliminary Design/Public Engagement	Summer/Fall/Winter 2026
Final design	Spring/Summer 2027
Bidding	Fall 2027
Construction	Summer 2028

This schedule is an estimate and may be impacted by City scope changes, permitting timelines, easements, and reviews.

Compensation

The fees summarized below are based on the project scope and assumptions noted above. A detailed fee estimate can be found in Appendix B. Upon selection we will be willing to review the scope and fee with the city and make refinements to most accurately meet the project needs and expectations of the city. Our current estimated fee is \$680,570. This fee does not include permitting fees. We estimate \$500 in reimbursable expenses (mileage, printing etc.). Actual expenses incurred will be invoiced as accrued and may exceed the estimate. This work will be completed as a time and materials task order under our existing Master Services Agreement. Additional services can be provided at our standard hourly rates after receiving written authorization.

Task No.	Task	Estimated Fee
1	Topographic Survey	\$ 28,356
2	Public Engagement	\$ 90,218
3	Preliminary Design	\$ 75,948
4	Stormwater Analysis and Management Plan	\$ 81,961
5	Final Design	\$ 327,100
6	Bidding Support	\$ 6,284
7	Project Management	\$ 70,203
	Expenses	\$500
Total Estimated Not to Exceed Fee		\$ 680,570
	Geotechnical Services	\$ 13,690

Advantages of Stantec

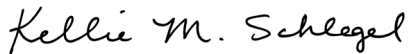
- **Strong understanding of Richfield's priorities**
Experience integrating adopted plans—such as the Richfield Bike Plan—into State Aid-funded reconstruction projects while balancing safety, mobility, and community context.
- **Multimodal and utility expertise under one team**
Coordinated roadway, bikeway, sidewalk, lighting, stormwater, watermain, and sanitary sewer design reduces conflicts and supports efficient delivery.
- **Clear alternatives development and decision support**
Development of multiple cross section and layout alternatives, supported by high-quality graphics, to clearly communicate trade-offs within constrained right of way areas.
- **State Aid and permitting coordination**
Proven experience navigating MnDOT State Aid reviews and Richfield-Bloomington WMO permitting requirements to keep projects moving forward.
- **Public engagement that informs design**
Integrated engagement approach aligned with the City's established framework, supporting Transportation Commission review and well-supported recommendations to City Council.
- **Focus on constructability and risk management**
Early geotechnical coordination, retaining wall investigation, and dedicated QA/QC reviewers to reduce construction risk and change orders.
- **Responsive project management**
Close coordination with City staff, clear communication, and transparent budget and schedule management throughout design and bidding.

Stantec is excited about the opportunity to partner with the City of Richfield on the 69th Street Reconstruction Project. This project represents an important investment in the City's transportation and utility infrastructure, and we are committed to delivering a thoughtful, technically sound solution that enhances safety, supports multimodal mobility, and reflects community priorities. Our team brings the experience, local knowledge, and collaborative approach needed to guide the project from early alternatives through final design and bidding with clarity and confidence.

We appreciate your consideration and the opportunity to present our qualifications for this important project. We look forward to continuing our partnership with the City of Richfield in service of its residents and stakeholders. Please contact either of us should you have any questions or wish to discuss our approach in more detail.

Sincerely,

STANTEC CONSULTING SERVICES, INC.



Kellie Schlegel PE
Project Manager
612-712-2125
kellie.schlegel@stantec.com



Tyler McLeete PE
Principal in Charge, Practice Leader
612-712-2089
tyler.mcleete@stantec.com



Appendix A

Team Resumes



Kellie Schlegel PE

Civil Engineer

22 years of experience · Minneapolis, Minnesota



Kellie brings nearly 23 years of experience, specializing in municipal infrastructure. Her multi-disciplinary experience incorporates planning and design for a variety of projects, including pedestrian, roadway, and utility improvements. Kellie regularly serves as the project manager for infrastructure projects, working closely with both city and internal Stantec staff. Her knowledge of municipal and State Aid processes, engagement, and permitting regulations brings a well-rounded approach.

EDUCATION

Master of Science, Infrastructure Systems Engineering, University of Minnesota, Minneapolis, MN

Bachelor of Science, Civil Engineering, University of Minnesota, Minneapolis, MN

Bachelor of Arts, Mathematics, Carleton College, Northfield, MN

REGISTRATIONS

Professional Engineer #46200, Minnesota

Professional Engineer #E-49643, Wisconsin

PROJECT EXPERIENCE

2025 Elm Creek Pavement Rehabilitation, Expansion, and Accessibility Improvements | Three Rivers Park District, MN | Project Manager

Kellie worked closely with Three Rivers Park District to improve ADA deficiencies, drainage issues, and pavement conditions for several trails, roadways, and parking lots within Elm Creek Park Reserve. This recently completed project also included the design of two additional parking lots.

2026 Bishop Drive Street and Utility Reconstruction | Westerville, OH | Project Manager

Kellie is the project manager for this project that consists of street and utility reconstruction for ½-mile of urban residential roadway. Components of this project include conceptual design to examine several roadway sections to accommodate both roadway and pedestrian/bicycle traffic, a public open house, final design, and coordination with private utilities.

2025 Nine Mile Regional Trail Reconstruction | Three Rivers Park District, Minnesota | Project Manager

Kellie is the project manager for this federally-funded project in the City of Hopkins. This project includes the reconstruction of approximately ½-mile of regional trail along 11th Avenue South. The project scope consisted of easement analysis, ADA improvements, and close coordination with the City of Hopkins to remove a northbound lane of 11th Avenue S in conjunction with recommendations from a Corridor Study.

2019 Infrastructure Improvements | Lauderdale, MN | Project Manager

Kellie provided project management, client coordination, and led the design efforts for the reconstruction of ½ mile of roadway and storm sewer, mill and overlay of ½ mile of roadway, construction of 800' of alleyways, and replacement of 3,000 feet of watermain. The project required coordination with Ramsey County during the turnback process, close collaboration with St. Paul Regional Water Services during the design and construction of the water main (a portion of which was installed using trenchless methods), and ongoing communication between residents and key stakeholders.

2023 Houlton Area Roadway and Drainage Improvements | St. Joseph, WI | Design Lead/Assistant Project Manager

Kellie was the lead designer and assistant project manager for this urban reconstruction project. This half-mile network of roads consisted of narrow roads with aging pavement and a multitude of drainage issues, including an eroding ravine downstream of the neighborhood. The improvements combined rural and urban sections, a storm sewer network, and stabilization of an eroding ravine. It also included engagement, roadway, and storm sewer improvements, and grant requirements for the ravine stabilization component.

2021 Lookout Trail Improvements | Oak Park Heights, Minnesota | Design Lead

Kellie was the lead designer and project manager on this project that reconstructed 2,200 feet of urban roadway that was recently turned back to the City. Key components of this project included close coordination with residents and the city regarding pedestrian safety, driveway access, and parking; coordination with private utilities regarding utility relocation; and phasing of the project to maintain access to an adjacent scenic overlook.

2020 Downtown Area Street and Utility Improvements | Centerville, MN | Project Manager

Kellie provided project management, client coordination, and design oversight for this street, watermain, and storm sewer reconstruction project. This project included the reconstruction of 3,200 feet of street and storm sewer and installation of 3,000 feet of new watermain in a neighborhood in the City's downtown area. Key components of this project included assistance with procuring Anoka County grant funding, water services and well abandonment coordination with residents, streets and utility design to accommodate future redevelopment, and stormwater reuse for stormwater management.



