

**Meeting Minutes of Richmond City Council
December 6, 2023
City Council Meeting**

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 Mathiesen (Arrived at 7:00 p.m.)

Also present were: Wendy Gilk; Gilk's Plumbing, Jamie, Gordy Dingman; Public Works, Vicki, Ashley Bukowski; Asst. Attorney, Dave Blommel; SHE, Stacy Kalthoff; City Clerk.

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.)

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

Remove 7d, Add 8&9c

Motion made by Councilor Merten to approve the agenda with additions/deletions. Seconded by Councilor Evens. Motion passed.

Item #4: 2024 Budget – Truth n Taxation Public Hearing- Comments

- a. **Resolution 160-23**- Adoption of the 2024 Annual Operating Budget and Supplemental Capital Budget
Motion made by Councilor Evens to hold a closed the public hearing. Seconded by Councilor Paczkowski. Motion passed.
- b. Abdo Update – Refer to the Memo and report in packet regarding the budget.

Item #5: Approval of the Meeting Minutes November 1, November 14, and November 16

Motion made by Councilor Paczkowski to approve the Meeting Minutes for November 1st, November 14th and November 16th. Seconded by Councilor Merten. Motion passed.

Item #6: Approval of Bills Paid

Motion made by Councilor Merten for approval of Bills Paid. Seconded by Councilor Paczkowski. Motion passed.

(Councilor Paczkowski, Mayor Hemmesch, Mayor Merten - Yes, Councilor Evens abstained.)

Item #7: Consent Agenda (approved by one motion)

- a. **Resolution 161-23** - Approval of November 2023 Journal Entries
- b. **Resolution 162-23** - Approval of Donations / Contributions for November, 2023
- c. **Resolution 163-23** – Resolution to Designate the Polling Place for 2024
- d. ~~**Resolution 164-23** – Authorization of salary increase for all full and part time employees according to approved pay scale.~~

Motion made by Councilor Evens for approval Consent Agenda. Seconded by Councilor Merten. Motion passed.

Item #8: Lot Combination Approval for 13 Main Street West and empty lot adjacent. (Wendy and Jamie

Gilk) It was discussed that there is no sprinkling system in the building plans for fire suppression. There will be fire suppression built in the sheetrock and other building material.

Motion made by Councilor Paczkowski to combine lot 13 Main Street W and empty lot adjacent.

Seconded by Councilor Merten. Motion passed.

Item #9: SEH – Dave Blommel Update – Refer to the report in the packet. The street project is done for the season. The projects are in line for the budget and timeline.

a. Approval of pay application #6 for 2023 Street Improvement Project

Motion made by Councilor Merten for approval of Pay Application #6 for Street Improvement Project.

Seconded by Councilor Evens. Motion passed.

b. Bulk water usage for project, who pays? The City of Richmond will pay for Bulk water usage.

c. Well discussion – A discussion took place regarding whether to utilize Traut Well or Jennings for well maintenance/rehab and reinstall pump. Dave said that Jennings was somewhat less expensive. It was decided to use Jennings Well.

Motion made by Councilor Paczkowski utilize Jennings Well Drilling to reinstall pump and maintenance/rehab. Seconded by Councilor Merten. Motion passed.

Item #10: Resolution 165-23: Approve Certification of unpaid utility charges and municipal fees

Motion made by Councilor Evens to approve Certification of unpaid utility charges and municipal fees.

Seconded by Councilor Paczkowski. Motion passed.

Item #11: Update personnel policy: Approval of MN Sick & Safe Leave

Ashley spoke and led a discussion regarding new Statute. Refer to report in packet for details. The new policy regards earned sick and safe time that employees are entitled to earn. There will be further discussion at the next meeting regarding this policy. After working 80 hours an employee can accrue sick and safe leave.

Item #12: Hiring update of Administrator position – Stacy reported that the candidate that was offered the Administrator position declined the position. There will be a special meeting to discuss how to move forward with the position.

Item #13: Department Reports

a. Fire – Mayor Hemmesch read the report that is in the packet.

b. EMS

c. Public Works – Gordy spoke regarding getting flatbed truck quotes from Renegade for a new flatbed and Bayer Truck and Equipment for a used flatbed. Refer to the quotes in the packet. Gordy spoke about well head protection. The compost is shut down for the season. Gordy will get quotes to install a privacy fence. Flags were installed by the fire hydrants.

Motion made by Councilor Mathiesen to accept the quote from Renegade Truck bid for the amount of \$16,690.00 for the 14ft. new flatbed. Seconded by Councilor Merten. Motion passed.

(Roll call: All Yes; Councilor Evens No)

d. PeopleService – Refer to the report in the packet for details. Jim Hemmesch spoke regarding the deadline for residents to complete the lead service line inventory is October 16, 2024.

Item #14: Council Reports

- a. EDA- No November meeting, next meeting 12/12/2023
- b. Planning- No November meeting
- c. Rocori Trail- Next meeting 12/07/2023 at 9:00 a.m.

Item #15: Other Matters of Concern and Related Matters -

- a. Holiday Hours- Richmond City office closed on December 25 and January 1, 2024
- b. The matter of surveying land for the use of fences should be further looked at.
- c. There is a lot of snow stacked close to the building from using the Zamboni. This could cause damage. It was discussed that the snow could be hauled away or pushed further away from the building.

Item #16: Next Council Meeting: Thursday December 21, 2023 at 6:30 p.m.

A resident complained about dogs that are not on a leash. Dogs must be on a leash in the city. It was recommended that more trash cans be used for Tremendous Night.

Item #17: Adjournment –

Mayor Hemmesch asked for any additional items.

Mayor Hemmesch declared the meeting adjourned at 7:43.

Respectfully Submitted,

Stacy Kalthoff

City Clerk

City of Richmond
Regular City Council Meeting
45 Hall Ave SW

December 6, 2023 following regular council meeting

SPECIAL MEETING MINUTES

Item #1: Call to Order / Pledge of Allegiance

Mayor Hemmesch called the meeting to order at 7:47 at Richmond City Hall.

Council members noted as being present: Jim Hemmesch, Pat Evens, Mike Mathiasen, Chuck Merten and Tim Paczkowski.

Also present was Stacy Kalthoff, City Clerk.

Item #2: Approval of Agenda with any additions/deletion

Add Item #5.

Motion made by Councilor Evens to approve the agenda. Seconded by Councilor Mathiasen. Motion passed.

Item #3: Discussion of next steps for hiring an Administrator – The position of Administrator was offered to a candidate however the candidate declined the position. The council chose to not offer the position to the second candidate. Questions arose regarding multiple jobs by the second candidate. It was decided to repost the position of Administrator on March 1st.

Motion made by Councilor Paczkowski to advertise for the Administrator position March 1st to April 30th and interview after that date. Seconded by Councilor Evens. Motion passed.

Item #4: Adjournment

Mayor Hemmesch asked for any additional items.

Mayor Hemmesch declared the meeting adjourned at 8:08.

Item #5: Container at shop for fire relief – Mayor Hemmesch reported that three items were stolen so a container was purchased to secure valuable items. Only Fire Relief staff have a key.

Respectfully Submitted,

Stacy Kalthoff

City Clerk