

City of New Richland
Regular City Council Meeting
August 22, 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 Minutes, August 8th, 2022, Regular Council Meeting
2. Approve South Broadway Street Repairs

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

Department Reports

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

Unfinished Business

New Business

1. Schwickert's Tecta America – Daniel Schefers
2. July Financials
3. Preliminary Budget Discussion
 - a. Setup Work Session

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 – August 8th, 2022

Members Present

Gail Schmidt
Chad Neitzel
Loren Skelton
Jason Casey
Jody Wynnemer

Staff Present

Sara Jo Vulcan-Assistant City Clerk
Josh Moen-Fire Chief

Others Present

Joe Isder-NRFD
Adam Wacholz-NRFD
Dylan Arnold-NRFD
Tyler Hansen-NRFD
Mike Shurson-NRFD
Brenda Routh (e)
Arial Arnold (e)
Jessica Lutgens (e)

Members Absent

None

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

- Council Member Wynnemer asked that item #3-July Financials from the consent agenda be moved to #1 in New Business for further discussion
- Motion made by Chad Neitzel and 2nd by Loren Skelton to approve the agenda as amended. Carried (4 yes, 0 no)

Consent Agenda

- Motion made by Loren Skelton and seconded by Chad Neitzel to approve the consent agenda. Carried (4 yes, 0 no)

Public Comments

- None

Requests and Presentations

- Tim Raimann – Not in attendance
 - Council discussed the parking concerns in the alley between Prairie Senior Cottages and Raimann's property. Suggested that the Maintenance Department find the property pins and get an estimate for a survey of the property.

Ordinances and Resolutions (see attached)

- None

Reports

1. Ambulance Report – In writing
 - Motion made by Chad Neitzel and seconded by Jody Wynnemer to approve *** pending background check. Carried (4 yes, 0 no)
 - Motion made by Chad Neitzel and seconded by Jody Wynnemer to approve paying for Jeff Johnson's refresher. Carried (4 yes, 0 no)
 - Motion was made by Chad Neitzel and seconded by Jason Casey to approve up to \$2,800 for the replacement of graphics on the ambulance upon completion of repairs to body. Carried (4 yes, 0 no)
 - Motion was made by Chad Neitzel and seconded by Jason Casey to approve the assistance of up to 6 North Memorial staff to assist with staffing issues for the months of September and October. They will be hired as ambulance staff and will be paid as city employees per the ambulance pay schedule. Carried (4 yes, 0 no)
 - Motion was made by Chad Neitzel and seconded by Jason Casey to approve the ambulance report as presented. Carried (4 yes, 0 no)

2. Fire Department Report – Josh Moen

- Motion was made by Jody Wynnemer and seconded by Chad Neitzel to approve the hiring of Quentin Arndt as a member of the Fire Department. Carried (4 yes, 0 no)
- Motion was made by Loren Skelton and seconded by Jody Wynnemer to approve the advertisement of Fire Truck Specifications to accept additional bids for the next two weeks in the New Richland Star Eagle paper. Carried (4 yes, 0 no)
- Motion was made by Jason Casey and seconded by Jody Wynnemer to approve the Fire Department report. Carried (4 yes, 0 no)

3. Police Department Report – In Writing

- Motion was made by Loren Skelton and seconded by Jason Casey to accept the police report as presented. Carried. (4 yes, 0 no)

Unfinished Business

- Motion was made by Chad Neitzel and seconded by Jason Casey to interview the current Chief of Police candidates and not extend the opening. Carried (4 yes, 0 no)

New Business

- After discussion, a motion was made by Jason Casey and seconded by Jody Wynnemer to table the July Financials approval until the August 22nd council meeting. (4 yes, 0 no)

Miscellaneous

- Discussion about the Pratt Lot in Homestake and questioning of if they were billed for the transfer. City Staff will verify.

Administrators Report – In Writing

- Motion made by Chad Neitzel and seconded by Loren Skelton to approve the City Administrator's Report. Carried (4 yes, 0 no)

Mayor/Council Comments

- Council would like to have a short budget meeting after the business portion of the meeting on August 22nd.

Adjournment – Motion for adjournment made by Loren Skelton and seconded by Jason Casey. Carried (4 yes, 0 no) 7:15 p.m.

Submitted by,

Sara Jo Vulcan
Assistant City Clerk



Borneke Construction, Inc.

41537 50th St.
Janesville, MN 56048
Phone: 507-234-2221
Fax: 507-234-6235

PROJECT: Install New Catch Basin on South Broadway

INVOICE

DATE: August 12, 2022

INVOICE #

FOR: Erik = 507-317-1336

BILL TO: New Richland Street Department
219 Broadway Ave. North
New Richland , MN 56072

A	B				C1
Bid Item	Description of Work	Unit	Quantity	Unit Cost	Scheduled Value
1					\$ -
2	Install New Catch Basin on South Broadway Street	LS	1	\$ 5,000.00	\$ 5,000.00
3					\$ -
4					\$ -
5					\$ -
6					\$ -
7					\$ -
8					\$ -
9					\$ -
10					\$ -
11					\$ -
12					\$ -
13					\$ -
14					\$ -
15					\$ -
16					\$ -
17					\$ -
18					\$ -
19					\$ -
20					\$ -
TOTAL					\$ 5,000.00



New Richland Care Center

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

Monthly Report - July 2022 Data
Advisory Board & City Council Meetings 8.22.22

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Agenda

- ▶ Approval of Minutes (5 mins)
- ▶ Old Business (5 mins)
- ▶ Audit Report & Discussion - Dale Siegfried CLA (15 mins)
- ▶ July Financials & YTD (10 mins)
- ▶ Census (5 mins)
- ▶ Referrals Summary (5 mins)
- ▶ Staffing (10 mins)
- ▶ Other (5 mins)

- ▶ Next meeting: Monday, September 26th

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Old Business



▶ AHI Update

- ▶ New contract “Scope of Work” for ad hoc consulting completed.
 - ▶ Requests funneled through Administrator
 - ▶ Rates for consultants listed
 - ▶ Deliverables and “more detailed” invoices
- ▶ Additional SOWs will be necessary for recurring services desired.
 - ▶ QAPI participation, MDS Audits, Board meeting attendance, etc.

