



New Richland City Council Regular Meeting Agenda August 12th, 2024

Agenda:

- 6:30 Call to Order**
Swearing in of Mayor Ferguson
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 from the 7/22/24 Regular Council Meeting
2. Approve ROW Permit – 521 4th Street NW

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 24-16: A Resolution Declaring a Council Vacancy

Department Reports

1. Ambulance Department
2. Fire Department
3. Police Department

Unfinished Business

New Business

Miscellaneous

1. County-Wide Cannabis Regulation Discussion
 - a. Monday August 19th, 2024, @ 6:30 pm – Waseca County East Annex

Administrators Report

Mayor/Council Comments**Adjournment**

The next Regular City Council meeting will be held on Monday August 26th, 2024, at 6:30 pm.



OATH OF OFFICE FOR MAYOR

STATE OF MINNESOTA)
COUNTY OF WASECA)
CITY OF NEW RICHLAND)

I, Janda Ferguson, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of Mayor of the City of New Richland in the County of Waseca, the State of Minnesota, to the best of my judgment and ability, so help me God.

Janda Ferguson, Mayor

Attest:

Heather Christensen, Assistant City Clerk



New Richland City Council Regular Meeting Minutes

July 22nd, 2024

Members Present

Loren Skelton
Ryan Gehrke
Jason Casey
Janda Ferguson
Jody Wynnemer

Staff Present

Shell Johnson-People Service
Bob Johannsen- Care Center Administrator

Others Present

Pam Goehring Larry Goehring
Ethan Hagen Angel Hagen
Robert Swenson e-Dylan Arnold
e-Ben Revermann

Members Absent

The meeting was called to order by Mayor Loren Skelton at 6:30 p.m.

Roll Call - All members present

Pledge of Allegiance

Approval of Agenda

- Council Member Wynnemer asked that New Business item #3 be moved to the Reports #3 under Maintenance.
- Motion made by Jason Casey and seconded by Janda Ferguson to approve the agenda as amended. Carried (4 yes, 0 no)

Consent Agenda

- Motion made by Janda Ferguson and seconded by Jason Casey to approve the consent agenda Carried (4 yes, 0 no)

Public Comments

- None

Requests and Presentations

1. The Steeple Event Center – Ethan & Angel Hagen
 - a. Presentation regarding the purchase of the 1st Congregational Church and the hope to turn it into an event center. Staff directed to work with them and to get them in touch with the EDA and Planning and Zoning to help direct their operations and decision making.

Public Hearings

- None

Ordinances and Resolutions (see attached)

1. Motion made by Jody Wynnemer and seconded by Janda Ferguson to adopt resolution 24-15: A Resolution Appointing Election Judges for the Primary and General Election. Carried (4 yes, 0 no)

Reports

1. Care Center Report – Bob Johannsen, Care Center Administrator
 - Care Center report was presented by Bob Johannsen
 - Motion was made by Jason Casey and seconded by Janda Ferguson to approve the Care Center Report. Carried (4 yes, 0 no)



New Richland City Council Regular Meeting Minutes

July 22nd, 2024

Reports continued.

2. People Service Report – Shell Johnson

- People Service report was presented by Shell Johnson
- Motion made by Ryan Gehrke and seconded by Janda Ferguson to approve \$2,020 to have Empire Pipe take on an additional problem are and remove some roots while they are in town. Carried (4 yes, 0 no)
- Motion made by Ryan Gehrke and seconded by Janda Ferguson to approve up to \$1,500 to purchase a washer/dryer combo for the WWTP. Carried (4 yes, 0 no)
- Motion made by Jason Casey and seconded by Janda Ferguson to approve the People Service report. Carried (4 yes, 0 no)

3. Maintenance Report – Eric Hendrickson, Maintenance & Utility Supervisor

- Maintenance & Utility Report was presented by Eric Hendrickson
- Council Member Wynnemer said that the Waseca Legion and Waseca VFW would like to help fix up the Pavillion in Legion field. They would like Eric to get some quotes and provide them to Jody. They could help with up to \$10,000.
- Motion made by Jason Casey and seconded by Janda Ferguson to approve the Maintenance Department report. Carried (4 yes, 0 no)

Unfinished Business

1. Garbage and Recycling RFP

- a. Motion made by Ryan Gehrke and seconded by Janda Ferguson to approve the RFP for Garbage and Recycling and for the City Administrator to put it out for bid. Carried (4 yes, 0 no)

New Business

1. June 2024 Check Register

- a. Motion made by Janda Ferguson and seconded by Jason Casey to approve the June 2024 Check Register. Carried (4 yes, 0 no)

2. June 2024 Financials

- a. Motion made by Janda Ferguson and seconded by Jason Casey to approve the June 2024 financials. Carried (4 yes, 0 no)

Miscellaneous

1. There will be a county-wide Cannabis Regulation Discussion at the Waseca County East Annex. This meeting will be held on Monday August 19th, 2024 at 6:30 pm.

