



New Richland City Council Regular Meeting Agenda September 11th, 2023

Agenda:

- 6:30 Call to Order
- Roll Call
- Pledge of Allegiance
- Approve Agenda

Moment of Silence – Remembering those who lost their lives on 9/11

Consent Agenda Items

Items listed on the Consent Agenda are considered routine and non-controversial by the City Council. There will be no separate discussion of these items unless requested by the City Council.

1. Approve the Minutes of the August 28th, 2023, City Council Meeting
2. Approve the Minutes of the August 28th, 2023, City Council Work Session
3. Set public hearing for VRBO Ordinance September 25th, 2023, at 6:35 pm

Public Comments

Notice: We welcome the attendance of residents of the City of New Richland to the City Council meetings. Any resident of the City of New Richland may request permission to speak at a regular scheduled council meeting on any topic that is relevant to the operation of the city. Any resident wishing to address the city council shall either call City Hall and request to be put on the agenda or they can sign-up 10 minutes prior to the start of the meeting. At the discretion of the mayor, the speaker may address the topic either during the public portion of the meeting or at the time the item is being addressed by the council. The mayor will call upon the speaker at the appropriate time. Speaker shall state their name and topic to be addressed. Residents are expected to use proper etiquette, decorum and respect when addressing the council.

Request and Presentations

1. Greg Calbick – Chickens/Poultry

Public Hearings

Ordinances and Resolutions

Department Reports

1. Ambulance Report – In Writing
2. Fire Department Report – In Writing
3. Police Department Report – Chief Bruegger

Unfinished Business

1. City Website
2. 2024 Health Insurance
3. 2024 Budget

New Business

1. Legion Field Scoreboard
2. Concession Stand Surplus Stock

Miscellaneous

Administrators Report

Mayor/Council Comments

Adjournment

The next Regular City Council meeting will be held on Monday September 25th, 2023, at 6:30 pm



New Richland City Council Regular Meeting Minutes

August 28th, 2023

Members Present

Chad Neitzel
Jason Casey
Loren Skelton
Jody Wynnemer
Janda Ferguson

Staff Present

Anthony Martens-Administrator
Bob Johannsen-Care Center Administrator
Shell Johnson-People Service
Eric Hendrickson-Maintenance Lead

Others Present

Pam Goehring
Larry Goehring
Mike Abbott
Layne Kockelman-ABDO

Members Absent

None

The meeting was called to order by Mayor Chad Neitzel at 6:30 p.m.

Roll Call - All members present

Pledge of Allegiance

Approval of Agenda

- Motion was made by Loren Skelton and seconded by Janda Ferguson to approve the agenda as amended. Carried (4 yes, 0 no)

Consent Agenda

1. Motion made by Loren Skelton and seconded by Jason Casey to approve the consent agenda. Carried (4 yes, 0 no)

Public Comments

- None

Requests and Presentations

1. 2022 City of New Richland Audit Presentation
 - Layne Kockelman presented the Audit Presentation on behalf of ABDO
2. Larry Muff – Historical Flood Concerns
 - Mr. Muff asked to be on the agenda but did not attend the meeting

Public Hearings

- Public hearing on the THC Public Consumption Ordinance opened at 6:56 pm
 - Jody Wynnemer – 321 3rd Street NW
 - Wynnemer shared his concerns with the THC Public Consumption ordinance and urged the council to vote against the ordinance.
- Public hearing was closed at 7:38 pm

Ordinances and Resolutions (see attached)

1. Motion made by Loren Skelton and seconded by Janda Ferguson to adopt resolution 23-15: A Resolution Updating the City Fee Schedule. Carried. (4 yes, 0 no)
2. Motion was made by Loren Skelton and seconded by Janda Ferguson to adopt Ordinance #590: Prohibiting the Public Consumption of THC. Carried (3 yes Neitzel, Ferguson, Skelton, 2 no Wynnemer, Casey)



