



New Richland City Council Regular Meeting Agenda January 13th, 2025

Agenda:

6:30 Call to Order

Swearing In of Recently Elected Officials

Council Member Wynnemer, Council Member Warke, Council Member Economy

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 9th, 2024, Council Meeting
2. Approve 2025 Mayoral Appointments
3. Approve Regular Board Meeting Schedule for 2025

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 25-01: Resolution Adopting Updated Fee Schedule
2. Resolution 25-02: Resolution Authorizing New Member in Regional Safety Group

Department Reports

1. Ambulance Report – In Writing
 - a. Consider Alternate Billing Company Contract Proposal
2. Fire Department Report – In Writing
 - a. Approve Specifications for Fire Truck and Authorize Bid Publication
3. Police Department Report – Tanyce Bruegger, Chief of Police
 - a. Swearing-in Full-Time Officer Joel Jandt
 - i. Resolution 25-03: Resolution of Police Officer Declaration
 - b. Approve JPA – Drug Task Force
 - c. Pay Increase – PD Records Staff

Unfinished Business

1. Approve LELS Local #407 2025-2026 Contract
2. Council Meeting Discussion

New Business

1. Trinity Lutheran Church – Additional Handicap Parking Stall
 - a. Resolution 25-04: A Resolution Establishing Handicap Parking

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

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



OATH OF OFFICE FOR COUNCIL MEMBER

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

I, Matthew Economy, 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 Council Member 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.

Matthew Economy, Council Person

Subscribed and sworn to before me this 13th day of January 2025.

Anthony Martens, City Administrator



OATH OF OFFICE FOR COUNCIL MEMBER

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

I, Jody Wynnemer, 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 Council Member 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.

Jody Wynnemer, Council Person

Subscribed and sworn to before me this 13th day of January 2025.

Anthony Martens, City Administrator



OATH OF OFFICE FOR COUNCIL MEMBER

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

I, Joshua Warke, 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 Council Member 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.

Joshua Warke, Council Person

Subscribed and sworn to before me this 13th day of January 2025.

Anthony Martens, City Administrator



New Richland City Council Regular Meeting Minutes

December 9th, 2024

Members Present

Janda Ferguson
Ryan Gehrke
Jason Casey
Brandy Jacobson
Jody Wynnemer

Staff Present

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

Others Present

Robert Swenson
Curt Pederson
Lane Wacholz
Larry Goehring
Matt Economy
Eli Lutgens
Michael Shurson
Lynn Wacholz
Pam Goehring
Josh Warke
Joel Jandt
Katelin Bahl

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

- Motion made by Jody Wynnemer and seconded by Ryan Gehrke to approve the agenda. Carried (4 yes, 0 no)

Consent Agenda

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

Public Comments

- None

Requests and Presentations

1. Robert Coonrod – Not Present
2. Truth in Taxation Presentation
 - i. Administrator Martens presented the 2025 Truth in Taxation information to those in attendance

Public Hearings

- 2025 Budget Public Hearing
- Mayor Ferguson opened the public hearing at 6:35pm. No one wished to be heard at that time.
- Mayor Ferguson asked if anyone else wished to speak. Seeing no one else wishing to speak, motion was made by Ryan Gehrke and seconded by Jason Casey to close the public hearing at 6:51pm. Carried (4 yes, 0 no)

Ordinances and Resolutions (see attached)

1. Motion made by Jody Wynnemer and seconded by Ryan Gehrke to adopt resolution 24-226: A Resolution Adopting the 2025 General Fund Budget. Carried (4 yes, 0 no)
2. Motion made by Ryan Gehrke and seconded by Jason Casey to adopt resolution 24-27: A Resolution Accepting Donation. Carried (4 yes, 0 no)



New Richland City Council Regular Meeting Minutes

December 9th, 2024

Reports

1. Ambulance Department
 - Ambulance report was presented in writing by Ambulance Director Sundve.
 - Motion made by Ryan Gehrke and seconded by Jason Casey to approve the Ambulance Report. Carried (4 yes, 0 no)
2. Fire Department
 - Fire Department report was presented by in writing by Chief Moen
 - Mike Shurson made a presentation on behalf of the Fire Department Relief Association. Tonight, they are donating \$100,000 to the City of New Richland making a total of \$550,000 donated to the City of New Richland since 2017.
 - Curt Pederson presented the addition of a brush truck to the Fire Department fleet. Approximate cost of the truck is around \$200,000. Motion made by Jason Casey and seconded by Brandy Jacobson to authorize the Fire Department to go out to get specifications for a new brush truck. Carried (4 yes, 0 no)
 - Curt Pederson also presented a request for a new washing machine for turnout gear at a cost of \$7,500. Motion made by Jason Casey and seconded by Brandy Jacobson to approve the purchase of the washing machine. Carried (4 yes, 0 no)
 - Motion made by Jody Wynnemer and seconded by Jason Casey to approve the Fire Department Report. Carried (4 yes, 0 No)
3. Police Department
 - Police Department report was presented by Chief Bruegger
 - Motion was made by Jody Wynnemer and seconded by Jason Casey to appoint Joel Jandt to the 2025 2nd Full-Time Police Officer position effective 1/10/2025. Grade 5, step 1, \$26.97/hour. Carried (4 yes, 0 no)
 - Motion made by Jody Wynnemer and seconded by Ryan Gehrke to approve the Police Department report. Carried (4 yes, 0 no)
4. Care Center Report – Bob Johannsen, Care Center Administrator
 - Care Center report was presented in writing by Bob Johannsen
 - Motion was made by Ryan Gehrke and seconded by Jason Casey to approve the Care Center Report. Carried (4 yes, 0 no)
5. People Service Report – Shell Johnson
 - People Service report was presented by Shell Johnson
 - Motion made by Jason Casey and seconded by Ryan Gehrke to approve up to an additional \$2,500 for the lift station pump approved previously. MN Pump Works will not work or inspect on Crane pumps. Carried (4 yes, 0 no)
 - Motion made by Ryan Gehrke and seconded by Jason Casey to approve purchase and installation of a lift station pump for the NAPA lift station at a cost of \$3,256.10. Carried (4 yes, 0 no)
 - Motion made by Ryan Gehrke and seconded by Jason Casey to approve the People Service report. Carried (4 yes, 0 no)
6. Maintenance & Utility Report – Eric Hendrickson, Maintenance & Utility Supervisor
 - Maintenance & Utility Report was presented by Eric Hendrickson, Maintenance and Utility Supervisor.
 - Motion made by Jody Wynnemer and seconded by Jason Casey to approve the purchase of tires for the pickup truck of \$964.40. Carried (4 yes, 0 no)
 - Motion made by Ryan Gehrke and seconded by Jody Wynnemer to approve the Maintenance Department report. Carried (4 yes, 0 no)
 -



New Richland City Council Regular Meeting Minutes

December 9th, 2024

Unfinished Business

1. Final Water Fund Budget
 - a. Motion made by Ryan Gehrke and seconded by Jason Casey to adopt the 2025 Water Fund Budget as presented. Carried (4 yes, 0 no)
2. Final Sewer Fund Budget
 - a. Motion made by Ryan Gehrke and seconded by Jason Casey to approve the 2025 Sewer Fund Budget as presented. Carried (4 yes, 0 no)
3. Final Storm Sewer Fund Budget
 - a. Motion made by Ryan Gehrke and seconded by Jason Casey to approve the 2025 Storm Sewer Budget as presented. Carried (4 yes, 0 no)

New Business

1. November 2024 Check Register
 - a) Motion was made by Ryan Gehrke and seconded by Jason Casey to approve the November 2024 Check Register. Carried (4 yes, 0 no)
2. November 2024 Financials
 - a) Motion was made by Jason Casey and seconded by Ryan Gehrke to approve the November 2024 Financials. Carried (4 yes, 0 no)
3. DocuWare Renewal
 - a) Motion made by Jason Casey and seconded by Brandy Jacobson to approve \$4,040 to Metro Sales to renew the DocuWare contract for 2025. Carried (4 yes, 0 no)
4. Flood Mitigation Strategy Discussion
 - a) Motion made by Jason Casey and seconded by Ryan Gehrke to approve \$1,500 out of the money set aside by Waseca County to contract with Houston Engineering to complete the grant application for the flood mitigation project. Carried (4 yes, 0 no)

Miscellaneous

- None

Administrators Report

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

Mayor/Council Comments

- None

Closed Meeting

- Meeting was closed at 7:21pm pursuant to MN Statute section 13D.03 to discuss the City's labor negotiation strategy related to the City's negotiations with LELS Local #407 Police Officers Union
- Meeting was re-opened at 7:35pm. Mayor Ferguson shared that during the closed meeting the council discussed the 2025-2026 LELS Contract and directed Administrator Martens to share the cities contract offer with LELS Local #407 during the upcoming bargaining session



New Richland City Council Regular Meeting Minutes

December 9th, 2024

Adjournment – Motion for adjournment made by Ryan Gehrke and seconded by Jody Wynnemer.
Carried (4 yes, 0 no) 7:36 p.m.

Submitted by,

Anthony Martens
City Administrator

DRAFT

2025 Mayoral Appointments

<u>Appointment</u>		<u>2025</u>
Newspaper		NRHEG Star Eagle
Bank Depository		State Bank of New Richland
Deputy Mayor		Jody Wynnemer
Streets/Parks		Josh Warke
Water/Sewer		Josh Warke
Police Liaison		Janda Ferguson
New Richland Care Center		Matt Economy
Fire Chief		Josh Moen
Fire Relief Board		Mayor
Fire Relief Board		City Administrator
Attorney		Jason L. Moran
Engineer		Cory Bienfang, Bolton-Menk
County Environmental Waste		Jason Casey
County Economic Board		Janda Ferguson
Fire Department Liaison		Janda Ferguson
Ambulance Liaison		Matt Economy
Ambulance Executive Committee		Matt Economy
Ambulance Executive Committee		Jody Wynnemer
Planning Commission		Jason Casey
Historic Preservation Commission		Pam Goehring
Economic Development Authority		Janda Ferguson
Economic Development Authority		Jody Wynnemer
Waseca Area Foundation		Matt Economy
MN Valley Council Of Governments		Jason Casey

City of New Richland Boards

2025 Regular Meeting Schedule

BODY	REGULAR	LOCATION
Council	2 ND & 4 TH MONDAY 6:30 PM	CITY HALL
EDA	4 TH MONDAY 4:30 PM	CITY HALL
Care Center Advisory Board	4 TH MONDAY 5:00 PM	CARE CENTER
Planning Commission	3 RD THURSDAY 6:30 PM	CITY HALL
Historic Preservation	4 TH MONDAY 1:00PM	CITY HALL
Tree Board	MAY 4 & SEPT 15 6:30 PM	CITY HALL
Fire Department Relief Association	1 ST THURSDAY 9:00 PM	FIRE STATION #2
HRA	3 RD WED. 6:30 PM	ROYAL VILLA
ANY CHANGES TO MEETING DATES/TIMES WILL BE POSTED TO THE CITIES WEBSITE, SOCIAL MEDIA PAGES, AND POSTED AT CITY HALL		
SIGN UP FOR TEXT ALERTS AT: WWW.NEWRICHLANDMN.GOV		
FOLLOW US ON FACEBOOK @NEWRICHLANDMN		



RESOLUTION 25-1

To Enact an Amendment to Appendix D Of the City of New Richland Code of Ordinances, Addressing Fee Schedule for The City of New Richland

WHEREAS, The City Council of the City of New Richland has determined that the fee schedule for services of the city needs to be amended to reflect the current needs of the City and the addition of sections to the Code of Ordinances:

NOW THEREFORE, Appendix D of the City of New Richland Code of Ordinances is hereby amended to as follows:

Appendix D Schedule of Fees and Charges:

Description		Fees
Licenses and Permits:		
On – Sale Liquor		\$1,250.00
Off – Sale Liquor		\$100.00
Sunday Liquor		\$200.00
Temporary On- Sale		\$25.00
Club Liquor		\$100.00
On – Sale 3.2		\$25.00
Off – Sale 3.2		\$5.00
Wine License		\$350.00
Transfer Fee		\$50.00
Animal License –Lifetime Fee		\$25.00
Lost Animal License Replacement		\$2.00
Animal Impound Release Fee		\$25.00
Rental Property up to 3 units		\$90.00
Rental Inspection Fee each additional unit		\$35.00
Rental Re-Inspection Fee per unit		\$80.00
VRBO-Short-Term Rental License		\$125.00
Building Permit		\$5.00 Administrative Fee + Fee Schedule Adopted by Resolution
Golf Cart Permit	Calendar Year All or Part	\$10.00
Elevation Benchmark		\$200.00
Zoning Permit		\$35.00
Variance		\$50.00
Conditional Use Permit		\$50.00
Right of Way Permit		\$100.00

Licenses and Permits Continued:		
Adult Entertainment		\$100.00
Exhibition Permit		\$25.00
Peddler Permit		\$50.00
Building Mover Permit		Bond
Emergency Service Charges		
Police Reports		\$10.00
CPR Training - Ambulance		\$76.00/person
Fire Department Rescue Auto Extrication and all rescues where tools or multiple vehicles and personnel are required		\$1000.00
Structure Fire Charge		\$1,500.00
Fire Service Charge Non Structure Fires		\$1,000.00
Provide Landing Zone, Traffic Control, Scene Safety and Cleaning Roads		\$500.00
For any Fire Incident over 3 hours in duration		Cost Up To The Actual Cost of Fuel Consumed
Foam Used in Fire Fighting Activity		Cost of Foam Consumed
Ambulance Call Base Rate		\$1,200.00 \$800.00
Per Loaded Mile		\$30.00 Medicare Approved Rate Plus 10%
Ambulance Call Base Rate Non-Primary Service Area		\$1,500.00 \$920.00
Per Loaded Mile Non-Primary Service Area		\$40.00 Medicare Approved Rate Plus 10%
No Transport City Limits		\$200.00 \$155.00
No Transport Outside City Limits		\$325.00 \$262.00
Intercept	Added to Other Charges	\$500.00 \$475.00
Lift Assist only		\$125.00 \$72.00
Charges for City Services		
Office Services		
Photo Copies Letter/Legal	B&W	.15 per page
Photo Copies 11X17	B&W	.35 per page
Fax Sending or receiving		\$1.00 per page
NSF Checks		\$30.00
Color Copies		.75 per page



Assessment Services		
TIF District		\$300 set up/\$150 per Year/\$200 modification
Delinquent Charges collected with taxes		\$10.00 per property charge certified
Special Assessments		\$5.00 per parcel
City Hall		
Hall Rent		\$125.00
Hall 3hr max meeting	Business Meeting rate	\$75.00
Water Department		
Residential Water Service Connection Fee		\$100.00
Commercial Water Connection Fee		\$200.00
Meter		Cost plus 10%
Clean Service Line		\$30.00
Shutoff Fee		\$25.00
Between Nov 15 & Mar 15		\$50.00
Turn on Fee		\$25.00
Between Nov 15 & Mar 15		\$50.00
Disconnect Notice Fee	(Resolution 21-01)	\$25.00
Late Payment Fee		5% of past due amount W/Min. \$3.00 per month
Water Rates		\$7.00 base connection fee plus \$9.00 per 1,000 gal
Bulk Water Sales		\$11.64 per 1000 gal.
Capital Improvement Charge		\$2.00 per month
Outdoor Water Meter		\$200
Sewer Department		
Sewer Service Connection Fee		\$50.00
Late Payment Fee		5% of past due amount W/Min. \$3.00 per month
Sewer Rates		\$11.50 base connection fee plus \$13.50 per 1,000 gal. of water used
Flat Fee for Sewer Only		\$66.40 per Month
Capital Improvement Charge		\$3.00 per month
Storm Sewer Department		
Rate Class 1	Residential, 0.0 – 0.9 acres	\$5.00 / month
Rate Class 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	\$5.00 / month
Rate Class 3 (Medium Commercial)	Multifamily, 16+ units Churches, 5.0 – 9.9 acres	\$5.00 / month

	Pubic-Institutional, 5.0-9.9 acres Commercial, Business, Industrial, 5.0 – 9.9 acres Mixed-Use, 5.0 – 9.9 acres	
Rate Class 4 (Large Commercial)	Churches 10+ acres Pubic-Institutional, 10+ acres Commercial, Business, Industrial, 10+ acres Mixed-Use, 10+ acres	\$5.00 / month
Trash Collection		
Trash Collection Charge		\$18.60 / Account
Maintenance Department		
Mowing		\$125/\$150/\$200 1st/2nd/3rd + time / Season
Sidewalk Snow Removal		\$125/\$150/\$200 1st/2nd/3rd + time / Season
Weed Control		\$125/\$150/\$200 1st/2nd/3rd + time / Season
Sweeper		\$80.00 per hour
Skid Steer		\$100.00 per hour
Dump Truck		\$110 per hour
Sanding		Dump Truck Fee plus Sand Cost
Charge For Employee Labor		\$75.00 per hour
Administrative Offenses – Violation of City Code Section:		Penalty for Violation
Section 220	Abandoned Property	\$25.00
Section 230	Trees	\$25.00
Section 300	Animals	\$25.00
Section 310	Exhibitions	\$25.00
Section 330	Peddlers	\$50.00
Section 340	Building Movers	\$50.00
Section 350	Rental Housing	\$50.00
Chapter 4	Alcoholic Beverages	\$25.00
Chapter 5	Nuisances	\$25.00
Section 550.3	Unlawful Disposal	\$100.00
Section 610	Parking	\$25.00
Section 620	Snowmobiles	\$25.00
Section 630	Bicycles	\$25.00
Section 720	Right of Way Management	\$200.00
Section 800	Water	\$25.00
Section 810	Sewer	\$25.00
Chapter 9	Building and Housing	\$50.00
Chapter 10	Zoning	\$50.00
Chapter 11	Adult Uses	\$200.00



Passed by the City Council of the City of New Richland, Minnesota, this 13th Day of January 2025.

(Mayor)

ATTEST:

(City Administrator)



RESOLUTION 25-02

MODEL RESOLUTION AUTHORIZING NEW MEMBER IN REGIONAL SAFETY GROUP

WHEREAS, Minnesota Statutes, Section 471.59 authorizes governmental units by agreement of their governing bodies to jointly or cooperatively exercise any power common to them; and

WHEREAS, the League of Minnesota Cities Insurance Trust has created the Regional Safety Group Initiative to offer training to cities/entities who form regional safety groups; and

WHEREAS, the City of New Richland finds that it is in the best interest of the City to join the LMW Regional Safety Group (the "RSG") previously formed by an agreement of other cities/entities (the "Establishing Agreement"); and

WHEREAS, the Establishing Agreement allows other cities/entities to become members of the RSG upon adoption of a resolution agreeing to all terms of the Establishing Agreement,

NOW, THEREFORE, BE IT RESOLVED, the City of New Richland, Minnesota:

1. Authorizes Jody Wynnemer and Anthony Martens to sign this resolution evidencing the city's intent to become a member of the RSG; and
2. The City agrees to be bound by all the terms of the Establishing Agreement.

IN WITNESS WHEREOF, the city, by action of its governing body, caused this Resolution to be approved on the 13th day of January 2025.

By: _____
Jody Wynnemer, Its Deputy Mayor

And: _____
Anthony Martens, Its City Administrator

Ambulance Report Jan 2025

Runs: We ended the year at 125 runs. We are already at 7 runs for the year as of the 9th.

