



New Richland City Council Regular Meeting Minutes

December 11th, 2023

Members Present

Chad Neitzel
Jason Casey
Loren Skelton
Janda Ferguson

Staff Present

Anthony Martens-Administrator
Bob Johannsen-Care Center Administrator
Shell Johnson-People Service
Eric Hendrickson-Maintenance Lead
Tanyce Bruegger-Chief of Police
Josh Moen- Fire Chief

Others Present

Pam Goehring
Larry Goehring
Monica Guskey

Members Absent

Jody Wynnemer

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

Roll Call - All members present except Council Person Wynnemer

Pledge of Allegiance

Approval of Agenda

- Administrator Martens asked that item #4-b: Drug/Alcohol Free Workplace Policy and #6: DocuWare Contract be added to New Business.
- Motion was made by Loren Skelton and seconded by Janda Ferguson to approve the agenda as amended. Carried (3 yes, 0 no)

Consent Agenda

1. Motion made by Loren Skelton and seconded by Jason Casey to approve the consent agenda. Carried (3 yes, 0 no)

Public Comments

- None

Requests and Presentations

- None

Public Hearings

- Truth in Taxation
 - Mayor Neitzel opened the Truth in Taxation Hearing at
 - Administrator Martens presented the Truth in Taxation Presentation
 - Mayor Neitzel asked if anyone wished to be heard on the 2024 budget?
 - No one in attendance wishes to speak at this time.
 - Truth in Taxation hearing was closed by Mayor Neitzel at 7:49 pm with no one wishing to be heard.

Ordinances and Resolutions (see attached)

- Motion was made by Loren Skelton and seconded by Janda Ferguson to adopt resolution 23-20: A Resolution Adopting the 2024 Budget and Tax Levy Collectable in 2024. Carried (2 yes, 1 no, Casey)
- Motion was made by Janda Ferguson and seconded by Jason Casey to adopt resolution 23-21: A Resolution Accepting Donation. Carried (3 yes, 0 no)
- Motion was made by Jason Casey and seconded by Loren Skelton to adopt resolution 23-22: A Resolution Adopting an Updated City Fee Schedule. Carried (3 yes, 0 no)



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Reports

1. Ambulance Department Report
 - Ambulance Department Report was presented in writing by Ambulance Director Sundve.
 - Motion was made by Loren Skelton and seconded by Jason Casey to approve the Ambulance Department Report. Carried (3 yes, 0 no)
2. Fire Department Report
 - Fire Department Report was presented by Fire Chief Josh Moen.
 - Chief Moen presented a donation to the City of New Richland in the amount of \$85,000 on behalf of the New Richland Fire Department Relief Association. Carried (3 yes, 0 no)
 - Motion was made by Loren Skelton and seconded by Janda Ferguson to approve the Fire Department Report. Carried (3 yes, 0 no)
3. Police Department Report
 - Police Department Report was presented by Police Chief Tanyce Bruegger.
 - Motion made by Jason Casey and seconded by Janda Ferguson to approve the Police Department Report. Carried (3 yes, 0 no)
4. Care Center Report
 - Care Center report was presented by Bob Johannsen
 - Motion was made by Jason Case3 and seconded by Janda Ferguson to approve the Care Center report. Carried (4 yes, 0 no)
5. People Service Report
 - People Service report was presented by Shell Johnson
 - Motion was made by Loren Skelton and seconded by Janda Ferguson to approve \$7,022.60 to Straight River Electric to fix and upgrade the current lighting at the WWTP to LED Lights. Carried (3 yes, 0 no)
 - Motion made by Loren Skelton and seconded by Janda Ferguson to approve the People Service report. Carried (3 yes, 0 no)
6. 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 purchase of a sand/salt spreader from Northern Equipment at a cost of \$942. Carried (3 yes, 0 no)
 - Motion was made by Jason Casey and seconded by Loren Skelton to approve the cost of a new back wash pump from Born Well Drilling at a cost of \$2,768 + the cost of electrical. Carried (3 yes, 0 no)
 - Motion made by Janda Ferguson and seconded by Loren Skelton to approve the Street and Maintenance report. Carried (3 yes, 0 no)

Unfinished Business

1. Utility Billing Update
 - Administrator Martens provided information regarding a new utility billing company
 - Motion was made by Lorens Skelton and seconded by Jason Casey to approve switching to Paya for Utility Billing services. Carried (3 yes, 0 no)



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Unfinished Business continued...

2. WWTP CAT Generator Extended Warranty
 - Administrator Martens provided additional information regarding the warranty costs and requirements.
 - Council not interested in extended warranty at this time.

New Business

1. Motion was made by Loren Skelton and seconded by Janda Ferguson to approve the City Administrator to enter into a contract with ABDO for the 2023 City of New Richland Financial Audit. Carried (3 yes, 0 no)
2. Motion was made by Loren Skelton and seconded by Janda Ferguson to approve the 2024 Water Enterprise Fund budget as presented by the City Administrator. Carried (3 yes, 0 no)
3. Motion was made by Loren Skelton and seconded by Janda Ferguson to approve the 2024 Sewer Fund Enterprise budget as presented by the City Administrator. Carried (3 yes, 0 no)
4. Motion was made by Janda Ferguson and seconded by Loren Skelton to approve the ESST Update in the City of New Richland Personnel Policy. Carried (3 yes, 0 no)
5. Motion was made by Loren Skelton and seconded by Janda Ferguson to approve the Drug and Alcohol-Free Workplace Policy for the City of New Richland. Carried (3 yes, 0 no)
6. Motion was made by Loren Skelton and seconded by Jason Casey to approve option #2 for DocuWare, paying \$3,896 annually for the next 3 year. Carried (3 yes, 0 no)

Miscellaneous

- None

Administrators Report

- Administrator Martens provided a report to the council on tasks completed since last meeting.
- Motion was made by Loren Skelton and seconded by Janda Ferguson to approve the administrators report. Carried (3 yes, 0 no)

Mayor/Council Comments

- None

Adjournment – Motion for adjournment made by Janda Ferguson and seconded by Loren Skelton. Carried (3 yes, 0 no) 7:56 p.m.

Submitted by,

Anthony Martens
City Administrator