



New Richland City Council Regular Meeting Agenda November 12th, 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 from 10-28-24 Regular 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

1. Ordinance 24-03: An Ordinance Creating a Storm Sewer Utility
2. Ordinance 24-04: An Ordinance Regulating the Use of Cannabis in the City of New Richland
3. Ordinance 24-05: An Ordinance Amending the C1 Downtown Commercial District in relation to Lower-Potency Hemp Sales as an Accessory to retail sales
4. Ordinance 24-06: An Ordinance Amending the C3 Highway Commercial District in relation to Lower-Potency Hemp Sales as an Accessory to retail sales
5. Ordinance 24-07: An Ordinance Amending the Industrial Zone to allow for the manufacture and retail sale of cannabinoid and hemp-derived products as conditional use

Ordinances and Resolutions

1. Ordinance 24-03: An Ordinance Creating a Storm Sewer Utility
2. Ordinance 24-04: An Ordinance Regulating the Use of Cannabis in the City of New Richland
3. Ordinance 24-05: An Ordinance Amending the C1 Downtown Commercial District in relation to Lower-Potency Hemp Sales as an Accessory to retail sales
4. Ordinance 24-06: An Ordinance Amending the C3 Highway Commercial District in relation to Lower-Potency Hemp Sales as an Accessory to retail sales
5. Ordinance 24-07: An Ordinance Amending the Industrial Zone to allow for the manufacture and retail sale of cannabinoid and hemp-derived products as conditional use
6. Resolution 24-23: A Resolution Establishing Handicap Parking

Department Reports

1. Ambulance Department
2. Fire Department
3. Police Department
 - a. Joint Powers Agreement – South Central MN Computer Consortium

Unfinished Business

1. Council Pay Policy

New Business

1. General Election Canvassing Board
2. 2025 People Service Contract Increase

2025 Budget Discussion

1. General Fund Budget
2. Enterprise Fund budgets

Miscellaneous

- 2025 Street Improvement Project Open House
 - Thursday November 14th, 2024 – 5pm – 7pm – New Richland City Hall

Administrators Report**Mayor/Council Comments****Adjournment**

The next Regular City Council meeting will be held on Monday November 25th, 2024, at 6:30 pm.



New Richland City Council Regular Meeting Minutes

October 28th, 2024

Members Present

Janda Ferguson
Ryan Gehrke
Jason Casey
Jody Wynnemer
Brandy Jacobson

Staff Present

Anthony Martens-City Administrator
Bob Johannsen- Care Center Administrator
Shell Johnson-People Service
Eric Hendrickson-Maintenance &
Utility Supervisor

Others Present

Pam Goehring Larry Goehring
Robert Swenson Chris Howard
Brian Stennes Paul Stennes
Eli Lutgens Doug Christopherson
Larry Muff e-Brenda Routh
Joe Lewis-Houston Engineering

Members Absent

None

The meeting was called to order by Mayor Janda Ferguson at 6:30 p.m.

Roll Call - All members present

Pledge of Allegiance

Approval of Agenda

- Administrator Martens requested the following items be added to the agenda:
- New Business #5: IT Purchase Request
- New Business #6: Homestake Lot Sale
- New Business #7: Approval of EDA Grants
- Motion made by Jody Wynnemer and seconded by Ryan Gehrke to approve the agenda as amended. Carried (4 yes, 0 no)

Consent Agenda

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

Public Comments

- None

Requests and Presentations

1. Joe Lewis – Houston Engineering
 - a. Presentation of the Initial findings of the Hydrology Study to the council. Joe will work with Administrator Martens to find a time to setup a Community Meeting

Public Hearings

- None

Ordinances and Resolutions (see attached)

1. Motion made by Jody Wynnemer and seconded by Ryan Gehrke to adopt resolution 24-21: A Resolution Ordering Preparation of Report on Improvement. Carried (4 yes, 0 no)
2. Motion made by Ryan Gehrke and seconded by Brandy Jacobson to adopt resolution 24-22: A Resolution Receiving Feasibility Report and Calling on Hearing on Improvement. Carried (4 yes, 0 no)



New Richland City Council Regular Meeting Minutes

October 28th, 2024

Reports

1. Care Center Report – Bob Johannsen, Care Center Administrator
 - Care Center report was presented by Bob Johannsen
 - Motion was made by Jody Wynnemer and seconded by Ryan Gehrke to approve the Care Center Report. Carried (4 yes, 0 no)
2. People Service Report – Shell Johnson
 - People Service report was presented by Shell Johnson
 - Motion made by Ryan Gehrke and seconded by Jason Casey to approve the People Service report. Carried (4 yes, 0 no)
3. Maintenance & Utility Report – Eric Hendrickson, Maintenance & Utility Supervisor
 - Maintenance & Utility Report was presented by Eric Hendrickson, Maintenance and Utility Supervisor.
 - Motion made by Ryan Gehrke and seconded by Jason Casey to approve the Maintenance Department report. Carried (4 yes, 0 no)

Unfinished Business

1. Planning & Zoning Report
 - a. Motion made by Jody Wynnemer and seconded by Jason Casey to accept the October 17th, 2024, Planning and Zoning Commission Report. Carried (4 yes, 0 no)
2. 2025 Street Improvement Project
 - a. Administrator Martens presented the updated PER on behalf of Bolton and Menk and a bonding schedule and utility budgets prepared by David Drown and Associates in relation to the 2025 Street Improvement Project.

New Business

1. September 2024 Check Register
 - a) Motion was made by Jody Wynnemer and seconded by Ryan Gehrke to approve the September 2024 Check Register. Carried (4 yes, 0 no)
2. September 2024 Financials
 - a) Motion was made by Ryan Gehrke and seconded by Jody Wynnemer to approve the September 2024 Financials. Carried (4 yes, 0 no)
3. City Administrator Contract
 - a) Motion was made by Ryan Gehrke and seconded by Jody Wynnemer to amend the City Administrators contract to include health insurance effective January 1st, 2025. Carried (4 yes, 0 no)
4. MN DOT Sidewalk Improvement Project – Hwy 30
 - a) Administrator Martens shared information regarding MN DOT's ADA sidewalk improvement project within city limits
5. IT Purchase Request
 - a) Motion was made by Jody Wynnemer and seconded by Ryan Gehrke to approve up to \$1,000 for IT purchases for the community room in order to hold public meetings. Carried (4 yes, 0 no)
6. Homestake Lot Sale
 - a) Motion made by Jody Wynnemer and seconded by Ryan Gehrke to approve the sale of Lot 6, Block 2 of the Homestake Addition to Richard and Sandra Wiles. Carried (4 yes, 0 no)
7. EDA Grant Approval
 - a) Motion made by Jody Wynnemer and seconded by Ryan Gehrke to approve \$3,000 EDA grants to Wagner Foods and the Steeple Events Center. Carried (4 yes, 0 no)



New Richland City Council Regular Meeting Minutes

October 28th, 2024

Miscellaneous

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 Jason Casey to approve the City Administrators report. Carried (4 yes, 0 no)

Mayor/Council Comments

- None

Adjournment – Motion for adjournment made by Jody Wynnemer and seconded by Ryan Gehrke.
Carried (4 yes, 0 no) 7:55 p.m.

Submitted by,

Anthony Martens
City Administrator

DRAFT



ORDINANCE 24-03

ORDINANCE ESTABLISHING CHAPTER 820 STORM SEWER OF THE NEW RICHLAND CITY CODE

WHEREAS, the City Council has researched the need to create a new Storm Sewer Utility Fund; and

WHEREAS, the City Council has researched the need to create Chapter 820 Storm Sewer of the New Richland City Code.

NOW, THEREFORE BE IT RESOLVED by the City Council of New Richland that Chapter 820 entitled “Storm Sewer” be entered into New Richland City Code as displayed on the attached document.

BE IT FURTHER RESOLVED that, according to MN §412.191 Subdivision 4, this Chapter to the City Code will become effective upon summary publication in the official newspaper of the City of New Richland.

Adopted by the City Council of the City of Richland on this 12th day of November 2024.

Mayor

ATTEST:

City Administrator

SECTION 820: STORM SEWER

Section

- 820.010 Establishment
- 820.011 Findings and Determinations
- 820.012 Finance
- 820.013 Storm Water Utility Fund
- 820.014 Fund Accounts
- 820.015 Rates and Charges
- 820.016 Connection Fees
- 820.017 Adjustment of Charges
- 820.018 Supplying Information and Right of Entry
- 820.019 Estimate Charges
- 820.020 Billing Methods
- 820.021 Certification of Past Due Fees on Charges
- 820.022 Discharge of Surface Water

820.01 ESTABLISHMENT

The City hereby establishes a storm water drainage utility, pursuant to Minnesota Statutes, section 444.075, from which revenues will be derived subject to the provisions of this Ordinance and Minnesota Statutes. The storm water drainage utility shall be established and operated as a separate public utility and shall be supervised by the City Administrator or their designee. (*Ord. 24-03, passed 11-12-24*).

