



# New Richland City Council Regular Meeting Agenda

July 14<sup>th</sup>, 2025

## 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 of June 9<sup>th</sup>, 2025, City Council Meeting
2. Approve Minutes of July 9<sup>th</sup>, 2025, City Council Work Session
3. Approve ROW permits – 2025 Street Improvement Project
4. Approve Street Closure – Division Street West – August 2<sup>nd</sup>, 2025 – Finly's Street Dance

## 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

## Public Hearings

## Ordinances and Resolutions

1. Resolution 25-24: A Resolution Reducing a Special Assessment for the 2025 Street and Utility Improvement Project
2. Resolution 25-25: A Resolution Accepting a Donation from the Byron Township Community Fund to the New Richland Ambulance in the amount of \$524
3. Resolution 25-26: A Resolution Accepting a Donation from the State Bank of New Richland/FHLB to the City of New Richland for City Hall in the amount of \$10,000
4. Resolution 25-27: A Resolution Accepting a Donation from the State Bank of New Richland/FHLB to the City of New Richland to strengthen its tree maintenance program in the amount of \$20,000
5. Resolution 25-28: A Resolution Accepting a Donation from the State Bank of New Richland/FHLB to the City of New Richland for updates to the city-owned public library in the amount of \$40,000
6. Resolution 25-29: A Resolution Accepting a Donation from the Town of Byron to the New Richland Ambulance in the amount of \$300
7. Ordinance 25-02 – An Ordinance to Enact an Amendment to section 600 – Traffic & Parking – 1<sup>st</sup> Reading
  - a. Set Public Hearing for August 11<sup>th</sup>, 2025, at 6:35 pm

## **Department Reports**

1. Ambulance Report – Sarah Sundve, Ambulance Director
2. Fire Department Report – In Writing
3. Police Department Report – Tanyce Bruegger, Chief of Police
4. Care Center Report – Bob Johannsen, Care Center Administrator
5. People Service Report – Shell Johnson, Operator
6. Maintenance & Utility Report – Eric Hendrickson, Maintenance & Utility Supervisor

## **Unfinished Business**

1. Creek Path/Private Property Issue
2. Golf Carts - Parks

## **New Business**

1. June 2025 Check Register
2. June 2025 Financials
3. 2025 Street & Utility Project
  - a. Pay Estimate #2
4. USDA Siren Grant Discussion
5. Approve Houston Engineering Contract – Flood Mitigation – MPCA Grant
6. Building Inspector Proposals – Award
7. EDA CEDA Grant – Panther Powerhouse

## **2026 Preliminary Budget**

1. General Fund
2. Water Enterprise Fund
3. Sewer Enterprise Fund
4. Storm Sewer Enterprise Fund

## **Miscellaneous**

### **Administrator's Report**

1. Accept Resignation of City Administrator
  - a. Updated Job Description & Benefits
  - b. Consider Recruitment Options
    - i. Hire Recruitment Consultant
      1. Proposal from South Central Services Cooperative
    - ii. Hire In-House
  - c. Direct Staff to proceed with recruitment and develop transition plan

## **Mayor/Council Comments**

## **Adjournment**

The next Regular City Council meeting will be held on Monday August 11<sup>th</sup>, 2025, at 6:30 pm



# New Richland City Council Regular Meeting Minutes

June 9<sup>th</sup>, 2025

### Members Present

Janda Ferguson  
Matt Economy  
Jason Casey  
Josh Warke  
Jody Wynnemer

### Staff Present

Anthony Martens-City Administrator  
Heather Christensen-Deputy Clerk  
Shell Johnson-People Service  
Bob Johannsen-Care Center Administrator  
e) Jason Moran-City Attorney  
Sarah Sundve-Ambulance Director

### Others Present

Robert Swenson     Alex Buckmeier  
Pam Gehring         Shanon Young  
Vanessa Ziemke      Brenda Routh  
Gail Schmidt         Ann Hagen  
Sharon Possin         Dale Wildgrube  
Shelly Moxon  
Shannon Sweeney-DDA  
Tom Olinger-ABDO

### Members Absent

None

The meeting was called to order by Mayor Janda Ferguson at 6:30 p.m.

Roll Call - All members present

### Pledge of Allegiance

### Approval of Agenda

- Council Member Wynnemer asked that consent agenda item #3 be removed and moved to New Business #6.
- Motion made by Jody Wynnemer and seconded by Josh Warke to approve the agenda as amended.  
Carried (4 yes, 0 no)

### Consent Agenda

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

### Public Comments

- None

### Requests and Presentations

1. 2024 Audit Presentation – Tom Olinger – ABDO
  - a. Tom Olinger with ABDO presented the 2024 City Audit and answered questions from the City Council. Motion made by Jody Wynnemer and seconded by Jason Casey to accept the 2024 City of New Richland Financial Report. Carried (4 yes, 0 no)
2. 2024 Street & Utility Improvement Project Bond Sale – Shannon Sweeney – DDA
  - a. Shannon Sweeney with David Drown and Associates presented the results of the bond sale for the 2025 Street and Utility project and answered questions from the City Council. Motion made by Jason Casey and seconded by Matt Economy to adopt resolution 25-23: A Resolution Providing for the Issuance and Sale of General Obligation Improvement and Utility Revenue Bonds, Series 2025A. Carried (4 yes, 0 no)



# New Richland City Council Regular Meeting Minutes

June 9<sup>th</sup>, 2025

## *Requests and Presentations continued...*

### 3. Golf Cart Issue – Gail Schmidt

- a. Gail Schmidt presented concerns regarding enforcement of golf carts, lawn mowers and atv's using private property previously identified as a trail to get to places like the Willow's without traveling on Hwy 30. The property is no longer a snowmobile trail and was abandoned by the trail association. Staff was directed to check with legal counsel regarding having a trail and any potential liabilities. Discussion of a possible committee regarding the golf cart trail was also discussed.

## **Public Hearings**

- None

## **Ordinances and Resolutions** (see attached)

- None

## **Reports**

### 1. Ambulance Department

- Ambulance report was presented by Ambulance Director Sundve.
- Motion made by Jason Casey and seconded by Matt Economy to approve the purchase of a Ferno cot, loading system and new AED at a cost of \$86,076.42. Carried (4 yes, 0 no)
- Motion made by Matt Economy and seconded by Jason Casey to approve the Ambulance Report. Carried (4 yes, 0 no)

### 2. Fire Department

- Fire Department report was presented by in writing by Chief Moen
- Motion made by Josh Warke and seconded by Matt Economy to approve Josh Babcock as a new Firefighter. Carried (4 yes, 0 no)
- Motion made by Matt Economy and seconded by Josh Warke to approve the Fire Department Report. Carried (4 yes, 0 No)

### 3. Police Department

- Police Department report was presented by Chief Bruegger
- Motion made by Matt Economy and seconded by Jody Wynnemer to accept the FT resignation status of Officer Joel Jandt. Carried (4 yes, 0 no)
- Motion made by Janda Ferguson and seconded by Jody Wynnemer to approve the posting of the FT Police Officer position. Carried (3 yes, 2 no, Economy, Warke)
- Motion made by Jason Casey and seconded by Janda Ferguson to approve the conditional offer to a part-time candidate pending successful physiological and medical evaluation. Carried (4 yes, 0 no)
- Motion made by Jody Wynnemer and seconded by Jason Casey to approve the Police Department report. Carried (4 yes, 0 no)

### 4. Care Center Report – Bob Johannsen, Care Center Administrator

- Care Center report was presented by Bob Johannsen
- Motion was made by Jason Casey and seconded by Josh Warke to approve the Care Center Report. Carried (4 yes, 0 no)



# New Richland City Council Regular Meeting Minutes

June 9<sup>th</sup>, 2025

## *Reports Continued....*

5. People Service Report – Shell Johnson
  - People Service report was presented by Shell Johnson
  - There is a need for rain gutters or something to be addressed with water coming off of the WWTP. Staff directed to work with Shell to come up with some kind of solution.
  - Motion made by Jody Wynnemer and seconded by Jason Casey to approve the People Service report. Carried (4 yes, 0 no)
  
6. Maintenance & Utility Report – Eric Hendrickson, Maintenance & Utility Supervisor
  - Maintenance & Utility Report was presented in writing by Eric Hendrickson, Maintenance and Utility Supervisor.
  - Motion made by Jody Wynnemer and seconded by Matt Economy to approve the replacement of the city park playground as an insurance claim. Carried (4 yes, 0 no)
  - Motion made by Jason Casey and seconded by Josh Warke to approve the Maintenance Department report. Carried (4 yes, 0 no)

## **Unfinished Business**

1. Department Head Purchase Policy
  - a. Motion made by Matt Economy and seconded by Jason Casey to approve the updated department head purchase policy as presented. Carried (4 yes, 0 no)

## **New Business**

1. HRA of New Richland Tax Levy for 2026 – Information
  - a. Administrator Martens provided information regarding the HRA of New Richland's intention of taxing the citizens of New Richland FY 2026
2. May 2025 Check Register
  - a. Motion made by Matt Economy and seconded by Josh Warke to approve the May 2025 check register. Carried (4 yes, 0 no)
3. May 2025 Financials
  - a. Motion made by Josh Warke and seconded by Jason Casey to approve the May 2025 financials. Carried (4 yes, 0 no)
4. 2025 Street & Utility Improvement Project Pay Request #1
  - a. Motion made by Matt Economy and seconded by Josh Warke to approve the 2025 Street & Utility Improvement Project Pay Request #1. Carried (4 yes, 0 no)
5. Approve EDA Business Grants
  - a. Motion made by Matt Economy and seconded by Jason Casey to approve payment of the EDA Business Grants. Carried (4 yes, 0 No)
6. April 2025 Check Register
  - a. Motion made by Jody Wynnemer and seconded by Josh Warke to approve the April 2025 check register. Carried (4 yes, 0 no)

## **Miscellaneous**

- June 19<sup>th</sup>, 2025 – City Hall Closed – Juneteenth
- July 4<sup>th</sup>, 2025 – City Hall Closed – July 4th



# New Richland City Council Regular Meeting Minutes

June 9<sup>th</sup>, 2025

## Administrators Report

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

## Mayor/Council Comments

- Council Member Warke discussed concerns over policing in the City of New Richland

## Closed Meeting

The meeting was closed at 8:11 p.m. pursuant to MN Statute 13D.05 Subdivision 3(b) to discuss attorney-client matters/threatened litigation.

The closed meeting was reopened at 8:31 p.m.

Motion was made by Mayor Janda Ferguson and was seconded by Matt Economy to offer Jim & Mary Stringfield a reduction in their assessment to \$18,000 for a period of 7 days. Should they choose not to accept that offer within 7 days, their assessment would return to the original amount. Carried (4 yes, 0 no).

**Adjournment** – Motion for adjournment made by Josh Warke and seconded by Matt Economy. Carried (4 yes, 0 no) 8:32 p.m.

Submitted by,

Anthony Martens  
City Administrator



# New Richland City Council Work Session Minutes

July 9<sup>th</sup>, 2025

## Members Present

Janda Ferguson  
Matt Economy  
Jason Casey  
Josh Warke  
Jody Wynnemer

## Staff Present

Anthony Martens-City Administrator  
Tanyce Bruegger-Chief of Police  
Drew DeRaad-Police Officer  
Jason Moran-City Attorney

## Others Present

Rachel Cornelius-County Attorney

## Members Absent

None

**The meeting was called to order** by Mayor Janda Ferguson at 6:30 p.m.

**Roll Call** - All members present

The City Council discussed various issues surrounding the operations and staffing of the New Richland Police Department.

No action was taken.

**Adjournment** – Motion for adjournment made by Matt Economy and seconded by Josh Warke.

Carried (4 yes, 0 no) 7:16 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

[X] 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
[X] Contractor
[ ] Other (Explain)
Plan No.
Project No.

Location: Ash Ave S, 4th st SW, Broadway Ave S, 3rd st SE
From and To: On Ash Ave S from 2nd St SW approx 1000' south, All of 4th st SW and on Broadway Ave S from 2nd Ave S 1000 feet south, & all of 3rd st SE
(Address and Intersection)

REGISTRATION INFORMATION (Company Information)

Applicant: JJD Companies LLC Phone # 507-684-9419
Address: 11822 CR 45 S Fax # 507-684-2335
City: Blooming Prairie State MN Zip 55917
Signature: [Signature] Date: 5/27/25
Contractor: Same as above Gopher State One-Call Reg. #
Address: Contact Person: Andrew Miller
Phone # 507-676-3981
City: State Zip Pager #

24 HOUR EMERGENCY CONTACT INFORMATION

Name Phone # Pager # Fax #
Andrew Miller 507-676-3981
Dan Niles 507-676-3302

CONSTRUCTION INFORMATION

Type of Utility: [ ] Gas [ ] Electrical [ ] Telecom [ ] Heating [ ] Cooling [ ] Cable [ ] Traffic [ ] Other
Purpose of Construction: [ ] New [X] Replacement [ ] Repair [ ] Other
Type of Construction: [X] Trench [ ] Boring [ ] Hole [ ] Pole [ ] Chamber [ ] Other
Excavation Size: Length Width Depth Total Linear Footage of Installation
Portion of ROW being used: Driving Lane Parking Lane Sidewalk Boulevard
Other: All of the above

CONSTRUCTION SCHEDULE

Number of Construction Days: Construction Dates: 6/2/25 - 10/3/25
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: 5/27/25 Review Committee Yes No
Permit Number: 25-2 Committee Date:
Permit Fee: \*\*2025 STREET PROJECT FEE WAIVED\*\*
Date Received: 06/01/2025 \*\* ANY WORK PRIOR TO PERMIT APPROVAL SUBJECT TO DOUBLE FEE AND/OR ADDITIONAL FINE \*\*



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

[X] Excavation Permit [ ] Obstruction Permit

REGISTRATION TYPE

Attached Plan submitted by (Utility Owner): Xcel Energy, see Job Sketch
[ ] 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.
[X] Equipment Owner
[ ] Contractor
[ ] Other (Explain)
Plan No.
Project No.

Location: Ash Ave and 4th St 2025 Street Project
From and To:
(Address and Intersection)

REGISTRATION INFORMATION (Company Information)

Applicant: Xcel Energy/Don Simons Phone # 507-387-9621
Address: 210 Lime St Fax # 507-387-9604
City: Mankato State MN Zip 56001
Signature: Don Simons Digitally signed by Don Simons Date: 2025.06.11 07:18:15 -05'00' Date: 6/11/25

Contractor: Michels Gopher State One-Call Reg. #
Address: 9950 73rd St NE Contact Person: Tim Parish
City: Otsego State MN Zip 55362 Phone # 763-428-3554
Pager #

24 HOUR EMERGENCY CONTACT INFORMATION

Name Phone # Pager # Fax #
Xcel Energy 1-800-895-1999

CONSTRUCTION INFORMATION

Type of Utility: [ ] Gas [X] Electrical [ ] Telecom Purpose of Construction Type of Construction
[ ] Heating [ ] Cooling [ ] Cable [X] New [ ] Trench [ ] Boring
[ ] Traffic [ ] Water [ ] Sewer [X] Replacement [ ] Hole [X] Pole
[ ] Other [ ] Repair [ ] Chamber [ ] Other

Excavation Size: Length Width Depth Total Linear Footage of Installation
Portion of ROW being used: Driving Lane Parking Lane Sidewalk Boulevard X
Other

CONSTRUCTION SCHEDULE

Number of Construction Days: 15 Construction Dates: 6/2 - 6/31
Weekend Dates: N/A After Hour Dates: N/A

CERTIFICATES AND LICENSES

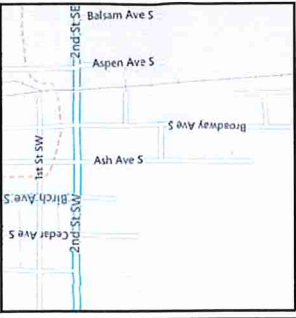
Please attach copies of certificates and licenses as required for registration

- 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: 06/10/2025 Review Committee Yes No
Permit Number: 25-3 Committee Date:
Permit Fee: \*\*2025 STREET PROJECT FEE WAIVED\*\*
Date Received: 06/10/2025 \*\* ANY WORK PRIOR TO PERMIT APPROVAL SUBJECT TO DOUBLE FEE AND/OR ADDITIONAL FINE \*\*





<b>Work Order Information</b>	
Service Request #	: 000015238445
Design Number	: 1210503
Designer/Planner ID	: 243883
Designer/Planner Name	: Simons, Don
Designer/Planner Ph #	: 507-740-1155
Manager Approval	:
Joint Utility	:
E:	G:
T:	C:
<b>Design Location</b>	
Division	: MANKATO
County	: WASECA
City	: NEW RICHLAND, MN
Address	: ASH AVE & 4th ST
T: 105N	R: 22W S: 20
Map #	: M11D10
Permit	:
<b>Feeder</b>	
Feeder	: WAS 092
Voltage	: 23.9 KV
<b>Phase</b>	
System	: Electric
Blup Dev ID	:
<b>System</b>	
Pressure	:
Material	:
Size	:
Depth End	:
Work Order #	:
Date	: 04/11/2025
Sketch	: 1 Of 1 Sketch Data
Scale	: 1" equals 48'

**Xcel Energy**

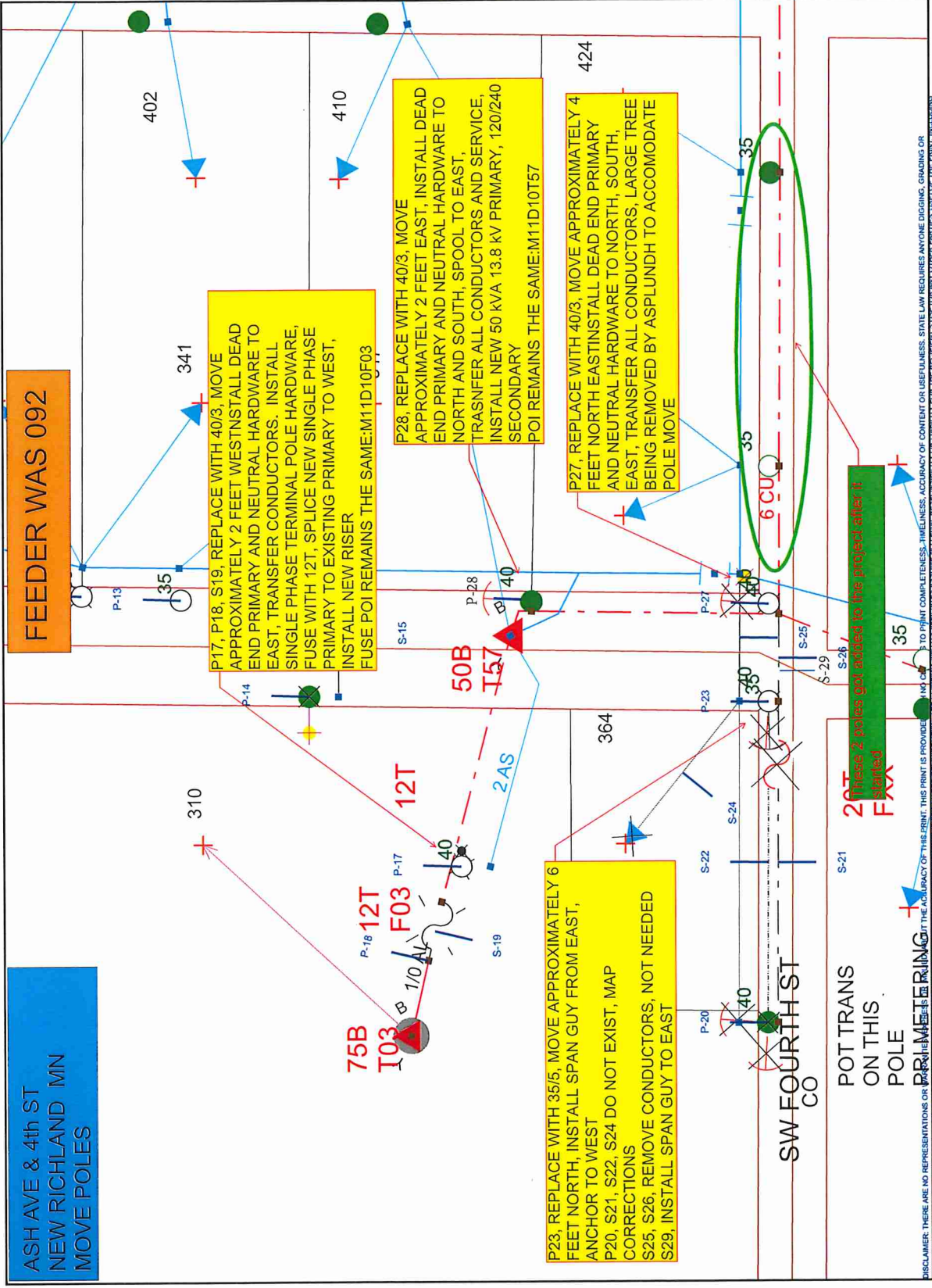
**CONSTRUCTION USE ONLY**

- NO CHANGES (BUILT AS DESIGNED)
- CHANGES MADE AS INDICATED
- ALL URD MUST HAVE ACTUAL MEASUREMENTS FROM THE FIELD SITE

RFO: \_\_\_\_\_ DATE: \_\_\_\_\_

FOREMAN: \_\_\_\_\_

TEAM LEADER: \_\_\_\_\_



**ASH AVE & 4th ST  
NEW RICHLAND MN  
MOVE POLES**

**P17, P18, S19, REPLACE WITH 40/3. MOVE APPROXIMATELY 2 FEET WEST. INSTALL DEAD END PRIMARY AND NEUTRAL HARDWARE TO EAST, TRANSFER CONDUCTORS. INSTALL SINGLE PHASE TERMINAL POLE HARDWARE, FUSE WITH 12T, SPLICE NEW SINGLE PHASE PRIMARY TO EXISTING PRIMARY TO WEST, INSTALL NEW RISER  
FUSE POI REMAINS THE SAME: M11D10F03**

**P28, REPLACE WITH 40/3, MOVE APPROXIMATELY 2 FEET EAST, INSTALL DEAD END PRIMARY AND NEUTRAL HARDWARE TO NORTH AND SOUTH, SPOOL TO EAST, TRANSFER ALL CONDUCTORS AND SERVICE, INSTALL NEW 50 KVA 13.8 KV PRIMARY, 120/240 SECONDARY  
POI REMAINS THE SAME: M11D10T57**

**P27, REPLACE WITH 40/3, MOVE APPROXIMATELY 4 FEET NORTH. EAST. INSTALL DEAD END PRIMARY AND NEUTRAL HARDWARE TO NORTH, SOUTH, EAST, TRANSFER ALL CONDUCTORS, LARGE TREE BEING REMOVED BY ASPLUNDH TO ACCOMMODATE POLE MOVE**

**P23, REPLACE WITH 35/5, MOVE APPROXIMATELY 6 FEET NORTH, INSTALL SPAN GUY FROM EAST, ANCHOR TO WEST  
P20, S21, S22, S24 DO NOT EXIST, MAP CORRECTIONS  
S25, S26, REMOVE CONDUCTORS, NOT NEEDED  
S29, INSTALL SPAN GUY TO EAST**

**20T  
These 2 poles get added to this project after it is signed  
FXX**

**POT TRANS ON THIS POLE**

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# 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): Consolidated Communication Enterprise Services LLC  
 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    Plan No. \_\_\_\_\_  
 Other (Explain)    Project No. NR 2025 Street Reconstruction

Location: 2025 Road Reconstruct Area, including the streets of: S Ash Ave, S Broadway Ave, SE 4th St, and SE 3rd St.  
From and To: From 2nd St, south to end of pavement.  
(Address and Intersection) South of 2nd St (MN TH 30), including these roads: S Ash Ave, S Broadway Ave, SE 4th St, and SE 3rd St  
Directional Boring fiber lines in HDPE duct along boulevard.

## REGISTRATION INFORMATION (Company Information)

Applicant: Consolidated Communication Enterprise Services LLC (Travis Nichols)    Phone # 507-380-8058  
Address: 2730 3rd Ave    Fax # \_\_\_\_\_  
City: Mankato    State MN    Zip 56001  
Signature: Travis Nichols    Travis Nichols, OSP Engineer II    Date: 6/5/2025

Contractor: Telcom Construction    Gopher State One-Call Reg. # \_\_\_\_\_  
Address: 2218 200th St East    Contact Person: Pete Trombley  
PO Box 189    Phone # 612-282-4878  
City: Clearwater    State MN    Zip 55320    Pager # \_\_\_\_\_

## 24 HOUR EMERGENCY CONTACT INFORMATION

Name	Phone #	Pager #	Fax #
<u>Consolidated Communications N.O.C.</u>	<u>888-608-7822</u>	_____	_____
<u>Consolidated Communications OSP Manager</u>	<u>507-387-1858</u>	_____	_____

## CONSTRUCTION INFORMATION

Type of Utility:    Purpose of Construction    Type of Construction  
 Gas     Electrical     Telecom     New     Trench     Boring  
 Heating     Cooling     Cable     Replacement     Hole     Pole  
 Traffic     Water     Sewer     Repair     Chamber     Other \_\_\_\_\_  
 Other \_\_\_\_\_     Other \_\_\_\_\_

Excavation Size: Length 3'    Width 4'    Depth 36" nominal    Total Linear Footage of Installation 5,700 feet  
Portion of ROW being used: Driving Lane \_\_\_\_\_ Parking Lane \_\_\_\_\_ Sidewalk \_\_\_\_\_ Boulevard   
Other \_\_\_\_\_

## CONSTRUCTION SCHEDULE

Number of Construction Days: 30    Construction Dates: ASAP  
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: 06/01/2025    Review Committee Yes \_\_\_ No \_\_\_  
Permit Number: 25-4    Committee Date: \_\_\_\_\_  
Permit Fee: **\*\*2025 STREET PROJECT FEE WAIVED\*\***  
Date Received: 06/01/2025    \*\* ANY WORK PRIOR TO PERMIT APPROVAL SUBJECT TO DOUBLE FEE AND/OR ADDITIONAL FINE \*\*

CONTACT LIST:

NEW RICHLAND 2025 ROAD RECONSTRUCTION PROJECT  
 REPLACEMENT OF COPPER PLANT (CABLE, PEDESTALS, AND HOUSE  
 DROPS) IN PROJECT AREA, INCLUDING S ASH AVE, S BROADWAY  
 AVE, 4TH ST SW, AND 3RD ST SE.

478DMN25179

CONSOLIDATED COMMUNICATIONS  
 OUTSIDE PLANT ENGINEER II  
 TRAVIS NICHOLS  
 CELL 507-380-8058  
 travis.nichols@consolidated.com

CONSOLIDATED COMMUNICATIONS  
 OUTSIDE PLANT ENGINEER II  
 JASON FLADLAND  
 DESK 507-386-3597  
 jason.fladland@consolidated.com

CONSOLIDATED COMMUNICATIONS  
 OUTSIDE PLANT MANAGER  
 NICK SORENSON  
 507-995-0103 DIRECT

TELCOM CONSTRUCTION  
 PETE TROMBLEY  
 MANAGER  
 CELL 612-282-4878

CONSOLIDATED COMMUNICATIONS  
 24 HOUR/EMERGENCY  
 CONTACT INFORMATION  
 NETWORK OPERATIONS CENTER  
 888-608-7822  
 NOC\_NF@consolidated.com

TELCOM CONSTRUCTION  
 FEILD SUPERVISOR  
 AJ OLSON  
 CELL 507-351-2977  
 alex.clison@telcomconstruction.com

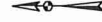
GOPHER STATE ONE CALL  
 800-252-1166 OR 811

**NOTE:**

LOCATION OF EXISTING UTILITIES IS APPROXIMATE ONLY.  
 CONTRACTOR SHALL LOCATE ALL UNDERGROUND  
 FACILITIES, SUBSTRUCTURES AND DRAINAGE TILES PRIOR  
 TO CONSTRUCTION.



CALL: 811 or  
 888-608-7822  
 OURS OR TOLL FREE: 1-800-252-1166  
 EMERGENCY LOCATES: 1-866-640-3637



SCALE: 1"=100'

**CONTACTS**

NO.	DATE	BY	ENG	REVISION DESCRIPTION

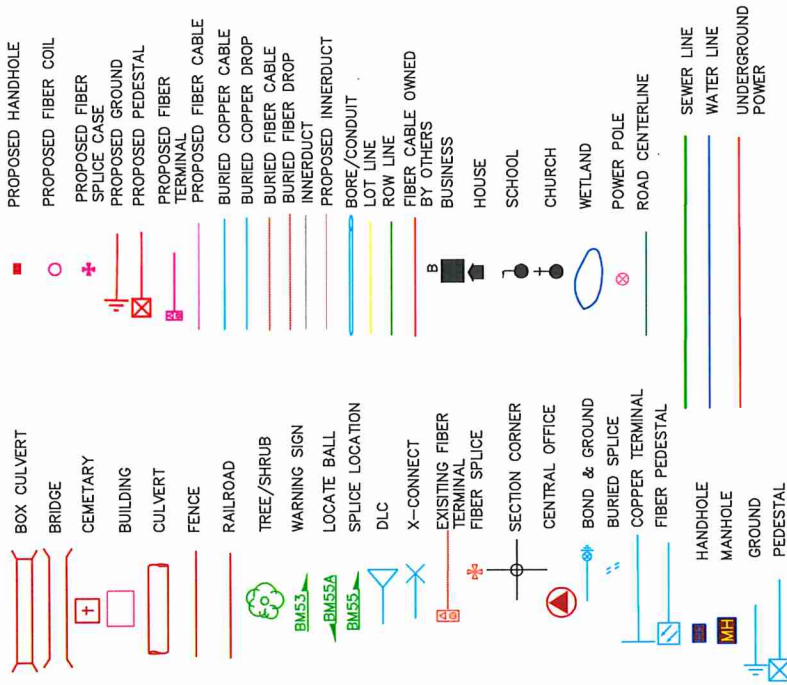


2730 3RD AVE, PO BOX 3288, MANKATO, MN

CONTACTS

DRAWING NUMBER: SHEET 1 OF 1

# SYMBOLS



# ANNOTATIONS

- BD3 PEDESTAL STAKE MOUNTED SIZE 3
- BD3A PEDESTAL MOUNTED ON A STUB POLE SIZE 3
- BFC-(1 1/4) BURIED COPPER CABLE IN A 1 1/4" DUCT
- BFC-100-24 EXAMPLE, BFC (CABLE TYPE)-100 (CABLE SIZE)-24(CABLE GAUGE)
- BFO 48 DIRECT BURIED FIBER OPTIC CABLE SIZE 48 FIBER
- BFO-D DIRECT BURIED FIBER OPTIC CABLE DUAL WITH OTHER FACILITY
- BFO-D(0) 1 1/4" BURIED FIBER OPTIC CABLE DUAL IN A 1 1/4" DUCT
- BFO-(1 1/4) BURIED FIBER OPTIC CABLE IN A 1 1/4" DUCT
- BFO-(2) BURIED FIBER OPTIC CABLE IN A 2" DUCT
- BFO-(4) BURIED FIBER OPTIC CABLE IN A 4" DUCT
- BHF(30x36) BURIED HANDHOLE SIZE 30" X 36"
- BM2F GROUND
- BM2(1/2)(5) 1/2 INCH X 5 FOOT GROUND ROD
- BM2A INSTALLATION OF A #6 COPPER GROUND WIRE TO A POWER GROUND
- BM53 = STAKE MOUNTED WARNING SIGN
- BM53A = STUB POLE MOUNTED WARNING SIGN
- BM55A = BALL MARKER
- BM60 BORE
- BM60(1 1/4)= BORE WITH A 1 1/4" PIPE
- BM61= A BORE PROVIDING A HOLE IN THE SOIL
- BM71= TRENCHING,BLASTING, SAWING IN ROCK
- BM72= LABOR TO REMOVE AND RESTORE ASPHALT
- BM99= GAS CROSSING
- IFC-(1 1/4)=INTERFACILITY CABLE IN A 1 1/4" DUCT
- IFC-(1 1/4)(4)12 = INTERFACILITY CABLE IN A 1 1/4" DUCT IN A 4" DUCT SIZE 12 FIBER
- UD(1x1 1/4)= ONE 1 1/4" DUCT IN AN UNDERGROUND MANHOLE SYSTEM
- UD-(1 1/4) 48 = ONE UNDERGROUND OPTIC IN A 1 1/4" DUCT SIZE 48 FIBER
- UO-(2) 48 = ONE UNDERGROUND OPTIC IN A 2" DUCT SIZE 48 FIBER
- V(1)(1 1/4)D ONE VACANT 1 1/4" DUCT, BURIED DUAL WITH OTHER FACILITY
- V(2)(1 1/4)D TWO VACANT 1 1/4" DUCTS, BURIED DUAL WITH OTHER FACILITY

### NOTE:

LOCATION OF EXISTING UTILITIES IS APPROXIMATE ONLY.  
 CONTRACTOR SHALL LOCATE ALL UNDERGROUND FACILITIES, SUBSTRUCTURES AND DRAINAGE TILES PRIOR TO CONSTRUCTION.