Tyler J. McLeete PE

Principal, Practice Leader

18 years of experience · Minneapolis, Minnesota



Tyler is a principal and practice leader in Stantec's municipal and urban mobility engineering team. He brings extensive experience delivering road reconstruction projects. Tyler serves as Stantec's client service manager for Minneapolis and Hennepin County, and as project manager for various projects throughout greater Minnesota. His responsibilities include civil and municipal design, oversight of plan and specification preparation, project management, report preparation, cost estimates, construction administration, and communication with city staff, agencies, and public stakeholders.

EDUCATION

Bachelor of Science, Civil Engineering Major,
Construction Management Minor, University of
Minnesota, Minneapolis, MN

REGISTRATIONS

Professional Engineer #51774, Minnesota

MEMBERSHIPS

City Engineers Association of Minnesota
American Public Works Association
Women in Transportation (WTS)
Minnesota Surveyors and Engineers Society

AWARDS

2020 APWA National Award, Minneapolis North Loop
Reconstruction

PROJECT EXPERIENCE

Broadway Street NE Paving Improvements | Minneapolis, MN | Project Manager

Broadway Street NE from Stinson Boulevard to Industrial Boulevard in Northeast Minneapolis is the reconstruction of an industrial corridor including shared-use pedestrian facilities. Stantec is providing final design from 30% layout through bidding. The project includes Federal funding. Tyler serves as project manager leading project coordination, communication, and QA/QC.

Historic North Loop Public Realm Reconstruction | Minneapolis, MN | Project Manager

Tyler served as project manager on the award-winning Historic North Loop Project which reconstructed approximately one mile of city streets within a historic district. With the area's transition from primarily industrial to mixed-use commercial and residential in mind, Tyler worked closely with the City of Minneapolis and its multiple departments to design and deliver a project that not only improved pedestrian access and safety but also preserved the historic aspect of the Warehouse District.

Nicollet Avenue Reconstruction (CSAH 52) | Richfield, MN | Project Manager

Tyler led the design and delivery of the multimodal reconstruction project for Hennepin County within the City of Richfield. This 1.3-mile reconstruction project includes extensive public engagement and implementation of a variety of multimodal and complete street elements including roundabout(s), off-street bike facilities, Green Stormwater Infrastructure, and support for future BRT along the corridor. The design team completed an extensive analysis of the public utility infrastructure to provide recommendations on methods of reconstruction of the impacted sewer and water facilities.

1st Avenue Reconstruction | Minneapolis, MN | Multimodal Engineering and Final Design Lead

This initiative will transform the half-mile stretch between North 8th Street and Washington Avenue into a vibrant, multimodal pedestrian corridor. The project aims to enhance the public realm with expanded, ADA-compliant sidewalks, upgraded bicycle facilities, dynamic, flexible street design, new pavement, curb and gutter, underground utilities, lighting, signals, and the addition of trees and ultra-urban green infrastructure elements, including street-level plantings.

Broadway Avenue Road Lane Reduction | Winona, MN | Project Manager

Tyler served as project manager on the downtown roadway diet in Winona. To help Winona finance the \$3.1 million project, Stantec successfully prepared applications for supplemental state and federal funds. The City received \$900,000 of Transportation Alternatives funding through the state and \$1 million in Federal Accelerated Innovation Deployment (AID) Demonstration grant funds.

Upper Harbor Terminal Infrastructure Engineering and Design | Minneapolis, MN | Deputy Project Manager

Tyler is leading the infrastructure design for this 48-acre Upper Harbor Terminal area, stretching just under one mile along the Mississippi River in North Minneapolis. This project will transform the largest redevelopment site in the city. Tyler is leading a multi-disciplinary and collaborative team to design the public infrastructure and support the creation of a great public space.

2021 Evanswood | Maple Grove, MN | Project Manager

Tyler provided the city trunk roadway utility planning and oversight of the infrastructure needed to support a 140+ acre residential redevelopment.

2021 TH 43 Public Utility Improvements | Winona, MN | Project Manager

Tyler designed and prepared construction and bidding documents for the reconstruction of deficient segments of existing watermain and sanitary sewer for inclusion in MnDOT's TH 43 Mankato Avenue Improvements project.



Andrew S Boyle P.E.

Senior Civil Engineer

12 years of experience · Minneapolis, Minnesota



Andrew is a senior civil engineer within our municipal and multimodal engineering team who has extensive experience delivering multi-modal, street and utility reconstruction, and retrofit projects. He is a car-lite Minneapolis resident and passionate about improving non-auto-based transportation modes as a way to build community, improve safety, and achieve economic and environmental goals.

EDUCATION

Bachelor of Science, Geography, University of Minnesota Twin Cities, Minneapolis, MN

Bachelor of Civil Engineering, University of Minnesota Twin Cities, Minneapolis, MN

REGISTRATIONS

Professional Engineer #56703, Minnesota

MEMBERSHIPS

Member, City Engineers Association of Minnesota

PROJECT EXPERIENCE

Downtown East Reconstruction | Minneapolis, MN | Design Engineer

Andrew worked collaboratively with City staff, the lead engineering firm, and State Aid Hydraulics to design storm sewer and green infrastructure elements, for this challenging downtown reconstruction. He also designed modifications for utilities and assisted with the design and review of the streets, bike, and pedestrian facilities.

Capital City Bikeway Wabasha Extension | St. Paul, MN | Project Manager / Design Lead

Andrew served as project manager and design lead for a complex downtown bikeway and streetscape project. He led corridor design development, coordinated multidisciplinary engineering tasks, and supported stakeholder engagement for a constrained urban environment. He guided design decisions related to sidewalk-level bikeway facilities, pedestrian improvements, stormwater infrastructure, and ADA-compliant curb ramps while coordinating closely with City staff and project partners to advance the project through design and construction preparation.

Upper Harbor Terminal Infrastructure Engineering and Design | Minneapolis, MN | Design Engineer

Andrew assisted in the design and review of the parkways, parkway storm sewer, green infrastructure, utilities, and the review of the Dowling Ave storm sewer and green infrastructure on this large collaborative City of Minneapolis project.

Phillips Traffic Safety Project | Minneapolis, MN, | Project Manager, Lead Design Engineer

Andrew worked with City transportation planners and engineers to engage the Phillips community and deliver concept designs and 100% plans of a AAA bikeway along East 24th Street between I-35W and Hiawatha Ave, and targeted safety improvements at several intersections along E 24th Street, Chicago Ave S, and E 28th Street corridors to meet the residents' needs, as well as safety and environmental goals. The project involved coordination with Metro Transit to mitigate the impact on existing routes and design curb extensions that could accommodate bus stops. He also coordinated with private utilities and MWMO to develop green infrastructure.

Broadway Avenue ADA Improvements | Winona, MN | Lead Design Engineer

Andrew designed ADA compliant ramps for 94 quadrants in a challenging corridor retrofit that included a mill and overlay and minor storm sewer modifications.

MnDOT TH 43 Reconstruction | Winona, MN | Utility Engineer

With an aging infrastructure and major safety concerns along this corridor, this is one of MnDOT's and the City's highest priority projects in the Rochester District. Stantec was responsible for the project management activities including managing the design, leading the public involvement efforts, coordinating a major multimodal traffic study, environmental documentation (including preparation of a CATEX), and coordination of public and private utilities.

Winona - Mankato Ave Utility Improvements | City of Winona | Winona, Minnesota, United States | 2021 | Design Engineer

Andrew designed the water and utility infrastructure along Mankato Avenue in coordination with a MnDOT reconstruction that was concurrently being designed. The project required lots of coordination work and creative solutions including horizontal directional drilling, pipe bursting, and pipe lining due to MnDOT requirements, limited ROW space, and extensive private utilities.

