

**Meeting Minutes of the Richmond City Council
November 15, 2018
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; Larry Hokanson; Michael Ricke; Mike Mathiasen; Tim Paczkowski

Also present were: Tesa Tomaschett, Administrator/Clerk-Treasurer; and Heidi Stalboerger

Item #2: Open Forum - none

Item #3: Approval of Agenda

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

ADD: #A Jill's Café

ADD: #7B Planning/EDA posting

ADD: #7C Tree-mendous Night

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

Item #4: Resolution 178-18: Resolution approving local board of appeal and equalization transfer agreement

Motion made by Councilor Paczkowski to approve Resolution 178-18- approving local board of appeal and equalization transfer agreement, seconded by Councilor Hokanson. Motion passed unanimously.

Item #5: Consideration of Resolution 179-18 - Resolution Approving 2018 Election Results

Motion made by Councilor Mathiasen to approve Resolution 179-18- approving the 2018 Election Results, seconded by Councilor Paczkowski. Motion passed unanimously.

Item #6: Consideration of Resolution 180-18 - Resolution Certifying Unpaid Municipal Fees and Utility Charges Against Property

Motion made by Councilor Paczkowski to approve Resolution 180-18- certifying unpaid municipal fees and utility charges against property, seconded by Councilor Hokanson. Motion passed unanimously.

(Temporary Recess for Council workshop)

Workshop Agenda

A. Lot Combination Request

Motion made by Councilor Mathiasen to approve Resolution 181-18: Approving the minor administrative subdivision consolidation for JWGilkproperties, seconded by Councilor Ricke. Motion passed unanimously.

B. Well 4 maintenance:

Needs routine maintenance to stay proactive so screen doesn't get plugged again. Get repairs done as soon as possible, weather permitting.

Quotes from Their Well \$11,080.00 and Jennings Well Drilling \$5,700.00

Motion made by Councilor Paczkowski to approve well 4 work to be done by Jennings Well Drill for \$5,700.00, seconded by Councilor Hokanson. Motion passed unanimously.

C. Hiring Process for vacant position

Tomaschett reported that there are 2 applicants for deputy clerk position. Also, asked if any councilmembers would like to be part of the hire process for deputy clerk. Councilor Paczkowski and Mayor Hemmesch offered to sit in on the interviews. Looking at interviewing on Wednesday November 21, 2018 and will schedule them and any further applicants. Tomaschett asked for approval in order keep the process going, give the hiring committee authority to make an offer after interviews. This way applicant can start early to middle of December. Will bring resolution back to next council meeting for final approval.

D. Operating Hours

Tomaschett understand and knows she will be working more than 40 hours with open position and then with training the new position. She has asked for an amendment to be made to her current contract to note extra time to be worked and salary. Tomaschett will be working for sure extra hours a week (could be averaging extra 5-10 hours a week) and will receive \$300 gross weekly through March 2019. Tomaschett did explain that some of these extra hours will be done remotely from home. The timeframe can change at any point once training is complete.

Motion made by Councilor Mathiasen to approve Resolution 182-18: Amendment of Employment Agreement with Tesa Tomaschett, seconded by Councilor Hokanson. Motion passed unanimously.

Tomaschett will be helping Cold Spring-Richmond Police department with hiring part-time police officer. Note will always be on the door when I am gone.

Starting January, 2019 office hours will be Monday- Thursday 8 a.m.- 5 p.m. and Friday 8 a.m.- 2:30 p.m. with discussion that these hours are meant for the front desk.

E. Jill's Café

With our city code which is always the MN code, it is calculated for Jill's Café to be charged 15 EDUs which is financial not feasible for anyone. Would like to be proactive on the fees before the building permit is issued. Council didn't feel they had enough information to make a decision at this time. Have a meeting with Jill's and their project manager and bring more information to the next meeting.

(Reconvene Council Meeting)

Item #7: Other Matters of Concern and Related Matters

- a. Snow Removal contract- Richmond has a 3 year snow removal with Gertken Bros and we are in year 2.
- b. Tomaschett will be posting an ad for new Planning Commission and EDA members
- c. Tree-mendous Night is December 7th. Hotdogs and other items have been ordered.

Item #8: Next Council meeting December 5, 2018 at 6:30 pm Truth n Taxation Hearing

Item #9: Adjournment

Mayor Hemmesch asked for any additional items.

Hearing none Mayor Hemmesch declared the meeting adjourned at 7:19 p.m.

Respectfully Submitted,

Tesa Tomaschett
Administrator/Clerk-Treasurer