



New Richland City Council Regular Meeting Agenda November 13th, 2023

Agenda:

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

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 October 23rd, 2023, City Council Meeting

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

Public Hearings

Ordinances and Resolutions

1. Resolution 23-19: Resolution Adopting Polling 2024 Places

Department Reports

1. Ambulance Report – In Writing
2. Fire Department Report – In Writing
 - a. Personnel Request
3. Police Department Report – Chief Bruegger

Unfinished Business

1. Utility Billing Update

New Business

1. People Service Information
 - a. Contract Increase Approval
2. Legion Field Scoreboard Beam Installation
3. WWTP Generator Extended Warranty
4. City Hall Rental Discussion

2024 Budget

Miscellaneous

Administrators Report

Mayor/Council Comments

Adjournment

The next Regular City Council meeting will be held on Monday November 27th, 2023, at 6:30 pm



New Richland City Council Regular Meeting Minutes

October 23rd, 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

Mike Abbott
Susan Abbott
e – Brenda Routh

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 Jody Wynnemer to approve the agenda as amended. Carried (4 yes, 0 no)

Consent Agenda

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

Public Comments

- None

Requests and Presentations

- None

Public Hearings

- None

Ordinances and Resolutions (see attached)

- None

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 Jody Wynnemer and seconded by Jason Casey to approve the People Service report. Carried (4 yes, 0 no)



New Richland City Council Regular Meeting Minutes

October 23rd, 2023

Reports Continued

3. Street/Maintenance Report

- Street and Maintenance report was presented by Eric Hendrickson
- Motion made by Loren Skelton and seconded by Jason Casey to approve the replacement of concrete near the post office by John Hullopeter at a cost of \$2,125. Carried (4 yes, 0 no)
- Motion made by Loren Skelton and seconded by Janda Ferguson to approve the Street and Maintenance report. Carried (4 yes, 0 no)

Unfinished Business

1. Schwickerts Tecta-Tracker Roof Inspections

- Administrator Martens presented information from the roof inspections that were completed by Schwickerts. Motion was made by Jason Casey and seconded by Loren Skelton to approve Schwickerts to repair the only identified issue on the city hall roof at a cost of \$2,025. Carried (4 yes, 0 no)

2. Budget

- No additional information was shared regarding the budget for 2024

New Business

- None

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 Janda Ferguson to approve the administrators report. Carried (4 yes, 0 no)

Mayor/Council Comments

- None

Adjournment – Motion for adjournment made by Loren Skelton and seconded by Janda Ferguson. Carried (4 yes, 0 no) 7:05 p.m.

Submitted by,

Anthony Martens
City Administrator



RESOLUTION 23-19

RESOLUTION ESTABLISHING POLLING PLACE

WHEREAS, it is important that citizens exercise their right to vote at their local polling place;

WHEREAS, Minnesota Statute 204B.16 requires the city council to designate its local polling place for elections annually,

BE IT RESOLVED that the City of New Richland, Waseca County, Minnesota does hereby designate the New Richland City Hall, 203 Broadway Avenue North, New Richland, MN 56072 in Waseca County as its polling place for 2024.

BE IT FURTHER RESOLVED that the City notify residents of this designation by following the requirements of Minnesota Statute 205.16.

Adopted by the City Council of the City of New Richland, Minnesota, this 13th Day of November 2023.

(Mayor)

Attest:

(City Administrator)

Ambulance Report November 2023

Runs: we are currently at 140 runs for the year. This is down from last year.

Crew: EMT class is coming to an end and if all 3 pass there EMT National test we will have 3 more EMT's and this will help with coverage. We will need to have more first responders to help with that end of coverage. Jason and Dustin have both resigned. Dustin was affected right away on October 17th, and Jason last day will be November 18th. We wish them both luck in the future.

We are looking at sending out flyers to everyone in the community about joining the ambulance. We hope to have these out by the end of year or the first part of the year.

Rig: The breaker kept tripping and we would have to reset it on a regular basis. After talking to Chris, Chad and Chris from fire safety, decided that it was best to change out the inverter. Chad will be able to explain this better. We cannot run the chance that the ambulance is not charging and the equipment we need not be charged. So, this was the best solution to the problem.

