



New Richland City Council Regular Meeting Agenda

May 12th, 2025

Agenda:

7:00 Call to Order

Roll Call

Pledge of Allegiance

Approve Agenda

Consent Agenda Items

Items listed on the Consent Agenda are considered routine and non-controversial by the City Council. There will be no separate discussion of these items unless requested by the City Council.

1. Approve Minutes of April 14th, 2025, City Council Meeting
2. Approve Boundary Survey for the WWTP

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

1. New Richland Area Foundation Fund
 - a. Grant Presentations
2. 2025 Street Improvement Project – Cory Bienfang, Bolton & Menk
 - a. Resolution 25-15: A Resolution Adopting Assessment Roll
 - b. Resolution 25-16: A Resolution Accepting Bids and Awarding Contract
 - c. Resolution 25-17: A Resolution Providing for a Competitive Bond Sale

Public Hearings

1. Ordinance 25-01: An Ordinance Amending Section 610 – Parking and Snow Removal – South Ash Avenue Parking Restrictions 2nd Reading – 7:05 pm
 - a. Ordinance 25-01: An Ordinance Amending Section 610 – Parking and Snow Removal – South Ash Parking Restrictions
2. Petition to Detach – Lynn and Lane Wacholz Property – 7:10 pm
3. Petition to Split Parcel – 7:15 pm
 - a. Resolution 25-18: A Resolution Granting an Administrative Split of a Parcel

Ordinances and Resolutions

1. Resolution 25-19: A Resolution Declaring May 23rd as Poppy Day
2. Resolution 25-20: A Resolution Adopting an Updating Fee Schedule

Department Reports

1. Ambulance Report – Sarah Sundve, Ambulance Director
2. Fire Department Report – In Writing
3. Police Department Report – Tanyce Bruegger, Chief of Police
4. Care Center Report – Bob Johannsen, Care Center Administrator
5. People Service Report – Shell Johnson, Operator
 - a. Approve Annual Clean & Televiser – Empire - \$14,000 – Sewer Capital Fund
6. Maintenance & Utility Report – Eric Hendrickson, Maintenance & Utility Supervisor
 - a. Approve replacement PTAC Unit – up to \$1,400

Unfinished Business**New Business**

1. Heather Christensen Job Title Change/ Job Description Update
2. Facsimile Signatures
 - a. Resolution 25-21 – A Resolution Authorizing Facsimile Signatures
3. Swimming Lessons / Lifeguard Discussion / Decision
4. CEDA Contract Discussion
5. Department Head Purchase Policy

Miscellaneous

- May 26th, 2025 – City Hall Closed – Memorial Day

Administrator's Report**Mayor/Council Comments****Adjournment**

The next Regular City Council meeting will be held on Monday June 9th, 2025, at 6:30 pm



New Richland City Council Regular Meeting Minutes

April 14th, 2025

Members Present

Janda Ferguson
Matt Economy
Jason Casey
Josh Warke
Jody Wynnemer

Staff Present

Anthony Martens-City Administrator
Shell Johnson – People Service
Eric Hendrickson – Maintenance &
Utility Supervisor
Cory Bienfang – Bolton & Menk
Jason Moran – City Attorney
Heather Christensen-Assistant City Clerk

Others Present

Robert Swenson Alex Buckmeier
Pam Gehring Larry Gehring

Members Absent

None

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

Roll Call - All members present

Pledge of Allegiance

Approval of Agenda

- Administrator Martens asked that EDA Business Improvement Grant to be added to New Business agenda item #6.
- Motion made by Jody Wynnemer and seconded by Jason Casey to approve the agenda as amended.
Carried (4 yes, 0 no)

Consent Agenda

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

Public Comments

- None

Requests and Presentations

- 1) 2025 Street Improvement Project – Cory Bienfang, Bolton & Menk
 - a) City Engineer Cory Bienfang shared information about the bid opening process, costs to be assessed and the order and preparation of the assessments for the 2025 Street Project.
 - i) Motion made by Josh Warke and seconded by to adopt Resolution 25-13: A Resolution Declaring Cost to Be Assessed and Ordering Preparation of Proposed Assessment for the 2025 Street & Utility Improvements Project. Carried (4 yes, 0 no)
 - b) City Engineer Cory Bienfang shared information about the assessment hearing for the 2025 Street Improvement Project
 - i) Motion made by Jody Wynnemer and seconded by Matt Economy to adopt resolution 25-014: A Resolution Ordering the Assessment Hearing for the 2025 Street & Utility Improvements Project. Carried (4 yes, 0 no)

Public Hearings

- None



New Richland City Council Regular Meeting Minutes

April 14th, 2025

Ordinances and Resolutions (see attached)

1. Ordinance 25-01: An Ordinance Amending Section 610 – Parking and Snow Removal – South Ash Avenue Parking Restrictions – 1st Reading
 - Motion made by Jody Wynnemer and seconded by Jason Casey to set a public hearing for May 12th, 2025, at 7:05 pm. Carried (4 yes, 0 no)

Reports

1. Ambulance Department
 - Ambulance report was presented by Ambulance Director Sundve.
 - Motion made by Jody Wynnemer and seconded by Jason Casey to approve an additional \$200 reimbursement for Laura Beckmann's educational expenses. Carried (4 yes, 0 no)
 - Motion made by Jody Wynnemer and seconded by Jason Casey to approve \$320 to cover the cost of new pager batteries. Carried (4 yes, 0 no)
 - Motion made by Matt Economy and seconded by Josh Warke to approve the Ambulance Report. Carried (4 yes, 0 no)
2. Fire Department
 - Fire Department report was presented by in writing by Chief Moen
 - Motion by Jason Casey and seconded by Matt Economy to approve \$15,722 to Heiman Fire Equipment for turnout gear and supplies. Carried (4 yes, 0 no)
 - Motion made by Josh Warke and seconded by Matt Economy to approve the Fire Department Report. Carried (4 yes, 0 No)
3. Police Department
 - Police Department report was presented by Chief Bruegger
 - Motion made by Jason Casey and seconded by Josh Warke 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 by Bob Johannsen
 - Motion was made by Matt Economy 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 Jody Wynnemer and seconded by Matt Economy to approve \$4,485.27 to General Repair Service for Diaphragm Pump repair parts. Carried (4 yes, 0 no)
 - Motion made by Matt Economy and seconded by Jason Casey to approve the People Service report. Carried (4 yes, 0 no)



New Richland City Council Regular Meeting Minutes

April 14th, 2025

Reports Continued....

6. Maintenance & Utility Report – Eric Hendrickson, Maintenance & Utility Supervisor
 - Maintenance & Utility Report was presented by Eric Hendrickson, Maintenance and Utility Supervisor.
 - Motion made by Matt Economy and seconded by Josh Warke to approve Bargan's to crack fill streets at a cost of approximately \$12,500-\$14,000 out of Capital Street Funding. Carried (4 yes, 0 no)
 - Motion by Matt Economy and seconded by Josh Warke to approve Pearson's to seal coat streets at a cost of \$28,650 out of Capital Street Funding. Carried (4 yes, 0 no)
 - Motion made by Matt Economy and seconded by Josh Warke to approve Ulland Brothers for Street Overlays at a cost of \$26,650 out of Capital Street Funding. Carried (4 yes, 0 no)
 - Motion made by Jody Wynnemer and seconded by Jason Casey to approve the Maintenance Department report. Carried (4 yes, 0 no)

Unfinished Business

- None

New Business

1. March 2025 Check Register
 - a) Motion made by Matt Economy and seconded by Jason Casey to approve the March 2025 check register. Carried (4 yes, 0 no)
2. March 2025 Financials
 - a) Motion made by Josh Warke and seconded by Jody Wynnemer to approve the 2025 March financials. Carried (4 yes, 0 no)
 - b) Motion made by Matt Economy and seconded by Jason Casey to approve ACH payments for normal monthly payments as presented by the City Administrator. Carried (4 yes, 0 no)
3. Storm Sewer Fund Charing Clarification
 - a) Administrator Martens provided clarification regarding the charging for the storm sewer fund. Council took no action.
4. Petition to Detach Parcel – Lynn & Lane Wacholz
 - a) Motion made by Jody Wynnemer and seconded by Matt Economy to refer the petition to detach Planning and Zoning on 4/17/2025 at 6:30 pm and to set a public hearing for May 12th, 2025, at 7:10 pm. Carried (4 yes, 0 no)
5. Petition to Separate Parcel – Gary Peterson – 358/352 Cypress Ave S
 - a) Motion made by Matt Economy and seconded by Josh Warke to refer the petition to separate parcel to Planning and Zoning on 4/17/2025 at 6:30 pm and to set a public hearing for May 12th, 2025, at 7:15 pm. Carried (4 yes, 0 no)
6. Approve EDA Business Improvement Grant
 - a) Motion made by Jody Wynnemer and seconded by Matt Economy to approve the EDA Business Improvement Grant. Carried (4 yes, 0 no)

Miscellaneous

- City Wide Garage Sales – Saturday April 26th, 2025
- Community Cleanup Day – Saturday May 10th, 2025



New Richland City Council Regular Meeting Minutes

April 14th, 2025

Administrators Report

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

Mayor/Council Comments

- None

Closed Meeting

Meeting was closed at 7:35 pm pursuant to MN Statute section 13D.05, subd. 3 (a) to evaluate the performance of the City Administrator.

At 8:05 pm Mayor Ferguson reopened the City Council meeting.

Motion made by Matt Economy and seconded by Josh Warke to provide a merit increase to the city administrator based on a successful performance review. Grade 8, Step 5, \$44.92/HR, effective 4/17/25. Carried (4 yes, 0 no)

Adjournment – Motion for adjournment made by Josh Warke and seconded by Jody Wynnemer. Carried (4 yes, 0 no) 8:06 p.m.

Submitted by,

Anthony Martens
City Administrator

Memo

To: City Council

From: Anthony Martens

cc:

Date: 5/9/25

Re: Boundary Survey for the WWTP

Staff is requesting the Council approve a boundary survey of the WWTP. During large rainfall events, the WWTP experiences flooding caused by drainage issues due to agricultural tillage. This also causes problems with Division Street. Staff are not confident in the boundaries of the city property without an official survey.

Bolton & Menk are able to complete this boundary survey at a cost of approximately \$4,000. Once this survey is completed, staff will be able to come up with a plan to mitigate the effects of the problems from the rainfall issues.

Memo

To: City Council

From: Anthony Martens

cc:

Date: 05/09/25

Re: New Richland Area Foundation

The New Richland Area Foundation has requested time to make their annual grant presentations to New Richland Area organizations..

Memo

To: City Council

From: Cory Bienfang, City Engineer

cc: Anthony Martens

Date: 05/12/25

Re: 2025 Street and Utility Improvements Project – Adopt Assessment Roll

PURPOSE

Consider a Resolution 25-15 adopting assessment roll for the 2025 Street and Utility Improvements project.

SUMMARY

On May 12, 2025, at 6:00 pm, the City of New Richland City Council held a public hearing on the proposed assessment roll for the 2025 Street and Utility Improvement project.

The final assessment roll and adoption resolution are enclosed.

Final assessment is proposed to be payable in equal annual installments extending over a period of twenty (20) years, the first of the installments to be payable on or before first Monday in January 2026 and will bear interest of 1.5 percent above the interest rate on the bond issued by the City to finance the improvements

Once City Council adopts the special assessments, the property owner may pay off the assessment amount interest-free until November 15, 2025. To the first installment shall be added interest on the entire assessment from November 15, 2025 until December 31, 2025. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

ACTION REQUESTED

Staff recommends that the City Council adopts the attached Resolution 25-15 Adopting Assessment for the 2025 Street and Utility Improvements project.



RESOLUTION 25-15

A RESOLUTION ADOPTING ASSESSMENT FOR THE 2025 STREET & UTILITY IMPROVEMENTS PROJECT

WHEREAS, pursuant to this; and by proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for the 2025 Street & Utility Improvements project for proposed improvement of Ash Ave S from 2nd St SW (Trunk Highway 30) to 4th St SW, Broadway Ave S from 2nd St SW (Trunk Highway 30) to 4th St SW, 4th St SW from Ash Ave S to Broadway Ave S, and 3rd St SE from Broadway Ave S to dead end, and has amended such proposed assessment as it deems just.

