

City of Richmond
City Council Workshop Meeting
45 Hall Ave SW

April 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; Kevin Mooney, Parks and Recreation; Gordy Dingman, Public Works; Derek Mueller, Fire Chief; Ron Mumm, Stiel Insurance

Item #2: Open Public Forum – None.

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

Motion made by Councilor Merten to approve the agenda with item #4 being stricken off, seconded by Councilor Evens. Motion passed.

Item #4: Approval of new distribution building at Richmond Business Park – Mark Statz

Item #5: Falcon Bank – Paula Capes – Options for checking account and investment update

Stacy gave an update on CD at 4.95% and the sweep account. A new 6 month CD will start.

Item #6: Steil Insurance - Ron Mumm – Insurance Renewal

Ron explained the insurance coverage for the City of Richmond. Refer to the report in the packet dated March 15th, 2024. Also refer to the city of Richmond 24-25 insurance summary. Areas covered include property, Municipal Liability, Equipment breakdown, First Party Cyber, Auto, Bond, and Mobile property. Overall, the cost of insurance has increased.

Item #7: Department Reports

- a. Parks/Arena – Kevin spoke regarding Parks and Recreation. He is getting ready for dry floor events at the area for the summer. He painted the wall behind the bleachers and patched the ceiling. He reported that the ice season was very good. He spoke of the Rocori Area Expo. He said Shady's will sell alcoholic drinks and they have the appropriate paperwork. A rabbit show is coming up along with a craft show. A discussion occurred regarding the pros and cons in shopping for supplies at Sam's Club for the City of Richmond. A discussion took place about hiring two part time arena assistants or one full time person. Kevin listed the wide range of skills that is needed for the Arena Assistant and that the person will need to take over if Kevin is not able to be at work for an extended time. The discussion concluded that a full-time position will be posted. The council voted by consensus 4 to 1 in favor of a full-time position. The council will review the job description for the position on May 1st council meeting. A tentative closing date of May 16th the position will be posted or there will be a special meeting. Kevin also spoke of park events and maintenance that will take place. He spoke of the Rocori Trail and said that the trail will have to be completed with phase three by May 30th since funding will end.

Motion made by Councilor Evens to approve the liquor sales at the Richmond Expo on April 20th, seconded by Councilor Paczkowski. Motion passed.

- b. Public Works – Gordy reported on the map and explained future road projects as is listed in the “Street Improvement Project 2024-2025.” Refer to “Appendix A” for the updated list of road projects. He spoke about getting estimates for flag poles.
- c. Fire – Derek spoke of a member that would like to take a six month leave of absence. He asked for approval of 6 month leave of absence for Jake McLellan for job change from April 1, 2024 to October 1, 2024. A discussion took place regarding the cost of a fire truck.

Motion made by Councilor Paczkowski to approve the 6 month leave of absence for Jake McLellan for job change from April 1st, 2024 to October 1st, 2024, seconded by Councilor Evens. Motion passed.

Item #8: Discussion of Maple Ave extension and possible future assessments Jim spoke about the Maple Avenue property and future road assessments. Refer to the report in the packet entitled “Proposed Development Agreement Terms”. Jim stated that an agreement should be made as to the expectations of the developer and the City of Richmond to assure development.

Motion made by Councilor Evens to approve the application of grants for Maple Avenue Extension in Northeast Richmond with a lift station, seconded by Councilor Paczkowski. Motion passed.

Item #9: Discussion of Lion Ave improvements Jim reported that on Lion Avenue a resident reported that there was water running down the road and the drain could not handle the water. Jim stated that storm drains would benefit that street. Jim asked for a cost of the storm drains.

Item #10: Discussion of Dutch Ave improvements – Gordy spoke about the Street Improvement Project. For 2024-2025. Refer to the list in the packet.

Item #11: Return of donation funds for property by maintenance shop - Jim spoke regarding a discussion he had with Bob Stewart, a resident who donated \$20,000.00 on land that he wished for a fire hall to be built on. The Fire garage was never built so Bob is asking for a refund of his money. It was researched and Ashley said that there is nothing that states conditions in him getting his money back and there is not evidence of dates and facts. Therefore, Bob will not get a refund. I was decided to have Ashley write up a formal letter to Bob Stewart explaining the situation.

Item #12: Discussion of applications for the Treasurer/Administrator Position – A discussion took place regarding the applications for the Treasurer/Administrator position. There were four applications that were reviewed by the council. The council decided after the discussion that the city would benefit in hiring Stacy as the Administrator position and hiring a full-time office assistant. A one-year trial period could be put in place. Abdo would stay in place taking care of the financial part as is happening currently. A job description for the office assistant will be reviewed at the next meeting.

Motion made by Councilor Mathiasen to approve hiring Stacy Kalthoff as Interim City Administrator with a one-year trail period with a pay of \$37.64 per hour, seconded by Councilor Evens. Motion passed.

Item #13: Next Meeting: May 1, 2024 at 6:30 pm

Item #14: Other Matters There was a discussion about the street lights at the new Business Park. Prices and styles on the lights will be explored. Also, it was decided to talk to Dave to get the land surveyed on Main and Dutch Avenue for a fence.

Item #15: Adjournment

Mayor Hemmesch asked for any additional items. Hearing none, Mayor Hemmesch declared the meeting adjourned at 9:14.

Respectfully Submitted,

Stacy Kalthoff, City Clerk