

City of New Richland
Regular City Council Meeting
April 25, 2022

Agenda:

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

Swearing-In Ceremony

- 1. Swearing in of Chief Josh Knudtson

Consent Agenda Items

- 1. Approve Minutes from the April 11th, 2022, Regular Council Meeting
- 2. Approve Leadership Training for the Chief of Police
- 3. Approval of the FT Police Officer Position
- 4. Approve Repairs to NRPD #270 Squad

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.

Petitions & Requests

Ordinances and Resolutions

- 1. 22-05 Resolution of Police Declaration

Recognition

- 1. New Richland Sportsmen's Club for work at St. Olaf Lake

Department Reports

- 1. Care Center Report
- 2. People Service Report
 - a. MCPA License Meeting Request
- 3. Street/Water Report
 - a. Utility Service – Suez
 - i. Water Tower Maintenance – Jim Olson

Unfinished Business

- 1. Legion Field Concession Stand Rental Agreement
- 2. Lifeguard Program / Swimming Lessons
- 3. METRO – Docuware updated proposal

New Business

1. Planning/Zoning Request – Rose Weber
2. Planning/Zoning Request – Cheryl Pratt
3. MN Valley Council of Governments – Jessica Steinke
4. No Mow May – Council Member Casey
5. St. Olaf Lake Concession Stand

Miscellaneous**Administrator Report**

1. Payroll Processing Discussion

Mayor/Council Reports**Adjournment**



*State of Minnesota
County of Waseca
City of New Richland*

Oath of Office

I, *Josh Knudtson* do solemnly swear to support the Constitution of the United States and the State of Minnesota and to discharge faithfully the duties of *Police Chief* for the Police Department of the City of New Richland, MN to the best of my knowledge and ability.

Josh Knudtson

Subscribed and sworn to before me this 25th Day of April 2022

Anthony Martens
City Administrator

Gail Schmidt
Mayor

Regular Council Meeting – April 11, 2022

Members Present

Gail Schmidt
Chad Neitzel
Loren Skelton
Jason Casey
Jody Wynnemer

Others Present

Anthony Martens
Josh Knudtson
Sarah Sundve
Ryan Gehrke
Brandon Herrmann
Brody Bell-Penman

Madi Dorsey
Jessica Lutgens (e)
Brenda Routh (e)
Dylan Arnold (e)
Janda Ferguson (e)
Steve Maher

Members Absent

The meeting was called to order by Mayor Gail Schmidt at 6:30 p.m.

Roll Call - All members present

Pledge of Allegiance

Approval of Agenda – Motion made by Loren Skelton and 2nd by Chad Neitzel to approve the agenda as presented. Carried (4 yes, 0 no)

Consent Agenda

- Motion made by Jason Casey and seconded by Chad Neitzel to approve the minutes from the Regular City Council meeting held on 3/28/22. Carried (4 yes, 0 no)
- Motion made by Jason Casey and seconded by Jody Wynnemer to table the approval of the January 2022 and February 2022 financial reports. Carried (4 yes, 0 no)
- Motion was made by Loren Skelton and seconded by Chad Neitzel to approve the March 2022 accounts payable. Carried (4 yes, 0 no)

Public Comments

- None

Ordinances and Resolutions

- Resolution 22-03 Approving State of MN Joint Powers Agreement with the City of New Richland on behalf of its City Attorney and Police Department – Motion was made by Chad Neitzel and seconded by Jody Wynnemer to approve Resolution 22-03. Carried (4 yes, 0 no)
- Resolution 22-04 A Resolution Approving Appointment of a Commissioner to the Housing and Redevelopment Authority of the City of New Richland – Motion was made by Loren Skelton and seconded by Chad Neitzel to approve Resolution 22-04.

Reports

1. Ambulance Department Report – Director Sarah Sundve
 - Sarah reported 57 runs YTD through 4/11/22.
 - Crew will have mandatory trainings in April and May required by medical control.
 - 5K run / Bunny Hop is scheduled for Saturday April 16th with an Easter Egg hunt to follow in the City Park.
 - CPR Instructor – Sarah Sundve and Sara Jo Vulcan completed their CPR instructor certification course and are now certified to teach CPR. Discussion about potential opportunities to provide training to schools, local business, and daycares. Opportunity to be state registered at \$50 / person. Motion made by Jody Wynnemer and seconded by Chad Neitzel to pay for State Registration costs for Sundve and Vulcan.
 - EMS Week is May 15-21

- Motion made to accept the Ambulance Department report by Jason Casey and seconded by Loren Skelton. Carried (4 yes, 0 no)
2. Fire Department Report – Submitted in Writing
- Chief Josh Moen submitted the Fire Department Report in writing
- 3 Total calls for the Month of March
 - 2 Medical Calls / 1 Fire Call
 - Training for March
 - Search and Rescue Training / Live Burn Training
 - Additional Information
 - Burned old Peterson House on 260th
 - Motion to accept the Fire Department Report made by Jason Casey and seconded by Jody Wynnemer. Carried. (4 yes, 0 no).
3. Police Department Report – Acting Chief Josh Knudtson
- 132 Calls for Service for the Month of March
 - Service has been scheduled for warranty repairs on both squads
 - Joint Powers Agreement with the State of MN
 - Acting Chief Knudtson and Administrator Martens presented a Joint Powers Agreement with the State of MN to allow the Police Department to continue to access services of the State and Federal Government. This agreement is a renewal of an expiring Joint Powers Agreement. New to this agreement is a \$50/month access fee.
 - Chief of Police / FT Officer Replacement
 - Motion made by Loren Skelton and seconded by Jason Casey to appoint Acting Chief Josh Knudtson as the new Chief of Police to be sworn in on Monday April 25th. Pay grade 7, Step 1, \$25.66/ hour with a increase to \$26.94 after 6 months with a satisfactory performance review. Carried. (4 yes, 0 no).
 - Motion made by Chad Neitzel and seconded by Jody Wynnemer to have Acting Chief Knudtson and Administrator Martens take letters of interest from current PT officers for the FT police officer job and present their selection for approval at the April 25th meeting. Carried. (4 yes, 0 no).
 - Motion to accept Police Department report by Chad Neitzel and seconded by Jason Casey. Carried. (4 yes, 0 no)

Unfinished Business

- ExperT billing was unable to attend due to a family emergency
- Metro Document Scanning
 - Steve Maher and Brody Bell-Penman were in attendance to discuss a document scanning option for the City Administration office. Council directed City Administrator to contact Coordinated Systems to see if the City could get a shorter extension to their current contract with the Smart Search system at this time so they could have some additional time to weigh options.
- Past Due Water Bill Discussion
 - Discussion on delinquent water bills due to final reads. Motion made by Jason Casey and seconded by Chad Neitzel for the City Administrator to send a new letter that includes a corrected bill showing final reading charges without late fees or penalties to those who have not paid. For those who have paid, city shall refund any late charges and fees. Carried. (4 yes, 0 no).
- Generator Insurance Information
 - Generator problem was diagnosed at the request of LMS Insurance Trust. Per their investigation, the problem was with an O-ring liner seal that wore out and allowed coolant to get into the engine. This problem was deemed general wear and tear and was not covered by insurance.

New Business

- Concession Stand – Legion Field
 - Dan Schmidt with QCBA requested ***. Council directed City Administrator to work with Maintenance and Schmidt to identify and repair problems with the concession stand and to return to the April 25th, 2022, council meeting with proposals for the Legion Field Concession Stand rental.
- Lifeguard Program & Compensation
 - Council discussed the program and set the wages for the 2022 Lifeguards and Water Safety Instructor. Motion was made by Chad Neitzel and seconded by Jason Casey to set the lifeguard wages at \$12/hour and the WSI wage at \$16/hour. City Administrator was directed to post wages and continue recruitment. An update will be provided to the council at the April 25th, 2022, council meeting.

Miscellaneous

- None

Mayor/Council/Administration

- Board Member / Commission Information
 - Discussion about current board and commission members. Administrator Martens will continue to verify and update members and terms.
- Desk for Administrators Office
 - Tabled at this time
- Coffee Make for Community Room
 - Tabled at this time
- Solar Contract
 - Information Only. Annual reimbursement/offset was \$13,044.39
- Online Publishing of Council Meetings
 - Motion was made by Loren Skelton and seconded by Jason Casey to publish City Council Meeting videos to a City YouTube page. Carried. (4 yes, 0 no).
- Federal/Covid Money
 - Discussion was had regarding Federal/Covid money reimbursements. Administrator Martens was advised to work with ABDO. ABDO should have information regarding this.
- Administrators work list
 - Administrators work list was updated to include some new items.
- Mayor Schmidt provided comments regarding valuation of properties based on the new valuation system. Administrator Martens will attempt to locate some additional information and publish it via the Cities social media accounts.

Adjournment – Motion for adjournment made by Chad Neitzel, seconded by Jody Wynnemer. Carried (4 yes, 0 no) 9:25 p.m.

Submitted by,

Anthony Martens
City Administrator/Clerk/Treasurer



Leadership Academy

May 10-13, 2022

Online via Zoom

\$350

Tuesday, May 10	Wednesday, May 11	Thursday, May 12	Friday, May 13
0800-0815 MCPA Welcome and Overview 0815 - 1115 *no breakout sessions Mike Goldstein- Plymouth PD Leadership Today 1115 - 1130 Breakout to discuss morning session	0800 - 1000 Paul Hoppe - Pro Phoenix *no breakout sessions Social Media 1015-1215 Susan Hansen - Madden, Galanter and Hansen LLP *includes 10 min breakout Complaint Sorting/Handling and Disciplinary Process 1215 -1230 Networking/breakout	0800-0955 Andrew Skoogman - MCPA *no breakout sessions Media Considerations for Supervisors in the 21st Century 1010-1020 *breakout session to discuss media presentation 1020 - 1230 Scott Mueller - MN BCA *includes 10 min breakout sessions Officer Involved Shooting-The Investigation and Supervisors Role	0800 - 0955 Dr. Heather Rose Carlson The 3 Pillars of Officer Wellness: Individual, Social Support & Administration 1010 - 1025 Networking & breakout 1025 - 1200 Sean Meagher - State Patrol Reflections on Leadership
1130 - 1220 LUNCH	1230 - 1330 LUNCH	1230 - 1330 LUNCH	
1220-1410 Jana Sullivan - League of MN Cities Performance Appraisals & Hot Topics in Employment Law 1425-1555 Presenters TBA FBI Capabilities	1330 - 1525 Kelly McCarthy - Mendota Heights PD *no breakout sessions Today's New Supervisor - Do's and Don'ts 1525 - 1555 Networking/breakout	1330 - 1700 Liam Duggan - Prior Lake PD Analyzing Use of Force; A Crash Course	Class Adjourns FRIDAY 1200



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

04/25/2022

Dear City Council,

After receiving letters of interest from staff for the position of Full Time Police Officer, I, Chief Knudtson along with Administrator Martens, have made the decision that Officer Johannsen is the best candidate for the position. Officer Johannsen shall assume the role of Full Time Police Officer effective April 26th, 2022, subject to council approval.