NOW THEREFORE, BE IT RESOLVED by the City Council of New Richland, Minnesota as follows:

1. Such proposed assessment, including any amendments, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of twenty (20) years, the first of the installments to be payable on or before the first Monday in January 2026, and will bear interest per annum of 1.5 percent above the interest rate on the bond issued by the City to finance the improvements. To the first installment shall be added interest on the entire assessment from the date of this resolution or November 15, 2025, whichever is later until December 31, 2026. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid on or before November 15, 2025; and he/she may, at any time thereafter, pay to the city treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.

4. The clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

**Adopted by the City Council of the City of New Richland, Minnesota,
this 12th day of May 2025.**

Mayor

Attest:

City Administrator



PROPOSED SPECIAL ASSESSMENT ROLL
2025 STREET & UTILITY IMPROVEMENTS PROJECT

CITY OF NEW RICHLAND, MINNESOTA
BMI PROJECT NO.: 0M1.130627
DATE: 4/14/2025

PROJECT IMPROVEMENTS

PROJECT ITEM	CITY COST	ASSESSABLE PERCENTAGE	ASSESSED AMOUNT	UNASSESSED CITY COST
STREET IMPROVEMENTS	\$ 1,355,520.26	20%	\$ 271,104.05	\$ 1,084,416.21
SANITARY SEWER IMPROVEMENTS	\$ 392,872.88	20%	\$ 78,574.58	\$ 314,298.30
WATERMAIN IMPROVEMENTS	\$ 545,435.84	20%	\$ 109,087.17	\$ 436,348.67
STORM SEWER IMPROVEMENTS	\$ 676,171.04	0%	\$ -	\$ 676,171.04
TOTALS	\$ 2,970,000.02	N/A	\$ 458,765.80	\$ 2,511,234.22

PROPERTY OWNER	PARCEL I.D.	ADDRESS	FRONTAGE		STREET				SANITARY SEWER		WATERMAIN		TOTAL CITY COSTS	TOTAL ASSESSMENT
			FRONT	SIDE	EXCESS FRONTAGE	ADJUSTED FRONTAGE	COST (CITY)	COST (ADJ FRONT)	SEWER SERVICE INSTALLED	COST	WATER SERVICE INSTALLED	COST		
IRENE & HECTOR JR GUERRERO	15.103.0370	401 ASH AVE S	28	100	100	28	\$5,620.00	\$1,573.60	1	\$2,455.46	0	\$0.00	\$5,620.00	\$4,029.06
GARY PALM	15.103.0380	123 4TH ST SW	96	80	80	96	\$4,496.00	\$5,395.20	1	\$2,455.46	1	\$3,518.94	\$4,496.00	\$11,369.60
ALEX BUCKMEIER AND COURTNEY BARTZ	15.103.0420	355 ASH AVE S	101.5		0	101.5	\$0.00	\$5,704.30	1	\$2,455.46	1	\$3,518.94	\$0.00	\$11,678.70
STADHEIM PROP OF OWATONNA LLC	15.103.0440	347 ASH AVE S	101.5		0	101.5	\$0.00	\$5,704.30	1	\$2,455.46	1	\$3,518.94	\$0.00	\$11,678.70
BELINDA A GOLD	15.103.0460	341 ASH AVE S	81.6		0	81.6	\$0.00	\$4,585.92	1	\$2,455.46	1	\$3,518.94	\$0.00	\$10,560.32
IND SCHOOL DIST 2168	15.103.0470	335 ASH AVE S	70		0	70	\$0.00	\$3,934.00	0	\$0.00	0	\$0.00	\$0.00	\$3,934.00
MONICA E GUSKEY	15.103.0590	404 ASH AVE S	9		0	9	\$0.00	\$505.80	0	\$0.00	0	\$0.00	\$0.00	\$505.80
IND SCHOOL DIST 2168	15.103.0600	364 ASH AVE S	142.2		0	142.2	\$0.00	\$7,991.64	0	\$0.00	0	\$0.00	\$0.00	\$7,991.64
IND SCHOOL DIST 2168	15.103.0605	SPORTS FIELD	735.8		0	735.8	\$0.00	\$41,351.96	3	\$7,366.38	1	\$3,518.94	\$0.00	\$52,237.28
IND SCHOOL DIST 2168	15.103.0510	PARKING LOT	390		0	390	\$0.00	\$21,918.00	0	\$0.00	0	\$0.00	\$0.00	\$21,918.00
PATSY J KOHNHERT BLOCK	15.103.0030	119 3RD ST SE	100		0	100	\$0.00	\$5,620.00	1	\$2,455.46	1	\$3,518.94	\$0.00	\$11,594.40
SHAWN WEITZEL & NICOLE HOERLER-WEITZEL	15.103.0040	113 3RD ST SE	52		0	52	\$0.00	\$2,922.40	1	\$2,455.46	1	\$3,518.94	\$0.00	\$8,896.80
DELORIS M BARTHOLMEY	15.103.0050	331 BROADWAY AVE S	158.6	55	55	158.6	\$3,091.00	\$8,913.32	1	\$2,455.46	1	\$3,518.94	\$3,091.00	\$14,887.72
MICHAEL S & PAMELA A SHURSON	15.103.0060	327 BROADWAY AVE S	55		0	55	\$0.00	\$3,091.00	1	\$2,455.46	1	\$3,518.94	\$0.00	\$9,065.40
JASON T SELTUN	15.103.0070	323 BROADWAY AVE S	80		0	80	\$0.00	\$4,496.00	1	\$2,455.46	1	\$3,518.94	\$0.00	\$10,470.40
GARY W & LINDA W SELTUN	15.103.0080	317 BROADWAY AVE S	75		0	75	\$0.00	\$4,215.00	1	\$2,455.46	1	\$3,518.94	\$0.00	\$10,189.40
BRENDA J JOHNSON TRUSTEE	15.103.0090	311 BROADWAY AVE S	80		0	80	\$0.00	\$4,496.00	1	\$2,455.46	1	\$3,518.94	\$0.00	\$10,470.40
EUGENE FROST	15.103.0100	303 BROADWAY AVE S		95	95	0	\$5,339.00	\$0.00	0	\$0.00	1	\$3,518.94	\$5,339.00	\$3,518.94
JAMES M & MARY C STRINGFIELD	15.103.0110	403 BROADWAY AVE S	328.3	66	66	328.3	\$3,709.20	\$18,450.46	1	\$2,455.46	1	\$3,518.94	\$3,709.20	\$24,424.86
MATTHEW & AMANDA WOODHAM	15.103.0120	411 BROADWAY AVE S	110		0	110	\$0.00	\$6,182.00	1	\$2,455.46	1	\$3,518.94	\$0.00	\$12,156.40
MELISA K BERG LEONARDO	15.103.0130	415 BROADWAY AVE S	55		0	55	\$0.00	\$3,091.00	1	\$2,455.46	1	\$3,518.94	\$0.00	\$9,065.40
ELIJAH BUSHLACK & SHANA MARIE ANDERSON	15.103.0140	419 BROADWAY AVE S	55		0	55	\$0.00	\$3,091.00	1	\$2,455.46	1	\$3,518.94	\$0.00	\$9,065.40
TAMMY J TECHAU	15.103.0150	423 BROADWAY AVE S	55		0	55	\$0.00	\$3,091.00	1	\$2,455.46	1	\$3,518.94	\$0.00	\$9,065.40
JACK M BUTLER	15.103.0160	503 BROADWAY AVE S	97.5		0	97.5	\$0.00	\$5,479.50	1	\$2,455.46	1	\$3,518.94	\$0.00	\$11,453.90
KALEB A CHRISTENSEN	15.103.0170	511 BROADWAY AVE S	18		0	18	\$0.00	\$1,011.60	0	\$0.00	1	\$3,518.94	\$0.00	\$4,530.54
ROBERT SWENSON & LORI E DAHLHOFF	15.103.0360	506 BROADWAY AVE S	205	82	82	205	\$4,608.40	\$11,521.00	1	\$2,455.46	0	\$0.00	\$4,608.40	\$13,976.46
JANDA FERGUSON	15.103.0390	117 4TH ST SW	75		0	75	\$0.00	\$4,215.00	1	\$2,455.46	1	\$3,518.94	\$0.00	\$10,189.40
KELVIN WHITE & MICHELLE WEAR	15.103.0400	424 BROADWAY AVE S	150	96	96	150	\$5,395.20	\$8,430.00	1	\$2,455.46	1	\$3,518.94	\$5,395.20	\$14,404.40
ROGER A & KATHY J YESS	15.103.0410	416 BROADWAY AVE S	101.5		0	101.5	\$0.00	\$5,704.30	1	\$2,455.46	1	\$3,518.94	\$0.00	\$11,678.70
RYAN QUADE	15.103.0430	410 BROADWAY AVE S	101.5		0	101.5	\$0.00	\$5,704.30	1	\$2,455.46	1	\$3,518.94	\$0.00	\$11,678.70
NORMAN L & SHARON ECKART	15.103.0450	402 BROADWAY AVE S	81.6		0	81.6	\$0.00	\$4,585.92	1	\$2,455.46	1	\$3,518.94	\$0.00	\$10,560.32
WADE CORBETT	15.103.0480	334 BROADWAY AVE S	70		0	70	\$0.00	\$3,934.00	1	\$2,455.46	1	\$3,518.94	\$0.00	\$9,908.40
CARA L OLSON	15.103.0490	328 BROADWAY AVE S	75		0	75	\$0.00	\$4,215.00	1	\$2,455.46	1	\$3,518.94	\$0.00	\$10,189.40
BRENDA J ROUTH	15.103.0500	320 BROADWAY AVE S	77		0	77	\$0.00	\$4,327.40	1	\$2,455.46	1	\$3,518.94	\$0.00	\$10,301.80
LARRY J MUFF	15.103.0520	314 BROADWAY AVE S	74		0	74	\$0.00	\$4,158.80	1	\$2,455.46	1	\$3,518.94	\$0.00	\$10,133.20
KAILA GARRISON	15.103.0530	304 BROADWAY AVE S	94		0	94	\$0.00	\$5,282.80	1	\$2,455.46	1	\$3,518.94	\$0.00	\$11,257.20
JESSICA WELCH	15.103.0540	302 BROADWAY AVE S		70	70	0	\$3,934.00	\$0.00	0	\$0.00	1	\$3,518.94	\$3,934.00	\$3,518.94
TOTALS					644	4179.6	\$36,192.80	\$234,893.52	32	\$78,574.72	31	\$109,087.14	\$36,192.80	\$422,555.38

Memo

To: City Council

From: Cory Bienfang, City Engineer

cc: Anthony Martens

Date: 05/12/25

Re: 2025 Street and Utility Improvements Project – Accept Bids and Recommend Award of Contract

PURPOSE

Consider a Resolution 25-16 accepting the bids and awarding the contract for the 2025 Street and Utility Improvements project to JJD Companies, LLC.

SUMMARY

Following City Council approval on March 10, 2025, of the plans and specifications for the 2025 Street and Utility Improvements project, City staff finalized a bid package for the project. Pursuant to Minnesota Statue Chapter 429, the city published the advertisement for bids in the official city paper for three consecutive weeks on March 20th and 27th and April 3rd noticing of a bid opening for the 2025 Street and Utility Project on April 10th, 2025, at 11:00 am.

The bid opening was conducted in person in the Council Chambers at City Hall where 8 bids were submitted for the project ranging from \$2,278,685.42 to \$2,601,998.43 for a total approximately 15% below the engineer's estimate. The lowest responsible bid was submitted by JJD Companies, LLC., at \$2,278,685.42, a bid 3% below the next lowest bid.

This brings the total project cost to just under \$3 million, that includes engineering, easements, bonding, and proposed construction administration, inspection, and testing. Project funding is anticipated to include various sources including but not limited to utility enterprise funds, general tax funds, special assessments per the City's Special Assessment Policy for abutting properties, and a General Obligation Bond.

