



Richfield City Council Agenda

July 22, 2025 -- 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. Approval of the Minutes of the (1) City Council Work Session from June 24, 2025, and (2) City Council Regular Meeting from June 24, 2025, and the (3) City Council Special Meeting Closed Session from July 8, 2025.

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 Disability Pride Month
- b. Minnesota Recreation and Parks Association Award Presentation

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. Consider adoption of a resolution designating polling place locations for Richfield Precinct 8 (Ward 3); and Edina Precincts 8, 9, 14, 15, and 16, for the Richfield School Board Election on November 4, 2025.
- c. Consider adoption of a resolution supporting and prioritizing 2026 capital budget requests to the Minnesota Office of Management and Budget.
- d. Approve a work order in the amount of \$295,550 with Bolton & Menk, Inc. for engineering services for 2026 sidewalk projects.

8. Consideration of Items, if Any Removed From Consent Calendar

9. Public Hearings

- a. Public hearing and consider the approval of a new On-Sale Wine and 3.2 Percent Malt Liquor licenses for SK Food, LLC dba K-ChiMac.

10. Proposed Ordinances

11. Resolutions

12. Other Business

- a. Consideration of alternate appointment to fill vacancy on Human Rights Commission.

13. City Manager's Report

14. Council Discussion

- a. Hats off to Hometown Hits

15. Closed Session

- a. Closed Executive Session regarding the City Manager's annual performance evaluation.

16. 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

June 24, 2025

CALL TO ORDER

Mayor Supple called the work session to order at 5:45 p.m. in the Bartholomew Room.

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

Staff Present: Katie Rodriguez, City Manager; Jan Youngquist, Economic Development Manager; Melissa Poehlman, Community Development Director; Karl Huemiller, Recreation Services Director; Courtney Miller, Senior Analyst; and Michelle Friedrich, City Clerk.

Guests: Housing and Redevelopment Authority Chair Erin Vrieze Daniels, and Commissioner John Young; Colleen Carey, Property Owner; Terese Reiling-Holden, Colliers Broker.

ITEM #1	DISCUSSION OF THE LYNDAL GARDENS RETAIL PARCEL
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Economic Development Manager Youngquist provided a summary of the topic and shared the parcel's historical background.

Colleen Carey, owner of the parcel, described the obstacles of putting retail spaces at the site and shared concerns regarding restrictions that limit businesses from redeveloping in this site. Ms. Carey also noted the reciprocal easement agreement and the original intent of the agreement between her and Lakewinds Coop.

Terese Reiling-Holden, Broker at Colliers, pointed out that the parcel has limited visibility to draw customers in. Ms. Reiling-Holden noted another issue for redevelopment has been increasing construction costs for restaurants.

Councilmembers discussed the benefits of traffic created by adjacent businesses. Council, guests, and staff discussed the length of time the parcel has been vacant options regarding development opportunities available for this parcel.

Ms. Carey outlined the ideal parameters she believed would enhance the parcel's appeal to future buyers. Ms. Carey noted that both medical offices and daycares had shown interest in the property, provided that certain restrictions in the space could be modified.

Economic Development Director Poehlman summarized the Council discussion.

ADJOURNMENT

Mayor Supple adjourned the work session at 6:26 p.m.

Date Approved: July 22, 2025

Mary B. Supple
Mayor

Michelle Friedrich
City Clerk

Katie Rodriguez
City Manager



CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

Regular Council Meeting

June 24, 2025

CALL TO ORDER

The meeting was called to order by Mayor Supple at 7:00 p.m. in the Council Chambers.

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

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

Others Present: Hennepin County Commissioner Goettel, Tynika Smith; Terry Smith, Director of the Metropolitan Council Housing and Redevelopment Authority.

PLEDGE OF ALLEGIANCE

Mayor Supple led the Pledge of Allegiance.

ITEM #1	2025 GENE AND MARY JACOBSEN CITIZEN OF THE YEAR PRESENTATION
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Mayor Supple invited Kim Jacobsen to present the award.

Mr. Jacobsen introduced the award, providing background information before presenting it to Tynika Smith. He recognized Ms. Smith's accomplishments and her volunteer contributions to the community. Ms. Smith expressed her gratitude, praised the community's support, and encouraged continued kindness.

ITEM #2	HENNEPIN COUNTY UPDATE -- COMMISSIONER GOETTEL
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Mayor Supple welcomed Hennepin County Commissioner Goettel to Richfield.

Commissioner Goettel provided an update, noting a tribute in memory of Melissa Hortman and her husband following their passing. Commissioner Goettel presented a breakdown of Hennepin County 2025 expenditures and shared information regarding investments in affordable housing in Hennepin County, noted the Elevate Hennepin program that connects entrepreneurs with 1-on-1 mentorship in Hennepin County. Commissioner Goettel highlighted partnerships with County

schools, emphasizing Hennepin County has one of the strongest school-based behavioral health systems in the nation. Commissioner Goettel discussed efforts to expand mental health support across the county. Commissioner Goettel reviewed the work of the Human Services Department within the community including access to aging and disability services, mental health and substance use services, and progress toward child safety and well-being. Commissioner Goettel noted current and future road construction projects in Hennepin County. Commissioner Goettel thanked Council and staff for their work and for the opportunity to present at the Council meeting.

ITEM #3	APPROVAL OF AGENDA
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MOTION: made by Councilmember Hayford Oleary, seconded by Councilmember Burk to approve Agenda with the removal of agenda item 6.
City Attorney Tietjen noted removal request of item 6 was to allow the item to be heard by an independent hearing officer. Council requested information on the hearing schedule.
Motion carried: 5-0

OPEN FORUM

Mayor Supple reviewed the participation options for residents at the Council meeting including in-person comments, comments by voicemail or email, and an option to request to participate virtually with advance notice. Mayor Supple noted more information on submitting comments can be reviewed at www.richfieldmn.gov/citycouncil.

Karole Kelly discussed recent, derogatory comments posted on the City of Richfield's social media site regarding the PRIDE event. Ms. Kelly noted the importance of safety, kindness, and a welcoming environment. Ms. Kelly noted supporting efforts and ensuring all people are seen, and that Richfield is inclusive. Ms. Kelly thanked Council for making Richfield a welcoming community.

Christina Kelley noted that she does not support the ban of menthol cigarettes. Ms. Kelley stated the concerns she has with the ban on flavored cigarettes and opined the ban hurts businesses.

Kareem Wazwaz, tobacco shop owner for over 30 years, does not support ban and noted that banning flavored menthol is harming his business. Mr. Wazwaz added that he takes many steps to prevent selling to minors, noting that minors will find other ways to buy these products that may be more dangerous. Mr. Wazwaz requested Council reconsider the ban on menthol tobacco.

Larry Ernster discussed a past case of prohibiting flavored tobacco sales in 2023. Mr. Ernster stated that the owner of Richfield Tobacco should be reprimanded, and their license should be revoked for not obeying the ordinances in the City of Richfield.

Susan Hamlin, non-resident of Richfield, does not support the ban on menthol cigarettes. Ms. Hamlin noted support of Richfield Tobacco and stated that she would not like to see the owner's business suffer from the ban.

City Clerk Friedrich read an email from Sloan Martin stating their disappointment with the destruction of basketball hoops in the City parks.

APPROVAL OF MINUTES

MOTION: made by Councilmember Christensen, seconded by Councilmember Burk to approve the minutes of the: (1) City Council Work Session from June 10, 2025, and (2) City Council Regular Meeting from June 10, 2025.

Motion carried: 5-0

ITEM #4	CONSENT CALENDAR
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City Manager Rodriguez presented the consent calendar.

- A. Consider adoption of a resolution authorizing the City to affirm the monetary limits on statutory municipal tort liability. (Staff Report No. 78)

**RESOLUTION NO. 12326
RESOLUTION AFFIRMING MUNICIPAL TORT LIABILITY LIMITS ESTABLISHED
BY MINNESOTA STATUTES 466.04**

- B. Consider the approval of setting a public hearing to be held on July 22, 2025, to consider the issuance of new On-Sale Wine and 3.2 Percent Malt Liquor licenses for SK Food, LLC dba K-ChiMac, located at 6420 Nicollet Avenue South. (Staff Report No. 79)
- C. Consider the approval of an agreement for Prosecution Services with the City of Richfield and H/J Law. (Staff Report No. 80)
- D. Consider accepting the bid tabulation and authorizing the Mayor and City Manager to take all necessary steps to award and execute a contract with the responsible low bidder for the 73rd Street Safe Routes to School project (SP 157-593-003) upon authorization from MnDOT and authorize the City Manager to approve contract changes up to \$175,000 without further City Council consideration. Accepting the bid tabulation is only a formal acknowledgement of the City’s receipt of bids for the project. It does not include an award of the contract. (Staff report No. 81)
- E. Consider a resolution accepting a Hennepin County Youth Sports Equipment Grant in the amount of \$10,000 for the purchase of skate aids, hockey equipment, rental skates, and rink dividers at the Richfield Ice Arena, and authorize staff to execute a grant agreement. (Staff Report No. 82)

**RESOLUTION NO. 12327
RESOLUTION ACCEPTING A HENNEPIN COUNTY YOUTH SPORTS EQUIPMENT
GRANT, IN THE AMOUNT OF \$10,000, FOR THE PURCHASE OF ICE SKATING
EQUIPMENT FOR THE RICHFIELD ICE ARENA.**

- F. Consider a resolution accepting two State of Minnesota Solar on Public Buildings Program Grants for \$67,064 and \$68,785 to purchase and install solar energy equipment on the roofs of the Richfield Ice Arena and the Richfield Public Works building. (Staff report No. 83)

**RESOLUTION NO. 12328
RESOLUTION ACCEPTING TWO MINNESOTA SOLAR ON PUBLIC BUILDINGS
PROGRAM GRANTS, FOR \$67,064 AND \$68,785, FOR THE PURCHASE OF
SOLAR ENERGY EQUIPMENT FOR THE RICHFIELD ICE ARENA AND THE
RICHFIELD PUBLIC WORKS BUILDING.**

MOTION: made by Councilmember Hayford Oleary, seconded by Councilmember Christensen to approve the consent calendar.

Motion carried: 5-0

ITEM #5	CONSIDERATION OF ITEMS, IF ANY, REMOVED FROM CONSENT CALENDAR
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None.

ITEM #6	CONSIDER APPROVAL OF A RESOLUTION AUTHORIZING THE REVOCATION OF A TOBACCO LICENSE ISSUED TO RICHFIELD TOBACCO & VAPE OUTLET, DBA SMOKE & PURE VAPE, LOCATED AT 6535 NICOLLET AVENUE SOUTH, FOR EGREGIOUS FLAVORED PRODUCT AND CANNABIS SALES VIOLATIONS (STAFF REPORT NO. 84)
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Public Hearing item was removed from the agenda.

ITEM #7	CONSIDER AN AMENDMENT TO THE COOPERATIVE AGREEMENT WITH METRO HOUSING AND REDEVELOPMENT AUTHORITY TO OPERATE UP TO FIVE ADDITIONAL HOUSING UNITS UNDER THE FAMILY AFFORDABLE HOUSING PROGRAM. (STAFF REPORT NO. 85)
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Council Member Burk presented Staff Report 85.

Terry Smith, Director of Metro Housing and Redevelopment Authority provided a background on the coop item.

Council shared their appreciation for working to provide more affordable housing options in Richfield.

MOTION: made by Councilmember Burk, seconded by Councilmember Coleman-Woods to approve an amendment to the Cooperative Agreement with Metro Housing and Redevelopment Authority to operate up to five additional housing units under the Family Affordable Housing Program.

Motion carried: 5-0

ITEM #8	CONSIDER APPOINTMENT TO FILL A VACANCY ON THE TRANSPORTATION COMMISSION. (STAFF REPORT NO. 86)
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Councilmember Christensen presented Staff Report 86.

MOTION: made by Councilmember Christensen, seconded by Councilmember Coleman-Woods to approve the appointment of Jacob Olsen as Transportation Commissioner commencing on June 24, 2025, and expiring January 31, 2026.

Motion carried: 5-0

ITEM #9	CITY MANAGER'S REPORT
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City Manager Rodriguez shared Deputy Chief Mike Flaherty is retiring and noted his last day will be June 25, 2025. City Manager Rodriguez thanked him for his years of dedicated service. Council expressed appreciation to Deputy Chief Flaherty for his years of service.

ITEM #10	CLAIMS AND PAYROLL
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MOTION: made by Councilmember Coleman Woods, seconded by Councilmember Hayford Oleary to approve the following claims and payroll:

U.S. BANK	06/20/2024
A/P Checks: 336807-337219	\$1,816,019.67
Payroll: 197470-197861	<u>\$1,133,137.31</u>
TOTAL	\$2,949,156.98

Motion carried: 5-0

ITEM #11	HATS OFF TO HOMETOWN HITS
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Councilmember Hayford Oleary expressed excitement for the 4th of July celebration and is thankful for the 4th of July Committee for its work on planning the celebration.

Councilmember Burk thanked the Public Works Department for working on water quality and for sending out that information.

Councilmember Coleman-Woods thanked City staff for working to keep them safe as elected officials.

Councilmember Christensen noted appreciation for the Richfield 4th of July Committee. She also mentioned the Committee still needs volunteers and provided the information for volunteering.

Mayor Supple thanked everyone who attended the State of the Community event. She also thanked everyone involved in the Juneteenth pop-up event.

ITEM #12	ADJOURNMENT
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MOTION: made by Councilmember Hayford Oleary, seconded by Councilmember Christensen to adjourn the meeting at 8:13 p.m.

Motion carried: 5-0

Date Approved: July 22, 2025

Mary B. Supple
Mayor

Michelle Friedrich
City Clerk

Katie Rodriguez
City Manager



CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

City Council Special Meeting

July 8, 2025

CALL TO ORDER

The special closed meeting was called to order by Mayor Mary Supple at 6:00 p.m. in the Babcock Room.

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

Staff Present: Michelle Friedrich, City Clerk.

ITEM #1	CONDUCT A PERFORMANCE EVALUATION OF CITY MANAGER KATIE RODRIGUEZ, PURSUANT TO MINN. STAT. 13D.05, SUBD. 3(A).
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The Special Closed Session was conducted pursuant to Minnesota State Statute 13D.05, subd. 3(a).

MOTION: made by Coleman-Woods, seconded by Hayford Oleary to go into a closed session for the purpose of conducting a performance evaluation of City Manager Katie Rodriguez, pursuant to Minnesota Statute 13D.05, subd. 3(a).

Motion carried: 5-0

Mayor Supple called the meeting back to order at 7:24 pm.

Mayor Supple stated, "the Council just conducted a closed session for a performance review of the City Manager, and Council will hold another closed performance evaluation on July 22, and as required by law, the Council will provide a summary of the performance evaluation at its next regular meeting on August 12, 2025."

ADJOURNMENT

The special closed meeting was adjourned by unanimous consent at 7:25 p.m.

Date Approved: July 22, 2025

Michelle Friedrich
City Clerk

Mary B. Supple
Mayor

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 and 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; and

WHEREAS, Richfield is home to many organizations that advocate for and serve the needs of residents with disabilities, including Fraser, Minnesota Independence College and Community, Lifeworks, and the Richfield Disability Advocacy Partnership; and

WHEREAS, people with disabilities make up approximately 11.9% of the population of the city of Richfield; and

WHEREAS, July 26, 2025 celebrates the 35th anniversary of the Americans with Disabilities Act; and

WHEREAS, the city of Richfield is committed to providing access to services for all residents with disabilities, both seen and silent; and

WHEREAS, the Richfield Human Rights Commission supported this proclamation at its July 1, 2025 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 2025 as Disability 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 residents with disabilities throughout the year.

PROCLAIMED this 22nd day of July, 2025.

Mary B. Supple, Mayor



City Council Meeting 7/22/2025
Agenda Section: Proclamations and Presentations
Agenda Item: 6.b.

Report Prepared By: Karl Huemiller, Recreation Director

Item for Consideration:

Minnesota Recreation and Parks Association Award Presentation

EXECUTIVE SUMMARY AND HISTORICAL CONTEXT

1A. Executive Summary

The Minnesota Recreation and Parks Association(MRPA) awarded the City an Administrative & Management Award of Excellence for the Our Legacy, Our Future: Local Option Sales Tax Referendum for Recreation Facilities. The MRPA Awards of Excellence program recognizes agencies or organizations in Minnesota for outstanding achievements in parks, recreation and leisure services. The administrative and management award recognizes initiatives focused on creative financing, land acquisition, strategic planning processes, master plans, innovative management or supervisory strategies.

MRPA Awards Committee Member Chelsea Swenhuagen will be on-hand to present the award.

1B. Historical Context

For the Local Option Sales Tax Referendum campaign, Richfield staff created an informational marketing plan that included handouts, posters, banners and a website, OurLegacyOurFuture.org, to inform residents about the proposed project, the scope and vision for the facilities, the proposed budget, and the project timeline (including the proposed referendum with the 2024 general election in November). Information about the referendum was shared through social media outlets, direct emails to the City e-news mailing list, in-person presentations, tabling at events, site tours, engagement sessions and on-site graphic displays. The goal was to inform and educate Richfield residents about the Local Option Sales Tax. Giving residents information about how a Local Sales Tax works, how it would impact them, how it would impact the community, the projects that the sales tax would go towards, and answer any additional questions, so residents could make their own decision about this important community decision on election day.

RECOMMENDED ACTION

EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS

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

CRITICAL TIMING ISSUES

FINANCIAL IMPACT

LEGAL CONSIDERATIONS

ALTERNATIVE RECOMMENDATION(S)

ATTACHMENTS

None



City Council Meeting 7/22/2025
Agenda Section: Consent Calendar
Agenda Item: 7.b.

Report Prepared By: Michelle Friedrich, City Clerk, Sack Thongvanh, Assistant City Manager

Item for Consideration:

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

EXECUTIVE SUMMARY AND HISTORICAL CONTEXT

1A. Executive Summary

The City of Richfield will be administering the School Board Election on behalf of the Richfield School District on Tuesday, November 4, 2025 General Election. The City Clerk's Office was recently notified by Hope Presbyterian Church, the designated polling location for Precinct 8, Ward 3, that the facility will no longer be available for use on November 4, 2025.

In response, staff evaluated several alternative sites and identified Veteran's Indoor Park Shelter as the most suitable replacement. The facility is ADA-compliant, offers ample parking, and provides reliable Wi-Fi access, and has secure storage rooms, making it an appropriate location for conducting the election. Staff recommends utilizing the Veteran's Indoor Park Shelter as the polling place for Precinct 8, Ward 3 for the November 4, 2025 election.

Staff is continuing to work with Hope Presbyterian Church to review options to return to the venue as a Precinct 8, Ward 3 polling place location for the 2026 elections. Discussions are pending at this time.

In past elections, Edina Precincts were split into two separate Richfield Precinct polling locations. Staff believe it is beneficial and less confusing for voters from Edina to have a single polling location for the Richfield School Board Election. Staff recommends combining the five Edina Precincts into one polling place location and suggests the Richfield Municipal Center, for the November 4, 2025 election.