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Audit Report & Discussion Dale Siegfried, CLA



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Finances:

	Current Month				Fiscal Year-to-Date			
	Jul-22				Jul-22			
	Actual	Budget	Variance \$	Variance %	Actual	Budget	Variance \$	Variance %
Revenue	\$ 330,670	\$ 448,189	\$ (117,519)	-26%	\$ 4,181,852	\$ 4,395,286	\$ (213,434)	-5%
Operating Expenses	\$ 247,730	\$ 261,331	\$ (13,601)	5%	\$ 2,535,435	\$ 2,580,155	\$ (44,720)	2%
Other Expenses	\$ 145,859	\$ 150,622	\$ (4,763)	3%	\$ 1,527,415	\$ 1,504,249	\$ 23,166	-2%
Income from Operations	\$ (62,919)	\$ 36,236	\$ (99,155)	-274%	\$ 119,002	\$ 310,882	\$ (191,880)	-62%
Other Income	\$ 25,390	\$ 1,835	\$ 27,225	1284%	\$ 57,548	\$ 18,350	\$ 39,198	214%
R.E. Taxes & Depreciation	\$ 12,462	\$ 23,773	\$ (11,311)	48%	\$ 181,348	\$ 237,724	\$ (56,376)	24%
Net Income (Loss)	\$ (49,991)	\$ 14,298	\$ (64,289)	-450%	\$ (4,798)	\$ 91,508	\$ (96,306)	-105%

► Commentary & Exception Items:

- **Exception item:** State provided rates (decrease) received and processed in July for January-July resident billings
- Accounts Receivable situation, verbal update
 - Land sale
 - Home sale
 - Agreement with Voigt, Rode, Boxeth & Coffin LLC (St. Paul)
- CLA productivity (hours per resident day) received information
- 5 Year Capital Plan in Development (vs. "Break / Fix")

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Census

July 2022 Census Average –

- Managed Care – 3 on budget of 4
- Medical Assistance – 21 on budget of 21
- Medicare A – 1 on budget of 6
- Private Pay – 15 on budget of 10
- **Total – 40 on budget of 42**
- Occupancy Rate = **89%**
- **NOTE: Census as of 8/18 = 35**

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July 2022 Referrals, Admissions, Discharges Summary

Entity	Referrals Received	Admissions Accepted	Discharges
Hospital: Rochester (St. Mary's)	9	1	0
Hospital: Mankato	5	3	0
Hospital: Owatonna	5	0	0
Hospital: Austin	4	1	0
Hospital: Fairmont	2	0	0
Hospital: Fargo, ND (Sanford)	2	0	0
Hospital: All Others	4	0	0
Home	0	0	3
Passed Away	N/A	N/A	4
Totals:	31	5	7

August 1 - 15th = 19 referrals, none accepted. 2 discharges home. 1 death.

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Staffing Summary: NRCC Nurse Staffing Review

▶ Certified Nursing Assistant/NA/TMA:

- ▶ Current FT & PT employees: 12
- ▶ Open FT & PT positions: 16
- ▶ Vacancy rate: 57%

▶ Licensed Practical Nurse (LPN):

- ▶ Current FT & PT employees: 7
- ▶ Open FT & PT positions: 1
- ▶ Vacancy rate: 13%

▶ Registered Nurse (RN):

- ▶ Current FT & PT employees: 3
- ▶ Open FT & PT positions: 2
- ▶ Vacancy rate: 40%



Minnesota DOH Regulation

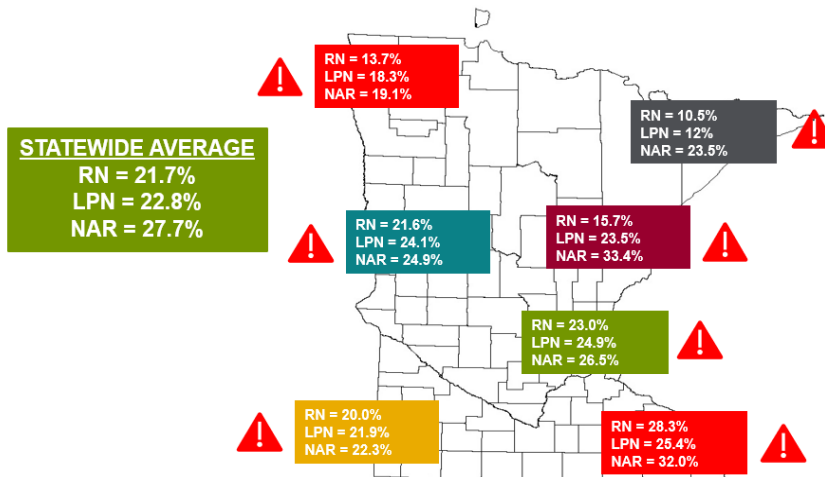
4658.0510 "Nursing Personnel":

A nurse must be employed so that on-site coverage is provided (at least) 8 hours per day, 7 days per week. An RN must be on-call whenever the on-site nurse is not an RN.

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Nurse staffing, continued:

High Staff Vacancy Rates in Care Centers



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Staffing: Continued

► Recruitment Updates:



► International RNs:

- Attended 7/27/22 meeting at AHI in Bloomington and Int'l Nursing via WIN Professionals. 5 AHI organizations wanting to immediately engage to bring RNs from Phillipines for 3 year contracts. NRCC interest?

