



New Richland City Council Regular Meeting Agenda

June 24th, 2024

Agenda:

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

Consent Agenda Items

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

1. Approve Minutes from the 6/10/24 Regular Council Meeting
2. Approve Street Closure: Finley's Wings at Work Street Dance – 8/3/24 – Division Street between Broadway and Ash Ave – Approximate times: Noon – 2 am

Public Comments

Notice: We welcome the attendance of residents of the City of New Richland to the City Council meetings. Any resident of the City of New Richland may request permission to speak at a regular scheduled council meeting on any topic that is relevant to the operation of the city. Any resident wishing to address the city council shall either call City Hall and request to be put on the agenda or they can sign-up 10 minutes prior to the start of the meeting. At the discretion of the mayor, the speaker may address the topic either during the public portion of the meeting or at the time the item is being addressed by the council. The mayor will call upon the speaker at the appropriate time. Speaker shall state their name and topic to be addressed. Residents are expected to use proper etiquette, decorum and respect when addressing the council.

Request and Presentations

1. ABDO, LLP.: 2023 City of New Richland Audit Presentation

Public Hearings

1. Ordinance 205.01: Office of the City Administrator; Annual Audit

Ordinances and Resolutions

1. Resolution 24-13: A Resolution Adopting an Updated City Fee Schedule
2. Ordinance 205.01: Office of the City Administrator; Annual Audit

Department Reports

1. Care Center Report – Bob Johannsen, Care Center Administrator
 - a. Care Center Advisory Board – Brian Vairma
 - i. Performance Review Report of Care Center Administrator
2. People Service Report – Shell Johnson
3. Street/Maintenance Report – Eric Hendrickson, Maintenance Lead

Unfinished Business

New Business

1. May 2024 Check Register
2. May 2024 Financials
3. Purchase LUCAS device for the Ambulance from State of MN Public Safety Aid
4. Ambulance Pay Discussion
5. Broadway Lighting

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

The next Regular City Council meeting will be held on Monday July 8th, 2024.



New Richland City Council Regular Meeting Minutes

June 10th, 2024

Members Present

Loren Skelton
Janda Ferguson
Jody Wynnemer
Jason Casey
Ryan Gehrke

Staff Present

Heather Christensen-Assistant Clerk
Tanyce Bruegger-Chief of Police

Others Present

Larry Goehring Pam Goehring

Members Absent

None

The meeting was called to order by Loren Skelton at 6:30 pm.

Roll Call - All members present

Pledge of Allegiance

Approval of Agenda

- Mayor Skelton asked that Signs at Legion Field be added to New Business #1, and grass length be added to New Business #2. Assistant Clerk Christensen asked that Swimming Lessons be added to New Business #3.
- Motion made by Jody Wynnemer and seconded by Ryan Gehrke to approve the agenda as amended. Carried (4 yes, 0 no)

Consent Agenda

- Motion made by Jason Casey and seconded by Jody Wynnemer to approve the consent agenda. Carried (4 yes, 0 no)

Public Comments

- None

Requests and Presentations

- None

Public Hearings

- None

Ordinances and Resolutions (see attached)

1. Ordinance 205.01: Office of the City Administrator; Annual Audit – First Reading
 - a. Assistant Clerk Christensen Presented the First Reading of Ordinance 205.01

Reports

1. Ambulance Report – Sarah Sundve, Ambulance Director
 - Ambulance report was presented in writing by Ambulance Director Sundve.
 - Motion was made by Ryan Gehrke and seconded by Jody Wynnemer to approve EMR Refreshers for Jordan, Jeff, and Shelby. Carried (4 yes, 0 no)
 - Motion was made by Jason Casey and seconded by Janda Ferguson to approve the Ambulance Department report. Carried (4 yes, 0 no)



New Richland City Council Regular Meeting Minutes

June 10th, 2024

2. Fire Department Report – Josh Moen, Fire Chief
 - Fire Department report was presented in writing by Chief Moen
 - Motion made by Janda Ferguson and seconded by Jason Casey to approve the Fire Department report. Carried (4 yes, 0 no)
3. Police Department Report – Chief Bruegger
 - Police Department report was presented by Chief Bruegger.
 - Motion made by Jason Casey and seconded by Janda Ferguson to approve the Police Department report. Carried (4 yes, 0 no)

Unfinished Business

- None

New Business

- 1) Signs at Legion Field
 - a) Discussion regarding signs at Legion Field limiting golf cart traffic was had. Signs were put up due to damage being done to the grass and fields, danger to children in the area and the fact that golf carts are not allowed in parks by city ordinance.
- 2) Grass Length
 - a) Discussion regarding the grass ordinance. Chief Bruegger informed the council about the process from start to finish.
- 3) Swimming Lessons
 - a) Due to current problems with the water at St. Olaf lake we need to address swimming lessons.
 - i) Motion made by Janda Ferguson and seconded by Ryan Gehrke to move swimming lessons to the Geneva swimming pool for the 2024 season pending the City of Geneva approval. Carried (4 yes, 0 no)

Miscellaneous

- None

Administrators Report

- Administrator Martens provided a report in writing to the council on tasks completed since last meeting.
- Motion made by Ryan Gehrke and seconded by Janda Ferguson to approve the City Administrators report. Carried (4 yes, 0 no)

Mayor/Council Comments

- Council Member Wynnemer suggested that the Police Liaison be involved in the LELS bargaining process.

Adjournment – Motion for adjournment made by Ryan Gehrke and seconded by Janda Ferguson. Carried (4 yes, 0 no) 7:06 p.m.

Submitted by,

Anthony Martens
City Administrator



Lighting the path forward

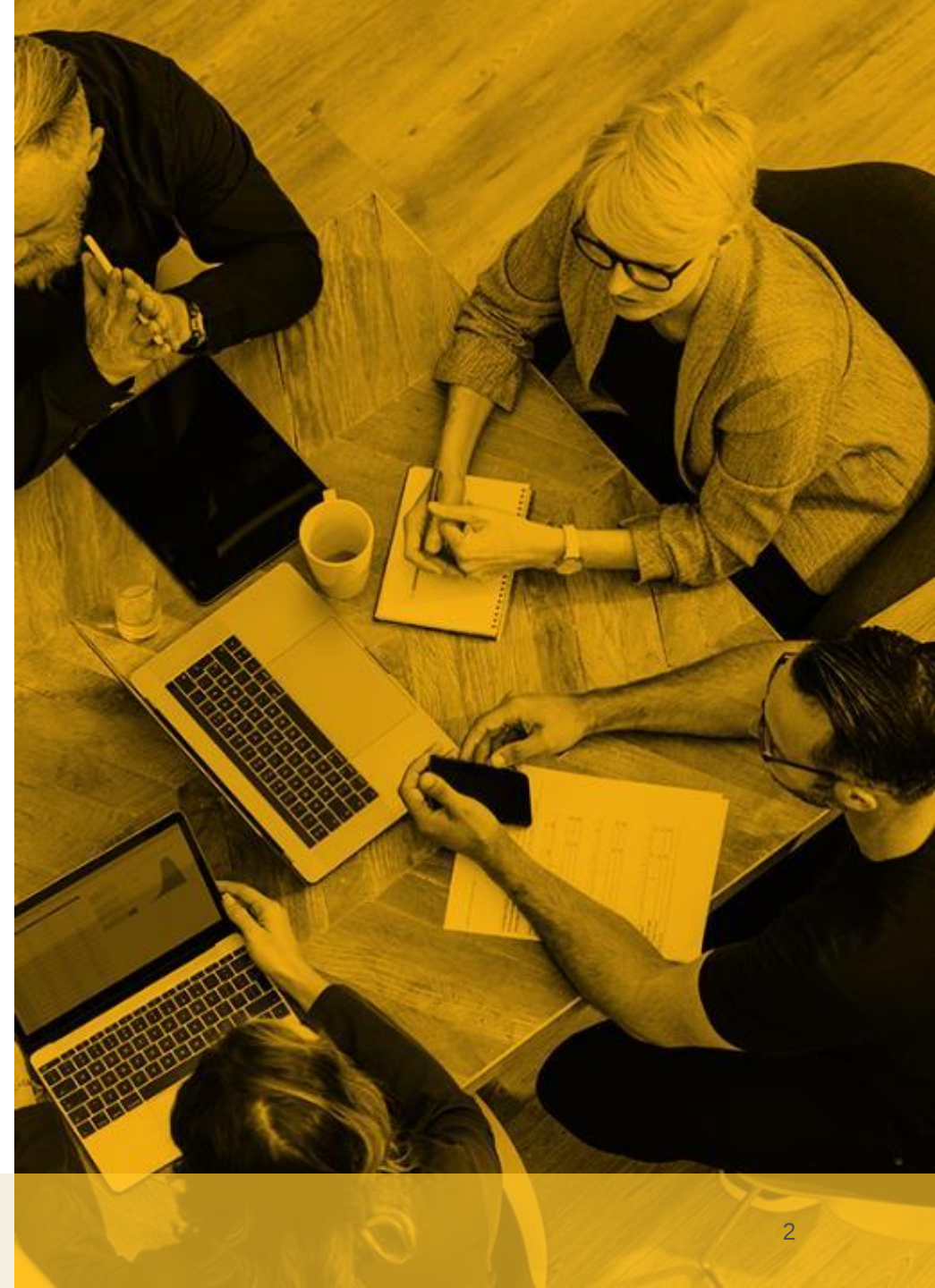
City of New Richland

2023 Financial Statement Audit



Introduction

- Audit Opinion and Responsibility
- General Fund Results
- Other Governmental Funds
- Enterprise Funds
- Key Performance Indicators



Audit Results

Auditor's Opinion



Qualified opinion under
GAAP

Minnesota Legal Compliance



No instances of
noncompliance

Audit Results

2023 Audit Findings

- Limited Segregation of Duties
 - Internal Control Finding
- Preparation of Financial Statements
 - Internal Control Finding
- Material Audit/Accounting Adjustments
 - Internal Control Finding
- Sales Tax Remittances
 - Internal Control Finding
- Timely Bank Reconciliation
 - Internal Control Finding



Results from Prior Year 2022 Audit Findings

- Limited Segregation of Duties
 - Internal Control Finding
- Preparation of Financial Statements
 - Internal Control Finding
- Material Audit/Accounting Adjustments
 - Internal Control Finding
- Sales Tax Remittances
 - Internal Control Finding
- Compensated Absences Accruals
 - Internal Control Finding – Corrected for 2023
- Timely Bank Reconciliations
 - Internal Control Finding
- Fire Relief Association Aid Remittance
 - Legal Compliance Finding – Corrected for 2023



