



New Richland City Council Regular Meeting Agenda

March 27th, 2023

Agenda:

- 6:30 Call to Order**
- Roll Call**
- Pledge of Allegiance**
- Approve Agenda**

Consent Agenda Items

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

1. Approve Minutes of the March 13th, 2023, Council Meeting
2. Approve Minutes of the March 13th, 2023, City Council Work Session

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. Jason Casey – Request to install Free Library on edge of property
2. Eleanor Schlaak/Rob Hullopeter – Noise Issues from Semi Trucks

Public Hearings

Ordinances and Resolutions

1. Resolution 23-04: A Resolution Establishing Handicapped Parking

Department Reports

1. Care Center Report – Bob Johannsen, Care Center Administrator
2. People Service Report – Shell Johnson, Operator
 - a. Approve Purchase of a Sewer/Water Camera
3. Street/Maintenance Report – Eric Hendrickson, Maintenance Lead
 - a. 2023 Street Improvement Plan

Unfinished Business

New Business

1. Ambulance Policy Manual Update
2. Council Furniture

Miscellaneous

Administrators Report

Mayor/Council Comments

Adjournment

The next Regular City Council meeting will be held on Monday April 10th, 2023, at 6:30 pm



New Richland City Council Regular Meeting Minutes

March 13th, 2023

Members Present

Chad Neitzel
Loren Skelton
Jody Wynnemer
Janda Ferguson

Staff Present

Anthony Martens-Administrator
Tanyce Bruegger- Chief of Police

Others Present

Dan Lewer Amber Lewer

Members Absent

Jason Casey

The meeting was called to order by Mayor Chad Neitzel at 6:32 p.m.

Roll Call - All members present except for Jason Casey

Pledge of Allegiance

Approval of Agenda

- Council Person Wynnemer requested item #4 “February Check Register” be moved from the consent agenda to New Business #3. Motion made by Loren Skelton and seconded by Jody Wynnemer to approve the agenda. Carried (3 yes, 0 no)

Consent Agenda

- Motion made by Jody Wynnemer and seconded by Loren Skelton to approve the consent agenda. Carried (3 yes, 0 no)

Public Comments

- None

Requests and Presentations

- Neighbors Meat Market – Flooding
■

Ordinances and Resolutions (see attached)

- Motion was made by Loren Skelton and seconded by Janda Ferguson to adopt resolution 23-03: A Resolution Updating the City Fee Schedule. Carried (2 yes, 1 no-Wynnemer)

Reports

1. Ambulance Report – In Writing
 - Ambulance report was presented in writing by Ambulance Director Sundve
 - Motion was made by Loren Skelton and seconded by Jody Wynnemer to approve the Ambulance Department report. Carried (3 yes, 0 no)
2. Fire Department Report – In Writing
 - Fire Department report was presented in writing by Chief Moen
 - Motion made by Loren Skelton and seconded by Jody Wynnemer to approve the Fire Department report. Carried (3 yes, 0 no)



New Richland City Council Regular Meeting Minutes

March 13th, 2023

Reports (continued)

3. Police Department Report – Chief Bruegger

- Police Department report was presented by Chief Bruegger.
- Motion made by Janda Ferguson and seconded by Loren Skelton to approve the purchase of a used squad from Waseca County, pending Waseca County Board approval for a cost of \$16,000 to come from the Capital Fund for squad car and funds from the sale of the car it is replacing. Carried (3 yes, 0 no)
- Motion was made by Jody Wynnemer and seconded by Loren Skelton to approve the payment of \$558.75 to SCDIU for equipment. \$400 of funds to come from forfeiture funds and the rest from operating budget for 2023. Carried (3 yes, 0 no)
- Motion made by Loren Skelton and seconded by Janda Ferguson to approve the Police Department report. Carried (3 yes, 0 no)

Unfinished Business

1. Lawn Mower Purchase

- Motion was made by Loren Skelton and seconded by Jody Wynnemer to purchase the Kubota lawn mower from Arnold's Implement at a cost of \$25,800 from Capital Funds for the Street Department. Carried (3 yes, 0 no)

New Business

1. Handicap Parking at All Saints Church

- a. Motion made by Loren Skelton and seconded by Janda Ferguson to approve the request for handicap parking spaces at All Saints Church. Carried (3 yes, 0 no)

2. Legion Field Hydrant

- a. Motion by Jody Wynnemer and seconded by Janda Ferguson to approve \$1,875 for the installation of a hydrant for the baseball and softball fields at Legion Field and to purchase hose reel for field maintenance. Money to come from 2023 budget for repairs and maintenance for Legion Field. Carried (3 yes, 0 no)

3. February 2023 Check Register

- a. Motion made by Loren Skelton and seconded by Jody Wynnemer to approve the February 2023 Check Register. Carried (3 yes, 0 no)

Miscellaneous

- None

Administrators Report

- Administrator Martens provided a report to the council on tasks completed since last meeting.
- Motion was made by Loren Skelton and seconded by Jody Wynnemer to approve the administrators report. Carried (3 yes, 0 no)

Mayor/Council Comments

Adjournment – Motion for adjournment made by Loren Skelton and seconded by Janda Ferguson. Carried (3 yes, 0 no) 7:18 p.m.

Submitted by,

Anthony Martens
City Administrator



New Richland City Council Work Session Minutes

March 13th, 2023

Members Present

Chad Neitzel
Loren Skelton
Jody Wynnemer
Janda Ferguson

Staff Present

Anthony Martens-Administrator

Others Present

Members Absent

Jason Casey

The work session was called to order by Mayor Chad Neitzel at 7:20 p.m.

Roll Call - All members present except Jason Casey

Council discussed the Nuisance ordinance for the City of New Richland. No action was taken.

Adjournment – Motion for adjournment made by Loren Skelton and seconded by Janda Ferguson.
Carried (3 yes, 0 no) 7:32 p.m.

Submitted by,

Anthony Martens
City Administrator

Memo

To: City Council

From: Anthony Martens

cc:

Date: 03/22/23

Re: Semi Noise

If the council wishes to address and sign in response to this request, all signage requests must go through the MN DOT as both Hwy 13 and Hwy 30 are state highways. The last costing information I received from MN DOT put the cost of signs around \$800-\$1200 per sign. If you sign both sides of town on both highways, it could cost as much as \$4,800 just for signs.