820.011 FINDINGS AND DETERMINATIONS

In the exercise of its governmental authority and in order to promote the public health, safety, convenience and general welfare, the City has constructed, operated and maintained a storm water drainage system ("the system"). This Ordinance is adopted in the further exercise of such authority and for the same purposes.

(A) The system, as constructed, heretofore has been financed and paid for through the imposition of ad valorem taxes. It is now necessary and desirable to provide an alternative method of recovering some or all of the future costs of improving, maintaining and operating the system through the imposition of charges as provided in this Ordinance.

(B) In imposing charges, it is necessary to establish a methodology that undertakes to make them just and equitable. Taking into account the status of completion of the system, past methods of recovering system costs, the topography of the city and other relevant factors, it is determined that it would be just and equitable to assign responsibility for some or all of the future costs of operating, maintaining and improving the system, on the basis of the expected storm water runoff from the various parcels of land within the city during a standard rainfall event.

(C) Assigning costs and making charges based upon expected typical storm water runoff cannot be done with mathematical precision but can only be accomplished within reasonable and practical limits. The provisions of this ordinance undertake to establish a reasonable and practical methodology for making such charges.

820.012 FINANCE

For the purpose of paying the cost of building, constructing, reconstructing, repairing, enlarging, improving, or in any other manner obtaining the facilities or any portion of them, or administering the City's storm water drainage system, the City may issue and sell general or special obligations in accordance with Chapter 475 of the Minnesota Statutes. These obligations may be payable from any of the sources as set forth in Minnesota Statutes, section 444.075, Subd. 2 which include, but are not limited

to, those revenues derived by the utility as set forth below.

820.013 STORM WATER UTILITY FUND

(A) The city establishes a Storm Sewer Service Fund as an income fund to receive all revenues generated by the storm sewer service charge system, and all other income dedicated to the operation, maintenance, replacement and construction of the system, including taxes, special charges, fees and assessments intended to retire construction debt.

(B) The city also establishes a budget with income and expenditure accounts within the Storm Sewer Service Fund. Budget will be developed in accordance with accounting principles of the Governmental Accounting Standards Board.

820.014 FUND ACCOUNTS.

(A) All revenue generated by the storm sewer service charge system, and all other income pertinent to the system, including taxes and special assessments dedicated to retire construction debt, shall be held separate and apart from all other funds of the city. Funds received by the storm sewer service fund shall be placed in accordance with state and federal regulations and the provisions of this chapter.

(B) Revenue generated by the storm sewer service charge sufficient to ensure adequate replacement throughout the useful life of the storm sewer system shall be held separate and apart and dedicated to affecting replacement costs. Interest income generated shall remain in the appropriate fund.

(C) Revenue generated by the storm sewer service charge system sufficient for operation and maintenance shall be held in this fund.

820.015 RATES AND CHARGES

(A) Rate Determination. Minnesota Statutes, section 444.075, subd.3a states that storm water utility rates may be established using one of the following systems:

- (1) By reference to the square footage of the property charged, adjusted for a reasonable calculation of storm water runoff; or
- (2) By reference to a reasonable classification of the types of premises to which service is furnished; or
- (3) By reference to the quantity, pollution qualities, and difficulty of disposal of storm water runoff produced; or
- (4) On any other equitable basis, including any combinations of equitable bases referred to in 1 to 3.

(B) Storm water drainage charges. Due to unique circumstances, the City Council finds it to be excessively and unnecessarily expensive to determine a "Residential Equivalent Factor" (REF) for every parcel in town at this time. Because of this, in determining charges, the city council hereby establishes a basic system rate to be charged against every property based on the land use description of that property. For the purposes of establishing this ordinance, the following rate class and land use description will be used:

Rate Class	Land Use Description	
1	Residential, 0.0 – 0.9 acres	
2 (Small Commercial)	Residential, 1.0+ acres Multifamily, 2 – 15 units Churches, 0.0 – 4.9 acres Public-Institutional, 0.0 – 4.9 acres Commercial, Business, Industrial, 0.0 – 4.9 acres Mixed-Use, 0.0 – 4.9 acres	
3 (Medium Commercial)	Multifamily, 16+ units Churches, 5.0 – 9.9 acres Public-Institutional, 5.0 – 9.9 acres Commercial, Business, Industrial, 5.0 – 9.9 acres Mixed-Use, 5.0 – 9.9 acres	
4 (Large Commercial)	Churches, 10.0+ acres Public-Institutional, 10+ acres Commercial, Business, Industrial, 10+ acres Mixed-Use, 10+ acres	

Future drainage charges may be established by a resolution of the City Council in a fair and equitable manner. This Ordinance also does not prohibit the establishment of a REF system at a future time.

(C) Other land uses. Land uses not listed in the foregoing table are to be classified by the City Administrator by assigning those uses to classes most nearly like the listed uses. An appeal from the administrator's determination of the property classification may be made to the city council.

(D) Exemptions. The following land uses are exempt from storm water drainage fees:

- (1) Public right-of-way;
- (2) Wetlands and public waters as defined by state law;
- (3) Vacant, undeveloped land with sufficient ground cover so as not to create any significant runoff as determined by the City Administrator;
- (4) Agricultural Land; and
- (5) Land owned by the City.

(E). Storm Sewer Rates and Charges. Storm sewer rates shall be established from time to time by resolution of the City Council and made a part of the City' Fee Schedule.

820.016 CONNECTION FEES

Each user of the storm sewer system shall pay the charge(s) and connection fees applicable to the type of service, and in accordance with the provisions of ordinances, resolutions, or the City's Fee Schedule as may be adopted by the City Council.

820.017 ADJUSTMENT OF CHARGES

The city council may by resolution adopt policies providing for the adjustment of charges for parcels or groups of parcels, based upon land use data supplied by affected property owners. The adjustment will be made only upon recommendation of the city administrator and may not be made effective retroactively.

820.018 SUPPLYING INFORMATION AND RIGHT OF ENTRY

The owner, occupant or person in charge of any premises shall supply the City with such information as the City may reasonably request related to the use, development and area of the premises. Willful failure to provide such information or to falsify it is a violation of this ordinance. The city has the right to enter in, and upon private property, including buildings and dwelling houses, in or upon which is installed a municipal utility, or connection therewith, at all times reasonable under the circumstances, for the purpose of inspection and repair of the system, or any part thereof, and for the purpose of connecting and disconnecting service.

820.019 ESTIMATE CHARGES

If the owner, occupant or person in charge of any premises fails or refuse to provide the information requested, as provided in section 820.017, the charge for such premises shall be estimated and billed in accordance with such estimate, based upon information then available to the City.

820.020 BILLING METHODS

(A) All bills for the storm sewer utility are payable at the office of the city municipal utilities, located in City Hall.

(B) The city utility billing policy and procedures shall be followed. These policies and procedures may be amended from time to time by City Council resolution.

820.021 CERTIFICATION OF PAST DUE FEES ON TAXES

Any storm water utility fees past due on October 1 of any year may be certified to the County Auditor for collection with real estate taxes in the following year or any year thereafter. In addition, the City shall also have the right to bring a civil action or to take other legal remedies to collect unpaid fees.

820.022 DISCHARGE OF SURFACE WATER.

(A) No person(s) shall discharge or cause to be discharged any unpolluted water, such as storm water, ground water, roof runoff, surface drainage or non-contact cooling water to any sanitary sewer.

(B) Storm water and all other unpolluted drainage shall be discharged to such sewers as are specifically designed as storm sewers or to a natural outlet approved by the city and other regulatory agencies. Industrial cooling water or unpolluted process waters may be discharged to a storm sewer or natural outlet on approval of the city and upon approval and the issuance of a discharge permit by the MPCA.

CITY OF NEW RICHLAND

WASECA COUNTY, MINNESOTA

ORDINANCE NO. 24-04

**AN ORDINANCE REGULATING CANNABINOID AND HEMP DERIVED PRODUCTS
IN THE CITY OF NEW RICHLAND**

Whereas, Minnesota Statutes Chapter §342 allows Cities, by and through its City Council, to enact reasonable regulations concerning cannabinoid and hemp derived products; and

Whereas, the City Council for the City of New Richland believes that regulating cannabinoid and hemp derived products is in the best interest and general welfare of the City.

NOW THEREFORE, the City Council for the City of New Richland does HEREBY AND HEREIN ORDAIN AS FOLLOWS:

1200.000 STATE LAW ADOPTED.

Minnesota Statutes Chapter §342 shall be, and is hereby, incorporated into this Ordinance by reference.

1200.010 DEFINITIONS.

For the purposes of this chapter, all of the definitions contained in Minnesota Statutes Chapter §342.01 are incorporated by reference herein. The following terms shall have the meanings given them, unless inconsistent with Minnesota Statute §342.01, in which case, those definitions in §342.01, as they are amended from time to time, shall control.

