

City of New Richland
Regular City Council Meeting
July 25, 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. Approve July 11th, 2022, Regular Council Minutes
2. Approve July 18th, 2022, Special Council Meeting Minutes
3. Right-of-way Permit – MIDCO Tower – 701 S Broadway – Excavation, Inspection, & Coating of 3 Anchor Shafts for Tower
4. Right-of-way Permit – 214 2nd Street NW – Curb & Gutter Replacement
5. Right-of-way Permit – 527 1st Street SW – Curb & Gutter Replacement

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

Ordinances and Resolutions

1. Resolution 22-09. Resolution adopting updated building permit charges
2. Resolution 22-10. Accepting Financial Donation for Ambulance

Department Reports

1. Care Center Report – Kevin Gish, Interim Administrator
2. People Service Report – Shell Johnson
 - a. MCPA Permitting
3. Water/Street Report – In writing

Unfinished Business

1. Classification and Compensation Study – Mark Goldberg, David Drown Associates
2. Building Permit Fees / Contract – Dan Murphy
3. Additional PD Garage Cooling Quotes
4. Police Department
 - a. Report on Recruitment
 - b. Authorize Interim Police Chief effective 8/5/22 @ 4:00 pm
 - c. Accept resignation of Officer Johannsen

- d. Appointment/Recruitment discussion/action regarding FT Police Officer
- e. Approve bullet proof vest for Officer Herrmann

New Business

1. Homestake Covenant Modification Approval

Miscellaneous**Administrators Report****Mayor/Council Comments****Adjournment**

The next Regular City Council meeting will be held on Monday August 8th, 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

Others Present

Dylan Arnold (e)

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
 - Fire Department Report
 - A. Lighting/Repair Request
 - Police Department
 - B. Resignations
- Council Person Wynnemer submitted the following additions to the agenda for council approval
 - Partial closure of Cedar Ave N from 3rd Street to the ally North of 3rd Street

Motion made by Chad Neitzel and seconded by Jody Wynnemer 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. None

Ordinances and Resolutions (see attached)

1. Motion was made by Jason Casey and seconded by Jody Wynnemer to table the approval of resolution 22-09, adopting updated building code charges until the council can speak with Dan Murphy regarding processes, ect. Carried (4 yes, 0 no)

Reports

1. Ambulance Report – (see attached)
 - Ambulance Report was presented in writing by Ambulance Director Sundve

Motion made to accept the Ambulance report by Loren Skelton and seconded by Jason Casey.
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 Jody Wynnemer and seconded by Loren Skelton to approve the lighting repair/upgrade to LED lights on the small tanker in the amount of \$6,265.20. This expense will be paid with funds donated to the City by the New Richland Fire Department. Carried. (4 yes, 0 no)

Motion was made by Jody Wynnemer and seconded by Jason Casey 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 in writing.
- Motion was made by Jason Casey and seconded by Jody Wynnemer to get additional quotes including electric for the cooling project in the garage. Carried. (4 yes, 0 no)
- Motion was made by Chad Neitzel and seconded by Jason Casey to regretfully accept the resignation of Officer Adam McKane and Officer Chris Lee, noting that both officers will have resigned in good standing. Carried. (4 yes, 0 no)

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

Unfinished Business

1. Administrator Martens provided an update on swimming lessons. The city will no longer be using the Red Cross swim program. We have created our own curriculum after speaking with many other cities and organizations who do lessons. Sara Jo will have to help with lessons due to the ages of our other lifeguards. This is temporary and will not become part of Sara's job. Swimming lessons will be branded as the St. Olaf Lake Swim Academy.
2. Administrator Martens gave an update on the water service pump that was sent in for inspection. Unfortunately, it is too old to be able to repair or find parts and must be replaced. Minnesota Pump Works can get a new pump to replace the old one. Motion made by Chad Neitzel and seconded by Jason Casey to replace the pump with a Grundfos pump as quoted at the cost of \$12,848.72 plus freight to be paid for from ARPA funds. Carried (4 yes, 0 no)

New Business

1. Motion was made by Loren Skelton and seconded by Chad Neitzel to approve the June 2022 Accounts Payable. Carried. (4 yes, 0 no)
2. Motion was made by Chad Neitzel and seconded by Jason Casey to approve the June 2022 Financials. Carried. (4 yes, 0 no)
 - a. Discussion about accounts payable and financials being placed back on the consent agenda was suggested now that they are current. The Council will have the ability to pull any of those items off the consent agenda should they wish to discuss
3. Motion was made by Chad Neitzel and seconded by Loren Skelton to approve the partial closure of Cedar Ave N from 3rd Street to the alley north of 3rd Street on July 30th, 2022, from 5pm to 10pm. Carried. (4 yes, 0 no)

Miscellaneous

- None

Administrator Report

- Administrator Martens presented the Administrators Report.
- Motion was made by Loren Skelton and seconded by Chad Neitzel to approve sending the City Administrator to the 2022 Clerks Academy in St. Paul at a cost of \$399. Carried. (4 yes, 0 no)

Adjournment – Motion for adjournment made by Chad Neitzel and seconded by Loren Skelton. Carried (4 yes, 0 no) 7:30 p.m.

Submitted by,

Anthony Martens
City Administrator

Special Council Meeting – July 18th, 2022

Members Present

Gail Schmidt
Chad Neitzel
Loren Skelton
Jason Casey

Staff Present

Anthony Martens – City Administrator

Others Present

Jessica Lutgens
Eli Lutgens

Members Absent

Jody Wynnemer

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

Roll Call - All members present except Jody Wynnemer

Pledge of Allegiance

Approval of Agenda

Motion made by Loren Skelton and seconded by Chad Neitzel to approve the agenda.

Carried. (3 yes, 0 no)

1. Motion was made by Chad Neitzel and seconded by Loren Skelton to accept the resignation of Josh Knudtson, Chief of Police. Carried. (3 yes, 0 no)
2. Administrator Martens provided a current job description along with benefits documentation and a sample job posting for the Chief of Police position. Council discussed many options including the possibility of Officer Bruegger acting as interim chief.
 - a. Motion was made by Jason Casey and seconded by Loren Skelton to authorize the City Administrator to post the job as presented and to provide an update at the July 25th council meeting. Carried. (3 yes, 0 no).

Adjournment – Motion for adjournment made by Loren Skelton and seconded by Chad Neitzel. Carried (3 yes, 0 no) 6:52 p.m.

Submitted by,

Anthony Martens
City Administrator

RIGHT OF WAY PERMIT APPLICATION

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

☒ Excavation Permit ☐ Obstruction Permit

REGISTRATION TYPE

Attached Plan submitted by (Utility Owner): Midco

☐ Joint Application

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

☒ Equipment Owner
☐ Contractor
☐ Other (Explain)

Plan No. _____
Project No. _____

Location: 701 S Broadway, New Richland, MN

From and To: Excavation, Inspection and Coating of 3 Anchor Shafts
(Address and Intersection) _____

REGISTRATION INFORMATION (Company Information)

Applicant: Midco
Address: 3901 N. Louise Ave.,

Phone # 218.843.1184
Fax # _____

City: Sioux Falls State SD Zip 57107

Signature: Rich Knoll Date: 7/19/2022

Contractor: Diamond Tower Service
Address: 23603 70th Ave.

Gopher State One-Call Reg. # _____
Contact Person: Kelly Kuderling
Phone # 320.761.2927
Pager # _____

City: St. Cloud State MN Zip 56301

24 HOUR EMERGENCY CONTACT INFORMATION

Name	Phone #	Pager #	Fax #
_____	_____	_____	_____
_____	_____	_____	_____

CONSTRUCTION INFORMATION

Type of Utility:	Purpose of Construction	Type of Construction
☐ Gas	☐ New	☐ Trench
☐ Heating	☐ Replacement	☒ Hole
☐ Traffic	☐ Repair	☐ Chamber
☐ Other _____	☒ Other <u>Maintenance</u>	☐ Boring
☐ Electrical		☐ Pole
☐ Cooling		☐ Other _____
☐ Water		
☐ Cable		
☐ Sewer		

Excavation Size: Length 10' Width 2' Depth 8' Total Linear Footage of Installation _____
Portion of ROW being used: Driving Lane _____ Parking Lane _____ Sidewalk _____ Boulevard _____
Other City lot, where tower is located, south of town, on dump road

CONSTRUCTION SCHEDULE

Number of Construction Days: 1 Construction Dates: August
Weekend Dates: _____ After Hour Dates: _____

CERTIFICATES AND LICENSES

Please attach copies of certificates and licenses as required for registration

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

FOR OFFICE USE ONLY

Date Application Received: _____
Permit Number: _____
Permit Fee: \$100.00
Date Received: _____

Review Committee _____ Yes _____ No
Committee Date: _____

RIGHT OF WAY PERMIT APPLICATION

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



Excavation Permit



Obstruction Permit

REGISTRATION TYPE

Attached Plan submitted by (Utility Owner): _____

☐ Joint Application

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

☐ Equipment Owner
☐ Contractor
☐ Other (Explain)

Plan No. _____
Project No. _____

Curb & Gutter Replacement

Location: _____
From and To: _____
(Address and Intersection) _____

REGISTRATION INFORMATION (Company Information)

Applicant: Rachael Romine
Address: 214 2nd St. NW

Phone # 507.465.3431
Fax # _____

City: New Richland State MN Zip 56072

Signature: Rachael Romine Date: 7-19-2022

Contractor: John Hultopeter Construction LLC
Address: 504 6th St. NW A

Gopher State One-Call Reg. # _____
Contact Person: John Hultopeter
Phone # 507.521.1207
Pager # _____

City: New Richland State MN Zip 56072

24 HOUR EMERGENCY CONTACT INFORMATION

Name	Phone #	Pager #	Fax #
<u>John Hultopeter</u>	<u>507.521.1207</u>	_____	_____
_____	_____	_____	_____

CONSTRUCTION INFORMATION

Type of Utility:	Purpose of Construction	Type of Construction
☐ Gas	☐ New	☐ Trench
☐ Heating	☒ Replacement	☐ Boring
☐ Traffic	☐ Repair	☐ Hole
☐ Other	☐ Other <u>Curb</u>	☐ Pole
		☐ Chamber
		☐ Other

Excavation Size: Length 32' Width 3' Depth 12" Total Linear Footage of Installation 32'
Portion of ROW being used: Driving Lane _____ Parking Lane X Sidewalk _____ Boulevard _____
Other _____

CONSTRUCTION SCHEDULE

Number of Construction Days: 7 days Construction Dates: TBD
Weekend Dates: _____ After Hour Dates: _____

CERTIFICATES AND LICENSES

Please attach copies of certificates and licenses as required for registration

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

FOR OFFICE USE ONLY

Date Application Received: _____
Permit Number: _____
Permit Fee: \$100.00
Date Received: _____