Crew: Laura is working on her refresher and since she is a paramedic she has extra training for her refresher. She also has to do ACLS and PALS to keep her certification for paramedic. She will be getting me the information for this and I will get it to the council for approval to help pay for it. Jennifer had her first round of chemo and had a double mastectomy on Jan 6th, all went well and she plans to be back helping with coverage around the middle of Feb. We look forward to her returning.

Director: I have looking into a new monitor, cot, and stairchair with two different companies. The money we received from the state is what I am looking to use for the purchases on this. Once I have all the information I will present it to the council for approval on the purchase. If there is something that you would like for me to look at, please let me know. I will continue to work on keeping the ambulance running smooth throughout the year. My goal is to find a couple more EMT's to help fill the schedule. The times we struggle to fill for hours are daytime hours as all are working days.

Training/Meetings: I will be working on a training schedule for the year and this will be done at our monthly meetings on the second Sunday of each month.

Thank you

Sarah Sundve
New Richland Ambulance Director

December 23, 2024

Attn: Anthony Martens,
City Administrator
City of New Richland
203 N. Broadway Ave
New Richland, MN 56072

Dear Mr. Martens,

EMS Management & Consultants is very pleased to submit a proposal to the City of New Richland. Now in our 28th year, EMS|MC knows the EMS billing industry like no other processing over 5.5 million claims nationally. EMS|MC is uniquely positioned to bring the best EMS billing solution to you.

EMS|MC delivers the most compliant & optimized collections, enabled by industry leading processes, innovative technology & attentive client care. In the last 5 years, over 100 new agencies have entrusted EMS|MC with their EMS billing needs. As a result of these transitions, compliant collections increased for every agency. EMS|MC understands that making the decision to outsource your EMS billing can be a difficult one & minimizing risk during the transition is critical.

Every agency we have transitioned to EMS|MC has increased their compliant collections, and we are very confident we will bring unmatched value to you should we be selected as your partner.

To ensure all transition risks are minimized, your deployment project manager will lead a methodical & thorough onboarding process. This process will establish written billing and collection policies, review contracts with payors and facilities, and ensure that all contingencies are planned for. In this response, we will detail what makes us unique from our competitors and the Gold Standard in EMS billing, including the following highlights:

- **Cutting-edge Technology** – EMS|MC's proprietary claims processing platform, **EMS^{smart}™**, brings the best of human judgement & automation together to ensure the highest clean-claim rate & cash-per-trip results in the industry.
- **Dedicated Account Management** – Your account manager will be focused on your business providing on-site interaction & feedback, tailoring our solution to fit the needs of your organization & community. They bring extensive EMS billing knowledge & an attentive, personal approach to the account management for your service.



- Onboarding – EMS|MC's proven project management driven onboarding process, **EMStart**, ensures that your service will not see a disruption in cash flow during the transition to EMS|MC.
- Compliance – Headed by Chief Compliance Officer, Kim Stanley, EMS|MC's compliance team is dedicated to ensuring the unmatched awareness & adherence to the unique regulatory environment—federal and state—representing your agency fully in the case of an audit.
- Advocacy – Headed by Advocacy Liaison, Regina Godette-Crawford (formerly the chief of NCOEMS), EMS|MC's advocacy efforts go beyond the needs of just our clients. Aiming to educate & empower all EMS agencies, EMS|MC advocates on behalf of all organizations & their communities & will ensure that your service will be well represented at both the state & national levels.
- **EMScholar™** – Our **EMScholar™** education portal provides up-to-date content that is NAAC CEU Certified and verified by industry experts at Page, Wolfberg & Wirth that is designed to create consistency and operational efficiencies that are comprehensive, all-encompassing, and convenient for all users.

Throughout our proposal we will demonstrate that with our experience and disciplined approach to EMS billing, we would be the right choice as your EMS billing partner. You will find us to be trustworthy, dedicated, and tireless in our relationship with you to deliver the industry's best value-to-cost ratio – always improving as we customize our solution to fit your unique needs.

We sincerely hope to earn the right to be your future EMS billing partner and look forward to the next steps.

All my best,

A handwritten signature in black ink, appearing to read "Greg Carnes".

Greg Carnes, Chief Executive Officer
2540 Empire Drive, Suite 100
Winston-Salem, NC 27103
P. 336.714.9085 | Greg.Carnes@emsbilling.com

As Chief Executive Officer for EMS|MC, I am authorized to make representations on behalf of EMS Management & Consultants, Inc. EMS|MC does not have any ethical conflicts that would interfere with a contractual obligation with your service.



Built by Paramedics

Founded in 1996 by a Paramedic, EMS Management & Consultants (EMS|MC) has assembled a team of industry-leading experts who are dedicated to maximizing reimbursement, optimizing resources, and driving industry change through regulatory compliance. We deliver unparalleled service designed to bring long-lasting value and a positive impact to your community and citizens, because our teams live and work in the industry.



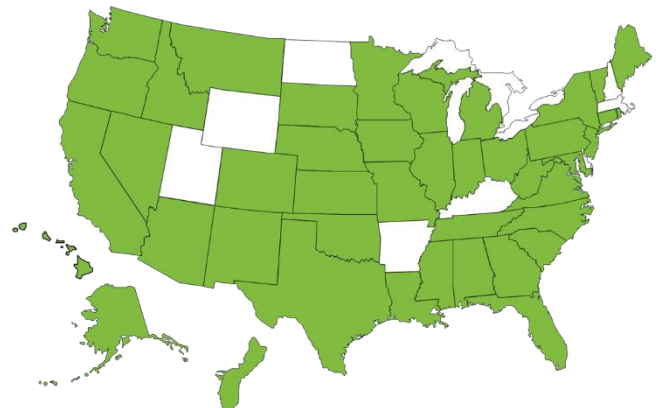
The EMS|MC Footprint

1,500+ CUSTOMERS NATIONALLY

5.5 MILLION ANNUAL TRANSPORTS

5% YoY INCREASE IN COLLECTIONS

EMS|MC
PWW|AG VAIRKKO



Rooted in Innovation

EMSmart™, our proprietary intelligent billing platform, provides EMS agencies with unmatched compliant revenue performance.

EMSmart™ is a rules-based processing engine that brings the best of human judgment and automation together to ensure the highest clean claim rate and cash-per-trip results.

EMSmart™ Implements Smart Automation in Key Spots of the Billing Process



ICD-10 Coding



Medical Necessity Determination



Level of Service Determination



Priority Determination

EMSight™, our client business intelligence portal, is your bird's-eye view into revenue, reporting, benchmarking and more.

Comprehensive Business Intelligence

Intuitive dashboard

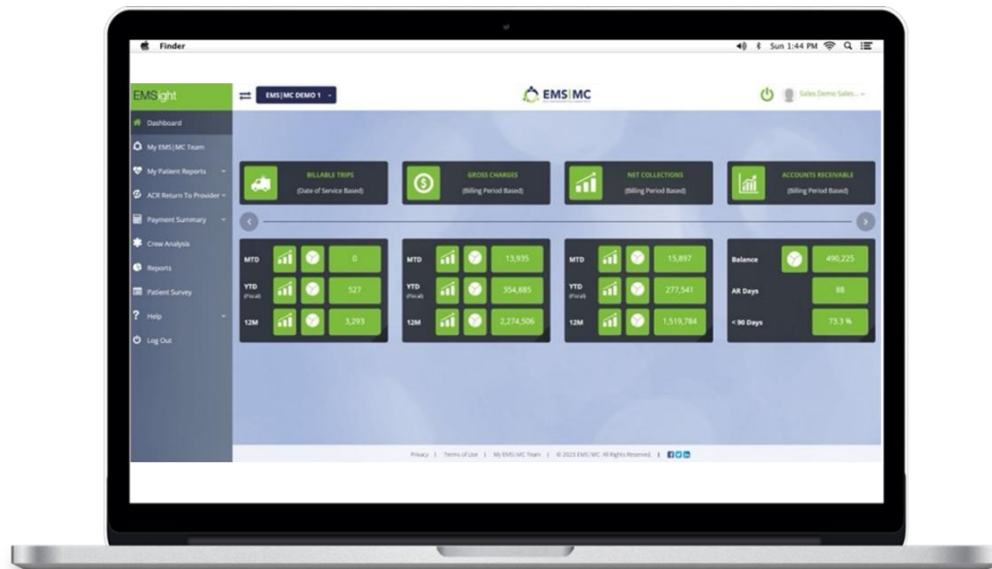
- Transports
- Charges
- Collections
- Accounts Receivable

Tailored User Experience

- Job Function
- Role Definition

Flexible and Transparent Reporting

- Easy Transport level detail
- Payer Mix
- Run Mix
- Payment Posting
- Payment History

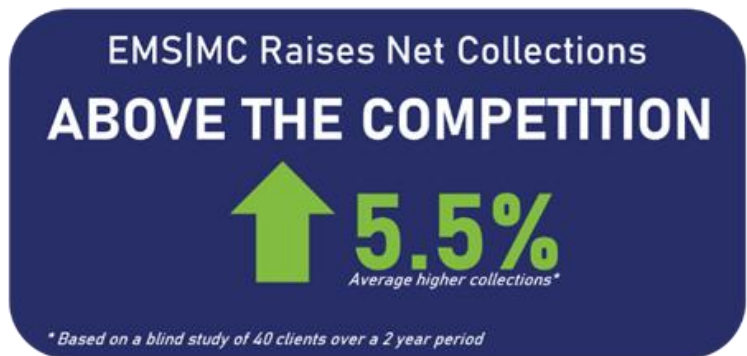
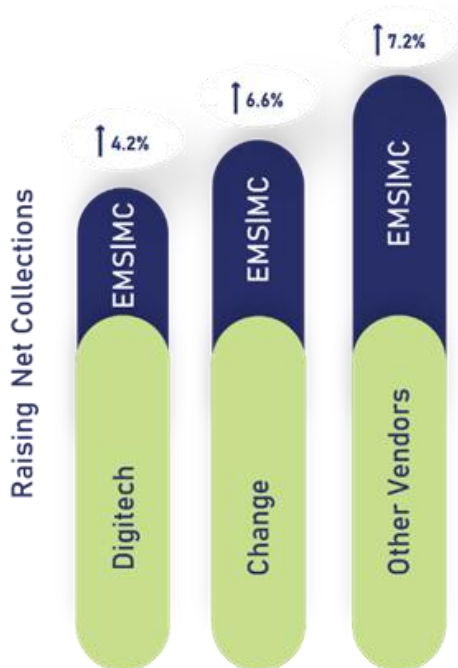


Reimbursement

EMS|MC is raising the bar, providing the services and technologies that allow first responders to focus on delivering care.

Every day we deliver customized, industry-leading Revenue Cycle Management (RCM) solutions powered by our proprietary EMSmart™ billing platform to improve billing efficiency while increasing your reimbursement.

More than 1,500 EMS agencies nationwide trust EMS|MC. Our RCM solutions are proven to raise net collections above the competition.



We've seen an increase in our collection rate, and we've been able to get new equipment as a result of it, so it's been a good partnership.

- Robert S.

Scotland County EMS



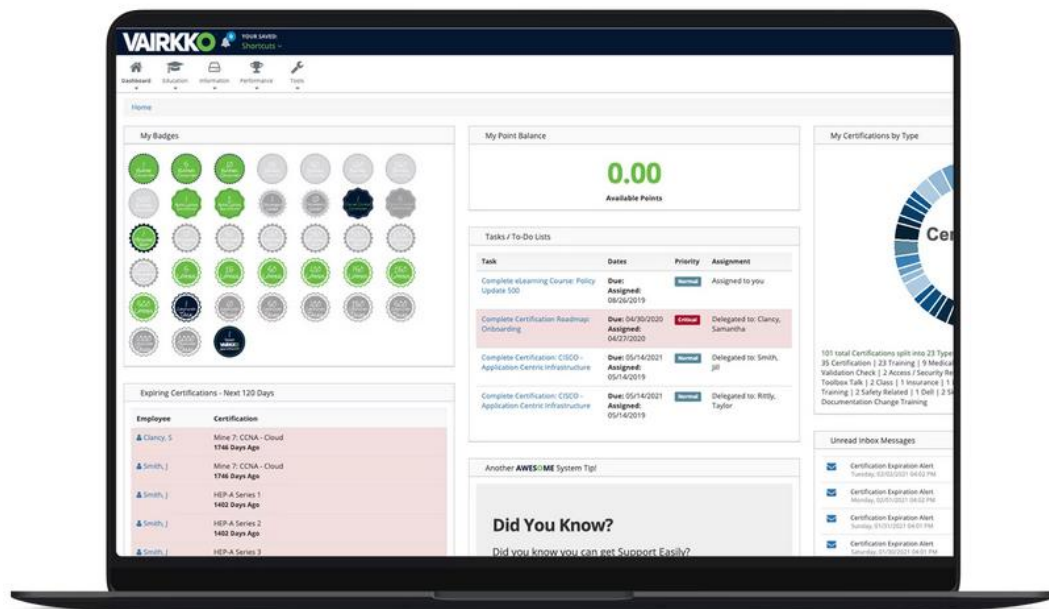
Resources

We help you manage your most valuable resource: your people. We offer tools and technologies that assist EMS and mobile healthcare organizations with core operational functions, ensuring you are staffed appropriately and with the right credentials.

Through customized resource management solutions, including our **EMSmart™** platform and workforce management platform from VAIRKKO, we provide technology that offers flexibility for you to manage your team independently to leave your operation functions to us.

Our HR and LMS (learning management system) solutions help transform business processes and increase staff productivity through a combination of technology and human touch. You can track and manage crews to ensure you are staffed accordingly and offer ways for your team to upskill and enhance their expertise.

Through PWW|AG our clients gain access to industry-leading, National Academy of Ambulance Compliance (NAAC), accredited education and training on topics affecting the EMS and mobile healthcare industry.



By The Numbers

2.2B

In revenue collected annually for clients

99.8%

Compliance in payment delivery

1,500

National Clients

5.5M

Transports

99.7%

Claim quality levels



2540 Empire Drive, Suite 100
Winston-Salem, NC 27103



info@emsmc.com



emsmc.com

Regulation

EMS|MC's consulting division, PWW Advisory Group (PWW|AG) assesses and drives transformational change, adopting best practices to better serve patients and the communities.

PWW|AG

The team brings a deep understanding of the industry and its complexities because we've been in it for decades. With our insight and the expertise of our advisory and compliance group, we help you navigate compliance and operational challenges. PWW|AG offers a legacy in EMS and mobile healthcare, delivering a multidisciplinary approach to help tackle the challenges modern emergency and mobile healthcare agencies face today.



Doug Wolfberg - Founder/Partner



Stephen Wirth - Founder/Partner



Ryan Stark - Partner



Kim Stanley - CCO

Certification

 **NAAC** NAAC (National Academy of Ambulance Compliance) represents the industry's "Gold Standard of Excellence" in compliance, ethics, and integrity in all facets of ambulance compliance. NAAC provides industry-specific training that gives each Ambulance Biller, Compliance Officer or Privacy Officer, Documentation Specialist or Financial Officer a solid baseline of critical knowledge necessary to become well-informed, conscientious, compliant, and proficient. EMS|MC's billing and coding staff are NAAC-certified professionals and maintain their competency through annual continuing education requirements. NAAC provides and accredits a wide range of continuing education programs throughout the year, both in classroom and online offerings. EMS|MC complies with all applicable federal, state & local laws & regulations as they apply to the services being provided, including maintaining confidentiality for all medical & patient information in accordance with HIPAA.

CAC 
Certified Ambulance Coder

CADS 
Certified Ambulance Documentation Specialist
2340 Empire Drive, Suite 100
Winston-Salem, NC 27103

CACO 
Certified Ambulance Compliance Officer

CAFO 
Certified Ambulance Financial Officer

CAPO 
Certified Ambulance Privacy Officer
emsmc.com

 info@emsmc.com

Our Mission: Raising the Bar

EMS|MC is the industry leader in providing EMS focused HIPAA-compliant revenue cycle management that delivers optimized collections to our clients across the nation.

EMS|MC realizes the importance of our client's mission to compassionately provide critical medical care to your patients. Our described solution details how we provide accountable and intuitive customer service, transparent and accessible tools and technology, and a dedicated approach focused on opportunities so you can commit to your mission and serve your community.



When I think EMS|MC, I think reliability, and patient-centered, customer-centered service.

- Alan T.
Cabarrus County EMS

Dedicated Customer Success Executive

Your Customer Success Executive can also provide weekly meetings, Quarterly Business Reviews (QBRs) & Annual Business Reviews (ABRs) for full transparency throughout the length of our partnership.



Weekly Meetings, QBR's & ABRs will include:

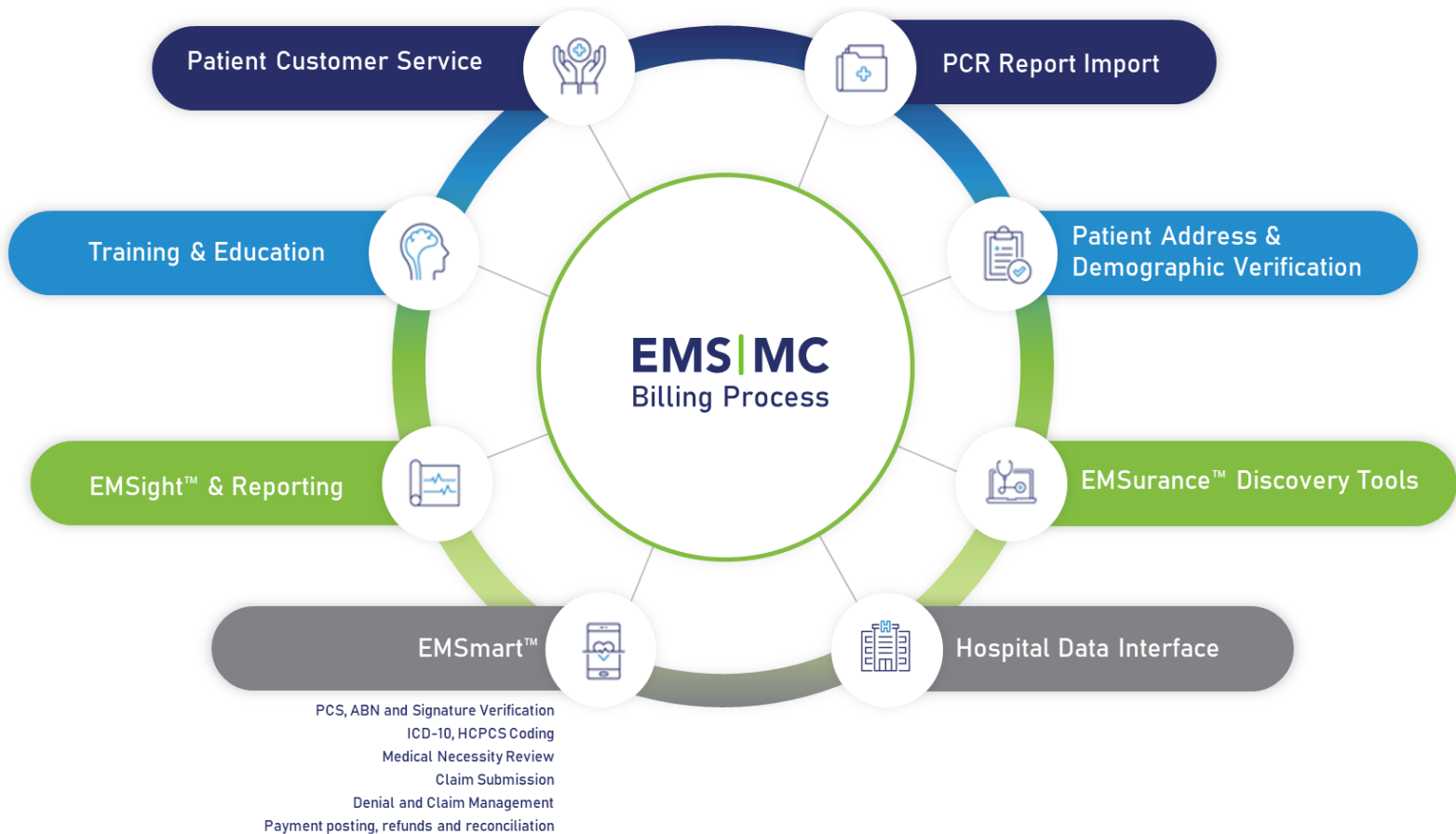
- Account performance overview
- Reporting packages
 - Monthly Reporting Package
 - Ad-Hoc Reporting Packages
 - EMSight™ Reporting Packages
- Industry Updates
- Technology Updates

EMS|MC sets the industry's gold standard in account management by giving our clients multiple points of contact to ensure if any contingencies were to arise, a team member would be able to assist. Our Customer Success team provides a toll-free Customer Success Hotline where your patient community can be assured that their issues will be resolved by a Level II Customer Success Customer Success Executive in a timely manner.