New Richland City Council Regular Meeting Minutes

August 28th, 2023

Reports

1. Care Center Report
 - Care Center report was presented by Bob Johannsen
 - Motion was made by Loren Skelton and seconded by Janda Ferguson to approve the Care Center report. Carried (4 yes, 0 no)
2. People Service Report
 - People Service report was presented by Shell Johnson
 - Motion made by Loren Skelton and seconded by Jody Wynnemer to approve Empire Pipe Services to provide cleaning and televising of the sanitary sewer system in the southwest of town for \$14,827.80 to be paid for out of capital reserve for the sewer enterprise fund. Carried (4 yes, 0 no)
 - Motion made by Jody Wynnemer and seconded by Janda Ferguson to approve the People Service report. Carried (4 yes, 0 no)
3. Street/Maintenance Report
 - Street and Maintenance report was presented by Eric Hendrickson
 - Motion made by Jason Casey and seconded by Loren Skelton to approve the purchase of a new control module for the generator at the water plant at a cost of \$8,697 to be paid for out of the ARPA funds if possible or split between City/Water Enterprise capital funds. Carried (4 yes, 0 no)
 - Motion made by Jody Wynnemer and seconded by Jason Casey to approve the Street and Maintenance report. Carried (4 yes, 0 no)

Unfinished Business

1. Building Inspector Contract
 - Notice was received that current contract will be terminated December 31st, 2023. Motion was made by Jody Wynnemer and seconded by Loren Skelton to enter into a contract with Mike Benson for building inspection services effective January 1st, 2024. Carried (4 yes, 0 no)
2. Siren Bids
 - 2 bids were received on the siren
 - Bader-Bader LLC - \$1,800
 - Asa Wilcox - \$.02
 - Motion was made by Loren Skelton and seconded by Janda Ferguson to award the bid of \$1,800 to Bader-Bader LLC. Carried (4 yes, 0 no)

New Business

1. VRBO Ordinance
 - a. Motion was made by Jason Casey and seconded by Janda Ferguson to set a public hearing on the VRBO Ordinance on Monday September 11th, 2023, at 6:35 pm. Carried (3 yes, 1 no Wynnemer)

Miscellaneous

- None

Administrators Report

- Administrator Martens provided a report to the council on tasks completed since last meeting.
- Motion was made by Jody Wynnemer and seconded by Jason Casey to approve the administrators report. Carried (4 yes, 0 no)



New Richland City Council Regular Meeting Minutes

August 28th, 2023

Mayor/Council Comments

- None

Adjournment – Motion for adjournment made by Loren Skelton and seconded by Janda Ferguson.
Carried (4 yes, 0 no) 7:44 p.m.

Submitted by,

Anthony Martens
City Administrator



New Richland City Council Regular Meeting Minutes

August 28th, 2023

Members Present

Chad Neitzel
Jason Casey
Loren Skelton
Jody Wynnemer
Janda Ferguson

Staff Present

Anthony Martens-Administrator

Others Present

Members Absent

None

The work session was called to order by Mayor Chad Neitzel at 7:47 p.m.

Roll Call - All members present

The Council discussed the preliminary budget. First draft of preliminary budget will be presented by Administrator Martens at the September 11th, 2023, City Council Meeting.

No action was taken.

Adjournment – Work Session ended at 8:35 pm

Submitted by,

Anthony Martens
City Administrator

Memo

To: City Council

From: Anthony Martens

cc:

Date: 9/8/23

Re: Public Hearing on VRBO Ordinance

The paper had already gone to print and was unable to be noticed properly for the public hearing to be held this evening. Please consider re-scheduling the public hearing to Monday September 25th at 6:35pm

Memo

To: City Council

From: Anthony Martens

cc:

Date: 9/1/23

Re: Chickens / Quail / Poultry

February 13th, 2023 – Melissa Gregg made a request in person for the council to consider allowing chickens in town. City Council directed staff to research and prepare a preliminary report

February 27th, 2023 – Preliminary report provided to the City Council at their animal nuisance ordinance work session. This report included information from the City of Janesville and Minnesota Lake regarding their ordinances for chickens.

April 10th, 2023 – Council Discussed Chickens Again. Motion made by Council Member Casey to allow the keeping of chickens in town and for City staff to draft ordinance. Motion died due to lack of a second. No other motions made regarding the chicken ordinance/request.