CALL: 811 or  
 Twin City Area: 651-454-0002  
 Outstate Toll Area: 1-800-252-1166  
 EMERGENCY LOCATES: 1-866-640-3637

### SYMBOL AND ANNOTATIONS

NO.	DATE	BY	ENG	REVISION DESCRIPTION

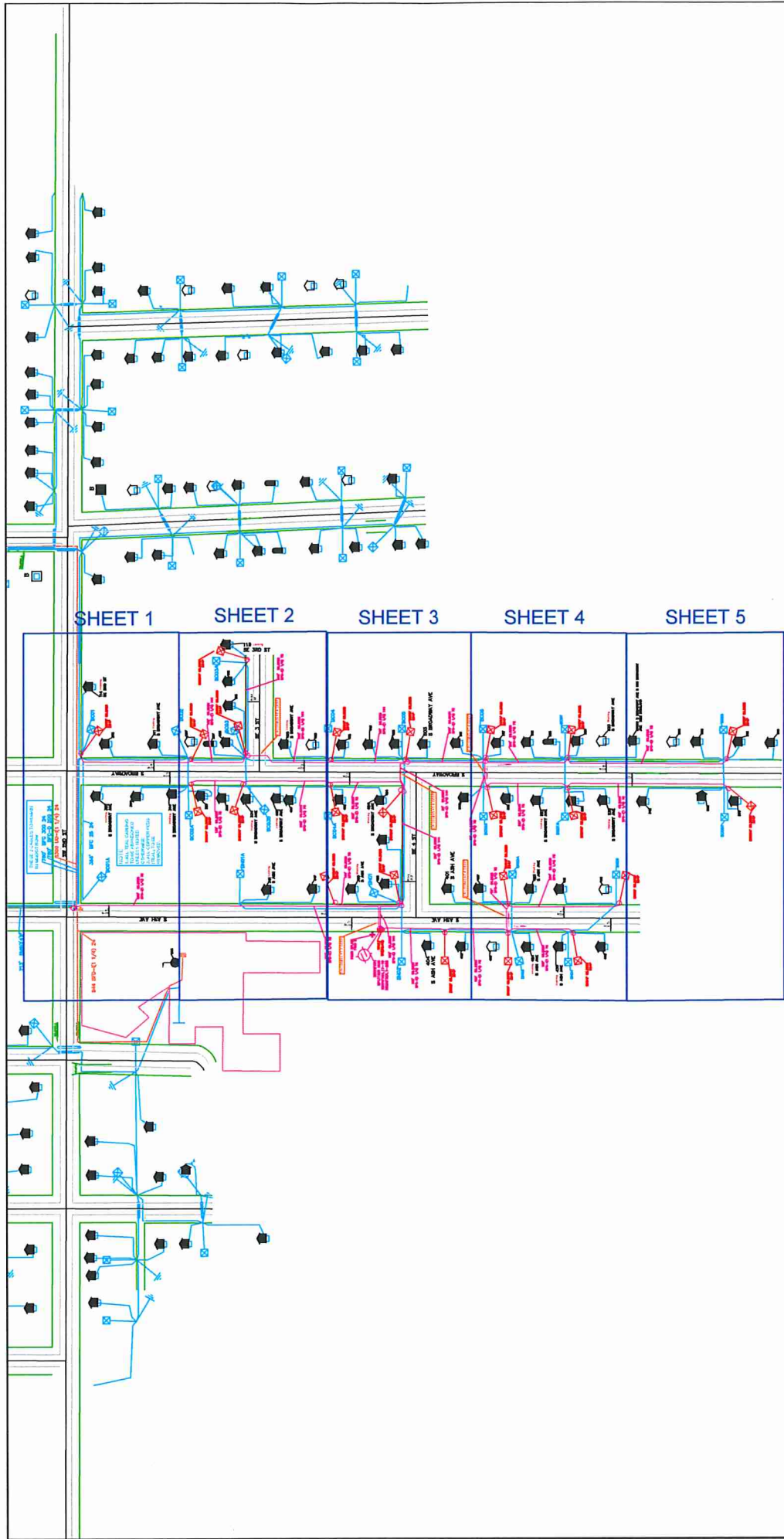
SCALE: 1"=10'



2730 3RD AVE, PO BOX 3288, MANKATO, MN

SYMBOLS

DRAWING NUMBER: SHEET 1 OF 1



CALL: 811 or  
 Twin City Area: 651-454-0022  
 Outside Twin City Area: 651-454-0022  
 EMERGENCY LOCATES: 1-866-640-3637

**NOTE:**  
 LOCATION OF EXISTING UTILITIES IS APPROXIMATE ONLY.  
 CONTRACTOR SHALL LOCATE ALL UNDERGROUND  
 FACILITIES, SUBSTRUCTURES, AND DRAINAGE TILES  
 PRIOR TO CONSTRUCTION.



2025 STREET PROJECT  
 ASH & BROADWAY RECONSTRUCTION  
 NEW RICHLAND, MN 56072

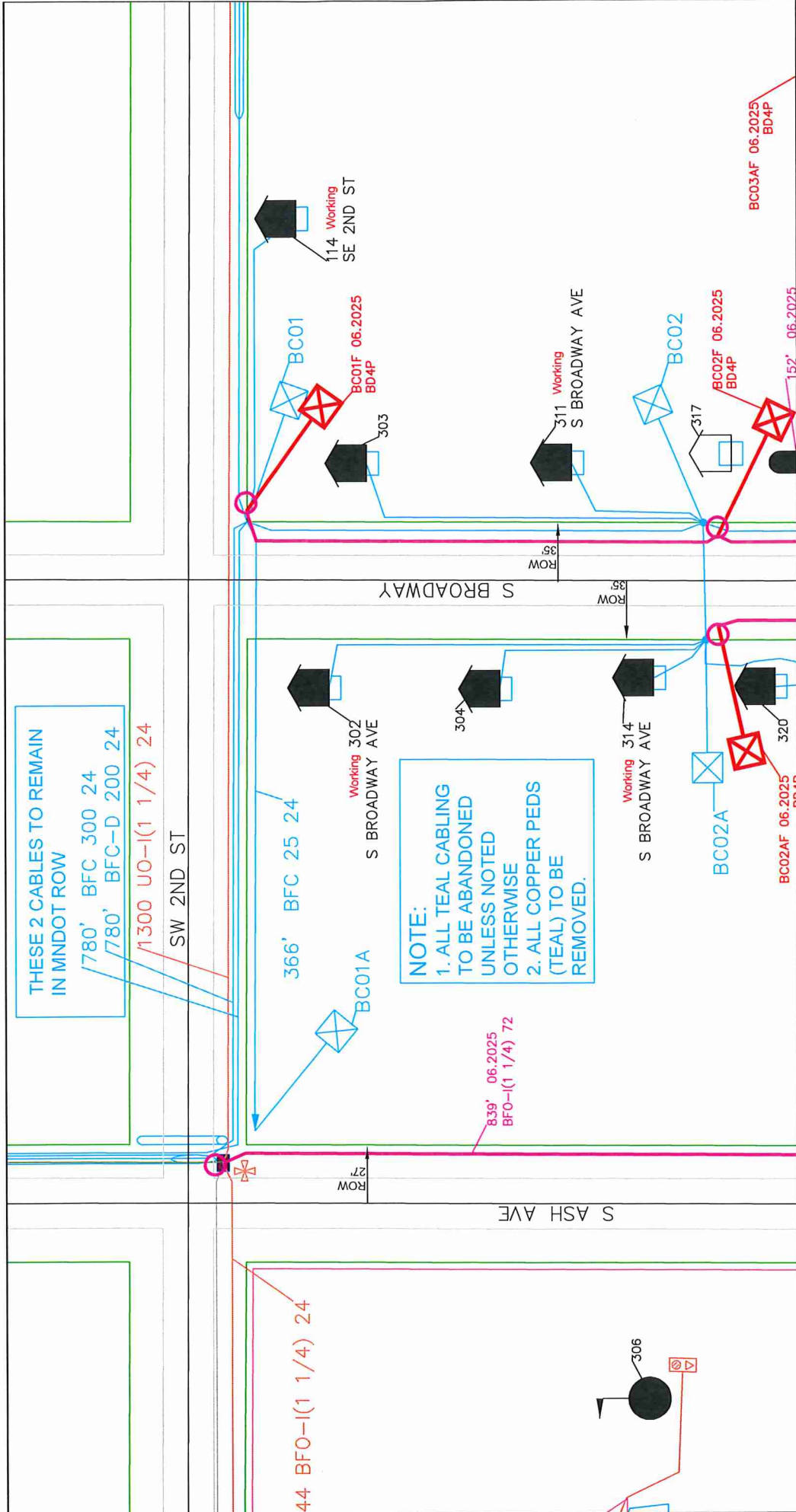
2730 3RD AVE, MANKATO, MN 56001

478DMN25179

DRAWING NUMBER: SHEET INDEX

NO.	DATE	BY	ENG	REVISION DESCRIPTION
1	6/4/2025	TJN	CCI	PERMITTING

SCALE: 1"=100'



THESE 2 CABLES TO REMAIN  
IN MNDOT ROW  
780' BFC 300 24  
780' BFC-D 200 24  
1300 UO-(1 1/4) 24

**NOTE:**  
1. ALL TEAL CABLING  
TO BE ABANDONED  
UNLESS NOTED  
OTHERWISE  
2. ALL COPPER PEDS  
(TEAL) TO BE  
REMOVED.

**Consolidated**  
communications

2730 3RD AVE, MANKATO, MN 56001

478DMN25179

DRAWING NUMBER: SHEET 1 OF 5

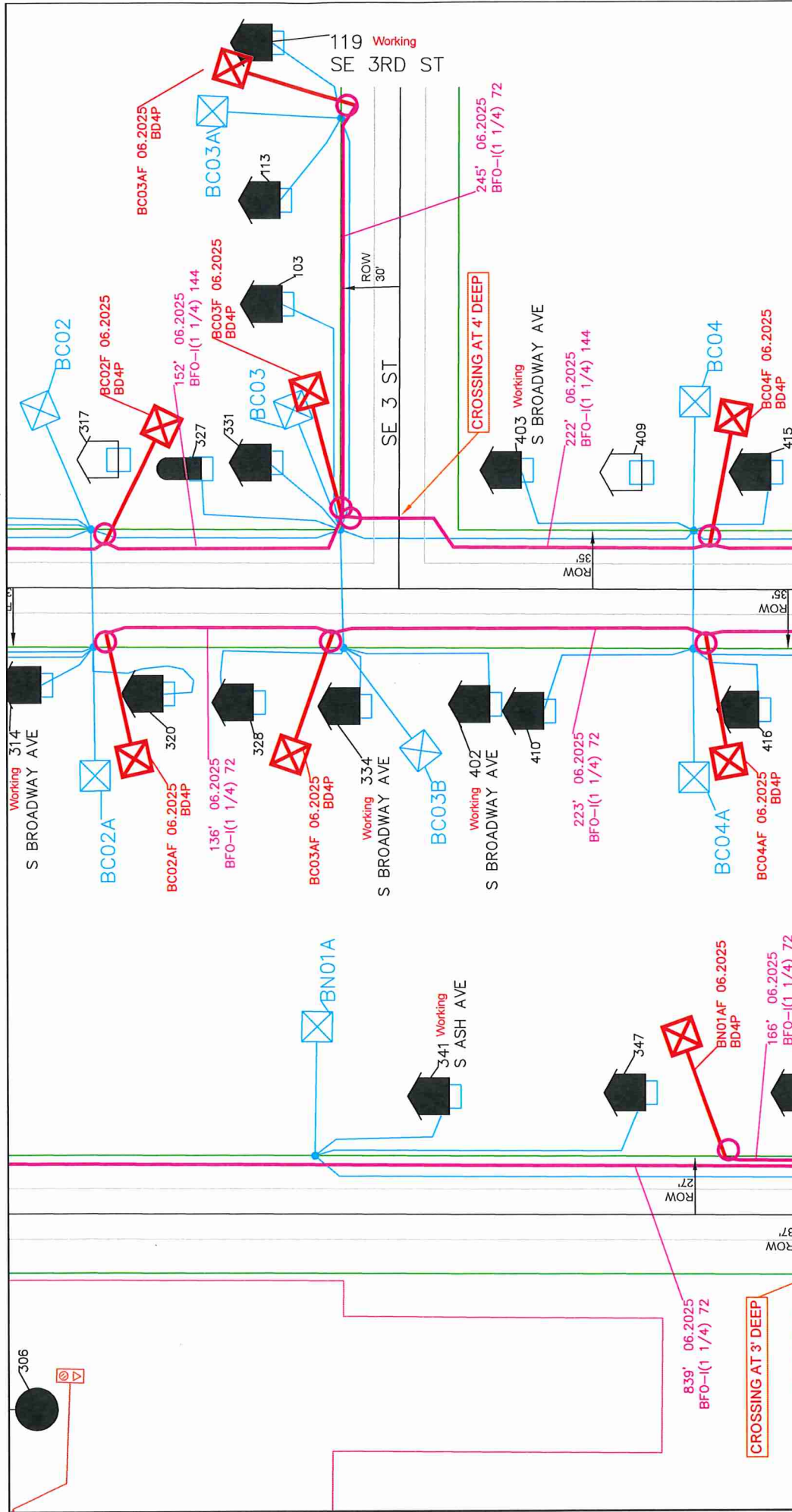
2025 STREET PROJECT  
ASH & BROADWAY RECONSTRUCTION  
NEW RICHLAND, MN 56072

NO.	DATE	BY	ENG	REVISION DESCRIPTION
1	6/4/2025	TJN	CCI	PERMITTING

SCALE: 1"=100'

CALL: 811 or  
Twin City Area: 651-454-0002  
Metro Area: 651-454-0003  
EMERGENCY LOCATES: 1-866-940-3837

NOTE:  
LOCATION OF EXISTING UTILITIES IS APPROXIMATE ONLY.  
CONTRACTOR SHALL LOCATE ALL UNDERGROUND  
FACILITIES, SUBSTRUCTURES, AND DRAINAGE TILES  
PRIOR TO CONSTRUCTION.



**Consolidated**  
communications

2730 3RD AVE, MANKATO, MN 56001  
478DMN25179

2025 STREET PROJECT  
ASH & BROADWAY RECONSTRUCTION  
NEW RICHLAND, MN 56072

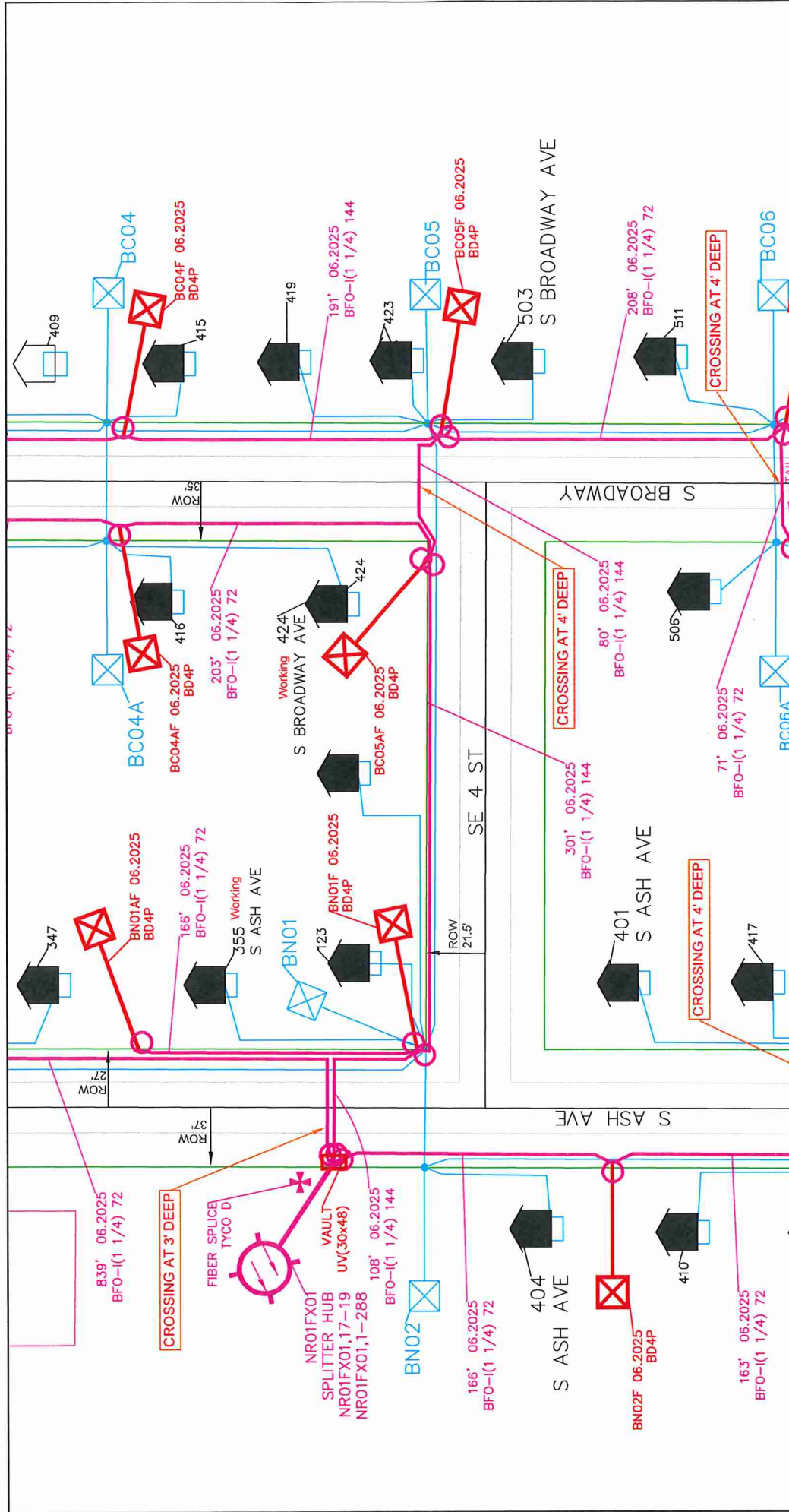
NO.	DATE	BY	ENG	REVISION DESCRIPTION
1	5/4/2025	TJN	CCI	PERMITTING

ESOC

CALL: 811 or  
Twin City Area: 651-454-0002  
Twin Falls Area: 218-838-3333  
EMERGENCY LOCATES: 1-866-640-3937

SCALE: 1"=125'

**NOTE:**  
LOCATION OF EXISTING UTILITIES IS APPROXIMATE ONLY.  
CONTRACTOR SHALL LOCATE ALL UNDERGROUND  
FACILITIES, SUBSTRUCTURES, AND DRAINAGE TILES  
PRIOR TO CONSTRUCTION.



**Consolidated**  
communications

2730 3RD AVE, MANKATO, MN 56001  
478DMN25179

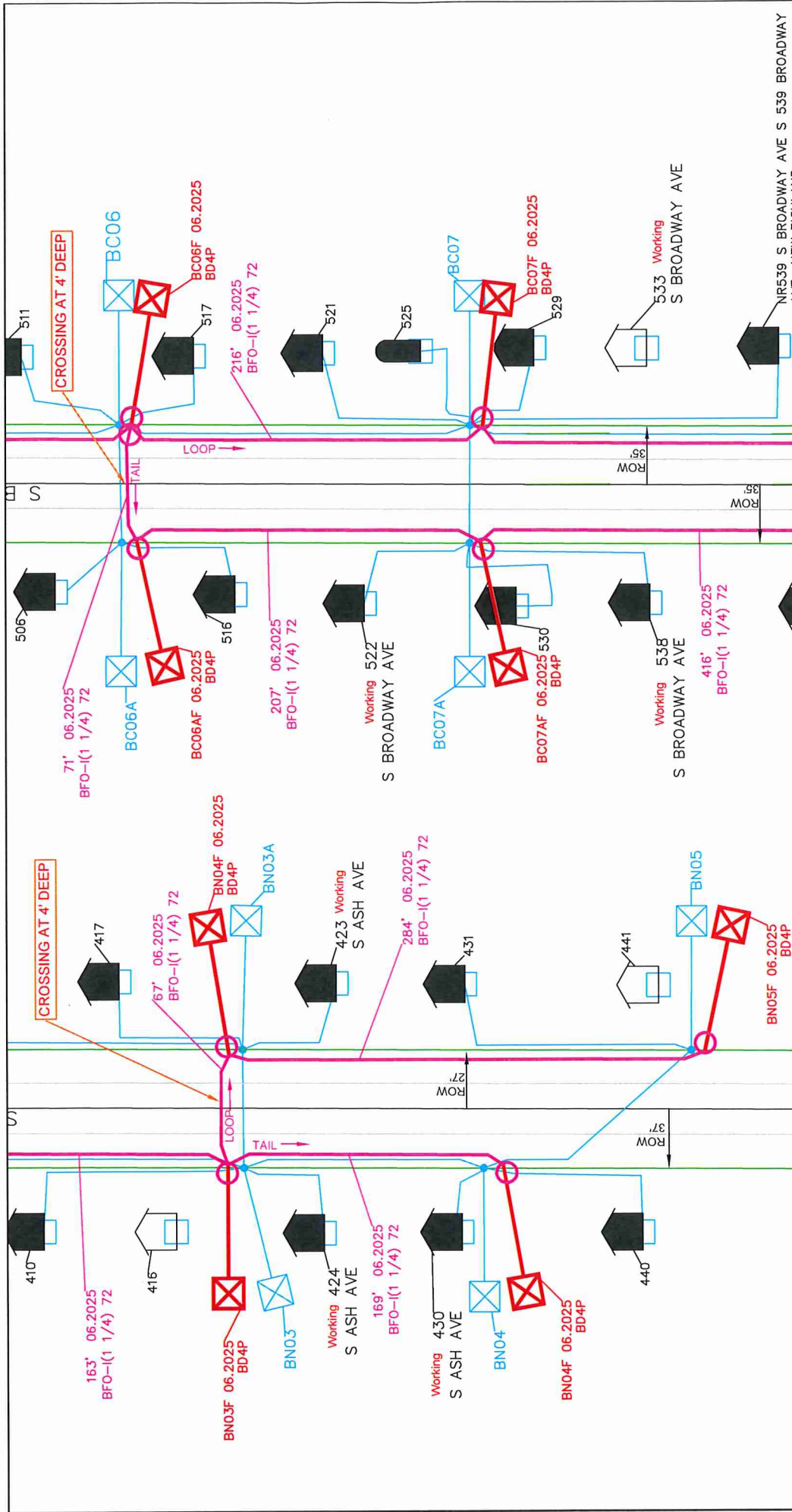
2025 STREET PROJECT  
ASH & BROADWAY RECONSTRUCTION  
NEW RICHLAND, MN 56072

NO.	DATE	BY	ENG	REVISION DESCRIPTION
1	6/4/2025	TJM	CCI	PERMITTING

SCALE: 1"=40'

CALL: 811 or  
Twin City Area: 651-454-0002  
EMERGENCY LOCATES: 1-866-640-3637

**NOTE:**  
LOCATION OF EXISTING UTILITIES IS APPROXIMATE ONLY.  
CONTRACTOR SHALL LOCATE ALL UNDERGROUND  
FACILITIES, SUBSTRUCTURES, AND DRAINAGE TILES  
PRIOR TO CONSTRUCTION.



**Consolidated**  
communications

2730 3RD AVE, MANKATO, MN 56001  
478DMN25179  
DRAWING NUMBER: SHEET 4 OF 5

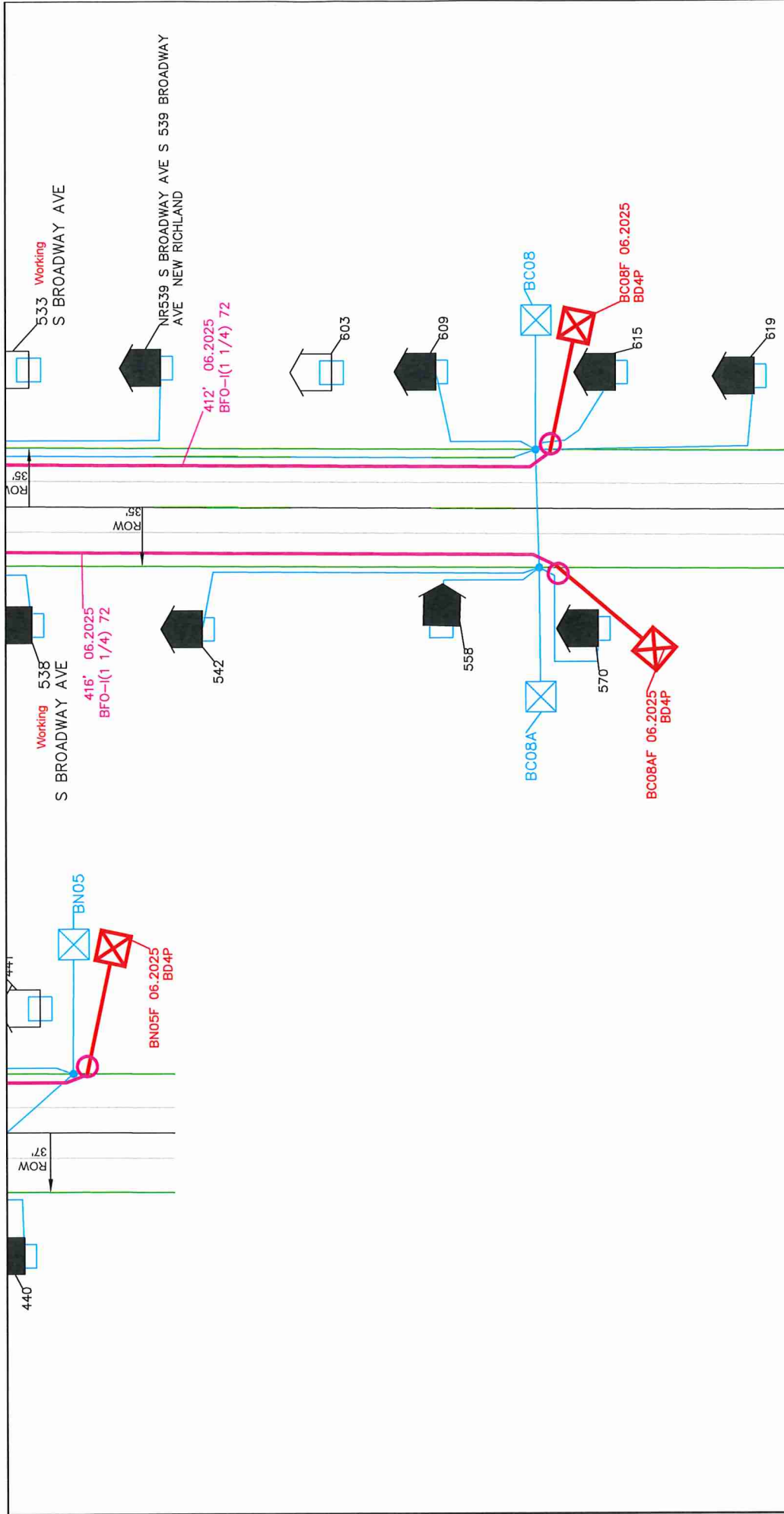
**2025 STREET PROJECT**  
**ASH & BROADWAY RECONSTRUCTION**  
**NEW RICHLAND, MN 56072**

NO.	DATE	BY	ENG	REVISION DESCRIPTION
1	6/4/2025	TJM	CCI	PERMITTING

SCALE: 1"=40'

NOTE:  
LOCATION OF EXISTING UTILITIES IS APPROXIMATE ONLY.  
CONTRACTOR SHALL LOCATE ALL UNDERGROUND  
FACILITIES, SUBSTRUCTURES, AND DRAINAGE TILES  
PRIOR TO CONSTRUCTION.

Twin City Area: 651-454-0002  
Emergency Locates: 1-866-640-3837



**Consolidated**  
communications

2730 3RD AVE, MANKATO, MN 56001

478DMN25179

DRAWING NUMBER: SHEET 5 OF 5

2025 STREET PROJECT  
ASH & BROADWAY RECONSTRUCTION  
NEW RICHLAND, MN 56072

NO.	DATE	BY	ENG	REVISION DESCRIPTION
1	6/7/2025	TJM	CCI	PERMITTING

SCALE: 1"=100'

CALL: 811 or  
Twin City Area: 651-454-0025  
New Richland: 651-454-1166  
EMERGENCY LOCATES: 1-866-540-3637

**NOTE:**  
LOCATION OF EXISTING UTILITIES IS APPROXIMATE ONLY.  
CONTRACTOR SHALL LOCATE ALL UNDERGROUND  
FACILITIES, SUBSTRUCTURES, AND DRAINAGE TILES  
PRIOR TO CONSTRUCTION.



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

[X] Excavation Permit [ ] Obstruction Permit

REGISTRATION TYPE

Attached Plan submitted by (Utility Owner): Ryan Schaefer- Minnesota Energy Resources
[ ] 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
[X] Contractor
[ ] Other (Explain)
Plan No.
Project No. 3449988
Location: 4th Street SW
From and To: S Ash Ave and South Broadway
(Address and Intersection)

REGISTRATION INFORMATION (Company Information)

Applicant: Ryan Schaefer- Minnesota Energy Resources Phone # 507-529-5113
Address: 3460 Technology Drive NW Fax #
City: Rochester State MN Zip 55901
Signature: Ryan J Schaefer Date: 06/19/2025
Contractor: NPL Gopher State One-Call Reg. #
Address: 3460 Technology Drive NW Contact Person: Dale Davy
Phone # 218-760-4921
City: Rochester State MN Zip 55963 Pager #

24 HOUR EMERGENCY CONTACT INFORMATION

Table with 4 columns: Name, Phone #, Pager #, Fax #. Rows include Tom Wood (507-848-1075) and Ryan Schaefer (507-358-6558).