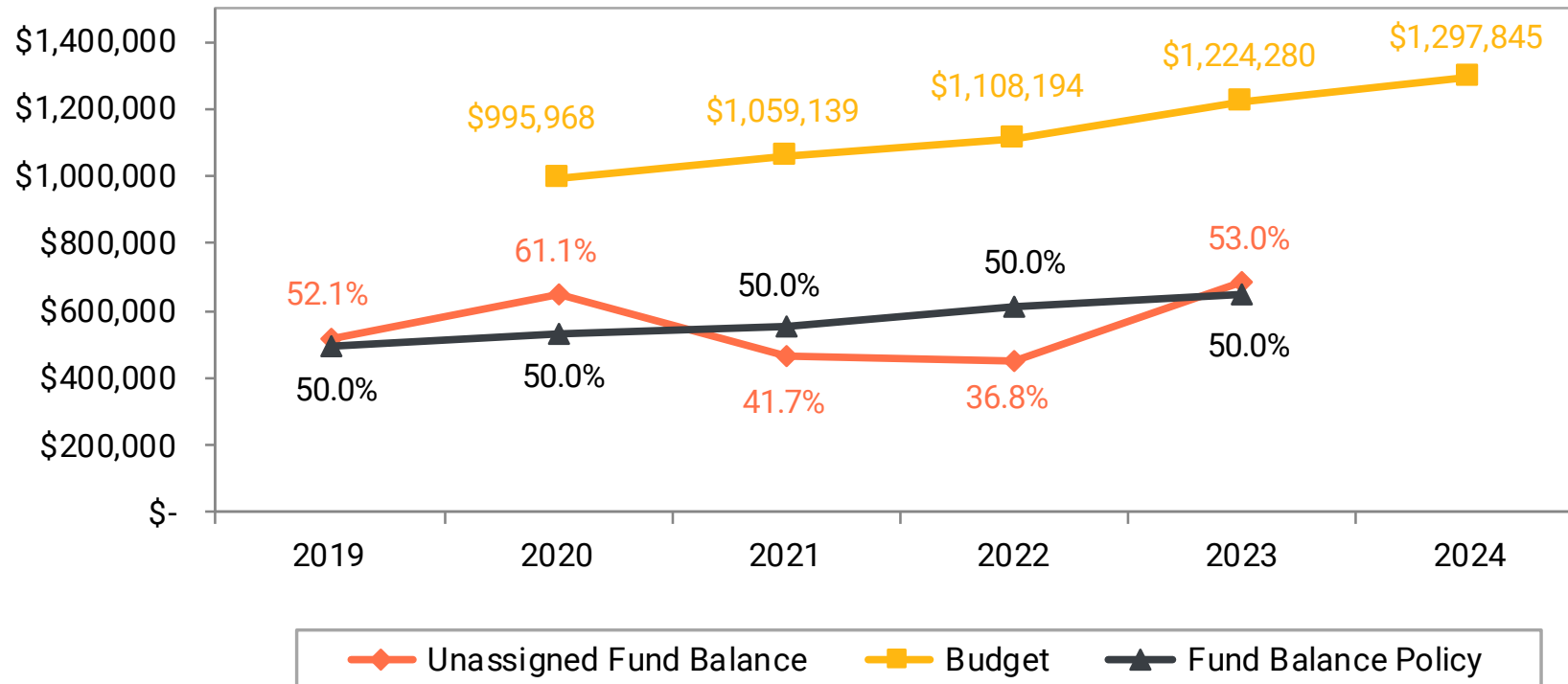


Auditor Recommendations

Internal Control Documentation

- Develop written policies and procedures
- Document employee responsibilities
- Document processes
- Improve internal control and helps with staff turnover

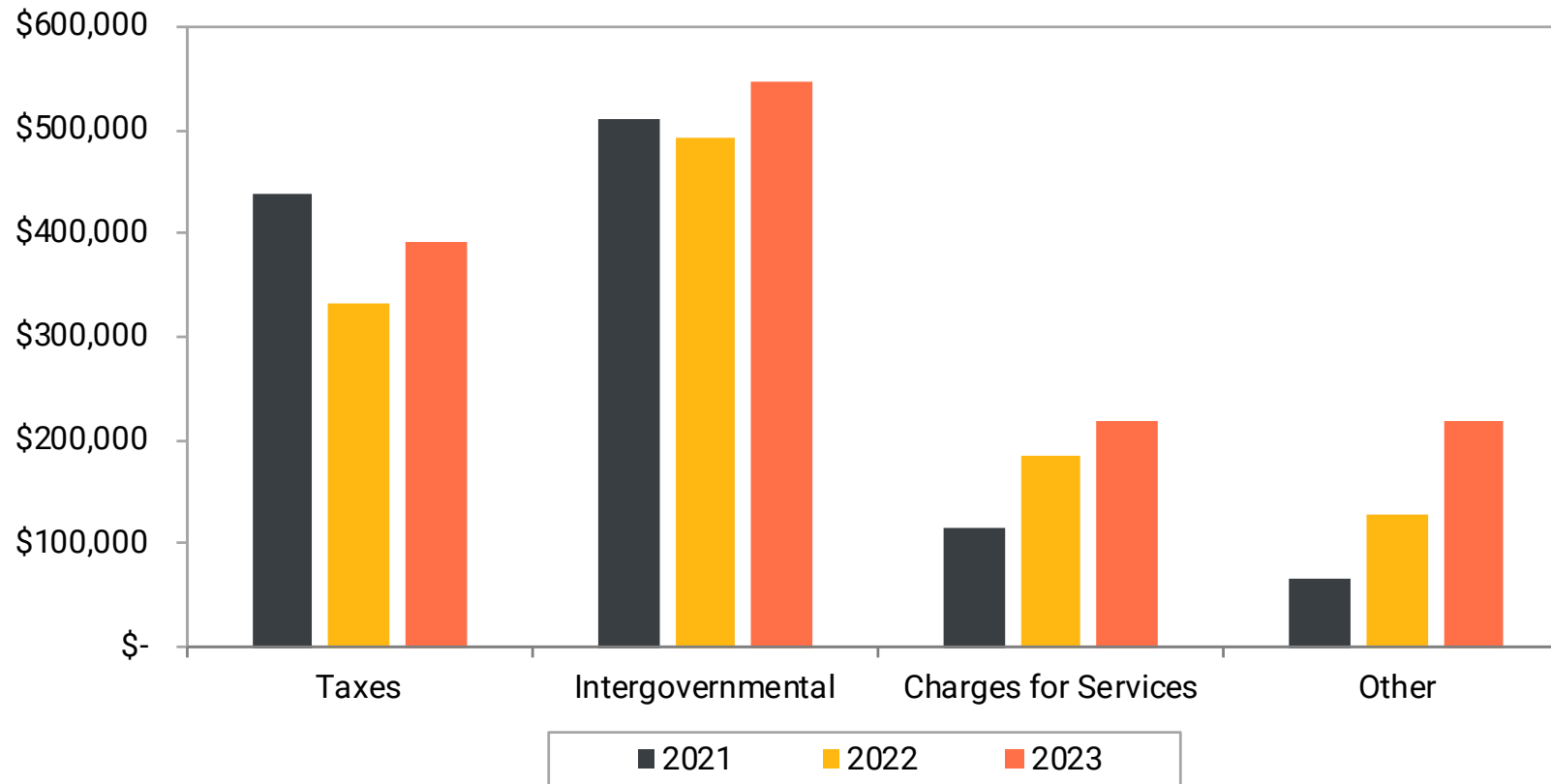
General Fund Balances



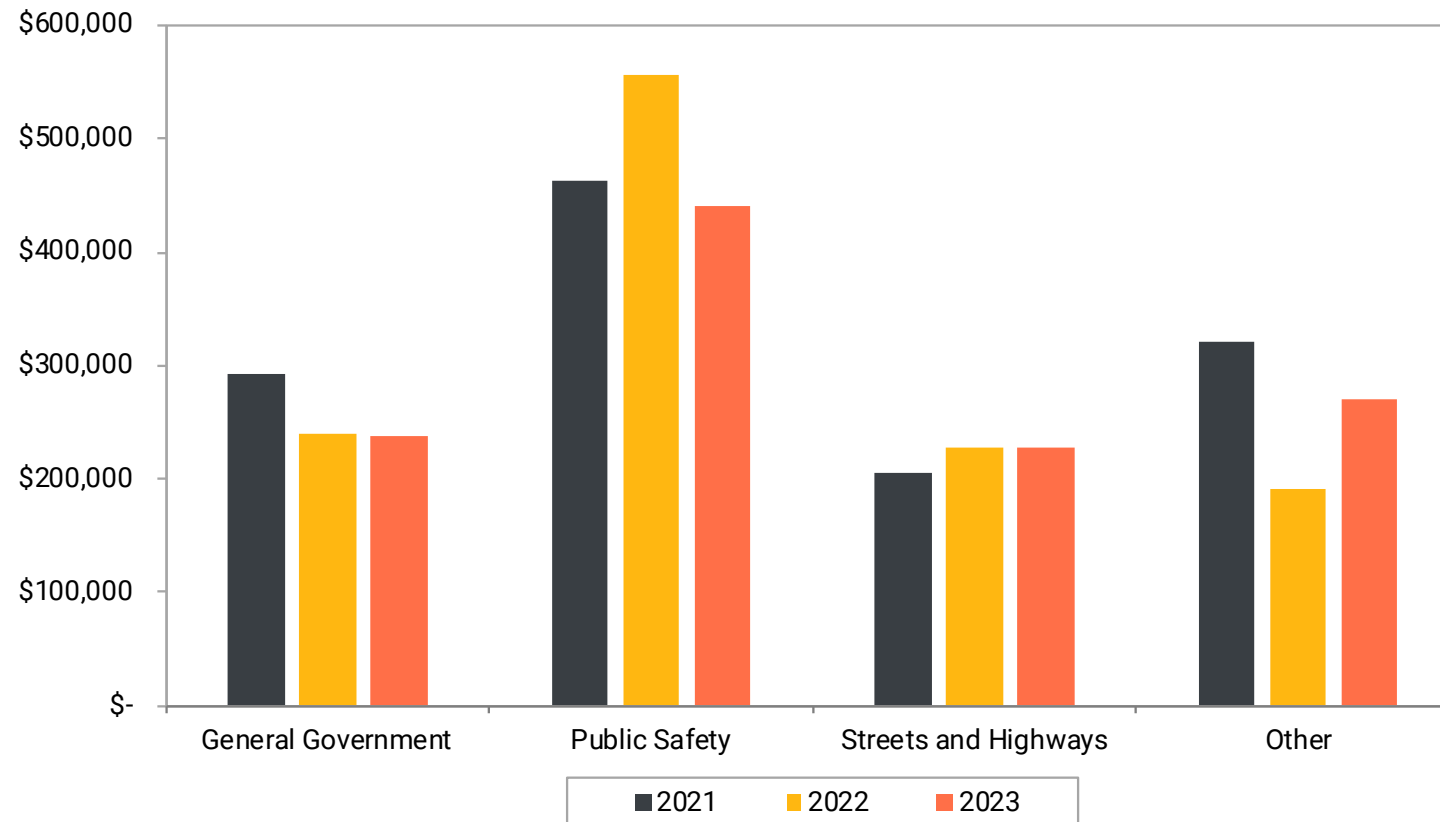
General Fund Budget to Actual

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
Revenues	\$ 1,224,280	\$ 1,224,280	\$ 1,366,692	\$ 142,412
Expenditures	1,224,280	1,224,280	1,164,338	59,942
Excess of Revenues Over Expenditures	-	-	202,354	202,354
Other Financing Sources (Uses)				
Proceeds from sale of capital assets	-	-	10,048	10,048
Transfers out	-	-	(11,272)	(11,272)
Total Other Financing Sources (Uses)	-	-	(1,224)	(1,224)
Net Change in Fund Balances	<u>\$ -</u>	<u>\$ -</u>	201,130	<u>\$ 201,130</u>
Fund Balances, January 1			<u>861,619</u>	
Fund Balances, December 31			<u>\$ 1,062,749</u>	

