

**Meeting Minutes of the Richmond City Council  
October 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; Tim Paczkowski; Pat Evens; Kymberly Craven; and Mike Mathiasen

Also present were: Tesa Tomaschett, City Administrator-Clerk; Jason Blum, Police Chief; Steve Kascht, Fire Chief; Chuck Merten, Fire Relief President; Kevin Mooney, Parks & Recreation Director; Greg Stang, People Service; Heidi Stalboerger, Wakefield Township; Mark Stalboerger, Wakefield Township; Tammy Paczkowski; and Amy Hunter.

**Item #2: Open Forum:** Amy Hunter spoke about an event that will help learn what poverty looks like and how it affects our area. It will be October 8<sup>th</sup> at District Education Facility building. It needs involvement from all communities. There is no cost to participate in the program.

**Item #3: Approval of Agenda with Addition/Deletion**

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

**Item #7 People Service- Greg Stang**

*Motion made by Councilor Evens to approve the Agenda with additions, seconded by Councilor Mathiasen. Motion passed.*

**Item # 4: Approval of the Meeting Minutes of September 4 and September 19, 2019**

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

Mayor Hemmesch asked for a motion of approval.

*Motion made by Councilor Paczkowski to approve the Meeting Minutes of September 4 and September 19, 2019 minutes, seconded by Councilor Craven. Motion passed.*

**Item # 5: 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.

Councilor Evens asked is the \$24,890.00 payment to Carlson & Stewart was a partial payment for condenser unit. Tomaschett explained that there is still an outstanding balance of \$11,600.00 to be billed.

*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 169-19 - Approval of September, 2019 Journal Entries
- b. Resolution 170-19 - Authorization for Minnesota Lawful Gambling LG220 Exempt Permit for River Lakes Hockey Inc. on April 18, 2020
- c. Resolution 171-19- Resolution to Designate the Polling Place for 2020
- d. Acceptance of People Service September, 2019 report

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

**Item #7: People Service-** Greg Stang

Greg Stang informed the council that out of \$13,542 maintenance budget, there was \$1,043 balance which a check was cut to the city for that amount. Liberty Electric is the only quote received to move the antenna on the water tower to the top. Either people are not insured to do the work or just not willing to do it.

*Motion made by Councilor Evens to install the antenna cable through Liberty Electric for \$2300 as long as they are properly insured, seconded by Councilor Mathiasen. Motion carried*

Greg suggested the water tower needs cleaning and inspecting. The quotes received at this time are all different since everyone is doing the work different. For 2019, \$4,000 was budgeted for tower cleaning but no work has been done at this time. Council asked to have more quotes be brought back before making a decision. Greg discussed sending out a sewer survey to residents south of town to

see what there need is for services. Greg asked the council to set an estimated service charge fee so it could be in the cover letter of the survey. The council did not feel comfortable setting any fees without knowing actual costs of the project. Greg claims the cost of running the plant will not cost much more than it does now and there would be no increase to PeopleService agreement. This information is being questioned depending on how the project is set up. The next step is the send out the survey to see if there even is a need. Councilor Evens brought up the topic of annexation is required in order to receive services, just like in previous projects.

**Item #8: Temporary Part-time Interim Administrator process**

Tomaschett informed the council that proposals copies can be made and sent to the council as long as it doesn't list any private information. The city attorney, Adam Ripple strongly discourages the council to do interview process because it could push candidates away. No proposals have been received at this time. Council will receive proposals ahead of the October 17<sup>th</sup> meeting, they will score them, and bring top 2 back for discussion and selection.

**Item#9: Social Networking-**

Tomaschett would like to hold off on adding a Facebook site at this time. The city needs to look into making the current website ADA accessible. Tomaschett is in the process of receiving a quote from GovOffice, but is planning for it to cost a couple thousand dollars.

**Item#10: Annexation Petition- 153 Dutch Ave SW (23.14326.0054 & 23.13632.0000). Public hearing set for November 6, 2019.**

The new owners of 153 Dutch Ave have petitioned to annex into the city for city services. Public hearing is scheduled for November 6, 2019 at 6:30 p.m. Notices will be mailed to individual homeowners tomorrow.

**Item #11: Department Reports**

- a. **Police Department** – Chief Blum reported there were 119 incidents for the month of July, 5 medicals, 4 suspicious activities, 42 traffic, 4 narcotics violation and 1 warrant, 68 misc. calls. There were 106 incidents for the month of August, 7 medicals, 11 suspicious activities, 37 traffic, and 51 misc. calls. Chief Blum informed the council that Richmond has been award 10 AED which is a value over \$21,000. A committee has been formed to work with Advocates for Health to set the locations for the AED stations. Fundraising has begun for the SaveStations themselves and Advocates for Health is in the process to schedule a presentation with the council. There will be some small future costs to maintain the station, since they are heated/ac, call 911 dispatch, and have a light. The business or entity having the station on their property would be responsible for the future costs. He also asked if a council member would be interested in sitting on the AED committee as Richmond's representative.
- b. **Fire Department-** Chief Kascht applied for a grant with MN DNR for turn out gear. He found out that they were awarded \$5,000 but it's a 50/50 matching grant, which means the city needs to spend \$10,000 in order to get the \$5,000. Deadline for purchasing and reimbursement is June of 2020. Five firefighters would be getting a new set with the \$10,000. Chief Kascht informed the council that about half of the sets are 12-15 years old at this time and would be needing replacement