(1) **Adult-use cannabis concentrate.** "Adult-use cannabis concentrate" means cannabis concentrate that is approved for sale by the office or is substantially similar to a product approved by the office. Adult-use cannabis concentrate does not include any artificially derived cannabinoid.

(2) **Adult-use cannabis flower.** "Adult-use cannabis flower" means cannabis flower that is approved for sale by the office or is substantially similar to a product approved by the office. Adult-use cannabis flower does not include medical cannabis flower, hemp plant parts, or hemp-derived consumer products.

(3) **Adult-use cannabis product.** "Adult-use cannabis product" means a cannabis product that is approved for sale by the office or is substantially similar to a product approved by the office. Adult-use cannabis product includes edible cannabis products but does not include medical cannabinoid products or lower-potency hemp edibles.

(4) **Advertisement.** "Advertisement" means any written or oral statement, illustration, or

depiction that is intended to promote sales of cannabis flower, cannabis products, lower-potency hemp edibles, hemp-derived consumer products, or sales at a specific cannabis business or hemp business and includes any newspaper, radio, Internet and electronic media, or television promotion; the distribution of fliers and circulars; and the display of window and interior signs in a cannabis business. Advertisement does not include a fixed outdoor sign that meets the requirements in section [342.64, subdivision 2](#), paragraph (b).

(5) **Artificially derived cannabinoid.** "Artificially derived cannabinoid" means a cannabinoid extracted from a cannabis plant, cannabis flower, hemp plant, or hemp plant parts with a chemical makeup that is changed after extraction to create a different cannabinoid or other chemical compound by applying a catalyst other than heat or light. Artificially derived cannabinoid includes but is not limited to any tetrahydrocannabinol created from cannabidiol but does not include cannabis concentrate, cannabis products, hemp concentrate, lower-potency hemp edibles, or hemp-derived consumer products.

(6) **Cannabinoid.** "Cannabinoid" means any of the chemical constituents of hemp plants or cannabis plants that are naturally occurring, biologically active, and act on the cannabinoid receptors of the brain. Cannabinoid includes but is not limited to tetrahydrocannabinol and cannabidiol.

(7) **Cannabinoid extraction.** "Cannabinoid extraction" means the process of extracting cannabis concentrate from cannabis plants or cannabis flower using heat, pressure, water, lipids, gases, solvents, or other chemicals or chemical processes, but does not include the process of extracting concentrate from hemp plants or hemp plant parts or the process of creating any artificially derived cannabinoid.

(8) **Cannabinoid product.** "Cannabinoid product" means a cannabis product, a hemp derived consumer product, or a lower-potency hemp edible.

(9) **Cannabinoid profile.** "Cannabinoid profile" means the amounts of each cannabinoid that the office requires to be identified in testing and labeling, including but not limited to delta-9 tetrahydrocannabinol, tetrahydrocannabinolic acid, cannabidiol, and cannabidiolic acid in cannabis flower, a cannabis product, a batch of artificially derived cannabinoid, a lower-potency hemp edible, a hemp-derived consumer product, or a hemp-derived topical product expressed as percentages measured by weight and, in the case of cannabis products, lower-potency hemp edibles, and hemp-derived consumer products, expressed as milligrams in each serving and package.

(10) **Cannabis business.** "Cannabis business" means any of the following:

- (1) cannabis microbusiness;
- (2) cannabis mezzobusiness;
- (3) cannabis cultivator;
- (4) cannabis manufacturer;
- (5) cannabis retailer;

- (6) cannabis wholesaler;
- (7) cannabis transporter;
- (8) cannabis testing facility;
- (9) cannabis event organizer;
- (10) cannabis delivery service;
- (11) medical cannabis cultivator;
- (12) medical cannabis processor;
- (13) medical cannabis retailer; and
- (14) medical cannabis combination business.

(11) Cannabis concentrate.

(a) "Cannabis concentrate" means:

- (1) the extracts and resins of a cannabis plant or cannabis flower;
- (2) the extracts or resins of a cannabis plant or cannabis flower that are refined to increase the presence of targeted cannabinoids; or
- (3) a product that is produced by refining extracts or resins of a cannabis plant or cannabis flower and is intended to be consumed by combustion or vaporization of the product and inhalation of smoke, aerosol, or vapor from the product.

(b) Cannabis concentrate does not include hemp concentrate, artificially derived cannabinoid, or hemp-derived consumer products.

(12) Cannabis flower. "Cannabis flower" means the harvested flower, bud, leaves, and stems of a cannabis plant. Cannabis flower includes adult-use cannabis flower and medical cannabis flower. Cannabis flower does not include cannabis seed, hemp plant parts, or hemp-derived consumer products.

(13) Cannabis industry. "Cannabis industry" means every item, product, person, process, action, business, or other thing related to cannabis flower and cannabis products and subject to regulation under this chapter.

(14) Cannabis paraphernalia. "Cannabis paraphernalia" means all equipment, products, and materials of any kind that are knowingly or intentionally used primarily in:

- (1) manufacturing cannabis products;
- (2) ingesting, inhaling, or otherwise introducing cannabis flower or cannabis products into the human body; and
- (3) testing the strength, effectiveness, or purity of cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products.

(15) Cannabis plant. "Cannabis plant" means all parts of the plant of the genus

Cannabis that is growing or has not been harvested and has a delta-9 tetrahydrocannabinol concentration of more than 0.3 percent on a dry weight basis.

(16) Cannabis product.

(a) "Cannabis product" means any of the following:

(1) cannabis concentrate;

(2) a product infused with cannabinoids, including but not limited to tetrahydrocannabinol, extracted or derived from cannabis plants or cannabis flower; or

(3) any other product that contains cannabis concentrate.

(b) Cannabis product includes adult-use cannabis products, including but not limited to edible cannabis products and medical cannabinoid products. Cannabis product does not include cannabis flower, artificially derived cannabinoid, lower-potency hemp edibles, hemp-derived consumer products, or hemp-derived topical products.

(17) Cannabis seed. "Cannabis seed" means the viable seed of the plant of the genus Cannabis that is reasonably expected to grow into a cannabis plant. Cannabis seed does not include hemp seed.

(18) Cultivation. "Cultivation" means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis plants, cannabis flower, hemp plants, or hemp plant parts.

(19) Edible cannabis product. "Edible cannabis product" means any product that is intended to be eaten or consumed as a beverage by humans; contains a cannabinoid other than an artificially derived cannabinoid in combination with food ingredients; is not a drug; and is a type of product approved for sale by the office, or is substantially similar to a product approved by the office including but not limited to products that resemble nonalcoholic beverages, candy, and baked goods. Edible cannabis product does not include lower-potency hemp edibles.

(20) Hemp business.

(a) "Hemp business" means either of the following licensed under this chapter:

(1) lower-potency hemp edible manufacturer; or

(2) lower-potency hemp edible retailer.

(b) Hemp business does not include a person or entity licensed under chapter 18K to grow industrial hemp for commercial or research purposes or to process industrial hemp for commercial purposes.

(21) Hemp concentrate.

(a) "Hemp concentrate" means:

(1) the extracts and resins of a hemp plant or hemp plant parts;

(2) the extracts or resins of a hemp plant or hemp plant parts that are refined to increase the presence of targeted cannabinoids; or

(3) a product that is produced by refining extracts or resins of a hemp plant or hemp plant parts and is intended to be consumed by combustion or vaporization of the product and inhalation of smoke, aerosol, or vapor from the product.

(b) Hemp concentrate does not include artificially derived cannabinoids, lower-potency hemp edibles, hemp-derived consumer products, or hemp-derived topical products.

(22) Hemp-derived consumer product.

(a) "Hemp-derived consumer product" means a product intended for human or animal consumption, does not contain cannabis flower or cannabis concentrate, and:

(1) contains or consists of hemp plant parts; or

(2) contains hemp concentrate or artificially derived cannabinoids in combination with other ingredients.

(b) Hemp-derived consumer product does not include artificially derived cannabinoids, lower-potency hemp edibles, hemp-derived topical products, hemp fiber products, or hemp grain.

(23) Hemp-derived topical product.

"Hemp-derived topical product" means a product intended for human or animal consumption that contains hemp concentrate, is intended for application externally to a part of the body of a human or animal, and does not contain cannabis flower or cannabis concentrate.

(24) Hemp fiber product. "Hemp fiber product" means an intermediate or finished product made from the fiber of hemp plant parts that is not intended for human or animal consumption. Hemp fiber product includes but is not limited to cordage, paper, fuel, textiles, bedding, insulation, construction materials, compost materials, and industrial materials.

(25) Hemp plant. "Hemp plant" means all parts of the plant of the genus *Cannabis* that is growing or has not been harvested and has a delta-9 tetrahydrocannabinol concentration of no more than 0.3 percent on a dry weight basis.