A handwritten signature in black ink, appearing to read "Joshua Knudtson", with a long, sweeping horizontal line extending to the right.

Joshua Knudtson, Chief of Police
New Richland Police Department

Memo

To: City Council

From: Anthony Martens

cc:

Date: 4/22/22

Re: Officer Johannsen from PT to FT Status

Officer Johannsen has been a PT Officer with the City of New Richland since December 2020. Since then, he has logged approximately 1,353.5 hours patrolling the City of New Richland. He is consistently one of the officers who is willing to work and contributes to significant coverage of the NRPD Schedule.

Should the council agree with Chief Knudtson and I's recommendation to promote Officer Johannsen from PT to FT status, I would make the following recommendation to the council for compensation:

Since Officer Johannsen has put in at least the equivalent hours of a FT Officer would in 6 months I would recommend that he be hired at Grade 5 Step 2, \$21.18/ hour. After 6 months and a successful performance review, he be eligible to be increased to Grade 5 Step 3, \$22.24/hour. He would then fall in line with annual increases dependent on a successful performance review.

FYI (PD Grade 5):

PT Hourly: \$20.17 FT Step 1: \$20.17 FT Step 2: \$21.18 FT Step 3: \$22.24

Josh Knudtson

From: Deml Ford Service <service@demlford.com>
Sent: Friday, April 15, 2022 8:20 AM
To: Josh Knudtson
Subject: ESTIMATE

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning Josh, Here is the estimate for repairing both front lower control arm bushings.

Parts \$448.64

Labor \$397.95 (includes a alignment after replacement of control arms)

Total \$846.59

Please call with any questions!

Thanks,
Dan Schlaak
Service Manager
(507)835-3425
(888)442-9254



City of New Richland

Resolution 22-05

Resolution of Police Declaration

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

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

NOW, THEREFORE, BE IT RESOLVED that the City of New Richland of Waseca County hereby declares that the position titled full-time police officer, currently held by James Johannsen, meets all the following Police and Fire membership requirements:

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

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

Passed and duly adopted by the City of New Richland on April 25th, 2022.

ATTEST

Gail Schmidt
Mayor

Anthony Martens
City Administrator

New Richland Care Center

Monthly Report - March Data
Advisory Board & City Council Meetings 4.25.22

1

Agenda

- ▶ Approval of Minutes
- ▶ Financials
- ▶ Census
- ▶ Staffing
- ▶ Strategic Plans & Operating Risks
- ▶ Facility Events

2

Staffing

► Nursing Department -

Open Certified Nursing Assistant positions -

4 full-time and 1 part-time Day Shift; 2 full-time and 1 part-time Evening Shift; 1 full-time night shift; Night Shift 1 full-time

Open Licensed Nurse positions -

1 full-time Evening Shift

1 full-time Night Shift

► Other Departments -

Full-time Activities Asst.

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Finances

► March 2021

	Actual	Budget	YTD Actual	YTD Budget	Variance
► Expenses	447,683	411,953	2,382,394	2,447,183	(64,789)
► Other income	(3463)	1835	74,257	11,010	63,247
► EBT/D	27,991	38,071	286,064	195,225	90,839
► R.E. Taxes	8901	12,106	46,669	72,634	(25,965)
► Property Depr.	11,500	11,667	68,962	70,000	1038
► Net Income (Loss)	7590	14,299	170,433	52,591	(117,842)
► Revenue	479,137	448,189	2,594,201	2,631,398	(37,197)

Expenses:

6

Strategic Plan/Operational Risks

- ▶ NRCC was able to re-open the case for Human Resource & Services Administration (HRSA) for unused Provider Relief Funds Reporting Period One. Facility did not have to pay back unused amount of \$159,946.44. Report was submitted on April 11th.
- ▶ \$37,650 was paid to MN Unemployment Insurance. Unemployment insurance payments were paused during the COVID-19 pandemic and have been reinstated as of first quarter 2022.

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Facility Events

- ▶ Family Gathering was held March 22nd which 15 family members attended. I spoke on visitation policy, utilization of facility bus, facility COVID protocols, and facility updates.
- ▶ Facility hosted an Easter Egg Hunt on Saturday April 9th. Approximately 50 kids hunted for easter eggs. A big thank you to New Richland State Bank for donating 100 - .50 pieces, Dairy Queen and McDonalds of Waseca for gift certificates, Care Center provided ring pops and bracelets, and Wagner Foods donated over 100 bananas. Residents filled 1,300 eggs with candy for the kids to find and staff filled 100 gift bags to give away.
- ▶ The Trishaw the facility has been waiting on for 10 months will arrive in the US mid April and should be delivered to the facility by early June.
- ▶ NRHEG School is hosting a community open house April 25th from 4 - 7 p.m. NRCC will have representatives on site to discuss employment opportunities as well as admission information.

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Date: April 15, 2022

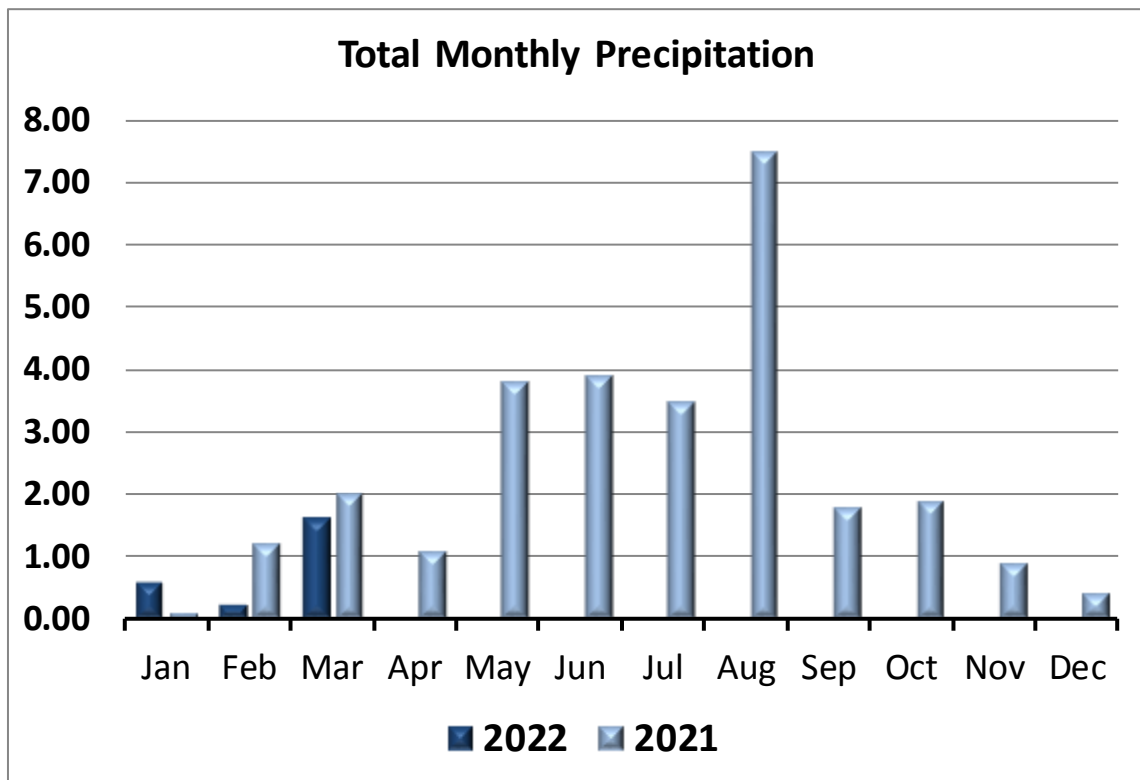
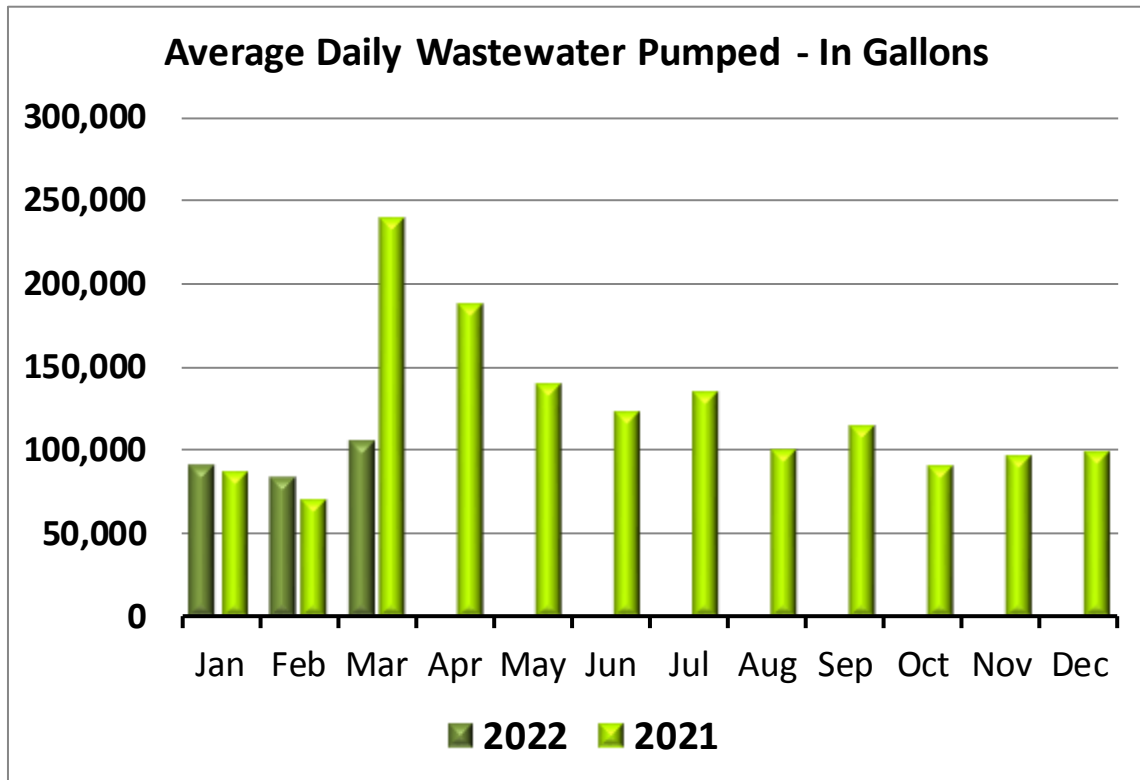
To: City of New Richland