Review Committee _____ Yes _____ No
Committee Date: _____

RIGHT OF WAY PERMIT APPLICATION

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

☒ Excavation Permit ☐ Obstruction Permit

REGISTRATION TYPE

Attached Plan submitted by (Utility Owner): _____

☐ Joint Application

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

☐ Equipment Owner
☐ Contractor
☐ Other (Explain)

Plan No. _____
Project No. _____

Location: _____
From and To: _____
(Address and Intersection) _____

REGISTRATION INFORMATION (Company Information)

Applicant: Gary Lust. Phone # 507. 465. 8087.
Address: 527 1st St SW Fax # _____
City: New Richland State MN Zip 56072
Signature: _____ Date: _____

Contractor: John Hullopeter Construction LLC Gopher State One-Call Reg. # _____
Address: 504 6th St. NW. Contact Person: John Hullopeter
City: New Richland State MN Zip 56072 Phone # 507. 521. 1207.
Pager # _____

24 HOUR EMERGENCY CONTACT INFORMATION

Name John Hullopeter Phone # 507 521 1207 Pager # _____ Fax # _____

CONSTRUCTION INFORMATION

Type of Utility: ☐ Gas ☐ Electrical ☐ Telecom ☐ Heating ☐ Cooling ☐ Cable ☐ Traffic ☐ Water ☐ Sewer ☐ Other _____
Purpose of Construction: ☐ New ☒ Replacement ☐ Repair ☐ Other Curb.
Type of Construction: ☐ Trench ☐ Boring ☐ Hole ☐ Pole ☐ Chamber ☐ Other _____

Excavation Size: Length 24' Width 3' Depth 12" Total Linear Footage of Installation _____
Portion of ROW being used: Driving Lane _____ Parking Lane ☒ Sidewalk _____ Boulevard _____
Other _____

CONSTRUCTION SCHEDULE

Number of Construction Days: 7 day Construction Dates: TBD
Weekend Dates: _____ After Hour Dates: _____

CERTIFICATES AND LICENSES

Please attach copies of certificates and licenses as required for registration

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

FOR OFFICE USE ONLY

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

RESOLUTION 22-09

**TO REPLACE RESOLUTION 07-09 FOR THE
APPROVAL OF BUILDING PERMIT FIXED FEES IN THE
CITY OF NEW RICHLAND**

WHEREAS, the City of New Richland has the authority to review the building permit fees as mandated by the state of Minnesota, under the State Building Code, which has been adopted by the City of New Richland, and,

WHEREAS, the City of New Richland has been advised by Daniel J. Murphy, City Building Inspection Services, LLC; City Building Official, that the City Council of New Richland, does have the authority to restructure certain fees pertaining to a one-time inspection.

NOW THEREFORE, the City of New Richland does hereby resolve that the 1997 UBC permit fee structure will be effective July 26th, 2022, along with the fixed permit fee schedule Attached.

Passed by the City Council of the City of New Richland, Minnesota, this 25th Day of July, 2022.

(Mayor)

Attest:

City Administrator

CITY OF NEW RICHLAND

RESOLUTION 22-10

RESOLUTION ACCEPTING DONATIONS

WHEREAS, The City of New Richland, Minnesota, is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of the City of New Richland and its citizens pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the City:

<u>Name of Donor</u>	<u>Amount</u>
Waseca County	\$2,500

WHEREAS, The City Council finds that it is appropriate to accept the donations offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF NEW RICHLAND, MINNESOTA, AS FOLLOWS:

1. The donation described above is accepted and shall be used for the New Richland Ambulance.
2. The City Administrator is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

Passed by the City Council of the City of New Richland, Minnesota on Monday, July 25th, 2022.

(Mayor)

Attest:

City Administrator

New Richland Care Center

“To provide the highest quality care and services to all residents while enhancing their quality of life”

Monthly Report - June 2022 Data
Advisory Board & City Council Meetings 7.28.22

1

Agenda

- ▶ Approval of Minutes (5 mins)
- ▶ Old Business (5 mins)
- ▶ Financials (10 mins)
- ▶ Census (10 mins)
- ▶ Referrals Summary (5 mins)
- ▶ Staffing (10 mins)
- ▶ AHI Update and Proposed Addendum Review (10 mins)
- ▶ Facility Events / Other (5 mins)

- ▶ Next meeting: Monday, August 22nd

2

Finances:

	Current Month				Fiscal Year-to-Date			
	Jun-22				Jun-22			
	Actual	Budget	Variance \$	Variance %	Actual	Budget	Variance \$	Variance %
Revenue	\$ 422,111	\$ 433,755	\$ (11,644)	-3%	\$ 3,864,524	\$ 3,947,097	\$ (82,573)	-2%
Operating Expenses	\$ 231,313	\$ 256,364	\$ (25,051)	10%	\$ 2,287,704	\$ 2,318,824	\$ (31,120)	1%
Other Expenses	\$ 150,443	\$ 150,294	\$ 149	0%	\$ 1,381,556	\$ 1,353,627	\$ 27,929	-2%
Income from Operations	\$ 40,355	\$ 27,097	\$ 13,258	49%	\$ 195,264	\$ 274,646	\$ (79,382)	-29%
Other Income	\$ (20,003)	\$ 1,835	\$ (18,168)	-1190%	\$ 32,159	\$ 16,515	\$ 15,644	95%
R.E. Taxes & Depreciation	\$ 20,401	\$ 23,773	\$ (3,372)	14%	\$ 168,886	\$ 213,951	\$ (45,065)	21%
Net Income (Loss)	\$ (49)	\$ 5,159	\$ (5,208)	-101%	\$ 58,537	\$ 77,210	\$ (18,673)	-24%

► Commentary:

- Operating expenses under-reported by approximately \$11,000 due to delay in receiving Integrated Therapy invoice.
- Other Income: Continued investment losses in Ameriprise account offset YTD with Covid grant funds received.
- Accounts Receivable situation, verbal update

3

Census

June 2022 Census Average –

- Managed Care – 1.23 on budget of 4
- Medical Assistance – 19.67 on budget of 21
- Medicare A – 2.33 on budget of 6
- Private Pay – 13.5 on budget of 10
- **Total – 36.73 on budget of 42**
- Occupancy Rate = **81.6%**
- *NOTE: Census as of 7/21 = 40*

4

June 2022 Referrals, Admissions, Discharges Summary			
Entity	Referrals Received	Admissions Accepted	Discharges
Hospital: Rochester (St. Mary's)	13	2	0
Hospital: Mankato	9	1	0
Hospital: Rochester (Methodist)	4	0	0
Hospital: Owatonna	3	0	0
Hospital: Alexandria	1	1	0
Hospital: Blue Earth	1	0	0
Hospital: Fairmont	1	0	0
Hospital: Fargo, ND (Sanford)	1	0	0
Assisted Living: Traditions (Owatonna)	1	0	0
Assisted Living: Hidden Creek (Albert Lea)	1	0	0
Home	3	2	1
Passed Away	N/A	N/A	3
Totals:	38	6	4

5

Staffing:

► Nursing Department - Direct Care

► Current openings:

► Nights:

- CNA: 2 @ .8
- Nurse 1 @ .8

► Evenings:

- CNA: 1 @ 1.0, 3 @ .08, 1 @ .4, 2 @ .3, 1 @ .2

► Days:

- CNA: 1 @ .9, 1 @ .8, 2 @ .6, 1 @ .5, 1 @ .2
- Nurse: 1 @ .8

► Upcoming openings:

- .9 Day nurse, .4 Evening nurse, .7 CNA

6

Staffing: Continued

- ▶ **Nursing - Non-direct care**
 - ▶ **Current opening**
 - ▶ Infection Prevention / Wound Nurse (Opened 7/13/22, FTE TBD)
 - ▶ **Upcoming opening**
 - ▶ Director of Nursing @ 1.0 (Opening 8/3/22)
- ▶ **Housekeeping**
 - ▶ **Upcoming opening:** 1 @ .3 FTE (Opening 7/21/22)
- ▶ **Administration**
 - ▶ **Current Opening:**
 - ▶ Licensed Nursing Home Administrator @ 1.0 (Opened 7/8/22)
- ▶ 7 staff members going back to college (will stay casual):
 - ▶ 6 CNAs, 1 Dietary

7

AHI: Dave Vandergon



- ▶ Update on AHI services provided
- ▶ Review/discussion of proposed "Addendum to Regional Management SOW"

8

Facility Updates / Other

Date: July 22, 2022

To: City of New Richland

From: Shell Johnson, Operator

O & M Report: June 2022

Wastewater Operation & Maintenance

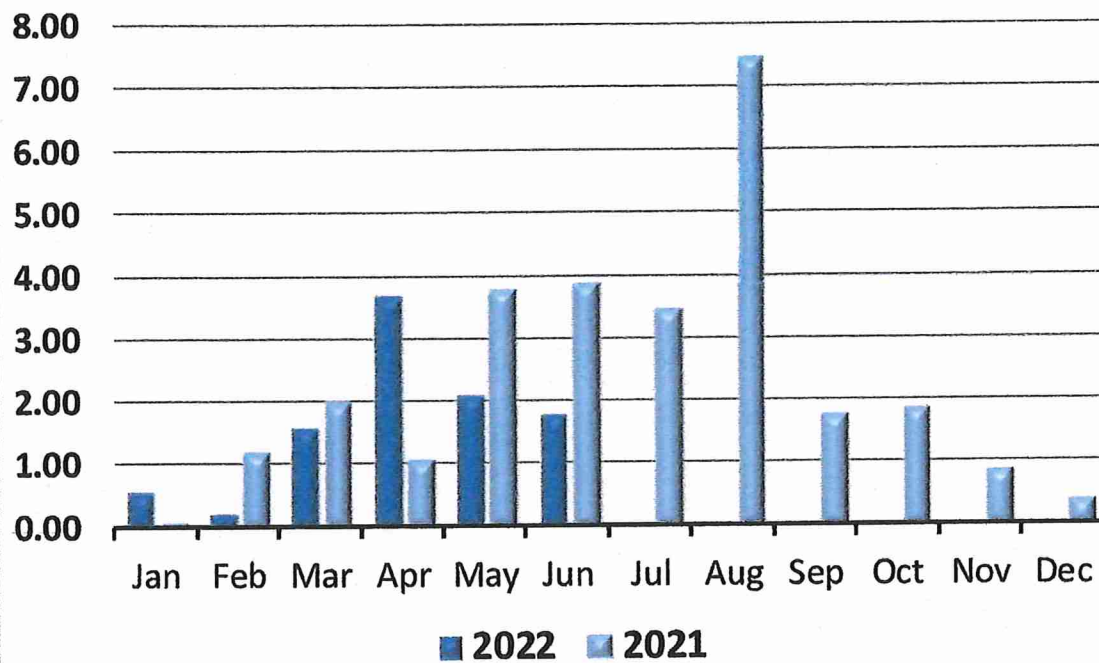
- Monthly work orders, required labs done in June
- Snails coming from trickling filter, and clogging pumps is still a ongoing issue. Will be sending in Samples so I can get it pumped out of splitter boxes and clarifiers.
- June, attended annual osha, safety training.
- Started painting safety yellow on sidewalks steps, etc. not done yet . Jonathan McDonald, peopleservice director of operations was here to do a safety inspection, waiting for final report.
- DSG will be sending quotes for the replacement of plug valves that are not working correctly. Due to age and used daily.