Director: I am working on ideas for training in the future until we find a new training officer. I am working to get signed off with medical director to be able to train the variances on a yearly basis. We are good until next year.

Thank you

Sarah Sundve



NEW RICHLAND FIRE DEPARTMENT

MONTHLY COUNCIL REPORT

MONTH: OCTOBER YEAR: 2023

FIRE CALLS: 2

MEDICAL CALLS: 0

TOTAL CALLS: 2

TRAINING COMPLETED DURING THE MONTH:

VIRTUAL FIRE ATTACK

ADDITIONAL INFORMATION:

PERSONNEL REQUEST

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

Monthly Report

November 13th, 2023 Council Meeting

Activity/Calls for Service

The New Richland Police Department responded to * 202 * calls for service for the month of October.

Total Calls through October 2023: 950

Total Calls through October 2022: 1,121

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 October

- Homecoming on 10/6- successful and quiet.
- Officer DeRaad gave out candy, temporary tattoos, and stickers to the kids on Halloween

Information

- N/A

Training & Education

- Waseca County Attorney's office held a 4-hour training for all Waseca County law enforcement. Topics included new marijuana laws, searches and seizures, report writing, and juvenile procedure.

Personnel

- Officer Madden has started field training with Officer DeRaad
- Joel Jandt has finished paperwork and will begin field training with Officer DeRaad in the coming week.



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

Purchases

- Uniforms and equipment were purchased for new hires, including a vest and duty belt.

Squad Maintenance

- N/A

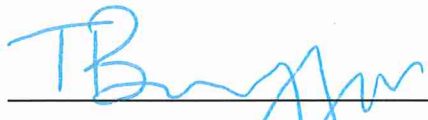
Equipment

- Battery charger for 260 squad
- Two portable radio battery chargers for both squads

Upcoming Events / Important Items

- N/A

Respectfully Submitted,



Tanyce Bruegger, #261
Chief of Police

Memo

To: City Council

From: Anthony Martens

cc:

Date: 11/9/23

Re: Utility Billing Update

I have discovered that our current contract with PSN just recently renewed and is active through 9/15/2024. In order to terminate the contract we have to provide 90 day's notice and pay an early termination fee of \$550.

Looking for council guidance regarding termination of the contract and moving to a new provider or continuing on with PSN until the end of the contract.

New potential provider will pay for the costs to transition so that it works with Banyon.

Memo

To: City Council

From: Anthony Martens

cc:

Date: 11/9/23

Re: People Service CPI Increase

Per our contract, People Service contract increases by the CPI = 1%. Attached is the updated contract with the CPI increase.

October 13, 2023

Mayor Chad Neitzel
City of New Richland
203 North Broadway
P.O. Box 57
New Richland, MN. 56072-0057

Dear Mayor Neitzel,

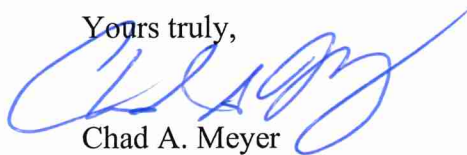
Pursuant Paragraphs 1.3 and 4.2 of the Operations and Maintenance Agreement dated October 26, 2020 between the City of New Richland, Minnesota and PeopleService, Inc., the maximum annual maintenance/repair (non-capital) expenditure amount and monthly compensation the City of New Richland, Minnesota pays for our services are to be adjusted each January 1st. This adjustment is to be based on the change in the Consumer Price Index for All Urban Consumers (CPI-U) between September of 2022 and September of 2023, plus one percent (1%). The CPI-U is the Federal Government's measure of inflation.

The change to the CPI-U (inflation) was a positive 3.7%, making the total adjustment 4.7%. Thus, effective January 1, 2024, the City of New Richland's maximum annual maintenance/repair (non-capital) expenditure amount will be increased from \$7,146 to \$7,482 and the monthly compensation will be increased from \$13,091 to \$13,706.

PeopleService would appreciate your signing this letter in the space provided below, and returning a copy to our Arlington office. By doing so, you acknowledge receipt of this letter and the adjustment and increase in accordance with the Operations and Maintenance Agreement. Please note that the CPI adjustment will be billed beginning with the effective date even if we do not receive a signed copy of this letter.