How We Bill

EMS|MC knows billing. We have developed a multi-step claims management process with a focus on automation that minimizes human “touch points” & increases approved claims. We have teams in every category of the billing process providing diligence around persistent follow-up, ensuring separation of operations.



ePCR Partnerships

EMS|MC's established ePCR vendor partnerships utilize automation designed to provide minimal manual intervention by both clients & the EMS|MC team – thus reducing the opportunities for human error & denied claims. Your agency is guaranteed efficient & accountable imports of the electronic Patient Care Records (PCR), & EMS|MC will provide an Import Confirmation Report (ICR)

EMS|MC's data management team has a proven track record of success for each of our clients, ensuring that our data transmission process is consistent and stable.



Claim Coding & Billing Process

Imported patient records require a billing specialist to review & make the coding decisions-based information contained in the ePCR. The patient narrative is a critical element in these coding decisions & is imported into the billing system.



Comprehensive Verification of Insurance Eligibility

EMS|MC employs several resources/eligibility databases to find missing & incomplete insurance information. Our proprietary technology, EMSurance, provides an automated process to collect patient information by aggregating multiple channels into one process.

Proven Management of Call Reports Lacking Sufficient Information

EMS|MC staff reviews each portion of the transport including attachments & narratives to determine if any information required for billing is missing. If so, the transport is placed on a dedicated schedule, called the “ACR Return to Provider” (ACR RTP). Trips on this schedule are then made available for immediate & actionable feedback, via the EMSight™ client portal.

Electronic Claim Submission

EMS|MC utilizes electronic claim submission in every case possible. Medicare, Medicaid & most commercial insurance carriers currently accept electronic claims. The faster that claims are batched & submitted to payors, the faster they will be paid to the provider. Our model has been proven over time & is designed to provide efficiency. The result is maximized cash flow & accuracy in claims.

Clean Claim Rate

At EMS|MC, we are very committed to maintaining the highest clean claim rate possible. Clean claims mean faster reimbursement for our clients. EMS|MC maintains a high clean claim percentage by ensuring that every claim is verified using a proprietary automated quality validation system. This validation system uses complex logic that can identify many potential errors that could lead to claim rejections or denials.

Exhaustive Account Follow-up for all Denied or Open Balance Claims

Account follow-up is conducted for all denied claims, or those claims with an open balance status beyond the normal time frame in which insurers are required to process claims. Our billing system automatically flags these accounts based on the specific payor & age of the account so that timely account research may be conducted.



Tracking Denials for Increased Effectiveness

Our billing system can track denial codes & reason codes for internal quality assurance analysis. Denial reports are routinely reviewed by the billing operations manager for payor denial trends & potential coding issues. This report allows our team to stay informed & make the necessary adjustments to our processes to avoid duplication & maintain exceptional collection performance.

Appeal Process for Denied or Rejected Claims Increases Revenue

Denied claims are always reviewed by a Revenue Cycle Specialist to determine the specific reason. Most appeals begin with a telephone review with the specific carrier to clarify the reason for denial. This assures that the claim was not mistakenly denied. In some cases, it can be corrected & paid via a telephone conversation. Once the claim is researched & it is fully determined to be non-covered, the invoice is submitted directly to the patient.

Patient Pay Account Processing & Follow-Up

Private pay accounts are handled through initial invoicing & are followed up with monthly statements reflecting all payments & credits. EMSSecurePay, our patient payment portal, offers patients a secure & convenient option for resolving their account in full, or setting up a payment plan.



Refund Validation: Policies, Procedures & Identifying Credit Balances

Our refund team thoroughly researches over-paid accounts or accounts with credit balances & will provide you with the proper documentation to assure that all refunds are processed.

Legal Requests

Our solution includes the value add of EMS|MC handling the fulfillment of all attorney request for reports. We partner with ChartSwap to process requests for records from a lawyer or by a court. This HIPAA-compliant universal platform provides attorneys with fast, efficient fulfillment & provides visibility into what has been requested & received.

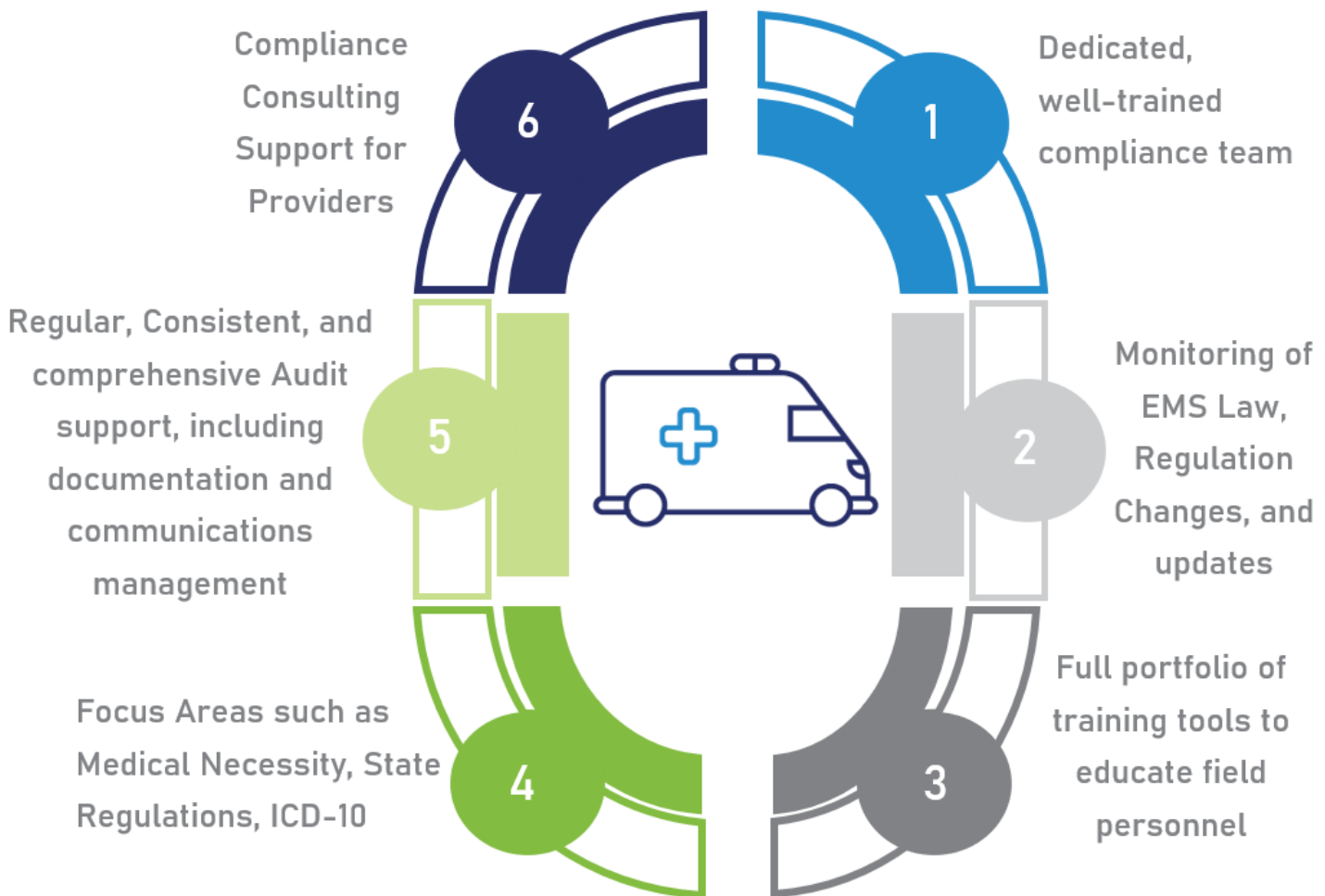
EMS|MC Lockbox

EMS|MC can act as a lockbox for our clients, ensuring logical organization of documents pertaining to the EMS revenue cycle – maximizing efficiency. All payments, collateral & documentation are handled using our thorough process, complete with technology enablement. EMS|MC images all documents & securely manages workflow, facilitating fast time to payment, posting & viewing.



Compliance

Our dedication to Compliance sets EMS|MC apart in the industry. EMS|MC has developed a culture of Compliance throughout our organization. Beyond the annual training & quality assurance process, EMS|MC has embedded compliance into our daily workflows that set the foundation & expectations across our organization. EMS|MC goes beyond the minimum requirements set forth by the OIG & has created a compliance program that is the best in the EMS billing industry.

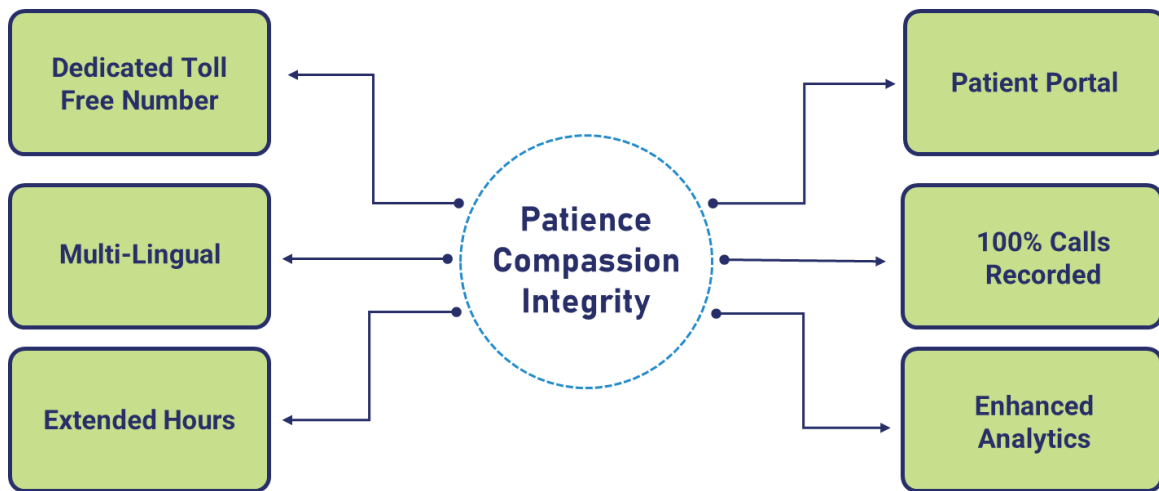


EMS|MC's compliance expertise keeps our clients safeguarded from the legal exposure that may potentially arise with EMS billing. With the ever-changing healthcare marketplace & the political environment, we will be by your side when you may not have the resources to do it alone.



Customer Service with Impact

At the heart of EMS|MC is why we do what we do – that is to create opportunity for our client partners by providing them with the gold standard in EMS billing so they may acquire the resources necessary to deliver lifesaving care. Infused into our operations is a level of accountability meant to exceed expectations & deliver over-the-top support that maximizes reimbursement by providing the entire solution.



EMS|MC understands the importance of patient satisfaction & provides multiple payment methods to patients. All interactions are recorded & handled with delicacy, professionalism, & deep understanding that we are representing your service & community. It is the on-going goal of the EMS|MC Customer Success Department to understand the needs of our clients & our team so our stream of resources is continually improving.

EMS|MC records all incoming & outbound calls providing metrics for the variety of questions & requests from patients, clients & all others. After assisting the caller & resolving the call, the customer service representative determines the call disposition, which drives the call trending data.

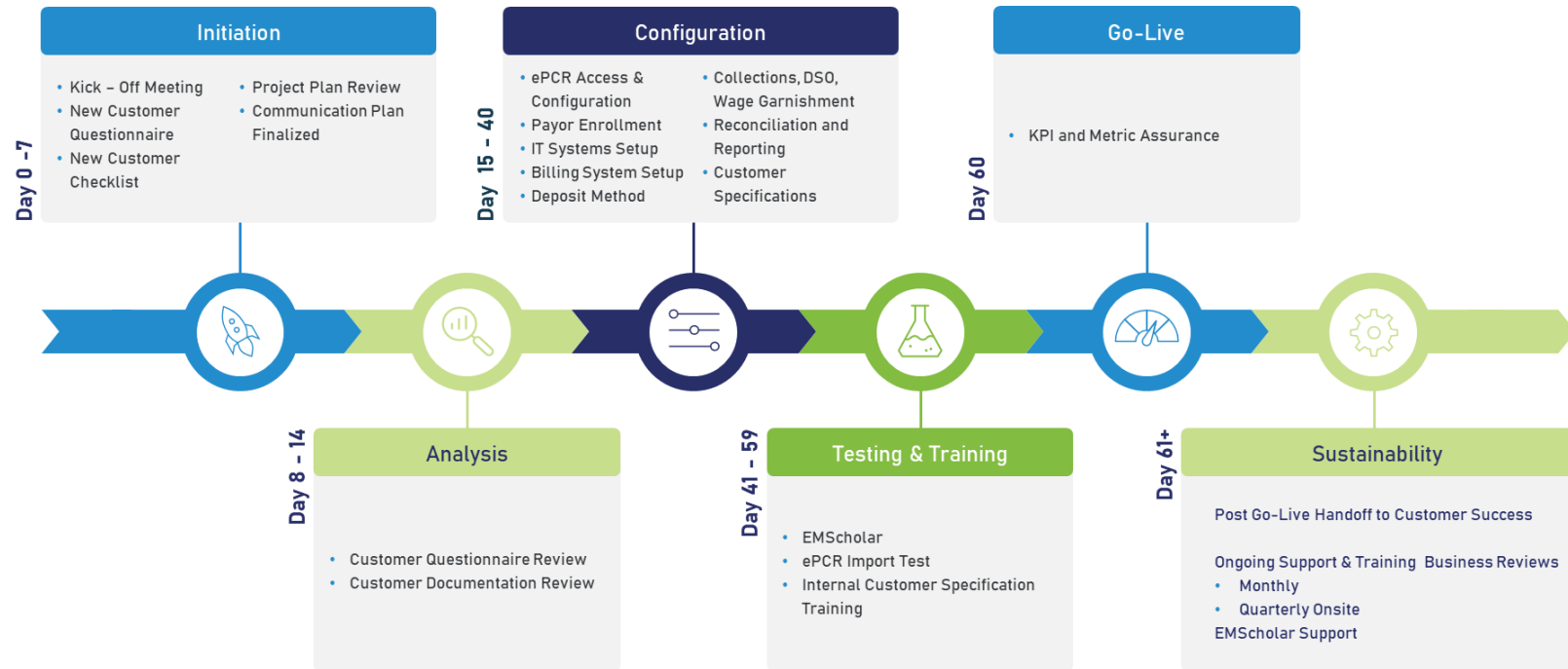
These experiences continue to enrich our knowledge & give us precedent to build on. Aggregating this data daily allows EMS|MC to:

- Conduct quality assurance audits routinely
- Improve internal expertise & drive future training
- Monitor Key Performance Indicators
- Track overall trends & perform long-term historical analysis
- Provide our clients visibility into patient inquiries & call volume
- Offer consulting on how to improve the patient experience
- Further develop operational efficiencies to optimally suit each client



Implementation

EMStart is EMS|MC's methodical and meticulous deployment process. EMS|MC agrees to all items outlined in the Scope of Work & can guarantee a smooth 45-60-day onboarding process. **EMStart** is a proactive, collaborative process driven by critical deployment milestones we accomplish together with our clients. We track the progress & successful completion of each milestone on a 300+ line project plan that is tailored to your agency.



Deadlines are carefully established for each deployment task, so we meet our target completion dates for each milestone & ultimately commence billing on the go-live date jointly agreed upon with your agency. Your dedicated **EMStart** team closely monitors the implementation timeline & project plan providing ongoing visibility & critical milestone status updates to your agency. The EMS|MC onboarding process begins promptly after the contract & BAA are fully executed. Additionally, EMS|MC conducts a full internal training to all employees assigned to your account before the go-live date.



You guys helped us make this as seamless as possible, and we could not have asked for a better lead-up to this transition. We look forward to many years of a great partnership.

- Derek J.
Gilbert Fire and Rescue Department



EMSight™ & Reporting

EMSight™ & Reporting

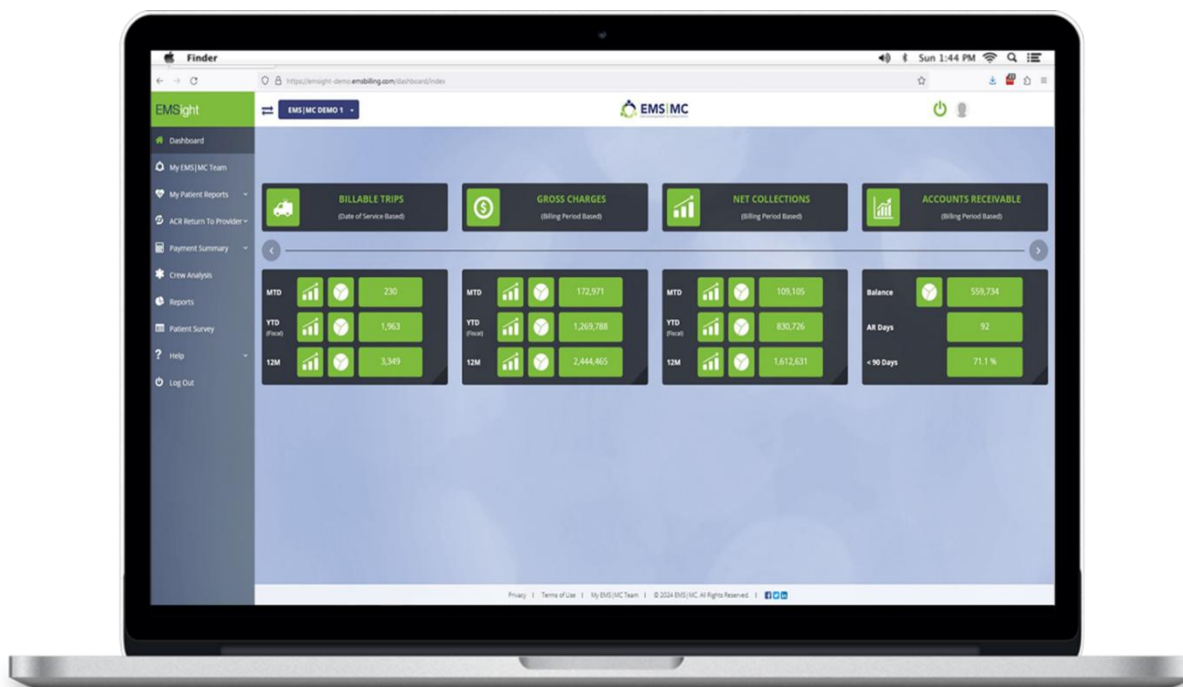


EMSight™ is EMS|MC's secure online business intelligence dashboard & reporting solution with real-time patient search functionality, collaboration/workflow tools, & robust payment posting module. EMSight™ offers daily, weekly & monthly reports with detailed accounting of billing & collections, including both summary & detail-level data in an easy-to-interpret format.