► Director of Nursing:

- 2 interviews on 8/26 with Chris Blomquist (AHI)

► Administrator (LNHA):

- No qualified applicants have applied yet.
- Minnesota DOH provides guidance on sharing an administrator.

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Open LNHA positions in MN:

Minnesota Nursing Home Administrator / Executive Director Openings: 8-18-22

	Facility name	LNHA Position Title	Location	Miles from NR	Comment
1	Laurels Peak	Administrator	Marikato	37	Indeed
2	Sacred Heart Care Center	Administrator	Aurora	40	Salary.com
3	The Enclave of Faribault	Administrator	Faribault	43	Tarta.ai
4	Grand Meadow Senior Living	Administrator	Grand Meadow	61	Job/Recruiter
5	Auburn Homes	Administrator	Chaska	68	Zip Recruiter
6	Benedictine	Administrator	Shakopee	70	Indeed
7	The Estates	Administrator	Excelsior	76	Tarta.ai
8	Episcopal Homes	Administrator	St. Paul	92	Indeed
9	Lynnhurst	Administrator	St. Paul	92	Indeed
10	St. Anthony Park Home	Administrator	St. Paul	92	Indeed
11	Robbinsdale a Villa Care Center	Administrator	Crystal	97	Tarta.ai
12	St. Therese	Administrator	Robbinsdale	97	Tarta.ai
13	Presbyterian Homes - Norris Square	Administrator	Cottage Grove	97	Tarta.ai
14	Bayview Nursing & Rehab Center	Administrator	Red Wing	98	Salary.com
15	Rose of Sharon a Villa Care Center	Administrator	Roseville	98	Tarta.ai
16	Serenity Senior Living	Administrator	White Bear Lake	104	Tarta.ai
17	Colonial Manor	Administrator	Lakefield	108	Tarta.ai
18	Green Lux Senior Living	Administrator	Andover	111	Zip Recruiter
19	Arbor Oaks	Executive Director	Andover	113	Indeed
20	Sterling Senior Living	Administrator	Winona	122	Job/Recruiter
21	North Shore La Crescent	Administrator	La Crescent	126	Indeed
22	Renville Health Services	Administrator	Renville	135	Zip Recruiter
23	Elm West Spring	Administrator	Princeton	140	Tarta.ai
24	Clarkfield Care Center	Administrator	Clarkfield	156	Indeed
25	Assumption Community	Administrator	Cold Spring	165	Indeed
26	Tuff Memorial Home	Administrator	Hills	171	KELDAN employment
27	Sandstone Health Center	Administrator	Albany	175	Indeed
28	Millie Lacs Health System	Administrator	Oranville	176	Recruit.net
29	Little Falls Care Center	Administrator	Little Falls	189	Upward.net, Zip Recruiter
30	St. Francis Health Services	Administrator	Morris	205	Tarta.ai
31	Altus Health Services	Administrator	Altus	215	Indeed
32	Aspen Health & Rehab	Administrator	Duluth	242	Tarta.ai
33	Good Samaritan Society	Administrator	Pine River	247	Indeed
34	Park Gardens	Administrator	Fergus Falls	266	Zip Recruiter
35	Good Sam - Nelson Place	Administrator	Bemidji	308	Indeed
36	Big Fork Valley	Senior Director	Big Fork	308	Tarta.ai
37	Hutchinson Rehab Center	Administrator	Worland	323	Indeed
38	Pioneer Memorial Care Center	Administrator	Erskine	354	Zip Recruiter
39	Oakland Park Communities	Administrator	Thief River Falls	387	Tarta.ai

Note to above: Clarkfield Care Center (Clarkfield) and Park View Senior Living (Bellevue) have created a combined Administrator position over 2 SNFs, and AL and Home Health Agency. 37 miles between facilities.

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Facility Updates / Other

► Reminder: Board Education Opportunity



BOARD RESOURCES

Supported by the LeadingAge Minnesota Foundation Ronald Patterson Governance Fund

THE INTERSECTION OF STRATEGY AND AFFILIATION: MYTHS, MISCONCEPTIONS, AND MUST KNOWS

Wednesday, Aug. 24 • 3 – 3:45 p.m.



PURPOSE
Consolidation is a clear trend in the nonprofit senior living/aging services sector. But consolidating as a survival tactic is not the only reason why organizations should consider affiliation, merger, or any type of strategic partnership. There is strategic value to considering affiliation for your organization.

This webinar will dispel the myths and misconceptions about affiliations and partnerships and provide leaders and boards with the insights necessary to commit to the type of thoughtful, analytical consideration of this important strategic option.

LEARNING OBJECTIVES

- Briefly highlight the external forces that are pressuring organizations and the opportunities that are created by the inflection point that the older adult services field is facing.
- Clarify what strategic partnerships are and are not to clear up several myths and misconceptions that frequently stand in the way of considering this option.
- Provide a roadmap leading to the thoughtful, analytical consideration of this strategic pathway.

SUGGESTED AUDIENCE
Executive level leadership and board members of not-for-profit organizations.

PRESENTERS
Scott Townsley, Senior Advisor, and Diane Burfeindt, Managing Principal, Trilogy Connect LLC, Colgan Station, Pa.

Registered participants will receive an electronic copy of the presenters' whitepaper *Getting Hitched: Creating Strategic Relationships in the Nonprofit Senior Living Field*, a detailed action plan, prior to the webinar.

REGISTRATION
This webinar is provided free to LeadingAge Minnesota members and their boards of directors.

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LAM's Jeff Bostic's offer to come to New Richland (no charge) to present to Advisory Board on state of LTC environment.



Boards/Trustees



Board Resource Center

LeadingAge Minnesota places a high value on the voluntary board members who help lead our member organizations.

Not-for-profit directors and trustees are expected to be much more than good stewards of the mission's resources – they are called upon to **lead change** and position their organizations for **sustainable success** in a shifting aging services environment.

LeadingAge Minnesota is pleased to provide our members with information and resources to help strengthen your organization's board of directors.