Northside Greenway | Minneapolis, MN | Preliminary / Final Design Lead

Andrew served as preliminary design lead for the full four-mile corridor and led final design for the first two miles. He coordinated with City of Minneapolis staff, the prime consultant, and private utilities to develop an innovative urban retrofit focused on traffic calming and improved bicycle and pedestrian connectivity across North Minneapolis. Andrew guided design development for roadway, utility, and streetscape elements, helping advance a safe and comfortable east-west route that responds to neighborhood context and multimodal needs.



Joseph Pond PE

Civil Engineer

16 years of experience · Minneapolis, Minnesota



Joe is a professional engineer with experience focusing on municipal infrastructure projects including roadway and utility design. Joe's experience, knowledge and skills allow him to deliver high-quality projects for our clients.

EDUCATION

Bachelor of Science, Civil Engineering, University of Minnesota, Minneapolis, Minnesota, United States, 2008

REGISTRATIONS

Professional Engineer #51829, Minnesota

PROJECT EXPERIENCE

2020 Downtown Area Street and Utility Improvements | Centerville, MN | Design Lead

Joe led the design team for this urban street, watermain, and storm sewer reconstruction project. This project included the reconstruction of 3,200 feet of street and storm sewer and installation of 3,000 feet of new watermain in a neighborhood in the City's downtown area. Key components of this project included assistance with procuring Anoka County grant funding, coordination of water services and well abandonment with residents, design of streets and utilities to accommodate future redevelopment, and use of an adjacent stormwater reuse system to provide stormwater management.

2026 Bishop Drive Street and Utility Reconstruction | Westerville, OH | Design Lead

Joe is the lead designer for this project that consists of street and utility reconstruction for ½-mile of urban residential roadway. Components of this project include full reconstruction of the roadway, adding sidewalks to both sides of the street, watermain and storm sewer replacement, and coordination with private utilities.

2023 Houlton Area Roadway and Drainage Improvements | St. Joseph, WI | Design Lead

Joe led the design of this neighborhood roadway reconstruction. The project expanded to over 0.5 mile of full depth roadway reconstruction including storm sewer. Improvements for an eroding ravine area through storm water management improvements and permanent stabilization methods. Joe was responsible for preliminary and final design, plan production, cost estimates and specifications as well as coordination with property owners and private utility owners.

2025 Nine Mile Regional Trail Reconstruction | Three Rivers Park District, Minnesota

Joe led the design for this federally-funded project located in the City of Hopkins. This project includes the reconstruction of approximately ½-mile of regional trail along 11th Avenue South. The project scope consisted of easement analysis, ADA improvements, and close coordination with the City of Hopkins to remove a northbound lane of 11th Avenue S in conjunction with recommendations from a Corridor Study.

2022-2023 Street Rehabilitation Project | Mounds View, MN | Design Lead

Joe led the design, plan production, and cost estimating of this 2-mile roadway rehabilitation project to state aid standards. The project reclaimed the existing roadway and provided new curb and gutter, storm sewer replacement, sanitary sewer lining, signing and lighting improvements. An ADA compliant multi-use pedestrian path was included for the entire length of the project providing a critical longitudinal link between existing pedestrian facilities on each end of the project. An additional 0.4 miles of ADA compliant trail were added to the project to link existing and future pedestrian facilities.

2021 Lookout Trail Improvements | Oak Park Heights, MN | Design Engineer

This project reconstructed 2,200 feet of urban roadway that was recently turned back to the City. Key components included close coordination with residents and the city regarding pedestrian safety, driveway access, and parking; coordination with private utilities regarding utility relocation; and phasing of the project to maintain access to an adjacent scenic overlook.

2019 Infrastructure Improvements | Lauderdale, MN | Design Lead

Joe led the design of ½ mile of roadway reconstruction and ½ mile of mill and overlay. This project introduced concrete curb and gutter, improved storm sewer and watermain, and completed alleyway connections. Coordination was required with adjacent property developers, St. Paul Regional Water Services, and other private utility owners.

Minnesota River Bluffs Regional Trail Extension* | Carver, Minnesota | Design Engineer

As the lead design engineer, Joe was responsible for daily coordination of preliminary design and construction plan preparation. This 2-mile multi-use trail included a trailhead and parking amenities, a bridge and an alignment atop an existing railroad bed and levee of the Minnesota River.



Aaron Nemitz EIT

Civil Designer

8 years of experience · Minneapolis, Minnesota



Aaron is a civil designer with expertise in municipal and transportation stormwater management, hydraulic modeling, and flood mitigation strategies with strong technical skills designing and analyzing complex drainage systems to support resilient infrastructure. Aaron is proficient in HydroCAD, HEC-RAS, and XPSWMM, as well as other modeling and design tools, enabling him to deliver accurate and efficient solutions for water resources projects. His work emphasizes sustainable design practices and compliance with regulatory requirements.

EDUCATION

Bachelor of Science in Biosystems Engineering,
University of Minnesota, Minneapolis, MN

CERTIFICATIONS & TRAINING

Design of Construction - SWPPP, University of
Minnesota, Minneapolis, MN

Contractor On-Track Safety, FRA 214 Railroad
Workplace Safety, Minneapolis, MN

REGISTRATIONS

Engineer-In-Training #154854, Minnesota

PROJECT EXPERIENCE

Nicollet Avenue Stormwater System Design and Permitting | Bloomington, MN | Stormwater Lead

Aaron was lead stormwater engineer for this 2.3-mile urban roadway corridor reconstruction, which included underground stormwater BMPs and an extensive storm sewer system meeting State-Aid, City, County, and Watershed District standards. He worked with regulators and stakeholders to navigate large, complex sewershed areas, extensive in-place utilities, MPCA Superfund contamination areas, and multiple watershed jurisdictions. The design used XPSWMM, MicroStation Open Roads Designer, and HydroCAD stormwater modeling software.

TH 41 & CSAH 61 Stormwater System Design and Permitting | Chaska, MN | Water Resources Engineer

Aaron led the storm sewer and treatment BMP design for this multi-road reconstruction project through the center of downtown Chaska, MN in a manner that met State-Aid, City, County, and Watershed District standards. Project specific stormwater challenges included large offsite sewersheds, internal levee drainage, local lift station design, and extensive existing utilities.

Creek Road/Savanna Way Stormwater System Design and Permitting | Chaska, MN | Water Resources Engineer

Aaron led the design of a complex stormwater system including storm sewer, wet ponds, and biofiltration basins used to treat new impervious from a new City road. The project required significant coordination with the City to design the system to allow for future roadway expansion and stormwater service to potential future development. The system was also designed to meet City, Watershed, and State-Aid requirements.

SDDOT Interstate 90 Drainage Design | Sturgis, SD | Water Resources Engineer

Aaron worked with a team of Stantec's Transportation engineers to locate and size culverts and manage median drainage along a three-mile stretch of Interstate being reconstructed near Sturgis, SD. The design consisted of determining peak flow rates to each pipe, sizing pipes to meet allowable headwater and velocity requirements, and ensuring adequate median ditch and drain capacities per SDDOT design requirements. The hydraulic modeling software HY-8 was used for the design.

TH-30 Flood Analysis and Improvement Study | Danville Township, MN | Water Resources Engineer

Aaron used the hydrologic modelling software XPSWMM to evaluate a riverine system that frequently overtopped TH-30 in southern Minnesota. The system was modeled in both one and two dimensions to quantify current flooding and develop a number of solutions to help mitigate flooding issues along the road caused by local runoff and rising river levels. Project deliverables included a report highlighting the peak flood reduction of eleven potential solutions, as well as animated flood elevation maps showing the extent of flooding as it occurred throughout several modeled storm events.

Gleason Fields Stormwater System Design | Maple Grove, MN | Water Resources Engineer

Aaron designed a complex stormwater collection and conveyance system in conjunction with the complete redesign of Gleason Fields Park. The design and modeling were done in HydroCAD, which was used to evaluate peak discharge rates leaving the park and mitigate existing drainage issues on neighboring residential properties.

