

**APPROVED 02/07/2022**  
**SPECIAL QUARTERLY ROUNDTABLE**  
**MINUTES**

**JANUARY 17, 2022**

**THE SPECIAL QUARTERLY ROUNDTABLE OF THE RICHMOND CITY COUNCIL WAS CALLED TO ORDER AT 5:30 P.M., ON MONDAY, JANUARY 17, 2022, BY MAYOR RIX.**

**ROLL CALL**

Present: Allen, Greene, Misteravich, Reindel, Rix, Warn

Absent: LaFore

Others: City Manager Moore, City Clerk Stagl

Visitors: Recreation Director VanHove, Recreation Board Chairperson Majchrzak

Motion by **Greene**, seconded by **Reindel**, to excuse Councilor LaFore from tonight's workshop meeting, due to being out of town.

All yeas

**Motion passes**

**AUDIENCE PARTICIPATION**

None

**ADOPTION OF AGENDA**

Motion by **Reindel**, seconded by **Greene**, to adopt the Agenda as presented.

All yeas

**Motion passes**

**ITEMS FOR CONSIDERATION**

**1. Discussion of Items of General Concern**

**COUNCIL GOALS AND OBJECTIVES**

Rix questioned if the Aud could be added to the Recreation Master Plan. City Manager Moore stated that we may be able to amend the priority project list or re-approve the plan. Will check with the State to determine best course of action.

All other master plans were up to date.

Some discussion on whether Casco Township has responded to the City Manager's email regarding an urban agreement. City Manager Moore indicated that there has not yet been a response.

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Rix commented that he would like to see the radar trailer out on City streets more often.

Discussion on when Raughorn Electric would be scheduling installation of the streetscape lighting in the downtown area.

Council commented on the houses on Howard Street, by St. A's that were displaying a lot of debris. Specifically, the house that had the chickens. City Manager Moore indicated that he would be in contact with the individuals regarding the blight. Other houses in this area have cleaned up due to code enforcement efforts.

No changes were made to the Goals and Objectives for FY2022-23.

### 2020-2021 LIST OF CITY COUNCIL PRIORITIES FOR THE CITY MANAGER

The City Manager will be working with the property owners on Division Road, for a completion date for moving their fence.

Is still working on setting up a date with Village Café to go over the City's plans for the parking lot. Council has approved the survey work. City Manager Moore stated that he didn't think DTE needed the survey work to begin the planning process for moving the light poles.

Rix – questioned if the former City dump property could be used as a solar field – possibly contact DTE.

Discussed the possibility of trading VanHaverbeck property on 33 for property by the Aud.

Council informed the City Manager that the letter he prepared to be sent to the Lenox Township Supervisor, regarding the City's Waste Water Treatment Plant in Lenox Township, was okay as presented.

Discussed the potential to put millings on city property for snow storage. Council was in favor of this proposal.

Discussed the ordering of additional Christmas decoration. Discussed the possibility of hiring a contractor to decorate the exterior of City building. City Manager Moore stated that if Council wanted lights on City Buildings he would look into hiring contractors. If Council was only looking at having lawn decorations, this could be done in-house. We should plan to order any decorations at the July TIFA meeting.

We are waiting for the second woodworking proposal for the historic photo project, before bringing the committee back together. Mayor suggested setting up a meeting to look at RAHGS and Library photos.

It was suggested that the City newsletter be available at the City restaurants.

### POLICE CHIEF POSITION

City Manager Moore spoke about changing the job description for the Police Chief to include

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some administrative duties for the Fire Department.

Reindel indicated that nothing would change in the day-to-day operation of the Fire Department – they only needed assistance at the administrative level.

Garant stated that the Fire Department needs some assistance. Requirements are changing. They want to remain a volunteer department and they can't invest enough time on necessary items.

The Quarterly Roundtable meeting was recessed at 7:00 pm

The Quarterly Roundtable meeting reconvened at 8:01 pm.

Council was in agreement with adding the Fire Department administrative duties to the Police Chief Job description.

THE ROOSEVELT AUDITORIUM

Discussed the current lease with the Church. The Recreation Board presented a memo to Council which indicated that it would be best to provide the church with a deadline as to when their lease would end. It was suggested that the Church be allowed to stay until Memorial Day. This would allow the City to work on the building and have a grand opening for both the building and programming in the fall.

Lists were provided to Council by the Administration and the Recreation Department on the facility repairs that needed to be made.

Currently TIFA has \$160,000 in their budget to complete the masonry repairs and roof replacement. These two items were critical needs.

Council agreed that when the windows are replaced, we should go back to the original size window.

It was important to beginning planning for events and programs. We need to consider long programming that utilizes the building for a long period of time, and short term or event programming.

Council will also need to begin discussion on how to staff the building. Administration will begin to put together some figures, but the amount of staffing will depend on the amount of programming that is provided.

It was suggested that the City conduct a survey to ask residents what type of programs they would like to see offered. Also, reach out to residents who have a special skill that they may want to teach at the Aud.

POUND ROAD

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The City Manager distributed information from Sergeant Kacanowski regarding the motor carrier laws.

We will be receiving an opinion from the City's attorney indicating that the City has the right to install a height restricting device on Pound Road. Tetra Tech, so far, has been reluctant to design such a device. Will be looking for another engineering firm to design the device if need be.

Council consensus was to close down the road and reopen it at a later date, until the issue can be resolved.

**AMERICAN RESCUE PLAN ACT (ARPA)**

City Manager Moore informed Council that he was still looking through the final rules to determine what the funds could be used for. The City will be receiving are \$612,000.

The DPS Director has indicated that he would like to see these funds utilized to replace water meters.

Council was leaning towards using these funds for the purchase of the two (2) new 911 consoles needed for the Police Department.

**CITY MANAGER COMMENTS**

None.

**COUNCIL COMMENTS**

None.

**ADJOURNMENT**

Motion by **Misteravich**, seconded by **Greene**, to adjourn the Special Quarterly Roundtable Meeting at 9:15 p.m.

All yeas

**Motion carried**

Respectfully submitted:

Karen Stagl  
City Clerk