

APPROVED 02/07/2022
SPECIAL MEETING
MINUTES

JANUARY 24, 2022

THE SPECIAL MEETING OF THE RICHMOND CITY COUNCIL WAS CALLED TO ORDER AT 8:00 P.M., ON MONDAY, JANUARY 24, 2022, BY MAYOR RIX.

ROLL CALL

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

Absent: None

Others: City Manager Moore, City Clerk Stagl

Visitors: None

AUDIENCE PARTICIPATION

None.

ADOPTION OF AGENDA

Motion by **Warn**, seconded by **Greene**, to adopt the Agenda as amended:

Remove under Closed Session – City Manager Evaluation

Remove under Other Business – City Manager Evaluation

Add Item #2 – City Manager/Adjustment of Compensation

All yeas

Motion passes

ITEMS FOR CONSIDERATION

1. Update on Police Chief Position

Council was provided with a draft of the Chief of Police/Public Safety Coordinator job description. This was put together based on the Council discussion, the City Manager's meeting with Fire Officers/former Fire Chiefs and the recent general membership meeting of the Fire Department.

The job description, as presented, listed several more items under the Fire Department versus the Police Department. Council and the City Manager discussed the items and made the following changes:

Under responsibilities and essential dues and functions

- Item 5 – Add Road patrol as needed.
- Add item related to community policing

Under responsibilities and essential duties and functions of the Public Safety
Coordinator position

- Item 1 – Remove and include in the job summary.
- Item 3 – Items 10 and 11, to be included under this item.
- Item 6 – Remove this item
- Item 8 – Move to Police Department (Represent all entities)
- Item 10 – Remove and include under item 3
- Item 11 – Remove and include under item 3

2. City Manager/Adjustment of Compensation

City Manager Moore informed Council that the City Manager Evaluation Committee met to discuss the compensation of the City Manager’s position and the compensation of the Chief of Police position. The Committee determined the exact recommendation for compensation adjustments for both positions. It was determined that an incremental rather than large adjustments be made to both position base rate of pay.

Motion by **Reindel**, seconded by **Allen**, to approve the City Manager’s Evaluation Committees recommendation that the City Manager’s base salary be increased by 3%, and adjust the Chief of Police/Public Safety Coordinators base salary by the same amount.

Discussion on motion:

Discussion on when the wage increase would take place. City Manager Moore stated that when a new Police Chief/Public Safety Coordinator began, the new wage would start.

Motion by **Rix**, seconded by **Greene**, to amend the main motion to include that the wage increase for the City Manager will begin as of February 2, 2022.

Vote on amendment:

All yeas

Motion passes

Vote on main motion:

All yeas

Motion passes

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COUNCIL COMMENTS

None.

MISCELLANEOUS MATTERS FROM THE CITY MANAGER

- Reminded Council that he will be out of the office on Wednesday and Thursday to attend the City Manager's Conference.

CLOSED SESSION

None.

ADJOURNMENT

Motion by **Misteravich**, seconded by **Greene**, to adjourn the Special Meeting at 8:42 p.m.

All yeas

Motion carried

Respectfully submitted:

Karen Stagl
City Clerk