A current schedule of project milestones is as follows:

- ~~5/28/2024 — City Council Authorizes Preparation of Preliminary Engineering Report *~~
- ~~9/24/2024 — City Council Work Session Preliminary Engineering Report *~~
- ~~10/14/2024 — Present Preliminary Engineering Report to City Council *~~

- ~~10/14/2024~~ ~~City Council to Call for Improvement Hearing *~~
- ~~10/28/2024~~ ~~City Council Orders Preparation of an Amended Preliminary Engineering Report *~~
- ~~10/28/2024~~ ~~Present Amended Preliminary Engineering Report and Call for Improvement Hearing *~~
- ~~10/29/2024~~ ~~Mail Neighborhood Info Meeting & Project Questionnaire~~
- ~~11/14/2024~~ ~~Hold Neighborhood Info Meeting (Open House #1)~~
- ~~11/7 & 11/14/2024~~ ~~Publish Notice of Hearing in NRHEG Star Eagle~~
- ~~11/25/2024~~ ~~Hold Improvement Hearing * TODAY~~
- ~~11/25/2024~~ ~~City Council to Order Improvement and Authorize Preparation of Plans & Specifications * TODAY~~
- ~~2/27/2025~~ ~~Hold Neighborhood Info Meeting (Open House #2)~~
- ~~3/10/2025~~ ~~City Council Approve Plans & Specifications and Authorizes Advertise for Bids * (TODAY)~~
- ~~3/20, 3/27~~ ~~Advertise for Bids in NRHEG Star Eagle and QuestCDN and 4/3/25~~
- ~~4/10/2025~~ ~~Open Bids~~
- ~~4/14/2025~~ ~~City Council to Declare Costs to be Assessed and Order Preparation of Proposed Assessment Roll *~~
- ~~4/14/2025~~ ~~City Council to Call for Assessment Hearing *~~
- ~~4/21/2025~~ ~~Mailed Notice of Hearing on Proposed Assessment~~
- ~~4/24/2025~~ ~~Published Notice of Hearing on Proposed Assessment~~
- ~~5/12/2025~~ ~~(TODAY) Hold Assessment Hearing & City Council to Approve Final Assessment Roll *~~
- **5/12/2025** **(TODAY) City Council to Award Bid ***
- *TBD* *Preconstruction Meeting*
- *TBD* *Tentative Neighborhood Info Construction Meeting (Open House #3)*
- 6/2/2025 *Begin Construction*
- 10/3/2025 *Construction Substantial Completion*
- 10/31/2025 *City to File Assessment Roll with County for Recording*
- 7/31/2026 *Construction Final Completion*

* City Council Meeting

ACTION REQUESTED

Staff recommends that the City Council adopts the attached Resolution 25-16 awarding the bid totaling \$2,278,685.42 for the 2025 Street and Utility Improvements project to JJD Companies, LLC.

ADVERTISEMENT FOR BIDS

2025 STREET & UTILITY IMPROVEMENTS CITY OF NEW RICHLAND NEW RICHLAND, MN

RECEIPT AND OPENING OF PROPOSALS: Proposals for the work described below will be received online through QuestCDN.com until 11:00 am on Thursday, April 10, 2025, at which time the bids will be opened and publicly read at the office of the City Administrator, City of New Richland, 203 North Broadway, New Richland, MN 56072-0057.

DESCRIPTION OF WORK: The work includes the construction of approximately:

Remove Bituminous Pavement	10,009	SQ YD	12"-21" RC Pipe Sewer	2,853	LIN FT
Clearing & Grubbing	20	TREE	8" PVC Pipe Sewer	2,285	LIN FT
Common Excavation	8,855	CU YD	4"-8" PVC Watermain	2,660	LIN FT
Aggregate Base, Class 5	2,857	CU YD	1" Curb Stop and Box	30	EACH
Type SP 9.5 Wearing Course (3,C)	1,723	TON	Concrete Curb & Gutter	4,918	LIN FT
Type SP 12.5 Non-Wearing (3,C)	1,196	TON	4"-6" Concrete Sidewalk	22,379	SQ FT
Traffic Control	1	LS	Seeding	2.3	ACRE

together with numerous related items of work, all in accordance with Plans and Specifications. This project is subject to Responsible Contractor Certification.

COMPLETION OF WORK: All work under the Contract must be complete by July 31, 2026.

PLAN HOLDERS LIST, ADDENDUMS AND BID TABULATION: The plan holders list, addendums and bid tabulations will be available for download on-line at www.questcdn.com or www.bolton-menk.com.

TO OBTAIN BID DOCUMENTS: Complete digital project bidding documents are available at www.questcdn.com or www.bolton-menk.com. You may view the digital plan documents for free by entering Quest project #9578919 on the website's Project Search page. Documents may be downloaded for \$50.00. Please contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance in free membership registration, viewing, downloading, and working with this digital project information.

BID SUBMITTAL: A bid shall be submitted online no later than the date and time prescribed. For this project, the Owner will only be accepting online electronic bids through QuestCDN. To access the electronic bid form, download the project document and click the online bidding button at the top of the advertisement. Prospective bidders must be on the plan holders list through QuestCDN for bids to be accepted.

BID SECURITY: A Proposal Bond in the amount of not less than 5 percent of the total amount bid, drawn in favor of City of New Richland shall accompany each bid.

OWNER'S RIGHTS RESERVED: The Owner reserves the right to reject any or all bids and to waive any irregularities and informalities therein and to award the Contract to other than the lowest bidder if, in their discretion, the interest of the Owner would be best served thereby.

DATED: March 14, 2025 /S/ Anthony Martens
City Administrator

Published:

QuestCDN: March 20, 2025

NRHEG Star Eagle: March 20, 2025, March 27, 2025, April 3, 2025

****END OF SECTION****



**BOLTON
& MENK**

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May 8, 2025

Anthony Martens
City Administrator
City of New Richland
203 N. Broadway, PO Box 57
New Richland, MN 56072-0057

RE: 2025 Street & Utility Improvements
City of New Richland, MN
BMI Project No. 0M1.130627

Dear Mr. Martens,

Bids were received and opened electronically through QuestCDN at City Hall on Thursday, April 10 at 11:00 am for the project referenced above. Eight (8) bids were received, and the results of the bids are tabulated below:

Bidder	Bid Amount
JJD Companies LLC	\$2,278,685.42
BCM Construction, Inc.	\$2,348,495.00
ICON, LLC	\$2,358,803.52
Heselton Construction, LLC	\$2,375,942.20
Ulland Brothers, Inc.	\$2,428,608.25
Holtmeier Construction, Inc.	\$2,498,050.79
Wencl Construction, Inc.	\$2,559,871.50
GM Contracting, Inc.	\$2,601,998.43

Engineer's Estimate	\$2,666,065.50
---------------------	----------------

The low bidder for the project is JJD Companies LLC, from Blooming Prairie, Minnesota. The low bid is approximately 15% below the Engineer's Estimate and the next lowest bid is approximately 3% over the low bid. A detailed bid abstract of all the bids and the engineer's estimate is attached for your review.

Based on the submitted bidder qualifications and past performance on similar projects in previous years, it is our opinion that JJD Companies LLC is qualified to perform the work required under this contract. If deemed financially feasible, we hereby recommend that JJD Companies LLC be awarded the contract based on the bid contract amount of \$2,278,685.42. Please keep their attached submitted documents for your records.

Sincerely,

Bolton & Menk, Inc.

Cory L. Bienfang, P.E.
City Engineer

Enclosure

BIDDERS QUALIFICATIONS

GENERAL INFORMATION

The low bidder is requested to furnish the following information. Additional sheets shall be attached as required.

Contractor's name and address: JJD Companies LLC
11822 CR 45 S, Blooming Prairie, MN 55917

Number of years as a Contractor in construction work of this type: 15 years

Names and titles of all officers of Contractor's firm: Dan Niles - VP

SUBMIT a list of three construction contracts completed by the Contractor during the last five years involving work of similar type and comparable value. The list shall include the following information as a minimum:

- Name, address, and telephone number of owner.
- Name of project.
- Location of project.
- Brief description of the work involved.
- Contract amount.
- Date of completion of contract.
- Name, address and telephone number of architect or engineer.
- Name of owner's project engineer.

EQUIPMENT/MATERIAL SOURCE INFORMATION

The low bidder is requested to list the name of the manufacturer or supplier and catalog numbers of the equipment or material proposed to be furnished under the bid. Awarding of a contract under this bid will not imply approval by the Owner of the manufacturers or suppliers listed by the low bidder.

- Plant Mix Bituminous
- Aggregates

****END OF SECTION****



11822 County Road 45 South
Bloomington, MN 55917
PHONE: 507.684.9419
FAX: 507.684.2335

2020 Clark Street Reconstruction – Albert Lea

Owner: City of Albert Lea
221 E. Clark St.
Albert Lea, MN 56007
Engineering 507-377-4325

Description: Street reconstruct, including removals, new sanitary sewer, water, and storm sewer. Excavated and placed aggregates sections on the road, curb and gutter and bituminous pavement

Completion Date: June 2021
Final contract amount: \$1.1 million

2022 Owatonna Street and Utility Project

Owner: City of Owatonna
540 West Hills Circle
Owatonna, MN 55060
Engineering 507-444-4350

Description: Street reconstruction, including removals, new sanitary sewer, water, and storm sewer. Excavated and placed aggregates sections on the road, curb and gutter and bituminous pavement

Completion Date: September 2023
Final contract amount: \$2.2 million

Large Test Pilot Carbon Capture Project - Gillette, WY 2023

Purchaser: Membrane Technology and Research

General Contractor: Graycor
2 Mid America Plaza Suite 400
Oakbrook Terrace, IL 60181
Matt Bero 630-327-6611

Description: Site removals, excavation, site grading, utilities, aggregate bases

Completion Date: 2024
Final contract amount: \$1.5 million



11822 County Road 45 South
Blooming Prairie, MN 55917
PHONE: 507.684.9419
FAX: 507.684.2335

Equipment/ Source Material Information

Plant Mix Bituminous: Ulland Brothers

Aggregates: JJD Companies



RESOLUTION 25-16

A RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT – 2025 STREET & UTILITY IMPROVEMENTS PROJECT

WHEREAS, pursuant to this; an advertisement for bids for the 2025 Street & Utility Improvements project for proposed improvement of Ash Ave S from 2nd St SW (Trunk Highway 30) to 4th St SW, Broadway Ave S from 2nd St SW (Trunk Highway 30) to 4th St SW, 4th St SW from Ash Ave S to Broadway Ave S, and 3rd St SE from Broadway Ave S to dead end, bids were received, opened, and tabulated according to law, and the following bids were received complying with the advertisement:

JJD Companies, LLC., \$2,278,685.42
BCM Construction, Inc., \$2,348,495.00
ICON, LLC., \$2,358,803.52
Heselton Construction, LLC., \$2,375,942.20
Ulland Brothers, Inc., \$2,428,608.25
Holtmeier Construction, Inc., \$2,498,050.79
Wencl Construction, Inc., \$2,559,871.50
GM Contracting, Inc., \$2,601,998.43

WHEREAS, it appears that JJD Companies, LLC. of Blooming Prairie, Minnesota is the lowest responsible bidder,

NOW THEREFORE, BE IT RESOLVED by the City Council of New Richland, Minnesota as follows:

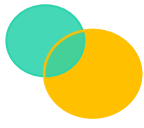
1. The City of New Richland is hereby authorized and directed to enter into an agreement with JJD Companies, LLC. of Blooming Prairie, Minnesota for the improvement of Ash Ave S from 2nd St SW (Trunk Highway 30) to 4th St SW, Broadway Ave S from 2nd St SW (Trunk Highway 30) to 4th St SW, 4th St SW from Ash Ave S to Broadway Ave S, and 3rd St SE from Broadway Ave S to dead end according to the plans and specifications therefor approved by the City Council and on file in the office of the City Clerk.