***Motion made by Councilor Mathiasen to approved MN DNR matching grant and to spend up to \$10,000 on new turn out gear, seconded by Councilor Evens. Motion passed***

Reminder that next week is Fire Prevention week, October 6-12. Both Richmond and Chain of Lakes Departments will be at the schools next Tuesday doing activities with the kids. Chuck Merten informed the council that the Fire Marshal has a matching grant available for washer and dryer. The city's cost would be 10% and the application is due by October 15<sup>th</sup>. This set would be more energy efficient than what the department currently has. Chuck is estimating it will cost about \$16,000 for the set, if the numbers don't change then the city's cost would be around \$1,600. There will still be installation fees to be added to the city's cost.

***Motion made by Councilor Evens to apply for the grant for washer and dryer, seconded by Councilor Paczkowski. Motion passed***

- c. **Park/Arena Department-** Mooney reported they are in the ice season. The switch for the controlling the fans have been moved to computer controllers instead. Condenser unit was installed, and cool down was taking a lot longer than anticipated. Carlson & Stewart sent out a technician to make some adjustments to help speed up the process and still get ice in on time. A water bottle fountain was installed at the arena after receiving multiple requests. Changes to policies and procedures will be done to dry floor events so they run smoother than in the past. Royals hosted regional tournament this year. They did some money on updating and improving the park for this event which costs were shared 50/50 between baseball team and city. Centennial Park rentals were down some this year but did have a well-attended concert series. Little League is trying to expand and work with Luxemburg and Rockville to help restart their program. Blue Bike program will be available through October. Once shut down, Mooney will be getting an actual head count on rentals. Work was done on outdoor skating rink and rebuilt gates. Rich-River Nature Park took a beating this year with the high water for most of the season. The flood waters destroyed the shoreline. DNR will help with methods to restore shore and boat landing areas. ROCORI Trail made

final list for funding from LCCMR program through the state. The request was for 1.22 million to complete gap between Cold Spring and Rockville. The final list just needs final approval from the Capital this winter. Bidding and construction could be next summer/fall. Next meeting is October 3, tomorrow in Cold Spring. Richmond is chairman and administrator for the board next year. Councilor Evens asked how dry floor events were scheduled this year. Kevin informed the council there were 8 events.

- d. **Public Works Department-** Mayor Hemmesch read the report. Knife River street projects, Ivy Ave, 1<sup>st</sup> St S, and King Ave on September 20. Air injection patching is done, 850 gallons of oil and 25 yards of rock. In 2018 400 gallons and 15 yards of rock were used. Compost has been good this year, just a lot more brush coming in. Lots of locates have been done this year with the new home and constructions in the city. Last month the city had a pre-OSHA audit done by MN Municipal Utilities Association at the shop and WWTP. A full report will be received once the fire hall and arena are inspected. This audit should help protect the employees and reduce liability to the city for lost-time injuries. Street sweeping has become daily. The plow truck and blade are being maintained for the season. The skid loader blower will receive repairs before winter. The small sweeper is in the shop for engine overhaul. Councilor Evens asked that park buildings also be reviewed in OSHA audit. He also mentioned that street drains be cleaned.

#### **Item #12: Council Reports**

- a. **EDA-** Next meeting 10/15/19. A presentation was given on an electronic sign that could be shared between Renegade Trucking and EDA to help promote Main Street. Costs have not been agreed upon at this time. This sign could be shared with other businesses in town too. Looking into putting bike racks up and forming a bike lane for trail users to safely get to the Main Street area from the trail. Still inviting businesses to EDA meetings.
- b. **Planning Commission-** Next meeting 10/24/2019 if needed  
Planning Commission held a public hearing on September 26<sup>th</sup> for 362 2<sup>nd</sup> St SW for a variance. They recommend to the council to approve the variance request. Building inspector reviewed this project, due to the roof line of the house, this is the only area to do the addition. Discussion of possibly having a joint meeting with EDA for some future projects.
- i. Resolution 168-19-Approving variance request for front yard setback at 362 2<sup>nd</sup> St. SW

*Motion made by Councilor Mathiasen to approve Resolution 168-19 approving variance request for 362 2<sup>nd</sup> St SW, seconded by Councilor Craven. Motion passed*

- c. Rocori Trail- Next meeting 10/3/19 in Cold Spring 9:00 a.m.

#### **Item #13: Next Meeting: October 17, 2019 at 6:30 p.m.**

Councilor Evens would like building permit counts and public hearing notices sent to him.

Councilor Evens asked about a nuisance property on the east side of town. Some progress has happened so far. City is working with a church group who will be volunteering to clean up the property more.

TreeMendous Night is December 6, 2019 starting at 5:00 p.m.

#### **Adjournment**

Mayor Hemmesch asked for any additional items.

Hearing none Mayor Hemmesch declared the meeting adjourned at 7:56 p.m.

Respectfully Submitted,

Tesa Tomaschett, City Administrator Clerk-Treasurer