

**Meeting Minutes of the Richmond City Council
January 2, 2019
City Council Meeting**

Item #1: Call to Order/Pledge of Allegiance

Mayor Hemmesch called the meeting to order at 6:30 p.m. at Richmond City Hall.

Council Members noted as being present: Jim Hemmesch; Mike Mathiasen; and Tim Paczkowski,
Council Members absent: Michael Ricke and Larry Hokanson

Also, present were: Tesa Tomaschett, City Administrator-Clerk-Treasurer; Steve Kascht, Fire Chief; Randy Schackmann, EMS Director; Gordie Dingmann, Public Works Director; Tammy Paczkowski; Adam Ripple, City Attorney; Jason Blum, Police Chief; Pat Evens

Item #2: Oath of Office

Newly Elected Officials (Jim Hemmesch, Mayor; and Councilors Michael Mathiasen and Pat Evens) took Oath of office.

Item #3: Open Forum

Item #4: Approval of Agenda

Mayor Hemmesch asked if there were any additions or changes to the Agenda.

Item 4a: Attorney Memo

Motion made by Councilor Paczkowski to approve the Agenda, seconded by Councilor Mathiasen. Motion passed.

Item #4a: Attorney Memo

ORGANIZATIONAL MEETING OBLIGATIONS

There are a number of things a city council must do at its first meeting of the year such as designate a legal newspaper (Minn. Stat. 412.831), choose an acting mayor (Minn. Stat. 412.121), and designate a bank (Minn. Stat. 427.02). In addition, the Council traditionally makes committee and commission appointments and takes care of other annual organizational issues at this same meeting.

SEATING OF NEWLY ELECTED COUNCIL MEMBERS

Minnesota Statute 412.02 Subd. 2, does not allow newly elected council members to take office until the first Monday in January. For 2019, this January 7th. Existing council members remain in office until the new council members take their seats.

REGULARLY SCHEDULED 1/2/19 MEETING

The Richmond City Council has regular standing council meetings on the first Wednesday and third Thursday of every month. The first regular meeting in January 2019 is set for January 2nd. This means that new council members-elect cannot participate in an official capacity at a January 2, 2019 council organizational meeting—they must wait until at least January 7th before they can formally participate. The City Council may proceed with its regular meeting on January 2nd and take care of organizational items, otherwise the mayor or any two current council members may call a special meeting and reschedule the first meeting to January 7th or later in there is a desire to have new council members participate in the first meeting of the year. It should be noted that items addressed at the Council's first meeting of the year can be revisited throughout the year.

IMPENDING VACANCY

A vacancy will occur after the new council term begins on January 7th since no one was elected to the remaining 2-year council term. The City council CANNOT make an appointment prior to January 7th. Once the vacancy occurs, the Council needs to declare the vacancy, decide on a process to fill the vacancy, appoint the vacancy, and then swearing in the appointed individual. This can be done in a single meeting if there is consensus and the appointed individual is present. In the event that there is a tie on who to appoint, the Mayor can appoint any eligible individual (Minn. Stat. 412.02 Subd. 2a.).

Item # 5: Approval of the Meeting Minutes of December 5, 2018 and December 20, 2018

Mayor Hemmesch asked for any corrections or additions to these minutes.
Mayor Hemmesch asked for a motion of approval.

Motion made by Councilor Paczkowski to approve the Meeting Minutes of December 5, 2018 and December 20, 2018 seconded by Councilor Mathiasen. Motion passed.

Item # 6: Approval of Bills Paid

Mayor Hemmesch asked if there were any questions or comments. Mayor Hemmesch asked for a motion of approval of Bills Paid.

Motion made by Councilor Mathiasen to Approve the Bills, seconded by Councilor Paczkowski. Motion passed.

Item #7: Consent Agenda

- a. Resolution 100-19: Approval of December 2018 Journal Entries
- b. Resolution 101-19: Approval of November 2018 Donations
- c. Resolution 102-19: Approval of 2019 Annual Resolution
- d. Resolution 103-19: Appointment of City Commission Members
- e. Resolution 104-19: 2019 Corporate Resolution with Falcon National Bank
- f. ~~Resolution 105-19: Accepting 2019 Fee Schedule~~
- g. Acknowledge PeopleService December 2018 Written Report
- h. Resolution 106-19: LMC Limits of Liability
- i. ~~Resolution 107-19: RESOLUTION SETTING DATE FOR A PUBLIC HEARING ON THE APPROVAL OF A TAX ABATEMENT RESOLUTION FOR THE BRINKY'S COMMERCIAL DEVELOPMENT~~

Pat Evens asked the council to table and remove Item 7.f. so the city attorney could review the legal end of the utility billing late fee. According to a memo from the League of MN Cities that Evens handed to the city attorney, it states that the late fee can only be a percentage and as a concern citizen, Evens would like this reviewed before the 2019 fee schedule is approved. The Council pulled item 7.f. from the consent agenda. The council also pulled item 7.i. so it can be approved in a separate motion.

Motion made by Councilor Mathiasen to Approve the Consent Agenda without item 7 (F) and (I), seconded by Councilor Paczkowski. Motion passed unanimously.

Item #7 (i): Resolution 107-19: RESOLUTION SETTING DATE FOR A PUBLIC HEARING ON THE APPROVAL OF A TAX ABATEMENT RESOLUTION FOR THE BRINKY'S COMMERCIAL DEVELOPMENT

Motion made by Councilor Paczkowski to approve item 7(i), seconded by Councilor Mathiasen. Motion passed.

Item #8: Department Reports

- a. Police Department – Chief Jason Blum reviewed the October police reports. DARE Graduation had over 170 students. K9 Cash help retrieve narcotics by Rockville. Reminder of snow parking. Please keep cars off the streets when snow falls to help the plow with removal
- b. Emergency Management – Randy Schackmann: Year end report: they went out storm watching once but ended up not being anything serious. Assistant Mark Kremer will be stepping down and Erik Koenig will be stepping up. They purchased an Ipad. Looking at doing a practice with the emergency response plan in the spring.
- c. Public Works/Streets- Gordon Dingmann: From November 11 to December 31 with 11 snow events. Gertken's removed snow from church and Main Street twice. Pumper 2 is back and running, its at the shop. The truck should not go back into service due to the bad wiring. Dave Blommel, city engineer will be meeting with staff to discuss the 2019 street project. Dave has been meeting with homeowners, the church, and school discussing the project. September, 2019 the City will be going through an OSHA audit by our training instructor.

Item #8: Council Reports

- a. EDA – no December meeting. The EDA is accepting applications for a new member.
- b. Planning- no December meeting. Tentatively meeting January 24, 2019
- c. Rocori Trail- No January meeting

Item #9: Other Matters of Concern and Related Matters

- a. Next Council meeting January 17, 2019 at 6:30 pm

Item #11: Adjournment

Mayor Hemmesch asked for any additional items.

Hearing none Mayor Hemmesch declared the meeting adjourned at 6:52 p.m.

Respectfully Submitted,

Tesa Tomaschett

City Administrator Clerk-Treasurer