



New Richland City Council Regular Meeting Agenda

In Person & Online Via Go-To-Meeting

February 9th, 2026

Agenda:

6:30 Call to Order

Roll Call

Pledge of Allegiance

Approve Agenda

Consent Agenda Items

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

1. Approve Minutes of January 12th, 2026
2. 2026 - Pay Equity Report
3. Xcel Energy Permit

Public Comments

Notice: We welcome the attendance of residents of the City of New Richland at 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 to request to be placed on the agenda or sign up 10 minutes prior to the start of the meeting. At the mayor's discretion, the speaker may address the topic either during the public portion of the meeting or when the item is being addressed by the council. The mayor will call upon the speaker at the appropriate time. The speaker shall state their name and the topic to be addressed. Residents are expected to use proper etiquette, decorum, and respect when addressing the council.

Request and Presentations

1. Nick Sorenson – Fidium Fiber Internet.
 - Fidium would like permission to complete the installation in New Richland to provide fiber internet.
2. Steeple Event Center – Liquor approval for events
 - The Steeple Event Center would like permission to serve alcohol during events on its property
3. RadioLink
 - RadioLink would like to discuss a new contract to keep equipment in the water tower
4. 213 N Broadway Ave Re-Zoning Request
 - The current owner is petitioning to have the above-mentioned property and the city-owned property behind it rezoned to C1 to allow for a fence to be built to the property line to maximize storage for the purchaser's HVAC company to occupy the property
5. Fire Department – New Personnel
6. Tyler Lendt – City Administrator
 - Executive Training Institute – On Behalf of Chief of Police Tanyce Bruegger
 - Sherwin-Williams Street Paint (White 25 gallons \$650, Yellow 15 gallons \$345) total \$995 – On Behalf of Maintenance Supervisor Eric Hendrickson

- J&R Water Utility Service \$150/hr. or \$1200/day - 3 Days for exercising valves and GPS marking main shut-offs – On Behalf of Maintenance Supervisor Eric Hendrickson

Public Hearings

Ordinances and Resolutions

1. Resolution 26-02 – A Resolution Adopting the Waseca County All-Hazard Mitigation Plan
2. Resolution 26-03 – A Resolution Designating the Polling Place for 2026 Elections

Department Reports

1. Ambulance Report – Sarah Sundve, Ambulance Director
2. Fire Department Report – In Writing
3. Police Department Report – In Writing
4. Care Center Report – Bob Johannsen, Care Center Administrator
5. People Service Report – Shell Johnson, Operator
6. Maintenance & Utility Report – In Writing

Unfinished Business

1. Options for Department reporting
2. Minnesota Basic Code of Ordinances

New Business

1. December 2025 Check Register
2. January 2026 Check Register
3. Abdo Services Offer
4. Water Turn-on Acknowledgement

Miscellaneous

Administrator's Report

Mayor/Council Comments

Adjournment

The next Regular City Council meeting will be held on Monday, March 9th, 2026



New Richland City Council Regular Meeting Minutes

In Person & Online Via Go-To-Meeting

January 12th, 2026

Members Present

Janda Ferguson
Matt Economy
Jason Casey
Josh Warke
Jody Wynemer

Staff Present

Tyler Lendt – City Administrator
Shell Johnson – People Service
Chad Neitzel – Assistant Chief of
the Fire Department

Others Present

Bob Swenson
Pam Goehring
Larry Goehring
Orrie

Members Absent

None

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

Roll Call - All members present

Pledge of Allegiance

Approval of Agenda

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

Consent Agenda

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

Public Comments

Request and Presentations

1. Jet and Televis storm sewers on Broadway between Second and Division, and a few hundred feet east of Broadway on Second, if time permits.
 - a. Motion made by Jody Wynemer and seconded by Matt Economy to Pass. Carried (4 yes, 0 no)
2. New laptop for Deputy Clerk
 - a. Motion made by Jason Casey and seconded by Josh Warke to approve the new laptop for the deputy clerk. Carried (4 yes, 0 no)

Public Hearings

Ordinances and Resolutions

1. Resolution 26-01: A Resolution Approving Wage Increases for General Non-Union Employees
 - a. Motion made by Matt Economy and seconded by Jason Casey to approve Resolution 26-01: A Resolution Approving Wage Increases for General Non-Union Employees. Carried (4 yes, 0 no)

Department Reports

1. Ambulance Report – Sarah Sundve, Ambulance Director
 - a. Mayor Ferguson inquired about training and expenses.
 - b. Motion made by Jason Casey and seconded by Matt Economy to approve the Ambulance Report. Carried (4 yes, 0 no)
2. Fire Department Report – In Writing
 - a. Ask Chad to get the Fire Department computers into the City Administrator to load Pantheon software
 - b. Jody Wynemer inquired about the brush truck Chad Neitzel is working on it.
 - c. Chad does not have an invoice for the radios yet.
 - d. Motion made by Matt Economy and seconded by Josh Warke to approve the Fire Department Report. Carried (4 yes, 0 no)
3. Police Department Report – In Writing
 - a. Motion made by Matt Economy and seconded by Josh Warke to approve the Police Department Report. Carried (4 yes, 0 no)
4. Care Center Report – In Writing
 - a. Motion made by Matt Economy and seconded by Josh Warke to approve the Care Center Report. Carried (4 yes, 0 no)
5. People Service Report – Shell Johnson, Operator
 - a. Orrie Anthony briefed the council on needs and options.
 - b. Jason Casey moved to install used parts for lift pump 2 (\$500) and work on wiring for pumps 3 & 4 (1600), replace meter (\$232.50), add boiler thermostat (\$725), and install receptacles (\$580), replace float. Total up to \$5,000 with a cushion. Josh Warke Seconded. Carries. (\$)
 - c. Albert Lea Electric wired the generator; need to investigate if an inspection was done
 - d. Motion made by Jason Casey and seconded by Matt Economy to approve the People Service Report. Carried (4 yes, 0 no)
6. Maintenance & Utility Report – In Writing
 - a. Motion made by Josh Warke and seconded by Jason Casey to approve the Maintenance & Utility Report. Carried (4 yes, 0 no)

Unfinished Business

New Business

1. December 2025 Check Register
 - a. December 2025 Check Register not available at this time due to technical issues, will produce as soon as possible.
2. Appoint Chad Neitzel as the new Chief of the City of New Richland Fire Department
 - a. Motion made by Jody Wynemer and seconded by Josh Warke to appoint Chad Neitzel as Chief of the City of New Richland Fire Department. Carried (4 yes, 0 no)
3. Discuss a survey for the City Council to determine if department reporting is satisfactory in its current form.
 - a. Will bring options for alternative schedules to the next meeting
4. Discuss adopting the Minnesota Basic Code to replace the existing Code of Ordinances
 - a. Will gather more information
5. EDA Grant Approval – Liquor Store and



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- a. Motion made by Matt Economy and seconded by Jason Casey to Approve. Carried (4 yes, 0 no)

Miscellaneous

Administrator's Report

Motion made by JW and seconded by Jody to approve the Administrator's Report. Carried (4 yes, 0 no)

Mayor/Council Comments

Jason Casey spoke about the Camelina project to the Council

Jody Wynemer motioned to make Jason Casey the City Council Delegate, and Matt Economy seconded the motion. Carries (4 yes, 0 no)

Adjournment

Motion made by Josh Warke and seconded by Matt Economy to Adjourn. Carried (4 yes, 0 no).
Adjourned at 8:16.

The next Regular City Council meeting will be held on Monday, February 9th, 2026

Compliance Report

Jurisdiction: New Richland
P.O. Box 57

203 North Broadway
New Richland, MN 56072

Report Year: 2026
Case: 1 - 2026 Data (Private (Jur Only))

Contact: General Contact

Phone: (507) 465-3514

E-Mail: info@cityofnewrichlandmn.com

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	7	21	0	28
# Employees	7	69	0	76
Avg. Max Monthly Pay per employee	6227.70	4813.32		4943.60

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 112.5 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	4	13
b. # Below Predicted Pay	3	8
c. TOTAL	7	21
d. % Below Predicted Pay (b divided by c = d)	42.86	38.10

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 74	Value of T = -3.292
------------------------------	---------------------

a. Avg. diff. in pay from predicted pay for male jobs = -27

b. Avg. diff. in pay from predicted pay for female jobs = 1556

III. SALARY RANGE TEST = 147.76 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 9.43

B. Avg. # of years to max salary for female jobs = 6.38

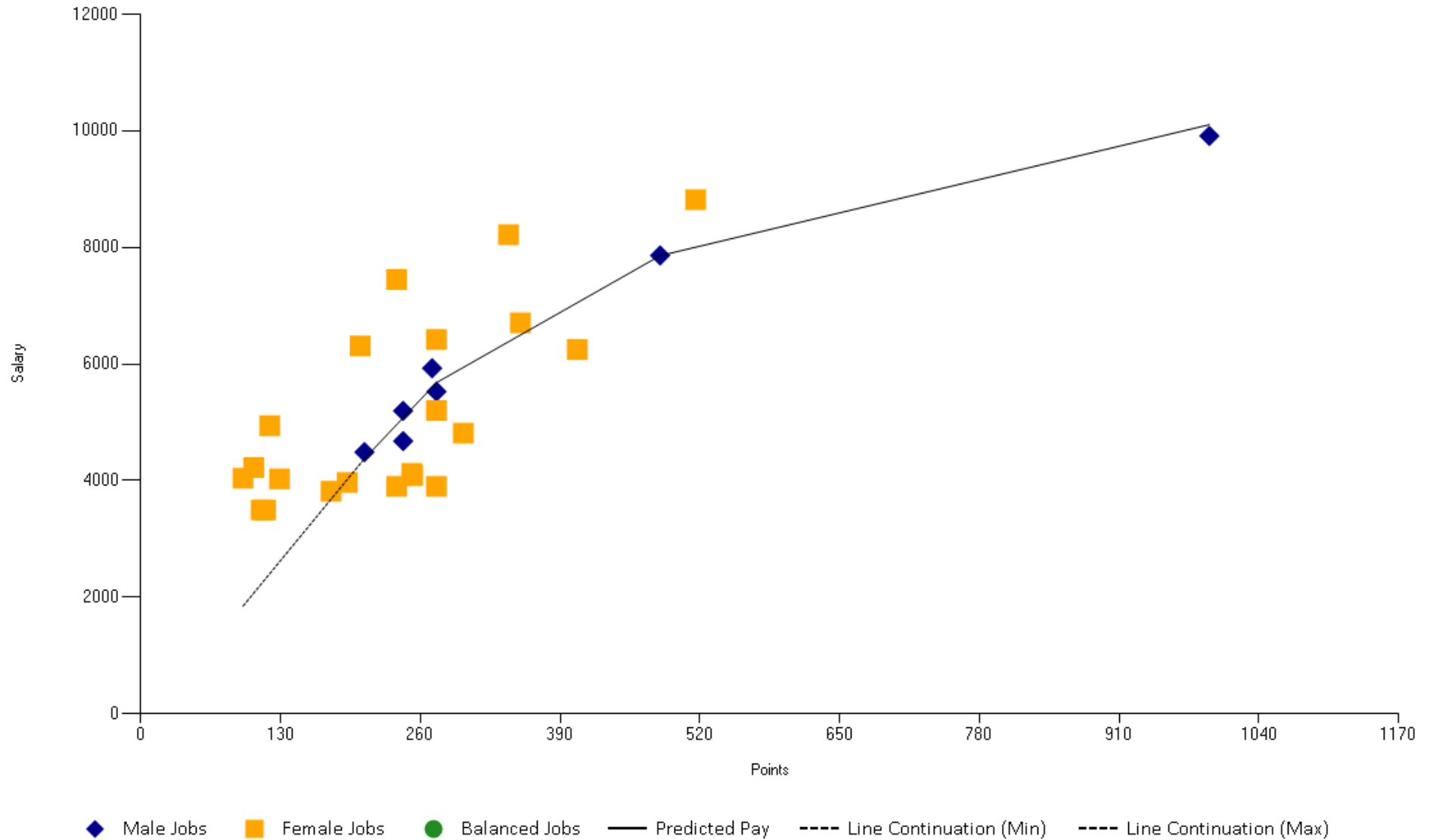
IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 14.29 *