Administrators Report

- Administrator Martens provided a report in writing to the council on tasks completed since last meeting.
- Motion made by Ryan Gehrke and seconded by Jody Wynnemer to approve the City Administrators report. Carried (4 yes, 0 no)



New Richland City Council Regular Meeting Minutes

July 22nd, 2024

Mayor/Council Comments

- Mayor Skelton shared some comments regarding articles in the most recent MN cities magazine.

Mayor Skelton addressed the council and tendered his resignation as mayor and a member of the council effective this evening. Motion was made by Ryan Gehrke and seconded by Jody Wynnemer to accept the resignation of Mayor Skelton.

A brief discussion was held regarding the transition period.

Motion was made by Ryan Gerke and seconded by Jason Casey to appoint Janda Ferguson as Mayor. Carried (3 yes, 0)

Motion was made by Jason Casey and seconded by Ryan Gehrke to approve Jody Wynnemer as the second authorized to sign city checks. Carried (3 yes, 0 no)

Adjournment – Motion for adjournment made by Ryan Gehrke and seconded by Janda Ferguson. Carried (3 yes, 0 no) 7:23 p.m.

Submitted by,

Anthony Martens
City Administrator

RIGHT OF WAY PERMIT APPLICATION

City of New Richland
203 N Broadway PO Box 57
New Richland, MN 56072
Phone: (507)465-3514 Fax: (507)465-3375

☐ Excavation Permit ☐ Obstruction Permit

REGISTRATION TYPE

Attached Plan submitted by (Utility Owner):
☐ Joint Application

Please check whether you will be the Owner of equipment placed in the ROW or a contractor wishing to work in the ROW. If other please explain in next section.

☐ Equipment Owner
☐ Contractor
☐ Other (Explain) _____

Plan No. _____
Project No. _____

Location: 521 4th St NW, New Richland, MN 56072

From and To:
(Address and Intersection) _____

REGISTRATION INFORMATION (Company Information)

Applicant: Gretchen Haddapp Phone # [REDACTED]
Address: 521 4th St NW Fax # _____

City: New Richland State MN Zip 56072
Signature: Gretchen Haddapp Date: 08/02/2024

Contractor: Schue Hg Maso Gopher State One-Call Reg. # _____
Address: 5037 98th St SE Contact Person: Bob
City: Bloomington State MN Zip 55917 Phone # [REDACTED]
Page # _____

24 HOUR EMERGENCY CONTACT INFORMATION

Name	Phone #	Page #	Fax #

CONSTRUCTION INFORMATION

Type of Utility:	Purpose of Construction	Type of Construction
☐ Gas	☐ New	☐ Trench
☐ Heating	☐ Replacement	☐ Hole
☐ Traffic	☐ Repair	☐ Chamber
☐ Other	☒ Other <u>Driveway</u>	☐ Boring
		☐ Pole
		☐ Other

Excavation Size: Length _____ Width _____ Depth _____ Total Linear Footage of Installation _____
Portion of ROW being used: Driving Lane _____ Parking Lane _____ Sidewalk _____ Boulevard _____
Other _____

CONSTRUCTION SCHEDULE

Number of Construction Days: _____ Construction Dates: _____
Weekend Dates: _____ After Hour Dates: _____

CERTIFICATES AND LICENSES

Please attach copies of certificates and licenses as required for registration

- 1) Certificate of Insurance
- 2) Certificate of Incorporation
- 3) Certificate of Authority from Minnesota Public Utilities Commission (MPUC)
- 4) Removal Bond (Equipment Owner Only)
- 5) Minnesota Contractors License

FOR OFFICE USE ONLY

Date Application Received: 08/02/2024 Review Committee Yes _____ No _____
Permit Number: _____ Committee Date: _____
Permit Fee: \$100.00
Date Received: _____



RESOLUTION 24-16

A RESOLUTION DECLARING A COUNCIL VACANCY

WHEREAS Janda Ferguson was appointed as a City Council member on January 23rd, 2023; and

WHEREAS, said office has a four-year term that expires December 31st, 2024.

