



# New Richland City Council Regular Meeting Agenda January 8<sup>th</sup>, 2024

## 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 Minutes of the December 11<sup>th</sup>, 2023, Council Meeting
2. Approve 2024 Mayoral Appointments
3. Approve Debit Card Authorizations
4. Approve Banking Authorizations

## 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 24-01: A Resolution Approving the Appointment of a Commissioner to the Housing and Redevelopment Authority of New Richland
2. Resolution 24-02: A Resolution Approving the Appointment of a Commissioner to the Housing and Redevelopment Authority of New Richland

## Department Reports

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

## Unfinished Business

## New Business

1. Parking/Semi Parking – 3<sup>rd</sup> Street
2. Approve Offering MN Deferred Compensation Plan to Employees (Supplemental Benefit)
3. WWTP Garage Door Opener
4. Upgrading City of New Richland Domain Name

**Miscellaneous**

**Administrators Report**

**Mayor/Council Comments**

**Adjournment**

The next Regular City Council meeting will be held on Monday January 22<sup>nd</sup>, at 6:30pm



# New Richland City Council Regular Meeting Minutes

**December 11<sup>th</sup>, 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)



# New Richland City Council Regular Meeting Minutes

**December 11<sup>th</sup>, 2023**

## 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)



# New Richland City Council Regular Meeting Minutes

**December 11<sup>th</sup>, 2023**

## ***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

## 2024 Mayoral Appointments

| <u>Appointment</u>               | <u>2024</u>                | <u>2023</u>                |
|----------------------------------|----------------------------|----------------------------|
| Newspaper                        | NRHEG Star Eagle           | NRHEG Star Eagle           |
| Bank Depository                  | State Bank of New Richland | State Bank of New Richland |
| Deputy Mayor                     | Loren Skelton              | Loren Skelton              |
| Streets/Parks                    | Jody Wynnemer              | Jody Wynnemer              |
| Water/Sewer                      | Janda Ferguson             | Janda Ferguson             |
| Police Liaison                   | Chad Neitzel               | Chad Neitzel               |
| New Richland Care Center         | Loren Skelton              | Loren Skelton              |
| Fire Chief                       | Josh Moen                  | Josh Moen                  |
| Fire Relief Board                | Mayor                      | Mayor                      |
| Fire Relief Board                | City Administrator         | City Administrator         |
| Attorney                         | Jason L. Moran             | Jason L. Moran             |
| Engineer                         | Cory Bienfang, Bolton-Menk | Jones, Haugh, & Smith      |
| County Environmental Waste       | Jason Casey                | Jason Casey                |
| County Economic Board            | Janda Ferguson             | Janda Ferguson             |
| Fire Department Liaison          | Chad Neitzel               | Chad Neitzel               |
| Ambulance Liaison                | Janda Ferguson             | Janda Ferguson             |
| Ambulance Executive Committee    | Janda Ferguson             | Janda Ferguson             |
| Ambulance Executive Committee    | Jody Wynnemer              | Jody Wynnemer              |
| Planning Commission              | Jason Casey                | Jason Casey                |
| Historic Preservation Commission | Pam Goehring               | Pam Goehring               |
| Economic Development Authority   | Janda Ferguson             | Janda Ferguson             |
| Economic Development Authority   | Jody Wynnemer              | Jody Wynnemer              |
| Waseca Area Foundation           | Chad Neitzel               | Chad Neitzel               |
| MN Valley Council Of Governments | Jason Casey                | Jason Casey                |

# Memo

**To:** City Council

**From:** Anthony Martens

**cc:**

**Date:** 1/2/24

**Re:** Debit Card Authorizations

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The City Council needs to approve the list of staff who are eligible to use the City Debit/Credit cards annually. I would recommend the following list of City Staff be eligible to utilize the City Debit/Credit cards for authorized purchases:

Anthony Martens, City Administrator

Sara Jo Vulcan, Assistant City Clerk

Eric Hendrickson, Maintenance Lead

Braeden Thompson, Maintenance Worker

Tanyce Bruegger, Chief of Police

# Memo

**To:** City Council

**From:** Anthony Martens

**cc:**

**Date:** 1/2/24

**Re:** Bank Signatures

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The City Council needs to approve the individuals authorized to sign checks on behalf of the City of New Richland and the New Richland Care Center. I would recommend the following individuals:

Anthony Martens, City Administrator

Chad Neitzel, Mayor

Loren Skelton, Deputy Mayor





## **RESOLUTION 24-01**

### **A RESOLUTION APPROVING THE APPOINTMENT OF A COMMISSIONER TO THE HOUSING AND REDEVELOPMENT AUTHORITY OF NEW RICHLAND, MN.**

**BE IT RESOLVED**, by the City Council of New Richland, Minnesota that the appointment by the Mayor of New Richland, Minnesota of Diane Smith to serve as Commissioner of the Housing and Redevelopment Authority of New Richland, Minnesota for the remainder of a five-year term expiring on April 15, 2028, and the same is hereby approved.

The motion to adopt such a resolution was seconded by and upon roll call the following voted:

Motion By:

Second By:

YEAS:

NAYS:

ABSENT:

**Thereupon the presiding officer declared said Resolution duly adopted and passed by the City Council of the City of New Richland, Minnesota, this 8<sup>th</sup> Day of January 2024.**

\_\_\_\_\_  
(Mayor)

Attest:

\_\_\_\_\_  
(City Administrator)



**OATH OF COMMISSIONER OF THE  
HOUSING AND REDEVELOPMENT AUTHORITY OF  
NEW RICHLAND, MINNESOTA**

I, Diane Smith, do solemnly swear that I will support the Constitution of the United States and of the State of Minnesota and will faithfully discharge the duties of the office of Commissioner of the Housing and Redevelopment Authority of New Richland, Minnesota, according to the law and to the best of my judgement and ability, so help me God.

I do further swear that I am and was at the time of my appointment a resident/ or of the surrounding area of New Richland, Minnesota, and that I am not a public employee.

\_\_\_\_\_  
SIGNED, Diane Smith

Subscribed and sworn to before me this \_\_\_\_\_ day of January 2024.

Notary Public Stamp

\_\_\_\_\_  
Notary Public



**CERTIFICATE OF CLERK  
REFILING OF CERTIFICATE OF APPOINTMENT  
OF HOUSING COMMISSIONERS**

I, HEREBY CERTIFY that on the 8<sup>th</sup> day of January, 2024 a Certificate of Appointment of Commissioner of the Housing and Redevelopment Authority of New Richland, Minnesota, was filed with the undersigned, said Certificate being dated on the 8<sup>th</sup> day of January, 2024, and signed by the Mayor of the City of New Richland, Minnesota and that the forgoing is a true and correct compared copy of the original Certificate of Appointment which is now on file and of record in the office of the City Clerk of the City of New Richland, Minnesota.

WITNESS my hand and the official seal of the City of New Richland, Minnesota, the 8<sup>th</sup> day of January 2024.

Attest:

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(City Administrator)



## **RESOLUTION 24-02**

### **A RESOLUTION APPROVING THE APPOINTMENT OF A COMMISSIONER TO THE HOUSING AND REDEVELOPMENT AUTHORITY OF NEW RICHLAND, MN.**

**BE IT RESOLVED**, by the City Council of New Richland, Minnesota that the appointment by the Mayor of New Richland, Minnesota of Vicki Whiteside to serve as Commissioner of the Housing and Redevelopment Authority of New Richland, Minnesota for the remainder of a five-year term expiring on April 15, 2029, and the same is hereby approved.