B. % of female classes receiving ESP = 4.76

*(If 20% or less, test result will be 0.00)

Predicted Pay Report for: New Richland Case: 2026 Data



Predicted Pay Report for: New Richland

Case: 2026 Data

Job Nbr	Job Title	Nbr Males	Nbr Females	Non-Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
3	Dietary Assistant	1	11	0	12	Female	95	4040.4000	1845.6146	2194.7854
1	Laundry Assistant	0	3	0	3	Female	105	4222.4000	2065.1072	2157.2928
28	Van Driver	0	2	0	2	Female	112	3494.4000	2219.3453	1275.0547
2	Housekeeping Assistant	0	3	0	3	Female	116	3494.4000	2307.3401	1187.0599
5	Cerified Nurses Aid	3	21	0	24	Female	120	4940.0000	2395.3350	2544.6650
6	Cook	0	2	0	2	Female	129	4030.0000	2593.0761	1436.9239
4	Activity Assistant	0	4	0	4	Female	177	3818.5300	3649.0138	169.5162
27	Care Center Maintencance Worker	0	1	0	1	Female	192	3969.3300	4066.8053	-97.4753
15	LPN	0	4	0	4	Female	204	6312.8000	4300.1473	2012.6527
12	Maintencance Worker	1	0			Male	208	4489.0000	4377.9279	111.0721
9	Activity Director	0	1	0	1	Female	238	3898.2700	4961.7199	-1063.4499
19	Rn	0	1	0	1	Female	238	7453.3300	4961.7199	2491.6101
13	Police Officer - Part Time	1	0	0	1	Male	244	4677.0000	5077.9539	-400.9539
16	Police Officer	1	0	0	1	Male	244	5197.0000	5077.9539	119.0461
7	Deputy Clerk	0	1			Female	252	4123.0000	5233.5152	-1110.5152
11	Dietary Director	0	1	0	1	Female	253	4083.7300	5253.6158	-1169.8858
14	EVS Director	1	0	0	1	Male	271	5928.0000	5603.1918	324.8082
8	Staff Coordinator	0	1	0	1	Female	275	5200.0000	5680.9725	-480.9725
10	Business Office Assistant	0	1	0	1	Female	275	3900.0000	5680.9725	-1780.9725
18	Social Services Director	0	1	0	1	Female	275	6420.2700	5680.9725	739.2975
17	Maintenance Superintendent	1	0	0	1	Male	275	5527.0000	5680.9725	-153.9725
24	Trained Medication Aid	0	1	0	1	Female	300	4813.4700	6413.0786	-1599.6086
25	Business Office Manager	0	1	0	1	Female	342	8221.2000	6983.1431	1238.0569
20	Police Chief	0	1	0	1	Female	353	6704.0000	6412.6532	291.3468
26	Nuirse Manager	0	3	0	3	Female	406	6248.6700	7026.2517	-777.5817
21	City Administrator	1	0	0	1	Male	483	7863.0000	7858.7937	4.2063
22	Director of Nursing	0	1	0	1	Female	516	8817.4700	8193.3385	624.1315
23	Care Center Administrator	1	0	0	1	Male	994	9912.9300	10107.2466	-194.3166

Job Number Count: 28

Pay Equity Implementation Report

Part A: Jurisdiction Identification

Jurisdiction: New Richland
 P.O. Box 57
 203 North Broadway
 New Richland, MN 56072

Jurisdiction Type: City

Contact: General Contact

Phone: (507) 465-3514

E-Mail: info@cityofnewrichlandmn.com

Contact: Tyler Lendt

Phone: (507) 465-3514

E-Mail: tlendt@newrichlandmn.gov

Part B: Official Verification

- The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system was used: State Job Match

Description:

- Health Insurance benefits for male and female classes of comparable value have been evaluated and:
 There is no difference and female classes are not at a disadvantage.

- An official notice has been posted at:

New Richland City Hall

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

New Richland City Council

(governing body)

Janda Ferguson

(chief elected official)

Mayor

(title)

Part C: Total Payroll

is the annual payroll for the calendar year just ended December 31.

- Checking this box indicates the following:
- signature of chief elected official
 - approval by governing body
 - all information is complete and accurate, and
 - all employees over which the jurisdiction has final budgetary authority are included

Date Submitted: 1/28/2026

RIGHT OF WAY PERMIT APPLICATION

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

Excavation Permit Obstruction Permit

REGISTRATION TYPE

Attached Plan submitted by (Utility Owner): Anne Wagner
 Joint Application Permit Coordinator

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

Equipment Owner 115313791
 Contractor 115313793
 Other (Explain) Plan No. _____ 115341360
Project No. _____ 115313799

Location: 4 locations on electrical sketches Dogwood, Division, and Cedar
From and To: _____
(Address and Intersection) _____

REGISTRATION INFORMATION (Company Information)

Applicant: Xcel Energy Phone # 9196555511
Address: _____ Fax # _____
825 Rice St, St Paul MN 55117
City: _____ State _____ Zip _____
Signature: Anne Wagner Date: 1/23/26

Contractor: _____ Gopher State One-Call Reg. # _____
Address: _____ Contact Person: _____
City: _____ State _____ Zip _____ Phone # _____
Pager # _____

24 HOUR EMERGENCY CONTACT INFORMATION

Name	Phone #	Pager #	Fax #
<u>Intercon - Audrey Graves</u>	<u>608-215-0595</u>	_____	_____

CONSTRUCTION INFORMATION

Type of Utility:	Purpose of Construction	Type of Construction
<input type="checkbox"/> Gas <input checked="" type="checkbox"/> Electrical <input type="checkbox"/> Telecom	<input type="checkbox"/> New	<input type="checkbox"/> Trench <input type="checkbox"/> Boring
<input type="checkbox"/> Heating <input type="checkbox"/> Cooling <input type="checkbox"/> Cable	<input checked="" type="checkbox"/> Replacement	<input checked="" type="checkbox"/> Hole <input type="checkbox"/> Pole
<input type="checkbox"/> Traffic <input type="checkbox"/> Water <input type="checkbox"/> Sewer	<input type="checkbox"/> Repair	<input type="checkbox"/> Chamber <input type="checkbox"/> Other _____
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	

Excavation Size: Length 5' Width 5' Depth 6' Total Linear Footage of Installation 5'
Portion of ROW being used: Driving Lane _____ Parking Lane _____ Sidewalk _____ Boulevard _____
Other shoulder use

CONSTRUCTION SCHEDULE

Number of Construction Days: 15 Construction Dates: 1/26/26 - 7/31/26
Weekend Dates: n/a After Hour Dates: n/a

CERTIFICATES AND LICENSES

Please attach copies of certificates and licenses as required for registration

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

FOR OFFICE USE ONLY

Date Application Received: _____ Review Committee _____ Yes _____ No _____
Permit Number: _____ Committee Date: _____
Permit Fee: \$100.00
Date Received: _____

P1 SN# 15769369
ADDRESS: 322 Dogwood Ave S, New Richland, MN 56072
COORDINATES: 43.89666 -93.499710
FEEDER: WAS092/C/13.8kV
WO#: 115313791



DESIGNER: ALYSSA GARCIA
816-648-8303
ALYSSA.GARCIA@XCELENERGY.COM

Work Order Information	
Service Request #	: 000015769369
Design Number	: 000001241604
Designer/Planner ID	: 327007
Designer/Planner Name	:
Designer/Planner Ph #	: (000) 000-0000
Manager Approval	:

Joint Utility	
E:	G:
T:	C:

Design Location	
Division	: Mankato
County	: Waseca
City	: NEW RICHLAND (CITY)
Address	: SEE CALLOUT
T: 105N	R: 22W S: 17
Map #	: M11C08 Permit : SEE CALLOUT

Electric	
Feeder:	Voltage:
Phase:	Bkup Dev ID:

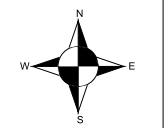
Gas	
System	: Pressure
Size	: Material
Dead End	:

Work Order # :