Thank you for your time, Shell Johnson

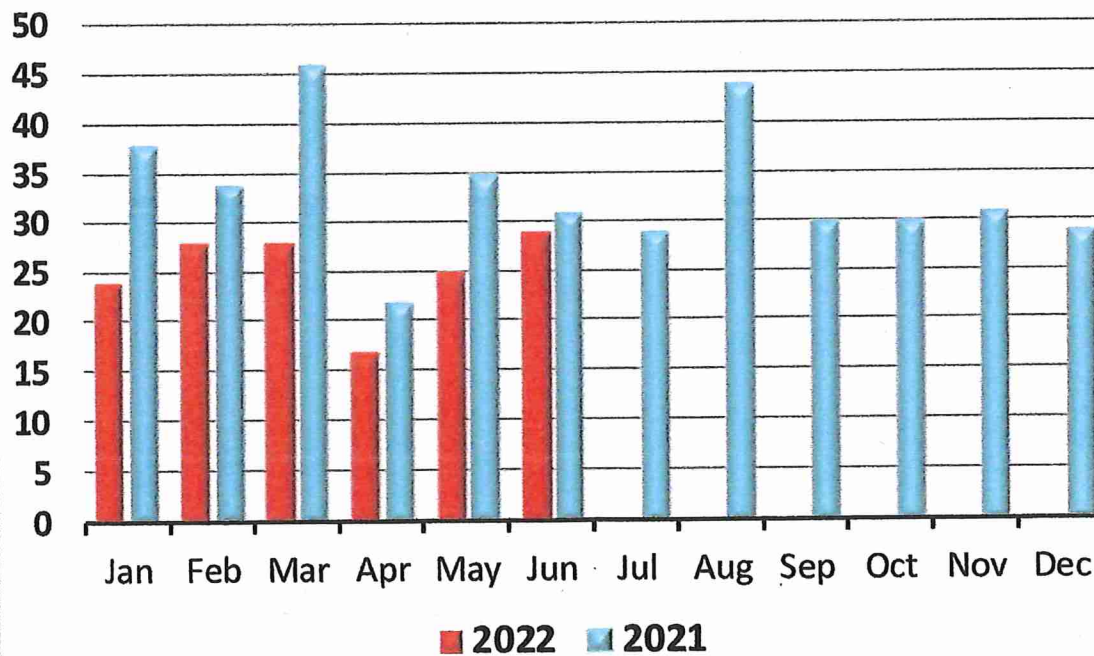
Any word on MPCA and the chloride limit?

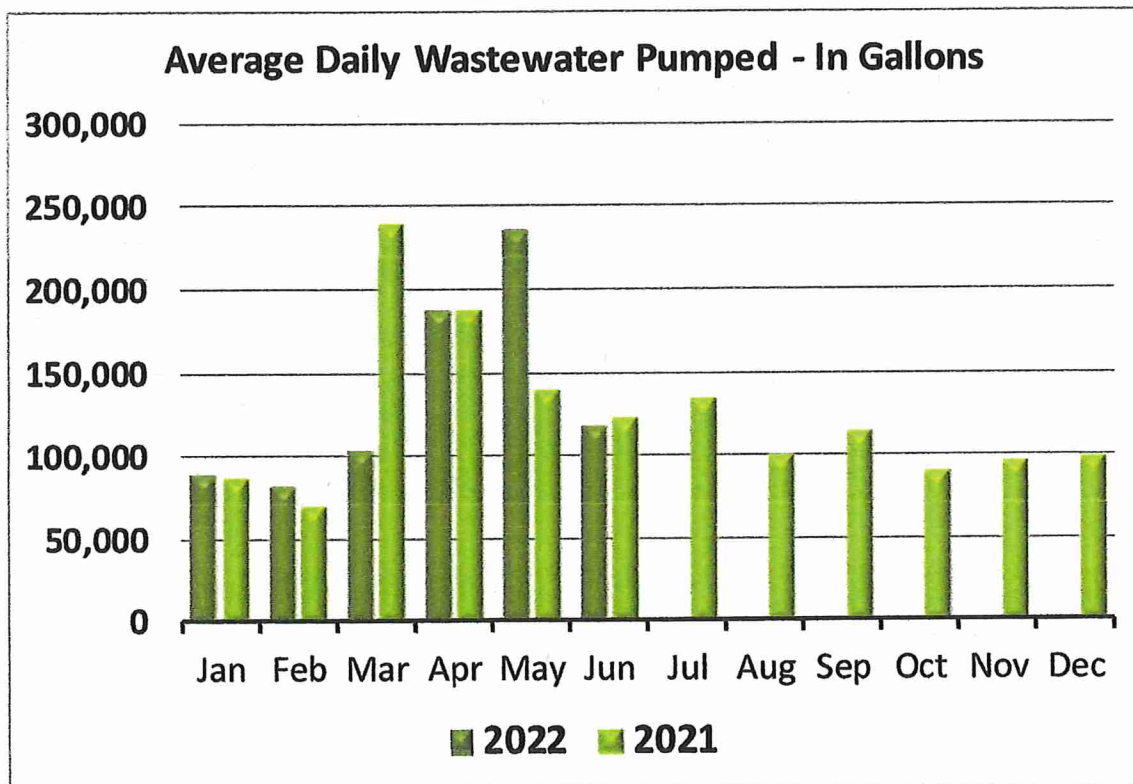
		May-22	April-22	May-21
Water	Units			
Wastewater				
CBOD				
CBOD Influent	mg/L	58	77	141
CBOD Influent Design	mg/L	338	338	338
CBOD Effluent	mg/L	2.0	1.3	1.8
CBOD Effluent Permit Limit	mg/L	15	15	15
CBOD kg/day	kg/day	1.8	1.0	1.3
CBOD kg/day Permit Limit	kg/day	34	34	34
CBOD % Removal	%	98%	98%	99%
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%

Total Monthly Precipitation



Monthly Total Effluent Phosphorus kg





Datecompleted	Equipment	Location	Notes	Task	Taskdesc
6/1/2022	Backflow Preventer	5052 New Richland, MN	Mid America Backflow preventer is scheduled for Dec. of 2022. This is an annual inspection.	Schedule Appointment	Have inspected by an authorized technician.
6/1/2022	Air Compressor	5052 New Richland, MN	oil was just changed , filters checked,belts checked.	Monthly PM	Check oil, belt tension, relief valves & drain water. See manual.
6/1/2022	Effluent Sampler	5052 New Richland, MN	All controls, tubing and sampler working great.	Monthly PM	Clean, inspect pump hose & check dessicant on unit. See manual
6/1/2022	East Ras Flowmeter	5052 New Richland, MN	cannot read the readout.	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.
6/1/2022	Eyewash Station	5052 New Richland, MN	ran eyewash into sink works fine.	Monthly PM	Inspect eyewash for proper operation. Located at lab sink.
6/1/2022	FIRE EXTINGUISHERS	5052 New Richland, MN	all have been 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.
6/1/2022	FIRE EXTINGUISHERS	5052 New Richland, MN	fire extinguishers will be inspected in july when the city does there. al Brooks of albert lea	Schedule Appointment	Have fire extinguishers inspected by professional.
6/1/2022	Gas Detector	5052 New Richland, MN	Ran test, all charged and ready to go.	Monthly PM	Turn on, check batteries and if calibration is due.
6/1/2022	Office Air Conditioner	5052 New Richland, MN	just put into service, filter and fins are clean. working fine.	Monthly PM	Clean filter & unit. May need more cleaning during heavy use.
6/1/2022	Influent Sampler	5052 New Richland, MN	all programs and tubing all working great	Monthly PM	Clean, inspect pump hose
6/1/2022	Lift Pump NO 1	5052 New Richland, MN	Mn pump works checked all 4 pumps in april of 2022 will be done again in the fall of 2022	Service Equipment	Pull pump, change oil, check for wear, do amp draw.
6/1/2022	New Sludge Recirculation Pump	5052 New Richland, MN	not in service at this time	Monthly PM	Check pump & packing Check belt alignment

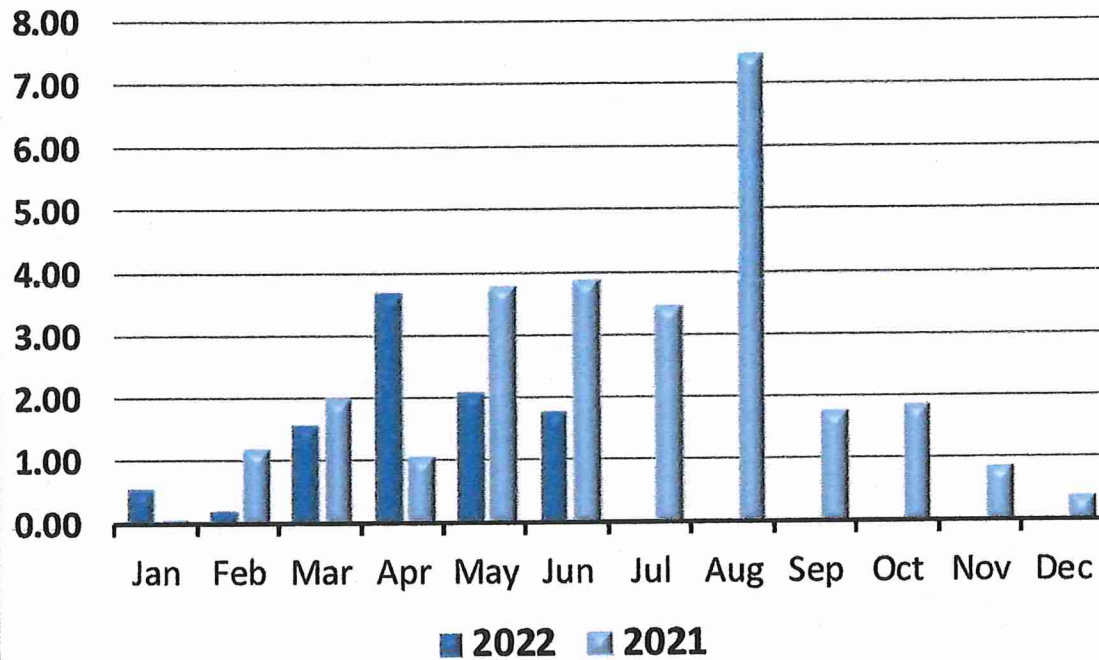
6/1/2022	Lift Pump NO 2	5052 New Richland, MN	This was all done by Mn Pump works in April 2022. All 4 pumps were done.	Service Equipment	Pull pump, change oil, check for wear, do amp draw.
6/1/2022	Lift Pump NO 4	5052 New Richland, MN	These were all done by MN Pump works in April 2021. will also be done in the fall.	Service Equipment	Pull pump, change oil, check for wear, do amp draw.
6/1/2022	Eye Wash Station	5052 New Richland, MN	has been checked and marked	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.
6/3/2022	Lift Station #2 - 3rd Street	5052 New Richland, MN	This is done by MN Pump Works 2x year. Lifts are checked 3 days a week if not more. They were just here in april and will be back in oct	LS Annual PM	1. Check electrical condition or insulation on power cable and on power cable and on all phases of motor windings (resistance check). 2. Check for any loose or faulty electrical connections within the pump control panel. 3. Check voltage supply between all phases on the line side of the electrical control panel 4. Check amperage draws on all phases of the pump motor. 5. Check voltage between all phases on the load side of the pump control (line side for sing phase), pump off. 6. Check condition and operation of motor thermal protectors (if you equipped). 7. Removal of pump from lift station for physical inspection. 8. Check condition of upper shaft seals (inspect condition of oil). 9. Check condition and operation of leakage detector (if you equipped). 10. Check lower shaft seals (inspect condition of oil). 11. Change oil (if required). 12. Check for worn or loose impeller. 13. Check all impeller wear rings. 14. Check for noisy upper and lower bearings. 15. Check physically for damaged or cut