EMSight™ was built around client feedback & was made to make your life easier. As an attentive partner we attest to being dedicated to continuous process improvement & transparency for our client partners.

The [prospect]'s designated personnel have their own login ID & password for our secure client online portal website. Individual access is granted to a particular feature/portal and is based on the [prospect]'s preferences and job function. There is no limit on number of licenses or client employees accessing EMSight™. After logging in to the portal, clients are presented with a drillable dashboard divided into four subject areas:

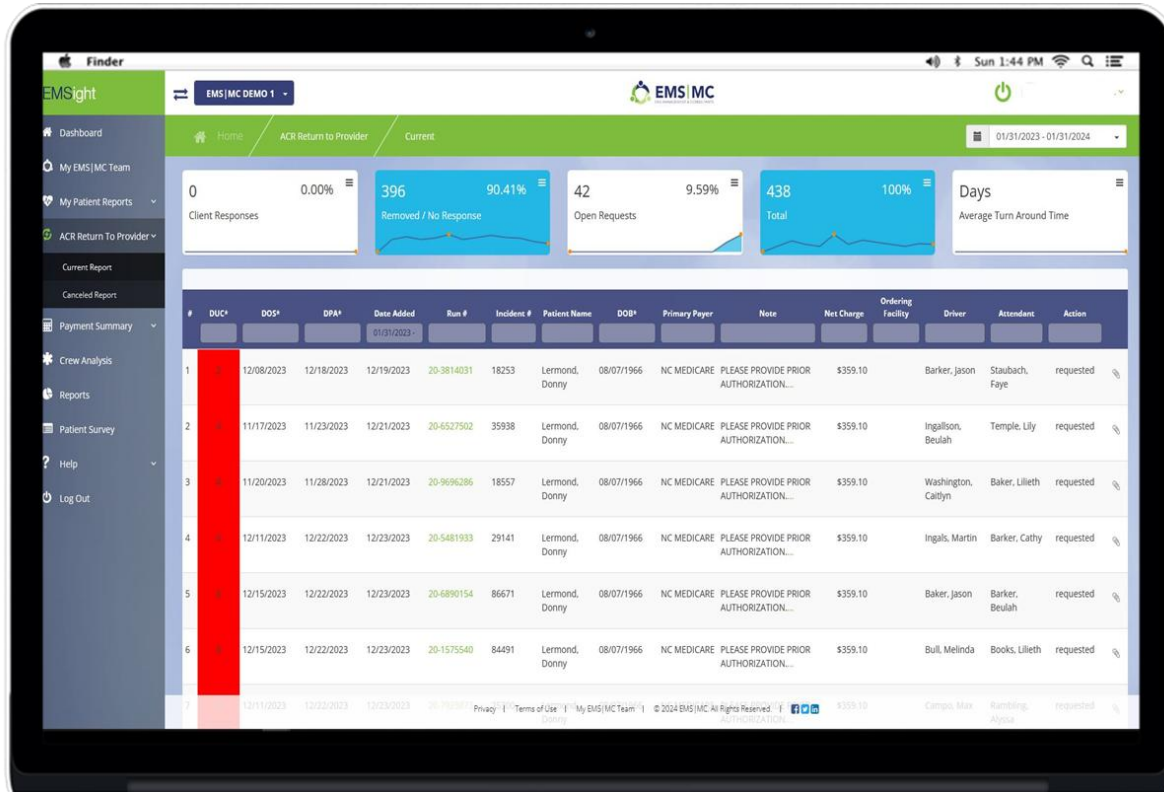
Billable Trips, Gross Charges, Net Collections, & Account Receivables. Each icon or number displayed on the dashboard is drillable & will promptly display second or third level reports. Reports can be filtered by various criteria & exported to an Excel or PDF format.



ACR RTP is workflow functionality that allows EMS|MC billing staff to return the trip back to the client as the trip is being worked in our billing system real time. Some of the reasons for returning trips back to clients are missing PCS form, incorrect information listed on the PCS form, missing patient address, etc.

The [prospect] can access all the information under their fingertips, upload a missing file or correct the information on the portal. This interactive tool will allow us to collaborate with the [prospect] in real time, identify trends & execute any disruption in cash flow. Below is an example of one of the ways EMS|MC utilizes the ACR RTP to maximize reimbursement opportunities:

- EMS|MC receives an ePCR with a narrative stating that there was an EKG done on the call, but we don't have the interpretation. This makes the trip billable at the BLS level even though an ALS intervention was provided. In order to bill at the highest appropriate level, we would need to ensure that we have that information. EMS|MC would place this trip on the ACR RTP giving the [prospect] the opportunity to provide the EKG interpretation or the credentials of the paramedic that was on the call.

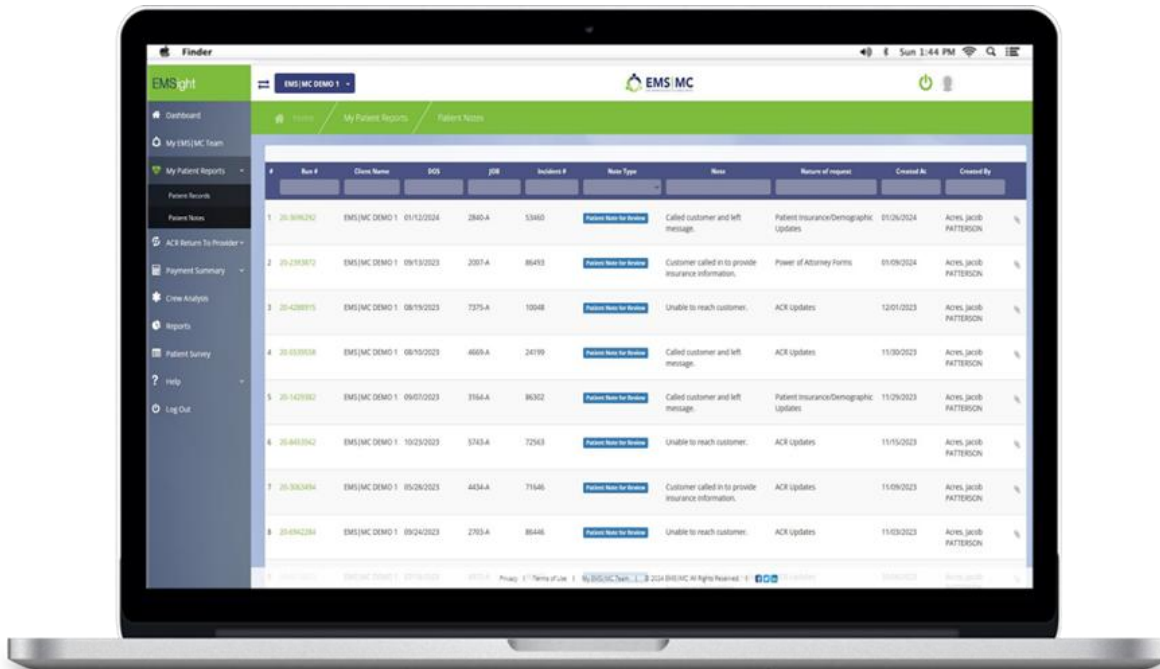


EMS|MC knows that business happens during non-traditional business hours and built EMSight™ for real-time availability. Beyond the standard EMS|MC month-end reporting package that the [prospect] will receive, EMSight™ provides reliable ad-hoc reporting.

This includes but is not limited to:

- Account Analysis By Month and Payor By Trip Date
- Account Analysis By Month by Trip Date
- Aging Report by Current Payor (Aging Date Based)
- Charge Detail Report (Post Date)
- Charge Detail Report (Trip Date)
- Charge Type Detail Report (Post Date)
- Charge Type Detail Report (Trip Date)
- Client Demographics – Mileage
- Client Import Report
- Credit As Type Summary Report (Deposit Date)
- Credit As Type Summary Report (Post Date)
- Credit As Type Summary Report (Trip Date)
- Payment Credit By Payor (Deposit Date)
- Payment Credit by Payor (Post Date)
- Payor Mix by Gross Charges by Trip Date
- Trip Detail by Primary Payor

EMS|MC realizes that unique reports often need to be created to offer invaluable organizational insight. EMS|MC has consistently been able to develop & provide these reports. Ad-Hoc reporting requests will be reviewed with your Customer Success Executive & our Project Management/IT teams to determine & develop the most effective report.



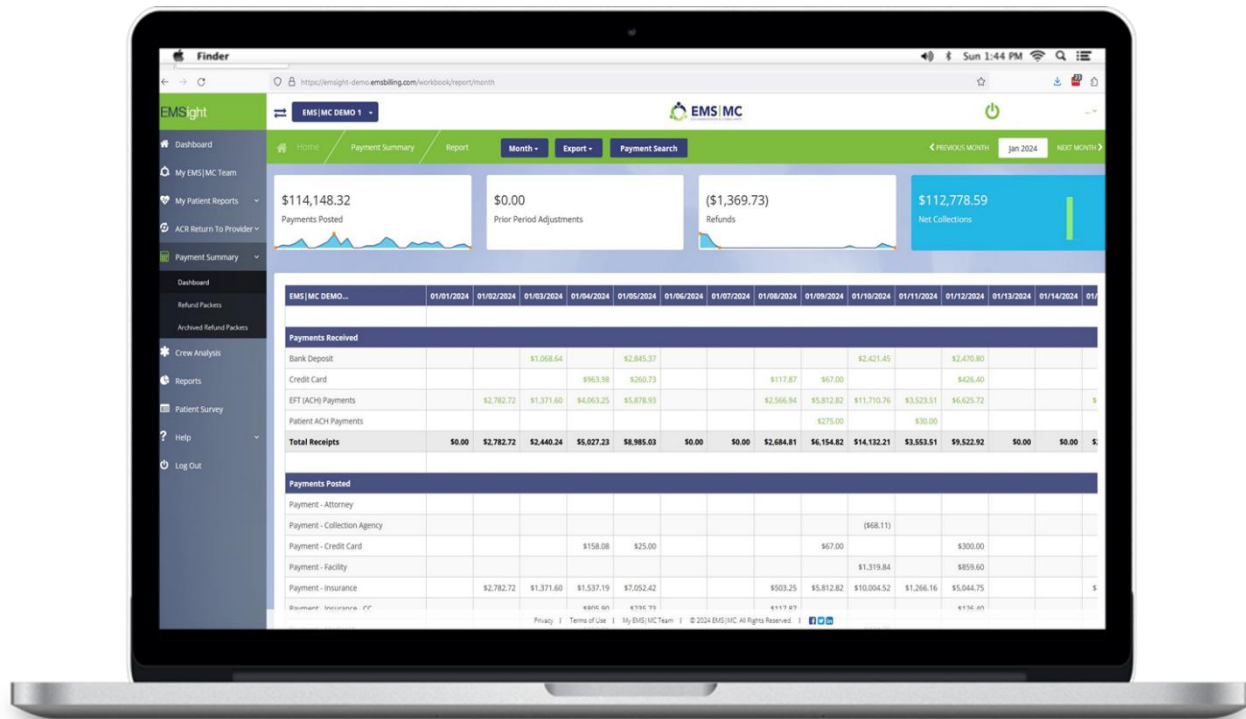
There is no additional charge for customized reporting.



Payment Summary

Payment Summary provides access to financial dashboards & reports. Drillable dashboards show several financial metrics for any given month - the amount of posted payments, prior period adjustments, refunds, & net collections.

The Payments Received section shows daily amounts for Bank Deposits, Credit Card payments, Direct to Client payments, EFT payments & Patient ACH payments. Each daily amount is drillable & will show the detailed report of all payments. Like Payments Received, the Payment Posted section is broken down into 14 subcategories with daily totals, followed by Reconciliation & Refunds sections.



The payment summary is probably my favorite thing about y'all. That we're able to see everything live - there's no waiting to find out what you've all collected, and that's by far my favorite thing.

- Nanette W.

Wakulla County EMS



2540 Empire Drive, Suite 100
Winston-Salem, NC 27103



info@emsmc.com

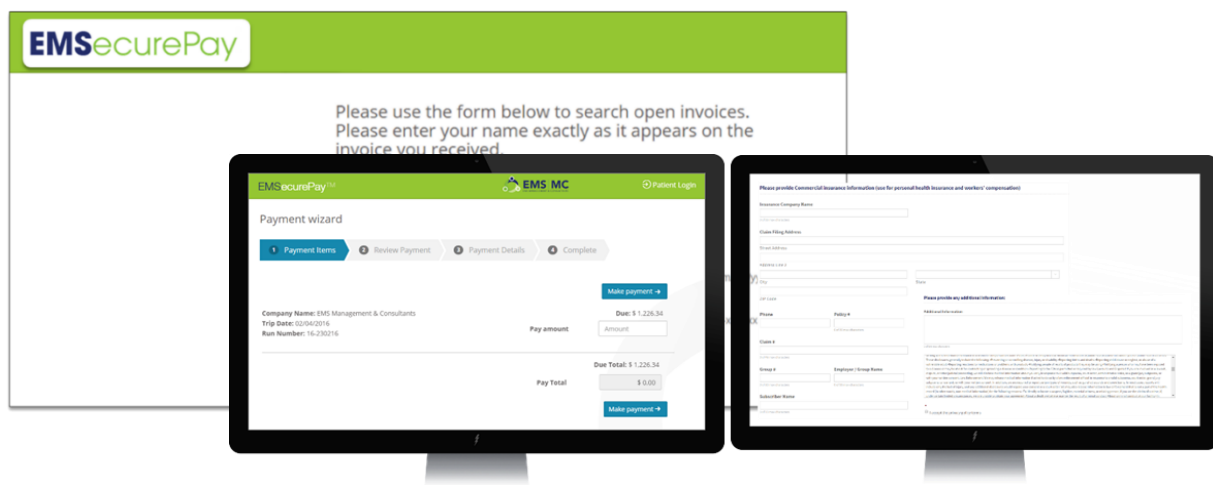


emsmc.com

EMSecurePay™

Our billing system can manage both scheduled payments, & payment plans. Once an account is on a payment plan, the patient will receive an invoice indicating that a time payment arrangement has been established, with a statement of understanding for the patient to sign. Each month, the patient receives a cumulative invoice reflecting the historical credits & dates posted.

EMSecurePay gives patients the ability to provide feedback about their EMS experience with patient care & billing, via an online survey.



EMSecurePay, located on www.emsmc.com, is EMS|MC's secure online payment portal that allows patients to easily pay their invoices. This online portal is intuitive, PCI DSS compliant & is tested & certified quarterly by an independent third-party vendor.

For payments, patients enter a few key pieces of information from their invoice to EMSecurePay. Patient balance(s) are then retrieved in real-time from our billing system & displayed to patients. The rest of the payment process uses a checkout online wizard. Patients can select to pay one, few or all outstanding invoices. They can also setup a payment plan, enter credit card/bank information & pay the invoice.

Optionally, they can print a copy of the receipt & create a new account. Patients who created an account on EMSecurePay can manage their reoccurring payment plans & access past receipts. Additionally, patients have the option to make ACH payments.

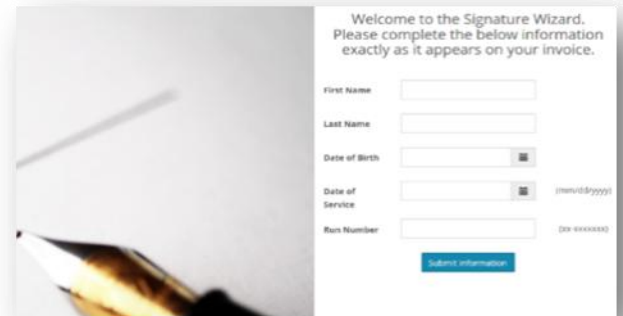
EMS|MC collects over \$5 million in patient payments each month on behalf of all our clients. EMSecurePay helps to maximize our clients' revenue by offering various payment options & payment plans. In addition, our customer service representatives are available to take patient calls & complete the payment process over the phone.



EMSign

EMSign is EMS|MC's secure online web portal allowing patients, or their legal representatives to electronically sign the Ambulance Signature/Claim Submission Authorization Form.

Patients will be mailed an Ambulance Signature/Claim Submission Authorization Form. Patients or their legal representatives can sign the form & mail it back to EMS|MC or they can sign the form electronically using our EMSign online portal. Completed forms are automatically converted to PDF files & saved to an EMS|MC document management system where they can be retrieved by EMS|MC billing or compliance staff. EMSign helps to maximize & accelerate our clients' revenue by replacing the regular mail option with the convenience of submitting their signature electronically. Because the process is fully automated the human error of manually retrieving & processing forms is greatly reduced.



EMSight

EMSight™ is EMS|MC's secure online business intelligence dashboard & reporting solution with real-time patient search functionality, collaboration/workflow tools, & robust payment posting module. EMSight™ offers daily, weekly & monthly reports with detailed accounting of billing & collections, including both summary & detail-level data in an easy-to-interpret format. EMSight™ was built around client feedback & was made to make your life easier. As an attentive partner we attest to being dedicated to continuous process improvement & transparency for our client partners.

Your agency's designated personnel will have their own login ID & password for our secure client online portal website. Individual access is granted to a particular feature/portal and is based on preferences and job function. There is no limit on number of licenses or client employees accessing EMSight™. After logging in to the portal, clients are presented with a drillable dashboard divided into four subject areas:

Billable Trips, Gross Charges, Net Collections, & Account Receivables. Each icon or number displayed on the dashboard is drillable & will promptly display second or third level reports. Reports can be filtered by various criteria & exported to an Excel or PDF format.