1B. Historical Context

Minnesota Statute section 204B.16, subd. 1, requires the City Council, by ordinance or resolution, to designate polling place locations for the upcoming year by December 31. The City Council designated polling place locations via Resolution 12275, at the December 10,

2024 Council meeting.

RECOMMENDED ACTION

By Motion: Adopt a resolution designating a change to the polling place location for Precinct 8, Ward 3, to Richfield Veteran's Indoor Park Shelter located at 6335 Portland Ave, Richfield, MN 55423; and designate the polling place location for Edina Precincts 8, 9, 14, 15, and 16 to the Richfield Municipal Center, 6700 Portland Avenue South, Richfield, Minnesota, for the General Election on November 4, 2025.

EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS

The City of Richfield strives to ensure its elections are fair, equitable, and accessible for all eligible voters.

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

Regarding Polling Place Designation Minnesota State Statute 204B.16, subd. 3 states: Designation effective until changed. The designation of a polling place pursuant to this section shall remain effective until a different polling place is designated for that precinct. No designation of a new or different polling place shall become effective less than 90 days prior to an election, including school district elections or referenda, and no polling place changes may occur during the period between the state primary and the state general election, except that a new polling place may be designated to replace a polling place that has become unavailable for use.

CRITICAL TIMING ISSUES

Polling place locations must be designated by December 31 each year for the following election year, and if any changes occur, at least 90 days before the designated election. The Richfield School Board Election is scheduled for November 4, 2025, so approval of the polling place location changes are required by August 4, 2025, per Minnesota State Statute 204B.16, subd. 3.

FINANCIAL IMPACT

None.

LEGAL CONSIDERATIONS

None.

ALTERNATIVE RECOMMENDATION(S)

None.

ATTACHMENTS

1. 2025-07-22 Resolution Richfield P8 and Edina Polling Locations(R2)

RESOLUTION NO. XXXXX

Motion by:
Seconded by:

**RESOLUTION UPDATING RICHFIELD PRECINCT 8 (WARD 3) AND
EDINA PRECINCTS 8, 9, 14, 15, AND 16 POLLING PLACE LOCATIONS FOR
THE RICHFIELD PUBLIC SCHOOL DISTRICT
SCHOOL BOARD ELECTIONS FOR THE GENERAL ELECTION ON NOVEMBER 4, 2025**

WHEREAS, Minnesota Statute 204B.16, subd. 1 requires the City Council, by ordinance or resolution, to designate polling place locations for the upcoming year; and

WHEREAS, changes to the polling place locations may be made at least 90 days before the next election if one or more of the authorized polling places becomes unavailable for use; and

WHEREAS, changes to the polling place locations may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting; and

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Richfield hereby designates the UPDATED polling place locations for the Richfield Public School District for the School Board General Election in 2025, and includes polling place locations for residents in non-Richfield precincts that are included within the Richfield Public School District boundaries:

<u>Precinct No. 1</u> Ward 1 Edina Precincts 8, 9, 15, 16	Church of Peace 6345 Xerxes Avenue
<u>Precinct No. 2</u> Ward 1 Edina Precinct 14	St. Richard's Catholic Church 7540 Penn Avenue
<u>Precinct No. 3</u> Ward 1	Woodlake Lutheran Church 2120 West 76 th Street
<u>Precinct No. 4</u> Ward 2	St. Peter's Catholic Church 6730 Nicollet Avenue
<u>Precinct No. 5</u> Ward 2	Richfield Community Center 7000 Nicollet Avenue
<u>Precinct No. 6</u> Ward 2	Bethel's Rock Church 7601 Girard Avenue
<u>Precinct No. 7</u> Ward 3 <u>Fort Snelling Precinct 1</u>	Mt. Calvary Education Building 6541 16 th Avenue
<u>Precinct No. 8</u> Ward 3	Hope Presbyterian Education Facility 7132 Portland Avenue UPDATED: Veteran's Park Indoor Shelter 6335 Portland Avenue

RESOLUTION NO. XXXXX

Precinct No. 9
Ward 3

Church of Assumption
305 E 77th Street

Edina Precincts 8, 9, 14, 15, 16 **UPDATED:** 6700 Portland Avenue South

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richfield that the nine ten locations listed above are the designated 2025 polling locations in Richfield for the Richfield Public School District School Board Election on November 4, 2025.

Adopted by the City Council of the City of Richfield, Minnesota this 22nd day of July, 2025.

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



City Council Meeting 7/22/2025
Agenda Section: Consent Calendar
Agenda Item: 7.c.

Report Prepared By: Matt Hardegger, Transportation Engineer, Kristin Asher, Public Works Director

Item for Consideration:

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

EXECUTIVE SUMMARY AND HISTORICAL CONTEXT

1A. Executive Summary

Public Works has submitted applications on behalf of two projects for state bonding funds in the 2026 legislative session. The State requires a resolution of support from the governing body of the political subdivision making the request, indicating the ranking of the project. The city's top priority will be funding the Nicollet Avenue reconstruction project, with the Emergency Water Interconnect funding request as the second priority.

1B. Historical Context

For the 2026 bonding cycle, staff have submitted a bonding request for \$10 million for Nicollet Avenue and \$2.5 million for the Emergency Water Interconnect.

Staff have previously submitted a 10 million dollar request for state bond funding for Nicollet Avenue through the capital budget request process in both the 2024 and 2025 legislative sessions. In 2024, the Senate version of the bonding bill included \$1.8 million for Nicollet Avenue among a large list of local projects. In 2025, the bonding bill that was enacted contained only a small handful of local infrastructure projects, and Nicollet Avenue was not included in the bill. With construction set to start on Nicollet in 2026, this is the final opportunity for this project to be funded through the state bonding process.

The Emergency Water Interconnect has also been submitted to the US House of Representatives and US Senate as a potential appropriation through the Community Project Funding process for Fiscal Year 2026. The project is expected to begin construction in 2027.

RECOMMENDED ACTION

By motion, adopt a resolution supporting and prioritizing 2026 capital budget requests to the Minnesota Office of Management and Budget

EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS

Equitable Considerations: There are no specific considerations with this request. Each project has equity considerations that have been outlined in previous Council actions.

Strategic Considerations: Both projects support the sustainable infrastructure target of City infrastructure supports services needs, and outside funding for these budgeted projects allows for the city to redirect budgeted funds to other areas that support sustainable infrastructure financing.

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

The State requires a resolution of support from the governing body of the political subdivision making the capital request which also must indicate the ranking of the projects, if applicable.

CRITICAL TIMING ISSUES

Updates to the city's applications, including supporting material such as resolutions, must be submitted to the Office of Management and Budget by October 17, 2025.

FINANCIAL IMPACT

There is no immediate financial impact to the city to request capital budget funding from the state. If awarded, the bond funding would offset already budgeted costs. The state funds can only be applied to up to 50% of the total project cost. For the Emergency Water Interconnect, a full bonding award would mean a 50/50 cost split between the city and the state. For Nicollet Avenue, since the County share of the project is expected to be over 50%, the city's entire assumed cost participation is eligible for state bond funding.

LEGAL CONSIDERATIONS

ALTERNATIVE RECOMMENDATION(S)

ATTACHMENTS

1. 2026 Capital Budget Request Resolution

RESOLUTION NO.

RESOLUTION OF SUPPORT FOR 2026 CAPITAL BUDGET REQUESTS AND PROJECT PRIORITIZATION

WHEREAS, the State of Minnesota begins their capital budget request process in odd-numbered years to determine projects that will be funded through the sale of state general obligation bonds; and

WHEREAS, the State of Minnesota solicits project requests in those years from local political subdivisions through the Office of Management and Budget; and

WHEREAS, state general obligation bond proceed use is defined by Article XI, Section 5, of the Minnesota Constitution, which authorizes the state to incur debt “to acquire and to better public lands and buildings and other public improvements of a capital nature, and to provide money to be appropriated or loaned to any agency or political subdivision of the state for such purposes”; and

WHEREAS, Minnesota Statutes 16A.86, subdivision 4(a) states that “the state share of a project covered by this section must be no more than half the total cost of the project, including predesign, design, construction, furnishings, and equipment”; and

WHEREAS, political subdivisions are able to submit multiple requests and must rank the order of importance of the agency’s requests; and

WHEREAS, the city is requesting funding for the Nicollet Avenue reconstruction project from 77th Street to 66th Street; and

WHEREAS, the city is requesting funding for the Emergency Water Interconnect project to connect the city’s water system to the City of Minneapolis in case of emergency.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richfield, Minnesota that it supports the capital budget request for both listed projects, commits to ensuring that at least half of the project costs are paid for by non-state funds, and establishes the following priority for the projects that have been requested:

1. Nicollet Avenue Reconstruction from 77th Street to 66th Street
2. Emergency Water Interconnect

Adopted by the City Council of the City of Richfield, Minnesota this 22nd day of July, 2025.

Mary B. Supple, Mayor

ATTEST:

Michelle Friedrich, City Clerk



City Council Meeting 7/22/2025
Agenda Section: Consent Calendar
Agenda Item: 7.d.

Report Prepared By: Matt Hardegger, Transportation Engineer, Kristin Asher, Public Works Director

Item for Consideration:

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

EXECUTIVE SUMMARY AND HISTORICAL CONTEXT

1A. Executive Summary

Public Works staff are beginning the plan development process for three sidewalk projects to be completed in 2026. These projects are on 64th Street from Lyndale Avenue to Portland Avenue, on 73rd Street from Portland Avenue to Cedar Avenue, and on 64th Street from Thomas Avenue to east of Russell Avenue and along Russell Avenue from 65th Street to 64th Street near Sheridan Hills Elementary School. Concept plans and issues maps for each project are included with this staff report. These are included for information only, as the concept plans are not final and the ultimate design and location of the sidewalks will be determined with public input through the public engagement process.

1B. Historical Context

Public Works staff are beginning the plan development process for three sidewalk projects to be completed in 2026. These projects are on 64th Street from Lyndale Avenue to Portland Avenue, on 73rd Street from Portland Avenue to Cedar Avenue, and on 64th Street from Thomas Avenue to east of Russell Avenue and along Russell Avenue from 65th Street to 64th Street near Sheridan Hills Elementary School.

All three projects have some level of state grant funding associated with their delivery. The Sheridan Hills Elementary project was awarded \$544,500 of 100% reimbursable grant funds through MnDOT's Safe Routes to School Infrastructure Grant program in 2025. This project was first identified through a Design Assistance study performed in 2024 under a Safe Routes to School planning grant from MnDOT.

The other two projects were awarded grants through the 2024 Regional Solicitation run by the Metropolitan Council. The funding for these projects comes from a regional sales tax fund created to support active transportation in the area under the Metropolitan Council's jurisdiction. The 73rd Street sidewalk project was awarded \$1,046,040 of 80% reimbursable grant funds, and the 64th Street sidewalk project was awarded \$853,660 of 80% reimbursable grant funds. Both of these projects were identified as Priority Pedestrian

Routes in the 2018 Pedestrian Master Plan and Priority Neighborhood Routes in the 2024 Active Transportation Action Plan, with completion of the walking route on 73rd Street listed as a Strategic Goal. 64th Street east of Nicollet and 73rd Street east of Portland are both collector streets, and per the city's 2016 Sidewalk Policy, should have a sidewalk.

Concept plans and issues maps for each project are included with this staff report. These are included for information only, as the concept plans are not final and the ultimate design and location of the sidewalks will be determined with public input through the public engagement process.

The projects will all follow a truncated version of the city's Public Engagement Process for Street Reconstruction Projects. Staff are proposing a series of open houses along the project corridors to meet with residents in the neighborhoods to inform residents of the upcoming project and solicit any feedback. Staff will also hold a central open house for all 3 projects to present the final designs.

Staff anticipate advertising the projects for bid in March or April of 2026, for construction later that summer.

RECOMMENDED ACTION

By motion, approve a work order in the amount of \$298,550 with Bolton & Menk, Inc. for engineering services for 2026 sidewalk projects

EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS

Equitable Considerations: Priority Pedestrian Routes in the 2018 Pedestrian Master Plan were identified using Census data that found where sidewalks would be most impactful to vulnerable populations. The sidewalk projects were selected based on their potential to improve pedestrian safety for some combination of school-aged children, seniors, people with low income, and BIPOC residents.

Strategic Considerations: These projects advance the sustainable infrastructure target of City infrastructure supports service needs.

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

Project development will follow a truncated version of the Public Engagement Process for Street Reconstruction Projects, the Complete Streets Policy, and the Sidewalk Policy.

CRITICAL TIMING ISSUES

In order to stay on track for a 2026 construction, the engineering services contract should be approved at this meeting.

FINANCIAL IMPACT

The engineering costs (\$298,550) and construction match costs (\$474,925) will be paid for

using the city's Municipal State Aid funding.

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 location of the sidewalk.

Additional costs are expected for construction administration, likely 5-10% of the total construction cost.

These expenditures are leveraging up to \$2,444,200 in outside funding.

LEGAL CONSIDERATIONS

N/A

ALTERNATIVE RECOMMENDATION(S)

N/A

ATTACHMENTS

1. WO25-04_Richfield Sidewalks
2. 64th St Sidewalk_20231205
3. 73rd St Diagonal Blvd Sidewalk_20231203
4. Sheridan Hills Project Location Map & Graphic
5. Richfield SRTS Design Assistance Report_Final_Sheridan
6. Ped Master Plan Priority Routes
7. ATAP Priority Routes
8. SidewalkStandardsPolicy_External

Work Order Form

WORK ORDER NO. 25-04

Authorization to proceed and site-specific scope of services

Project: 2026 Sidewalks

Location: City of Richfield

We transmit the following information for your use:

Bolton & Menk, Inc. Proposal for 2026 Sidewalk Projects dated June 18, 2025.

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 July 27, 2021.

Tasks as detailed in attached Bolton & Menk, Inc., proposal for professional services.

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: **\$295,550.**

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

CONSULTANT:
BOLTON & MENK, INC.

CITY:
CITY OF RICHFIELD

Signed: _____

Signed: _____

Its: _____

Its: _____

Signed: _____

Signed: _____

Its: _____

Its: _____

Dated: _____

Dated: _____



**2026 SIDEWALK PROJECTS
CITY OF RICHFIELD
JUNE 18, 2025**



**BOLTON
& MENK**

Real People. Real Solutions.

Contact:

Ryan Peterson, PE

612-297-9518

Ryan.Peterson@bolton-menk.com

12224 Nicollet Avenue

Burnsville, MN 55337

952-890-0509 | Bolton-Menk.com



Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337
952-890-0509 | Bolton-Menk.com

June 18, 2025

Matt Hardegger, PE
Transportation Engineer
City of Richfield
1901 East 66th Street
Richfield MN 55423

RE: Proposal for Richfield 2026
Sidewalk Projects

BOLTON & MENK IS AN
EQUAL OPPORTUNITY
EMPLOYER.

Dear Matt:

The City of Richfield is launching the 2026 Sidewalk Projects to improve pedestrian safety, accessibility, and connectivity in key areas—64th Street, 73rd Street, and the Sheridan Hills Elementary School zone. These locations were selected for their potential to support safe, ADA-compliant routes, especially for students and neighborhood residents. Backed by Active Transportation and Safe Routes to School (SRTS) funding, the initiative reflects both community priorities and regional support for active transportation. Like Richfield, Bolton & Menk is committed to delivering safe, sustainable, and functional infrastructure—and we’re confident our approach will provide lasting value.

DEEP ROOTS IN RICHFIELD – Our team, including our principal-in-charge, **Tim Lamkin**, has a long-standing relationship with the City of Richfield. We have successfully delivered a range of projects including traffic signal evaluations, intersection enhancements, and the transformative Lyndale Avenue corridor improvements. These efforts have not only strengthened our technical expertise in the area but also fostered strong working relationships with Richfield’s public works and engineering staff. This familiarity allows us to navigate city processes efficiently and tailor our approach to meet Richfield’s unique needs.

OBJECTIVE EVALUATION THROUGH SCORING – To support transparent and informed decision-making, we propose a scoring system that objectively evaluates sidewalk placement impacts. This proposed scoring system will be developed with city staff to provide an objective method to make important decisions, primarily which side of the road to construct the new sidewalk on. The proposed scoring would consider factors such as tree loss, utility relocation, railroad crossing complexity, and retaining wall replacements. By quantifying these elements, we can help the city make data-driven choices that balance infrastructure needs with neighborhood character—ensuring the best outcomes for all stakeholders.

COMMUNITY ENGAGEMENT AS A CORNERSTONE – We believe that successful sidewalk projects are rooted in community trust. Our engagement strategy, led by **Kristin Blaha**, includes neighborhood events and school-based outreach to meet residents where they are. This approach ensures inclusive participation and reflects Richfield’s commitment to safe, accessible, and community-supported infrastructure.

In continued service to the City of Richfield, we are excited at the opportunity to complete the 2026 Sidewalk Projects. I will serve as your lead client contact and project manager. Please contact me at Ryan.Peterson@bolton-menk.com or 612-297-9518 if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

Ryan Peterson, PE
Project Manager / Design Engineering Lead

PROJECT SCOPE

The work plan presented on the following pages will act as a road map for the entire project. It will enable us to effectively provide the City of Richfield with outstanding technical deliverables, exceptional leadership, and superior project management in a timely and cost-effective manner. Our multidisciplinary team has collectively considered the project issues and alternatives and produced a work plan based upon our discussion and tasks necessary to provide you a product that will help you continue improving Richfield's multi-modal experience.

TASK 1: PROJECT MANAGEMENT

Upon receiving the contract award, our team will mobilize internally to prepare for a kickoff meeting with city staff. We will come to this meeting fully prepared to discuss scope, schedule, and budget and will conclude with a list of priority action items initiating parallel paths of community engagement, agency and utility coordination, internal city coordination, field reconnaissance, and concept development. Our project manager and task leads will ensure concurrent and continual progress in these regards to ensure the project will be ready for bidding in spring 2026, for construction in 2027.

We propose bi-weekly project management team (PMT) meetings over the duration of the project that will serve as checkpoints for ideation, evaluation of alternatives, progress reviews, and decision making. Our project manager will lead these meetings, supported by additional Bolton & Menk team members as needed, to discuss the present agenda items. We will also use these meetings to facilitate discussions with other public works and city staff stakeholders. Our project management approach will maximize clarity in direction and efficiency in stakeholder coordination. If separate meetings are necessary to discuss certain items, we will be happy to organize and facilitate them.

Task 1 Deliverables

- Meeting agendas and minutes
- Updated schedule
- Updated budget



TASK 2: CORRIDOR WALK AND SCORING

We will organize and facilitate a preliminary walk and existing right-of-way preview of all three corridors, with special attention paid to the two active transportation (64th Street and 73rd Street) corridors. They both have strong pros and cons for placing the sidewalk on either side of the road and a key aspect of this project is determining which side of the road to construct those sidewalks. We propose to walk the corridors with staff to take notes and make observations. We will also complete a GIS-based existing right-of-way width analysis to determine where sidewalk installation could or could not be installed without temporary or permanent easements. Utilizing all this data, we are proposing to create a side-of-the-road scoring system to rate both sides of the street's ability to house a new sidewalk. The project team would then have an objective-based solution to fall back on during stakeholder engagement as this project is certain to provide emotional responses from adjacent property owners. After conducting stakeholder engagement, we could offer to re-score the corridors if new information is provided/learned.

