

Meeting Minutes of the Richmond City Council
May 20, 2021
City Council Workshop

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, Emily Monnens and Chuck Merten

Also present were: Tesa Tomaschett, City Administrator/Clerk-Treasurer; Dave Blommel, SEH Engineer; Gordon Dingmann, Public Works Director; Justin Kurtz, PeopleService; Kevin Mooney, Parks/Arena Director; Mande Hatten, Merry Moose Preschool & Childcare

Item #2: Open Forum- none

Item #3: Approval of Agenda with additions/deletion

Mayor Hemmesch asked if there were any additions or changes to the Agenda.

Motion made by Councilor Evens to approve the Agenda with additions/deletion, seconded by Councilor Mathiasen. Motion passed

Item #4: Resolution 140-21- Approval of Donations/Contributions from Henry J. Blattner

Motion made by Councilor Evens to approve Resolution 140-21 to approve Donations/Contributions from Henry J. Blattner, seconded by Councilor Merten. Motion passed.

Item #5: City Engineer- Dave Blommel

- a. **Jetting quotes:** Three quotes of a four-year contract were presented to do jetting and televising.

Johnson Jet-Line: \$0.70 per foot
Nelson Sanitation: \$0.60 per foot
Austin Incorporated: \$0.70 per foot

Motion made by Councilor Evens to approve Johnson Jet-Line quote based on staff recommendations, seconded by Councilor Mathiasen. Motion carried

- b. **Soil Boring-** Richmond Business Park

Blommel tried getting more quotes for soil boring but this is the only one. This work is need for the Richmond Business Park.

Motion made by Councilor Merten to approve ITT for \$4,645.00, seconded by Councilor Mathiasen. Motion carried

- c. **Feasibility Study**

- d. **Resolution 141-21:** Resolution Receiving Feasibility Report and Calling Hearing on Improvement

Motion made by Councilor Mathiasen to approve Resolution 141-21, feasibility study, and setting public hearing for June 17th, seconded by Councilor Monnens. Motion carried

- e. **Richmond Business Park Contract**

Motion made by Councilor Mathiasen to approve SEH contract for work done for Richmond Business Park, seconded by Councilor Merten. Motion carried

Item #6: Merry Moose Expansion

- a. **City fees-** Merry Moose is planning to expand at 414 Jay Ave SE. In accordance with section 24-56 of the City Code daycare EDUs are calculated by the number of children for which the center is licensed. 1 EDU is equal to 14 children Merry Moose has proposed to be licensed for 80 children at the new center for a total of 5.7 EDU, which is roughly \$43,000 by itself. She also needs to run water and sewer services to the property from the mains. Mande plan to bore it and has estimated costs of \$40,000. She is asking if they city could help with cost sharing on the services and lower the EDU from 5.7 to 1. Council asked for Tomaschett and Mande to put all city costs and service costs together on a sheet for the council to be able to review and make a decision at a later date.
- b. **Set public hearing for vacating easement (June 17th)-** there is a utility easement that needs to be vacated in order to build the expansion.

Motion made by Councilor Evens to approve setting the public hearing for June 17th, seconded by Councilor Merten. Motion carried.

Item #7: Department Reports

- a. **Parks/Arena-** Mooney presented designs and funding for the Legion Park. He would like to get equipment order before pricing goes up. The park is estimated to cost \$42,000; it will be paid for through donations and CIP funds. Mooney is working with Becker to get dasher boards ordered so they can be installed in time for the next hockey season. There was a Craft Show at the Arena that was well attended and plan to return next year. Blue Bikes are out for the public to be using again. Jack's is helping up with sign up sheets. A lot of summer sports are happening at Centennial Park right now. First Music in the Park is schedule for June 15th at 6:30 p.m.

Motion made by Councilor Evens to approve Legion Park and order equipment, seconded by Councilor Monnens. Motion carried

- b. **Fire-** written report was given to council for review
 - i. Resolution 142-21: Declaring excess property and authorizing disposal

Motion made by Councilor Evens to approve Resolution 142-21, seconded by Councilor Mathiasen. Motion carried

- c. **Public Works-** Dingmann reported he will be working on street patching next week once he gets the air injector from Cold Spring. Flags will also be going up next week before Memorial Day weekend. Evens would like to see banners on every street light in Business District on Main Street. He would like to look into the option of being able to have both flags and banners on the same pole. Dingmann asked if a street light and electrical box out by Nature Park. The light would match the lights out there and cost \$6,763.00.

Motion made by Councilor Mathiasen to approve the street light and electrical box, seconded by Councilor Merten. Motion carried

Item #8: Main St. Parking issues

Parking complaints of employees parking in front of other businesses all day and other long-term parking is causing issues for the Main Street Business. Discussed putting a limit on parking and also allowing employees on one side of the side to open the other side up for customers. Tomaschett was directed to send a letter to all business owners before making any changes.

Item #9: Hiring Committee

Tomaschett informed the council that she received five applications. She would like to have interviews either May 26-27 so a recommendation can be approved at June 2nd meeting. Mayor Hemmesch and Councilor Evens will sit with Tomaschett on the hiring committee. The three will review applications on May 21st, to select the top three for interviews. Interviews will be set for May 27th in the afternoon.

Item #10: Close Meeting- Employee Review of City Administrator-Clerk-Treasurer Tesa Tomaschett

Item #11: Open Meeting: Recap of employee review

Mayor Hemmesch informed that Tomaschett exceeds expectations in her annual employee review.

Item #12: Next Meeting: June 2, 2021 at 6:30 p.m.

Item #13: Adjournment

Mayor Hemmesch asked for any additional items.

Hearing none Mayor Hemmesch declared the meeting adjourned at 8:36 p.m.

Respectfully Submitted,

Tesa Tomaschett

City Administrator/Clerk-Treasurer