The motion to adopt such a resolution was seconded by and upon roll call the following voted:

Motion By:

Second By:

YEAS:

NAYS:

ABSENT:

**Thereupon the presiding officer declared said Resolution duly adopted and passed by the City Council of the City of New Richland, Minnesota, this 8<sup>th</sup> Day of January 2024.**

\_\_\_\_\_  
(Mayor)

Attest:

\_\_\_\_\_  
(City Administrator)



**OATH OF COMMISSIONER OF THE  
HOUSING AND REDEVELOPMENT AUTHORITY OF  
NEW RICHLAND, MINNESOTA**

I, Vicki Whiteside, do solemnly swear that I will support the Constitution of the United States and of the State of Minnesota and will faithfully discharge the duties of the office of Commissioner of the Housing and Redevelopment Authority of New Richland, Minnesota, according to the law and to the best of my judgement and ability, so help me God.

I do further swear that I am and was at the time of my appointment a resident/ or of the surrounding area of New Richland, Minnesota, and that I am not a public employee.

\_\_\_\_\_  
SIGNED, Vicki Whiteside

Subscribed and sworn to before me this \_\_\_\_\_ day of January 2024.

Notary Public Stamp

\_\_\_\_\_  
Notary Public



**CERTIFICATE OF CLERK  
REFILING OF CERTIFICATE OF APPOINTMENT  
OF HOUSING COMMISSIONERS**

I, HEREBY CERTIFY that on the 8<sup>th</sup> day of January, 2024 a Certificate of Appointment of Commissioner of the Housing and Redevelopment Authority of New Richland, Minnesota, was filed with the undersigned, said Certificate being dated on the 8<sup>th</sup> day of January, 2024, and signed by the Mayor of the City of New Richland, Minnesota and that the forgoing is a true and correct compared copy of the original Certificate of Appointment which is now on file and of record in the office of the City Clerk of the City of New Richland, Minnesota.

WITNESS my hand and the official seal of the City of New Richland, Minnesota, the 8<sup>th</sup> day of January 2024.

Attest:

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(City Administrator)

# January 2024 Council Notes

**Runs:** We ended the year with 152 runs. The start of the year we have not had any run yet.

**Crew:** Sara Jo and I are looking into ways to give incentive for those that pick up their hours before the 3<sup>rd</sup> of each month. This would eliminate some stress on Sara Jo and myself each month with the schedule. We would like to give everyone a run pay (\$20 at 14 people total \$280 a month) each month if they have their hours signed up before the 3<sup>rd</sup> of each month. Sara Jo and myself would not be included in this incentive as I already pick up extra each month. We are trying to find creative ways, maybe even just do a drawing for 5 people each month that get their hours signed up for. That would only be \$100 a month in extra pay. We understand because of the budget we couldn't get an increase this year we feel this would be a nice incentive for our crew to stay involved with the service.

I have a letter from a previous EMT that would like to come back the letter is attached. He has been with the service before at least 3 times. With him being an EMT it would help with some hours. I am asking that we possibly give him one more chance and maybe give him some sort of probation period.

Those that have completed the EMT class have to take their tests yet and hoping they pass and we get them going as EMT's.

**Director:** Nothing to report here other than beginning of year and need to get renewal for licensing done and medical control paper work.

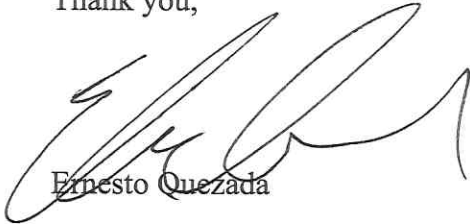
Lets hope we have a great year and thank you everyone.

Sarah Sundve  
New Richland Ambulance Director

Sarah Sundve,

I hope this letter finds you well, I know we just had a conversation about information regarding my recertification as an Emergency Medical Technician. I also understand that I have left the New Richland Ambulance inexcusably before, but I have one request for you, and I hope you can find it in your heart to consider my return upon completion of my recertification. I understand there is an application process, but I would like your 'blessing' before doing so. The experiences I have gained in the New Richland Ambulance have been phenomenal as well as the service to the community in which I grew up. If you are willing to meet with me in the near future to discuss this topic, I would highly appreciate the opportunity.

Thank you,

A handwritten signature in black ink, appearing to read 'Ernesto Quezada', written over the printed name.

