

City of Richmond
Regular City Council Meeting
45 Hall Ave SW

December 21, 2023 at 6:30 p.m.

COUNCIL MEETING MINUTES

Item #1: Call to Order / Pledge of Allegiance

Council Members noted as being present: Jim Hemmesch, Pat Evens, Tim Paczkowski, Chuck Merten. Councilor Mathiasen absent.

Also present were: Kevin Mooney, Parks and Rec.; Ashley B., Assistant Attorney; Dave Blommel, SEH; Derek Muller, Police Chief; Vicki, Abdo; Gordy Dingman, Public Works.

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

Motion made by Councilor Evens to approve the Agenda with no additions/deletion, seconded by Councilor Merten. Motion passed.

Item #4: Abdo Update – Vicki spoke regarding the 3rd Quarter Financial Report as of September 30th, 2023, which is in the packet. Vicki asked the council if Abdo will continue in 2024. It was decided that Abdo will work under an hourly contract.

Motion made by Councilor Evens to continue with Abdo through June at an hourly rate, seconded by Councilor Paczkowski. Motion passed.

Item #5: Acknowledging Rinke Noonan 2024 Legal Representation and Rates

Motion made by Councilor Evens continue with Rinke Nonan rates for 2024. Seconded by Councilor Merten. Motion passed.

- a. **Sick & Safe Leave added to personnel policy** – Ashley Bukowski explained that the Sick and Safe time will start January 1st. Refer to the report in the packet. She explained three options that employers can use. Sick and safe time can be carried over from year to year. There is no payout for Sick and Safe time. Posters and notices will be posted.

Motion made by Councilor Merten to approve that employees get 1 hour of Sick and Safe time for every 30 hours worked with a cap at 500 hours, no cash value, seconded by Councilor Paczkowski. Motion passed.

Item #6: SEH – Dave Blommel – future street projects – Dave Blommel spoke regarding the map that is in the packet. The map shows Street, Sewer and water lines that need to be repaired. In the future, funds will be sought for the projects. More discussion will be held regarding any changes/additions at a workshop.

Item #7: Department Reports

a. Fire – Derek spoke regarding the Richmond Fire/Rescue Monthly report for December 21, 2023 that is in the packet. He talked about training, equipment, trucks, FEMA grants, 1 vacant position to fill. A discussion took place regarding the theft of items. Councilor Evens stated that he is concerned that he was not notified directly after the theft and that communication was not efficient. The police chief said that he was notified in a timely manner of the theft. Councilor Evens was concerned that council was not included to make a decision about submitting the theft to insurance. A container was purchased to lock items up to eliminate future thefts. The police will continue to investigate the theft of the items.

b. Parks Report – Kevin spoke regarding December 2023 Parks/Arena report that is in the packet. Details include: The Zamboni has been repaired and is back. There is a broadcast area in the building that is being built. The arena is busy with youth games and tournaments. 4 weekends this summer are booked with dry floor events. He also spoke regarding the Parks and Trails. There may not be a skating rink due to mild weather.

Item #8: Resolution 166-23: Authorization of Annual Salary increase for all full and part time staff

Reviews for employees are complete.

Motion made by Councilor Merten to approve salary increases using steps and not % for full and part time employees, seconded by Councilor Paczkowski. Motion passed.

Item #9: Computer program options for Council – Counselor Merten talked about the benefits of having a folder on the computer/lap top. This way all counselors would see new information in a folder quickly. This would eliminate going back through paper copies. This will be further discussed. It was talked about that a drop box could be created so council members could easily access documents. There would also have to be paper copies at council meetings.

Item #10: Administrator position update – A discussion took place about hiring the new City Administrator. It was decided that the contract will be sent to Ashley regarding Liza from DDA Human Resources, Inc. . The cost would be \$20,400.00 with the discount to continue to utilize Liza from DDA.

Item #11: Other Matters of Concern and Related Matters – Mayor Hemmesch asked the EDA members if they could move their meeting on the January 16th because the Stearns County Municipal meeting will also meet on the date. EDA will hold their meeting on a different date. Over \$300.00 was made on Tremendous Night.

Item #12: Next Council Meeting: Wednesday, January 3, 2024 at 6:30 p.m.

Item #13: Adjournment

Mayor Hemmesch asked for any additional items.

Hearing none, Mayor Hemmesch declared the meeting adjourned at 8:45 p.m.

Respectfully Submitted,

Stacy Kalthoff

City Clerk