Example criteria for scoring are:

- Removal of a mature tree = X points
- Removal of small tree = X points
- Power pole relocation = X points
- Retaining wall relocation = X points
- Lack of existing right-of-way = X points
- Railroad crossing complexity = X points

And so on. The higher the score, the less desirable it is to install the trail on that side of the road.

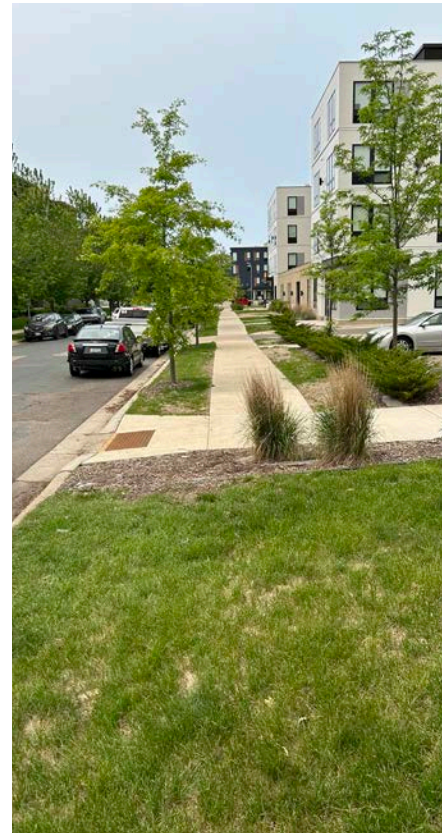
After the corridor walks are completed and scoring system is determined, we will score both sides of the 64th Street and 73rd Street to objectively determine which side of the road is most advantageous and least impactful to construct a new sidewalk on. We will also investigate providing one roadway crossing if it is advantageous to construct the sidewalk on one side of the road for a portion and the other side for the remainder of the length.

VALUE ADD:

We have certified tree experts who could rate the trees on both corridors to help evaluate the value/health of the trees to add an extra element of objectivity on the side of the road scoring.

Task 2 Deliverables

- Organization and facilitation of the corridor walks
- Notes from corridor walks
- Organization and facilitation of sidewalk side of road scoring system
- Sidewalk side of road scoring and summary of results
- Value Add – Tree evaluations by certified arborist if authorized by city staff



TASK 3: STAKEHOLDER ENGAGEMENT

Our team is committed to delivering stakeholder and community engagement that is both purposeful and interactive. We prioritize communication strategies that are diverse, equitable, and inclusive to ensure we accurately identify the needs of the community, all user groups, and potential future users of the neighborhood sidewalks.

To reflect Richfield’s diverse population, all materials will be translated, and interpreters will be present at events to ensure every community member can participate and understand the project. Engagement Specialist **Claudia Estevez Pardo**, who is fluent in Spanish, will play a key role in outreach efforts. We will also provide an engagement summary following each event.

We recognize Richfield’s strong commitment to public engagement and will provide regular updates to the Transportation Committee throughout the project. During construction, we will tailor outreach to adjacent property owners using a wide range of engagement tactics.

Public Engagement Plan

We will work with the City of Richfield to develop a detailed communications and outreach plan that includes audiences, strategies, messages, schedule, products, and performance measures. Engagement activities that will be used include developing an interactive online dynamic webpage, student focused engagement, surveys and targeted promotion opportunities, sidewalk meetings and traditional open houses.

Interactive Online Dynamic Webpage

We will develop an interactive online dynamic webpage to allow community members and stakeholders to leave comments while learning more about the project specifics. The website will also serve as a way for the project team to gather feedback from the community.



Check out an example interactive comment map



CLAUDIA ESTEVEZ PARDO

As an engagement specialist Claudia is responsible for community involvement, event planning, and creating various communication materials. Claudia is passionate about her interaction with community members and making a difference within these communities.

Her multilingual abilities allow her to connect effectively with diverse groups, facilitating more meaningful and inclusive interactions. By leveraging her language skills and genuine interest in community engagement, Claudia plays a crucial role in fostering understanding, trust, and positive change within these communities.



Student Focused Engagement

We understand that the Safe Routes to School funded portion of the project includes constructing new sidewalks along two blocks adjacent to Sheridan Hills Elementary School. We will work closely with the elementary school to better understand potential engagement opportunities with both students and their parents.

Bolton & Menk has a rich history in giving back to the community. Our team values the opportunity to educate students on civil engineering, which is why we will work to identify opportunities to volunteer at STEAM events at Sheridan Hills Elementary School.

Targeted Promotion Opportunities

Use of targeted promotions will be an important component of this project given the wide variety of potential sidewalk users, and will require efforts that provide a vibrant mix of messages and media. In addition to the traditional promotions such as news releases, flyers, and website and email updates, we will also create a project specific social media campaign that can be shared on the City of Richfield and Richfield Sweet Streets Facebook pages. Signs and decals throughout the neighborhoods will be used to reach a broader audience.

Sidewalk/Neighborhood Meetings

We understand the importance of meeting people where they're at rather than expecting them to come to us. With that in mind, we will host up to six sidewalk meetings within the project areas so residents who will be directly impacted have an opportunity to talk with project staff, learn about the project details and share their feedback. We will host these events at various times and days to help ensure maximum participation. These events will all be promoted through mailings and door-to-door flyering.

Open Houses/Transportation Commission

We will coordinate up to two traditional open houses, one that focuses on the Sheridan Hills project and one that will inform the community on all three projects. These open houses will be promoted through mailings, email updates, and the project website. We plan on visiting with the Transportation Commission on the same day as traditional open house at City Hall. We will facilitate the Transportation Commission process as directed.

Task 3 Deliverables

- Stakeholder engagement plan for approval prior to commencing activities
- Online dynamic webpage to allow for comments and map mark-ups by stakeholders
- Coordination of securing facilities as necessary
- Invitations and correspondence
- Materials for meetings
- Facilitation of the engagement meetings
- Summaries of engagement meetings
- Open house and transportation commission process



TASK 4: EXISTING RIGHT-OF-WAY ANALYSIS AND TOPOGRAPHIC SURVEY

Task 4.1: Our team will provide a preliminary GIS-based right-of-way (ROW) analysis to assist the project team in evaluating both sides of 64th and 73rd Streets for sidewalk installation, as outlined in Task 2 (Corridor Walk and Scoring).

Task 4.2: Once a side is selected, we will conduct a full topographic and ROW survey of that side to support preliminary and final sidewalk design. We'll also inventory public and private utilities, submitting locate requests through Gopher State One Call (GSOC) and coordinating with utility providers to ensure accurate field markings and documentation. Only storm catch basin structures will be inventoried for condition, inverts, size, and type.

The survey will extend from the curb to the ROW edge—and beyond where permitted—to capture all relevant features. Control will be set using GPS with Hennepin County and city datums, and topographic data will be collected via total station. We will implement our own traffic control using lighted trucks, signage, and field crews to ensure safety and minimize disruptions.

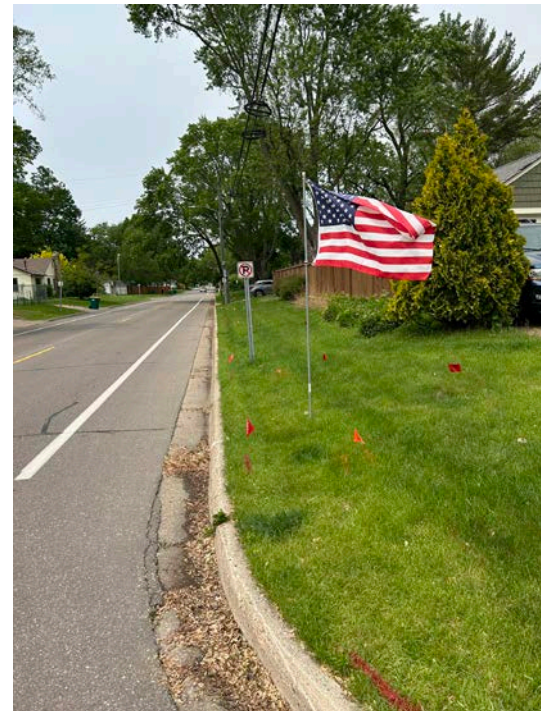
Task 4 Deliverables

- **Task 4.1:** Existing GIS based right-of-way analysis shall be completed to help with side of the road scoring
- **Task 4.2:** A full topographic and right-of-way survey will be completed for the side of the road that sidewalk will be design on
 - CAD drawing file including existing topographic, utilities, right-of-way, and easement information
 - » All survey data required to adequately design the sidewalk, curb ramps, storm sewer, and curb relocations
 - » Include casting elevations and invert elevations for all storm/sanitary structures
 - » Include water valve and other water and sewer locations
 - » Include any street lighting and/or traffic signal infrastructure
 - » Include all trees including diameters and other above ground objects that would be impacted during design
- Existing conditions file that will guide project design

TASK 5: UTILITY COORDINATION

Depending on which side of the road the sidewalk is constructed, utility relocation may be a significant or minor factor. As such, it will be included in the scoring system described in Task 2. Starting with the GSOC locate requests initiated during the survey phase, the project team will identify existing public and private utilities along each corridor, assess potential conflicts with proposed improvements, and coordinate with utility providers for necessary relocations, adjustments, and service accommodations. We will remain engaged in private utility coordination through construction.

Once we have a clear understanding of existing utilities and a general sidewalk layout, we will begin formal coordination with utility companies following MnDOT's Utility Accommodation and Coordination Manual. This will begin with a kickoff meeting with private utility owners to document potential relocations and gather input. We will continue utility coordination throughout design development at the 30%, 60%, 90%, and 100% milestones and into construction.



TASK 6: RAILROAD COORDINATION

There is one proposed crossing of Progressive Rail/Canadian Pacific Rail on the 64th Street sidewalk adjacent to Pleasant Avenue. Our understanding is typically one train passes through daily. Early coordination will be critical to identify possible constraints in the design and project schedule. Initial diagnostic meetings will be conducted with all stakeholders, starting with an online meeting, followed by an on-site walk through. Note that if the sidewalk is proposed to cross the rail line on the south side of the road, it will be at a rail switching location which may prohibit the crossing there. This fact will be considered in Task 2 (rating on which side of the road to place the sidewalk). We will provide a concept design for the railroad and assist Richfield in securing an agreement for preliminary engineering. The team will submit an exhibit around the 30% design phase. At that point, we anticipate the railroad will design the crossing. We do not believe any type of signal or crossing arms will be required for this proposed crossing, but if the rail owner requires it, we will complete any preliminary design and figures necessary for the railroad to facilitate their final design. As noted above, if the crossing occurs on the south of 64th Street, the crossing infrastructure will likely be more complex, expensive, and will take longer to permit.

Bolton & Menk will also support the construction and maintenance agreement, assuming the existing roadway easement remains unchanged. We assume that all utility permits are outside of the scope of this project. Richfield will pay any agreement costs, maintenance costs, and flagging costs directly to the railroad.

Bolton & Menk has experience crossing rail lines and will use that experience to guide the project to the most expedient and efficient projects possible. A couple of recent projects include:

- I-35W and Cliff Road Improvements in Burnsville, MN — trail crossing of Union Pacific Railroad (Project Manager: Tim Lamkin)
- TH 22 Improvements in Litchfield, MN — sidewalk crossing and new railroad signal at BNSF crossing (Project Manager: Tim Lamkin)

Task 6 Deliverables

- Coordinate with railroad to obtain approval to build a new crossing, and complete/submit any required permits or documents to Progressive Rail/CP Rail



TASK 7: PRELIMINARY DESIGN AND EASEMENT NEEDS

We will take all the data and information collected from Tasks 2 through 6 to create a preliminary design and layout. This includes showing the side of the road the sidewalk will be built on, significant utility impacts, topographic survey and initial railroad coordination, easement needs, necessary drainage and roadway (striping and curblines) modifications, and other applicable observations. We will provide a draft layout for all three sidewalk segments and will modify it after comments are received to a final approved preliminary layout. We will use this layout to calculate and provide an initial high level cost estimate and determination of easement needs, if any. Our active transportation expert, **Cody Christianson**, will be providing the team with high level guidance and opinions on the layout and final design aspects to ensure the most user-friendly and maintainable sidewalk is designed. We are expecting to modify at least one traffic signal by adding accessibility features (APS) to it. Please see our Issues Maps on the next three pages to understand some of the key issues and potential solutions that we determined from preliminary site walks. Note that our proposed solutions on these maps are not meant to be final. The proposed scoring system and community engagement described in Tasks 2 and 3 will be used to dial into final alignment decisions, but we wanted to provide proposal level potential alignments. This task will also encompass completion of legal descriptions and exhibits for easements needed for construction of the sidewalk where the construction limits extend beyond the existing right-of-way/easement extents.

Task 7 Deliverables

- 30% layout by October 2025
 - Sidewalk location and alignment
 - Preliminary construction limits/right-of-way impacts/easement needs
 - Preliminary public and private utility impacts
 - Preliminary curb ramp/ADA, APS modifications, and localized roadway striping modifications
 - Street lighting as requested by the City of Richfield or stakeholders
 - Kick-off points for final design
- 30% cost estimate



ISSUES MAP #1 - 64TH STREET



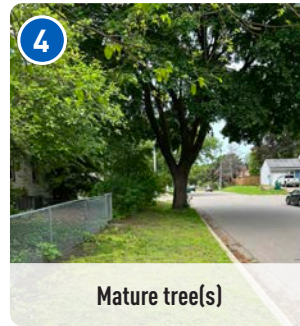
Mature oak tree



Rail crossing - south sidewalk across rail switching area



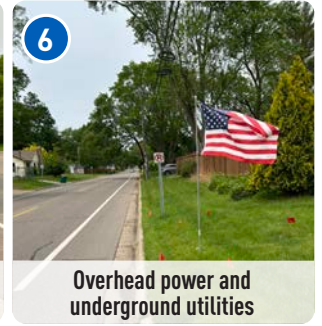
Overhead power and steep grade



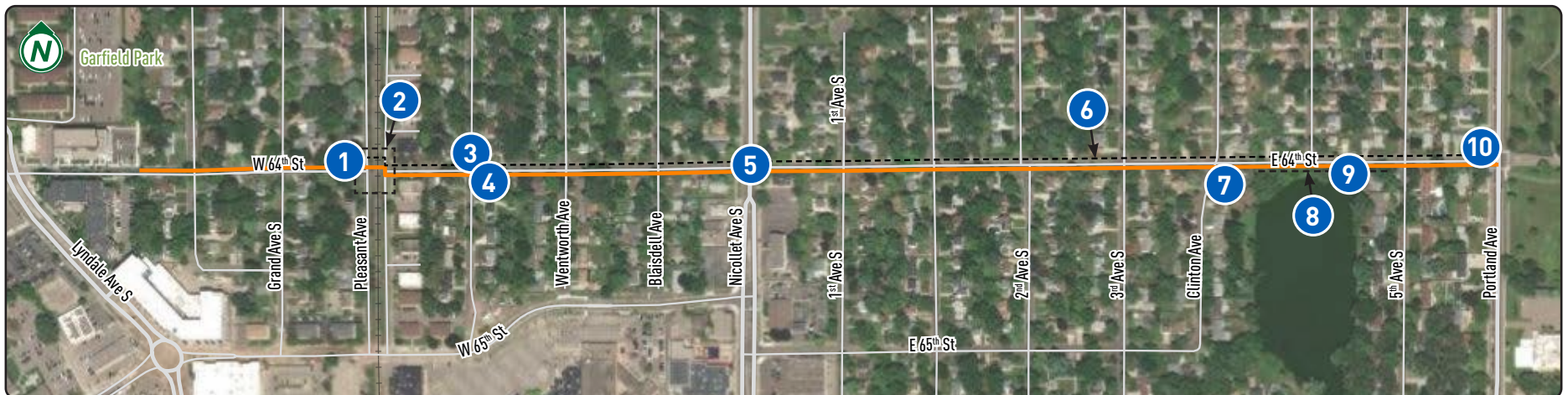
Mature tree(s)



Potentially enhanced crossing of Nicollet Avenue

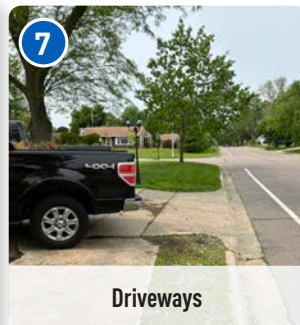


Overhead power and underground utilities

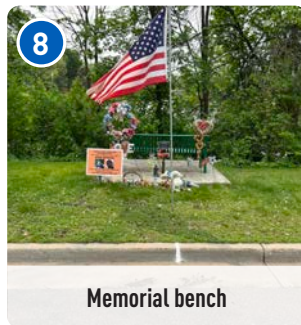


POTENTIAL SOLUTION

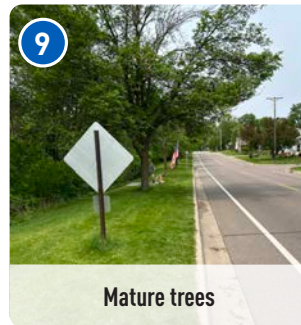
1. Sidewalk on south side of 64th from Portland Avenue to Pleasant Avenue
 - a. Fit trail between the memorial bench and curb; if approved by staff, offer to enhance the bench area with an amenity such as a decorative concrete pad or ornamental trees
 - b. APS signal improvements at Portland Avenue
 - c. Avoids most private utility relocation
2. Sidewalk crossing on east side of Pleasant Avenue
 - a. Consider Rectangular Rapid Flashing Beacon to assist crossing
 - b. Avoids rail crossing at rail switching location
3. Trail on north side from Pleasant Avenue to match at Riley Apartments
 - a. One high value oak tree likely to be impacted



