

City of Richmond
City Council Workshop Meeting
45 Hall Ave SW

January 18, 2024 at 6:30 p.m.

COUNCIL WORKSHOP 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, Mike Mathiasen, Chuck Merten, Tim Paczkowski

Also present were: Stacy Kalthoff, City Clerk; Ashley Butkowski, Asst. Attorney; Gordy Dingman; Public Works; Kevin Mooney, Parks and Recreation; Derek Mueller, Fire Department.

Item #2: Open Public Forum - None

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

Motion made by Councilor Evens to approve the agenda with additions of the four highlighted items, seconded by Councilor Paczkowski. Motion passed.

Item #4: Consideration of TIF request for Gilk's new building on Main Street – Resolution 110-24

Refer to the reports in the packet regarding Gilk downtown building expansion for details in the expansion of the downtown building. They are planning to update the former business for a retail space along with apartment living space. Tracy Ryan spoke about assistance and also about developer and apartments. Final plans are being done along with final bids so they will be able to move forward with the expansion. A discussion took place on how the Gilk expansion can improve the downtown area. They are positive examples in the city for others to follow and they are investors in the city of Richmond. A discussion took place about the development of more apartment buildings in the future. At this time the council stated that future apartments would benefit the City of Richmond.

Motion made by Councilor Merten to accept Resolution 110-24, the TIF request for Gilk's new building on Main Street and have a public hearing, Seconded by Councilor Mathiasen. Motion passed.

Motion made by Councilor Merten that the city pays all costs of creating the new TIF district and will recoup in the first two years, Seconded by Councilor Mathiasen. Motion passed.

Roll call Vote: Councilors Mathiasen, Paczkowski, Merten and Hemmesch: Yes, Councilor Evens: No

Item #5: Department Reports

- a. **Parks/Arena** – Ashly stated that there is a maximum life for the Deed of 30 years that the land is designated for Park use.

i Approval of Declaration of Deed Restriction for Public Park Land, Centennial Park

Motion made by Councilor Paczkowski to accept the Deed Restriction for Public Land and Centennial Park, Seconded by Councilor Evens. Motion passed.

ii Pickleball lights- Refer to the flyer/map in the packet regarding a light fixture proposal. A discussion took place as to the necessity of lights for the Pickleball courts. Community members asked to look at the cost and idea of having lights for the new Pickleball court. Concerns for neighbors living nearby the courts was talked about also which was having lights on in the early morning or late nights and also noise during those same times. Expenses will be explored by the Parks Department along with nearby resident's opinions on early morning pickleball games being played. Dry floor fees were also discussed at the civic arena. Kevin also spoke of maintenance being done at the arena. The outdoor skating rink is now open. The Arts and Music council will be started again in February.

iii Arena Dry Floor Fees for 2024

Motion made by Councilor Evens to approve the price list of the set up/tear down fees of \$200.00 and dry floor fees of \$500.00 to \$1,000.00 on the fee schedule, Seconded by Councilor Merten. Motion passed.

- b. **Fire Department** – Derek Mueller spoke regarding the report that is in the packet. The 2023 annual report is in the packet. Derek talked about excess equipment. He also talked about the Catfish Tournament. He said that ice conditions might not be safe so the event may have to be cancelled. The raffle tickets will still be sold. Training for ice safety will be held this Spring.

c.

Resolution 108-24: Approval of Slate of Fire Department Officers

Motion made by Councilor Evens to approve Resolution 108-24, the Slate of Fire Department Officers, Seconded by Councilor Paczkowski. Motion passed.

Item #6: Resolution 109-24: Authorization for Lawful gambling Exempt Permit Application by Country Snow Cruisers on June 2, 2024 at Corky's Bar.

Councilor Evens made a motion to approve the Authorization for Lawful gambling Exempt Permit Application by County Snow Cruisers on June 2, 2024 at Corky's Bar. Seconded by Councilor Paczkowski. Motion passed.

Item #7: THC Ordinance Update Ashley spoke regarding the report titled, ORDINANCE NO. 2023-01. She stated that Stearns County has an ordinance regarding the use of cannabis and hemp products. A councilor clarified that the ordinance states that the use of cannabis is prohibited from being used in public places. The council will follow the Stearns County ordinance.

Councilor Paczkowski made a motion to continue with the Stearns County Ordinance, Seconded by Councilor Evens. Motion passed.

Item #8: Council Laptops – Usage and updates discussion A discussion took place regarding the City Council laptops usage and updates. It was decided to find out the cost of Adobe and assess the speed that is needed for the computers. It would cost about \$200.00 to \$250.00 per laptop to have the speed and

space that is needed. Also, Councilor Merten would like to see council reports be uploaded to folders on the computer. Refer to the chart in the packet regarding folders that could be named. Stacy will look into costs of more speed, space, programs etc. for the laptops to lessen paper copies and make it more efficient for Council members to access information.

Item #9: Extra computer for back office - A discussion took place in obtaining another computer for the back office. It was decided that up to \$1,000.00 could be spent for a computer.

Councilor Merten made a motion to purchase a computer not exceeding a cost of \$1,000.00 for the back office at Richmond City Hall, Seconded by Councilor Paczkowski. Motion passed.

Item# 10: Update regarding David Drown and Associates recruiting proposal

No action will be taken.

Item #11: Awards for staff & community members discussion -

Stacy reported that a council member requested to recognize years of service for staff or citizens in the community. The council will look into a written policy that is currently being used to recognize employees. Also there might be a policy recognizing previous employees that have died.

Item #12: Stacy's vacation – March 11-15, 2024 & Clerks Conference March 20-22

Stacy will be on vacation March 11-15. Stacy will attend one or two of the training that takes place in March 20-22. Cindy will cover the office part time for both times.

Item #13: Other Matters

a. Adjustment of High Water Bills: It was decided that a policy should be made by Ashley to include mechanical flaws from the city of Richmond for the water bills.

b. Letter of support for National Electric Vehicle infrastructure (NEV) grant – Joe Perske is for a letter of support to install electric vehicle charging station at LOVE's gas station.

Councilor Evens made a motion to provide a accept the letter of support for the National Electric Vehicle infrastructure grant to install a charging station at LOVE's Gas Station, Seconded by Councilor Paczkowski. Motion passed.

c. Other: There are four street lights that are being repaired on Highway 23. The City of Richmond will be responsible for payment of the lights.

Item #14: Next Meeting: February 7, 2024 at 6:30 p.m.

Item #15: Adjournment

Mayor Hemmesch asked for any additional items.

Hearing none, Mayor Hemmesch declared the meeting adjourned at 8:40 p.m.

Respectfully Submitted,

Stacy Kalthoff
City Clerk