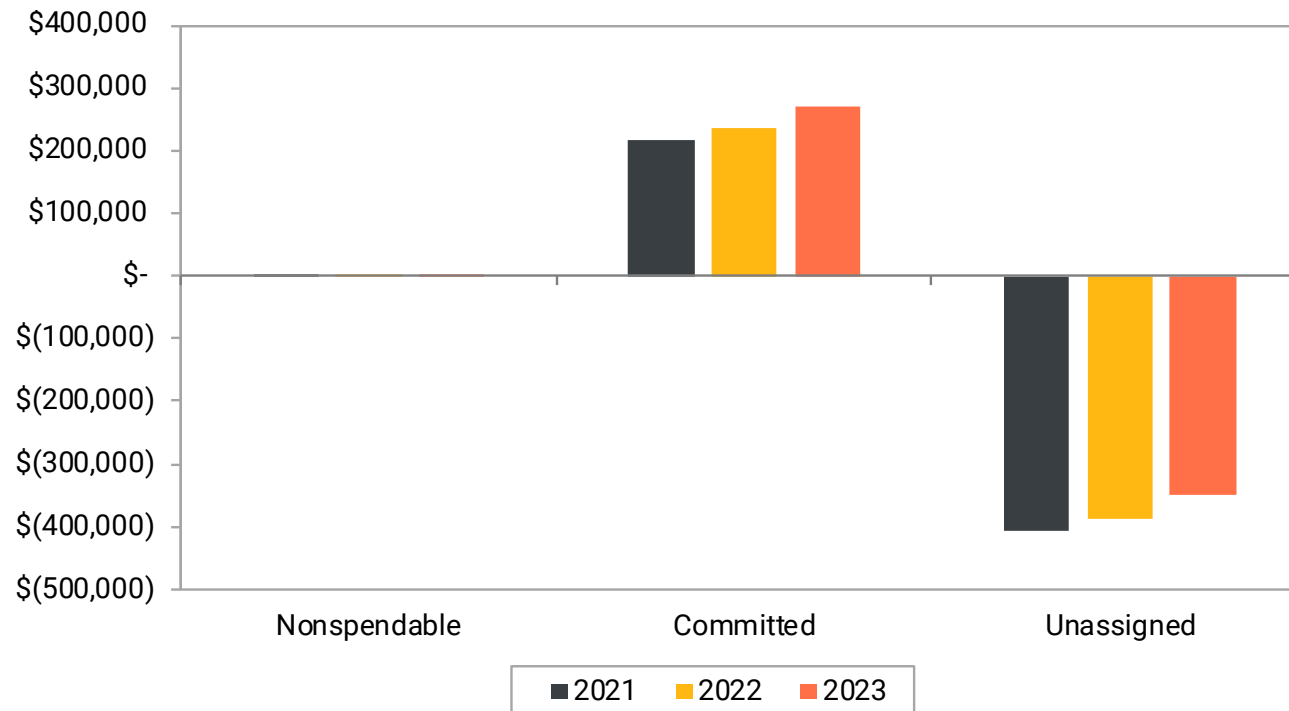
General Fund Revenues by Type



General Fund Expenditures by Type

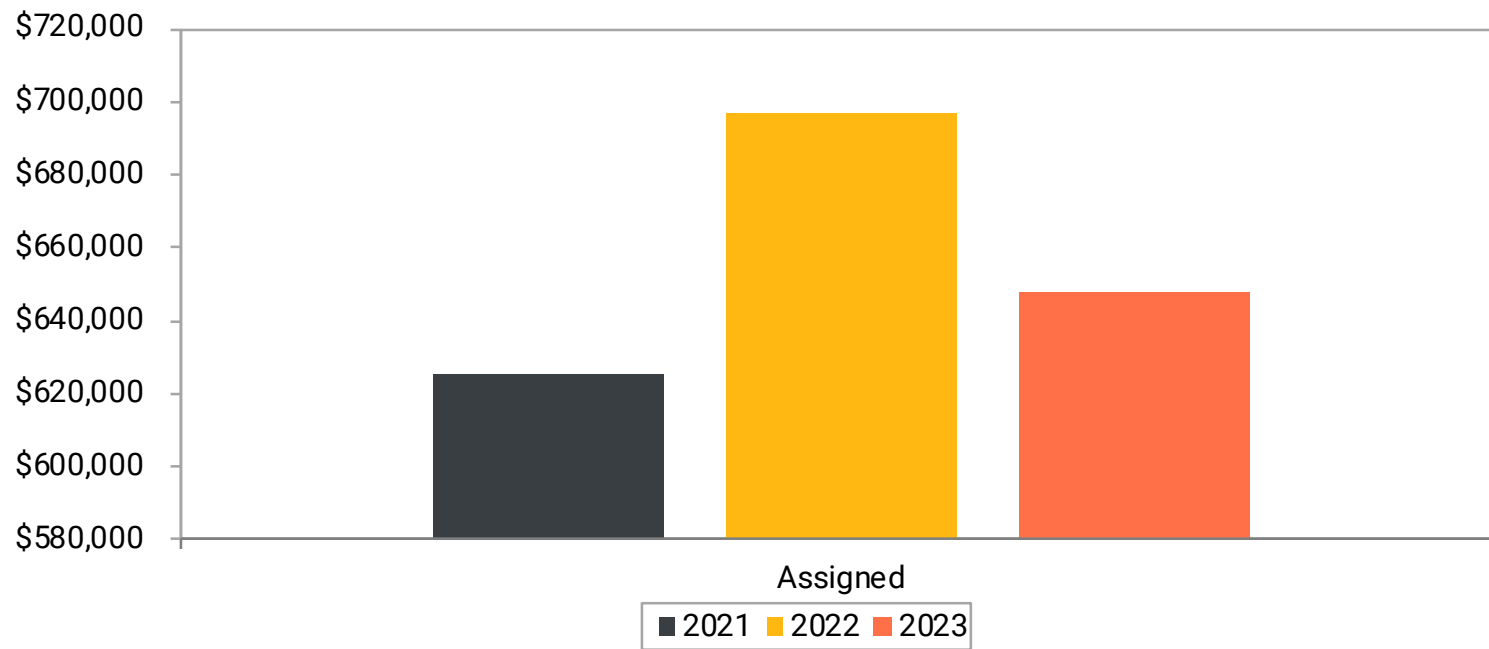


Fund	Fund Balances December 31		Increase (Decrease)
	2023	2022	
Major			
TIF District 1-1 Homestake Subdivision	\$ (350,481)	\$ (388,625)	\$ 38,144
Nonmajor			
Rural Fire	273,103	237,230	35,873
ARPA Funds	-	-	-
Total	<u>\$ (77,378)</u>	<u>\$ (151,395)</u>	<u>\$ 74,017</u>



Special Revenue Fund Balances

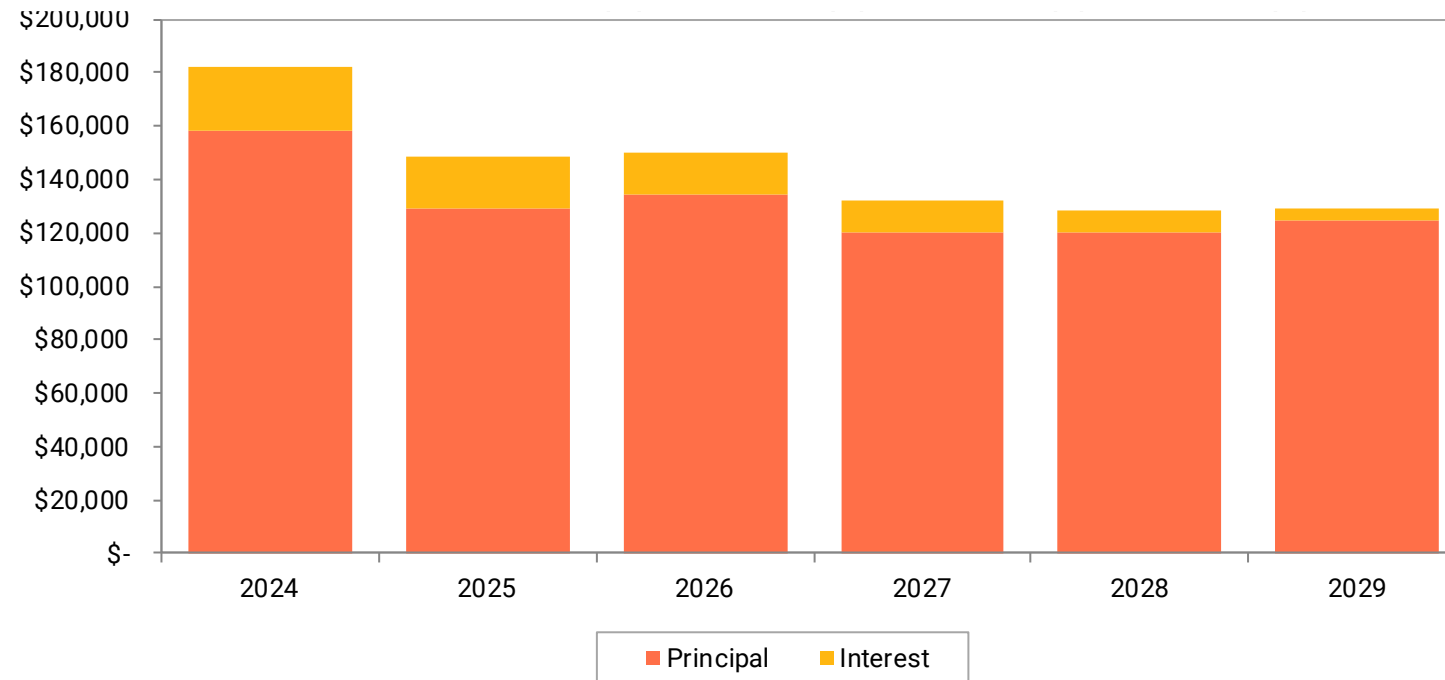
Fund	Fund Balances December 31		Increase (Decrease)
	2023	2022	
Major			
Capital Improvement	\$ 652,008	\$ 700,802	\$ (48,794)
Nonmajor			
Oddfellows Building	780	780	-
Total	<u>\$ 652,788</u>	<u>\$ 701,582</u>	<u>\$ (48,794)</u>



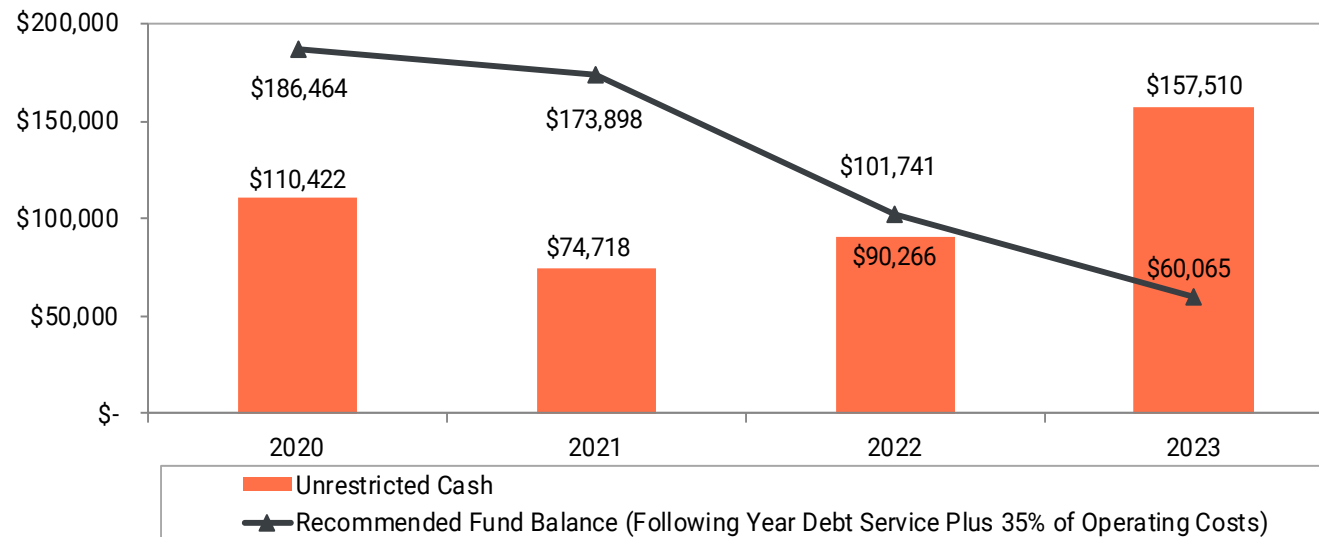
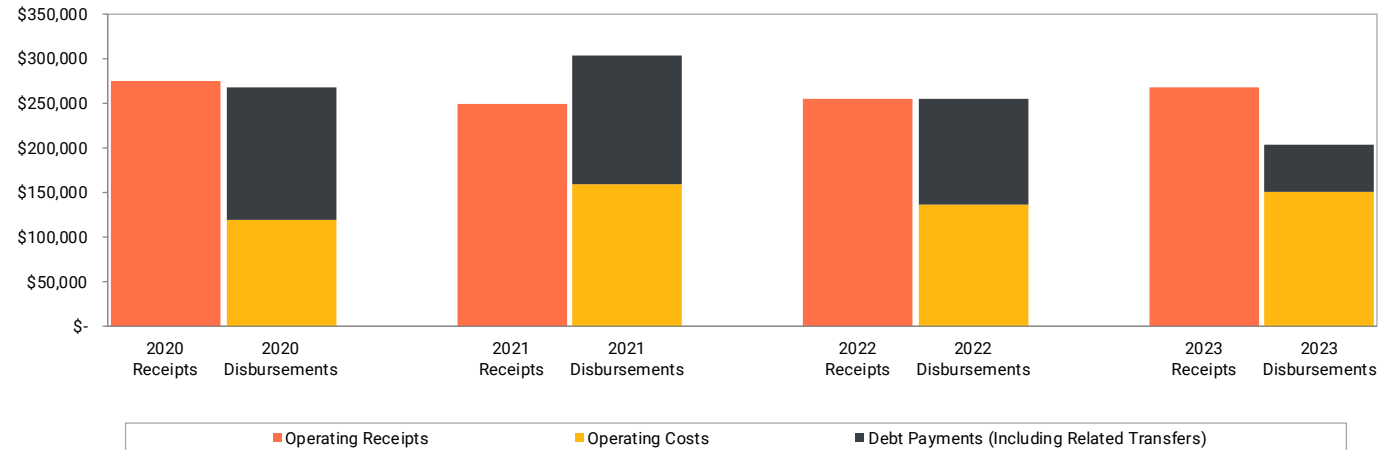
Capital Project Fund Balances

