

**Meeting Minutes of the Richmond City Council**  
**November 4, 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, Tim Paczkowski, Mike Mathiasen  
Also present were: Martin Bode, City Administrator; Jesse Kollmann, EMS Director; Tammy Paczkowski, CS Record;  
Brad Busse, Channel 10; Officer Kristie Hoffmann, Cold Spring/Richmond Police Department;

**Item #2: Approval of Agenda**

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

Add 5, e, f, g

Add 8 b

Add 9 a

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

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

**Item #3: Approval of the Meeting Minutes of October 7 and October 22, 2015**

Mayor Hemmesch asked for any corrections or additions to the October 7 and October 22, 2015 Minutes.

Mayor Hemmesch asked for a motion of approval.

*Motion made by Councilor Worm to Approve the Meeting Minutes of October 7 and October 22, 2015 seconded by Councilor Mathiasen. Motion passed unanimously.*

**Item #4: Approval Bills Paid**

Mayor Hemmesch asked if there were any questions or comments.

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

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

**Item #5: Consent Agenda**

- a. Resolution 170-15 Approval of October 2015 Journal Entries
- b. Resolution 171-15 Acceptance of September/October 2015 Donations
- c. Acknowledge PeopleService October written report
- d. Acknowledge and concur with EDA Resolution 2015-103
- e. Void Resolution 165-15 Notice of Intent to Annex
- f. Resolution 172-15 – Notice of Intent to Annex M
- g. Resolution 173-15 – Notice of Intent to Annex W

Mayor Hemmesch asked for a motion to approve Consent Agenda.

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

**Item #6: Department Reports**

- a. Emergency Management – Jesse Kollmann; reported that the siren on the east end of town may need battery replacement. Kollmann requested purchasing 2 more radios for emergency management - APX4000. Kollmann reported that these are compatible with the current radios that he already has.

Council asked about the budget to purchase the radios and to purchase the batteries for the sirens. Bode reported that the batteries are covered under the 2016 operating budget and one radio is out of 2015 budget and the other would be out of the CIP savings.

- b. Police Department- Kristie Hoffmann –reviewed report. Officer Hoffmann reported that Halloween went fine in Richmond.
- c. Parks/Arena – no report
- d. Public Works – no report

#### **Item #7: Council Committee Reports**

- a. EDA – Pat Evens – reported on the EDA activities – Loans, BR & E, etc. Reported that the BR & E held a commencement meeting to kick off the 3 projects. Next meeting November 24, 6:30 pm.
- b. Planning Commission – Josh Worm – Worm reported that the past meeting was a joint meeting with the Council. Next Meeting, if needed is November 25 6:00 pm
- c. RoCoRi Trail Phase II – Paczkowski reported that the next meeting is November 5, at Cold Spring City Hall.
- d. Tri City Cable – Worm reported that they are looking at hiring a full time employee; next meeting is January 6, 2016.
- e. SCML Meeting – Jim Hemmesch – Hemmesch reported that the topic of the meeting was Code Red. This is a program implemented to notify the community residents of emergency situations. The cost of this program is @ \$4,000.00. Stearns County also has this program. The next SCML Meeting is in April 2016.

#### **Item #8: Council Action**

- a. Stearns County Additional 2013 Main Street Invoice – Administrator Bode reported that this is the “revised final” bill; which came after the Council had approved the first final bill. Bode reported that payment of this bill will have to come out of general tax dollars as the project is closed. Council discussed the process that occurred. It was determined that these are legitimate invoices and that all invoices must be signed, going forward. Bode will have resolution prepared for payment of this invoice at the November 19<sup>th</sup> meeting.
- b. Street Light Request - Alley on Central Ave N between Main ST and 1<sup>st</sup> ST NW: - Hemmesch reported that there was a request for placement of a light in the alley. Bode reported that this would be an Xcel light and that the bill would be for the usage of the lights. Hemmesch reported that the corner light was moved during the 2013 street project. It was decided that they postpone this until the next meeting. Hemmesch also suggested that everyone take a look at the location.
- c. Additional Purchase Requests, Allocations & Transfer  
Purchase 2 radio’s for Emergency Management - \$4792.00

*Motion made by Councilor Evens to approve Purchasing 2 radio’s for Emergency Management, seconded by Councilor Paczkowski. Motion passed.*

Council asked that all departments have an inventory of all equipment.

#### **Item #9: Other Matters of Concern and Related Matters**

- a. Maple Ave S Utility Extension (Assessment Role Time Line)
  - Administrator Bode reported that he would be recommending that they remove the one property from this project and will be assessed on Nature Ave project
  - Maple Ave S Utility Extension may not be completed until next spring. Council reported they were fine with this as long as the cost does not change.

#### **Item #10: Adjournment**

Mayor Hemmesch asked for any additional items.

Hearing none Mayor Hemmesch declared the meeting adjourned at 7:23 p.m.

Respectfully Submitted,

Martin M. Bode  
City Administrator