CONSTRUCTION INFORMATION

Type of Utility: [X] Gas [ ] Heating [ ] Traffic [ ] Other
[ ] Electrical [ ] Cooling [ ] Water
Purpose of Construction: [ ] New [X] Replacement [ ] Repair [ ] Other
Type of Construction: [ ] Trench [ ] Hole [ ] Chamber [X] Boring [ ] Pole [ ] Other
Excavation Size: Length 400 Width 2 Depth 36" Total Linear Footage of Installation 385
Portion of ROW being used: Driving Lane 385 Parking Lane Sidewalk Boulevard Other

CONSTRUCTION SCHEDULE

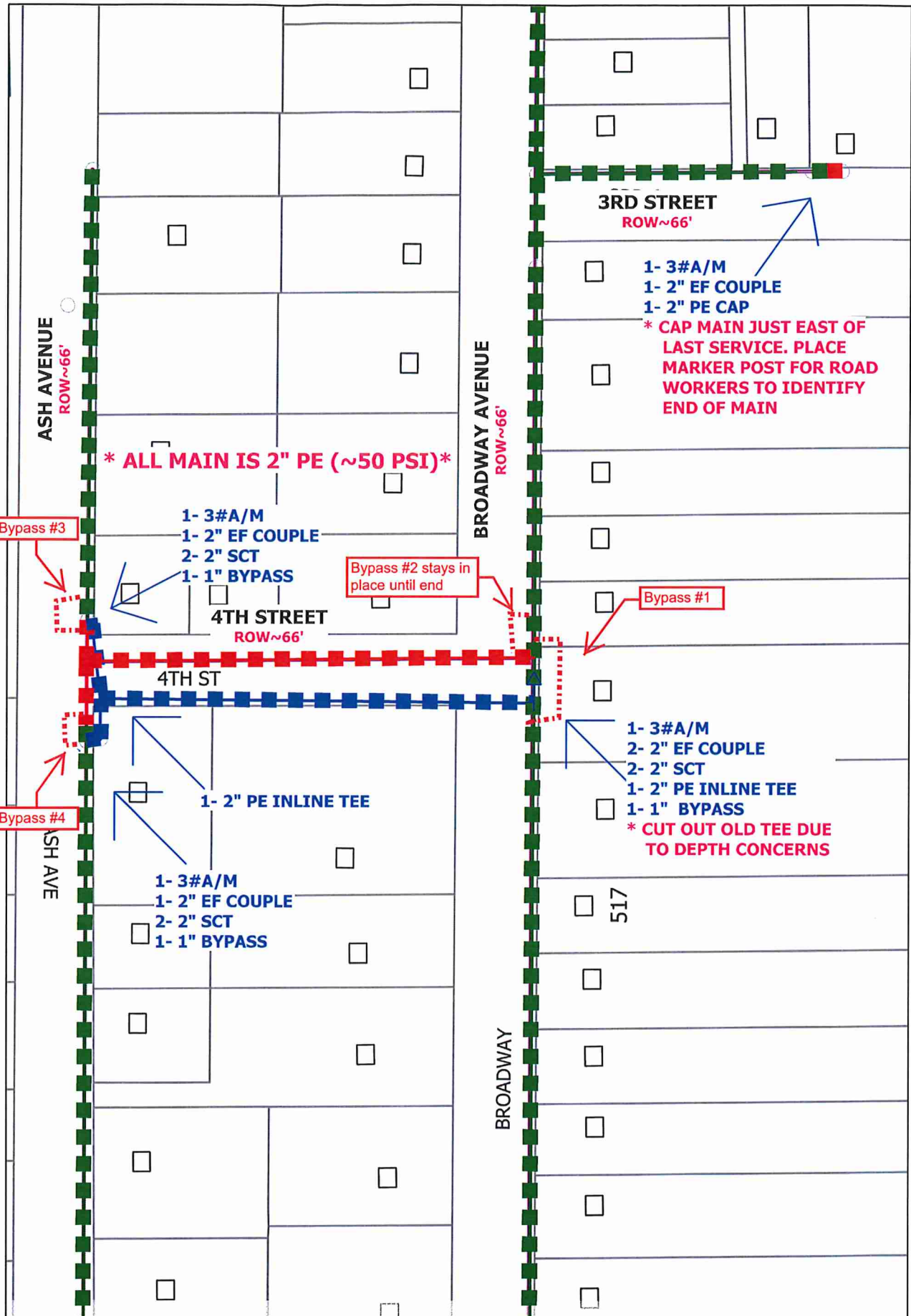
Number of Construction Days: 2 weeks Construction Dates: 6/10/2025
Weekend Dates: none After Hour Dates: none

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: 06/10/2025 Review Committee Yes No
Permit Number: 25-5 Committee Date:
Permit Fee: \*\*2025 STREET PROJECT FEE WAIVED\*\*
Date Received: 06/10/2025 \*\* ANY WORK PRIOR TO PERMIT APPROVAL SUBJECT TO DOUBLE FEE AND/OR ADDITIONAL FINE \*\*



	WORK REQUEST NAME:	NEW RICHLAND- ROAD PROJECT- BROADWAY	DESIGNED BY:	SCHAEFER, RYAN J	OP DISTRICT:	94
	DESIGN DESCRIPTION:		DESIGNER PH#:	5073586558	COUNTY:	Waseca
			DESIGN DATE:	6/18/2025	TAX DISTRICT:	FM-NewRichland-NRHE
			SCALE:	1:72	ACCOUNTING:	2120009000
			SHEET:	Sheet 2 of 2	REVISION #:	1
					WORK REQUEST #:	3449988

— BLUE - INSTALL    
 — GREEN - EXISTING    
 — RED - REMOVE



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 [X]

REGISTRATION TYPE

Attached Plan submitted by (Utility Owner): Midcontinent Communications

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 [X]
Other (Explain) [ ]

Plan No.
Project No.

Location: New Richland Street Project
From and To: From 2nd st (MN Th 30) st to 4th st sw
(Address and Intersection) square block area of 2nd s, broadway ave s, 4th st sw and ash ave s

REGISTRATION INFORMATION (Company Information)

Applicant: Midcontinent Communications
Address: 1100 Shields Ave
Phone # 507-432-8217
Fax #

City: Wabasha State MN Zip 55981

Signature: [Handwritten Signature] Date: 6-25-25

Contractor: Self
Address:
City: State Zip
Gopher State One-Call Reg. #
Contact Person:
Phone #
Pager #

24-HOUR EMERGENCY CONTACT INFORMATION

Name Phone # Pager # Fax #
Gene Jensen 507-432-8217

CONSTRUCTION INFORMATION

Type of Utility: Gas [ ], Heating [ ], Traffic [ ], Other [ ]
Electrical [ ], Cooling [ ], Water [ ]
Telecom [ ], Cable [X], Sewer [ ]
Purpose of Construction: New [ ], Replacement [X], Repair [ ], Other [ ]
Type of Construction: Trench [ ], Hole [ ], Chamber [ ], Boring [X], Pole [ ], Other [ ]

Excavation Size: Length Width Depth Total Linear Footage of Installation 1700'
Portion of ROW being used: Driving Lane Parking Lane XXX Sidewalk Boulevard Other

CONSTRUCTION SCHEDULE

Number of Construction Days: 10
Weekend Dates: 0
Construction Dates: 7-7-25 to 7-18-25
After Hour Dates: 0

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: 06/01/2025
Permit Number: 25-6
Permit Fee: \*\*2025 STREET PROJECT FEE WAIVED\*\*
Date Received: 06/01/2025
Review Committee Yes No
Committee Date:

\*\* ANY WORK PRIOR TO PERMIT APPROVAL SUBJECT TO DOUBLE FEE AND/OR ADDITIONAL FINE \*\*



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 [X]

REGISTRATION TYPE

Attached Plan submitted by (Utility Owner): N/A, only on (2) joint poles from Midco. Only aerial transferrers were needed on each.
[ ] 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
[X] Contractor
[ ] Other (Explain)
Plan No.
Project No.

Location: Joint poles on 2025 Street & Utility Improvements Project
From and To: 2 joint poles replaced by Midco
(Address and Intersection) Ash St S & Broadway Ave S

REGISTRATION INFORMATION (Company Information)

Applicant: Jamison Pauly Phone # 507-931-+2607
Address: 1418 N Gault St Fax #
City: Saint Peter State MN Zip 56082
Signature: Date: 07/01/2025

Contractor: N/A Gopher State One-Call Reg. #
Address: Contact Person:
City: State Zip Phone #
Pager #

24 HOUR EMERGENCY CONTACT INFORMATION

Name Phone # Pager # Fax #
Jamison Pauly 507-931-2607

CONSTRUCTION INFORMATION

Type of Utility: [ ] Gas [ ] Electrical [X] Telecom [ ] Heating [ ] Cooling [ ] Cable [ ] Traffic [ ] Water [ ] Sewer [ ] Other
Purpose of Construction: [ ] New [ ] Replacement [ ] Repair [X] Other Joint Pole
Type of Construction: [ ] Trench [ ] Boring [ ] Hole [X] Pole [ ] Chamber [ ] Other

Excavation Size: Length Width Depth Total Linear Footage of Installation
Portion of ROW being used: Driving Lane Parking Lane Sidewalk Boulevard X
Other

CONSTRUCTION SCHEDULE

Number of Construction Days: 2 Construction Dates: June 2025
Weekend Dates: N/A After Hour Dates: N/A

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: 06/10/2025 Review Committee Yes No
Permit Number: 25-7 Committee Date:
Permit Fee: \*\*2025 STREET PROJECT FEE WAIVED\*\*
Date Received: 06/10/2025 \*\* ANY WORK PRIOR TO PERMIT APPROVAL SUBJECT TO DOUBLE FEE AND/OR ADDITIONAL FINE \*\*

# Memo

**To:** City Council  
**From:** Anthony Martens  
**cc:**  
**Date:** 7/8/25  
**Re:** Street Closure

---

Finly's Wings at Work is requesting to close Division Street West between South Broadway and Ash Ave S for their annual Street Dance fundraiser. A portion of the street will be closed to traffic from approximately:

Saturday August 2<sup>nd</sup>, 2025

12:00 noon to

Sunday August 3<sup>rd</sup>, 2025

3:00 am



CITY OF NEW RICHLAND  
WASECA COUNTY, MINNESOTA

**Resolution 25-24**

**A RESOLUTION REDUCING A SPECIAL ASSESSMENT FOR THE  
2025 STREET AND UTILITY IMPROVEMENT PROJECT**

**Whereas**, the City Council for the City of New Richland has authorized the reconstruction of Broadway Avenue in the City of New Richland's Corporate Limits, and

**Whereas**, the City Council for the City of New Richland met and approved the project, awarded the bids for the project, and additionally approved the Assessment Roll for the Special Assessments on May 12, 2025, and

**Whereas**, James and Mary Stringfield own property located at 403 Broadway Ave. S, New Richland, Waseca County Minnesota. This property has a Waseca County Parcel Identification Number of 15.103.0110. Further, this property will receive a benefit from the project, and the Stringfield's May 12, 2025, special assessment was originally set at \$24,424.86. Stringfield's have appealed that assessment amount.

**Whereas**, the City Council for the City of New Richland met June 9<sup>th</sup>, 2025, and agreed to reduce the special assessments for the subject parcel to \$18,000.

**NOW THEREFORE, BE IT RESOLVED THAT:**

James and Mary Stringfield's special assessment for the 2025 Street and Utility Project shall be reduced to \$18,000 and paid according to the terms and conditions of Resolution No. 25-15. The City Administrator, Engineer, and/or City Attorney are authorized to sign any and all documents necessary to effectuate the terms of this Resolution. In addition, a certified copy of this Resolution shall be filed with the Waseca County Auditor-Treasurer for enforcement.

Dated this 14<sup>th</sup>, day of July 2025.

---

Janda Ferguson - Mayor

ATTEST:

---

Anthony Martens, City Administrator



**CITY OF NEW RICHLAND**

**RESOLUTION 25-25**

**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>
Byron Township Community Fund	\$524.00

**WHEREAS,** All such donations have been contributed

**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 capital expenses 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 14<sup>th</sup>, 2025.

\_\_\_\_\_  
(Mayor)

Attest:

\_\_\_\_\_  
City Administrator



**CITY OF NEW RICHLAND**

**RESOLUTION 25-26**

**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>
State Bank of New Richland/FHLB	\$10,000

**WHEREAS,** All such donations have been contributed

**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 capital expenses associated with the New Richland City Hall Bathroom ADA upgrade project
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 14<sup>th</sup>, 2025.

\_\_\_\_\_  
(Mayor)

Attest:

\_\_\_\_\_  
City Administrator



**CITY OF NEW RICHLAND**

**RESOLUTION 25-27**

**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>
State Bank of New Richland/FHLB	\$20,000

**WHEREAS,** All such donations have been contributed

**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 capital expenses associated with strengthening its city tree maintenance program.
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 14<sup>th</sup>, 2025.

\_\_\_\_\_  
(Mayor)

Attest:

\_\_\_\_\_  
City Administrator



**CITY OF NEW RICHLAND**

**RESOLUTION 25-28**

**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>
State Bank of New Richland/FHLB	\$40,000

**WHEREAS,** All such donations have been contributed

**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 capital expenses for maintenance and updates to the city-owned public library building so that the community can continue to utilize the space for years to come.
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 14<sup>th</sup>, 2025.

\_\_\_\_\_  
(Mayor)

Attest:

\_\_\_\_\_  
City Administrator



**CITY OF NEW RICHLAND**

**RESOLUTION 25-29**

**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>
Town of Byron	\$300

**WHEREAS,** All such donations have been contributed

**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 capital expenses 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 14<sup>th</sup>, 2025.

\_\_\_\_\_  
(Mayor)

Attest:

\_\_\_\_\_  
City Administrator



**ORDINANCE 25-02**

AN ORDINANCE TO ENACT AN AMENDMENT TO SECTION 600 – Traffic & Parking

The City Council of the City of New Richland ordains:

**Section 600 Traffic & Parking**, of the City of New Richland Code of Ordinance, hereinafter “this Code” is hereby amended to read as follows:

**Speed Limits Established in School Zone(s).**

1. A school speed limit zone shall be established on South Ash Ave between 2<sup>nd</sup> Street SW and 4<sup>th</sup> Street SW

The city council, by resolution, shall designate the speed limit in a school zone. The speed limit shall be in effect when children are present, going to or leaving school during opening or closing hours, or during school recess. The school speed limit shall be effective upon the erection of appropriate signs designating the speed and indicating the beginning and end of the reduced speed zone.

Passed and adopted this 11<sup>th</sup> day of August 2025.

ATTEST:

CITY OF NEW RICHLAND, MINNESOTA

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: City Administrator

Its: Mayor

# Ambulance Report July 2025

**Inspection:** We had our inspection and passed. Good for another year.

**Crew:** Nothing new to report. We now have a variance to have just a driver. This would be someone that is not a first responder or EMT. All they need is a Drivers license, CPR certificate and driving course. They will have to apply to EMSRB as a driver and still pass the background check. This would be good for those that are unsure whether they want to be in EMS to get the experience.

**Community involvement:** This year for Farm and City days will have the Dunk Taank again look forward to everyone that comes out for that.

**Director:** Hours are attached. Also working with Jen to get training schedule for upcoming meetings.

Thank you

Sarah Sundve

New Richland Ambulance Director

Print

Scheduled Shifts

From	To	Schedule	Position	Weekday	Weekend	Holiday	Total
Jun 1, 2025 at 6:00a	Jun 1, 2025 at 6:00p	Duty Crew	EMT Basic	0	12	0	12
Jun 2, 2025 at 4:00a	Jun 2, 2025 at 4:30a	Duty Crew	EMT Basic	0	0.5	0	0.5
Jun 3, 2025 at 4:00a	Jun 3, 2025 at 4:30a	Duty Crew	EMT Basic	0.5	0	0	0.5
Jun 4, 2025 at 6:30p	Jun 5, 2025 at 4:30a	Duty Crew	EMT Basic	10	0	0	10
Jun 5, 2025 at 5:30p	Jun 6, 2025 at 4:30a	Duty Crew	EMT Basic	11	0	0	11
Jun 6, 2025 at 6:00p	Jun 7, 2025 at 11:00a	Duty Crew	EMT Basic	0	17	0	17
Jun 7, 2025 at 10:00p	Jun 8, 2025 at 6:00p	Duty Crew	EMT Basic	0	20	0	20
Jun 9, 2025 at 4:00a	Jun 9, 2025 at 4:30a	Duty Crew	EMT Basic	0	0.5	0	0.5
Jun 10, 2025 at 4:00a	Jun 10, 2025 at 4:30a	Duty Crew	EMT Basic	0.5	0	0	0.5
Jun 11, 2025 at 6:30p	Jun 12, 2025 at 4:30a	Duty Crew	EMT Basic	10	0	0	10
Jun 12, 2025 at 5:30p	Jun 13, 2025 at 4:30a	Duty Crew	EMT Basic	11	0	0	11
Jun 13, 2025 at 6:00p	Jun 14, 2025 at 9:30a	Duty Crew	EMT Basic	0	15.5	0	15.5
Jun 14, 2025 at 4:15p	Jun 15, 2025 at 6:00p	Duty Crew	EMT Basic	0	25.75	0	25.75
Jun 16, 2025 at 4:00a	Jun 16, 2025 at 4:30a	Duty Crew	EMT Basic	0	0.5	0	0.5
Jun 17, 2025 at 4:00a	Jun 17, 2025 at 4:30a	Duty Crew	EMT Basic	0.5	0	0	0.5
Jun 18, 2025 at 4:00a	Jun 18, 2025 at 5:30a	Duty Crew	EMT Basic	1.5	0	0	1.5
Jun 18, 2025 at 6:30p	Jun 19, 2025 at 4:30a	Duty Crew	EMT Basic	10	0	0	10
Jun 20, 2025 at 5:30p	Jun 23, 2025 at 4:30a	Duty Crew	EMT Basic	0	59	0	59
Jun 23, 2025 at 5:30p	Jun 24, 2025 at 4:30a	Duty Crew	EMT Basic	11	0	0	11
Jun 24, 2025 at 5:30p	Jun 25, 2025 at 5:30a	Duty Crew	EMT Basic	12	0	0	12
Jun 25, 2025 at 6:30p	Jun 25, 2025 at 11:00p	Duty Crew	EMT Basic	4.5	0	0	4.5
Jun 30, 2025 at 4:00a	Jun 30, 2025 at 4:30a	Duty Crew	EMT Basic	0	0.5	0	0.5
Jun 30, 2025 at 5:30p	Jul 1, 2025 at 4:30a	Duty Crew	EMT Basic	11	0	0	11
TOTAL HOURS:				93.5	151.25	0	244.75

Extra Hours — There are no extra hours during this period.

## 2025 June

6/1/2025	11:30	4:00	4.5 Hours	Payroll, enter runs, put away supplies, clean rig interviews
6/2/2025	5:30	8:00	2.5 Hours	council notes emails
6/3/2025	5:45	7:45	2 Hours	emails, scehdule
6/5/2025	5:30	7:30	2 Hours	order supplies, emails, schedule and get ready for meeting, enter runs
6/8/2025	10:30	3:30	5 Hours	Meeting and training
6/8/2025	6:00	8:30	2.5 Hours	Council meeting, emails supplies put away
6/9/2025	6:00	8:00	2 Hours	Meet with billing company zoom, talked with Mark
6/11/2025	7:15	8:15	1 Hour	order more supplies
6/11/2025	6:00	7:30	1.5 Hours	worked on schedule and orders
6/13/2025	6:00	8:00	2 hours	entered runs, got paperwork filled in ambulance started cleaning the ambulance
6/15/2025	10:30	3:30	5 Hours	detailed the ambulance for inspection
6/15/2025	5:30	8:00	2.5 Hours	Worked on schedule, went over ideas for training with Jen
6/17/2025	5:30	7:30	2 Hours	Meet with Mark to make sure all is ready for inspection
6/19/2025	5:30	8:00	2.5 Hours	Worked on schedule to fill weekend hours, emails and communication
6/21/2025	10:00	2:00	4 Hours	Got paperwork done, entered runs worked on schedule, cleaned desk, communication with crew
6/22/2025	10:30	2:30	4 Hours	Schedule and communication with North and Sara for while gone
6/24/2025	5:30	7:30	2 Hours	Inspection, meet with Tony
6/30/2025	3:00	7:00	4 Hours	

**Total**

**51 Hours**

## Director Hours

**Sarah Sundve**



# NEW RICHLAND FIRE DEPARTMENT

## MONTHLY COUNCIL REPORT

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MONTH: JUNE YEAR: 2025

1 MVA

FIRE CALLS: 0

MEDICAL CALLS: 3

TOTAL CALLS: 4

TRAINING COMPLETED DURING THE MONTH:

DRIVING COURSE

ADDITIONAL INFORMATION:

F & C DAYS PANCAKE BREAKFAST  
SATURDAY JULY 19th  
7 AM - 10 AM

Respectfully Submitted: *Josh Moen*, Fire Chief



# New Richland Police Department

PO Box 57 203 North Broadway New Richland, MN 56072  
Phone: (507) 465-3240 Fax: (507) 463-3198 Email: nrpd@cityofnewrichlandmn.com

## Monthly Report

July 14<sup>th</sup>, 2025, Council Meeting

### Activity/Calls for Service

The New Richland Police Department responded to **107** calls for service for the month of June.

Total Calls through June 2025: 763

Total Calls through June 2024: 1,368

33 Traffic Stops, 4 Ordinance Violations, 19 Directed Patrol/Lock checks, 11 Assist Other Agency

Most calls requiring additional follow up have been completed. As always, we remind people to get in touch with us if they have any information regarding any incidents that have occurred in the City of New Richland or surrounding areas.

### Items Completed in June

- Annual RADAR Certification (\$80.00)

### Information

- N/A

### Training & Education

- Annual Firearms qualification and training

### Personnel

- Conditional offer was accepted. Waiting on Psych and medical evals



# New Richland Police Department

PO Box 57 203 North Broadway New Richland, MN 56072  
Phone: (507) 465-3240 Fax: (507) 463-3198 Email: [nrpd@cityofnewrichlandmn.com](mailto:nrpdcityofnewrichlandmn.com)

## Purchases

- Waseca County Attorney's Office, First half- \$4,005.00

## Squad Maintenance

- N/A

## Equipment

- Body Armour- helmets, tactical vests. Donated to NRPD by Eden Prairie Police Department
- Extra squad audio/video systems. Donated to NRPD by Waseca County Sheriff's Office

## Upcoming Events / Important Items

- Finley's Wings Aug. 2<sup>nd</sup>
- Night to Unite Aug 5<sup>th</sup>

Respectfully Submitted,

Tanyce Bruegger, #261  
Chief of Police

## New Richland City Council

14 July 2025

### New Richland Care Center

#### Operations:

June Average Census = 36.83 (Previous 3 months = 37.9, 35.6, 35.6)(Annual Average = 36.48) Current census =

Working with AHI to improve in areas related to regulatory changes.

#### Financials:

May: Rev = \$460,699. Expenses = \$434,292 Income from Operations = \$26,407

#### Staffing:

Reviewing Flint Healthcare for candidates to move to and work at NRCC. Would greatly reduce agency use and cost. Time frame to gain staff is 8 – 12 weeks.

#### Openings:

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

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

Benefits: Competitive pay with shift differentials. Healthcare insurance or Pay-in-lieu of benefit. Uniform Allowance, Life Insurance policy, and Public Employees Retirement Account with a 7.5% match.

Opportunity for more pretax savings with Nation Wide.

#### Other:

Our Dietary Manager Annabelle gave birth to daughter Oaklynn on July 6<sup>th</sup>.

Preparing for our 50<sup>th</sup> Anniversary on 19 July. We have music in the afternoon from 1 – 3 before the parade.



Date: July 10, 2025

To: City of New Richland

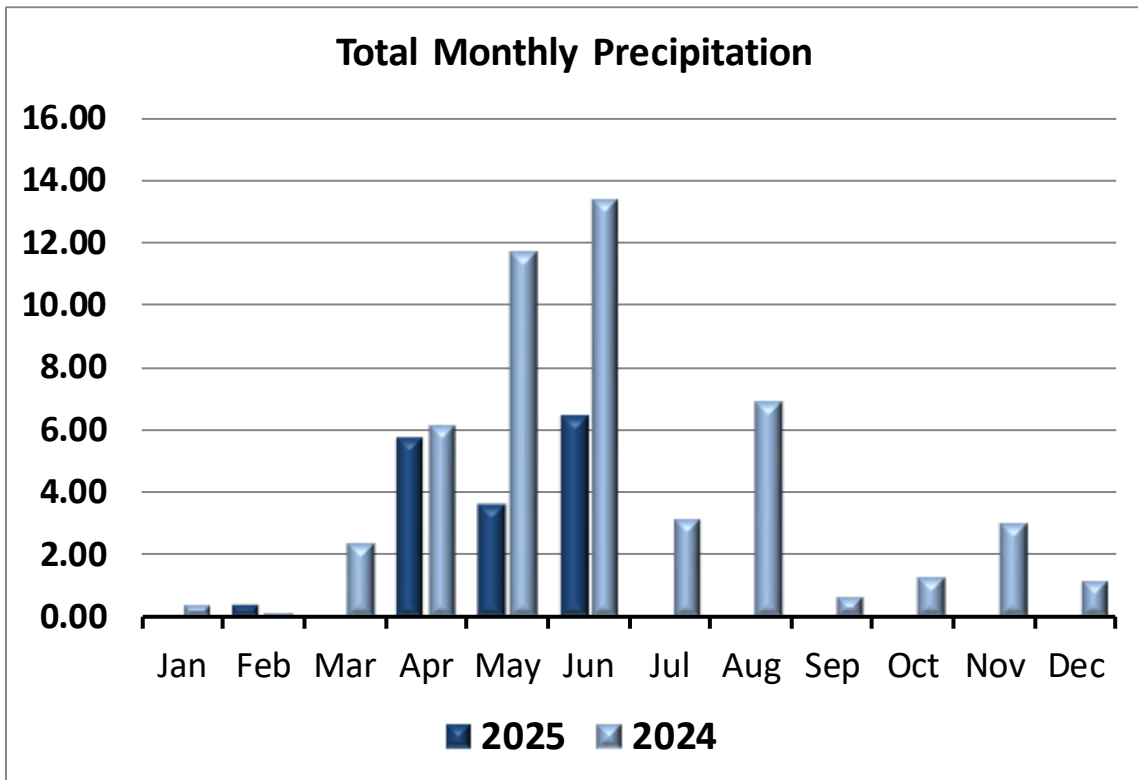
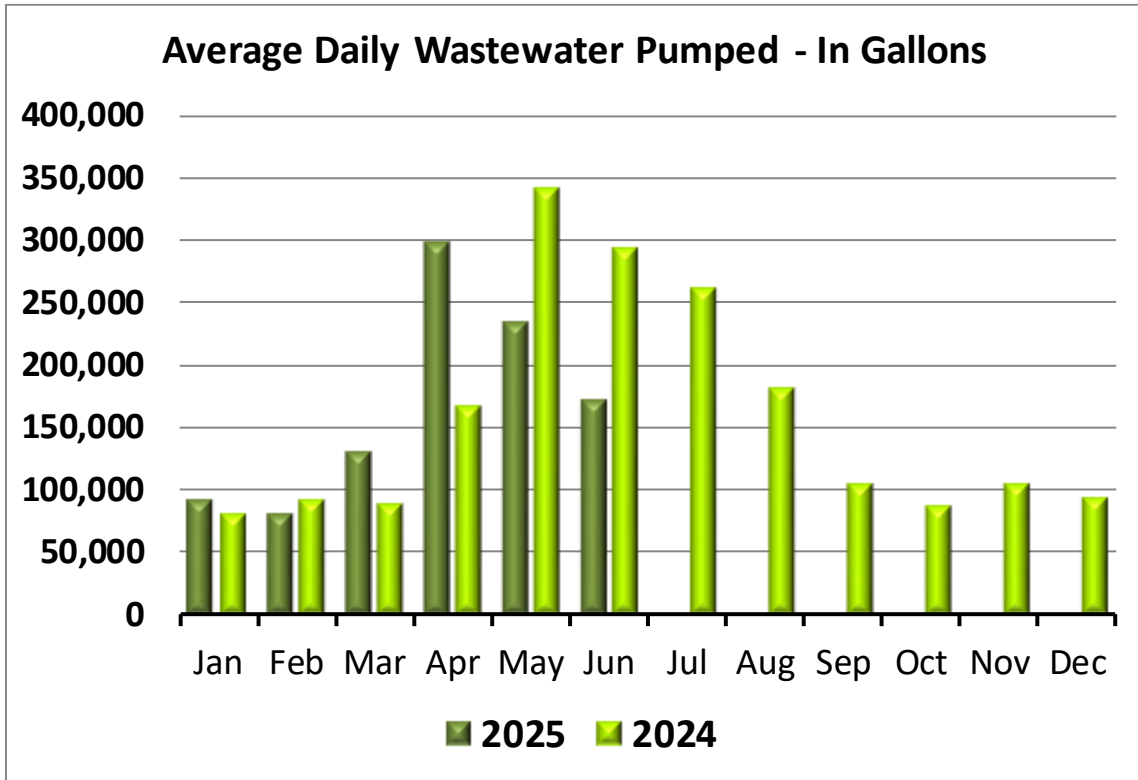
From: Shell Johnson, Operator

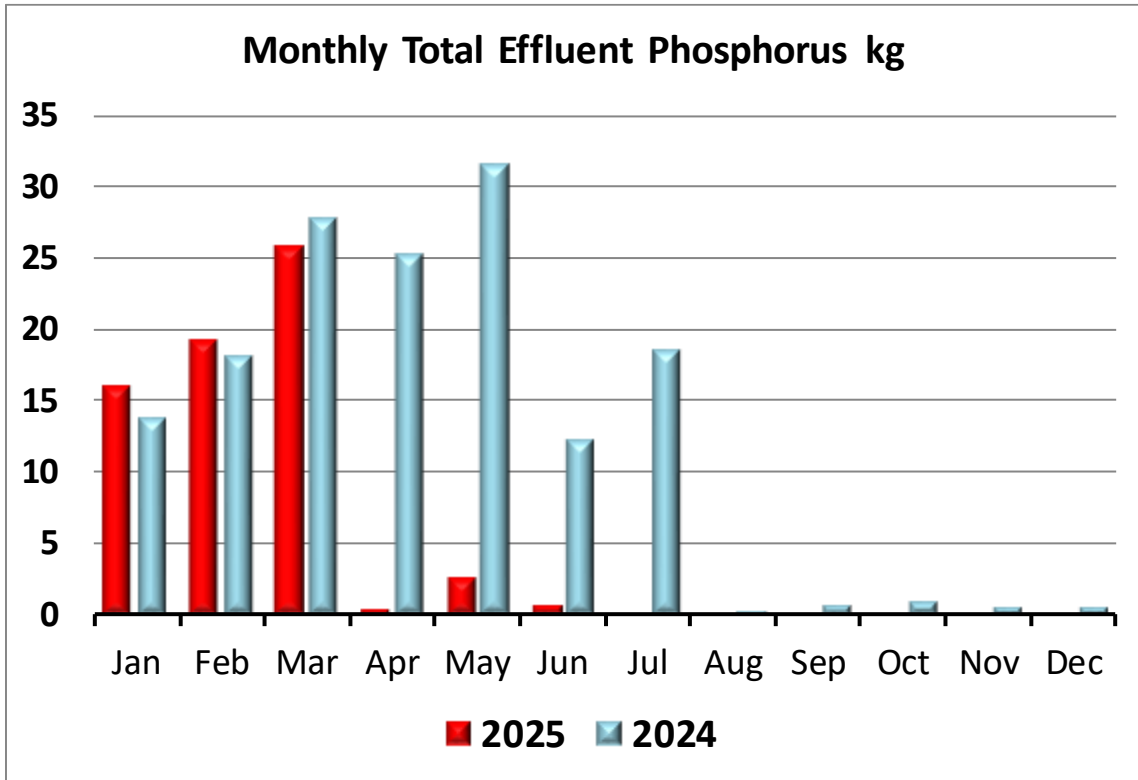
O & M Report: July 2025

## **Wastewater Operation & Maintenance**

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- 5,179,000 million gallons of waste pumped to plant.
- All maintenance work orders for the month of June finished.
- I attended a 3-day annual Safety Training. I will be renewing my Bio-solids type IV license in July, and I take the Class B Water Test Jan 16<sup>th</sup> in Rushford.
- Air Compressor is working at this time; it will need to be looked at though.
- Attachment from Empire Cleaning and Televising.
- Empire finished year three of cleaning and televising.