(26) Hemp plant parts. "Hemp plant parts" means any part of the harvested hemp plant, including the flower, bud, leaves, stems, and stalk, but does not include derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers that are separated from the plant. Hemp plant parts does not include hemp fiber products, hemp grain, or hemp seed.

(27) Hemp seed. "Hemp seed" means the viable seed of the plant of the genus *Cannabis* that is intended to be planted and is reasonably expected to grow into a hemp plant. Hemp seed does not include cannabis seed or hemp grain.

(28) Intoxicating cannabinoid.

"Intoxicating cannabinoid" means a cannabinoid, including an artificially derived cannabinoid, that when introduced into the human body impairs the central nervous system or impairs the human audio, visual, or mental processes. Intoxicating cannabinoid includes but is not limited to any tetrahydrocannabinol.

(29) License holder.

"License holder" means a person, cooperative, or business that holds any of the following licenses:

- (1) cannabis microbusiness;
- (2) cannabis mezzobusiness;
- (3) cannabis cultivator;
- (4) cannabis manufacturer;
- (5) cannabis retailer;
- (6) cannabis wholesaler;
- (7) cannabis transporter;
- (8) cannabis testing facility;
- (9) cannabis event organizer;
- (10) cannabis delivery service;
- (11) lower-potency hemp edible manufacturer;
- (12) lower-potency hemp edible retailer;
- (13) medical cannabis cultivator;
- (14) medical cannabis processor;
- (15) medical cannabis retailer; or
- (16) medical cannabis combination business.

(30) Lower-potency hemp edible.

"Lower-potency hemp edible" means any product that:

- (1) is intended to be eaten or consumed as a beverage by humans;
- (2) contains hemp concentrate or an artificially derived cannabinoid, in combination with food ingredients;
- (3) is not a drug;

(4) consists of servings that contain no more than five milligrams of delta-9 tetrahydrocannabinol, 25 milligrams of cannabidiol, 25 milligrams of cannabigerol, or any combination of those cannabinoids that does not exceed the identified amounts;

(5) does not contain more than a combined total of 0.5 milligrams of all other cannabinoids per serving;

(6) does not contain an artificially derived cannabinoid other than delta-9 tetrahydrocannabinol;

(7) does not contain a cannabinoid derived from cannabis plants or cannabis flower; and

(8) is a type of product approved for sale by the office or is substantially similar to a product approved by the office, including but not limited to products that resemble nonalcoholic beverages, candy, and baked goods.

(31) **Local Unit of Government.** Local Unit of Government means the City of New Richland.

(32) **Medical cannabinoid product.**

(a) "Medical cannabinoid product" means a product that:

(1) consists of or contains cannabis concentrate or hemp concentrate or is infused with cannabinoids, including but not limited to artificially derived cannabinoids; and

(2) is provided to a patient enrolled in the registry program; a registered designated caregiver; or a parent, legal guardian, or spouse of an enrolled patient, by a cannabis retailer or medical cannabis retailer to treat or alleviate the symptoms of a qualifying medical condition.

(b) A medical cannabinoid product must be in the form of:

(1) liquid, including but not limited to oil;

(2) pill;

(3) liquid or oil for use with a vaporized delivery method;

(4) water-soluble cannabinoid multiparticulate, including granules, powder, and sprinkles;

(5) orally dissolvable product, including lozenges, gum, mints, buccal tablets, and sublingual tablets;

(6) edible products in the form of gummies and chews;

(7) topical formulation; or

(8) any allowable form or delivery method approved by the office.

(c) Medical cannabinoid product does not include adult-use cannabis products or hemp-derived consumer products.

(33) Medical cannabis business.

"Medical cannabis business" means an entity licensed under this chapter to engage in one or more of the following:

- (1) the cultivation of cannabis plants for medical cannabis flower;
- (2) the manufacture of medical cannabinoid products; and
- (3) the retail sale of medical cannabis flower and medical cannabinoid products.

(34) Medical cannabis flower.

"Medical cannabis flower" means cannabis flower provided to a patient enrolled in the registry program; a registered designated caregiver; or a parent, legal guardian, or spouse of an enrolled patient by a cannabis retailer or medical cannabis business to treat or alleviate the symptoms of a qualifying medical condition. Medical cannabis flower does not include adult-use cannabis flower.

(35) Medical cannabis paraphernalia.

"Medical cannabis paraphernalia" means a delivery device, related supply, or educational material used by a patient enrolled in the registry program to administer medical cannabis and medical cannabinoid products.

(36) Office. "Office" means the Office of Cannabis Management.

(37) Outdoor advertisement. "Outdoor advertisement" means an advertisement that is located outdoors or can be seen or heard by an individual who is outdoors and includes billboards; advertisements on benches; advertisements at transit stations or transit shelters; advertisements on the exterior or interior of buses, taxis, light rail transit, or business vehicles; and print signs that do not meet the requirements in Minnesota Statute [§342.64, subdivision 2](#), paragraph (b), but that are placed or located on the exterior property of a cannabis business.

(38) Synthetic cannabinoid. "Synthetic cannabinoid" means a substance with a similar chemical structure and pharmacological activity to a cannabinoid but is not extracted or derived from cannabis plants, cannabis flower, hemp plants, or hemp plant parts and is instead created or produced by chemical or biochemical synthesis.

1200.020 LICENSE REQUIRED.

No retail sale, manufacture for retail sale, or cultivation for retail sale, of a cannabinoid product, hemp product, or low-potency hemp product shall occur unless the seller, person, cooperative, or business first holds, and has at the time of said sale the applicable licenses required by Law from the Office of Cannabis Management.

1200.030. APPLICATION FOR LICENSE.

(A) Form. Every application for a license to engage in retail sale, manufacture for retail sale, or cultivation for retail sale of any cannabinoid products, hemp products, or low-potency hemp products, must be made to the Office of Cannabis Management on forms supplied by that Office.

1200.040. RESTRICTIONS ON BUSINESS AND SIGNS

(A) Cannabis businesses, and any related outdoor advertisement, shall not operate or be placed within 1000 feet of any school, nor shall they operate or be placed within 500 feet of any duly licensed daycare, residential treatment facility, or an attraction within a public park that is regularly used by minors including a playground or athletic field. Distances set forth herein shall be a parallel line from the closest two points property lines. Any signage or advertisement for cannabis businesses and/or cannabis products, including low potency cannabis products, requires a permit from the City Administrator.

(B) Cannabis business shall not engage in the retail sale of hemp derived products, or low-potency hemp edibles from 1:00 a.m. and 8:00 a.m. on any weekday Monday through Saturday. Neither shall any such sales be conducted on any Sunday between the hours of 1:00 a.m. and 10:00 a.m. This subdivision does not apply to adult-use cannabis products.

(C) Cannabis business selling adult-use cannabis products shall not engage in the retail sale of adult-use cannabis products from 9 p.m. until 9:00 a.m. the following day on any weekday Monday through Saturday, and before 10:00 a.m. on Sundays. Neither shall any such sales be conducted on any Sunday between the hours of 9:00 p.m. and 10:00 a.m. the following day.

(D) Cannabis businesses, hemp derived retail businesses, and low-potency hemp retail businesses facilities shall meet or exceed the standards set forth in the Minnesota State Building Code, State Fire Code, and the City's Code of Ordinances.

(E) License holders shall operate in full compliance with the City's Zoning Controls including obtaining any applicable conditional use permits prior to operation.

(F) No cannabis products, including low potency edibles shall be sold from any food trucks, motor vehicles, recreational vehicles, or stands. Cannabis products shall only be sold from brick-and-mortar permanent structures with an established permanent foundation.

1200.050. LICENSE FEES.

Fees for registration of cannabis businesses, hemp derived retail businesses, and low-potency hemp retail businesses shall be set according to the City's Fee Schedule as it is Amended from time to time. All fees shall be paid into the City's general fund. License fees are non-refundable in the event that a license applicant is rejected.

1200.060. LOCAL REGISTRATION REQUIRED.

(A) Before making retail sales to customers or patients, a cannabis microbusiness, cannabis mezzobusiness, cannabis retailer, medical cannabis combination business, or lower-potency hemp edible retailer must first register with the city, town, or county in which the retail establishment is located.

(B) Fee. The City shall impose a fee for an initial retail registration fee of \$500 or up to half the amount of the applicable initial license fee under section MSA §342.11, whichever is less. The initial registration is good for the year in which the registration is permitted. Registration shall be on an annual basis and shall be good until December 31 of the year in which it was issued. Thereafter an annual renewal registration is required. The City shall also impose a renewal retail registration fee of \$1,000 or up to half the amount of the applicable renewal license fee under Minnesota Statute [§342.11](#), whichever is less. The initial registration fee shall include the fee for initial registration and the first annual renewal. Any renewal fee imposed by the local unit of government shall be charged at the time of the second renewal and each subsequent annual renewal thereafter. Registration fees are non-refundable.