Date: August 22, 2022

To: City of New Richland

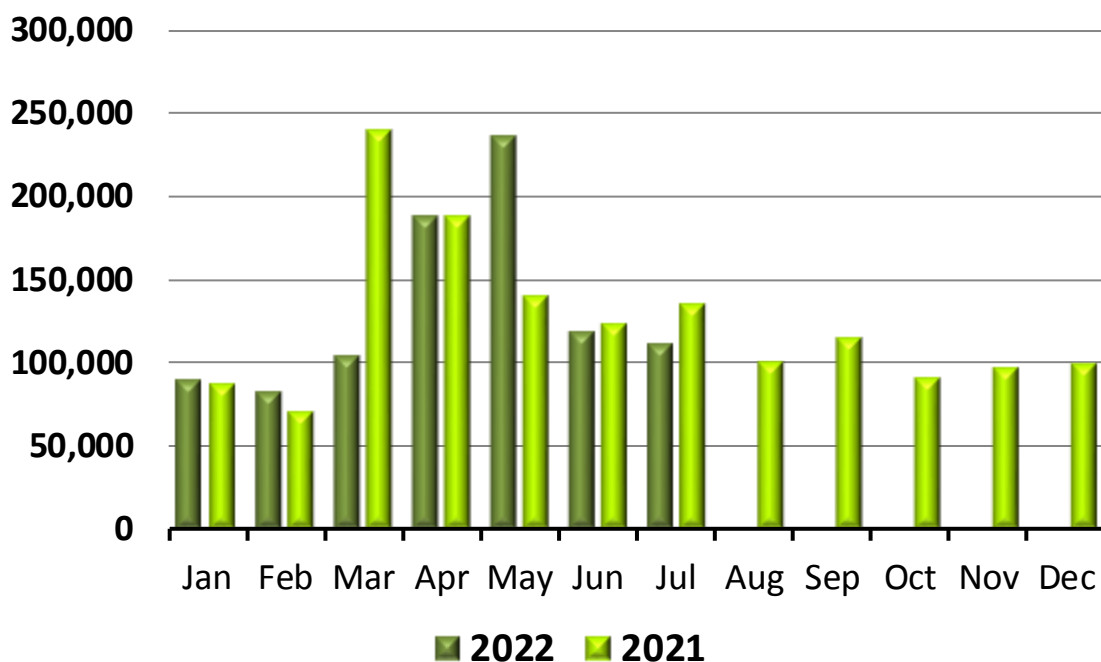
From: Shell Johnson, Operator

O & M Report: July 2022

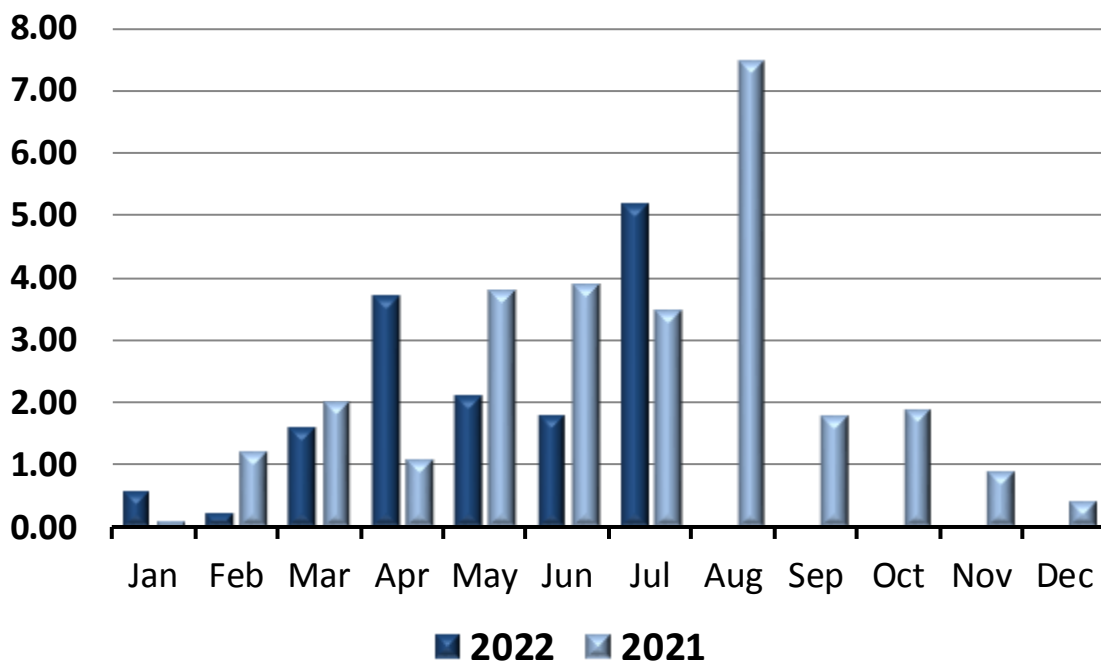
Wastewater Operation & Maintenance

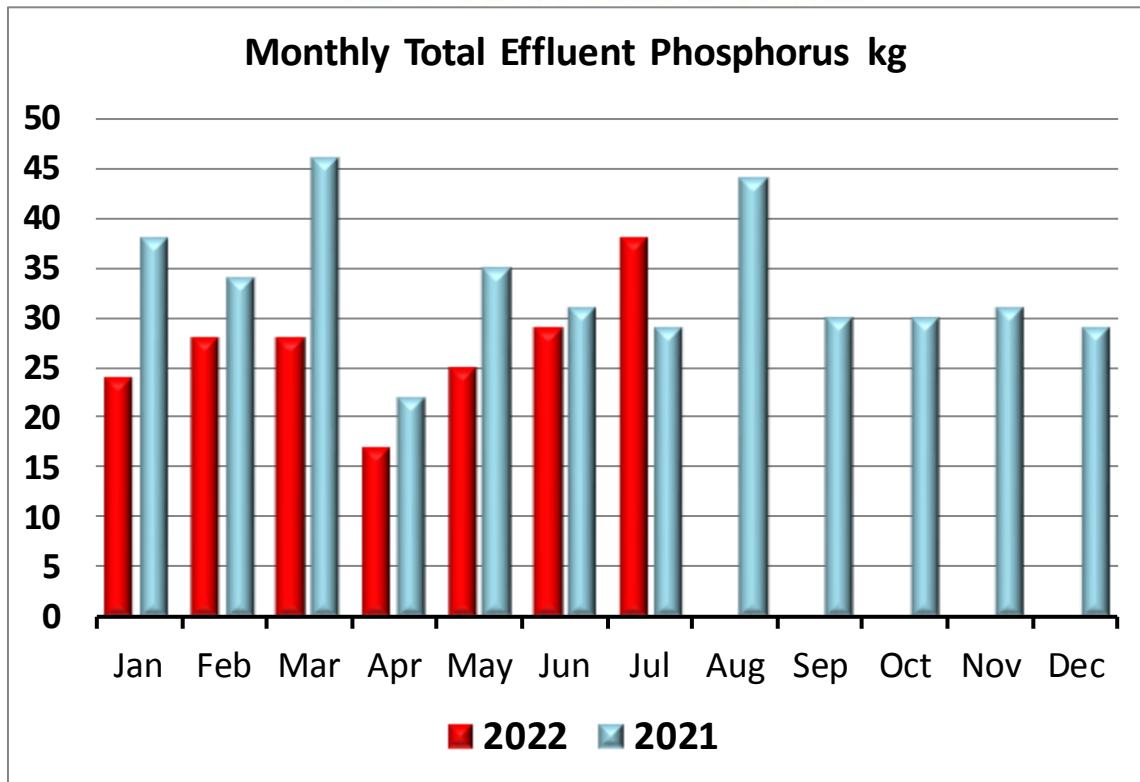
- Ran new lines in the influent and effluent samplers. These are needed for weekly lab testing.
- Ran new Chlorine tubing from chlorine tank to chlorine contact tank per permit.
- Lots of input from MPCA and Engineers and other facilities on the snail population at the plant, will proceed with what is best for the plant, and awaiting sample results for cleaning out tanks.
- I passed the Minnesota Dept of Health Water Supply System Operator Class C. There are five class levels, A, B, C, D, E. (A) as being the highest. The levels are based on education, experience, and system requirements. The larger the facility the higher-class level you will need. Contact hours, years of experience, and written exams are needed.
- I will test for MPCA Wastewater Operator Class C in Sept. New Richland Plant is a Class B, which I will be able to take in 2024, Same expectations as with the water.

Average Daily Wastewater Pumped - In Gallons



Total Monthly Precipitation





		July-22	June-22	July-21
Water	Units			
Wastewater				
CBOD				
CBOD Influent	mg/L	152	122	182
CBOD Influent Design	mg/L	338	338	338