		June-25	May-25	June-24
<b>Water</b>	<b>Units</b>			
<b>Wastewater</b>				
<b>CBOD</b>				
CBOD Influent	mg/L	363	161	122
CBOD Influent Design	mg/L	338	338	338
CBOD Effluent	mg/L	3.5	2.3	4.0
CBOD Effluent Permit Limit	mg/L	15	15	15
CBOD kg/day	kg/day	2.6	2.3	5.9
CBOD kg/day Permit Limit	kg/day	34	34	34
CBOD % Removal	%	1%	97%	97%
CBOD % Removal Permit Limit	%	85%	85%	85%
<b>TSS</b>				
TSS Influent	mg/L	4,440	216	1,140
TSS Influent Design	mg/L	365	365	365
TSS Effluent	mg/L	1	6	3
TSS Effluent Permit Limit	mg/L	30	30	30
TSS kg/day	kg/day	0.6	4.8	4.4
TSS kg/day Permit Limit	kg/day	68	68	68
TSS % Removal	%	100%	93%	99%
TSS % Removal Permit Limit	%	85%	85%	85%
<b>Phosphorus</b>				
Phos Influent	mg/L	1.97	1.95	0.89
Phos Effluent	mg/L	1.03	0.52	0.37
Phos Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Phos Effluent Monthly Total	kg	0.70	2.61	12.25
Phos Effluent kg Per Year	kg	182.80	162.61	129.36
Phos Effluent kg Per Year Total Limit	kg	829.00	829.00	829.00
<b>Fecal Coliform</b>				
Fecal Effluent	ml	7	127	86
Fecal Effluent Permit Limit	ml	200#/100ml	200#/100ml	200#/100ml
<b>Dissolved Oxygen</b>				
DO Effluent	mg/L	5.32	5.76	4.00
DO Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
<b>Effluent Flow</b>				
Average Daily	gallons	173,000	236,000	294,000
Maximum Daily	gallons	292,000	476,000	706,000
Total Monthly	gallons	5,179,000	7,327,000	8,806,000
Precipitation Monthly Total	inches	6.43	3.56	13.37
<b>Contract True-Ups - Current Contract Year</b>				
<b>Item</b>	<b>Budgeted Amount</b>	<b>Amount Spent</b>	<b>% of Budget</b>	<b>% of Time</b>
Maintenance Budget	\$7,736.00	\$2,638.00	34%	50%
<b>Total</b>	<b>\$7,736.00</b>	<b>\$2,638.00</b>	<b>34%</b>	<b>50%</b>

## Alice Johnson

---

**From:** Shawn Wenner <SWenner@empire-pipe.com>  
**Sent:** Thursday, July 3, 2025 12:07 PM  
**To:** Alice Johnson; Anthony Martens  
**Cc:** Rick Fisher  
**Subject:** Broadway Ave  
**Attachments:** 38-28\_Broadway Ave.jpg

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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Tony & Shell

Per my review of the reports of the Sanitary Sewer Maintenance that we did in early June I wanted to bring to your attention a number of Sanitary Sewer segments that we were not able complete and need more attention. All of these sewer segments have issues that we can address further to restore the sewers drainage capacity, but we did not pursue them further due to budget concerns.

- Sanitary Sewer segment MH 38to28 on Broadway Ave. In talking to my crew they mentioned they were not able to clean or televise it due to a type of cap installed in the pipe of the upstream MH-38. I believe this is where the water plant also discharges. This line was very full of sediment/gravel 30% or more. This is just a reminder that this should probably get addressed.
- Sanitary Sewer Segment MH 28 to 27 on 2<sup>nd</sup> St. NW we were not able to complete the run due to heavy deposits
- Sanitary Sewer Segment MH 9 to 12 on Aspen Ave we were not able to complete the run due to heavy deposits and very dirty likely made worse due to the deposits restricting flow and concrete from poor workmanship in MH-12 that needs to be removed from the invert of the trough restricting the opening of the pipe in order to allow maintenance to be done
- Sanitary Sewer Segment MH 12 to 11 on Division St. E we were not able to complete the run due to heavy deposits especially under railroad tracks needs attention is restricting flow
- Sanitary Sewer Segment MH 13 to 12 on Division St. E we were not able to complete the run due to heavy deposits

Let us know if you have any questions or if this is something you would like us to put rough numbers together. All of these items we are not able to give firm numbers on but can give a rough estimate and would need to be done on a hourly basis.

Have a good 4<sup>th</sup>

Shawn

Datecompleted	Equipment	Location	Notes	Task	Taskdesc
6/2/2025	Lift Station #2 - 3rd Street	30052 WW New Richland, MN	mn pump pulls these in the fall	LS Annual PM	<ol style="list-style-type: none"> <li>1. Check electrical condition of insulation on power cable and on power cable and on all phases of motor windings (resistance check).</li> <li>2. Check for any loose or faulty electrical connections within the pump control panel.</li> <li>3. Check voltage supply between all phases on the line side of the electrical control panel</li> <li>4. Check amperage draws on all phases of the pump motor.</li> <li>5. Check voltage between all phases on the load side of the pump control (line side for sing phase), pump off.</li> <li>6. Check condition and operation of motor thermal protectors (if you equipped).</li> <li>7. Removal of pump from lift station for physical inspection.</li> <li>8. Check condition of upper shaft seals (inspect condition of oil).</li> <li>9. Check condition and operation of leakage detector (if you equipped).</li> <li>10. Check lower shaft seals (inspect condition of oil).</li> <li>11. Change oil (if required).</li> <li>12. Check for worn or loose impeller.</li> <li>13. Check all impeller wear rings.</li> <li>14. Check for noisy upper and lower</li> </ol>
6/2/2025	Alarms	30052 WW New Richland, MN	high level float 4 tripped alarm as it should and called out	Test alarm dialer	<ol style="list-style-type: none"> <li>1. Test alarm function and verify communications equipment can reach emergency contact personnel for the WWTP at your project.</li> <li>2. Trip the high level float and clean if necessary in sump pump un basement.</li> </ol>
6/2/2025	Backflow Preventer	30052 WW New Richland, MN	this is done in December annually jon symanski	Schedule Appointment	Have inspected by an authorized technician.

6/2/2025	Air Compressor	30052 WW New Richland, MN	oil checked belts looked at The air compressor guy had said parts are very expensive and hard to find not knowing exactly what could be wrong with no holding pressure. 1 side gets hot the other side does not. it is a dual and water cooled after cooler	Monthly PM	Check oil, belt tension, relief valves & drain water. See manual.
6/2/2025	Effluent Sampler	30052 WW New Richland, MN	running at about 2c all tubing in good shape	Monthly PM	Clean, inspect pump hose & check dessicant on unit. See manual
6/2/2025	East Ras Flowmeter	30052 WW New Richland, MN	cannot read the digital numbers only can see the percentage numbers	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.
6/2/2025	Eyewash Station	30052 WW New Richland, MN	works fine. should run everyday, a little rusty usually	Monthly PM	Inspect eyewash for proper operation. Located at lab sink.
6/2/2025	Office Air Conditioner	30052 WW New Richland, MN	just turned on , all checked but red operation lite on. possible coolant issue, or motor issue city knows about the air conditioner	Monthly PM	Clean filter & unit. May need more cleaning during heavy use.
6/2/2025	Lift Station #1 - WWTP	30052 WW New Richland, MN	lift station cleaned by empire pump many many floating grease logs were taken out asking city for 2 x year cleaning or possible aeration system for grease	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.

6/2/2025	Blower NO 1	30052 WW New Richland, MN	not in use at this time	Monthly PM	Check belt tension, check motor, air filters ect. See manual Belt Dayco Wedge-Band belt #R5VX630-2
6/2/2025	Influent Sampler	30052 WW New Richland, MN	all reset on Wednesday may 28sth with isco Travis. all working well. had replaced perlatalic hose and long tubing already temp holding at 3 c	Monthly PM	Clean, inspect pump hose
6/2/2025	Lift Pump NO 1	30052 WW New Richland, MN	this is done by mn pump works in aug/sept	Service Equipment	Pull pump, change oil, check for wear, do amp draw.
6/2/2025	FIRE EXTINGUISHERS	30052 WW New Richland, MN	this is done by al brooks albert lea in sept/oct	Schedule Appointment	Have fire extinguishers inspected by professional.
6/2/2025	Lift Pump NO 2	30052 WW New Richland, MN	mn pump does this every fall	Service Equipment	Pull pump, change oil, check for wear, do amp draw.
6/2/2025	Lift Pump NO 4	30052 WW New Richland, MN	this is done in aug/sept	Service Equipment	Pull pump, change oil, check for wear, do amp draw.

6/2/2025	Lift Station #3 - Elm Ave	30052 WW New Richland, MN	mn pump pulls these in the fall	LS Annual PM	<ol style="list-style-type: none"> <li>1. Check electrical condition of insulation on power cable and on all phases of motor windings (resistance check)</li> <li>2. Check for any loose or faulty electrical connections within the control panel(s).</li> <li>3. Check voltage supply between all phases on the line side of the electrical control panel with pump(s) off.</li> <li>4. Check voltage supply between all phases on the load side of the electrical control panel with pump(s) off.</li> <li>5. Check conditions and operation of motor thermal protectors (if so equipped).</li> <li>6. Check amperage draws on all phases of pump(s) motor(s).</li> <li>7. Remove pump from lift station for physical inspection.</li> <li>8. Check conditions of upper shaft seal.</li> <li>9. Check conditions and operation of leakage detector (if so equipped).</li> <li>10. Check lower shaft seals.</li> <li>11. Check for correct shaft rotation.</li> <li>12. Change oil (if required).</li> <li>13. Check for worn or loose impeller.</li> <li>14. Check all impeller wear rings.</li> <li>15. Check for noisy upper and lower bearings.</li> <li>16. Check physically for damaged or cut</li> </ol>
6/2/2025	NO 1 RAS	30052 WW New Richland, MN	out of service at the moment	Monthly PM	Grease the zirks on the pump if the pump running this month.
6/2/2025	NO 3 RAS	30052 WW New Richland, MN	not in service at this time	Monthly PM	Grease the zirks on the pump if the pump running this month.
6/2/2025	Eye Wash Station	30052 WW New Richland, MN	this is in the ferric room all is well with it	Flush Eyewash Station	<ol style="list-style-type: none"> <li>1. Clean portable eyewash station</li> <li>2. Rinse with potable water</li> <li>3. Add entire 40z preservative bottle and fill the station with potable water to the bottom of the cap opening</li> <li>4. Date inspection tag and apply tamper seal over the cap</li> <li>5. Change solution every 90 days minimum</li> <li>6. Follow manufactures instructions for testing the portable eyewash station.</li> </ol>

6/2/2025	IBC Boiler	30052 WW New Richland, MN	off for the summer	Blower Monthly	Check the inlet pressure, the BTU and return temp. Check site tube on the water tank.
6/3/2025	Gas Detector	30052 WW New Richland, MN	Charged and ready. Self test ok. Calibration due 68 days Charged and ready. Self test ok. Calibration due 68 days	Monthly PM	Turn on, check batteries and if calibration is due.
6/23/2025	Basement Sump Pump	30052 WW New Richland, MN	Opened pit. Pulled high alarm. Buzzer works and it called alarm out	Monthly PM	Open pit, turn on pump in controls and verify pump pumps water down.
6/23/2025	FIRE EXTINGUISHERS	30052 WW New Richland, MN	1 extra needs to be installed somewhere. Maybe by basement steps. Or at end of hallway	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.
6/23/2025	Blower NO 2	30052 WW New Richland, MN	Oil checked both sides. Belt is ok. Filters are fine. V Ty hot in the blower room. But blower temp is holding between 175 and 185.	Blower Monthly	Check oil level and belt tension, Check filter and clean/replace if needed. inspect units for abnormal wear and leaks.
6/24/2025	Lift Station #2 - 3rd Street	30052 WW New Richland, MN	lift station is running and sensaphone worked fine. Pump #2 is awaiting a new impeller from MN pump works	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.
6/24/2025	Final Clarifier NO 2	30052 WW New Richland, MN	greased, checked oils all 3 cleaned vent, sprayed down yesterday . lots of spiders. effluent looking better.	Monthly PM	Grease, clean air vent for gear box skimmer. Give 3-4 shots of grease each zerk.
6/24/2025	Emergency Generator	30052 WW New Richland, MN	ran on test mode. it ran 42 minutes with cool down. checked oil/coolant, battery maintainer on.	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.

6/24/2025	Lift Station #3 - Elm Ave	30052 WW New Richland, MN	pump 2 on lead at the moment. runs at around .4 a day, 24min floats/safety grates checked.	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>
6/24/2025	Trickling Filter	30052 WW New Richland, MN	arms are even. wetting at every 10 minutes to 20 minutes, turned up TFR to 24% at night because flows have dropped to 73 to 100 During day shut TFR down , run waste from CB2, and run 1 inch out of contact basin. if no backwash or any other waters coming in, turn TFR back up. Close down for wet weather	Monthly PM	<p>Make sure the flow on the arm is even.</p> <p>Marathon Electric Cat N- K004 Model YVF56T17D2092E HP- 1 RPM-1725 Belt Size- A33 /9002 2033</p>
6/24/2025	Final Clarifier NO 1	30052 WW New Richland, MN	greased zhirks, cleaned vent, checked upper/lower oils, and top gear.	Monthly PM	<p>Grease, clean air vent for gear box skimmer. refer to manual, numerous tasks. Give 3-4 shots to each zerk to grease.</p>
6/24/2025	NO 2 RAS	30052 WW New Richland, MN	Greased zhirks, checked safety cage, needs a new very small ball valve and hose for checking water flow through it. These need water to keep cool. if water is shut off for any reason, you will have to shut down.	Monthly PM	<p>Grease the zirks on the pump if the pump running this month.</p>
6/24/2025	Primary Clarifier	30052 WW New Richland, MN	drained excess, greased, checked oils, cleaned weirs, launder and scum beach and baffle.	Monthly PM	<p>Check oil levels, add as required Grease all fittings Open drain valve 9 under the worm housing(upper reservoir) and open valves 7 &amp; 8 ( lower reservoir) and dra off small quantity of oil to remove any accumulated water. Lubricate drive chain</p>



# City of New Richland Maintenance & Utilities Council Report

**July 2025**

## **PROJECTS COMPLETED**

- 9 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.
- Painted the concessions at Legion Field
- Road project in progress.
- Bargan's came in and finished up with gap repairs.
- Started with the water plant updates and controls 7/1
- Road project in progress.
- Painted crosswalks and curbs.

### **FUTURE PROJECTS**

- Pearson seal coating
  - Get ready for Farm and City days.
  - New playground equipment
  - Ulland overlay
- 
- **Street Projects**
  - **DSG quotation \$4,565.92 (Two new gate valves with parts)**
  - **John Hulloper to fix sidewalk Birch Street north side of county, north of funeral home. \$2653.00**

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

**City of New Richland**  
**Water System Monthly Report**  
 Month: JUNE Year: 2025

**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
<b>Well Efficiency (GPM)</b>	Gals/min	0

**Well No. 2**

Total Monthly Pumpage	Gals/Month	2,288,000
Average Daily Pumpage	Gals/day	76,267
Maximum Daily Pumpage	Gals/day	257,000
Total monthly hours	Hrs./month	158
<b>Well Efficiency (GPM)</b>	Gals/min	250

**Well No. 3**

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

<b>Total Combined Monthly Pumpage</b>	<b>Gals/Month</b>	<b>2,288,000</b>
Average Combined Daily Pumpage	Gals/day	76,267
Total Combined Monthly Hours	Hrs./month	158
Booster Pump 1 Monthly Hours	Hrs./month	
Booster Pump 1 daily Avg. Hours	Hrs./day	
Booster Pump 1 efficiency (GPM)	Gals/min.	
Booster Pump 2 Monthly Hours	Hrs./month	183
Booster Pump 2 Daily Avg. Hours	Hrs/day	6.1
Booster Pump 2 efficiency (GPM)	Gals/min	
Total Chlorine Consumption	Lbs./month	39
Average Chlorine daily Consumption	Lbs./day	1.3
Total Fluoride Consumption	Gals/month	.0
Average Fluoride daily Consumption	Gals/day	.0

## **Preliminary Staff Report:**

**Use of motorized vehicles on private property  
South of the creek in the City of New Richland**



### **Location:**

**South of creek between Aspen Ave S and  
the Willow's Parking Lot**



# Staff Report

## **Background:**

On June 9<sup>th</sup>, 2025, a local resident made a presentation to the city council regarding being stopped and advised by the police department that they were no longer able to utilize what they had recognized as a “trail” for their motorized vehicle that they had utilized in the past as they were informed that it was private property.

The resident informed the council that they spoke with most property owners along the “trail” and that they did not object to allowing people to use the area for a trail. They did say that not every property owner had been contacted prior to the city council meeting. At least one property owner was in attendance at the meeting and was okay with people using the area for their motorized vehicles.

According to the police department, they have had received complaints in the past regarding usage of the “trail” on private property generating the stops associated with the area.

The City Council directed staff to check with the city attorney regarding options to make this area an official trail and check into legal issues and to report back to the City Council at the next meeting.

## **Staff Report:**

The current golf cart ordinance in the City of New Richland is governed by section 640.

### **640.02 Motorized Golf Cart Use Subd. 1 Driving, Operating, or Control of Motorized Golf Carts**

“A motorized golf cart may be driven, operated or controlled on the roadways or shoulders of roadways under the jurisdiction of the City of New Richland (not those under the jurisdiction of Waseca County or the State of Minnesota), except such roadways prohibited by resolution of the City Council and only in strict compliance with this section.”

The current area is privately owned property that is owned by multiple different property owners. Not only are golf carts utilizing this area for travel, but it is also being utilized by ATV’s, UTV’s as well as other motorized vehicles. Utilization of these private properties has been occurring with implied permission for many years. In order to be in compliance, each party traveling across this area would need to get permission from every property owner and should be in writing.



## Staff Report

### **Staff Report continued...**

Staff investigated the past usage of the area as it has previously served as a snow mobile trail. According to Waseca County, there have never been any official easements filed for the use of the area as a snow mobile trail by the MN DNR or the local snow mobile association. If there ever were agreements in place, they were done by handshake or through written agreements with those organizations and not filed.

Staff consulted with the City Attorney regarding the option to make the area an official trail. To make this area an official trail, the city would need to extend an easement offer to each property owner. Each property owner would need to accept the easement offer for the trail to be established. If one owner would deny the easement, the trail would not be established. The easement would be binding on the property and remain in place with the sale of the property.

If the trail is established, the city would then need to decide who is responsible for maintaining the trail. It would also be necessary to determine if the trail is just for summer use or if it is to be used year-round. There may be additional costs associated with maintenance of the trail that the council need to consider.

Staff recommend that if the council chooses to officially establish the trail and successfully gains the necessary easements, it establishes the trail via ordinance. This will allow the council to put parameters on the usage of the trail including limiting the hours of the day, or the type of motor vehicles preventing damage to the trail, property and limiting the effect it may have on the homeowner's property.

Staff also recommend that if the council chooses to establish the official trail, that it establishes a committee of staff, property owners and users to develop the trail location and establish the official trail.

#  
ABM

## **Preliminary Staff Report:**

### **Use of Golf Carts in Parks**



**Location:**

**Legion Field**



# Staff Report

## **Background:**

On June 9<sup>th</sup>, 2025, a local resident brought up a concern regarding signs in Legion Field restricting the use of golf carts in the park. Information was shared that another member of the community had been using their golf cart in the Legion Field park (while understanding they had a medical issue) but that it was not entirely fair that others would not be allowed to use carts.

## **Staff Report:**

The current golf cart ordinance in the City of New Richland is governed by section 640. **640.02 Motorized Golf Cart Use Subd. 1 Driving, Operating, or Control of Motorized Golf Carts** "A motorized golf cart may be driven, operated or controlled on the roadways or shoulders of roadways under the jurisdiction of the City of New Richland (not those under the jurisdiction of Waseca County or the State of Minnesota), except such roadways prohibited by resolution of the City Council and only in strict compliance with this section."

The current golf cart ordinance does not allow for the operation of golf carts in city parks or outside of the right of way of city streets. Additionally, city parks generally do not allow for the operation of motorized vehicles.

It should be noted that individual identified in the background information above does utilize the golf cart to help maintain Legion Field facilities during the baseball season. This includes transporting materials back and forth between the storage shed and the fields to prepare the field for games during the competition times.

Staff did check with other municipalities to see if any other communities allowed golf carts in or around their parks or baseball/softball facilities:

### ***City of Janesville – MN***

Not allowed in any park or any sidewalk – Streets only

### ***City of Pine Island – MN***

Not allowed in any parks, school owns ball fields – no motorized vehicles allowed

### ***City of Oronoco – MN***

Not allowed in any parks/ballfields – Streets only

Looking at adding a walking path to ball fields to make more accessible to canes, walkers, wheelchairs and motorized wheelchairs



## Staff Report

While staff understand there are individuals who want to utilize their golf carts to get to the area near the fields, we are concerned that there is a very big safety issue with motorized vehicles traveling, especially when all three fields are being utilized. Children are constantly running back and forth between fields and the concession stand. If that is happening while people are trying to drive through the area, there is a potential for injury.

Staff recommend that the council continue to not allow motorized vehicles in Legion Field.

Should the city council choose to take an alternative route, staff recommend that the council put a plan in place to create a more accessible path for those with limited mobility to get to the baseball/softball fields soon. In the short term, the council could recommend that the police department authorize temporary "need-based" handicap golf cart permits for Legion Field for those who truly are unable to make the walk to the field(s).

#

ABM

CITY OF NEW RICHLAND

\*Check Summary Register©

JUNE 2025

Name	Check Date	Check Amt	
<b>10100 GENERAL CHECKING</b>			
5485e	ISOLVED	6/4/2025	\$17,915.25 06/04/25 Payroll
5486e	PERA	6/4/2025	\$3,733.06 06/04/25 Payroll
5487e	NATIONWIDE	6/4/2025	\$150.00 06-04-25 Payroll
5488e	NATIONWIDE	6/10/2025	\$100.00 6-10-25 AMB Payroll
5489e	ISOLVED	6/10/2025	\$6,288.05 May 25 AMB Payroll
5490e	MINNESOTA REVENUE	6/2/2025	\$481.00 May 25 Sales Tax
5521e	MN ENERGY RESOURCES COR	6/5/2025	\$614.80 LIBRARY
5522e	POSTMASTER	6/10/2025	\$10.10 PRIORITY MAIL-LIQUOR LICENSE
5523e	ASSURITY	6/11/2025	\$340.80 Supplemental Benefits
5524e	ISOLVED	6/16/2025	\$15,042.97 6/18/25 payroll
5525e	PERA	6/18/2025	\$2,905.23 6-18-25 Payroll
5526e	NATIONWIDE	6/18/2025	\$150.00 6-18-25 Payroll
5527e	POSTMASTER	6/16/2025	\$371.85 WATER BILLS
5528e	ISOLVED	6/30/2025	\$2,593.81 2nd Quarter Council Payroll
5530e	ALBERT LEA SEED	6/12/2025	\$58.00 Erosion blanket, seed
5531e	PERA	7/2/2025	\$3,341.78 07/02/2025 PAYROLL
5532e	NATIONWIDE	7/2/2025	\$150.00 07/02/2025 PAYROLL
5533e	ISOLVED	7/2/2025	\$16,892.67 07/02/2025 PAYROLL
5534e	COMPANION LIFE INSURANCE	6/3/2025	\$505.39 Supplemental benefits
5535e	AMAZON.COM	6/6/2025	\$12.86 STAMP
5536e	HEALTH EQUITY	6/9/2025	\$4.00 Insurance Fees
5537e	ICMA	6/12/2025	\$485.60 Membership Fees
5539e	ALBERT LEA SEED	6/13/202	\$65.25 LAWN MIX, EROSION BLANKET
5540e	MIDCO	6/12/2025	\$177.45 Phone / Internet
5541e	MIDCO	6/13/2025	\$177.45 Phone / Internet
5542e	Pro-Vision USA	6/16/2025	\$102.00 Body Camera
5543e	AMAZON.COM	6/17/2025	\$170.99 Office Supplies
5544e	MIDCO	6/17/2025	\$508.41 Phone/Internet
5545e	Consolidated Communications	6/20/2025	\$61.39 Phone/Water Plant
5546e	TRIZETTO PROVIDER SOLUTIO	6/20/2025	\$346.00 RENEWAL
5547e	HEALTH EQUITY	6/20/2025	\$400.02 Insurance
5548e	AMAZON.COM	6/23/2025	\$3.21 Office Supplies
5549e	POSTMASTER	6/23/2025	\$146.00 STAMPS
5550e	AMAZON.COM	6/25/2025	\$6.43 Office Supplies
5551e	U.S. BANK EQUIPMENT FINANC	6/25/2025	\$165.00 METRO PRINTER PAYMENT
5552e	U.S. BANK EQUIPMENT FINANC	6/25/2025	\$165.00 METRO PRINTER PAYMENT
5553e	AMAZON.COM	6/27/2025	\$16.10 Office Supplies
5554e	PAYA SERVICES	6/30/2025	\$14.00 Service Charge
5555e	STATE BANK OF NEW RICHLAN	6/30/2025	\$1.00 Service Charge
5556e	VERIZON WIRELESS	6/25/2025	\$392.02 Cell Phones
5557e	STATE BANK OF NEW RICHLAN	6/4/2025	\$250.00 RETRUNED PMT
5558e	BOMGAARS	6/10/2025	\$16.05 KEYS
5559e	STATE BANK OF NEW RICHLAN	6/13/2025	\$204.52 Returned PMT
5560e	AMPION	6/11/2025	\$946.92 04/01/25 to 04/30/25
30091	AIRGAS USA, LLC	6/11/2025	\$574.92 Cylinder Rentals
30092	ANCOM	6/11/2025	\$415.00 Batteries Ambulance
30093	BLUE CROSS/BLUE SHIELD	6/11/2025	\$2,086.45 Insurance
30094	BOCK'S SERVICE, INC. BOHLEN	6/11/2025	\$507.15 TOWING FEE-FAIRMONT
30095	PLBG, HTG & A/C CHRISTIAN,	6/11/2025	\$90.00 Mini-Split Service
30096	KEOGH, MORAN & K GOPHER	6/11/2025	\$1,438.40 STREET
30097	STATE ONE-CALL, INC. HAWKINS	6/11/2025	\$32.40 Locates
30098	WATER TREATMENT	6/11/2025	\$10.00 Chemicals-Water

CITY OF NEW RICHLAND

\*Check Summary Register©

JUNE 2025

Name	Check Date	Check Amt	
30099	HEIMAN INC.	6/11/2025	\$7,566.07 PHOS-CHECK
30100	JJD COMPANIES, LLC	6/11/2025	\$60,156.85 2025 Street Project
30101	LAW ENFORCEMENT LABOR SE	6/11/2025	\$73.00 DERAAD
30102	MICHAEL BOEDDEKER	6/11/2025	\$1,200.00 PAINTING OF CONCESSIONS
30103	MINNESOTA PUMP WORKS	6/11/2025	\$838.11 ON-SITE SERVICE LABOR
30104	MN DEPT OF HEALTH	6/11/2025	\$1,280.00 QTLY COMMUNITY WATER SERVICE
30105	MVTL LABORATORIES	6/11/2025	\$42.30 Water Testing
30106	NR FARM &HOME SUPPLY	6/11/2025	\$163.38 May Charges
30107	QUILL CORPORATION	6/11/2025	\$45.76 TRASH BAGS
30108	S&P FINANCIAL SERVICES, LLC	6/11/2025	\$15,250.00 2025 STREET PROJECT BOND
30109	THOMPSON SANITATION, INC	6/11/2025	\$11,033.75 Garbage & Recycling
30110	XCEL ENERGY SOLUTION	6/11/2025	\$5,156.22 302169077
30111	BARGEN, INC.	6/18/2025	\$14,000.00 CRACK REPAIR PROJECT
30112	BOLTON & MENK	6/18/2025	\$14,612.00 2025 Street Project Engineering
30113	BOUND TREE MEDICAL , LLC	6/18/2025	\$242.00 MEDICAL SUPPLIES & GLUCAGON KIT
30114	CENTRAL FARM SERVICE	6/18/2025	\$1,312.59 Fuel Charges
30115	JOBS PLUS INC	6/18/2025	\$142.37 Cleaning Contract
30116	L & D AG SERVICE	6/18/2025	\$10.79 SHIPPING
30117	MADISON ENERGY INFASTRUC	6/18/2025	\$10.25 SOLAR
30118	MN RURAL WATER ASSOCIATIO	6/18/2025	\$425.00 MEMBERSHIP FOR 08/2025-07/2026
30119	NCBERS Group Life Insurance	6/18/2025	\$16.00 ERIC H
30120	NRHEG STAR EAGLE	6/18/2025	\$147.00 ORDINANCE PUBLIC HEARING
30121	PEOPLES SERVICE, INC.	6/18/2025	\$14,172.00 WASTEWATER
30122	QUILL CORPORATION	6/18/2025	\$36.80 PAPER TOWELS
30123	TRAVELERS CL REMITTANCE C	6/18/2025	\$100.00 Street Insurance
30124	UTILITY SERVICE CO INC	6/18/2025	\$1,698.68 PEDISPHERE CITY TANK-MONTHLY
30125	WAGNER FOODS	6/18/2025	\$131.94 CLEANING SUPPLIES
30126	WASECA COUNTY ATTORNEY	6/18/2025	\$4,005.00 FIRST HALF OF 2025
30127	WASECA COUNTY RECY/LF	6/18/2025	\$654.65 Clean Up Day
30128	WASECA HARDWARE	6/18/2025	\$172.96 May Charges
30129	ABDO, LLP	7/1/2025	\$6,985.00 BANK RECONCILIATION SERVICES
30130	ARNOLDS OF ALDEN	7/1/2025	\$651.47 FILTERS
30131	BOUND TREE MEDICAL , LLC	7/1/2025	\$1,225.92 IV CATH
30132	DELANE NELSON	7/1/2025	\$569.50 FD Electrical
30133	DEPT. OF HUMAN SERVICES	7/1/2025	\$5,094.08 ECPN PAYMENT CARE CENTER
30134	EMS MANAGEMENT & CONSULT	7/1/2025	\$365.50 Ambulance Billing
30135	KIRVIDA FIRE, INC	7/1/2025	\$1,684.73 Pump Testing
30136	RENT N SAVE PORTABLE SERVI	7/1/2025	\$95.00 St. Olaf
30137	STRAIGHT RIVER ELECTRIC, LL	7/1/2025	\$2,499.08 WWTP / Electrical City Hall
30138	TACTICAL SOLUTIONS	7/1/2025	\$80.00 RADAR CERTS IN 260&270
<b>Total Checks</b>			<b>\$255,786.50</b>

