

**REGULAR MEETING  
MINUTES**

**MARCH 20, 2023**

**THE REGULAR MEETING OF THE RICHMOND CITY COUNCIL WAS CALLED TO ORDER AT 7:00 P.M., ON MONDAY, MARCH 20, 2023, BY MAYOR RIX.**

**ROLL CALL**

Present: Allen, LaFore, Misteravich, Reindel, Rix, Schultz, Warn

Absent: None

Others: City Manager Moore, City Clerk McCallister, DPW Director Goetzinger, Fire Chief Treend

Visitors: Melissa Majchrzak, Kim Schoenberg, and Darrell Starr

**APPROVAL OF MINUTES**

Motion by **Warn**, seconded by **Schultz**, to approve the minutes of the March 6, 2023, regular meeting, as presented.

All yeas

**Motion passes**

**AUDIENCE PARTICIPATION**

None.

**ADOPTION OF AGENDA**

Motion by **Warn**, seconded by **Allen**, to adopt the agenda as amended:

Add Item #11 –Consideration of Special Request / Tootsie Roll Sale / Richmond Knights of Columbus

All yeas

**Motion passes**

**CONSENT AGENDA**

- a) Receive and File DPW Activity Report for February 2023
- b) Receive and File City Clerk’s Activity Report for February 2023
- c) Receive and File City Planner’s Activity Report February 2023

**APPROVED 04/03/2023**

- d) Receive and File Treasury and Money Market February 2023
- e) Receive and File Investment CD Report for February 2023
- f) Receive and File Code Enforcement Activity Report for February 2023
- g) Receive and File Cable TV Activity Report for February 2023
- h) Receive and File Library Activity Report for February 2023
- i) Receive and File Recreation Department Activity Report for February 2023
- j) Receive and File Police Department Statistics for February 2023
- k) Receive and File Offense Count Report for February 2023
- l) Receive and File Ticket Offense Report for February 2023
- m) Receive and File Crime Log Report for February 2023
- n) Receive and File Traffic Accident Report for February 2023
- o) Receive and File Burn Permit Report for February 2024
- p) Receive and File February 20, 2023, Library Board Meeting Minutes
- q) Receive and File March 1, 2023, TIFA Meeting Minutes
- r) Receive and File Revenue and Expense Report February 2023
- s) Approval of Schedule of Bills dated March 20, 2023, in the amount of \$201,053.18.

Motion by **LaFore**, seconded by **Misteravich**, to adopt the Consent Agenda as presented.

All yeas

**Motion passes**

**PUBLIC HEARING**

None.

**ITEMS FOR CONSIDERATION**

**1. Consideration of Special Event Request/ Starr Craft Brewery 4<sup>th</sup> Anniversary**

Moved by **Lafore**, seconded by **Misteravich**, to approve special event request from Starr Craft Brewery for a Fourth Anniversary Celebration on Friday, July 14, 2023 - Sunday, July 16, 2023 from 5:00 pm to 11:00 pm on Friday, 12:00 pm to 11:00 pm on Saturday and 2:00 pm to 8:00 pm on Sunday, including a tent and outdoor music. The approval is contingent upon the following:

- 1. Permission to close a portion of Water Street from Forest to the alleyway drive and a portion of the Forest Street Sidewalk and tree lawn area in front of their buildings. From **Friday morning, July 14<sup>th</sup>** through **Sunday evening, July 16<sup>th</sup>**, to allow time to set up/tear down the fencing and tent.
- 2. Permission to have one (1) mobile food vendor, Scalici's Wood Fired Pizza, each day, in accordance with their Special Event Application for Mobile Food Vendors.
- 3. If construction of the parking lot goes longer than anticipated, administration will work with the applicant to amend the area of parking lot closure.

**Discussion on motion:**

Reindel expressed his concern with closing the parking lot on Sunday.

Rix brought up traffic flow in that area and asked for clarification from Darryl Starr (Starr Craft Brewery) regarding the usage of Water Street. Starr confirmed Water Street will be used for golf cart parking and games. Lastly, per the Councils request, Starr will assign handicapped spaces behind the building for those in need.

Moore encouraged Starr to direct his employees and volunteers to park in the municipal parking lot. Secondly, Moore will contact Richmond/Lenox SMART transportation to see if they are able to assist in shuttle service for this event.

All yeas

**Motion passes**

## **2. Consideration of Confirmation of the Fire Chief**

Motion by **Schultz**, seconded by **LaFore**, to confirm the appointment of Robert Treend as Fire Chief for the City of Richmond in accordance with Section 7.13 of the City of Richmond Charter for a one-year term commencing on March 1, 2023 and expiring on February 29, 2024.

All yeas

**Motion passes**

### **Comments:**

Rix extended his appreciation for Fire Chief Treend's leadership throughout the last year.

## **3. Consideration of Special Event Request / Farm Market / Mobile Food Vendor**

Motion #1 by **Reindel**, supported by **Misteravich**, to approve the special event request from Floras Trash to Treasure to hold a Farmer's Market on Thursdays from May 11<sup>th</sup> until October 5<sup>th</sup>, 2023 from 2:00 pm until 9:00 pm, in the Municipal Parking Lot in the area between the two buildings.

### **Discussion on motion:**

Melissa Majchrzak (Farm Market host) indicated she will forego the weekend of Good Old Days unless the request is made for her participation. She indicated her happiness with the success of this event and is excited to continue.

All yeas

**Motion passes**

Motion #2 by **Allen**, supported by **LaFore**, to approve the special event request for Flora's Trash to Treasure to have one Mobile Food Vendor per month to coincide with the noted special events, which have been noted as Opening Day/Mother's Day, Family Fun Day, Car Show/Father's Day, Junk in the Trunk and Farm Fun Day, with the first date being May 11<sup>th</sup>.