CBOD Effluent	mg/L	7.8	2.6	4.2
CBOD Effluent Permit Limit	mg/L	15	15	15
CBOD kg/day	kg/day	3.3	1.5	2.4
CBOD kg/day Permit Limit	kg/day	34	34	34
CBOD % Removal	%	95%	98%	98%
CBOD % Removal Permit Limit	%	85%	85%	85%
TSS				
TSS Influent	mg/L	170	153	1,018
TSS Influent Design	mg/L	365	365	365
TSS Effluent	mg/L	19	10	1
TSS Effluent Permit Limit	mg/L	30	30	30
TSS kg/day	kg/day	7.9	4.4	0.6
TSS kg/day Permit Limit	kg/day	68	68	68
TSS % Removal	%	89%	93%	99%
TSS % Removal Permit Limit	%	85%	85%	85%
Phosphorus				
Phos Influent	mg/L	3.60	3.50	2.50
Phos Effluent	mg/L	2.11	2.10	1.80
Phos Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Phos Effluent Monthly Total	kg	38.00	29.00	29.00
Phos Effluent kg Per Year	kg	184.00	151.00	235.00
Phos Effluent kg Per Year Total Limit	kg	829.00	829.00	829.00
Fecal Coliform				
Fecal Effluent	ml	60	11	8
Fecal Effluent Permit Limit	ml	200#/100ml	200#/100ml	200#/100ml
Dissolved Oxygen				
DO Effluent	mg/L	4.20	4.40	6.10
DO Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Effluent Flow				
Average Daily	gallons	112,000	119,000	136,000
Maximum Daily	gallons	174,000	164,000	231,000
Total Monthly	gallons	3,470,000	3,573,000	4,227,000
Precipitation Monthly Total	inches	5.20	1.80	3.50
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$6,544.00	\$4,398.00	67%	58%
Total	\$6,544.00	\$4,398.00	67%	58%