Current Period: JUNE 2025

			2025	2025	JUNE	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
<b>GENERAL FUND</b>							
		<b>Revenues</b>	\$1,444,702.00	\$214,488.43	\$26,256.17	\$1,230,213.57	14.85%
		<b>Expenditures</b>	\$1,444,702.00	\$559,573.67	\$102,573.95	\$885,128.33	38.73%
		<b>Gain/(Loss)</b>	\$0.00	(\$345,085.24)	(\$76,317.78)	\$345,085.24	0.00%
<b>GOVERNMENT WIDE</b>							
Active	R 101-00000-31000	GENERAL PR	\$456,213.00	\$0.00	\$0.00	\$456,213.00	0.00%
Active	R 101-00000-31020	PROPERTY T	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
Active	R 101-00000-31250	PAYMENT IN	\$7,500.00	\$0.00	\$0.00	\$7,500.00	0.00%
Active	R 101-00000-31810	FRANCHISE T	\$8,000.00	\$3,071.45	\$243.03	\$4,928.55	38.39%
Active	R 101-00000-31811	FRANCHISE T	\$5,000.00	\$3,599.34	\$0.00	\$1,400.66	71.99%
Active	R 101-00000-31812	FRANCHISE T	\$6,000.00	\$1,487.00	\$0.00	\$4,513.00	24.78%
Active	R 101-00000-31910	PENALTIES A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-32110	LIQUOR LICE	\$5,000.00	\$4,650.00	\$1,550.00	\$350.00	93.00%
Active	R 101-00000-33410	LOCAL GOVE	\$504,229.00	\$47,407.61	\$0.00	\$456,821.39	9.40%
Active	R 101-00000-33430	MOBILE HOM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-33460	EQUALIZATIO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-33620	OTHER	\$0.00	\$18,651.81	\$75.00	(\$18,651.81)	0.00%
Active	R 101-00000-36100	SPECIAL ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-36110	SPECIAL ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-36120	SPECIAL ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-36200	MISCELLANE	\$0.00	\$79.60	\$0.00	(\$79.60)	0.00%
Active	R 101-00000-36210	INTEREST ON	\$1,000.00	\$294.57	\$42.44	\$705.43	29.46%
Active	R 101-00000-36240	LMCIT DIVIDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-39200	OPERATING T	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-39310	GENERAL OB	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<b>Revenue</b>	\$993,192.00	\$79,241.38	\$1,910.47	\$913,950.62	7.98%
		<b>Total GOVERNMENT WIDE</b>	\$993,192.00	\$79,241.38	\$1,910.47	\$913,950.62	7.98%
<b>MAYOR AND COUNCIL</b>							
Active	R 101-41100-36250	REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<b>Revenue</b>	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41100-100	WAGES/SALARI	\$9,000.00	\$4,680.00	\$2,340.00	\$4,320.00	52.00%
Active	E 101-41100-121	SOCIAL SECURI	\$600.00	\$290.16	\$145.08	\$309.84	48.36%
Active	E 101-41100-122	MEDICARE	\$150.00	\$67.86	\$33.91	\$82.14	45.24%
Active	E 101-41100-150	WORKERS COM	\$77.00	\$0.00	\$0.00	\$77.00	0.00%
Active	E 101-41100-200	OFFICE SUPPLI	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-41100-210	OPERATING EX	\$500.00	\$144.95	\$0.00	\$355.05	28.99%
Active	E 101-41100-308	SCHOOLING	\$1,050.00	\$0.00	\$0.00	\$1,050.00	0.00%
Active	E 101-41100-309	COMPUTER EX	\$1,200.00	\$629.70	\$0.00	\$570.30	52.48%
Active	E 101-41100-311	PERMITS/MEMB	\$50.00	\$30.00	\$0.00	\$20.00	60.00%
Active	E 101-41100-360	INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41100-430	MISCELLANEOU	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-41100-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41100-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<b>Expenditure</b>	\$13,627.00	\$5,842.67	\$2,518.99	\$7,784.33	42.88%
		<b>Total MAYOR AND COUNCIL</b>	(\$13,627.00)	(\$5,842.67)	(\$2,518.99)	(\$7,784.33)	42.88%
<b>CITY HALL</b>							
Active	R 101-41400-33160	OTHER-FEDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-41400-33620	OTHER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-41400-36200	MISCELLANE	\$0.00	\$562.00	\$0.00	(\$562.00)	0.00%
Active	R 101-41400-36220	RENTS	\$3,000.00	\$2,150.00	\$125.00	\$850.00	71.67%
Active	R 101-41400-36230	CONTRIBUTI	\$2,000.00	\$7,525.00	\$25.00	(\$5,525.00)	376.25%
Active	R 101-41400-36250	REFUNDS AN	\$3,000.00	\$1,288.08	\$0.00	\$1,711.92	42.94%
Active	R 101-41400-39110	SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Current Period: JUNE 2025

			2025	2025	JUNE	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
<b>Revenue</b>			\$8,000.00	\$11,525.08	\$150.00	(\$3,525.08)	144.06%
Active	E 101-41400-100	WAGES/SALARI	\$128,000.00	\$63,119.61	\$14,897.40	\$64,880.39	49.31%
Active	E 101-41400-101	WAGES/SALARI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-120	PERA	\$9,750.00	\$4,733.91	\$1,117.29	\$5,016.09	48.55%
Active	E 101-41400-121	SOCIAL SECURI	\$8,000.00	\$3,822.36	\$902.62	\$4,177.64	47.78%
Active	E 101-41400-122	MEDICARE	\$2,000.00	\$893.93	\$211.09	\$1,106.07	44.70%
Active	E 101-41400-130	HEALTH INSUR	\$17,800.00	\$9,636.04	\$1,464.92	\$8,163.96	54.14%
Active	E 101-41400-131	LIFE INSURANC	\$250.00	\$25.80	\$0.00	\$224.20	10.32%
Active	E 101-41400-150	WORKERS COM	\$810.00	\$24.12	\$0.00	\$785.88	2.98%
Active	E 101-41400-200	OFFICE SUPPLI	\$3,000.00	\$1,540.52	\$331.00	\$1,459.48	51.35%
Active	E 101-41400-201	ORDINANCE EX	\$3,000.00	\$4,012.00	\$147.00	(\$1,012.00)	133.73%
Active	E 101-41400-210	OPERATING EX	\$8,000.00	\$3,523.28	\$363.47	\$4,476.72	44.04%
Active	E 101-41400-220	REPAIRS & MAI	\$3,000.00	\$590.78	\$439.81	\$2,409.22	19.69%
Active	E 101-41400-221	CLEANING CON	\$2,250.00	\$676.57	\$82.06	\$1,573.43	30.07%
Active	E 101-41400-230	VEHICLE OPER	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
Active	E 101-41400-259	MISCELLANEOU	\$0.00	\$2,285.23	\$0.00	(\$2,285.23)	0.00%
Active	E 101-41400-300	PROFESSIONAL	\$12,000.00	\$3,381.27	\$748.20	\$8,618.73	28.18%
Active	E 101-41400-301	AUDITING SERV	\$35,000.00	\$35,112.50	\$6,985.00	(\$112.50)	100.32%
Active	E 101-41400-303	ENGINEERING F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-304	LEGAL FEES	\$2,500.00	\$1,019.27	\$239.47	\$1,480.73	40.77%
Active	E 101-41400-307	CONTRACT FEE	\$2,000.00	\$251.34	\$0.00	\$1,748.66	12.57%
Active	E 101-41400-308	SCHOOLING	\$4,000.00	\$1,537.32	\$0.00	\$2,462.68	38.43%
Active	E 101-41400-309	COMPUTER EX	\$5,000.00	\$3,879.97	\$294.17	\$1,120.03	77.60%
Active	E 101-41400-311	PERMITS/MEMB	\$7,500.00	\$4,765.70	\$485.60	\$2,734.30	63.54%
Active	E 101-41400-314	REIMBURSEME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-316	CREDIT/DEBIT S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-320	TELEPHONE	\$2,500.00	\$937.59	\$160.65	\$1,562.41	37.50%
Active	E 101-41400-340	ADVERTISING	\$2,000.00	\$558.00	\$0.00	\$1,442.00	27.90%
Active	E 101-41400-360	INSURANCE	\$6,250.00	\$4,763.73	\$0.00	\$1,486.27	76.22%
Active	E 101-41400-380	UTILITIES/ELEC	\$750.00	\$204.08	\$46.37	\$545.92	27.21%
Active	E 101-41400-383	UTILITIES/HEAT	\$1,250.00	\$786.92	\$34.00	\$463.08	62.95%
Active	E 101-41400-384	UTILILITES/GAR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-417	UNIFORM ALLO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-430	MISCELLANEOU	\$1,000.00	\$200.00	\$0.00	\$800.00	20.00%
Active	E 101-41400-461	REGIONAL DEV	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-41400-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Expenditure</b>			\$268,160.00	\$152,281.84	\$28,950.12	\$115,878.16	56.79%
<b>Total CITY HALL</b>			(\$260,160.00)	(\$140,756.76)	(\$28,800.12)	(\$119,403.24)	54.10%
<b>ELECTIONS</b>							
Active	R 101-41410-33620	OTHER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Revenue</b>			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41410-110	OTHER PAY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41410-210	OPERATING EX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41410-330	MILEAGE EXPE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41410-340	ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Expenditure</b>			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total ELECTIONS</b>			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>POLICE</b>							
Active	R 101-42100-32240	ANIMAL LICE	\$250.00	\$150.00	\$0.00	\$100.00	60.00%
Active	R 101-42100-32260	GOLF CART O	\$500.00	\$495.00	\$0.00	\$5.00	99.00%
Active	R 101-42100-33610	POLICE STAT	\$23,000.00	\$0.00	\$0.00	\$23,000.00	0.00%
Active	R 101-42100-34210	POLICE SERV	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	R 101-42100-34261	POLICE TRAI	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
Active	R 101-42100-35100	POLICE FINE	\$8,000.00	\$2,486.37	\$1,553.21	\$5,513.63	31.08%

Current Period: JUNE 2025

			2025	2025	JUNE	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	R 101-42100-36200	MISCELLANE	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	R 101-42100-36230	CONTRIBUTI	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	R 101-42100-36250	REFUNDS AN	\$0.00	\$1,001.99	\$0.00	(\$1,001.99)	0.00%
Active	R 101-42100-39110	SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Revenue</b>			<b>\$36,850.00</b>	<b>\$4,133.36</b>	<b>\$1,553.21</b>	<b>\$32,716.64</b>	<b>11.22%</b>
Active	E 101-42100-100	WAGES/SALARI	\$200,000.00	\$92,107.47	\$19,612.28	\$107,892.53	46.05%
Active	E 101-42100-101	WAGES/SALARI	\$6,000.00	\$3,116.04	\$222.00	\$2,883.96	51.93%
Active	E 101-42100-120	PERA	\$37,500.00	\$16,432.81	\$3,471.37	\$21,067.19	43.82%
Active	E 101-42100-121	SOCIAL SECURI	\$400.00	\$193.20	\$13.78	\$206.80	48.30%
Active	E 101-42100-122	MEDICARE	\$3,100.00	\$1,369.06	\$284.90	\$1,730.94	44.16%
Active	E 101-42100-130	HEALTH INSUR	\$8,350.00	\$0.00	\$0.00	\$8,350.00	0.00%
Active	E 101-42100-131	LIFE INSURANC	\$75.00	\$21.80	\$0.00	\$53.20	29.07%
Active	E 101-42100-150	WORKERS COM	\$13,500.00	\$337.68	\$0.00	\$13,162.32	2.50%
Active	E 101-42100-200	OFFICE SUPPLI	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
Active	E 101-42100-210	OPERATING EX	\$10,000.00	\$5,309.47	\$698.75	\$4,690.53	53.09%
Active	E 101-42100-220	REPAIRS & MAI	\$1,000.00	\$356.61	\$0.00	\$643.39	35.66%
Active	E 101-42100-230	VEHICLE OPER	\$3,000.00	\$1,735.94	\$284.20	\$1,264.06	57.86%
Active	E 101-42100-231	VEHICLE MAINT	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	E 101-42100-240	SMALL TOOLS A	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42100-300	PROFESSIONAL	\$3,750.00	\$3,750.00	\$0.00	\$0.00	100.00%
Active	E 101-42100-301	AUDITING SERV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-304	LEGAL FEES	\$8,010.00	\$4,619.47	\$4,469.47	\$3,390.53	57.67%
Active	E 101-42100-305	MEDICAL FEES	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42100-306	ANIMAL EXPEN	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42100-307	CONTRACT FEE	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-42100-308	SCHOOLING	\$5,000.00	\$2,866.68	\$0.00	\$2,133.32	57.33%
Active	E 101-42100-309	COMPUTER EX	\$6,500.00	\$3,862.63	\$72.19	\$2,637.37	59.43%
Active	E 101-42100-311	PERMITS/MEMB	\$1,000.00	\$200.00	\$0.00	\$800.00	20.00%
Active	E 101-42100-313	SHARED RECO	\$7,000.00	\$6,085.32	\$0.00	\$914.68	86.93%
Active	E 101-42100-320	TELEPHONE	\$2,000.00	\$1,226.46	\$258.69	\$773.54	61.32%
Active	E 101-42100-340	ADVERTISING	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-42100-360	INSURANCE	\$8,550.00	\$7,519.13	\$0.00	\$1,030.87	87.94%
Active	E 101-42100-380	UTILITIES/ELEC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-383	UTILITIES/HEAT	\$1,000.00	\$502.44	\$34.00	\$497.56	50.24%
Active	E 101-42100-417	UNIFORM ALLO	\$4,000.00	\$1,034.19	\$0.00	\$2,965.81	25.85%
Active	E 101-42100-430	MISCELLANEOU	\$1,000.00	\$106.17	\$0.00	\$893.83	10.62%
Active	E 101-42100-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Expenditure</b>			<b>\$339,085.00</b>	<b>\$152,752.57</b>	<b>\$29,421.63</b>	<b>\$186,332.43</b>	<b>45.05%</b>
<b>Total POLICE</b>			<b>(\$302,235.00)</b>	<b>(\$148,619.21)</b>	<b>(\$27,868.42)</b>	<b>(\$153,615.79)</b>	<b>49.17%</b>

AMBULANCE

Active	R 101-42153-33720	OTHER COUN	\$3,700.00	\$1,250.00	\$0.00	\$2,450.00	33.78%
Active	R 101-42153-34206	MEDICAL TRA	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	R 101-42153-34250	AMBULANCE	\$138,960.00	\$25,440.08	\$1,836.70	\$113,519.92	18.31%
Active	R 101-42153-34260	AMB/FIRE SC	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	R 101-42153-36200	MISCELLANE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42153-36210	INTEREST ON	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42153-36230	CONTRIBUTI	\$0.00	\$200.00	\$0.00	(\$200.00)	0.00%
Active	R 101-42153-36250	REFUNDS AN	\$0.00	\$152.00	\$0.00	(\$152.00)	0.00%
Active	R 101-42153-39110	SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Revenue</b>			<b>\$146,660.00</b>	<b>\$27,042.08</b>	<b>\$1,836.70</b>	<b>\$119,617.92</b>	<b>18.44%</b>
Active	E 101-42153-102	WAGES/SALARI	\$13,000.00	\$6,180.00	\$1,030.00	\$6,820.00	47.54%
Active	E 101-42153-106	WAGES/SALARI	\$1,000.00	\$40.00	\$0.00	\$960.00	4.00%
Active	E 101-42153-110	OTHER PAY	\$70,000.00	\$27,874.75	\$4,649.25	\$42,125.25	39.82%
Active	E 101-42153-120	PERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-121	SOCIAL SECURI	\$4,200.00	\$2,113.87	\$352.11	\$2,086.13	50.33%

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			2025	2025	JUNE	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 101-42153-122	MEDICARE	\$1,100.00	\$494.38	\$82.35	\$605.62	44.94%
Active	E 101-42153-150	WORKERS COM	\$6,750.00	\$128.64	\$0.00	\$6,621.36	1.91%
Active	E 101-42153-200	OFFICE SUPPLI	\$500.00	\$41.32	\$0.00	\$458.68	8.26%
Active	E 101-42153-210	OPERATING EX	\$2,000.00	\$1,278.18	\$365.50	\$721.82	63.91%
Active	E 101-42153-212	MEDICAL SUPP	\$16,000.00	\$5,826.41	\$1,567.92	\$10,173.59	36.42%
Active	E 101-42153-220	REPAIRS & MAI	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
Active	E 101-42153-230	VEHICLE OPER	\$3,000.00	\$907.53	\$188.53	\$2,092.47	30.25%
Active	E 101-42153-231	VEHICLE MAINT	\$2,500.00	\$33.98	\$0.00	\$2,466.02	1.36%
Active	E 101-42153-300	PROFESSIONAL	\$7,500.00	\$2,960.00	\$0.00	\$4,540.00	39.47%
Active	E 101-42153-301	AUDITING SERV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-304	LEGAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-307	CONTRACT FEE	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0.00%
Active	E 101-42153-308	SCHOOLING	\$6,000.00	\$693.00	\$0.00	\$5,307.00	11.55%
Active	E 101-42153-309	COMPUTER EX	\$2,000.00	\$3,143.22	\$367.09	(\$1,143.22)	157.16%
Active	E 101-42153-311	PERMITS/MEMB	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42153-314	REIMBURSEME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-316	CREDIT/DEBIT S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-318	MEDICAL TRAIN	\$200.00	\$171.00	\$0.00	\$29.00	85.50%
Active	E 101-42153-320	TELEPHONE	\$500.00	\$270.77	\$64.78	\$229.23	54.15%
Active	E 101-42153-340	ADVERTISING	\$250.00	\$128.00	\$0.00	\$122.00	51.20%
Active	E 101-42153-360	INSURANCE	\$1,920.00	\$1,862.76	\$0.00	\$57.24	97.02%
Active	E 101-42153-380	UTILITIES/ELEC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-383	UTILITIES/HEAT	\$1,200.00	\$644.68	\$34.00	\$555.32	53.72%
Active	E 101-42153-417	UNIFORM ALLO	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
Active	E 101-42153-430	MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-441	BAD DEBT EXP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-442	INSURANCE WR	\$45,000.00	\$0.00	\$0.00	\$45,000.00	0.00%
Active	E 101-42153-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Expenditure</b>			<b>\$195,120.00</b>	<b>\$54,792.49</b>	<b>\$8,701.53</b>	<b>\$140,327.51</b>	<b>28.08%</b>
<b>Total AMBULANCE</b>			<b>(\$48,460.00)</b>	<b>(\$27,750.41)</b>	<b>(\$6,864.83)</b>	<b>(\$20,709.59)</b>	<b>57.26%</b>
<b>FIRE</b>							
Active	R 101-42200-31020	PROPERTY T	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42200-33150	FEDERAL GR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42200-33600	FIRE STATE A	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.00%
Active	R 101-42200-34220	TOWNSHIP FI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42200-34251	FIRESERVICE	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	R 101-42200-34260	AMB/FIRE SC	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	R 101-42200-36210	INTEREST ON	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42200-36230	CONTRIBUTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42200-36250	REFUNDS AN	\$0.00	\$36,493.55	\$0.00	(\$36,493.55)	0.00%
Active	R 101-42200-39110	SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Revenue</b>			<b>\$36,000.00</b>	<b>\$36,493.55</b>	<b>\$0.00</b>	<b>(\$493.55)</b>	<b>101.37%</b>
Active	E 101-42200-124	PENSION PAYM	\$28,000.00	\$0.00	\$0.00	\$28,000.00	0.00%
Active	E 101-42200-150	WORKERS COM	\$6,300.00	\$64.32	\$0.00	\$6,235.68	1.02%
Active	E 101-42200-200	OFFICE SUPPLI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42200-210	OPERATING EX	\$3,000.00	\$6,500.30	\$1,002.37	(\$3,500.30)	216.68%
Active	E 101-42200-220	REPAIRS & MAI	\$3,000.00	\$544.63	\$492.25	\$2,455.37	18.15%
Active	E 101-42200-221	CLEANING CON	\$250.00	\$44.27	\$7.12	\$205.73	17.71%
Active	E 101-42200-230	VEHICLE OPER	\$2,000.00	\$284.52	\$53.33	\$1,715.48	14.23%
Active	E 101-42200-231	VEHICLE MAINT	\$3,000.00	\$439.73	\$0.00	\$2,560.27	14.66%
Active	E 101-42200-300	PROFESSIONAL	\$250.00	\$28.73	\$0.00	\$221.27	11.49%
Active	E 101-42200-301	AUDITING SERV	\$2,000.00	\$2,150.00	\$0.00	(\$150.00)	107.50%
Active	E 101-42200-305	MEDICAL FEES	\$500.00	\$500.00	\$0.00	\$0.00	100.00%
Active	E 101-42200-307	CONTRACT FEE	\$1,400.00	\$0.00	\$0.00	\$1,400.00	0.00%
Active	E 101-42200-308	SCHOOLING	\$2,500.00	\$75.00	\$0.00	\$2,425.00	3.00%

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			2025	2025	JUNE	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 101-42200-309	COMPUTER EX	\$1,200.00	\$855.06	\$10.55	\$344.94	71.26%
Active	E 101-42200-320	TELEPHONE	\$250.00	\$82.85	\$14.88	\$167.15	33.14%
Active	E 101-42200-340	ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42200-360	INSURANCE	\$2,160.00	\$2,044.18	\$0.00	\$115.82	94.64%
Active	E 101-42200-380	UTILITIES/ELEC	\$250.00	\$61.88	\$0.00	\$188.12	24.75%
Active	E 101-42200-383	UTILITIES/HEAT	\$1,500.00	\$908.51	\$62.68	\$591.49	60.57%
Active	E 101-42200-417	UNIFORM ALLO	\$7,500.00	\$3,623.04	\$3,623.04	\$3,876.96	48.31%
Active	E 101-42200-430	MISCELLANEOU	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42200-441	BAD DEBT EXP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42200-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42200-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Expenditure</b>			<u>\$65,560.00</u>	<u>\$18,207.02</u>	<u>\$5,266.22</u>	<u>\$47,352.98</u>	<u>27.77%</u>
<b>Total FIRE</b>			<b>(\$29,560.00)</b>	<b>\$18,286.53</b>	<b>(\$5,266.22)</b>	<b>(\$47,846.53)</b>	<b>-61.86%</b>
<b>BLDG INSPECTION</b>							
Active	R 101-42400-32200	BUILDING PE	\$20,000.00	\$8,856.67	\$319.00	\$11,143.33	44.28%
Active	R 101-42400-32210	RENTAL HOU	\$2,000.00	\$90.00	\$90.00	\$1,910.00	4.50%
Active	R 101-42400-36250	REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Revenue</b>			<u>\$22,000.00</u>	<u>\$8,946.67</u>	<u>\$409.00</u>	<u>\$13,053.33</u>	<u>40.67%</u>
Active	E 101-42400-210	OPERATING EX	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
Active	E 101-42400-300	PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-301	AUDITING SERV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-302	BLDG PERMIT S	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42400-303	ENGINEERING F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-304	LEGAL FEES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-42400-307	CONTRACT FEE	\$13,000.00	\$0.00	\$0.00	\$13,000.00	0.00%
Active	E 101-42400-308	SCHOOLING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-314	REIMBURSEME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-316	CREDIT/DEBIT S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-330	MILEAGE EXPE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-340	ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-360	INSURANCE	\$480.00	\$500.00	\$0.00	(\$20.00)	104.17%
Active	E 101-42400-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Expenditure</b>			<u>\$15,230.00</u>	<u>\$500.00</u>	<u>\$0.00</u>	<u>\$14,730.00</u>	<u>3.28%</u>
<b>Total BLDG INSPECTION</b>			<b>\$6,770.00</b>	<b>\$8,446.67</b>	<b>\$409.00</b>	<b>(\$1,676.67)</b>	<b>124.77%</b>
<b>CIVIL DEFENSE</b>							
Active	R 101-42500-39110	SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Revenue</b>			<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
Active	E 101-42500-210	OPERATING EX	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42500-340	ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42500-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42500-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Expenditure</b>			<u>\$500.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$500.00</u>	<u>0.00%</u>
<b>Total CIVIL DEFENSE</b>			<b>(\$500.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$500.00)</b>	<b>0.00%</b>
<b>STREETS AND HIGHWAYS</b>							
Active	R 101-43000-33410	LOCAL GOVE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Revenue</b>			<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
<b>Total STREETS AND HIGHWAYS</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>STREETS</b>							
Active	R 101-43100-32220	RIGHT-OF-W	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
Active	R 101-43100-34300	STREET CHA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-43100-34430	REFUSE COL	\$1,500.00	\$2,065.00	\$0.00	(\$565.00)	137.67%

Current Period: JUNE 2025

			2025	2025	JUNE	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	R 101-43100-36110	SPECIAL ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-43100-36112	SPECIAL ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-43100-36200	MISCELLANE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-43100-36230	CONTRIBUTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-43100-36250	REFUNDS AN	\$0.00	\$224.70	\$0.00	(\$224.70)	0.00%
Active	R 101-43100-39110	SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-43100-39312	MNDOT REIM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Revenue</b>			<b>\$1,900.00</b>	<b>\$2,289.70</b>	<b>\$0.00</b>	<b>(\$389.70)</b>	<b>120.51%</b>
Active	E 101-43100-100	WAGES/SALARI	\$95,000.00	\$48,477.29	\$11,163.07	\$46,522.71	51.03%
Active	E 101-43100-101	WAGES/SALARI	\$12,000.00	\$4,588.03	\$2,901.32	\$7,411.97	38.23%
Active	E 101-43100-120	PERA	\$8,450.00	\$3,635.79	\$837.24	\$4,814.21	43.03%
Active	E 101-43100-121	SOCIAL SECURI	\$7,450.00	\$3,242.73	\$861.02	\$4,207.27	43.53%
Active	E 101-43100-122	MEDICARE	\$2,050.00	\$758.35	\$201.36	\$1,291.65	36.99%
Active	E 101-43100-130	HEALTH INSUR	\$7,575.00	\$3,831.24	\$621.88	\$3,743.76	50.58%
Active	E 101-43100-131	LIFE INSURANC	\$75.00	\$34.80	\$0.00	\$40.20	46.40%
Active	E 101-43100-140	UNEMPLOYMEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-150	WORKERS COM	\$6,750.00	\$136.68	\$0.00	\$6,613.32	2.02%
Active	E 101-43100-200	OFFICE SUPPLI	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-43100-210	OPERATING EX	\$13,000.00	\$8,284.03	\$952.20	\$4,715.97	63.72%
Active	E 101-43100-211	SNOW REMOVA	\$10,000.00	\$2,133.00	\$0.00	\$7,867.00	21.33%
Active	E 101-43100-215	TREE EXPENSE	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	E 101-43100-216	GRAVEL/ROCK	\$3,000.00	\$1,449.24	\$0.00	\$1,550.76	48.31%
Active	E 101-43100-217	SPRING CLEAN-	\$2,000.00	\$2,418.15	\$654.65	(\$418.15)	120.91%
Active	E 101-43100-218	CHEMICALS/SP	\$1,000.00	\$201.74	\$0.00	\$798.26	20.17%
Active	E 101-43100-219	COUNTY DITCH	\$1,000.00	\$749.00	\$0.00	\$251.00	74.90%
Active	E 101-43100-220	REPAIRS & MAI	\$8,000.00	\$2,089.90	\$192.98	\$5,910.10	26.12%
Active	E 101-43100-225	LANDSCAPING	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
Active	E 101-43100-230	VEHICLE OPER	\$8,000.00	\$2,714.57	\$695.71	\$5,285.43	33.93%
Active	E 101-43100-231	VEHICLE MAINT	\$2,000.00	\$679.71	\$0.00	\$1,320.29	33.99%
Active	E 101-43100-232	LAWN MOWER	\$4,000.00	\$763.48	\$238.92	\$3,236.52	19.09%
Active	E 101-43100-233	SKID STEER MA	\$3,000.00	\$1,168.70	\$350.25	\$1,831.30	38.96%
Active	E 101-43100-234	DUMP TRUCK M	\$3,000.00	\$1,107.27	\$0.00	\$1,892.73	36.91%
Active	E 101-43100-235	PICKUP MAINT	\$5,000.00	\$698.55	\$0.00	\$4,301.45	13.97%
Active	E 101-43100-236	SNOW EQUIP M	\$5,000.00	\$683.65	\$0.00	\$4,316.35	13.67%
Active	E 101-43100-237	SWEEPER MAIN	\$3,000.00	\$1,872.73	\$37.50	\$1,127.27	62.42%
Active	E 101-43100-240	SMALL TOOLS A	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
Active	E 101-43100-300	PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-301	AUDITING SERV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-303	ENGINEERING F	\$1,000.00	\$749.00	\$0.00	\$251.00	74.90%
Active	E 101-43100-304	LEGAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-305	MEDICAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-307	CONTRACT FEE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-308	SCHOOLING	\$1,500.00	\$370.52	\$0.00	\$1,129.48	24.70%
Active	E 101-43100-309	COMPUTER EX	\$1,200.00	\$1,866.78	\$202.24	(\$666.78)	155.57%
Active	E 101-43100-311	PERMITS/MEMB	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-314	REIMBURSEME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-320	TELEPHONE	\$2,000.00	\$747.91	\$248.50	\$1,252.09	37.40%
Active	E 101-43100-340	ADVERTISING	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-43100-360	INSURANCE	\$5,760.00	\$3,532.83	\$100.00	\$2,227.17	61.33%
Active	E 101-43100-380	UTILITIES/ELEC	\$7,500.00	\$51.96	\$2.70	\$7,448.04	0.69%
Active	E 101-43100-383	UTILITIES/HEAT	\$2,000.00	\$1,948.72	\$98.57	\$51.28	97.44%
Active	E 101-43100-384	UTITLITES/GAR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-390	STREET LIGHTI	\$16,000.00	\$5,556.49	\$0.00	\$10,443.51	34.73%
Active	E 101-43100-417	UNIFORM ALLO	\$1,000.00	\$468.99	\$0.00	\$531.01	46.90%
Active	E 101-43100-430	MISCELLANEOU	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-43100-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