(C) A local unit of government shall issue a retail registration to a cannabis microbusiness with a retail operations endorsement, cannabis mezzobusiness with a retail operations endorsement, cannabis retailer, medical cannabis combination business operating a retail location, or lower-potency hemp edible retailer that:

(1) has a valid license or license preapproval issued by the Office of Cannabis Management;

(2) has paid the registration fee or renewal fee pursuant to subdivision B;

(3) is found to be in compliance with the requirements of this chapter at any preliminary compliance check that the local unit of government performs; and

(4) if applicable, is current on all property taxes and assessments at the location where the retail establishment is located.

(b) Before issuing a retail registration, the local unit of government may conduct a preliminary compliance check to ensure that the cannabis business or hemp business is in compliance with any applicable local ordinance including Zoning Ordinances.

(c) A local unit of government shall renew the retail registration of a cannabis business or hemp business when the office renews the license of the cannabis business or hemp business.

(d) A retail registration issued under this section may not be transferred.

1200.070. CAPS ON LICENSES.

There shall be no more than one (1) license/registration issued for a cannabis business.

There shall be no more than four (4) licenses/registration issued for a hemp business or solely for low-potency hemp edible businesses.

1200.080 COMPLIANCE CHECKS.

(a) The City's police department or the Waseca County Sheriff's Department shall conduct compliance checks of every cannabis business, hemp business, and low-potency hemp edible business with a retail registration issued by the City. During a compliance check, the police department shall assess a business's compliance with age verification requirements, and compliance with any applicable local ordinances established pursuant to Minnesota Statute §342.13 including Zoning Ordinances.

(b) The Police Department or Sheriff's Department must conduct unannounced age verification compliance checks of every cannabis business, hemp business, and low-potency hemp edible business at least once each calendar year. Age verification compliance checks must involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

1200.090 REGISTRATION SUSPENSION AND CANCELLATION; NOTICE TO OFFICE OF CANNABIS, PENALTIES.

(a) If the City determines that a cannabis business, hemp business, or low-potency hemp edible business with a retail registration issued by the local unit of government is not operating in compliance with the requirements of a local ordinance authorized under Minnesota Statute §342.13 or that the operation of the business poses an immediate threat to the health or safety of the public, the City Council may suspend the retail registration of the cannabis business, hemp business, or low-potency edible business. The City Administrator must immediately notify the Office of Cannabis Management with the suspension and shall include a description of the grounds for the suspension.

(b) The office of Cannabis Management may review the retail registration suspension and that Office may order reinstatement of the retail registration or take any action described in section Minnesota Statutes§ [342.19](#) or [§342.21](#).

(c) The retail registration suspension shall be for up to 30 days unless the office of Cannabis Management suspends the license and operating privilege of the cannabis business or hemp business for a longer period or revokes the license. Upon revocation by that Office, the registration shall be revoked.

(d) The City Council may reinstate the retail registration if the City Council determines that any violation has been cured. The City Council must reinstate the retail registration if the Office of Cannabis Management orders reinstatement.

(e) No cannabis microbusiness, cannabis mezzobusiness, cannabis retailer, medical cannabis combination business, or lower-potency hemp edible retailer may make any sale to a customer or patient without a valid retail registration with the City and a valid license with any applicable endorsement from the Office of Cannabis Management. A local unit of government

may impose a civil penalty of up to \$2,000 for each violation of this paragraph, in addition to any additional penalties, civil or criminal, that they may impose.

(f) Any violation of this Ordinance shall be a misdemeanor offense punishable by incarceration of up to ninety (90) day, a fine of up to \$1,000, or both. Said penalty shall be in addition to any civil penalty the City may impose.

Upon motion made, duly seconded, and passed this 12th day of November 2024, summary publication is authorized. This Ordinance is effective upon publication of the Summary.

Janda Ferguson-Mayor

ATTEST:

Anthony Martens-City Administrator

CITY OF NEW RICHLAND

ORDINANCE NO. 24-05

AN ORDINANCE AMENDING §1010.08 DOWNTOWN COMMERCIAL DISTRICT (C1) PERMITTED USES, THEREBY ALLOWING LOWER-POTENCY HEMP EDIBLE SALES AS AN ACCESSORY USE TO RETAIL SALES, RESTAURANTS, BARS AS AN ACCESSORY SALE IN THE CITY OF NEW RICHLAND.

WHEREAS, the Minnesota Legislature and the Governor recently signed a Cannabis Bill into Law, commonly known as Chapter 342 of the Minnesota Statutes, and

WHEREAS, Chapter 342 does allow Cities some zoning control over cannabis concerns, and

WHEREAS, Minnesota Statute §462.357 gives cities, through its City Council, the power to enact zoning controls for the benefit of and general welfare for, the city, and

WHEREAS, the City Council has met this day, and following a duly published public hearing NOW ORDAINS AS FOLLOWS:

1. That §1010.08 Downtown Commercial District (C1) Zoning Regulation shall be Amended to add the following thereto:

§1010.08 Subd. 2 Permitted Uses.

- (A) Retail businesses-stores and shops. At retail stores, the sale of Lower-Potency Hemp Edible and/or beverage sales shall be a permitted use when sold as an accessory to retail sales as they are defined in MSA 342.01;
- (D) Restaurants, bars. At restaurants and bars, the sale of Lower-Potency Hemp Edible and/or beverage sales shall be a permitted use when sold as an accessory to retail sales as they are defined in MSA 342.01;

All other provisions of the Ordinance shall remain in full force and effect unless herein changed by this Amending Ordinance.

This Ordinance shall be effective upon passage and publication as required by Law.

Duly passed and adopted this 12th day of November 2024.

Janda Ferguson-Mayor

ATTEST:

Anthony Martens-City Administrator

CITY OF NEW RICHLAND

ORDINANCE NO. 24-06

AN ORDINANCE AMENDING §1010.10 HIGHWAY COMMERCIAL DISTRICT (C3) PERMITTED USES, THEREBY ALLOWING LOWER-POTENCY HEMP EDIBLE SALES AS AN ACCESSORY USE TO RETAIL SALES, RESTAURANTS, BARS, CONVENIENCE STORES, AS AN ACCESSORY SALE IN THE CITY OF NEW RICHLAND.

WHEREAS, the Minnesota Legislature and the Governor recently signed a Cannabis Bill into Law, commonly known as Chapter 342 of the Minnesota Statutes, and

WHEREAS, Chapter 342 does allow Cities some zoning control over cannabis concerns, and

WHEREAS, Minnesota Statute §462.357 gives cities, through its City Council, the power to enact zoning controls for the benefit of and general welfare for, the city, and

WHEREAS, the City Council has met this day, and following a duly published public hearing NOW ORDAINS AS FOLLOWS:

1. That §1010.10 Downtown Commercial District (C3) Zoning Regulation shall be Amended to add the following thereto:

§1010.10 Subd. 2 Permitted Uses.

- (A) Any use permitted in the C1 or C2. At retail stores in the C3 Zone, the sale of Lower-Potency Hemp Edible and/or beverage sales shall be a permitted use when sold as an accessory to retail sales as they are defined in MSA 342.01;
- (B) Restaurants, bars. At restaurants and bars, the sale of Lower-Potency Hemp Edible and/or beverage sales shall be a permitted use when sold as an accessory to retail sales as they are defined in MSA 342.01;
- (D) Convenience Stores. At convenience stores, the sale of Lower-Potency Hemp Edible and/or beverage sales shall be a permitted use when sold as an accessory to retail sales as they are defined in MSA 342.01;

All other provisions of the Ordinance shall remain in full force and effect unless herein changed by this Amending Ordinance.

This Ordinance shall be effective upon passage and publication as required by Law.

Duly passed and adopted this 12th day of November 2024.

Janda Ferguson-Mayor

ATTEST:

Anthony Martens-City Administrator

CITY OF NEW RICHLAND

ORDINANCE NO. 24-07

**AN ORDINANCE AMENDING §1010.11 INDUSTRIAL ZONE (I), THEREBY
ALLOWING THE MANUFACTURE OF AND RETAIL SALES OF CANNABINOID
AND HEMP DERIVED PRODUCTS AS A CONDITIONAL USE IN THE CITY OF
NEW RICHLAND.**

WHEREAS, the Minnesota Legislature and the Governor recently signed a Cannabis Bill into Law, commonly known as Chapter 342 of the Minnesota Statutes, and

WHEREAS, Chapter 342 does allow Cities some zoning control over cannabis concerns, and

WHEREAS, Minnesota Statute §462.357 gives cities, through its City Council, the power to enact zoning controls for the benefit of and general welfare for, the city, and

WHEREAS, the City Council has met this day, and following a duly published public hearing NOW ORDAINS AS FOLLOWS:

1. That §1010.11 Subd. 3 of the Industrial (I) Zoning Regulation shall be Amended to add the following thereto:

§1010.11 Subd. 3 CONDITIONAL USES

D. Cannabinoid and/or hemp derived product manufacture or retail sale as defined in Minnesota Statutes Chapter §342.01, and so long as said industry complies with New Richland City Code Chapter 12 pertaining to the Licensing and Establishing of said industry.