6/3/2022	Final Clarifier NO 2	5052 New Richland, MN	East Clarifier, vent cleaned, 2 grease zhirks, added a quart of oil to upper gear, checked chain, all seems fine. This clarifier for some reason always has a high sludge blanket, about 5 feet, don't know the reason, it just does. WILL NEED: to be drained, inspected, bottom sweep and top arm sweep inspected and new rubber sweep put on.	Monthly PM	Grease, clean air vent for gear box skimmer. Give 3-4 shots of grease each zerk.
6/3/2022	NO 3 RAS	5052 New Richland, MN	RAS 3 Runs East Clarifier: 4 zhirks greased, that bottom bearing has always been full of grease around the outside, since I have been here, just leaving it as is, since it is working, not sure the reasoning	Monthly PM	Grease the zirks on the pump if the pump running this month.
6/3/2022	Lift Station #3 - Elm Ave	5052 New Richland, MN	this is done by MN pump works 2xyear, the lift station is checked 3x week if not more.	LS Annual PM	1. Check electrical condition or insulation on power cable and on all phases of motor windings (resistance check) 2. Check for any loose or faulty electrical connections within the control panel(s). 3. Check voltage supply between all phases on the line side of the electrical control panel with pump(s) off. 4. Check voltage supply between all phases on the load side of the electrical control panel with pump(s) off. 5. Check conditions and operation of motor thermal protectors (if so equipped). 6. Check amperage draws on all phases of pump(s) motor(s). 7. Remove pump from lift station for physical inspection. 8. Check conditions of upper shaft seal. 9. Check conditions and operation of leakage detector (if so equipped). 10. Check lower shaft seals. 11. Check for correct shaft rotation. 12. Change oil (if required). 13. Check for worn or loose impeller. 14. Check all impeller wear rings. 15. Check for noisy upper and lower bearings. 16. Check physically for damaged or cut
6/3/2022	NO 2 RAS	5052 New Richland, MN	#2 RAS pulling from west clarifier. 4 zhirks greased.	Monthly PM	Grease the zirks on the pump if the pump running this month.

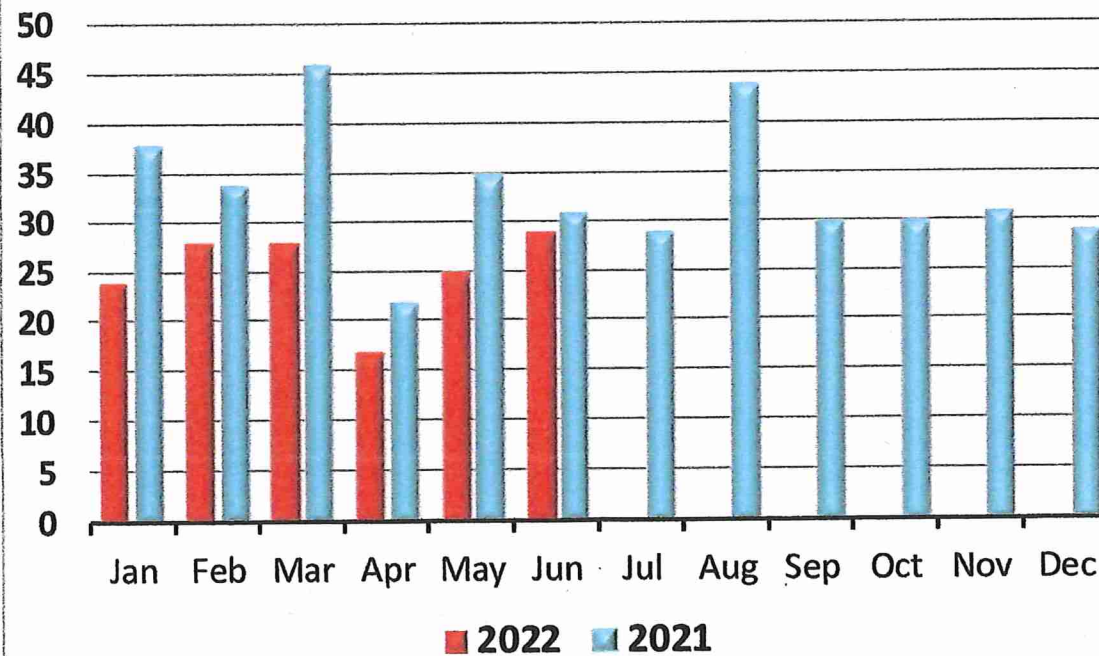
6/3/2022	Blower NO 1	5052 New Richland, MN	outside filter installed, motor filter fine, belts look good, checked oil, drained condensation from pipes was 1x a week now doing it every morning Ran both blowers at once for 5-10 min. Shut down blower 1 and now running blower 2	Monthly PM	Check belt tension, check motor, air filters ect. See manual Belt Dayco Wedge-Band belt #R5VX630-2
6/3/2022	Final Clarifier NO 1	5052 New Richland, MN	west clarifier, cleaned out fan screen, grease 2 zhirks, added some oil to top gear, checked both upper and lower oils, checked chain, WILL NEED : to be drained and bottom scrape inspected, top arm need inspected and new rubber sweep put on.	Monthly PM	Grease, clean air vent for gear box skimmer. refer to manual, numerous tasks. Give 3-4 shots to each zerk to grease.
6/3/2022	NO 1 RAS	5052 New Richland, MN	not inn service at this time WILL NEED: Silenoid installed and it needs to be ran, it will run west clarifier	Monthly PM	Grease the zirks on the pump if the pump running this month.
6/3/2022	Blower NO 2	5052 New Richland, MN	Blower 2 has been off for the month, checked oils, belts, checked motor filter, installed outside filter. running good. DO NEED: VFD looked at on both blowers to make sure they are correct	Blower Monthly	Check oil level and belt tension, Check filter and clean/replace if needed. inspect units for abnormal wear and leaks.
6/3/2022	Primary Clarifier	5052 New Richland, MN	all oil resevoirs drained of condensation, oils checks, zhirk greased. WILL NEED: To be drained and inspected, bottom and upper arms inspected and new rubber sweep on top. I do believe there was a water valve on this clarifier to clean out scum beach, if there was the main valve extension is missing or broken.	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
6/13/2022	Lift Station #2 - 3rd Street	5052 New Richland, MN	Emergency alarm works fine. These floats cannot be pulled out. 2x a yr MN pump works pulls and inspects transducer and floats.	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.

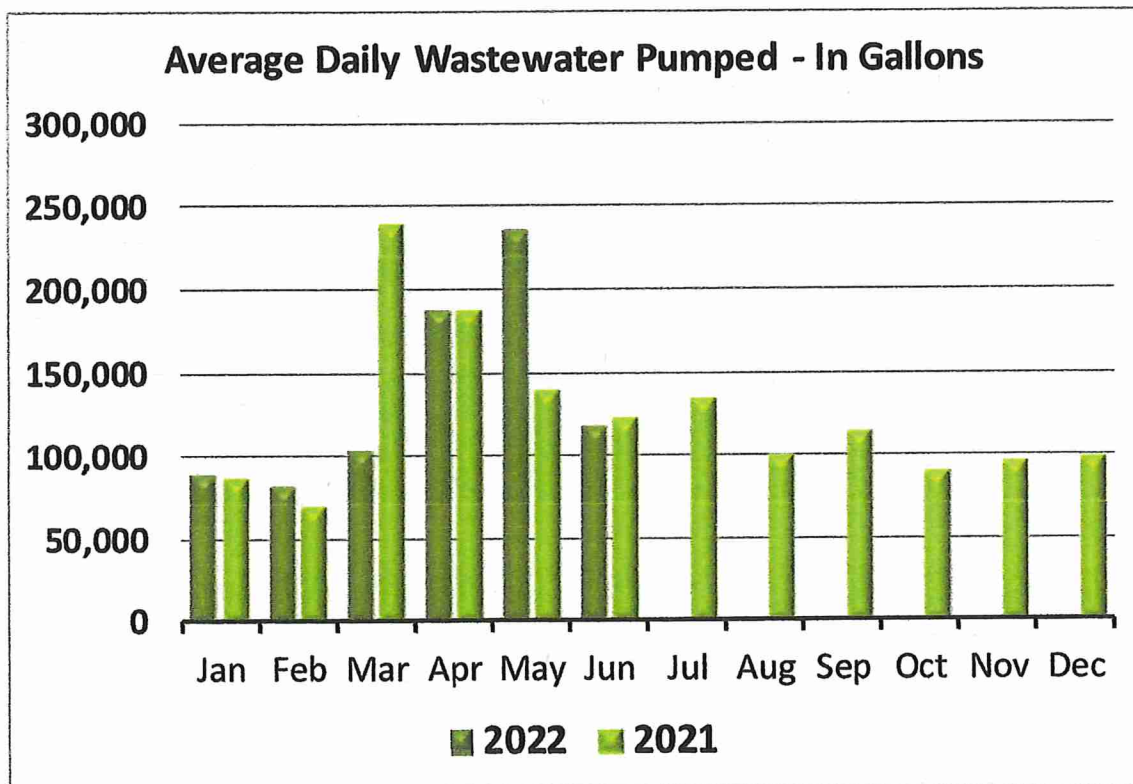
6/13/2022	Alarms	5052 New Richland, MN	Is this the basement sump or preliminary building? Prelim has a float for bar screen	Test alarm dialer	1. Test alarm function and verify communications equipment can reach emergency contact personnel for the WWTP at your project. 2. Trip the high level float and clean if necessary in sump pump un basement.
6/13/2022	NO 1 Sump Pump	5052 New Richland, MN	If this is the basement sump pump it works just fine, set off alarms and works fine	Monthly PM	Open pit, turn on pump in controls and verify pump pumps water down.
6/13/2022	NO 2 Sump Pump	5052 New Richland, MN	If this is the3 basement sump, its working just fine. set off alarm, and it works fine	Monthly PM	Open pit, turn on pump in controls and verify pump pumps water down.
6/30/2022	Final Clarifier NO 1	5052 New Richland, MN	Clean clarifier	Unscheduled Work Order	Clean clarifier
6/30/2022	Trickling Filter	5052 New Richland, MN	LOts of wipes, Arms had lots of wipes stuck in them. Black material like lanscaping felt ,plasticity on one side, felt on the other? Have no idea what it is.	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

