

**Meeting Minutes of the Richmond City Council**  
**March 1, 2023**  
**City Council 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, Tim Paczkowski and Chuck Merten

Also present were: David Konshok, City Administrator/Treasurer; Stacy Kalthoff, City Clerk; Alec McKuskey, PeopleService; Mike Wallen, Inspectron; Dave Blommel, SEH; Bill Lemke

**Item #2: Open Public Forum** – None (Information on author read by Mayor Hemmesch)

**Item #3: Approval of Agenda with any additions/deletion**

Add item #8 SEH update – Dave Blommel, Add item #9 Street Project and add item #10b i Approval to hire 1 fire department member.

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

**Item #4: Approval of the Meeting Minutes of February 1 and February 16, 2023**

Correct item #10 of the February 16, 2023 Minutes

*Motion made by Councilor Evens to approve the Meeting Minutes of February 1 and February 16, seconded by Councilor Paczkowski. Motion passed.*

**Item #5: Approval of Bills Paid**

A few questions from council were discussed.

*Motion made by Councilor Evens to approve the Bills Paid, seconded by Councilor Paczkowski. Motion passed.*

**Item #6: Consent Agenda (approved by one motion)**

- a. **Resolution 113-23**: Approval of February 2023 Journal Entries
- b. **Resolution 114-23**: Authorization for Minnesota Lawful Gambling LG220 Exempt Permit for River Lakes Hockey Assn. on April 15, 2023
- c. Authorization of LG555 Government Approval or Acknowledgment for Use of Gambling Funds from Richmond Lions in the amount of \$6172.04

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

**Item #7: Inspectron Update – Mike Wallen**

Mike Wallen from Inspectron spoke about the permit process in Richmond. He talked about the number of permits that were issued compared to other cities nearby. He also described the permit process that home and business owners need to do in order to obtain a permit.

### **Item #8: SEH Update – Dave Blommel**

Dave spoke about pickleball court, arena locker rooms kick off design meeting, warranty inspection coming up at the RBP, about 11 trees removal notifications will need to be sent and cut by March 31<sup>st</sup> for the upcoming street project.

### **Item #9: Street Project**

Trees will need to be cut by March 31<sup>st</sup>. Bidding is ready to go as soon as HUD approves. All paperwork has been sent to HUD, next step is HUD will send us a grant agreement that will need to be signed then USDA will issue a letter. After bidding and before the bid is awarded, we will need to hold a public hearing with updated numbers.

### **Item #10: Department Reports**

- a. Police Department – No verbal report today, written report in report, will come to the March Workshop
- b. Fire Department – Mayor Hemmesch relayed the request from the Fire Chief that the Fire Department would like approval to hire one more person.
  - i. Approval to hire 1 Fire Department position

*Motion made by Councilor Evens to approve the hiring of 1 fire department position, seconded by Councilor Merten. Motion passed.*

- c. Emergency Management – No report
- d. Public Works – Report enclosed in packet, Gordy out moving snow
- e. PeopleService – Report enclosed in packet, Alec spoke about report
- f. Administrator Report – Report enclosed in packet
  - i. **Council Applicants**
    - Mike Mathiasen
    - Patrick Bartz
    - Bill Lemke
    - Fred Holthaus

*Motion made by Councilor Evens to approve the purchase of a large screen TV for projection purposes up to \$1000.00, seconded by Councilor Paczkowski. Motion passed*

### **Item #11: Council Reports**

- b. EDA- Next Meeting: March 21, 2023
- c. Planning Commission- Next Meeting: March 23, 2023
- d. Rocori Trail- Next Meeting: March 2, 2023

**Item #12: Next Meeting:** March 16, 2023 Workshop at 6:30 p.m.

### **Item #13: Other Matters**

None

### **Item #14: Adjournment**

Mayor Hemmesch asked for any additional items.

Hearing none Mayor Hemmesch declared the meeting adjourned at 7:24 p.m.

Respectfully Submitted,

Stacy Kalthoff  
City Clerk