

Meeting Minutes of the Richmond City Council
Thursday February 21, 2013
City Council Meeting / Workshop

Item #1: Call to Order/Pledge of Allegiance

Mayor Kron called the meeting to order at 6:30 p.m. at Richmond Hall.

Members noted as being present: Scott Kron, Mike Mathiasen, Tim Paczkowski, Pat Evens and Jeff Mackedanz

Also present were: Martin Bode, City Administrator; Gordon Dingmann, Public Works Director; Randy Jenniges, City Engineer SEH; Erin Hausauer, Stearns County Emergency Management Planner; Jesse Kollman, Richmond Emergency Management Director; Steve Kascht, Richmond Emergency Management Deputy Director and Tammy Paczkowski, Cold Spring Record.

Item #2: Approval of Agenda

Mayor Kron asked if there were any additions or changes to the Agenda,

Mayor Kron asked for approval of the agenda with the additions.

Motion made by Councilor Paczkowski to Approve Agenda, seconded by Councilor Mackedanz. Motion passed unanimously.

Mayor Kron recessed the regular meeting in order for the Council to discuss the following workshop discussion items:

(Temporary recess to the Council Workshop)

Workshop Agenda

- A. **Stearns County All-Hazard Mitigation Plan-** Erin Hausauer, SCEM Planner and Jesse Kollmann, City of Richmond EMS Director: Ms. Hausauer went over the plan and how it came about. The plan was submitted the plan to the federal government in November 2012 and they were told they did a great job and the plan was approved at that level. If the City would like to add or amend their portion they do that now. After the Council approves, the next update will be in 5 years. The plan will take effect as soon as the Council approves the plan.
- B. **2013 Main Street Project** – City Engineer Randy Jenniges-
 - 1. Width of the Sidewalk – currently the width is 8 ft, 12 ft parking lane. Minimum standard for this type of road and traffic is 8 ft. Jenniges went over the different options for the sidewalk, putting in ramps or not, and how that would impact the sidewalk, parking, and street traffic.
 - 2. Lighting on Main Street – 1.2 to 1.6 candle illumination, led white lights, manufacturer can program them. Style of the poles will need to be determined. The closest the pole can be to the curb is 18 inches. Jenniges stated that the tentative plan is to start main street after the river lake days, the side streets would begin earlier. The main concern is that the project gets done before the weather gets cold. The main street committee will be meeting next Wednesday, February 27th.

- C. **25 Main Street West (Old Gambles Store)** – Administrator Bode informed the Council that the property will be coming up for auction, the County has set the minimum bid of \$15,000.00. The City is the only entity that can bid before auction. Bode announced that he had met with County representative and discussed the buildings, the shape they are in, and the work that needs to be done.
- D. **Amending Resolution 2012-100 Flood Plain Ordinance** – this amendment adds the Aho and Hemmesch properties
- E. ~~Franchise Fee Commencement Date Amendment~~-this resolution changes the start date for the franchise fee.
- F. **Sts. Peter & Paul Cemetery Road and Open Lot** – Bode reported that there has been a verbal agreement that the City plow the Cemetery road in exchange for the City dumping snow on the open lot.
- G. **Fee Schedule Amendments (PW salting and RLCA Rental)** – Council held discussion.
- H. **Donated Outdoor Bench at Library** – Bode reported that the Friends of the Library would like to donate the bench to the library.
- I. **Well Head Protection Chapter Five Review** - Council discussed Chapter five.
- J. **Midcontinent Internet Contract** – Bode discussed the quote from another company.
- K. **Other Matters of Concern and Related Items** -
 1. Getting Quotes for street lighting on 1st street SE – Dingmann reported that he is waiting for Xcel and the plan is to have it before the March 6th meeting.
 2. Changing - Utility Billing Clerk – status: Council discussed position becoming full time or staying part time.
 3. Form Approval of donations/ contributions: Council discussed using this form for the Richmond Relief Association when they donate monies to the city.

(9:07 pm Reconvene Council Meeting)

Council Meeting Agenda Continued

Item #3: Resolution 120-13 Renewal of Internet Contract with Midcontinent
Motion made by Councilor Paczkowski to Approve Resolution 120-13 Renewal of Internet Contract with Midcontinent, seconded by Mathiasen. Motion passed unanimously.

Item #4: Resolution 121-13 Resolution Approving Agreement Between Sts Peter and Paul and the City of Richmond
Motion made by Councilor Evens to Approve Resolution 121-13 Renewal of Internet Contract with Midcontinent, seconded by Mackedanz. Motion passed unanimously.

Item #5: Resolution 122-13 Resolution Amending the Commencement Date of the Franchise Fees
Motion made by Councilor Mackedanz to Approve Resolution 122-13 Amending the Commencement Date of the Franchise Fees, seconded by Evens. Motion passed unanimously.

Item #6: Resolution 123-13 Adopting Stearns County All Hazard Mitigation Plan
Motion made by Councilor Paczkowski to Approve Resolution 123-13 Adopting Stearns County All Hazard Mitigation Plan, seconded by Mathiasen. Motion passed unanimously.

(Resolution is approved barring any amendment presented prior to or at the March 6, 2013 Council Meeting).

Item #6B: Resolution 124-13 Authorizing Step Increase for Utility Billing Clerk Cindy Anderson and Amending her position from Part Time to Full Time.

Motion made by Councilor Evens to Approve Resolution 124-13 Authorizing Step Increase for Utility Billing Clerk and Amending the Position from Part Time to Full Time, seconded by Mackedanz. Motion Passed 4-1, Paczkowski voting No.

Item #7: Consideration of a Resolution Amending City Fee Schedule. No Action Taken.

Item #8: Ordinance 2013-101 Amending the 2012-100 Flood Plain Ordinance

Motion made by Councilor Mackedanz to Approve Ordinance 120-13 Amending the 2012-100 Flood Plain Ordinance, seconded by Paczkowski. Motion passed unanimously.

Item #9: Additional Purchase Requests, Allocations & Transfers

Motion made by Paczkowski to Approve of Additional Purchase Requisition, Second by Mackedanz. Motion Passed 4-0. Kron Abstained.

Item #10: Other Matters of Concern and Related Items

Council consensus regarding the 2013 Main Street Project was that the Main Street sidewalks are to remain at its current width of eight feet and that the State required bump outs are to be kept to as minimal as possible.

Mayor Kron asked if there were any other matters of concern or related items.

Item #11: Adjournment

Mayor Kron asked for a motion to adjourn. Councilor Evens made a motion to adjourn, seconded by Paczkowski. Motion passed unanimously.

Mayor Kron declared the meeting adjourned at 9:15 p.m.

Respectfully Submitted,



Martin M. Bode
Administrator/Clerk/Treasurer