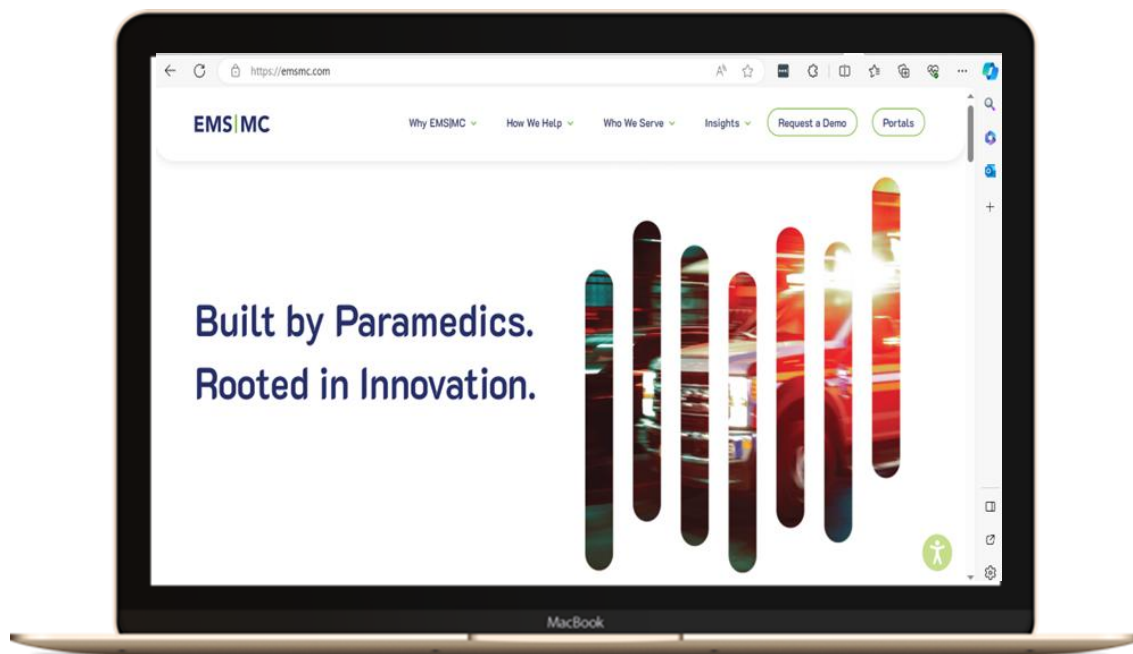


Data Security

EMS|MC adheres to a defense in depth strategy to protect the confidentiality, integrity, and availability of information across our networks. This includes both policy and technical controls to mitigate the risks of unauthorized access and allowing access only to the minimum necessary for a particular role. EMS|MC employs the following types of controls: availability, physical security, data security, backups, disaster recovery, and monitoring. EMS|MC utilizes a quarterly PCI-DSS scans to attest to compliance, an annual SSAE-18 audit around business processes, and an annual HIPAA compliance validation from a 3rd party auditor.

Availability, Fault Tolerance

- Dual-redundant firewalls
- Dual-redundant Internet service providers
- Private cloud and public cloud environments architected for high-availability and fault tolerance
- RAID – Redundant Disks in servers
- Redundant power infrastructure for critical information systems and redundant multi-pathed uninterruptible power supplies (UPS)
- Quarterly generator tests to simulate partial and full building power failures



Initial & On-Going Training - EMScholar™ - Our Online Documentation Platform



EMStart anticipates your business & training needs. While our team proactively addresses technical matters, we also focus heavily on training & education during the EMStart deployment process. This training comes at no additional cost.

EMS|MC provides on-site documentation training, complemented by EMScholar™, our online NAAC Certified documentation training platform. We also provide in-depth training on our interactive applications, EMSight™ & our secure FTP, which are available to you 24/7.

Chief Compliance Officer, Kim Stanley, & our Learning & Development team annually audit & update EMS|MC's PCR documentation course. Kim also provides additional compliance training & updates on an as needed basis as new compliance regulations are put into place.

EMS|MC's Customer Success Department is solely tasked with building long-term partnerships with our clients through dedicated account management processes. Your Customer Success Executive will provide onsite training during the deployment phase of our partnership & at increments deemed necessary.

EMScholar™

Client training is a critical milestone of the EMS|MC onboarding process & once the engagement begins, EMS|MC will connect your team to EMScholar™, our education platform. Our EMScholar™ education portal provides up-to-date content verified by industry experts at Page, Wolfberg & Wirth. EMScholar™ offers onsite & online training with 24/7 access to courses anywhere an Internet connection is available. Our courses are taught by knowledgeable instructors who average 20 years of experience &/or education. EMS|MC understands flexibility is vital in the world of EMS - Our online format gives you the opportunity to further your knowledge while fulfilling your other responsibilities by allowing you to choose when & where you learn.

During the onboarding process EMS|MC will be sent "test trips." This allows our data management team to ensure all data points are being imported appropriately, offering assurance of a smooth transition. After reviewing these trips, we will provide directional feedback for compliant billing, providing the resources to achieve it through EMScholar™, our educational portal.



Advocacy and Market Updates

Partnering with EMS|MC as your revenue cycle management partner means that we will work with you, and for you, to increase your reimbursements, minimize denials and maximize revenue.

EMS|MC knows from experience that no two agencies are alike, yet each of our clients can benefit from the benchmarking and trends in neighboring localities or municipalities of similar size. We have tremendous depth in the EMS marketplace and are well-versed in legislation and compliance issues that matter.

We develop relationships throughout the EMS industry keeping us abreast of what's going on in today's EMS landscape. Our advocacy team understands how critical it is to have someone in your corner rallying for the rights of the EMS community. Given our depth in the EMS industry and broad client base, spanning across the US, EMS|MC is committed to offering value to our clients that extends beyond the standard EMS billing service.



Buck McAlpin has worked in the health care arena since 1985, starting as a Paramedic for North Memorial Health Care and working through the ranks to Operations Manager and most recently as the Director of Government Relations. Buck has an extensive background in health care financing and a strong understanding of the commercial and governmental payment programs at the State and Federal level. Buck also understands the legislative hurdles involved around "Scope of Practice" issues. Buck drafted, lobbied and successfully implemented the first of its kind "Community Paramedic" program in Minnesota. Buck travels around the Country as a frequent speaker and a sought-out expert on Scope of Practice issues and implementation of the Community Paramedic Program.

Regina Godette-Crawford, former Chief of the North Carolina Office of EMS, serves as EMS|MC's Advocacy Liaison whose role is to drive advocacy and compliance policies. Her presence inside at the local, state, and federal regulatory affairs gives all our clients "a seat at the table" in legislative matters. Regina has also recently been appointed as a member on the Ground Ambulance Balance Billing Biden/Harris Senate Committee.



Regina's focus on reimbursement matters, mobile integrated health programs and other EMS issues assist our clients as they navigate through the ever-changing healthcare marketplace. EMS|MC takes an active role in state and regional EMS associations and reimbursement committees allowing us to be directly involved in legislative and regulatory changes that impact EMS agencies.



Cost Proposal

The EMS|MC Full Revenue Cycle Management Solution pricing is an all-inclusive price, including but not limited to:

- Full revenue cycle management services
- EMSight™ and Crew Analytics Reporting
- Customizable ad-hoc reporting
- Consulting & Advocacy
- NAAC Certified Documentation Training – EMScholar™

EMS|MC's advanced pricing model ensures we can offer the best possible rates to our clients. EMS|MC can offer the Revenue Cycle Management Solution services above at fee of **\$21.50 per claim**. There are no hidden fees or fees added later.

We appreciate your consideration and look forward to hearing from you!





NEW RICHLAND FIRE DEPARTMENT

MONTHLY COUNCIL REPORT

MONTH: DEC YEAR: 2024

FIRE CALLS: 0

MEDICAL CALLS: 1 / 1 / 1 LIFT ASSIST

TOTAL CALLS: 2

TRAINING COMPLETED DURING THE MONTH:

CONFINED SPACE RESCUE

ADDITIONAL INFORMATION:

37 CALLS FOR THE YEAR

ASSISTED SANTA & MRS. CLAUS

VISIT KIDS BEFORE CHRISTMAS

Respectfully Submitted: Josh Moen, Fire Chief

Memo

To: City Council

From: Anthony Martens

cc:

Date: 1/10/25

Re: New Brush Truck Bid Spec

The Fire Department has obtained their bid specification for the brush truck that they are interested in purchasing. Staff recommends that the council publish the specifications for bid based on the timeline established below:

Week of 1/20/25:

Bid Specifications Published in NRHEG Star Eagle & on City Website open for bids

Friday 2/7/25:

Bids due to the City Administrators office by no later than 12:00pm

Monday 2/10/25:

City Council reviews bid(s) and chooses to either award bid or make some other decision

New Richland, MN

Fire Department

Wildland

Chassis

(2025 Ford F550, Diesel, crew cab, 84" Cab to Axle)

Sections: 12/16/2024

Section No. 1	Fire Pump
Section No. 2	Gated Suction Inlets, Discharges
Section No. 3	Booster Tank Valves & Piping
Section No. 4	Booster Tank
Section No. 5	Instrument Panel
Section No. 6	Apparatus Flatbed & Components
Section No. 7	Apparatus Compartments
Section No. 8	Running Boards, Walkways, Rear step, & Trim
Section No. 9	Electrical Equipment & Battery System
Section No. 10	Emergency Signal & Lighting Equipment
Section No. 11	Painting, Striping & Signs
Section No. 12	Chassis Modifications & Miscellaneous

Section 1: Fire Pump

- 1.00 _____ The pump shall be a 1 1/2" high pressure four stage centrifugal pump powered by a 24 rated Honda engine with electric start. BB424 pump. Located: Rear center.
- 1.01 _____ The pump must deliver the percentage of rated capacity at the pressures listed below:
- 103 GPM at 150 pounds net pressure
94 GPM at 250 pounds net pressure
65 GPM at 350 pounds net pressure
- 1.02 _____ The pump shall be capable of taking suction and discharging water with a lift of 10 feet.
- 1.03 _____ Priming Pump: A hand vacuum primer shall be used.
- 1.04 _____ Fire pump engine fuel supply to be from a 3-gallon fuel tank with a quick disconnect on the fuel line and poly holder. Located near the pump engine.
- 1.05 _____ Unique blister resistant mechanical rotary seal to prolong pump end longevity.
- 1.06 _____ Maintenance free sealed bearing to avoid the need for greasing the pump end in the field.
- 1.07 _____ Anodized aluminum impellers and pump body which eliminate galvanic corrosion common with bronze impellers.

Section 2: Gated: Suction Inlets, Discharges, & Pre-connects.

- 2.00 _____ All-quarter turn valves shall be a firefighting/ repairable brand and be full flow. Each valve shall be plumbed with high pressure hose with stainless steel fittings.
- Gated Discharge Outlets.**
- 2.01 _____ 1 1" gated discharge outlet to hose reel.
- 2.02 _____ 1 1" refill / recirculate line to booster tank.
- 2.03 _____ 1 2 1/2" gated rear discharge outlets for direct connection.
- 2.04 _____ 2 1" Manually gated discharge outlets, located (1) by each stepping area, equipped with a 1" manually operated valve, (1) – 10' whipline, and a (1) handlok nozzle bracket, and (1) TFT pistol grip nozzle (DS1024P) per side.
- Cab Controlled Spray Bar with Two Electric Valves**
- 2.05 _____ Individually controlled from cab, electric valves for left/right with nozzles installed under bumper on front of chassis. There shall be an inline 1/4 turn valve at the discharge manifold.
Note: This system also includes automatic drain valves installed at low points. Spray bar nozzles shall be 15 GPM or close to.
- 2.06 _____ A stainless steel manifold system shall be installed for discharges.

Gated Intake Inlets

- 2.07 _____ 1 2" gated tank to pump valve.
- 2.08 _____ 1 2½" gated intake valve with strainer screen, cap, and chain.

Reel

- 2.09 _____ 2 Hannay electric rewind booster hose reel with a reel capacity of 100 feet of 1 inch 800 # test booster hose. Reel to be controlled from the pump operator's area. Reel shall be located: Rear of flatbed, (1) per side with deployment off the sides.
Note: (1) TFT pistol grip nozzle (DS1024P) included per reel.
- 2.10 _____ Reel rewind button to be located: Near reel in a convenient location per manufacturer.
- 2.11 _____ 100 Feet of 1 inch 800 # booster hose to be included with each reel set.
- 2.12 _____ 2 Set of each vertical and horizontal chrome hose roller guides (1) per reel.

Foam

- 2.13 _____ A Class "A" around the pump foam eductor shall be installed, including a pick-up hose.
Brand: Scotty Model: 4072
Location: to all discharges
- 2.14 _____ One foam tank with a 10-gallon capacity will be provided and made of polypropylene. It shall have a 4" diameter minimum fill tower, a 1" drain with drain lines that extend below the chassis frame. It shall be marked "CLASS A FOAM".
Note: Built in integral to booster tank.
Note: Built in sight glass included.

Section 3: Booster Tank Valves & Piping

- 3.00 _____ 2" ball valve and piping to be connected with flexible hose from tank to pump. Valve to have control on the valve near pump operator. (2.07)
- 3.01 _____ 1" booster tank refill ball valve and piping with flexible hose from pump to tank. Valve to have control on the valve near pump operator. (2.02)

Section 4: Booster Tank – w/ foam cell Poly (LIFETIME WARRANTY)

- 4.00 _____ Booster tank shall be constructed of poly. This material shall be a non-corrosive product, black in color, and UV stabilized for maximum protection.
LIFETIME WARRANTY Make: G3
- 4.01 _____ All tanks shall have an anti-swirl plate above the sump.
- 4.02 _____ Booster tank shall have a capacity of 450 gallons.
- 4.03 _____ Booster tank shall be of a custom shape and design. Tank shall be more wide so it is not so tall.
- 4.04 _____ Booster tank shall have a removable lid.

- 4.05 _____ The booster tank baffling system shall meet N.F.P.A. standards.
- 4.06 _____ The booster tank shall be equipped with a built-in water level sight glass facing the rear.
- 4.07 _____ Water and foam fill towers shall be accessible from walkway.
Note: Fill towers must be low enough to not block visibility of the light bar from the rear.
- 4.08 _____ There shall be a 1" manual quarter turn valve located on the lower rear wall used to drain the tank.

Section 5: Instrument Panel

- 5.00 _____ **Discharge pressure gauges.**
- 5.01 _____ A gauge for the discharge manifold, 1 total.

Section 6: Apparatus Flatbed & Components – Wildland

- 6.00 _____ Complete apparatus flatbed to be module in construction and built separately from chassis. After complete construction of body, it shall be properly fastened to the steel chassis frame with u- bolts. The Apparatus Flatbed shall have a FIVE (5) YEAR WARRANTY.
- 6.01 _____ An **Aluminum Wildland** flatbed approx. 96" W x 132" L with a headache rack. 2 stepping areas, walkway, lower compartments, and enclosed wheel wells fabricated and installed on a new Ford F-550 chassis.
Note: The headache rack must be constructed low enough to not block visibility of the light bar mounted on the chassis roof.
- Clarification on the stepping areas**
- 6.02 _____ Walkway, and stepping areas, located at the front of the flatbed shall be limited to stationary pumping.
Note: Walkway should be a approx. of 24" wide.
- Note:** This shall not be NFPA 1906 compliant with the 2016 regulations for onboard pump and roll firefighting positions.
- 6.03 _____ There shall be Mansaver Safety Bars installed, one (1) on each side of the walkway.

Section 7: Apparatus Compartments

- 7.00 _____ All compartments shall be made to the maximum practical dimensions to provide maximum storage capacity. Compartments and interior door panels shall be natural finish.
Note: The compartment floors shall be diamond plate and not sanded.
- 7.01 _____ Side compartments and slam doors shall be diamond plate finished.
- 7.02 _____ All compartment floors and shelves shall have black modular floor tiles installed.

Left-Side Body Compartment(s)

Left-side upper Body compartment(s)

- 7.03 _____ 1 Compartment extending in depth to the booster tank, fabricated of 1/8" aluminum diamond plate with a single lift-up door. Approx. size: 30" H x 19" D x 60" W.
- 7.04 _____ 1 Adjustable shelf.

Left-Side Lower Body Compartment(s)

- 7.05 _____ 1 Low compartment behind the stepping area and ahead of the rear wheel fabricated from diamond treadplate, with depth to chassis frame, (1) vertically hinged single flip-down door. Door shall be reinforced, have cable straps, and grip tape on the inner door face to be used as a step if needed to access up top. Compartment sizing approx. 18" H x 18" D x 24" W

Right-Side Body Compartment(s)

Right-side upper Body compartment(s)

- 7.06 _____ 1 Compartment extending in depth to the booster tank, fabricated of 1/8" aluminum diamond plate with a single lift-up door. Approx. size: 30" H x 19" D x 60" W.
- 7.07 _____ 1 Adjustable shelf.

Right-Side Lower Body Compartment(s)

- 7.08 _____ 1 Low compartment behind the stepping area and ahead of the rear wheel fabricated from diamond treadplate, with depth to chassis frame, (1) vertically hinged single flip-down door. Door shall be reinforced, have cable straps, and grip tape on the inner door face to be used as a step if needed to access up top. Compartment sizing approx. 18" H x 18" D x 24" W

Rear Underbody Storage Compartment

- 7.09 _____ 1 Compartment extending from rear to the front of bed shall be fabricated of 3/16" smooth aluminum.
- It shall be below the bed and above the frame rail of chassis.
 - It shall have a flip down aluminum door with chevron striping.
 - It shall be approx. 5.5" tall x 84" deep x 34" wide.
 - It shall have a poly slide out tray, completely removable with one full length divider. The poly tray has no rollers, it is designed to slide on the compartment floor.

Section 8: Tread bright overlay, & Trim, Grab Rails.

- 8.00 _____ Aluminum tread brite safety trim plate shall be constructed of 6061-T6 1/8" Aluminum, and shall be installed in the following areas.
- 8.01 _____ Top of apparatus.
- 8.02 _____ 2 Hand rails approx. 12" long, mounted (1) on each side mounted on the headache rack.

Running Boards, Stepping Areas, and Rear step.

- 8.03 _____ All-exterior surfaces designated as stepping, and walking areas shall have aluminum non-slip material installed. The non-slip material shall have a raised serrated surface that will allow moisture to drain out either side. The recessed surface shall be one-piece solid material to prevent road spray and

debris from entering the top surface from below. The non-slip material shall be applied in the stepping surface of the following areas:

- 8.04 _____ Rear tailboard shall be installed, fabricated from 3/16" diamond treadplate with a step to reach rear controls and hose reel.

Section 9: Electrical Equipment & Battery System

- 9.00 _____ One rear 6" oval LED stop light on each side.
- 9.01 _____ One rear 6" oval LED turn signal light on each side.
- 9.02 _____ One rear 6" oval LED backup light on each side.
- 9.03 _____ LED - Clearance lights and reflectors to comply with D.O.T. regulations.
- 9.04 _____ 1 Strip lights in each compartment and activated by an automatic door switch.
- 9.05 _____ 4 2" round clear work lights with rubber grommet to light both stepping areas, and walkway (1) per stepping area and (2) for the walkway.
- 9.06 _____ A flashing red warning light on the cab electrical module marked *"Do Not Move Apparatus When Light Is On"* illuminates automatically when the parking brake is not engaged to indicate when passenger or equipment doors are open.
- 9.07 _____ Wiring shall be high temperature, copper, multi-strand SXL crosslink coated wire. Wire shall be function coded every 3 inches for ease of maintenance.
- 9.08 _____ All wiring to be protected with automotive type loom with a temperature rating of -30 degree to +194-degree Fahrenheit. Grommets shall be used when wiring through body.
- 9.09 _____ Master battery disconnect shall be a Cole Hersee manually operated. Single battery system per NFPA. (Does not apply to chassis factory power).
- 9.10 _____ The master electrical module shall be located between or under the front seats and shall have all master switches, emergency light switches and gauges. Switches shall have a light indicating when on and will be identified by back-lit tags.

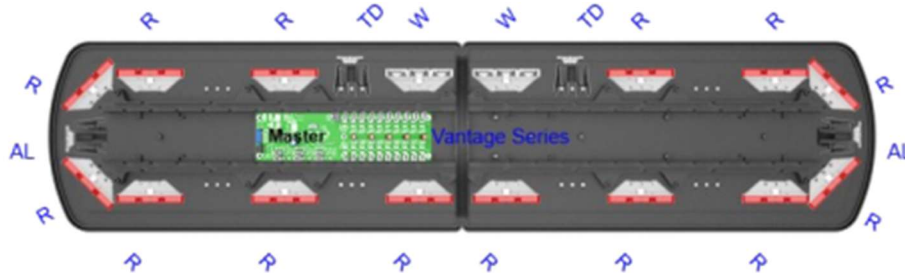
On-Board Battery Conditioner

- 9.11 _____ A Kussmaul auto charge 1000 series battery conditioner shall be supplied and installed. The charger shall be mounted in a clean dry area and will be accessible for service and / or maintenance.
Model: 091-215-12
- 9.12 _____ A Kussmaul Deluxe Super Auto Eject with a bar graph, 20-amp automotive disconnect device provided and installed on the 110-volt shoreline connection complete with a yellow weather-proof cover. It shall be activated by the chassis starter switch to disconnect the plug, and completely sealed to prevent contamination from weather and road conditions.
Model: 63-11-2106 Location: TBD
- 9.13 _____ A keyless ignition or ignition key attached to the dash by a chain shall be provided.

