

**APPROVED 06/01/2020**  
**SPECIAL BUDGET WORKSHOP**  
**MINUTES**

**MAY 20, 2020**

**THE SPECIAL BUDGET WORKSHOP OF THE RICHMOND CITY COUNCIL WAS CALLED TO ORDER AT 6:00 P.M., ON WEDNESDAY, MAY 20, 2019, BY MAYOR RIX.**

**ROLL CALL**

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

Absent: Greene

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

Visitors: Fire Chief Spens, 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 FY2020-21 City Budget**

City Manager Moore informed Council that he has received an update from the State regarding the amount of State Revenue Sharing the City will be receiving: In the current budget, the City will be receiving \$10,000 more than budgeted. In the FY20-21 budget, the City will be receiving \$42,000 more than we estimated.

Review of the proposed FY2020-21 Budget began with:

206-ALL Fire Department – City Manager Moore informed Council that he reduced the contractual services line item by \$2700 – the software program reflected in the budget was purchased last year.

**APPROVED 06/01/2020**

City Manager Moore informed Council that Jaimie Greene had called in and indicated that she was not in favor of the \$1000 increase in Community Promotion – she expressed concerns with accountability.

Reindel informed Council that the Fire Department keeps a full accounting of the expenses charged to the community promotion line item. At any time anyone is able to view this. Other Councilors expressed support of the increase in the community item line item – the community gets back a lot more than it spends.

Chief Spens and Mayor Rix had spoken previously about the issue of rusting on one of their vehicle's frame. The company doing the annual maintenance did look at the vehicle. It is not the frame that is rusting, but the coating on the frame is beginning to flake off – the vehicle's frame is structurally fine.

Rix would like to have the Fire Department look into having the frame looked at and the frame fixed.

Some discussion on the grant writers that have been contracted by the Fire Department – have we been successful in receiving any funding on any of the grants that have been submitted?

Chief Spens informed Council that he hasn't heard from the most recent grant writer – he will check with him and get an update. City Manager informed City Council that at least one of the grants was not submitted due to the grant writer waiting to the last day.

City Manager Moore informed Council that Richmond Township was looking at having another municipality cover fire runs in a portion of their Township. The Township has not yet made a decision, but any change would occur beginning July 1.

Chief Spens addressed the decrease in runs due to COVID-19, but the increase in other duties performed by the firemen. He proposed having some type of hazard pay for the firemen – suggested \$100 one-time stipend per firemen.

City Manager Moore informed Council that authorizing this for the firemen may then have other public safety personnel making the same request.

Council discussed different ways this could be paid out. Requested that the City Manager work with the Fire Chief on this request.

Chief Spens informed Council that Statewide MABAS Teams have been called to assist mid-Michigan with the flooding. At this time, no Richmond teams are going.

**COUNCIL WAS IN GENERAL AGREEMENT WITH THE REVENUES AS PRESENTED.**

**APPROVED 06/01/2020**

101-103 Cable Television Committee – The City Manager made no changes to the budget presented by the Cable Coordinator.

Cable Coordinator Robbins informed Council that he will be speaking with the school about changing the amount of time for class from 2 1-hour classes to 1 2-hour class.

COUNCIL WAS IN GENERAL AGREEMENT WITH THE REVENUES AS PRESENTED.

101-372 Building Department – The City Manager adjusted the estimated revenue and the payout to the inspectors.

Building Inspector Hayduk informed Council that in the 21-22 budget he will be proposing a large format scanner. It was not in the 20-21 budget because he needed additional time to research what the best option would be. The large format scanner will allow the Building Department, City Planner and DPS Director to digitize the large plans that we currently have.

COUNCIL WAS IN GENERAL AGREEMENT WITH THE BUDGET AS PRESENTED.

101-709 Lois Wagner Memorial Library – City Manager Moore reduced the book budget by \$5,000.

Library Director Kammer informed Council that the State doesn't know the affects COVID 19 will have on the penal fines and State aid.

Rix commented on the hourly wage of a long-time part-time employee – he felt the wage was low.

City Manager Moore informed Council that the position was a union position and the wage was approved by the Union. At the next negotiations we can discuss increasing the wage for the position.

Library Director Kammer informed Council that she can request salaries from other communities for similar positions.

Rix questioned if Council would be receiving a revised design plan from the Library Board.

Allen indicated that at the joint workshop with the Library Board, Council did add additional items they would like to see incorporated into the design plans.

Library Director Kammer informed Council that Kyle would be coming back to Council with the revised plans and cost figures.

**APPROVED 06/01/2020**

Rix questioned if the Library will be requesting additional parking in conjunction with the school that would be utilized by both the school and the Library.

The consensus of Council was for the Manager to reach out to the School Superintendent regarding joint parking with the Library.

COUNCIL WAS IN GENERAL AGREEMENT WITH THE BUDGET AS PRESENTED.

508-ALL Recreation Department – the City Manager removed the costs associated with improving the approach to the new storage facility from the Recreation Fund and is covering the cost in the TIFA budget.

City Manager Moore informed Council that funds were left in the budget for the opening of the pool and summer camp. At this time we haven't made a final determination if these will be cancelled this summer due to COVID-19. The City Manager has contacted St. Clair, East China, Marysville, Port Huron and Port Huron Township and they have all decided to cancel their pool and/or summer camps this summer. Algonac and New Baltimore have not yet made a final determination.

Recreation Director VanHove stated that a lot of jurisdictions were still in a holding pattern and were waiting for further direction from the State. We can wait a few more weeks to make a final determination.

We have the staffing available to fund the pool and camp with adjusted hours.

The Schools have decided not to run their summer camp this year.

City Manager Moore informed Council that there are still a lot of unknowns. Larger gathering are currently not allowed, but they may be later in the summer.

Rix questioned if we decide to cancel the pool and camp this summer, would it be possible to move forward with purchasing another structure or making additional park improvements that are on the Recreation Master Plan.

The consensus of Council was to have the Recreation Board decide on what improvements they would like to see made in the parks, if the pool and camp are cancelled this summer, and present their recommendation to Council.

COUNCIL WAS IN GENERAL AGREEMENT WITH THE REVENUES AS PRESENTED.

101-400 Planning Commission – COUNCIL WAS IN GENERAL AGREEMENT WITH THE REVENUES AS PRESENTED.

**APPROVED 06/01/2020**

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

101-172 – City Manager – City Manager Moore informed Council that he continues to work with the City Manager Committee to address outstanding issues.

Rix – Questioned if we still planned on hiring an Assistant City Manager or if we planned on utilizing current staff.

Questioned if the figure of \$18,000 was sufficient for an Assistant City Manager. Were we considering a full-time or part-time Assistant City Manager?

Further discussion would be held with the City Manager Committee.

Any wage adjustments can be made before the budget is approved by Council.

COUNCIL WAS IN GENERAL AGREEMENT WITH THE REVENUES AS PRESENTED.

101-462 Capital Improvements - 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 7:47 p.m.

All yeas

**Motion carried**

Respectfully submitted:  
Karen M. Stagl  
City Clerk