

City of New Richland
Regular City Council Meeting
June 27, 2022

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. Approval of June 13th, 2022, Regular Council Meeting Minutes
2. Approve closing of Broadway Avenue for Farm & City Days Events

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. Sam Jewett – Semi Parking

Ordinances and Resolutions

Department Reports

1. Care Center Report – Dave Dunn
2. People Service Report – Shell Johnson
3. Water/Street Report – Braeden Thompson

Unfinished Business

1. Approve update logo design contest rules (extension)

New Business

1. Appoint council member as a delegate to the MN Valley Council of Governments general assembly
2. Homestake Covenant Discussion/Action

Miscellaneous

1. Lifeguard Update / St. Olaf Lake

Administrators Report

Mayor/Council Comments

Adjournment

The next Regular City Council meeting will be held on Monday July 11th, 2022, at 6:30pm

Regular Council Meeting – June 13th, 2022

Members Present

Gail Schmidt
Chad Neitzel
Loren Skelton
Jason Casey
Jody Wynnemer

Staff Present

Anthony Martens – City Administrator
Josh Knudtson – Chief of Police
Sara Jo Vulcan – Asst. Ambulance Dir
James Johannsen – Police Officer

Others Present

Vanessa Ziemke
Gene Dornick

Members Absent

n/a

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

- Administrator Martens submitted the following additions to the agenda for council approval
 - Requests and Presentations
 - #2 – Add Vanessa Ziemke re: Finley’s Wings at Work Street Dance
 - #3 – Add Senator Gene Dornick
 - Unfinished Business
 - #2 – Add St. Olaf Lake and lifeguard update

Motion made by Jody Wynnemer and seconded by Chad Neitzel to approve the agenda as amended.
Carried (4 yes, 0 no).

Consent Agenda

- Motion was made by Chad Neitzel and seconded by Jody Wynnemer to approve the consent agenda items as presented. Carried (4 yes, 0 no).

Public Comments

1. None

Requests and Presentations

1. Milo Weckworth – Did not attend meeting
2. Vanessa Ziemke
 - Requested street closure of the 100 Block of North Broadway and approval to hold a street dance as a fundraiser for Finley’s Wings at Work on July 23rd, 2022 from approximately 7pm-midnight.
 - Motion was made by Chad Neitzel and seconded by Jason Casey to approve Ziemke’s request. Carried (4 yes, 0 no)
3. Senator Gene Dornick introduced himself to the New Richland City Council and provided some information about the session. He provided contact information for his office should the City need anything.

Ordinances and Resolutions (see attached)

1. Motion was made by Loren Skelton and seconded by Chad Neitzel to approve resolution 22-08, Amending the City Fee Schedule. Carried (4 yes, 0 no)

Reports

1. Ambulance Report – (see attached)
 - Assistant Director Sara Jo Vulcan presented the Ambulance Report

Motion made to accept the Ambulance report by Loren Skelton and seconded by Jody Wynnemer.
Carried (4 yes, 0 no)

2. Fire Department Report – (see attached)
 - The New Richland Fire Department Report was submitted in writing by Chief Josh Moen.

Motion was made by Loren Skelton and seconded by Jody Wynnemer to approve the Fire Department report. Carried (4 yes, 0 no)

3. Police Department Report – (see attached)
 - Chief Knudtson presented the New Richland Police Department Report
 - Chief Knudtson surprised and presented Administrator Martens with a wood badge signed by all the police officers thanking him for his service.

Motion to accept Police Department report by Loren Skelton and seconded by Chad Neitzel.
Carried. (4 yes, 0 no)

Unfinished Business

1. Motion made by Jason Casey and seconded by Chad Neitzel to approve contracting with Metro for document management software beginning after the 1st of the year. Setup fee of \$1,845 and at an annual cost of \$3,021 per year. Carried (4 yes, 0 no)
2. Administrator Martens gave an update on swimming lessons and the concession stand. The two individuals who had committed to be our WSI's for the summer let us know last week that they were no longer going to do it. We have moved lessons back one week and have gotten commitment from Jessi Raimann (ambulance member) to be the new WSI. She is able to attend training this week and take over next week for swimming lessons. Motion was made by Chad Neitzel and seconded by Jason Casey to approve paying for the cost of the class, increasing the WSI Wage to \$18/hour for this season and to compensate Raimann for her time in the class as well as her wages for swimming lessons. Carried (4 yes, 0 no)