St. Cloud Park Improvements | St. Cloud, MN | Water Resources Engineer

Aaron designed integrated stormwater BMPs and piping systems within three parks in the City of St. Cloud that achieved required water quality and volume reduction goals. The designs accounted for local and upstream drainage while optimizing usability of the park space and focused on safety for baseball fields and playground.



Rick Kreuser

Senior Construction Manager

39 years of experience · Minneapolis, Minnesota



Rick is a Senior Construction Manager with m experience in the public sector. Before joining Stantec, Rick worked as a senior project manager for the City of Minneapolis in the Transportation Engineering and Design Division and was the project manager on several major capital projects. Rick has extensive experience in project delivery, from planning and funding to coordinating public engagement with stakeholders and construction management through finalization. He is a strong project manager who is adept at leading field survey crews and design teams. Rick brings a vast and unique perspective to teams given his experience working for the City of Minneapolis and on MnDOT, Hennepin County, and Metropolitan Council, multi agency projects. Rick's responsibilities include civil and municipal design, constructability reviews, plan preparation, project management, construction management/mentorship, communication with City staff, other public agencies, public stakeholders, and client management.

EDUCATION

Land Surveying, Dunwoody College of Technology ,
Minneapolis, MN

Engineering Drafting, Anoka Technical College,
Anoka, MN

PROJECT EXPERIENCE

Capital City Bikeway Wabasha Extension | St. Paul, MN | Constructability

Rick provided constructability review for a constrained, high-profile urban corridor. His involvement focused on identifying construction sequencing issues, access constraints, and utility conflicts associated with sidewalk-level bikeway facilities, ADA-compliant curb ramps, stormwater improvements, and signal upgrades. Rick's input helped inform design decisions that balanced multimodal needs while accommodating adjacent properties, venues, and concurrent public projects.

1st Avenue North Reconstruction | Minneapolis, MN | Constructability /Utility Coordination

Rick provided constructability review and utility coordination support for a multimodal corridor reconstruction. His role included reviewing plans for underground utility replacements, coordinating conflicts with existing infrastructure, and advising on construction phasing. Rick's experience with complex projects informed practical solutions for sequencing roadway, sidewalk, and utility work while supporting ADA upgrades, bicycle facilities, and streetscape improvements.

Robert Street Construction | St. Paul, MN | Construction Advisor

Rick served as a construction advisor, drawing on decades of public-sector and urban construction management experience. He provided guidance on construction staging, coordination among multiple agencies, and management of impacts to traffic, utilities, and adjacent properties. His advisory support helped the project team anticipate construction risks, address field issues efficiently, and align construction activities with project goals for safety, access, and schedule.

Historic Nicollet Mall Project | Minneapolis, MN | Project Manager / Utility Coordination

As project manager for the project, Rick led delivery of a \$50 million reconstruction through the core of downtown Minneapolis. He managed design, construction, and utility coordination for a complex corridor that included full sanitary sewer replacement, major utility conduit work, and multiple private utility upgrades. Rick coordinated closely with transit agencies, downtown organizations, business owners, and public stakeholders while overseeing construction management and integration of public art elements. His leadership supported successful delivery of a highly visible transit and pedestrian mall in an active urban environment.

Marquette Avenue and 2nd Avenue Bus Rapid Transit (BRT) Project (MARQ2)* | Minneapolis, MN | Design Lead and Construction Manager

The MARQ2 project was a full reconstruction of two miles of roadway. Rick worked as the design lead and construction manager for the award-winning project. He worked closely with the design consultant for "over-the-shoulder review" during the design phase, and coordinated daily construction activities, communications, and coordination with Metro Transit, contractors, and stakeholders. The project improved drive time for downtown and with real-time signage, improved communication with transit riders.

CCLRT Central Corridor | Minneapolis–St. Paul, MN | Utility Coordination / Construction Manager

Rick served as construction manager and utility coordination lead for Metro Transit's Green Line between Minneapolis and St. Paul. Acting as the primary liaison among the City of Minneapolis, University of Minnesota, Hennepin County, Metro Transit, and contractors, he coordinated LRT construction through dense urban areas and major institutional corridors. Rick oversaw day-to-day construction related to city infrastructure, traffic management, and utilities, and supported final acceptance of municipal facilities and coordination of project funding agreements.

** denotes projects completed with other firms*



DAN EDGERTON, AICP

Vice President

Dan is a Vice President at Zan Associates and brings over 15 years of experience in multimodal transportation planning and design, public and stakeholder engagement, and project delivery. He is an accomplished engagement professional and brings an ideal combination of experience and expertise in mentorship and planning to advise project staff on engagement for this project. He understands the complex relationship between community values, technical constraints, and agency policy direction and is passionate about engaging communities and stakeholders in relevant and meaningful conversations to inform project solutions. Dan is a Richfield resident and lived off 69th Street for 10 years.

EDUCATION

Master of Urban + Regional Planning / Minnesota State University

Bachelor of Science in Finance, Insurance, + Real Estate / Saint Cloud State University

TRAINING/ CERTIFICATIONS

American Institute of Certified Planners (AICP)

IAP2 Fundamentals in Public Participation / Certification

PROFESSIONAL AFFILIATIONS

APA / MN Chapter Program Committee Former Co-Chair

CONTACT

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✉ dedgerton@zanassoc.com

💻 www.zanassoc.com

📍 105 5th Ave S, Suite 130
Minneapolis, MN 55401



RELEVANT PROJECT EXPERIENCE

Penn Avenue Safety Improvements / Hennepin County

Dan oversees engagement implementation for this multi-year reconstruction. Zan Associates, as part of a consultant team, is leading the public engagement process for the reconstruction of Penn Avenue through Richfield, Minnesota. Engagement tasks include public open houses, pop-up listening sessions, and working with Hennepin County, the City of Richfield, and the consultant team to gather current and past experiences using the roadway before design options are brought to the public.

Penn Avenue Corridor Study / Hennepin County + City of Richfield

Dan was the project manager for the development of design concepts for the reconstruction of Penn Avenue. This community-based process is focusing on providing improved multimodal solutions along Penn Avenue, improved public realm treatments, and improved connections for bicycles and pedestrians.

Pedestrian Plan / City of Richfield

Dan led the plan development process, which included a non-traditional approach to understanding pedestrian demand based on contextual factors such as land use, population density, and proximity to activity centers. A key outcome of this plan was to create a citywide and project specific process to appropriately balance pedestrians in context with all other modes, based on community values which were informed by community engagement.

Edina Comprehensive Plan + Small Area Plans / City of Edina

Dan was responsible for developing and implementing stakeholder and community engagement, including working with stakeholder committees. The focus of this project was to complete three small area plans and a city-wide comprehensive update for the City of Edina. Engagement activities were purposefully developed to ensure that the final planning products reflected the values of the community, while recognizing technical and regulatory constraints.