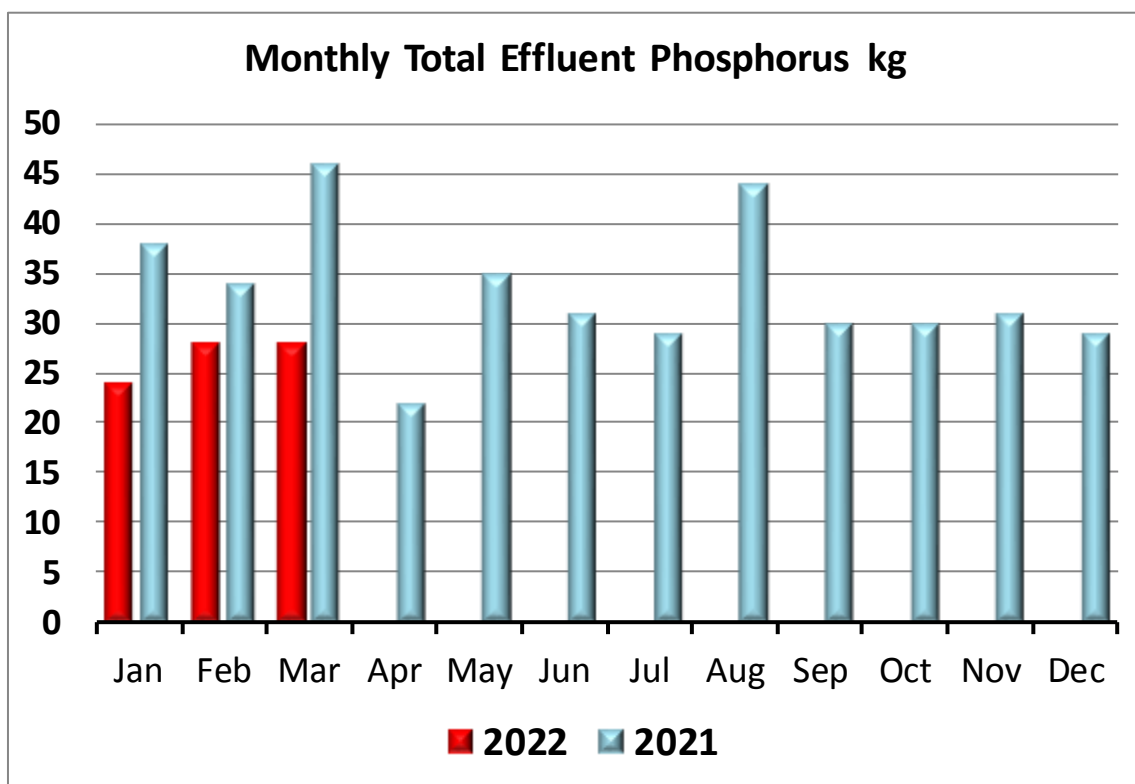
From: Shell Johnson, Operator

O & M Report: March 2022

Wastewater Operation & Maintenance

- March 15th - Minnesota Rural Water, Paul Plaetz, came and televised the sewer main at Ash S./ 1st St SW. Water dripping in from N.R. Storage building, not sure if they have water on, or a leak somewhere, televised sewer main at 609 S. Broadway. Homeowner has roots in their residential line. No roots were in main sewer line.
- March 2nd - Clark Corbitt, President, Vessco, came down to go through plant, and let us know what parts are Vessco parts and replacements parts.
- March 21st - Started Bio-solids sampling. Sent out to lab.
- April 11th - Manhole at 4th St /Broadway was 4' of wastewater, Jetter Clean was in town and jetted out sewer main, culprit, wipes, and a sag in the main at 50' south of 4th contributed to this problem.
- Month of March - I had a lot of wipes/gloves/condoms/raw meat/fats/grease. Blockages with sewer mains will lead to sewer backups into homes, and businesses. Most of these things can be preventable by not flushing items that should not be introduced into the sewers.
- Annual Cleaning Plan will need to look over by council and approved or declined.
- Nancy Heskett will be getting ahold of administrator for a webx on the chloride/phos limits for New Richland. All council should try to attend.
- Water Softener Surveys were sent out April 13th to residents and Businesses of New Richland, this will aid in the chloride usage regarding the limits for chloride.





		March-22	February-22	March-21
Water	Units			
Wastewater				
CBOD				
CBOD Influent	mg/L	122	154	53
CBOD Influent Design	mg/L	338	338	338
CBOD Effluent	mg/L	4.1	6.4	4.2
CBOD Effluent Permit Limit	mg/L	15	15	15
CBOD kg/day	kg/day	6.5	3.2	3.8
CBOD kg/day Permit Limit	kg/day	34	34	34
CBOD % Removal	%	92%	96%	92%
CBOD % Removal Permit Limit	%	85%	85%	85%
TSS				
TSS Influent	mg/L	145	125	52
TSS Influent Design	mg/L	365	365	365
TSS Effluent	mg/L	10	7	3
TSS Effluent Permit Limit	mg/L	30	30	30
TSS kg/day	kg/day	6.5	3.7	2.6
TSS kg/day Permit Limit	kg/day	68	68	68
TSS % Removal	%	93%	94%	94%
TSS % Removal Permit Limit	%	85%	85%	85%
Phosphorus				
Phos Influent	mg/L	3.50	4.90	1.60
Phos Effluent	mg/L	2.30	3.10	1.60
Phos Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Phos Effluent Monthly Total	kg	28.00	28.00	46.00
Phos Effluent kg Per Year	kg	0.00	0.00	118.00
Phos Effluent kg Per Year Total Limit	kg	829.00	829.00	829.00
Fecal Coliform				
Fecal Effluent	ml	0	0	0
Fecal Effluent Permit Limit	ml	N/A	N/A	N/A
Dissolved Oxygen				
DO Effluent	mg/L	2.00	4.40	7.50
DO Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Effluent Flow				
Average Daily	gallons	104,000	83,000	240,000
Maximum Daily	gallons	146,000	145,000	487,000
Total Monthly	gallons	3,223,000	2,336,000	7,430,000
Precipitation Monthly Total	inches	1.60	0.22	2.00
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$6,544.00	\$657.00	10%	25%
Total	\$6,544.00	\$657.00	10%	25%

Datecompleted	Equipment	Location	Notes	Task	Taskdesc
3/1/2022	NO 3 RAS	5052 New Richland, MN	greased and checked	Monthly PM	Grease the zirks on the pump if the pump running this month.
3/1/2022	Effluent Sampler	5052 New Richland, MN	put all new hoses in, in January. Works great	Monthly PM	Clean, inspect pump hose & check dessicant on unit. See manual
3/1/2022	Emergency Generator	5052 New Richland, MN	Feb. 16th, there was a power outage in town, Emerg. generator came on and shut off. Alarm did call out. power came back on, electricity restored. Generator had issues with exhaust manifold. it shut itself down. on phone with Generator services, tried a few things, did not work. Feb 17th a portable 200KW diesel Generator was brought in for emerg. power. As of Feb. 28th, still waiting for price quotes, and time. City council wants quotes on parts or a new Natural Gas Generator. Generator System Services is who we use. They come 2x a year for inspections and maintenance.	Generator Monthly	Check all fluids including fuel. Inspect unit for leaks or abnormal wear. Exercise under load and document hour meter.
3/1/2022	East Ras Flowmeter	5052 New Richland, MN	numbers are hardly visible. need to shine a light underneath.	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.
3/1/2022	Eyewash Station	5052 New Richland, MN	it needs to be replace. cracked head on it. it works fine, just should be replaced.	Monthly PM	Inspect eyewash for proper operation. Located at lab sink.
3/1/2022	FIRE EXTINGUISHERS	5052 New Richland, MN	All have been checked and initialed with month and year	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.
3/1/2022	Office Air Conditioner	5052 New Richland, MN	not in use	Monthly PM	Clean filter & unit. May need more cleaning during heavy use.
3/1/2022	NO 2 RAS	5052 New Richland, MN	greased and checked. This pump always has a different sound to it.	Monthly PM	Grease the zirks on the pump if the pump running this month.

3/1/2022	Blower NO 1	5052 New Richland, MN	is running at this time until march 8th. all oils, belts filters ok	Monthly PM	Check belt tension, check motor, air filters ect. See manual Belt Dayco Wedge-Band belt #R5VX630-2
3/1/2022	Influent Sampler	5052 New Richland, MN	put all new hoses in, in January. works great.	Monthly PM	Clean, inspect pump hose
3/1/2022	New Sludge Recirculation Pump	5052 New Richland, MN	not in use	Monthly PM	Check pump & packing Check belt alignment
3/1/2022	NO 1 RAS	5052 New Richland, MN	not in use, needs a solenoid put in	Monthly PM	Grease the zirks on the pump if the pump running this month.
3/1/2022	Blower NO 2	5052 New Richland, MN	not running until next week. oils checked, belts, filters.	Blower Monthly	Check oil level and belt tension, Check filter and clean/replace if needed. inspect units for abnormal wear and leaks.
3/1/2022	Eye Wash Station	5052 New Richland, MN	checked and initialed. It is in the ferric room, there is heat in there, so it doesn't freeze	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.
3/19/2022	Lift Station #1 - WWTP	5052 New Richland, MN	floats stuck, pulled cleaned off, all good to go again.	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.
3/21/2022	Alarms	5052 New Richland, MN		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.
3/21/2022	Gas Detector	5052 New Richland, MN	ordering new calibration gas bottle	Monthly PM	Turn on, check batteries and if calibration is due.
3/21/2022	Gas Mask	5052 New Richland, MN	sm and large mask has no tears , seals and straps are good, lens clear only 1 cartridge ,good till 4/24	Annual PM	Inspect mask seal and lens for abnormal
3/21/2022	NO 1 Sump Pump	5052 New Richland, MN	alarms all working	Monthly PM	Open pit, turn on pump in controls and verify pump pumps water down.
3/21/2022	NO 2 Sump Pump	5052 New Richland, MN	alarms working	Monthly PM	Open pit, turn on pump in controls and verify pump pumps water down.

3/24/2022	Final Clarifier NO 2	5052 New Richland, MN	cleaned off vent, greased Zhirks all good	Monthly PM	Grease, clean air vent for gear box skimmer. Give 3-4 shots of grease each zerk.
3/24/2022	Telescoping Valves	5052 New Richland, MN	it is broken, vice crips are holding it up at this time. looking in to find out some parts for it.	Inspection	Inspect and grease if needed.
3/24/2022	Final Clarifier NO 1	5052 New Richland, MN	cleaned off vent, greased zhirks, all good	Monthly PM	Grease, clean air vent for gear box skimmer. refer to manual, numerous tasks. Give 3-4 shots to each zerk to grease.
3/24/2022	Primary Clarifier	5052 New Richland, MN	opened drain valves to drain any excess water off, checked oils all good. zhirks greased	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 dra off small quantity of oil to remove any accumulated water. Lubricate drive chain
3/30/2022	Air Compressor	5052 New Richland, MN	oil belts checked, council approved a air hose line for airing up tires , blowing filters, etc. waiting for estimate.	Monthly PM	Check oil, belt tension, relief valves & drain water. See manual.
3/30/2022	Air Compressor	5052 New Richland, MN	waiting on air hose and tune up from ingersoll	Air Compressor Annual	Change oil in Motor, if possible document hours ran since last oil change. Grease zirks if needed.
3/30/2022	Trickling Filter	5052 New Richland, MN	arms opened up and flushed out, tops opened and scrubbed off, oil fine.	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
3/31/2022	Lift Station #2 - 3rd Street	5052 New Richland, MN	Tested alarms all working Tested alarms all working	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.
3/31/2022	Lift Station #3 - Elm Ave	5052 New Richland, MN	Tested alarms pulled floats and cleaned. All working fine.	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.

