

**APPROVED 05/17/2021**  
**SPECIAL BUDGET WORKSHOP**  
**MINUTES**

**MAY 3, 2021**

**THE SPECIAL BUDGET WORKSHOP OF THE RICHMOND CITY COUNCIL WAS CALLED TO ORDER AT 5:30 P.M., ON MONDAY, MAY 6, 2021, BY MAYOR RIX.**

**ROLL CALL**

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

Absent: None

Others: City Manager Moore, City Clerk Stagl, City Treasurer Hatfield

Visitors: Building Department Director Hayduk, Library Director Kammer, Recreation Director VanHove, City Planner Jeschke, Cable Coordinator Robbins

**AUDIENCE PARTICIPATION**

None received.

**ADOPTION OF AGENDA**

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

All yeas

**Motion carried**

**ITEMS FOR CONSIDERATION**

**1. Review of the Manager's Proposed FY2021-22 City Budget**

101-103 Cable Television Committee – The Cable budget included funds to hire a part-time person to work approximately 15 hours per week at \$10.00/hr.

Council discussed that they were not in favor of Jason spending all of the time at the school for teaching and preparation for his class. Do not feel the City is getting adequate programming when Jason has to teach. Discussion on needing to charge the school for the actual cost of the class plus the preparation time.

City Manager Moore indicated that there is value to having Jason teach the class – the City benefits by having students available to tape programs. The Assistant was needed to help with the editing of programming, so it will require someone with more experience than the students in Jason's class.

Rix indicated that the City would not need to hire an assistant, if Jason didn't teach the class at the school.

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Council agreed that it may be time to re-evaluate the program with the school and charge the school for the true cost of the class and preparation time.

Council was in agreement with the hiring of an assistance.

COUNCIL WAS IN GENERAL AGREEMENT WITH THE REVENUES AS PRESENTED.

101-372 Building Department – The City Manager informed Council that he cut the touch-screen monitor that the building director had included in his budget. A touch-screen monitor is not yet needed for a building department our size. Discussion on the camera and tripod system, Administration is still working on this.

COUNCIL WAS IN GENERAL AGREEMENT WITH THE BUDGET AS PRESENTED.

101-709 Lois Wagner Memorial Library – City Manager Moore reduced the book budget by \$1,000. No other changes were made.

Library Director Kammer informed Council that Darlene Pinskey has taken the position created by the retirement of Colleen Kelley. The job description for the position left vacant by Darlene Pinskey is being reworked.

The Library Board has discussed opening again on Saturdays, beginning in June.

The Library Director will be meeting with Kyle, from Library Designs, to determine where costs can be made to the design plans to the Library – will be discussing if it's possible to do the library improvements in phases.

COUNCIL WAS IN GENERAL AGREEMENT WITH THE BUDGET AS PRESENTED.

508-ALL Recreation Department – City Manager Moore informed Council that it has been very difficult to staff Camp Richmond for the upcoming summer, so we have decided not to hold Camp Richmond for this summer. Some funding has remained in the budget so that the Recreation Department can still offer some alternative programs for start-up next summer

Recreation Director VanHove informed Council that a few small replacement pieces are being proposed for the parks.

City Manager Moore informed Council that the Recreation Board will need to determine what the priority items are now that the Recreation Master Plan has been completed. Once the priority items are determined, the City can submit for a DNR grants.

COUNCIL WAS IN GENERAL AGREEMENT WITH THE REVENUES AS PRESENTED.

101-400 Planning Commission – The Printing and Publishing budget was increased by \$500.00 to cover the cost for any Board of Zoning Appeals or Planning Commission public hearings.

COUNCIL WAS IN GENERAL AGREEMENT WITH THE REVENUES AS PRESENTED.

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274-ALL Housing and Urban Development Fund - COUNCIL WAS IN GENERAL AGREEMENT WITH THE BUDGET AS PRESENTED.

101-172 – City Manager – The Assistant position is working very well.

COUNCIL WAS IN GENERAL AGREEMENT WITH THE REVENUES AS PRESENTED.

101-462 Capital Improvements – Funds have been included for the purchase of a radar trailer or stand-alone radar unit.

COUNCIL WAS IN GENERAL AGREEMENT WITH THE REVENUES AS PRESENTED.

404-890 Contingency – COUNCIL WAS IN GENERAL AGREEMENT WITH THE REVENUES AS PRESENTED.

**CITY MANAGER COMMENTS**

None.

**COUNCIL COMMENTS**

None.

**ADJOURNMENT**

Motion by **LaFore**, seconded by **Allen**, to adjourn the Special Budget Workshop at 6:38 p.m.

All yeas

**Motion carried**

Respectfully submitted:  
Karen M. Stagl  
City Clerk