



Richfield City Council Agenda

July 14, 2026 -- 7:00 PM

**Richfield Municipal Center
Council Chambers
6700 Portland Avenue South**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Moment of silence to honor the life and service of Lance Corporal Armando Ortiz Canseco**
- 4. Approval of the Agenda**
- 5. Approval of Minutes**
 - a. **Minutes of the June 23, 2026 City Council Work Session**
 - b. **Minutes of the June 23, 2026 City Council Regular Meeting**
 - c. **Minutes of the June 30, 2026 Special City Council Meeting**
- 6. 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
- 7. Proclamations and Presentations**
 - a. **Proclamation Celebrating the Passage of the Americans with Disabilities Act.**
- 8. 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. **Consider approval of the first amendment to the Cannabis and Substance Use Prevention (CSUP) agreement with Bloomington Public Health**
 - c. **Consider approval of the second reading and summary publication of an ordinance amending Subsection 840.11 of the Richfield City Code, pertaining to alcohol in City parks.**
 - d. **Consider a Resolution of Support for a Project Submittal for the 2026 Highway Safety Improvement Program funding solicitation.**
 - e. **Consider approval of a Temporary On-Sale Intoxicating Liquor license for St. Peter Catholic Church, located at 6730 Nicollet Avenue South, for their Tri Fest Harvest 2026 event taking place September 26-27, 2026.**
- 9. Consideration of Items, if Any Removed From Consent Calendar**
- 10. Public Hearings**
- 11. Proposed Ordinances**
- 12. Resolutions**
- 13. Other Business**
 - a. **Professional Services Agreement with GMP Consultants.**
- 14. City Manager's Report**
- 15. Council Discussion**
 - a. **Hats off to Hometown Hits**
 - b. **Council Liaison Reports**
- 16. Adjournment**

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.



Richfield City Council Minutes

June 23, 2026

Richfield Municipal Center
Bartholomew Conference Room
6700 Portland Avenue South

1. Call to Order

The meeting was called to order by Mayor Mary Supple at 5:11 PM in the Bartholomew Conference Room.

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

Council Absent:

Staff Present: Karl Huemiller, Recreation Services Director; Julie Urban, Assistant Community Development Director; Rodger Coppa, Interim Fire Chief; Katie Rodriguez, City Manager; Jay Henthorne, Public Safety Chief; Jennifer Anderson, Support Services Manager; Joe Griffin, Deputy Public Safety Chief; Chris Link, Deputy Public Works Director; Sack Thongvanh, Assistant City Manager; Michelle Friedrich, City Clerk.

Guest Presenters: Craig Rapp

2. Item Discussion

a. Essential Services Study

City Manager Rodriguez introduced the Essential Services Study and consultant Craig Rapp provided background on its purpose and methodology, explaining how each city service was classified using a category system based on service definition and impact of discontinuation.

Council members and staff had discussion about the classification approach. Council Member Hayford Oleary asked how the slideshow language compared to the master inventory tracking sheet, and Craig noted the final report would offer more descriptive detail. Council Member Burk questioned why discretionary/enhanced services with regulatory requirements weren't broken into a further subcategory, and suggested tracking statutory requirements separately. City Manager Rodriguez explained this level of breakdown wasn't feasible given the depth of consideration required. Discussion continued on how regulation intersects with service level decisions, with Council Member Burk requesting a comparative view of regulatory burden across services in this category.

Council Member Hayford Oleary asked how this adjustment would improve Council's decision-making relative to the current proposal. Burk explained that in past projects, staff time and financial implications needed to be considered more fully when evaluating service level changes. Craig confirmed the full report would distinguish discretionary from mandated services. Recreation Services Director Huemiller noted his department had addressed this through the budget flexibility column, and Craig confirmed all departments used shared considerations when completing the spreadsheet.

City Manager Rodriguez outlined the project timeline, noting the study is intended to inform strategic planning beginning in 2027. Mayor Supple asked whether next year's strategic planning discussion would be an appropriate time to revisit service delivery, and City Manager Rodriguez agreed.

Council Member Hayford Oleary expressed concern about knowing when to request additional information beyond what the study provides, noting that the largest budget line item lacked further breakdown. Craig explained that Public Safety was unable to assign specific monetary values to more detailed line items during this phase. Chief Henthorne described that it was difficult to break out additional service categories since staff handle multiple duties. Council Member Hayford Oleary compared this to the more detailed Public Works breakdown and expressed a preference for that approach. Deputy Public Works Director Chris Link noted Public Works is implementing an asset management system to support more detailed tracking. Council Members Burk and Hayford Oleary both suggested further breaking out community policing and crime prevention data, and Mayor Supple asked about the classification of social worker contracts, which Public Safety Chief Henthorne confirmed fall under ancillary roles. Council Member Burk

also asked where Flock Cameras fit within the inventory; City Manager Rodriguez offered to share the related contract and noted the report remains a work in progress.

Mayor Supple raised prior discussions with the Fire Department regarding service level options and asked that they be considered. Interim Chief Coppa confirmed Fire regularly evaluates services, including lift assist calls, though further breakdown would not change the department's overall cost total. City Manager Rodriguez noted that the level of detail being requested by City Council falls outside the current study's scope but could inform future work.

City Manager Rodriguez summarized City Council's feedback, and further discussion clarified specific service classifications. Council Member Hayford Oleary requested a breakdown of funding sources (e.g., property tax versus other) for the most expensive services; City Manager Rodriguez and Craig explained this data wasn't collected as part of the current scope. Council Member Hayford Oleary asked that the report be updated regularly going forward. Council Member Burk noted that additional time reviewing the report would aid his evaluation.

City Manager Rodriguez closed by summarizing City Council consensus on the classification framework, noting interest in additional budget detail for higher-cost services, potential corrections to service categories, and a desire for more detailed breakdown within Public Safety. She noted that annual updates may not be feasible given staff capacity, though maintaining the report should be more manageable than its initial creation. Mayor Supple requested further staff analysis of the report's findings, which Rodriguez agreed to provide.

3. **Adjournment**

Adjourned at 6:26 pm.

Date Approved:

Mary Supple
Mayor

Michelle Friedrich
City Clerk

Katie Rodriguez
City Manager



CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

Council Regular Meeting

June 23, 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 June 23, 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; Karl Huemiller, Recreation Services Director; Kate Croteau, Human Resources Director; Mary Bogie, Finance Director; Mary Tietjen, City Attorney; and Michelle Friedrich, City Clerk.

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

ITEM #3	PROCLAMATIONS AND PRESENTATIONS
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a. Gene and Mary Jacobsen Awards Ceremony.

Mayor Supple introduced the Gene and Mary Jacobson Awards ceremony and noted the Richfield Human Rights Commission has presented the Citizen of the Year Award annually since 1971 to recognize a Richfield resident, employee, family, group, organization, or business whose actions promote human understanding, tolerance, and positive human relations.

Mayor Supple introduced the Human Rights Commissioner Valerie Hurst Baker and Kim Jacobsen to present award. Commissioner Hurst Baker noted accolades to all the nominees for the award including Brianna Darling, Karl Herman, Kimberly Anderson, Melissa Gonzalez, Maria Day, Jaquelyn Sanchez Vidal, Margaret Perez, and Jonathan Ceballos. Mr. Jacobsen announced Maria Day as the recipient of the Gene and Mary Jacobsen Outstanding Citizenship Award and presented the award to her.

Award recipient Maria Day accepted the Gene and Mary Jacobson Outstanding Citizenship Award and expressed gratitude for the recognition. Ms. Day emphasized that the honor reflected the collective efforts of the Richfield community and acknowledged the contributions of local organizations, including VEAP, RCSN, St. Stephen's, Diaper Depot, and donors to the Richfield Little Pantry. Ms. Day thanked the City of Richfield, their family, volunteers, and community leaders for their support and encouraged continued collaboration to build an inclusive and supportive community.

ITEM #4	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 #5	APPROVAL OF MINUTES
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MOTION: made by Council Member Hayford Oleary, seconded by Council Member Burk to approve the minutes of the (4a) City Council Regular Meeting from June 9, 2026, and (4b) City Council Special Meeting from June 16, 2026.