Total Monthly Precipitation



Monthly Total Effluent Phosphorus kg





City Of New Richland

Date : July 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.
- 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.
- Started putting up new signs
- Barga Inc. finish Replay 7/1/22
- Painted crosswalks and got the town ready for Farm City Days, week of 7/5 to 7/8
- Olsons put in a new water service shut off at 217 S Division on 7/19/22
- Meeting with the school about Legion Field 7/13/2022

FUTURE PROJECTS

- Braeden training
- South Broadway Calvert project
- Start working on signs.
- Order a new booster pump on 7/12/2022
- Minnesota Pump Works Booster pump
- Waiting for Ullands

SEEKING RECOMMENDATION

- 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.

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

I. Water System / Monthly Pumpage / Performance

Well No. 1

Total Monthly Pumpage	Gals/Month	766,000
Average Daily Pumpage	Gals/day	25,000
Maximum Daily Pumpage	Gals/day	115,000
Total monthly hours	Hrs./month	85
Well Efficiency (GPM)	Gals/min	160

Well No. 2

Total Monthly Pumpage	Gals/Month	864,000
Average Daily Pumpage	Gals/day	28,800
Maximum Daily Pumpage	Gals/day	143,000
Total monthly hours	Hrs./month	96
Well Efficiency (GPM)	Gals/min	160

Well No. 3

Total Monthly Pumpage	Gals/Month	1,208,000
Average Daily Pumpage	Gals/day	40,200
Maximum Daily Pumpage	Gals/day	186,000
Total monthly hours	Hrs./month	134
Well Efficiency (GPM)	Gals/min	150

Total Combined Monthly Pumpage	Gals/Month	2,838,000
Average Combined Daily Pumpage	Gals/day	94,600
Total Combined Monthly Hours	Hrs./month	315
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	291
Booster Pump 2 Daily Avg. Hours	Hrs./day	9.7
Booster Pump 2 efficiency (GPM)	Gals/min	155
Total Chlorine Consumption	Lbs./month	5.3
Average Chlorine daily Consumption	Lbs./day	.17
Total Fluoride Consumption	Gals/month	4.8
Average Fluoride daily Consumption	Gals/day	.15

Memo

To: City Council

From: Anthony Martens

cc:

Date: 07/22/22

Re: Classification and Compensation Study

As requested by the council, Mark Goldberg from David Drown Associates will be present to provide a brief introduction and information regarding their company and the process of the Classification and Compensation study and to answer any questions that you may have. I have included the previously submitted proposal for your review.



CITY OF NEW RICHLAND

Classification and Compensation Services Proposal
Submitted by DDA Human Resources, Inc.



DDA
Human Resources, Inc.
a David Drown Associates Company

Prepared by:
Mark Goldberg
Principal Consultant
612-920-3320 x114
markg@daviddrown.com

May 24, 2022

Anthony Martens
City Administrator
City of New Richland

RE: Proposal for Job Classification and Compensation Study

Dear Mr. Martens:

We are pleased to be invited to submit a proposal to complete a classification and compensation study for the City of New Richland. In the pages that follow, we have briefly provided information about DDA Human Resources, our staff credentials and experience, staff members assigned to your study, a detailed description of services to be provided and various levels of project scope per market analysis. The cost for each option is as follows:

1. Full Class and Comp Study, no Job Descriptions: \$6,700
2. Market Analysis with calibration and new pay plan: \$4,500
3. Market Analysis: \$2,500
4. Ongoing Maintenance: \$2,700

Three major factors distinguish DDA Human Resources from other providers:

- All our employees come with years of public sector experience. We specialize in government, and we know first-hand the challenges of managing public sector compensation. This helps us deliver to you practical, workable solutions.
- We believe that classification and compensation can and should be managed as a practical, common-sense process – not as some theoretical or statistical exercise in regression analysis. We will help you design a compensation system that is technically solid, one you understand, and one that works better than what you have now. We measure our effectiveness as a consulting firm not by studies completed, but by studies that are **actually implemented**.
- We think a compensation should be actively managed as an ongoing program – not neglected and then fixed with a major compensation study like this. With proper on-going maintenance support, major disruptive and expensive compensation studies are unnecessary. We are pioneers in providing a full-service program to maintain classification and compensation systems – and we find that over half of our study clients now opt for this ongoing service.

Our firm's goal is to be known as the best human resources consultant in Minnesota. There is only one way to get there – by delivering exceptional service. We will do our very best to earn your trust, your respect, and your future business.

Sincerely,

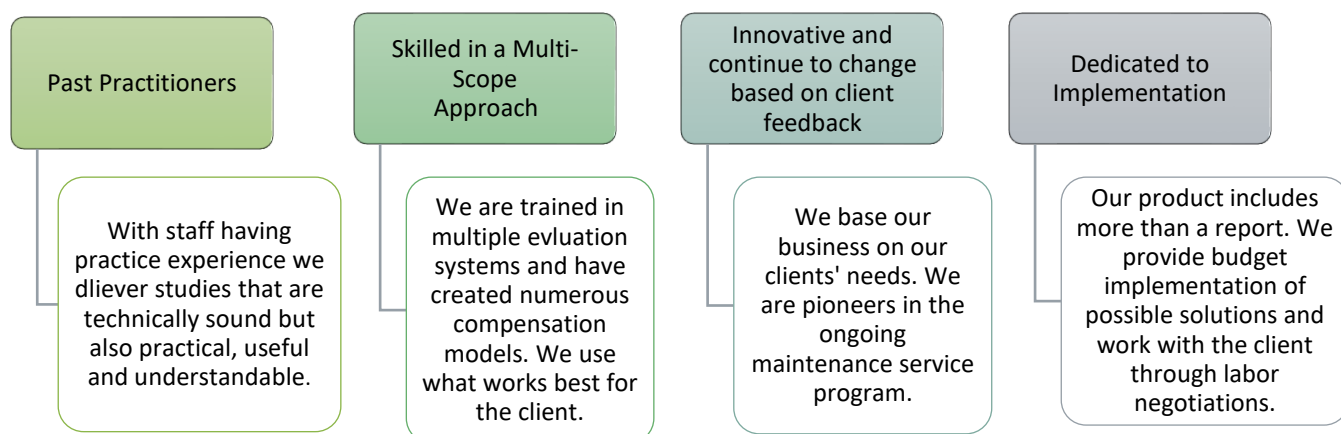


CONTENTS OF THIS PROPOSAL

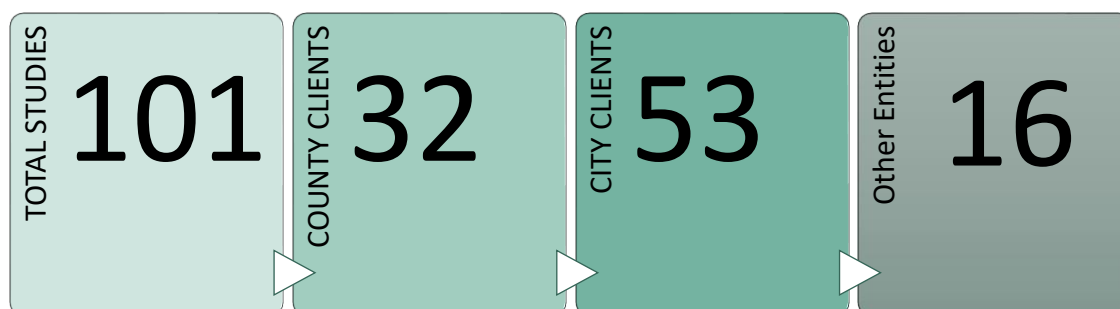
- Our Firm and Qualifications
- Our Service Team
- References
- Our Philosophy for Classification Studies
- Proposed Services
- Fees
- Timeline
- Our clients

OUR FIRM & QUALIFICATIONS

Our parent company, David Drown Associates, Inc. has provided consulting services to over 450 units of government across Minnesota since 1997. Over these years, DDA staff has gotten to know government well and we continually strive to keep our services practical, useful, and up to date. Our history and corporate culture have grown from an honest desire to serve public sector clients in a practical and common-sense manner. We are not your ordinary consultant, we are:



DDA Human Resources, Inc. was formed in 2013 to provide human resource support services exclusively to governmental clients in Minnesota. We currently offer services for executive recruitment, organizational design, and staff an HR Technical Assistance Program for the Association of MN Counties which provides technical advice and assistance to the HR staff of all the State's 87 counties. Since activating our compensation section in 2016, we have worked with clients as small as 4 employees to as large as 1,500 employees. Our completed studies include:



OUR SERVICE TEAM

DDAHR maintains a staff of 10 individuals. We also maintain relationships with several independent consultants in key specialty areas. Here is the Team we have assembled for your project:

Dr. Tessia Melvin –Department Head

Tessia heads the compensation and classification (C&C) services area of DDAHR. Over the past six years, Tessia has served as lead analyst on over 65 separate C&C engagements with Minnesota communities. She brings to the position nearly 13 years of diverse service to city and county government. As a City Administrator in Maple Plain, Minnesota, Tessia drafted five-year budgets, capital improvement plans, infrastructure improvement plans, and led strategic planning program. Working in Dakota County, Minnesota, Tessia provided leadership training, managed their performance management system, and worked with compensation and benefits. Dedicated to local governments and continued learning, Tessia earned her doctorate in Public Administration.