If you have any questions, please don't hesitate to contact either Herb Krueger, our Region Manager for your area, or myself.

Yours truly,



Chad A. Meyer
President

Acknowledged:
CITY OF NEW RICHLAND, MN.

By: _____
Mayor

Dated: _____

Memo

To: City Council

From: Anthony Martens

cc:

Date: 11/9/23

Re: Legion Field Scoreboard

We need an additional beam installed for the new scoreboard at legion field. We have received a quote from Hullopeter Construction to dig and pour the concrete base for the beam.

John Hullopeter Construction L.L.C.

504 6th St NW
New Richland. MN 56072
(507)521-1207
ID# BC648099

PROPOSAL

To:City of New Richland

Date:11-2-23

Concrete foundation for score board Legion Field	
Materials	\$1195.00
Equipment	\$530.00
Labor	\$1500.00
Total	\$3225.00

Work to be blinded with gravel. Black dirt, sod, seed,or asphalt not included.

Payment-

Memo

To: City Council

From: Anthony Martens

cc:

Date: 11/9/23

Re: Generator Extended Warranty

The generator at the WWTP's warranty is expiring at the beginning of the year. Staff would like council guidance on whether to look into extended warranty costs or dismiss the option.

Currently all of our generators are serviced annually at this time.

ATTENTION: YOUR STANDARD FACTORY WARRANTY PERIOD IS EXPIRING

CITY OF NEW RICHLAND
PO BOX 57
NEW RICHLAND, MN 56072

10/18/2023

RE: Caterpillar Standard Factory Warranty (SFW) Expiration Notification

Serial Number: KJ700186; model: DG200; Delivery Date: 1/18/2022

Standard Factory Warranty Expiration Date: 1/18/2024



Learn more on
cat.com/ESC

Dear Caterpillar Customer,

We would like to thank you for purchasing your Caterpillar DG200 generator set, Serial Number KJ700186. Our records indicate that Standard Factory Warranty on your generator set operating in a Standby Power application will expire on 1/18/2024. In order to avoid unexpected repair costs after the Standard Factory Warranty period expires, you can purchase Extended Service Coverage (ESC) to protect your investment.

We understand the importance of managing the owning and operating costs of your generator set. If you are the current owner of KJ700186, we may have ESC options that will ensure your peace of mind knowing you're covered.* When customers purchase ESC prior to Standard Factory Warranty expiration, lower rates apply.

If you have questions or would like to discuss your ESC options, please call your dealer ZIEGLER at **888-320-4292** or email ExpiringESC@cat.com.

① Engines and generator sets must meet ESC eligibility guidelines and pass required inspections, if applicable.

② Late Fee may be applicable depending on the timing of customer inquiry and ESC purchase or renewal.

③ Coverage for aftertreatment components on EPA Tier 4 products must be purchased separately. Only available for Caterpillar-sourced components.

④ Information that you share with your local Cat dealer in response to this letter will be processed by Caterpillar for program management purposes only.

⑤ If you do not wish to receive further notifications about ESC, please email ExpiringESC@cat.com.

Memo

To: City Council

From: Anthony Martens

cc:

Date: 11/9/23

Re: City Hall Rental Discussion

Council Member Wynnemer brought up a question regarding charges for the community room rental. Specifically, if the Commercial Club was charged to use the room for its bingo events.

Staff has been in contact with other cities and organizations and will have information for the discussion at the meeting.



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

November 13th, 2023, City Council Meeting

Continue working with Department Heads on Capital Plan

Continue working with Department heads on the 2024 Budget

Continued conversations with intellicents regarding 2024 health insurance

Adjusted rural fire contracts for CPI increase and sent invoices

Continued to work on website transition

Participated in WWTP Chloride Action Tree Meeting with MPCA

Onboarded new PD and ambulance staff

Spoke with city administrator in Claremont regarding EDA Housing programs and status

Addressing problems with billing from SHI and Fire Safety USA.

EMPLOYEE RECOGNITION

EMPLOYEE BIRTHDAYS

EMPLOYEE ANNIVERSARIES

Nov. 14th – Jennifer Lacey – AMB – 2 Yrs