

**Meeting Minutes of the Richmond City Council  
September 4, 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; Tim Paczkowski; Pat Evens; Kymberly Craven; Mike Mathiasen

Also present were: Tesa Tomaschett, City Administrator-Clerk; Jason Blum, Police Chief; Steve Kascht, Fire Chief; Chuck Merten, Fire Relief President; Tammy Paczkowski

**Item #2: Open Forum:** no one

**Item #3: Approval of Agenda**

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

Item #6 f.: Resolution 162-19 - Authorization for Minnesota Lawful Gambling LG220 Exempt Permit for River Lakes Hockey Inc. on December 18, 2019

Item #11: Property/Liability/WC insurance

Item #12 b.: Ivy Ave repairs

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

**Item # 4: Approval of the Meeting Minutes of August 7 and August 15, 2019**

Mayor Hemmesch asked for any corrections or additions to the minutes.

Mayor Hemmesch asked for a motion of approval.

*Motion made by Councilor Evens to approve the Meeting Minutes of August 7 and August 15, 2019 minutes, seconded by Councilor Mathiasen. Motion passed.*

**Item # 5: Approval of Bills Paid**

Mayor Hemmesch asked if there were any questions or comments.

Councilor Evens asked about the check made out to City of Cold Spring for \$1500 for pick-up. Tomaschett explained we purchased 1999 F150 pick-up forfeiture from the City of Cold Spring for the parks department since their pick-up is no longer running. Councilor Evens felt the council should have had a say in selecting a vehicle. Tomaschett explained that she has a \$2000 spending allowance and it's her job to handle day to day operations therefore she thought it was necessary to move forward with the purchase so the parks department could continue to operate.

Mayor Hemmesch asked for a motion of approval of Bills Paid.

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

**Item #6: Consent Agenda (approved by one motion)**

- a) Resolution 158-19 - Approval of August, 2019 Journal Entries
- b) Resolution 159-19 - Appointment of Catherine (Kate) Lemke to Fill EDA Vacancy
- c) Resolution 160-19- Resolution Declaring Excess Property and Authorizing Disposal
- d) Resolution 161-19 - Authorization of 2018-2019 Liquor License for Richmond Baseball Club
- e) Acceptance of PeopleService August, 2019 report
- f) Resolution 162-19 - Authorization for Minnesota Lawful Gambling LG220 Exempt Permit for River Lakes Hockey Inc. on December 18, 2019

*Motion made by Councilor Paczkowski to Approve the Consent Agenda, seconded by Councilor Craven. Motion passed.*

**Item #7: Temporary Part-time Interim Administrator**

Tomaschett brought the option of hiring a temporary part-time interim administrator clerk treasurer as an independent to cover duties during her leave. This option was also recommended by the city's attorney. A copy of the drafted agreement from the city's attorney was given to the city council to review. Tomaschett asked if the city council would like her to contact interims off the list, she received from the League of MN Cities or advertise the position. At this time, the interim would be expected to work 20-25 hours a week which would include evening meetings and handle the 2020 Presidential Primary in on March 3, 2020. It would be nice to have someone selected and start working some with Tomaschett in early November. Councilor Evens would like to see this position be advertised in St. Cloud Times along with a letter to anyone within 40 miles radius on the list from the League of MN Cities. Council will plan to

make final selection by October 17 workshop meeting. Council agreed to advertise in St. Cloud Times, on the League of MN Cities website, and email letters to individuals off the list from the League of MN Cities.

**Item #8: Department Reports**

- a. Police Department – Chief Blum reported that City of Richmond and Cold Spring applied for a grant through CentraCare to receive AED stations for the cities. We are in the waiting period for the grant. Advocates for Health will come in and help cities raise money for the outdoor stands for the AEDs. The stands are heated, have A/C, has a phone to call 911 once it is opened and a camera. Still working on locations for the stations but would want them to be outside and accessible 24/7. School is starting so please be aware of buses and foot traffic. Scams are still continuing in the area. Since July, about \$140,000 to 160,000 have been scammed from people. Do not give any information over the phone. Contact police department if you feel it is needed.

