

**Meeting Minutes of the Richmond City Council
November 21, 2019
City Council Workshop and 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, Pat Evens, and Tim Paczkowski

Council Members noted as being absent: Mike Mathiasen and Kymberly Craven

Also present were: Tesa Tomaschett, City Administrator/Clerk-Treasurer; Heidi Stalboerger, Wakefield Township; Mark Stalboerger, Wakefield Township; Kevin Mooney, Arena/Parks Director; Gordon Dingmann, Public Works Director; Mark Kremer; Chuck Merten; and Steve Kascht, Fire Chief

Item #2: Open Forum – none

Item #3: Approval of Agenda with additions/deletion

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

Item #7: Approval of 2019 amended budget

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

Item #4: Consent Agenda (approved by one motion)

- a. Resolution 175-19 – Approve Appointment of change in Emergency Management Positions
- b. Resolution 176-19- Approve Satisfaction of Repayment Agreement
- c. Resolution 177-19- Approve Certifying unpaid municipal fees and utility charges against property

Councilor Evens expressed concerns of not opening the Emergency Management position to the public and that a member does not even live in city limits. Tomaschett expressed that this change is to help get started for the new year and could be revised then.

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

Item #5: Fire Department: Mark Kremer

Mark Kremer with the Richmond Fire Dept was given until December 31, 2019 to be on the department even though he no longer met the response time requirement. He asked the council if he could have another year on the department. He feels he is a great asset to the department with his years of experience, dedication, and knowledge on the pumper and tanker. He did express that he does not make evening calls unless it's a fire or mutual aid but is able to make daytime calls. Councilor Evens expressed that he would not be in favor of this extension. Councilor Evens made it very clear back in January, that the one-year extension was already more than generous. No motion was made, it was tabled until the December 4th meeting.

(Temporary Recess for Council workshop)

Workshop Agenda

Item #6: Stearns Intra-County Mutual Aid Agreement for Emergency Management & Homeland Security

Tomaschett reported that Stearns County will not be forming a fee schedule for all cities to use in the event of needing help. The wages, benefits, and insurance would be paid set by each city.

Motion made by Councilor Evens to approve the Stearns Intra-County Mutual Aid Agreement for Emergency Management & Homeland Security, seconded by Councilor Paczkowski. Motion passed

Item #7: Approval of 2019 Amended budget

Tomaschett presented a 2019 amended budget for the council to review. This is something the city's auditors suggested be done on a yearly basis. Not a lot of revenue departments were adjusted. The auditors automatically assume reserves will cover where needed. If the city receives excess revenue from outside source is the only time the revenue accounts should be amended. Since there is still a month and half left of the year, numbers can still change but there should not be huge changes before year end.

Motion made by Councilor Paczkowski to approve the 2019 amended budget as presented, seconded by Councilor Evens. Motion passed

Item #8: Resolution 178-19- Authorization of salary increase for all full and part time employees

Councilor Evens asked for job descriptions.

Motion made by Councilor Paczkowski to approve Resolution 178-19- Authorization of salary increase for all full and part time employees, failed for a second.

Councilor Evens believed resolutions could not be approved in a workshop. This item was tabled until the December 4th meeting.

Item #9: Snow Emergency/Ordinance Comp time

Kevin Mooney presented the idea of putting a compensatory time policy in place for snow emergency. Currently the city doesn't have this policy in place which means overtime would have to be paid out and those funds are not in the budget. Hours could only be accrued during the snow season and for snow removal during November 1 to March 31. The hours would need to be used by April 30. In the event that hours can be adjusted in the same period, that will happen so no comp time is accrued at all. A cap of 40 hours would be set in this time frame. Council asked for this information be put in policy form and brought back to December 4th meeting.

Item #10: 2020 Budget

Tomaschett presented the 2020 budget which has not had any changes since first presented in late summer. Tomaschett explained that it doesn't necessarily need to be approved tonight since Truth n Taxation hearing is on December 4th but asked to know about any big changes now so a clean copy can be presented at that meeting. Councilor Evens asked that 10% of each department be cut and put in the Street Project fund to help fund the future project. Councilor Paczkowski thought the budget was good the way it was. Mayor Hemmesch suggested taking all the 2020 budgeted CIPs and putting it in the street fund since the amount would be close to the same. He also explained that this isn't the time to make this big of a change to the budget. This type of suggestion should have been made back in September before the proposed levy is set. Tomaschett then asked for a motion for direction since she would only have 4 days to redo the whole general budget before the next meeting.

(Reconvene Council Meeting)

Mayor Hemmesch ask for a motion on the 2020 budget.

Motion made by Councilor Paczkowski to approve the 2020 budget as presented, seconded by Mayor Hemmesch. Paczkowski-yes, Hemmesch- yes, Evens- no. Motion passed.

Item #11: Next Council Meeting is December 4, 2019 at 6:30 p.m. Truth n Taxation Hearing

Tomaschett informed the council that PeopleService had hired a full-time employee for Richmond and he was supposed to start on Monday but he had passed away in his sleep Sunday night. Richmond's work is being covered by Greg Stang and part time staff while they start the hiring process over.

Item #12: 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