Currently our ordinances do address noise, specifically the nuisance ordinance 500.04 D (1) a

D. (1) All prohibited noises. The following are declared to be nuisances affecting public health, safety, peace, or welfare: (a) Any distinctly and loudly audible noise that unreasonably annoys, disturbs, injures, or endangers the comfort, repose, health, peace, safety, or welfare of any person, or precludes their enjoyment of property, or affects their property's value (this general prohibition is not limited by any specific restrictions provided in this section);

This does not specifically address engine brake noise, but I believe it fits. Additionally, the council could add to the traffic ordinance and adopt similar language as the City of Janesville:

§ 70.060 USE OF ENGINE RETARDING BRAKES.

(A) It shall be unlawful for any truck to intentionally use an engine retarding brake on any public highway, street, parking lot or alley within the corporate city limits, except in an emergency. Appropriate signs prohibiting the brakes use shall be erected at highway entrances to the city accordingly.

(B) **ENGINE RETARDING BRAKES**, for the purpose of this section, shall mean a Dynamic Brake, Jake Brake, Jacobs Brake, C-Brake, Paccar Brake or other similar engine retarding brake system which alters the normal compression of the engine and subsequently releases the compression causing abnormal or excess noise from the engine. (2002 Code, § 70.06) (Ord. 248, passed 10-1999) Penalty, see § 10.990

Enforcement

Should a change be made, and signage added, it will still be a challenge to enforce, particularly on Hwy 13.

It is approximately 5,000 feet from the South just outside of city limits to the North just outside city limits. A vehicle traveling at 50 mph travels at approximately 78.5 fps. That means it takes approximately 63.69 seconds or just a hair over a minute to travel from South of town to North of town or vice versa. Depending on where our officers are located, they may not even be able to make it to the area in time to enforce.

Final Thoughts

The council will need to decide and direct staff in the direction they wish to go.

There are currently no funds budgeted for additional or new signage and there is no assurance that signing the area would decrease the activity without enforcement.

Should the council choose to add to the traffic ordinance, it would give our officers additional tools for enforcement should we need to utilize them.



RESOLUTION 23-04

A RESOLUTION ESTABLISHING HANDICAP PARKING

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

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

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

NOW THEREFORE, BE IT RESOVED by the City Council of New Richland, Minnesota that effective March 27th, 2023, the City Council establishes the following:

1. Four (4) handicapped parking spaces are hereby established on the Northeast side of the 300 block of 1st Street SW in front of All Saints Catholic Church. These parking spaces shall be no closer than 20' from the intersection of 1st Street SW and Birch Ave.
2. All Saints Church will be responsible for purchasing and installation of signage for the handicapped parking spaces. Once signed, the City of New Richland will paint the curb to identify these spaces as handicapped parking spaces.
3. The New Richland Police Department and its designees are hereby authorized to enforce the provisions of Chapter 610 of the Ordinances of New Richland, including the enforcement of the handicapped parking spaces established by this Resolution.
4. All provisions of other Resolutions or parts thereof inconsistent with the terms of this Resolution are hereby repealed to the extent of the inconsistency.
5. The provisions of this Resolution are declared to be severable. If any part of this Resolution is declared by a court of competent jurisdiction to be invalid or unconstitutional, such determination shall have no effect on the remaining provisions of this Resolution.
6. This Resolution shall be effective immediately upon its legal adoption.

**Adopted by the City Council of the City of New Richland, Minnesota,
this 27th Day of March 2023**

Attest:

(Mayor)

(City Administrator)

New Richland Care Center

27 March 2023

Census: 38/45 (84%)

Budget: 42/45 (93%)

Financials: Operated in the black by \$26,000. As a result of our rate increase from the state. We will continue to monitor spending and put dollars into staffing and the physical building. These are expenses that we can expect to receive improved reimbursement for in the next two years.

Staffing: The Recruitment Party on March 16th was successful. We received at least three applicants that were interviewed and accepted employment. On this day the weather was not great, so we will review with our Retention Committee and plan another event in the near future.

Continue to use Agency Staffing to cover the openings in the nursing schedule.

To retain our current staff and be more competitive in the LTC market for staff, we are able to give a mid year increase of 3% which will equate to a 6% annual increase for our staff FY2023. Another Recruit and Retain informational piece we are putting together is a Valuation Statement to show the monetary value of your personal position. This will show medical insurance, life insurance, PTO accrued for one year, uniform allowance, and PERA contributions values.

Congratulations!!! Rebecca Schauer is a recent graduate of RN school. She has been an employee for 29 years and has recently completed her schooling.

Infection Control: Waseca County is in Moderate Transmission rate. Staff is currently testing and able to work without masks. We are still asking that visitors continue to mask.

Operations: Dining Services is moving toward the Spring/Summer menus this month and gearing up for some BBQ!

Activities has started meeting with residents in Mens Group and Womens Group similar to those that would have in the community.

Business Office/Human Resources is changing payroll systems to a group called Paychex. The move will put all information in one system versus two, which will save us money each month of service. And it will be more user friendly for the staff giving them more control over their personal information.

Safety: Meetings with vendor to purchase equipment to provide safer work moving our residents. Potential safety devices include: bariatric lifts, whole body slings, bed mobility sheets, and more.

Grants: We are working toward applying for multiple grants.