Date: 12/09/2025

Sketch: # Of # Sketch Data

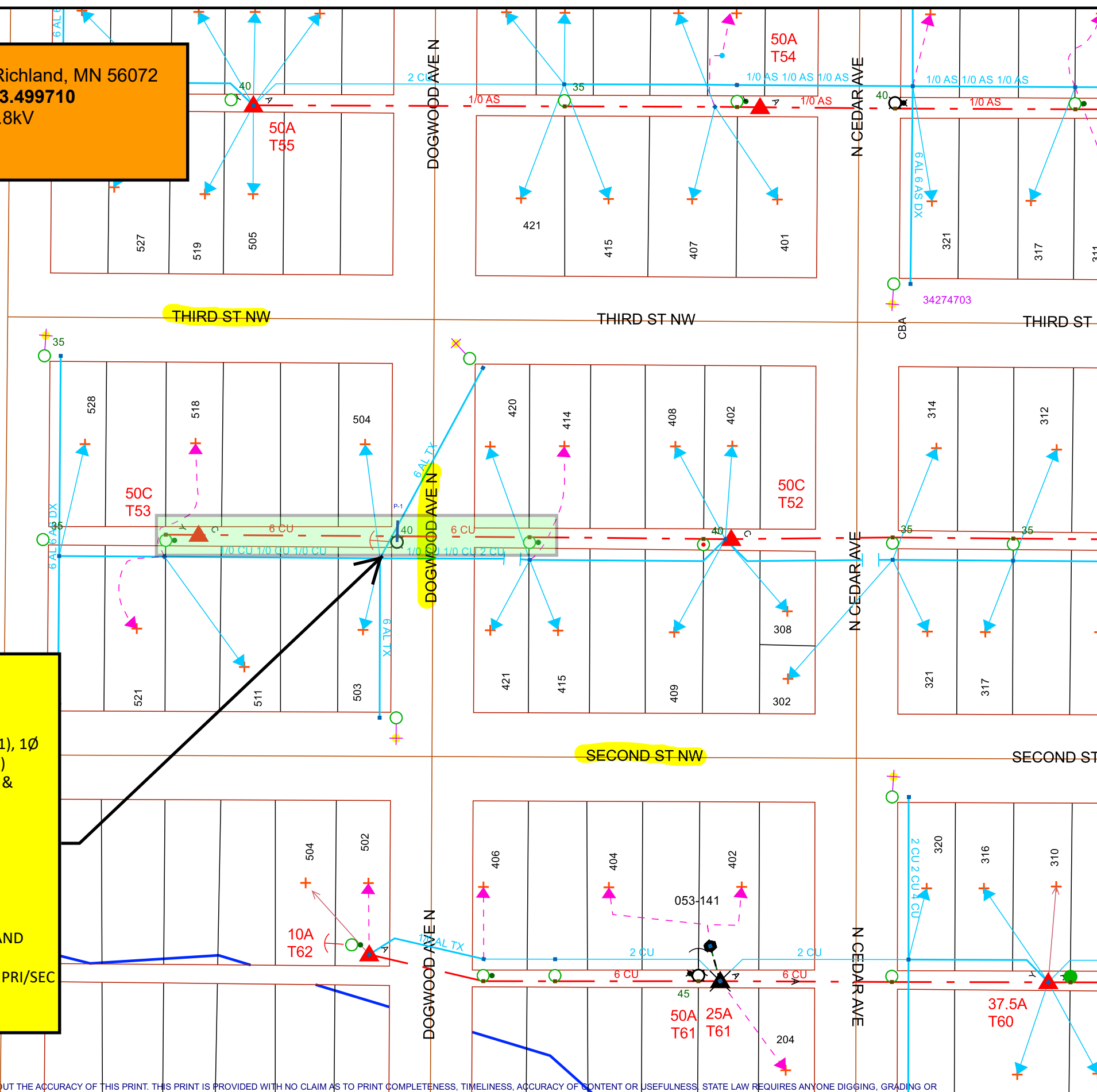
Scale: 1" equals 100'



CONSTRUCTION USE ONLY

- NO CHANGES (BUILT AS DESIGNED)
- CHANGES MADE AS INDICATED (ALL URD MUST HAVE ACTUAL MEASUREMENTS FROM THE FIELD SITE)

RFO _____
 FOREMAN _____ DATE _____
 TEAM LEADER _____



BETWEEN :
 SECOND AND THIRD ST
 FOURTH AND FIFTH ST

PRI VOLTAGE 8 32KV
 NWR 41

BETWEEN :
 DIVISION AND FIR
 3 PHASE IS 23KV
 FIRST AND SECOND
 1 PHASE IS 23KV

ID: 33293381
INSTALL/VERIFY GROUND INTACT
 REPLACE: POLE W/ 40/3, 1Ø DE (C-11), 1Ø EXT (C-15), & SEC HDWR (D-15, D-14)
 TRANSFER: CONDUCTORS, OH SVCs, & COMMS W/ DG.
 TREE TRIM: YES
 TRUCK ACCESS: NO
 SPOT POLE: NO
 HAND DIG: NO
 PERMIT REQ'D: CITY OF NEW RICHLAND
 NOTE: FIELD VERIFIED, NO EXISTING PRI/SEC DG ON POLE

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P1 SN# 15769370
ADDRESS: 505 Division St W, New Richland, MN 56072
COORDINATES: 43.89395 -93.500145
FEEDER: WAS092/ABC/23.9kV
WO#: 115313793



DESIGNER: ALYSSA GARCIA
816-648-8303
ALYSSA.GARCIA@XCELENERGY.COM

Work Order Information	
Service Request #	: 000015769370
Design Number	: 000001241662
Designer/Planner ID	: 327007
Designer/Planner Name	:
Designer/Planner Ph #	: (000) 000-0000
Manager Approval	:

Joint Utility	
E:	G:
T:	C:

Design Location	
Division	: Mankato
County	: Waseca
City	: NEW RICHLAND TWP
Address	: SEE CALLOUT
T: 105N	R: 22W S: 17
Map #	: M11C09 Permit : SEE CALLOUT

Electric	
Feeder:	Voltage:
Phase:	Bkup Dev ID:

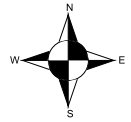
Gas	
System	: Pressure :
Size	: Material :
Dead End	:

Work Order # :

Date: 12/09/2025

Sketch: # Of # Sketch Data

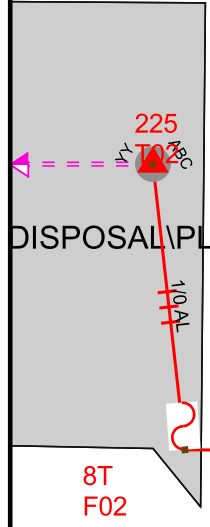
Scale: 1" equals 100'



CONSTRUCTION USE ONLY

- NO CHANGES (BUILT AS DESIGNED)
- CHANGES MADE AS INDICATED (ALL URD MUST HAVE ACTUAL MEASUREMENTS FROM THE FIELD SITE)

RFO _____
 FOREMAN _____ DATE _____
 TEAM LEADER _____

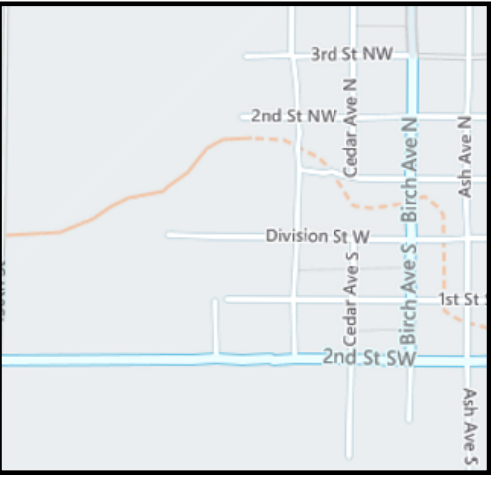


ID: 33293546
INSTALL/VERIFY GROUND INTACT
REPLACE: POLE W/ 40/3, 3Ø TAN (C-20), SEC HDWR (D-15), & SEC RISER (N-4)
TRANSFER: CONDUCTORS & UG SVCs
TREE TRIM: YES
TRUCK ACCESS: YES
SPOT POLE: NO
HAND DIG: YES
PERMIT REQ'D: CITY OF NEW RICHLAND

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P1 SN# 15769371
ADDRESS: 505 Division St W, New Richland, MN 56072
COORDINATES: 43.89396 -93.500564
FEEDER: WAS092/ABC/23.9kV
WO#: 115341360



MATTHEW MEARS
 Mathew.Mears@xcelenergy.com
 816-414-1149

ID: 33293552

REPLACE: EXISTING POLE W/A 40/3 POLE, 3Ø TAN (C-20), AND SECONDARY HARDWARE (D-15)

TRANSFER: CONDUCTORS AND SECONDARIES

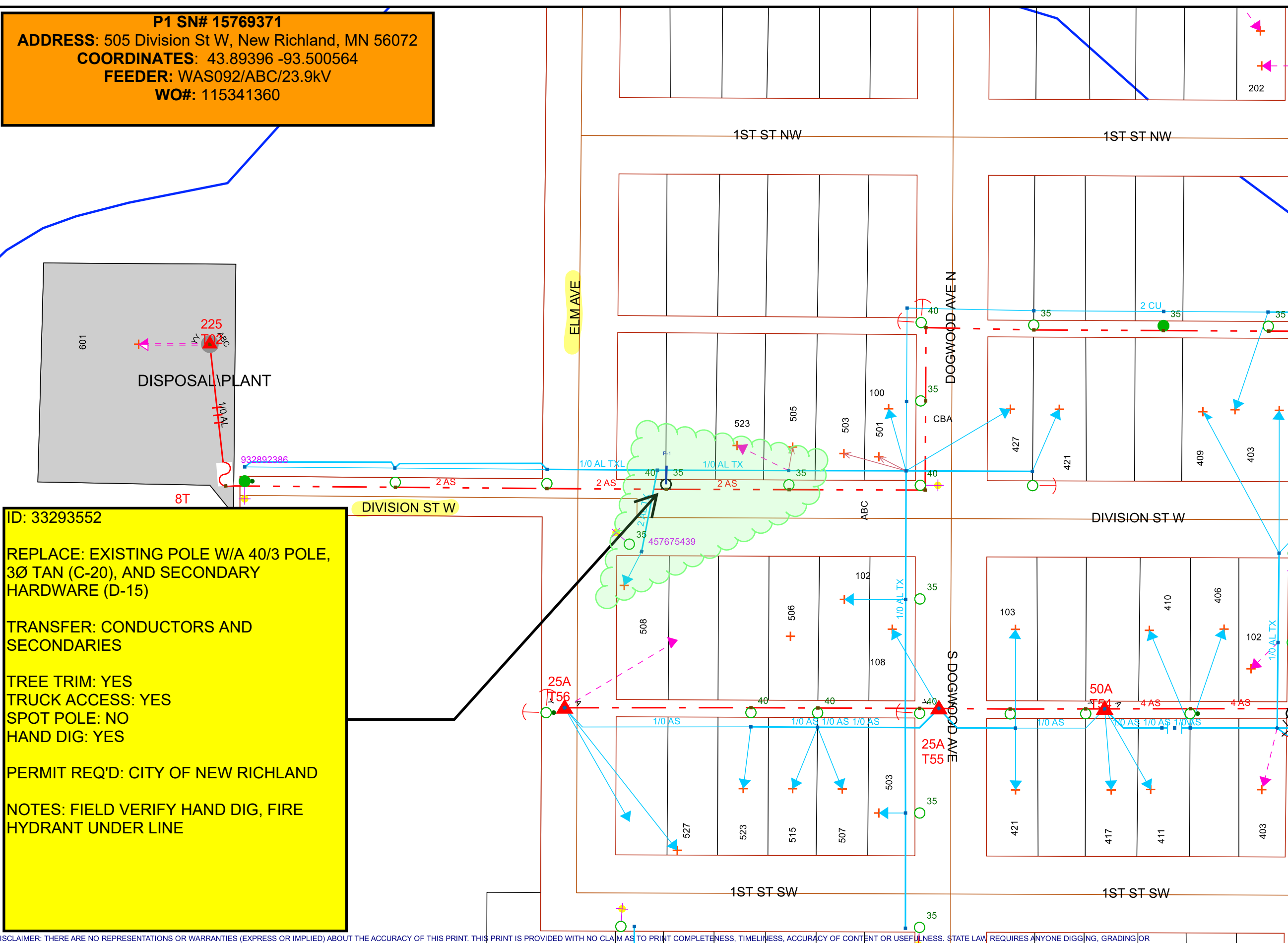
TREE TRIM: YES
TRUCK ACCESS: YES
SPOT POLE: NO
HAND DIG: YES

PERMIT REQ'D: CITY OF NEW RICHLAND

NOTES: FIELD VERIFY HAND DIG, FIRE HYDRANT UNDER LINE

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Work Order Information	
Service Request #	: 000015769371
Design Number	: 000001241495
Designer/Planner ID	: 329433
Designer/Planner Name	:
Designer/Planner Ph #	: (000) 000-0000
Manager Approval	:

Joint Utility	
E:	G:
T:	C:

Design Location	
Division	: Mankato
County	: Waseca
City	: NEW RICHLAND TWP
Address	:
T: 105N	R: 22W S: 17
Map # : M11C09	Permit :

Electric	
Feeder:	Voltage:
Phase:	Bkup Dev ID:

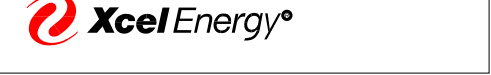
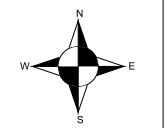
Gas	
System :	Pressure :
Size :	Material :
Dead End :	

Work Order # :

Date: 12/08/2025

Sketch: # Of # Sketch Data

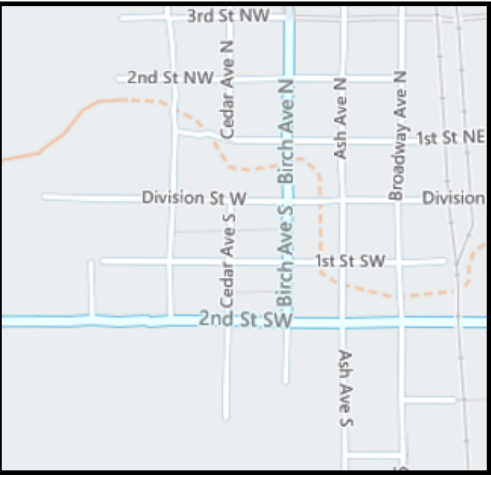
Scale: 1" equals 100'



CONSTRUCTION USE ONLY	
<input type="checkbox"/>	NO CHANGES (BUILT AS DESIGNED)
<input type="checkbox"/>	CHANGES MADE AS INDICATED (ALL URD MUST HAVE ACTUAL MEASUREMENTS FROM THE FIELD SITE)

RFO _____
 FOREMAN _____ DATE _____
 TEAM LEADER _____

P1 SN# 15769372
ADDRESS: 101 Cedar Ave S, New Richland, MN 56072
COORDINATES: 43.89332 -93.497802
FEEDER: WAS092/A/13.8kV
WO#: 115313799



DESIGNER: ALYSSA GARCIA
816-648-8303
ALYSSA.GARCIA@XCELENERGY.COM

Work Order Information	
Service Request #	: 000015769372
Design Number	: 000001241665
Designer/Planner ID	: 327007
Designer/Planner Name	:
Designer/Planner Ph #	: (000) 000-0000
Manager Approval	:

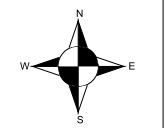
Joint Utility	
E:	G:
T:	C:

Design Location	
Division	: Mankato
County	: Waseca
City	: NEW RICHLAND (CITY)
Address	: SEE CALLOUT
T: 105N	R: 22W S: 17
Map #	: M11C09 Permit : SEE CALLOUT

Electric	
Feeder:	Voltage:
Phase:	Bkup Dev ID:

Gas	
System	: Pressure
Size	: Material
Dead End	:

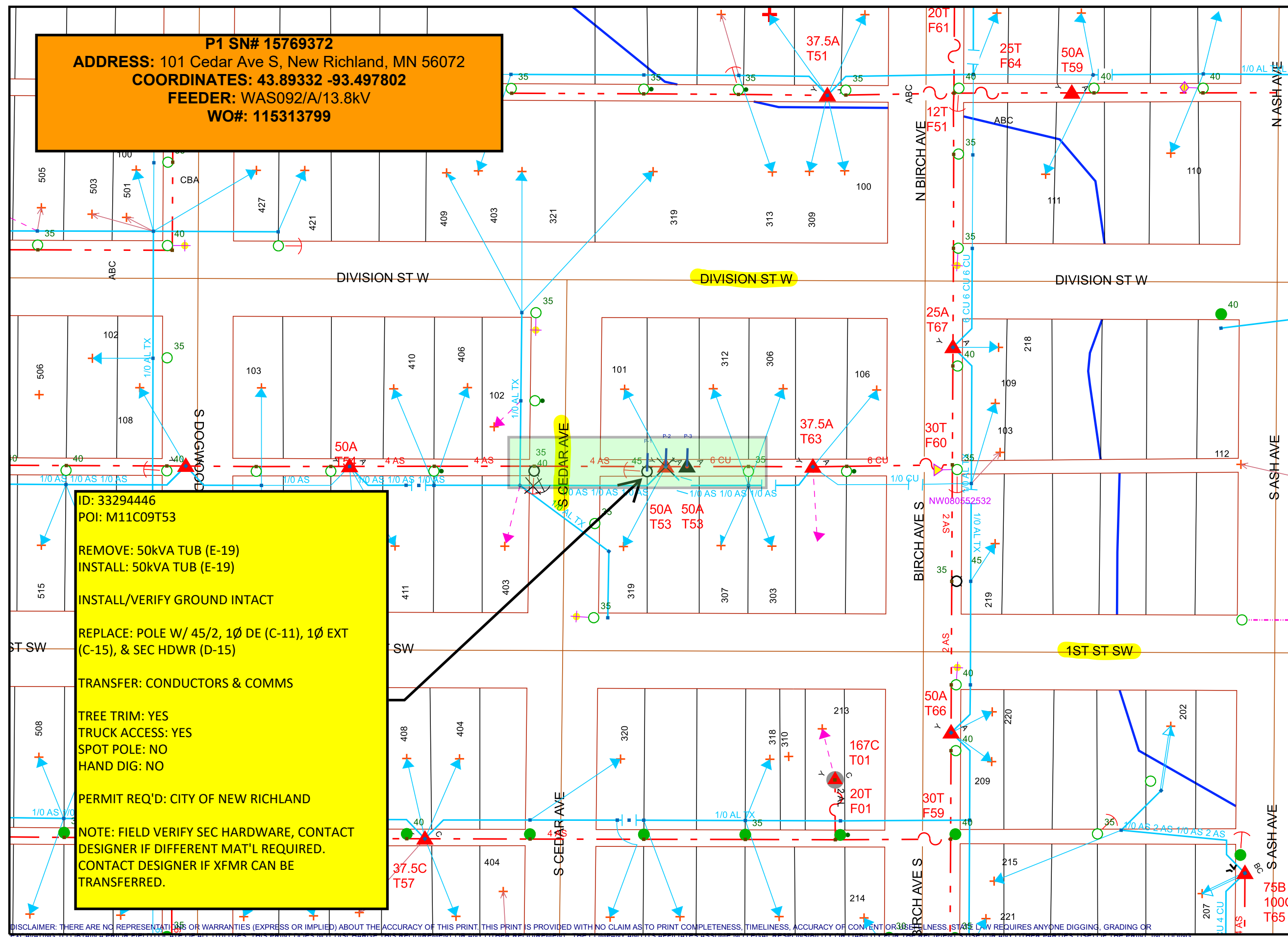
Work Order # :
 Date: 12/09/2025
 Sketch: # Of # Sketch Data
 Scale: 1" equals 100'



CONSTRUCTION USE ONLY

NO CHANGES (BUILT AS DESIGNED)
 CHANGES MADE AS INDICATED
 (ALL URD MUST HAVE ACTUAL MEASUREMENTS FROM THE FIELD SITE)

RFO _____
 FOREMAN _____ DATE _____
 TEAM LEADER _____



ID: 33294446
POI: M11C09T53

REMOVE: 50kVA TUB (E-19)
INSTALL: 50kVA TUB (E-19)

INSTALL/VERIFY GROUND INTACT

REPLACE: POLE W/ 45/2, 1Ø DE (C-11), 1Ø EXT (C-15), & SEC HDWR (D-15)

TRANSFER: CONDUCTORS & COMMS

TREE TRIM: YES
TRUCK ACCESS: YES
SPOT POLE: NO
HAND DIG: NO

PERMIT REQ'D: CITY OF NEW RICHLAND

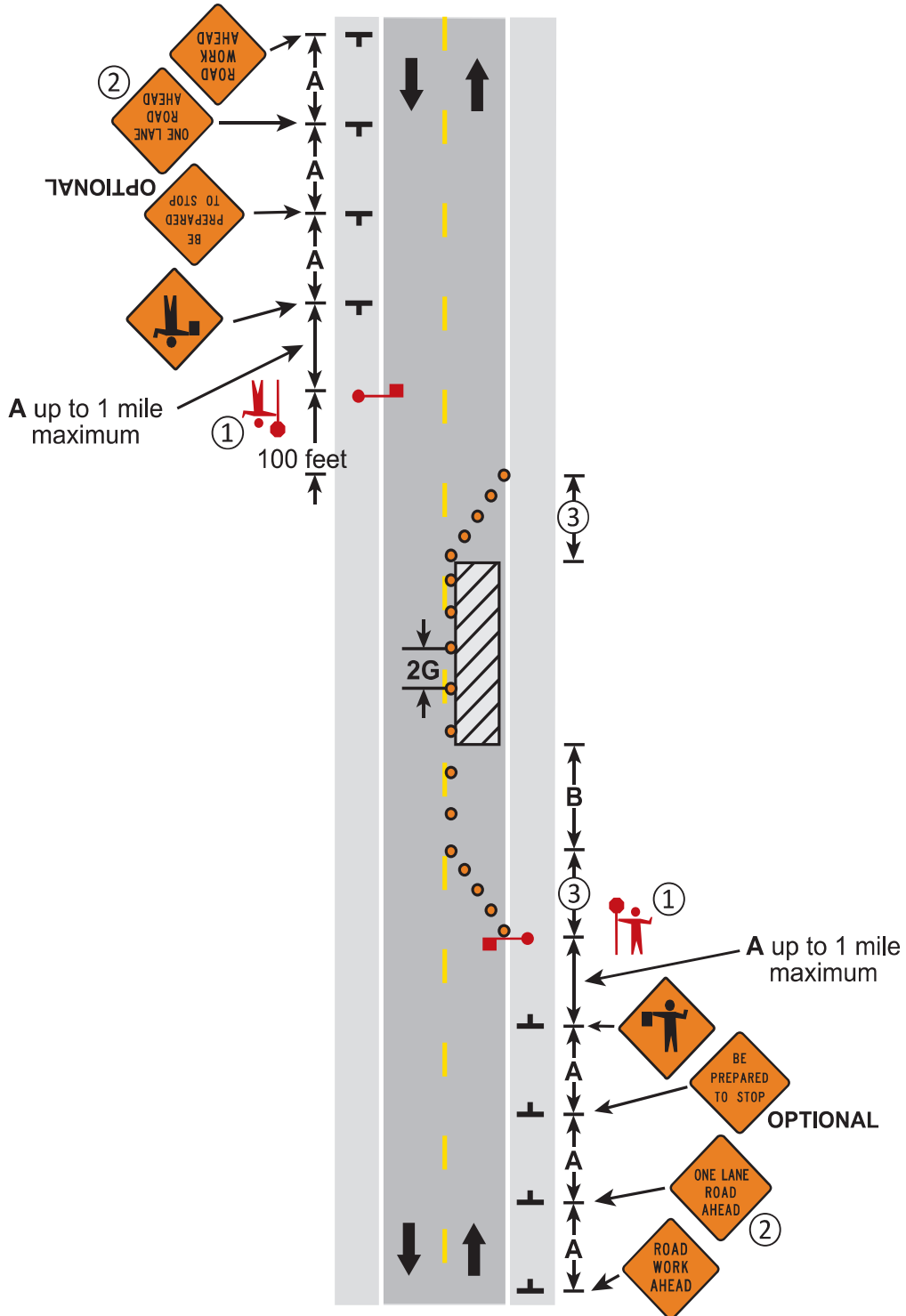
NOTE: FIELD VERIFY SEC HARDWARE, CONTACT DESIGNER IF DIFFERENT MAT'L REQUIRED. CONTACT DESIGNER IF XFMR CAN BE TRANSFERRED.