Wastewater Plant Maintenance Expenditures

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
-------------	--------------------	--------------------	--------------

			Total	\$0
--	--	--	--------------	------------

Wastewater System Maintenance Expenditures

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
03/09/22	NAPA Auto Parts	Batteries for generator and liftstation	\$93
3/1 - 3/31	Venders (1)	Misc Invoices under \$50 (1)	\$1

			Total	\$94
--	--	--	--------------	-------------

Total Expenditures

W/W Plant Maintenance	\$0
-----------------------	-----

W/W System Maintenance	\$94
------------------------	------

Total For This Month	\$94
----------------------	------

Total Maintenance Dollars Spent Year-to-Date (January 1, 2022 to End of This Report Month)	\$657
---	-------

Annual Maintenance Budget (Jan. 1, 2022 - Dec. 31, 2022)	\$6,544
---	---------

Percent Maintenance Budget Spent Year-to-Date	10%
---	-----

City Of New Richland

Date : April 25, 2022

To : City board of New Richland

From : Eric Hendrickson Lead Maintenance

Water and Street Report

PROJECTS COMPLETED

- 15 Blue cards were issued to residents this month.
- 1 shut offs, due to lack of payment of blue cards.
- Weekly maintenance of Legion field, City Park, Water Plant, and St. Olaf Lake.
- Finished sweeping streets on 4/5/2022
- Put up a new stop sign at the Bank 4/4/2022
- Burned ditch at the city Park on 4/11/2022
- Burned composed pile 4/21/2022

FUTURE PROJECTS

- Braden training
- Put snow equipment away.
- Start getting ready for spring cleanup.
- Getting bid ready for 2022 Seal coating.
- Flushing hydrant
- St. Olaf concession stand roof.
- City wide clean up. 5/7/2020
- Start on Adopt A Drain Program
- South Broadway Calvert project.

SEEKING RECOMMENDATION

- Waiting for bid (Thein Well) booster 2 repair, leaking water from seal
- Red mulch \$38 yard
- Lokens Rock \$33.60 yard, approximately 12.5 yards in a quad axle. \$420
- Barga Inc. Replay Project \$14,385.00 which includes South Cedar Ave, NW 3rd, and NW 6th.

City of New Richland
Water System Monthly Report
 Month: March Year: 2021

I. Water System / Monthly Pumpage / Performance

Well No. 1

Total Monthly Pumpage	Gals/Month	722,000
Average Daily Pumpage	Gals/day	23,300
Maximum Daily Pumpage	Gals/day	107,000
Total monthly hours	Hrs./month	80
Well Efficiency (GPM)	Gals/min	160 gpm

Well No. 2

Total Monthly Pumpage	Gals/Month	770,000
Average Daily Pumpage	Gals/day	24,800
Maximum Daily Pumpage	Gals/day	91,000
Total monthly hours	Hrs./month	85
Well Efficiency (GPM)	Gals/min	160 gpm

Well No. 3

Total Monthly Pumpage	Gals/Month	933,000
Average Daily Pumpage	Gals/day	30,100
Maximum Daily Pumpage	Gals/day	109,000
Total monthly hours	Hrs./month	103
Well Efficiency (GPM)	Gals/min	150 gpm

Total Combined Monthly Pumpage	Gals/Month	2,592,000
Average Combined Daily Pumpage	Gals/day	83,600
Total Combined Monthly Hours	Hrs./month	268
Booster Pump Monthly Hours	Hrs./month	0
Booster Pump daily Avg. Hours	Hrs./day	0
Booster Pump efficiency (GPM)	Gals/min.	0
Booster Pump 2 Monthly Hours	Hrs./month	169
Booster Pump 2 Daily Avg. Hours	Hrs/day	5.4
Booster Pump 2 efficiency (GPM)	Gals/min	155
Total Chlorine Consumption	Lbs./month	5.0
Average Chlorine daily Consumption	Lbs./day	.18
Total Fluoride Consumption	Gals/month	4.8
Average Fluoride daily Consumption	Gals/day	.15

CITY OF NEW RICHLAND, MN

Project	Tank Name	Tank Information	Task Name	Start Date	Completion Date	Sr Status
126641	CITY TANK	250,000 PEDISPHERE	VISUAL INSPECTION	10/5/2012	10/5/2012	Closed
126641	CITY TANK	250,000 PEDISPHERE	VISUAL INSPECTION	8/5/2013	8/5/2013	Closed
126641	CITY TANK	250,000 PEDISPHERE	UR PAINT INTERIOR & EXTERIOR	6/27/2014	6/27/2014	Closed
126641	CITY TANK	250,000 PEDISPHERE	HATCH REPAIR	8/19/2014	8/19/2014	Closed
126641	CITY TANK	250,000 PEDISPHERE	VISUAL INSPECTION	6/15/2015	6/15/2015	Closed
126641	CITY TANK	250,000 PEDISPHERE	CHEMICAL CLEAN	7/27/2016	7/27/2016	Closed
126641	CITY TANK	250,000 PEDISPHERE	VISUAL INSPECTION	7/19/2017	7/19/2017	Closed
126641	CITY TANK	250,000 PEDISPHERE	VISUAL INSPECTION	7/19/2018	7/19/2018	Closed
126641	CITY TANK	250,000 PEDISPHERE	CHEMICAL CLEAN	7/18/2019	7/18/2019	Closed
126641	CITY TANK	250,000 PEDISPHERE	TOUCH UP EXTEIOR	7/28/2020	7/28/2020	Closed
126641	CITY TANK	250,000 PEDISPHERE	VISUAL INSPECTION	8/6/2020	8/6/2020	Closed
126641	CITY TANK	250,000 PEDISPHERE	CHEMICAL CLEAN	7/22/2021	7/22/2021	Closed
126641	CITY TANK	250,000 PEDISPHERE	VISUAL INSPECTION	1/1/2022	12/31/2022	Open
126641	CITY TANK	250,000 PEDISPHERE	VISUAL INSPECTION	1/1/2023	-	Future
126641	CITY TANK	250,000 PEDISPHERE	VISUAL INSPECTION	1/1/2024	-	Future
126641	CITY TANK	250,000 PEDISPHERE	PAINT EXTERIOR	1/1/2024	-	Future
126641	CITY TANK	250,000 PEDISPHERE	VISUAL INSPECTION	1/1/2025	-	Future
126641	CITY TANK	250,000 PEDISPHERE	VISUAL INSPECTION	1/1/2026	-	Future
126641	CITY TANK	250,000 PEDISPHERE	VISUAL INSPECTION	1/1/2027	-	Future
126641	CITY TANK	250,000 PEDISPHERE	PAINT INTERIOR	1/1/2028	-	Future
126641	CITY TANK	250,000 PEDISPHERE	VISUAL INSPECTION	1/1/2028	-	Future

Please note that projected maintenance items indicate planned. Next planned renovation indicates planned time frame, but actual work schedules may change due to needs of tank as defined during inspections.

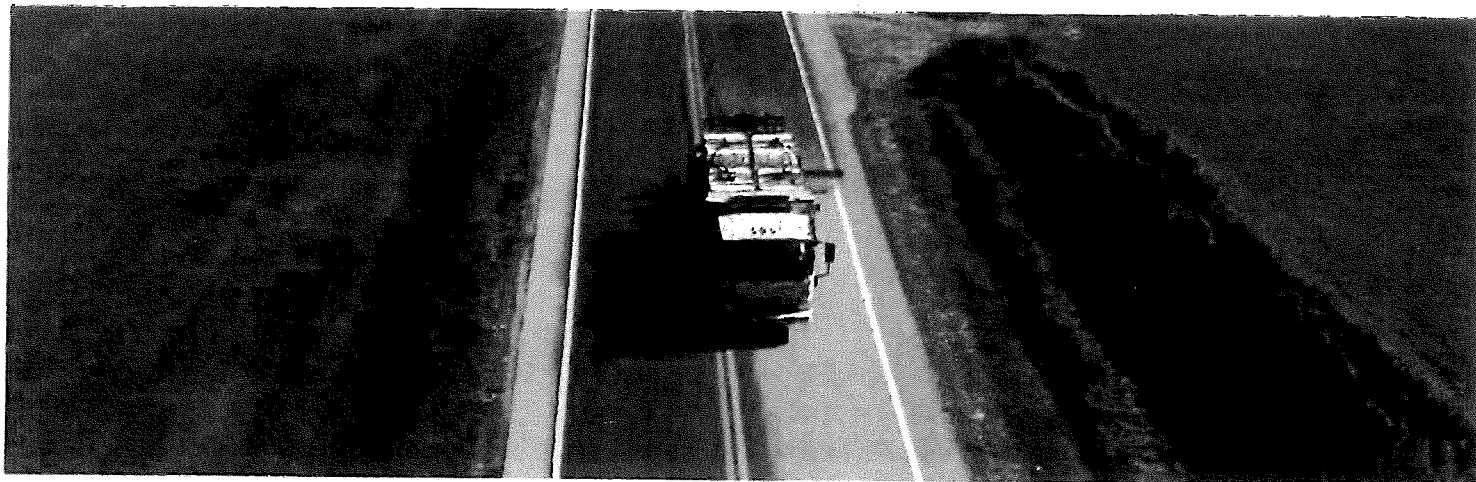
BioSpan

www.biospantech.com | Tel: (800) 730 8980

RePLAY

agricultural oil seal
+ preservation agent

RePlay extends the life of asphalt surfaces and restores the pavement binder up to 1¼" deep



RePlay makes asphalt last longer with one application every three to five years. Over time, asphalt oxidizes and erodes. RePlay reverses this process, adding years to your surface.

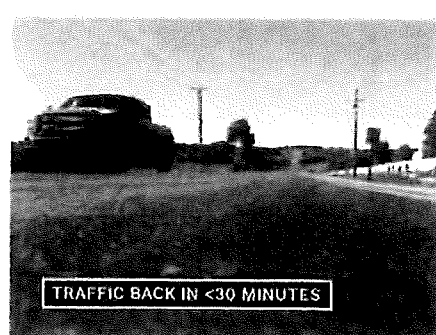
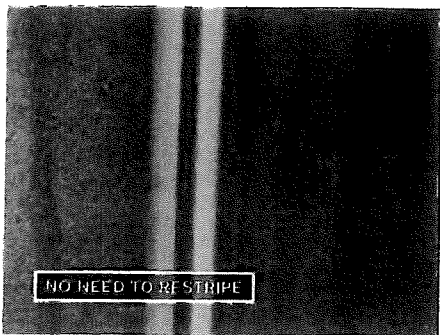
88% biobased

- ✓ Cures in 30 minutes or less
- ✓ Adds 9 new, unique polymers to the mix
- ✓ Prevents asphalt breakdown: potholes, edge rutting, center line cracks, etc.
- ✓ Penetrates ¾-1¼ inches deep
- ✓ Reduces moisture penetration
- ✓ Maintains skid resistance and pervious porosity
- ✓ Non-toxic
- ✓ Easy to use and apply
- ✓ Made in Missouri, USA



How RePlay works

Our process introduces nine new biobased nanopolymers to the mix, including SBS and SBBS polymers, to reverse weak conditions below and strengthen the surface. When used every three to five years, our process creates a perpetual road that saves the high cost of repaving.