Debt Service

Debt Description	Total Cash and Temporary Investments	Total Assets	Outstanding Debt	Maturity Date
G.O. Special Assessment Bonds				
2009 G.O. Refunding/2010 G.O. Improvement	\$ 80,000	\$ 90,035	\$ 41,000	02/01/26
2007 G.O. Improvement/2012 G.O. Refunding	86,642	87,937	30,000	02/01/24
2014A G.O. Improvement	77,690	160,121	715,000	12/01/29
Total All Debt Service Funds	<u>\$ 244,332</u>	<u>\$ 338,093</u>	<u>\$ 786,000</u>	
Future Interest on Debt			<u>\$ 83,800</u>	



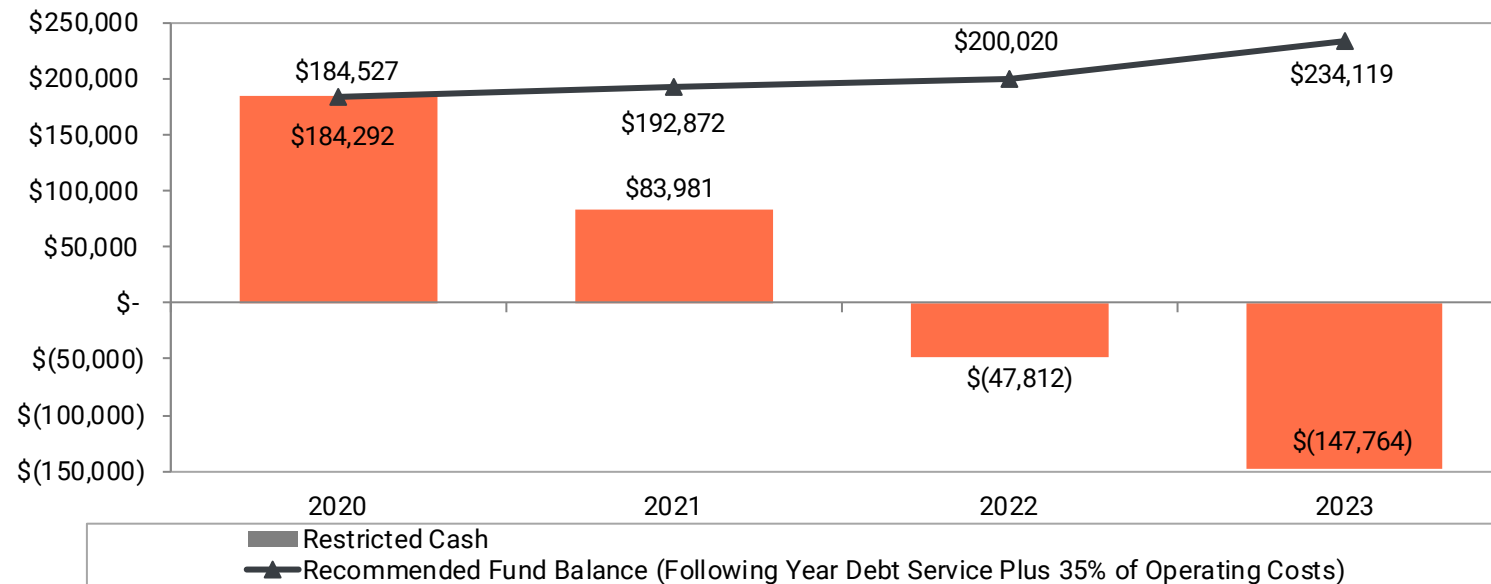
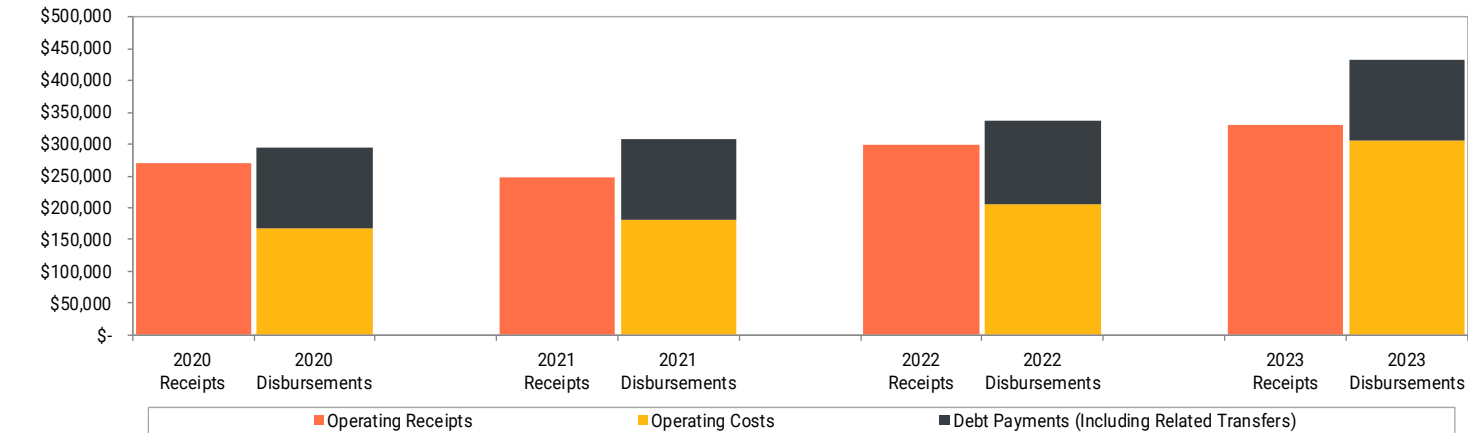
Water Fund



Cash Flows from Operations and Cash Balances

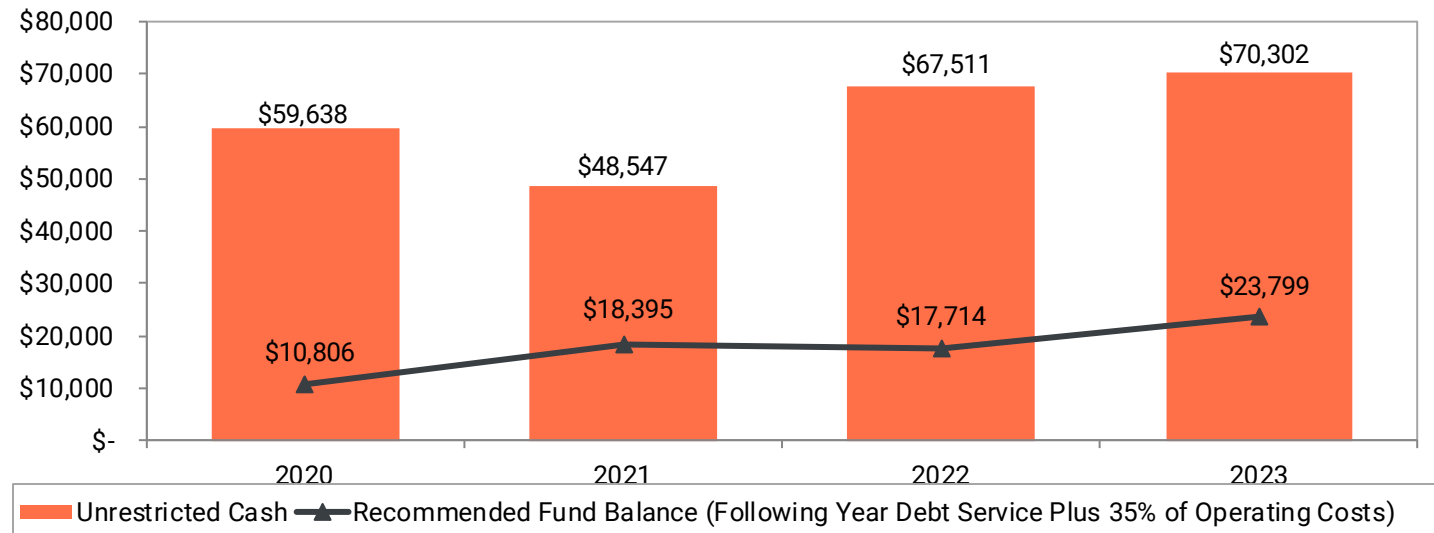
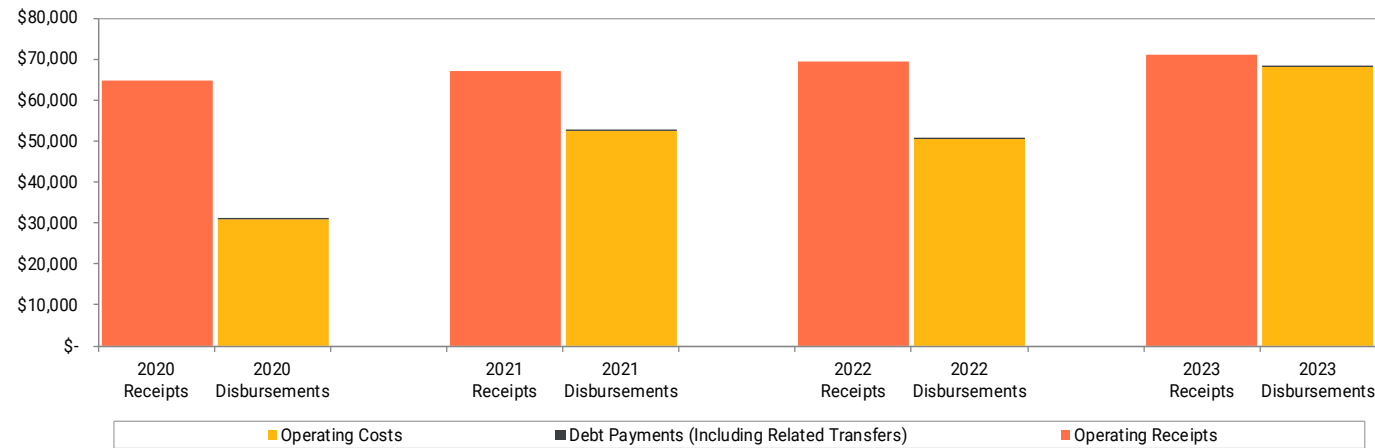
Sewer Fund

