

**Meeting Minutes of the Richmond City Council  
November 19, 2015  
City Council Meeting and Workshop**

**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, Josh Worm, Mike Mathiasen  
Also present were: Martin Bode, City Administrator; Officer Jason Spoden, Cold Spring/Richmond Police Department;  
Chad Johnson, PeopleService

Council Member noted as being absent: Tim Paczkowski

**Item #2: Approval of Agenda**

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

Add: Misc. Items to Agenda Item 9

Mayor Hemmesch asked for a motion to approve the agenda with additions.

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

**Item #3: Consent Agenda**

- a. Resolution 174-15 Approval of Tax Exempt Gambling Permit for St. Joseph and St. Catherine United Financial on March 5, 2016

Mayor Hemmesch asked for a motion to approve Consent Agenda.

*Motion made by Councilor Evens to approve Consent Agenda, seconded by Councilor Worm. Motion passed.*

**Item #4: Police Report – Officer Jason Spoden**

- a. Officer Spoden reviewed August incident report

**Item #5: Tree-mendous Night**

- a. December 4<sup>th</sup>, 2015 5:00 pm  
Council discussed the logistics of the night.  
Pat will have trailer available, Josh, Mike and Pat and firefighters will be working.

**Item #6: 2016 Budget**

It will be on the December 2<sup>nd</sup> meeting for their approval.  
Council asked how much was left over from the budget in 2014

**Item #7: PFA WWTP Bond Refinancing**

Administrator Bode reported that he will be meeting with David Drown and Kathy Barrett (PFA) on Tuesday, November 24. The purpose of the meeting is to discuss refinancing the remaining loan at the same interest rate. Bode will need Council approval for the refinancing. The Council will be asked to consider raising the utilities fee in relationship to the refinancing.

**Item #8: Delinquent Utilities and Special Assessment Role**

- a. Resolution 175-15 Certifying Unpaid Utility Fees and other City Fees to County

Administrator Bode reported that the fees and names can be removed as residents pay prior to the end of the year. Councilor Evens requested credit for the \$790.00 access fee that he paid in the past, leaving a total of \$4,160.00.

Mayor Hemmesch asked for a motion to approve a. Resolution 175-15 Certifying Unpaid Utility Fees and other City Fees to County.

***Motion made by Councilor Hemmesch to approve a. Resolution 175-15 Certifying Unpaid Utility Fees and other City Fees to County, seconded by Councilor Worm. Evens abstained, Motion passed.***

**Item #9: Council Action**

- a. Resolution 176-15 Payment to Stearns County Additional 2013 Main Street Invoice  
Mayor Hemmesch asked for a motion to approve Resolution 176-15 Payment to Stearns County Additional 2013 Main Street Invoice.

***Motion made by Councilor Evens to approve Resolution 176-15 Payment to Stearns County Additional 2013 Main Street Invoice, seconded by Councilor Mathiasen. Motion passed.***

- b. Street Light Request – Council discuss placement of lights.

Mayor Hemmesch asked for a motion to approve placing street light on Central Avenue pole midway from alley to Main Street.

***Motion made by Councilor Evens to approve placing street light on Central Avenue pole midway from alley to Main Street, seconded by Councilor Mathiasen. Motion passed.***

- c. Approve of Corrected Ordinance 2015-103 Annexing land located in Munson Township.  
Administrator Bode reviewed #6 – He spoke with the Municipal Boundary Adjustment Unit and they explained that #6 must outline the payment plan. .