Mark Goldberg, MA-HRR – Principal Consultant

Mark Goldberg is a Principal Consultant with the firm. Mark's experience is broad and deep. He has held a variety of compensation leadership positions in media, high tech, manufacturing, local government organizations and the University of Minnesota. In addition, Mr. Goldberg has over 6 years of experience consulting with major public sector organizations around the country with a focus on project in Minnesota such as Koochiching County, the city of Red Wing and the City of Aitkin. He has a Master's Degree in Industrial and Labor Relations from Cornell University and a Bachelor's Degree in Human Resource Administration from Muhlenberg College.



David Drown – Technical Support

David is the founder and owner of DDA. David will lend his technical and statistical expertise to the team to manage the collection and analysis of market data, help calibrate your compensation plan, and calculate budget impacts. David received his undergraduate degree in civil engineering and served in local government as a registered civil engineer early in his career. He also holds an MBA in finance from the Carlson School of Management and has served as a finance and economic development consultant to numerous cities and counties across the State.

Kelly Jones – Technical Support

Kelly received his Bachelor of Arts degree in Psychology and his Master of Science degree in Industrial and Organizational Psychology from Saint Cloud State University in Saint Cloud, Minnesota. Prior to entering the field of compensation, he served as a project coordinator and talent management specialist for Sleep Number and Robert Half. Kelly has spent the last 3 years as a technical analyst and compensation consultant, while assisting dozens of Cities and Counties across the United States with their compensation and classification needs. His work will be primarily focused on data collection and analysis, while also assisting the DDA team with any ongoing project needs.

Elizabeth Blakesley – Clerical Support

Elizabeth has worked at DDA for over 20 years. She will provide technical and clerical assistance to

coordinate the market surveying process and prepare documents. She will utilize her organizational and technological skills to help provide concise, professional work results. After attending the University of MN – Duluth, Elizabeth began working with local units of government in Minnesota with the MN Small Cities Association. Her work in municipal finance and economic development has given her a good insight into the operations of counties and cities throughout the State.

SUPPORTING TEAM MEMBERS (*Our Bench*)

Melanie Ault

Melanie Ault brings to DDAHR over 20 years of experience leading Minnesota county human resources and labor relations operations with additional experience at the city, regional, and state levels. Melanie joined DDAHR in 2017, after serving as Washington County's HR Director. You might recognize her by her passion for examining pending legislation and its ramifications for the public sector. Melanie holds BA, MAPA, and JD degrees, with further education in public administration. She is an avid supporter of professional organizations, serving on the state and national levels. She loves making new connections and looks forward to helping you find answers and ideas. Melanie is one of our AMC Human Resources Technical Assistance Program staff.

George Gmach

George has been doing classification and compensation study work in Minnesota for 30 years. He worked with the Stanton Group for 12+ years with management responsibility for salary and benefit surveys and compensation consulting. His experience has crossed multiple industries and included private, non-private and public sectors. George also worked at Employers Association and its successor for 16 years. During his career, he has designed and conducted several hundred compensation and benefit surveys and has implemented multiple compensation programs in large and small organizations across all sectors. He designed and modified job evaluation systems and implemented them in the public sector. He has worked with the Minnesota Pay Equity Statutes since their inception. In addition, he is a military veteran who served as a combat medic in Vietnam.

REFERENCES

Reference #1: City of Harmony, MN

Contact: Devin Swanberg, City Administrator
507-886-8122
administrator@harmony.mn.us

Contract dated: April-November 2021

Scope of Services: *In 2021, DDA worked with the City to complete a full classification and Compensation Study including the design of a new salary structure and costing for several years.*

Reference #2: City of Fridley, MN

Contact: Becca Hellegers, Employee Resources Manager, 763-572-3507,
Becca.Hellegers@FridleyMN.gov

Contract Dated: February 2020 – December 2020, they have entered an ongoing maintenance contract with us

Scope of Services: *DDA was originally engaged to complete a market study only of wages paid to 97 position descriptions. The work plan was expanded to have us perform a full classification and compensation study for all positions, classifying all jobs and designing a new pay plan for the City.*

Reference #3: City of Preston, MN

Contact: Joe Hoffman, City Administrator & Utility General Manager
507-765-2153
jhoffman@prestonmn.org

Contract Dated: August 2021 – January 2022

Scope of Services: *DDA worked with the City to complete a full classification and Compensation Study including the design of a new salary structure, completion of their Pay Equity reporting and costing for several years.*

Reference #4: Town of Thomson, MN

Contact: Rhonda Peleski, Clerk/Treasurer
218-879-9719
rpeleski@townofthomson.com

Contract Dated: August 2021 – January 2022

Scope of Services: *DDA worked with the City to complete a full class and comp study that included a comparison of benefits, the design of a new salary structure, costing for several years, and the implementation of a new job evaluation system.*

OUR PHILOSOPHY FOR COMPENSATION STUDIES

Government is in the service delivery business, and quality service requires quality employees. An effective compensation system will help you attract and keep talented employees. Likewise, an out-of-date or ill-conceived compensation system will produce turnover and hamper efforts to recruit quality replacements.

In the real world of limited resources, government is increasingly expected to do more with less. Accordingly, a community's pay philosophy must strike a reasonable balance between a desire to pay your good employees well to retain their good services, while at the same time controlling costs to keep faith with the taxpayers. Designing a pay system is not easy, every community is different, and a "one size fits all" approach seldom produces a good result. As we work with you to build the best

compensation system for your community, we keep four very practical objectives in mind:

Compensation and Benefits	Internal Equity	Positive and Transparent	Customized
• Competitive to hire, retain, and motivate qualified employees	• Satisfy MN Pay Equity Requirements	• Be open and fair to employees, managers and unions	• Establish a pay philosophy based on your organization

We approach compensation study work as a practical, common-sense process – not as some theoretical or statistical exercise in regression analysis. We collect information, analyze it, and communicate our findings in simple understandable ways. Our honest goal is to help you design a compensation system that is technically solid, is one you actually understand, and one that works better than what you have now. We measure our effectiveness as a consulting firm not by studies completed, but by studies that are **actually implemented**. We do this through customizing your competitive pay philosophy.

WE CUSTOMIZE YOUR COMPETITIVE PAY BY:

- Approved benchmarks
 - We will help create a list that matches your demographics, service level, tax capacity, employee numbers and other factors that fit your organization
- Market results that illustrate where you are to the market
- Determine a pay philosophy of where you want to be in relation to the market
- Adjusting your pay structure
- Ongoing maintenance

Proposed Services

Introduction and Project Orientation (Included in all options)

- **Project Initiation Meeting:** Facilitated by DDA HR with applicable stakeholders as appropriate (1) to address current issues related to compensation, pay structure, policies, philosophies, and strategies, (2) to discuss the strengths and weaknesses of the current compensation system and (3) to identify possible barriers to implementing and maintaining change.
- **Information Collection:** Organization & salary material collected, including an employee roster, detailing key information (salary, job title, pay grade, etc.).
- **Project Administration:** Meeting with Project Team to develop and confirm detailed project schedule and review system history/materials.
- **Define Communication Strategy:** Partner with the County to design a communication strategy that combines best practices in the industry with practical applications and tools.
- **Employee Orientation Sessions (optional):** Conducted virtually, with one session recorded so any employee who is unable to attend can see the information presented.
- **Job Description Review:** We will undertake a general review of your existing job descriptions and recommend changes to assure compliance with ADA and other State and Federal Requirements. We can rewrite any job descriptions for an additional cost.

Rewrite Job Descriptions (included with Ongoing Maintenance, but can do jobs as needed for \$150)

- **Review of Current System:** DDA HR will review current job descriptions and provide any comments on any recommended changes.
- **Position Analysis Questionnaire (PAQ)-** DDA will work with you to design a PAQ that reflects your needs. This document is critical to the process as DDA will use it to create the job descriptions and to evaluate all positions.
- **We will distribute a position analysis questionnaire (PAQ) to all employees and their supervisors, asking them to outline all the important requirements for and duties of the job.**
- **Based upon the information on the PAQs, the job description for each position will be updated or rewritten in standardized format developed with and approved by the Project Team.**
- **Employees and supervisors will be asked to review the new job descriptions, and we will guide a controlled process for employees to appeal the content of descriptions before they are finalized.**
- **Addition job descriptions may be added to provide for internal promotional opportunities, or jobs may be consolidated to make administration easier.**
- **Final job descriptions will be submitted for final approval by department heads, the Project Team and governing board.**

- **Job Description Appeal Process:** Once jobs descriptions are completed, employees and supervisors will review. If changes are needed, they will complete a Job Description Appeal form.
- **DDA will review appeals and work with Project Team and employees to create consistent results.**

Job Evaluation (Included in full class and comp study and ongoing maintenance, or additional charge per position)

Job classification is a series of decisions about how a position is valued within an organization. Each factor requires a decision as to how the job under consideration will be rated using levels that are increasingly complex and of great impact, frequency, or quantity. We look at the job rather than the employee. Jobs are evaluated as they exist, or as the management plan says that they should exist, to meet the needs of the organization.

- **Review of Current System:** DDA HR will review current job descriptions and provide any comments on any recommended changes.
- **Job Evaluation:** DDA HR will use the existing system to evaluate all jobs using the information gathered from the PDQs.
- **Appeal of Assigned Grade:** DDA HR will partner with the County to design a structure that aligns internally. However, we strongly recommend an appeal process should an employee feel that their position was assigned an incorrect grade. We will provide forms and a process for the County to use for these appeals with all appeal decisions reviewed by Council.
- **Recommend Changes to Current System:** DDA HR will conduct analysis of existing classifications and provide recommendations on any changes to current classification plan, to include recommendation of standard classification and titling conventions.
- **Review Fair Labor Standards Act (FLSA) Designations:** DDA HR will review exempt and non-exempt designations to ensure they are appropriate for classifications and make recommended changes, where appropriate.

Market Analysis (included in all options)

- **MN Data:** DDA HR, in collaboration with the Project Team, will (1) confirm the labor market, (2) identify comparable organizations and gather data from various sources including the League of MN Cities, the Association of MN Counties and our roster of data from previous clients. We will work with the Project Team to select a group of benchmarks who you compete for talent, organizations that are similar to your services, and organizations that have similar factors including population, tax capacity, budget, number of employees and others as directed by the Project Team.
- **We will collect detailed wage information on *all jobs* that you have in common with these communities – not just a selected list. We plan to utilize the wage survey data that is annually collected in the LMC/AMC wage data base, supplemented by other sources as needed to provide a meaningful set of comparison data. We will organize the**

results of this analysis using a series of graphs and charts that are designed to clearly show how your current pay ranges and wages compare to those of benchmark entities. This is the information needed to develop of a pay structure that balances both internal and external equity and assures compliance with State Pay Equity Compensation Standards.