**Adopted by the City Council of the City of New Richland, Minnesota,
this 12th day of May 2025.**

Mayor

Attest:

City Administrator



DDA

David Drown Associates, Inc.
Public Finance Advisors

Cologne Office:
10555 Orchard Road
Cologne, MN 55322
Phone: (952) 356-2992
shannon@daviddrown.com

May 6, 2025

City of New Richland
Attn: Tony Martens, City Administrator
P.O. Box 57
New Richland, MN 56072

RE: 2025 Street & Utility Reconstruction Project Financing

Honorable Mayor, Council Members, and Administrator Martens:

The purpose of this letter is to provide project financing recommendations for the 2025 Street & Utility Reconstruction Projects for which the City has recently received bids. Based on the bids received our understanding of the project costs to be financed include the following:

Estimated Project Cost:

Construction & Engineering	\$2,850,870.55
Finance & Legal	93,930.00
Capitalized Interest	35,705.83
TOTAL PROJECT COST:	\$2,980,436.38

The funding sources to be utilized to finance project costs are summarized below:

G.O. Improvement & Utility Revenue Bonds	\$2,965,000.00
Construction Fund Earnings	15,436.38
TOTAL FUNDING SOURCES:	\$2,980,436.38

Payment and Revenue Requirements:

The City of New Richland will be required to pledge tax levies, special assessments, water revenues, sanitary sewer system revenues, and storm sewer revenues for the repayment of this bond issue. Estimated revenues needed to service this bond issue are projected on the attached preliminary debt service schedule with annual payments estimated to be approximately \$222,000 over a 20-year term. The final revenue requirements will be determined once bids are received for the purchase of the bonds.

Special Assessments – The project financing has been structured assuming that \$458,765.80 of special assessments would be certified in the fall of 2025 for collection in 2026. The term on the assessments would be structured to match the term of the bond issue. It is also assumed that the special assessments will have an interest rate of 5.76%.

Property Tax Levy:

The 2025 project financing as proposed will have a projected property tax levy of approximately \$80,000 annually starting in collection year 2026 if the bonds are structured over a 20-year term.

Water Revenues:

As structured the project debt would require \$48,000 annually in water utility revenues. Assuming that the water contributions continue for the PFA loan for sanitary sewer, I anticipate that rates will need to be increased by approximately 4% (over 2024 levels) by 2026 to generate positive cash flow in the water enterprise.

Sanitary Sewer Revenues:

As structured the project debt would require \$33,000 annually in sanitary sewer utility revenues. As mentioned, I am assuming that the water utility will contribute \$70,000 annually toward sanitary debt until the PFA loan is paid off in 2031.

Under those assumptions, I would project that a 5,000 gallon per month sanitary sewer customer that in 2024 paid \$79.00 per month for wastewater, would in 2027 be required to pay approximately \$93.00 per month to accommodate the additional debt service.

Storm Water Revenues:

Staff have indicated that a storm water fee is presently estimated to generate approximately \$30,000 in revenue per year. The storm sewer obligation has been sized at that level.

\$2,965,000 General Obligation Bonds – Series 2025A:

If the Council chooses to pursue the finance of the project costs as proposed, David Drown Associates, Inc. recommends the issuance of the 2025A General Obligation Bonds through a competitive sale.

Key elements include:

- 20-year term
- Callable 2/1/2032 or any date thereafter at par
- We do recommend the purchase of a Standard & Poor's credit rating

Schedule and Issuance:

The proposed schedule for putting the project financing in place is as follows:

May 12, 2025	Council initiates the competitive sale process
June 9, 2025	Bids received, and the award resolution is considered
July 1, 2025	Closing

If the Council determines that it is appropriate to proceed with the proposed financing, it would be appropriate to act upon the resolution initiating the competitive sale of bonds.

Thank you for your time and consideration.

Sincerely,



Shannon Sweeney
David Drown Associates, Inc.

\$2,965,000
General Obligation Improvement & Utility Revenue Bonds, Series 2025A

Uses of Funds

Street Reconstruction		1,463,149.08
Water/Sanitary/Storm Reconstruction		1,387,721.47
Other		-
Total Project Costs		2,850,870.55
Underwriter's Discount Allowance	1.400%	41,510.00
Unused Underwriter's Discount Allowance		-
Fiscal Fee		19,000.00
Bond Counsel		15,000.00
Printing & Misc		2,000.00
Paying Agent		850.00
Rating Agency		15,500.00
Capitalized Interest		35,705.83
Accrued Interest		-
Rounding		-
		<u>2,980,436.38</u>

Sources of Funds

Bond Issue	2,965,000.00
Construction Fund Earnings	15,436.38
Cash Contribution by EDA for Street	-
	<u>2,980,436.38</u>

Payment Schedule & Cashflow

<i>Payment Schedule</i>					
12-Month Period ending	Principal	Interest Rate	Interest	Payment Total	plus 5% Coverage
7/1/2025	-		-	-	
2/1/2026	-	3.20%	68,981	68,981	70,644
2/1/2027	105,000	3.20%	118,253	223,253	234,415
2/1/2028	105,000	3.30%	114,893	219,893	230,887
2/1/2029	110,000	3.35%	111,428	221,428	232,499
2/1/2030	115,000	3.40%	107,743	222,743	233,880
2/1/2031	115,000	3.50%	103,833	218,833	229,774
2/1/2032	120,000	3.60%	99,808	219,808	230,798
2/1/2033	125,000	3.65%	95,488	220,488	231,512
2/1/2034	130,000	3.70%	90,925	220,925	231,971
2/1/2035	135,000	3.80%	86,115	221,115	232,171
2/1/2036	135,000	4.20%	80,985	215,985	226,784
2/1/2037	145,000	4.20%	75,315	220,315	231,331
2/1/2038	155,000	4.20%	69,225	224,225	235,436
2/1/2039	155,000	4.20%	62,715	217,715	228,601
2/1/2040	165,000	4.20%	56,205	221,205	232,265
2/1/2041	175,000	4.20%	49,275	224,275	235,489
2/1/2042	180,000	4.30%	41,925	221,925	233,021
2/1/2043	185,000	4.30%	34,185	219,185	230,144
2/1/2044	195,000	4.30%	26,230	221,230	232,292
2/1/2045	205,000	4.30%	17,845	222,845	233,987
2/1/2046	210,000	4.30%	9,030	219,030	229,982
	2,965,000		1,520,398	4,485,398	4,707,883

Bond Details

Set Sale Date	5/12/2025
Sale Date	6/9/2025
Dated Date	7/1/2025
Closing Date	7/1/2025
1st Interest Payment	2/1/2026
Proceeds spent by:	12/31/2026
	<i>to Dated Date</i>
Purchase Price	2,923,490.00
Net Interest Cost	1,561,908.13
Net Effective Rate	4.2623%
Average Coupon	4.1490%
Yield	TBD
Average Life	12.359
Call Option	2/1/2032
Purchaser	Preliminary - 20 year term - "A" Rating
Bond Counsel	Taft
Pay Agent	U.S. Bank, N.A.
Tax Status	Tax Exempt - Bank Qualified
Continuing Disclosure	Limited
Rebate	Small Issuer Exemption
Statutory Authority	M.S. 429, 444, & 475

<i>Pledged Revenues</i>						<i>Account Balances</i>	
Collection Year	Tax Levy	Water Revenues	Wastewater Revenues	Storm Sewer Revenues	Special Assmts	Surplus (deficit)	Account Balance
					Capitalized & accrued interest >		35,706
2025	-	15,024	10,482	9,433	-	(35,706)	-
2026	82,858	48,330	33,718	30,347	39,163	-	-
2027	81,010	47,607	33,214	29,893	39,163	-	-
2028	79,104	49,120	34,270	30,843	39,163	-	-
2029	82,419	48,288	33,689	30,320	39,163	-	-
2030	80,277	47,444	33,100	29,790	39,163	-	-
2031	83,322	46,574	32,494	29,244	39,163	-	-
2032	80,865	47,938	33,445	30,101	39,163	-	-
2033	78,374	49,207	34,330	30,897	39,163	-	-
2034	81,099	48,121	33,573	30,215	39,163	-	-
2035	78,306	47,006	32,795	29,515	39,163	-	-
2036	80,469	48,031	33,510	30,159	39,163	-	-
2037	82,411	48,961	34,159	30,743	39,163	-	-
2038	78,883	47,538	33,166	29,850	39,163	-	-
2039	80,605	48,374	33,749	30,374	39,163	-	-
2040	82,107	49,114	34,266	30,839	39,163	-	-
2041	83,388	47,502	33,141	29,827	39,163	-	-
2042	79,099	48,110	33,565	30,208	39,163	-	-
2043	80,059	48,620	33,921	30,529	39,163	-	-
2044	80,794	49,033	34,209	30,788	39,163	-	-
2045	81,304	47,091	32,855	29,569	39,163	-	-
	1,616,752	977,031	681,650	613,485	783,259		-



RESOLUTION 25-17

RESOLUTION PROVIDING FOR THE COMPETITIVE NEGOTIATED SALE OF \$2,965,000 GENERAL OBLIGATION IMPROVEMENT & UTILITY REVENUE BONDS, SERIES 2025A

A. **WHEREAS**, the City Council of the City of New Richland, Minnesota (the "City"), has heretofore determined that it is necessary and expedient to issue the City's \$2,965,000 General Obligation Improvement & Utility Revenue Bonds, Series 2025A (the "Bonds"), to finance the 2025 Street & Utility Reconstruction Projects; and

B. **WHEREAS**, the City has retained David Drown Associates, Inc., in Minneapolis, Minnesota ("David Drown"), as its independent financial advisor for the Bonds and is therefore authorized to sell the Bonds by a competitive negotiated sale in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9):

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of New Richland, Minnesota, as follows:

1. Authorization. The Council hereby authorizes David Drown Associates to solicit bids for the competitive negotiated sale of the Bonds.
2. Meeting; Bid Opening. The Council shall meet at the time and place specified in the Terms of Offering attached hereto as Exhibit A for the purpose of considering sealed bids for, and awarding the sale of, the Bonds. David Drown Associates, as designee, shall open bids at the time and place specified in such Terms of Offering.
3. Terms of Offering. The terms and conditions of the Bonds and the negotiation thereof are fully set forth in the "Terms of Offering" attached hereto as Exhibit A and hereby approved and made a part hereof.
4. Official Statement. In connection with said competitive negotiated sale, the officers or employees of the City are hereby authorized to cooperate with David Drown Associates and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

**Adopted by the City Council of the City of New Richland, Minnesota,
this 12th, Day of May 2025.**

(Mayor)

Attest:

(City Administrator)

EXHIBIT A

TERMS OF OFFERING

City of New Richland, Minnesota

\$2,965,000

General Obligation Improvement & Utility Revenue Bonds, Series 2025A

(BOOK ENTRY ONLY)

TERMS OF PROPOSAL

Proposals for the Bonds will be received on Monday, June 9, 2025 at 11:30 A.M. Central Time, at the offices of David Drown Associates, Inc., 5029 Upton Avenue South, Minneapolis, Minnesota, 55410 after which time they will be opened and tabulated. Consideration for award of the Bonds will be by the City Council at 6:30 P.M., Central Time, on that same date.

SUBMISSION OF PROPOSALS

Proposals may be submitted in a sealed envelope or by fax (612) 605-2375 to David Drown Associates, Inc. Signed Proposals, without final price or coupons, may be submitted to David Drown Associates, Inc. prior to the time of sale. The bidder shall be responsible for submitting to David Drown Associates, Inc. the final Proposal price and coupons, by telephone (612) 920-3320 or fax (612) 605-2375 for inclusion in the submitted Proposal. David Drown Associates, Inc. will assume no liability for the inability of the bidder to reach David Drown Associates, Inc. prior to the time of sale specified above.

Notice is hereby given that electronic proposals will be received via PARITY®, in the manner described below, until 11:30 a.m., local time on June 9, 2025. Bids may be submitted electronically via PARITY® pursuant to this Notice until 11:30 a.m., local time, but no bid will be received after the time for receiving bids specified above. To the extent any instructions or directions set forth in PARITY® conflict with this Notice, the terms of this Notice shall control. For further information about PARITY®, potential bidders may contact David Drown Associates, Inc. or PARITY® at (212) 806-8304.