Use it everywhere
you pave:

- ✓ Streets
- ✓ Roads
- ✓ Rumblestrips
- ✓ Parking lots
- ✓ Trails and paths
- ✓ Runways and taxiways
- ✓ Tennis courts

BARGEN

1-800-434-2924

www.bargeninc.com

Build a better surface, save your budget

Regular applications of RePlay strengthen and maintain existing pavement for a fraction of the cost of laying new pavement. How does RePlay compare to the competition, including conventional, petroleum-based sealcoats?

Product	RePlay	Competitors
Avg Life Expectancy	5-7 Years	3-5 Years
Treatment Type	Penetrating Seal and Preservation Agent	Surface Seal
Cure Time	15-30 Minutes	1-24 Hours
Min Application Temperature	20°F (-6°C)	41°F (5°C)
Reapplication	5-7 Years	2-5 Years
Diluted in Water	No	Yes
Time before Rain	15 Minutes	1-24 Hours
Sand Blot	No	Varies
Material Type	Biobased, Soy and Other Agricultural Oils	Asphalt, Petroleum Oils
Skid Resistance	Maintains and/or Improves	Reduces



BioSpan is proud
to be a part of

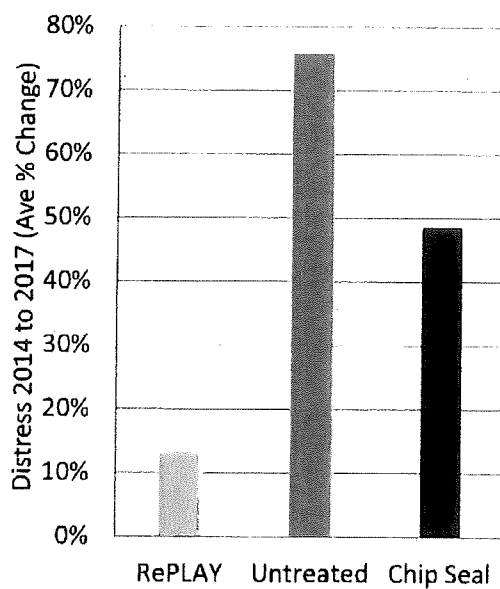


Decision Aid: Soy-Based Asphalt Preservation

A Case Study Report Based on Hutchinson, Minnesota.

An excerpt from, Volume 2: Assessment of Biobased Asphalt Preservation.

AURI has developed a case study using historical data collected by the City of Hutchinson Public Works Department using independent third-party contractors. The goal of the study was to understand the performance of soy-based asphalt preservation products relative to standard practices.



Observed Increase in Cracking

- 76% increase when untreated
- 49% increase with chip seal
- **13% increase with RePLAY**

Percent change in distress from 2014 to 2017. Values are average percent change for crack data from segments with asphalt applied between 2007-2009.

Additional 2017 Case Study Details

- **RePLAY survey**
 - 28 segments for total of 9,525 center line feet and 340 ft average length
 - 5,082 linear feet of cracking and no observed block cracking
- **Untreated survey**
 - 16 segments for total of 8,435 center line feet and 527 ft average length
 - 8,434 linear feet of cracking and 2,250 square feet of block cracking
- **Chip seal survey**
 - 46 segments for total of 23,883 center line feet and 519 ft average length
 - 21,332 linear feet of cracking and no observed block cracking

The full report is available on request from AURI.



Repeated use of RePlay extends the life of good roads and delays more costly maintenance work in Hutchinson, Minnesota

Executive Summary

Based on a product trial in 2010, Hutchinson's Public Works and Engineering department has expanded the city's use of RePlay as a powerful tool in its street maintenance strategy. Through a series of tests, Hutchinson found that RePlay pushed back the timeline for chip seals and other costly repaving works. Regular treatments of RePlay are done at a fraction of the cost of more significant maintenance methods that typically lead to repaving.

Challenges

As public works budgets and resources have tightened in most local governments, coordinating the effort to find, test and innovate new strategies often takes a backseat to regular maintenance and critical repairs. The City of Hutchinson oversees 1.5 million square yards of streets, plus an airport, alleys, parking lots and other facilities, and constantly balances the need to keep maintenance costs down with harsh winters and other factors that shorten the life of the city's roads.

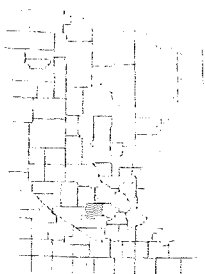
"With more than \$1 million in replacement costs, it makes sense for the City of Hutchinson to do everything possible to delay expensive rehabilitations of existing pavements. We have found RePlay to be an important tool for preserving pavements, adding years to the life of our asphalt."

John Olson
Public Works Manager
City of Hutchinson, Minnesota

When a local distributor introduced John Olson, Hutchinson's Public Works Manager, to RePlay in 2010, Olson approached the product with a healthy dose of skepticism. He had seen a lot of "snake oils billed as the answer to all road repair needs" and was wary of investing taxpayer funds into a new product he hadn't tested firsthand.

A grant from Minnesota's Local Road Research Board in cooperation with McLeod County provided Hutchinson with the chance to put RePlay through its paces with a minimal initial investment of city funds. "I was less hesitant to try a new product," says Olson, "since the City wouldn't be investing much money to see if it worked as advertised."

Fast Facts: Hutchinson, MN



- Population: 13,888 (2016)
- Total Lane Miles: 183.3
(74.4 total centerline miles)
- Total Lane Miles Covered by RePlay:
approximately 34 (18.5%)
- RePlay Customer Since: 2010
- Number of RePlay Applications Since 2010: 8
(completed annually)

How BioSpan Helped

Working with Borgen, Inc. as the contractor for the project, Hutchinson treated two paved areas with very different conditions: a 15-year-old multiuse trail that was cracked, dry and had significant raveling, and a

newer driveway area with no cracks or raveling. "After the first application of RePlay, we ran a number of tests to compare treated and untreated sections in the same area," Olson says. "Initial tests after the first application showed the areas treated with RePlay had a higher rate of water runoff and 30 percent less penetration of water into the asphalt than in untreated areas."

Pavement treated with RePlay in follow-on projects across Hutchinson showed no additional cracking and no extension of existing, sealed cracks two to four years later – even enduring the state's cold winters and a freeze-thaw cycle that makes it hard to preserve asphalt. "In Minnesota, there are only two kinds of pavement: cracked and will be cracking," jokes Olson. Yet in tests conducted between 2014 and 2017, RePlay withstood the elements, averaging an increase of less than 10 percent in the city's distress index, compared to 65 percent in untreated areas and more than 30 percent in those treated with a chip seal.

"Once we had a chance to take a close look at RePlay, we began to structure a program to introduce its use. Our strategy is to apply it to new pavements and pavements in excellent condition to delay the first chip seal treatment of the roadway by six to eight years. It appears promising that RePlay will allow us to push higher levels of maintenance out into the future, even further than we expected."

Measured against other methods Hutchinson uses to maintain its streets, RePlay falls among the most economical at a planning cost of approximately \$1.50 per square yard. At the other end of the spectrum, partial and full reconstruction are 50-100 times that cost. But more importantly, RePlay buys the city time by extending the lifecycle of its pavements, which in turn frees up funds for other projects.

"The ability to open a road to traffic relatively soon after treatment is another benefit to RePlay," says Olson. "We didn't see any loose rocks or oil getting away from us, and there was no need to remove and replace pavement markings – RePlay goes right over the top."

And while the untrained eye can't tell the difference between treated and untreated pavements, Olson cites one more hidden benefit: "Because RePlay is a biobased product, our roadside vegetation isn't affected. We aren't killing any grass or flowers against the edges of the roadway." That's important for Hutchinson's homeowners as well as local industry, which is focused on agriculture and manufacturing.

Results and Future Plans

Based on the results of the first test in 2010, Hutchinson has expanded the use of RePlay as a cost-effective strategy to extend the life of its roads and delay more resource-intensive repaving projects.

The city has expanded use of RePlay to all kinds of street projects and expects to add at least five to nine years – or more – to the life of its streets.

Hutchinson's new roadmap focuses on applying RePlay within the first three years of paving, and the city is hoping to re-treat those areas once more before undertaking the first chip seal, pushing the chip seal process back from seven years to as many as 16 years after construction.

Hutchinson continues to refine its strategy to incorporate biobased sealers and is just starting to test the second treatment of RePlay on some of the initial projects. Learn more about the City of Hutchinson, Minnesota at www.ci.hutchinson.mn.us.

City of New Richland

PO Box 57, 203 N Broadway, New Richland, MN 56072

TEL: (507)465-3514 FAX: (507)465-3375

Web: www.cityofnewrichlandmn.com



Legion Field Concession Stand Lease Agreement

ORGANIZATION:

Quad Cities Baseball Association (Manager)

TERM:

2022 and indefinitely thereafter

HOURS:

Managers Discretion

OBJECTIVE:

To provide concessions during spring sporting events and during the summer softball, baseball, and recreation programs

FEES:

Manager shall pay the City of New Richland (City) a fee of \$250 for the exclusive use of the Legion Field Concession Stand. This fee shall be payable no later than August 1st of the year

COMPENSATION:

Any concessions sold from the concession stand will be purchased and paid for by the manager. Any monies received from the concession stand will be the managers. This organization is not hired as an employee of the city, but as a self-employed group using city facilities.

FACILITIES PROVIDED BY THE CITY OF NEW RICHLAND:

The City of New Richland shall provide concession stand, refrigeration coolers, electricity, water, garbage receptacles and service, paper towels and toilet paper for the restrooms.

INSPECTION:

Annually, prior to the beginning of the use of the concession stand and upon completion of the use of the concession stand, manager and city shall meet to inspect concession stand to identify any problems or issues that need to be fixed prior to the next year.

NOTIFICATION:

Should any issues arise with the concession stand equipment, building or services, manager shall notify city immediately

RESPONSIBILITIES:

Manager shall be responsible for making sure concession stand is clean and all trash receptacles are emptied into city provided dumpster upon completion of concession stand operations.

NOTE:

No alcoholic beverages will be sold or served from the concession stand by order of the New Richland City Council.

A limited food license or other license as may be required by and enforced by the Waseca/LeSueur County Board of Public Health will be the responsibility and cost of the Manager.