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NOTES:

- ① The approach sight distance to the flagger shall be at least the Decision Sight Distance (**D**).
- ② The ONE LANE ROAD AHEAD sign may be omitted when the posted speed limit is 40 mph or less.
- ③ The two-way taper should be 50 feet in length using 5 equally spaced channelizing devices.
4. If anticipating operational problems, the use of a Pilot Car (see [Layout 18](#)) may improve operations and safety.



**LANE CLOSURE, TWO FLAGGERS
TWO-LANE, TWO-WAY ROAD**

3 DAYS or LESS

LAYOUT 16



Town of New Richland Selectboard

Dear Board Member,

We are pleased to announce that Fidium Fiber has decided to build our award-winning Fiber To The Home network within your community. This network will give you access to greater internet speeds, better reliability of service, and more cost-effective levels of service to select from to better meet your needs.

As part of this on-going effort, Fidium Fiber and/or its contractors are being tasked with building the network to serve 566 locations on the North side of New Richland. The project is slated to start in early spring. We anticipate that construction will take 60-90 days. Construction requires installing new fiber optic lines along roads or in public utility areas. Crews will be working along the edge of private property, within the public right-of-way, and/or within the public utility easements. We will place new dirt following our installation and will seed restoring any area to its original condition.

Today, more than 25,000 homes and businesses in Minnesota have access to Fidium Fiber. Fiber broadband is a future-proof network that is more sustainable than other technologies with significantly lower power needs and reduced use of plastics. Fiber optic cables are not susceptible to corrosion or electrical interference making them more resilient to extreme weather conditions, including high winds, lightning strikes and floods. Fiber networks require less overall repair and maintenance and boasts up to 67% faster repair times than other wired technologies.

To learn more about the fiber internet construction process and sign up for updates on our progress, visit FidiumFiber.com. Residents with specific construction questions or concerns should contact 1.877.769.4771.

Memorandum

Date: 3 February 2026

From: Tyler T Lendt, City Administrator

To: New Richland City Council

Subject: RadioLink Contract Renewal

RadioLink would like to discuss signing a new contract with the board.

The last signed contract was in 2011, under which the city received free service in exchange for RadioLink's equipment being installed on the tower. The city terminated this service approximately five years ago, but did not revise the contract, effectively allowing RadioLink to use the water tower rent-free since then.

In 2025, City Administrator Tony Martens, working with the City Attorney, drafted a new contract that RadioLink did not sign, seeking changes that Tony Martens deemed "excessive." City Administrator Tyler Lendt, working with the City Attorney, sent a letter to Daniel Petsinger, the owner of RadioLink, asking him to remove his equipment from the tower within 60 days, as allowed under the original contract.

Given that there are deficiencies identified by the Minnesota Department of Health in the installation of the equipment and refusal to sign a new contract when offered, it is the recommendation of the City Administrator that the City of New Richland not entertain entering into a new contract with RadioLink, and reiterate the need to have the equipment removed from the water tower.

Tyler T Lendt

Tyler T Lendt
City Administrator

Janda Ferguson
Mayor

Heather Christensen
Deputy Clerk

Mike and Jessica Nash
[11193 SW 102nd Ave.](#)
[New Richland, MN 56072](#)
SRViper909@gmail.com
507-456-0264

February 1, 2026

City of New Richland
City Council
[203 Broadway Ave. N](#)
PO Box 57
New Richland, MN 56072

Dear Members of the New Richland City Council — Janda Ferguson, Jody Wynnemer, Jason Casey, Josh Warke, and Matt Economy,

We are writing to formally request the rezoning of our property located at 213 Broadway Ave. North, currently zoned C2, to C1. We are also asking for the city alley property (currently zoned residential) to the rear also to be rezoned to allow for onsite parking on the property without the 30-foot setback and potential building addition on the property. We believe this change would better suit the location and allow for expanded commercial opportunities, such as broader retail or service-based uses.

The property's location along the Highway 13/30 corridor makes it well-suited for more flexible commercial activity, and the proposed rezoning aligns with the area's ongoing development patterns and the City's broader economic goals.

Supporting Reasons for This Request

Compatibility: The property is adjacent to existing commercial areas, and rezoning to C1 would promote cohesive and consistent commercial growth along Broadway Avenue.

Community and Economic Benefits: The change could help increase the local tax base, create employment opportunities, and encourage reinvestment in land that is currently underutilized.

Limited Impact: We anticipate minimal effects on traffic or neighborhood character. Any future development would fully comply with City standards related to access, parking, lighting, signage, and property maintenance.

Consistency with City Planning Goals: This request supports responsible commercial growth and long-term revenue stability for the community.

We are prepared to submit a formal rezoning application. Please advise us on the next steps in the review and hearing process.

Thank you for your time and consideration. We appreciate your service to the community and are happy to meet or provide additional information as needed.

Sincerely,

Mike and Jessica Nash
909 Motorsports
[213 Broadway Ave. North](#)
[New Richland, MN 56072](#)
507-456-0264

CC: City Clerk/Administrator

Rezoning Request - 213 Broadway Ave N, New Richland, MN

From North Shore Plumbing & Heating <JP@northshorephac.com>

Date Mon 2/2/2026 11:49 AM

To Tyler Lendt <tlendt@newrichlandmn.gov>; Heather Christensen <hchristensen@newrichlandmn.gov>; Kerry Much <kerry@owatonna realestate.com>; North Shore Plumbing & Heating <JP@northshorephac.com>

Dear Council,

First, I would like to introduce myself. I am Justin Greeley owner of Greeley Properties, LLC and North Shore Plumbing Heating AC. I have worked as a plumbing, heating, and air conditioning professional for the past 30+ years. I previously owned and operated Greeley Plumbing & Heating AC for 20 years with 20+ employees doing aprx \$5M in sales in Glenwood, Alexandria and Morris, Mn. In 2022, I was approached by my competitor, Ellingson Plumbing & Heating, a 100+ man shop and decided to accept their offer to purchase my business. Since then, my wife, Pamela and I had been serving the communicates of Grand Marais & Lutsen, Mn operating North Shore Plumbing Heating AC.

In our search to relocate to be closer to our families we revisited the Owatonna area since Pamela was employed by Federated Insurance in the 1990's. We feel we would be a good fit to bring an experienced plumbing and hvac company to the area. We currently have a Purchase Agreement to purchase the property at 213 Broadway Ave N, New Richland, MN.

In our due diligence on the property we learned that the city alley property to the rear is currently zoned residential and limits off street parking and any future building expansion due to the 30 foot setback requirement. Therefore, we are in support of the rezoning of the (2) properties to C1. We would appreciate your consierdation and approval of the current owners, Mike & Jessica Nash for rezoning.

We look forward to being a part of the New Richland & Waseca communities with the opening of our shop in April 2026.

Justin & Pamela Greeley
North Shore Plumbing Heating AC
PO Box 402
Grand Marais Mn 55604
218-370-9669

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



New Richland Police Department

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

Requests/Approval from Council

Chief's Conference St. Cloud, MN

- Conference \$585.00 (\$895.00 after 02/28/2025)
- Hotel- approximately \$500.00 (early bird pricing)
- I did apply for the small agency scholarship that, if awarded, \$1,000 would be reimbursed after the conference has concluded.

Factors to consider regarding all training requests:

- Continuing education is mandated by the MN State POST Board.
- Training is partially reimbursed by the state.
- Current legal considerations and liability for the city regarding law enforcement (statutory standards for use of force, emerging legislative reform, ICE/protests and effective communication and messaging to the public regarding those topics).
- Networking with MN departments- this has been beneficial to NRPD in terms of getting equipment that would normally be out of budget, requesting training programs and schedules, and receiving advice from other departments when we may not have resources like bigger agencies have. Specifically- The Chief's conference is the time and place to meet with other small departments and discuss similar issues that affect our small towns.

2026 February Maintenance Requests

Sherwin Williams Street Paint (white 25 gallons \$650) (yellow 15 gallons \$345) Total \$995 To repaint streets ahead of town celebration

J&R water utility services are \$150 an hour or \$1200 a day. Last year we did 3 days, and I think they would be able to finish up the whole town this year. This is the third year doing this, the price has not gone up. Then the whole town's main shutoffs would be GPS located and all valves exercised.



CITY OF NEW RICHLAND

RESOLUTION 26-02

**RESOLUTION ADOPTING THE
WASECA COUNTY ALL-HAZARD MITIGATION PLAN**

WHEREAS, the City of New Richland recognizes the threat of natural hazards to people and property within the City of New Richland; and

WHEREAS, the City of New Richland has participated in the development of the 2025 Waseca County Hazard Mitigation Plan in accordance with Federal laws, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and the National Dam Safety Program Act, as amended; and

WHEREAS, the 2025 Waseca County Hazard Mitigation Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property within the City of New Richland from the impacts of future hazards and disasters; and

WHEREAS, by adoption, the City of New Richland demonstrates its commitment to hazard mitigation and achieving the goals outlined in the 2025 Waseca County Hazard Mitigation Plan,

WHEREAS, approval of the 2025 Waseca County Hazard Mitigation Plan by the Federal Emergency Management Agency (FEMA) will make Waseca County and participating jurisdictions eligible to apply for FEMA Hazard Mitigation Assistance grants; and

NOW THEREFORE BE IT RESOLVED that the City of New Richland supports the hazard mitigation planning effort and wishes to adopt the Waseca County All-Hazard Mitigation Plan.