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

Motion carried: 5-0

ITEM #6	OPEN FORUM
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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. No residents participated in the Open Forum opportunity.

One resident spoke during Open Forum.

Birgit Johnson, Richfield resident, encouraged the City to continue expanding community outreach and public engagement, stating that increased communication and opportunities for residents to connect can help build trust and strengthen the community.

ITEM #7	PRESENTATIONS
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- b. Receipt of the City of Richfield Annual Comprehensive Financial Report (ACFR) for the fiscal year ending December 31, 2025.

Finance Director Bogie introduced Bergan KDV, Ltd., Manager Caroline Strutsman, to present the report. Bergan KDV Manager Stutsman presented the 2025 annual audit results and reported an unmodified opinion, concluding that the financial statements are fairly presented. No findings were reported for federal or Minnesota legal compliance audits, and the City remained in compliance with its fund balance policy. Bergan KDV Manager Stutsman also provided an overview of general fund revenues and expenditures, budget performance, and the financial results of the liquor, water and sewer, and storm sewer funds.

MOTION: made by Mayor Supple, seconded by Council Member Christensen, to accept the annual comprehensive financial plan report for the year ended December 31, 2025.

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

ITEM #8	CONSENT CALENDAR
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City Manager Rodriguez presented the consent calendar.

a. Approve Disbursements/Claims

U.S. BANK	
A/P Checks/ETF's: (06-01-2026 through 06-12-2026)	\$1,219,378.03
Payroll (06-18-2026)	<u>\$1,159,399.80</u>
TOTAL	\$2,378,777.83

b. Consider Resolutions of Support for Project Submittals for the 2026 Metropolitan Council Regional Solicitation.

RESOLUTION 12430

SUPPORTING REGIONAL SOLICITATION APPLICATION FOR RICHFIELD BICYCLE MASTER PLAN UPDATE PROJECT

RESOLUTION 12431

SUPPORTING REGIONAL SOLICITATION APPLICATION FOR WEST 68TH STREET SIDEWALK PROJECT

RESOLUTION 12432

SUPPORTING REGIONAL SOLICITATION APPLICATION FOR WEST 73RD STREET TRAIL PROJECT

RESOLUTION 12433

SUPPORTING REGIONAL SOLICITATION APPLICATION FOR RICHFIELD MIDDLE SCHOOL SAFE ROUTES TO SCHOOL PROJECT

RESOLUTION 12434

SUPPORTING REGIONAL SOLICITATION APPLICATION FOR WEST 76TH STREET MODERNIZATION PROJECT

RESOLUTION 12435

SUPPORTING REGIONAL SOLICITATION APPLICATION FOR WEST 76TH STREET AND NEWTON AVENUE INTERSECTION PROJECT

c. Consider approval of a request for three (3) new Secondhand Goods Dealer licenses for EcoATM, LLC.

d. Consider approval of a Temporary On-Sale Intoxicating Liquor license for the Richfield Foundation's Wine Tasting event scheduled for Thursday, October 8, 2026, in the atrium area of Woodlake Center, located at 6601 Lyndale Ave South.

e. Consider approval of a Temporary On Sale Intoxicating Liquor license for the Fred Babcock Days event scheduled to take place August 1, 2026, at Fred Babcock VFW #5555, located at 6715 Lakeshore Drive.

f. Appoint 2026 Election Judges for the Primary and General Elections.

RESOLUTION 12436

APPOINTING ELECTION JUDGES AND AN ABSENTEE BALLOT BOARD FOR THE 2026 PRIMARY AND GENERAL ELECTIONS

g. Consider adoption of a resolution authorizing the City to affirm the monetary limits on statutory municipal tort liability.

RESOLUTION 12437

AFFIRMING MUNICIPAL TORT LIABILITY LIMITS ESTABLISHED BY MINNESOTA STATUTES, SECTION 466.04

- h. Consider approval of an agreement with Preferred Properties, in the amount of \$263,970, for the replacement of exterior soffit on rink one of the Richfield Ice Arena.

MOTION: made by Council Member Hayford Oleary, seconded by Council Member Coleman-Woods, to approve Consent Calendar items 7a-h 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 #9	CONSIDERATION OF ITEMS, IF ANY, REMOVED FROM CONSENT CALENDAR
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None.

ITEM #10	PUBLIC HEARINGS
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None.

ITEM #11	PROPOSED ORDINANCES
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- a. Consider the first reading of an ordinance amending Subsection 840.11 of the Richfield City Code, pertaining to alcohol in City parks.

Council Member Hayford Oleary presented staff report 11a, Consider the first reading of an ordinance amending Subsection 840.111 of Richfield Cit Code, pertaining to alcohol in City parks.

BILL 2026-06

AN ORDINANCE AMENDING SUBSECTION 840.11 OF THE RICHFIELD CITY CODE PERTAINING TO ALCOHOL IN CITY PARKS

MOTION: made by Council Member Hayford Oleary, seconded by Council Member Coleman-Woods, to approve the first reading of an ordinance amending subsection 840.11 of the code of ordinances pertaining to alcohol in city parks, and schedule the second reading for July 14, 2026.

Council members expressed support for the proposed ordinance revisions, with one member encouraging staff to continue evaluating security requirements for smaller events. Council also discussed whether to explicitly prohibit alcohol in the pool area. Staff noted that alcohol has not been permitted there and that the Recreation Services Director has discretion to deny requests for safety reasons. Council agreed to leave the ordinance as drafted without additional amendments.

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	RESOLUTIONS
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- a. A resolution related to the amended 2026 General Pay Plan.

Council Member Christensen presented staff report 12a, Amending the General Pay Plan, adding pay grades 23 through 25 and reclassifying the City Manager position to pay grade 25. The

proposed changes were recommended to better align the position with the current market and support future recruitment and retention.

Human Resources Director Croteau explained that the proposed amendments to the 2026 General Pay Plan reflect changes in the compensation market and recent legislative updates affecting city manager salaries. The additional pay grades are intended to maintain a competitive and equitable pay structure and provide flexibility for future position classifications.

**RESOLUTION 12438
AMENDING THE 2026 GENERAL PAY PLAN**

MOTION: made by Council Member Christensen, seconded by Council Member Coleman-Woods, to approve the resolution amending the 2026 General Pay Plan.

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

Motion carried: 5-0

Council noted that the 2023 removal of the state salary cap for local government employees has allowed city manager compensation to better align with market rates, resulting in higher salaries for comparable positions.

b. Summary of the City Manager's Annual Performance.

Mayor Supple presented Item 12b, Summary of the City Manager's Annual Performance Evaluation, covering the period of July 2025 through June 2026. The evaluation was conducted in closed sessions on June 9 and June 16, 2026, pursuant to Minnesota Statutes Section 13D.05, Subdivision 3(a). Mayor Supple noted that the Council recognized City Manager Rodriguez for her outstanding leadership, organizational improvements, and efforts to support the City and region during challenging events.

**RESOLUTION 12439
AMENDING THE EMPLOYMENT AGREEMENT BETWEEN THE CITY OF RICHFIELD AND CATHERINE RODRIGUEZ, CITY MANAGER**

MOTION: made by Mayor Supple, seconded by Council Member Coleman-Woods, to approve the resolution amending the city manager's employment agreement with the city reflecting a salary adjustment.

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

Motion carried: 5-0

ITEM #13	OTHER BUSINESS
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None.

ITEM #14	CITY MANAGER'S REPORT
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City Manager Rodriguez reported there were no speakers at the previous open forum. City Manager Rodriguez thanked the Finance Department staff for their work completing the annual audit and expressed appreciation to the City Council for its support and guidance.

ITEM #15	COUNCIL DISCUSSION
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a. Hats off to Hometown Hits.

Council Member Coleman-Woods thanked the City Manager for her guidance and support and congratulated Ava Wiederholt on winning a gold medal at the Special Olympics, recognizing her representation of Richfield.

Council Member Christensen reminded residents of the upcoming Fourth of July celebration in Richfield, including the pancake breakfast, wreath-laying ceremony, parade, fireworks, music, and food trucks.