- For the benefits information, we will either contact the organizations directly or go through publicly available data to gather information on such areas as holidays, annual vacation leave, sick leave, retirement, medical insurance, life insurance, and deferred compensation,
- We will work with you to design and administer a targeted benefit review to address specific benefit areas of interest/concern to you and your employees. Often a survey of employee attitudes and interests can be helpful in designing a benefit package – benefits need not necessarily be expensive to be effective and valuable to your employees.

Pay Grid Calibration ((We will make recommendations for all, but for the full study, market calibration and ongoing maintenance, we will provide 2 alternative options with implementation costs)

- **Data Analysis:** DDA HR will perform the following activities on all data: (1) perform a competitive analysis, (2) conduct a diagnostic review of the current salary structures to identify opportunities for simplification and reduction in pay compression and (3) recommend updates to the existing pay structures or develop pay structures.
- We will provide recommendations and options for either an adjustment of your existing compensation plan, or a replacement plan that produces a better match with your compensation philosophy.
- We will fine tune the plan to establish fair and equitable compensation relationships within and outside the organization that are workable within a union and non-union environment.
- We will provide system testing to assure that any option proposed will comply with the State's pay equity standards and Federal requirements.

Predict Payroll Cost Implementation ((We will make recommendations for all, but for the full study, market calibration and ongoing maintenance, we will provide 2 alternative options with implementation costs)

- We will outline transition options and next steps/costs.
- We will evaluate the cost/budget implications of up to two (2) alternative implementation strategies that consider your current budget constraints. The objective of this work is to provide you with meaningful, employee-by-employee level information that is useful for your detailed budgeting use.
- We will prepare final documents for the plan, including presentation, policy, guidelines, and procedures for administration. Any written and computerized data and supporting information will be submitted as appropriate or requested.

Final Report (included in all options)

- **Draft Report and Communications Plan:** DDA HR develops draft report and communications plan and discusses report elements with the Project Team
- **Quality Assurance:** DDA HR conducts quality assurance reviews and provides the draft report to the County for review and feedback.
- **Final Report:** DDA HR discusses consolidated feedback from the County and finalizes the report and communications plan.
- **Guidelines and Policies:** DDA HR provides the Project Team with compensation administrative guidelines and policies aligned with the updated/new system for review.
- **Final Presentation:** DDA HR presents study findings and recommendations to officials.

Ongoing Maintenance

This exclusive DDA Human Resources, Inc. program is designed to eliminate the need for large classification and compensation study every 4 to 6 years. Services include everything needed to keep a freshly updated compensation plan perpetually current. We find that over half of larger communities who have completed a compensation study with DDAHR have opted to convert to this management approach. Our ongoing maintenance scope generally includes a three-year commitment and includes the following services:

- We review, update and reclassify as necessary 1/3 of job descriptions annually.
- We annually update a market analysis of wages with benchmark communities and suggestion changes to pay plan as necessary to remain in tune with the market.
- For any new jobs or changed jobs, we will write and classify the position for placement in the compensation system.
- We will complete and submit a pay equity report every three years or when otherwise required.
- If desired, we will handle data input of wage data into the LMC/AMC salary system

We will provide budget support by:

- Recommending an adjustment to your Pay Plan for the coming year based upon COLA and market factors.
- Preparing up to two (2) analysis of budget impacts of alternatives for wage adjustments.
- Making an annual presentation to the staff and/or selected group on the status of your compensation system.

PROPOSED FEE FOR SERVICES

Our fees below are based on a compensation plan with less than 10 job descriptions.

Scope of Work	Full Study	Market Study	Market calibration	Ongoing Maintenance
General Project Setup and Administration	All			
Market Analysis	Included	Included	Market pricing for individual jobs with additional cost	Included
Review and Rewrite Job Descriptions	Individual job descriptions as needed with additional cost	Individual job descriptions as needed with additional cost	Individual job descriptions as needed with additional cost	Included (typically 1/3 each year)
Classify Job Descriptions	Included for all positions	Individual job positions as needed with additional cost	Individual job positions as needed with additional cost	Included (typically 1/3 each year)
Calibrate Pay Structure	Included	Structure recommendations only	Will assist with calibration	Included
Final Report	All			
Budget Implementation	Included	Will assist with calibration	2 costing options	Included
Total Cost	\$6,700	\$2,500	\$4,500	\$2,700

For clients who prefer to receive maintenance support in a less rigorous manner, we offer a full range of support services with standard pricing:

- Write and classify a new or revised job description \$300 per position
- Classify a job description provided by client \$150 per position
- Market Wage Analysis \$100 base fee plus \$150 per position

Hourly rates:

- Professional \$250 per hour
- Technical Support \$150 per hour
- Clerical \$100 per hour

OUR CLIENTS

53 City Classification and Compensation Study Clients

Aitkin	Glyndon	Mayer	St. Paul Park
Audubon	Golden Valley	Medford	Staples
Brainerd	Granite Falls	Medina	Thief River Falls
Breezy Point	Harmony	Minneota	Victoria
Caledonia	Hawley	New Ulm	Warroad
Cannon Falls	Howard Lake	North St. Paul	Watertown
Clarks Grove	Kasson	Olivia	Waverly
Crosby	Lake Elmo	Pequot Lakes	Zumbrota
Detroit Lakes	Lake Park	Pierz	
Dundas	Lakefield	Pillager	
East Grand Forks	Lanesboro	Preston	
Eyota	Little Canada	Rochester	
Fairfax	Mahnomen	Rockville	
Fridley	Mantorville	Royalton	
Gaylord	Mankato	St. Augusta	

32 County Classification and Compensation Study Clients

Benton County	Le Sueur County
Big Stone County	Mahnomen County
Brown County	Morrison County
Clay County	Mower County
Cook County	Murray County
Chippewa County	Olmsted County
Dodge County	Polk County
Douglas County	Rice County
Fillmore County	Rock County
Freeborn County	St. Louis County
Goodhue County	Swift County
Houston County	Wadena County
Hubbard County	Waseca County
Jackson County	Wilkin County
Koochiching County	Yellow Medicine County

16 Other Government Classification and Compensation Study Clients

Brainerd Utilities	Murray County Hospital
Counties Providing Technology	New Ulm Utilities
Detroit Lakes Utilities	Rice and Steele 911 Center

East Regional Development
Commission
Headwaters Regional
Development Commission
MN Prairie County Alliance
MN Multi Housing Authority
Mower County Soil and Water
Conservation District

Southlake Minnetonka Police
Department
Tri-Cap
Tri-County Community
Corrections
Upper Valley Regional
Development Center
Washington County
Conservation District

Memo

To: City Council

From: Anthony Martens

cc:

Date: 07/22/22

Re: Building Permit Fees

As requested by the City Council, Dan Murphy will be in attendance to answer any questions regarding the building permit process and to talk about building permit fees.

Fixed permit fees:

Re-roof (residential)	\$65.00 plus 1.00 State Surcharge
Re-side (residential)	\$65.00 plus 1.00 State Surcharge
Windows (residential)	\$65.00 plus 1.00 State Surcharge
Fencing over 8'	\$65.00 plus 1.00 State Surcharge
Retaining walls 4'+	\$65.00 plus 1.00 State Surcharge
Furnace	\$65.00 plus 1.00 State Surcharge
Fireplace (gas)	\$65.00 plus 1.00 State Surcharge
Water Heater	\$65.00 plus 1.00 State Surcharge
Air Conditioners	\$65.00 plus 1.00 State Surcharge
Lawn Sprinklers (UG)	\$65.00 plus 1.00 State Surcharge
Demolition (residential)	\$65.00 plus 1.00 State Surcharge
Demolition (commercial)	\$250.00 plus 1.00 State Surcharge
Mobile Home	\$350.00 plus 1.00 State Surcharge
Pre-fabricated SFD valuation	\$400.00, foundation: plan review, surcharge based on sq. ft.
Re-inspection fee	\$50.00
Site Inspection fee	\$65.00/hr. plus drive time
Plumbing SFD Base Surcharge	\$80.00 for first 5 fixtures, \$12.00/fixture after 5, plus 1.00 State
Mechanical SFD Base	\$80.00 plus .50 State Surcharge
Investigation fee	Double the permit fee or hourly rate

Plan review fee is 65% of the building permit fee from the current City fee table.

Similar plan review fee is 25% of the building permit fee from the current City fee table.

Fee refund is 75% of the building permit fee. Plan review fee is not refundable.

City Building Inspection Services, LLC.

Contract

THIS CONTRACT is made this 11th day of July 2022, by and between the CITY OF NEW RICHLAND a Minnesota corporation, hereinafter called CITY, and CITY BUILDING INSPECTION SERVICES, LLC. hereinafter called the CONTRACTOR.

BUILDING INSPECTOR DESIGNATED. The CITY hereby appoints the CONTRACTOR as the Building Inspector for the CITY. The CONTRACTOR represents that he is certified by the State of Minnesota as a Building Inspector.

TERM OF CONTRACT. This Contract shall commence on the date upon which it is approved and executed by both parties and shall continue in affect, thereafter, provided however, that in the future, a 90-day written notice of termination thereof or changes therein, may be given by either party to the other.

SCOPE OF CONTRACT. The CONTRACTOR agrees to provide building inspection services for the CITY in accordance with the State Building Code and any applicable CITY ordinances or Minnesota Statutes. The CONTRACTOR agrees to make all necessary inspections.

ADDITIONAL WORK UNDER THE CONTRACT. The CONTRACTOR shall, at the request of the City Administrator, perform additional work not involving building permits, on such matters as the evaluation of dilapidated buildings, hazardous excavations, the preparation of reports for enforcement thereof, and any other investigations or inspections reasonably deemed to be necessary by City Administrator in order to protect the health, safety and welfare of the citizens of the CITY.

ATTENDANCE AT CITY COUNCIL/BOARD MEETINGS. Within the scope of the Contract, without additional compensation, the CONTRACTOR shall attend City Council/Board meetings as requested by the CITY.

KEEPING OF RECORDS. Within the scope of the Contract, the CONTRACTOR shall maintain an adequate set of records and memoranda from which can be determined the date, number and findings of all inspections and building permit applications together with any other information deemed necessary by the parties hereto.

FURNISHING OF EQUIPMENT. All necessary equipment of any nature, whatsoever necessary to fulfill the terms of this Contract, shall be provided by the CONTRACTOR.

As a part of this agreement, the Contractor will make a concerted effort to provide a tracking system of City Building Permits accessible to the City of New Richland.

LOCATION OF THE WORK. The CONTRACTOR agrees that the work shall be performed within the CITY, except that inspections of buildings to be moved into the CITY shall be made at the location of such building prior to its removal.