Duly passed and adopted this 12th day of November 2024.

Janda Ferguson - Mayor

ATTEST:

Anthony Martens - City Administrator

Memo

To: City Council

From: Anthony Martens

cc:

Date: 11/7/24

Re: Handicap Parking – Trinity Lutheran Church

Trinity Lutheran Church is requesting that the council allow them to have 1 handicap parking space along 1st Street NW in front of the church.

Per Chapter 610 of the City of New Richland Ordinances the City Council may establish or eliminate handicap parking spaces by resolution.

Staff recommends the council adopt resolution 24-23: A Resolution Establishing Handicap Parking



RESOLUTION 24-23

A RESOLUTION ESTABLISHING HANDICAP PARKING

WHEREAS the City of New Richland has adopted Chapter 610 of the New Richland City Ordinances which governs vehicles and traffic within the City of New Richland, and

WHEREAS Chapter 610 of the Ordinances of the City of New Richland states that handicapped parking spaces shall be established or eliminated by Resolution of the City Council, and may be amended from time to time by authority of the same; and

WHEREAS the City of New Richland desires to establish handicapped parking spaces that shall remain in effect until amended by Resolution of the City Council;

NOW THEREFORE, BE IT RESOVED by the City Council of New Richland, Minnesota that effective November 12th, 2024, the City Council establishes the following:

1. One (1) handicapped parking space is hereby established on the Southeast side of the 200 block of 1st Street NW in front of Trinity Lutheran Church. This parking space shall be no closer than 20' from the intersection of 1st Street NW and Ash Ave.
2. Trinity Lutheran Church will be responsible for purchasing and installation of signage for the handicapped parking space. Once signed, the City of New Richland will paint the curb to identify this space as a handicapped parking space.
3. The New Richland Police Department and its designees are hereby authorized to enforce the provisions of Chapter 610 of the Ordinances of New Richland, including the enforcement of the handicapped parking space established by this Resolution.
4. All provisions of other Resolutions or parts thereof inconsistent with the terms of this Resolution are hereby repealed to the extent of the inconsistency.
5. The provisions of this Resolution are declared to be severable. If any part of this Resolution is declared by a court of competent jurisdiction to be invalid or unconstitutional, such determination shall have no effect on the remaining provisions of this Resolution.
6. This Resolution shall be effective immediately upon its legal adoption.

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

(Mayor)

Attest:

(City Administrator)



1ST ST NW

CITY OF NEW
RICHLAND

ASH AVE N



NEW RICHLAND FIRE DEPARTMENT

MONTHLY COUNCIL REPORT

MONTH: OCT YEAR: 2024

FIRE CALLS: 0

MEDICAL CALLS: 1

TOTAL CALLS: 1

TRAINING COMPLETED DURING THE MONTH:

WALK THROUGH CFS +
CARGO

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

November 12th Council Meeting

Activity/Calls for Service

The New Richland Police Department responded to **99** calls for service for the month of October.

Total Calls through October 2024: 1,880

Total Calls through October 2023: 950

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

- N/A

Information

- Movie night was good attendance for a first-time event.

Training & Education

- Chief Bruegger and Officers DeRaad and Jandt completed a three-day training on drug interdiction held at the Waseca Public Safety Building. Training was free.



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

Personnel

- N/A

Purchases

- N/A

Squad Maintenance

- N/A

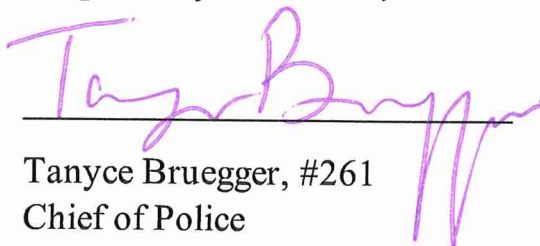
Equipment

- N/A

Upcoming Events / Important Items

- N/A

Respectfully Submitted,


Tanyce Bruegger, #261
Chief of Police



City of New Richland

City Council Pay Policy

PURPOSE

The purpose of this policy is to establish guidelines as to the specific compensation schedule for the elected officials of the City of New Richland

COMPENSATION

The elected officials of the City of New Richland (Mayor, City Council Persons) shall be compensated at a rate of pay determined by resolution of the city council. Any resolution passed of an increase in pay shall go into effect in the next budget year. (IE: increase passed in 2024 will take effect January 1st, 2025)

Effective January 1st, 2025, Elected officials will be compensated via salary in lieu of a meeting per diem. Should an elected official leave before their term is ended, they will be compensated on a prorated basis for their term in office.

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

Mayor

Attest:

City Administrator

Memo

To: City Council

From: Anthony Martens

cc:

Date: 11/8/24

Re: Canvassing Board

The New Richland City Council serves as the Canvassing Board to certify the General Election in the City of New Richland. Attached are the official election results as presented for review by the Waseca County Election Staff.

Council should review the documents and certify the election results.

Abstract of Votes Cast
In the Precincts of the City of New Richland
State of Minnesota
at the State General Election
Held Tuesday, November 5, 2024

as compiled from the official returns.

Summary of Totals
City of New Richland
Tuesday, November 5, 2024 State General Election

Number of persons registered as of 7 a.m.	715
Number of persons registered on Election Day	98
Number of accepted regular, military, and overseas absentee ballots and mail ballots	84
Number of federal office only absentee ballots	3
Number of presidential absentee ballots	0
Total number of persons voting	664

Summary of Totals
City of New Richland
Tuesday, November 5, 2024 State General Election

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

Mayor (New Richland)

NP	WI
Janda Ferguson	WRITE-IN
549	24

Council Member (New Richland) (Elect 2)

NP	NP	NP	NP	NP
Matthew Economy	Brandy Jacobson	Ryan Alan Gehrke	Robert Swenson	Sam Genelin
221	192	176	74	34
NP	NP	WI		
Melissa Thompson	Joshua Gene Warke	WRITE-IN		
180	210	5		

Special Election for Council Member (New Richland)

NP	NP	NP	WI
Jacob Naser	Jody E. Wynnemer	Christina Petsinger	WRITE-IN
149	311	121	5

Detail of Election Results
City of New Richland
Tuesday, November 5, 2024 State General Election

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
81 0050 : NEW RICHLAND CITY	715	98	664
City of New Richland Total:	715	98	664

Detail of Election Results
City of New Richland
Tuesday, November 5, 2024 State General Election

Office Title: Mayor (New Richland)

Precinct	NP Janda Ferguson	WI WRITE-IN
81 0050 : NEW RICHLAND CITY	549	24
Total:	549	24

Office Title: Council Member (New Richland) (Elect 2)

Precinct	NP Matthew Economy	NP Brandy Jacobson	NP Ryan Alan Gehrke	NP Robert Swenson	NP Sam Genelin
81 0050 : NEW RICHLAND CITY	221	192	176	74	34
Total:	221	192	176	74	34

Precinct	NP Melissa Thompson	NP Joshua Gene Warke	WI WRITE-IN
81 0050 : NEW RICHLAND CITY	180	210	5
Total:	180	210	5

Office Title: Special Election for Council Member (New Richland)

Precinct	NP Jacob Naser	NP Jody E. Wynnemer	NP Christina Petsinger	WI WRITE-IN
81 0050 : NEW RICHLAND CITY	149	311	121	5
Total:	149	311	121	5

We, the legally constituted county canvassing board, certify that we have herein specified the names of the persons receiving votes and the number of votes received by each office voted on, and have specified the number of votes for and against each question voted on, at the State General Election held on Tuesday, November 5, 2024

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the City of New Richland Clerk. Witness our official signature at _____ in _____ County this _____ day of _____, 2024.

Member of canvassing board

Member of canvassing board

Member of canvassing board

Member of canvassing board

Member of canvassing board

Member of canvassing board

Member of canvassing board

State of Minnesota
City of New Richland

I, _____, Clerk of the City of New Richland do hereby certify the within and foregoing _____ pages to be a full and correct copy of the original abstract and return of the votes cast in the City of New Richland State General Election held on Tuesday, November 5, 2024.

Witness my hand and official seal of office this _____ day of _____, 2024.