All yeas

**Motion passes**

**4. Consideration of Request to put up Senior Banners**

Moved by **LaFore**, seconded by **Misteravich**, to approve approval of the request to utilize the poles and banner arms from Park Street to Heritage Drive to place banners recognizing the students of the class of 2023 from May 1<sup>st</sup> through June 30<sup>th</sup> and to authorize DPW to install the banners. With the following conditions:

1. That the Project Graduation Committee will furnish the banners and all necessary zip ties.
2. There are no guarantees of exact placements of students on a particular pole or location.

All yeas

**Motion passes**

**5. Consideration of the Resignation from the Recreation Board**

Moved by **Reindel**, seconded by **Allen**, to accept the resignation letter from Gina Caperton from the Recreation Board.

**Comments:**

Mayor Rix thanked Caperton for her years of services with the Recreation Board.

All yeas

**Motion passes**

**6. Consideration of Board Appointments/ Recreation Board**

Motion by **Allen**, seconded by **Schultz**, to (re)appoint Melissa Majchrzak to the Recreation Board for a 2-year term with an expiration date of March 31, 2025.

All yeas

**Motion passes**

Motion by **Allen**, seconded by **Reindel**, to appoint Sarah Gillies to the Recreation Board for a 1-year term with an expiration date of March 31, 2024.

All yeas

**Motion passes**

**7. Consideration of Appointing a Council Liaison to the Recreation Board**

Motion by **Reindel**, seconded by **Schultz**, to (re)appoint Mayor Tim Rix as City Council Ex-Officio Member on the Recreation Board with an expiration date of March 31, 2024.

Mayor Rix opened the floor for discussion amongst Councilors.

There was no indication by any councilor in their interest in the liaison position.

All yeas

**Motion passes**

**8. Consideration of Bid Award for 2023 Grounds Maintenance Contract / 2023-GM-1**

Motion by **LaFore**, seconded by **Misteravich**, to award the 2023 Grounds Maintenance Contract 2023-GM-1 to Tommy's Lawn Service with the expenses charged to the appropriate line items of the General Fund, Major Street Fund, Local Street Fund, TIFA Fund, Sanitary Sewer Fund, and Water Fund with an estimated amount of \$16,697.

All yeas

**Motion passes**

**9. Consideration of Design Engineering – Sludge Press**

Motion by **Allen**, supported by **Schultz**, to authorize the expense of \$50,000 for design engineering services related to the WWTP Sludge Screw Press by Tetra Tech with expenses charged to the appropriate line item in the WWTP Equipment Replacement Fund.  
Discussion on motion:

DPW Director Goetzinger indicated that he is currently looking for grants to help fund the expense.

All yeas

**Motion passes**

**10. Consideration of Bid Award / Longitudinal Pavement Markings**

The City is responsible for all pavement markings on City streets. The project was advertised on BidNet but only one bid was received; from PK Contracting (\$15,460.00). PK Contracting is the only local striping contractor setup for longitudinal markings.

Administration recommends authorizing award of the 2023 Longitudinal Pavement Marking Contract to the low/only bidder and has recommended waiving the purchase ordinance requirements.

Motion by **Reindel**, seconded by **Schultz**, to waive purchasing ordinance requirements due to Section 64-53(c) and to authorize award of the 2023 Longitudinal Pavement Markings contract to PK Contracting in the amount of \$15,460 with expenses charged to the appropriate line items in Major and Local street funds.

**A roll call vote was taken:**

All yeas (Allen, LaFore, Misteravich, Reindel, Rix,  
Schultz, Warn)

**Motion passes**

**11. Consideration of Special Event Request/Tootsie Roll Sale/Richmond Knights of Columbus**

Motion by **Allen**, seconded by **Warn**, to approve the request received from the Richmond Knights of Columbus to conduct their Tootsie Roll Sale, at the intersections of Main/Division and County Line Road/31 Mile Road (City side) on Friday, March 31<sup>st</sup> and Saturday, April 1<sup>st</sup>, 2023 from Dawn to Dusk; that the Knights of Columbus agree not to be in the Main/Division intersection on Friday, March 31<sup>st</sup> from 2:30 p.m. to 3:30 p.m.; and further that the Knights of Columbus agree to sign a Liability Waiver.

All yeas

**Motion passes**

**MISCELLANEOUS MATTERS FROM THE CITY MANAGER**

None

**COUNCIL COMMENTS**

Allen - Congratulated RHAGS on their successful Historic Tea event

Rix – Upcoming Calendar events:

- 3/22 TIFA Meeting has been cancelled
- 4/3 Council Meeting at 7:00 pm
- 4/3 – 4/7 Spring Break for Richmond Schools
- 4/7 City Offices, Recreation Department and the Library are Closed

Reminder of Special Events:

- 3/22 Book Folding program at the Library, 6pm
- 3/25 Puzzle sale at the Library from 10am – 2pm
- 4/1 Easter Egg Scramble at Beebe Park, 10:30 am for children ages 3-10
- 6/2 Red Cross Lifeguard Training from 4pm-8pm for ages 15 and older (This training is a pre-requisite for a lifeguard position)

The Parks and Recreation is looking for a Maintenance worker from May thru Sept. The work will consist of mowing the lawn and some light maintenance work. Call 727-2665 for more info.

**ADJOURNMENT**

Motion by **Misteravich**, seconded by **Allen**, to adjourn the Regular Council Meeting at 7:38 pm.

All yeas

**Motion passes**

**APPROVED 04/03/2023**

Respectfully submitted:  
Heather L. McCallister  
City Clerk