Neither the City of New Richland nor David Drown Associates, Inc. assumes any liability if there is a malfunction of PARITY. All bidders are advised that each Proposal shall be deemed to constitute a contract between the bidder and the City to purchase the Bonds regardless of the manner of the Proposal submitted.

DETAILS OF THE BONDS

The Bonds will be dated July 1, 2025, as the date of original issue, and will bear interest payable on February 1 and August 1 of each year, commencing February 1, 2026. Interest will be computed on the basis of a 360-day year of twelve 30-day months. The Bonds will mature February 1 in the years and amounts as follows:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2027	\$105,000	2037	\$145,000
2028	105,000	2038	155,000
2029	110,000	2039	155,000
2030	115,000	2040	165,000
2031	115,000	2041	175,000
2032	120,000	2042	180,000
2033	125,000	2043	185,000
2034	130,000	2044	195,000
2035	135,000	2045	205,000
2036	135,000	2046	210,000

TERM BOND OPTION

Bids for the Bonds may contain a maturity schedule providing for a combination of serial Bonds and term Bonds. All term Bonds shall be subject to mandatory sinking fund redemption and must conform to the maturity schedule set forth above at a price of par plus accrued interest to the date of redemption. In order to designate term Bonds, the bid must specify as provided on the Proposal Form.

BOOK ENTRY SYSTEM

The Bonds will be issued by means of a book entry system with no physical distribution of Bonds made to the public. The Bonds will be issued in fully registered form and one Bond/Certificate, representing the aggregate principal amount of the Bonds maturing in each year, will be registered in the name of Cede & Co. as nominee of The Depository Trust Company ("DTC"), New York, New York, which will act as securities depository of the Bonds. Individual purchases of the Bonds may be made in the principal amount of \$5,000 or any multiple thereof of a single maturity through book entries made on the books and records of DTC and its participants. Principal and interest are payable by the registrar to DTC or its nominee as registered owner of the Bonds. Transfer of principal and interest payments to participants of DTC will be the responsibility of DTC; transfer of principal and interest payments to beneficial owners by participants will be the responsibility of such participants and other nominees of beneficial owners. The purchaser, as a condition of delivery of the Bonds, will be required to deposit the Bonds with DTC.

REGISTRAR

The City will name US Bank Trust Company, National Association., St. Paul, MN, as registrar for the Bonds. US Bank Trust Company, National Association shall be subject to applicable SEC regulations. The City will pay for the services of the registrar.

OPTIONAL REDEMPTION

The City may elect on February 1, 2032 and on any day thereafter, to prepay Bonds due on or after February 1, 2033. Redemption may be in whole or in part and if in part at the option of the City and in such manner as the City shall determine. If less than all Bonds of a maturity are called for redemption, the City will notify DTC of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. All prepayments shall be at a price of par plus accrued interest.

SECURITY AND PURPOSE

The Bonds will be general obligations of the City for which the City will pledge its full faith and credit and power to levy direct general ad valorem taxes. The City has pledged tax levies, revenues from its water, wastewater and storm sewer utilities and special assessments to benefitted properties to make the semi-annual payments. The proceeds will be used to finance the 2025 Street & Utility Reconstruction Projects.

TYPE OF PROPOSALS

Proposals shall be for not less than \$2,923,490.00 (98.60%) and accrued interest on the total principal amount of the Bonds. The apparent low-bidder as notified by David Drown Associates, Inc. shall wire, to a designated account, a good faith amount of \$59,300.00 by 3:00 p.m. on the date of sale. If the good faith wire transfer is not in process prior to the award, the City shall retain the right to reject the bid. In the event the purchaser fails to comply with the accepted proposal, said amount will be retained by the City. No proposal can be withdrawn or amended after the time set for receiving proposals unless the meeting of the City scheduled for award of the Bonds is adjourned, recessed, or continued to another date without award of the Bonds having been made. Rates shall be in integral multiples of 5/100 or 1/8 of 1%. Rates must be in ascending order. Bonds of the same maturity shall bear a single rate from the date of the Bonds to the date of maturity. No conditional proposals will be accepted.

AWARD

The proposals will be evaluated on the basis of the lowest interest rate to be determined on a net interest cost (NIC) basis. The City's computation of the interest rate of each proposal, in accordance with customary practice, will be controlling. The City will reserve the right to waive non-substantive informalities of any proposal or of matters relating to the receipt of proposals and award of the Bonds, reject all proposals without cause, and reject any proposal, which the City determines to have failed to comply with the terms herein.

MATURITY ADJUSTMENTS

The City reserves the right to increase or decrease the principal amount of the Bonds on the day of sale, in increments of \$5,000 each. Increases or decreases may be made in any maturity. If any principal amounts are adjusted, the purchase price proposed will be adjusted to maintain the same gross spread per \$1,000.

ISSUE PRICE DETERMINATION

In order to provide the City with information necessary for compliance with Section 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations promulgated thereunder (collectively, the "Code"), the Purchaser will be required to assist the City in establishing the issue price of the Bonds and shall complete, execute, and deliver to the City prior to the closing date, a written certification in a form acceptable to the Purchaser, the City, and Bond Counsel (the "Issue Price Certificate") containing the following for each maturity of the Bonds (and, if different interest rates apply within a maturity, to each separate CUSIP number within that maturity): (i) the interest rate; (ii) the reasonably expected initial offering price to the "public" (as said term is defined in Treasury Regulation Section 1.148-1(f) (the "Regulation")) or the sale price; and (iii) pricing wires or equivalent communications supporting such offering or sale price. However, such Issue Price Certificate may indicate that the Purchaser has purchased the Bonds for its own account in a capacity other than as an underwriter or wholesaler, and currently has no intent to reoffer the Bonds for sale to the public. Any action to be taken or documentation to be received by the City pursuant hereto may be taken or received on behalf of the City by David Drown Associates, Inc.

The City intends that the sale of the Bonds pursuant to this Terms of Offering shall constitute a "competitive sale" as defined in the Regulation based on the following:

- i. the City shall cause this Terms of Offering to be disseminated to potential bidders in a manner that is reasonably designed to reach potential bidders;
- ii. all bidders shall have an equal opportunity to submit a bid;
- iii. the City reasonably expects that it will receive bids from at least three bidders that have established industry reputations for underwriting municipal Bonds such as the Bonds; and
- iv. the City anticipates awarding the sale of the Bonds to the bidder who provides a proposal with the lowest net interest cost, as set forth in this Terms of Offering (See "AWARD" herein).

Any bid submitted pursuant to this Terms of Offering shall be considered a firm offer for the purchase of the Bonds, as specified in the proposal. The Purchaser shall constitute an "underwriter" as said term is defined in the Regulation. By submitting its proposal, the Purchaser confirms that it shall require any agreement among underwriters, a selling group agreement, or other agreement to which it is a party relating to the initial sale of the Bonds, to include provisions requiring compliance with the provisions of the Code and the Regulation regarding the initial sale of the Bonds.

If all requirements of a "competitive sale" are not satisfied, the City shall advise the Purchaser of such fact prior to the time of award of the sale of the Bonds to the Purchaser. **In such event, any proposal submitted will not be subject to cancellation or withdrawal.** Within twenty-four (24) hours of the notice of award of the sale of the Bonds, the Purchaser shall advise the City and David Drown Associates, Inc. if a "substantial amount" (as defined in the Regulation) of any maturity of the Bonds (and, if different interest

rates apply within a maturity, to each separate CUSIP number within that maturity) has been sold to the public and the price at which such substantial amount was sold. The City will treat such sale price as the "issue price" for such maturity, applied on a maturity-by-maturity basis. The City will not require the Purchaser to comply with that portion of the Regulation commonly described as the "hold-the-offering-price" requirement for the remaining maturities, but the Purchaser may elect such option. If the Purchaser exercises such option, the City will apply the initial offering price to the public provided in the proposal as the issue price for such maturities. If the Purchaser does not exercise that option, it shall thereafter promptly provide the City and David Drown Associates, Inc. the prices at which a substantial amount of such maturities are sold to the public; provided such determination shall be made and the City and David Drown Associates, Inc. notified of such prices not later than three (3) business days prior to the closing date.

BOND INSURANCE AT PURCHASER'S OPTION

If the Bonds qualify for issuance of any policy of municipal bond insurance or commitment therefor at the option of the underwriter, the purchase of any such insurance policy or the issuance of any such commitment shall be at the sole option and expense of the purchaser of the Bonds. Any increased costs of issuance of the Bonds resulting from such purchase of insurance shall be paid by the purchaser, except that, if the City has requested and received a rating on the Bonds from a rating agency, the City will pay that rating fee. Any other rating agency fees shall be the responsibility of the purchaser. Failure of the municipal bond insurer to issue the policy after Bonds have been awarded to the purchaser shall not constitute cause for failure or refusal by the purchaser to accept delivery on the Bonds.

CUSIP NUMBERS

If the Bonds qualify for assignment of CUSIP numbers such numbers will be printed on the Bonds, but neither the failure to print such numbers on any Certificate nor any error with respect thereto will constitute cause for failure or refusal by the purchaser to accept delivery of the Bonds. The purchaser shall pay the CUSIP Service Bureau charge for the assignment of CUSIP identification numbers.

SETTLEMENT

Within 40 days following the date of their award, the Bonds will be delivered without cost to the purchaser at a place mutually satisfactory to the City and the purchaser. Delivery will be subject to receipt by the purchaser of an approving legal opinion of bond counsel, and of customary closing papers, including a no-litigation certificate. On the date of settlement payment for the Bonds shall be made in federal, or equivalent, funds which shall be received at the offices of the City or its designee not later than 12:00 Noon, Central Time. Except as compliance with the terms of payment for the Bonds shall have been made impossible by action of the City, or its agents, the purchaser shall be liable to the City for any loss suffered by the City by reason of the purchaser's non-compliance with said terms for payment.

LIMITED CONTINUING DISCLOSURE

On the date of the actual issuance and delivery of the Bonds, the City will execute and deliver a Continuing Disclosure Undertaking where under the City will covenant to provide annual financial information including audited financial statements of the City, and notices of certain material events, as specified in and required by SEC Rule 15c2-12(b)(5).

OFFICIAL STATEMENT

The City has authorized the preparation of an Official Statement containing pertinent information relative to the Bonds, and said Official Statement will serve as a nearly final Official Statement within the meaning of Rule 15c2-12 of the Securities and Exchange Commission. For copies of the Official Statement or for any additional information prior to sale, any prospective purchaser is referred to the Financial Advisor of the City, David Drown Associates, Inc., 5029 Upton Avenue South, Minneapolis, Minnesota 55410, and telephone (612) 920-3320.

The Official Statement, when further supplemented by an addendum or addenda specifying the maturity dates, principal amounts and interest rates of the Bonds, together with any other information required by law, shall constitute a "Final Official Statement" of the City with respect to the Bonds, as that term is defined in Rule 15c2-12. By awarding the Bonds to any underwriter or underwriting syndicate submitting a proposal therefor, the City agrees that, no more than seven business days after the date of such award, it shall provide without cost to the senior managing underwriter of the syndicate to which the Bonds are awarded 5 copies of the Official Statement and the addendum or addenda described above. The City designates the senior managing underwriter of the syndicate to which the Bonds are awarded as its agent for purposes of distributing copies of the Final Official Statement to each Participating Underwriter. Any underwriter delivering a proposal with respect to the Bonds agrees thereby that if its proposal is accepted by the City (i) it shall accept such designation and (ii) it shall enter into a contractual relationship with all Participating Underwriters of the Bonds for purposes of assuring the receipt by each such Participating Underwriter of the Final Official Statement.