Council Member Hayford Oleary expressed excitement for the Fourth of July celebration and thanked the Fourth of July Committee, police officers, and City staff for their efforts in coordinating the event.

Council Member Burk had nothing to report this week.

Mayor Supple thanked volunteers, staff, and community partners for their work on recent Juneteenth and Summer Kickoff events. Mayor Supple expressed appreciation for community efforts, including Joe Carr's annual lemonade stand fundraiser for Gillette Children's Hospital, and for City Clerk Friedrich and staff supporting upcoming election services.

b. Council Liaison Reports

No reports were discussed.

ITEM #16	ADJOURNMENT
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MOTION: made by Mayor Supple, seconded by Council Member Coleman-Woods to adjourn the meeting at 7:49 p.m.

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

Motion carries: 5:0

Date Approved: July 14, 2026

Mary Supple
Mayor

Michelle Friedrich
City Clerk

Katie Rodriguez
City Manager



Richfield City Council Minutes

June 30, 2026

Richfield Municipal Center
Bartholomew Conference Room
6700 Portland Avenue South

1. Call to Order

The meeting was called to order by Mayor Supple at 5:30 p.m. in the Bartholomew conference room.

Council Present: Mayor Supple, Council Members Hayford Oleary, Burk, Coleman-Woods, and Christensen.

Staff Present: Katie Rodriguez, City Manager; Courtney DesCamps, Senior Analyst; Kate Croteau, Human Resources Director.

2. Items for Discussion

a. City Manager Executive Search Firm Interviews.

Senior Analyst Courtney DesCamps presented an overview of the executive search firm selection process. She noted that the City issued a Request for Proposals (RFP) for executive search services on June 1, 2026, received ten proposals by the June 17 deadline, and that the City Council had previously identified five firms to interview. The selected firms were Strategic Government Resources, GMP Consultants, DDA Human Resources, Government Professional Solutions, and Innovative Public Advisors. The Council was advised that each firm would provide a 10-minute presentation followed by up to 20 minutes of questions from the Council. Staff also noted that a contract with the selected firm would be brought forward for formal approval at the July 14, 2026, City Council meeting.

The City Council interviewed representatives from each of the five executive search firms. Council members asked questions regarding each firm's recruitment strategy, public engagement process, experience conducting city manager recruitments, approach to candidate outreach, project timeline, and communication practices.

Following the interviews, the City Council discussed the strengths and qualifications of each firm. Council members shared their observations regarding the firms' experience, interview performance, proposed recruitment approach, responsiveness, and overall fit with the City's needs and priorities for the City Manager recruitment.

Following the discussion, the City Council reached consensus and directed staff to work with GMP Consultants on the contract. The contract will be brought to the City Council for consideration at the July 14, 2026, regular meeting.

3. Adjournment

The meeting adjourned at 9:35 p.m.

Date Approved:

Mary Supple
Mayor

Michelle Friedrich
City Clerk

Katie Rodriguez
City Manager



Proclamation of the City of Richfield

WHEREAS, the Americans with Disabilities Act (ADA) was passed on July 26, 1990, to ensure the civil rights of citizens with disabilities; and

WHEREAS, the City of Richfield affirms the principles of equality and inclusion for persons with disabilities as embodied in the ADA, the laws of the State of Minnesota, and ordinances of the City of Richfield; and

WHEREAS, numerous organizations in the City of Richfield work with constituents and communities to bring forth the promise of hope and freedom that is envisaged by the passage of the ADA; and

WHEREAS, the City of Richfield is committed to providing accessible services to residents with disabilities through such programs as the Adaptive Recreation & Learning Exchange Cooperative, which offers opportunities for people with disabilities to actively participate in recreation, leisure and community education opportunities specifically designed to meet the needs of people with disabilities in; and

WHEREAS, people with disabilities make up approximately 8.4% of the population of the City of Richfield; and

WHEREAS, July 26, 2026, celebrates the anniversary of the Americans with Disabilities Act; and

WHEREAS, the City of Richfield strives to promote an environment of equity and inclusion; and

WHEREAS, the Richfield Human Rights Commission supported this proclamation at its June 2, 2026 meeting and recommended the Richfield City Council do the same; and

Now, THEREFORE, I, Mary Supple, Mayor of Richfield, on behalf of the Richfield City Council, do hereby proclaim the month of July 2026 as Americans with Disabilities Act Awareness 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 persons with disabilities throughout the year.

PROCLAIMED this 14th day of July 2026.

Mary B. Supple, Mayor



Report Prepared By:

Jennifer Anderson, Support Services Manager

Department Director:

Jay Henthorne, Police Chief

Item for Consideration:

Consider approval of the first amendment to the Cannabis and Substance Use Prevention (CSUP) agreement with Bloomington Public Health

EXECUTIVE SUMMARY

In May 2025, the City Council approved the CSUP services agreement with Bloomington Public Health, allowing CSUP work and services to be conducted in Richfield. This pending amendment is the first for this agreement and seeks to extend the contractual work to June 30, 2028.

RECOMMENDED ACTION

By Motion: Approve the first amendment to the CSUP agreement with Bloomington Public Health

HISTORICAL CONTEXT

The purpose of CSUP funding is to support the implementation of CSUP responsibilities by Community Health Boards. Activities and work need to be evidence-based or promising practices in cannabis and substance-use education, prevention and policy, systems and environmental change.

EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS

The workplan includes a lens on equity. The majority of funds will focus on a regional approach by BER.

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

Public Health departments across Minnesota are mandated by Minnesota Statute 145A to provide 6 areas of public health responsibilities:

- Assure an adequate local public health infrastructure
- Promote healthy communities and healthy behaviors
- Prevent the spread of communicable diseases
- Protect against environmental health hazards
- Prepare for and respond to emergencies
- Assure health services

CRITICAL TIMING ISSUES

The original agreement expired June 30, 2026.

FINANCIAL IMPACT

Richfield's allotment of CSUP funding is \$191,130, of which \$10,000 is retained for CSUP ABH work, and \$181,130 will go toward the first amendment work to be completed from July 1, 2026 — June 30, 2028.

LEGAL CONSIDERATIONS

The City Attorney has reviewed the amendment and approves of its contents.

ALTERNATIVE RECOMMENDATION(S)

The City Council could not approve the first amendment to the CSUP grant and direct staff on how to proceed.

ATTACHMENTS

1. 2026-0649 - City of Richfield - First Amendment v2

FIRST AMENDMENT TO CANNABIS AND SUBSTANCE USE PREVENTION SERVICES
AGREEMENT BETWEEN THE
MINNESOTA CITIES OF BLOOMINGTON AND RICHFIELD

THIS FIRST AMENDMENT ~~AMENDMENT~~ is made on _____ by and between CITY OF BLOOMINGTON, a Minnesota municipal corporation located at 1800 West Old Shakopee Road, Bloomington, Minnesota 55431 (“Bloomington”), and CITY OF RICHFIELD, a Minnesota municipal corporation located at 6700 Portland Avenue, Richfield, Minnesota 55423 (“Richfield”). Bloomington and Richfield are herein referred to collectively as the “Parties.”

WHEREAS, Bloomington and Richfield are parties to an Agreement dated May 19, 2025, (Agreement ID - 2025-112) pursuant to which Bloomington is responsible for providing Cannabis and Substance Use Prevention (CSUP) services to the Residents of Richfield (“Agreement”); and

WHEREAS, the term of the Agreement ends June 30, 2026. Parties desire to amend the Agreement to extend the term until June 30, 2028; and

WHEREAS, Parties desire to amend the Agreement to update the terms of payment as detailed in Exhibit C. Parties desire to increase the total amount of work authorized, including reimbursable expenses, by \$181,130.00 for a total contract not-to-exceed of \$270,909.00; and

NOW, THEREFORE, in consideration of the terms and conditions expressed in this **First** Amendment, Parties agree as follows:

1. Paragraph 2 of the Agreement shall be amended to read: “**Time for Completion.** This Agreement shall remain in force and effect commencing from Effective Date and continuing until the earlier of June 30, 2028 or completion of the Services unless terminated by either Party or amended pursuant to the Agreement.”
2. Paragraph 3 of the Agreement shall be amended to read: “**Consideration:** The consideration, which Richfield shall pay to Bloomington and shall not exceed \$270,909.00, as set forth in Exhibits B and C and incorporated into this Agreement.”
3. All other terms and conditions of the Agreement not modified by this First Amendment Amendment shall remain in full force and effect.