Mayor Hemmesch asked for a motion to approve Corrected Ordinance 2015-103 Annexing land located in Munson Township

***Motion made by Councilor Evens to approve Corrected Ordinance 2015-103 Annexing land located in Munson Township with change to item #6 as follows –the City of Richmond shall comply with Minnesota Statute 414.036 and will reimburse to the Township one year’s (2016 \$193.23) worth of taxes over a period of two years (2016/2017), seconded by Mayor Hemmesch. Motion passed.***

- d. Additional Purchase Requests, Allocations & Transfers  
1) Reallocate donation from Fire short term to Parks department  
2) New Tires for Suburban  
3) Credit Horseshoe Ice for \$780.00 for sac fee (upon proof of receipt)

***Motion made by Councilor Mathiasen to approve the purchase requests, allocations and transfers, seconded by Mayor Hemmesch. Roll Call Vote: No – Worm, Yes- Hemmesch, Mathiasen; Abstained – Evens Motion passed 2-1.***

- e. Parks Defib. – Administrator Bode stated that they received it at the Arena. Bode asked if they would like to consider purchasing one for Centennial Park. Council would like to look into this further.
- f. Administrator Bode stated that they received a “voluntary” annexation from the Heying’s. The Heying asked if they would have to hook up to both sewer and water if only one fails. Bode will add “if one fails they are not required to hook up the other”. The Council stated they would hook up as each fail or transfer or sale. Bode also asked if those annexed in will need to change their address. Council decided to think about this and put it on the December 2<sup>nd</sup> agenda.
- g. Fee for Housing Study – Administrator Bode requested approving a \$100.00 charge if someone wishes to purchase this.
- h. Update Employee Pay Step System – Administrator Bode asked Council permission to update the system. He will put this on the December 2<sup>nd</sup> Council purchase req’s.

- i. MN Dot Highway 23 Meeting - December 10<sup>th</sup> 2:00 pm at Richmond City Hall
- j. Fire Hall – Administrator Bode reported that Lahr (Munson Township) sent a joint powers agreement for Bode to review and add the City of Richmond’s portion of the agreement. Council stated that Bode should continue with the work.

**Item #10: Closed Meeting for Annual Employee Review of Martin Bode** – per Minnesota Statute 13D.01, subd. 3.

And 13D.05, subd.3 (a)

7:38 Mayor Hemmesch closed meeting

**Item #11: Re-Open Council Meeting- Summarize Closed Meeting**

8:16 Mayor Hemmesch re-opened meeting

Mayor Hemmesch reviewed the closed meeting-

The Council held their review of City Administrator Bode and it was a favorable employee review.

Administrator Bode stated that it is his job to advocate for staff and he would like them to consider the following:

- A. Resolution 177-15 Authorization of Step Increase for Utility Billing Clerk Cindy Anderson.

Mayor Hemmesch asked for a motion approving Resolution 177-15 Authorization of Step Increase for Utility Billing Clerk Cindy Anderson.

*Motion made by Councilor Worm to approve Resolution 177-15 Authorization of Step Increase from step 6 to step 7 for Utility Billing Clerk Cindy Anderson, seconded by Councilor Mathiasen. Yes- Worm, No- Evens, Hemmesch, Mathiasen Motion failed.*

*Motion made by Councilor Evens to approve Resolution 177-15 Authorization of Step Increase from step 6 to step 8 for Utility Billing Clerk Cindy Anderson, seconded by Councilor Mathiasen. Yes- Evens, Worm, Mathiasen No- Hemmesch. Motion passed.*

- B. Consideration of Cost of living Increase for Public Works Director Gordon Dingmann.

Mayor Hemmesch asked for a motion approving Cost of living Increase for Public Works Director Gordon Dingmann. Hearing none, no action taken.

- C. Consideration of Cost of living Increase for Parks & Arena Director Kevin Mooney.

Mayor Hemmesch asked for a motion approving Cost of living Increase for Parks & Arena Director Kevin Mooney. Hearing none, no action taken.

- D. Council discussed Administrator Bode position and pay scale. Administrator Bode, in light of the Councils lack of action with the other 2 staff, he requested that the Council not consider a pay increase for him.

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

- Hooking up the City of Roscoe – it was reported that the City of Roscoe is looking into hooking up to Richmond or Paynesville and the Board will be coming to discuss the expenses that they will incur with each city.
- Annexation – Council discussed the various properties

**Item #13: Adjournment**

Mayor Hemmesch asked for any additional items.

Hearing none Mayor Hemmesch declared the meeting adjourned at 8:42 p.m.

Respectfully Submitted,

Martin M. Bode  
City Administrator