

City of Richmond
SPECIAL MEETING
City Hall
45 Hall Ave SW

THURSDAY, OCTOBER 12, 2023 AT 6:00PM

COUNCIL WORKSHOP MINUTES

Item #1: Call to Order / Pledge of Allegiance

Mayor Hemmesch called the meeting to order at 6:00 PM. at Richmond City Hall.
Council members noted as being present: Him Hemmesch, Pat Evens, Chuck Merten, Mike Mathiasen

City Clerk Stacy Kalthoff and Council member Tim Paczkowski absent.

Item #2: Approval of Agenda

#5 Budget Update - Vidtoria Halthaus, Abdo to be added to agenda.

Motion made by Councilor Evens to approve the Agenda adding #5 Budget Update to the agenda, seconded by Councilor Mathisen. Motion passed.

Item #3: Comprehensive Plan Survey Update – Rita Trapp & Natalie Strait, HKGi

A discussion took place regarding a review the survey that was mailed to Richmond residents. Refer to the outline of survey results in the packet. About 130 surveys were returned. (About 10% residents responded) The findings from the survey indicated that overall, Richmond residents feel good about the quality of life in the city. Complaints and/or concerns from residents regarded taxes and the water bill. There will be a comparison in the current survey to the one that took place in the past. A link on the city website will include survey results and the plan. There will be a joint workshop at 6:30 on 1-25-24 between the City of Richmond and HKGi to discuss directions for future work regarding the survey.

Item #4: Review and select finalists for Administrator position – Liza Donabauer, DDA

A discussion took place regarding selecting candidates for the Administration position. Council members reviewed candidates and voted on their top 4 candidates that will move on to be selected to move on to the interview process. Interviews will take place on 11-14-23 starting at 4:50 with the top four candidates that were selected. Candidates will be interviewed by the council members one by one. Each interview will be 40 minutes with 5 minutes between interviews. Mileage reimbursement will be paid to the candidates for travel to and from the interview. The top 4 candidates will be posted at City Hall.

Item #5: Budget Update – Victoria Halthaus, Abdo

A discussion took place about the budget. Refer to the detailed “Budget Memo” that is in the packet along with the Revenue Budget Worksheet. Key items include the tax levy also discussed was the general fund budget. Council members had questions on expenditures. New road projects for the future was talked about. The quarterly report will be presented in November where the 14% levy increase will be approved. It was discussed that Abdo will continue to work with the budget after the new administrator is hired.

Item #6: Adjournment

Mayor Hemmesch asked for any additional items.
Snow removal of businesses was discussed.
Mayor Hemmesch declared the meeting adjourned at 7:32 p.m.

Respectfully Submitted,
Stacy Kalthoff,
City Clerk