Additional Information

The U.S. Department of Agriculture (USDA) defines poultry to include chickens, doves, ducks, geese, grouse, guinea fowl, partridges, pea fowl, pheasants, pigeons, quail, swans, and turkeys.

USDA Website. https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/animal-and-animal-product-import-information/live-animal-imports/sa_avian/importing-live-poultry/ct_live_poultry#:~:text=The%20U.S.%20Department%20of%20Agriculture,theatrical%20birds%2C%20or%20pet%20birds.

Ambulance Report September 2023

Runs: We are currently at 122 runs for the year.

Crew: Hattie has resigned and stated that if things slow down for her she will come back and help. Those in EMT class have been doing good and excited to learn.

Budget: Let me know when we can meet about the budget and what we can help make happen with pay for crew and run pay.

Director: Not much to report continue to work on daily tasks.

Community: Football has started, and we are on standby at varsity games.

The crew would like to give their condolences to the Neitzel family.

Thank you

Sarah Sundve
New Richland Ambulance Director



NEW RICHLAND FIRE DEPARTMENT

MONTHLY COUNCIL REPORT

MONTH: AUGUST YEAR: 2023

FIRE CALLS: 2

MEDICAL CALLS: 1

TOTAL CALLS: 3

TRAINING COMPLETED DURING THE MONTH:

SCBA TRAINING

ADDITIONAL INFORMATION:

NEW EXTRICATION TOOLS ARRIVED

CONDOLENCES TO THE NEFTZEL FAMILY

PARTICIPATED IN NIGHT TO UNITE

Respectfully Submitted: *Josh Moen*, Fire Chief



New Richland Police Department

PO Box 57 203 North Broadway New Richland, MN 56072
Phone: (507) 465-3240 Fax: (507) 463-3198 Email: [nrpd@cityofnewrichlandmn.com](mailto:nrpdcityofnewrichlandmn.com)

Monthly Report

September 11th, 2023 Council Meeting

Activity/Calls for Service

The New Richland Police Department responded to *** 35 *** calls for service for the month of August.

Total Calls through August 2023: 625

Total Calls through August 2022: 912

Most calls requiring additional follow up have been completed. As always, we remind people to get in touch with us if they have any information regarding any incidents that have occurred in the City of New Richland or surrounding areas.

Items Completed in August

- N/A

Information

- School is back in session. Please be mindful of school zones and younger kids walking, biking, etc.

Training & Education

- N/A

Personnel

- DeRaad has began field training with Chief Bruegger and is progressing as expected.



New Richland Police Department

PO Box 57 203 North Broadway New Richland, MN 56072
Phone: (507) 465-3240 Fax: (507) 463-3198 Email: [nrpd@cityofnewrichlandmn.com](mailto:nrpdc@cityofnewrichlandmn.com)

Purchases

- Uniform and duty belt equipment purchased for DeRaad

Squad Maintenance

- A/C fixed on 270 at the end of August.
- 270 is currently at NR Auto waiting on parts to fix the power train.

Equipment

- N/A

Upcoming Events / Important Items

- N/A

Respectfully Submitted,

Tanyce Bruegger, #261
Chief of Police



Board of Peace Officer Standards and Training

1600 University Avenue, Suite 200, Saint Paul, MN 55104

Main: (651) 643-3060 | www.mn.gov/post/

August 29, 2023

Anthony Martens, City Administrator
City of New Richland
203 N Broadway
PO Box 57
New Richland, MN 56072

Dear Mr. Martens,

The Minnesota Board of Peace Officer Standards and Training (POST Board) is the occupational regulatory agency charged with the vital responsibility of maintaining selection, education and licensing standards for the 415 Minnesota law enforcement agencies that employ over 10,500 peace officers across our state.

While the POST Board performs many functions, a significant portion of the POST's responsibility is dedicated to conducting "compliance reviews" of Minnesota law enforcement agencies to ensure they are meeting legislatively mandated training and department policies on Use of Force/Firearms training, Emergency Vehicle Operation and Pursuit Driving training and mandated departmental policies.