Appendix B

Fee Estimate



FEE ESTIMATE - 69th St Reconstruction

Name	McLeete, Tyler	Schlegel, Kelle	Roeber, Daniel	Ruhl, Price	Boyle, Andrew	Pond, Joseph	Priya, Aara	Voelker, Steven	Terhaar, Edward	Nemitz, Aaron	Mischio, Owen	Johnson, Tyler	Gravel, Phil	Kreuser, Rick	Leonard, Michael	Khanna, Prekshi	FitzPatrick, Mike	Bollu, Ankita	Oehrlein, Chuck	Capra, Andrea	Chapman, Debbie	Expenses	Zan Associates
Project Billing Rate (T&M)	\$223.00	\$212.00	\$212.00	\$300.00	\$203.00	\$203.00	\$177.00	\$212.00	\$223.00	\$197.00	\$184.00	\$285.00	\$251.00	\$223.00	\$203.00	\$177.00	\$223.00	\$197.00	\$223.00	\$164.00	\$183.00	\$1.00	\$1.00
Total Units (T&M)	64	481	20	56	160	626	744	34	12	172	272	26	18	56	46	52	47	58	8	26	20	500	72,745.25
Fee (T&M)	\$14,272.00	\$101,972.00	\$4,240.00	\$16,800.00	\$32,480.00	\$127,078.00	\$131,688.00	\$7,208.00	\$2,676.00	\$33,884.00	\$44,608.00	\$7,410.00	\$4,518.00	\$12,488.00	\$9,336.00	\$9,204.00	\$10,481.00	\$11,426.00	\$1,784.00	\$4,264.00	\$3,660.00	\$500.00	\$72,745.25
Escalation (T&M)	\$386.00	\$2,389.24	\$0.00	\$0.00	\$243.60	\$3,732.02	\$4,071.04	\$688.32	\$34.87	\$368.05	\$590.44	\$46.74	\$180.72	\$381.21	\$265.49	\$254.88	\$388.90	\$405.87	\$71.36	\$170.56	\$87.50	\$0.00	\$0.00
Total Fee (T&M)	\$14,657.00	\$104,961.24	\$4,240.00	\$16,800.00	\$32,823.60	\$130,810.02	\$136,559.04	\$7,496.32	\$2,710.87	\$34,252.05	\$45,198.44	\$7,456.74	\$4,698.72	\$12,869.21	\$9,633.49	\$9,458.88	\$10,849.90	\$11,831.97	\$1,855.36	\$4,434.56	\$3,747.50	\$500.00	\$72,745.25

Task Code	Task Name	Start Date	End Date	Units
1	69th Street Improvements	2026/05/01	2027/12/31	
1.1	Topographic Survey & Structure Investigation	2026/05/01	2026/08/01	
1.1.1	Topo Survey	2026/05/01	2026/07/01	24
1.1.2	Structure Inventory/Measure Downs	2026/05/01	2026/07/01	16
1.1.2	Create Pierced Basemap	2026/05/01	2026/08/01	16
1.1.4	Create Topo Basemap	2026/05/01	2026/07/01	16
1.2	Public Engagement	2026/05/01	2027/09/30	
1.2.1	Richfield Transportation Commission	2026/05/01	2027/09/30	8
1.2.2	Open Houses	2026/05/01	2027/09/30	16
1.2.3	Pop-Up Events	2026/05/01	2027/09/30	8
1.2.4	Project Website	2026/05/01	2027/09/30	2
1.3	Preliminary Design & Bikeway Alternative Analysis	2026/05/01	2027/02/28	
1.3.1	Concept Typical Sections and Layouts	2026/05/01	2027/02/28	60
1.3.2	Retaining wall investigations and report	2026/05/01	2026/09/30	4
1.3.3	Site Visit/Photos	2026/05/01	2026/09/30	4
1.3.4	30% Design	2026/10/01	2026/12/30	40
1.3.5	Geotechnical Coordination and Review	2026/05/01	2026/09/30	2
1.3.6	Preliminary Utility Coordination	2026/05/01	2026/09/30	8
1.4	Stormwater Analysis & Management Plan & Permitting	2026/05/01	2027/09/15	
1.4.1	Background Data/Regulatory Review	2026/05/01	2026/09/30	4
1.4.2	Existing Conditions	2026/05/01	2026/09/30	24
1.4.3	Proposed Conditions/BMP Design	2026/05/01	2026/09/30	40
1.4.4	Stormwater Mgmt Plan / memo	2026/05/01	2026/09/30	8
1.4.5	Watershed and State Aid Submittal	2026/05/01	2026/09/30	8
1.4.6	Storm Sewer Design	2026/05/01	2027/09/15	60
1.5	Final Design	2027/03/01	2027/09/15	
1.5.1	60% Design	2027/03/01	2027/06/01	
1.5.1.1	Roadway	2027/03/01	2027/06/01	8
1.5.1.2	Lighting	2027/03/01	2027/06/01	24
1.5.1.3	Watermain	2027/03/01	2027/06/01	8
1.5.1.4	Sanitary Sewer	2027/03/01	2027/06/01	8
1.5.1.5	Cost Estimate/SEQ	2027/03/01	2027/06/01	4
1.5.1.6	Utility Coordination	2027/03/01	2027/06/01	8
1.5.2	80% Design	2027/06/01	2027/08/01	
1.5.2.1	Roadway	2027/06/01	2027/08/01	8
1.5.2.2	Lighting	2027/06/01	2027/08/01	24
1.5.2.3	Watermain	2027/06/01	2027/08/01	4
1.5.2.4	Sanitary Sewer	2027/06/01	2027/08/01	8
1.5.2.5	State Aid Submittals & Coordination	2027/06/01	2027/08/01	16
1.5.2.6	Specifications	2027/06/01	2027/08/01	32
1.5.2.7	Cost Estimate/SEQ	2027/06/01	2027/08/01	4
1.5.2.8	Utility Coordination	2027/06/01	2027/08/01	8
1.5.3	100% Design/Construction Documents	2027/08/01	2027/09/15	
1.5.3.1	Roadway	2027/08/01	2027/09/15	8
1.5.3.2	Lighting	2027/08/01	2027/09/15	16
1.5.3.3	Watermain	2027/08/01	2027/09/15	4
1.5.3.4	Sanitary Sewer	2027/08/01	2027/09/15	8
1.5.3.5	State Aid - Final Submittal	2027/08/01	2027/09/15	8
1.5.3.6	Specifications/Project Manual	2027/08/01	2027/09/15	8
1.5.3.7	Cost Estimate/SEQ	2027/08/01	2027/09/15	2
1.6	Bidding	2027/10/01	2027/12/31	
1.6.1	Document Upload and Quest/CDN Coordination	2027/10/01	2027/12/31	1
1.6.2	Contractor Questions and Addenda	2027/10/01	2027/12/31	8
1.6.3	Bid Opening, Bid Tab, Recommendation Letter	2027/10/01	2027/12/31	2
1.7	Project Management	2026/05/01	2027/12/30	
1.7.1	Monthly meetings with City	2026/05/01	2027/12/30	10
1.7.2	Internal bi-weekly design meetings	2026/05/01	2027/12/30	10
1.7.3	Project Management	2026/05/01	2027/12/30	20
1.8	Expenses	2026/05/01	2027/12/31	

Project Summary	Hours	Labour	Expense	Subs	Total
Fixed Fee	0	\$0.00	\$0.00	\$0.00	\$0.00
Time & Material	2,998	\$607,325.01	\$500.00	\$72,745.25	\$680,570.26
Total	2,998	\$607,325.01	\$500.00	\$72,745.25	\$680,570.26