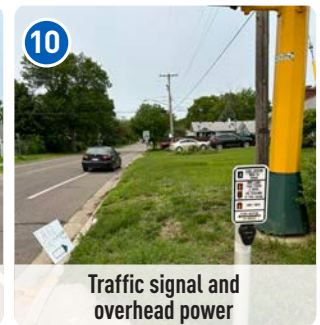
Driveways



Memorial bench

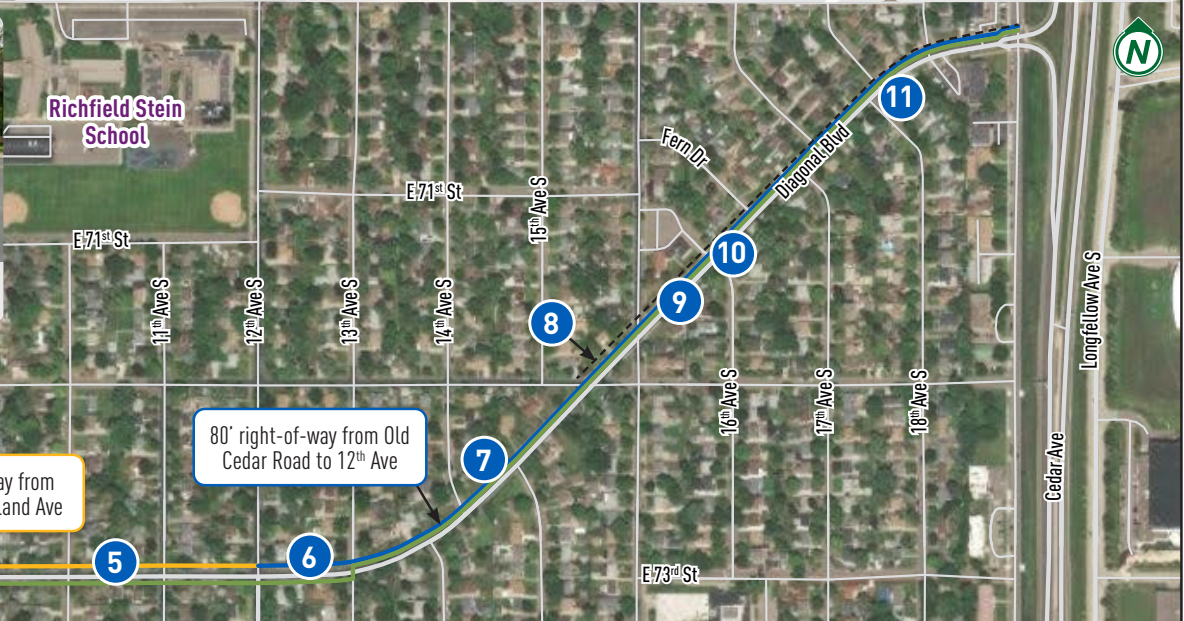
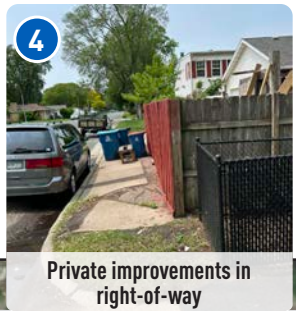


Mature trees



Traffic signal and overhead power

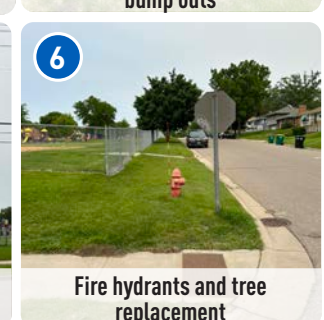
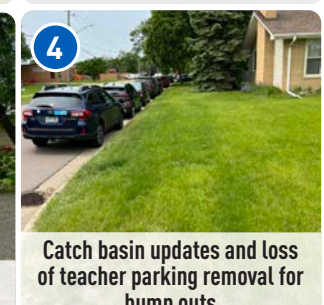
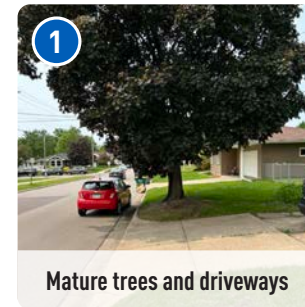
ISSUES MAP #2 - 73RD STREET



- POTENTIAL SOLUTION**
1. 10' sidewalk against south curb from Portland Avenue to 13th Avenue
 2. Rectangular Rapid Flashing Beacon crossing 13th from south to north
 3. 6' boulevard and 6' sidewalk/10' trail from 13th Avenue to 72nd Street
 4. Rehabilitate existing trail from 72nd Street to Old Cedar Road



ISSUES MAP #3 - SHERIDAN HILLS ELEMENTARY SCHOOL



TASK 8: EASEMENT ACQUISITION SERVICES (VALUE ADD)

We know city staff are very busy and adding in easement acquisition to staff's workload can be very challenging. If you would like the project team to complete the actual acquisition, we are happy to provide those services. Project staff will be able to obtain temporary easement or right-of-entry documents where the eminent domain process is not going to be used. If the use of eminent domain is necessary for permanent easements, we'd bring in a sub-consultant for those services.

Task 8 Deliverables (These will only be completed if requested by the City of Richfield)

- Utilizing temporary easement exhibits and legal descriptions, work with city staff and city attorney (if applicable) to create temporary easement documents and/or right-of-entry forms (Bolton & Menk consulting team)
- Work as a right-of-way agent to obtain signatures on documents
- Utilizing permanent easement exhibits and legal descriptions, work with city staff and city attorney to create permanent easement documents
- Complete eminent domain process, obtain rights to the easement areas, and work to have the easements recorded (Bolton & Menk consulting team and easement acquisition sub-consultant)

TASK 9: GEOTECHNICAL EVALUATION (VALUE ADD)

This project will not require an extensive geotechnical evaluation, but an understanding of the soils in each area should occur to understand what type of soils exist. We are proposing to complete two three-foot hand auger borings for each project area. If a retaining wall is determined to be necessary in any area, an additional guided auger boring may be necessary. It will be helpful to understand the depth of topsoil/organics and any other potential irregularities.

Task 9 Deliverables (These will only be completed if requested by the City of Richfield)

- Geotechnical evaluation report and any design recommendations that will be of assistance during final design and construction (two three-foot hand auger borings per project area)



TASK 10: DRAINAGE DESIGN

Retrofitting a sidewalk into a developed area will impact the existing roadway drainage system—primarily due to curb cuts, bump-outs, and increased impervious surfaces. These changes may alter runoff patterns and require mitigation to protect infrastructure.

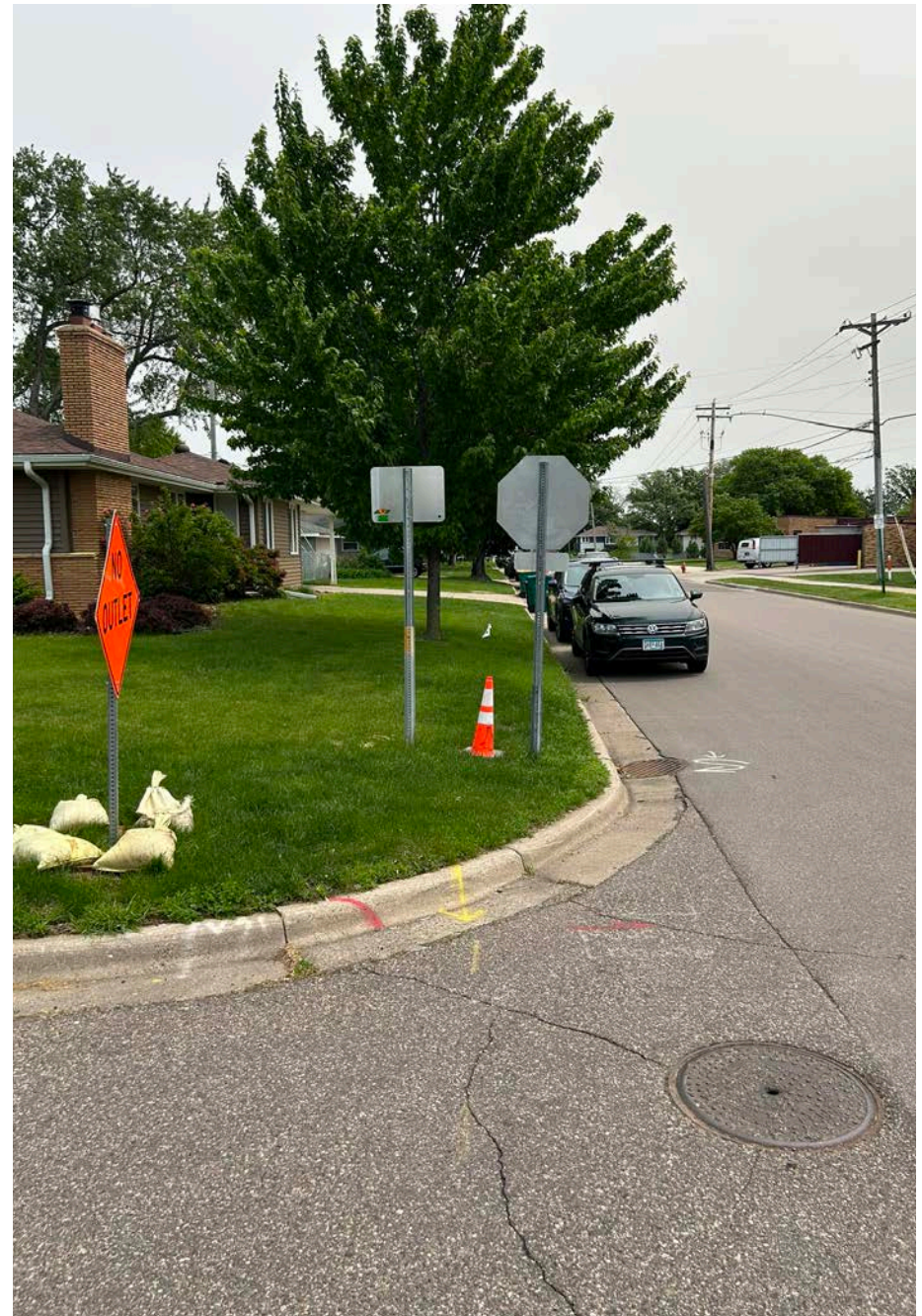
We will coordinate early with the Minnehaha Creek Watershed District, the Richfield-Bloomington Watershed Management Organization, and the City of Richfield (the permitting authority for both districts). This early engagement—starting immediately after the project kickoff—will help clarify design expectations and permitting requirements.

Our team will ensure that drainage assets do not conflict with the new sidewalk, ramps, or adjacent roadways, and that stormwater is effectively routed to the city’s trunk system. Any changes in runoff will be addressed through appropriate mitigation.

We will propose stormwater BMPs that are both effective and low-maintenance. These will be submitted to MnDOT State Aid along with the required drainage documentation. By aligning early with all stakeholders, we aim to integrate their input into the design while maintaining the project schedule.

Task 10 Deliverables

- Design of all catch basin/lead modifications required from curb reconstruction or relocation
- State Aid drainage memo for any applicable portions of the project
- Coordination with City of Richfield to ensure all Minnehaha Creek Watershed District and Richfield-Bloomington Watershed Management Organization requirements are met, including design of any required stormwater treatments
 - City is permitting authority for both organizations



TASK 11: FINAL DESIGN, PERMITTING, AND CONSTRUCTABILITY REVIEW

Bolton & Menk is well-positioned to efficiently transition the 2026 Sidewalk Projects from layout to final engineering. This proposal anticipates developing three separate project manual/plan sets—one for each area. However, we recognize there may be benefits to combining at least two areas into a single set, a decision that will be made following approval of the preliminary layout.

Each design will prioritize an effective and accessible sidewalk experience while minimizing impacts to surrounding areas. We will aim to use the city’s preferred sidewalk section (six-foot boulevard and six-foot sidewalk) wherever feasible, but may propose adjustments in constrained areas to reduce disruption to existing features (especially on 73rd Street where right-of-way availability appears challenging).

To help mitigate construction risks, we propose independent plan reviews by a construction expert at the 60% and 90% design stages.

This project is subject to sunset federal funding dates, so it is imperative that we maintain a diligent schedule with the following key milestones to meet our goal of 2026 construction:

- 60% plans by December 2025
- 90% plans, specifications, cost estimate by January 2026 (initial MnDOT State Aid and Met Council submittal)
- 100% plans, specifications, and cost estimate by March 2026 (final State Aid and Met Council submittal)
- Permit applications at 90% or 100% plans



Task 11 Deliverables

- Develop biddable plan sets that meet all applicable city, county, MnDOT State Aid, and Met Council requirements
 - Include all necessary plan sections:
 - » Title sheet
 - » Summary of estimated quantities
 - » Typical sections and details (City of Richfield where applicable)
 - » Existing conditions and removal plan
 - » Alignment plan
 - » Construction plan and profile (sidewalk)
 - » Intersection details and Level 3 ADA design for pedestrian ramps
 - » APS signal modifications as required
 - » Assume several storm drainage modifications per project area (include profile if necessary)
 - » Assume sewer manhole and water hydrant/gate valve relocations or adjustments as necessary
 - » Assume several stormwater management BMPs to meet watershed/city requirements
 - » Erosion Control and Turf Establishment Plan and Stormwater Pollution Prevention Plan
 - » Signing and striping plan
 - » Mainline road pedestrian crossing plan (if necessary)
 - » Traffic control plan (performance spec)
 - » Cross sections
 - Develop project manual meeting all requirements of city and granting agency
 - » Specs reviewed by city at 90% and 100%
 - Provide estimates with 90% and 100% plans
 - 60% and 90% plan review by construction expert
- Submit any necessary permit applications at time of 90% or 100% plans

TASK 12: BIDDING ASSISTANCE

The Bolton & Menk team will assist City of Richfield staff with project advertising, bidding, and the award process. Whether this project has one, two, or three separate project manuals, we will provide bidding assistance for them all. They will likely not all be on the same schedule. We will assist with the advertisements for bid, provide electronic bid documents, conduct a pre-bid meeting (if decided necessary), and respond to bidder questions. We will also issue addenda if required. We will review the bids received with the city, assist with the bid abstract, and provide a recommendation of an award letter for the city's consideration. Our understanding is that the city will host the bid documents on their QuestCDN page and complete the Quest aspects of this item. We have extensive experience with this platform and can assist as requested or necessary.

Task 12 Deliverables

- Project manuals for uploading to QuestCDN for each separate project area
- Answer questions from bidders and issue addendums as necessary
- Evaluate bids and provide letters of recommendation



TASK 13: QUALITY ASSURANCE/QUALITY CONTROL

We are familiar with the City of Richfield's design standards; we will follow those standards and our project-specific quality management plan to minimize the time city staff will need to conduct subsequent reviews. Our approach to ensuring quality involves a robust quality assurance/quality control (QA/QC) program tailored specifically to the requirements of this project, drawing inspiration from MnDOT's QA/QC program. We incorporate QA/QC procedures for deliverables, supplemented by independent reviews scrutinizing overall plan elements to unearth insights and flag potential issues from planning through design phases.

Task 13 Deliverables

- QA/QC review of 90% and 100% reviews to ensure all comments are addressed or followed up on



KEY STAFF

Bolton & Menk understands the importance of developing design solutions that can be supported by stakeholders and implemented efficiently. We have provided a brief background and description of key individual roles. These individuals have track records of successful projects and, just as importantly, are enthusiastic and committed to meeting and exceeding your expectations. Detailed résumés of all personnel can be found at the end of this proposal.



RYAN PETERSON, PE
Project Manager / Design Engineering Lead

Ryan Peterson will serve as both Project Manager and Design Lead, bringing the right balance of leadership and technical expertise for a project of this scale and complexity.

With a strong track record of successfully delivering sidewalk and trail retrofits in communities like Burnsville, Ryan understands the detailed corridor analysis and coordination these projects demand. With more than 25 years of industry experience, Ryan specializes in municipal infrastructure, public works operations, and multi-agency coordination. His hands-on approach and deep knowledge of sidewalk design will help Richfield navigate utility constraints, ADA compliance, and stakeholder engagement with confidence. Ryan's leadership ensures the project stays efficient, responsive, and aligned with the city's goals.



CODY CHRISTIANSON, PE, ENV SPE
Active Transportation Expert

Cody will apply his extensive experience in ADA and multimodal design to guide the project team with thoughtful insights and practical

solutions that lead to the best possible outcomes.

As a transportation practice leader at Bolton & Menk since 2008, Cody brings deep expertise in roadway, bicycle, and pedestrian design. He specializes in creating safe, accessible, and sustainable infrastructure that reflects community input and integrates seamlessly into existing systems. With national experience in pedestrian and bicycle planning, Cody consistently delivers improvements that enhance safety and mobility for all users. As an Envision Sustainability Professional (ENV SP), he also brings a strong focus on resiliency and equity throughout every project stage.



KRISTIN BLAHA
Public Engagement Lead

Kristin will lead the communication plan and coordinate public outreach efforts. Kristin is an engagement manager who began her career in 2006. She is responsible for the

research, planning, and coordination of community engagement events and project communications. Kristin's extensive experience in construction and project management gives her a strong foundation to support our client communities. She is an expert in connecting communities to project representatives and ensuring communities' voices are heard. Kristin is passionate about connecting with citizens and supporting the communities that we live and work in.



ERIC WILFAHRT, PLS
Lead Surveyor

Eric will oversee survey crew management, computations, and quality control for the project. With deep experience leading survey teams and delivering complex right-of-way and

boundary determinations, he will coordinate all survey needs and provide the mapping necessary to support final design.

Eric began his surveying career with Bolton & Menk in 2004 and now manages survey operations for the firm's south metro offices. Known for his attention to detail and budget awareness, he handles crew scheduling, professional reviews, legal descriptions, and QA/QC to ensure complete and accurate deliverables. He is also proficient in Civil 3D and Trimble Business Center, ensuring efficient and high-quality results.



TIM LAMKIN, PE
Quality Control / Principal-in-Charge

Tim will ensure the project adheres to our rigorous QA/QC standards and aligns seamlessly with the city's evaluation and approval processes. As a transportation group leader at Bolton &

Menk, Tim brings over 20 years of experience managing complex municipal and transportation projects, including Lyndale Avenue Reconstruction, as well as 77th Street Design. His expertise includes roundabouts, ADA compliance, roadway expansions, utility coordination, railroad coordination and modifications, and multimodal design. Tim leads projects from concept through construction, with responsibilities spanning design, plan preparation, and QA/QC. He has extensive experience delivering MnDOT highway projects, particularly in constrained downtown corridors and on roundabout-focused designs.



JOHN PERKINS, PE, CFM
Stormwater Lead

John will provide storm sewer, drainage, and stormwater management designs necessary to facilitate the modifications to the existing drainage system and will provide any city and

watershed permitting necessary.

John is a water resources senior project engineer at Bolton & Menk who started his career in 2012. He is the drainage lead on transportation drainage projects as well as various water resources projects and has expertise in water resources engineering, transportation drainage, hydraulics and hydrology, permitting, and floodplain management. Water has a huge impact and influence on everyone's daily lives and he loves being able to protect and preserve it.

SIMILAR PROJECTS

LYNDALE AVENUE RECONSTRUCTION

City of Richfield, Minnesota

Lyndale Avenue is a key north-south Richfield corridor, serving both residential and commercial traffic. The corridor previously featured deteriorating pavement, aging utilities, outdated pedestrian infrastructure, and safety concerns. Bolton & Menk led the full project lifecycle—from preliminary engineering through construction administration—with a focus on creating a multimodal corridor that balances mobility, access, and non-motorized use. Public engagement played a central role in shaping the design, which now includes ADA-compliant features, on-street bike lanes, a cycle track, and a separated multi-use trail. Safety was further enhanced with rectangular rapid flash beacons at key crossings.



66TH STREET STREETScape

City of Richfield, Minnesota

The 66th Street corridor in Richfield had long struggled with aging infrastructure and limited pedestrian access. During the Crosstown (I-35W/Hwy 62) reconstruction, traffic was diverted to 66th Street, further straining the corridor. With Hennepin County's improvements now complete, the City of Richfield saw an opportunity to reclaim the corridor and enhance it for all users.

Bolton & Menk provided landscape architecture services for the 3.5-mile corridor, collaborating with city staff and neighborhoods to create a more attractive, multimodal environment. The project introduced improved roadway alignment, bike lanes, multi-use trails, sidewalks, and landscaping—supporting Richfield's vision of a safer, more connected, and family-friendly community.