Dual Training Grant through Leading Age of MN

Employee Retention Credit through Federal Covid Relief

FEMA through Federal Disaster and Emergency Relief



Date: March 21, 2023

To: City of New Richland

From: Shell Johnson, Operator

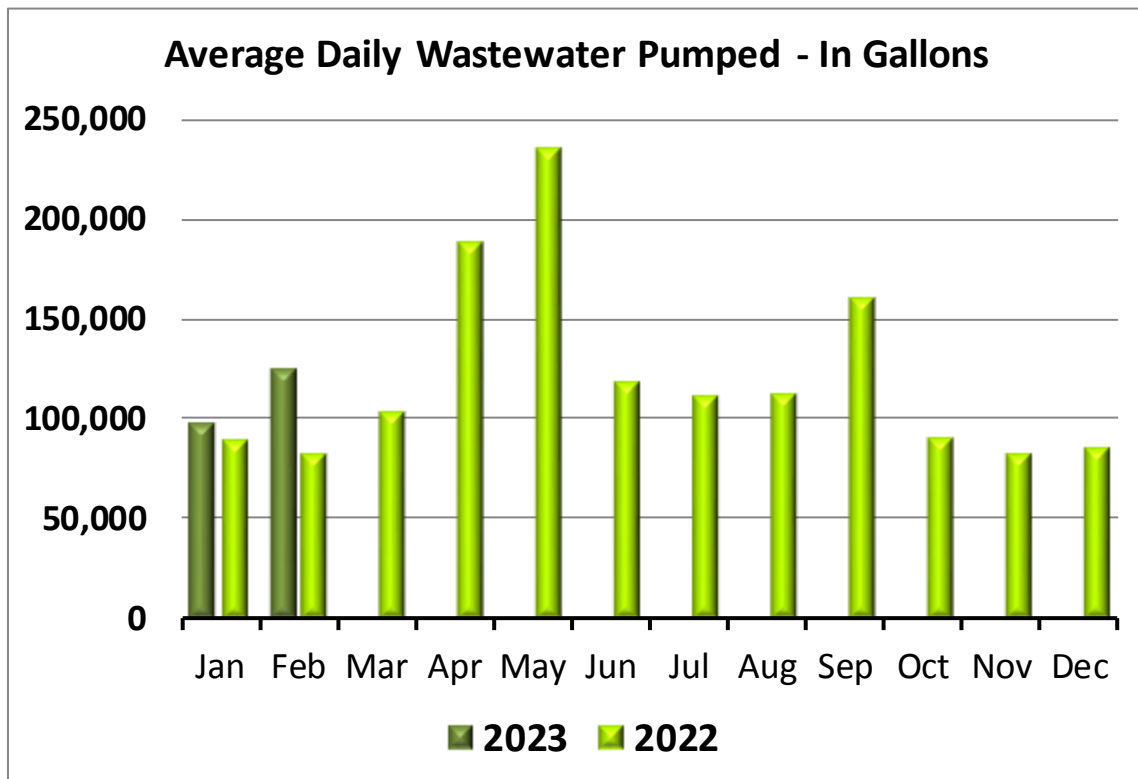
O & M Report: February 2023

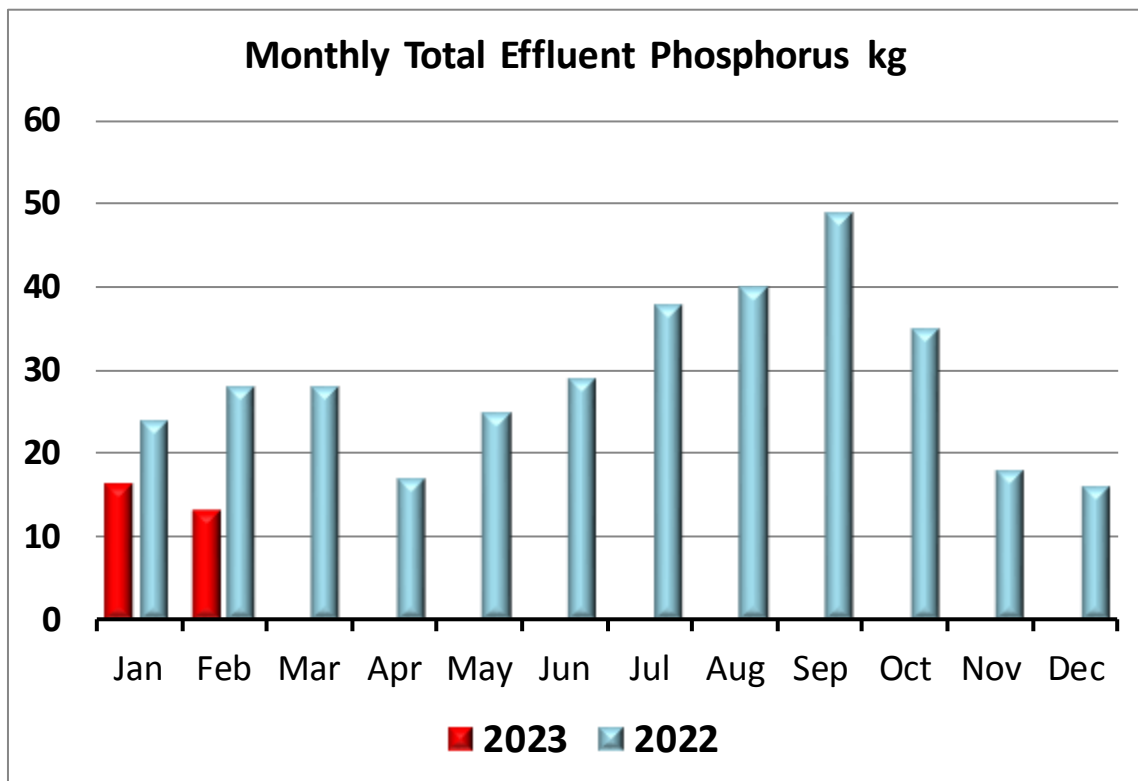
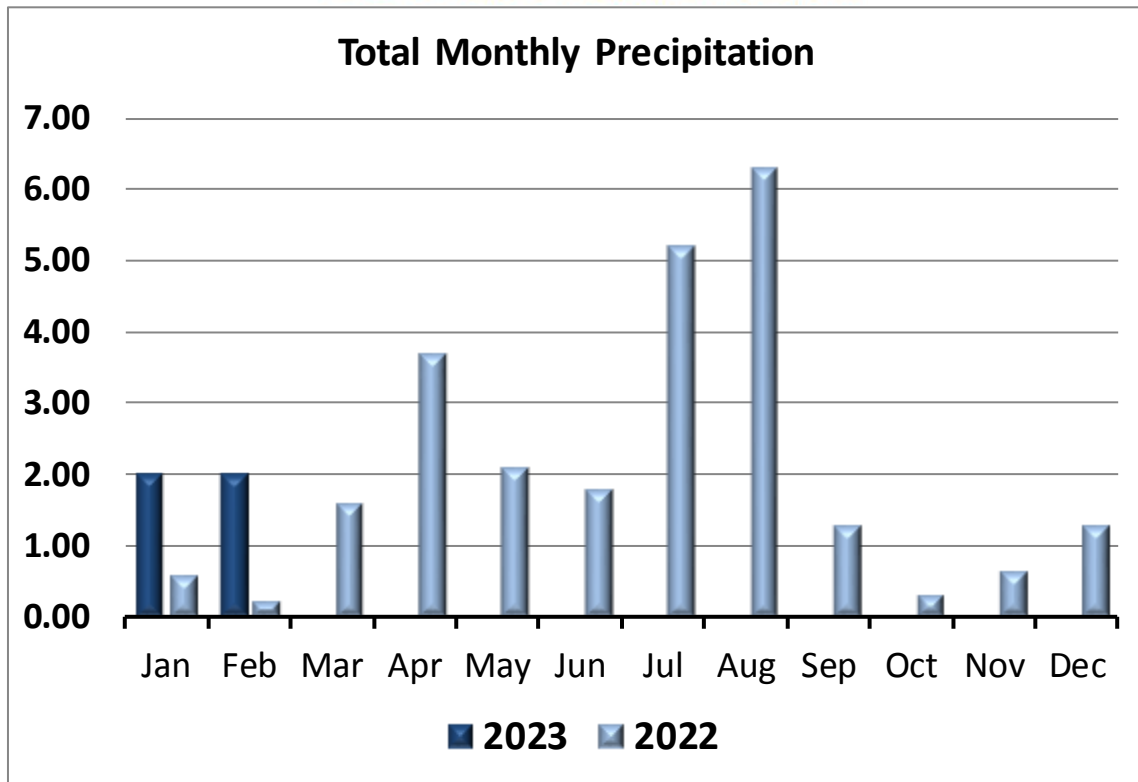
Wastewater Operation & Maintenance