Dated: May 12, 2025

BY ORDER OF THE CITY COUNCIL

/s/ Anthony Martens
City Administrator



ORDINANCE 25-01

AN ORDINANCE TO ENACT AN AMENDMENT TO SECTION 610 – PARKING AND SNOW REMOVAL – SOUTH ASH AVENUE PARKING RESTRICTIONS

The City Council of the City of New Richland ordains:

Section 610 Parking and Snow Removal, of the City of New Richland Code of Ordinance, hereinafter “this Code” is hereby amended to read as follows:

B. South Ash Avenue Restrictions. No person shall park any vehicle on the east side of Ash Ave South between SW 1st ST and SW 2nd ST, for more than 30 minutes between the hours of 8:30 a.m. and 4:00 p.m.; and no person shall park any vehicle at any time on the west side of S Ash Ave. from the County ditch south to 2nd ST SW.

No person shall stop, stand, or park any vehicle on the east side of Ash Ave South between SW 2nd Street and SW 4th ST between the hours of 7:30 a.m. and 3:30 p.m., while school is in session without a permit. Permit(s) will be issued to property owners on Ash Ave S who have properties affected by this parking restriction and will be available through city hall.

Passed and adopted this 12th day of May 2025.

ATTEST:

CITY OF NEW RICHLAND, MINNESOTA

By: _____

By: _____

Its: City Administrator

Its: Mayor



Planning & Zoning Commission Staff Report April 17th, 2025

The New Richland Planning and Zoning Commission met on Thursday April 17th, 2025, at 6:30 pm in the New Richland City Council chambers. The following members were in attendance:

Jason Casey, Council Member, Chair
Rick Rottman, Member
John Hullopeter, Member
Anthony Martens, City Administrator, Ex-Officio

The following member(s) were not in attendance:

Wayne Billing, Member

The members discussed the following agenda item:

1. Petition to Detach – Lynn & Lane Wacholz
 - a. Petition to Detach Parcel from City Limits

Property Described as:

SECT-20 TWP-105 RANGE-22 22.86 AC

See attached for full description



Owner Address LANE WACHOLZ
LYNN WACHOLZ
24213 130TH ST
NEW RICHLAND, MN 56072

All that part of the Northeast Quarter (NE¼) of Section Twenty (20), Township One Hundred Five (105) North of Range Twenty-Two (22) West, lying East of the Minneapolis and St. Louis Railway right-of-way and South of the now existing corporate limits of the Village of New Richland, Waseca County, Minnesota.

AND

Commencing at a point Thirty-Three (33) feet South and Thirty-Three (33) feet West of the Northeast Corner of Section Twenty (20), Township One Hundred Five (105) North, Range Twenty-Two (22) West, Waseca County, Minnesota; thence South along the West line of State Highway No. 13 to the Southeast Corner of Lot Seven (7), Block One (1), Auditor's Plat No. 1, Part of the Northeast Quarter (NE¼) of Section Twenty (20), Township One Hundred Five (105) North, Range Twenty-Two (22) West, New Richland, there being the point of beginning; commencing at said point of beginning; thence West to the Southwest Corner of Lot Nineteen (19) of Frank McClane's Second Addition to the Village of New Richland, Minnesota; thence South One Hundred (100) feet to the Southeast Corner of Lot Twenty (20) in Frank McClane's Second Addition; thence West to the East boundary of Frank McClane's Addition; thence South to the Southeast Corner of Lot Twenty-One (21) in Frank McClane's Addition; thence West to the intersection of the South line of Lot Twenty-One (21), Frank McClane's Addition, with the East Right-of-Way line of the Chicago & Northwestern-Minneapolis and St. Louis Railway; thence South along the East Right-of-Way line of said Railroad to the Corporation Line of the Village of New Richland; thence East on said Corporation Line to the West Right-of-Way line of State Highway No. 13; thence North on the West Right-of-Way line of said Highway to the point of beginning; EXCEPT: Part of the Northeast Quarter (NE¼) of Section Twenty (20), Township One Hundred Five (105) North, Range Twenty-Two (22) West, Waseca County, Minnesota, described as follows: Beginning at the Southwest Corner of Frank McClane's Second Addition in the City of New Richland as platted and recorded in the Office of the County Recorder of said County; thence North Eighty-Eight Degrees, Fifty-Two Minutes, Twenty-One Seconds (88°52'21") East assumed bearing Three Hundred Nineteen and Sixty-Four Hundredths (319.64) feet to the Southeast Corner of Lot Twenty (20) in said Addition; thence North Three Degrees, Thirty-Five Minutes, Forty-Eight Seconds (03°35'48") West One Hundred and Zero Hundredths (100.00) feet to the Southwest Corner of Lot Nineteen (19) in said Addition; thence North Eighty-Eight Degrees, Fifty-Two Minutes, Twenty-One Seconds (88°52'21") East Two Hundred Nine and Eighty-Two Hundredths (209.82) feet to a corner of said Addition; thence South Three Degrees, Thirty-Five Minutes, Forty-Eight Seconds (03°35'48") East Two Hundred Ten and Zero Hundredths (210.00) feet along the Southerly extension of the most Easterly line of said Addition; thence South Eighty-Eight Degrees, Fifty-Two Minutes, Twenty-One Seconds (88°52'21") West Five Hundred Twenty-Nine and Forty-Six Hundredths (529.46) feet to the Southeast Corner of Frank McClane's Addition as platted and recorded in and for said County; thence North Three Degrees, Thirty-Five Minutes, Forty-Eight Seconds (03°35'48") West One Hundred Ten and Zero Hundredths (110.00) feet to beginning. Contains One and Eighty-Two Hundredths (1.82) acres, more or less.



Planning & Zoning Commission Staff Report April 17th, 2025

The Planning and Zoning Commission received a petition to detach from Lynn and Lane Wacholz to detach their agricultural land zoned in city limits and to turn it over to New Richland township.

The following discussion items were addressed during the Planning and Zoning meeting.

1. The current owners of this property purchased this property while it was in the city limits. Should they have had concerns when they purchased the property, they should have addressed them at that time.
2. This area is potentially a location for a future flood mitigation project as part of the Houston Engineering study and the Planning and Zoning Commission believes it is important that this parcel remains in city limits until the council completes the flood mitigation planning process to rule out the need for this parcel to complete any mitigation project.

Staff did reach out to the City Attorney regarding the petition, and he did say that most cities do not normally support petitions to detach as it does result in less tax revenue. Additionally, it takes the lost revenue from the detached property and puts that added tax burden on the remaining residents to make up the difference.

Upon review of the New Richland Planning and Zoning Commission, the members recommend the New Richland City Council **DENY the Petition to Detach filed by Lynn & Lane Wacholz**

Respectfully submitted,

A handwritten signature in blue ink, appearing to be "Anthony Martens", written in a cursive style.

Anthony Martens, City Administrator



Planning & Zoning Commission Staff Report April 17th, 2025

The New Richland Planning and Zoning Commission met on Thursday April 17th, 2025, at 6:30 pm in the New Richland City Council chambers. The following members were in attendance:

Jason Casey, Council Member, Chair
Rick Rottman, Member
John Hullopeter, Member
Anthony Martens, City Administrator, Ex-Officio

The following member(s) were not in attendance:

Wayne Billing, Member

The members discussed the following agenda item:

1. Petition to Split Parcel – Gary Peterson
 - a. Petition to Split Parcel into 2 Lots

Property Described as:

358 South Cypress Ave / 352 South Cypress Ave



The Planning and Zoning Commission received a petition to split a parcel into 2 separate lots.

The following discussion items were addressed during the Planning and Zoning meeting.

1. The current owners of this property moved a home onto this lot in 2014 and at that time the lot was supposed to be divided into two parcels.
2. Staff has researched the paperwork and identified a building permit that showed the lot sizes and appropriate information and supporting the house move onto the building site.
3. Staff is unable to locate any documentation showing that there was a petition filed, or paperwork filed with the county or city showing the lot was appropriately divided at the time of the house move.
4. Staff has confirmed that splitting the lots will still maintain setbacks and all other requirements of the R1 Zoning District.

Upon review of the New Richland Planning and Zoning Commission, the members recommend the New Richland City Council **APPROVE the Petition to Split Parcel filed by Gary Peterson.**

Respectfully submitted,

A handwritten signature in blue ink, appearing to be 'Anthony Martens', with a large, sweeping loop at the end.

Anthony Martens, City Administrator



CITY OF NEW RICHLAND

RESOLUTION 25-18

**RESOLUTION GRANTING ADMINISTRATIVE LOT SPLIT FOR PROPERTY LOCATED AT
358 Cypress Ave S WITH THE PROPERTY IDENTIFICATION NUMBER 15.108.0170**

WHEREAS, Gary & Patricia Peterson ("**Applicant**") proposes to subdivide the property located at 358 Cypress Ave S, New Richland, Minnesota, PID 15.108.0170 (hereinafter collectively referred to as the "**Property**"); and

WHEREAS, the Applicant proposes an administrative lot split for the Property into two lots bearing the addresses of 352 Cypress Ave S and 358 Cypress Ave S; and

WHEREAS, the Planning and Zoning Commission met on April 17th, 2025, to review the application and agrees that both lots will conform to the requirements of R1 after the split.

WHEREAS, the City Council considered the matter at its May 12th, 2025, meeting; and

BE IT FURTHER RESOLVED the New Richland City Council approves the lot split and it may be filed with for recording with Waseca County.

Passed by the City Council of the City of New Richland, Minnesota on Tuesday May 12th, 2025.

(Mayor)

Attest:

City Administrator



RESOLUTION 25-19

PROCLAIMING FRIDAY MAY 23rd, 2025, AS POPPY DAY

WHEREAS the red poppy is a nationally recognized symbol of sacrifice worn by Americans since World War I to honor those who served and died for our country in all wars.

WHEREAS the poppy reminds Americans of the sacrifices made by our Veterans while protecting our freedoms

NOW THEREFORE, BE IT RESOVED that I, Janda Ferguson, Mayor of the city of New Richland, MN do hereby proclaim May 23rd, 2025, as Poppy Day and ask that all area citizens pay tribute to those who have made the ultimate sacrifice in the name of freedom by wearing the Memorial Poppy.

Adopted by the City Council of the City of New Richland, Minnesota, this 12th, Day of May 2025.

(Mayor)

Attest:

(City Administrator)



RESOLUTION 25-20

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
Cannabis License – Initial Permit		\$500
Cannabis License – Renewal		\$1000
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		\$800.00
Per Loaded Mile		Medicare Approved Rate Plus 10%
Ambulance Call Base Rate Non-Primary Service Area		\$920.00
Per Loaded Mile Non-Primary Service Area		Medicare Approved Rate Plus 10%
No Transport City Limits		\$155.00
No Transport Outside City Limits		\$262.00
Intercept	Added to Other Charges	\$475.00
Lift Assist only		\$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		\$100
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 Pubic-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 Pubic-Institutional, 5.0-9.9 acres Commercial, Business, Industrial, 5.0 – 9.9 acres Mixed-Use, 5.0 – 9,9 acres	\$5.00 / month
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 12th Day of May 2025.

(Mayor)

ATTEST:

(City Administrator)

Ambulance Report

May 2025

Crew: Aidan leaves for Boot camp on May 27th. We wish him the best in his new journey.

Equipment: we have meeting time set up with both Styker and Ferno this month and the crew is aware. Stryker is coming May 23rd at 5:30pm and Ferno will come May 29th at 5:30pm

Training: Jennifer is making sure training is registered on the National Website for when it comes time for each of us to have our refreshers.

Director: Working to set up an executive meeting with Mark. Also continue to do tasks. I have also attached my hours and director hours.

Sincerely

Sarah Sundve

New Richland Ambulance Director



NEW RICHLAND FIRE DEPARTMENT

MONTHLY COUNCIL REPORT

MONTH: APR YEAR: 2025

FIRE CALLS: 1 FIRE
1 MUTUAL AID
3 GRASS FIRES

MEDICAL CALLS: 0

TOTAL CALLS: 5

TRAINING COMPLETED DURING THE MONTH:

PUMP TRAINING

ADDITIONAL INFORMATION:

Respectfully Submitted: *Josh Moen*, Fire Chief



New Richland Police Department

PO Box 57 203 North Broadway New Richland, MN 56072
Phone: (507) 465-3240 Fax: (507) 463-3198 Email: nrpd@cityofnewrichlandmn.com

Monthly Report

May 12th, 2025 Council Meeting

Activity/Calls for Service

The New Richland Police Department responded to **143** calls for service for the month of April.