Task Type	Hours	Labour	Expense	Subs	Total	Comments
Time & Material	2,998	\$607,325.01	\$500.00	\$72,745.25	\$680,570.26	
Time & Material	114	\$28,356.00	\$0.00	\$0.00	\$28,356.00	
Time & Material	50	\$14,084.00	\$0.00	\$0.00	\$14,084.00	Includes utilities/GSOC
Time & Material	16	\$4,800.00	\$0.00	\$0.00	\$4,800.00	
Time & Material	16	\$3,362.00	\$0.00	\$0.00	\$3,362.00	
Time & Material	32	\$6,080.00	\$0.00	\$0.00	\$6,080.00	Includes utility linework
Time & Material	82	\$17,472.74	\$0.00	\$72,745.25	\$90,217.99	ZAN Support for up to 4 meeting
Time & Material	18	\$3,845.39	\$0.00	\$0.00	\$3,845.39	One staff. Up to 4 meetings. Includes presentation material and attendance
Time & Material	34	\$7,235.38	\$0.00	\$0.00	\$7,235.38	Two staff. Up to 4 meetings. Includes coordination, presentation material, attendance, and summary.
Time & Material	18	\$3,845.39	\$0.00	\$0.00	\$3,845.39	Two staff. Up to 2 meetings. Includes coordination, presentation material, attendance, and summary.
Time & Material	12	\$2,546.58	\$0.00	\$0.00	\$2,546.58	Zan provides content with support from Stantec. Website hosted by city. Material for launch plus 4 updates.
Time & Material	376	\$75,948.57	\$0.00	\$0.00	\$75,948.57	
Time & Material	126	\$26,086.57	\$0.00	\$0.00	\$26,086.57	Up to 3 layout options/cross sections
Time & Material	24	\$4,456.00	\$0.00	\$0.00	\$4,456.00	
Time & Material	184	\$36,616.00	\$0.00	\$0.00	\$36,616.00	30% Plans and EOPC
Time & Material	8	\$1,700.00	\$0.00	\$0.00	\$1,700.00	
Time & Material	16	\$3,200.00	\$0.00	\$0.00	\$3,200.00	
Time & Material	444	\$81,961.03	\$0.00	\$0.00	\$81,961.03	
Time & Material	20	\$3,736.00	\$0.00	\$0.00	\$3,736.00	Includes up to 2 meetings with agencies/City
Time & Material	52	\$9,804.00	\$0.00	\$0.00	\$9,804.00	
Time & Material	88	\$16,720.00	\$0.00	\$0.00	\$16,720.00	
Time & Material	28	\$5,340.00	\$0.00	\$0.00	\$5,340.00	
Time & Material	28	\$5,194.00	\$0.00	\$0.00	\$5,194.00	
Time & Material	228	\$40,167.01	\$0.00	\$0.00	\$40,167.01	30%, 60%, 90%, 100%
Time & Material	1,623	\$327,099.76	\$0.00	\$0.00	\$327,099.76	
Time & Material	0	\$0.00	\$0.00	\$0.00	\$0.00	
Time & Material	386	\$76,675.04	\$0.00	\$0.00	\$76,675.04	
Time & Material	20	\$4,313.92	\$0.00	\$0.00	\$4,313.92	
Time & Material	32	\$6,647.68	\$0.00	\$0.00	\$6,647.68	
Time & Material	40	\$8,265.92	\$0.00	\$0.00	\$8,265.92	
Time & Material	47	\$9,103.12	\$0.00	\$0.00	\$9,103.12	
Time & Material	20	\$4,380.48	\$0.00	\$0.00	\$4,380.48	
Time & Material	0	\$0.00	\$0.00	\$0.00	\$0.00	
Time & Material	446	\$87,611.88	\$0.00	\$0.00	\$87,611.88	
Time & Material	36	\$7,677.28	\$0.00	\$0.00	\$7,677.28	
Time & Material	28	\$5,765.76	\$0.00	\$0.00	\$5,765.76	
Time & Material	28	\$5,803.20	\$0.00	\$0.00	\$5,803.20	
Time & Material	60	\$12,467.52	\$0.00	\$0.00	\$12,467.52	
Time & Material	72	\$15,250.56	\$0.00	\$0.00	\$15,250.56	
Time & Material	12	\$2,618.72	\$0.00	\$0.00	\$2,618.72	
Time & Material	24	\$5,224.96	\$0.00	\$0.00	\$5,224.96	
Time & Material	0	\$0.00	\$0.00	\$0.00	\$0.00	
Time & Material	226	\$44,684.64	\$0.00	\$0.00	\$44,684.64	
Time & Material	16	\$3,494.40	\$0.00	\$0.00	\$3,494.40	
Time & Material	18	\$3,762.72	\$0.00	\$0.00	\$3,762.72	
Time & Material	32	\$6,547.68	\$0.00	\$0.00	\$6,547.68	
Time & Material	24	\$5,141.76	\$0.00	\$0.00	\$5,141.76	
Time & Material	36	\$7,508.80	\$0.00	\$0.00	\$7,508.80	
Time & Material	20	\$4,053.92	\$0.00	\$0.00	\$4,053.92	
Time & Material	31	\$6,283.68	\$0.00	\$0.00	\$6,283.68	
Time & Material	5	\$902.72	\$0.00	\$0.00	\$902.72	
Time & Material	22	\$4,598.88	\$0.00	\$0.00	\$4,598.88	
Time & Material	4	\$762.08	\$0.00	\$0.00	\$762.08	
Time & Material	328	\$70,203.23	\$0.00	\$0.00	\$70,203.23	
Time & Material	90	\$19,648.80	\$0.00	\$0.00	\$19,648.80	20 Meetings
Time & Material	198	\$42,466.56	\$0.00	\$0.00	\$42,466.56	40 Meetings
Time & Material	40	\$8,088.80	\$0.00	\$0.00	\$8,088.80	2 hrs/month for 20 months
Time & Material	0	\$0.00	\$500.00	\$0.00	\$500.00	Mileage



Zan Associates Cost Proposal

Project Name: 69th Street in Richfield

Estimated PoP: 16 months

Anticipated Start Date: 2026-05-01

Anticipated End Date: 2027-09-30

Date of submission: 2026-04-07

Rate Sheet: 2026 Standard

Assumed Inflation: 3.00%

						President	Vice President	Senior Associate 3	Sr. Associate 2	Sr. Associate 1	Associate 2	Associate 1	Sr. Creative 2	Sr. Creative 1	Creative 2	Creative 1	Admin	Intern	Mktg Coord				
WBS	Tasks	Assumptions	Start Date	End Date		\$ 283.55	\$ 239.20	\$ 224.90	\$ 190.35	\$ 154.25	\$ 121.90	\$ 102.30	\$ 190.35	\$ 154.25	\$ 121.90	\$ 102.30	\$ 82.95	\$ 82.95	\$ 265.90	Hours	Fee	Escalation	Total Labor
Task 1. Project Management						0.00	68.00	0.00	0.00	0.00	2.00	0.00	0.00	1.00	0.00	0.00	16.00	0.00	0.00	87.00	17,990.85	-	17,990.85
1.1	Project launch	Workplan and schedule, staff coordination, etc.	2026-05-01	2027-09-30			4.00				2.00			1.00						7.00	1,354.85	0.00	1,354.85
1.2	Project administration	Invoicing, progress reporting, and general PM activities	2026-05-01	2027-09-30			32.00										16.00			48.00	8,981.60	0.00	8,981.60
1.3	Project meetings		2026-05-01	2027-09-30			32.00													32.00	7,654.40	0.00	7,654.40
Task 2. Public Engagement						0.00	90.00	0.00	0.00	0.00	166.00	0.00	0.00	56.00	0.00	0.00	6.00	0.00	0.00	318.00	50,899.10	-	50,899.10
6.2	Richfield Transportation Commission	One staff. Up to 4 meeting. Includes presentation material and attendance.	2026-05-01	2027-09-30			24.00				8.00									32.00	6,716.00	0.00	6,716.00
6.3	Open Houses	Two staff. Up to 4 meetings. Includes coordination, presentation material, attendance, and summary.	2026-05-01	2027-09-30			50.00				90.00			24.00			4.00			168.00	26,964.80	0.00	26,964.80
6.9	Pop-Up Events	Two staff. Up to 2 meetings. Includes coordination, presentation material, attendance, and summary.	2026-05-01	2027-09-30			2.00				40.00			8.00			2.00			52.00	6,754.30	0.00	6,754.30
6.7	Project Website	Zan provides content with support from Stantec. Website hosted by city. Material for launch plus 4	2026-05-01	2027-09-30			10.00				16.00									26.00	4,342.40	0.00	4,342.40
6.8	Project Communications	Up to 4 flyers and 1 yard sign design.	2026-05-01	2027-09-30			4.00				12.00			24.00						40.00	6,121.60	0.00	6,121.60
			Total Project Hours			0.00	158.00	0.00	0.00	0.00	168.00	0.00	0.00	57.00	0.00	0.00	22.00	0.00	0.00	Hours	Fee	Escalation	Total Labor
			Total Category Cost			-	37,793.60	-	-	-	20,479.20	-	-	8,792.25	-	-	1,824.90	-	-	405.00	68,889.95	-	68,889.95