[Signature pages follow.]

IN WITNESS WHEREOF, the parties to the Agreement have caused this First Amendment Amendment to be executed the day and year first above written.

CITY OF BLOOMINGTON, MINNESOTA

DATED: BY: _____

Its:

DATED: BY: _____

Its:

Reviewed and approved as to form by the City Attorney's Office

CITY OF RICHFIELD, MINNESOTA

DATED: BY: _____

Its:

DATED: BY: _____

Its:

**EXHIBIT C TO SERVICES AGREEMENT
BETWEEN THE MINNESOTA CITIES OF
BLOOMINGTON AND RICHFIELD
TERMS OF PAYMENT**

- A. The Parties agree to allocate the costs of the Services in accordance with each city's share of the total services provided by Bloomington to all three cities (Bloomington, Edina, Richfield) as identified below.

During the term of this Agreement, Richfield shall pay Bloomington the total not-to-exceed amount of \$270,909 for CSUP Services.

Allocation Method	Share of total cost		
	Bloomington	Edina	Richfield
Costs shared equally with an adjustment for social vulnerability of each city	38%	31%	31%

- B. Bloomington will provide quarterly itemized invoices to Richfield on the following dates:

Invoice Dates:

July 15, 2026
October 15, 2026
January 15, 2027
April 15, 2027
July 15, 2027
October 15, 2027
January 15, 2028
April 15, 2028
July 15, 2028

- C. Richfield shall make payment to Bloomington within 30 days of receipt of Bloomington's invoice.



Report Prepared By:

John Evans, Analyst

Department Director:

Karl Huemiller, Recreation Director

Item for Consideration:

Consider approval of the second reading and summary publication of an ordinance amending Subsection 840.11 of the Richfield City Code, pertaining to alcohol in City parks.

EXECUTIVE SUMMARY

City Code Chapter VII, Section 840 contains ordinances pertaining to park use. In section 840.11, the sale, possession with intent to consume, or consumption of alcoholic beverages is prohibited in the parks except for two situations expressly permitted. The first is as part of a City Council-authorized community celebration at Veterans Memorial Park. The second is by a Junior Hockey Team at the Ice Arena. These two exceptions were added piecemeal as the need arose.

Based on City Council feedback, Staff have drafted a comprehensive update to the ordinance that would allow:

- Alcoholic beverages at Wood Lake Nature Center and the Community Center
- Alcoholic beverages less than 17% at the Richfield Ice Arena and at City-Sponsored events
- Community Celebration license holders to sell alcoholic beverages less the 17% in designated areas

Anyone selling or consuming alcohol in designated locations would need:

- Appropriate permits and licenses from the City and State
- Written approval from the Recreation Services Director
- Indemnification agreement with the City if determined appropriate

The updates to this ordinance would provide the City with flexibility in managing alcohol use in the parks. The City Council approved a first reading of the ordinance at the Council meeting of June 23, 2026.

RECOMMENDED ACTION

By Motion: Approve the second reading and summary publication of an ordinance amending Subsection 840.11 of the Code of Ordinances, pertaining to alcohol in the parks.

HISTORICAL CONTEXT

The ordinance has been amended in the past to allow for the approval of the serving of alcohol in specific cases. An amendment in 1999 allowed for the sale of 3.2 percent malt liquor in Veterans Memorial Park to accommodate the Richfield 4th of July's main fundraising source, and another amendment in 2013 made allowances for the sale of 3.2 malt liquor at the Ice Arena, which was added when semi-professional hockey teams began playing there.

The new Wood Lake Nature Center building will have a 3,000-square-foot room with a catering kitchen, one of the largest event spaces in the City. Throughout the planning process, the community expressed a desire to host events in this space for events that often serve alcohol, like weddings, anniversaries, and fundraisers. A new Community Center is also planned for construction in the next five years and the amended ordinance would meet this need, as well.

This ordinance does not address low-dose THC-infused beverages. Caterers holding the appropriate state license would be permitted to serve low-dose THC-infused beverages in accordance with applicable state laws and regulations.

EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS

Alcohol can be an important cultural aspect to celebrations and events. The prohibition on alcohol in City parks may affect the attractiveness of City facilities as venues for special events. The ability to consume alcohol at City facilities impacts the potential revenue generated by these facilities and their eventual cost recovery.

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

Subsection 840.11 has, and will continue to be, an effective way to regulate alcohol in City parks, but will also allow for special facilities like Wood Lake, the Community Center, and the Ice Arena to remain competitive and desirable for rental. The first reading of the ordinance amendment was approved by the City Council at the regular meeting on June 23, 2026.

CRITICAL TIMING ISSUES

In order to remain on the timetable needed to establish related policies and fees before the opening of Wood Lake Nature Center, Council will need to consider this amendment in a timely fashion.

FINANCIAL IMPACT

Facility rentals are a key source of revenue for recreation facilities like Wood Lake, the Community Center, and the Ice Arena, and are crucial to providing a source of income that funds part-time staff, building maintenance, upkeep, and minor improvements.

LEGAL CONSIDERATIONS

None

ALTERNATIVE RECOMMENDATION(S)

None

ATTACHMENTS

1. 07-14 DRAFT Bill Amending Subsection 840.11 (R1)

2. 2026-07-14 Resolution 12XXX Summary Pub 2026-XX

BILL NO. 2026-XX

Motion by:
Seconded by:

**AN ORDINANCE AMENDING SUBSECTION 840.11 OF THE RICHFIELD CITY
CODE PERTAINING TO ALCOHOL IN CITY PARKS**

Section 1. Subsection 840.11 of the Richfield City Code is amended as follows:

840.11. - Sale and consumption of beer alcoholic beverages in parks.

Subdivision 1. Definitions. For purposes of this subsection, terms ~~defined in the subdivision~~ have the meanings given them below.

- (a) "Sale", "sell" and "sold" means all means of furnishing alcoholic beverages and includes but is not limited to the furnishing for money or other consideration.
- (b) ~~"Beer" means any beverage which is produced wholly or in part from the brewing of any grains or malt or malt substitute and containing more than~~ "Low alcohol beverages" mean any beverage which contains less than seventeen percent (17%) alcohol by volume but more than one-half (½) of one percent (1%) alcohol by volume.
- (c) ~~"Organization" means any entity having a club, or religious, veteran, charitable or non-profit organization. business activities as its principal purpose and which qualifies in all respects for the issuance of a license to sell the type of beer to be furnished at the activity or event for which the permit is being sought.~~
- (d) "Alcoholic Beverages" means any beverage containing more than one-half (½) of one percent (1%) alcohol by volume.
- (e) "Director" means the Recreation Services Director or their designee.

Subd. 2. Sale and consumption prohibited. The sale, possession with intent to consume, or consumption of alcoholic beverages is prohibited in the public parks of the City, except as expressly permitted by subdivisions 3 and 4 of this subsection.

Subd. 3. Alcohol allowed in certain recreation facilities and parks. The sale and consumption of alcoholic beverages is allowed as follows, subject to the requirements in subdivision 4:

- (a) Alcoholic beverages may be sold and consumed inside the Wood Lake Nature Center building and on designated decks, patios, and designated outdoor areas which are adjacent to the Wood Lake Nature Center building.
- (b) Alcoholic beverages may be sold and consumed inside the Community Center building and on designated decks, patios, and designated outdoor areas which are adjacent to the Community Center building.
- (c) Low alcohol beverages only may be sold and consumed inside the Richfield Ice Arena.

BILL NO. 2026-XX

- (d) Low alcohol beverages only may be sold and consumed in park areas and park pavilions approved by the Director for City-sponsored events only.