Total Calls through April 2025: 519

Total Calls through April 2024: 1,052

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 April

- N/A

Information

- N/A

Training & Education

- Chief's Conference, training was reimbursed by the MCPA, \$1,000
- Taser 10 Training
- Use of Force Policy Update (5 hour training- free, courtesy of the Waseca County Attorney's Office)

Personnel



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

- Final stages of backgrounding process. Waiting for BCA to return documents.
- Check- \$980.88 to Karen Zimny, background investigator

Purchases

- Water Balloon supplies \$106.17
- iCrimeFighter annual fee \$1,105.00
- CIS MDC annual fee \$1,385.00
- Bocks Towing \$150.00

Squad Maintenance

- N/A

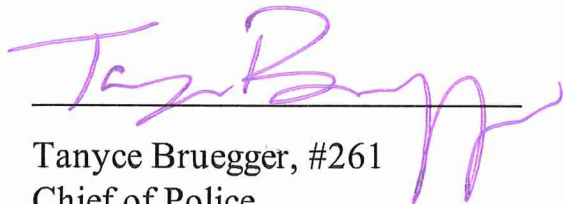
Equipment

- N/A

Upcoming Events / Important Items

- N/A

Respectfully Submitted,


Tanyce Bruegger, #261
Chief of Police

New Richland City Council

12 May 2025

New Richland Care Center

Operations:

Average census = 35.6 (Annual Average = 36.9) Current census = 39

Quality: Building a Strategic Plan in relation to Quality Assessment and Process Improvement

Reviewing Number of Hospitalizations within 30days of admission.

Behavior reduction, better understanding if an action is a behavioral issue or a preference and how we documented in the resident record as well as using nonpharmacological interventions.

Department Managers are working on a Continuity of Operations Plan (COOP) for 2026.

Will be working with Advisory Board and Department Managers on a Strategic Plan for NRCC and how we will move into the future. (Growth, Levels of Care, Staffing, Regulations, Foundation, etc.)

Financials:

March \$20,000 profit. March was a good month, expenses were in line with budget, census improved from previous months.

Staffing:

Openings:

Director of Nursing: multiple candidates reviewed. Offer will be made this week.

Certified Dietary Manager: limited number of candidates.

Activities Director: multiple candidates reviewed. Finish interviews this week.

Certified Nurse Aides FT/PT positions on evenings/overnights. Every other weekend/holiday.

RN or LPN FT/PT positions on evenings/overnights. Every other weekend/holiday.

Benefits: Competitive pay with shift differentials. Healthcare insurance or Pay-in-lieu of benefit. Uniform Allowance, Life Insurance policy, and Public Employees Retirement Account with a 7.5% match. Opportunity for more pretax savings with Nation Wide.

Other:

Nursing Home Week is May 12 – 16. Daily celebrations for staff and residents



Date: May 8, 2025

To: City of New Richland

From: Shell Johnson, Operator

O & M Report: April 2025

Wastewater Operation & Maintenance

- Hawkins- Ferric chloride, chlorine, SO2 chemicals
- Roof inspector
- Storm water North Broadway Lots of water in basements
- frost did a number on the preliminary Doors this year, quite a gap and uneven. Do you want someone to look at it?
- ferric line busted off wall in Control Box 2, It will need to be Screwed into concrete wall, there are no pit stairs, not sure besides getting lowered in and out to fix this.
- MN pump replaced Pump 2
- Diaphragm Pump Parts Ordered
- ordered Dehumidifier/Jon Symanski/ albert lea
- 64,000 gallons Biosolids land apply 6.82 acres
- Sent to city hall pictures of the storm to plant
- Sent Biosolids info to Farmer and did the partial yearly report
- Air Compressor is in need of a inspection, Do you want me to go ahead with this?
- Straight River will be to repair an 2 office lights, hook up for Washer/Dryer, and outlet repair for dehumidifier and new plug at Contact Basin.



City of New Richland

Maintenance & Utilities

Council Report

May 2025

PROJECTS COMPLETED

- 10 Blue cards were issued to residents this month.
- 0 Shut offs, due to lack of payment of blue cards.
- Weekly maintenance of Legion Field, City Park, City Hall, City Shop, Library, Water Plant, and St. Olaf Lake.
- Painted bathrooms at the Lake 4/15.
- Meeting in Mapleton (OSHA) 4/16.
- Burned the ditch at the City park. Thank you, Curt Peterson, for your assistance.
- Snow equipment put away.
- Thein Well annual inspection. Well 3 needs to be pulled.
- Dug up shut off at the school football field to repair 4/29.
- Olsen's fix a blow out at the St. Olaf landing 5/1.
- Painting the concessions at Legion Field. (IN PROGRESS)
- Dock is in at the lake.
- Concession and bathrooms are turned on at Legion Field.
- J and R exercise finessed up, for exercising valves. (44)
- A new window and staircase were installed to the crow's nest.
- 1 Inch raining on 4/14, Olsen's had to unplug a storm drain on Broadway and 1ST. Thanks Josh Warke for the assistance.
- Hydrants were flushed 5/5
- Fixed water blow out in the storm drain, west of the Bowling alley. 5/7
- Generator service came and serviced both generators. (wastewater and water plant) 5/8

FUTURE PROJECTS

- Bargan's Crack fill
- Pearson seal coating
- Road Project
- Get the Lake up and running
- 3 hydrants too fix

➤ Street Projects

Sand -\$330

Gravel

Respectfully Submitted: *Eric Hendrickson*, Maintenance & Utility Supervisor

City of New Richland
Water System Monthly Report
 Month: April Year: 2025

I. Water System / Monthly Pumpage / Performance

Well No. 1

Total Monthly Pumpage	Gals/Month	0
Average Daily Pumpage	Gals/day	0
Maximum Daily Pumpage	Gals/day	0
Total monthly hours	Hrs./month	0
Well Efficiency (GPM)	Gals/min	0

Well No. 2

Total Monthly Pumpage	Gals/Month	2,126,000
Average Daily Pumpage	Gals/day	70,866
Maximum Daily Pumpage	Gals/day	237,000
Total monthly hours	Hrs./month	152
Well Efficiency (GPM)	Gals/min	250

Well No. 3

Total Monthly Pumpage	Gals/Month	
Average Daily Pumpage	Gals/day	
Maximum Daily Pumpage	Gals/day	
Total monthly hours	Hrs./month	
Well Efficiency (GPM)	Gals/min	

Total Combined Monthly Pumpage	Gals/Month	2,126,000
Average Combined Daily Pumpage	Gals/day	70,866
Total Combined Monthly Hours	Hrs./month	152
Booster Pump 1 Monthly Hours	Hrs./month	
Booster Pump 1 daily Avg. Hours	Hrs./day	
Booster Pump 1 efficiency (GPM)	Gals/min.	
Booster Pump 2 Monthly Hours	Hrs/month	188
Booster Pump 2 Daily Avg. Hours	Hrs/day	6.3
Booster Pump 2 efficiency (GPM)	Gals/min	N/A
Total Chlorine Consumption	Lbs./month	46
Average Chlorine daily Consumption	Lbs./day	1.5
Total Fluoride Consumption	Gals/month	.0
Average Fluoride daily Consumption	Gals/day	.0



AMANA PTAC 15,000 BTU Air Conditioner PTC153K35AXXX with 3.5 kW Heater 20 Amp Plug, White

Brand: [AMANA](#)
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Prefer to be invoiced for your order? Choose **Pay by Invoice** as your payment method at checkout.

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Size: **15,000 BTU**

9,000 BTU

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16,400 BTU

Brand

AMANA

Capacity

1.24 Tons

Cooling Power

14800 British Thermal Units

Special Feature

Universal Size, Anti Corrosion Design. 24V Thermostat control, Auto Restart, Defrost Control

\$1,195.00

FREE delivery May 27 - June 10 to **56072**

Or fastest delivery **May 27 - June 5**

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Return policy:

30-day refund/replacement ▼

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Product support included ▼

☐ Add a gift receipt for easy returns

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Other sellers on Amazon

Memo

To: City Council

From: Anthony Martens

cc:

Date: 5/9/25

Re: Assistant City Clerk Job Title

When the City of New Richland moved to the City Administrator position, the city clerk and city treasurer positions were combined into the City Administrator position. This has caused some confusion with the Assistant City Clerk title and position within the city. Staff has done some research among local comparable cities who have similar situations and the discovered that most cities have decided to change the position title to "Deputy Clerk".

City of Janesville, MN
- City Administrator
- Deputy Clerk

City of Le Center, MN
- City Administrator
- Deputy Clerk

City of Kenyon, MN
- City Administrator
- Deputy Clerk

Staff requests the city council update the Assistant City Clerk job description and title to reflect "Deputy Clerk"



DEPUTY CLERK

Job Description

Approved: 5/12/2025
Last Revised: 5/12/2025

I. IDENTIFYING INFORMATION			
JOB TITLE:	Deputy Clerk	WORK/PAY STATUS:	Full-Time, Hourly
SUPERVISOR:	City Administrator	FLSA STATUS:	Non-Exempt
DEPARTMENT HEAD:	City Administrator	UNION STATUS:	Non-Union
DEPARTMENT	Administration	PAY GRADE:	TBD
CORE WORK HOURS:	Per City Policy	WORK SCHEDULE:	Discretionary

II. PURPOSE AND STATEMENT

PURPOSE & NATURE OF WORK:	Primary receptionist and initial point of contact for residents. This includes answering phones and in-person requests for information, taking messages, greeting, and referring citizens to proper sources, responding to a variety of requests. Assist City Administrator in various day-to-day functions. Coordinates utility billing, permitting, accounts payable, accounts receivable, and St. Olaf Lake Lifeguard and swimming programs.
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III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	City Administrator
Works closely with:	City Administrator, Police Chief, Police Officer, Maintenance & Utility Supervisor, Maintenance Worker, PT Maintenance Worker
Communicates with:	
Internally:	City Administrator, and all other city staff and volunteers
Externally:	Citizens
Supervises:	Lifeguards

IV. DELEGATION OF AUTHORITY

AUTHORITIES & CURRENT APPOINTMENTS

V. ESSENTIAL FUNCTIONS

The left column lists the position's major areas of accountability and core responsibilities/key priorities. The right column specifies recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks, and subtasks that can be logically inferred are not specified. Other duties and task may be assigned, by the position's Supervisor, according to City needs.

ADMINISTRATIVE	a. Receive and Distribute mail to appropriate department b. Respond to emails regarding citizen request or requests for city information c. Respond to messages left for city staff via voice mail system d. Compile monthly city newsletter e. Room/facility rental scheduling (St. Olaf Lake Pavilion, Community Room) f. Update Website g. Office Supply ordering h. Attend council meetings as requested when City Administrator is unable to i. Assist City Administrator with year-end audit including backing up files and reporting j. Prepare city-wide garage sale, community garden and city-wide clean up information
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V. ESSENTIAL FUNCTIONS (cont.)	
ACCOUNTS PAYABLE / ACCOUNT RECEIVABLE/ ACCOUNTING	k. Scan and code bills into fund accounting l. Print and mail checks weekly m. Receive/Enter Cash receipts into POS system n. Prepare and make bank deposits o. Conduct bank reconciliation p. Assist with ambulance billing, statements and collections
UTILITY BILLING	q. Process/Mail utility bills r. Receive/Enter Utility bill payments including transferring PSN data s. Import Utility billing transfers into fund accounting t. Respond to past due utility bills and complete warning and shut off notices u. Calculate penalties for past due utility bills v. Download Utility accounts into meter reader for Maintenance Staff to read meters w. Bulk-water Invoice processing
PERMITS/LICENSING	x. Receive/Process/File Building permits y. Receive/Process/File Zoning Permits z. Receive/Process/File Right-of-way permits aa. Receive/Process/File Golf Cart Permits bb. Receive/Process/File Animal Licenses cc. Receive/Process/File Solicitation Permits dd. Prepare/Receive/Process/File Annual Rental Licenses
REPORTING	ee. Building permit quarterly and annual reports ff. Assessment notices quarterly and annually
ST. OLAF LAKE	gg. Oversee St. Olaf Lake lifeguard and swim lesson program hh. Oversee lifeguard training and scheduling ii. Swimming lesson registration

VI. OTHER DUTIES & RESPONSIBILITIES
➤ Performs other duties as directed by the City Administrator or apparent to the incumbent

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES		
Knowledge of; - Advanced office support functions - Report and record keeping principles and practices - Filing principles and methods - City services, operations, and procedures	Skill in; Communicate effectively both orally and in writing with elected officials, city staff and the public	Ability to; - Exercise sound judgment and make independent decision in accordance with established departmental policies and procedures - Analyze, organize, and review work for efficient results and accuracy - Handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of assuring accuracy in task performance - Lift/manipulate objects up to fifty (50) pounds such as office equipment, files

VIII. MACHINES, TOOLS & EQUIPMENT
Machines, tools, and equipment regularly used: Personal computer and peripherals, various software applications (Accounting, word processing, spreadsheets, etc.), telephone/cell phone, copy and fax machines, and other typical office equipment.