Datecompleted	Equipment	Location	Notes	Task	Taskdesc
7/1/2022	Lift Station #3 - Elm Ave	5052 New Richland, MN	Alarm on June 30th at 942 pm acknowledge and working fine.	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED
7/5/2022	Alarms	5052 New Richland, MN	This is actually the float in the prelim. building i do believe tested on Tuesday july 5, at 8:13 a.m. Alarm works well	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.
7/8/2022	Emergency Generator	5052 New Richland, MN	Ran generator, alarms work just fine. no events on event logs	Generator Monthly	Check all fluids including fuel. Inspect unit for leaks or abnormal wear. Exercise under load and document hour meter.
7/8/2022	Lift Station #3 - Elm Ave	5052 New Richland, MN	june 30th, 930 pm alarm call out for hi alarm, but was normal, it did this 3 times. it was fine.	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
7/8/2022	Annual Reports	5052 New Richland, MN	this was updated spring of 2022. all names and numbers correct	Complete Documentation	Update and Revise Emergency Response Plan
7/8/2022	Effluent Sampler	5052 New Richland, MN	installed new thermometers in june, to be done yearly,	Monthly PM	Clean, inspect pump hose & check dessicant on unit. See manual
7/8/2022	Emergency Generator	5052 New Richland, MN	July 08, 22 Ran test on generator. it ran its 42 min cycle, no issues, oils and coolants checked out fine.	Generator Monthly	Check all fluids including fuel. Inspect unit for leaks or abnormal wear. Exercise under load and document hour meter.
7/8/2022	East Ras Flowmeter	5052 New Richland, MN	This digital readout is faded out, only the percentage works.	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.
7/8/2022	Eyewash Station	5052 New Richland, MN	ran eyewash out, works fine	Monthly PM	Inspect eyewash for proper operation. Located at lab sink.
7/8/2022	Gas Detector	5052 New Richland, MN	alarm in good working order. charged up,	Monthly PM	Turn on, check batteries and if calibration is due.
7/8/2022	Office Air Conditioner	5052 New Richland, MN	air conditioner working fine, filter checked	Monthly PM	Clean filter & unit. May need more cleaning during heavy use.
7/8/2022	Blower NO 1	5052 New Richland, MN	checked oils, belts, filters inside and out.	Monthly PM	Check belt tension, check motor, air filters ect. See manual Belt Dayco Wedge-Band belt #R5VX630-2
7/8/2022	North 20HP Inf. Lift Sub. Pump	5052 New Richland, MN	Mn pump works comes 2x a year and does all of these required inspections. April 2022	Service Equipment	Pull pump, change oil, check for wear, do amp draw.
7/8/2022	NO 1 Sump Pump	5052 New Richland, MN	pumps do work alarms work	Monthly PM	Open pit, turn on pump in controls and verify pump pumps water down.

7/8/2022	Influent Sampler	5052 New Richland, MN	make sure to pull influent tubing out of channel , clean , and leave it out if you can until you need it.	Monthly PM	Clean, inspect pump hose
7/8/2022	Lift Pump NO 3	5052 New Richland, MN		Service Equipment	Pull pump, change oil, check for wear, do amp draw.
7/8/2022	New Sludge Recirculation Pump	5052 New Richland, MN	not in use at this stime	Monthly PM	Check pump & packing Check belt alignment
7/8/2022	Trickling Filter	5052 New Richland, MN	July 7th Cleaned arms, checked cable, cleaned out arms, splitter box and #1 aeration tank full of snails. Planning on Monday 18, or Tuesday 19th. Flooding the trickling filter.	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
7/8/2022	Eye Wash Station	5052 New Richland, MN	eyewash station in ferric building. all ready to go for summer. Make sure to have milk house heater running in the winter for freezing.	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.
7/12/2022	Air Compressor	5052 New Richland, MN	Checked everything over. Regulator went out. Ordered one	Monthly PM	Check oil, belt tension, relief valves & drain water. See manual.
7/12/2022	NO 3 RAS	5052 New Richland, MN	Greased and looked over. Pump having hard time pumping because of snails	Monthly PM	Grease the zirks on the pump if the pump running this month.
7/12/2022	NO 2 RAS	5052 New Richland, MN	Greased and looked over. Pump having trouble pumping because of snails	Monthly PM	Grease the zirks on the pump if the pump running this month.
7/12/2022	NO 1 RAS	5052 New Richland, MN	Solenoid was installed. Albert Lea electric. Pump will not work	Monthly PM	Grease the zirks on the pump if the pump running this month.
7/12/2022	Blower NO 2	5052 New Richland, MN	Oils and filters,belts all checked over Oils and filters,belts all checked over	Blower Monthly	Check oil level and belt tension, Check filter and clean/replace if needed. inspect units for abnormal wear and leaks.
7/15/2022	Lift Station #1 - WWTP	5052 New Richland, MN		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.

7/15/2022	Lift Station #2 - 3rd Street	5052 New Richland, MN		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.
7/15/2022	Lift Station #2 - 3rd Street	5052 New Richland, MN	Shut pumps down at 3.4. Alarms went off at 7:21. like they should at 3.5	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED
7/15/2022	Lift Station #1 - WWTP	5052 New Richland, MN	This is done 2x year. Mn pump does this with inspectoons	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED
7/15/2022	Lift Station #3 - Elm Ave	5052 New Richland, MN	At 3.2 shut alarms off. At 810 at 3.6 all alarms working fine	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
7/26/2022	FIRE EXTINGUISHERS	5052 New Richland, MN	All checked and initialed	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.
7/27/2022	Final Clarifier NO 2	5052 New Richland, MN	This is the east clarifier, it is taken out of service at moment, snails, grit and earthworms are binding up the pipes and lower arms of clarifier. awaiting for snail removal at this time. has been greased , but needs drained and snails disposed of .	Monthly PM	Grease, clean air vent for gear box skimmer. Give 3-4 shots of grease each zerk.
7/27/2022	Lift Station #1 - WWTP	5052 New Richland, MN	All floats clean, rigged up a new set of chains to pull out with hoist. Lots of grease in bottom, needs to be cleaned out. or degreaser for lift stations put in	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.
7/27/2022	NO 2 Sump Pump	5052 New Richland, MN	if this is the basement sump , it drains out to the splitter box outside of office i do believe. do not send any chemicals of any sort down this sump. alarm calls out fine.	Monthly PM	Open pit, turn on pump in controls and verify pump pumps water down.
7/27/2022	Final Clarifier NO 1	5052 New Richland, MN	West clarifier, in service at this time. It is taking on all at this time. running at 164 gpm. this clarifier will need to be taken out of service after the east and drained and cleaned. this needs to be done once a yr at least.	Monthly PM	Grease, clean air vent for gear box skimmer. refer to manual, numerous tasks. Give 3-4 shots to each zerk to grease.