Cash Flows from Operations and Cash Balances



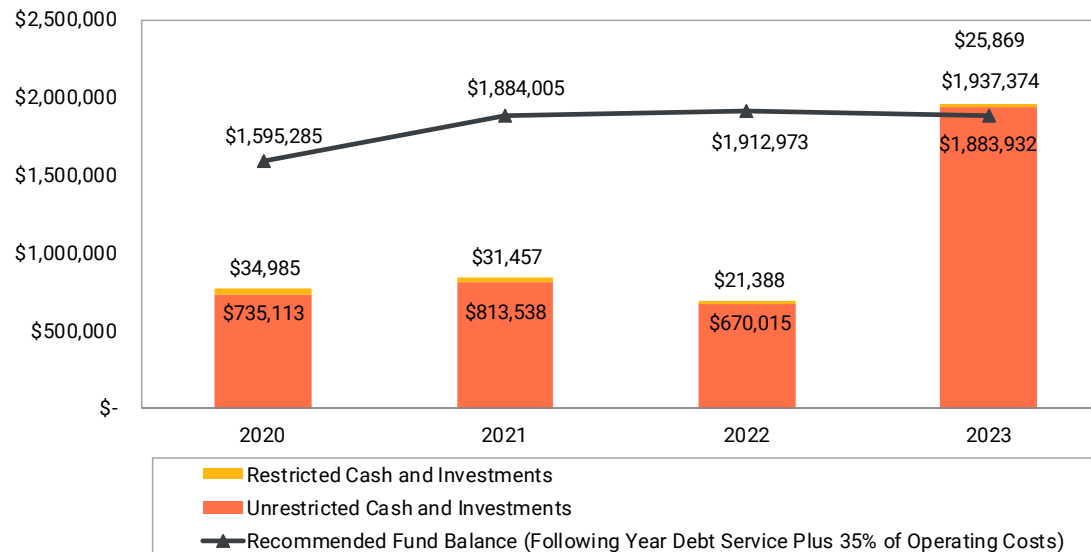
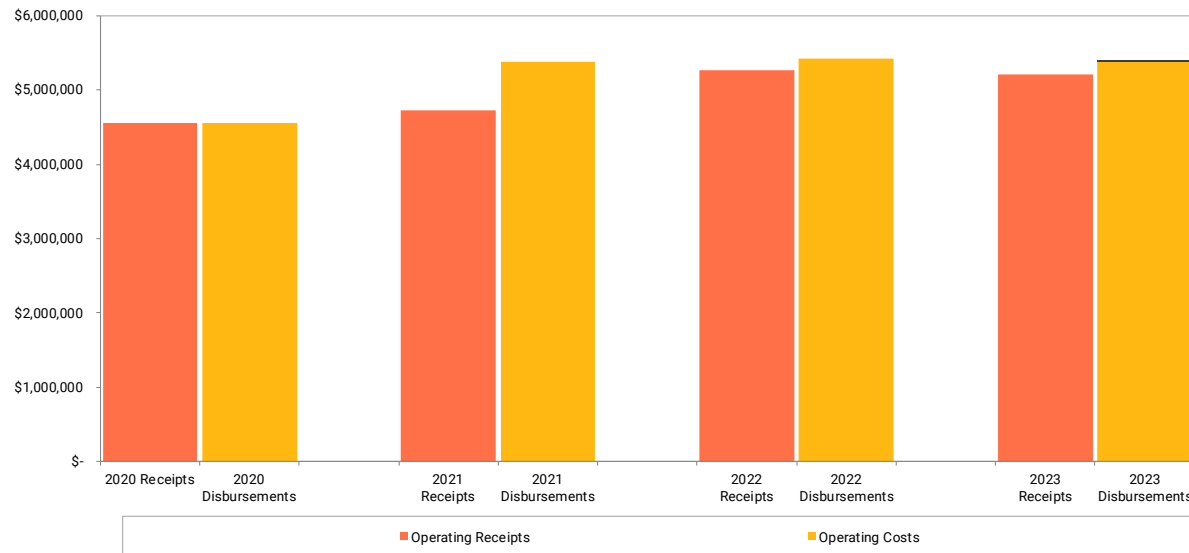
Cedar Pointe Fund

Cash Flows from Operations and Cash Balances

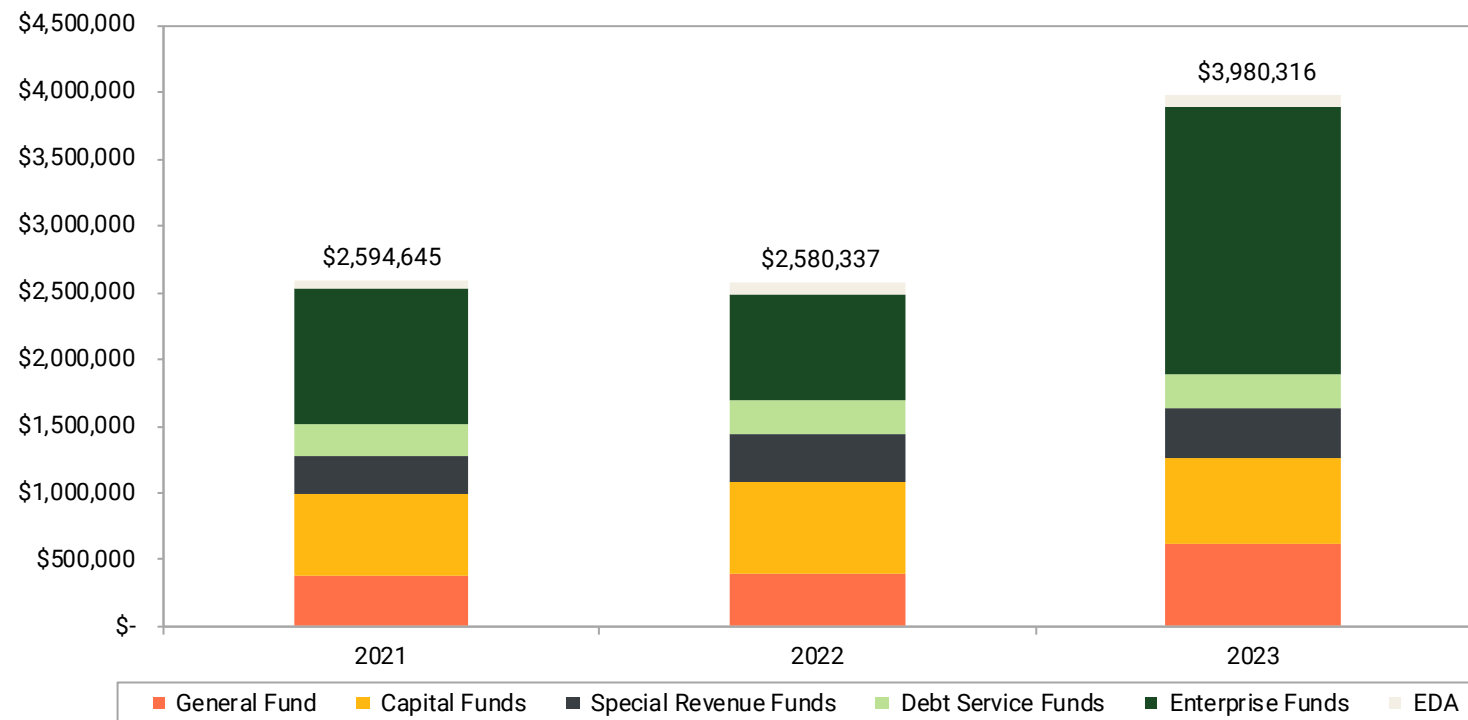


Nursing Home Fund

Cash Flows from Operations and Cash Balances



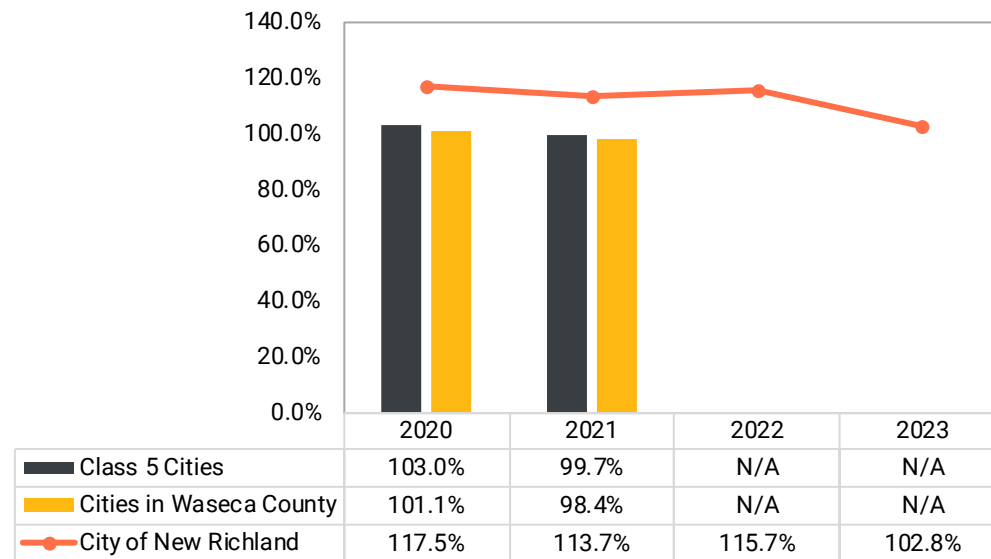
Cash and Investments Balances by Fund Type



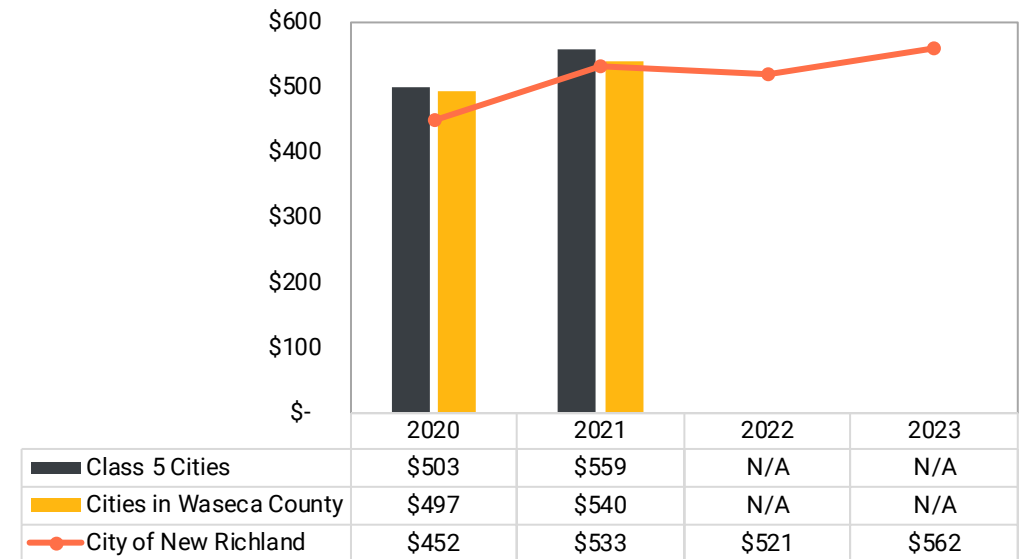
Taxes

Key Performance Indicators

Tax Rate



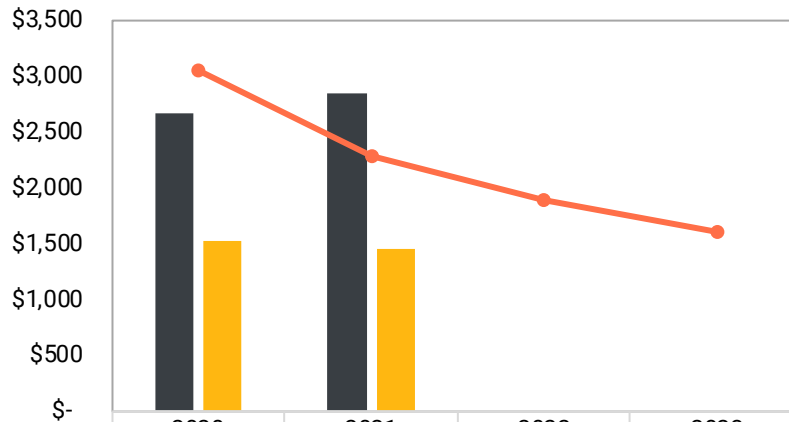
Taxes - Per Capita



Debt

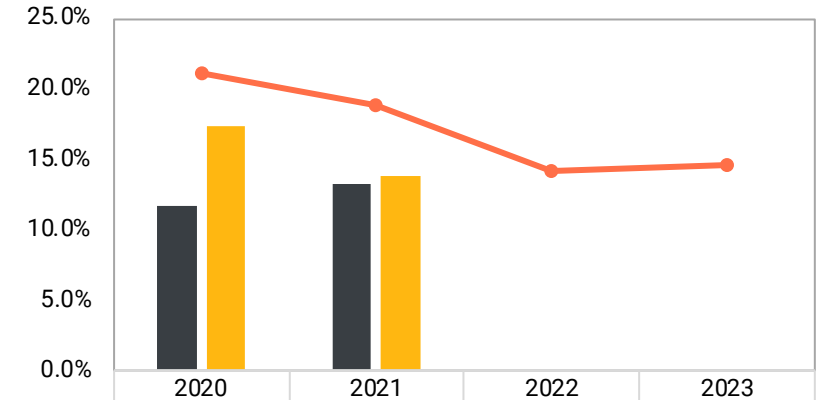
Key Performance Indicators

Long-term Debt - Per Capita



Class 5 Cities	2020	2021	2022	2023
	\$2,671	\$2,853	N/A	N/A
Cities in Waseca County	\$1,524	\$1,451	N/A	N/A
City of New Richland	\$3,062	\$2,290	\$1,904	\$1,612