FRANCE AVENUE SIDEWALK

City of Edina, Minnesota

To close a key pedestrian gap along France Avenue between TH 62 and 54th Street, the City of Edina advanced a sidewalk project identified in its 2018 Pedestrian & Bicycle Master Plan. This project just finished construction in June 2025. Design challenges included limited right-of-way and adjacent homes elevated more than five feet above the roadway. In collaboration with Hennepin County and the city, Bolton & Menk developed a layout that minimized property impacts by shifting the curb line to create space for the sidewalk and grading. A boulevard was included where feasible, while in constrained areas, the walk was placed at the back of curb to preserve trees and accommodate steep driveways. As Phase 3 construction wraps up, the corridor now offers safer, more accessible pedestrian connections and is ready to support future transit riders.



CLIFF ROAD TRAIL AND LAKE MARION TRAIL

City of Burnsville, Minnesota

While working for the City of Burnsville, **Ryan Peterson** was the project manager on retrofitting trails into built and sensitive environments. These projects resulted in new multi-modal facilities allowing walkers and bikers the opportunity to separate from vehicle traffic and gain access to natural areas.



SCHEDULE

We have developed a schedule detailing the anticipated work tasks, task relationships, critical path timeline, deliverable due dates, and completion dates. This schedule is based on our review of the project background, description, and scope of services included in the Request for Proposals and our experience on other similar projects. Upon selection, Bolton & Menk will work with city staff and other project partners to revise and update this schedule as needed to ensure successful delivery of this project.

		2025						2026				
		July	August	September	October	November	December	January	February	March	April	
1.0	Project Management	[Green bar]										
2.0	Corridor Walk and Scoring	[Green]	[Grey]	[Grey]	[Grey]	[Grey]	[Grey]	[Grey]	[Grey]	[Grey]	[Grey]	
3.0	Stakeholder Engagement	[Grey]	[Green]	[Green]	[Grey]	[Green]	[Grey]	[Green]	[Grey]	[Grey]	[Grey]	
4.0	Existing Right-of-Way Analysis and Topographic Survey	[Grey]	[Grey]	[Green]	[Green]	[Grey]	[Grey]	[Grey]	[Grey]	[Grey]	[Grey]	
5.0	Utility Coordination	[Grey]	[Green]	[Green]	[Green]	[Green]	[Green]	[Green]	[Green]	[Green]	[Green]	
6.0	Railroad Coordination	[Green]	[Grey]	[Grey]	[Green]	[Grey]	[Green]	[Green]	[Grey]	[Green]	[Green]	
7.0	Preliminary Design and Easement Needs	[Grey]	[Green]	[Green]	[Green]	[Grey]	[Grey]	[Grey]	[Grey]	[Grey]	[Grey]	
8.0	Easement Acquisition (Optional Value Add)	[Grey]	[Grey]	[Grey]	[Green]	[Green]	[Green]	[Green]	[Green]	[Green]	[Green]	
9.0	Geotechnical Evaluation (Optional Value Add)	[Grey]	[Grey]	[Grey]	[Green]	[Green]	[Grey]	[Grey]	[Grey]	[Grey]	[Grey]	
10.0	Drainage Design	[Grey]	[Grey]	[Grey]	[Green]	[Green]	[Green]	[Green]	[Green]	[Grey]	[Grey]	
11.0	Final Design and Constructability Review	[Grey]	[Grey]	[Grey]	[Grey]	[Green]	[Green]	[Green]	[Green]	[Green]	[Grey]	
12.0	Bidding Assistance	[Grey]	[Grey]	[Grey]	[Grey]	[Grey]	[Grey]	[Grey]	[Grey]	[Green]	[Green]	
13.0	Quality Assurance/Quality Control	[Grey]	[Green]	[Green]	[Green]	[Green]	[Green]	[Green]	[Green]	[Green]	[Green]	

HOURS AND FEES - TOTAL PROJECT

The following table summarizes the estimated hours and fees for each major task. The proposed fee includes labor, general business costs, and typical project expenses such as mileage, survey stakes, and routine supplies. Unless otherwise noted, no separate charges will be made for these items. Non-routine or out-of-scope expenses—such as large-format printing, additional report copies, or third-party services—will be invoiced separately.

Bolton & Menk will complete the described scope of services for an estimated fee of **\$295,550**. A geotechnical consultant shall also complete a geotechnical analysis for \$3,000 which will be directly billed to the city.

Detailed hours and fees for each sidewalk project are provided on the following pages.

Project	Bolton & Menk, Inc.												Total Hours	Total Cost
	Quality Control; Principal-in-Charge	Lead	Lead	Active Transportation Expert	Survey Lead	Stormwater Lead	Survey Technician (Field)	Survey Technician (Office)	Design Engineer	Professional	Construction Expert	Clerical		
73rd Street from Lyndale Ave to Portland Ave	34	190	20	16	10	30	70	20	265	120	8	15	798	\$136,478
64th Street from Portland Ave to Cedar Ave	38	170	16	16	8	18	60	16	215	96	6	12	671	\$116,380
64th Street and Russell Ave near Sheridan Hills Elementary	8	40	4	8	2	22	20	4	120	24	6	3	261	\$42,692
Total Hours	80	400	40	40	20	70	150	40	600	240	20	30	1730	
Average Hourly Rate	\$230.00	\$218.00	\$172.00	\$228.00	\$210.00	\$190.00	\$195.00	\$165.00	\$140.00	\$140.00	\$180.00	\$100.00		
Subtotal	\$18,400	\$87,200	\$6,880	\$9,120	\$4,200	\$13,300	\$29,250	\$6,600	\$84,000	\$33,600	\$3,600	\$3,000		
Total Fee														\$295,550

HOURS AND FEES - 73RD STREET

Client: City of Richfield Project: 2026 Sidewalk Projects		Bolton & Menk, Inc.													
Task No.	Work Task Description	Quality Control; Principal-in-Charge	Project Manager; Design Engineering Lead	Public Engagement Lead	Active Transportation Expert	Survey Lead	Stormwater Lead	Survey Technician (Field)	Survey Technician (Office)	Design Engineer	Public Engagement Professional	Construction Expert	Clerical	Total Hours	Total Cost
1.0	Project management	4	75	0	0	0	0	0	0	0	0	0	0	79	\$17,270
2.0	Corridor walk and scoring*	0	20	0	0	0	0	0	0	20	0	0	0	40	\$7,160
3.0	Stakeholder engagement	10	10	20	0	0	0	0	0	0	120	0	0	160	\$24,720
4.0	Topographic Survey	0	0	0	0	10	0	70	20	0	0	0	0	100	\$19,050
5.0	Utility coordination	0	20	0	0	0	0	0	0	5	0	0	0	25	\$5,060
6.0	Railroad coordination	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
7.0	Preliminary design and easement needs****	0	20	0	8	0	0	0	0	50	0	0	0	78	\$13,184
8.0	Easement acquisition services (value add)**	0	0	0	0	0	0	0	0	0	0	0	0	0	**
9.0	Geotechnical evaluation (value add)***	0	0	0	0	0	0	0	0	0	0	0	0	0	***
10.0	Drainage design	0	0	0	0	0	20	0	0	40	0	0	0	60	\$9,400
11.0	Final design, permitting, and constructability review	0	25	0	8	0	10	0	0	140	0	8	10	201	\$29,774
12.0	Bidding assistance	0	10	0	0	0	0	0	0	10	0	0	5	25	\$4,080
13.0	Quality assurance/quality control	20	10	0	0	0	0	0	0	0	0	0	0	30	\$6,780
Total Hours		34	190	20	16	10	30	70	20	265	120	8	15	798	
Average Hourly Rate		\$230.00	\$218.00	\$172.00	\$228.00	\$210.00	\$190.00	\$195.00	\$165.00	\$140.00	\$140.00	\$180.00	\$100.00		
Subtotal		\$7,820	\$41,420	\$3,440	\$3,648	\$2,100	\$5,700	\$13,650	\$3,300	\$37,100	\$16,800	\$1,440	\$1,500		
Total Fee															\$136,478

POTENTIAL VALUE ADDS - UPON CITY APPROVAL - text in italics indicates city response to offered value adds

* Arborist rating of trees on corridor walk, \$4,000 - *not necessary*

** Easement acquisition services, fee to be determined upon request after extent of easement needs is determined - *may be requested, to be determined after easement needs are known*

*** Geotechnical investigation and report, \$3,000 - *selected, to be invoiced directly to the city*

**** Easement exhibit and legal description, \$1,000 per parcel. If the number of parcels is extensive, a lower cost/parcel can be negotiated - *to be completed as necessary*

HOURS AND FEES - 64TH STREET

Client: City of Richfield Project: 2026 Sidewalk Projects		Bolton & Menk, Inc.													
Task No.	Work Task Description	Quality Control; Principal-in-Charge	Project Manager; Design Engineering Lead	Public Engagement Lead	Active Transportation Expert	Survey Lead	Stormwater Lead	Survey Technician (Field)	Survey Technician (Office)	Design Engineer	Public Engagement Professional	Construction Expert	Clerical	Total Hours	Total Cost
1.0	Project management	4	60	0	0	0	0	0	0	0	0	0	0	64	\$14,000
2.0	Corridor walk and scoring*	0	16	0	0	0	0	0	0	15	0	0	0	31	\$5,588
3.0	Stakeholder engagement	8	8	16	0	0	0	0	0	0	96	0	0	128	\$19,776
4.0	Topographic Survey	0	0	0	0	8	0	60	16	0	0	0	0	84	\$16,020
5.0	Utility coordination	0	15	0	0	0	0	0	0	4	0	0	0	19	\$3,830
6.0	Railroad coordination	10	20	0	0	0	0	0	0	10	0	0	0	40	\$8,060
7.0	Preliminary design and easement needs****	0	15	0	8	0	0	0	0	45	0	0	0	68	\$11,394
8.0	Easement acquisition services (value add)**	0	0	0	0	0	0	0	0	0	0	0	0	0	**
9.0	Geotechnical evaluation (value add)***	0	0	0	0	0	0	0	0	0	0	0	0	0	***
10.0	Drainage design	0	0	0	0	0	10	0	0	30	0	0	0	40	\$6,100
11.0	Final design, permitting, and constructability review	0	20	0	8	0	8	0	0	105	0	6	8	155	\$23,204
12.0	Bidding assistance	0	8	0	0	0	0	0	0	6	0	0	4	18	\$2,984
13.0	Quality assurance/quality control	16	8	0	0	0	0	0	0	0	0	0	0	24	\$5,424
Total Hours		38	170	16	16	8	18	60	16	215	96	6	12	671	
Average Hourly Rate		\$230.00	\$218.00	\$172.00	\$228.00	\$210.00	\$190.00	\$195.00	\$165.00	\$140.00	\$140.00	\$180.00	\$100.00		
Subtotal		\$8,740	\$37,060	\$2,752	\$3,648	\$1,680	\$3,420	\$11,700	\$2,640	\$30,100	\$13,440	\$1,080	\$1,200		
Total Fee															\$116,380

POTENTIAL VALUE ADDS - UPON CITY APPROVAL - text in italics indicates city response to offered value adds

- * Arborist rating of trees on corridor walk, \$4,000 - *not necessary*
- ** Easement acquisition services, fee to be determined upon request after extent of easement needs is determined - *may be requested, to be determined after easement needs are known*
- *** Geotechnical investigation and report, \$3,000 - *selected, to be invoiced directly to the city*
- **** Easement exhibit and legal description, \$1,000 per parcel. If the number of parcels is extensive, a lower cost/parcel can be negotiated - *to be completed as necessary*

HOURS AND FEES - SRTS

Client: City of Richfield Project: 2026 Sidewalk Projects		Bolton & Menk, Inc.													
Task No.	Work Task Description	Quality Control; Principal-in-Charge	Project Manager; Design Engineering Lead	Public Engagement Lead	Active Transportation Expert	Survey Lead	Stormwater Lead	Survey Technician (Field)	Survey Technician (Office)	Design Engineer	Public Engagement Professional	Construction Expert	Clerical	Total Hours	Total Cost
1.0	Project management	1	15	0	0	0	0	0	0	0	0	0	0	16	\$3,500
2.0	Corridor walk and scoring*	0	4	0	0	0	0	0	0	0	0	0	0	4	\$872
3.0	Stakeholder engagement*****	2	2	4	0	0	0	0	0	0	24	0	0	32	\$4,944
4.0	Topographic Survey	0	0	0	0	2	0	20	4	0	0	0	0	26	\$4,980
5.0	Utility coordination	0	4	0	0	0	0	0	0	2	0	0	0	6	\$1,152
6.0	Railroad coordination	1	2	0	0	0	0	0	0	0	0	0	0	3	\$666
7.0	Preliminary design and easement needs****	0	4	0	4	0	0	0	0	20	0	0	0	28	\$4,584
8.0	Easement acquisition services (value add)**	0	0	0	0	0	0	0	0	0	0	0	0	0	**
9.0	Geotechnical evaluation (value add)***	0	0	0	0	0	0	0	0	0	0	0	0	0	***
10.0	Drainage design	0	0	0	0	0	20	0	0	30	0	0	0	50	\$8,000
11.0	Final design, permitting, and constructability review	0	5	0	4	0	2	0	0	60	0	6	2	79	\$10,982
12.0	Bidding assistance	0	2	0	0	0	0	0	0	8	0	0	1	11	\$1,656
13.0	Quality assurance/quality control	4	2	0	0	0	0	0	0	0	0	0	0	6	\$1,356
Total Hours		8	40	4	8	2	22	20	4	120	24	6	3	261	
Average Hourly Rate		\$230.00	\$218.00	\$172.00	\$228.00	\$210.00	\$190.00	\$195.00	\$165.00	\$140.00	\$140.00	\$140.00	\$100.00		
Subtotal		\$1,840	\$8,720	\$688	\$1,824	\$420	\$4,180	\$3,900	\$660	\$16,800	\$3,360	\$840	\$300		

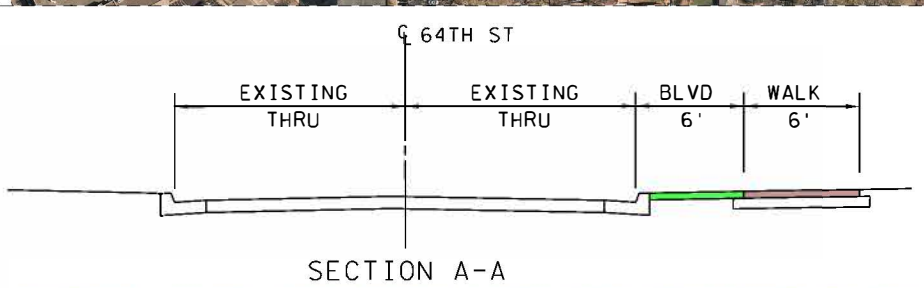
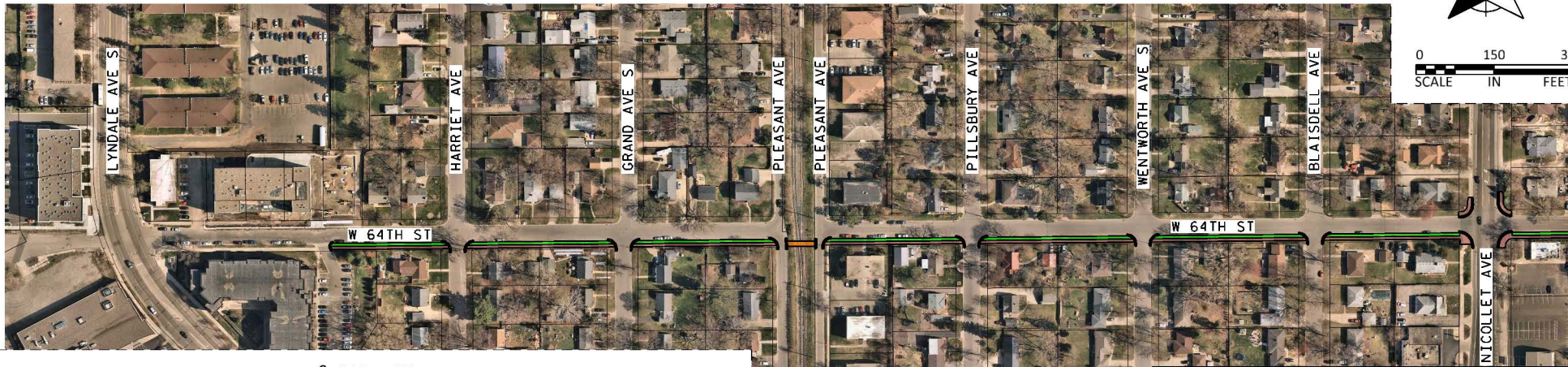
Total Fee **\$42,692**

POTENTIAL VALUE ADDS - UPON CITY APPROVAL - text in italics indicates city response to offered value adds

- * Arborist rating of trees on corridor walk, \$4,000 - *not necessary*
- ** Easement acquisition services, fee to be determined upon request after extent of easement needs is determined - *may be requested, to be determined after easement needs are known*
- *** Geotechnical investigation and report, \$3,000 - *selected, to be invoiced directly to the city*
- **** Easement exhibit and legal description, \$1,000 per parcel. If the number of parcels is extensive, a lower cost/parcel can be negotiated - *to be completed as necessary*
- ***** Bolton & Menk will provide a STEM opportunity for the students of Sheridan Hills Elementary School to learn about public works and engineering projects. The cost will be negotiated with the city depending upon what type of opportunity we will provide - *not selected*