CONTRACT PRICE. Contract price shall be 75% of the fee schedule set forth in the Uniform Building Code; Year 1997 for the issuance of building permits, plus 100% of the plan check fees. The respective fees shall be paid by the applicant directly to the CITY, and the CONTRACTOR'S share thereof pursuant to this Contract shall be paid to the CONTRACTOR after projects are 100% complete. The CITY shall be billed every two weeks for any plan check fees and project completions.

PAYMENT FOR ADDITIONAL WORK. As compensation for additional work as set forth in the Contract, the CONTRACTOR shall be paid \$70.00/hr. payable with the other verified accounts at the CITY'S regular monthly meeting.

LEGAL STATUS. The parties hereto agree that the CONTRACTOR is in full control of the manner which the work is to be pursued and that the CONTRACTOR shall not receive any retirement benefits, health insurance benefits, PERA benefits, or any other fringe benefits offered to employees of the CITY, and shall, in all respects, be deemed and independent contractor.

MISCELLANEOUS. The parties agree that no fiduciary bond shall be required and the CONTRACTOR agrees to remain at all times, licensed by the State of Minnesota as a Certified Building Inspector.

INSURANCE. The CONTRACTOR shall maintain Professional Liability Insurance at the CONTRACTOR's expense. A copy of the Professional Liability Insurance Certificate will be kept on file and available at the request of the CITY.

HOURS. The CONTRACTOR will be available for appointments upon request.

IN WITNESS WHEREOF, the CONTRACTOR and CITY have executed this Contract this 11th day of July, 2022.

CITY OF NEW RICHLAND

By: _____

Title: _____

CITY BUILDING INSPECTION SERVICES, LLC.

By: _____

Daniel J. Murphy, Pres.

Memo

To: City Council
From: Anthony Martens
cc:
Date: 7/22/22
Re: NRPD Garage Cooling

We received 2 bids for the garage cooling project for the NRPD and 1 electrical quote.

Bid #1: Bohlen Plumbing \$4,900.00

Bid #2: Johnson Heating & Air Conditioning - \$5,858.00 or w/ Rebates - \$5,258.00

Electrical: DeLane Nelson Electric - \$1,963.82

Total Project Bid #1: \$6,863.82

Total Project Bid #2: \$7,821.82 or w/ Rebates - \$7,221.82

BID

BOHLEN PLUMBING, HEATING, A/C INC.

**324 N. BROADWAY
NEW RICHLAND MN. 56072
(507) 465-8376**

**CITY OF NEW RICHLAND
NEW RICHLAND MN. 56072**

6/22/22

INSTALLATION OF MINI SPLIT

OFFICE UNIT

- 1- DAIKIN RXB12AXVJU OUTDOOR HEAT PUMP**
- 1- DAIKIN FTXB12AXVJU INDOOR UNIT**

GARAGE UNIT

- 1- DAIKIN RXB18AXVJU OUTDOOR HEAT PUMP**
- 1- DAIKIN FTXB18AXVJU INDOOR UNIT**

**REFRIGERATION LINE SETS, HEATPUMP STANDS, LINE HIDE
CONDENSATE**

TAX, FREIGHT AND LABOR

TOTAL PRICE: \$ 4900.00

WIRING IS NOT INCLUDED

PROJECT PROPOSAL

Date: 7/13/22

Purchaser: NEW RICHLAND POLICE DEPT.

Address: 203 N. Broadway Av.

New Richland, MN

Phone: 383-3632

Job Description: **Install a 2 to 1 Ductless Mini Split System HEAT PUMP**

1 Unit to Serve Office Area (Installed in the Office-South Wall)

1 Unit to Serve the Garage Area (Squad Cars)-(Installed in the East Wall)

Job Detail: 2 Indoor High Wall Fan Coils as described above

2 Copper Refrigerant Line Set, Condensate Piping from each unit,

Communication wire to each unit, Outdoor Unit Pad & Blocks,

Electrical Work not included, LineHide Line Set Cover not included

1 MIDEA 38MGRCQ18C, **2 to 1 Outdoor Heat Pump, 22.50 SEER, 10.3 HSPF**

Cooling BTU 7,880-21,900, Heating BTU @ 47 degrees 19,000, @ 17 degrees 14,200

Unit Dimensions 37.5"w X 28"h X 15.5"d

Electrical Info-MCA 18 amps, MOCP 20 amps

OFFICE Unit

1 MIDEA DHMAHBQ06XA3 Indoor High Wall Fan Coil, w/Wireless Remote Control

One Half Ton (6,000 BTU), Unit Dimension 31.5"w X 12"h X 9"d

GARAGE Unit

1 MIDEA DHMAHBQ12XA3 Indoor High Wall Fan Coil, w/Wireless Remote Control

One Ton (12,000 BTU), Unit Dimension 31.5"w X 12"h X 9"d

TOTAL INSTALLED PRICE: \$ 5858

XCEL Electric Rebate: \$ 300

Midea Late Summer/Fall Rebate: \$ 300

WIRING IS NOT INCLUDED IN OUR PRICE

50% UPON ACCEPTANCE AND BALANCE UPON COMPLETION

Purchaser

Lee Avery
Johnson Heating & Air Conditioning, Inc.



DeLane Nelson Electric

PO Box 261

New Richland, MN 56072

Industrial, Commerical and Farm Services

E-Mail delanenelson@embarqmail.com

(507) 461-0826

Estimate

Date	Estimate #
6/29/2022	1040

Name / Address
New Richland City Hall 203 N Broadway New Richland MN 56072

Project

Description
AC unit for Police Office and Garage 2 pole GFI breaker AC disconnect #10 THHN - STRANDED COPPER #12 THHN - STRANDED COPPER 3/4" EMT conn and couplings split breaker Labor Labor #2 Labor #2 1/2" carflex 1/2" connectors State Electrical Inspector
Total \$1,963.82

Memo

To: City Council

From: Anthony Martens

cc:

Date: 07/22/22

Re: Police Department Update

I am still awaiting a few pieces of information, but I will be able to provide an updated report on the police department at Monday's meeting. The following items will need to be discussed:

1. Report on the Recruitment of a Police Chief
2. Authorize interim Police Chief with an effective date of 08/05/22 @ 1600 hours
3. Accept the resignation of Officer Johannsen
4. Discussion regarding recruitment/appointment of the FT Police Officer Position
5. Approve bullet proof vest for Officer Herrmann

7/15/22

Chief Knudtson,

As of August 10, 2022, at 0400, I will be done working for the New Richland Police Department. It has been an honor to work for this department and get to know the other officers and the community. I have been given the opportunity to further my career with a bigger department. This is my official letter of resignation.

Thank you,

A handwritten signature in black ink, appearing to read "James Shannon". The signature is fluid and cursive, with a long horizontal stroke at the end.



STREICHER'S
service since 1953

SALES ORDER

Streicher's - Minneapolis
10911 W Hwy 55
Minneapolis, MN 55441
Phone: 763-546-1155
Fax: 763-546-6776

www.Streichers.com
Federal ID # 41-1458127

Sales Order Number: S1488403
Sales Order Date: 07/12/22
Page: 1

Sold 1017
To: NEW RICHLAND POLICE DEPT.
203 NORTH BROADWAY
NEW RICHLAND, MN 56072

Ship
To: NEW RICHLAND POLICE DEPT.
Attn: **Brandon Herrmann**
203 NORTH BROADWAY
NEW RICHLAND, MN 56072

Ship Via: GROUND
Terms: Net 15
Operator: ROBERTP
Person Ordering: Brandon Herrmann

P.O. Number: Vest - 264
P.O. Date: 07/12/22
Ship Date: 07/12/22
Shipment Advice: Partial

Item No.	Description	Ship Loc.	Unit	Quantity	Unit Price	Total Price
SBA-WSXM3A.Z	Ball.Panel Set: NASPO SX, Male, Lvl 3A Herrmann, 2414-2215, Navy	MPLS	EA	1	1,230.00	1,230.00
SBA-WOS.M2X.Z	Carrier: NASPO, Covert M Series, (spec sz color) Herrmann, 2414-2215, Navy	MPLS	EA	1	117.00	117.00
SBA-WOS.V1WF.6	Carrier, Overt: NASPO, V1 Molle, Front Open DN65 Herrmann, 2414-2215, Navy	MPLS	EA	1	276.00	276.00
PRT-WTP.IMPACH	Trauma Plate: NASPO, IMPAC HT, Handgun Threat Herrmann, ship with panels	MPLS	EA	1	99.00	99.00
NTC-30N.WV	Name tag cloth: Dark navy w/ .30 (8mm) White Lette POLICE	MPLS	EA	1	11.99	11.99
NTC-30N.WV	Name tag cloth: Dark navy w/ .30 (8mm) White Lette B. HERRMANN	MPLS	EA	1	11.99	11.99
PRT-IDB5Z.N	ID PATCHES: BLANK, NAVY 8" X 4", w/ Velcro POLICE in WHITE on NAVY	MPLS	EA	1	10.99	10.99

Amount Subject to
Sales Tax
0.00

Amount Exempt
from Sales Tax
1,756.97

Subtotal: 1,756.97
Total Sales Tax: 0.00
Total: 1,756.97
Amount Prepaid: 0.00
Amount Due: 1,756.97

Memo

To: City Council

From: Anthony Martens

cc:

Date: 6/24/22

Re: Homestake Subdivision

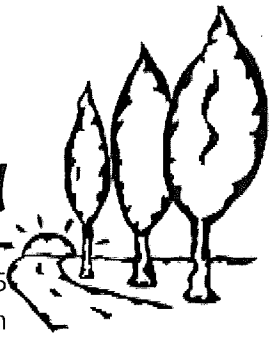
The EDA will be discussing the possible change to the Covenants to allow modular homes approved by the EDA in Homestake subdivision. Should the EDA approve this request, the council will also need to approve.

City 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



City Administrator's Report

July 25th, 2022, Council Meeting

Met with the Ambulance Executive Board

Attended Election Judge, Head Election Judge Training

Attended a joint NRHEG Buildings and Grounds/City of NR meeting regarding Legion Field

Worked with Coordinated Business Systems to get Smart Search operating correctly

Met with the MCPA regarding our permit for the Wastewater Treatment Plant

Completed MN Sales Tax reporting

Worked with Auditors from the Care Center and ABDO to finish audits

Local Government Aid (LGA) was deposited into our account

Second half of ARP funds were deposited into our account

EMPLOYEE RECOGNITION

EMPLOYEE BIRTHDAYS

EMPLOYEE ANNIVERSARIES

August 2nd – Justina Stevermer – AMB – 1YR

August 4th – Dylan Arnold – FD – 6YRS

August 7th – Shanon Young – FD – 19 YRS

August 7th – Tyler Hansen – FD – 14 YRS