- 9.14 _____ A green "Battery On" light to be provided on the chassis dash.
- 9.15 _____ A license plate light to be provided on the rear of the apparatus body.
- 9.16 _____ Factory Ford backup camera shall be installed on the rear of apparatus.
- 9.17 _____ **Class 1 Tank Level Meter**
- 9.18 _____ 1 Class One IFT Intelli-tank water tank level gauge, which utilizes a pressure transducer ILO of probes to provide four levels of indication, provided in the walkway.
- 9.19 _____ 1 Class One Mini water level gauge provided. Located inside the cab.

Section 10: Emergency Signal & Lighting Equipment

- 10.00 _____ Electronic Siren with microphone:
Make: Code 3 Model: 3692 Watts: 100
- 10.01 _____ Electronic Speaker mounted in chassis cab grille or front bumper area.
100 watts.
- 10.02 _____ Lighting for upper zones A, B, C & D. One (1) Brand: Code 3
Model: 12+ Pro Vantage Series – 48" LED light bar with color(s): R/C/R.
Mounted: On the chassis roof. Must be able to see from rear.
Note: Light bar includes front takedowns, and side alley lights.



- 10.03 _____ Lighting for lower zones, A.B.C &D: LED flashing lights, with black bezels.
Brand: Code 3 Model: CD3801R Color(s): Red
- Zone A: 2 Red, mounted on the front of chassis cab, (1) on driver's side and (1) on the passenger's side.
- Zone B: 2 Red, mounted on the passenger's side, (1) mounted forward on the chassis side fender, and (1) mounted rearward on the side of the body.
- Zone C: 2 Red, mounted on the rear of apparatus, (1) on driver's side and (1) on the passenger's side.
- Zone D: 2 Red, mounted on the passenger's side, (1) mounted forward on the chassis side fender, and (1) mounted rearward on the side of the body.
- 10.04 _____ 1 Code 3, Model: CW3120, 20" Spot/Flood Combo single row utility light bar mounted to the front bumper/grill guard of the chassis. To be controlled with a switch in chassis cab. (*FRONT SCENE*)
- 10.05 _____ 2 Code 3, Model: CW3132, 32" Spot/Flood Combo single row utility light

bar mounted on top the tank, (1) on the driver's side and (1) on the passenger's side. Each side individually controlled with switches in chassis cab. (*LEFT SCENE, RIGHT SCENE*)

Note: 2 Covers shall be made and installed to protect side light bars, (1) per side.

- 10.06 _____ 8 Ground lights shall be mounted and activated by a lighted switch located in the chassis cab. The lights shall be activated when the vehicle is in park.
- 4 Below the cab doors (2) on each side
 - 2 Below the stepping areas, (1) on each side
 - 2 Below the rear tailboard.
- 10.07 _____ A 12-volt solid state backup alarm with a minimum rating of 97 decibels to be installed.
- 10.08 _____ 2 Buyers Products, swivel LED work lights at rear to illuminate pump area, controlled from rear of apparatus.
- 10.09 _____ 1 Flashing LED arrow stick traffic advisor arrow stick to be installed on at the rear of the tank. Control to be in center console in cab.
Brand: Code 3 Model: XT447AS
Note: Poly cover shall be made to protect traffic advisor.

Section 11: Painting, Printing, Decorating, Lettering, & Signs.

- 11.00 _____ The body subframe shall be undercoated with a heavy-duty automotive type undercoating before the rubber backing and the compartment are bolted on. After the body has been bolted onto the subframe and all final items have been installed the body shall be undercoated in the same manner.
- 11.01 _____ A single 4" reflective stripe provided on sides of chassis and body.
Stripe style: Straight.
Color: White
- 11.02 _____ Chevron reflective striping shall be installed on vertical rear surface above tailboard at a 45-degree angle.
Color: Yellow and Red
- 11.03 _____ Shaded and outlined gold leaf mylar letters shall be applied on the cab as directed on line 11.04
- 11.04 _____ Lettering shall be determined at pre-construction meeting.
Note: Not to exceed fifty (50) 4" high letters or add for each additional letter.
- 11.05 _____ A permanent plate shall be installed in the driver's compartment specifying the maximum number of personnel the vehicle is designed to carry per NFPA standards. It shall be located in an area visible to the driver.
- 11.06 _____ An accident prevention sign stating "*DANGER*", personnel must be seated, and seat belts must be fastened while vehicle is in motion, or "*DEATH OR SERIOUS INJURY MAY RESULT*" shall be provided. It shall be visible from each seating position.
- 11.07 _____ An accident prevention sign stating "*DANGER*", do not ride on rear step while vehicle is in motion. "*DEATH OR SERIOUS INJURY MAY RESULT*" shall be provided. It shall be visible from the rear step area of the vehicle.

Section 12: Chassis Modifications

- 12.00 _____ 1 Warn M12000 # stationary mounted winch installed in the front of the above grill/ brush guard. It shall include a remote cable, rollers, and cable.
- 12.01 _____ 2 Tow hooks, located at the rear of apparatus.
- 12.02 _____ 1 Pair of Heiman Fire mud flaps to be installed behind rear wheels.
- 12.03 _____ Receiver tube located at rear of apparatus with (1) additional standard 7-pin wiring harness connection and winch power at the rear.
- 12.04 _____ 1 Heavy Duty Thunderstruck front bumper replacement with grill guard, with a smooth black powder coat finish, shall be installed in place of the chassis stock bumper but the stock tow eyes will remain in place for use. Front bumper shall have a front receiver and winch power for portable winch.
- 12.05 _____ Chassis Wheels and Tires Conversion, Super Single Kit
- 4 20" x 11" one-piece steel powder coated wheels, DOT approved and rated.
 - 4 – 41" diameter, 335 x 80 R - 20 on/off highway, 6700 lb. capacity each. Speed rating of 68mph.
 - 2 Custom designed fiberglass, over-sized, fender flares
 - 3.5" suspension lift on the front and rear
 - Dual Steering Stabilizer
- Undercarriage protection skid pans constructed of heavy-duty aluminum.
- 1 Radiator Skid Plate
 - 1 Transmission skid plate
 - 1 Transfer case skid plate
 - 1 Set of customized running boards



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 13th, 2025 Council Meeting

Activity/Calls for Service

The New Richland Police Department responded to 128 calls for service for the month of December.

Total Calls through December 2024: 2,134

Total Calls through December 2023: 1,323

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

- Waseca County Attorney Fee (2nd half)

Information

- N/A

Training & Education

- N/A

Personnel

- N/A

Purchases



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)

- N/A

Squad Maintenance

- N/A

Equipment

- N/A

Upcoming Events / Important Items

-

Respectfully Submitted,

Tanyce Bruegger, #261
Chief of Police



RESOLUTION 25-03

RESOLUTION OF POLICE OFFICER DECLARATION

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police or sheriff departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that the City of New Richland hereby declares that the position of Police Officer, currently held by Joel Jandt, meets all of the following Police and Fire Plan membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and 5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire Plan salary deduction by the governmental subdivision.

Adopted by the City Council of the City of New Richland, Minnesota, this 13th Day of January 2025.

Attest:

(Deputy Mayor)

(City Administrator)

SOUTH CENTRAL DRUG INVESTIGATION UNIT JOINT POWERS AGREEMENT

THE PARTIES TO THIS AGREEMENT are units of government responsible for the enforcement of controlled substance laws in their respective jurisdictions. This Agreement is made pursuant to the authority conferred upon the parties by Minnesota Statutes §471.59.

NOW THEREFORE, the undersigned governmental units, in the joint and mutual exercise of their powers agree as follows:

1. **Name.** The parties have previously established and hereby maintain the South Central Drug Investigation Unit (SCDIU).
2. **General Purpose.** The purpose of this joint powers agreement is to establish an organization to coordinate efforts to apprehend and prosecute drug offenders. SCDIU operates a tactical unit.
3. **Members.** The members of the Agreement shall consist of the following units of government:

City of Albert Lea	City of Alden	County of Faribault
City of Blooming Prairie	City of Blue Earth	County of Freeborn
City of New Richland	City of Janesville	County of Steele
City of Owatonna	City of Waseca	County of Waseca
City of Wells	City of Winnebago	

4. **Fiscal Agent.** The City of Owatonna acting on behalf of the South Central Drug Investigation Unit and its members, shall apply for grant funding, prepare and file all necessary forms and reports in connections with such grants, keep all financial records, assist in the preparation of audits, and distribute forfeiture proceeds as provided hereafter. The Chief of the Owatonna Police Department, or his designee, is deemed the "authorized official."

5. **Administrative Board.**

- 5.1. The governing body of the SCDIU shall be a Board of Directors consisting of fourteen (14) members. The police chief or sheriff of each party shall appoint one board member to serve at the chief's or sheriff's pleasure. Board members must be full-time supervisory peace officers of the jurisdiction that appoints the Board member or the County Attorney, or the County Attorney's designee, from one or more of the member counties.
- 5.2. Each board member shall have one vote.
- 5.3. Board members shall not be deemed employees of the SCDIU and shall not be compensated by it.
- 5.4. The Board shall elect from its members a chair, a vice-chair, and appoint a secretary/treasurer, each serving a three-year staggered term. The Board may also elect such other officers as it deems necessary to conduct its meetings and affairs. The Board shall

meet at least six (6) times during the term of the Agreement. The Board may adopt rules and regulations governing its meetings. Such rules and regulations may be amended from time to time at either a regular or special meeting of the Board provided that at least ten (10) days prior notice of the meeting has been furnished to each Board member. The Board shall operate by a majority vote of all members present. A quorum of (8) members shall be required for all meetings.

6. Powers and Duties of the Board of Directors

- 6.1. The Board shall be responsible for the overall operation of the SCDIU, including setting investigative priorities and general operating procedures.
- 6.2. The Board shall coordinate intelligence between the members of the SCDIU.
- 6.3. The Board shall appoint and supervise the Unit Commander of the SCDIU.
- 6.4. The Board may cooperate with other federal, state, and local law enforcement agencies to accomplish the purpose for which it is organized.
- 6.5. The Board may make contracts, incur expenses, and make expenditures necessary and incidental to the effectuation of its purpose and consistent with its powers.
- 6.6. The Board shall cause to be made an annual audit of the books and account of the SCDIU and shall make and file a report to its members which includes the following information:
 - (a) The financial condition of the SCDIU;
 - (b) The status of all SCDIU projects;
 - (c) The business transacted by the SCDIU; and
 - (d) Other matters which affect the interests of the SCDIU.
- 6.7. The SCDIU's books, reports, and records shall be open to inspection by its members at all reasonable times.
- 6.8. The Board may recommend changes in the Agreement to its members.
- 6.9. The members may not incur obligations or enter into contracts that extend beyond the terms of this Agreement.
- 6.10. The Board shall identify a liaison attorney from a county attorney's staff located within the jurisdiction of the SCDIU. This attorney may also serve on the Board, at the discretion of the Board.

7. Funding and Budget

- 7.1. The SCDIU's funds may be expended by the Board in accordance with this Agreement and in a manner determined by the Board. The Board shall designate the City of Owatonna to act as depository for the SCDIU's funds. In no event shall there be a disbursement of SCDIU funds from the Owatonna depository without the signature of a minimum of two of the following persons: The "authorized official," the Unit Commander, or the SCDIU Secretary/Treasurer.

The fiscal agent will issue checks, authorized by the "authorized official," the Unit Commander, or the SCDIU Secretary/Treasurer, and drawn on SCDIU funds, to satisfy monthly bills and purchases.

- 7.2. The members shall contribute the grant required matching funds to operate the SCDIU. Members who designate a full time agent to the SCDIU may pay their required match amount as "in kind."
- 7.3. The Board shall adopt a budget based upon grant funds, member matching funds and money made available from other sources. The Board may amend the budget from time to time.
- 7.4. The Board shall receive a monthly financial report of all expenditures and receipts, and current fund balances from the secretary/treasurer.
- 7.5. The Board may not incur debts.

8. Agents

- 8.1. Agents shall not be employees of the SCDIU. Agents shall remain employees of the members that has assigned them to the SCDIU and shall be paid by that member, not the SCDIU.
- 8.2. Agents will be responsible for drug investigations, including intelligence management, case development, and case charging. Agents will also assist other agents in surveillance and undercover operations. SCDIU Agents will work cooperatively with assisting agencies.
- 8.3. Agents will be supervised by the Unit Commander.
- 8.4. The member appointing the Agent shall furnish the Agent a weapon.
- 8.5. Pursuant to Minnesota Statute §471.59, any duly sworn peace officer, while assigned to duty the SCDIU and working under the direction of the Board of Directors and the Unit Commander, shall have the same powers, duties, privileges, and immunities as are conferred upon such peace officers in their home jurisdiction.
- 8.6. Each Agent will be issued a debit card by the fiscal agent and PIN number to be used strictly for expenses related to the Agent's duties under this Agreement. Each Agent will be personally responsible for any use of this debit card which is not directly-related to the Agent's duties under this Agreement. Any unauthorized use of this debit card will result in sanctions by the Board, including the Agent's removal from the SCDIU.

9. Unit Commander

- 9.1. From the Agents assigned by members, a Unit Commander shall be appointed by the Board and serve at its pleasure. The Unit Commander must be a full time licensed peace officer of a member and shall be paid a supervisor's salary by that member. The Unit Commander shall remain an employee of the member city or county.
- 9.2. The Unit Commander shall be in charge of the day to day operations of the SCDIU, including supervising the SCDIU's assigned personnel, subject to direction received from the Board. The Unit Commander is responsible for staffing, scheduling, case management, record keeping, informant management, buy fund management, petty cash management and

intelligence management. The Unit Commander shall keep the Board updated as the SCDIU's activity, which would include major case development within member jurisdictions. The Unit Commander shall assist or advise in the drafting and execution of all search warrant initiated by the SCDIU and will work cooperatively with the agencies with venue over the case. The Unit Commander shall be responsible for all buy fund monies and petty cash funds and will provide Board members with a monthly accounting of all funds disbursed and a written summary of activity with the unit.

- 9.3. The Unit Commander may exclude agents from further SCDIU involvement subject to review by the Board and approval of the member that assigned the agent to the SCDIU.

10. Forfeitures, Seizures, and Fines. All money and property that is obtained as a result of the SCDIU operations shall be forfeited to the SCDIU and will be distributed according to the State of Minnesota, Office of the State Auditor guidelines. In the case of Federal forfeiture actions, established federal rules shall be followed. Fine or restitution monies ordered paid to the SCDIU by Court Order may be used to offset equipment or operating costs of the SCDIU not funded by grant or matching funds.

11. Insurance; Indemnification and Liability.

- 11.1 Insurance. The SCDIU shall obtain and keep current the following insurance coverages:

Municipal Liability: \$500,000 per claimant/\$1,500,000 per occurrence
Automobile Liability: \$500,000 per claimant/\$1,500,000 per occurrence
UM/UIM: \$200,000 per occurrence
Crime: \$250,000 per occurrence
Excess Liability: \$2,000,000 aggregate limit
Basic Economic Loss (PIP): Basic Minnesota Statutory Coverage
Auto Physical Damage: Actual Cash Value, Unless Endorsed

Provided, that the coverage shall at all times be not less than the maximum liability as currently provided in Minn. Stat. §466.04, and as may be amended hereafter.

The SCDIU shall provide the fiscal agent of the members with a Certificate of Insurance naming the members as additional insureds. The policies shall not be cancellable, reduced or materially changed unless 30 days prior written notice shall be given to fiscal agent.

- 11.2 Indemnification.

- (a) The SCDIU is a separate and distinct public entity to which the parties have transferred all responsibility and control for actions taken pursuant to this Agreement.
- (b) The SCDIU shall defend and indemnify the parties, and their officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of the acts or omissions of the Joint Powers Board in carrying out the terms of this Agreement. This Agreement does not constitute a waiver on the limitations of liability set forth in Minnesota Statutes, Section 466.04.
- (c) Nothing herein shall be construed to provide insurance coverage or indemnification to an officer, employee, or volunteer of any member for any act or omission for which the officer, employee, or volunteer is guilty of malfeasance in office, willful neglect of duty, or bad faith.
- (d) To the fullest extent permitted by law, action by the parties to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a), provide further that for purposes of that statute, each party to this Agreement

expressly declines responsibility for the acts or omissions of any other party. The parties to this Agreement are not liable for the acts or omissions of another party to this Agreement except to the extent they have agreed in writing to be responsible for the acts or omissions of the other parties.

- (e) Any excess or uninsured liability shall be borne equally by all the members, but this does not include the liability of any individual officer, employee, or volunteer which arises from his or her own malfeasance, willful neglect of duty, or bad faith.

- 11.3 *Liability.* All insurance policies maintained on behalf of the SCDIU will be retained by the fiscal agent. Copies of any such policies will be provided to any member upon request.

12. Duration

- 12.1. Each member shall be bound by the terms of the Agreement upon execution. All members need not sign the same copy.
- 12.2. This Agreement shall continue for an indefinite term subject to the termination provisions of this section.
- 12.3. This Agreement may be terminated at any time by the written agreement of a majority of its members.
- 12.4. Any party to the Agreement may withdraw from this Agreement following thirty (30) days written notice to the SCDIU. If the SCDIU is abandoned, resources shall be divided in accordance with the financial and personnel contributions made by the participating agencies. If an individual agency terminates, all resources remain with the SCDIU.
- 12.5. All equipment, including motor vehicles, which is not purchased by the SCDIU, but is used by the SCDIU Agents in the course of their duties under this Agreement, will be presumed to be donated to the SCDIU by the member agency. If a member agency does not wish to donate such equipment, it must file a written notice to that effect within thirty (30) days of the equipment being put into use by the SCDIU. The notice should specify the equipment and be filed with the Unit Commander or Secretary. If this notice is made, the equipment will not be subject to the provisions of section 12.5 if that member terminates its participation in the SCDIU.

SOUTH CENTRAL DRUG INVESTIGATION UNIT TACTICAL TEAM JOINT POWERS AGREEMENT

THE PARTIES TO THIS AGREEMENT are units of government responsible for the enforcement of laws in their respective jurisdictions. This Agreement is made pursuant to the authority conferred upon the parties by Minnesota Statutes §471.59.

NOW THEREFORE, the undersigned governmental units, in the joint and mutual exercise of their powers agree as follows:

13. Name. The parties have previously established and hereby maintain the South Central Drug Investigation Unit Tactical Team (SCDIU Tactical Team).

14. General Purpose. The purpose of this joint powers agreement is to establish an organization to coordinate efforts to

14.1. Respond to critical incidents, including but not limited to, hostage, barricade, and sniper situations, high-risk apprehension, high-risk warrant service, personal protection, and special assignments.

14.2. Establish a formal framework for membership and personnel commitments, overall operations, resources available, general management,, and liability issues.

