

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

**November 1, 2023 at 6:30 p.m.  
COUNCIL MEETING MINUTES**

**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, Chuck Merten and Mike Mathiasen

Also present were: Dave Blommel, SEH; Greg Stang, People Service; Stacy Kalthoff, City Clerk; Gordy Dingman, Public Works; Tony Terwey, Police Department.

**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 7.b – USDA Owner Engineer Agreement**

*Motion made by Councilor Paczkowski to approve the Agenda with the addition of 7.b. USDA Owner Engineer Agreement, seconded by Councilor Evens. Motion passed.*

**Item #4: Approval of the Meeting Minutes of October 4, October 12 & October 19, 2023**

*Motion made by Councilor Merten to approve the Meeting Minutes of October 4<sup>th</sup>, October 12 and October 19<sup>th</sup>, 2023, seconded by Councilor Paczkowski. Motion passed.*

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

*Motion made by Councilor Merten to approve Bills Paid, Seconded by Councilor Mathiasen. Motion passed.*

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

- a. **Resolution 157-23**: Approval of October 2023 Journal Entries
- b. **Resolution 158-23**: Resolution of the City of Richmond and Adoption of the Stearns County All-Hazard Mitigation Plan
- c. Approval of Abdo change order to extend services from October 31<sup>st</sup> until December 31, 2023
- d. Approval of Richmond Fire Department Relief Assoc to receive the City contribution to membership retirement

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

### **Item #7 SEH - Dave Blommel Update**

- a. Approval of Payment Application #5 for 2023 Utility Improvements – Dave Bommel stated that the street project is almost complete. The driveways will be completed soon and there will be no gravel to contend with in the winter. The logo on the water tower will be painted in the Spring. The interior of the tower is coated and complete. Dave said the drains in the streets will be monitored for drainage. If they slow down, sludge will be removed. The door is bent on the tower and does not shut. A lengthy discussion took place regarding filling the water tower with water or not. In the end it was decided that the tower will be filled.

***Motion made by Councilor Evens to approve Payment Application #5 for 2023 Utility Improvements, Seconded by Councilor Paczkowski. Motion passed.***

- b. USDA Owner Engineer Agreement

***Motion made by Councilor Evens to approve the pay request for application #5 USDA Owner Engineer Agreement, Seconded by Councilor Mathiasen. Motion passed.***

***Motion made by Councilor Merten to approve the Owner Engineer for Professional Services Agreement. Seconded by Councilor Mathiasen. Motion passed.***

***Motion made by Councilor Merten to fill the Water Tower, Seconded by Councilor Evens. Motion passed.***

### **Item #8: Department Reports**

- a. Fire Department – Refer to the enclosed report. Tony regarding a pension contribution. Waiting on operation grant from FEMA. One member of the police department resigned. At this time there have been no applications submitted. October is Fire Prevention Month. Police have been in schools giving presentation.
- b. ~~Public Works/Streets~~ – Mike spoke for Gordy Dingman. This Fall, residents are asked to pick up leaves and bring to the compost area. He encouraged residents to display the orange compost tag. Gordy asked that leaves be picked up because he will be sweeping the streets. The compost site will be open until the dumpsters are gone. Gordy will also be cleaning storm drains. He will also fill some potholes in the streets. The snow parking ordinance has started. Mayor Hemmesch stated that some money has been donated and suggested that trees be purchased with the money to be planted in various areas.
- c. PeopleService – Greg Stang spoke. Refer to the report in the council packet dated Oct. 26<sup>th</sup>, 2023.
- d. ~~Emergency Management~~
- e. Police Report – Jason Blum spoke. Refer to enclosed report. He spoke about updating the computer system. There have been more police calls. The new hire will be able to be on his own soon. There have been some vandalism. He spoke about fraud. He spoke about not giving any information about accounts, money etc. over the phone. The snow parking ordinance has started.

***Motion made by Councilor Evens to approve the 2024 Police Contract as is stated and being a one-year contract, Seconded by Councilor Paczkowski. Motion passed.***

### **Item #9: City Hall Closed November 10, 2023 for Veterans Day**

#### **Item # 10: Council Reports**

- c. EDA- EDA met on Oct 17<sup>th</sup>, On social media, residents are asking about the Blue Bike program, area festivals and the Business Park. Update marketing pamphlets. The photo contest will start. Next Meeting: Next Meeting: December 12, 2023 at 6:30 p.m.
- d. Planning Commission- Next Meeting: December 28, 2023 at 6:30 p.m.
- e. Rocori Trail- Next Meeting: November 2, 2023 at 9:00 a.m.

**Item # 11: Next Council Meeting:** November 14<sup>th</sup>, is the meeting to interview four new candidates for the Administrator position. Open to the public. November 16, 2023 Workshop at 6:30 p.m.

**Item #12: Adjournment**

Mayor Hemmesch asked for any additional items.

Water usage can be taken off the website. The \$1.00 city charge was discussed and the council discussed different ways that money can be spent. Example of how to spend the money was discussed. Also, residents are asking about lights at the pickleball courts. Also, improved lighting at the ice area could be done. Richmond park restrooms are closed. December 1<sup>st</sup> is Tremendous Night.

Hearing none Mayor Hemmesch declared the meeting adjourned at 8:00 p.m.

Respectfully Submitted,

Stacy Kalthoff, City Clerk