**CITY OF NEW RICHLAND**  
**\*Budget YTD Rev-Exp©**

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Current Period: JUNE 2025

		2025	2025	JUNE	2025	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
<b>Expenditure</b>		\$255,210.00	\$107,011.83	\$20,360.11	\$148,198.17	41.93%
<b>Total STREETS</b>		(\$253,310.00)	(\$104,722.13)	(\$20,360.11)	(\$148,587.87)	41.34%
<b>SANITATION</b>						
Active	R 101-43200-34430 REFUSE COL	\$0.00	\$147.00	\$21.00	(\$147.00)	0.00%
<b>Revenue</b>		\$0.00	\$147.00	\$21.00	(\$147.00)	0.00%
Active	E 101-43200-210 OPERATING EX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43200-240 SMALL TOOLS A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43200-300 PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43200-310 RECYCLE CONT	\$40,000.00	\$12,317.25	\$0.00	\$27,682.75	30.79%
Active	E 101-43200-340 ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Expenditure</b>		\$40,000.00	\$12,317.25	\$0.00	\$27,682.75	30.79%
<b>Total SANITATION</b>		(\$40,000.00)	(\$12,170.25)	\$21.00	(\$27,829.75)	30.43%
<b>NURSING HOME</b>						
Active	R 101-44170-36250 REFUNDS AN	\$195,000.00	\$40,752.11	\$20,375.79	\$154,247.89	20.90%
<b>Revenue</b>		\$195,000.00	\$40,752.11	\$20,375.79	\$154,247.89	20.90%
Active	E 101-44170-305 MEDICAL FEES	\$195,000.00	\$28,866.63	\$5,094.08	\$166,133.37	14.80%
<b>Expenditure</b>		\$195,000.00	\$28,866.63	\$5,094.08	\$166,133.37	14.80%
<b>Total NURSING HOME</b>		\$0.00	\$11,885.48	\$15,281.71	(\$11,885.48)	0.00%
<b>RECREATION-LEGION FIELD</b>						
Active	R 101-45100-31030 PROPERTY T	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45100-34790 RECREATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45100-36220 RENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45100-36230 CONTRIBUTI	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
Active	R 101-45100-36250 REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Revenue</b>		\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
Active	E 101-45100-210 OPERATING EX	\$1,500.00	\$3,411.35	\$24.97	(\$1,911.35)	227.42%
Active	E 101-45100-215 TREE EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-216 GRAVEL/ROCK	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
Active	E 101-45100-218 CHEMICALS/SP	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-45100-220 REPAIRS & MAI	\$5,000.00	\$5,191.76	\$0.00	(\$191.76)	103.84%
Active	E 101-45100-230 VEHICLE OPER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-231 VEHICLE MAINT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-300 PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-301 AUDITING SERV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-303 ENGINEERING F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-340 ADVERTISING	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-45100-360 INSURANCE	\$3,360.00	\$2,859.16	\$0.00	\$500.84	85.09%
Active	E 101-45100-380 UTILITIES/ELEC	\$500.00	\$119.13	\$27.07	\$380.87	23.83%
Active	E 101-45100-384 UTILITES/GAR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-437 L.F. PUMP - EXP	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-45100-438 BB ASSN IMPRO	\$3,000.00	\$1,367.99	\$1,200.00	\$1,632.01	45.60%
Active	E 101-45100-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-501 CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Expenditure</b>		\$16,960.00	\$12,949.39	\$1,252.04	\$4,010.61	76.35%
<b>Total RECREATION-LEGION FIELD</b>		(\$14,460.00)	(\$12,949.39)	(\$1,252.04)	(\$1,510.61)	89.55%
<b>SKATING RINK</b>						
Active	E 101-45150-210 OPERATING EX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45150-340 ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45150-380 UTILITIES/ELEC	\$150.00	\$14.04	\$0.00	\$135.96	9.36%
<b>Expenditure</b>		\$150.00	\$14.04	\$0.00	\$135.96	9.36%
<b>Total SKATING RINK</b>		(\$150.00)	(\$14.04)	\$0.00	(\$135.96)	9.36%

Current Period: JUNE 2025

			2025	2025	JUNE	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
<b>PARKS-ST. OLAF PARK</b>							
Active	R 101-45200-34780	PARK FEES-S	\$2,500.00	\$1,287.00	\$0.00	\$1,213.00	51.48%
Active	R 101-45200-34785	ST. OLAF LAK	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45200-36210	INTEREST ON	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45200-36230	CONTRIBUTI	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	R 101-45200-36250	REFUNDS AN	\$0.00	\$2,630.50	\$0.00	(\$2,630.50)	0.00%
Active	R 101-45200-39110	SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Revenue</b>			\$2,600.00	\$3,917.50	\$0.00	(\$1,317.50)	150.67%
Active	E 101-45200-101	WAGES/SALARI	\$5,750.00	\$0.00	\$0.00	\$5,750.00	0.00%
Active	E 101-45200-121	SOCIAL SECURI	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
Active	E 101-45200-122	MEDICARE	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-45200-150	WORKERS COM	\$900.00	\$24.12	\$0.00	\$875.88	2.68%
Active	E 101-45200-210	OPERATING EX	\$2,500.00	\$1,256.24	\$95.00	\$1,243.76	50.25%
Active	E 101-45200-213	LIFEGUARD SU	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-45200-214	CONCESSION S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-215	TREE EXPENSE	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-45200-218	CHEMICALS/SP	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-45200-220	REPAIRS & MAI	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	E 101-45200-300	PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-301	AUDITING SERV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-307	CONTRACT FEE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-308	SCHOOLING	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
Active	E 101-45200-311	PERMITS/MEMB	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
Active	E 101-45200-314	REIMBURSEME	\$0.00	\$1,209.00	\$0.00	(\$1,209.00)	0.00%
Active	E 101-45200-316	CREDIT/DEBIT S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-320	TELEPHONE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-330	MILEAGE EXPE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-340	ADVERTISING	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-45200-360	INSURANCE	\$3,264.00	\$3,075.16	\$0.00	\$188.84	94.21%
Active	E 101-45200-380	UTILITIES/ELEC	\$4,000.00	\$1,808.70	\$338.46	\$2,191.30	45.22%
Active	E 101-45200-384	UTITLITES/GAR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-430	MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Expenditure</b>			\$23,764.00	\$7,373.22	\$433.46	\$16,390.78	31.03%
<b>Total PARKS-ST. OLAF PARK</b>			(\$21,164.00)	(\$3,455.72)	(\$433.46)	(\$17,708.28)	16.33%
<b>SUMMER RECREATION</b>							
Active	R 101-45300-34790	RECREATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Revenue</b>			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45300-316	CREDIT/DEBIT S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45300-430	MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45300-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Expenditure</b>			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total SUMMER RECREATION</b>			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>SENIOR CITIZENS BUS</b>							
Active	E 101-45400-430	MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Expenditure</b>			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total SENIOR CITIZENS BUS</b>			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>LIBRARY</b>							
Active	R 101-45500-36230	CONTRIBUTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45500-36250	REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45500-39110	SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Revenue</b>			\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Current Period: JUNE 2025

			2025	2025	JUNE	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 101-45500-101	WAGES/SALARI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45500-121	SOCIAL SECURI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45500-122	MEDICARE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45500-210	OPERATING EX	\$500.00	\$198.74	\$0.00	\$301.26	39.75%
Active	E 101-45500-220	REPAIRS & MAI	\$4,000.00	\$100.00	\$0.00	\$3,900.00	2.50%
Active	E 101-45500-221	CLEANING CON	\$1,200.00	\$548.13	\$82.05	\$651.87	45.68%
Active	E 101-45500-300	PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45500-301	AUDITING SERV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45500-320	TELEPHONE	\$600.00	\$67.15	\$21.20	\$532.85	11.19%
Active	E 101-45500-360	INSURANCE	\$3,836.00	\$3,348.40	\$0.00	\$487.60	87.29%
Active	E 101-45500-380	UTILITIES/ELEC	\$5,000.00	\$1,494.30	\$407.21	\$3,505.70	29.89%
Active	E 101-45500-383	UTILITIES/HEAT	\$1,200.00	\$908.00	\$65.31	\$292.00	75.67%
Active	E 101-45500-430	MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45500-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45500-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Expenditure</b>			<b>\$16,336.00</b>	<b>\$6,664.72</b>	<b>\$575.77</b>	<b>\$9,671.28</b>	<b>40.80%</b>
<b>Total LIBRARY</b>			<b>(\$16,336.00)</b>	<b>(\$6,664.72)</b>	<b>(\$575.77)</b>	<b>(\$9,671.28)</b>	<b>40.80%</b>
<b>ECONOMIC DEVELOPMENT</b>							
Active	E 101-46500-330	MILEAGE EXPE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46500-430	MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46500-720	TRANSFERS OU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Expenditure</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Total ECONOMIC DEVELOPMENT</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>HISTORIC PRESERVATION</b>							
Active	E 101-46600-000	CONTRIBUTION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46600-300	PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46600-303	ENGINEERING F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46600-386	UTILITIES/SOFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46600-720	TRANSFERS OU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Expenditure</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Total HISTORIC PRESERVATION</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>DEBT SERVICE</b>							
Active	E 101-47000-600	PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-47000-610	INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Expenditure</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Total DEBT SERVICE</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>UNALLOCATED</b>							
Active	E 101-49200-430	MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Expenditure</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Total UNALLOCATED</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>OPERATING TRANSFERS OUT</b>							
Active	E 101-49310-720	TRANSFERS OU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Expenditure</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Total OPERATING TRANSFERS OUT</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Total GENERAL FUND</b>			<b>\$0.00</b>	<b>(\$345,085.24)</b>	<b>(\$76,317.78)</b>	<b>\$345,085.24</b>	<b>0.00%</b>

**CITY OF NEW RICHLAND**  
**\*Budget YTD Rev-Exp©**

Current Period: JUNE 2025

			2025	2025	JUNE	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
<b>2025 STREET RECONSTRUCT</b>							
	<b>Revenues</b>		\$0.00	\$59,300.00	\$59,300.00	-\$59,300.00	0.00%
	<b>Expenditures</b>		\$0.00	\$212,030.94	\$90,753.31	-\$212,030.94	0.00%
	<b>Gain/(Loss)</b>		\$0.00	(\$152,730.94)	(\$31,453.31)	\$152,730.94	0.00%
<b>STREETS</b>							
Active	E 425-43100-500 CAPITAL OUTLA		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Expenditure</b>		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total STREETS</b>		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>2025 STREET RECONSTRUCTION</b>							
Active	R 425-43325-39310 GENERAL OB		\$0.00	\$59,300.00	\$59,300.00	(\$59,300.00)	0.00%
	<b>Revenue</b>		\$0.00	\$59,300.00	\$59,300.00	(\$59,300.00)	0.00%
Active	E 425-43325-300 PROFESSIONAL		\$0.00	\$15,250.00	\$15,250.00	(\$15,250.00)	0.00%
Active	E 425-43325-303 ENGINEERING F		\$0.00	\$131,828.63	\$14,612.00	(\$131,828.63)	0.00%
Active	E 425-43325-304 LEGAL FEES		\$0.00	\$3,157.46	\$734.46	(\$3,157.46)	0.00%
Active	E 425-43325-340 ADVERTISING		\$0.00	\$1,638.00	\$0.00	(\$1,638.00)	0.00%
Active	E 425-43325-443 2025 STREET P		\$0.00	\$60,156.85	\$60,156.85	(\$60,156.85)	0.00%
	<b>Expenditure</b>		\$0.00	\$212,030.94	\$90,753.31	(\$212,030.94)	0.00%
	<b>Total 2025 STREET RECONSTRUCTION</b>		\$0.00	(\$152,730.94)	(\$31,453.31)	\$152,730.94	0.00%
<b>WATER UTILITIES</b>							
Active	E 425-49400-303 ENGINEERING F		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Expenditure</b>		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total WATER UTILITIES</b>		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>SEWER UTILITIES</b>							
Active	E 425-49450-303 ENGINEERING F		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Expenditure</b>		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total SEWER UTILITIES</b>		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total 2025 STREET RECONSTRUCT</b>		\$0.00	(\$152,730.94)	(\$31,453.31)	\$152,730.94	0.00%

**CITY OF NEW RICHLAND**  
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Current Period: JUNE 2025

			2025	2025	JUNE	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
<b>WATER UTILITY FUND</b>							
	<b>Revenues</b>		\$300,000.00	\$116,231.82	\$19,459.60	\$183,768.18	38.74%
	<b>Expenditures</b>		\$312,532.00	\$80,945.88	\$12,474.90	\$231,586.12	25.90%
	<b>Gain/(Loss)</b>		<b>(\$12,532.00)</b>	<b>\$35,285.94</b>	<b>\$6,984.70</b>	<b>(\$47,817.94)</b>	<b>-281.57%</b>
<b>GOVERNMENT WIDE</b>							
Active	R 601-00000-33439 PERA PENSI		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-00000-39200 OPERATING T		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Revenue</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
	<b>Total GOVERNMENT WIDE</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>WATER UTILITIES</b>							
Active	R 601-49400-31000 GENERAL PR		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-33200 ARPA REVEN		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-33620 OTHER		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-36110 SPECIAL ASS		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-36200 MISCELLANE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-36210 INTEREST ON		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-36250 REFUNDS AN		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-37100 WATER SALE		\$300,000.00	\$116,131.82	\$19,359.60	\$183,868.18	38.71%
Active	R 601-49400-39110 SALE OF ASS		\$0.00	\$100.00	\$100.00	(\$100.00)	0.00%
Active	R 601-49400-39200 OPERATING T		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-39999 CONTRIBUTI		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Revenue</b>		<b>\$300,000.00</b>	<b>\$116,231.82</b>	<b>\$19,459.60</b>	<b>\$183,768.18</b>	<b>38.74%</b>
Active	E 601-49400-100 WAGES/SALARI		\$36,000.00	\$17,196.45	\$4,003.22	\$18,803.55	47.77%
Active	E 601-49400-120 PERA		\$3,000.00	\$822.08	\$189.60	\$2,177.92	27.40%
Active	E 601-49400-121 SOCIAL SECURI		\$2,750.00	\$1,013.58	\$235.88	\$1,736.42	36.86%
Active	E 601-49400-122 MEDICARE		\$1,000.00	\$237.08	\$55.18	\$762.92	23.71%
Active	E 601-49400-129 PERA CHANGE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-130 HEALTH INSUR		\$5,000.00	\$2,487.11	\$403.67	\$2,512.89	49.74%
Active	E 601-49400-131 LIFE INSURANC		\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 601-49400-140 UNEMPLOYMEN		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-150 WORKERS COM		\$1,500.00	\$24.12	\$0.00	\$1,475.88	1.61%
Active	E 601-49400-200 OFFICE SUPPLI		\$750.00	\$0.00	\$0.00	\$750.00	0.00%
Active	E 601-49400-210 OPERATING EX		\$12,000.00	\$13,832.18	\$1,572.10	(\$1,832.18)	115.27%
Active	E 601-49400-218 CHEMICALS/SP		\$7,500.00	\$2,358.06	\$10.00	\$5,141.94	31.44%
Active	E 601-49400-220 REPAIRS & MAI		\$30,000.00	\$1,130.29	\$0.00	\$28,869.71	3.77%
Active	E 601-49400-222 WATER METER		\$3,000.00	\$682.86	\$0.00	\$2,317.14	22.76%
Active	E 601-49400-230 VEHICLE OPER		\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
Active	E 601-49400-231 VEHICLE MAINT		\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 601-49400-233 SKID STEER MA		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-235 PICKUP MAINT		\$1,000.00	\$1,000.00	\$0.00	\$0.00	100.00%
Active	E 601-49400-238 GENERATOR EX		\$2,500.00	\$1,272.30	\$0.00	\$1,227.70	50.89%
Active	E 601-49400-240 SMALL TOOLS A		\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 601-49400-300 PROFESSIONAL		\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
Active	E 601-49400-301 AUDITING SERV		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-303 ENGINEERING F		\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	E 601-49400-304 LEGAL FEES		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-307 CONTRACT FEE		\$22,000.00	\$10,192.08	\$1,698.68	\$11,807.92	46.33%
Active	E 601-49400-308 SCHOOLING		\$2,500.00	\$722.78	\$0.00	\$1,777.22	28.91%
Active	E 601-49400-309 COMPUTER EX		\$1,500.00	\$1,775.48	\$0.00	(\$275.48)	118.37%
Active	E 601-49400-311 PERMITS/MEMB		\$1,000.00	\$665.00	\$425.00	\$335.00	66.50%
Active	E 601-49400-316 CREDIT/DEBIT S		\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 601-49400-320 TELEPHONE		\$1,000.00	\$466.86	\$93.34	\$533.14	46.69%
Active	E 601-49400-340 ADVERTISING		\$250.00	\$0.00	\$0.00	\$250.00	0.00%
Active	E 601-49400-360 INSURANCE		\$6,000.00	\$5,684.16	\$0.00	\$315.84	94.74%
Active	E 601-49400-380 UTILITIES/ELEC		\$30,000.00	\$12,783.12	\$3,391.37	\$17,216.88	42.61%

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			2025	2025	JUNE	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 601-49400-383	UTILITIES/HEAT	\$3,000.00	\$2,078.46	\$169.60	\$921.54	69.28%
Active	E 601-49400-417	UNIFORM ALLO	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 601-49400-420	DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-430	MISCELLANEOU	\$500.00	\$1,219.83	\$227.26	(\$719.83)	243.97%
Active	E 601-49400-440	HWY 30/WATER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-441	BAD DEBT EXP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-501	CAPITAL - UNDE	\$0.00	\$3,302.00	\$0.00	(\$3,302.00)	0.00%
Active	E 601-49400-600	PRINCIPAL	\$18,182.00	\$0.00	\$0.00	\$18,182.00	0.00%
Active	E 601-49400-610	INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-620	FISCAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-720	TRANSFERS OU	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
Active	E 601-49400-999	CONTRIBUTED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Expenditure</b>			<b>\$312,532.00</b>	<b>\$80,945.88</b>	<b>\$12,474.90</b>	<b>\$231,586.12</b>	<b>25.90%</b>
<b>Total WATER UTILITIES</b>			<b>(\$12,532.00)</b>	<b>\$35,285.94</b>	<b>\$6,984.70</b>	<b>(\$47,817.94)</b>	<b>-281.57%</b>
<b>Total WATER UTILITY FUND</b>			<b>(\$12,532.00)</b>	<b>\$35,285.94</b>	<b>\$6,984.70</b>	<b>(\$47,817.94)</b>	<b>-281.57%</b>

Current Period: JUNE 2025

			2025	2025	JUNE	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
<b>SEWER UTILITY FUND</b>							
	<b>Revenues</b>		\$430,000.00	\$172,837.55	\$26,824.12	\$257,162.45	40.19%
	<b>Expenditures</b>		\$402,755.00	\$140,863.60	\$19,566.91	\$261,891.40	34.98%
	<b>Gain/(Loss)</b>		<u>\$27,245.00</u>	<u>\$31,973.95</u>	<u>\$7,257.21</u>	<u>(\$4,728.95)</u>	117.36%
<b>GOVERNMENT WIDE</b>							
Active	R 602-00000-39200 OPERATING T		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Revenue</b>		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total GOVERNMENT WIDE</b>		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>SEWER UTILITIES</b>							
Active	R 602-49450-33200 ARPA REVEN		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-49450-36200 MISCELLANE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-49450-36210 INTEREST ON		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-49450-36250 REFUNDS AN		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-49450-37100 WATER SALE		\$0.00	\$2,161.09	\$0.00	(\$2,161.09)	0.00%
Active	R 602-49450-37200 SEWER CHA		\$330,000.00	\$170,676.46	\$26,824.12	\$159,323.54	51.72%
Active	R 602-49450-37250 CONNECTION		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-49450-39110 SALE OF ASS		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-49450-39200 OPERATING T		\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
Active	R 602-49450-39311 PFA LOAN		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-49450-39999 CONTRIBUTI		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Revenue</b>		\$430,000.00	\$172,837.55	\$26,824.12	\$257,162.45	40.19%
Active	E 602-49450-210 OPERATING EX		\$15,000.00	\$8,770.13	\$188.12	\$6,229.87	58.47%
Active	E 602-49450-220 REPAIRS & MAI		\$30,000.00	\$9,110.36	\$3,025.36	\$20,889.64	30.37%
Active	E 602-49450-230 VEHICLE OPER		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-233 SKID STEER MA		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-300 PROFESSIONAL		\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
Active	E 602-49450-301 AUDITING SERV		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-303 ENGINEERING F		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-304 LEGAL FEES		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-307 CONTRACT FEE		\$170,064.00	\$85,139.00	\$14,172.00	\$84,925.00	50.06%
Active	E 602-49450-308 SCHOOLING		\$0.00	\$20.00	\$0.00	(\$20.00)	0.00%
Active	E 602-49450-309 COMPUTER EX		\$1,000.00	\$840.00	\$0.00	\$160.00	84.00%
Active	E 602-49450-311 PERMITS/MEMB		\$1,000.00	\$100.00	\$0.00	\$900.00	10.00%
Active	E 602-49450-316 CREDIT/DEBIT S		\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 602-49450-340 ADVERTISING		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-360 INSURANCE		\$10,000.00	\$9,208.40	\$0.00	\$791.60	92.08%
Active	E 602-49450-380 UTILITIES/ELEC		\$19,000.00	\$7,029.81	\$1,900.21	\$11,970.19	37.00%
Active	E 602-49450-383 UTILITIES/HEAT		\$3,500.00	\$1,205.53	\$53.96	\$2,294.47	34.44%
Active	E 602-49450-384 UTILITES/GAR		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-420 DEPRECIATION		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-425 DEPRECIATION		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-430 MISCELLANEOU		\$0.00	\$1,219.87	\$227.26	(\$1,219.87)	0.00%
Active	E 602-49450-441 BAD DEBT EXP		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-500 CAPITAL OUTLA		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-501 CAPITAL - UNDE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-600 PRINCIPAL		\$132,191.00	\$14,000.00	\$0.00	\$118,191.00	10.59%
Active	E 602-49450-610 INTEREST		\$0.00	\$4,220.50	\$0.00	(\$4,220.50)	0.00%
Active	E 602-49450-620 FISCAL FEES		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Expenditure</b>		\$402,755.00	\$140,863.60	\$19,566.91	\$261,891.40	34.98%
	<b>Total SEWER UTILITIES</b>		\$27,245.00	\$31,973.95	\$7,257.21	(\$4,728.95)	117.36%
	<b>Total SEWER UTILITY FUND</b>		\$27,245.00	\$31,973.95	\$7,257.21	(\$4,728.95)	117.36%

CITY OF NEW RICHLAND  
 \*Budget YTD Rev-Exp©

Current Period: JUNE 2025

			2025	2025	JUNE	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
<b>GARBAGE</b>							
		<b>Revenues</b>	\$108,000.00	\$47,013.17	\$7,979.43	\$60,986.83	43.53%
		<b>Expenditures</b>	\$104,000.00	\$52,781.57	\$11,033.75	\$51,218.43	50.75%
		<b>Gain/(Loss)</b>	<b>\$4,000.00</b>	<b>(\$5,768.40)</b>	<b>(\$3,054.32)</b>	<b>\$9,768.40</b>	<b>-144.21%</b>
<b>SANITATION</b>							
Active	R 603-43200-34430	REFUSE COL	\$108,000.00	\$47,013.17	\$7,979.43	\$60,986.83	43.53%
		<b>Revenue</b>	\$108,000.00	\$47,013.17	\$7,979.43	\$60,986.83	43.53%
Active	E 603-43200-210	OPERATING EX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 603-43200-384	UTILLITES/GAR	\$104,000.00	\$52,781.57	\$11,033.75	\$51,218.43	50.75%
		<b>Expenditure</b>	\$104,000.00	\$52,781.57	\$11,033.75	\$51,218.43	50.75%
		<b>Total SANITATION</b>	\$4,000.00	(\$5,768.40)	(\$3,054.32)	\$9,768.40	-144.21%
		<b>Total GARBAGE</b>	\$4,000.00	(\$5,768.40)	(\$3,054.32)	\$9,768.40	-144.21%

**CITY OF NEW RICHLAND**  
**\*Budget YTD Rev-Exp©**

Current Period: JUNE 2025

		2025	2025	JUNE	2025	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
<b>STORM SEWER UTILITY FUND</b>						
	<b>Revenues</b>	\$30,720.00	\$13,525.50	\$2,594.59	\$17,194.50	44.03%
	<b>Expenditures</b>	\$45,264.00	\$17,072.61	\$0.00	\$28,191.39	37.72%
	<b>Gain/(Loss)</b>	<b>(\$14,544.00)</b>	<b>(\$3,547.11)</b>	<b>\$2,594.59</b>	<b>(\$10,996.89)</b>	<b>24.39%</b>
<b>STORM SEWER UTILITIES</b>						
Active	R 606-49475-36200 MISCELLANE	\$0.00	\$2,582.00	\$0.00	(\$2,582.00)	0.00%
Active	R 606-49475-37400 STORM SEW	\$30,720.00	\$10,943.50	\$2,594.59	\$19,776.50	35.62%
Active	R 606-49475-39200 OPERATING T	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 606-49475-39250 OPERATING T	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Revenue</b>	<b>\$30,720.00</b>	<b>\$13,525.50</b>	<b>\$2,594.59</b>	<b>\$17,194.50</b>	<b>44.03%</b>
Active	E 606-49475-210 OPERATING EX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 606-49475-219 COUNTY DITCH	\$29,127.00	\$17,072.61	\$0.00	\$12,054.39	58.61%
Active	E 606-49475-220 REPAIRS & MAI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 606-49475-420 DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 606-49475-430 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 606-49475-600 PRINCIPAL	\$16,137.00	\$0.00	\$0.00	\$16,137.00	0.00%
Active	E 606-49475-610 INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 606-49475-611 INTEREST AND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 606-49475-620 FISCAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 606-49475-720 TRANSFERS OU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 606-49475-730 TRANSFERS IN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Expenditure</b>	<b>\$45,264.00</b>	<b>\$17,072.61</b>	<b>\$0.00</b>	<b>\$28,191.39</b>	<b>37.72%</b>
	<b>Total STORM SEWER UTILITIES</b>	<b>(\$14,544.00)</b>	<b>(\$3,547.11)</b>	<b>\$2,594.59</b>	<b>(\$10,996.89)</b>	<b>24.39%</b>
	<b>Total STORM SEWER UTILITY FUND</b>	<b>(\$14,544.00)</b>	<b>(\$3,547.11)</b>	<b>\$2,594.59</b>	<b>(\$10,996.89)</b>	<b>24.39%</b>

**CITY OF NEW RICHLAND**  
**\*Budget YTD Rev-Exp©**

Current Period: JUNE 2025

	2025 YTD Budget	2025 YTD Amt	JUNE MTD Amt	2025 YTD Balance	% of Budget
<b>Report Total</b>	\$4,169.00	(\$439,871.80)	(\$93,988.91)	\$444,040.80	-10551.01%

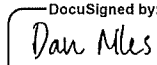
**Contractor's Application for Payment**

<b>Owner:</b> <u>City of New Richland</u>	<b>Owner's Project No.:</b> _____
<b>Engineer:</b> <u>Bolton &amp; Menk, Inc.</u>	<b>Engineer's Project No.:</b> <u>OM1.130627</u>
<b>Contractor:</b> <u>JJD Companies, LLC</u>	<b>Agency's Project No.:</b> _____
<b>Project:</b> <u>2025 Street &amp; Utility Improvements</u>	
<b>Contract:</b> _____	
<b>Application No.:</b> <u>2</u>	<b>Application Date:</b> <u>6/30/2025</u>
<b>Application Period:</b> From <u>6/4/2025</u> to <u>6/27/2025</u>	

1. Original Contract Price	\$	2,278,685.42
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + Line 2)	\$	2,278,685.42
4. Total Work completed and materials stored to date (Sum of Column H Unit Price Total and Column M Stored Materials)	\$	472,861.43
5. Retainage		
a. <u>5%</u> X \$ <u>267,577.00</u> Work Completed	\$	13,378.85
b. _____ X \$ <u>205,284.43</u> Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	13,378.85
6. Amount eligible to date (Line 4 - Line 5.c)	\$	459,482.58
7. Less previous payments	\$	60,156.85
<b>8. Amount due this application</b>	<b>\$</b>	<b>399,325.73</b>
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	1,805,823.99

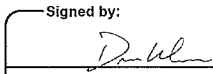
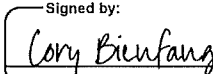
**Contractor's Certification**  
 The undersigned Contractor certifies, to the best of its knowledge, the following:  
 (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;  
 (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and  
 (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

**Contractor:** JJD Companies, LLC, 11822 CR 45 S., Blooming Prairie, MN 55917

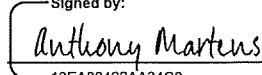
**Signature:**  **Date:** July 1, 2025

**Name:** Dan Niles **Title:** Vice President

**Recommended by Engineer**

<p><b>By:</b> <u></u></p> <p><b>Name:</b> <u>Drew Weber, PE</u></p> <p><b>Title:</b> <u>Project Engineer</u></p> <p><b>Date:</b> <u>July 1, 2025</u></p>	<p><b>By:</b> <u></u></p> <p><b>Name:</b> <u>Cory L. Bienfang, PE</u></p> <p><b>Title:</b> <u>City Engineer</u></p> <p><b>Date:</b> <u>July 1, 2025</u></p>
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**Approved by Owner**

**By:** 

**Name:** Anthony Martens

**Title:** City Administrator

**Date:** July 2, 2025

**Progress Estimate - Unit Price Work**

**Contractor's Application for Payment**

**Owner:** City of New Richland  
**Engineer:** Bolton & Menk, Inc.  
**Contractor:** JJD Companies, LLC  
**Project:** 2025 Street & Utility Improvements  
**Contract:** \_\_\_\_\_

**Owner's Project No.:** \_\_\_\_\_  
**Engineer's Project No.:** 0M1.130627  
**Contractor's Project No.:** \_\_\_\_\_  
**Agency's Project No.:** \_\_\_\_\_