Debt Service Expenditures as a Percent of Current Expenditures

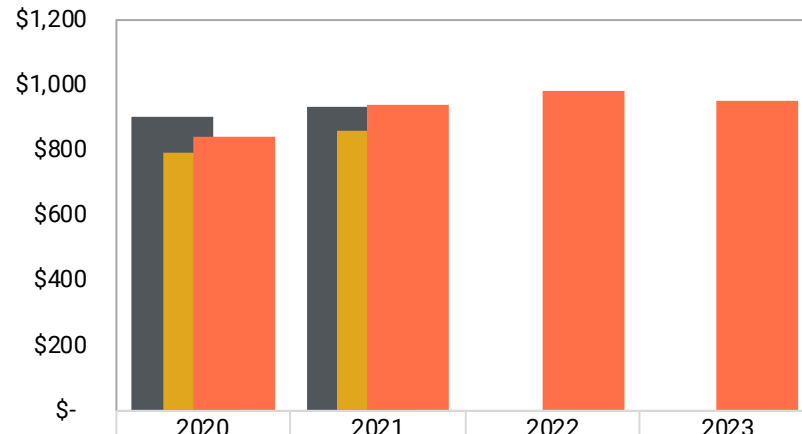


Class 5 Cities	2020	2021	2022	2023
	11.7%	13.2%	N/A	N/A
Cities in Waseca County	17.3%	13.8%	N/A	N/A
City of New Richland	21.1%	18.9%	14.2%	14.6%

Expenditures

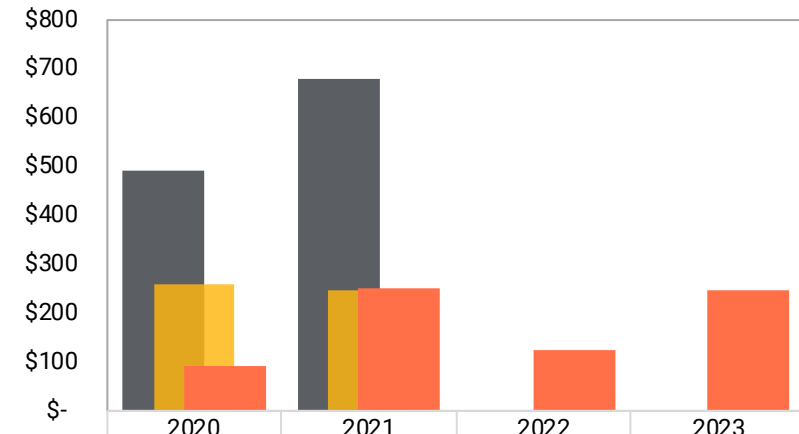
Key Performance Indicators

Current Expenditures - Per Capita



■ Class 5 Cities	2020	2021	2022	2023
■ Cities in Waseca County	\$902	\$937	N/A	N/A
■ City of New Richland	\$795	\$859	N/A	N/A
	\$841	\$939	\$984	\$952

Capital Expenditures - Per Capita



■ Class 5 Cities	2020	2021	2022	2023
■ Cities in Waseca County	\$493	\$683	N/A	N/A
■ City of New Richland	\$258	\$249	N/A	N/A
	\$90	\$251	\$126	\$245

Your Abdo Team



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Public Hearing 06/24/2024

205.01 OFFICE OF THE CITY ADMINISTRATOR; ANNUAL AUDIT

(A) There is hereby established the position of City Administrator. The offices of City Clerk and City Treasurer are hereby combined pursuant to M.S. § 412.591, Subd. 2, as it may be amended from time to time. The City Administrator is hereby appointed to be the Clerk-Treasurer for the city and shall exercise all of the duties and responsibilities of a City Clerk and a City Treasurer as specified in M.S. Ch. 412 and elsewhere in the laws of the state and this code, as they may be amended from time to time. The City Administrator shall also be the City Zoning Administrator and shall execute all of the duties and responsibilities given this position by state law and this code, as may be amended from time to time.

(B) An annual audit of the city's financial affairs shall be conducted hereafter by the State Auditor or a public accountant in accordance with minimum procedures prescribed by the State Auditor. The Auditor shall be appointed by the City Council.



RESOLUTION 24-13

To Enact an Amendment to Appendix D Of the City of New Richland Code of Ordinances, Addressing Fee Schedule for The City of New Richland

WHEREAS, The City Council of the City of New Richland has determined that the fee schedule for services of the city needs to be amended to reflect the current needs of the City and the addition of sections to the Code of Ordinances:

NOW THEREFORE, Appendix D of the City of New Richland Code of Ordinances is hereby amended to as follows:

Appendix D Schedule of Fees and Charges:

Description		Fees
Licenses and Permits:		
On – Sale Liquor		\$1,250.00
Off – Sale Liquor		\$100.00
Sunday Liquor		\$200.00
Temporary On- Sale		\$25.00
Club Liquor		\$100.00
On – Sale 3.2		\$25.00
Off – Sale 3.2		\$5.00
Wine License		\$350.00
Transfer Fee		\$50.00
Animal License –Lifetime Fee		\$25.00
Lost Animal License Replacement		\$2.00
Animal Impound Release Fee		\$25.00
Rental Property up to 3 units 1st building		\$90.00 \$25.00
Rental additional buildings same yr/owner		\$20.00
Rental Inspection Fee — each 1-4 units		\$50.00
Rental Inspection Fee each 5 or more units additional unit		\$35.00 \$20.00
Rental Re-Inspection Fee per unit		\$80.00 \$25.00
VRBO-Short-Term Rental License		\$125.00
Building Permit		\$5.00 Administrative Fee + Fee Schedule Adopted by Resolution
Golf Cart Permit	Calendar Year All or Part	\$10.00
Elevation Benchmark		\$200.00

Zoning Permit		\$35.00
Variance		\$50.00
Conditional Use Permit		\$50.00
Right of Way Permit		\$100.00
Adult Entertainment		\$100.00
Exhibition Permit		\$25.00
Peddler Permit		\$50.00
Building Mover Permit		Bond
Emergency Service Charges		
Police Reports		\$10.00
CPR Training - Ambulance		\$76.00/person
Fire Department Rescue Auto Extrication and all rescues where tools or multiple vehicles and personnel are required		\$1000.00
Structure Fire Charge		\$1,500.00
Fire Service Charge Non Structure Fires		\$1,000.00
Provide Landing Zone, Traffic Control, Scene Safety and Cleaning Roads		\$500.00
For any Fire Incident over 3 hours in duration		Cost Up To The Actual Cost of Fuel Consumed
Foam Used in Fire Fighting Activity		Cost of Foam Consumed
Ambulance Call Base Rate		\$800.00
Per Loaded Mile		Medicare Approved Rate Plus 10%
Ambulance Call Base Rate Non-Primary Service Area		\$920.00
Per Loaded Mile Non-Primary Service Area		Medicare Approved Rate Plus 10%
No Transport City Limits		\$155.00
No Transport Outside City Limits		\$262.00
Intercept	Added to Other Charges	\$475.00
Lift Assist only		\$72.00
Charges for City Services		
Office Services		
Photo Copies Letter/Legal	B&W	.15 per page
Photo Copies 11X17	B&W	.35 per page
Fax Sending or receiving		\$1.00 per page
NSF Checks		\$30.00 \$20.00
Color Copies		.75 per page
Assessment Services		



TIF District		\$300 set up/\$150 per Year/\$200 modification
Delinquent Charges collected with taxes		\$10.00 per property charge certified
Special Assessments		\$5.00 per parcel
City Hall		
Hall Rent		\$125.00
Hall 3hr max meeting	Business Meeting rate	\$75.00
Water Department		
Residential Water Service Connection Fee		\$100.00
Commercial Water Connection Fee		\$200.00
Meter		Cost plus 10%
Clean Service Line		\$30.00
Shutoff Fee		\$25.00
Between Nov 15 & Mar 15		\$50.00
Turn on Fee		\$25.00
Between Nov 15 & Mar 15		\$50.00
Disconnect Notice Fee	(Resolution 21-01)	\$25.00
Late Payment Fee		5% of past due amount W/Min. \$3.00 per month
Water Rates		\$8.00 base connection fee plus \$10.00 per 1,000 gal.
Bulk Water Sales		\$11.64 per 1000 gal.
Capital Improvement Charge		\$2.00 per month
Outdoor Water Meter		\$200
Sewer Department		
Sewer Service Connection Fee		\$50.00
Late Payment Fee		5% of past due amount W/Min. \$3.00 per month
Sewer Rates		\$10.00 base connection fee plus \$12.00 per 1,000 gal. of water used
Flat Fee for Sewer Only		\$66.40 per Month
Capital Improvement Charge		\$3.00 per month
Trash Collection		
Trash Collection Charge		\$18.60 / Account
Maintenance Department		
Mowing		\$125/\$150/\$200 1 st /2 nd /3 rd + time / Season \$50.00 per hour 1 hour min.
Sidewalk Snow Removal		\$125/\$150/\$200 1 st /2 nd /3 rd + time / Season \$40.00 per hour
Weed Control		\$125/\$150/\$200 1 st /2 nd /3 rd + time / Season

Sweeper		\$80.00 per hour
Skid Steer Tractor		\$100.00 per hour \$80.00 per hour
Dump Truck		\$110 per hour \$80.00 per hour
Sanding		Dump Truck Fee plus Sand Cost
Charge For Employee Labor		\$75.00 per hour \$45.00 per hour
Administrative Offenses – Violation of City Code Section:		Penalty for Violation
Section 220	Abandoned Property	\$25.00
Section 230	Trees	\$25.00
Section 300	Animals	\$25.00
Section 310	Exhibitions	\$25.00
Section 330	Peddlers	\$50.00
Section 340	Building Movers	\$50.00
Section 350	Rental Housing	\$50.00
Chapter 4	Alcoholic Beverages	\$25.00
Chapter 5	Nuisances	\$25.00
Section 550.3	Unlawful Disposal	\$100.00
Section 610	Parking	\$25.00
Section 620	Snowmobiles	\$25.00
Section 630	Bicycles	\$25.00
Section 720	Right of Way Management	\$200.00
Section 800	Water	\$25.00
Section 810	Sewer	\$25.00
Chapter 9	Building and Housing	\$50.00
Chapter 10	Zoning	\$50.00
Chapter 11	Adult Uses	\$200.00

Passed by the City Council of the City of New Richland, Minnesota, this 24th Day of June 2024.

(Mayor)

ATTEST:

(City Administrator)

New Richland City Council

24 June 2024

New Richland Care Center

Operations:

Average census = 37.77 Current census is 36

Referrals: 30 Accepted 8, admitted 5. Denied 22. Discharged 6 (3 went home, 3 passed away)

Financials:

Income from Operations is \$20,477. Looking forward to a positive summer with a reduction in Agency staffing due to our College and High School students working a greater number of shifts. We were able to hire 6 people in June. They are working in Dietary, Nursing, and Housekeeping.

