

**City of Richmond  
Regular City Council Meeting  
45 Hall Ave SW**

**May 1, 2024 at 6:30 p.m.**

***COUNCIL MEETING 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, Chuck Merten.

Also present was Stacy Kalthoff, City Administrator; Dave Blommel, SEH; Mark Statz, Jason Spoden, Police Department.

**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 Paczkowski to approve the agenda with additions, seconded by Councilor Evens. Motion passed.*

**Item #4: Approval of the Meeting Minutes of April 3 and April 18, 2024**

Councilor Evens verbalized a mistake on the 4-18-24 minutes. On Item #8 the motion should read, “Northeast”.

*Motion made by Councilor Paczkowski to approve the Meeting Minutes of April 3 and April 18, 2014, seconded by Councilor Merten. Motion passed.*

**Item #5: Approval of Bills Paid**

*Motion made by Councilor Evens to the approve the Bills Paid, seconded by Councilor Paczkowski. Motion passed.*

**Item #6: Consent Agenda (approved by one motion)**

- a. **Resolution 124-24**: Approval of April 2024 Journal Entries
- b. **Resolution 125-24**: Approval of April 2024-2025 Liquor Licenses
- c. Approval of LG555 for Use of Gambling Funds from the Richmond Lions to the Richmond Lions Park for landscaping
- d. Approval of Road Closure for Summer Kick Off on Main Street on June 8, 2024

*Motion made by Councilor Paczkowski to approve Resolution 124-24, Resolution 124-24, approval of LG555 for use of Gambling funds and approval of Road Closure for the Summer Kick off on Main Street on June 8<sup>th</sup>, 2024, seconded by Councilor Mathiasen. Motion passed.*

**Item #7: Approval of Proposed Distribution Center in Richmond Business Park, OPS LLC**

A discussion took place regarding the proposed Distribution Center in the Richmond Business Park. The building will be a metal building with a wood frame, and an indoor irrigation system will be installed due to the size of the building for fire reasons.

*Motion made by Councilor Evens to Approve the Proposed Distribution Center in Richmond Business Park, OPS LLC, seconded by Councilor Paczkowski. Motion passed.*

**Item #8: SEH Update – Dave Blommel** – Dave spoke about the project update for 2023. Refer to the memorandum in the packet. Catch basins will be cleaned out, the water tower inspection was pleated. The coating are all solid however there will be some touch ups. The logo will be painted on in the next week. There is a two-year warranty from when the final payment is made on the water tower. He said the French drains in the city are working, however there will need to be ongoing maintenance to keep them open. There are 61 French drains installed so there and 25 old drains in the city. He spoke about the 2025-2026 project cost summary. Refer to the chart in the packet. Jason Murray will be contacted to attend a meeting regarding the cost/funding of street projects.

**Item #9: Approval of Job Descriptions for Deputy Clerk and Parks/PW Assistant Positions**

The job descriptions for the Deputy Clerk and Parks/PW Assistant were reviewed by the council. The positions will be posted this week in the newspapers, INDEED, MN League of Cities and the City website. The deadline to apply will be May 16<sup>th</sup> at 4:00pm.

*Motion made by Councilor Merten to approve the job descriptions for Deputy Clerk and Parks/PW Assistant Positions. Approved by Councilor Mathiasen. Motion passed. The applications will be brought to the next council meeting.*

**Item #10: Approval of Full-time status for Parks/PW Assistant Position**

**Item #11: Give Away of Seedlings** 1,000 tree seedlings were donated to the City of Richmond from the Cold Spring Bike Club and will be given away at Main Street General.

**Item #12: Department Reports**

- a. Police Department – Jason spoke regarding the report for May 1, 2024 in the packet. He spoke of scams in the Richmond area. A discussion took place about yard clean up. Tom Kramer will have a clean up day on Saturday, May 4<sup>th</sup>.
- b. Fire Department – Jim spoke regarding the April fire department report in the packet.

*Motion made by Councilor Evens to donate a 100 feet of 2 ½” of unusable fire hose to Stearns County, Seconded by Councilor Paczkowski. Motion passed.*

*Motion made by Councilor Evens to allow Keven Mooney to have a 100 feet of 1 ½” fire hose, seconded by Councilor Paczkowski. Motion passed.*

- c. Public Works – There will be patching on 2<sup>nd</sup> Street and bids will be gotten. Bids for flag poles was discussed. It was discussed that the height of the building will be measured and at the next workshop the topic of flagpoles and costs will be revisited. The flag size and pole size will be decided also. Quotes for lights by the

area was also discussed. (Installation is included in the cost) Further discussion will take place at the workshop with both pictures and costs of poles. Gordy will patch holes with the rain stops.

d. PeopleService – Jim read the report in the packet dated April 18, 2024 for PeopleService.

**Item #13: Council Reports**

- a. EDA- Next Meeting: May 21, 2024 – The Expo was a success. About 175 people signed up for the gift basket. He talked about social media plans. There were about 10 towns that attended the Expo.
- b. Planning Commission- Next Meeting: May 23, 2024
- c. Rocori Trail- Next Meeting: May 16, 2024

**Item #14: Next Council Meeting:** May 16, 2024 Workshop at 6:30 p.m.

**Item #15: Other Matters** Be aware of peddlers going from door to door.

**Item #16: Adjournment**

Mayor Hemmesch asked for any additional items. Hearing none, Mayor Hemmesch declared the meeting adjourned at 7:52.

Respectfully Submitted,

Stacy Kalthoff, City Administrator