	CITY OF NEW RICHLAND		
Write In	Mayor	Council	Special Council
Brad Flor	1		
Christina Petsinger	1		
Christine Petsinger	1		
Dempsey Tucker	1		
Dennis Warke	3		
Donad Trump Jr		1	
Eric Hendrickson	1		
Eugene Frost		1	
Grant Berg	1		
Jessic Madson		1	
Jody Wynemer	1		
Josh Warke	1		
Joshiah Isder	1		
Justin Schlaak	1		
Matthew Harrington			4
Mike Shurson	1		
Norm		1	
Randy Fox	1		
Rick Rottman	4		
Robert Curtis	2		
Robert Schaehter		1	
Robert Swenson			1
Sandy Peterson	1		
Tony Martins	1		
TOTAL	23	5	5

October 14, 2024

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

Dear Mayor Ferguson,

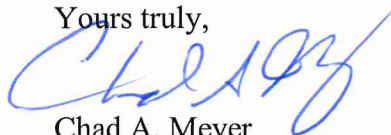
Pursuant Paragraphs 1.3 and 4.2 of the Operations and Maintenance Agreement dated October 26, 2020 between the City of New Richland, Minnesota and PeopleService, Inc., the maximum annual maintenance/repair (non-capital) expenditure amount and monthly compensation the City of New Richland, Minnesota pays 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 2023 and September of 2024, 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 2.4%, making the total adjustment 3.4%. Thus, effective January 1, 2025, the City of New Richland's maximum annual maintenance/repair (non-capital) expenditure amount will be increased from \$7,482 to \$7,736 and the monthly compensation will be increased from \$13,706 to \$14,172.

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: _____

	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2024 YTD</u>	<u>2025 Budget</u>
Water Fund Expenses					
E 601-49400-100 WAGES/SALARIES-FULL TIME	\$27,807.65	\$30,116.01	\$33,000.00	\$26,050.45	\$36,000.00
E 601-49400-120 PERA	\$1,963.99	\$2,228.54	\$2,750.00	\$1,551.77	\$3,000.00
E 601-49400-121 SOCIAL SECURITY	\$1,732.67	\$1,822.26	\$2,250.00	\$1,565.69	\$2,750.00
E 601-49400-122 MEDICARE	\$405.73	\$426.68	\$750.00	\$366.22	\$1,000.00
E 601-49400-129 PERA CHANGE	(\$3,452.00)	\$3,108.00	\$0.00	\$0.00	\$0.00
E 601-49400-130 HEALTH INSURANCE	\$400.00	\$266.66	\$5,000.00	\$2,649.23	\$5,000.00
E 601-49400-131 LIFE INSURANCE	\$0.00	\$0.00	\$20.00	\$330.57	\$100.00
E 601-49400-140 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-150 WORKERS COMP INSURANCE	\$1,250.07	\$1,512.65	\$1,500.00	\$978.48	\$1,500.00
E 601-49400-200 OFFICE SUPPLIES	\$18.68	\$108.61	\$500.00	\$425.49	\$750.00
E 601-49400-210 OPERATING EXPENSES	\$4,723.61	\$14,104.46	\$10,000.00	\$20,920.23	\$12,000.00
E 601-49400-218 CHEMICALS/SPRAY	\$5,193.14	\$5,064.16	\$5,000.00	\$4,818.72	\$7,500.00
E 601-49400-220 REPAIRS & MAINTENANCE SUPPLIES	\$8,210.58	\$21,340.25	\$28,000.00	\$52,537.58	\$30,000.00
E 601-49400-222 WATER METERS	\$396.46	\$0.00	\$3,000.00	\$1,135.26	\$3,000.00
E 601-49400-230 VEHICLE OPERATION	\$0.00	\$1,348.74	\$1,500.00	\$0.00	\$1,500.00
E 601-49400-231 VEHICLE MAINTENANCE	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
E 601-49400-233 SKID STEER MAINT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-235 PICKUP MAINT	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
E 601-49400-238 GENERATOR EXPENSE	\$694.60	\$0.00	\$1,000.00	\$1,114.55	\$2,500.00
E 601-49400-240 SMALL TOOLS AND MINOR EQUIP	\$0.00	\$0.00	\$1,000.00	\$301.02	\$1,000.00
E 601-49400-300 PROFESSIONAL SERVICES	\$7,145.75	\$5,500.00	\$6,000.00	\$16,731.83	\$10,000.00
E 601-49400-301 AUDITING SERVICES	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00
E 601-49400-303 ENGINEERING FEES	\$0.00	\$0.00	\$2,000.00	\$2,426.50	\$5,000.00
E 601-49400-304 LEGAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-307 CONTRACT FEES	\$18,364.08	\$20,215.82	\$22,000.00	\$17,134.30	\$22,000.00
E 601-49400-308 SCHOOLING	\$150.00	\$225.00	\$2,000.00	\$0.00	\$2,500.00
E 601-49400-309 COMPUTER EXPENSE	\$420.00	\$0.00	\$1,500.00	\$1,186.21	\$1,500.00
E 601-49400-311 PERMITS/MEMBERSHIP FEES	\$677.89	\$435.00	\$1,000.00	\$500.00	\$1,000.00
E 601-49400-316 CREDIT/DEBIT SETTLEMENT CHG	\$2,002.19	\$2,222.70	\$1,000.00	\$1,149.84	\$1,000.00
E 601-49400-320 TELEPHONE	\$888.24	\$795.12	\$1,000.00	\$851.61	\$1,000.00

E 601-49400-330 MILEAGE EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-331 MOTEL EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-340 ADVERTISING	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00
E 601-49400-360 INSURANCE	\$2,469.00	\$5,527.13	\$4,000.00	\$5,798.00	\$6,000.00
E 601-49400-380 UTILITIES/ELECTRIC	\$33,037.52	\$34,337.73	\$30,000.00	\$29,369.91	\$30,000.00
E 601-49400-383 UTILITIES/HEAT	\$3,064.21	\$4,301.33	\$3,500.00	\$1,516.08	\$3,000.00
E 601-49400-417 UNIFORM ALLOWANCE	\$107.58	\$136.00	\$1,000.00	\$0.00	\$1,000.00
E 601-49400-420 DEPRECIATION EXPENSE	\$69,983.00	\$69,835.00	\$0.00	\$0.00	\$0.00
E 601-49400-430 MISCELLANEOUS	\$5,007.99	\$831.28	\$500.00	\$2,542.42	\$500.00
E 601-49400-440 HWY 30/WATER TOWER PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-441 BAD DEBT EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-500 CAPITAL OUTLAY - GASB34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-501 CAPITAL - UNDER THRESHOLD	\$13,102.82	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-600 PRINCIPAL	\$0.00	\$0.00	\$116,000.00	\$0.00	\$18,182.00
E 601-49400-610 INTEREST	\$2,832.00	\$600.00	\$0.00	\$0.00	\$0.00
E 601-49400-620 FISCAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-720 TRANSFERS OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
E 601-49400-999 CONTRIBUTED CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water Fund Expenses	\$208,597.45	\$226,409.13	\$290,520.00	\$193,951.96	\$312,532.00

Water Fund Revenue					
R 601-00000-33439 PERA PENSION AID	\$116.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-49400-31000 GENERAL PROPERTY TAXES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-49400-33620 OTHER	\$13,103.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-49400-36110 SPECIAL ASSESSMENTS PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-49400-36200 MISCELLANEOUS REVENUES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-49400-36210 INTEREST ON INVESTMENTS	\$171.00	\$833.00	\$0.00	\$0.00	\$0.00
R 601-49400-36250 REFUNDS AND REIMBURSEMENTS	\$34.98	\$9,587.46	\$0.00	\$3,160.08	\$0.00
R 601-49400-37100 WATER SALES	\$258,563.28	\$264,042.32	\$295,120.00	\$228,432.60	\$300,000.00
R 601-49400-39110 SALE OF ASSETS	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00
R 601-49400-39200 OPERATING TRANSFERS IN	\$5,636.00	\$5,636.00	\$0.00	\$0.00	\$0.00
R 601-49400-39999 CONTRIBUTION OF CAPITAL ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water Fund Revenue	\$277,624.26	\$280,298.78	\$295,120.00	\$231,592.68	\$300,000.00

2025 Budget Comparison	
2025 Water Fund Expenses	\$312,532.00
2025 Water Fund Revenues	\$300,000.00
Difference	(\$12,532.00)