**Item #9: Council Reports**

- a. EDA – No August Meeting. Councilor Evens asked if someone wanted to speak with the EDA, would they need to be on the agenda? The answer is yes, because EDA does not have an open forum.
- b. Planning Commission- The board reviewed a concept plan. Next meeting 9/26/19
- c. ROCORI Trail- No September Meeting. Councilor Evens questioned if the other two cities are investing staff time to the trail like Richmond is doing. All three cities give equal efforts towards future funding and current maintenance.

**Item #10: 2020 Budget**

- a. Fire Relief- At the last workshop meeting Richmond Fire Relief President Chuck Merten asked for a \$25 increase for the Fire Relief retirement. Tomaschett already included an increase of \$625 to the budget without needing to increase the levy. Members must be on the department for 10 years to receive 50% of the benefits and 20 years to receive 100% of the benefits.

***Motion made by Councilor Evens to approve the \$25 increase for the Richmond Fire Relief retirement, seconded by Councilor Paczkowski. Motion passed***

- b. Fire officer/training wages- The council was given numbers of fire officer wage and training/meeting/call wage of surrounding departments. According to the numbers for officer wages, Richmond looks higher compared to other departments larger than us. Councilor Evens believes the wages need to be adjusted based on the size. One thing that was not taken into account is Richmond does not receive hourly wages for meetings or calls and is the lowest hourly rate for training wages. If the officer wages are going to be adjusted to match other departments then the training/meeting/call wages should also adjust to match surrounding departments. Officer wages have only increased once since 2016.

***Motion made by Councilor Paczkowski to leave fire officer/training wages as is, seconded by Councilor Craven. Hemmesch abstained, Evens no, Mathiasen yes, Paczkowski yes, and Craven yes. Motion passed***

***Motion made by Councilor Paczkowski to approve the 2020 levy, seconded by Councilor Craven. Motion passed.***

Councilor Evens is questioning the increase in Parks budget which is due to the new hire. The 2019 budget include the new hire for a 9-month worth of salary since the individual would not be starting until April. The 2020 budget includes a 12-month salary for the individual. Tomaschett will bring official resolution to next meeting to be formally approved.

**Item #11: Property/Liability/WC insurance**

Tomaschett asked the city council again if they would like to change the city's insurance agent to Steil Insurance. The rates will not change since they are set by the League of MN Insurance Trust.

***Motion made by Councilor Paczkowski to change insurance agents for the city's property/liability/WC coverage to Steil Insurance, seconded by Councilor Evens. Motion passed***

**Item #12: Other Matters of Concern and Related Matters**

- a) Next Meeting: September 19, 2019 at 6:30 p.m.
- b) Ivy Ave Repairs- will be taking place in the next week or two. Letters were mailed out to homeowners being affected by work.
- c) Councilor Evens would like all departments heads to be at all televised meetings giving a monthly report. It will be discussed more at the next workshop
- d) Councilor Evens asked how the meeting for potential sewer expansion went. Sara from the Sauk River Watershed District, Greg Stang with PeopleService, Kymberly, Jim, and Tesa from the City were present for the meeting. Need a survey to be sent out and more cooperation from state, county, and township level before deciding how to move forward. No future meeting has been set at this time.

- e) Councilor Evens asked what kind of revenue the blue bike program brings in. The blue bike program is free to use. Mayor Hemmesch informed the council that a plaque in honor of Jim Bruner was purchased by EDA and hung over by the blue bike shelter.
- f) Councilor Evens is still requesting the stop sign to be moved by 3<sup>rd</sup> St. Discussion was to keep the sign in line with the other signs and may not be possible with all the cables and electrical wires in that corner. Public Works Director had made contact with trucking company to remind them of what roads can be driven on with the semis. The next step would be to have the police department stop over there. Chief Blum and Tomaschett will look into stop sign placement ordinance.
- g) Councilor Paczkowski thanked the community for another great season of Music in the Park and all the sponsors who helped out.

**Adjournment**

Mayor Hemmesch asked for any additional items.

Hearing none Mayor Hemmesch declared the meeting adjourned at 7:25 p.m.

Respectfully Submitted,

Tesa Tomaschett, City Administrator Clerk-Treasurer