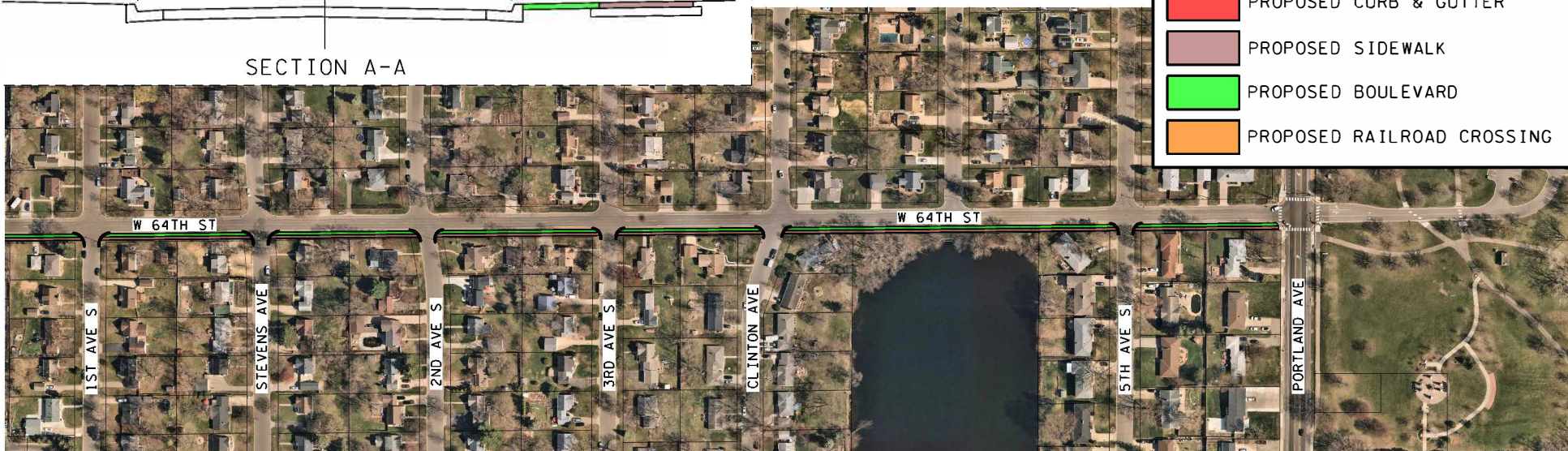


0 150 300
SCALE IN FEET



LEGEND

- PROPOSED ROADWAY
- PROPOSED CURB & GUTTER
- PROPOSED SIDEWALK
- PROPOSED BOULEVARD
- PROPOSED RAILROAD CROSSING



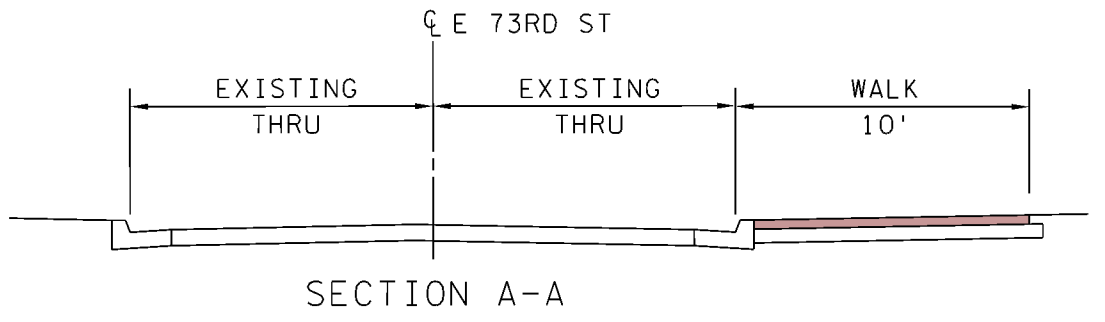
64th Street Sidewalk

64th Street From Lyndale Avenue S. to Portland Avenue S.
Richfield, MN





12-5-2023
Sheet 1 of 1



0 75 150
SCALE IN FEET



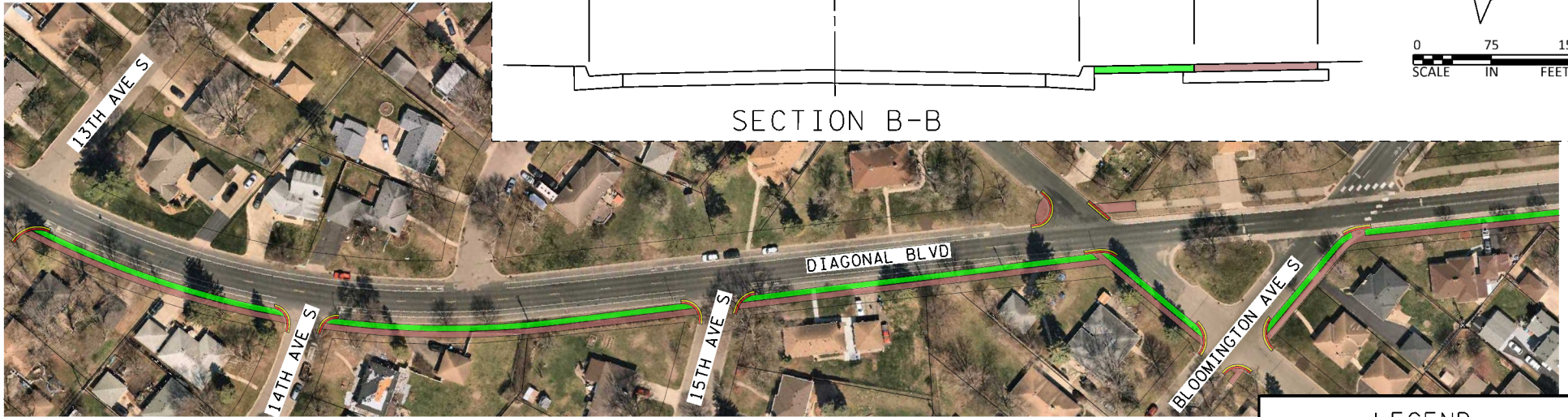
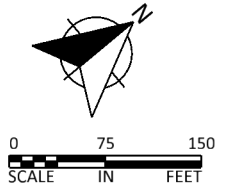
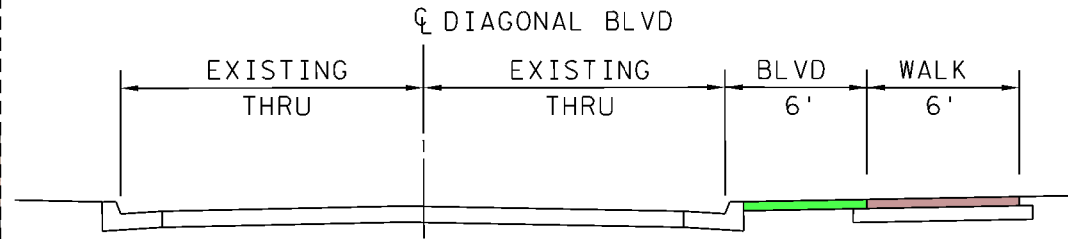
LEGEND





-  PROPOSED ROADWAY
-  PROPOSED CURB & GUTTER
-  PROPOSED SIDEWALK
-  PROPOSED BOULEVARD



73rd Street Diagonal Boulevard Sidewalk Pedestrian Facility Project Richfield, MN

12-3-2023
Sheet 1 of 2



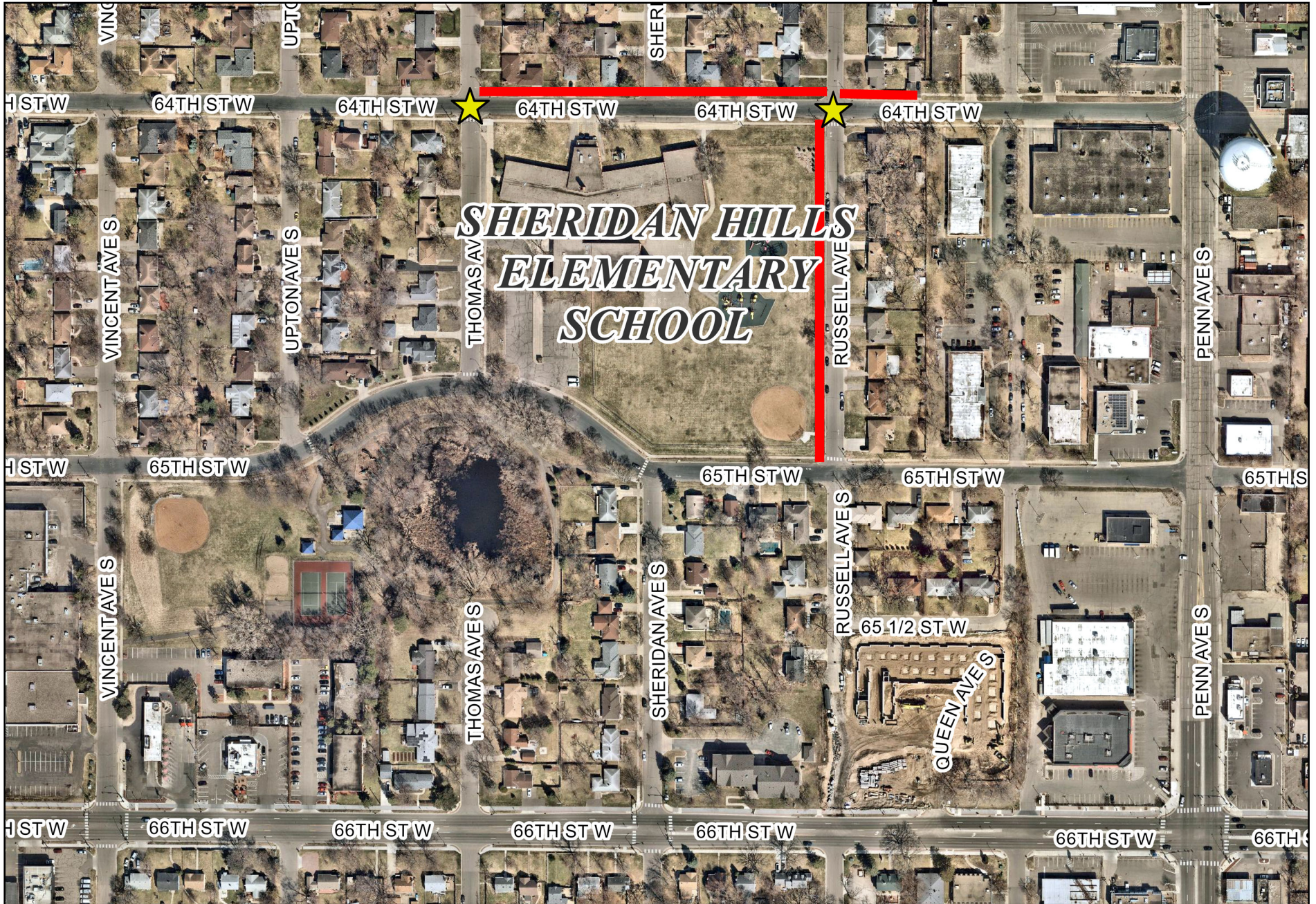
LEGEND	
	PROPOSED ROADWAY
	PROPOSED CURB & GUTTER
	PROPOSED SIDEWALK
	PROPOSED BOULEVARD





73rd Street Diagonal Boulevard Sidewalk
Pedestrian Facility Project
Richfield, MN

12-3-2023
Sheet 2 of 2

Richfield - Sheridan Hills Area SRTS Improvements

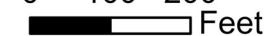


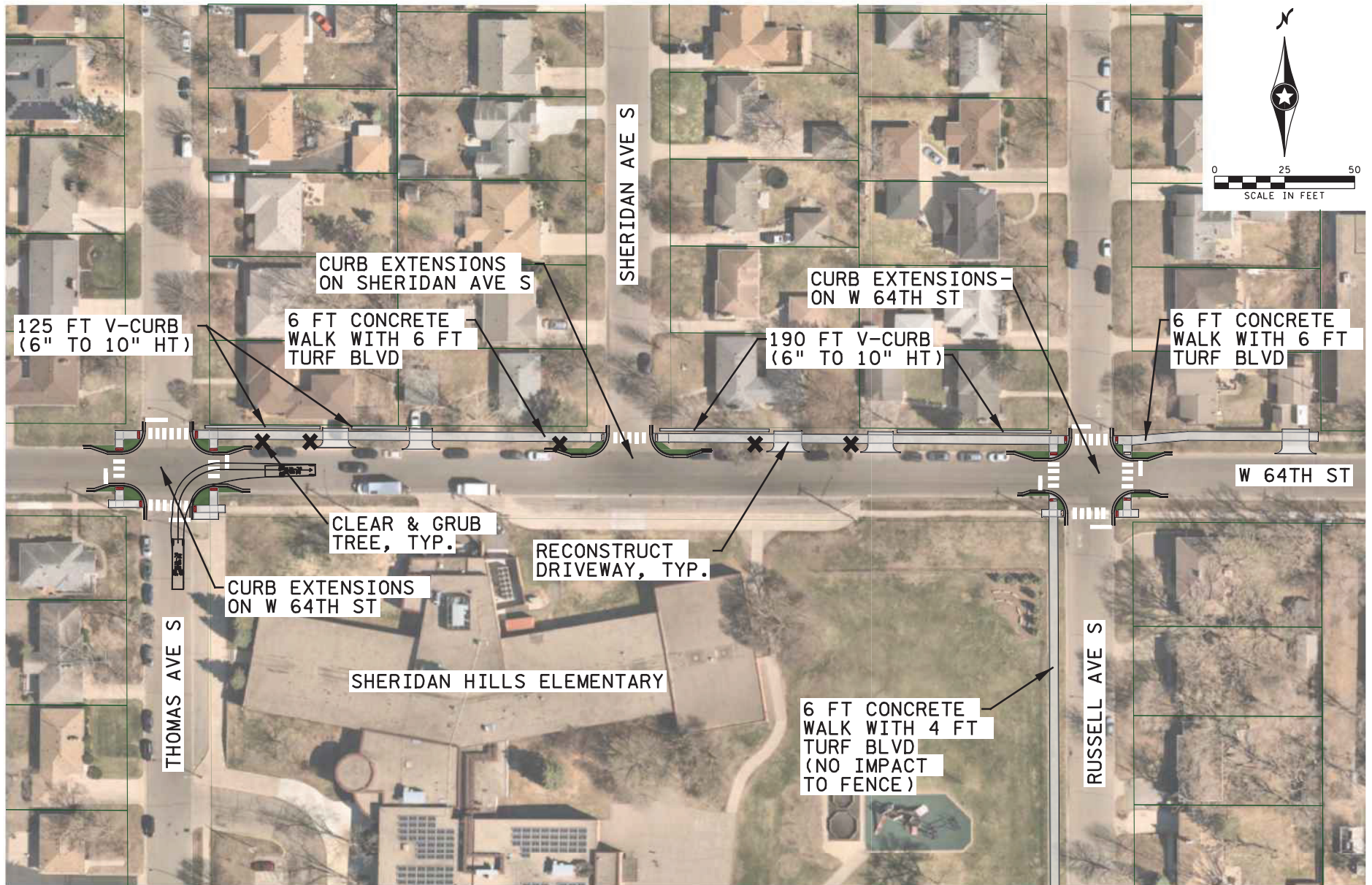
 Curb Extensions and ADA-Compliant Ramps