- Monthly work orders for February are done.
- New filters installed inside and outside for Blowers #1 and #2 Annually done.
- Installed new hoses in the influent and effluent samplers. Do this at least twice a year.

Some type of waste came through the plant and thinned everything out. Took samples, sent them in and documented. (There is not a lot that can be done when this happens)
- Bio-solids samples were sent into the labs March 2nd, this is around 3 weeks ahead of when it is usually done. They take about a month to get results back. The Farmer states he will be getting in the field the first week of April. MPCA states no hauling on snow, ice, frozen ground.
- All required samples are done.

Spring will be busy.





		February-23	January-23	February-22
Water	Units			
Wastewater				
CBOD				
CBOD Influent	mg/L	139	154	154
CBOD Influent Design	mg/L	338	338	338
CBOD Effluent	mg/L	2.5	8.0	6.4
CBOD Effluent Permit Limit	mg/L	15	15	15
CBOD kg/day	kg/day	1.1	3.1	3.2
CBOD kg/day Permit Limit	kg/day	34	34	34
CBOD % Removal	%	99%	98%	96%
CBOD % Removal Permit Limit	%	85%	85%	85%
TSS				
TSS Influent	mg/L	207	212	125
TSS Influent Design	mg/L	365	365	365
TSS Effluent	mg/L	8	20	7
TSS Effluent Permit Limit	mg/L	30	30	30
TSS kg/day	kg/day	3.7	8.3	3.7
TSS kg/day Permit Limit	kg/day	68	68	68
TSS % Removal	%	93%	91%	94%
TSS % Removal Permit Limit	%	85%	85%	85%
Phosphorus				
Phos Influent	mg/L	4.20	4.40	4.90
Phos Effluent	mg/L	0.99	1.40	3.10
Phos Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Phos Effluent Monthly Total	kg	13.00	16.00	28.00
Phos Effluent kg Per Year	kg	29.00	16.00	0.00
Phos Effluent kg Per Year Total Limit	kg	829.00	829.00	829.00
Fecal Coliform				
Fecal Effluent	ml	N/A	N/A	n/a
Fecal Effluent Permit Limit	ml	N/A	N/A	N/A
Dissolved Oxygen				
DO Effluent	mg/L	2.40	3.20	4.40
DO Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Effluent Flow				
Average Daily	gallons	125,000	98,000	83,000
Maximum Daily	gallons	264,000	169,000	145,000
Total Monthly	gallons	3,495,000	3,031,000	2,336,000
Precipitation Monthly Total	inches	2.00	2.00	0.22
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$6,544.00	\$544.00	8%	17%
Total	\$6,544.00	\$544.00	8%	17%

Datecompleted	Equipment	Location	Notes	Task	Taskdesc
2/2/2023	Air Compressor	5052 New Richland, MN	checked oils, filters, belts, inline filter, it is normally shut off until needed. no since to run all day if not in use.	Monthly PM	Check oil, belt tension, relief valves & drain water. See manual.
2/2/2023	Final Clarifier NO 2	5052 New Richland, MN	not in service until spring	Monthly PM	Grease, clean air vent for gear box skimmer. Give 3-4 shots of grease each zerk.
2/2/2023	NO 3 RAS	5052 New Richland, MN	not in service at ths time	Monthly PM	Grease the zirks on the pump if the pump running this month.
2/2/2023	East Ras Flowmeter	5052 New Richland, MN	The east clarifier is off at the moment	Monthly PM	Clean unit & check following: 1. If #'s are visable in totalizer display window 2. Red needle in percent of flow display window actuates. 3. #'s on the totalizer are changing with the flow.
2/2/2023	Eyewash Station	5052 New Richland, MN		Monthly PM	Inspect eyewash for proper operation. Located at lab sink.
2/2/2023	FIRE EXTINGUISHERS	5052 New Richland, MN	All checked and marked.	Fire Extinguisher Monthly	Make sure clear path to extinguisher, gauge is in green, pin is in place. Remove from wall mount and turn upside down several times. Document back of inspection tag with month and initials.
2/2/2023	Hoist above pumping station	5052 New Richland, MN	needs to be serviced in June every year.	Monthly PM	Check oil & cord, grease trolley & rope. Check confined space hoist. Hoist above pumping station. Hoist in control building. Check tension on safety latch/hook.
2/2/2023	Office Air Conditioner	5052 New Richland, MN	not in use for winter	Monthly PM	Clean filter & unit. May need more cleaning during heavy use.
2/2/2023	NO 2 RAS	5052 New Richland, MN	4 grease zhirks, pressure guages may or may not work. it is the only pump working at this time.	Monthly PM	Grease the zirks on the pump if the pump running this month.
2/2/2023	Blower NO 1	5052 New Richland, MN	Vacuumed out all inside and outside of blower, checked belt, installed new internal filter, will put outside filter in on feb 3. too windy today. Changed both gear and drive oils. 27 oz total, 9oz up front, 18oz in the rear.	Monthly PM	Check belt tension, check motor, air filters ect. See manual Belt Dayco Wedge-Band belt #R5VX630-2
2/2/2023	NO 1 RAS	5052 New Richland, MN	not in service	Monthly PM	Grease the zirks on the pump if the pump running this month.