Expenses				
Item	Assumptions	Units	Cost	Total
Handouts	8.5 x 11, color.	500	0.25	125.00
Mounted boards	24 x 36, mounted in sleeves.	40	20.65	826.00
Sandwich boards	For event wayfinding	2	23.25	46.50
Roll plots	6 feet, color.	6	41.40	248.40
Engagement activities	For pop-ups and open houses.	6	41.40	248.40
Refreshments for events	\$100 per event	6	100.00	600.00
Translations	\$250 per document	6	250.00	1,500.00
Mileage	10 round trips. 2 staff. 18 miles each	360	0.73	261.00
Total Expenses				3,855.30

Zan Associates reserves the right to assign work to any staff category, depending on the requirements of the project. As such, we request that this rate card to be included in the professional services contract upon project award. Zan Associates will not change staffing assignments without prior approval from the client project manager.

Rates are subject to an increase on January 1st of each year based on the inflation assumption (or master contract terms if applicable). The escalation is based on that assumption.

President	\$283.55	Associate 2	\$121.90
Vice President	\$239.20	Creative 2	\$121.90
Senior Associate 3	\$224.90	Associate 1	\$102.30
Senior Associate 2	\$190.35	Creative 1	\$102.30
Senior Creative 2	\$190.35	Admin	\$82.95
Senior Associate 1	\$154.25	Intern	\$82.95
Senior Creative 1	\$154.25	Media Specialist	\$265.90

FCCM	-
Labor Total	68,889.95
Expense Total	3,855.30
Subcontractor Total	
Project Total	72,745.25
Approved By	JS



Stantec is a global leader in sustainable engineering, architecture, and environmental consulting. The diverse perspectives of our partners and interested parties drive us to think beyond what's previously been done on critical issues like climate change, digital transformation, and future-proofing our cities and infrastructure. We innovate at the intersection of community, creativity, and client relationships to advance communities everywhere, so that together we can redefine what's possible.





Report Prepared By:

Jennifer Anderson, Support Services Manager

Department Director:

Jay Henthorne, Police Chief

Item for Consideration:

Consider approval of a request for a new Secondhand Goods Dealer license for EcoATM, LLC, located at 826 West 66th Street (inside Speedway).

EXECUTIVE SUMMARY

On May 8, 2026, the City received an application for a new Secondhand Goods Dealer license for EcoATM, LLC, located at 826 West 66th Street (inside Speedway). All required information, documents and fees have been received.

The Public Safety background investigation has been completed. The Public Safety Director has reviewed the background investigation report. None of the information in the report would cause the Public Safety Director to recommend denial of the requested license.

RECOMMENDED ACTION

By Motion: Approve the request for a new Secondhand Goods Dealer license for EcoATM, LLC, located at 826 West 66th Street (inside Speedway).

HISTORICAL CONTEXT

The Public Safety background investigation has been completed and reveals the following:

The applicant has paid the required licensing fees.

The required license and permit bond for \$1500.00 were issued by RLI Insurance Company.

All real estate and personal property taxes due and payable for the premises have been paid.

A criminal background check was conducted on the applicant and no criminal history was found.

As a side note, on May 12, 2026, the Council approved the first Secondhand Goods Dealer license for EcoATM, LLC, for a location at 6540 Penn Ave So. (CVS). Per city code section 1186.21, each EcoATM requested location for a kiosk within the city requires a new application and approval from the Council. If approved, this will allow a second EcoATM in Richfield at the Speedway on 66th St and Rae Dr.

EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS

The Richfield Police Department is committed to ensuring equity and inclusivity in our

work. In some instances, equity considerations may not directly apply; however, DEI principles are always considered.

POLICIES (RESOLUTIONS, ORDINANCES, REGULATIONS, STATUTES, ETC.)

The applicant has complied with all the provisions of the application process.

CRITICAL TIMING ISSUES

There are no critical timing issues.

FINANCIAL IMPACT

Licensing fees have been received.

LEGAL CONSIDERATIONS

There are no legal considerations.

ALTERNATIVE RECOMMENDATION(S)

Deny the request for the Secondhand Goods Dealer license for EcoATM, LLC; however, Public Safety has not found any basis for denial.

ATTACHMENTS

None



Report Prepared By:

Mark McKinley, Administrative Assistant

Department Director:

Katie Rodriguez, City Manager

Item for Consideration:

Consider the approval of the second reading of an ordinance amending Subsection 210.01 of the City Code related to City Council salaries for 2027 and 2028 and summary publication of said ordinance.

EXECUTIVE SUMMARY

Chapter II, Section 210 of the City Code establishes the salaries of the City Council. Subsection 210.01, Subd. 5 provides that salaries of Council Members shall be reviewed by the City Council by May 1 in each year in which an election is held pursuant to Section 200 of the Code. An ordinance amending the salaries established by this section must not take effect until after the next succeeding municipal election. City Council discussed council salaries during the April 28, 2026 work session and directed staff to prepare the ordinance with no increase (0%) over the next two years for Mayor and Council Member salaries.

City Council held the first reading of this report during the May 12, 2026 regular meeting.

RECOMMENDED ACTION

By Motion: Approve the second reading of the ordinance amending Subsection 210.01 of the City Code related to City Council salaries for 2027 and 2028 and summary publication of said ordinance.

HISTORICAL CONTEXT

The City has provided the same cost-of-living increase for all its employee groups for many years. The anticipated cost-of-living increase for 2027 and 2028 is unknown at this time. The cost-of-living increase for city employees in the General Pay Plan has been 3% over the last 9 years. The 2027 cost-of-living increase will be set as part of the budget process.

Since 2018, the City Council has taken the following actions related to Council wages:

2018: City Council approved that the salaries of the Mayor and Council Members shall be increased by a percentage that was the lesser of 3.5% or the percentage increase to match the General Services Pay Plan, effective January 1, 2019, and increased by a percentage that was the lesser of 3.5% or the percentage increase in the General Services Pay Plan effective January 1, 2020. In both years, the approved increase was 3%.

2020: City Council approved that the salaries of the Mayor and Council members would remain the same with no increase, effective January 1, 2021. The City Council directed staff to provide an economic trigger in the ordinance for 2022 that would set the increase to 0% if the economy has not improved, or, set the salary increase based on what is granted to employees in the Management and General Services pay plan in the previous year of 2021. The increase starting January 1, 2022, was 3%.

2022: City Council approved that the salaries of the Mayor and Council Members would be increased to match the General Services Pay Plan, effective January 1, 2023, and that the salaries would be increased to match the General Services Pay Plan, effective January 1, 2024.

2024: City Council approved that the salaries of the mayor and council members would be increased to match the General Pay Plan, effective January 1, 2025, and that the salaries would be increased to match the General Pay Plan, effective January 1, 2026.