**Application No.:** 2      **Application Period:** From 06/04/25 to 06/27/25      **Application Date:** 06/30/25

Bid Item No.	MNDOT Item No.	Description	Contract Information		F	F1	F2	G	H	K	L	
			C	D								E
			Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G)	% of Value of Item (J / F)	Balance to Finish (F - J) (\$)
Original Contract												
1	2021.501	MOBILIZATION	1.00	LUMP SUM	92,200.00	0.50	46,100.00	0.50	46,100.00	50%	46,100.00	
2	2101.502	CLEARING	13.00	EACH	10,595.00	-	-	16.00	13,040.00	123%	(2,445.00)	
3	2101.502	GRUBBING	13.00	EACH	5,330.00	-	-	15.00	6,150.00	115%	(820.00)	
4	2104.502	REMOVE SIGN	16.00	EACH	25.50	408.00	-	4.00	102.00	25%	306.00	
5	2104.502	REMOVE PIPE APRON	1.00	EACH	400.00	-	-	-	-	-	400.00	
6	2104.502	REMOVE MANHOLE (SANITARY)	7.00	EACH	900.00	6,300.00	-	3.00	2,700.00	43%	3,600.00	
7	2104.502	REMOVE MANHOLE (WATER)	1.00	EACH	1,000.00	-	-	1.00	1,000.00	100%	-	
8	2104.502	REMOVE HYDRANT	4.00	EACH	600.00	2,400.00	-	2.00	1,200.00	50%	1,200.00	
9	2104.502	REMOVE DRAINAGE STRUCTURE	20.00	EACH	400.00	8,000.00	-	-	-	-	8,000.00	
10	2104.502	SALVAGE CASTING	1.00	EACH	350.00	-	-	-	-	-	350.00	
11	2104.502	SALVAGE SIGN	25.50	EACH	229.50	-	-	-	-	-	229.50	
12	2104.502	SALVAGE MAIL BOX SUPPORT	22.00	EACH	25.50	561.00	-	4.00	102.00	18%	459.00	
13	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	500.00	LIN FT	5.00	2,500.00	-	154.00	770.00	31%	1,730.00	
14	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	200.00	LIN FT	3.00	600.00	-	-	-	-	600.00	
15	2104.503	REMOVE WATER MAIN	2,025.00	LIN FT	1.00	2,025.00	-	809.00	809.00	40%	1,216.00	
16	2104.503	REMOVE SEWER PIPE (STORM)	2,358.00	LIN FT	5.00	11,790.00	-	-	-	-	11,790.00	
17	2104.503	REMOVE SEWER PIPE (SANITARY)	1,613.00	LIN FT	2.00	3,226.00	-	819.00	1,638.00	51%	1,588.00	
18	2104.503	REMOVE CURB AND GUTTER	4,944.00	LIN FT	2.50	12,360.00	-	1,978.00	4,945.00	40%	7,415.00	
19	2104.503	REMOVE RETAINING WALL	30.00	LIN FT	40.00	1,200.00	-	-	-	-	1,200.00	
20	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	535.00	SQ YD	5.00	2,675.00	-	115.00	575.00	21%	2,100.00	
21	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	5.00	SQ YD	20.00	100.00	-	-	-	-	100.00	
22	2104.504	REMOVE BITUMINOUS PAVEMENT	10,057.00	SQ YD	3.20	32,182.40	4,015.00	4,015.00	12,848.00	40%	19,334.40	
23	2104.518	REMOVE CONCRETE WALK	15,918.00	SQ FT	0.35	5,571.30	-	6,430.00	2,250.50	40%	3,320.80	
24	2104.518	REMOVE CONCRETE FLOOR	120.00	SQ FT	100.00	12,000.00	-	-	-	-	12,000.00	
25	2104.603	PLUG FILL AND ABANDON WATER MAIN	340.00	LIN FT	4.60	1,564.00	-	-	-	-	1,564.00	
26	2106.507	EXCAVATION - COMMON (NOT INCLUDING BITUMINOUS)	8,461.00	CU YD	8.50	71,918.50	-	-	-	-	71,918.50	
27	2106.507	EXCAVATION - SUBGRADE	1,040.00	CU YD	5.00	5,200.00	-	-	-	-	5,200.00	
28	2106.507	SELECT GRANULAR EMBANKMENT (CV)	3,609.00	CU YD	20.00	72,180.00	-	-	-	-	72,180.00	
29	2106.507	STABILIZING AGGREGATE (CV)	1,040.00	CU YD	10.00	10,400.00	-	-	-	-	10,400.00	
30	2106.601	DEWATERING	1.00	LUMP SUM	2,000.00	-	-	-	-	-	2,000.00	
31	2108.504	GEOGRID TYPE 1	6,994.00	SQ YD	1.40	9,791.60	-	-	-	-	9,791.60	
32	2108.504	GEOTEXTILE FABRIC TYPE 7	11,017.00	SQ YD	2.20	24,237.40	-	-	-	-	24,237.40	
33	2118.509	AGGREGATE SURFACING CLASS 2	100.00	TON	35.00	3,500.00	-	41.00	1,435.00	41%	2,065.00	
34	2123.61	EXPLORATORY EXCAVATION	25.00	TON	250.00	6,250.00	-	9.50	2,375.00	38%	3,875.00	
35	2123.61	COMMON LABORERS SPECIAL	20.00	TON	120.00	2,400.00	-	-	-	-	2,400.00	
36	2211.507	AGGREGATE BASE (CV) CLASS 5	2,862.00	CU YD	16.00	45,792.00	-	-	-	-	45,792.00	
37	2232.504	MILL BITUMINOUS SURFACE	120.00	SQ YD	3.60	432.00	-	-	-	-	432.00	
38	2301.604	CONCRETE PAVEMENT (SPECIAL)	12.00	SQ YD	350.00	4,200.00	-	-	-	-	4,200.00	
39	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (3:C) 3.0" THICK	5.00	SQ YD	15.30	76.50	-	-	-	-	76.50	
40	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3:C)	1,729.00	TON	82.60	142,815.40	-	-	-	-	142,815.40	
41	2360.509	TYPE SP 12.5 NON-WEARING COURSE MIXTURE (3:C)	1,200.00	TON	76.50	91,800.00	-	-	-	-	91,800.00	
42	2411.607	CONCRETE STEPS	10.00	EACH	305.00	3,050.00	-	-	-	-	3,050.00	
43	2451.607	TRENCH STABILIZATION MATERIAL (CV)	350.00	CU YD	10.00	3,500.00	-	63.00	630.00	18%	2,870.00	
44	2475.503	PIPE RAILING	48.00	LIN FT	302.00	14,496.00	-	-	-	-	14,496.00	

**Progress Estimate - Unit Price Work**

**Contractor's Application for Payment**

<b>Owner:</b> City of New Richland	<b>Owner's Project No.:</b>
<b>Engineer:</b> Bolton & Menk, Inc.	<b>Engineer's Project No.:</b> 0M1.130627
<b>Contractor:</b> JJD Companies, LLC	<b>Contractor's Project No.:</b>
<b>Project:</b> 2025 Street & Utility Improvements	<b>Agency's Project No.:</b>
<b>Contract:</b>	

Application No.: 2		Application Period: From 06/04/25 to 06/27/25		Application Date: 06/30/25							
Bid Item No.	MnDOT Item No.	Description	Contract Information			F1	F2	G	H	K	L
			C	D	E						
			Item Quantity	Units	Unit Price (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (\$)	(J / F)	Balance to Finish (F - J) (\$)
45	2502.503	4" TP PIPE DRAIN	473.00	LIN FT	20.00						9,460.00
46	2502.503	6" PERF TP PIPE DRAIN	4,975.00	LIN FT	14.70						73,132.50
47	2502.602	DRAIN OUTLET DESIGN SPECIAL	32.00	EACH	1,500.00						48,000.00
48	2502.602	CONNECT TO EXISTING PIPE DRAIN	15.00	EACH	250.00						3,750.00
49	2502.602	ROOF DRAIN DESIGN SPECIAL 1	8.00	EACH	1,610.00						12,880.00
50	2502.602	6" TP PIPE DRAIN CLEANOUT	11.00	EACH	804.00						8,844.00
51	2502.602	CONNECT DRAIN TILE TO EXISTING DRAINAGE STRUCTURE	1.00	EACH	1,200.00						1,200.00
52	2503.503	4" TP PIPE SEWER	6.00	LIN FT	65.00						390.00
53	2503.503	6" TP PIPE SEWER	25.00	LIN FT	41.20						1,030.00
54	2503.503	8" TP PIPE SEWER	38.00	LIN FT	70.00						2,660.00
55	2503.503	10" TP PIPE SEWER	170.00	LIN FT	67.50						11,475.00
56	2503.503	12" RC PIPE SEWER DESIGN 3006 CLASS V	601.00	LIN FT	52.00						31,252.00
57	2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS V	1,097.00	LIN FT	63.50						69,659.50
58	2503.503	18" RC PIPE SEWER DESIGN 3006 CLASS III	794.00	LIN FT	62.20						49,386.80
59	2503.503	21" RC PIPE SEWER DESIGN 3006 CLASS III	362.00	LIN FT	67.80						24,543.60
60	2503.602	CONNECT TO EXISTING SANITARY SEWER	5.00	EACH	1,250.00			1.00	1,250.00		5,000.00
61	2503.602	CONNECT TO EXISTING STORM SEWER	8.00	EACH	1,000.00						8,000.00
62	2503.602	8"x6" PVC WYE	32.00	EACH	575.00						18,400.00
63	2503.603	TRENCH EXCAVATION (SPECIAL)	300.00	LIN FT	85.00						25,500.00
64	2503.603	8" PVC PIPE SEWER (SDR 35)	2,301.00	LIN FT	46.65			998.00	46,556.70		60,784.95
65	2503.603	PLUG FILL AND ABANDON PIPE SEWER	682.00	LIN FT	4.00						2,728.00
66	2503.603	4" PVC SANITARY SERVICE PIPE (SPECIAL)	200.00	LIN FT	49.50						9,900.00
67	2503.603	6" PVC SANITARY SERVICE PIPE	1,200.00	LIN FT	42.00						50,400.00
68	2504.601	TRACER WIRE SYSTEM	1.00	LUMP SUM	19,500.00						19,500.00
69	2504.601	TEMPORARY WATER SERVICE	1.00	LUMP SUM	20,000.00			0.67	13,400.00		6,600.00
70	2504.602	CONNECT TO EXISTING WATER MAIN	6.00	EACH	1,000.00						6,000.00
71	2504.602	HYDRANT (8.5' BURY)	5.00	EACH	6,950.00						34,750.00
72	2504.602	ADJUST VALVE BOX	1.00	EACH	400.00						400.00
73	2504.602	1" CORPORATION STOP	30.00	EACH	420.00						12,600.00
74	2504.602	4" GATE VALVE AND BOX	3.00	EACH	2,490.00						7,470.00
75	2504.602	6" GATE VALVE AND BOX	6.00	EACH	2,830.00						16,980.00
76	2504.602	8" GATE VALVE AND BOX	11.00	EACH	3,670.00						40,370.00
77	2504.602	1" CURB STOP AND BOX	30.00	EACH	540.00						16,200.00
78	2504.603	1" TYPE PE PIPE	1,175.00	LIN FT	43.475.00						50,962.50
79	2504.603	1" TYPE PE PIPE (SPECIAL)	200.00	LIN FT	46.00						9,200.00
80	2504.603	4" PVC WATERMAIN	23.00	LIN FT	50.00						1,150.00
81	2504.603	6" PVC WATERMAIN	137.00	LIN FT	57.00						7,809.00
82	2504.603	8" PVC WATERMAIN	2,529.00	LIN FT	49.00						123,921.00
83	2504.604	4" POLYSTYRENE INSULATION	50.00	SQ YD	50.00						2,500.00
84	2504.608	WATERMAIN FITTINGS	1,048.00	POUND	15.50						16,244.00
85	2506.502	CASTING ASSEMBLY	37.00	EACH	1,400.00						51,800.00
86	2506.502	INSTALL CASTING	1.00	EACH	800.00						800.00
87	2506.503	ADJUST FRAME AND RING CASTING	1.00	EACH	800.00						800.00
88	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	8.80	LIN FT	8.80						3,744.40
89	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1	56.80	LIN FT	477.00						27,093.60
90	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 4007	71.30	LIN FT	546.00						38,923.80
91	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	86.10	LIN FT	411.92						35,466.31

**Progress Estimate - Unit Price Work**

Owner: City of New Richland  
 Engineer: Bolton & Menk, Inc.  
 Contractor: JJD Companies, LLC  
 Project: 2025 Street & Utility Improvements  
 Contract: \_\_\_\_\_

Owner's Project No.: 0M11.130627  
 Engineer's Project No.: 0M11.130627  
 Contractor's Project No.: \_\_\_\_\_  
 Agency's Project No.: \_\_\_\_\_

**Contractor's Application for Payment**

Application No.: 2		Application Period: From 06/04/25 to 06/27/25		Application Date: 06/30/25								
Bid Item No.	MNDOT Item No.	Description	Contract Information		F1	F2	G	H	K	L		
			C	D							E	F
			Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (EX G) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
92	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	4.90	LIN FT	1,102.00	5,399.80	-	-	-	-	-	5,399.80
93	2506.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	3.00	EACH	3,000.00	-	-	-	-	-	-	3,000.00
94	2506.602	CASTING ASSEMBLY SPECIAL 1	1.00	EACH	285.00	285.00	-	-	-	-	-	285.00
95	2506.602	CASTING ASSEMBLY SPECIAL 2	1.00	EACH	375.00	375.00	-	-	-	-	-	375.00
96	2506.603	CONSTRUCT 8" INSIDE DROP	9.40	LIN FT	72.45	681.03	-	-	-	-	-	681.03
97	2521.518	4" CONCRETE WALK	12,382.00	SQ FT	4.90	60,671.80	-	-	-	-	-	60,671.80
98	2521.518	6" CONCRETE WALK	10,562.00	SQ FT	8.45	89,248.90	-	-	-	-	-	89,248.90
99	2521.602	DRILL AND GROUT REINF BAR (EPOXY COATED)	15.30	EACH	15.30	4,590.00	-	-	-	-	-	4,590.00
100	2531.503	CONCRETE CURB AND GUTTER DESIGN B618	4,891.00	LIN FT	18.00	88,038.00	-	-	-	-	-	88,038.00
101	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	580.00	SQ YD	68.85	39,933.00	-	-	-	-	-	39,933.00
102	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	33.00	SQ YD	91.80	3,029.40	-	-	-	-	-	3,029.40
103	2531.603	CONCRETE SILL	776.00	LIN FT	4.60	3,569.60	-	-	-	-	-	3,569.60
104	2531.603	CONCRETE CURB DESIGN V	75.00	LIN FT	51.00	3,825.00	-	-	-	-	-	3,825.00
105	2531.604	8" CONCRETE VALLEY GUTTER	33.00	SQ YD	97.00	3,201.00	-	-	-	-	-	3,201.00
106	2531.618	TRUNCATED DOMES	214.00	SQ FT	51.00	10,914.00	-	-	-	-	-	10,914.00
107	2540.602	INSTALL MAIL BOX SUPPORT	22.00	EACH	500.00	11,000.00	-	-	-	-	-	11,000.00
108	2563.601	TRAFFIC CONTROL	1.00	LUMP SUM	4,100.00	4,100.00	0.50	2,050.00	0.50	2,050.00	50%	2,050.00
109	2564.518	SIGN PANELS TYPE C	146.50	SQ FT	89.25	13,075.13	-	-	-	-	-	13,075.13
110	2564.602	INSTALL SIGN	9.00	EACH	230.00	2,070.00	-	-	-	-	-	2,070.00
111	2565.616	PEDESTRIAN CROSSWALK FLASHER SYSTEM	1.00	SYSTEM	8,415.00	8,415.00	-	-	-	-	-	8,415.00
112	2571.502	DECIDUOUS TREE 3" CAL B&B	14.00	EACH	635.00	8,890.00	-	-	-	-	-	8,890.00
113	2572.503	CLEAN ROOT CUTTING	5.00	HOUR	155.00	775.00	-	-	-	-	-	775.00
114	2572.503	TREE TRIMMING	5.00	HOUR	306.00	1,530.00	-	-	-	-	-	1,530.00
115	2573.501	STABILIZED CONSTRUCTION EXIT	1.00	LUMP SUM	1,200.00	1,200.00	-	-	0.80	960.00	80%	240.00
116	2573.501	EROSION CONTROL SUPERVISOR	1.00	LUMP SUM	5,000.00	5,000.00	-	-	-	-	-	5,000.00
117	2573.502	STORM DRAIN INLET PROTECTION	43.00	EACH	155.00	6,665.00	15.00	2,325.00	15.00	2,325.00	35%	4,340.00
118	2573.503	SEDIMENT CONTROL LOG TYPE COMPOST	600.00	LIN FT	2.90	1,740.00	-	-	-	-	-	1,740.00
119	2574.507	ORGANIC TOPSOIL BORROW	896.00	CU YD	35.00	31,360.00	-	-	-	-	-	31,360.00
120	2574.508	FERTILIZER TYPE 3	222.00	POUND	1.30	288.60	-	-	-	-	-	288.60
121	2575.505	SEEDING	2.30	ACRE	3,570.00	8,211.00	-	-	-	-	-	8,211.00
122	2575.508	HYDRAULIC MULCH MATRIX	7,875.00	POUND	1.00	7,875.00	-	-	-	-	-	7,875.00
123	2575.600	SEED TWO-YEAR COVER CROP	29.00	POUND	10.00	290.00	-	-	-	-	-	290.00
124	2575.608	SEED SOUTHERN BOULEVARD	184.00	POUND	5.10	938.40	-	-	-	-	-	938.40
125	2582.518	CROSSWALK MULTI-COMPONENT GROUND IN	360.00	SQ FT	15.30	5,508.00	-	-	-	-	-	5,508.00
<b>Original Contract Totals</b>						<b>\$ 2,278,685.42</b>	<b>\$ 63,323.00</b>	<b>\$ 267,577.00</b>	<b>12%</b>	<b>\$ 2,011,108.42</b>		

Project Cost Estimate Breakdown

Owner: City of New Richmond  
 Engineer: Bolton & Menk, Inc.  
 Contractor: JDJ Companies, LLC  
 Project: 2025 Street & Utility Improvements  
 Contract: \_\_\_\_\_

Owner's Project No.: \_\_\_\_\_  
 Engineer's Project No.: DM1130627  
 Contractor's Project No.: \_\_\_\_\_  
 Agency's Project No.: \_\_\_\_\_  
 Date: 5/30/2025

Total Contract Amount: \$2,278,685.42

Item No.	Mn/DOT Number	Description	As Bid			Street Improvements		Sanitary Sewer Improvements		Watermain Improvements		Storm Sewer Improvements		TOTAL PROJECT		
			Approximate Quantity	Units	Unit Price	Amount	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Cost
1	2101.501	MOBILIZATION	1.00	LUMP SUM	\$82,200.00	\$82,200.00	0.25	\$33,050.00	0.07	\$5,995.00	0.09	\$7,837.00	0.10	\$9,220.00	0.50	\$46,100.00
2	2101.502	CLEANING	13.00	EACH	\$815.00	\$10,595.00	16.00	\$13,040.00							16.00	\$13,040.00
3	2101.502	GRUBBING	13.00	EACH	\$410.00	\$5,330.00	15.00	\$6,150.00							15.00	\$6,150.00
4	2104.502	REMOVE SIGN	16.00	EACH	\$25.50	\$408.00	4.00	\$102.00							4.00	\$102.00
5	2104.502	REMOVE PIPE APRON	1.00	EACH	\$900.00	\$900.00			3.00	\$2,700.00					3.00	\$2,700.00
6	2104.502	REMOVE MANHOLE (SANITARY)	1.00	EACH	\$1,000.00	\$1,000.00					1.00	\$1,000.00			1.00	\$1,000.00
7	2104.502	REMOVE MANHOLE (WATER)	1.00	EACH	\$600.00	\$600.00					2.00	\$1,200.00			2.00	\$1,200.00
8	2104.502	REMOVE HYDRANT	4.00	EACH	\$400.00	\$1,600.00										
9	2104.502	REMOVE DRAINAGE STRUCTURE	20.00	EACH	\$400.00	\$8,000.00										
10	2104.502	SALVAGE CASTING	1.00	EACH	\$350.00	\$350.00										
11	2104.502	SALVAGE SIGN	9.00	EACH	\$25.50	\$229.50	4.00	\$102.00							4.00	\$102.00
12	2104.502	SALVAGE MAIL BOX SUPPORT	22.00	EACH	\$25.50	\$561.00										
13	2104.503	SAVING CONCRETE PAVEMENT (FULL DEPTH)	500.00	LIN FT	\$5.00	\$2,500.00	154.00	\$770.00							154.00	\$770.00
14	2104.503	SAVING BITUMINOUS PAVEMENT (FULL DEPTH)	200.00	LIN FT	\$3.00	\$600.00										
15	2104.503	REMOVE WATER MAIN	2055.00	LIN FT	\$1.00	\$2,055.00					809.00	\$809.00			809.00	\$809.00
16	2104.503	REMOVE SEWER PIPE (STORM)	2358.00	LIN FT	\$5.00	\$11,790.00										
17	2104.503	REMOVE SEWER PIPE (SANITARY)	4944.00	LIN FT	\$2.50	\$12,360.00	1,978.00	\$4,945.00	819.00	\$1,638.00					819.00	\$1,638.00
18	2104.503	REMOVE CURB AND GUTTER	30.00	LIN FT	\$40.00	\$1,200.00										
19	2104.503	REMOVE RETAINING WALL	30.00	LIN FT	\$40.00	\$1,200.00										
20	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	535.00	SQ YD	\$5.00	\$2,675.00	115.00	\$575.00							115.00	\$575.00
21	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	5.00	SQ YD	\$20.00	\$100.00										
22	2104.504	REMOVE BITUMINOUS PAVEMENT	10057.00	SQ YD	\$9.20	\$92,524.40	4,015.00	\$12,848.00							4,015.00	\$12,848.00
23	2104.518	REMOVE CONCRETE WALK	15918.00	SQ FT	\$0.35	\$5,571.30	6,430.00	\$2,250.50							6,430.00	\$2,250.50
24	2104.518	REMOVE CONCRETE FLOOR	120.00	SQ FT	\$100.00	\$12,000.00										
25	2104.603	PLUG FILL AND ABANDON WATER MAIN	340.00	LIN FT	\$4.40	\$1,496.00										
26	2106.507	EXCAVATION - COMMON (NOT INCLUDING BITUMINOUS)	8461.00	CU YD	\$8.50	\$71,918.50										
27	2106.507	EXCAVATION - SUBGRADE	1040.00	CU YD	\$5.00	\$5,200.00										
28	2106.507	SELECT GRANULAR EMBANKMENT (CV)	3609.00	CU YD	\$20.00	\$72,180.00										
29	2106.507	STABILIZING AGGREGATE (CV)	1040.00	CU YD	\$10.00	\$10,400.00										
30	2106.601	DEWATERING	1.00	LUMP SUM	\$2,000.00	\$2,000.00										
31	2108.504	GEOTEXTILE TYPE 1	6994.00	SQ YD	\$1.40	\$9,791.60										
32	2108.504	GEOTEXTILE FABRIC TYPE 7	1107.00	SQ YD	\$2.20	\$2,435.40										
33	2118.509	AGGREGATE SURFACING CLASS 2	100.00	TON	\$95.00	\$9,500.00	41.00	\$1,435.00							41.00	\$1,435.00
34	2123.61	EXPLORATORY EXCAVATION	25.00	TON	\$250.00	\$6,250.00										
35	2123.61	COMMON LABORERS SPECIAL	20.00	TON	\$120.00	\$2,400.00										
36	2111.507	AGGREGATE BASE (CV) CLASS 5	2862.00	CU YD	\$16.00	\$45,792.00										
37	2232.504	MILL BITUMINOUS SURFACE	120.00	SQ YD	\$3.60	\$432.00										
38	2301.604	CONCRETE PAVEMENT (SPECIAL)	12.00	SQ YD	\$350.00	\$4,200.00										
39	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (3:1) THICK	5.00	SQ YD	\$15.30	\$76.50										
40	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3:1)	1739.00	TON	\$82.60	\$143,615.40										
41	2360.509	TYPE SP 12.5 NON-WEARING COURSE MIXTURE (3:1)	1200.00	TON	\$76.50	\$91,800.00										
42	2411.607	CONCRETE STEPS	10.00	EACH	\$305.00	\$3,050.00										
43	2451.607	TRENCH STABILIZATION MATERIAL (CV)	350.00	CU YD	\$10.00	\$3,500.00										
44	2475.503	PIPE RAILING	48.00	LIN FT	\$302.00	\$14,496.00										
45	2502.503	4" TP PIPE DRAIN	473.00	LIN FT	\$20.00	\$9,460.00										
46	2502.503	6" PERF TP PIPE DRAIN	4975.00	LIN FT	\$14.70	\$73,132.50										
47	2502.602	DRAIN OUTLET DESIGN SPECIAL	32.00	EACH	\$1,500.00	\$48,000.00										
48	2502.602	CONNECT TO EXISTING PIPE DRAIN	15.00	EACH	\$250.00	\$3,750.00										
49	2502.602	ROOF DRAIN DESIGN SPECIAL 1	8.00	EACH	\$1,610.00	\$12,880.00										
50	2502.602	6" TP PIPE DRAIN CLEANOUT	11.00	EACH	\$804.00	\$8,844.00										
51	2502.602	CONNECT DRAIN TILE TO EXISTING DRAINAGE STRUCTURE	1.00	EACH	\$1,200.00	\$1,200.00										
52	2503.503	4" TP PIPE SEWER	6.00	LIN FT	\$65.00	\$390.00										
53	2503.503	6" TP PIPE SEWER	25.00	LIN FT	\$41.20	\$1,030.00										
54	2503.503	8" TP PIPE SEWER	38.00	LIN FT	\$70.00	\$2,660.00										
55	2503.503	10" TP PIPE SEWER	170.00	LIN FT	\$67.50	\$11,475.00										
56	2503.503	12" RC PIPE SEWER DESIGN 3006 CLASS V	601.00	LIN FT	\$52.00	\$31,252.00										
57	2503.503	13" RC PIPE SEWER DESIGN 3006 CLASS V	1097.00	LIN FT	\$63.50	\$69,659.50										
58	2503.503	18" RC PIPE SEWER DESIGN 3006 CLASS III	794.00	LIN FT	\$62.20	\$49,386.80										
59	2503.503	21" RC PIPE SEWER DESIGN 3006 CLASS III	362.00	LIN FT	\$67.80	\$24,543.60										
60	2503.602	CONNECT TO EXISTING SANITARY SEWER	5.00	EACH	\$1,250.00	\$6,250.00										
61	2503.602	CONNECT TO EXISTING STORM SEWER	8.00	EACH	\$1,000.00	\$8,000.00										

Project Cost Estimate Breakdown

Owner: City of New Richland  
 Engineer: Bolton & Menk, Inc.  
 Contractor: JD Companies, LLC  
 Project: 2025 Street & Utility Improvements  
 Contract:   
 Owner's Project No.:   
 Engineers' Project No.: 0M11.130627  
 Contractor's Project No.:   
 Agency's Project No.:   
 Date: 6/30/2025  
 Total Contract Amount: \$2,778,685.42

Item No.	MnDOT Number	Description	As Bid				Street Improvements		Sanitary Sewer Improvements		Watermain Improvements		Storm Sewer Improvements		TOTAL PROJECT	
			Approximate Quantity	Units	Unit Price	AMOUNT	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Cost
62	2505.602	8"x6" PVC WVE	32.00	EACH	\$575.00	\$18,400.00			8.00	\$4,600.00					8.00	\$4,600.00
63	2505.603	TRENCH EXCAVATION (SPECIAL)	300.00	LIN FT	\$95.00	\$28,500.00										
64	2503.603	8" PVC PIPE SEWER (SDR 35)	2301.00	LIN FT	\$46.65	\$107,341.65			998.00	\$46,556.70					998.00	\$46,556.70
65	2503.603	PLUG FILL AND ABANDON PIPE SEWER	682.00	LIN FT	\$4.00	\$2,728.00										
66	2503.603	4" PVC SANITARY SERVICE PIPE (SPECIAL)	200.00	LIN FT	\$49.50	\$9,900.00										
67	2505.603	6" PVC SANITARY SERVICE PIPE	1200.00	LIN FT	\$42.00	\$50,400.00			51.00	\$2,142.00					51.00	\$2,142.00
68	2504.601	TRACER WIRE SYSTEM	1.00	LUMP SUM	\$19,500.00	\$19,500.00										
69	2504.601	TEMPORARY WATER SERVICE	1.00	LUMP SUM	\$20,000.00	\$20,000.00										
70	2504.602	CONNECT TO EXISTING WATER MAIN	6.00	EACH	\$1,000.00	\$6,000.00					0.67	\$3,400.00			0.67	\$3,400.00
71	2504.602	HYDRANT (8.5" BURY)	5.00	EACH	\$6,950.00	\$34,750.00					2.00	\$2,000.00			2.00	\$2,000.00
72	2504.602	ADJUST VALVE BOX	1.00	EACH	\$400.00	\$400.00					1.00	\$6,950.00			1.00	\$6,950.00
73	2504.602	1" CORPORATION STOP	30.00	EACH	\$420.00	\$12,600.00										
74	2504.602	4" GATE VALVE AND BOX	3.00	EACH	\$2,490.00	\$7,470.00										
75	2504.602	6" GATE VALVE AND BOX	6.00	EACH	\$2,890.00	\$17,340.00										
76	2504.602	8" GATE VALVE AND BOX	11.00	EACH	\$3,670.00	\$40,370.00										
77	2504.602	1" CURB STOP AND BOX	30.00	EACH	\$540.00	\$16,200.00										
78	2504.603	1" TYPE PE PIPE	1175.00	LIN FT	\$37.00	\$43,475.00										
79	2504.603	1" TYPE PE PIPE (SPECIAL)	200.00	LIN FT	\$46.00	\$9,200.00										
80	2504.603	4" PVC WATERMAIN	23.00	LIN FT	\$50.00	\$1,150.00										
81	2504.603	6" PVC WATERMAIN	137.00	LIN FT	\$57.00	\$7,809.00										
82	2504.603	8" PVC WATERMAIN	2329.00	LIN FT	\$49.00	\$113,921.00										
83	2504.604	4" POLYSTYRENE INSULATION	50.00	SQ YD	\$50.00	\$2,500.00										
84	2504.608	WATERMAIN FITTINGS	1048.00	POUND	\$15.50	\$16,244.00										
85	2506.502	CASTING ASSEMBLY	37.00	EACH	\$1,400.00	\$51,800.00										
86	2506.502	INSTALL CASTING	1.00	EACH	\$800.00	\$800.00										
87	2506.502	ADJUST FRAME AND RING CASTING	1.00	EACH	\$800.00	\$800.00										
88	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	8.80	LIN FT	\$425.50	\$3,744.40										
89	2506.503	CONSTRUCT DRAINAGE STRUCTURE SPECIAL 1	56.80	LIN FT	\$477.00	\$27,099.60										
90	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 4007	71.30	LIN FT	\$546.00	\$38,929.80										
91	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	86.10	LIN FT	\$411.82	\$35,466.31			35.30	\$19,273.80					35.30	\$19,273.80
92	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	4.90	LIN FT	\$1,102.00	\$5,399.80										
93	2506.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	3.00	EACH	\$1,000.00	\$3,000.00										
94	2506.602	CASTING ASSEMBLY SPECIAL 1	1.00	EACH	\$285.00	\$285.00										
95	2506.602	CASTING ASSEMBLY SPECIAL 2	1.00	EACH	\$375.00	\$375.00										
96	2506.603	CONSTRUCT #1 INSIDE DROP	9.40	LIN FT	\$72.45	\$681.03										
97	2521.518	4" CONCRETE WALK	13382.00	SQ FT	\$4.90	\$66,671.80										
98	2521.518	6" CONCRETE WALK	10582.00	SQ FT	\$8.45	\$89,248.90										
99	2521.602	DRILL AND GROUT REINF BAR (EPOXY COATED)	300.00	EACH	\$15.90	\$4,770.00										
100	2531.503	CONCRETE CURB AND GUTTER DESIGN R618	4891.00	LIN FT	\$18.00	\$88,038.00										
101	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	580.00	SQ YD	\$68.85	\$39,933.00										
102	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	33.00	SQ YD	\$91.80	\$3,029.40										
103	2531.603	CONCRETE SILL	776.00	LIN FT	\$4.60	\$3,569.60										
104	2531.603	CONCRETE CURB DESIGN V	75.00	LIN FT	\$51.00	\$3,825.00										
105	2531.604	8" CONCRETE VALLEY GUTTER	33.00	SQ YD	\$97.00	\$3,201.00										
107	2540.602	INSTALL MAIL BOX SUPPORT	22.00	EACH	\$500.00	\$11,000.00										
108	2563.601	TRAFFIC CONTROL	146.50	SQ FT	\$89.25	\$13,075.13			0.07	\$266.50					0.07	\$266.50
109	2564.518	SIGN PANELS TYPE C	9.00	EACH	\$230.00	\$2,070.00										
110	2564.602	INSTALL SIGN	1.00	SYSTEM	\$8,435.00	\$8,435.00										
111	2565.616	PEDESTRIAN CROSSWALK FLASHER SYSTEM	14.00	EACH	\$635.00	\$8,890.00										
112	2571.502	DECIDUOUS TREE 3" CAL B&B	5.00	HOURL	\$155.00	\$775.00										
113	2571.503	CLEAN ROOT CUTTING	5.00	HOURL	\$155.00	\$775.00										
114	2572.503	TREE TRIMMING	5.00	HOURL	\$306.00	\$1,530.00										
115	2573.501	STABILIZED CONSTRUCTION EXIT	1.00	LUMP SUM	\$1,200.00	\$1,200.00			0.80	\$960.00					0.80	\$960.00
116	2573.501	EROSION CONTROL SUPERVISOR	1.00	LUMP SUM	\$5,000.00	\$5,000.00										
117	2573.502	STORM DRAIN INLET PROTECTION	43.00	EACH	\$155.00	\$6,665.00										
118	2573.503	SEEDMENT CONTROL LOG TYPE COMPOST	600.00	LIN FT	\$2.90	\$1,740.00										
119	2574.507	ORGANIC TOPSOIL BORROW	222.00	POUND	\$1.30	\$288.60										
120	2575.505	SEEDING	2.30	ACRE	\$3,570.00	\$8,211.00										
121	2575.505	HYDRAULIC MULCH MATRIX	7875.00	POUND	\$1.00	\$7,875.00										

**Project Cost Estimate Breakdown**

Owner: City of New Richland  
 Engineer: Bolton & Menk, Inc.  
 Contractor: J/D Companies, LLC  
 Project: 2025 Street & Utility Improvements  
 Contract: \_\_\_\_\_

Owner's Project No.: \_\_\_\_\_  
 Engineer's Project No.: 0M1.130627  
 Contractor's Project No.: \_\_\_\_\_  
 Agency's Project No.: \_\_\_\_\_  
 Date: 6/30/2025

Total Contract Amount: \$2,278,685.42

Item No.	MNDOT Number	Description	Approximate Quantity	As Bid			Street Improvements		Sanitary Sewer Improvements		Watermain Improvements		Storm Sewer Improvements		TOTAL PROJECT	
				Units	Unit Price	AMOUNT	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Cost
123	2575.608	SEED TWO-YEAR COVER CROP	29.00	POUND	\$10.00	\$290.00										
124	2575.608	SEED SOUTHERN BOULEVARD	184.00	POUND	\$5.10	\$938.40										
125	2382.528	CROSSWALK MULTI-COMPONENT GROUND IN	360.00	50 FT	\$15.30	\$5,508.00										
								\$69,577.50		\$86,300.00		\$101,819.50		\$9,880.00		\$267,577.00

Street Improvements	Sanitary Sewer Improvements	Watermain Improvements	Storm Sewer Improvements
---------------------	-----------------------------	------------------------	--------------------------



# Memo

**To:** City Council  
**From:** Anthony Martens  
**cc:**  
**Date:** 7/10/25  
**Re:** USDA Siren Funds

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The City of New Richland still has USDA funds related to the Siren Grant available. Staff is looking for direction from the City Council as to if they are interested in looking to utilize the remaining funds or repurpose those funds for something else.