IX. MINIMUM HIRING REQUIREMENTS

Includes pre-requisite training, experience, licenses/certifications, KSAs, and other credentials for applicant to be qualified for further consideration in hiring process. An equivalent combination of education and experience may be considered during the hiring process and in a promotional context.

For Use In Hiring and Promotions	1. High school diploma or equivalent 2. One to two years of clerical experience and office software 3. Bookkeeping/Quicken/QuickBooks experience
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X. PREFERRED QUALIFICATIONS (not all-inclusive)

Additional preferred qualifications and job-related characteristics-referenced elsewhere in this job description and other job documentation – might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.

For Use In Hiring and Promotions	1. Associates degree in office administration, business administration, or public administration 2. 2 years of experience in public administration office setting
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XI. WORKING CONDITIONS (summary only)

Includes characteristics related to both the job itself and the work environment as the work is currently performed by the incumbent employee. Changes or adjustments to the job and work environment, not including the position's essential functions, may be permitted to comply with federal and state disability laws.

	Works is performed in typical office environment with travel within/without the city to observe projects and attend meetings. Operates either personal or City vehicle for regular transportation needs. Sits for extended periods of time. Noise in workplace is usually quiet but may be exposed to louder noises at work sites. Uses near vision, ability to focus, sense of touch, and hearing. Uses fine and large motor movements at times.
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Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use – with proper safeguards & security measures- only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take responsible actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. *(Note: Refer any questions to the City Administrator)*

Memo

To: City Council

From: Anthony Martens

cc:

Date: 5/9/25

Re: Facsimile Signatures

In the past the council authorized facsimile signatures on checks as normal practice. In a past audit, since there was no resolution on file, this practice was no longer allowed. Staff and the Mayor are requesting that this practice be allowed again so that each individual check does not need to be signed by hand.



RESOLUTION 25-21

RESOLUTION AUTHORIZING THE USE OF FACSIMILE SIGNATURES

WHEREAS, Minnesota State Statute, Section 47.41, Negotiable Instruments, Facsimile Signatures, Disbursements of Public Funds, grants a local governing board to allow the use of facsimile signature machines, signature stamps, or similar devices in signing checks, drafts, warrants, warrant-checks, vouchers, or other orders on public funds on deposit in a depository bank may authorize the bank to honor any such instrument bearing a facsimile of that person's signature and to charge the same as though it was a manual signature; and

WHEREAS, it has been past practice by the City of New Richland to use facsimile signatures on its checks, but our external auditors have noted that we do not have an appropriate resolution of this board by which such authority has been delegated; and

WHEREAS, this board is of the opinion that it is in the best interest of the citizen and residents of the City to authorize the use of facsimile signatures.

NOW, THEREFORE, BE IT RESOLVED by the New Richland City Council for the City of New Richland as follows:

1. The New Richland City Administrator is hereby authorized to use of a facsimile signature machines, signature stamps, or similar devices in signing checks and drafts.
2. The New Richland Mayor is hereby authorized to use of a facsimile signature machines, signature stamps, or similar devices in signing checks and drafts.
3. That the City Administrator and Mayor shall to such actions as deemed necessary and appropriate to maintain custody of the necessary machines, stamps, plates, or other devices.



4. That all acts and doings of officers, employees and agents of the City, whether taken prior to, on, or after the date of this Resolution, that are in conformity with and in the furtherance of the purposes and intents of this Resolution as described above shall be, and the same hereby are, in all respects ratified, approved and confirmed.
5. That this resolution shall be effective upon its adoption

Passed by the City Council of the City of New Richland, Minnesota on Tuesday May 12th,2025.

(Mayor)

Attest:

City Administrator

Memo

To: City Council

From: Anthony Martens

cc:

Date: 5/9/25

Re: Swimming Lessons / Lifeguards

Staff have not had any success recruiting lifeguards for the upcoming season. We have only received one application and no other interest. Staff believes it is in the best interest to make a decision now regarding swimming lessons so there is enough time to notify parents and allow them to make other arrangements.



Community Support Program



We help small communities do big things.

If your community is struggling with the research, community engagement, fundraising, planning and implementation necessary to address complex issues and bring about real, long-term solutions, we can help. Through our **Community Support Program**, our team works closely with rural cities, counties, and organizations to understand their priorities and turn those ideas into action.

Who we are:

Community and Economic Development Associates (CEDA) is a 501(c)3 non-profit organization that has been dedicated to the progression of economic vitality in rural communities for nearly 40 years. We provide leadership and resources to advance economic sustainability while enhancing quality of life for residents.

We provide rural communities, counties, and organizations with support to plan for, implement, and celebrate projects that keep them moving into the future.

CEDA's flexible structure allows rural municipalities and organizations to be proactive about economic development by:

- Providing a dedicated professional to serve as an economic development staff member on location.
- Contracting for the amount of staff time that accommodates budgets.
- Collaboratively developing a yearly work plan to align and meet goals.
- Ensuring accountability with the standard 30-day out clause included in every contract.

Dave Schmidt
Regional Manager

507-841-1808
dave.schmidt@cedausa.com
www.cedausa.com



1500 South Hwy 52
PO Box 483
Chatfield, MN 55923

507.867.3164
www.cedausa.com

Rate Schedule

Economic/Community Development Staffing

2025

Per project hourly rate: \$98.50 per hour

Client in-house staffing:

One day every other week	\$ 15,960 annually
Three days per month	\$ 23,935 annually
One day per week	\$ 31,475 annually
One day per week plus one additional day per month	\$ 38,310 annually
One day per week plus two additional days per month	\$ 45,225 annually
Two days per week	\$ 53,580 annually
Three days per week	\$ 72,576 annually
Four days per week	\$ 93,150 annually
Five days per week	\$110,050 annually

Other options available upon request

Benefits of contracting with CEDA:

- Professional, cost effective team members
- All team members are available to assist in projects that a community/county may encounter
- Results driven, non-profit organization
- Stable, 38 year-old company
- 30 day contract termination clause
- Ability for the community to meet with team member(s) prior to commitment to assist with team member decision making process.
- References available

Memo

To: City Council

From: Anthony Martens

cc:

Date: 5/9/25

Re: Department Head Purchase Policy

Due to increasing costs and decreasing to one council meeting a month, staff are looking to change the purchasing policy for department heads. The current policy allows department heads to purchase up to \$500 without approval, \$1,000 with the approval of 1 council member.

Staff reached out and got a couple of responses from Zumbrota and Pine Island, they are below. Staff also spoke to a few other cities and the policies are across the board.

Zumbrota

Department Heads can spend up to \$500 without approval
City Admin Approves up to \$1,000 of Department Head purchasing
Anything over \$1,000 requires council approval

Pine Island

Department heads can approve any spending within their budgets
Anything unbudgeted can be approved by the City Administrator for up to \$2,500
Anything over \$2,500 must be approved by city council
All capital purchases, budgeted or unbudgeted still go to council for approval

Staff recommend the council adopt the following policy:

Department heads may approve up to \$1,000 of **budgeted** items without approval

Department heads may seek approval of **budgeted** items over \$1,000 but less than \$2,000 from the City Administrator.

Anything over \$2,000 must be approved by the City Council



CITY OF NEW RICHLAND PURCHASING POLICY

Most City purchases are decentralized, meaning that each department handles procurement of materials and services needed for their own operation. The responsibility lies with each department to obtain bids or quotes, and to provide the city administrator records of bids or quotes, place actual orders, receive deliveries, and verify invoices for payment.

To be uniform and save time and money in quantity purchases, the City Administrator may centrally purchase some products. An example of this would be office supplies.

Under state statute the annual adoption of the budget shall constitute City Council appropriations for the year. Budgetary control shall be exercised on the department and fund levels.

Department Heads shall be responsible for verifying with the City Administrator compliance with the annual budget and lawful purposes for all expenditures for their departments and funds.

It shall be the policy of the City of New Richland that the Uniform Municipal Contracting Law, Minnesota Statutes Chapter 471.345 shall be the policy of the city. Changes in this law will automatically become the policy of the city.

If the estimated price of the contract exceeds \$100,000, the city will use the competitive bidding process with final award by the City Council.

If the price of the contract is estimated to exceed \$25,000, but not to exceed \$100,000, competitive bidding is allowed but not required. The city has the option of either using the competitive bidding process or making the contract by direct negotiation. If the city chooses to use the competitive bidding process, however, it must comply with the requirements of this process even though it was not originally required. If direct negotiation is used, the city must get at least two quotations and keep them on file for at least one year with final award by the City Council.

Budgeted purchases \$1,000 to \$2,000 are allowed to be made by department heads subject to the budget verification noted above and approval of the City Administrator. Budgeted purchases of \$2,001 to \$25,000 are allowed to be made by department heads subject to the budget verification noted above and approval by the City Council.

Department Heads will attempt to obtain the lowest possible cost and will obtain more than one quote for such purchases when possible. The following exceptions are made:

- Utility bills
- Payroll related costs
- Postage
- Mandatory Public Safety Training
- Investments
- Insurance
- Water Meters

- Trash Hauling
- Vehicle Fuel
- Mandated Licensees, and fees paid to the State of Minnesota and U.S. Government
- Professional Services under contract approved by City Council
- Debt Service

Purchases under \$1,000 will be allowed by staff during normal business with approval by the department manager and subject to budget verification noted above.

The department head must determine funds availability within the approved department budget. Staff will attempt to purchase all goods and services at the lowest possible cost.

Adopted by the City Council of the City of New Richland, Minnesota, this 12th day of May, 2025.

Mayor

Attest:

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

May 12th, 2025

Continued work on 2025 street improvement project items w / Bolton & Menk
Met with Bolton & Menk & City Attorney for street project update.
Worked with DDA and Shannon Sweeney in preparation for Assessment Hearing

Met with CEDA representative regarding possible funding for EDA projects.

Participated on S & P bond Ratings Call with Shannon Sweeney from DDA.
S & P Upgraded the City of New Richland to A Stable and removed Negative Outlook!

Participated in the Southpoint Financial Activity at NRHEG Schools with CEDA.

Submitted April Sales Tax

Continued final transition conversations with Ambulance Billing Transition team

Attended Safety Meeting and OSHA Inspection Procedures Safety Training

Attended the MN City/County Management Association Conference

Reviewed draft final audit information from ABDO. Final audit should be presented at June Meeting

Finalized budget and plan documents for the MCPA Flood Mitigation Grant

Submitted \$10,000 for bathroom remodel at City Hall for handicap accessibility.
Received \$7,500 grant from NR Foundation.

Received \$8,870 back from the USDA reimbursement for the Siren grant

EMPLOYEE RECOGNITION

EMPLOYEE BIRTHDAYS

5/14 - Anthony Martens – ADMIN
5/19 - Matt Economy – Council
5/25 - Abigail McGuiggan – AMB
5/29 - Aidan Deyle – AMB

EMPLOYEE ANNIVERSARIES

6/1 - Sarah Sundve – AMB – 11 YRS