Subd. 4. Requirements for sale and consumption of alcohol. Sale and consumption of alcoholic beverages allowed by this subsection is subject to the following requirements:

- (a) Persons, organizations, or entities selling or dispensing alcoholic beverages must have an appropriate liquor license or permit from the City's Public Safety Department and/or the State of Minnesota and meet all applicable provisions of city code and state law.
- (b) Alcohol sales or consumption are allowed only in connection with banquets, receptions, social functions, tasting events, or community festivals approved by the Director.
- (c) The Director must give written approval to the host of any event at which alcoholic beverages will be sold or consumed.
- (d) The host of an event at which alcoholic beverages will be sold or consumed must enter into a user or indemnification agreement with the City if determined appropriate by the Director and City Attorney.

Subd. 3 5. Community celebration. An organization or other authorized liquor licensee nonprofit corporation that has obtained a community celebration license in accordance with subsection 850.09 of this code may sell 3.2 percent malt liquor in Veteran's Memorial Park low alcohol beverages in connection with the licensed community celebration, provided that the corporation organization also obtains a license under subsection 1210.07 1202.05, subdivision 3 of this code and applicable state law. The community celebration license and temporary on-sale license must designate the area(s) of Veteran's Memorial Park where sales may be made. A person of legal age may possess with intent to consume or consume alcohol purchased pursuant to this subdivision within the areas designated in those licenses. (Added, Bill No. 1999-6)

Subd. 4. Richfield Ice Arena. An establishment holding a food license may sell 3.2 percent malt liquor at the Richfield Ice Arena, located in Veteran's Memorial Park, provided that the establishment obtains a license under subsection 1202.05, subdivision 3(a)(1) of this code. The 3.2 percent malt liquor license must designate the area(s) of the arena where sales may be made. Sale and consumption of 3.2 percent malt liquor under this subdivision are allowed only during junior hockey league games at the arena for consumption on the premises. Upon the effective date of special legislation enacted by the State of Minnesota Legislature allowing the issuance of on-sale wine and malt liquor licenses for beverage sales at the arena, this subdivision shall become null and void. (Added, Bill No. 2013-16)

Subd. 6. Enforcement. Those selling, possessing or consuming alcoholic beverages in public parks in violation of this subsection or other applicable provisions of city code or

BILL NO. 2026-XX

state law may be removed from public property. A violation of this subsection is a misdemeanor.

Section 2. This Ordinance is effective in accordance with Section 3.09 of the Richfield City Charter.

Passed by the City Council of the City of Richfield, Minnesota this 14th day of July, 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

Mary B. Supple, Mayor

ATTEST:

Michelle Friedrich, City Clerk

RESOLUTION NO. 12XXX

**RESOLUTION APPROVING SUMMARY PUBLICATION OF AN ORDINANCE
AMENDING SUBSECTION 840.11 OF THE RICHFIELD CITY CODE
PERTAINING TO ALCOHOL IN CITY PARKS**

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-XX**

**AN ORDINANCE AMENDING SUBSECTION 840.11 OF THE RICHFIELD CITY CODE
PERTAINING TO ALCOHOL IN CITY PARKS**

On June 23 2026, the Richfield City Council amended an Ordinance, designated as Bill No 2026-XX, 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 amend subsection 840.11 of the Richfield City Code pertaining to alcohol in city parks.

Copies of the Ordinance are available for public inspection in the City Clerk's office during normal business hours or upon request by calling 612-861-9739.

Adopted by the City Council of the City of Richfield, Minnesota on this 14th day of July, 2026.

May B. Supple, Mayor

ATTEST:

Michelle Friedrich, City Clerk



Report Prepared By:

Matt Hardegger, Transportation Engineer

Department Director:

Kristin Asher, Public Works Director

Item for Consideration:

Consider a Resolution of Support for a Project Submittal for the 2026 Highway Safety Improvement Program funding solicitation.

EXECUTIVE SUMMARY

The MnDOT Metro District's Highway Safety Improvement Program's (HSIP) biannual grant program is currently open for applications until July 23. The program distributes federal HSIP funding for road and bridge projects. City staff have prepared materials for one project to submit to the program for this cycle.

RECOMMENDED ACTION

By Motion: Approve a Resolution of Support for a Project Submittal for the 2026 Highway Safety Improvement Program funding solicitation.

HISTORICAL CONTEXT

Engineering staff submitted the 76th Street/Newton Avenue intersection for Regional Solicitation funding through the Metropolitan Council on June 25, 2026. The project's request was below the minimum threshold for the Proactive Safety category of the Regional Solicitation (\$2 million threshold, \$1.72 million was requested), prompting an eligibility review by the Funding and Planning Committee. Staff have been informed by Metropolitan Council staff that this project is eligible for HSIP funding, and the city may consider submitting to the concurrently running HSIP program application which has a \$2 million request cap.

HSIP projects require a minimum 90/10 split of construction costs between the federal money and a local match, with the city responsible for 100% of design and construction administration funding.

All projects will go through Richfield's public engagement process prior to final design and construction. Recent changes to the Regional Solicitation scoring process place an emphasis on community engagement following project selection, which aligns with the City's public engagement process and ensures robust community support prior to final design. Draft copies of the concepts for these projects have been created for cost estimation purposes and are available from staff upon request, but should not be considered definitive designs and will be adjusted as needed throughout the engagement process.

This project would construct a roundabout at 76th Street and Newton Ave to replace an

aging and obsolete signal system.

EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS

Strategic Considerations or Impacts

Leveraging external funding sources for this project allows the city to use other financial resources for ongoing maintenance and construction needs, advancing the goal of sustainable infrastructure financing. Completing projects identified in planning documents such as the CIP, Pedestrian Master Plan, and Safe Routes to School Comprehensive Plan ensures that City infrastructure supports service needs.

Equity Considerations or Impacts

A conversion from a signal to a roundabout at this location would increase pedestrian and driver safety by reducing speed through the intersection and reducing right angle crashes. This would benefit drivers as well as pedestrians trying to cross 76th Street in the area. This intersection is adjacent to the planned Minnesota Independence and Community College development, and staff acknowledge that additional education and outreach is likely warranted for their students and staff if this project advances.

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

MnDOT Metro District policies require a letter of support from the governing body of the jurisdiction applying for funding committing to maintain the facility.

CRITICAL TIMING ISSUES

Applications for HSIP Funding are due on July 23, 2026.

FINANCIAL IMPACT

The 76th and Newton intersection is a need-based project that will be reconstructed in the next five years whether outside funding is obtained or not. Securing outside funding, even with a 10% required local match, would lower the expected cost for the city for this project.

The expected request for 76th and Newton will be \$1,935,000, requiring a city construction match of approximately \$215,000 and approximately \$450,000 in engineering costs. The city's matching and engineering costs would be paid for using the city's annual Municipal State Aid funding allocation.

LEGAL CONSIDERATIONS

None at this time. Selected federal projects would be covered under the city's existing Federal Aid Agreement with MnDOT (signed in 2023).

ALTERNATIVE RECOMMENDATION(S)

None.

ATTACHMENTS

1. Resolution_2026-XXXXX HSIP_76thNewton
2. RRS_76thNewton_Figure_20260625

RESOLUTION NO. XXXXX

Motion by:

Seconded by:

**SUPPORTING HIGHWAY SAFETY IMPROVEMENT PROGRAM APPLICATION FOR
WEST 76TH STREET & NEWTON AVENUE INTERSECTION PROJECT**

WHEREAS, the Minnesota Department of Transportation's Highway Safety Improvement Program (HSIP) is a competitive allocation process for federal infrastructure funding available to local governments in the Twin Cities region; and

WHEREAS, the purpose of HSIP funding is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads; and

WHEREAS, West 76th Street and Newton Avenue would be reconstructed as a roundabout; and

WHEREAS, West 76th Street and Newton Avenue is currently a four-leg signalized intersection; and

WHEREAS, the existing signal system is reaching the end of its useful life and has been identified for replacement in 2030; and

WHEREAS, converting signalized intersections to roundabouts reduces fatal and serious crashes; and

WHEREAS, West 76th Street connects low, medium, and high density housing with the Centennial Lakes commercial area, Best Buy headquarters, and public transit; and

WHEREAS, a minimum 10% local government match funding is required if the project is selected; and

WHEREAS, if the above project is selected, construction is feasible in either 2030 or 2031; and

WHEREAS, the City of Richfield owns the roadway being submitted and will operate and maintain the roadway for its design life; and

WHEREAS, the City of Richfield invests in infrastructure to best serve today's and tomorrow's residents, businesses, and visitors; and

WHEREAS, the City of Richfield ensures that City services are accessible to people of all races, ethnicities, incomes, and abilities.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Richfield supports Public Works' 2026 Highway Safety Improvement Program application for the West 76th Street & Newton Avenue intersection project.