New Business

1. Motion was made by Loren Skelton and seconded by Jody Wynnemer to approve the April 2022 financials. Carried. (4 yes, 0 no)
2. Motion was made by Chad Neitzel and seconded by Loren Skelton to approve the May 2022 accounts payable. Carried. (4 yes, 0 no)
3. Motion was made by Loren Skelton and seconded by Jody Wynnemer to approve the May 2022 financials.
4. Motion was made by Jason Casey and seconded by Jody Wynnemer to table a decision on the Classification and Compensation study proposal and ask David Drown Associates to attend a future meeting. Carried. (4 yes, 0 no)
5. Motion was made by Jody Wynnemer and seconded by Chad Neitzel to reluctantly accept the resignation of Care Center Administrator David Dunn. Carried. (4 yes, 0 no)
 - a. Motion was made by Jason Casey and seconded by Chad Neitzel to allow the personnel committee (Mayor Schmidt, Council Person Skelton) and the City Administrator to work on and develop a recruitment strategy on behalf of the New Richland City Council. Carried. (4 yes, 0 no)

Miscellaneous

- None

Administrator Report

- Administrator Martens presented the Administrators Report.

Adjournment – Motion for adjournment made by Chad Neitzel and seconded by Loren Skelton. Carried (4 yes, 0 no) 8:14 p.m.

Submitted by,

Anthony Martens
City Administrator

Memo

To: City Council

From: Anthony Martens

cc:

Date: 6/24/22

Re: Street Closure for Farm & City Days

The New Richland Farm and City Days Committee is requesting that Broadway Avenue from 2nd Street NW to Hwy 30 be closed for the celebration. The County Highway Department and the Waseca County Board of Commissioners have already approved the closure of the road as well as it is a county road.

City staff will be responsible for closing the roads and placing barricades



New Richland Care Center

Monthly Report - May Data

Advisory Board & City Council Meetings 6.27.22

Agenda

- ▶ Approval of Minutes
- ▶ Financials
- ▶ Old Business
- ▶ Census
- ▶ Staffing
- ▶ Facility Events

Census

May Census Average –

- ▶ Managed Care – 2.06 on budget of 4
- ▶ Medical Assistance – 18.13 on budget of 21
- ▶ Medicare A – 1.94 on budget of 6
- ▶ Private Pay – 15.19 on budget of 10
- ▶ Total – 37.32 on budget of 42
- ▶ Occupancy Rate = 82.94%

[illegible]

Staffing

► Nursing Department -

Open Certified Nursing Assistant positions -

2 full-time and 5 part-time Day Shift; 3 full-time and 4 part-time Evening Shift; 2 full-time night shift

Open Licensed Nurse positions -

1 full-time Evening Shift

1 full-time Evening Shift

1 full-time Night Shift

► Other Departments -

no other openings

Finances

► May 2022

	Actual	Budget	YTD Actual	YTD Budget	Variance
► Expenses	420,223	411,953	3,287,505	3,265,794	21,711
► Other income	(5,469)	1835	52,161	14,680	37,481
► EBT/D	(442)	38,071	207,070	262,228	55,158
► R.E. Taxes	8901	12,106	56,532	96,845	40,313
► Property Depr.	11,500	11,667	91,952	93,333	1381
► Net Income (Loss)	(20,844)	14,299	58,586	72,050	13,464
► Revenue	425,250	448,189	3,442,414	3,513,342	70,928

Expenses:

Facility Updates

- ▶ New/updated web site; managed by TownSquare Media is active
- ▶ Radio campaigns on going on KRFO-AM and KRFO-FM (Kat Kountry 105).
- ▶ Tri-Shaw arrived at facility 6/22. Waiting for MDH staff to come out and train on how to operate the bike.
- ▶ Interim Administrator will start July 7th. Kevin Gish from Health Dimensions Group will fill in as interim until permanent administrator is hired.



