

City of Richmond
City Council Workshop Meeting
45 Hall Ave SW

March 21, 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.

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

Absent: Chuck Merten

Also present was Stacy Kalthoff, City Clerk, Kevin Mooney, Parks and Rec.,

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 to Item #4 a,b,c, Item #6, and Item #7, seconded by Councilor Mathiasen. Motion passed.

Item #4: Consent Agenda

- a. **Approval of LG555 for Use of Gambling Funds in the amount of \$15,000 to the Richmond Fire Department from the Richmond American Legion Post 292**
- b. **Resolution 121-24: Approval of LG240B Application to Conduct Excluded Bingo by Rocori FFA Alumni and Supporters at the Olde Coliseum on April 6, 2024**
- c. **Approval of letter of support to the House State & Local Government Finance Committee for bill, HF 4182/SF4262 that would modernize local access channel funding**

Motion made by Councilor Evens to approve the Consent Agenda, seconded by Councilor Paczkowski. Motion passed.

Item #5: Department Reports

- d. **Parks/Arena – Kevin spoke regarding the March 2024 Parks/Arena report in the packet. Overall the ice season was very good. He asked about start a search for the Parks/Arena/PW assistant position. A discussion took place regarding options for a new hire. It was decided to have further discussion at the next workshop. Pickleball nets have been installed. Dates have been chosen for Music in the Park. Phase 3 of the Rocori Trail will be wrapped up by June 1st. A discussion took place regarding seal coating the arena parking lot.**
 - i **Resolution 121-24: Request to Convey Rocori Trail to the State of Minnesota**

Motion made by Councilor Evens to Convey the Rocori Trail to the State of Minnesota, seconded by Councilor Paczkowski. Motion passed.

Item #6: Approval to let our attorney, Ashley Butkowski, update City's personnel policy

Stacy stated that she and Ashley had a discussion about updating personnel policies. A discussion took place that Ashley could highlight changes and then present the changes to the council. It was also discussed to talk with Ashley about the time it would take to update the City's personnel policy.

Item #7: Update on possible new building at Richmond Business Park

Refer to the Review Plan in the packet. A business would like to build a distribution center at the Business Park.

Item #8: Update and discussion of applications for the Treasurer/Administrator Position

Stacy talked regarding fill the Treasurer/Administrator Position. There has been one applicant to date for the position. Stacy listed different options for the position. It was decided to wait to see if there will be any new applicants, then the council will again discuss options on April 6th at the Council meeting.

Item #9: Next Meeting: April 3, 2024 at 6:30 pm

Item #10: Other Matters

There will be a Planning Commission meeting on Thursday, March 28th. There will be an open House for River Power and Equipment on April 19th. A discussion took place about having a table at the Expo. It was decided that there will be one table for the City of Richmond and one table for EDA. There will be free ice cream and Stacy will order pens for people to take for free.

Item #11: Adjournment

Mayor Hemmesch asked for any additional items. Hearing none, Mayor Hemmesch declared the meeting adjourned at 7:40.

Respectfully Submitted,

Stacy Kalthoff, City Clerk