2/2/2023	Blower NO 2	5052 New Richland, MN	All oils and filters were changed jan 23 All oils and filters were changed jan 23	Blower Monthly	Check oil level and belt tension, Check filter and clean/replace if needed. inspect units for abnormal wear and leaks.
2/2/2023	Eye Wash Station	5052 New Richland, MN	all checked and good to go	Flush Eyewash Station	1.Clean portable eyewash station 2.Rinse with potable water 3. Add entire 40z preservative bottle and fill the station with potable water to the bottom of the cap opening 4. Date inspection tag and apply tamper seal over the cap 5. Change solution every 90 days minimum 6. Follow manufactures instructions for testing the portable eyewash station.
2/2/2023	IBC Boiler	5052 New Richland, MN	BTU 6.8 Inlet 16.9 PSI 15.3 , Checked everyday	Blower Monthly	Check the inlet pressure, the BTU and return temp. Check site tube on the water tank.
2/3/2023	Lift Station #2 - 3rd Street	5052 New Richland, MN	Alarm went off. Works fine. It has a transducer that sometimes get crud thru it	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
2/6/2023	Alarms	5052 New Richland, MN	Pulled floats alarm called office and work phone. All good	Test alarm dialer	1. Test alarm function and verify communications equipment can reach emergency contact personnel for the WWTP at your project. 2. Trip the high level float and clean if necessary in sump pump un basement.
2/7/2023	Effluent Sampler	5052 New Richland, MN	Installed new peristaltic hose and brand new line. Dusted out. All good	Monthly PM	Clean, inspect pump hose & check dessicant on unit. See manual
2/7/2023	Emergency Generator	5052 New Richland, MN	Waiting on gss	Generator Monthly	Check all fluids including fuel. Inspect unit for leaks or abnormal wear. Exercise under load and document hour meter.
2/7/2023	Basement Sump Pump	5052 New Richland, MN	Itâ€™s a 30 sec delay. It called office and work phone. All good	Monthly PM	Open pit, turn on pump in controls and verify pump pumps water down.
2/7/2023	Influent Sampler	5052 New Richland, MN	Installed new peristaltic hose. Dusted out vent. All good	Monthly PM	Clean, inspect pump hose

2/7/2023	Final Clarifier NO 1	5052 New Richland, MN	Oils checked. Added oil to top gear box. When warm. It's a little foamy. Added a 4 ozs. Cleared it out. Arm will need new rubber this summer.	Monthly PM	Grease, clean air vent for gear box skimmer. refer to manual, numerous tasks. Give 3-4 shots to each zerk to grease.
2/7/2023	Primary Clarifier	5052 New Richland, MN	Checked all oils added a little to lower. All gears taken a bath in oil. Greased shirk. Arm looks good. Will need a new rubber at summer. Put cage back on. All good	Monthly PM	Check oil levels, add as required Grease all fittings Open drain valve 9 under the worm housing(upper reservoir) and open valves 7 & 8 (lower reservoir) and drain off small quantity of oil to remove any accumulated water. Lubricate drive chain
2/8/2023	Gas Detector	5052 New Richland, MN	calibrated and done for 180 days.	Monthly PM	Turn on, check batteries and if calibration is due.
2/10/2023	Trickling Filter	5052 New Richland, MN	scrubs arms and under cap pretty filthy with wipes arms even picked up most debris need tongs would work better	Monthly PM	Make sure the flow on the arm is even. Marathon Electric Cat N- K004 Model YVF56T17D2092E HP- 1 RPM-1725 Belt Size- A33 /9002 2033
2/10/2023	Primary Clarifier	5052 New Richland, MN	scrubbed outside baffle, weirs and launder, did this before cleaning the trickling filter. This is not a work order specifically but needs to be done. it gets slimy and gross	Unscheduled Work Order	scrubbed outside baffle, weirs and launder, did this before cleaning the trickling filter. This is not a work order specifically but needs to be done. it gets slimy and gross
2/27/2023	Lift Station #1 - WWTP	5052 New Richland, MN	The floats are getting fixed in the pre channel for the influent. these did not work at the beginning of the month. so far they are holding up. Straight river will be doing the work.,	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
2/27/2023	Lift Station #3 - Elm Ave	5052 New Richland, MN	Cleaned floats set off low alarm. All good	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.

2/27/2023	Lift Station #2 - 3rd Street	5052 New Richland, MN	set off alarms qt the lift. caller does work	Unscheduled Work Order	set off alarms qt the lift. caller does work
-----------	------------------------------	-----------------------	--	------------------------	--

Wastewater Plant Maintenance Expenditures

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
02/23/23	Budach Implement, INC.	Filter for Blower	\$71
02/23/23	Budach Implement, INC.	Filter for Blower	\$71
			Total <u>\$142</u>

Wastewater System Maintenance Expenditures

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
02/03/23	Venders (1)	Misc Invoices under \$50 (1)	\$5
			Total <u>\$5</u>

Total Expenditures

W/W Plant Maintenance	\$142
W/W System Maintenance	<u>\$5</u>
Total For This Month	\$147

Total Maintenance Dollars Spent Year-to-Date **\$544**
 (January 1, 2023 to End of This Report Month)

Annual Maintenance Budget **\$6,544**
 (Jan. 1, 2023 - Dec. 31, 2023)

Percent Maintenance Budget Spent Year-to-Date **8%**

City Of New Richland

Date : March 27, 2023

To : City board of New Richland

From : Eric Hendrickson Lead Maintenance

Water and Street Report

PROJECTS COMPLETED

- 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.
- Sweeper completes.
- Service equipment

FUTURE PROJECTS

- W.W. Road project
- Getting sweeper ready
- Booster two to complete.
- Sweeping street
- Putting in new Grates for the shop
- Hydrant flushing
- Spring cleanup

SEEKING RECOMMENDATION

4in gate value \$1804.14

Engine oil \$480

Hydraulic oil \$750

Cold mix \$152 ton or \$212.80 per yard, or truck is 7 yards

Class 5 gravel \$24 per ton or \$33.60 per yard, 12.5 yards

City of New Richland
Water System Monthly Report
 Month: February Year: 2023

I. Water System / Monthly Pumpage / Performance

Well No. 1

Total Monthly Pumpage	Gals/Month	1,187,000
Average Daily Pumpage	Gals/day	42,392
Maximum Daily Pumpage	Gals/day	135,000
Total monthly hours	Hrs./month	131
Well Efficiency (GPM)	Gals/min	160