7/27/2022	Primary Clarifier	5052 New Richland, MN	Also there is a seal around bowl that needs to be replace.	Annual PM	Change gear motor lubricant if recommended by manufacturer. Drain and flush drive unit. Adjust drive chain tension (if required) Clean and paint equipment.
7/27/2022	Primary Clarifier	5052 New Richland, MN	All oils checked, ran out any water, checked chain, had replaced shear pin months ago, Clarifier does need to be drained, and cleaned. I clean weirs and concrete spillway every thursday after samples are finished.	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

City Of New Richland

Date : Aug 22, 2022

To : City board of New Richland

From : Eric Hendrickson Lead Maintenance

Water and Street Report

PROJECTS COMPLETED

- 28 Blue cards were issued to residents this month.
- 2 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.
- Signs
- Cleaned up all the rocks and old sand at the lake
- Burned dump 8/4/2022
- Cleaned up stump on 215 2nd street
- Cleaned up tree on 315 2nd street

FUTURE PROJECTS

- Braden training
- Hydrant flushing
- Finish South Broadway Calvert project
- Complete signs
- Waiting for a new booster pump on 7/12/2022
- Waiting for Ullands
- Get the sweeper ready for leaves
- Al Brooks to check all the fire extinguisher
- Finish up with hydrant flags
- Paint skating rink
- Service equipment and get ready for fall

SEEKING RECOMMENDATION

Tires for the tractor \$2500 for the front set.

- Order the rest on the signs to finish up town, \$489.48

City of New Richland
Water System Monthly Report
 Month: July Year: 2022

I. Water System / Monthly Pumpage / Performance

Well No. 1

Total Monthly Pumpage	Gals/Month	0
Average Daily Pumpage	Gals/day	0
Maximum Daily Pumpage	Gals/day	0
Total monthly hours	Hrs./month	0
Well Efficiency (GPM)	Gals/min	0

Well No. 2

Total Monthly Pumpage	Gals/Month	1,385,000
Average Daily Pumpage	Gals/day	44,677
Maximum Daily Pumpage	Gals/day	112,000
Total monthly hours	Hrs./month	153
Well Efficiency (GPM)	Gals/min	160

Well No. 3

Total Monthly Pumpage	Gals/Month	1,305,000
Average Daily Pumpage	Gals/day	42,096
Maximum Daily Pumpage	Gals/day	130,000
Total monthly hours	Hrs./month	145
Well Efficiency (GPM)	Gals/min	150

Total Combined Monthly Pumpage	Gals/Month	2,690,000
Average Combined Daily Pumpage	Gals/day	86,774
Total Combined Monthly Hours	Hrs./month	298
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	275
Booster Pump 2 Daily Avg. Hours	Hrs/day	8.8
Booster Pump 2 efficiency (GPM)	Gals/min	155
Total Chlorine Consumption	Lbs./month	5.1
Average Chlorine daily Consumption	Lbs./day	.17
Total Fluoride Consumption	Gals/month	4.6
Average Fluoride daily Consumption	Gals/day	.14



Date: 08-03-2022

To: City of New Richland

Attn: Tony Martens

Re: Tecta Tracker Inspection & Maintenance

Dear: Mr. Martens

Thank you for choosing Schwickert's Tecta America, LLC for your commercial roofing needs. The benefits of Roof Management stem from two principle areas. Maintaining the roof over time, through an annual maintenance program, helps avoid future financial emergency repairs and unplanned downtime. In addition, ongoing maintenance helps prolong the life of the roof, thus delaying the capital expenditure and improving return on investment.

The Tecta Tracker Planned Maintenance program is designed to take the worry out of roof maintenance, while protecting and prolonging the life of your roof by:

- Providing predictable roofing expenses and lowering overall repair costs
- Helping you budget for capital spending and predict roof replacements
- Keeping your warranties valid and your roofs performing at their best
- Helps avoid unexpected budget and roofing issues, facility downtime and premature roof failure or replacement
- Tailoring a program to specifically fit your roof and your business

Benefits included with the Tecta Tracker Planned Maintenance program include:

- A 5% discount on planned maintenance billing rates
- One low rate that covers emergency weekend and holiday repairs
- Priority status for service calls
- Fewer roof leak service calls
- Comply with insurance companies requirement of annual roof inspections, if applicable
- Comply with roof manufacturers requirements to maintain warranty.

Thank you for your time and this opportunity to work together. We look forward to working with you now and in the future!

Sincerely,

Daniel Schefers
Roofing Services Manager
Schwicker's Tecta America, LLC
Cell: 507-995-4172
Email: dschefers@schwicker's.com

**TECTA AMERICA'S ROOF HOUSEKEEPING, MAINTENANCE
REPAIR AND TECTA CARE AGREEMENT**

WHEREAS, Schwickert's Tecta America LLC., herein called "Contractor" and "Customer", herein called "Owner" enter into an Agreement which defines and allocates responsibility for accomplishing various tasks intended to enable Owner's roof(s) located at (See Attachment #1) to remain in a watertight condition subject to the terms and conditions of this agreement.