14.3. Provide other similar or related services and programs as determined by the Board.

14.4. Establish procedures to add qualifying Parties to this Agreement.

15. Establish a mechanism whereby additional/and or alternative programs and services may be developed for the benefit of the Parties and in furtherance of the objectives of the Parties.

16. Members. The members of the Agreement shall consist of the following units of government:

City of Albert Lea	City of Alden	County of Faribault
City of Blooming Prairie	City of Blue Earth	County of Freeborn
City of New Richland	City of Janesville	County of Steele
City of Owatonna	City of Waseca	County of Waseca
City of Wells	City of Winnebago	

17. Fiscal Agent. The City of Owatonna acting on behalf of the South Central Drug Investigation Unit Tactical Team and its members, shall apply for grant funding, prepare and file all necessary forms and reports in connections with such grants, keep all financial records, assist in the preparation of audits, and distribute forfeiture proceeds as provided hereafter. The Chief of the Owatonna Police Department, or his designee, is deemed the "authorized official."

18. Administrative Board.

- 18.1. The governing body of the SCDIU shall be a Board of Directors consisting of fourteen (14) members. The police chief or sheriff of each party shall appoint one board member to serve at the chief's or sheriff's pleasure. Board members must be full-time supervisory peace officers of the jurisdiction that appoints the Board member or the County Attorney, or the County Attorney's designee, from one or more of the member counties.
- 18.2. Each board member shall have one vote.
- 18.3. Board members shall not be deemed employees of the SCDIU Tactical Team and shall not be compensated by it.
- 18.4. The Board shall elect from its members a chair, a vice-chair, and appoint a secretary/treasurer, each serving a three-year staggered term. The Board may also elect such other officers as it deems necessary to conduct its meetings and affairs. The Board shall meet at least six (6) times during the term of the Agreement. The Board may adopt rules and regulations governing its meetings. Such rules and regulations may be amended from time to time at either a regular or special meeting of the Board provided that at least ten (10) days prior notice of the meeting has been furnished to each Board member. The Board shall operate by a majority vote of all members present. A quorum of (8) members shall be required for all meetings.
- 18.5. The Board shall comply with Minnesota Statutes Chapter 13D (Open Meeting Law).

19. Powers and Duties of the Board of Directors

- 19.1. The Board is hereby authorized to exercise such authority and powers common to the Parties as is necessary and property to fulfill its purposes and perform its duties. Such authority shall include the specific powers enumerated in this Agreement.
- 19.2. The Board shall appoint and supervise the Commander of the SCDIU Tactical Team.
- 19.3. The Board shall have the power and authority to determine guidelines, expectations, and procedures of a member's assigned officer(s) and a member agency.
- 19.4. The Board may cooperate with other federal, state, and local law enforcement agencies to accomplish the purpose for which it is organized.
- 19.5. The Board may make contracts, incur expenses, and make expenditures necessary and incidental to the effectuation of its purpose and consistent with its powers.
- 19.6. The Board shall cause to be made an annual audit of the books and account of the SCDIU Tactical Team and shall make and file a report to its members which includes the following information:
 - (a) The financial condition of the SCDIU Tactical Team;
 - (b) The status of all SCDIU Tactical Team projects;
 - (c) The business transacted by the SCDIU Tactical Team; and
 - (d) Other matters which affect the interests of the SCDIU Tactical Team.

- 19.7. The SCDIU Tactical Team's books, reports, and records shall be open to inspection by its members at all reasonable times.
- 19.8. The Board may recommend changes in the Agreement to its members.
- 19.9. The members may not incur obligations or enter into contracts that extend beyond the terms of this Agreement.
- 19.10. The Board shall identify a liaison attorney from a county attorney's staff located within the jurisdiction of the SCDIU Tactical Team. This attorney may also serve on the Board, at the discretion of the Board.

20. Funding and Budget

- 20.1. The SCDIU Tactical Team's funds may be expended by the Board in accordance with this Agreement and in a manner determined by the Board. The Board shall designate the City of Owatonna to act as depository for the SCDIU Tactical Team's funds. In no event shall there be a disbursement of SCDIU Tactical Team funds from the Owatonna depository without the signature of a minimum of two of the following persons: The "authorized official," the SCDIU Tactical Team Commander, or the SCDIU Tactical Team Secretary/Treasurer. The fiscal agent will issue checks, authorized by the "authorized official," the SCDIU Tactical Team Commander, or the SCDIU Tactical Team Secretary/Treasurer, and drawn on SCDIU Tactical Team funds, to satisfy monthly bills and purchases.
- 20.2. The members shall contribute the required matching funds to operate the SCDIU Tactical Team.
- 20.3. The Board shall adopt a budget based upon member matching funds and money made available from other sources. The Board may amend the budget from time to time.
- 20.4. The Board shall receive a monthly financial report of all expenditures and receipts, and current fund balances from the secretary/treasurer.
- 20.5. The Board may not incur debts.

21. Insurance; Indemnification and Liability.

- 21.1 Insurance. The SCDIU shall obtain and keep current the following insurance coverages:
 - Municipal Liability: \$500,000 per claimant/\$1,500,000 per occurrence
 - Automobile Liability: \$500,000 per claimant/\$1,500,000 per occurrence
 - UM/UIM: \$200,000 per occurrence
 - Crime: \$250,000 per occurrence
 - Excess Liability: \$2,000,000 aggregate limit
 - Basic Economic Loss (PIP): Basic Minnesota Statutory Coverage
 - Auto Physical Damage: Actual Cash Value, Unless Endorsed

Provided, that the coverage shall at all times be not less than the maximum liability as currently provided in Minn. Stat. §466.04, and as may be amended hereafter.

The SCDIU Tactical Team shall provide the fiscal agent of the members with a Certificate of Insurance naming the members as additional insureds. The policies shall not be cancellable,

reduced or materially changed unless 30 days prior written notice shall be given to fiscal agent.

21.2 Indemnification.

- (a) The SCDIU Tactical Team is a separate and distinct public entity to which the parties have transferred all responsibility and control for actions taken pursuant to this Agreement.
- (b) The SCDIU Tactical Team shall defend and indemnify the parties, and their officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of the acts or omissions of the Joint Powers Board in carrying out the terms of this Agreement. This Agreement does not constitute a waiver on the limitations of liability set forth in Minnesota Statutes §466.04.
- (c) Nothing herein shall be construed to provide insurance coverage or indemnification to an officer, employee, or volunteer of any member for any act or omission for which the officer, employee, or volunteer is guilty of malfeasance in office, willful neglect of duty, or bad faith.
- (d) To the fullest extent permitted by law, action by the parties to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, as set forth in Minnesota Statutes §471.59, subd. 1a(a), provide further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of any other party. The parties to this Agreement are not liable for the acts or omissions of another party to this Agreement except to the extent they have agreed in writing to be responsible for the acts or omissions of the other parties.
- (e) Any excess or uninsured liability shall be borne equally by all the members, but this does not include the liability of any individual officer, employee, or volunteer which arises from his or her own malfeasance, willful neglect of duty, or bad faith.

21.3 Liability. All insurance policies maintained on behalf of the SCDIU Tactical Team will be retained by the fiscal agent. Copies of any such policies will be provided to any member upon request.

22. Duration

- 22.1. Each member shall be bound by the terms of the Agreement upon execution. All members need not sign the same copy.
- 22.2. This Agreement shall continue for an indefinite term subject to the termination provisions of this section.
- 22.3. This Agreement may be terminated at any time by the written agreement of a majority of its members.
- 22.4. Any party to the Agreement may withdraw from this Agreement following thirty (30) days written notice to the SCDIU Tactical Team. If the SCDIU Tactical Team is abandoned, resources shall be divided in accordance with the financial and personnel contributions made by the participating agencies. If an individual agency terminates, all resources remain with the SCDIU Tactical Team.

- 22.5. All equipment, including motor vehicles, which is not purchased by the SCDIU Tactical Team, but is used by the SCDIU Tactical Team in the course of their duties under this Agreement, will be presumed to be donated to the SCDIU Tactical Team by the member agency. If a member agency does not wish to donate such equipment, it must file a written notice to that effect within thirty (30) days of the equipment being put into use by the SCDIU Tactical Team. The notice should specify the equipment and be filed with the SCDIU Tactical Team Commander or Secretary. If this notice is made, the equipment will not be subject to the provisions of section 10.5 if that member terminates its participation in the SCDIU Tactical Team.

IN WITNESS WHEREOF, the undersigned, on behalf of the City/County of _____, has executed this Agreement in accordance with the authority of Minnesota Statutes, §471.59 on the date indicated below:

Mayor/Board Chair

Date

Witness

Date

Memo

To: City Council

From: Anthony Martens

cc:

Date: 1/10/25

Re: PD Records Staff Wage Increase

The PD records staff are PT employees for the New Richland PD and are not part of our current classification and compensation plan for the City of New Richland. They have not seen a pay increase since they started providing this service almost 5 years ago. This service is extremely important and the training that our officers would need to go through to maintain this service internally would be expensive. Additionally, internally our staff would not be utilized frequently enough maintaining our own records for staff to be up to date with all of the rules and regulations regarding policies and procedures constantly changing on a state and federal level.

Chief Bruegger and I recommend that the council increase the pay of the PD records staff from \$18/hour to \$24/ hour effective the 1/24/24 pay period. This is still slightly lower than they are being compensated by other departments in the area.

This will cost approximately \$1,000 to the PT budget of the police department although I do not see it actually having much of an impact at all based on the 2025 projections.

LABOR AGREEMENT

BETWEEN

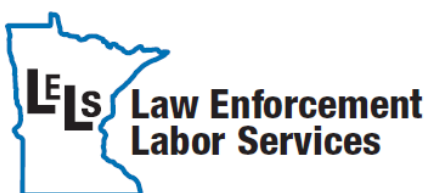
THE CITY OF NEW RICHLAND



and

LAW ENFORCEMENT LABOR SERVICES, INC.

LOCAL#407



January 01, ~~2023~~2025 to December 31, ~~2024~~2026

TABLE OF CONTENTS

PREAMBLE.....	2
ARTICLE 1 - PURPOSE OF AGREEMENT.....	2
ARTICLE 2 - RECOGNITION.....	2
ARTICLE 3-DEFINITIONS.....	2
ARTICLE 4 - MANAGEMENT RIGHTS	3
ARTICLE 5 - LEGAL SERVICES	3
ARTICLE 6 - UNION SECURITY	3
ARTICLE 7 - EMPLOYER SECURITY	4
ARTICLE 8 - EQUAL APPLICATION.....	4
ARTICLE 9 - SAVINGS.....	4
ARTICLE 10 - GRIEVANCE PROCEDURE.....	4
ARTICLE 11 - DISCIPLINE	7
ARTICLE 12 - JOB SAFETY	7
ARTICLE 13 - VOLUNTARY SHIFT SWITCHING	8
ARTICLE 14 -SENIORITY.....	8
ARTICLE 15 - CONSTITUTIONAL PROTECTION	8
ARTICLE 16 - WORK SCHEDULES.....	8
ARTICLE 17-MEALTIME.....	9
ARTICLE 18 - OVERTIME	9
ARTICLE 19 – CALL BACK	9
ARTICLE 20 – COURT TIME	9
ARTICLE 21 - STANDBY	9
ARTICLE 22 – ANNUAL LEAVE/PAID TIME OFF (PTO)	10
ARTICLE 23 - SEVERANCE PAY	11
ARTICLE 24 - JURY DUTY.....	12
ARTICLE 25 -HOLIDAYS.....	12
ARTICLE 26- INSURANCE.....	12
ARTICLE 27 - COMPENSATION	13
ARTICLE 28 - UNIFORM ALLOWANCE.....	13
ARTICLE 29 - RIGHT OF SUBCONTRACT.....	13
ARTICLE 30 - WAIVER.....	13
ARTICLE 31 - DURATION.....	14
APPENDIX A	15

PREAMBLE

The Agreement dated January 01, 2020, is made and entered into by and between the City of New Richland, hereinafter referred to as the Employer, and LELS, hereinafter referred to as the Union.

ARTICLE 1 - PURPOSE OF AGREEMENT

This Agreement has as its purpose the promotion of harmonious relations between the Employer, its Employees and the Union, the furtherance of efficient governmental services; the establishment of equitable and peaceful procedures for the resolution of disputes that may arise without interference or disruption of efficient operation of the Department; and the establishment of a formal understanding relative to all terms and conditions of employment contained herein.

ARTICLE 2 - RECOGNITION

Section 1. The Employer recognizes the Union as the exclusive representative under Minn. Stat. 179A.03, Subd. 14, for all employees of the Police Department Bargaining Unit as identified by the Bureau of Mediation Services, Certification of Exclusive Representative, dated January 23, 2017, Case No. 17-PCEO56-1.

ARTICLE 3-DEFINITIONS

For the purpose of this Agreement, the following terms and phrases shall have the meaning given to them:

- 3.1 EMPLOYER: The City of New Richland, Minnesota
- 3.2 UNION: LELS Local #407
- 3.3 EMPLOYEE: A member of the exclusively recognized bargaining unit.
- 3.4 REGULAR EMPLOYEE: An employee who is regularly scheduled for a set number of hours per week. The work the employee performs is of an on-going nature. However, nothing in this definition grants a regular employee a vested right to a defined number of hours or continued employment.
- 3.5 OFFICER: Officer elected or appointed by the Union.
- 3.6 MEMBER: A member of LELS in the bargaining unit to which this contract applies.
- 3.7 FULL TIME EMPLOYEE: An employee in the bargaining unit who is scheduled to work an average of forty (40) hour weeks.
- 3.8 PART TIME EMPLOYEE: An employee hired as a part time employee who works an average of fourteen (14) hours per week and more than 67 shifts during a work year, and work less than forty (40) hours per week and only accrue benefits as stated in this agreement.
- 3.9 Temporary Employee: A position which is created merely to address an overload or emergency situation or is otherwise intended to be limited in duration. The wage is per appendix A Schedule, but no other benefits will accrue under this agreement.

3.91 Days: Except as indicated otherwise in the Agreement, all references to days are calendar days.

ARTICLE 4 - MANAGEMENT RIGHTS

4.1 Any term and condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish or eliminate, including but not limited to the right to operate and manage all facilities and equipment; to establish or discontinue functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to schedule working hours and assign overtime; to select, direct and determine the number of personnel; to hire, promote, suspend, discipline or discharge personnel for just cause; to lay off or relieve Employees due to lack of work or other reasons; to make and enforce reasonable rules and regulations; to take whatever actions may be necessary to carry out the missions of the Employer in emergencies; to contract with vendors or others for goods and/or services including the right to discontinue or subcontract any or all functions performed by members of this bargaining unit during the contract term, to take any and all actions necessary to carry out the operations of the employer in situations involving a disaster or emergency consistent with the terms and conditions listed in this agreement to the extent practicable, to assign duties, tasks, and jobs, and to perform such other inherent managerial function as set forth in the Minnesota Public Employee Labor Relations Act.

ARTICLE 5 - LEGAL SERVICES

5.1 The Employer agrees to comply with all the appropriate Minnesota Statutes in regard to defending its Employees against alleged act(s) of omission occurring in the performance of the Employee's duties when acting on duty in conformance with Employer orders. Such defense is limited by the scope of the employer's insurance coverage.

ARTICLE 6 - UNION SECURITY

- 6.1 A. The Employer agrees to "Dues Check Off" as per the obligation and meaning of Minn. Stat. 179A.06, Subd. 6.
- B. The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of paragraph 6.1 A.
- 6.2 The Employer agrees not to enter into any additional agreements with employees, individually or collectively concerning any terms or conditions of employment, with the exception of inherent managerial policy as outlined by Minn. Stat. 179A.07, Subd. 1.
- 6.3 The Union may designate members to act as Stewards or Officers and shall inform the Employer of such choice and of any changes in Stewards or Officers in writing. At no time shall the number of Officers or Stewards be greater than one (1) Officer or one (1) Steward, whichever be the title, per 10 members of the bargaining unit.

- 6.4 The Employer agrees to make space available on the Employer bulletin board for the posting of Union notices(s) and announcements and to make space available for Union meetings when it does not conflict with the operation of the Department.
- 6.5 The Employer agrees to allow the officer and representatives of the bargaining unit reasonable time off and leaves of absence, with prior approval for the purpose of conducting Union business when such time will not unduly interfere with the operations of the Department. Such time off must have the prior approval of the Chief of Police and/or the approval of the City Administrator.
- 6.6 The Employer agrees to post all promotional opportunities within the Department; and to make copies of all work rules and regulations available to employees. This shall in no way prohibit the employment of persons from outside the Department.

ARTICLE 7 - EMPLOYER SECURITY

- 7.1 Neither the Union, its officers or agents, nor any of the Employees covered by this agreement will engage in, encourage, sanction, support or suggest any strike, slowdown, sympathy strike, mass resignations, mass absenteeism, the willful absence from one's position, the stoppage of work or the abstinence in whole or part of the full, faithful and proper performance of duties of employment for the purpose of inducing, influencing\$, or coercing a change in the conditions, compensation or the rights, privileges or obligations of employment.

ARTICLE 8 - EQUAL APPLICATION

- 8.1 The Employer agrees not to discriminate on any basis prohibited by law. The Union and Employees shall share equally the responsibilities established by this Article.

ARTICLE 9 - SAVINGS

- 9.1 This Agreement is subject to the laws of the United States and the State of Minnesota.
- 9.2 In the event that any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provision shall be voided. All other provisions of this Agreement shall continue in full force and effect. The voided provisions may be negotiated upon written request of either party.

ARTICLE 10 - GRIEVANCE PROCEDURE

- 10.1
 - A. For the purpose of this Agreement the term "grievance" means any disputes arising concerning the interpretation or application of the express provisions of this Agreement.
 - B. In the event of such grievance arising there shall be no suspension of operations but an earnest effort shall be made to resolve such grievance in the manner prescribed by this Agreement.

- C. It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the steward and grievant employee(s) and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee(s) and the steward representative shall be allowed a reasonable amount of time without pay, for the investigation or presentation of grievances during normal work in hours provided the aggrieved employee(s) and the steward have previously notified and received approval from their designated supervisor where the designated supervisor has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer. The designated supervisor will be notified when the steward or grievant employee(s) returns to the work station and resumes duties.

10.2 **Procedure.** Grievances defined by Section 1, shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within ten calendar days after the first occurrence of the event constituting such alleged violation has occurred present such grievance signed and in writing to the employee's supervisor as designated by the Employer. The Employer-designated representative will discuss and give an answer to such Step 1 grievance within ten (10) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing and signed by grievant setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, the remedy requested and shall be appealed to Step 2 within ten (10) days after the Employer-designated representative's final answer in Step 1. A grievance not appealed in writing to Step 2 by the Union within ten (10) calendar days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the Union and discussed with the Employer-designated Step 2 representative. Employer-designated representative shall give the Union the Employer's Step 2 answer in writing within ten (10) calendar days after receipt of the Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the Employer-designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 within ten (10) calendar days shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by the Union and discussed with the Employer-designated Step 3 representative. The Employer-designated Step 3 representative must receive the grievance. The Employer-designated representative shall give the Union representative the Employer's answer in writing within ten (10) calendar days following the Employer-designated representative's final answer in Step 3.

Any grievance not appealed in writing to Step 4 by the Union within ten (10) calendar days after receipt of such Step 3 grievance final answer shall be considered waived. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days following the Employer-designated representative's final answer in Step 3.