WHEREAS Janda Ferguson was appointed as Mayor of New Richland effective July 22nd, 2024, thereby vacating her City Council member seat.

NOW THEREFORE, BE IT RESOVED by the City Council of New Richland, Minnesota that effective August 12th, 2024, the City Council declares a vacancy to exist in the office of the City Council

Adopted by the City Council of the City of New Richland, Minnesota, this 12th day of August 2024.

Attest:

(Mayor)

(Assistant City Clerk)

Ambulance Report August 2024

Runs: Last month we had a jump in call volume we had a total of 13 runs for the month which was a good month.

Crew: I have a new applicate that applied that is already EMT certified and would like to join the ambulance. He has already passed the background check. I would like to get him started as soon as possible.

We were able to order uniform shirts after having a couple issues and bumps in the road they are ordered and should be here before the council meeting. We were given money from the Grace of God to purchase uniform tops. We would like to Thank them for the donation to order uniform tops. We were able to get extra for new crew members. These are shirts that will need to be returned if they leave the service.

Maintenance: Everything should be good with the ambulance after having U joint replacement and oil change. Will keep an eye on the tires and maybe see if we can't rotate them before winter.

Ambulance Aid: Sara Jo, Janda, and I sat down to fill out the application for the Ambulance Aid. This was the 24-million-dollar bill that went into effect for rural ambulance services. Hopefully that goes well, and we can look at replacing some outdated equipment.

Director: I am working on updating the policy with the pay changes. I will have that available before the end of the month so that you can review it before our meeting. I am also working to set up a Moch Crash for the school hopefully that all goes through, and I get enough people to help.

Thank you

Sarah Sundve
New Richland Ambulance Director



NEW RICHLAND FIRE DEPARTMENT

MONTHLY COUNCIL REPORT

MONTH: JULY YEAR: 2024

MOTOR VEH ACC: 1

FIRE CALLS: _____

MEDICAL CALLS: 4

TOTAL CALLS: 5

TRAINING COMPLETED DURING THE MONTH:

TRUCK CHECKS / WASIT TRUCKS

F & C DAYS PARADE

ADDITIONAL INFORMATION:

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

August 12th Council Meeting

Activity/Calls for Service

The New Richland Police Department responded to **140** calls for service for the month of July.

Total Calls through July 2024: 1,508

Total Calls through July 2023: 590

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 July

- Farm and City Days- no issues. We would like to thank the Waseca County Sheriff's Posse for helping us again this year with the street dance.

Information

- N/A

Training & Education

- Officer Jandt completed his EMR refresher



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)

Personnel

- Background check on one of the candidates. Asking for approval to hire one of the candidates, PENDING medical and psychological evaluation.

Purchases

- Educational materials for public events

Squad Maintenance

- N/A

Equipment

- Taser batteries

Upcoming Events / Important Items

- N/A

Respectfully Submitted,

A handwritten signature in purple ink, which appears to read "Tanyce Bruegger", is written over a horizontal line.

Tanyce Bruegger, #261
Chief of Police



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

August 12th, 2024, City Council Meeting

During LMCIT Claim for flooding located damage to playground equipment. LMCIT encouraged submission of a claim for damages to playground equipment. That was submitted as well.

Continue working on renewal of Workers Compensation Policy for the City of NR

RFP for single hauler garbage recycling has been posted and sent to WM / Thompson.

Preliminary 2025 budget worksheet information will be ready for August 26th Meeting

Continue to monitor EMS Service Aid Package 24 million to Rural EMS. Director Sundve, Assistant Director Vulcan and Mayor Ferguson are working on submission of the grant.

Inspection of the Town Homes was completed by the MN Department of Housing. No violations were noted and inspection passed with flying colors.

Met with Pam Krill, Workforce Development Coordinator for NRHEG schools about partnership opportunities with the school for students looking for careers in government

EMPLOYEE RECOGNITION

EMPLOYEE BIRTHDAYS

8/15 - Ariel Arnold - AMB

EMPLOYEE ANNIVERSARIES