May Celebrations

Nursing Home Week was celebrated by staff and residents. This years theme was the Golden Age of Radio. We had food and fun related to the different era's of music from the Big Bands and Country to Rock 'n Roll. We enjoyed ice cream treats from the Ice Cream truck, BBQ to celebrate our favorite Country tunes, and Cheeseburger/fries and malts to go back to the Malt Shop and enjoy some rock'n roll. Activities kept the music going, and picked our brains with games like name that tune.

Residents have enjoyed bus rides and seeing the work in the fields. Many have had a chance to go for rides on the Tri-Shaw around town. The Tri-Shaw was new last year, purchased with grant money. A great way for residents to go for a "bike ride".

We are planning a Family Picnic for Aug 2nd. Families of residents and staff will be able to enjoy the music of Todd Updahl at 3 pm and a meal will be served by the Red Leaf Café at 5 pm. We hope to enjoy the music and games outside and eat indoors. When you receive your invite please RSVP so we can plan accordingly.

Staffing:

Openings:

Certified Nurse Aides FT/PT positions on days/evenings/overnights. Every other weekend.

RN or LPN FT/PT positions on days/evenings/overnights. Every other weekend.



Date: June 18, 2024

To: City of New Richland

From: Shell Johnson, Operator

O & M Report: May 2024

Wastewater Operation & Maintenance

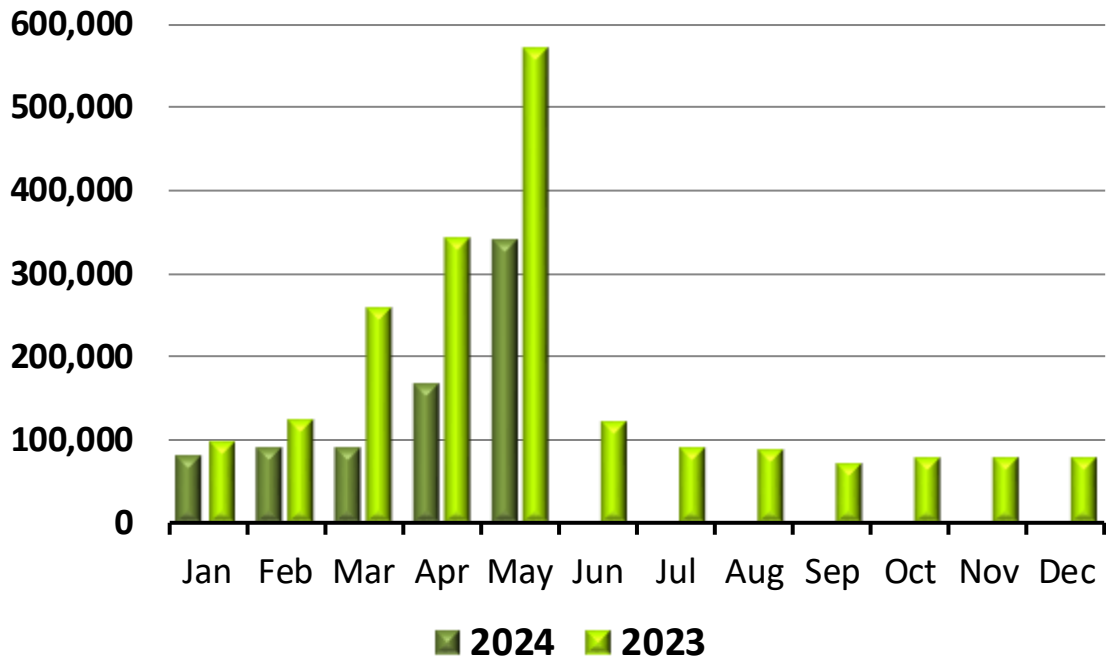
- May 1st – 6th - 3.76 inches of rain. 2,578,000 million gallons of waste/water coming through sewer to the plant. Combined totals. Lift pumps ran for 81.6 hrs. (out of the 120 hrs. for those days) of run time with all four pumps for this week.
- May 6th - Chlorinator pump went out, MRWA Paul Plaetz came and stayed until we got it working. The pump is needed from May through November every year. We set up a pump system to get by. It worked as it should. This pump was bought in 1991. It has lasted for a long time. There is a piece broken inside, having a tough time finding the piece to order. As of right now, I have a slightly different setup to keep new Richland in compliance.
- May 13th - The Effluent Sampler is not cooling to keep it at or under 4 degrees Celsius (39.2F). I have been buying Big Bags of ice to keep in compliance. I would like to have a technician come out to service the Sampler before thoughts of a new one. They range in the \$8,000-\$12,000 area.
- The Basement humidity is rising now with the warm temps. Pipes cannot take the dampness. A Hi-E dry would work well. (like what is in the Well House). As of right now there is a small house basement dehumidifier down there. It cannot keep up.
- Manhole by bus shop/county shop, Brandon Flatness vac truck out.
- May 24th – A 2-hour bypass at the plant, 432,000 gallons in total were bypassed. Wastewater/Water/I & I came in too fast. All required paperwork and samples done.
- May 31st - Alarms, started bypass at 2 a.m. June 1st, discharge done Tuesday June 4th 8:50 am. 2,894,000 million gallons bypassed. Flows were coming in around 1500 plus a minute. The plant suffered; the scum pits blew out the tops. The primary clarifier was under water, and all other



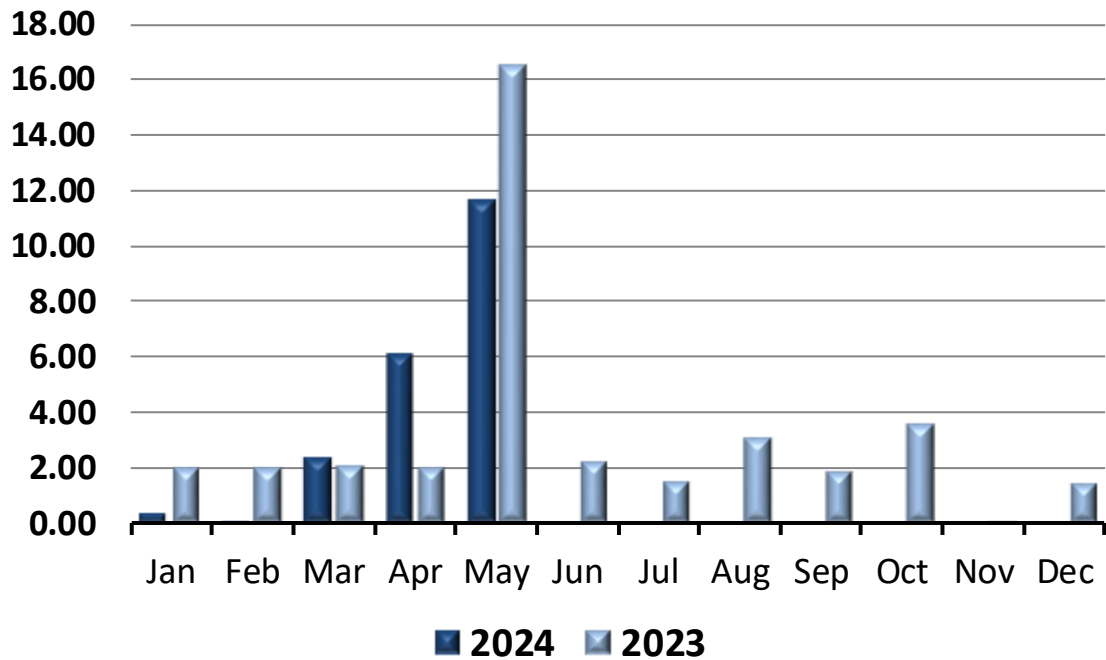
tanks were full. Spent the wee hours of Saturday and then Sunday, spreading lime in those areas and cleaning tanks. There is still lots to do yet. The damage to the south fence and the property are taking on more each time.

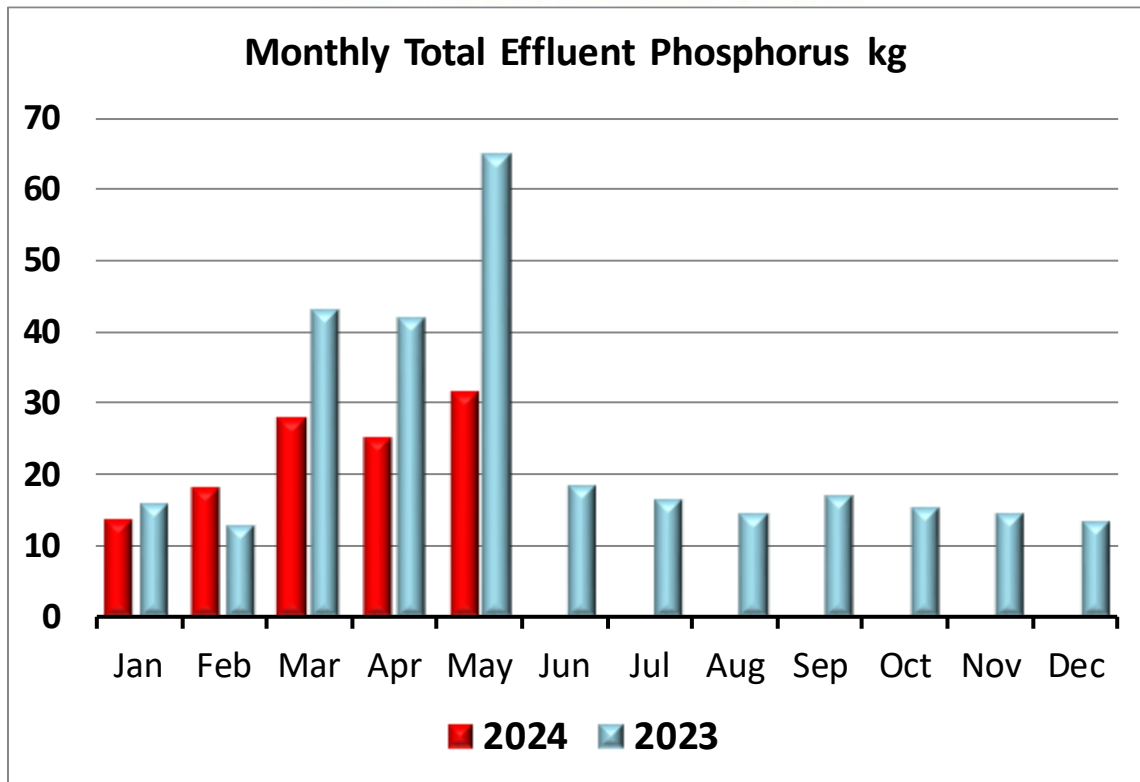
- Eric and I opened all manholes from Division Birch to Division and Broadway. A lot of the high flow coming from Broadway at the creek and Birch quite a bit of flow. I will ask MRWA when flows slow down if Paul Plaetz would come to camera.