 New Sidewalk



0 100 200
Feet



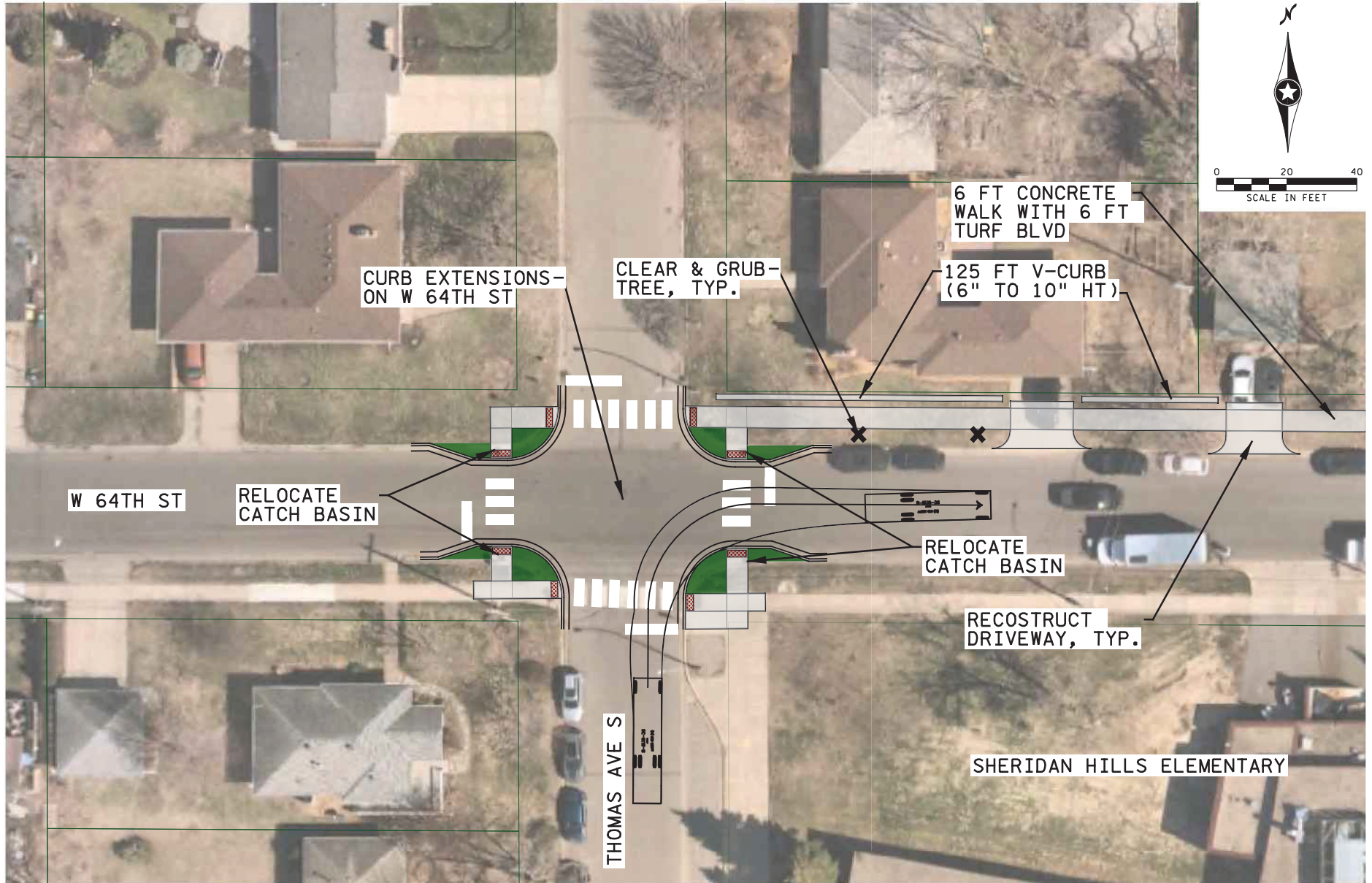


SHERIDAN HILLS ELEMENTARY SCHOOL, B: SIDEWALK GAP

SAFE ROUTES TO SCHOOL
RICHFIELD, MN

Job #
11/6/2024

Figure 2

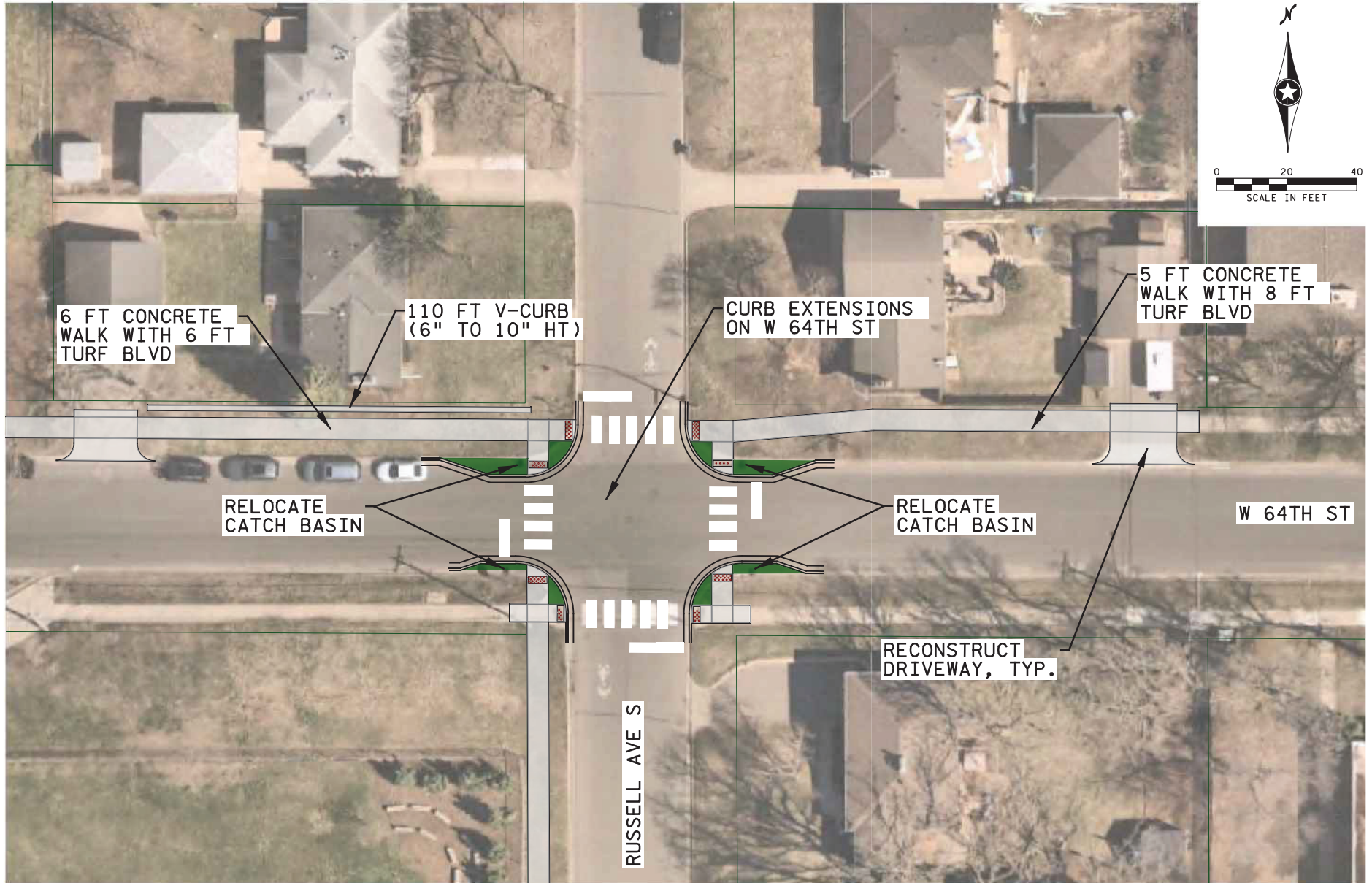


SHERIDAN HILLS ELEMENTARY SCHOOL, B: SIDEWALK GAP

SAFE ROUTES TO SCHOOL
RICHFIELD, MN

Job #
11/6/2024

Figure 3

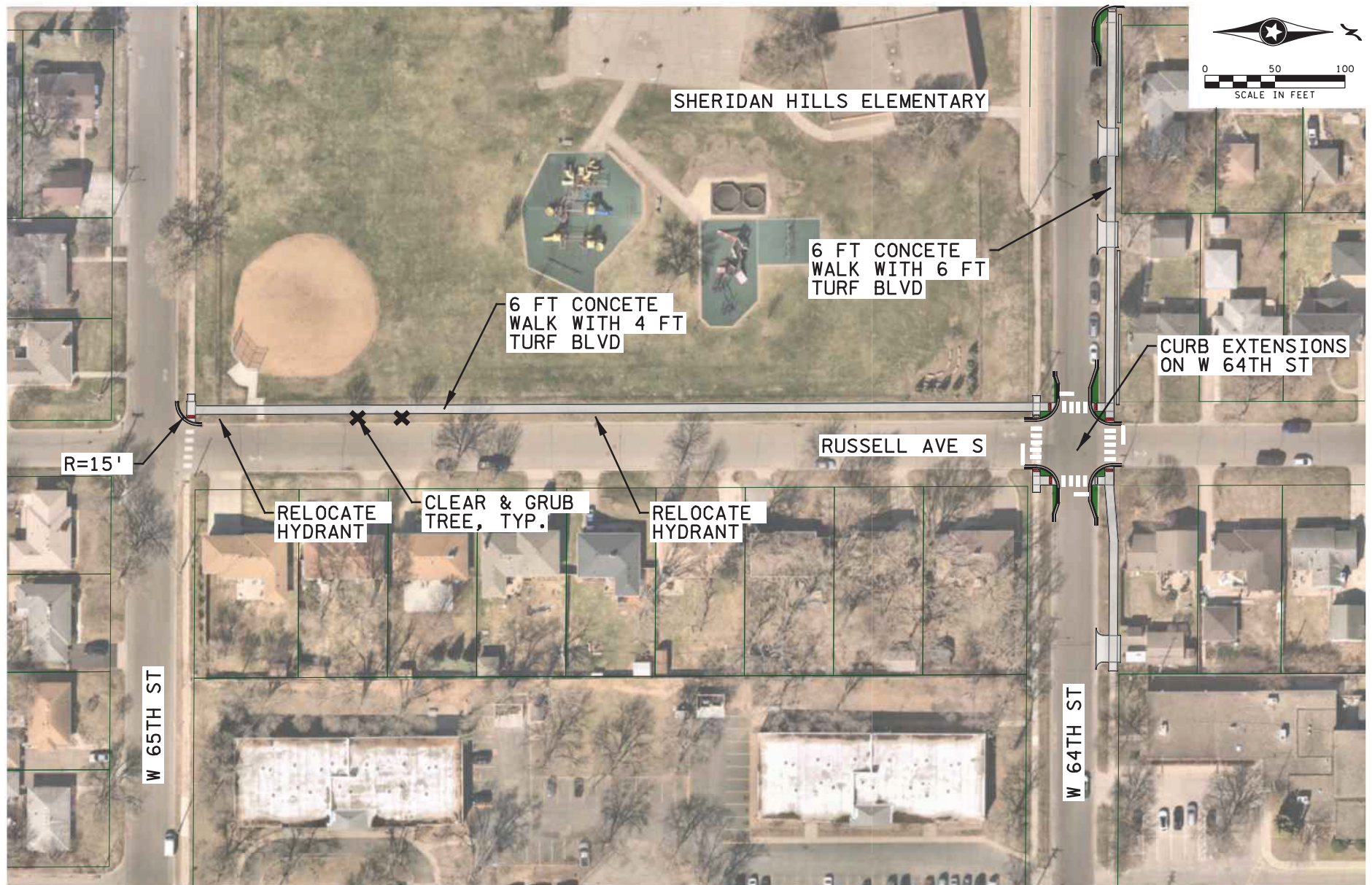


SHERIDAN HILLS ELEMENTARY SCHOOL, B: SIDEWALK GAP

SAFE ROUTES TO SCHOOL
RICHFIELD, MN

Job #
11/6/2024

Figure 4



SHERIDAN HILLS ELEMENTARY SCHOOL, C: SIDEWALK GAP

SAFE ROUTES TO SCHOOL
RICHFIELD, MN

Job #
11/6/2024

Figure 5

PROJECT B: SIDEWALK – W 64TH STREET FROM THOMAS AVENUE TO 140 FEET EAST OF RUSSELL AVENUE

PROJECT DESCRIPTION

W 64th Street is located at the northern end of Sheridan Hills Elementary School and operates as an east-west connection to the school. The Project B segment, located between Thomas Avenue and roughly Russell Avenue, lacks pedestrian infrastructure which creates a gap in the sidewalk network. The project will install a new sidewalk along the north side of the corridor and include intersection improvements with curb extensions on W 64th Street at Thomas Avenue, Sheridan Avenue, and Russell Avenue. The project will provide a safe route for walking, rolling, and biking, while increasing accessibility and reducing crossing distances.

COST ESTIMATE

 \$445,000

KEY DATA



STEPP SCORE

Sheridan Hills Elementary School: 5



TRAFFIC VOLUMES

1,875 AADT (2023)



SAFETY

Safety concerns present are due to students walking in-road because of the gap in infrastructure.



TRAFFIC SPEEDS

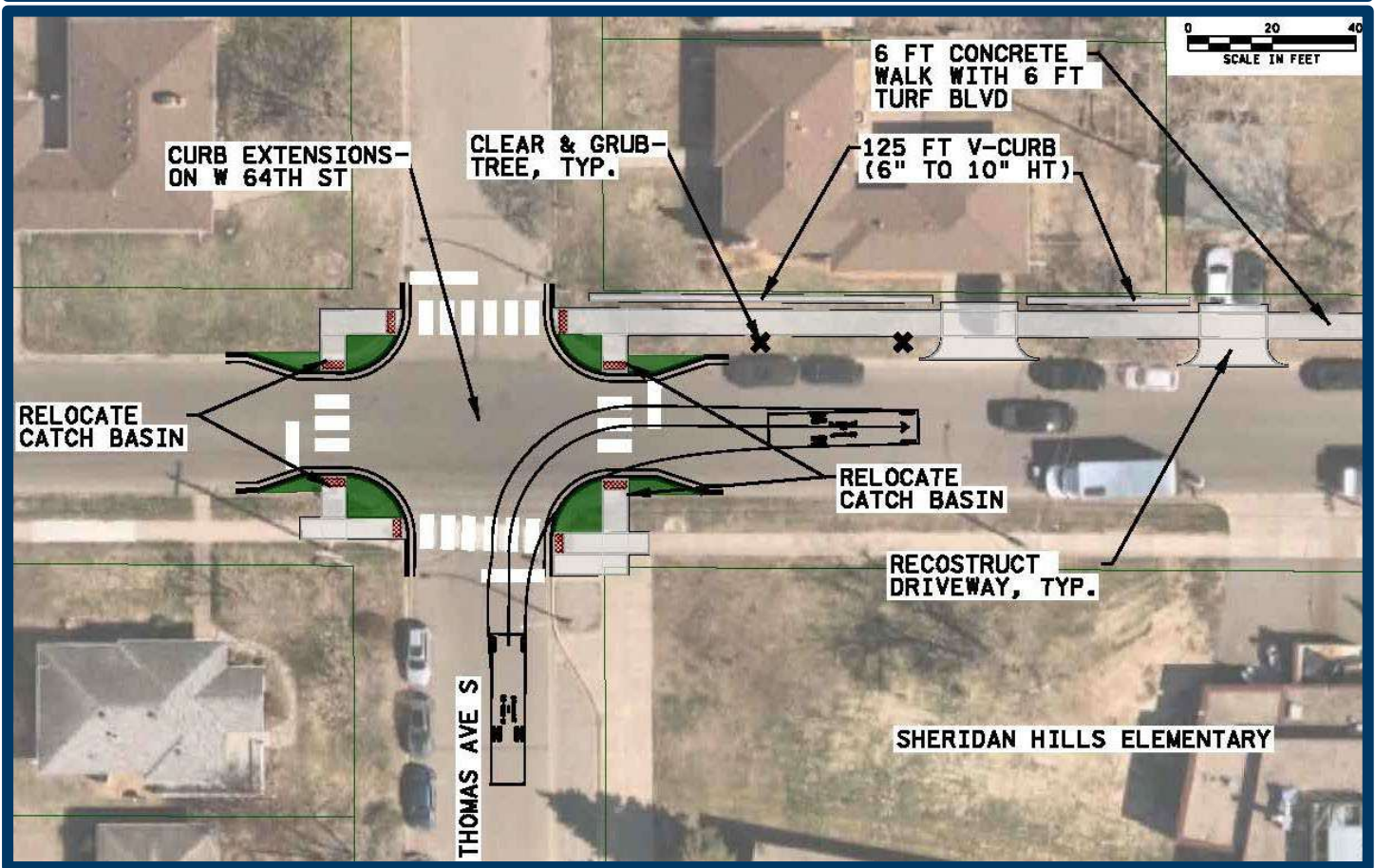
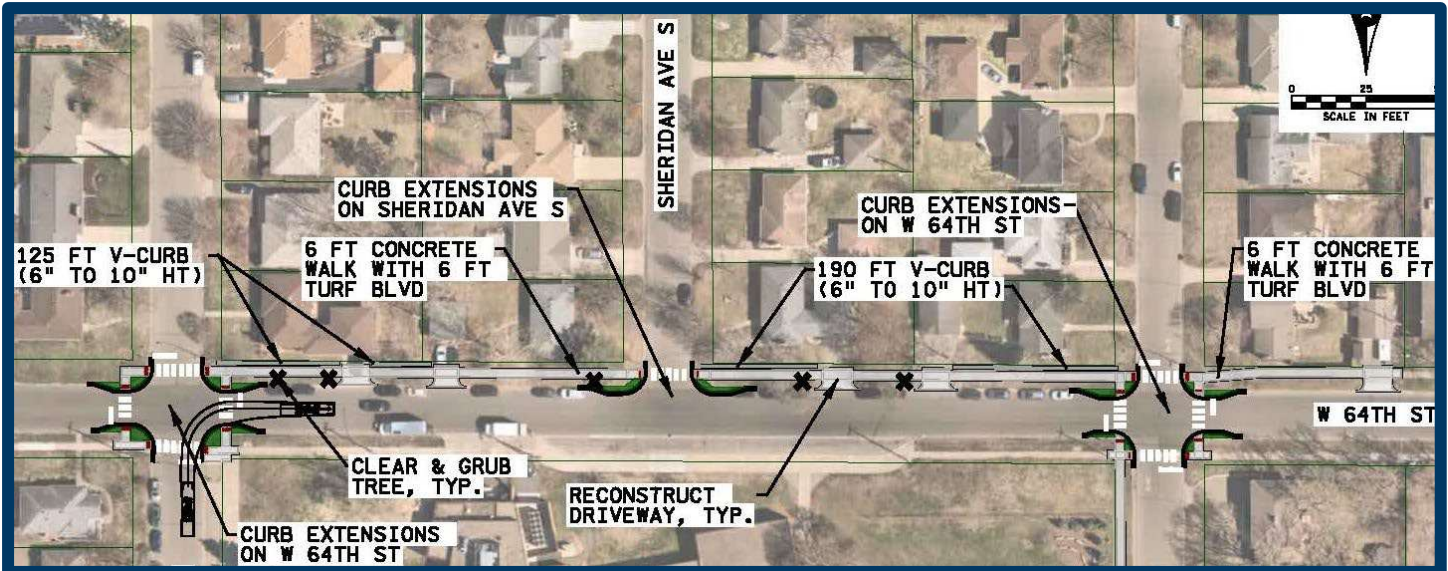
25 mph posted speed

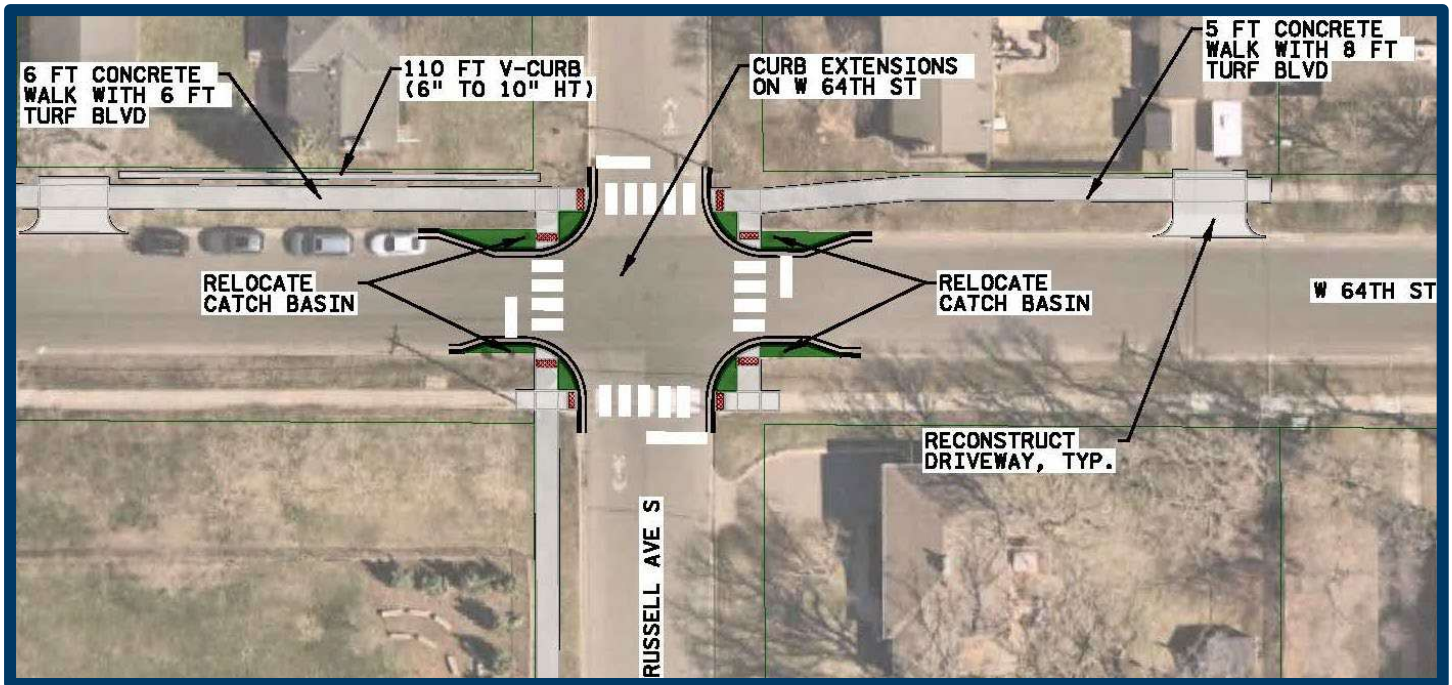
RECOMMENDED PROJECT

Project B will construct a new six-foot-wide sidewalk with a six-foot turf boulevard along the north side of the roadway, connecting to existing sidewalk east of Russell Avenue. A six-to-ten-inch curb is proposed to act as a retaining wall in between the sidewalk and adjacent properties. The project also includes curb extensions with high visibility crossing markings at the Thomas Avenue, Sheridan Avenue, and Russell Avenue intersections. These markings will be detectable to pedestrians and drivers, allowing for better visibility.

Infrastructure	Benefit	Estimated 2024 Cost	CRFs*
Sidewalk	Dedicated space for walking, separate from vehicle traffic	\$12 per square foot	40%
High Visibility Crosswalk Markings (thermoplastic)	Visually identifies and reduces vehicular encroachment of pedestrian space	\$3,500 per crossing	60%
Curb Extension	An extension of the sidewalk in the roadway to decrease the crossing distance and improve pedestrian visibility to drivers.	\$10,000 - \$15,000 per quadrant	30%

*Crash Reduction Factors (CRFs) are used to compute the expected number of crashes reduced after implementing a countermeasure on a road or intersection.





NEXT STEPS

Coordination with the adjacent property owners. This project could be divided into two separated phases to lower project costs:

- Phase 1: 140 feet of sidewalk east of Russell Ave and the W 64th St/Russell Ave intersection
- Phase 2: Sidewalk from Russell Ave to Thomas Ave and the intersections of Sheridan Ave and Thomas Ave

It is also recommended that Projects B and C be considered for construction as one larger project to maximize the benefit of new sidewalk construction.