NOW, THEREFORE, Contractor and Owner hereby agree as follows:

1. Definitions. For purposes of this Agreement, the terms "housekeeping", "maintenance" and "repair" shall have the following meanings:
 - a. Housekeeping - shall consist of those routine tasks which need to be done so that the roofing system may drain freely and function as designed, e.g., to clear debris from gutters, interior drains and through-wall scuppers.
 - b. Maintenance - periodic work intended to protect the roofing system from premature deterioration or failure. Such work includes: any required re-caulking on metal flashings and pitch pans; restoration of wind scoured ballast; topping off of pitch pans, checking and securement of clamping rings on drains; and application of protective coatings on base flashings and to membrane.
 - c. Repair - work needed to correct deficiencies or defects in the roofing system or damage to the roofing system in order to bring the roofing system back to a watertight condition.
 - d. TectaTracker – online roof asset management program with an assigned username and password.
2. During the term of this Agreement, Owner shall have the primary responsibility to perform housekeeping tasks with respect to the roofing system. Contractor shall make annual visual inspections of the roof and contiguous construction that may affect roof performance. Contractor shall submit a written report of each such inspection to Owner, stating the general condition of the roof system, including the membrane, details, fasteners, flashings, drains, vents, skylights and any other components related to the roof system. In its inspection report, Contractor shall recommend to Owner any repair work which should be performed in order to preserve and protect the roofing system. Owner shall pay contractor a fee not to exceed (See Attachment #1) for each annual inspection.
3. In the event of leaks in the roof system, Contractor shall make temporary repairs as required to stop such leaks as soon as reasonably possible after receiving notification from Owner. Temporary repairs shall be paid for on the basis of Contractor's direct and indirect costs, including a reasonable allowance for overhead and profit. The Owner will be billed for all materials used and only for those hours used above and beyond those included in this agreement. Contractor shall furnish Owner with its estimate of the cost to make permanent repairs as well as an estimate of the cost to accomplish any maintenance work recommended by Contractor. Owner shall pay all billings by Contractor for maintenance work, temporary repairs and/or permanent repairs performed by Contractor, as authorized by Owner, on the 10th day of the month following presentation.
4. This agreement shall continue for a term of one year and thereafter from year to year. Either party may terminate this Agreement effective as of any annual anniversary of the date of execution hereof upon notification in writing to the other party thirty days prior to such anniversary date. Prices will not be raised for the following renewal periods without notifying Owner. A new agreement will then be made unless renewed upon such terms and conditions as the parties may agree.
5. TECTA TRACKER PROGRAM HIGHLIGHTS

During the inspection:

- Visual survey of the exterior condition of the roof and related sheet metal work
- Removal of minor debris from the roof surface, gutters, interior drains and through-wall scuppers.
- Minor re-caulking of missing and deteriorated caulking and temp caulking of holes found during inspection.



- Photos of all defects, assessment of roof life based on industry RAP score, updated maps of roof.

After the inspection:

- Delivery and review of annual report which includes: outline of work performed, repair recommendations and pricing, general condition statement, estimated roof life, updated roof maps and related photographs, roof replacement budgeting estimates.
- Access to web based program which includes all of the above information and on-going history of roof repairs and service calls.
- 24/7 emergency leak repair service performed at discounted flat rate pricing (no overtime or premium time).
- Disaster response – Tornadoes, Hail, Snow Removal (we have 40+ operating units we can pull from for immediate response).
- Certified Applicator for most roofing manufacturers.
- Warranty protection – we are authorized by most of major manufacturers for warranty service, we will not void any existing warranties.

TECTA AMERICA'S ROOF HOUSEKEEPING, MAINTENANCE & REPAIR
AND TECTATRACKER AGREEMENT
Roof Inspection for "Customer"

This agreement includes the following facilities and roof areas:

- City Hall, Fire Hall, and Ambulance: 203 N Broadway, New Richland, MN. 56072: Approx.: 10,500 SQFT: \$450.00
- Fire Hall: 219 Broadway Ave N., New Richland, MN. 56072: Approx. 2,475 SQFT.: \$150.00
- Library: 119 Broadway Ave S., New Richland, MN. 56072: Approx 2,500 SQFT: \$ 150.00
- Water Plant: 295 Broadway Ave N., New Richland, MN 56072: Approx. 2,100 SQFT: \$150.00
- Public Works Dept.: 220 Aspen Ave S., New Richland, MN. 56072: Approx. 5,500 SQFT.: \$200.00
- Waste Water Treatment Plant: Division St W., New Richland, MN. 56072: Approx. 3,450 SQFT: \$ 300.00
(5 BLDGS/Roofs)
- Legion Fields: New Richland, MN. 56072: Approx. 4,250 SQFT: \$300.00
(8 BLDGS/Roofs Total)
- St. Olaf Park: 17500 240th Ave N., New Richland, MN. 56072: Approx. 3,500 SQFT: \$200.00
(Pavilion and Restrooms)

Total Annual Cost of Tecta Tracker Inspection: \$1,900.00

- Option: Include a not to exceed amount of \$500.00 per site location to perform additional emergency repairs found while on site during the inspection. (8 total sites totaling \$4,000.00)

Initial to accept the above option. _____



PRE-LIEN NOTICE OF PRIME CONTRACTOR

(To be Attached as Rider to all Prime Contracts for Work on Private Property)

(a) ANY PERSON OR PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

(b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE."

RECEIPT

Receipt of this Pre-Lien Notice, and a copy hereof, is hereby acknowledged by

SUBMITTED BY
SCHWICKERT 'S TECTA AMERICA LLC.

ACCEPTED BY
OWNER:

(Signature)

(Signature)

Daniel Schefers
(Print Name)
Title: Roofing Services Manager

(Print Name)
Title: _____

Date: _____

Date: _____





City Administrator's Report

August 22nd, 2022, Council Meeting

Submitted annual workers compensation renewal

Completed July Sales Tax filing

Spoke with the Waseca County News regarding Police Staffing

Completed election filing reporting to the County Election Staff

Setup Police Chief interviews

Spoke with Auditors regarding audit and upcoming budget discussions

Received preliminary information regarding Health Insurance for next year

Putting together budget materials and preliminary budget information

Spoke with PD union representation about upcoming negotiations

**** Reminder that Night to Unite is in the City Park Tuesday August 23rd, 6pm - 7pm ****

EMPLOYEE RECOGNITION

EMPLOYEE BIRTHDAYS

Sept. 6th – Alex Moen – Fire Dept

Sept. 7th – Chad Neitzel – Fire Dept

EMPLOYEE ANNIVERSARIES