Average Daily Wastewater Pumped - In Gallons



Total Monthly Precipitation





		May-24	April-24	May-23
Water	Units			
Wastewater				
CBOD				
CBOD Influent	mg/L	307	176	46
CBOD Influent Design	mg/L	338	338	338
CBOD Effluent	mg/L	2.5	2.9	7.0
CBOD Effluent Permit Limit	mg/L	15	15	15
CBOD kg/day	kg/day	3.3	2.3	17.0
CBOD kg/day Permit Limit	kg/day	34	34	34
CBOD % Removal	%	99%	99%	86%
CBOD % Removal Permit Limit	%	85%	85%	85%
TSS				
TSS Influent	mg/L	1,190	520	84
TSS Influent Design	mg/L	365	365	365
TSS Effluent	mg/L	5	2	10
TSS Effluent Permit Limit	mg/L	30	30	30
TSS kg/day	kg/day	5.3	1.9	27.0
TSS kg/day Permit Limit	kg/day	68	68	68
TSS % Removal	%	99%	99%	71%
TSS % Removal Permit Limit	%	85%	85%	85%
Phosphorus				
Phos Influent	mg/L	1.31	2.23	1.29
Phos Effluent	mg/L	0.79	1.34	0.97
Phos Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Phos Effluent Monthly Total	kg	31.65	25.29	65.04
Phos Effluent kg Per Year	kg	117.11	85.46	148.02
Phos Effluent kg Per Year Total Limit	kg	829.00	829.00	829.00
Fecal Coliform				
Fecal Effluent	ml	160	N/A	33
Fecal Effluent Permit Limit	ml	200#/100ml	N/A	200#/100ml
Dissolved Oxygen				
DO Effluent	mg/L	6.21	6.50	7.09
DO Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Effluent Flow				
Average Daily	gallons	342,000	168,000	571,000
Maximum Daily	gallons	764,000	307,000	2,026,000
Total Monthly	gallons	10,612,000	5,045,000	17,716,000
Precipitation Monthly Total	inches	11.69	6.14	16.55
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$7,482.00	\$2,306.00	31%	42%
Total	\$7,482.00	\$2,306.00	31%	42%

Datecompleted	Equipment	Location	Notes	Task	Taskdesc
5/3/2024	Lift Station #1 - WWTP	30052 WW New Richland, MN	Electrician came to figure why 3 and 4 have issue. Fuse box looks like it was hot at 1 time. He will send quote to city	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.
5/3/2024	Safety Blower-Mopeco	30052 WW New Richland, MN	Blower works great!	Inspection	Check air flow on blowers
5/6/2024	Chemical Induction Pump-CL2	30052 WW New Richland, MN	Pump was running good. A plastic bag was wrapped in propeller. MRWA Paul p and myself pulled apart and ceramic piece was crushed. Calling for parts. This was installed in 1992. We put in temp chlorine injector with garden hose	Spring Service	Check lubrication of pump, verify running correctly. Install pump and verify vacuum is present. Install regulator on cylinders.
5/6/2024	Eyewash Station	30052 WW New Richland, MN	Every Monday run It	Monthly PM	Inspect eyewash for proper operation. Located at lab sink.
5/6/2024	FIRE EXTINGUISHERS	30052 WW New Richland, MN	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.
5/7/2024	Effluent Sampler	30052 WW New Richland, MN	All new hoses in April 24	Monthly PM	Clean, inspect pump hose & check dessicant on unit. See manual
5/7/2024	East Ras Flowmeter	30052 WW New Richland, MN	Only can read percentage	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.
5/7/2024	Office Air Conditioner	30052 WW New Richland, MN	Not in use yet	Monthly PM	Clean filter & unit. May need more cleaning during heavy use.
5/7/2024	Influent Sampler	30052 WW New Richland, MN	All new hoses in April. Checked over all good	Monthly PM	Clean, inspect pump hose

5/7/2024	NO 1 RAS	30052 WW New Richland, MN	Not in use still waiting for parts	Monthly PM	Grease the zirks on the pump if the pump running this month.
5/7/2024	Eye Wash Station	30052 WW New Richland, MN	Check and initial	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.
5/7/2024	IBC Boiler	30052 WW New Richland, MN	Not in use for summer	Blower Monthly	Check the inlet pressure, the BTU and return temp. Check site tube on the water tank.
5/9/2024	NO 3 RAS	30052 WW New Richland, MN	Greased and checked safety cage	Monthly PM	Grease the zirks on the pump if the pump running this month.
5/9/2024	Gas Detector	30052 WW New Richland, MN	Caliber action done. 180 days till due next	Monthly PM	Turn on, check batteries and if calibration is due.
5/9/2024	NO 2 RAS	30052 WW New Richland, MN	Greased checked safety cage	Monthly PM	Grease the zirks on the pump if the pump running this month.
5/9/2024	Basement Sump Pump	30052 WW New Richland, MN	Pulled float set off alarm it called out.	Monthly PM	Open pit, turn on pump in controls and verify pump pumps water down.
5/15/2024	Air Compressor	30052 WW New Richland, MN	Oil's belts checked	Monthly PM	Check oil, belt tension, relief valves & drain water. See manual.
5/21/2024	Lift Station #2 - 3rd Street	30052 WW New Richland, MN	Storm. Alarms called out	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.
5/21/2024	Emergency Generator	30052 WW New Richland, MN	Ran on own storm. Was 20.2 hrs now 20.7 hrs	Generator Monthly	Check all fluids including fuel. Inspect unit for leaks or abnormal wear. Exercise under load and document hour meter. Please run generator twice a month.

5/21/2024	Lift Station #3 - Elm Ave	30052 WW New Richland, MN	Storm. Alarm call out	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.
5/22/2024	Alarms	30052 WW New Richland, MN	Pulled alarms in influential. Called out	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.
5/22/2024	Air Dryer Unit	30052 WW New Richland, MN	Took out. Looks fine. Make sure all air is out of system before checking	Inspection	Inspect for leakage, corrosion & open valves & blow down for 5 sec., clean strainers.
5/22/2024	Final Clarifier NO 2	30052 WW New Richland, MN	N/A	Monthly PM	Grease, clean air vent for gear box skimmer. Give 3-4 shots of grease each zerk.
5/22/2024	Blower NO 1	30052 WW New Richland, MN	Oil's fine. Have new filters for next change	Monthly PM	Check belt tension, check motor, air filters ect. See manual Belt Dayco Wedge-Band belt #R5VX630-2
5/22/2024	Trickling Filter	30052 WW New Richland, MN	Arms straight. Needs to be cleaned. High flows	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
5/22/2024	Final Clarifier NO 1	30052 WW New Richland, MN	Greased checked fans and oil	Monthly PM	Grease, clean air vent for gear box skimmer. refer to manual, numerous tasks. Give 3-4 shots to each zerk to grease.
5/22/2024	Blower NO 2	30052 WW New Richland, MN	Blower is off	Blower Monthly	Check oil level and belt tension, Check filter and clean/replace if needed. inspect units for abnormal wear and leaks.

5/22/2024	Primary Clarifier	30052 WW New Richland, MN	No drainage from excess. Greased ,checked arm. Checked oils	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
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City of New Richland

Maintenance & Utilities

Council Report

June 2024

PROJECTS COMPLETED

- 30 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.
- Olsons dug up and put a new Value on Division and Ceder.
- Put up new signs and gate for the City Dump
- Ulland road work (rain delay)
- June 26 water tower wash out.
- Railroad took out the tracks on SE Division. We will get 2025 bids to cover the tracks with asphalt.

FUTURE PROJECTS

- Paint bleachers at the Legion field.
- Paint crosswalks.
- Put out ropes and raff.
- Get ready for Farm and City days.
- Pearsons Bros. Seal coating.
- John Hullopeter to do some curb work on 6th street.

SEEKING RECOMMENDATION

N/A

Respectfully Submitted: *Eric Hendrickson*, Maintenance & Utility Supervisor

City of New Richland
Water System Monthly Report
 Month: May Year: 2024

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

Well No. 3

Total Monthly Pumpage	Gals/Month	2,465,000
Average Daily Pumpage	Gals/day	79,516
Maximum Daily Pumpage	Gals/day	127,000
Total monthly hours	Hrs./month	171
Well Efficiency (GPM)	Gals/min	150

Total Combined Monthly Pumpage	Gals/Month	2,465,000
Average Combined Daily Pumpage	Gals/day	79,516
Total Combined Monthly Hours	Hrs./month	171
Booster Pump 1 Monthly Hours	Hrs./month	45
Booster Pump 1 daily Avg. Hours	Hrs./day	1.45
Booster Pump 1 efficiency (GPM)	Gals/min.	0
Booster Pump 2 Monthly Hours	Hrs/month	10
Booster Pump 2 Daily Avg. Hours	Hrs/day	.32
Booster Pump 2 efficiency (GPM)	Gals/min	0
Total Chlorine Consumption	Lbs./month	46
Average Chlorine daily Consumption	Lbs./day	1.48
Total Fluoride Consumption	Gals/month	.9
Average Fluoride daily Consumption	Gals/day	.03

Memo

To: City Council

From: Anthony Martens

cc:

Date: 6/21/24

Re: Lucas Purchase

The City of New Richland received a one-time Emergency Service funding allocation from the State of MN in the amount of \$53,781. Per the council, the intention was to have the funds distributed equally between the Ambulance, Fire and Police Departments. This works out to be an allocation of \$17,927 / department.

The Ambulance department would like to use this money to purchase a new Lucas device for their department. The cost of the new Lucas is \$19,215.75. Leaving approximately \$1,288.75 to cover with additional funds.



New Richland Amb LUCAS

Quote Number: 10921588

Version: 1

Prepared For: NEW RICHLAND AMB
Attn: Sarah Sundve
nramb@cityofnewrichlandmn.com
(507) 465-3514

Rep: Peter Swetkovich
Email: pete.swetkovich@stryker.com
Phone Number: 763-312-0470

Quote Date: 05/14/2024

Expiration Date: 08/12/2024

Delivery Address

Name: NEW RICHLAND AMB
Account #: 20155386
Address: 203 BROADWAY AVE N RM 2
NEW RICHLAND
Minnesota 56072-2021
Attn: Sarah Sundve

Sold To - Shipping

Name: NEW RICHLAND AMB
Account #: 20155386
Address: 203 BROADWAY AVE N RM 2
NEW RICHLAND
Minnesota 56072-2021

Bill To Account

Name: NEW RICHLAND AMB
Account #: 20155386
Address: 203 BROADWAY AVE N RM 2
NEW RICHLAND
Minnesota 56072-2021

Equipment Products:

#	Product	Description	U/M	Qty	Sell Price	Total
1.0	99576-000063	LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	PCE	1	\$18,013.50	\$18,013.50
2.0	11576-000071	LUCAS External Power Supply	PCE	1	\$369.00	\$369.00
3.0	11576-000080	LUCAS 3 Battery - Dark Grey - Rechargeable LiPo	PCE	1	\$693.75	\$693.75
4.0	11576-000046	LUCAS Disposable Suction Cup (3 pack)	PK	1	\$139.50	\$139.50
Equipment Total:						\$19,215.75

Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
TIM-LUC2-LUC3	TRADE-IN-STRYKER LUCAS 2 TOWARDS PURCHASE OF LUCAS 3.1	1	-\$5,000.00	-\$5,000.00



New Richland Amb LUCAS

Quote Number: 10921588

Version: 1

Prepared For: NEW RICHLAND AMB

Attn: Sarah Sundve

nramb@cityofnewrichlandmn.com

(507) 465-3514

Rep: Peter Swetkovich

Email: pete.swetkovich@stryker.com

Phone Number: 763-312-0470

Quote Date: 05/14/2024

Expiration Date: 08/12/2024

Price Totals:

Estimated Sales Tax (0.000%): \$0.00

Freight/Shipping: \$273.26

Grand Total: \$14,489.01

Prices: In effect for 30 days

Terms: Net 30 Days

Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/Index.html.

Memo

To: City Council

From: Anthony Martens

cc:

Date: 6/21/24

Re: Broadway Lighting

There are approximately 12 lights on Broadway that are out due to issues with the current LED heads that are inside. Delane Nelson was able to find a screw-in style LED Bulb that is much easier to maintain and much less expensive. Initially the estimate to fix this group of lights was around \$12,000.

This new style bulb will allow us to have replacements on hand and be able to replace quickly if they go out instead of having to wait for much more expensive parts and installation.

If approved, Delane can have them installed and lit by Farm and City days.



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 #
5/30/2024	1062

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

Project

Description
Repair of Street Lights Repair 12 Street Lights with new bulbs and sockets
Thank you for your business. Cell 507-461- 0826

Total \$5,000.00



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

June 24th, 2024, City Council Meeting

Reviewed council and employee activities upon return from vacation

Continue to monitor EMS Service Aid Package 24 million to Rural EMS

Worked on initial information for Ambulance Pay discussion

Submitted May sales tax

Heather attended Election Judge training last week

Dealing with many customers and the transition from PSN to Paya due to the PSN cutoff in May

Council Payroll will be on the 28th of June

EMPLOYEE RECOGNITION

EMPLOYEE BIRTHDAYS

EMPLOYEE ANNIVERSARIES