Date: June 16, 2022

To: City of New Richland

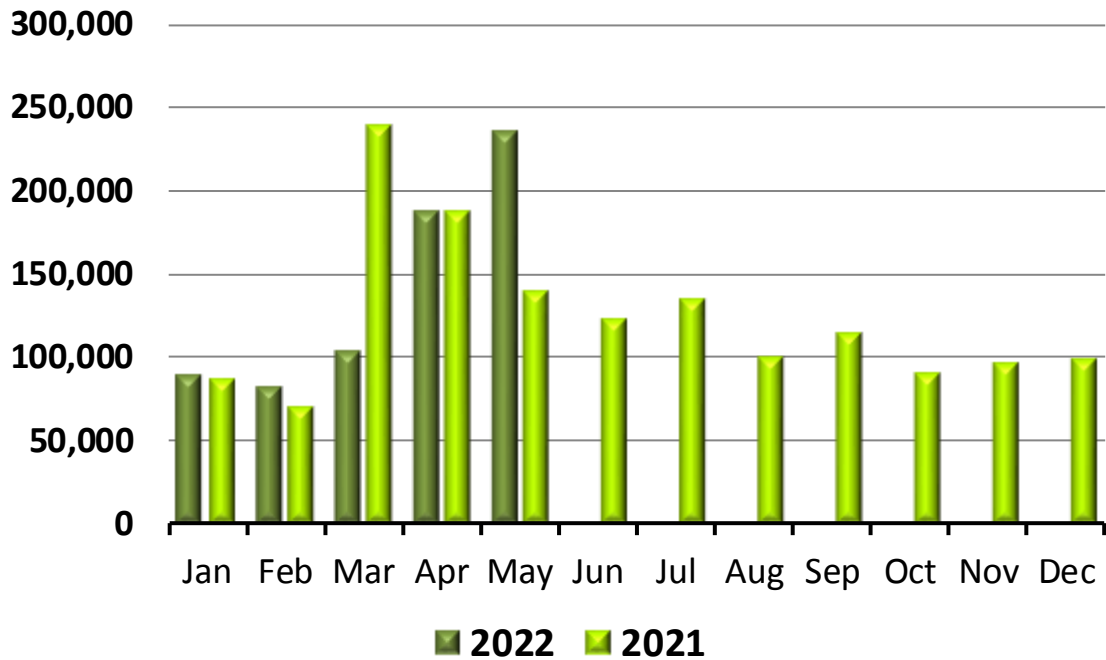
From: Shell Johnson, Operator

O & M Report: May 2022

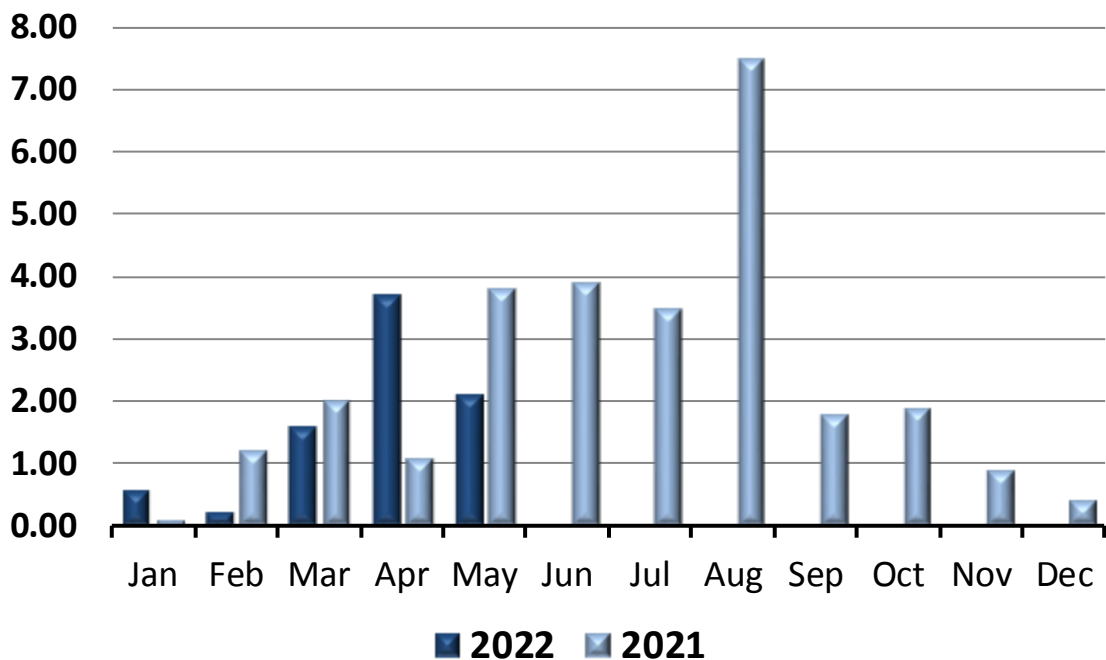
Wastewater Operation & Maintenance

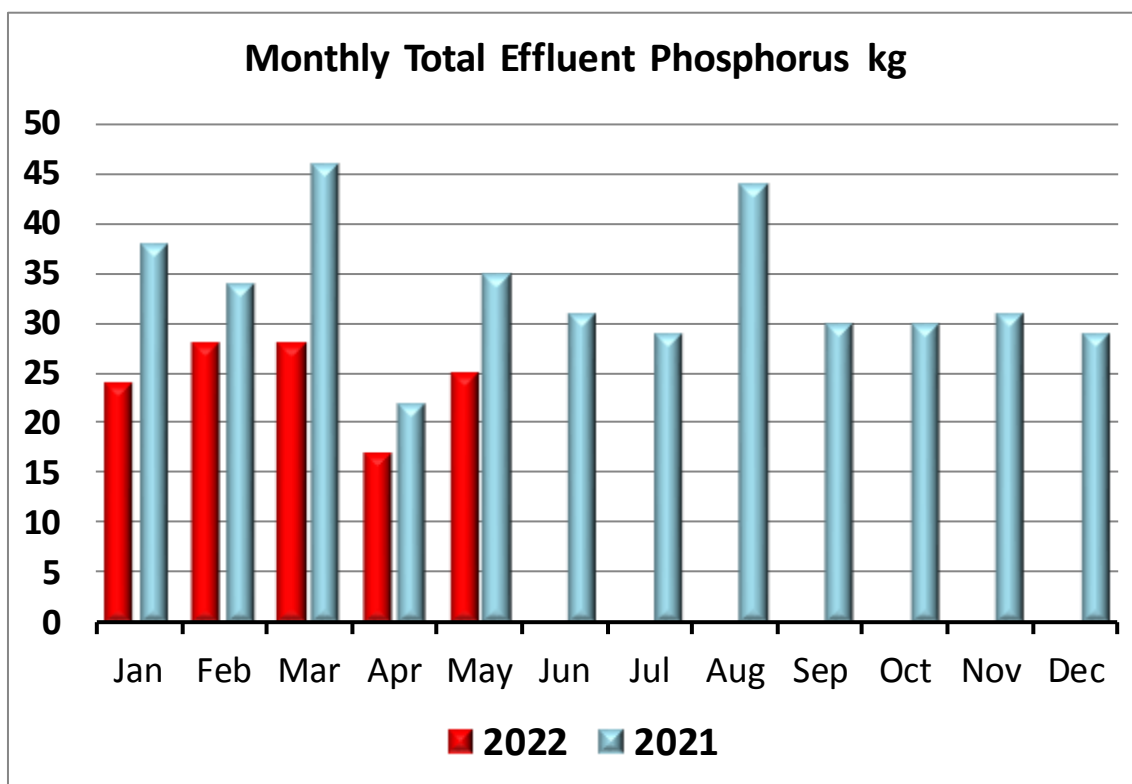
- Diamond Mapping - working on city utilizing this system.
- City Wisconsin Pump checked over, all good ready to go- possible extra hoses somewhere?
- May work orders finished.
- Thank you to the city for the use and assistance of tractor during Bio-solid hauling season.
- Bio-Solids hauling - I started Tuesday May 10th, finished with 21 loads total 67,000 gallons. Next spring, we will need knives turned around and inspected, inspect valves, and pump.
- Weekly and Monthly samples all in good order.
- Attended an online class on smart salting with MPCA.
- Flushed the two Hydrants at plant.
- Cut trees on East Fence line.
- Attended Annual Safety Training, OSHA, and Operations Refresher
- Gopher Locates finished for May.
- PeopleService is purchasing a mower for the wastewater plant.