Well No. 2

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. 3

Total Monthly Pumpage	Gals/Month	1,314,000
Average Daily Pumpage	Gals/day	46,928
Maximum Daily Pumpage	Gals/day	201,000
Total monthly hours	Hrs./month	146
Well Efficiency (GPM)	Gals/min	150

Total Combined Monthly Pumpage	Gals/Month	2,501,000
Average Combined Daily Pumpage	Gals/day	89,321
Total Combined Monthly Hours	Hrs./month	277
Booster Pump Monthly Hours	Hrs./month	193
Booster Pump daily Avg. Hours	Hrs./day	6.8
Booster Pump efficiency (GPM)	Gals/min.	155
Booster Pump 2 Monthly Hours	Hrs/month	0
Booster Pump 2 Daily Avg. Hours	Hrs/day	0
Booster Pump 2 efficiency (GPM)	Gals/min	0
Total Chlorine Consumption	Lbs./month	5.0
Average Chlorine daily Consumption	Lbs./day	.16
Total Fluoride Consumption	Gals/month	4.8
Average Fluoride daily Consumption	Gals/day	.16

CITY OF NEW RICHLAND STREET RECONSTRUCTION

2023



W W BLACKTOPPING, INC.

700 INDUSTRIAL ROAD

MANKATO MN 56001

OFFICE 507-387-1518

FAX 507-387-2228

SUBMITTED TO: CITY OF NEW RICHLAND MN.
ATTENTION: OFFICE OF THE CITY CLERK
 203 BROADWAY AVENUE NORTH
 NEW RICHLAND MN. 56072

ATTENTION: TONY MARTENS 507-465-3514
 ERIC HENDRICKSON 507-317-1336

CONTACT: CURTIS WADD 507-380-2961

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	ASH AVE TH 30 THROUGH 4TH ST INTERSECTION				
10	BITUMINOUS PAVEMENT RECLAMATION	3,690.00	SY	2.85	10,516.50
20	EXPORT EXCESS RECLAIMED MATERIAL	1,000.00	TON	5.50	5,500.00
30	SHAPE GRADING GRADE FOR PAVING	3,690.00	SY	1.00	3,690.00
40	3" TYPE SPNWB330B NON WEAR COURSE MIXTURE	3,690.00	SY	14.30	52,767.00
50	2" TYPE SPWEB340B WEAR COURSE MIXTURE	3,690.00	SY	10.00	36,900.00
60	ADJUST MANHOLE CASTING	4.00	EA	400.00	1,600.00
61	TOTAL ASH AVE TH 30 THROUGH 4TH ST INTERSECTION				\$110,973.50
	DIVISION ST. TRACK REMOVAL AREA				
70	SHAPE GRADING GRADE FOR PAVING	210.00	SY	5.00	1,050.00
80	3" TYPE SPWEB340B WEAR COURSE MIXTURE	210.00	SY	16.50	3,465.00
81	TOTAL DIVISION ST. TRACK REMOVAL AREA				\$4,515.00
	FIRST ST BIRCH TO SO CEDAR AVE				
90	BITUMINOUS PAVEMENT RECLAMATION	661.00	SY	2.35	1,553.35
100	EXPORT EXCESS RECLAIMED MATERIAL	125.00	TON	12.00	1,500.00
110	SHAPE GRADING GRADE FOR PAVING	661.00	SY	1.50	991.50
120	2" TYPE SPNWB330B NON WEAR COURSE MIXTURE	661.00	SY	10.30	6,808.30
130	1.5" TYPE SPWEB340B WEAR COURSE MIXTURE	661.00	SY	8.30	5,486.30
131	TOTAL FIRST ST BIRCH TO SO CEDAR AVE				\$16,339.45

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	FIRST ST SO CEDAR INTERSECTION THROUGH DOGWOOD INT				
140	BITUMINOUS PAVEMENT RECLAMATION	2,267.00	SY	1.35	3,060.45
150	EXPORT EXCESS RECLAIMED MATERIAL	430.00	TON	5.70	2,451.00
160	SHAPE GRADING GRADE FOR PAVING	2,267.00	SY	1.30	2,947.10
170	2" TYPE SPNWB330B NON WEAR COURSE MIXTURE	2,267.00	SY	10.00	22,670.00
180	1.5" TYPE SPWEB340B WEAR COURSE MIXTURE	2,267.00	SY	8.00	18,136.00
190	ADJUST MANHOLE CASTING	4.00	EA	400.00	1,600.00
191	TOTAL FIRST ST SO CEDAR INTERSECTION THROUGH DOGWO				\$50,864.55
	FIRST ST DOGWOOD AVE TO WEST END				
200	BITUMINOUS PAVEMENT RECLAMATION	2,480.00	SY	1.35	3,348.00
210	EXPORT EXCESS RECLAIMED MATERIAL	475.00	TON	5.70	2,707.50
220	SHAPE GRADING GRADE FOR PAVING	2,480.00	SY	1.30	3,224.00
230	2" TYPE SPNWB330B NON WEAR COURSE MIXTURE	2,480.00	SY	10.00	24,800.00
240	1.5" TYPE SPWEB340B WEAR COURSE MIXTURE	2,480.00	SY	8.00	19,840.00
250	ADJUST MANHOLE CASTING	4.00	EA	400.00	1,600.00
251	TOTAL DOGWOOD AVE TO WEST END				\$55,519.50
GRAND TOTAL					\$238,212.00

NOTES:

- 1.) THE OWNER MAY SELECT FROM ANY OR ALL OF THE STREET OPTIONS PRESENTED IN THIS PROPOSAL.
- 2.) USING THE TOTAL OF THE RECLAMATION OPTIONS SHOWN THE OWNER WILL RECIEVE IN A STOCKPILE LOCATED ON CITY PROPERTY A TOTAL OF APPROXIMATELY 2,300 TON OF MATERIAL. USING A VALUE OF \$ 10.00 PER TON THE OWNER WILL REALIZE A VALUE OF \$ 23,000.00 IN STOCKPILE AGGREGATES FOR THEIR USE.
- 3.) THE ASH AVENUE TH 30 THROUGH THE 4TH STREET INTERSECTION PROJECT IS SHOWING A 5" BITUMINOUS SECTION WHICH IS BASED ON A 9 TON DESIGN WHICH MIRRORS THE 5" PAVEMENT SECTION PLACED ON 4TH STREET AND BROADWAY AVENUE ON A PREVIOUS PROJECT CONSTRUCTED IN YEAR 2017. THAT PAVEMENT SECTION HAS EXHIBITED EXCELLENT DURABILITY WHILE BEING SUBJECT TO A HIGH VOLUME OF BUS AND VEHICLE TRAFFIC.
- 4.) THE FIRST STREET BIRCH TO SOUTH CEDAR AVENUE PROJECT INVOLVES BITUMINOUS RECLAMATION AND PAVING OF THE 8.5' PARKING LANES ON BOTH SIDES OF THE STREET.
- 5.) THE 4 EACH ADJUST MANHOLE CASTINGS SHOWN IN ITEMS 60, 190 & 250 ARE A PLACE HOLDER. THE ACTUAL NUMBER OF ADJUST CASTING REQUIRED WILL BE MEASURED AND PAID AT THE UNIT PRICING SHOWN.

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 112.1

POLICY TITLE: CALL SCHEDULE

POLICY:

It shall be the policy of the Ambulance Service to provide a monthly call schedule to all members of the Ambulance Service. Every member is responsible for signing up for their 48 hours themselves through the Aladtec Scheduling System. Weekends are defined as 6:00 PM Friday through 6:00 AM Monday.

A minimum of 48 hours per month is required by all members of which 24 hours shall be weekdays and 24 hours shall be weekend hours.

Each team member will need to sign up for their minimum 48 hours per month by the first of the month each month.

Each team member will be required to sign up for 48 hours of holiday time per year. This can be split between multiple holidays.

PROCEDURE:

At the monthly meeting if any team members have not signed up yet they will be asked to do so before the meetings end.

Members are expected to sign up for a minimum of 48 hours per month. Unless special circumstances are approved by the Ambulance Director. A "Reduced Hours" form will need to be filled out and signed by the team member and the Ambulance Director to be put in the team members' file. **If a team member has had three months below 48 hours per month without Ambulance Director approval the team member will be subject to disciplinary actions (Policy 306.2).**

Those not signed up for a minimum of 48 on-call hours per month will precipitate actions of the City of New Richland disciplinary policy and may be obligated to pay for annual refresher expenses.

Team members hours will be reviewed monthly and communicated to those members not meeting the requirement. A final hour's review will be completed annually with reviews.

*Each member is responsible for their shifts on the Ambulance Service on-call schedule. If unable to fulfill the commitment the member is responsible for securing another member to cover the shift.

POLICY NO: 313.1

POLICY TITLE: MEETING ATTENDANCE

POLICY:

To remain current on the Ambulance Service policies, procedures, and general activity it is extremely important that all team members attend regularly scheduled ambulance service meetings.

PROCEDURE:

To be considered a member in good standing, members shall average **48 hours per month** for the preceding twelve months and attended at least six of the preceding twelve ambulance meetings. Members belonging to the organization for less than twelve months will be considered as members in good standing regardless of the number of runs they have participated in or number of meetings they have attended.

- Members not meeting the criteria above will be given a **verbal warning** to sign up for the minimum 48 hours per month for the following months. **Every 3 months this will be reviewed and if not meeting requirements a written warning will occur. (If you miss 2 months out of the three months this is considered not meeting criteria.)**
- Members not meeting the meeting attendance criteria will be given a **verbal warning** to correct attendance for the following year

The good standing will be reviewed during the current year December meeting.

RESPONSIBILITY:

Ambulance Service Secretary

I have read and understand each of these policies. By signing this form, you are held responsible to maintain your 48 hours each month and to meet the minimum required meetings. If I do not meet requirements, warnings can be submitted, and your refresher will be your responsibility to pay for.

Employee

Date

Director

Date

Memo

To: City Council
From: Anthony Martens
cc:
Date: 3/16/23
Re: Council Desks

After last council meeting, I looked into upgrading the outlay of the council chambers. I was able to locate a good solution that utilizes 3 72" desks and a podium to spread out and streamline the chamber. The desks are on sale until the end of the month with free shipping.

Purchasing the podium will allow us to hard wire the hookup for presenters, etc to that station and clean up cables, etc.

Desks: \$690
Podium: \$86

Total: \$776

We have monies available in the 2023 Council budget in the following categories:

Operating Expenses: \$450
Office Supplies: \$250

Additionally, we could post the current council table and the side tables for a sealed bid and use the proceeds from those sales to offset the cost of the new tables.

Suggestion:

\$400 from Operating Expenses
\$200 from Office Supplies
Remaining from Capital – Reimbursed by sale of current tables

\$689.97 NO SHIPPING CHARGES

[Home](#) / [Furniture](#) / [Tables](#) / [Breakroom & Hospitality Tables](#) / [Standard & Utility Tables](#) / [Product Details](#)

< [Standard & Utility Tables](#)

Bush Business Furniture Components 72"W Computer Desk, Hansen Cherry/Graphite Gray, Standard Delivery

Item #361811 | [Share](#)

★★★★★ 4.5 (53)



\$229.99 Sale

Reg. \$299.99 (You save \$70.00)

After instant savings. Exp 04/

-	1	+	
---	---	---	--

Estimated 7-10 Busi
In Stock

Others also purchased

Reals
Top F
Platir
★★★★
\$99.9

[View Details](#)



Wooden Speaking Lectern, Floor Standing Podium Reception Desk with Adjustable Shelf, Large Storage Area and Pen/Pencil Tray, Ideal for Conference, Auditorium, Classroom (Oak)

Brand: Panana

★★★★★ 34 ratings

Was: \$99.99 [Details](#)

Price: **\$85.99**

[FREE Returns](#)

You Save: **\$14.00 (14%)**



Buying multiple items? [Go to multi-select](#)

Color: Oak



\$115.99



\$85.99



\$132.99

- **PROFESSIONAL DESIGN:** With a Standing Height Of 42.1", This Podium Gives You Better Posture Support When Standing. And 23.1" x 15.2" Desktop Is Spacious To Place Your Laptop, Notebook, Etc. Tilt Angle Protects Your Cervical Spine, While a Stopper Is Designed For Preventing Paper From Slipping Down.
- **HIGH QUALITY:** The Podium Are Made Of Durable And Environment-Friendly Mdf Wood Honeycomb Structure. All Exposed Surfaces Are Fully Treated To Add An Elegant Touch To Any Space. This Simple