This Resolution was declared duly passed and adopted by the City Council of New Richland, Minnesota this _____ day of _____, 2026.

The City Clerk is hereby instructed to transmit a certified copy of this resolution to the Director of Emergency Management of Waseca County, Minnesota.

(Mayor)

Attest:

City Administrator



CITY OF NEW RICHLAND

RESOLUTION 26-03

RESOLUTION DESIGNATING THE POLLING PLACE FOR 2026 ELECTIONS

WHEREAS, Minnesota Statutes § 204B.16 requires the governing body of each municipality to designate, by ordinance or resolution, a polling place for each precinct; and

WHEREAS, the City of New Richland must designate polling places annually and ensure compliance with applicable accessibility requirements and voter notice obligations for all elections held in 2026; and

WHEREAS, the location identified as New Richland City Hall at 203 N Broadway Ave, New Richland, MN 56072 is a suitable publicly owned facility that is accessible, centrally located, and capable of serving as the polling place for the City's precinct(s).

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

1. The City Council hereby designates 203 N Broadway Ave, New Richland, MN 56072 as the official polling place for the City of New Richland for all elections held in calendar year 2026, including any state, county, municipal, and school district elections conducted within the City's jurisdiction.
2. The designated polling place shall meet applicable accessibility standards, including accessible parking, routes, entrances, and voting areas, as required by Minnesota election law and the Americans with Disabilities Act (ADA).
3. The City Clerk/Administrator is directed to:
 - File a copy of this resolution with the Waseca County Auditor;
 - Provide notice of the polling place designation to voters as required by law, including posting on the City's official website and at the City's official posting locations; and
 - Coordinate with election officials to ensure proper set-up, equipment delivery, staffing, and accessibility accommodations at the polling place.
4. Effective Date and Changes. This resolution takes effect immediately upon passage. If a change to the polling place is necessary due to circumstances that make the designated location unavailable or unsuitable, the City Clerk/Administrator is authorized to recommend an alternative location consistent with Minnesota Statutes and to provide the required notice to voters and election officials.

Passed and adopted by the City Council of the City of New Richland, Minnesota, this ____ day of _____, 2026.

(Mayor)



Attest:

City Administrator

Ambulance Report Feb 2026

Not much to report.

Training: We will be having training on our new monitor Feb 21st. We will need to get this mounted into the ambulance after our training. We will also have PEPP training that same day.

Cot: Update on the cot, we should see this soon. This has been on back order and just waiting for the arrival time.

Director: Working on the ambulance license and survey from the grant money we received from the state. They want to know what we spent the money on. They are both due real soon.

Thank you

Sarah Sundve
New Richland Ambulance Director



NEW RICHLAND FIRE DEPARTMENT

MONTHLY COUNCIL REPORT

MONTH: JAN YEAR: 2026

FIRE CALLS: 0

MEDICAL CALLS: 1

TOTAL CALLS: _____

TRAINING COMPLETED DURING THE MONTH:

OSHA

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](mailto:nrpdc@cityofnewrichlandmn.com)

Monthly Report

February 9th, 2026, Council Meeting

Activity/Calls for Service

The New Richland Police Department responded to **84** calls for service for the month of January.

Total Calls through January 2026: 84

Total Calls through January 2025: 126

(11 traffic stops, 2 ordinance violations, 2 animal complaints, 30 directed patrols/lock checks, 13 assist other agencies)

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.

Information

- Snow/parking ordinance- please remove vehicles from streets when 2+ inches of snow is expected.

Training & Education

- 261 attended MN South Central Investigator's Coalition (MSCIC)
 - Double homicide investigation, Ramsey County
 - Sibley County homicide investigation
 - Drug cases- tracking suspects/drugs
 - Swatting (fake/scam) calls and how to investigate, find origin of call
 - Legislative updates
 -



New Richland Police Department

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

Squad Maintenance

- N/A

Equipment

- N/A

Upcoming Events / Important Items

- Career fair @ MSU 02/26
- 2026 Cash Match and Tactical Service Maintenance Fee \$4,500 (annual payment for membership with South Central Drug Investigation Unit)
 - DUE end of March

Respectfully Submitted,

Tanyce Bruegger, #261
Chief of Police

New Richland City Council

9 Feb 2026

New Richland Care Center

Operations:

January Average Census = 33.27 (Annual Average = 35.93) Current census = 41

Census numbers reveal our Managed Care/Medicare population in December average = 7.26. Compared to the January census MC/Medicare = 5.0. While the census in the last two months were comparable at 33.94 Dec and 33.27 in Jan, the higher acuity levels were received in December.

Financial:

December Rev = \$440,338. Expenses = (\$461,785). Income from Operations = (\$21,447)

Increase in revenue and expenses from the previous month, similar net loss due to the high level of staffing and training needed. Agency staffing is on a steady decline. We have seen a flip in our staffing levels, (13 NA's per 24 hour shift, in Sep we would have had 10 or 11 agency staff, we currently would have 2 agency staff).

I would attribute the change to a great shift in workplace culture.

Other

Upcoming projects with dollars from our state grant for the building:

New carpet in the common areas around the entry, dining room, and chapel.

A remodel of the breakroom area to improve the flooring, paint, cabinets, electrical outlets, and refrigerator. Current vending machines, microwave and coffee maker will remain.

Residents are preparing for a Super Bowl party, the Olympics, and Valentine's Day.

Date: February 6, 2026

To: City of New Richland

From: Shell Johnson, Operator

O & M Report: January 2026

Wastewater Operation & Maintenance

- ❖ Ice issues with the primary clarifier.
- ❖ Electrical issues are getting completed
- ❖ 1,975,000 gallons wastewater treated/ 2,097,000 well pumped, No I/I at this time.
- ❖ Chloride results higher due to salting of highways
- ❖ Boiler now has a thermostat; it is working as it should

Completed and updated:

Chloride Variance Report

PFAS notifications

Tier II

Safety Data Sheets

Emergency phone number list

Block Plumbing, Owatonna will be our new annual Back Flow Preventer

Jan monthly work orders

Monthly cyber security training

Upcoming items

Finish electrical issues

Biosolids/land applying

Thank you,

Shell Johnson

Peopleservice

Discover The Power Of People

www.peopleservice.com



City of New Richland Maintenance & Utilities Council Report

Feb 2026

PROJECTS COMPLETED

- 8 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.
- Put new brushes on the Kubota brooms.
- (Blue truck) We had a leak in the fuel tank; we had it welded and reinstalled by New Richland Diesel. Also had a strobe light go out, bought a new one from Crysteel in Lake Crystal MN (\$500).
- We went through the Service trailer, got everything organized, and started all the pumps.

FUTURE PROJECTS

- Empire storm sewer
- Started with the water plant updates and controls 7/1, was expected to be done on 9/16/25, Ty has been in contact with Guy, Guy promised it would be done by 2/6/26
- Start getting bids for the road project.
- Get the sweeper ready for spring

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

City of New Richland

Water System Monthly Report Month: December 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	2,097,000
Average Daily Pumpage	Gals/day	69,645
Maximum Daily Pumpage	Gals/day	324,000
Total monthly hours	Hrs./month	124
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	250

Total Combined Monthly Pumpage	Gals/Month	2,097,000
Average Combined Daily Pumpage	Gals/day	69,645
Total Combined Monthly Hours	Hrs./month	124
Booster Pump 1 Monthly Hours	Hrs./month	35
Booster Pump 1 daily Avg. Hours	Hrs./day	1.13
Booster Pump 1 efficiency (GPM)	Gals/min.	250
Booster Pump 2 Monthly Hours	Hrs/month	99
Booster Pump 2 Daily Avg. Hours	Hrs/day	3.19
Booster Pump 2 efficiency (GPM)	Gals/min	250
Total Chlorine Consumption	Lbs./month	47.7
Average Chlorine daily Consumption	Lbs./day	1.54
Total Fluoride Consumption	Gals/month	.0
Average Fluoride daily Consumption	Gals/day	.0



Drinking Water Protection
Section
P.O. Box 64975
St. Paul, Minnesota 55164-0975

Fluoridation Monthly Report (Population Less Than 3300)

PWSID#

Month & Year

Name of Facility	Street	City
------------------	--------	------

Zip	Operator Contact Phone #	Water Source(s)
-----	--------------------------	-----------------

Fluoride Chemical Used:	Raw Water Fluoride Concentration		
Dilution (if applicable): %	Well #	mg/l	Well # mg/l

Operator Name(Print)	Signature
----------------------	-----------

Date	Meter Reading (1000 gal.)	Pumpage (1000 gal.)	Amount of Solution or Compound Used Per Day (gal./lbs.)	Fluoridation Analysis	
				Tested Fluoride Concentration (mg/l)	Sampling Point on Distribution System
Week	1	2	3	4	5
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					

**INSTRUCTIONS FOR FILLING OUT THE
FLUORIDATION MONTHLY REPORT (Population Less Than 3300)**

**Column
Number**

- 1** **Weekly (at least) water meter reading in thousands of gallons.**

- 2** **Pumpage in thousands of gallons: current meter reading minus the previous meter reading.**

- 3** **The total number of gallons of fluoride solution used or the total pounds of fluoride compound used if you are using sodium silicofluoride.**

- 4** **Your tested fluoride concentration of the treated water. These tests are to be performed at least once each calendar week. Do not composite samples.**

- 5** **Sample location: the sample is to be taken on the distribution system and at different locations each time.**

NOTE: THE RAW WATER FLUORIDE CONCENTRATION SHOULD BE TESTED MONTHLY.

COMMENTS:

Option 1 - Mail the report to:

**Minnesota Department of Health
Community Water Supply Unit
P.O. Box 64975
St. Paul, MN 55164-0975**

Option 2 - Email the report (as an attached file) to: health.report-fluoride@state.mn.us

Additional fluoride forms can be found at Community Public Water Supply Forms (<https://www.health.state.mn.us/communities/environment/water/com/com.html>).

New Richland Water Usage 2026

	First	Well 2	Well 3		Total
Jan	49848	2,097,000			2,097,000
Feb					
Mar					
Apr					
May					
June					
July					
Aug					
Sep					
Oct					
Nov					
Dec					
	last				
total					

Sign/

Date/

Memorandum

Date: 3 February 2026

From: Tyler T Lendt, City Administrator

To: New Richland City Council

Subject: Proposal - Department Head Reporting

As discussed at the 12 January 2026 Regular City Council Meeting, the City Administrator has prepared several options for department heads to report to the City Council.

Important things to note:

- None of these options would replace paper reporting
- Department heads would still be required to attend to make requests that the city administration cannot speak to from a technical standpoint
- These options are a starting point and can be adjusted to meet the needs of the council
- Department Heads may request to be placed on the agenda if there are situations they believe need to be explained.
- Standardized reporting forms may make the process simpler and reduce the time required for reporting

Options:

1. Continue as is with all six (6) departments, preferably reporting in person every month.
2. Switch to an every-other-month schedule for departments. City Administration suggests dividing it between first responders and infrastructure/care center.
3. Switch to quarterly reports for department heads, with two departments reporting each month. City Administration suggests dividing it between Police/Fire, Ambulance/Care Center, and Public Works/People Services.
4. Develop robust standardized paper reporting and have department heads appear at the council's request.