Adopted by the City Council of the City of Richfield, Minnesota this 14th day of July, 2026.

VOTING AYE

☐ **Supple, Mary**

VOTING NAY

☐ **Supple, Mary**

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

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

Mary B. Supple, Mayor

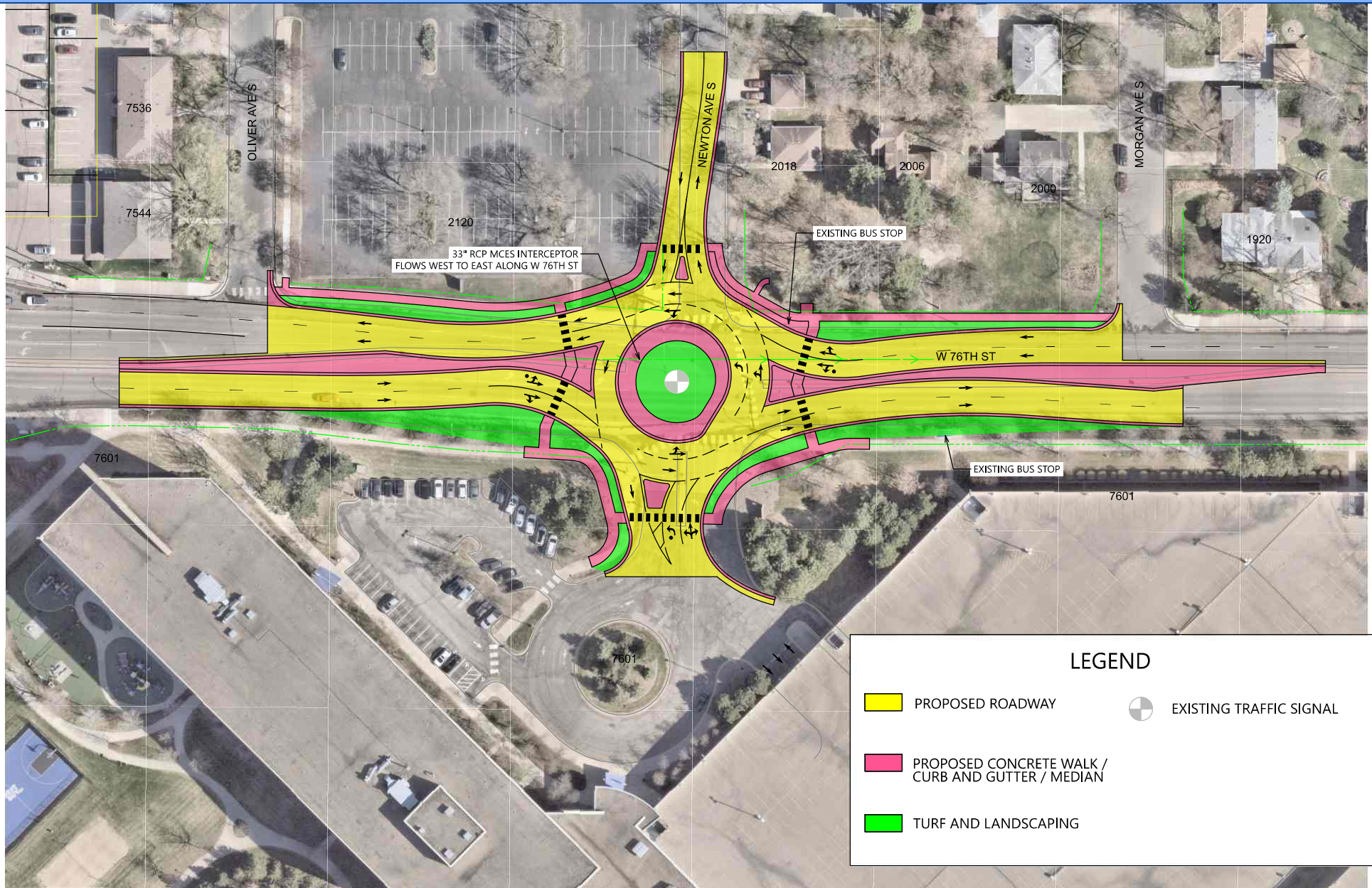
ATTEST:

Michelle Friedrich, City Clerk

W 76th Street & Newton Intersection

Oliver Ave to Morgan Ave

City of Richfield, MN





Report Prepared By:

Jennifer Anderson, Support Services Manager

Department Director:

Jay Henthorne, Police Chief

Item for Consideration:

Consider approval of a Temporary On-Sale Intoxicating Liquor license for St. Peter Catholic Church, located at 6730 Nicollet Avenue South, for their Tri Fest Harvest 2026 event taking place September 26-27, 2026.

EXECUTIVE SUMMARY

On June 30, 2026, the City received application materials for a Temporary On-Sale Intoxicating Liquor license for St. Peter Catholic Church, located at 6730 Nicollet Avenue South, for their Tri Fest Harvest 2026 event taking place September 26-27, 2026. They will serve intoxicating liquor, wine and 3.2 percent malt liquor from 11:00 a.m. to 9:00 p.m. on Saturday, September 26, and from 11:00 a.m. to 3:00 p.m. on Sunday, September 27, 2026. There will also be food vendors.

There is an extensive plan in place to monitor legal drinking and deal with any issues.

The Director of Public Safety has reviewed all required information and documents and has found no basis for denial.

RECOMMENDED ACTION

By motion: Approve issuance of a Temporary On-Sale Intoxicating Liquor license for St. Peter Catholic Church, located at 6730 Nicollet Avenue South, for their Tri Fest Harvest 2026 event taking place on September 26-27, 2026.

HISTORICAL CONTEXT

The applicant has satisfied the following requirements for the issuance of this license:

- The required licensing fee has been paid.
- Proof of liquor liability insurance has been provided showing the Catholic Mutual Relief Society of America affording the coverage.

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, staff review of policy and processes will always consider DEI principles.

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

Richfield City Code Section 1202.05 requires all applicants to comply with all of the provisions of this code, as well as the provisions of Minnesota Statute Chapter 340A.

CRITICAL TIMING ISSUES

Approval is required at the July 14, 2026 meeting to ensure issuance of the liquor license.

FINANCIAL IMPACT

There is no financial impact.

LEGAL CONSIDERATIONS

There are no legal considerations.