Ernesto Quezada





# NEW RICHLAND FIRE DEPARTMENT

## MONTHLY COUNCIL REPORT

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MONTH: Dec YEAR: 2023

MVA: 1

FIRE CALLS: \_\_\_\_\_ | FALSE ALARM

MEDICAL CALLS: \_\_\_\_\_

TOTAL CALLS: 1

### TRAINING COMPLETED DURING THE MONTH:

TRUCK CREWS

### ADDITIONAL INFORMATION:

FD MEMBER & RETIRED BANQUET

END OF JANUARY

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

January 8<sup>th</sup>, 2023 Council Meeting

### Activity/Calls for Service

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

Total Calls through December 2023: 1,323

Total Calls through December 2022: 1,296

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 December

- Officers DeRaad and Jandt participated in “Shop with a Hero” at the Waseca Walmart

### Information

- N/A

### Training & Education

- Chief Bruegger is requesting approval to attend the Minnesota Chiefs of Police Conference in St. Cloud, MN April 15<sup>th</sup>-18<sup>th</sup>, 2024. Cost is \$550.00 plus hotel stay.

### Personnel

- Officer Humberto’s resignation was official December 15<sup>th</sup>.
- Officer Jandt should be off FTO and on his own by January 26<sup>th</sup>.



# 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)

## Purchases

- N/A

## Squad Maintenance

- 260 oil change and tire repair

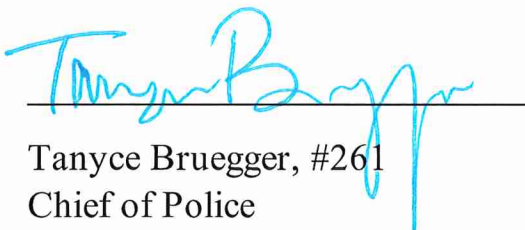
## Equipment

- N/A

## Upcoming Events / Important Items

- MSCIC Conference in Mankato – 261 attending

Respectfully Submitted,

  
Tanyce Bruegger, #261  
Chief of Police

# Memo

**To:** City Council

**From:** Anthony Martens

**cc:**

**Date:** 1/2/24

**Re:** Parking / Semi Parking – 3<sup>rd</sup> Street NW

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Council Member Casey requested a discussion regarding parking and more specifically semi parking on 3<sup>rd</sup> Street NW.

Concerns have been raised due to the safety of vehicles entering and exiting from properties that have large vehicles parked next to their driveways.

# Memo

**To:** City Council

**From:** Anthony Martens

**cc:**

**Date:** 1/5/24

**Re:** MNSRS Deferred Compensation Plan

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The State of MN offers a deferred compensation plan. Per state statute, if an employee is currently on the plan, any other employer they work for is required to allow them to participate/contribute to the plan.

One of our employees has asked that we setup this plan so they can continue to contribute to their plan.

There is no cost to the city as this is a supplemental benefit paid by the employee for their own benefit.

# Memo

**To:** City Council

**From:** Anthony Martens

**cc:**

**Date:** 1/5/24

**Re:** WWTP Garage Door

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As discussed at previous council meeting with Shell, the garage door at the WWTP is very heavy and potentially dangerous to open and close, especially now getting into the winter season.

We have received a quote to put an opener in at the WWTP.



# Overhead Door Company of Albert Lea

77893 209th St  
Albert Lea, MN 56007-5630

Contact: Elliot Pagel  
Phone: +1507-373-4435  
Email: [elliott.pagel@overheaddooralbertlea.com](mailto:elliott.pagel@overheaddooralbertlea.com)

