

**APPROVED 10/19/2020**  
**REGULAR MEETING**  
**MINUTES**

**OCTOBER 5, 2020**

**THE REGULAR MEETING OF THE RICHMOND CITY COUNCIL WAS CALLED TO ORDER AT 7:00 P.M., ON MONDAY, OCTOBER 5, 2020, BY MAYOR RIX.**

COUNCILORS STOOD FOR THE PLEDGE AND INVOCATION.

**ROLL CALL**

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

Absent: None

Others: City Manager Moore, City Clerk Stagl

Visitors: None

**APPROVAL OF MINUTES**

Motion by **Warn**, seconded by **Greene**, to approve the minutes of the September 21, 2020, regular meeting as presented.

All yeas

**Motion passes**

**AUDIENCE PARTICIPATION**

None.

**ADOPTION OF AGENDA**

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

**CONSENT AGENDA**

- a) Receive and File September 23, 2020, TIFA Meeting Minutes
- b) Approval of Schedule of Bills dated October 1, 2020, in the amount of \$ 2,023,175.37

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/Food Truck/Starr Craft Brewery**

City Manager Moore informed Council that Starr Craft Brewery would like to have a Mobile Food Vendor on Sunday October 11st from 2:00 pm to 8:00 pm. On Sundays, their patrons have limited food options as many of the nearby restaurants close early on Sunday.

The food trailer would be located in front of their business on Forest Street. The owners verified that the trailer will fit entirely within a paved area of the tree lawn in front of the brewery.

Motion by **Reindel**, seconded by **Allen**, to approve the Special Event Request for a Mobile Food Vendor from Star Craft Brewery to have a Mobile Food Vendor (Scalicie's Wood Fired Pizza) on Sunday, October 11<sup>th</sup> from 2:00 pm to 8:00 pm.

All yeas

**Motion passes**

**2. Consideration of Little League Banner Request**

City Manager Moore informed Council that Richmond Little League was requesting approval for two banners announcing online registration open. In the past RLL had one registration banner for the first two week of January and RGFA has a registration banner the first two weeks of November. This year, RLL has purchased a second banner that also includes softball registration. The second RLL banner that they are requesting includes text that RLL will also be holding registration for softball.

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Motion by **Allen**, seconded by **Warn**, to approve the across the road banner requests from RLL for two banners for their registration event, from November 2, 2020 through November 16, 2020.

All yeas

**Motion passes**

**3. Consideration of City Hall Computer Upgrades**

City Manager Moore informed Council that the FY20/21 budget includes \$12,000 for computer upgrades related to switching to Microsoft Windows 10 for our operating system. Instead of being able to simply upgrade existing machines to Windows 10, we have 9 of 11 computers that need to be replaced, as they do not meet the requirements for Windows 10.

The City Manager and City Treasurer met with Hi-Tech to come up with a budget proposal. Due to their experience in setting up our system and knowledge of the programs we utilize and our networking, they have been able to adjust their labor to meet our needs.

Administration is requesting that City Council waive the purchasing ordinance requirements due to an advantage or benefit not otherwise available through competitive bidding.

Motion by **LaFore**, seconded by **Reindel**, to waive purchasing ordinance requirements under section 64-53 (d) and authorize the proposal from Hi-Tech in the amount of \$12,000 for computer upgrades at City Hall.

**A roll call vote was taken:**

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

**Motion passes**

**4. Consideration of Park Use Request/Mobile Pet Groomer**

City Manager Moore informed Council that we have received a Park Use Permit request from Brittany Smith for Brittany's Mobile Pet Salon for October 10, 2020 in Beebe Street Park from 10 am to 11 am as an open house to have potential clients be able to see her set up and be comfortable with her operation.

Motion by **Allen**, seconded by **Greene**, to approve the Park Use Permit from Brittany Smith for Brittany's Mobile Pet Sale for October 10, 2020 in Beebe Street Park from 10 am to 11 am.

**Discussion on motion:**

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Council discussed the request and stated that this event would not enhance the City – this is not part of a larger event. Other comments were that this individual did not live in the City and therefore did not pay any taxes to the City. This event would be in direct competition with existing pet groomers that existed in the City.

Rix stated that he was not against the business but he doesn't want to promote an outside business to compete with City businesses.

Misteravich did state that this person did go through the property channels and it was a one-time only event. He would encourage the individual to check with private owner for use of their parking lot to set up the mobile pet groomer open-house.

Rix – We need to remind Parks and Recreation to review what is allowed and what is not allowed in the City Parks.

**Vote on motion:**

Four yeas (Allen, Greene, LaFore, Reindel)  
Three nays (Misteravich, Rix, Warn)

**Motion passes**

**MISCELLANEOUS MATTERS FROM THE CITY MANAGER**

- Administration continues to make changes in response to the Covid Pandemic. Most recently, the Department of Health and Human Services has issued directives which still requires masks, sets limits on gatherings.
- The civic group signs have been installed.

**COUNCIL COMMENTS**

Misteravich – Thanked Councilors for returning the Manager Evaluation forms.

Rix – 'No Tricks only Treats' event still needs vendors. This event will be held in Bailey Park.

- Parks and Recreation will be organizing the Scarecrow Contest. Entries must be submitted by October 14<sup>th</sup>.
- Reminder of upcoming calendar events:  
10/6 – Special Recreation Meeting – Park Walk-thru at 6:00 pm  
10/8 – Planning Commission at 7:00 pm  
10/9 & 10/10 – Tootsie Roll Sale  
Cemetery Walk has been CANCELLED  
Fire Department Open House CANCELLED  
10/12 – Library Board Meeting at City Hall at 7:00 pm  
10/13 – Cable TV meeting at 7:00 pm

10/15 – EDC at 7:00 pm

**CLOSED SESSION**

Motion by **Allen**, second by **Greene**, to convene into closed session in accordance with Section 8 (c) of the Michigan Open Meetings Act, Public Act 267 of 1976, as amended, for the purpose of considering a periodic personnel evaluation of the City Manager as requested by the City Manager

**A roll call vote was taken:**

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

**Motion passes**

Council recessed at 7:29 pm to go into closed session.

**OTHER BUSINESS**

Motion by **Reindel**, seconded by **LaFore**, to reconvene into open session at 8:02 pm.

All yeas

**Motion passes**

Motion by **Greene**, seconded by **Allen**, to approve the City Manager's evaluation results. The City Council has completed the City Manager's evaluation with input from all Councilor's. The City Manager evaluation placed the manager between effective to very effective, and the City Manager's compensation should be adjusted in accordance with the raises provided to the other full time non-affiliated personnel this year.

**Discussion on motion:**

Rix stated that Jon has done an excellent job. He shows great leadership and professionalism.

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City Manager Moore – thanked Council. His success is a result of a team effort of Council, Department Directors and himself.

**Vote on motion:**

All yeas

**Motion passes**

**ADJOURNMENT**

Motion by **Misteravich**, seconded by **Greene**, to adjourn the Regular Council Meeting at 8:00 p.m.

All yeas

**Motion passes**

Respectfully submitted:

Karen Stagl  
City Clerk