PROJECT C: SIDEWALK – RUSSELL AVENUE FROM W 64TH STREET TO W 65TH STREET

PROJECT DESCRIPTION

Russell Avenue is located at the eastern side of Sheridan Hills Elementary School and operates as a north-south connection to the school. The Russell Avenue segment between W 64th Street and W 65th Street does not have sidewalk which creates a gap in the network. Project C will install a sidewalk along the west side of Russell Avenue from W 64th Street to W 65th Street, serving as a connection between existing and proposed sidewalk connections in the neighborhood.

COST ESTIMATE



\$100,000

KEY DATA



STPEP SCORE

Sheridan Hills Elementary School: 5



TRAFFIC VOLUMES

Not Available



SAFETY

Safety concerns present are due to students walking in-road because of the gap in infrastructure.



TRAFFIC SPEEDS

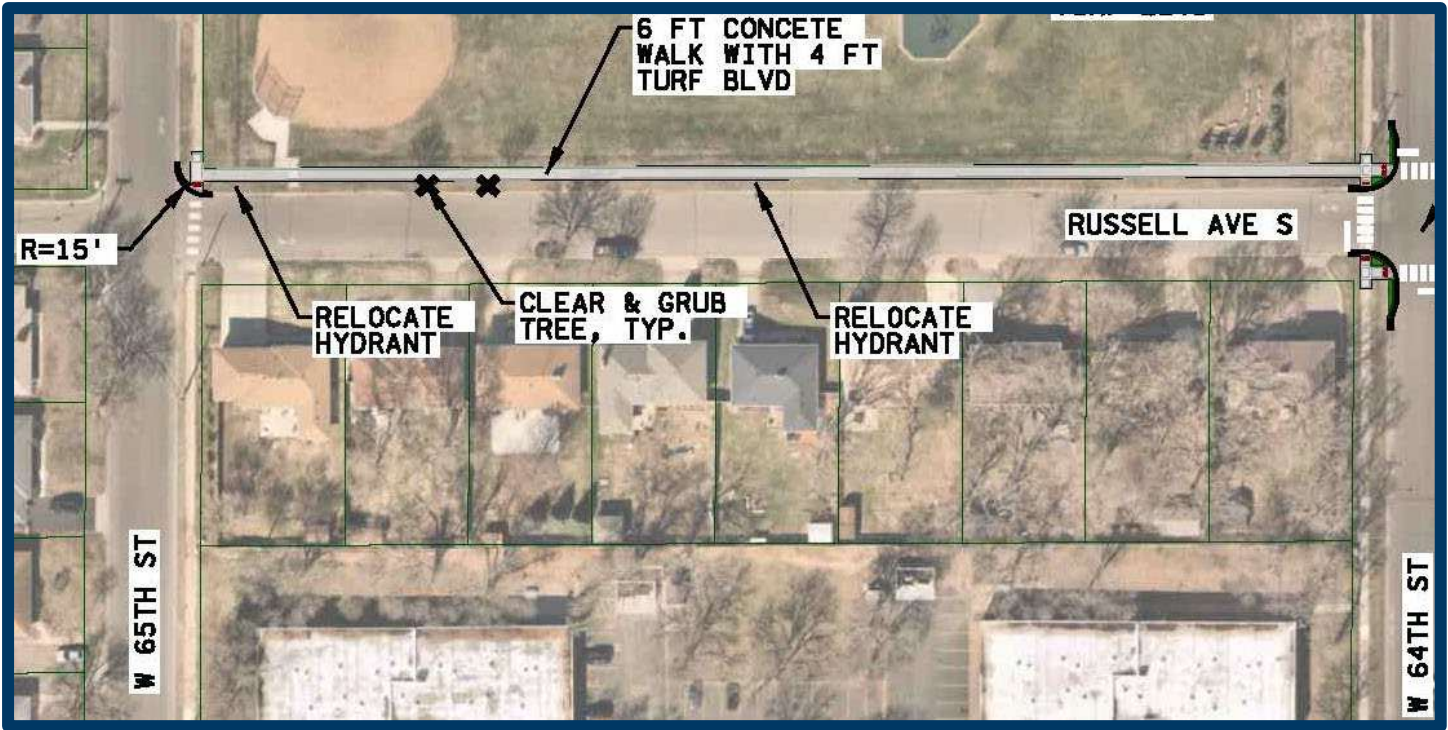
25 mph posted speed

RECOMMENDED PROJECT

Project C will construct new six-foot-wide sidewalk with a six-foot-wide turf boulevard along the west side of the roadway.

Infrastructure	Benefit	Estimated 2024 Cost	CRFs*
Sidewalk	Dedicated space for walking, separate from vehicle traffic	\$12 per square foot	40%

*Crash Reduction Factors (CRFs) are used to compute the expected number of crashes reduced after implementing a countermeasure on a road or intersection.

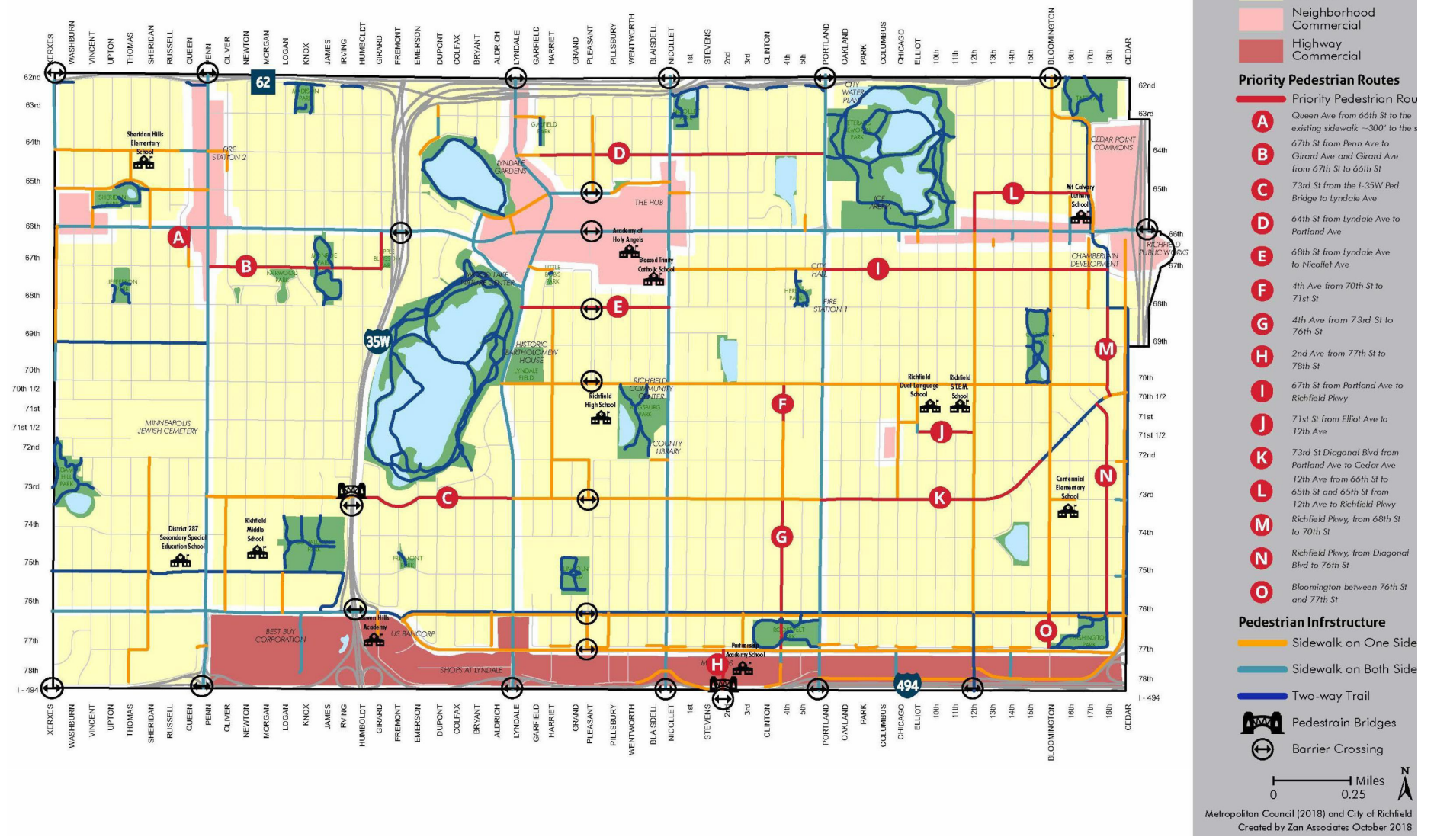


NEXT STEPS

It is recommended that Projects B and C be considered for construction as one larger project to maximize the benefit of new sidewalk construction.



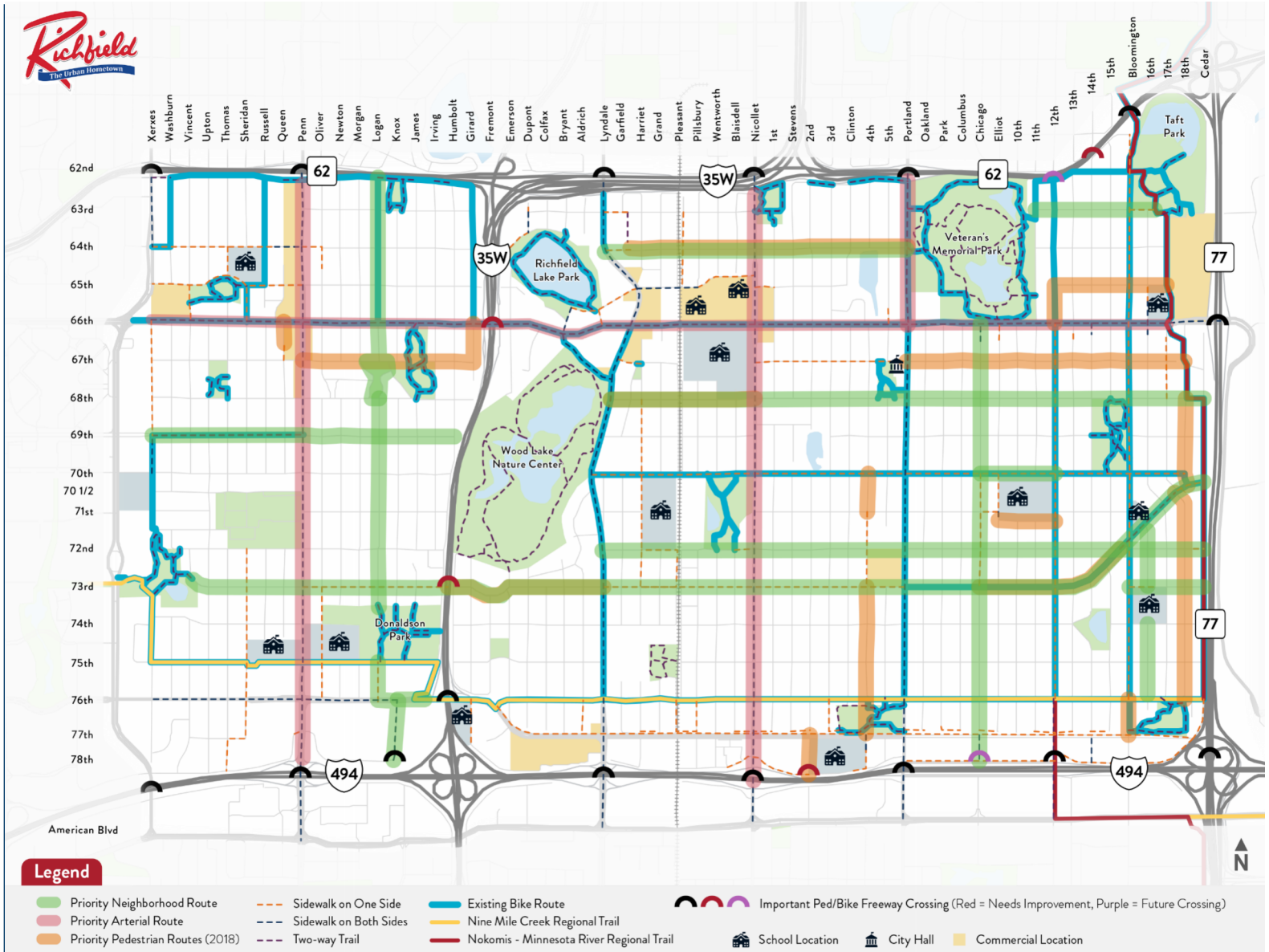
Figure 27: Richfield Pedestrian Network





PRIORITY NETWORK

Bike and Pedestrian Routes



CITY OF RICHFIELD

Sidewalk Standards Policy August 2016

Sidewalk placement is based on street classifications. Sidewalks requested or approved by City Council will meet the sidewalk standards outlined below.

Street Classifications

- Minor Arterial
 - Sidewalks should be provided on both sides of minor arterial streets.
- Collector
 - A sidewalk should be provided on only one side of collector streets.
- School Route
 - A sidewalk may be provided on one side of roadways on major school routes.
- Local Residential
 - Sidewalks are not provided on residential streets.
 - Most residential streets are 36 feet wide from back of curb to back of curb within a 60-foot right of way. This provides adequate width for two lanes of vehicular traffic, parking on both sides, and for pedestrians to walk on the streets.

Sidewalk Standards

The minimum width for sidewalks should be six (6) feet to accommodate the operation of city sidewalk plows.

The following sidewalk layout options work within a twelve (12) foot right-of-way area:

1. Six (6) foot green space behind curb, six (6) foot sidewalk, zero (0) foot green space between private property. (Collector and Local Residential)
2. Zero (0) foot setback behind curb, 10 foot sidewalk with two (2) foot green space. (Minor Arterial)

Both of these choices offer an acceptable ease of maintenance and snow storage. The minimum green space in order for trees to grow is six (6) feet. City Staff maintains all sidewalks on public right of way.



City Council Meeting 7/22/2025
Agenda Section: Public Hearings
Agenda Item: 9.a.

Report Prepared By: Jennifer Anderson, Support Services Manager, Jay Henthorne, Police Chief

Item for Consideration:

Public hearing and consider the approval of a new On-Sale Wine and 3.2 Percent Malt Liquor licenses for SK Food, LLC dba K-ChiMac.

EXECUTIVE SUMMARY AND HISTORICAL CONTEXT

1A. Executive Summary

On May 29, 2025, the City received the application materials for new On-Sale Wine and 3.2 Percent Malt Liquor licenses for SK Food, LLC dba K-ChiMac, located at 6420 Nicollet Ave S.

All required information and documents have been received. All licensing fees have been paid.

The Public Safety background investigation has been completed. The Public Safety Director has reviewed the background investigation report and found nothing that would cause the denial of the requested licenses.

1B. Historical Context

The applicant has satisfied the following requirements for the issuance of licenses:

- The required license fees have been paid.
- Real estate taxes are current.
- Proof of commercial and liquor liability insurance have been received showing Amtrust Insurance as affording coverage.

As a result of this being a new request for On-Sale Wine and 3.2 Percent Malt Liquor licenses, there is no need for an accountant's statement regarding food/alcohol ratio.

As stated in the Executive Summary, the Public Safety Director has reviewed the background information and sees no basis for denial.

On-Sale Wine and 3.2 Percent Malt Liquor licenses require owners of these establishments to comply with Resolution No. 9511, which outlines the discipline they can expect if any

ongoing problems occur. A copy of this resolution has been given to the owner of the establishment.

There are no distance requirements to notify neighbors of the issuance of On-Sale Wine and 3.2 Percent Malt Liquor licenses.

The Notice of Public Hearing was published in the Richfield Sun Current on June 26, 2025.

RECOMMENDED ACTION

Conduct and close the public hearing and by motion: Approve the issuance of a new on-sale wine and 3.2 percent malt liquor license for SK Food, LLC dba K-ChiMac, located at 6420 Nicollet Ave S.

EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS

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

Richfield City Code Section 1202 requires owners of On-Sale Wine and 3.2 Percent Malt Liquor licensed establishments to comply with all the provisions of both City Code and State Statutes.

CRITICAL TIMING ISSUES

There are no critical timing issues.

FINANCIAL IMPACT

Licensing fees have been received.

LEGAL CONSIDERATIONS

The requirements of Resolution No. 9511 must be met which outlines the discipline they can expect if any on-going problems occur. A copy of this resolution has been given to the owner of the establishment.

The Notice of Public Hearing was published in the Richfield Sun Current on June 26, 2025.

ALTERNATIVE RECOMMENDATION(S)

The Council could deny the requested licenses, which would mean the current applicants would not be able to serve On-Sale Wine and 3.2 Percent Malt Liquor; however Public Safety has found no basis to deny the license.

Schedule the hearing for another date; however, this will delay the licensing process.

ATTACHMENTS

None



City Council Meeting 7/22/2025
Agenda Section: Other Business
Agenda Item: 12.a.

Report Prepared By: Mark McKinley, Administrative Assistant, Katie Rodriguez, City Manager

Item for Consideration:

Consideration of alternate appointment to fill vacancy on Human Rights Commission.

EXECUTIVE SUMMARY AND HISTORICAL CONTEXT

1A. Executive Summary

The City Council directs the City Manager's office to conduct an annual recruitment seeking applicants to fill the vacancies. This recruitment includes a press release and information on the City's website and social media platforms. Applicants were interviewed at a work session held on November 16, 2024. During the recruitment process, Council designated alternate candidates as there were not enough open positions for all applicants.

The Human Rights Commission had an unexpected resignation after all positions were filled. The recommended alternate's application was submitted to Council for their review.

1B. Historical Context

This information is contained in the Executive Summary.

RECOMMENDED ACTION

By motion: Approve the appointment of Tyler Birschbach as Human Rights Commissioner commencing on July 22, 2025 and expiring January 31, 2026.

EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS

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.

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

City advisory board and commissions were established by City ordinance or resolution.

CRITICAL TIMING ISSUES

It is advisable to appoint a replacement to ensure quorum at meetings.

FINANCIAL IMPACT

None

LEGAL CONSIDERATIONS

None

ALTERNATIVE RECOMMENDATION(S)

None

ATTACHMENTS

None



City Council Meeting 7/22/2025
Agenda Section: Closed Session
Agenda Item: 15.a.

Report Prepared By: Mark McKinley, Administrative Assistant, Katie Rodriguez, City Manager

Item for Consideration:

Closed Executive Session regarding the City Manager's annual performance evaluation.

EXECUTIVE SUMMARY AND HISTORICAL CONTEXT

1A. Executive Summary

The Closed Executive Session will be convened as permitted to evaluate an employee's performance pursuant to Minn. Stat. 13D.05, subd. 3(a). Council will move to the Babcock Room for the closed session portion of the meeting.

1B. Historical Context

The City Council evaluates the City Manager's performance annually.

RECOMMENDED ACTION

Motion to recess the meeting to enter and hold a closed meeting for the purpose of conducting a performance evaluation of City Manager Katie Rodriguez, pursuant to Minnesota Statutes section 13D.05, subd. 3(a).

EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS

A consistent evaluation process helps align the City Manager's performance with community values, strategic goals, and equitable outcomes. The evaluation supports continuous improvement and reinforces a commitment to inclusive leadership.

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

CRITICAL TIMING ISSUES

FINANCIAL IMPACT

LEGAL CONSIDERATIONS

ALTERNATIVE RECOMMENDATION(S)

ATTACHMENTS

None