2025 Storm Water Capital Fund	
Monthly Charge	\$2.00
Bills	500
Monthly Capital	\$1,000.00
Annual Capital	\$12,000.00

	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2024 YTD</u>	<u>2025 Budget</u>
Sewer Fund Expenses					
E 602-49450-210 OPERATING EXPENSES	\$18,948.25	\$21,353.77	\$40,000.00	\$10,568.82	\$15,000.00
E 602-49450-220 REPAIRS & MAINTENANCE SUPPLIES	\$28,978.28	\$64,477.11	\$53,000.00	\$19,040.07	\$30,000.00
E 602-49450-230 VEHICLE OPERATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 602-49450-233 TRACTOR MAINT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 602-49450-300 PROFESSIONAL SERVICES	\$892.50	\$9,375.00	\$20,000.00	\$42,283.49	\$20,000.00
E 602-49450-301 AUDITING SERVICES	\$0.00	\$0.00	\$1,300.00	\$0.00	\$0.00
E 602-49450-303 ENGINEERING FEES	\$0.00	\$0.00	\$0.00	\$2,425.50	\$0.00
E 602-49450-304 LEGAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 602-49450-307 CONTRACT FEES	\$147,113.00	\$157,092.00	\$165,000.00	\$137,157.50	\$170,064.00
E 602-49450-308 SCHOOLING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 602-49450-309 COMPUTER EXPENSE	\$420.00	\$0.00	\$1,000.00	\$823.34	\$1,000.00
E 602-49450-311 PERMITS/MEMBERSHIP FEES	\$1,550.00	\$1,450.00	\$2,000.00	\$1,550.00	\$1,000.00
E 602-49450-316 CREDIT/DEBIT SETTLEMENT CHG	\$2,002.20	\$2,222.67	\$1,200.00	\$783.54	\$1,000.00
E 602-49450-330 MILEAGE EXPENSE	\$0.00	\$459.00	\$0.00	\$0.00	\$0.00
E 602-49450-340 ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 602-49450-360 INSURANCE	\$0.00	\$9,113.75	\$10,000.00	\$9,185.75	\$10,000.00
E 602-49450-380 UTILITIES/ELECTRIC	\$20,240.49	\$21,599.53	\$15,000.00	\$16,327.77	\$19,000.00
E 602-49450-383 UTILITIES/HEAT	\$3,084.41	\$2,870.97	\$3,500.00	\$1,273.38	\$3,500.00
E 602-49450-384 UTILITES/GARBAGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 602-49450-420 DEPRECIATION EXPENSE	\$194,925.00	\$94,577.00	\$0.00	\$0.00	\$0.00
E 602-49450-425 DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 602-49450-430 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$2,083.09	\$0.00
E 602-49450-441 BAD DEBT EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 602-49450-500 CAPITAL OUTLAY - GASB34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 602-49450-501 CAPITAL - UNDER THRESHOLD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 602-49450-600 PRINCIPAL	\$0.00	(\$0.50)	\$16,000.00	\$14,000.00	\$132,191.00
E 602-49450-610 INTEREST	\$12,906.50	\$10,300.00	\$2,000.00	\$556.50	
E 602-49450-620 FISCAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	
Sewer Fund Expenses	\$431,060.63	\$394,890.30	\$330,000.00	\$258,058.75	\$402,755.00

Sewer Fund Revenue	
R 602-49450-36200 MISCELLANEOUS REVENUES	
R 602-49450-36210 INTEREST ON INVESTMENTS	
R 602-49450-36250 REFUNDS AND REIMBURSEMENTS	
R 602-49450-37100 WATER SALES	
R 602-49450-37200 SEWER CHARGES	\$330,000.00
R 602-49450-39110 SALE OF ASSETS	
R 602-49450-39200 OPERATING TRANSFERS IN	\$100,000.00
R 602-49450-39311 PFA LOAN	
R 602-49450-39999 CONTRIBUTION OF CAPITAL ASSETS	
Sewer Fund Revenue	\$430,000.00

2025 Budget Comparison	
2025 Sewer Fund Expenses	\$402,755.00
2025 Sewer Fund Revenues	\$430,000.00
Difference	\$27,245.00

2025 Sewer Capital Fund	
Monthly Charge	\$3.00
Bills	500
Monthly Capital	\$1,500.00
Annual Capital	\$18,000.00

StormSewer Fund Revenue

R 606-49475-37400 STORM SEWER CHARGES	\$30,720.00
R 606-49475-39200 OPERATING TRANSFERS IN	\$0.00
R 606-49475-39250 OPERATING TRANSFERS OUT	
Storm Sewer Fund Revenue	\$30,720.00

Storm Sewer Fund Revenue	\$30,720.00
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2025 Budget Comparison	
2025 Storm Sewer Fund Expenses	\$45,444.00
2025 Storm Sewer Fund Revenues	\$30,720.00
Difference	(\$14,724.00)

2025 Storm Sewer Capital Fund	
Monthly Charge	\$0.00
Bills	500
Monthly Capital	\$0.00
Annual Capital	\$0.00

2025 Street & Utility Improvements Project Open House #1
Thursday, November 14th from 5:00 pm – 7:00 pm
Community Room, New Richland City Hall, 203 Broadway Ave N

OPEN HOUSE

The City of New Richland invites you to attend a public open house meeting for the 2025 Street & Utility Improvements Project. The upcoming open house is an opportunity to learn more about the project background, proposed improvements, project schedule, and more. Staff will be available to answer questions and take your comments throughout. There will be no formal presentation.

PROJECT BACKGROUND

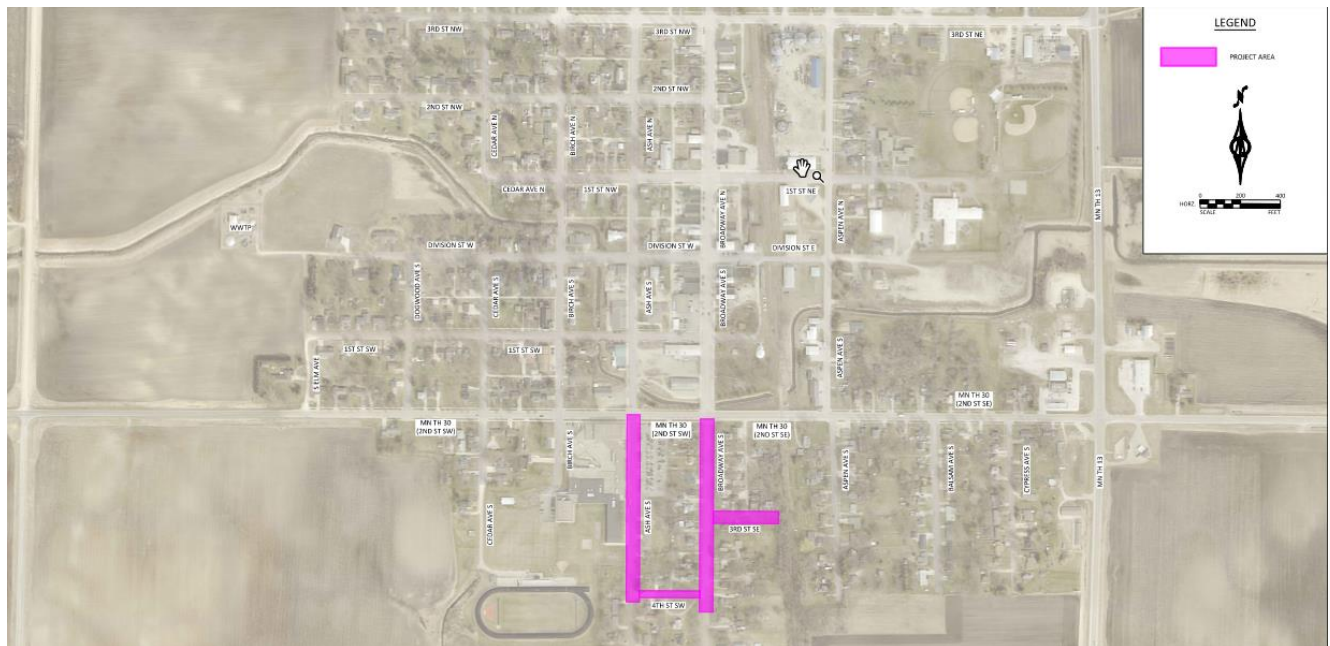
The project is proposed to include Ash Ave S and Broadway Ave S from TH 30 (2nd St SW) to 4th St SW, 3rd St SE from Broadway Ave S to 325' east of Broadway Ave S, and 4th St SW from Ash Ave S to Broadway Ave S. The project is needed to reconstruct failing pavement, replace all underground utilities, address drainage concerns, and upgrade pedestrian facilities.

PROJECT TIMELINE:

- November 2024: Open House #1 & Improvement Hearing
- December 2024 – March 2025: Final Design and Construction Documents
- April 2025: Bidding
- May 2025: Construction Begins
- October 2025: Assessment Hearing
- June 2026: Construction Final Completion

CONTACT

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Email: cory.bienfang@bolton-menk.com





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City Administrator's Report

November 12th, 2024

Continue work on the 2025 General Fund budget, Enterprise Budgets

Continued conversations with Houston Engineering regarding community presentation

Continued work on 2025 street improvement project items w / Bolton & Menk

Continued work on Storm Sewer Fund, Storm Sewer Ordinance & THC Items

Prepared for and ran the 2024 General Election for the City of New Richland

Met with Insurance regarding the 2025 insurance renewal for the the City

Received bids from WM and Thompson Sanitation for single hauler contract (Award next MTG)

Received IT Equipment for Large Meeting room

EMPLOYEE RECOGNITION

EMPLOYEE BIRTHDAYS

EMPLOYEE ANNIVERSARIES

11/12 - Jennifer Lacey – AMB – 2 YRS