Tyler T Lendt

Tyler T Lendt
City Administrator

Janda Ferguson
Mayor

Heather Christensen
Deputy Clerk



203 N. Broadway Ave - PO Box 57
New Richland, Minnesota 56072
Tel (507) 465-3514 - Fax (507) 465-3375
www.newrichlandmn.gov

Memorandum

Date: 3 February 2026

From: Tyler T Lendt, City Administrator

To: New Richland City Council

Subject: Minnesota Basic Code Follow-up

The City Administrator's office discussed the Minnesota Basic Code with the City Attorney.

The City Attorney recommended that the City of New Richland identify the areas where new or updated ordinances would benefit the city and copy selections from other municipalities, including those that adopted the Minnesota Basic Code.

Currently, the Office of the City Administrator does not recommend adopting the Minnesota Basic Code; instead, it recommends drafting ordinances on the following topics using language from the Minnesota Basic Code:

- Golf Cart Paths
- Heavy Vehicle Parking on City Streets
- Fence and Various Other Construction Topics

Tyler T Lendt

Tyler T Lendt
City Administrator

Janda Ferguson
Mayor

Heather Christensen
Deputy Clerk



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Memorandum

Date: 3 February 2026

From: Tyler T Lendt, City Administrator

To: New Richland City Council

Subject: Abdo Training

Abdo Solutions has extended an offer to train the City Administrator and Deputy Clerk in audit preparation, payroll, and other financial tasks, and to be available to assist the city with these tasks.

This training would be quite expensive at nearly \$3,000.00 for a single day of training, but it is the position of the City Administrator that it would be highly beneficial to the city.

Given the expense of the training, the City Administrator would like to completely close City Hall to the public on an as-yet-undetermined date to focus on the training.

The structure of this offer is on an hourly, as-needed basis. With the following pay structure:

Associates are \$225.00 per hour

Managers are \$325.00 per hour

Senior Managers are \$390.00 per hour

Partners are \$535.00 per hour.

The lowest level necessary will always be the rate the city is billed for.

Tyler T Lendt

Tyler T Lendt
City Administrator

Janda Ferguson
Mayor

Heather Christensen
Deputy Clerk



SERVICE PROPOSAL FOR

City of New Richland

203 N Broadway Ave, New Richland, Minnesota 56072

February 02, 2026

abdosolutions.com | Mankato, MN - Edina, MN - Scottsdale, AZ

Abdo
Financial
Solutions

Proposed by

Victoria Holthaus, CPA, MPA

Partner | Abdo

victoria.holthaus@abdofs.com

P 952.715.3069



Tyler Lendt, City Administrator
City of New Richland
203 N Broadway Ave
New Richland, Minnesota 56072

February 02, 2026

Dear Tyler,

Thank you for the opportunity to submit this proposal to the City of New Richland, Minnesota (the City), for accounting services. Based on our past experience with cities of comparable size and complexity, we believe our structured contract with defined outcomes offered through Abdo Financial Solutions (Abdo FS), will provide the City with excellent financial services.

We are confident our solution will offer the City advanced insights, provide public finance guidance, and serve as an experienced partner to assist the City in accounting services. Our proposal is based on the needs of the City as requested in our phone conversation on January 23, 2026. Our proposal also reflects the experiences we have had working with other cities. This proposal outlines the scope of services we believe will address the needs of the City.

The term of this contract shall be from January 1, 2026 through December 31, 2026.

An Abdo FS representative will be in the City offices as necessary to perform responsibilities as noted on the Scope of Services page. Services will also be performed remotely and/or on-site as needed.

The investment required for our services is indicated on the value page, and this quote remains valid for thirty (30) days. Please note that Abdo FS is independent of the City as defined by auditing standards generally accepted in the United States of America.

Abdo FS acknowledges the City may have retained an independent registered municipal advisor (IRMA) to assist and advise the City in evaluating information relating to the issuance of municipal securities and/or municipal financial products. Abdo FS acknowledges the City will rely on advice from their IRMA. Abdo FS will have no recourse against the City or its IRMA, regarding action or inaction relating to evaluating, commenting on, or responding to financial projects or information received under this Agreement. Abdo FS acknowledges it is the registered independent municipal advisor retained by the Municipal Entity Client.

Abdo FS would like to thank the City for the opportunity to propose on these services. We look forward to exceeding your expectations and continuing our long-term, mutually beneficial relationship.

Sincerely,

Abdo Financial Solutions

Victoria Holthaus, CPA, MPA

Partner | Abdo



The current state

WHAT WE HEARD

We understand the challenges you face as an organization with ever-changing regulations, financial standards, staffing changes, and strategic vision. Through our conversations, we understand these challenges to include:

- You indicated you need help with audit preparation, particularly concerning accounts receivable and accounts payable. We will provide detailed guidance and support to streamline these areas, ensuring your financial records are audit-ready and accurate.
- With staff turnover, you need assistance in managing reporting deadlines. We will work closely with your team to establish a reliable system that ensures all reporting obligations are met timely and accurately, minimizing the impact of staffing changes.
- You indicated that you would like help with training on payroll and quarterly payroll reports. Our team will develop and deliver training to ensure your staff is proficient in handling payroll processes and meeting quarterly reporting requirements efficiently.

CONSIDERATIONS AS YOU MOVE FORWARD

Given these challenges you're facing, we know that it can become overwhelming to grasp all the factors at play. Our team wants to ensure you have a pulse on all of these factors as you begin your search for solutions. Have you considered the following:

- You expressed the importance of partnering with an advisor that would provide training on compliance with state and federal laws, regulations and reporting. Our team has established industry best standards for monthly monitoring of compliance tasks, and we continually work to stay ahead of industry trends that will affect our local government clients.
- Continued coaching and development of your staff remains a high priority, especially as the City continues to face ever changing complexity. Our team will commit to mentoring your staff and expanding their skillset and knowledge throughout our engagement.

The path forward

WHAT'S YOUR VISION?

Let's build it together. With knowledge and care, Abdo lights your path forward—illuminating opportunity and fueling your confidence to navigate the future. What do you envision for your future? We believe it could look something like this:

- We are dedicated to providing expert assistance in navigating complex accounting transactions and addressing your questions, ensuring adherence to best practices in government finance.
- We will assist in the development of city staff to enhance financial operations. By providing training to ensure the team is following best practices in government finance and that the team has an awareness of the various reporting requirements.

EXPERTISE FOR YOUR CHALLENGES

Your City faces unique challenges that require a specific understanding of regulations and operations. Our team has experience working with similar entities giving us a unique understanding of the challenges you face.



Meet Jessi

Jessi Sturtz
Manager

Jessi has over ten years of experience working with local governments in accounting and finance, as well as ten years of experience in the banking industry. She has over 10 years of experience working with Banyon, and 3 years working with BS&A. She currently works with clients ranging from 1,000 - 25,000 in population in a variety of different financial roles such as budgeting, audit preparation, monthly cash reconciliation, processing accounts payable, and quarterly financial reporting.



The Abdo Difference

At Abdo, we believe in the importance of relationships. This core value is the foundation of our approach to delivering the best experience and outcomes for our clients. It's inherent in our people and the way we work.

We know that for our clients to be successful, it takes more than having experience and credentials – we take the time to listen to their unique motivations, goals, and challenges. We truly care about their journey and where their path leads.

[LEARN MORE ON OUR WEBSITE](#)

Scope of Services

ABDO FS CONTRACT TASK

Respond to questions from City staff regarding the bank reconciliation, month-end close, payroll and journal entries

Provide training to staff for audit prep, payroll, and reporting requirements

Provide assistance as requested by the City Administrator

Your Team

At Abdo, we believe that trust is a vital component in the success of our partnership. That trust requires an understanding of your needs and confidence in the expertise of your engagement team. That's why we've curated a team with relevant experience and first-hand knowledge of the challenges you face. Many of our advisors have worked in government finance offices for decades, cultivating the same experiences you currently face. This depth of understanding can lead to a comprehensive view of your challenges, potential cost reductions, and a quicker road to results.

KEY CONTACTS

Key team members are briefly profiled below, with additional staff providing support as needed throughout the engagement.



VICTORIA HOLTHAUS, CPA, MPA

Partner
victoria.holthaus@abdofs.com
P 952.715.3069

Vicki specializes in working with local governments and nonprofit agencies to strategize capital improvements, develop strategic long-range financial plans, and troubleshoot accounting and financial challenges. She also provides process evaluation and process improvement services for nonprofit and private sector clients.



JULIE MCMACKINS

Senior Manager
julie.mcmackins@abdofs.com
P 952.715.3062

Julie has over 15 years of experience working with Minnesota municipalities and two years experience in the private sector. She currently works with clients in a variety of financial roles such as budgeting, annual and quarterly financial reporting, utility rate studies, long-term planning, and audit preparation.



JESSI STURTZ

Manager
jessi.sturtz@abdofs.com
P 507.304.6888

Jessi has over ten years of experience working with local governments in accounting, as well as ten years of experience in the bank industry. She currently works with clients ranging from 1,000 - 25,000 in population in a variety of different financial roles such as budgeting, audit preparation, monthly cash reconciliation, processing accounts payable, and quarterly financial reporting.



IZZY WILFAHRT

Associate
izzy.wilfahrt@abdofs.com
P 952.395.9334

Izzy joined the Firm as an Associate in the Financial Solutions department in 2022. Izzy has experience in bank reconciliations, accounts payable, cash receipting, utility billing and quarterly reporting.



MACIE STEVERMER

Associate
macie.stevermer@abdofs.com
P 507.304.6822

Macie has 4 years of experience working in the Firm's financial solutions department. Her work includes monthly bank reconciliations, quarterly reporting and audit preparation for a variety of clients.



Value

At Abdo FS, we are dedicated to assisting our clients in achieving their financial goals through comprehensive and personalized financial services. Our team of experienced professionals provide expert guidance in public finance.

SERVICE	ESTIMATED FEES
As needed technical support for questions on bank reconciliations, month-end, payroll and journal entries	\$5,000 - \$10,000
Training to staff for audit prep, payroll, and reporting requirements	\$5,000 - \$10,000

Our services will be invoiced at our hourly rates. Actual services will vary from the estimate provided. Our estimated is based on similar work with comparable communities.

This quote is valid for thirty (30) days.



Government Experience

You can have confidence in our years of experience performing consulting services, the quality of the accounting services we offer and our understanding of the unique challenges our clients face in the government space. Since 1963, we've served cities just like yours. With an unwavering commitment to streamlining processes, training staff, and finding technology-based solutions, we proudly offer excellence in governmental consulting and auditing. Out of our 250-strong, talented staff, over 70 team members are 100% focused on government clients, which include over 100 cities and other governmental entities. By serving cities across Minnesota, we have become experts in the nuances of how to best support your city. Our expertise affords you a consulting experience that is painless. We do this by communicating up front, coming fully prepared, and being available throughout the year to support you.