ALTERNATIVE RECOMMENDATION(S)

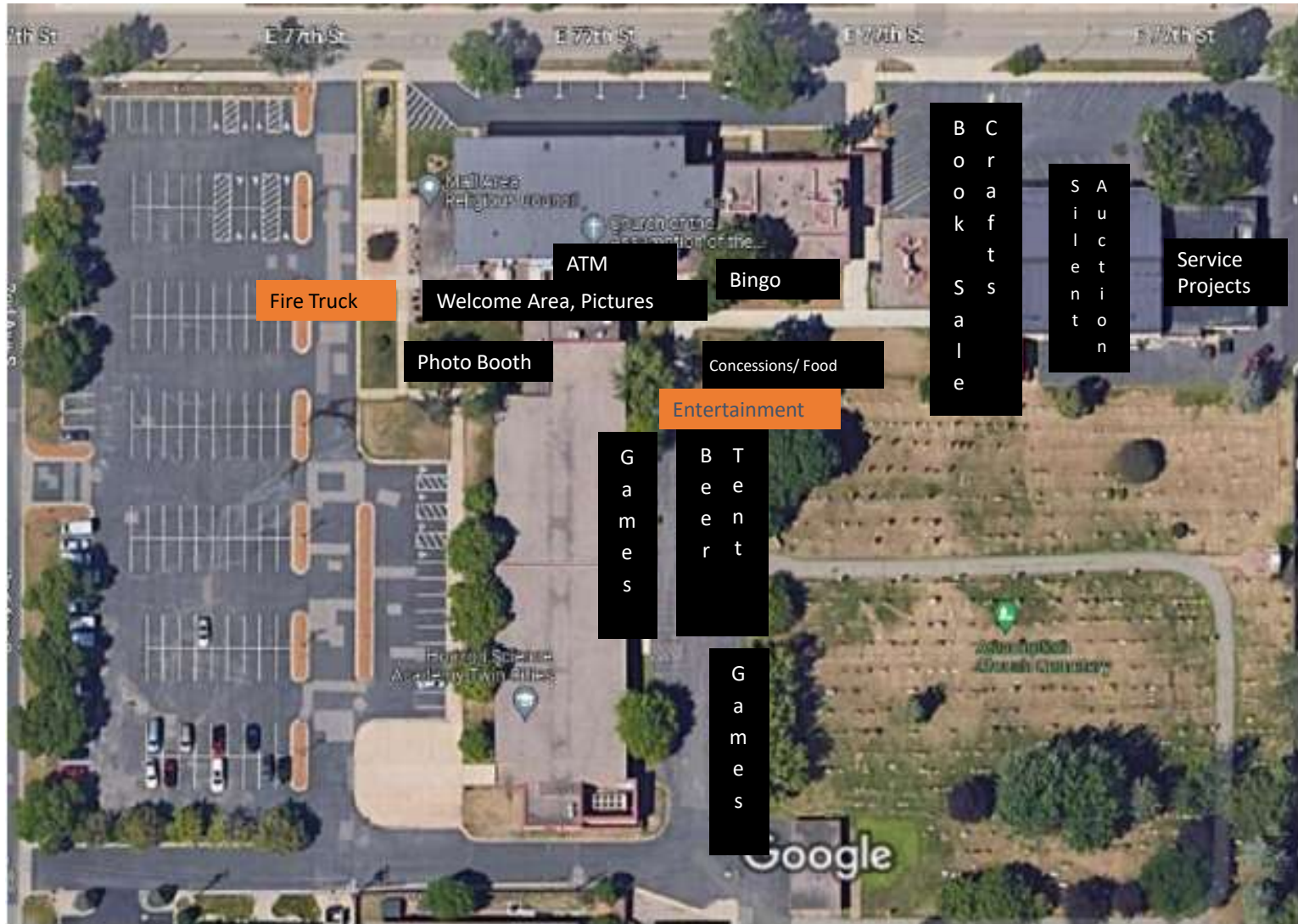
The Council could deny the approval of the Temporary On-Sale Intoxicating Liquor license for St. Peter Catholic Church. This would mean the applicant would not be able to serve intoxicating liquor, wine, or 3.2 percent malt liquor. However, Public Safety has not found any basis for denial.

ATTACHMENTS

1. Tri Fest 2026 alcohol plan
2. Tri-Fest 2026 site plan

Tri Fest 2026 alcohol plan (copied from application)

1. All persons dispensing liquor will be trained by the Beer Tent coordinator to ensure all procedures for checking ID, dispensing alcoholic beverages, managing the serving area, and closing the Beer Tent are followed properly.
2. Liquor should never be served to an individual who is under the legal drinking age. All patrons will be asked for valid photo ID issued by a state or municipal agency to verify compliance with the legal drinking age.
3. The individual who is dispensing drinks will only serve one drink at a time.
4. The drinks that are served will be carefully measured. No doubles of any drink will be served. (12 ounces of beer as a maximum; and no more than 4-5 ounces of wine per serving.)
5. Food will be served constantly throughout the Tri-Fest event.
6. All individuals will be carefully observed throughout the event to make sure they are eating and not just drinking.
7. No outside alcoholic beverages will be allowed to be brought into the event, and that the only alcoholic beverages consumed are the ones being distributed under the guidance and control of the staff members of the Tri-Fest event.
8. Tri-Fest has a pre-existing plan to handle an individual who has had too much to drink. a. Alternative methods of transportation home. If an individual is in a diminished or incapacitated state and unable to drive their vehicle, a driver will be called, or UBER or LYFT will be called. b. Method to limit or stop an individual's consumption. If an individual has had too much to drink in the opinion of the bartender handling the event (This detection method can be handled through simple observation and if the individual exhibits slurred speech, staggering, stumbling behavior, or poor motor skill coordination), they will be denied additional drink service.
9. The bar will be shut down ½ hour prior to the close of the event, and no further alcohol will be made available to the individuals present at the event.
10. In this final 1/2 hour time period, coffee and food will be available and those present encouraged to remain and partake in the offerings.





Report Prepared By:

Courtney DesCamps, Senior Analyst

Department Director:

Katie Rodriguez, City Manager

Item for Consideration:

Professional Services Agreement with GMP Consultants.

EXECUTIVE SUMMARY

Following interviews with five executive search firms on June 30, 2026, the City Council reached consensus and directed staff to work with GMP Consultants on a contract to assist with the recruitment of the next City Manager. The attached Professional Services Agreement outlines the scope of services and compensation.

RECOMMENDED ACTION

Motion to approve the Professional Services Agreement with GMP Consultants to conduct the executive recruitment for the City's next City Manager and authorize the Mayor and City Manager to execute the agreement.

HISTORICAL CONTEXT

Staff issued a Request for Proposals (RFP) in June 2026 to solicit executive search firms to assist with the recruitment of the City's next City Manager. Five firms were selected for interviews, which were conducted by the City Council on June 30, 2026.

EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS

Recruiting and selecting a highly qualified City Manager supports the City's commitment to effective governance, organizational leadership, and delivery of high-quality public services.

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

CRITICAL TIMING ISSUES

Approval of the agreement at this time is necessary to maintain the City's executive recruitment timeline. Following Council approval, GMP Consultants will begin developing the recruitment profile, engaging stakeholders, and preparing the position announcement. Delaying approval could postpone candidate recruitment and impact the anticipated timeline for selecting the City's next City Manager.

FINANCIAL IMPACT

Funding for executive search services is included in the 2026 revised City Council budget.

LEGAL CONSIDERATIONS

The City Attorney has reviewed the agreement.

ALTERNATIVE RECOMMENDATION(S)**ATTACHMENTS**

1. DOCSOPEN-#1104984-v1-GMP_Professional_Services_agreement

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (this “Agreement”) is made by and between the City of Richfield, a Minnesota municipal corporation located at 6700 Portland Ave, Richfield, MN 55423 (the “City”), and GMP Consultants, an S-corporation located at 7041 Cascade Avenue SE, Snoqualmie, WA 98065 (the “Contractor”).

1. **SERVICES TO BE PROVIDED.** The Contractor will perform for the City the services as described in Exhibit A (the “Services”). All Services provided by the Contractor under this Agreement shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professional consultants currently providing similar services.
2. **COST OF SERVICES.** The City shall pay the Contractor the fees and expenses as outlined in Exhibit A for the Services rendered. The City shall not be responsible for payment for any additional work performed or expenses incurred by the Contractor that is not expressly pre-approved by the City in writing. The Contractor shall submit an itemized invoice upon completion of the Services it provides to the City. The City will process and pay the invoice in the same manner as other claims made to the City.
3. **TERM AND TERMINATION OF AGREEMENT.** This Agreement will commence when it is fully executed by the parties and will end upon completion of the Services, unless the parties mutually agree to extend the term. (the “Term”). This Agreement may be terminated for any reason before the expiration of the Term by either party providing seven (7) days’ written notice of termination to the other. The City may terminate this Agreement immediately if it determines, in its sole discretion, that such termination would be in the best interest of the City.
4. **INDEPENDENT CONTRACTOR.** All services provided pursuant to this Agreement shall be provided by the Contractor as an independent contractor and not as an employee of the City for any purpose. All officers, employees, subcontractors, and agents of the Contractor, or any other person engaged by the Contractor in the performance of work or services pursuant to this Agreement, shall not be considered employees of the City. All actions which arise because of any act or omission on the part of the Contractor, or its subcontractors or agents, or other persons engaged by the Contractor in the performance of work or services pursuant to this Agreement, shall not be the obligation or responsibility of the City. The Contractor, and its subcontractors or agents shall not be entitled to any of the rights, privileges, or benefits of the City’s employees.
5. **INDEMNIFICATION.** The Contractor, and all subcontractors and agents of the Contractor, or any other person engaged by the Contractor in the performance of work or services pursuant to this Agreement, shall indemnify, defend, and hold harmless the City and its officials, employees, contractors, and agents from any loss, claim, liability, and expense (including reasonable attorneys’ fees and expenses of litigation) arising from, or based in the whole, or in any part, on any negligent act or omission by the Contractor, its subcontractors and agents, or any other person engaged by the Contractor in the performance of work or services pursuant to this Agreement. In no event shall the City be liable to the Contractor for

consequential, incidental, indirect, special, or punitive damages. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the City is entitled under Minnesota Statutes, Chapter 466 or otherwise.