Average Daily Wastewater Pumped - In Gallons



Total Monthly Precipitation





		May-22	April-22	May-21
Water	Units			
Wastewater				
CBOD				
CBOD Influent	mg/L	58	77	141
CBOD Influent Design	mg/L	338	338	338
CBOD Effluent	mg/L	2.0	1.3	1.8
CBOD Effluent Permit Limit	mg/L	15	15	15
CBOD kg/day	kg/day	1.8	1.0	1.3
CBOD kg/day Permit Limit	kg/day	34	34	34
CBOD % Removal	%	98%	98%	99%
CBOD % Removal Permit Limit	%	85%	85%	85%
TSS				
TSS Influent	mg/L	54	92	224
TSS Influent Design	mg/L	365	365	365
TSS Effluent	mg/L	3	3	1
TSS Effluent Permit Limit	mg/L	30	30	30
TSS kg/day	kg/day	2.6	2.4	1.0
TSS kg/day Permit Limit	kg/day	68	68	68
TSS % Removal	%	95%	97%	99%
TSS % Removal Permit Limit	%	85%	85%	85%
Phosphorus				
Phos Influent	mg/L	1.70	2.30	2.70
Phos Effluent	mg/L	0.92	0.78	2.10
Phos Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Phos Effluent Monthly Total	kg	25.00	17.00	35.00
Phos Effluent kg Per Year	kg	122.00	97.00	175.00
Phos Effluent kg Per Year Total Limit	kg	829.00	829.00	829.00
Fecal Coliform				
Fecal Effluent	ml	6	n/a	31
Fecal Effluent Permit Limit	ml	200#/100ml	N/A	200#/100ml
Dissolved Oxygen				
DO Effluent	mg/L	5.90	5.60	5.50
DO Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Effluent Flow				
Average Daily	gallons	236,000	189,000	141,000
Maximum Daily	gallons	457,000	409,000	302,000
Total Monthly	gallons	7,316,000	5,684,000	4,356,000
Precipitation Monthly Total	inches	2.10	3.70	3.80
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$6,544.00	\$2,949.00	45%	42%
Total	\$6,544.00	\$2,949.00	45%	42%

Wastewater Plant Maintenance Expenditures

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
05/04/22	Albert Lea Electric Co.	Wiring of generator	\$513
05/26/22	Conney Safety	Calibration gas for detector	\$166
05/27/22	C. Emery Nelson, Inc.	Oil and filters for blowers	\$153
5/1 - 5/31	Venders (1)	Misc Invoices under \$50 (1)	\$13

Total \$846

Wastewater System Maintenance Expenditures

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
5/4/2022	Jetter Clean Inc.	Sewer Main clean out	\$385
5/1 - 5/31	Venders (1)	Misc Invoices under \$50 (1)	\$7

Total \$392

Total Expenditures

W/W Plant Maintenance \$846

W/W System Maintenance \$392

Total For This Month \$1,238

Total Maintenance Dollars Spent Year-to-Date \$2,949
(January 1, 2022 to End of This Report Month)

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

Percent Maintenance Budget Spent Year-to-Date 45%

City of New Richland

Date : June 27, 2022

To : City Board of New Richland

From : Eric Hendrickson Lead Maintenance

Water and Street Report

PROJECTS COMPLETED

- 23 Blue cards were issued to residents this month
- 3 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
- Finished painting Adopt a Drain Program 6/8/2022
- Put down red mulch on Broadway 6/13/2022
- Fixed the farmers hydrant 6/13/2022
- Put a new sink in the lady's bathroom at library on 6/7/2022
- The new gator came in on 6/2/2022
- St. Olaf Lake lady's bathroom was vandalized on 6/13/2022, work was completed and reopened on 6/21/22
- Painted yellow curbs on 6/22/22.

FUTURE PROJECTS

- Braden training
- South Broadway Calvert project, still waiting for Quote
- Barga Inc. to finish Replay
- Start painting crosswalks
- Start working on new signs

SEEKING RECOMMENDATIONS

- Minnesota Pump works has our booster pump 2, they are looking it over to decide if we need a new one or if it is worth rebuilding
- EPA school crossing sign \$3178.75 (each)
- Prime Poly Solutions \$1575.00 on the south side of concession stand
- Thein Well Company, new flow meter for diagnostics. \$3600 Waiting for another bid
- Ulland Brothers school patch \$1487.50 and Neighbors Meat \$7890.00
- VP Gas \$300
- 30 hydrant markers \$792.22

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

I. Water System / Monthly Pumpage / Performance

Well No. 1

Total Monthly Pumpage	Gals/Month	518,000
Average Daily Pumpage	Gals/day	16,700
Maximum Daily Pumpage	Gals/day	99,000
Total monthly hours	Hrs./month	57
Well Efficiency (GPM)	Gals/min	160

Well No. 2

Total Monthly Pumpage	Gals/Month	1,281,000
Average Daily Pumpage	Gals/day	41,300
Maximum Daily Pumpage	Gals/day	138,000
Total monthly hours	Hrs./month	142
Well Efficiency (GPM)	Gals/min	160

Well No. 3

Total Monthly Pumpage	Gals/Month	930,000
Average Daily Pumpage	Gals/day	30,000
Maximum Daily Pumpage	Gals/day	124,000
Total monthly hours	Hrs./month	103
Well Efficiency (GPM)	Gals/min	150

Total Combined Monthly Pumpage	Gals/Month	2,729,000
Average Combined Daily Pumpage	Gals/day	88,000
Total Combined Monthly Hours	Hrs./month	302
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	302
Booster Pump 2 Daily Avg. Hours	Hrs/day	9.7
Booster Pump 2 efficiency (GPM)	Gals/min	155
Total Chlorine Consumption	Lbs./month	5.2
Average Chlorine daily Consumption	Lbs./day	.17
Total Fluoride Consumption	Gals/month	4.8
Average Fluoride daily Consumption	Gals/day	.15

Logo Design Guidelines and Contest Rules

Purpose

The City of New Richland is challenging our community to create a new logo for the city that will be used for official use in various ways- including social media, printed materials, clothing, etc.