In the past, the City Council also reviewed and compared its salaries to Richfield's peer cities. That information is provided below for review:

Mayor Salary (2026)		City Council Salary (2026)	
Peer City	Salary	Peer City	Salary
City of Roseville	\$10,620.00	City of Fridley	\$7,761.78
City of Fridley	\$10,688.60	City of Inver Grove Heights	\$8,200.00
City of Inver Grove Heights	\$11,400.00	City of Roseville	\$8,220.00
City of Oakdale	\$12,000.00	City of Fridley (At-Large)	\$8,779.42
City of Lino Lakes	\$12,400.00	City of Shakopee	\$9,000.00
City of Savage	\$12,487.80	City of Savage	\$9,503.36
City of Hopkins	\$12,500.00	City of Oakdale	\$9,600.00
City of Cottage Grove	\$13,351.00	City of Eagan	\$10,000.00
City of Eagan	\$13,625.00	City of Cottage Grove	\$10,057.00
City of Richfield (w/ 0% increase)	\$14,339.00	City of Lino Lakes	\$10,423.00
City of Brooklyn Center	\$14,857.00	City of Richfield (w/ 0% increase)	\$11,128.00
City of Shakopee	\$15,000.00	City of Brooklyn Center	\$11,158.00
City of Maplewood	\$17,430.40	City of Hopkins	\$12,500.00
		City of Maplewood	\$15,350.40

EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS

Regular evaluation of council compensation helps ensure that pay remains reasonable and consistent with peer communities, without creating an undue financial burden for those serving in a part-time elected role.

POLICIES (RESOLUTIONS, ORDINANCES, REGULATIONS, STATUTES, ETC.)

Chapter II, Section 210 of the City Code establishes the salaries of the City Council.

CRITICAL TIMING ISSUES

Council needs to establish its salaries for 2027 and 2028 by ordinance before the next council election.

FINANCIAL IMPACT

A zero percent increase would result in no change to current City Council compensation levels for 2027 and 2028. There would be no additional impact on the General Fund beyond maintaining existing budgeted amounts.

LEGAL CONSIDERATIONS

None.

ALTERNATIVE RECOMMENDATION(S)

The City Council could vote to approve a set-amount or percentage increase in 2027 and 2028.

ATTACHMENTS

1. 05-26 Bill 2026-05
2. Resolution Summary Publication of Bill 2026-05

BILL NO. 2026-05

Motion by:

Seconded by:

**AN ORDINANCE AMENDING SECTION 210 OF THE
RICHFIELD CITY CODE PERTAINING TO CITY COUNCIL SALARIES**

THE CITY OF RICHFIELD DOES ORDAIN:

Section 1. Subsection 210.01 of the Richfield City Code is amended as follows:

Subdivision 1. Mayor. The annual salary of the mayor as of January 1, 2024~~2026~~, is \$13,518.62 ~~\$14,339.00~~. ~~Effective January 1, 2025, the salary of the mayor shall be increased by a percentage that is equal to the percentage increase in the annual pay structure granted January 1, 2025, to the General Pay Plan.~~

Subd 2. Council. The annual salary of a member of the council as of January 1, 2024~~2026~~, is \$10,492.73 ~~\$11,128.00~~. ~~Effective January 1, 2025, the salary of a member of the council shall be increased by a percentage that is equal to the percentage increase in the annual pay structure granted January 1, 2025, to the General Pay Plan.~~

Subd. 3. Compensation adjustment. ~~There shall be no increase in the salary of the mayor or council members for the calendar years 2027 and 2028. Effective January 1, 2026, the annual salary of the mayor and a member of the council as provided in Subdivision 1 and 2 above shall receive an increase that would match the increase in the General Pay Plan granted January 1, 2026.~~

Subd. 4. Payable. Salaries of members of the Council are payable bi-weekly.

Subd. 5. Salary review. The Council shall review the salaries set by this Section by May 1 in each year in which an election is held pursuant to Section 200 of this code. An ordinance amending the salaries as established in this Section must not take effect until after the next succeeding municipal election.

Section 2. Effective Date. This ordinance becomes effective on January 1, 2027.

Passed by the City Council of the City of Richfield, Minnesota this 26th day of May 2026.

VOTING AYE

- ☐ Supple, Mary
- ☐ Burk, Walter
- ☐ Christensen, Sharon
- ☐ Coleman-Woods, Rori
- ☐ Hayford Oleary, Sean

VOTING NAY

- ☐ Supple, Mary
- ☐ Burk, Walter
- ☐ Christensen, Sharon
- ☐ Coleman-Woods, Rori
- ☐ Hayford Oleary, Sean

ATTEST:

Mary B. Supple, Mayor

Michelle Friedrich, City Clerk

RESOLUTION NO. _____

**RESOLUTION APPROVING SUMMARY PUBLICATION OF
AN ORDINANCE PERTAINING TO CITY COUNCIL
SALARIES**

WHEREAS, the City has adopted the above-referenced Ordinance; and

WHEREAS, the verbatim text of the Ordinance is cumbersome, and the expense of publication of the complete text is not justified; and

WHEREAS, the following summary clearly informs the public of the intent and effect of the Ordinance.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Richfield that the following summary is hereby approved for official publication:

**SUMMARY PUBLICATION
BILL NO. 2026- _____**

**AN ORDINANCE AMENDING SECTION 210 OF THE
CITY CODE PERTAINING TO CITY COUNCIL
SALARIES**

On May 26, 2026 the Richfield City Council adopted an Ordinance, designated as Bill No 2026-_____, the title of which is stated above. This summary of the Ordinance is published pursuant to Section 3.12 of the Richfield City Charter. The purpose of the Ordinance is to update the salaries of the mayor and city council members. There will be no increase in their salaries for the calendar years 2027 and 2028.

Copies of the Ordinance are available for public inspection in the City Clerk's office during normal business hours or upon request by calling 612-861-9738.

Adopted by the City Council of the City of Richfield, Minnesota on this 26th day of May 2026.

May B. Supple, Mayor

ATTEST:

Michelle Friedrich, City Clerk



Report Prepared By:

Mark McKinley, Administrative Assistant

Department Director:

Katie Rodriguez, City Manager

Item for Consideration:

Consider alternate appointment to fill a vacancy on the Human Rights Commission.

EXECUTIVE SUMMARY

The City Council interviews candidates yearly in November and designates commission appointees and alternates in case a vacancy arises. The City Council designated Jocelynn Klos as an alternate appointment. A Human Rights Commissioner has vacated their seat and Jocelynn has agreed to join the Human Rights Commission with the term expiring January 31, 2029. Maintaining a full commission roster allows for a diverse range of perspectives to be shared during each commission meeting. Maintaining a full roster allows for more flexibility in instances where a quorum is needed to conduct official business.

RECOMMENDED ACTION

By motion: Approve the appointment of Jocelynn Klos as Human Rights Commissioner commencing on May 26, 2026 and ending January 31, 2029.

HISTORICAL CONTEXT

City advisory boards and commissions were established by City ordinance or resolution. The council has previously appointed alternate commissioners to fill vacancies that occur during an active term in order to maintain full commission membership and support continued commission operations.

EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS

Filling vacancies on advisory commissions helps ensure diverse community perspectives are represented in commission discussions and decision-making processes. Maintaining a full roster also supports consistent participation and the commission's ability to conduct official business.

POLICIES (RESOLUTIONS, ORDINANCES, REGULATIONS, STATUTES, ETC.)

None

CRITICAL TIMING ISSUES

Timely appointment supports the commission's ability to maintain quorum and conduct official business.

FINANCIAL IMPACT

None

LEGAL CONSIDERATIONS**ALTERNATIVE RECOMMENDATION(S)**

The City Council may choose not to approve the appointment and instead direct staff to continue recruitment efforts or consider alternate applicants for the vacancy.

ATTACHMENTS

None