AMMENDMENT/TERMINATION:

This contract may be amended or terminated by either party. Notification of the intent to amend or terminate the contract shall be provided to the other party in writing no less than 90 days prior to the end of the current term year.

The undersigned representative(s) of their organization have read and understand the terms and conditions of this agreement and have been authorized by their organization to sign on the organization's behalf:

City of New Richland**Quad Cities Baseball Association**

Gail Schmidt, Mayor

Name

Title

Anthony Martens, City Administrator

Signature

Date

Date

Memo

To: City Council

From: Anthony Martens

cc:

Date: 4/22/22

Re: St. Olaf Lake Lifeguards/Swimming Lessons

We currently have 5 applications for lifeguards for this summer's swimming program. Normally we employ 8 to 10 lifeguards to cover swimming lessons and provide lifeguards during normally busy hours at the swimming area of St. Olaf Lake Park.

A decision on swim lessons must be made at this meeting. We can always adjust lifeguard scheduling should we get more lifeguards.

We have narrowed our lifeguard/swimming program down to a few options:

1. Run with 5 lifeguards and provide swimming lessons only (M-F)
2. Run with 5 lifeguards and provide swimming lessons and a limited lifeguard schedule (M-F)
3. No swimming lessons and just lifeguards Thursday – Sunday
4. No lifeguard / swimming program

Memo

To: City Council

From: Anthony Martens

cc:

Date: 4/22/22

Re: METRO DocuWare Updated Proposal

METRO was able to locate MN State pricing that was able to lower the cost of the program. Those costs will be billed in the 2023 budget cycle. If we choose to sign a 5-year commitment, they will cover the cost of our Smart Search service contract fee for the remainder of the year.

DocuWare Solution Investment – Cloud Base 1 Year

DocuWare Annual Subscription Cost		
Cloud Professional	This package contains 4 Named User Licenses and 20 GB Storage available for documents	\$3,630
Included Modules	DocuWare Connect to Outlook DocuWare Workflow Manager DocuWare Intelligent Indexing DocuWare Task Manager DocuWare Autoindex DocuWare Connect to Mail DocuWare Barcode & Forms DocuWare Import DocuWare Mobile DocuWare Forms DocuWare Smart Connect DocuWare Request DocuWare Printer DocuWare PaperScan	
Annual Cost		\$3,630
<i>Additional Storage</i>	<i>10GB Additional Storage Space per year</i>	<i>\$185</i>
<i>Additional Users</i>	<i>1 Named User License per year</i>	<i>\$1,090</i>

Included Professional Services		
Professional Services	Discovery, Implementation, Training & Project Management	\$1,845

DocuWare Solution Investment – Cloud Base 5 Year

DocuWare Monthly Subscription Cost		
Cloud Professional	This package contains 4 Named User Licenses and 20 GB Storage available for documents	\$390
Included Modules	DocuWare Connect to Outlook DocuWare Workflow Manager DocuWare Intelligent Indexing DocuWare Task Manager DocuWare Autoindex DocuWare Connect to Mail DocuWare Barcode & Forms DocuWare Import DocuWare Mobile DocuWare Forms DocuWare Smart Connect DocuWare Request DocuWare Printer DocuWare PaperScan	
Monthly Cost		\$390
<i>Additional Storage</i>	<i>10GB Additional Storage Space per month</i>	<i>\$20</i>
<i>Additional Users</i>	<i>1 Named User License per month</i>	<i>\$118</i>

Professional Services (Included in monthly cost)		
Professional Services	Discovery, Implementation, Training & Project Management	\$1,845
Total Professional Services		

Memo

To: City Council

From: Anthony Martens

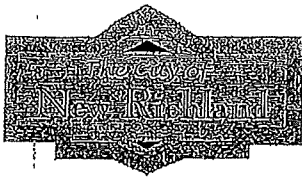
cc:

Date: 4/22/22

Re: Zoning Requests

Due to a non-quorum for the Zoning Commission, I have two zoning requests to present to the City Council for discussion/approval.

1. 533 Broadway Ave South – Rose Weber – Temporary Fence
 - a. Information included in packet
2. 509 7th Street NW – Cheryl Pratt – Homestake Subdivision lot boundary issue
 - a. Currently constructed home does not allow for 6’ setback requirements from the side yard as required by zoning.
 - b. Mrs. Pratt spoke with Council Person Casey regarding issues and possible options
 - c. I have included some possible options for council discussion and action. Mrs. Pratt will be in attendance at the meeting to discuss



City of New Richland Zoning Permit/Application

Permit # _____
Date Received _____
Received by _____

Project Address 533 Broadway Ave S
Property Owner Rose Weber Phone
Address (if different than above) _____

Contractor self Phone _____

Proposed Project

- ☐ Fence (6ft and under) ☐ Accessory Structure (120 sq ft or less)
☐ Retaining Wall under 4 ft ☒ Other gate for driveway

Please describe your project; please include a drawing of a site plan on separate sheet or reverse side:

Setbacks: Right _____ Left _____ Front _____ Rear _____

Estimated Value of Job _____ Lot Size/Dimensions _____
Existing Structure Area Sq Footage _____

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Name (please print) Rose Weber Phone _____
Address 533 Broadway Ave S City/State/Zip New Richland, MN 56072

Signature Rose Weber Date 4/7/22

CITY USE ONLY

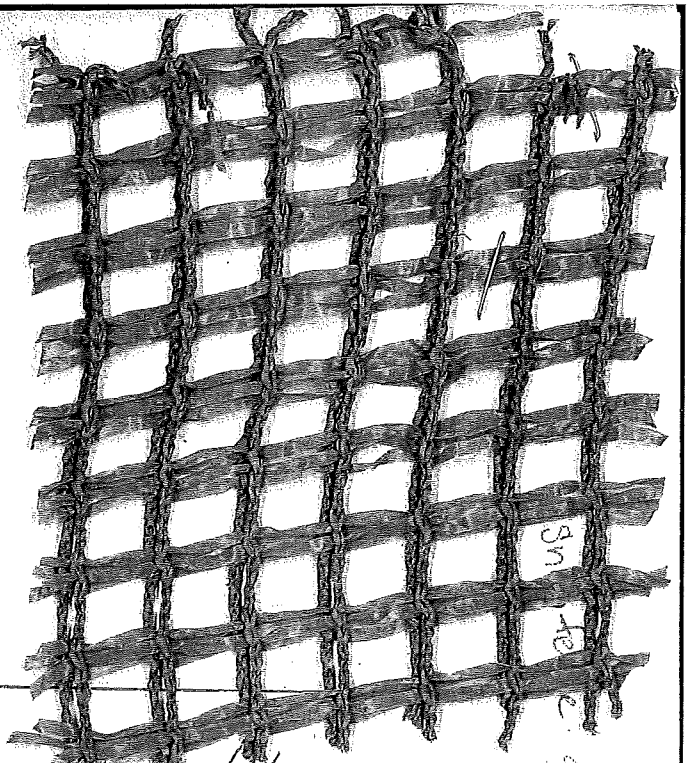
Zoning District _____

Setbacks Required: Right _____
Left _____
Front _____
Rear _____

PERMIT FEE: \$ _____

Subject to the following conditions _____

Reviewed by _____ Date _____



Gate 11'

