

City of Richmond
City Council Workshop Meeting
45 Hall Ave SW

May 16, 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, Chuck Merten.

Absent: Tim Paczkowski

Also present was Stacy Kalthoff, City Administrator, Jess Ludwig, Jason Murray, Vicki, Gordy Dingman, Jack Stang, Traci Ryan, Kevin Mooney, Mike Bobbik

Item #2: Open Public Forum – Jack Stang spoke. Refer to map in packet. At the address of 23443 Co Rd 9 Richmond, Jack would like to split a lot into two parcels. A discussion will take place at a later date regarding selling Richmond City property to Jack to make his lot larger.

Motion made by Councilor Merten to approve spitting the lot at 23443 Co Rd 9 Richmond, into two lots, seconded by Councilor Evens. Motion passed.

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

Motion made by Councilor to approve the agenda adding #7 (Multifamily Housing Application Assistance), seconded by Councilor Mathiasen. Motion passed.

Item #4: Department Reports

- a. Parks/Arena – Kevin spoke regarding Parks and Recreation. (No report) Little League is starting along with pickleball. Royals Park is busy. There will be a granite monument for the pickleball courts. Kevin is getting quotes on repair projects. All buildings are open. Getting close to close out the Trail meetings. A company was hired to do some tree clearing. Some damage was done while clearing the trees. Kevin is in the process of talking to the manager regarding repairing the damage and make an insurance claim. It was a successful Community Clean up with TKI. River Lakes Days is being planned which will take place at the arena again this year.
- b. Public Works – Gordy spoke about the flag poles (Refer to quote and flyer in packet) that will be installed. He also talked about the light poles on Central Avenue. Refer to the two quotes in the packet. Streets are getting prepped for the second layer of tar. The parking lot at the shop is prepped, however draining is being addressed. Citizens are responsible for repairing their own sprinkler heads. French drains were cleaned. Water leak – Kremers was called to locate the leak. The valve was replaced. Gordy purchased parks for future leaks.

Motion made by Councilor Evens to purchase 30 ft flag pole from Flagpole Country LLC Paynesville , seconded by Councilor Merten. Motion passed.

Motion made by Councilor Merten to approve the purchase of two light poles from Electrical Installers, seconded by Councilor Evens. Motion passed.

Item #5: ABDO – Vicki Holthaus – Refer to resolution in the packet. Preparation for the audit is being done. The first quarterly report is in the packet. Refer to the Accountants' Compilation Report. Contract with ABDO was discussed. After the City Clerk is hired, further discussion will take place as to what the contract with ABDO will look like. ABDO will start looking at 2025.

c. **Budget Discussion**

i. **Resolution 126-24: Affirmation of the 2023 Annual Operating Budget**

d. **Quarter 1, 2024 Update**

e. **Agreement going forward**

Motion made by Councilor Evens to approve Resolution 126-24, Affirmation of the 2023 Annual Operating Budget, seconded by Councilor Merten. Motion passed.

Item #6: DDA - Jason Murray, discussion on finances for upcoming projects – (No report in packet.) Jason spoke regarding funding and investments for future city projects. Jason will send a copy of the information to Stacy next week.

Item #7: Multifamily Housing Application Assistance Refer to the flyer in the packet. Traci Ryan and Mike Bobbik spoke regarding the Multifamily Housing application for Assistance. (Maple Avenue Extension.) She said this is purely an informational meeting and no action will have to be taken at this time. Mike Bobbik spoke regarding funding for the project. He stated that the project could start in one year. A discussion took place regarding the two scenarios on the report.

Item #8: Approval and discussion of future projects None.

Item #9: Approval for Road Closure for River Lake Days Jess Ludwig requested that the road be closed from 3pm on Friday to noon on Sunday for River Lake Days at the arena. Jess stated that there have been many positive reports on the location at the arena. Money from the stands pay for expenses such as bands and workers and the food stands keep their money for their organization. Refer to the map in the packet. She also asked for a road to be closed for the parade. Meetings for River Lakes Days are the first Monday of the month at City Hall. There is a contingency for the parade. If it rains on Saturday evening for the parade, it will be held at 2PM on Sunday.

Motion made by Councilor Mathiasen to approve the road closures for River Lake Days, (3rd St. SE to Rocori Trail, street dance road closure (Central Ave. 3rd Street SE to Rocori Trail) and parade route (Main Street) and line up area (Maple Ave.), seconded by Councilor Merten. Motion passed.

Item #10: Discussion of Lead Service Line Inventory – There was a video chat with the Dept of Health regarding lead in the pipes. There will be a survey in the community. Homes in Richmond that were built before 1986 will be inspected for lead. There is a grant that will pay for this service. The city of Richmond will not have to pay for it.

Item #11: Update on application for Deputy Clerk Position and Arena, Parks & PW Position Eight applications were submitted for the Deputy Clerk Position and for the Parks position there were six applications submitted. Councilor Mathiasen, Jim Hemmesch, Stacy Kalthoff and Kevin will meet on Monday to narrow the number of applicants down to three for each position. A separate meeting will be held to interview the applicants.

Item #12: Next Meeting: June 5, 2024 at 6:30 pm

Item #13: Other Matters The Richmond water has passed inspection and is ready to go back on line. Mayor Hemmesch will hang a flyer on the doors of residents where the grass is higher than 4 inches. Also, a discussion took place on bulk water costs and pools costs. Currently Richmond is charging \$5.00 per 1,000 gallons of water. Stacy commented that as of last year a fee of \$50.00 was added as an administrative fee. It was suggested to up the rate to \$10.00 or \$15.00 per 1,000 for bulk water. The lights costs will come out of half the Franchise Fees and half Park Dedication fees. Also, stripping is supposed to be done my Memorial Day.

Item #14: Adjournment

Mayor Hemmesch asked for any additional items. Hearing none, Mayor Hemmesch declared the meeting adjourned at 8:59 PM.

Respectfully Submitted,

Stacy Kalthoff, City Administrator