Step 4. A grievance not resolved in Step 2, by mutual consent may be mediated using the services of the Bureau of Mediation Services. A petition for mediation by either party stops all timelines. A grievance not resolved in mediation may be appealed to Step 5.

Step 5. A grievance unresolved in Step 3 and appealed to Step 4 by the Union shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971, as amended. The selection of arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances", as established by the Bureau of Mediation Services.

Arbitrator's Authority

- A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union and shall have no authority to make a decision on any other issue not so submitted.
- B. The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented. If the grievance is covered by law or statute, or not covered by the express provisions of this Agreement, the arbitrator shall refer the grievance back to the parties without decision or recommendation.
- C. The fees and expenses of the arbitrator's services and proceedings shall be borne equally by the Employer and the Union provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record of the proceedings, the cost shall be shared equally.

10.4 Waiver.

If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Union in each step.

10.5 Choice of Remedy

It is specifically understood that any matters governed by statutory or regulatory provisions, except as expressly provided for in this Agreement, shall not be considered grievances under this agreement. In the event that more than one procedure is available for resolution of a dispute arising from any provisions covered by this Agreement, the aggrieved employee(s) shall be limited to one procedure through which remedy may be sought. If the aggrieved employee(s) utilizes a procedure other than the grievance procedure herein, then the employee is precluded from appealing under this procedure. If the employee utilizes this procedure, then the employee is

precluded from appealing under another procedure. Employees may use both this grievance procedure and a statutory procedure to the extent that it is required by state or federal law.

ARTICLE 11 - DISCIPLINE

- 11.1 The Employer will discipline for just cause only. Discipline will be in one or more of the following forms and does not need to be progressive:
 - A. Oral Reprimand
 - B. Written Reprimand
 - C. Suspension
 - D. Demotion
 - E. Discharge
- 11.2 Notices of suspension, demotion and discharge will be in written form and will state the reasons(s) for the action taken. Suspension will set forth in written form and will state the reason(s) for the action taken. Suspensions will set forth the time period for which the suspension shall be effective. Demotions will state the classification to which the employee is demoted. The Union shall be provided with a copy of each such notice.
- 11.3 Written reprimands, notices of suspension and notices of discharge which are to become part of an employee personnel file shall be read and acknowledged by signature of the employee. The employee will receive a copy of such reprimands and/or notices. Written reprimands will be purged from the employees personnel file and be of no effect three (3) years after the date of which the employee acknowledged the reprimand.
- 11.4 Employees will not be questioned concerning an investigation of disciplinary action unless the employee has been given an opportunity to have a Union Representative present at such questioning.
- 11.5 Employee may examine their individual personnel files at reasonable times under the direct supervision of the Employer.
- 11.6 Grievances relating to discharge can be initiated in Step 3 of the grievance procedure. Oral reprimands are not subject to the grievance procedure.

ARTICLE 12 - JOB SAFETY

- 12.1 It shall be the policy of the Employer and the Union that the safety of Employees, the protection of work areas, the adequate training in necessary safety practices, and the prevention of accidents whenever possible are a continuing and integral part of their everyday responsibilities.
- 12.2 It shall also be the responsibility of all Employees to cooperate in programs to promote safety to themselves and the public and to comply with rules promulgated to insure safety. The Employees responsibility shall include the proper use of all provided safety devices in accordance with recognized safety procedures.

ARTICLE 13 - VOLUNTARY SHIFT SWITCHING

- 13.1 Voluntary shift switching will not be allowed without the consent of the Police Chief. Voluntary switching of shifts shall not obligate the Employer for overtime pay.

ARTICLE 14 - SENIORITY

- 14.1 Definition Seniority shall be determined by the Employee's length of continuous employment with the Police Department.
- 14.2 Application. Most qualified person as determined by the City Council will be chosen with regard to transfer, job classification assignments and promotions; when all qualifications of employees are equal seniority will govern.
- 14.3 Lay-Off. A reduction of the full-time employee workforce and recall will be accomplished on the basis of seniority.
- 14.4 Probationary Employees. During the probationary period, a newly hired or rehired Employee may be discharged at the sole discretion of the Employer. During the probationary period, a promoted or reassigned Employee may be returned to the Employees previous position at the sole discretion of the Employer. The length of the probationary period will be twelve (12) months.
- 14.5 Vacation Schedule. Vacation selection shall be based upon approval of the Chief of Department.
- 14.6 Recall. The recall provisions of this Section shall be considered fulfilled upon seven (7) days notice to return to work mailed to the Employee's last known address.

ARTICLE 15 - CONSTITUTIONAL PROTECTION

Employees shall have the rights granted to all citizens by the United States and Minnesota State Constitutions.

ARTICLE 16 - WORK SCHEDULES

- 16.1 The Employer shall be the sole authority in determining the work schedules. Said schedules may be amended at any time by the Employer.
- 16.2 The normal work year shall consist of 2,080 hours to be accounted for by each Employee through the following:
- a. Scheduled Hours of Work
 - b. Approved and Assigned Training, and
 - c. Authorized Paid Leave Time
- 16.3 Nothing contained in this or any other Article shall be interpreted to be a guarantee of a minimum or maximum number of hours the Employer may assign Employee. This Article is intended only to define the normal hours of work and normal scheduling and to provide the basis for the calculation of overtime or other premium pay.

16.4 Schedules will be posted ten (10) days before the end of each month for the succeeding month.

ARTICLE 17-MEALTIME

17.1 Employees shall be given one-half (½) hour of paid time during a full shift for meals. During the paid mealtime, the Employee remains on continual duty and is responsible for assigned duties.

ARTICLE 18 – OVERTIME

18.1 Employees shall receive overtime compensation as required by the Fair Labor Standards Act for all hours worked in excess of scheduled shift. Such compensation shall be in the form of cash payment at the rate of one and one-half (1 ½) times the Employees regular hourly rate of pay with the consent of the Police Chief and the affected employee and within the seven (7) day work week, an employee's regularly scheduled shift may be flexed to accommodate workloads or to allow for time away to attend to personal needs.

18.2 Work shifts, work breaks, staffing schedules and the assignment of employees thereto shall be established by the Employer.

18.3 All overtime with the exception of emergency situations, will have the prior approval of the Police Chief or City Clerk.

18.4 Overtime will be calculated to the nearest fifteen (15) minutes.

ARTICLE 19 – CALL BACK

19.1 Call backs shall be credited for one (1) hour according to the Fair Labor Standards Act for all hours actually worked.

ARTICLE 20 – COURT TIME

20.1 An Employee who is required to appear in court during scheduled off-duty time shall have the option either receiving payment according to the Fair Labor Standards Act for all hours actually worked for a minimum of three (3) hours. If court is cancelled within 24 hours of appearance an employee receives compensation of three (3) hours pay.

ARTICLE 21 - STANDBY

21.1 The Employer acknowledges that Police Officers are sometimes asked to provide public safety beyond their normal hours of duty. Therefore, standby or restricted time off shall be scheduled by the Chief of Police for the purpose of having an Officer available to respond to calls during the time when there is no Officer on regular scheduled duty. Standby requires that the Police Officer be within fifteen (15) minutes and to maintain contact by radio, pager, cell phone, home phone etc.

21.2 Standby pay shall be paid at the rate of \$3.00 per hour for each hour on standby. Effective January 1, 2021, standby pay shall be paid at the rate of \$3.50 per hour for each hour on standby.

21.3 Response Time: The Employer and LELS recognize that a reasonable response time from the employee's residence to locations in New Richland is a necessary job-related concern for the safety and wellbeing of the public and other officers. Thus, the City and LELS agree that a response time limit of fifteen (15) minutes from the employees' residence to the New Richland Police Department is an appropriate and acceptable limit, measured traveling at the legal speed limit.

ARTICLE 22 - Annual Leave/Paid Time Off (PTO)

22.1 Annual leave (PTO) replaces individual sick leave, and vacation leave, plans and combines them into a single benefit program.

Annual leave does not replace city observed holidays, jury duty, military leave, or court leave. Employees accrue annual leave based on length of service with the city. Plan provisions discourage unnecessary utilization by providing cash and savings incentives.

Annual leave can be used for any reason, subject to existing request and approval procedures. As with all paid time off programs, the city needs to ensure that service to the public and work requirements are not adversely impacted.

22.2 Medical Certification

Good attendance is an essential job function for all city employees. If unplanned absences are excessive, a doctor's certification may be required. The physician's certification is to state the nature and duration of the illness or injury and verify that the employee is unable to perform the duties and responsibilities of his/her position.

A statement attesting to the employee's ability to return to work and perform the essential functions of the job and a description of any work restrictions may also be required before the employee returns to work.

22.3 Accrual Rates for Annual Leave

Years of Service	Annual Accrual	Maximum Accrual
0 to 2 Years	15 days	30 days
3 to 6 Years	20 days	40 days
7 to 15 Years	25 days	50 days
16 Years and up	30 days	60 days

Annual leave will not accrue during unpaid leaves.

Employees can carry over any annual leave that does not exceed the stated cap.

22.4 Current Sick Leave Balances: Deferred Sick Leave

Upon the final pay period of December 2022, employees hired prior to July 1st, 2022, who have accrued sick leave will retain half of their current sick leave balance to be used as "deferred sick leave" until the balance is exhausted. Deferred sick leave can be used for any doctor certified extended leave that would have been covered under the previous sick leave policy. An extended leave for purposes of this policy is defined as one requiring an employee to be out of work for

more than three consecutive days. The remaining half of their current sick leave balance will be placed in their annual leave (PTO) account.

If an employee knows he/she will be out for more than three consecutive days before the absence, he/she will be eligible to use the deferred sick leave bank from the first day. For example, if an employee has a scheduled surgery where he/she knows—in advance—he/she will be out for two weeks, the employee will be able to use hours from the deferred sick leave bank starting on the first day of the absence. If an employee is out and expects to return within three days, he/she will use annual leave.

If the medical condition extends beyond the three days, the deferred sick leave bank will be applied retroactively, and any annual leave used will be restored to the employee's annual leave balance.

Once the deferred sick leave bank is exhausted, employees will use annual leave for all absences covered by the annual leave program. Any deferred sick leave balance remaining when an employee leaves city service will expire. The city does not pay out any hours that may remain in the deferred sick leave bank at termination.

22.5 Returning to Work After a Medical Absence

After a medical absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

The city has the right to obtain a second medical opinion to determine the validity of an employee's workers' compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The city will arrange and pay for an appropriate medical evaluation when it has been required by the city.

22.6 Current Vacation Balances

Unused vacation balances shall be converted to annual leave on an hour for hour basis.

ARTICLE 23 - SEVERANCE PAY

23.1 22.7 PTO Separation Payment

Full-time employees will be paid accrued, unused annual leave, earned through the last date of active employment, subject to applicable caps as noted above, (and applicable taxes withheld) following termination of employment. The rate of pay will be the employee's base rate of pay at the employee's termination date. Employees have the option of directing those dollars into a 457 deferred compensation plan (subject to IRS maximum deferral regulations and Minnesota law). In the event of the employee's death, earned, unused annual leave time will be paid to the

employee's surviving spouse directly, (if there is not a personal representative of the estate appointed) up to statutory limits.

ARTICLE 24 - JURY DUTY

- 24.1 If a regular full-time Employee is required to serve on a jury, the Employer shall compensate the Employee the difference between jury duty pay and the Employee's regular hourly equivalent rate of pay.

ARTICLE 25 -HOLIDAYS

- 25.1 All full-time employees shall receive 12⁺ holidays off with pay. The following are the recognized holidays:

January 1	New Year's Day
Third Monday in January	Martin Luther King Jr. Day
Third Monday in February	Presidents Day
Last Monday in May	Memorial Day
July 4	Independence Day
June 19 th	Juneteenth
First Monday in September	Labor Day
November 11	Veterans Day
Fourth Thursday in November	Thanksgiving
Friday after Thanksgiving	Day After Thanksgiving
December 24	Christmas Eve
December 25	Christmas

Formatted: Superscript

- 25.2 In the event that an Employee is assigned to duty during a holiday, the Employee will be compensated at a rate of time and one half for all hours actually worked plus the due holiday pay at normal rate.

ARTICLE 26- INSURANCE

- 26.1 All eligible full-time employees shall participate in the Employer's insurance program. An eligible employee is defined as an individual who would be covered under the health insurance coverage provisions of both the City's personnel policies and insurance plan documents between the City and insurer. For the term of this agreement, the Employer will contribute toward the premium for health insurance on the same basis and subject to the same conditions and restrictions as the basic program for nonunion employees as it may be amended from time to time, the Union waives the right to bargain over any resulting reduction in the aggregate value of benefits.
- 26.2 All eligible employees may participate in the Employer's pretax premium payment program on the same basis and subject to the same conditions and restrictions as the basic program for nonunion employees as it may be amended from time to time.

- 26.3 In the event the Employer modifies group health insurance benefits in order to avoid penalties, taxes, fines or increased costs to meet the requirements of the Affordable Care Act, the Union waives the right to bargain over any resulting reduction in the aggregate value of benefits.

ARTICLE 27 - COMPENSATION

- 27.1 Employees shall be compensated with the salary schedule marked Appendix A attached herewith and made a part of this Agreement.

ARTICLE 28 - UNIFORM ALLOWANCE

- 28.1 The Department will assign a department side arm to full-time officers based on availability. If the officer does not wish to use the assigned weapon, the officer may provide their own as approved by the Chief of Police. The uniform allowance is budgeted annually by the City Council; and allocated to department officers based on need approved by the Chief of Police. Any unused amount is lost at the end of the calendar year. The Employer will replace necessary clothing (uniform and non-uniform) if damaged in the line of duty as recommended by the Chief of Police and approved by the City Council.
- 28.2 In the event that a new Police Officer is employed during the length of this Agreement, the City will furnish the new employee with an initial issue of the uniform as determined by the Chief of Police and the Council. The regular uniform allowance (pro-rated for the remainder of the year) will be in effect following the probationary period.

ARTICLE 29 - RIGHT OF SUBCONTRACT

- 29.1 Nothing in this Agreement shall prohibit or restrict the right of the Employer from subcontracting work performed by Employees covered by this Agreement.

ARTICLE 30 - WAIVER

- 30.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement, are hereby superseded.
- 30.2 The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each has the unlimited right and opportunity to make demands and proposals with respect to any term or condition of employment not removed by law from bargaining. All agreements and understanding arrived at by the parties are set forth in writing in this Agreement for the stipulated duration of this Agreement. The employer and the Union each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered in this Agreement, even though such terms or conditions may not have been within the knowledge or contemplation of either or both of the parties at the time this contract was negotiated or executed.

ARTICLE 31 - DURATION

Except as herein provided, this Agreement shall be effective January 01, ~~2023~~2025, and shall continue in full force and effect until December 31, ~~2024~~2026.

FOR THE CITY OF NEW RICHLAND

**FOR LAW ENFORCEMENT LABOR
SERVICES, INC.**

Mayor

Date _____

Business Agent

Date _____

City Clerk

Date _____

Steward

Date _____

APPENDIX A

1. WAGE RATES:

~~The following annual rates shall be effective for 2023:~~

Police Officer — Grade 5	
Step	Wage
Step 1	\$21.54
Step 2	\$22.29
Step 3	\$23.01
Step 4	\$23.76
Step 5	\$24.48
Step 6	\$25.21
Step 7	\$25.97
Step 8	\$26.68
Step 9	\$27.41
Step 10	\$28.10

~~The following annual rates shall be effective for 2024:~~

Police Officer — Grade 5	
Step	Wage
Step 1	\$22.19
Step 2	\$22.96
Step 3	\$23.70
Step 4	\$24.47
Step 5	\$25.21
Step 6	\$25.97
Step 7	\$26.75
Step 8	\$27.48
Step 9	\$28.23
Step 10	\$28.94

January 1, 2024, Officer Hermann will move to step 4 and receive a 3% general wage increase with a normal step progression on his anniversary date of September 26, 2024.

WAGE

RATES:

The following annual rate shall be effective for 2025.

The increase is a 5% general wage increase.

Police Officer-Grade 5

<u>Step</u>	<u>Wage</u>
<u>Step 1</u>	<u>\$26.97</u>
<u>Step 2</u>	<u>\$27.92</u>
<u>Step 3</u>	<u>\$28.83</u>
<u>Step 4</u>	<u>\$29.77</u>

Formatted: Indent: First line: 0.47"

Formatted: Indent: Left: 0.03", First line: 0.47"

Formatted: Indent: Left: 0.03", First line: 0.47", Space After: 1.2 pt, Line spacing: Exactly 12.15 pt

<u>Step 5</u>	<u>\$30.66</u>
<u>Step 6</u>	<u>\$31.58</u>
<u>Step 7</u>	<u>\$32.53</u>
<u>Step 8</u>	<u>\$33.42</u>
<u>Step 9</u>	<u>\$34.35</u>
<u>Step 10</u>	<u>\$35.20</u>

The following annual rates shall be effective for 2026.
The increase is a 4% general wage increase.

<u>Step 1</u>	<u>\$28.05</u>
<u>Step 2</u>	<u>\$29.04</u>
<u>Step 3</u>	<u>\$29.98</u>
<u>Step 4</u>	<u>\$30.96</u>
<u>Step 5</u>	<u>\$31.89</u>
<u>Step 6</u>	<u>\$32.84</u>
<u>Step 7</u>	<u>\$33.83</u>
<u>Step 8</u>	<u>\$34.76</u>
<u>Step 9</u>	<u>\$35.72</u>
<u>Step 10</u>	<u>\$36.61</u>

Formatted: Body Text, Indent: Left: 0.03", First line: 0.47", Space After: 1.2 pt, Line spacing: Exactly 12.15 pt, Don't allow hanging punctuation

2. **LATERAL ENTRY:**

Lateral entry will allow licensed Officers from other law enforcement agencies the ability to start at a higher pay rate than an officer without experience, determined by the City Council on a case by case basis.

Part Time Officer

Credit may also be given to officers working for the New Richland Police Department in capacity of part-time. Part time officers are placed on the wage scale at step one with no step increases.

Memo

To: City Council

From: Anthony Martens

cc:

Date: 1/10/25

Re: Handicap Parking – Trinity Lutheran Church

Trinity Lutheran Church is requesting an additional handicap parking spot along Ash Ave N 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 25-04: A Resolution Establishing Handicap Parking

Dear A.R. City Council

Trinity Luther Church would like another handicap parking space. This one would be on the east side of the church on Ash Ave., at the corner of 1st St. and Ash Ave. on the 200 block.

Thank You.
Trinity Church Council
(Bob Wenzel)

P.S. Any question you

Can call me - 527-461-4664





RESOLUTION 25-04

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 January 13th, 2024, the City Council establishes the following:

1. One (1) handicapped parking space is hereby established on the Northwest side of the 100 block of Ash Ave N 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 13th day of January 2025.**

Attest:

(Deputy Mayor)

(City Administrator)



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

January 13th, 2025

Worked with Houston Engineering on Finalizing the Grant Documents

Presented the Cities contract offer to LELS on the PD Contract for 2025-2026

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

Completing end of year activities / beginning of year activities for accounting/banking services

Completed final payroll for outgoing council members

Submitted final sales tax submission for 2024

Continue working on preliminary audit items with ABDO

Began working on Safety Committee obligations for LMCIT

EMPLOYEE RECOGNITION

EMPLOYEE BIRTHDAYS

EMPLOYEE ANNIVERSARIES

1/13 - Kari Gehring – PD - 5 Yrs

1/13 - Eric Hendrickson – MAINT – 11 Yrs

1/14 - Colleen Howard – PD – 5 Yrs