*This proposal is valid till Sunday, January 28, 2024*

Quote: SQX003784-1 | Created: 12/29/2023 2:05 PM

**Job:**

CITY OF NEW RICHLAND -  
OPENER

**Prepared For:**

CITY OF NEW RICHLAND  
ELECTRIC OPENER FOR 12' TALL  
DOOR  
COMMERCIAL CUSTOMER  
WATER TREATMENT PLANT

| Item                                                                                                                                                                                                         | Qty |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 1 OPERATOR.CS 591, 16'0" x 12'1"                                                                                                                                                                             | 1   |
| DOOR: 591, Ribbed Panel, 16'0" x 12'1", 560 LBS, 15" Radius<br>OPERATOR: RSX Trolley, D400-144, 1/2 HP, 115/208/230V 1Phase 60Hz, 12 Ft Rail,<br>PhotoEyes-NEMA 4X (Monitored), Brake, Receiver,Built-In,Std |     |

**Total (USD): \$1,510.00**

- ELECTRICAL WIRING NOT INCLUDED - TO BE DONE BY OTHERS - INCLUDING POWER, WALL BUTTON, AND PHOTO EYE WIRING AS NEEDED

- INCLUDES WALL BUTTON CONTROL  
- ADD: \$ 45.00 EACH FOR REMOTE CONTROLS

## Terms and Conditions

Includes all state and local taxes

BY OTHERS: Jambs, spring pads, all wiring to motors and control stations, unless otherwise stated above, are not included. Purchaser agrees that doors shall remain in Seller's possession until paid in full. In the event Purchaser breaches or defaults under the terms and provisions of this Agreement, the Purchaser shall be responsible for the costs of collection, including reasonable attorneys' fees. There shall be a 1 1/2% service charge per month for all payments due and owing after 30 days. (Agreements are contingent upon strikes, accidents, or delays beyond our control.)

**Acceptance:**

Terms, price, and specifications on all pages of this proposal are hereby accepted.

Authorized By (Buyer): \_\_\_\_\_ Date: \_\_\_\_\_

Print Name (Buyer): \_\_\_\_\_

Purchase Order: \_\_\_\_\_

# Memo

**To:** City Council

**From:** Anthony Martens

**cc:**

**Date:** 1/5/24

**Re:** Domain Name Upgrade

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As you may or may not be aware, the City of New Richland's current website address is:

[www.cityofnewrichlandmn.com](http://www.cityofnewrichlandmn.com)

Lately, we have gotten a few questions regarding why is it .com vs. .gov and also people questioning if our website is really a "legit" government website.

We are not entirely sure of why it was originally setup this way but believe that it would be a good move to try and transition our web address to a more recognized ".gov" address.

Staff would like council approval to look into and begin the process to move to a ".gov" website. At this time, we are not 100% sure of any costs associated with this as the website is going through updates at this time. We would like to begin the process and if any type of fee is going to be any significance, staff will return to the council with a report.

Our current social media "handle" on Facebook, X, Instagram, and YouTube is:

@NEWRICHLANDMN

Staff is looking to upgrade our website to the following:

[www.newrichlandmn.gov](http://www.newrichlandmn.gov)





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

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

Web: [www.cityofnewrichlandmn.com](http://www.cityofnewrichlandmn.com)

## City Administrator's Report

*January 8<sup>th</sup>, 2024, City Council Meeting*

Working on finalizing the 2023 expenditures / revenues for upcoming audit

Worked with ABDO on preliminary items for the upcoming audit

Continue working on completing the final requirements for the USDA Grants for Turnout gear and the warning siren. Very complicated due to Federal requirements.

Continued work with City Attorney on Nuisance Property

Continue working with MSRS to setup MN State Deferred Comp plan access for employees

Working on Tier II HazMat reporting for the City of New Richland

Continue working on Draft WWTP Chloride Variance

Worked with the HUD on board appointments

Received delivery of Scoreboard, Mower, and Skid Steer

Received reports from sewer cleaning and televising

## **EMPLOYEE RECOGNITION**

### **EMPLOYEE BIRTHDAYS**

16<sup>th</sup> – Kade Madden – PD

17<sup>th</sup> – Ava Schember – St. Olaf Lake

19<sup>th</sup> – Janda Ferguson - Council

### **EMPLOYEE ANNIVERSARIES**

10<sup>th</sup> – Jeff Johnson - AMB