6. **INSURANCE.** Contractor agrees to maintain, at its expense, statutory workers' compensation insurance coverage. Contractor also agrees to maintain, at its expense, general liability insurance coverage insuring Contractor against claims for bodily injury, death, or property damage arising out of Contractor's general business activities (including automobile use). The liability insurance policy shall provide coverage for each occurrence in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Contractor shall provide the City with certificates of insurance, showing evidence of the required coverage and listing the City as an additional insured. Such certificate of liability insurance shall contain a statement that such policies shall not be canceled or amended unless 30 days' written notice is provided to the City, 10 days' written notice in the case of non-payment. To meet the commercial general liability requirements, the Contractor may use a combination of excess and umbrella coverage.
7. **CONFLICT OF INTEREST.** The Contractor shall use best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety. Contractor agrees that it will not represent any other party or other client which may create a conflict of interest in its work with the City.
8. **THIRD PARTY RIGHTS.** The Parties to this Agreement do not intend to confer on any third party any rights under this Agreement.
9. **NOTICES.** Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, first class and postage fully prepaid, and addressed to the following:

To City: Katie Rodriguez, City Manager
6700 Portland Avenue
Richfield, MN 55423

To Contractor: [insert contact for GMP]
7041 Cascade Avenue SE
Snoqualmie, WA 98065

10. MISCELLANEOUS PROVISIONS.

- a. **Entire Agreement.** This Agreement shall constitute the entire agreement between the City and the Contractor and supersedes any other written or oral agreements between the City and the Contractor. This Agreement can only be modified in writing signed by the City and the Contractor.
- b. **Data Practices Act Compliance.** Data provided, produced, or obtained under this Agreement shall be administered in accordance with the Minnesota Government Data

Practices Act, Minnesota Statutes Chapter 13. The Contractor will immediately report to the City any requests from third parties for information relating to this Agreement. The Contractor agrees to promptly respond to inquiries from the City concerning data requests.

- c. **Audit.** The Contractor must allow the City, or its duly authorized agents, and the state auditor or legislative auditor reasonable access to the Contractor's books, records, documents, and accounting procedures and practices that are pertinent to all Services provided under this Agreement for a minimum of six years from the termination of this Agreement.
- d. **Choice of Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of Minnesota. Any disputes, controversies, or claims arising under this Agreement shall be heard in the state or federal courts of Minnesota and the parties waive any objections to jurisdiction.
- e. **No Assignment.** This Agreement may not be assigned by either party without the written consent of the other party. There are no intended third-party beneficiaries of any right or obligation assumed by the parties.
- f. **No Discrimination.** The Contractor agrees not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion.
- g. **Agreement Not Exclusive.** The City retains the right to hire other additional contractors in the City's sole discretion.
- h. **Severability.** The provisions of this Agreement are severable. If any portion of this Agreement is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision will not affect the remaining provisions of the Agreement.
- i. **Waiver.** Any waiver by either party of a breach of any provision of this Agreement will not affect, in any respect, the validity of the remainder of this Agreement.
- j. **Compliance with Laws.** The Contractor shall exercise due professional care to comply with applicable federal, state, and local laws, statutes, rules, ordinances, and regulations in effect as of the date the Contractor agrees to provide the Services.
- k. **Headings.** The headings contained in this Agreement have been inserted for convenience of reference only and shall in no way define, limit, or affect the scope and intent of this Agreement.

[remainder of page left intentionally blank]

The parties have executed this Agreement as of the last date that the Agreement is executed below:

THE CITY OF RICHFIELD:

By: _____

Mary Supple

Its: Mayor

Date: _____

By: _____

Katie Rodriguez

Its: City Manager

Date: _____

CONTRACTOR:

By: _____

Its: _____

Date: _____

EXHIBIT A



JULY 2, 2026

Ms. Mary Supple
Mayor
City of Richfield
6700 Portland Avenue
Richfield, MN 55423

Dear Mayor Supple,

Thank you for your confidence in GMP Consultants to assist in the recruitment of the City's next City Manager. The following represents a scope of work for these services and the associated professional fee and expenses.

PROJECT WORK PLAN

Phase One – Information Gathering, Profile Development & Position Announcement

- Task 1 – Kick-Off Meeting to Review and Finalize Search Process and Schedule
- Task 2 – Key Stakeholder Meetings and Staff Provided Information Request
- Task 3 – Develop Candidate Profile
- Task 4 – Develop Invitation to Apply

Phase Two – Strategic Marketing Campaign

- Task 1 – Place Advertisements in Appropriate Professional Online Publications
- Task 2 – Develop a Database of Potential Candidates
- Task 3 – Identify and Contact Potential Candidates

Phase Three – Candidate Screening and Shortlist Presentation

- Task 1 – Collect & Review Candidate Application Materials
- Task 2 – Conduct an Internet Publication Search on Semifinalist Candidates
- Task 3 – Conduct Semi Finalist Screening Interviews
- Task 4 – Provide Semi Finalist Packets with Consultant Interview Notes to the City
- Task 5 – Meet with the City to Review Semi Finalist Candidates and Select Finalist Candidates
- Task 6 – Assist in the Design of Finalist Interviews

Phase Four – Final Interviews

- Task 1 – Develop an Interview Schedule for Final Interviews
- Task 2 – Conduct Professional References & Background Check on All Finalist Candidates
- Task 3 – Coordinate pre-employment leadership & management style assessments
- Task 4 – Work with the City to Develop Interview Questions for Each Panel
- Task 5 – Provide the City with Finalist Candidate Packets
- Task 6 – Coordinate Candidate Travel
- Task 7 – Facilitate Final interviews
- Task 8 – Assist in Facilitating Final Offer and Acceptance



PROFESSIONAL FEE

The professional fee for conducting a City Manager recruitment is \$19,500. Professional fees cover all consultant and staff time required to conduct all phases of the recruitment. Expenses are additional. Professional fees are billed in three equal increments: at the recruitment kick-off, at the semi-finalist work session, and when the final interviews are conducted.

Expenses include:

- Job Boards \$1,800 – 2,200 est.
- Direct Mail Announcements \$1,700 – 2,000 est.
- Consultant Travel: IRS Mileage rate + \$87.50/hr
- Background checks \$225 per candidate

Other Expenses: Candidates' travel expenses would be reimbursed to the candidates by the Agency directly. The Agency has the right to cancel the search at any time. The Agency's only responsibility would be the fees and expenses incurred prior to cancellation.

GUARANTEE & WARRANTY

Guarantee

Should the selected candidate leave the employment of your Agency within the first 18-months of appointment, we will conduct an additional recruitment for the cost of expenses only, if requested to do so within six months of the employee's departure.

Warranty

If the major elements of the process are followed and a candidate is not chosen, we will repeat the recruitment one time for a \$950 administrative fee plus expenses. If additional recruitments are required, a professional fee of \$5,000 will apply.

Accepted by:

CITY OF RICHFIELD

GMP CONSULTANTS

Mary Supple
Mayor

Date

Greg Prothman
Greg Prothman
President

7/2/26

Date