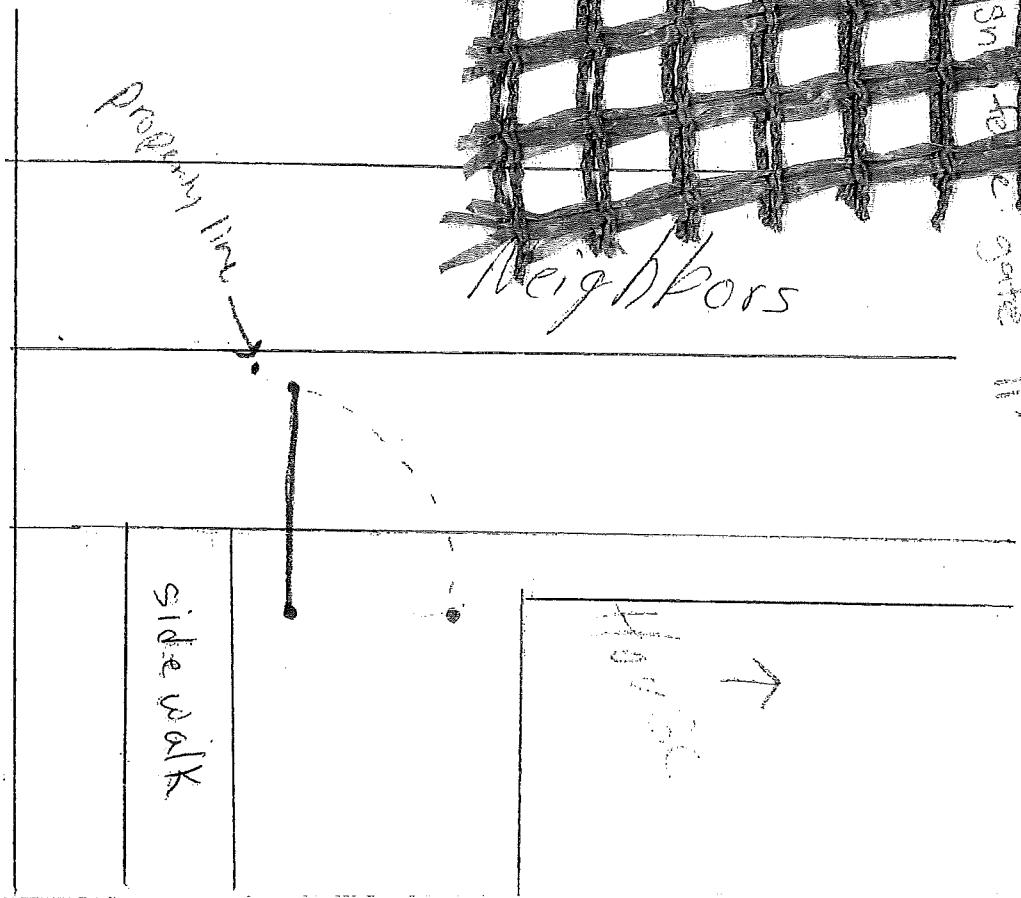
Neighbors

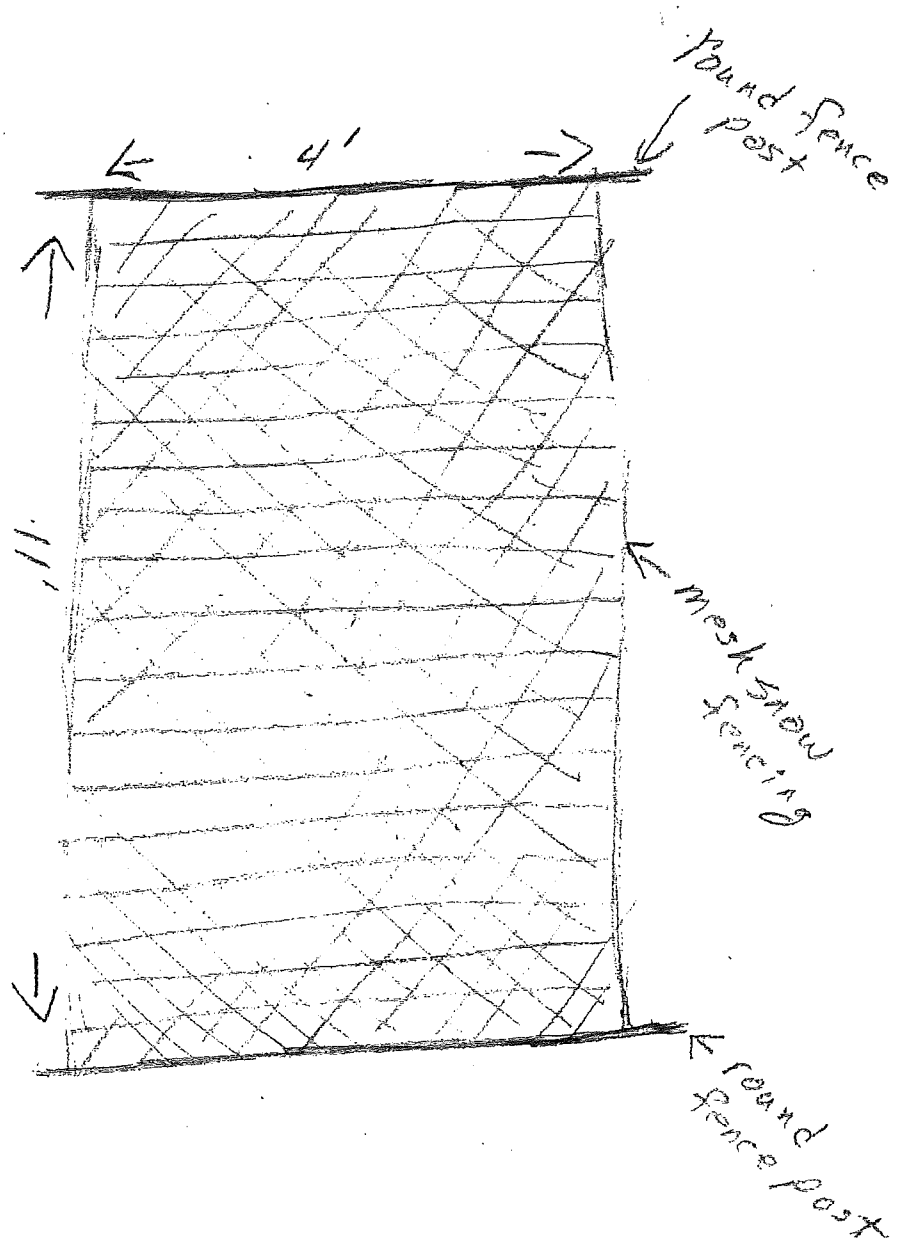
Property line

Great

side walk

10' 0" 0"

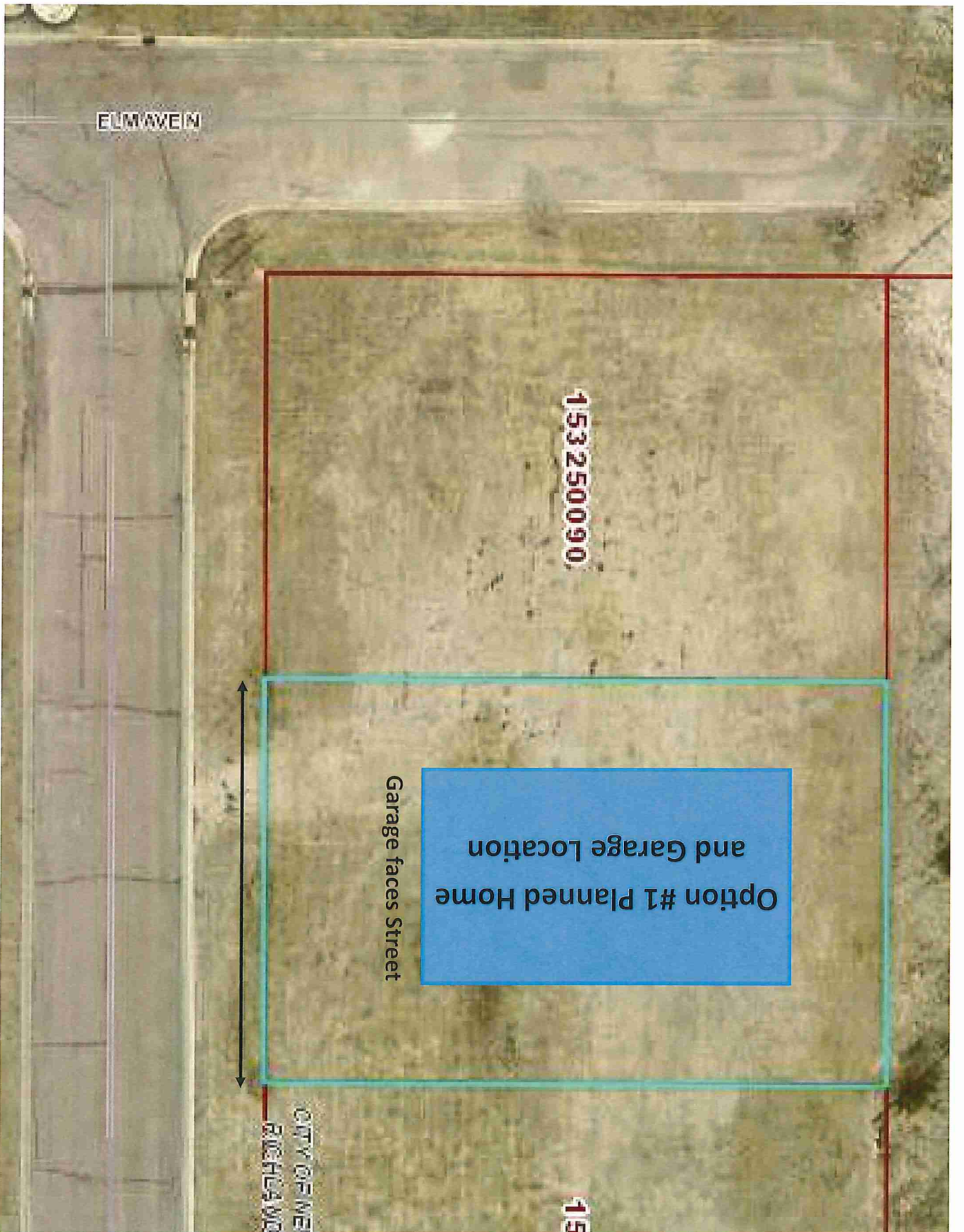






ZONING - CHERYL ROBT - OPTION #2

202506 CHASEL PART - OPTION #1



NEW RICHLAND, WASECA COUNTY, MN

NEW RICHLAND, WASECA COUNTY, MN



PHASE TWO LOTS SHOWN AS DASHED

Lots - Assigned



mvcog@mankatomn.gov | B: 507-387-8621
10 Civic Center Plaza, Mankato, MN 56001
www.mvcog.net



What is the MVCOG?

- * Voluntary association of 14 local government jurisdictions in South Central Minnesota
- * A combination of Cities and Counties
- * Provides successful coordination of local government services and policies
- * Established to foster a cooperative effort in resolving problems and providing resources that are common to local government
- * With everything we do, we aim to service our members
- * Adapt to needs, supplements current staffing and offers a high level of expertise

What services are provided?

ADMINISTRATION

- Budget Preparation
- Capital Improvement Plan Creation
- Open Meeting Law Consultation
- Grant Administration
- Ordinance Drafting
- Resolution Drafting
- Policy and Procedure Development
- Requests for Proposals (RFP) Development
- Customer Service Training
- Talking with the Media Training
- Communication Plan Creation

LAND USE/PLANNING

- Zoning Ordinance
- Comprehensive Plan(s) Creation and Revision
- Land Use Surveys
- Fee Surveys
- Planning Commissioner Training
- Land Use and Zoning Map Creation
- Shoreland Management Ordinances Creation and Revision
- Windshield Surveys

HUMAN RESOURCES

- Job Description Creation and Revision
- Job Recruitment (including senior-level management)
- Interview Question Creation and Revision
- Interview Panel Assistance
- Workplace Reviews
- Employee Complaint Investigations
- Employee Training
- Drug and Alcohol Compliance
- Wage and Benefit Surveys
- Data Privacy Consultation
- Compensation Plan Creation
- Pay Equity Reporting
- Personnel Policy Creation and Revision
- Coaching, Discipline, and Termination Assistance
- Safety and Loss Control Administration and Training
- Employment Application Creation and Revision



Mission

To enhance the quality of city and county government by providing cost effective administrative, human resources, and planning technical assistance to the member jurisdictions.

2022 Member Assessment:
\$4,500 Base Rate + \$0.36 Per Capita
For membership information please contact:
Jessica Steinke at jsteinke@mankatomn.gov or 507-720-1296

Memo

To: City Council

From: Anthony Martens

cc:

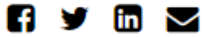
Date: 4/22/22

Re: No Mow May

Council Person Casey requested that a discussion on No Mow May be had at the April 25th City Council Meeting. Attached are documents and examples for the discussion.

Edina, MN

No Mow May



Participate in Edina's inaugural No Mow May program 2022! No Mow May encourages residents who live in owner-occupied or rented properties to protect pollinator food and habitat during the critical transition from winter to spring by avoiding mowing their yards during the month of May. Edina City Council passed a [Resolution of Support for No Mow May 2022](#) on March 22nd, temporarily suspending its Turf and Weed ordinances related to lawn height for participating properties. Properties must come back into compliance by June 15, 2022.

Yard signs are ready for pick-up! As of April 13, registered participants can visit City Hall from 8am-4pm, Monday-Friday, to pick up their yard sign. Just sign in with the front desk when you arrive to receive your sign. One per household.

Participating in No Mow May supports all of Minnesota's pollinators - Minnesota pollinators include native bees, honeybees, ants, flies, beetles, birds, butterflies and more! Avoiding mowing protects overwinter habitat for native bees, and allows plants rich in nectar and other nutrients to grow as pollinator food at a time when pollinators need it most. More, more healthy and more biodiverse pollinators help Minnesota's urban landscapes and statewide agriculture thrive.

Want to learn more? Attend one of Edina's Earth Month workshops:

- [April 19, 2022 - Creating a Resilient Yard](#)
- [April 21, 2022 - Creating a Bee Lawn](#)

When you start mowing again in June, learn from the UMN about [mowing best practices for a healthy lawn](#).

Want to take steps for a more pollinator-friendly lawn year-round? Learn how to [grow landscapes to help pollinators](#), and the [basics of planting and maintaining a bee lawn](#).

