

**City of Richmond
Regular City Council Meeting
45 Hall Ave SW**

**August 2, 2023 at 6:30 p.m.
COUNCIL MEETING AGENDA**

Item #1: Call to Order / Pledge of Allegiance

(Roll Call) Jim- Tim- Mike-Pat- Chuck

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, Chuck Merten and Mike Mathiasen

Also present were: Gordy Dingman; Public Works, Dave Blommel; SEH, Derek Mueller; Fire Department, Greg Stang

Item #2: Open Public Forum (Those interested in addressing Council whom did not previously request to be on the agenda may address Council for up to 3 minutes. If action is requested, it will be considered at a later Council Meeting.) - None

Item #3: Approval of Agenda with any additions/deletion - Add People Service to the agenda. Also, no one will be in attendance for the police.

Motion made by Councilor Evens to approve the agenda with the addition of the agenda. Seconded by Councilor Merten. Motion passed.

Item #4: Approval of the Meeting Minutes of July 5 and July 20, 2023

Motion made by Councilor Paczkowski to approval of the Meeting Minutes of July 5 and July 20. Seconded by Councilor Mathiasen. Motion passed.

Item #5: Approval of Bills Paid

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 145-23: Approval of July 2023 Journal Entries
- b. Resolution 146-23: Approval July 2023 Donations
- c. Authorization of LG555 Government Approval or Acknowledgment for Use of Gambling Funds from the Richmond American Legion to the Richmond Fire Department for auto extrication equipment
- d. Outdoor event request for Corky's on September 23, 2023 from 6:00pm-1:00am
- e. Road Closure for Jerry's Pub Grille on September 3, 2023 from 2:00pm-11:00pm, closing Central Ave from Main Street to alley

Motion made by Councilor Paczkowski to approve the Consent Agenda. Seconded by Councilor Mathiasen. Motion passed.

Item #7: SEH – Dave Blommel Update - Dave stated that the Pickleball courts are almost complete.

They are waiting for a wind screen to complete the project which are due next week. He stated that the bills will be itemized on a spreadsheet. The Highway 23 project is progressing. The water tower work is underway. He talked about the street budget. He explained the process of laying new water pipe. In the packet is a list of

streets that are in need of paving work and the costs involved. He asked for a decision on additional Street projects at the next meeting. He said it is possible to install a RV dump station. He is in the process of planning it.

- a. Approval of Payment Application #2 for 2023 Utility Improvements

Motion made by Councilor Evens to approve the payment Application #2 for 2023 Utility Improvements. Seconded by Councilor Merten. Motion passed.

Item #8: Department Reports

~~a. Police Department~~

- b. Fire Department – Derek spoke regarding the report in the packet. He thanked the American Legion for the extrication equipment that is now being used. Members have been trained in using in using the new extrication equipment. He said the fire department was active in supporting Fire Fest, River Lake days and other community events.

Motion made by Councilor Evens to accept the new hire for the Fire Department as of August 9th. Seconded by Councilor Mathiasen. Motion passed.

Motion made by Councilor Evens to declare the equipment as excess property. With larger equipment being sold, the council will be informed of the price before it is sold. Seconded by Councilor Merten. Motion passed.

- c. Public Works/Streets – Gordy spoke about getting a switch for a generator for the water treatment facility of needed. He said the street sweeper repair had to be repaired. He is having difficulty in getting a fan since it is an older model. He is working on the 2024 budget. Local traffic is using the roads that are closed. He expressed to try to avoid using the roads that are being worked on. He said the recent storm damage filled up compost site and he asked that people put no larger than 2” diameter branches. The speed sign was ordered.
- ~~d. Emergency Management~~
- e. PeopleService - Greg spoke about the report in the packet. He spoke about water operation and maintenance. He spoke about well #4 and that it is being watched closely. It is being tested for contaminants.

Item #9: Abdo Financial Solutions Proposal – Mayor Hemmesch talked about hiring Abdo Financial Solutions until a new City Administrator is hired. The service would cover budget, quarterly reporting and other financial needs. The services would start August 7th through December 31st 2023. The council discussed the need for management of finances for the City of Richmond. The cost would be \$9,000.00 per month. The work would be done mostly remotely however someone could attend meetings if needed.

Motion made by Councilor Mathiasen to approve the Abdo Financial Solutions Proposal and to not exceed 40 hours per month from August 7th 2023 to December 31 2023. Seconded by Councilor Mathiasen. Motion passed.

Item # 10: New Job Description Draft A discussion took place regarding the job description for the new administrator hire. The job description was revised to focus on the financial aspect of the position. Wording was changed to be more specific in job duties. The revised job description will be sent to the attorney for review and approval. The revised job description will be reviewed at the August 17th Workshop.

Item #11: Land Use Plan Proposal – Refer to the proposal in the packet from the Hoisington Koegler Group Inc.

Motion made by Councilor Evens to hire for the Comprehensive Plan for \$40,000.00 with a three-year payment plan. Seconded by Councilor Paczkowski. Motion passed.

Item #12: Council Reports

- b. EDA- Next Meeting: August 15, 2023 at 6:30 p.m. – Counselor Paczkowski is currently working on promoting Richmond by handing out pamphlets and a video is being made to show what the City of Richmond has to offer.
- c. Planning Commission- Next Meeting: August 24, 2023 at 6:30 p.m.
- d. Rocori Trail- Next Meeting: No August meeting, September 7, 2023 Tim spoke regarding recapping the Rocori Trail project.

Item #13: Other Matters: Moving on new city administrator hire and future streets that will be worked on will be discussed at the next meeting. Thank You for National night was a success and there was a large crowd. Some of the City of Richmond's funds were reinvested to received a higher interest rate at 3.5% more.

Item #14: Next Council Meeting: August 17, 2023 Workshop at 6:30 p.m.

Item #15: Adjournment

Mayor Hemmesch asked for any additional items.
Mayor Hemmesch declared the meeting adjourned at 7:49 pm.

Respectfully Submitted,

Stacy Kalthoff, City Clerk