\$85.99

[FREE Returns](#)

FREE delivery Fri

Your recent order
[delivery](#) on item
Amazon. Order w
45 mins

[Deliver to City](#)
56072

In Stock

Qty: 1

[Add to cart](#)

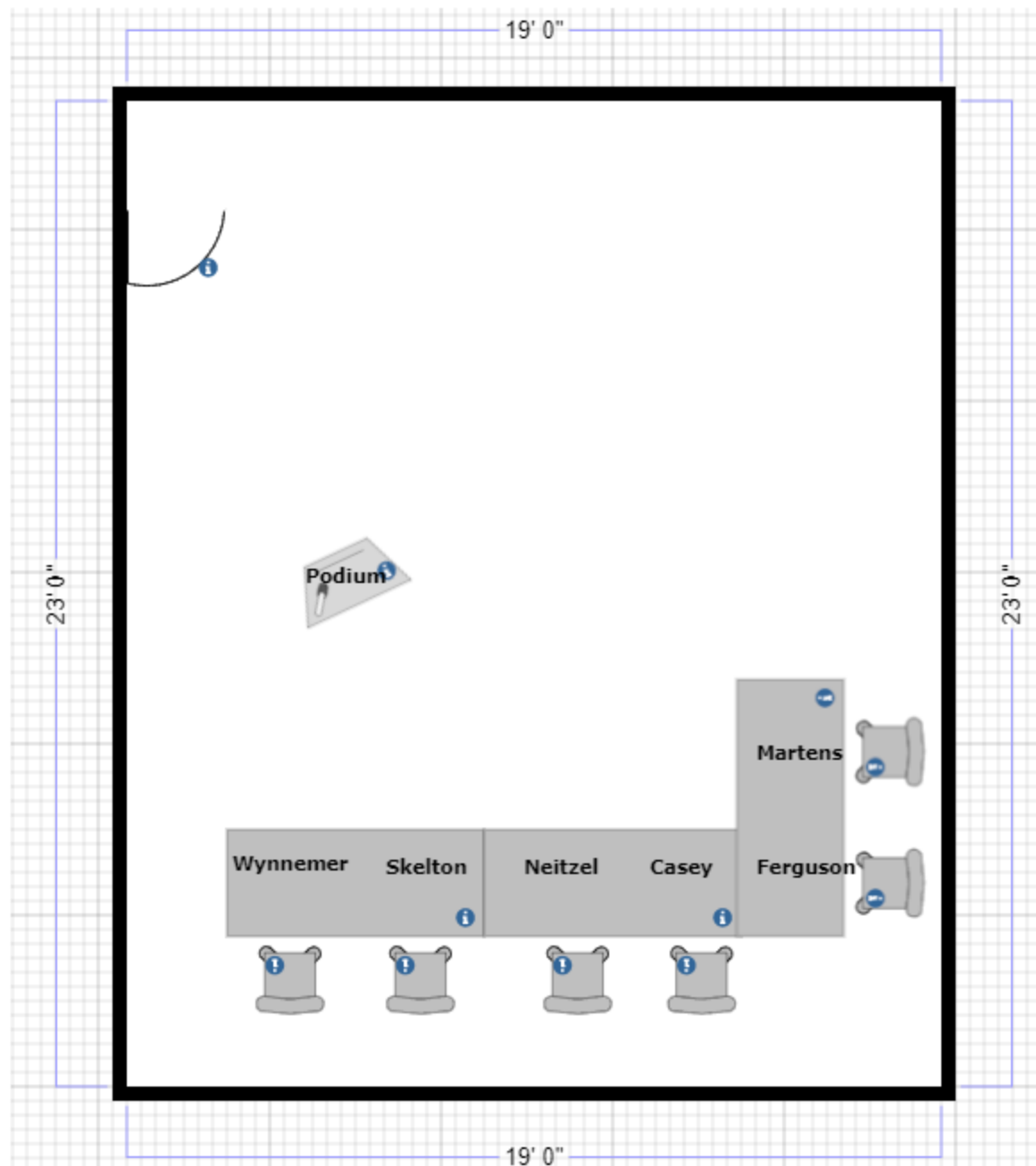
Sold by [Furniture](#)
Fulfilled by Amaz

Shows what's in
often ships in m
container to red
If this is a gift, c
to a different ad

Add a Protection

☐ [3 Year Genera](#)
[Protection Pl](#)

☐ [4 Year Genera](#)
[Protection Pl](#)



Memo

To: City Council

From: Anthony Martens

cc:

Date: 3/22/23

Re: Sewer Camera

I would like the council to consider the purchase of a sewer camera for use in both the Wastewater and Water departments. Average cost of utilizing an outside service for scoping is approximately \$300 / time. Shell and Eric agree that this would be useful and a cost saving tool for both departments. Price would be split between both departments out of 2023 budget.



\$609.99

✓ Registered discounted price

Pipeline Length: **91.5 m**

10 m	61 m	20 m	50 m	30 m
91.5 m	100 m	45 m		

Screen Size: **9 inch**

4.3 inch	9 inch	7 inch
----------	--------	--------

· 9" Color TFT LCD Screen: To serve clear images and colorful display, here we prepare a 9-inch LCD monitor for you. A striking color experience and broad viewing screen are two of the charming features you can find breezily in this 1200TVL TFT LCD monitor. Aside from that, the pipeline inspection camera comes with a DVR function and an 8 GB micro SD card (included in the package), allowing you to record and save images for future reference and analysis.



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

March 27th, 2023, Council Meeting

Continuing work on items for the 2022 audit

Met with LELS regarding the Police Contract

Assisted the HUD with Board of Director Terms / Resolutions

Completed Council Payroll for the 1st Quarter

Completed Sales Tax submission for March

Working with American Legal Publishing to identify the cost to update and post ordinance in PDF searchable format on our website

EMPLOYEE RECOGNITION

EMPLOYEE BIRTHDAYS

Apr. 3rd – Tanyce Bruegger – PD

Apr. 3rd – Hattie Jenkins – AMB

Apr. 3rd – Hope Rosenquist – CUST

Apr. 8th – Jordan Allen – AMB/FD

EMPLOYEE ANNIVERSARIES

Apr. 10th – Anthony Martens – Admin – 6 Yrs