<https://www.bettertogetheredina.org/no-mow-may>



RESOLUTION NO. 2020-42
A RESOLUTION ENDORSING POLLINATOR FRIENDLY
POLICIES AND PROCEDURES

WHEREAS, the Edina City Council recognizes that bees and other pollinators are integral to pollination of plants in order to grow a wide diversity of essential foods including fruit, nuts and vegetables; and

WHEREAS, pollinator populations are threatened due to habitat loss, neonicotinoid use, pathogens and parasites; and

WHEREAS, recent research suggests there is a link between certain systemic pesticides, especially those that contain neonicotinoids and the die-off of plant pollinators such as honey bees, native bees, butterflies, moths and other insects; and

WHEREAS, broad application of systemic herbicides may reduce pollinator habitat; and

WHEREAS, alternative land management practices to mowed turf grass are available that dramatically increase pollinator foraging and nesting; and

WHEREAS, the City Council finds it is in the public interest and consistent with adopted City policy for the City to demonstrate its commitment to a safe and healthy community environment through the implementation of pest and turf management practices in the maintenance of city parks, open spaces and city property

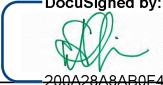
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Edina:

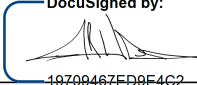
1. The City shall continue its efforts to become a pollinator friendly City by continuing best management practices for management of vegetation, and continuing to adhere, update and report on the stated goals of the Turf Management Plan which incorporates the principles of Integrated Pest Management (IPM).
2. The City shall limit the purchase and use of systemic pesticides on city property to the extent practicable, with emphasis on avoiding use of pesticides from the neonicotinoids family. In addition the City will avoid the purchase of plants or seeds where neonicotinoids have been applied or coated.
3. The City shall continue to identify actively maintained areas that could be converted back to vegetation favorable to bees and other pollinators, or left natural to promote nesting areas for bees.
4. The City shall continue best efforts to purchase and plant vegetation favorable to bees and other pollinators in the City's public spaces, emphasizing native plants where possible.
5. The City shall undertake best efforts to communicate to City residents and businesses the importance of creating and maintaining a pollinator friendly landscape.
6. The City shall provide resources on the City website like lists of native and naturalized pollinator-safe plants for reference by the community.

Adopted this 21st Day of April, 2020.

CITY OF EDINA

4801 West 50th Street • Edina, Minnesota 55424
EdinaMN.gov • 952-927-8861 • Fax 952-826-0389

Attest:  Sharon Allison, City Clerk

 James B. Hovland, Mayor

STATE OF MINNESOTA)
COUNTY OF HENNEPIN) SS
CITY OF EDINA)

CERTIFICATE OF CITY CLERK

I, the undersigned duly appointed and acting City Clerk for the City of Edina do hereby certify that the attached and foregoing Resolution was duly adopted by the Edina City Council at its Regular Meeting of April 21, 2020 and as recorded in the Minutes of said Regular Meeting.

WITNESS my hand and seal of said City this _____ day of _____, 20____.

City Clerk



RESOLUTION NO. 2022-34
A RESOLUTION TO SUPPORT NO MOW MAY INITIATIVE 2022

WHEREAS, the Edina City Council approved Resolution No. 2020-42 endorsing pollinator friendly policies.

WHEREAS, the Edina City Council recognizes that bees and other pollinators are integral to pollination of plants in order to grow a wide diversity of essential foods including fruit, nuts and vegetables; and

WHEREAS, pollinator populations are threatened due to habitat loss, neonicotinoid use, pathogens and parasites; and

WHEREAS, the City of Edina passed in December 2021 a Climate Action Plan, that includes Greenspace and Trees, with a specific strategy to increase pollinator supportiveness of lawns and grasslands; and

WHEREAS, recent research suggests that bee pollinators make use of no mow spaces as key floral resources during early spring in the upper Midwest United States ; and

WHEREAS, pollinators and floral resources have a positive relationship, where the increase in pollinators can increase the amount of flora and vice versa; and

WHEREAS, the City Council finds it is in the public interest and consistent with adopted City policy for the City to demonstrate its commitment to a safe and healthy community environment through the implementation of initiatives that help increase the pollinator population.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Edina, Hennepin County, Minnesota,

To continue its efforts to become a pollinator friendly City by ensuring best management practices for management of vegetation, and

To continue to identify actively maintained areas that could be converted back to vegetation favorable to bees and other pollinators, or left natural to promote nesting areas for bees, and

To proclaim May 1st -31st, 2022 as “No Mow May”, and encourage all residents of the city who wish to participate in this initiative to register with the City and refrain from mowing their lawns in the month of May to provide vital early spring flowers for bees that emerge from hibernation, and

To temporarily suspend enforcement for No Mow May registered participants of Edina City Code requirements in Sec 30-118 and Sec 30-119, specifically that “Turf grasses shall be regularly cut such that no individual plant shall exceed, at any time, ten inches in height or length” and “Weeds shall be regularly cut or controlled such that no individual plant shall exceed, at any time, ten inches in height or length” from May 1, 2022 to June 15, 2022, while continuing to enforce the Minnesota State Mandate regarding the management of noxious weeds, and

To continue enforcement of the above City Code requirements for any properties not registered for No Mow May, and

ENGINEERING DEPARTMENT

7450 Metro Boulevard • Edina, Minnesota 55439
www.EdinaMN.gov • 952-826-0371 • Fax 952-826-0392



To develop a registration portal online for those interested in participating in this initiative, where participants will be required to register and where interested parties can learn about the importance of creating and maintaining a pollinator friendly landscape.

ADOPTED this 22ND day of March, 2022

Attest: _____
Sharon Allison, City Clerk

James B. Hovland, Mayor

STATE OF MINNESOTA)
COUNTY OF HENNEPIN)
CITY OF EDINA)

CERTIFICATE OF CITY CLERK

I, the undersigned duly appointed and acting City Clerk for the City of Edina do hereby certify that the attached and foregoing Resolution was duly adopted by the Edina City Council at its Regular Meeting of March 1, 2022, and as recorded in the Minutes of said Regular Meeting.

WITNESS my hand and seal of said City this 22nd day of March, 2022

City Clerk

ENGINEERING DEPARTMENT

7450 Metro Boulevard • Edina, Minnesota 55439
www.EdinaMN.gov • 952-826-0371 • Fax 952-826-0392

PLANT THESE FLOWERS AND SHRUBS TO SUPPORT POLLINATORS IN YOUR LAWN!



Music Box Mix Sunflower

Honey and bumblebees love this flower!



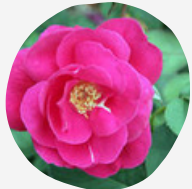
Black Chokeberry

Very hardy and adaptable with fruit that persists into winter!



Dakota Gold Sneezeweed

A favorite of native bees and syrphid flies!



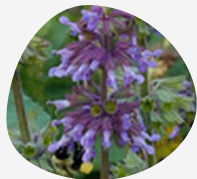
Carefree Delight Rose Bush

Flowers cluster up to 10 blossoms, with a light fragrance to enhance your garden!



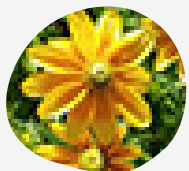
New Jersey Tea Shrub

Attracts butterflies with its small, fluffy, white flowers!



Purple Fairy Tale Salvia

Popular with honey and bumblebees!



Prairie Sun Black-eyed Susan

Blooms all summer long!

To learn more visit the University of Minnesota's site about how to create a pollinator-friendly landscape! →



BENEFITS OF A POLLINATOR-FRIENDLY LAWN!



1. Can be a rest stop for pollinators as they migrate and search for food

2. Provides a healthy habitat for pollinators and songbirds which increases biodiversity and beauty to any yard



3. Native plants have long roots that retain and filtrate water and they can help sequester carbon

Learn more from the DNR about the benefits of growing native plants by scanning this QR code! →



Memo

To: City Council

From: Anthony Martens

cc:

Date: 4/22/22

Re: St. Olaf Lake Concession stand

City staff are looking for guidance regarding the plan for the concession stand at St. Olaf Lake. I have reached out to the Red Leaf Café and due to staffing concerns, they will not be able to rent or provide services at the lake this season.

Potential options:

1. Another restaurant/food truck could rent the concession stand
2. We could look at having our lifeguards sell very limited concessions
3. Other council ideas/recommendations?



City Administrator's Report

April 25th, 2022 Council Meeting

Met with iSolved regarding payroll complications with reporting to fund accounting

Began calling and filling election judge schedule for May 24th Special Election

Talked with the MN PCA regarding WWTP permit

Fixed problems with SAMS/CAGE numbers for grant eligibility

Working on 2021 drinking water report as required by state statute

Completed letter and working on finalizing information to finish past due utility billings

Worked with Maintenance on Legion Field Concession Contract

Working with department heads and staff to create a working Capital improvement list

Establishing budget spreadsheets for department heads and staff

Continue to update and verify board and commission memberships

Began review of job descriptions in anticipation of an RFP for compensation study

Located a financial entry error on garbage which we are correcting

Worked with Sara Jo on POS entry which is being utilized for all payments

Memo

To: City Council

From: Anthony Martens

cc:

Date: 4/22/22

Re: Payroll Processing/Fund Accounting

After the last payroll I uncovered that payroll reporting is not an automatic function of our new payroll service. While it is capable of separating out pay by departments and can provide reports, it will not pull that information into fund accounting.

In order for this to show up on the budget properly, I would have to journal all amounts from the payroll report to fund accounting for them to show up in the appropriate places, requiring a significant amount of work. Per iSolved, they can provide a .csv file that will allow us to import this information into fund accounting.

Banyon can turn this feature on for \$795 with a \$195/year service charge.

I would like to discuss in more detail with the council at the meeting however, I recommend the council approve this charge to streamline payroll for the remainder of the year.



PROPOSAL

Date: 04/18/22
Expires: 07/18/22

For: CITY OF NEW RICHLAND
MICHELLE JOHNSON, CITY ADMIN
203 N BROADWAY
NEW RICHLAND MN 56072

Phone: 507-465-3514
Fax: 507-465-3375
Email: mjohnson@cityofnewrichlandmn.co



Banyon Contact	Title	Email/Phone	Comment	Invoice #
Deb Shand	Support	Support@banyon.com		

Description	Amount
3rd Party Import Interface (CSV format)	\$795.00
Import JE CSV file support	\$195.00
Sub-total	\$990.00
Tax	\$0.00
Total	\$990.00

*If having on-site training, please include travel expenses if
your site is over 400 miles round trip from home office training center.

Banyon Data Systems, Inc. hereby proposes to provide the above stated product and service in accordance with the above specifications. All Product and service are guaranteed as specified. No returns will be accepted after 90 days from signed proposal date. If software is returned before 90 days then a restocking fee of 20% will be charged on software only. Training will not be refunded if already completed and annual support will be only be prorated if fully paid and within 90 days from date on the proposal.

I accept this proposal from Banyon Data Systems: _____

Acceptance Date: _____ Title/Position: _____

Banyon Authorized Signature: Deb Shand