On 8/23/2023, a POST Board Standards Coordinator conducted a review at the New Richland Police Department. After a comprehensive review of their records concerning mandated employee training and department policies, I am pleased to inform you that your law enforcement agency **passed the review**.

Ensuring all law enforcement agencies around the state are in compliance plays a pivotal role in maintaining the high level of professionalism we have enjoyed in Minnesota for many years and that professionalism translates into quality law enforcement services for the citizens of Minnesota.

Please take a moment to recognize your agency for this important accomplishment.

Sincerely,

A handwritten signature in black ink, appearing to read 'Erik Misselt', with a long horizontal stroke extending to the right.

Erik Misselt
Executive Director



10250 Valley View Road, Suite 147
Eden Prairie, MN 55344

Phone: 952-941-9830
Web: www.aimele.com

DATE: September 7, 2023

TO: Tony Martens
City of New Richland
507-465-3514
amartens@cityofnewrichlandmn.com

FROM: John Grabow

RE: **Daktronics LED Baseball Scoreboard and Accessories**

Thank you for giving **AIM Electronics** the opportunity of presenting you with an updated proposal for the purchase of a new baseball scoreboard and accessories for the **City of New Richland**.

Per your verbal specifications, I have attached a price quotation on our **Daktronics** model **BA-2125** for baseball. The new LED technology is rated for minimal maintenance, has lower power consumption than previous incandescent models. I have enclosed the specification sheets describing the features of the scoreboard.

As you know, **AIM Electronics** is the area representative for **Daktronics**. We provide sales, installation and local service, in addition to an excellent warranty policy and exchange program which minimizes the cost of any repair. We have been serving the area's scoring and display needs for over thirty-five (35) years. I will call you no later than September 21, 2023 to hear your decision. If you have any questions, please call me at 952-941-9830.

JG:
Enclosures



10250 Valley View Road, Suite 147
Eden Prairie, MN 55344

Phone: 952-941-9830
Web: www.aimle.com

City of New Richland

PRICE QUOTATION

September 7, 2023

DAKTRONICS LED BASEBALL SCOREBOARD AND ACCESSORIES

Description	Size (HxWxD)	Qty.	Price
1. Model BA-2125-White Digit LED Baseball Scoreboard including AS-5000 Control Console, Border Stripe and Ball/Strike/Out Striping. Captions to be AT BAT and PITCH COUNT	7' x 25' x 8"	1	\$17,969
2. Digital Team Name Message Centers		1 set	3,648
3. Wireless Controls (Transmitter/Receiver)		1 set	960
4. Decorative Arch Truss Accent Incl. Lettering and Logos	4' x 25'	1	10,227
5. Shipping and Handling			<u>1,125</u>
			<u>\$33,929</u>

Outdoor Installation Notes: AIM Electronics is not providing any installation services with this proposal. All physical and electrical installation is to be handled by the customer. AIM Electronics will train on the equipment once it has been installed at a later date that is agreed upon by the customer and AIM.

OTHER INFORMATION:

- Five (5) year parts warranty
- Eleven-to-Thirteen (11-13) week lead time
- 30% down payment, balance due 30 days after shipping
- Prices valid for 60 days
- An ST3 form is needed from purchaser at the time of order to waive sales tax; If ST3 is not presented, sales tax will be added to the final invoice



PO Box 57, 203 N Broadway, New Richland, MN 56072

TEL: (507)465-3514 FAX: (507)465-3375

Web: www.cityofnewrichlandmn.com

City Administrator's Report

September 11th, 2023, City Council Meeting

Continue working with Department Heads on Capital Plan

Continue working with Department heads on the 2024 Budget

Coordinate Legion Field fencing installation

Met with MCPA regarding the WWTP Chloride Variance Application

Completed monthly ambulance payroll

Met with insurance / benefits consultant regarding 2024 health insurance

Scheduled meeting with David Drown w/ Care Center for Classification /Comp

EMPLOYEE RECOGNITION

EMPLOYEE BIRTHDAYS

Sept. 21st – Meela Budach – St. Olaf Lake

EMPLOYEE ANNIVERSARIES

Sept. 24th – Tanyce Bruegger – PD – 5 yrs