PROCESS

Our methods are centered around incorporating technology to deliver unparalleled solutions for government organizations. In addition to our consulting experience, our firm expertly performs outsourcing for governments giving us a wealth of experience in a consulting role. We don't believe in a one-size-fits-all mentality. So together, we'll focus on the needs that are relevant to your city and provide the right services to meet them with a customized methodology based on your needs. We're focused on developing creative, customized solutions to help your city mitigate costs and boost efficiency.

FOCUS

Through continuous training and growth opportunities, we've established an environment with a focus on serving government entities. We spend more than 100 hours training and onboarding to ensure success for our clients. We truly hope that you partner with us to light the path forward for your organization.

OUR QUALIFICATIONS

- GFOA and MnGFOA Association members
- Government operations training
- Consulting services for over 100 cities
- We've assisted many municipalities in preparing for the GFOA's Certificate of Achievement for Excellence awards in financial reporting

OUR FINANCIAL MANAGEMENT AND CONSULTING SERVICES INCLUDE:

- Budget process development
- Capital improvement planning
- Cash flow analysis
- Cost containment processes
- Debt management plans
- ERP system consulting
- Federal and State relations/grant consulting
- Finance Director services
- Financial management plans
- Financial reporting and analysis
- Fleet: Operations and replacement rate analysis
- Interim accounting and financial services
- Internal control evaluation
- Long-term strategic planning
- Payroll processing
- Policy development
- Process flows and efficiencies
- Project management
- Quarterly and monthly reporting to management
- Reconciliations
- Software implementation
- Training
- Utility/fee analysis
- Year-end audit preparation and financial statement preparation





Appendix A

AGREEMENT FOR FINANCIAL SERVICES



Agreement for Financial Services

THIS AGREEMENT, is made and entered into on February 02, 2026 by and between the City of New Richland, Minnesota (hereinafter referred to as the (“Client”), and Abdo Financial Solutions (hereinafter referred to as the “Contractor”).

Articles of Agreement & Recitals

WHEREAS, the Client is authorized and empowered to secure from time to time certain professional services through contracts with qualified consultants; and

WHEREAS, the Contractor understands and agrees that:

1. The Contractor will act as an Independent Contractor in the performance of all duties under this Agreement. Accordingly, the Contractor shall be responsible for payment of all taxes, including federal, state and local taxes and professional/business license fees arising out of the Contractor’s activities;
2. The Contractor shall have no authority to bind the Client for the performance of any services or to obligate the Client. The Contractor is not an agent, servant, or employee of the Client and shall not make any such representations or hold himself/herself out as such;
3. The Contractor shall be the exclusive outsourced accounting service provider for the Client during the term of this Agreement;
4. The Contractor shall perform all professional services in a competent and professional manner, acting in the best interests of the Client at all times.
5. The Contractor shall not accrue any continuing contract rights for the services performed under this Agreement.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, it is agreed as follows:

ARTICLE I

INCORPORATION OF RECITALS

The recitals and agreement set forth above are hereby incorporated into this Agreement.

ARTICLE II

LIABILITY INSURANCE

Section 1 Liability Insurance: The Contractor shall obtain professional liability insurance, at their expense with liability insurance coverage minimums in the amount of \$2,000,000, which Contractor must secure and maintain during the term of this Agreement. Contractor will provide Client with proof of liability insurance coverage under this Agreement in writing upon request by the Client.

ARTICLE III

DURATION OF THE AGREEMENT

Section 1 Duration: This Agreement shall commence upon date of execution by all parties and will remain in effect until December 31, 2026 unless earlier terminated as provided in Sections 2 and 3.

Section 2 Client's Termination Rights: The Client may terminate this Agreement upon sixty (60) days written notice in the event the Client determines in its sole discretion that it is not in the Client's best interest to continue using Contractor's services. The Client may terminate on ten (10) days written notice if the Contractor fails to perform its obligations under this Agreement.

Section 3 Contractor's Termination Rights: Contractor may terminate this Agreement upon thirty (30) days written notice to Client in the event Client does not pay Contractor compensation as required under Article 5, Section 9 within fifteen (15) days after invoice is received by Client. In the event of non-payment within thirty (30) days, Contractor shall give the Client an opportunity to cure the default by giving a notice of such non-payment and an additional five (5) days after the Client's receipt of the notice to remit such payment, prior to giving a notice of termination. Contractor can also terminate the Agreement with sixty (60) days written notice if the Contractor believes it is in its best interests to terminate the Agreement.

ARTICLE IV

GENERAL

Section 1 Authorized Client Agent: The Client's authorized agent for the purpose of administration of this Agreement is the City Administrator. Said agent shall have final authority for approval and acceptance of the Contractor's services performed under this Agreement and shall further have responsibility for administration of the terms and conditions of this Agreement. All notices under this Agreement shall be sent to the person and address indicated below on the signature lines.

Section 2 Amendments: No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by the parties.

Section 3 Assignability: The Contractor's rights and obligations under this Agreement are not assignable or transferable.

Section 4 Data: Any data or materials, including, but not limited to, reports, studies, photographs, negatives, or any and all other documents prepared by the Contractor or its outside consultants in the performance of the Contractor's obligations under this Agreement shall be the exclusive property of the Client, and any such data and materials shall be remitted to the Client by the Contractor upon completion, expiration, or termination of this Agreement. Further, any such data and materials shall be treated and maintained by the Contractor and its outside consultants in accordance with applicable federal, state and local laws. Further, Contractor will have access to data collected or maintained by the Client to the extent necessary to perform Contractor's obligations under this Agreement. Contractor agrees to maintain all data obtained from the Client in the same manner as the Client is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 or other applicable law (hereinafter referred to as the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the Client. Upon receipt of a request to obtain and/or review data as defined in the Act, Contractor will immediately notify the Client. The Client shall provide written direction to Contractor regarding the request within a reasonable time, not to exceed fifteen (15) days. The Client agrees to indemnify, hold harmless and defend Contractor for any liability, expense, cost, damages, claim, and action, including attorneys' fees, arising out of or related to Contractor's complying with the Client's direction. Subject to the aforementioned, Contractor agrees to defend and indemnify the Client from any claim, liability, damage or loss asserted against the Client as a result of Contractor's failure to comply with the requirements of the Act. Upon termination and/or completion of this Agreement, Contractor agrees to return all data to the Client, as requested by the Client.

ARTICLE IV - CONTINUED

GENERAL (CONTINUED)

Section 5 Entire Agreement: This Agreement is the entire agreement between the Client and the Contractor, and it supersedes all prior written or oral agreements. There are no other covenants, promises, undertakings, or understandings outside of this Agreement other than those specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

Section 6 Severability: All terms and covenants contained in this Agreement are severable. In the event any provision of this Agreement shall be held invalid by any court of competent jurisdiction, this Agreement shall be interpreted as if such invalid terms or covenants were not contained herein, and such holding shall not invalidate or render unenforceable any other provision hereof.

Section 7 Contractor Fiscal Decision Waiver: Contractor is responsible for providing the Client with timely and accurate financial recommendations and information that allows the Council the ability to make final financial decisions. Contractor will provide final financial recommendations but is not responsible for the final decisions made regarding financial matters.

Section 8 Compensation: The parties agree that the Contractor shall be paid compensation for the services provided hereunder, payable for work performed in accordance with this Agreement, based on the fees indicated on the Value page of this proposal. Additional fees will not be incurred without prior approval of the Client.

Initial invoice for anticipated first month fees will be sent within 10 days of the execution of this agreement. Monthly installment fees will be invoiced throughout the remainder of this Agreement. If the Agreement is for an hourly fee basis, invoices will be sent monthly.

Section 9 Additional Services: Should the Client request additional services in addition to the Contracted Services, the Contractor will provide the Client with proposed fees for the services to be provided. The Client shall provide a written or electronic confirmation prior to the proposed services implementation.

Section 10 Outside Contractors: It shall be the responsibility of Contractor to compensate any other outside consultants retained or hired by Contractor to fulfill their obligations under this Agreement and shall be responsible for their work and Contractor, by using outside contractors, shall not be relieved of its obligations under this Agreement.

Section 11 Municipal Advisor: Abdo FS acknowledges the Client may/has retained an independent registered municipal advisor (IRMA) to assist and advise the Client in evaluating information relating to the issuance of municipal securities and/or municipal financial products. Abdo FS acknowledges the Client will rely on advice from their IRMA. Abdo FS will have no recourse against the Client or its IRMA, regarding action or inaction relating to evaluating, commenting on, or responding to financial projects or information received under this Agreement. Abdo FS acknowledges it is not the registered independent municipal advisor retained by the Municipal Entity Client.

Section 12 Equal Employment Opportunity: Abdo, LLP and its subsidiary companies are committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis "protected class" including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.



Appendix B

AGREEMENT FOR THE PROVISION OF
PROFESSIONAL SERVICES

Agreement for the Provision of Professional Services

WHEREFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby, acknowledge receipt of a copy hereof.

City of New Richland

203 N Broadway Ave
New Richland, Minnesota 56072

 SIGNATURE
Tyler Lendt

Abdo Financial Solutions, LLC

5201 Eden Avenue, Suite 250
Edina, Minnesota 55436



Victoria Holthaus, CPA, MPA

Partner | Abdo, LLP

February 02, 2026



203 N. Broadway Ave - PO Box 57
New Richland, Minnesota 56072
Tel (507) 465-3514 - Fax (507) 465-3375
www.newrichlandmn.gov

Water Turn-On Acknowledgement

By signing below, I _____, a property owner, resident, or representing party regarding the following address:

Acknowledge the following:

1. I will pay the associated fee in accordance with Appendix D – Fee Schedule of the City of New Richland Code of Ordinances.
2. I will be present at the scheduled time to turn on the water. Failure to be there may result in forfeiture of paid fees, and require reapplication.
3. I am responsible for any damage and excess water usage resulting from turning the water on, on my side of the shut-off.

Signed on the ____ of _____ 20____

Tyler T Lendt
City Administrator

Janda Ferguson
Mayor

Heather Christensen
Deputy Clerk



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Administrator's Report

Pantheon continues to be around and assisting us with our IT issues. Heather received her new laptop; there have been some teething issues, but we are overcoming them more each day. We hope to have all equipment installed and implemented in the coming weeks.

Met with Tina Wilson, Doug Christopherson, and Chris Howard about the ditch project; it continues to head in a positive direction. There is another meeting on February 10th, and I will be sure to bring back notes on it to share with the council.

We have been continuing to gather information for the upcoming audit. This will likely take considerable time in the near future.

Completed annual reporting to the state and county.

Tyler T Lendt
City Administrator

Janda Ferguson
Mayor

Heather Christensen
Deputy Clerk