Guidelines

1. Logo must include words “City of New Richland.” • Logo must be the original work of the submitter.
2. Logo may include any colors.
3. Logo may be created with pencils, crayons, markers, paint, or may be created with a computer drawing program.
4. Logo should be simple, not overly detailed, and all elements must be discernible when reproduced in smaller sizes.

Participation

The contest is open to all Waseca County residents.

Submission

1. Designs may be submitted in electronic or paper formats.
2. Images must be a minimum of 3 inches by 3 inches (3”x3”).
3. Electronic submissions should be in .jpg or .tiff file formats.
4. Entries made in-person or received by mail can be scanned into an electronic format in the office of the City Administrator, during the hours of 8:00 to 4:30, Monday-Friday.
5. Submit entries to logocontest@cityofnewrichlandmn.com or mail unfolded entries to:
CITY OF NEW RICHLAND, PO BOX 57, NEW RICHLAND, MN 56072.

Submission Deadline

July 29th, 2022, 12:00 noon. Mailed entries must be postmarked by July 25th, 2022.

Judging

1. Community members will vote on the designs during the annual Night to Unite Celebration, August 2nd, 2022. Three (3) designs will be selected based on the voting to be forwarded to the next round.
2. A committee comprised of City of New Richland council members, City Department heads, and 2 community members will judge and select the winning entry. Entries will be judged on their visual appeal, adherence to the concept prompting the contest, quality of design, and ease of reproduction for the purposes stated above. The Judge’s decision will be final.

Intellectual Property

1. Entrants affirm their submissions are their own original work, have not been copied from others or from previous designs, including their own, and do not violate the intellectual property rights of any other person or entity.
2. Submissions become the sole property of the City of New Richland and may be used for any City of New Richland purpose, including, but not limited to, display on websites, business cards, letterhead, posters, and other materials.
3. The City of New Richland shall have the right to adapt, edit, modify, or otherwise use the winning submission in part or in its entirety in whatever manner it deems appropriate.
4. The City of New Richland reserves the right to choose not to use the winning entry as described in the contest guidelines.
5. The City of New Richland reserves the right to use any other entry for promotional purposes in the future.
6. If the winner is determined to have violated any rules, he/she will be required to forfeit or return the prize, even if the determination is made after the prize has been awarded.

Prize

One winner will receive \$100 in New Richland Bucks and a hooded sweatshirt with the winning logo on the front.

The City of New Richland is not responsible for lost, late, misdirected, incomplete, illegible, or otherwise unusable entries, including entries that are lost or unusable due to computer, internet, or electronic problems.

Minimum Size: 3" x 3"



Memo

To: City Council

From: Anthony Martens

cc:

Date: 6/24/22

Re: Appoint Council Member as a Delegate of the MN Valley Council of Governments

In addition to Administrator Martens serving on the committee, the MN Valley Council of Governments needs to have a delegate from the New Richland City Council to serve on its board.

The council needs to choose and approve a delegate to the board.

Memo

To: City Council

From: Anthony Martens

cc:

Date: 6/24/22

Re: Homestake Subdivision

The EDA will be discussing the possible change to the Covenants to allow modular homes approved by the EDA in Homestake subdivision. Should the EDA approve this request, the council will also need to approve.



City Administrator's Report

June 27th, 2022 Council Meeting

Continue weekly staff meetings for communication/coordination

Filed the Community Drinking Water Report certification

Requested an extension on our Audit Filing deadline per ABDO

Met with AHI and the Care Center board regarding Care Center Administrator

Worked with attorney's on pending litigation

Attended the League of MN Cities conference in Duluth

EMPLOYEE RECOGNITION

EMPLOYEE BIRTHDAYS

EMPLOYEE ANNIVERSARIES

July 1st – Tonya Hohansee - Ambulance

July 6th – Tom Gislason - NRPD