## City Siren

Available funds: \$2,130

Commitment has been met so funds are available and we would just have to provide invoices to get reimbursed the remaining amount.

## St. Olaf Lake warning project

Available funds: \$24,000

Grant: \$8,400

# Memo

**To:** City Council

**From:** Anthony Martens

**cc:**

**Date:** 7/10/25

**Re:** Houston Contract

---

This contract would provide services related to the MPCA Grant for flood mitigation engineering services. Houston Engineering helped facilitate the grant and has a good plan in place to help us get to the next steps necessary for the next hurdle in the project.



June 19, 2025

Tony Martens, City Administrator  
City of New Richland  
203 N. Broadway Ave  
New Richland, MN 56072

**Subject: Stormwater Resilience Planning / Flood Mitigation Planning Engineering Services for City of New Richland**

Dear Mr. Martens:

We are pleased to provide a proposal to provide engineering services to the City of New Richland relating to analyzing current and future flooding risks, analyzing and selecting mitigation alternatives, developing preliminary design plans and opinion of cost. The estimated cost to complete these services is \$74,300.

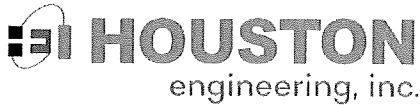
The scope of work described and cost in **Attachment A** is consistent with the executed work plan between the City and the MPCA under their Planning Grants for SWC Resilience program. We have enclosed our general Terms and Conditions for providing engineering services. If you would like us to proceed with this work, please sign the task order and return one copy to Houston Engineering, Inc. We look forward to the opportunity to continue serving the City of New Richland. Please contact Joe directly if you have any questions regarding our proposal.

Sincerely,  
HOUSTON ENGINEERING, INC.

A handwritten signature in blue ink that reads 'Joe Lewis'.

---

Joe Lewis, PE  
Project Manager  
Direct: 763.493.6673  
jlewis@houstoneng.com



MAPLE GROVE OFFICE  
7550 MERIDIAN COURT  
SUITE 140  
P: (763) 493-6673

**CLIENT/OWNER SERVICES AGREEMENT**

PROJECT NAME: City of New Richland MPCA Planning Grant Study  
HOUSTON JOB NO.: \_\_\_\_\_ HOUSTON PROJ. MGR.: Joe Lewis  
CLIENT/OWNER NAME: City of New Richland  
CLIENT/OWNER ADDRESS: 203 N Broadway, PO Box 57, New Richland, MN 56072  
CLIENT/OWNER PHONE NO.: 507-465-3514 CLIENT/OWNER CONTACT: Anthony Martens

This Client/Owner Services Agreement ("Agreement") is made and entered into effective as of this 19th day of June, 2025, by and between **HOUSTON ENGINEERING, INC.** ("Houston") and City of New Richland ("Client").

Recitals

- A. Client has requested Houston to perform certain professional services in connection with a project generally referred to as City of New Richland MPCA Planning Grant Study ("Project").
- B. Houston desires to provide the professional services requested by Client in accordance with this Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Houston and Client agree as follows:

1. Services. Houston shall perform the services set forth in Attachment A ("Services") in accordance with the terms and conditions of this Agreement.

2. Term of Agreement. This Agreement shall commence on the date first stated above, and Houston is authorized to commence performance of the Services as of that date. This Agreement shall terminate on the 19th day of June, 2026, unless terminated earlier pursuant to the terms and conditions of this Agreement.

3. Attachments. The Attachments below, which have been marked for inclusion, are hereby specifically incorporated into and made a part of this Agreement:

- ATTACHMENT A - SERVICES (Houston assumes no responsibility to perform any services not specifically listed.)
- ATTACHMENT B - GENERAL TERMS AND CONDITIONS
- ATTACHMENT C - \_\_\_\_\_
- ATTACHMENT D - \_\_\_\_\_
- FEE SCHEDULE - DATED 2025.
- ALTA/NSPS LAND TITLE SURVEY RIDER

4. Compensation.

- \$ \_\_\_\_\_ Lump Sum Fee - Based on the Services defined herein
- \$ 74,300 Estimated Fee - Client invoiced on an hourly basis commensurate with the attached Fee Schedule
- \$ \_\_\_\_\_ Percentage of Estimated Construction Cost
- \$ \_\_\_\_\_ Other - \_\_\_\_\_

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date first above written:

CLIENT/OWNER  
BY: \_\_\_\_\_  
AUTHORIZED REPRESENTATIVE  
TITLE: \_\_\_\_\_

HOUSTON ENGINEERING, INC.  
BY: \_\_\_\_\_  
AUTHORIZED REPRESENTATIVE  
TITLE: \_\_\_\_\_

PLEASE SIGN AND RETURN ONE COPY TO HOUSTON AT THE ADDRESS ABOVE

City of New Richland – Stormwater Resilience Planning  
June 19, 2025  
Attachment A

## **ATTACHMENT A: SCOPE OF WORK**

### **Project Understanding**

The City of New Richland has experienced multiple significant flood events in recent years. The County Ditch 47 (CD 47) and Joint County Ditch 6 (JCD 6) public drainage systems are upstream and partially within the City and convey runoff from the upstream watershed into and through the City. The City has experienced multiple flood events that caused significant damage. To address the flood vulnerabilities, the City submitted a resiliency planning grant to the Minnesota Pollution Control Agency (MPCA) and was recently awarded funds to complete analysis, planning and preliminary design of flood mitigation measures. Following the project, the City will have a set of flood mitigation measures selected and preliminarily designed for implementation along with updated opinions of cost. Furthermore, the City will be prepared to make detailed funding requests using this information.

This scope of work, consistent with the MPCA grant award, aims to conduct a detailed analysis of flood mitigation alternatives, which account for projected changes to precipitation events. The following is a description of the technical approach to complete the analysis as proposed by Houston Engineering, Inc. (HEI).

### **Task 1: Establishment of Future Hydrology Estimates**

In this task, HEI will use HEC-HMS to create a detailed hydrologic estimate for modeling. The results of the HEC-HMS model will be calibrated using information from previous flood events and nearby rain gauge data. After refining the current hydrology, HEI will use reliable online hydrology tools to estimate future hydrology for the City of New Richland. This will involve utilizing Atlas 14 rainfall estimates to establish a baseline for future conditions and review of various literature-based precipitation estimates for future conditions, incorporating tools such as the Climate Resilience Evaluation and Awareness Tool (CREATE) and the National Stormwater Calculator to ensure a comprehensive assessment.

### **Task 2: Identify Vulnerable Locations - Hydrologic and Hydraulic Analysis**

An existing HEC-RAS model of the JCD 6 drainage area through New Richland will be used in this analysis. This task will involve collecting the data necessary to improve the accuracy of modeling and utilizing available geographic information system (GIS) data as a foundation. To enhance the model's precision, additional topographic surveys will be conducted at critical locations throughout the city, including elevations of vulnerable properties. Locations where additional survey is necessary will be identified using the current and future hydrology established in Task 1. The model will identify areas subject to flooding under both current and future conditions, helping to pinpoint additional vulnerable infrastructure.

City of New Richland – Stormwater Resilience Planning  
June 19, 2025  
Attachment A

### **Task 3: Analyze Mitigation Projects - Hydrologic and Hydraulic Analysis**

In this task, HEI will build on the vulnerable locations identified in Task 2 to analyze several flood mitigation alternatives building upon the analysis completed in 2024. The hydrology and hydraulics model will be utilized to simulate the impact of the proposed projects and assess their potential for flood damage reduction. The alternatives will then be evaluated based on the effectiveness of flood reductions for existing and future hydrologic conditions.

Additionally, it is expected that input from the New Richland community will play a factor in determined specifics analyzed within the alternatives. City of New Richland staff will identify and engage appropriate stakeholders—such as local businesses, agencies, and landowners—to discuss the study findings and provide feedback on the proposed alternatives. Once the priority flood mitigation alternative is established detailed floodplain mapping will be completed for the City to visualize the flood risk reduction.

### **Task 4: Preliminary Engineering and Design of the Priority Flood Mitigation Project**

In this task, the preliminary engineering drawings for the preferred priority flood mitigation alternative identified in Task 3 will be developed. As part of this effort, 30% design drawings will be developed to outline the project's scope and technical specifications. Additionally, a preliminary opinion of probable cost will be completed reflecting the preliminary design. The estimate will be based on quantity and unit prices derived from the design process.

### **Task 5: Final Report and Project Deliverables**

A draft and final technical memorandum will be developed summarizing the analysis completed in the prior tasks. HEI will modify the draft report after receiving all comments provided by the City and County. HEI will attend and present technical information at the following meetings during the project:

- Initial meeting with City/County staff
- Draft report meeting with City/County staff

#### **DELIVERABLES**

1. Digital files associated with hydrologic and hydraulic models
2. Technical memorandum including description of technical analysis and results, concept maps and opinion of cost for the preferred alternative.
3. Preliminary engineering drawings of the preferred alternative

#### **Assumptions**

The estimated compensation associated with completing the proposed scope of work is based on the following assumptions:

1. Refinement of the existing conditions hydrologic and hydraulic models will be based on the already provided observed data from the 2010 and 2016 past flood events.

City of New Richland – Stormwater Resilience Planning  
June 19, 2025  
Attachment A

- The selected alternatives will be based on a combination of City feedback and HEI’s analysis of feasibility and effectiveness of flood mitigation measures.

### PROJECT SCHEDULE

HEI will begin work on the project once a signed contract between HEI and the Client is executed (see attached *HEI General Terms and Conditions*). The estimated project schedule is as follows.

### ESTIMATED COMPENSATION

Compensation for completing the tasks described in the Scope of Work is provided below. The compensation fees will be billed as time and materials and the Total Cost is not to be exceeded without prior approval. Costs for each task are approximate, and HEI reserves the right to reallocate and distribute costs between tasks.

<b>Task 1:</b> Establishment of Future Hydrology Estimates .....	\$ 10,232
<b>Task 2:</b> Identify Vulnerable Locations.....	\$ 13,074
<b>Task 3:</b> Analyze Mitigation Projects.....	\$ 21,297
<b>Task 4:</b> Preliminary Engineering and Design of the Priority Flood Mitigation Project .....	\$ 24,096
<b>Task 5:</b> Final Report and Project Deliverables .....	\$ 5,598
<b>TOTAL COST</b> .....	<b>\$74,297</b>

## General Terms and Conditions

### 1. STANDARD OF CARE

Houston shall perform its Services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances in the region where the Project is located.

### 2. PAYMENT TERMS

Invoices will be submitted periodically (customarily on a monthly basis) and are due and payable upon receipt. Client agrees to pay a service charge on all accounts 30 days or more past due at a rate equal to one percent (1%) each month but in no event shall such service charge exceed the maximum amount allowed by law. Acceptance of any payment from Client without accrued service charges shall not be deemed to be a waiver of such service charges by Houston. In the event Client is past due with respect to any invoice Houston may, after giving seven (7) days written notice to Client, suspend all services without liability until Client has paid in full all amounts owing Houston on account of services rendered and expenses incurred, including service charges on past due invoices. Payment of invoices is not subject to discount or offset by Client.

### 3. CHANGES OR DELAYS

If the Project requires conceptual or process development services, such services often are not fully definable in the initial planning. If, as the Project progresses, facts develop that in Houston's judgment dictate a change in the Services to be performed, Houston shall inform Client of such changes and the parties shall negotiate, in good faith, with respect to any change in scope and adjustment to the time of performance and compensation and modify the Agreement accordingly. Houston may also proceed with additional services specifically requested in writing by the Client, including electronic communications, without a written modification to the Agreement. Client shall compensate Houston for the additional services in an amount equal to the cumulative hours worked multiplied by the billing rates specified in the Agreement, or based on Houston's standard billing rates if billing rates are not specified in the Agreement; plus reimbursement of expenses incurred in connection with providing the additional services. In the event the parties are unable to reach an agreement, either party may terminate this Agreement without liability by giving fourteen (14) days written notice to the other party. In the event of termination, the final invoice will include all Services and expenses associated with the Project up to the effective date of termination and will also include equitable adjustment to reimburse Houston for any termination settlement costs incurred relating to commitments that had become firm before termination plus a 10 percent markup on those settlement costs.

### 4. PAYMENT

Where the method of payment under the Agreement is based upon cost reimbursement (e.g., hourly rate, time and materials, direct personnel expense, per diem, etc.), the following shall apply: (a) the minimum time segment for charging work is one-quarter hour; (b) labor (hours worked) and expenses will be charged at rates commensurate with the attached fee schedule or, if none is attached, with Houston's current fee schedule (at the time of the work); (c) when applicable, rental charges will be applied to cover the cost of pilot-scale facilities or equipment, apparatus, instrumentation, or other technical machinery. When such charges are applicable, Client will be advised at the start of an assignment, task, or phase; and (d) invoices based upon cost reimbursement will be submitted showing labor (hours worked) and total expense. If requested by Client, Houston shall provide supporting documentation at Client's cost, including labor and copying costs.

### 5. TERMINATION

Either party may terminate this Agreement, in whole or in part, by giving thirty (30) days written notice to the other party if the other party fails to fulfill its obligations under this Agreement through no fault of the terminating party. In such event, and subject to the limitations set forth in this Agreement, the non-defaulting party may pursue its rights and remedies as contemplated by this Agreement and as allowed by law.

### 6. BETTERMENT

If any item or component of the Services or an amended Task Order is required due to omission from the original documents or Task Order provided to Houston, Houston's liability shall be limited to the reasonable costs of correction of the omission, less the cost to Client if the omitted item or component had been initially included in the original documents or Services documents. All costs of errors, omissions or other changes that result in betterment shall be borne by Client and shall not be a basis of a claim against Houston. In no event will Houston be responsible for that portion of any cost or expense that provides betterment or upgrades or enhances the value of the Services.

### 7. LIMITATION OF LIABILITY

In no event shall Houston be liable for punitive, special, incidental, indirect, consequential, or lost profit damages of any kind or nature, regardless of the form of action to which such damages are sought. Houston's maximum cumulative liability with respect to all claims and liabilities under this Agreement, whether or not insured, shall not exceed the greater of \$50,000 or the total compensation received by Houston under this Agreement, whether such claim is based on negligence, breach of contract, or any other theory. The disclaimers and limitations of liability set forth in this Agreement shall apply regardless of any other contrary provision set forth and regardless of the form of action, whether in contract, tort or otherwise. Each provision of this Agreement which provides for a limitation of liability, disclaimer of warranty or condition or exclusion of damages is severable and independent of any other provision and is to be enforced as such. Client hereby releases Houston from any and all liability over and above the limitations set forth in this paragraph.

### 8. INSURANCE

Houston shall obtain and maintain during the term of this Agreement, at its own expense, workers' compensation insurance and commercial general liability insurance in amounts determined by Houston and will, upon request, furnish insurance certificates to Client. The existence of any such insurance shall not increase Houston's liability as limited by paragraph 6 above.

### 9. HAZARDOUS SUBSTANCES

Client shall furnish or cause to be furnished to Houston all documents and information known by Client that relate to the identity, location, quantity, nature, or characteristics of any asbestos, pollutant, or hazardous substance, however defined ("Hazardous Substances") at, on or under the Project site. Houston is not, and has no responsibility as a handler, generator, operator, treater, storer, transporter, or disposer of Hazardous Substances found or identified at the Project. Client agrees to bring no claim for fault, negligence, breach of contract, indemnity, or other action against Houston, its principals, employees, agents, and consultants, if such claim in any way would relate to Hazardous Substances in connection with the Project. If Hazardous Substances are identified or located at the Project site, Houston may suspend all Services without liability until remediation of the Hazardous Substances is complete. Houston reserves the right to adjust the attached Fee Schedule or any rate schedule of

Houston's subconsultants for specialized fees or services related to remediation of Hazardous Substances as agreed in writing between Houston and Client. Client further agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless Houston, its principals, employees, agents, and consultants and subconsultants from and against all fees, costs, claims, damages, losses, and expenses, direct or indirect, or consequential damages, including but not limited to fees and charges for third-party remediation specialists, experts, attorneys, and court and arbitration costs, arising out of or resulting from the performance of Houston's Services hereunder, or claims brought against Houston by third parties arising from Houston's Services or the services of others and/or work in any way associated with Hazardous Substance activities. This indemnification shall survive termination of this Agreement.

#### **10. INDEMNIFICATION**

Client shall indemnify, defend, and hold harmless Houston, together with its officers, directors, shareholder, agents, consultants and employees from and against any and all claims, costs, losses and damages, including attorneys' fees and other costs of litigation or dispute resolution arising directly or indirectly from Client's breach of this Agreement or Client's fault, negligent acts or omissions or intentional misconduct in connection with this Agreement or the Project. Subject to the limitations set forth in this Agreement, Houston shall indemnify and hold harmless Client, together with its officers, directors, and employees from and against any and all costs, losses and damages, including reasonable attorneys' fees and other costs of litigation or dispute resolution to the extent caused by Houston's fault, negligent acts or omissions in connection with this Agreement or the Project. The indemnification obligations set forth in this paragraph shall survive termination of this Agreement.

#### **11. WARRANTY**

Except as specifically set forth in this Agreement, Houston has not made and does not make any warranties or representations whatsoever, express or implied, as to Services performed or products provided including, without limitation, any warranty or representation as to: (a) the merchantability or fitness or suitability of the Services or products for a particular use or purpose whether or not disclosed to Houston; and (b) delivery of the Services and products free of the rightful claim of any person by way of infringement (including, but not limited to, patent or copyright infringement) or the like. Houston does not warrant and will not be liable for any design, material or construction criteria furnished or specified by Client and incorporated into the Services provided hereunder.

#### **12. CONTRACTOR MEANS AND METHODS**

Houston has no control over, supervision of, or responsibility for construction of the Project or at the Project site. Client is solely responsible for retaining a qualified contractor or contractors licensed in the jurisdiction of the project (separately or collectively, the "Contractor") to implement the construction of the Project ("Work"). Contractor shall coordinate, control, supervise, and direct all portions of the Work and shall be solely responsible for, and have control over, construction means, methods, techniques, sequences, procedures, safety, and security. Houston shall not be responsible for and shall bear no liability for Contractor's failure to perform the Work in accordance with the requirements of the Project and any documents or contracts related to the Project. To the fullest extent permitted by law, Contractor shall indemnify and hold harmless Client, Houston, and Houston's subconsultants, officers, directors, shareholder, agents, consultants, and employees from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees and costs, arising out of or resulting from performance of the Work. Contractor shall provide insurance and name Client, Houston, and Houston's subconsultants as additional insureds on Contractor's commercial general liability insurance policies on a primary and non-contributory basis. The amount of coverage available to the additional insureds shall be the amount of coverage required in the Client-Contractor agreement.

#### **13. PROJECT SITE**

Client shall furnish such reports, data, studies, plans, specifications, documents, and other information regarding surface and subsurface site conditions required by Houston for proper performance of its Services. Houston shall be entitled to rely upon Client provided documents and information in performing the Services required under this Agreement. Houston assumes no responsibility or liability for the accuracy or completeness of any such documents or information. Houston will not direct, supervise, or control the Work, means or methods of Contractor or its/their subcontractors in connection with the Project. Houston's Services will not include a review or evaluation of the Contractor's or subcontractor's safety measures. The presence of Houston, its employees, agents, or subcontractors on a site shall not imply that Houston controls the operations of others, nor shall it be construed to be an acceptance by Houston of any responsibility for jobsite safety.

#### **14. CONFIDENTIALITY**

Houston shall maintain as confidential and not disclose to others without Client's prior consent all information obtained from Client that was not otherwise previously known to Houston or in the public domain and is expressly designated by Client in writing to be "CONFIDENTIAL." The provisions of this paragraph shall not apply to information in whatever form that (a) is published or comes into the public domain through no fault of Houston, (b) is furnished by or obtained from a third party who is under no obligation to keep the information confidential, or (c) is required to be disclosed by law on order of a court, administrative agency, or other authority with proper jurisdiction. Client agrees that Houston may use and publish Client's name and a general description of Houston's services with respect to the Project in describing Houston's experience and qualifications to other clients or potential clients.

#### **15. RE-USE OF DOCUMENTS**

All documents, including drawings and specifications, prepared or furnished by Houston (and Houston's affiliates, agents, subsidiaries, independent professional associates, consultants, and subcontractors) pursuant to this Agreement are instruments of service in respect of the Project, and Houston shall retain ownership thereof, whether or not the Project is completed. Client may make and retain copies for information and reference in connection with the Project; however, such documents are not intended or represented to be suitable for re-use by Client or others on extensions of the Project or on any other project. Any re-use without written verification or adaptation by Houston for the specific purpose intended will be at Client's sole risk and without liability to Houston or Houston's affiliates, agents, subsidiaries, independent professional associates, consultants, and subcontractors with respect to any and all costs, expenses, fees, losses, claims, demands, liabilities, suits, actions, and damages whatsoever arising out of or resulting therefrom. Any such verification or adaptation will entitle Houston to further compensation at rates to be agreed upon by Client and Houston. Client shall indemnify, defend, and hold harmless Houston, together with its officers, directors, shareholder, agents, consultants and employees from and against any and all claims, costs, losses, and damages, including attorneys' fees and other costs of litigation or dispute resolution arising directly or indirectly from Client's re-use of all information, documents, drawings, specifications prepared as part of the Project.

#### **16. REMEDIES**

Subject to the limitations set forth in this Agreement, in the event any party is in default of this Agreement, the non-defaulting party shall be entitled to pursue all rights and remedies available to it under this Agreement or as allowed by law.

**17. PROPRIETARY DATA**

The technical and pricing information in connection with the Services provided by Houston is confidential and proprietary and is not to be disclosed or otherwise made available to third parties by Client without the express written consent of Houston.

**18. GOVERNING LAW**

The validity, construction and performance of this Agreement and all disputes between the parties arising out of or related to this Agreement shall be governed by the laws, without regard to the law as to choice or conflict of law, of the State of North Dakota. Client consents to jurisdiction as to all issues concerning or relating to this Agreement or the Project with the federal or state district courts designated for Cass County, North Dakota.

**19. DATA PRACTICES ACT REQUESTS**

Houston considers certain information developed during the execution of services as "not public" and "protected" from public disclosure under the various local, state, and federal data practices laws. Client shall reimburse Houston for any and all costs and expenses, including attorneys' fees associated with any requests for release of information under any such laws.

**20. FORCE MAJEURE**

Houston shall not be liable for any loss, damage or delay resulting out of its failure to perform hereunder due to, without limitation, causes beyond its reasonable control including, without limitation, acts of God, acts of nature or the Client, acts of civil or military authority, terrorists threats or attacks, fires, strikes, floods, epidemics, pandemics, quarantine restrictions, war, riots, delays in transportation, transportation embargos, extraordinary weather conditions or other natural catastrophe or any other cause beyond the reasonable control of Houston, if such could have not been overcome by the exercise of reasonable efforts by Houston (each, an "Event of Force Majeure"). Any delay due to an Event of a Force Majeure shall not be deemed to be a breach of or failure to perform this Agreement or any part hereof; provided, however, Houston shall provide reasonable notice to the Client of any Event of Force Majeure which notice shall provide the particulars of the cause of the event of Force Majeure in writing. In the event of any such delay, Houston's performance date(s) will be extended for that length of time as may be reasonably necessary to compensate for the delay.

**21. WAIVER OF JURY**

In the interest of expediting any disputes that might arise between Houston and Client, Client hereby waives its rights to a trial by jury of any dispute or claim concerning this Agreement, the Services, the Project and any other documents or agreements contemplated by or executed in connection with this Agreement.

**22. BUSINESS ENTITY**

Client acknowledges that Houston is a business corporation and agrees that any claim made by Client arising out of any act or omission of any shareholder, director, officer, or employee of Houston in the execution or performance of this Agreement shall be made solely against Houston and not against any individual or group of individuals in any capacity.

**23. NOTICES**

Any and all notices, demands or other communications required or desired to be given under this Agreement shall be in writing and shall be validly given or made if personally served; sent by commercial carrier service; deposited in the United States Mail, certified or registered, postage prepaid, return receipt requested; or sent by electronic mail with read receipt requested. If such notice or demand is served personally, notice shall be deemed constructively made at the time of such personal service. If such notice, demand or other communication is given by mail, electronic mail, or commercial carrier service, such notice shall be conclusively deemed given three (3) days after deposit thereof in the United States Mail or with a commercial carrier service or by transmission by electronic mail. Notices, demands, or other communications required or desired hereunder shall be addressed to the individuals indicated in this Agreement at the U.S. mail or electronic addresses indicated in this Agreement. Any party may change its address or authorized recipient for purposes of this paragraph by written notice given in the manner provided above.

**24. MISCELLANEOUS**

This Agreement shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice-to-proceed, or like document regarding the Services. If any provision of this Agreement is determined to be invalid or unenforceable in whole or part by a court of competent jurisdiction, the remaining provisions hereof shall remain in full force and effect and be binding upon the parties hereto. The parties agree to reform this Agreement to replace any such invalid or unenforceable provision with a valid and enforceable provision that as closely as possible expresses the intention of the stricken provision. This Agreement, including but not limited to the indemnification provisions, shall survive the completion of the Services under this Agreement and the termination of this Agreement. This Agreement gives no rights or benefits to anyone other than Houston and Client and has no third-party beneficiaries except as may be specifically set forth in this Agreement. This Agreement constitutes the entire agreement between the parties and shall not in any way be modified, varied, or amended unless in writing signed by the parties. Prior negotiations, writings, quotes, and understandings relating to the subject matter of this Agreement are merged herein and are superseded and canceled by this Agreement. Headings used in this Agreement are for the convenience of reference only and shall not affect the construction of this Agreement. This Agreement and the rights and duties hereunder may not be assigned by Client, in whole or in part, without Houston's prior written approval. No failure or delay on the part of Houston in exercising the right, power or remedy under this Agreement shall operate as a waiver thereof; nor shall any single or partial exercise of any rights, power or remedy preclude any other or further exercise thereof or the exercise of any other right, power or remedy hereunder. The remedies provided in this Agreement are cumulative and not exclusive of any remedies provided by law.

– END OF DOCUMENT –

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# 2025 FEE SCHEDULE



## LABOR RATES

The following is a schedule of hourly rates and charges for services offered by Houston Engineering, Inc. These rates are subject to a modest increase on January 1<sup>st</sup> of each year (typically no more than 5%).

Category	2025 Rates	Category	2025 Rates	Category	2025 Rates
Engineering Assistant 1	\$104	Technician Assistant	\$107	Project Assistant 1	\$87
Engineering Assistant 2	123	Technician 1	123	Project Assistant 2	101
Engineer 1	149	Technician 2	131	Project Assistant 3	107
Engineer 2	156	Technician 3	140	Project Assistant 4	112
Engineer 3	164	Technician 4	149	Project Assistant 5	120
Engineer 4	172	Technician 5	156	Project Assistant 6	125
Engineer 5	183	Technician 6	164	Planner 1	\$172
Engineer 6	194	Technician 7	173	Planner 2	188
Engineer 7	206	Technician 8	182	Planner 3	205
Engineer 8	216	Technician 9	190	Planner 4	237
Engineer 9	227	Technician 10	200	Planner 5	249
Engineer 10	237	Technician 11	208	Land Surveyor 1	\$156
Engineer 11	248	GIS Assistant	\$76	Land Surveyor 2	179
Engineer 12	260	GIS Analyst 1	116	Land Surveyor 3	198
Engineer 13	269	GIS Analyst 2	128	Land Surveyor 4	211
Scientist Assistant	\$107	GIS Analyst 3	140	Land Surveyor 5	237
Scientist 1	145	GIS Analyst 4	153	Land Surveyor 6	260
Scientist 2	156	GIS Analyst 5	164	CAD Technician 1	\$109
Scientist 3	172	GIS Analyst 6	176	CAD Technician 2	114
Scientist 4	185	Project Manager 1 – Technology	179	CAD Technician 3	123
Scientist 5	197	Project Manager 2 – Technology	198	CAD Technician 4	131
Scientist 6	230	Project Manager 3 – Technology	230	CAD Technician 5	140
Scientist 7	260	Software Engineer 1	\$135	CAD Technician 6	149
Hydrogeologist 1	\$156	Software Engineer 2	152	Drone Pilot	\$165
Hydrogeologist 2	173	Software Engineer 3	163	Drone Visual Observer	67
Hydrogeologist 3	197	Software Engineer 4	175	Landscape Architect 1	\$142
Hydrogeologist 4	244	Software Engineer 5	188	Landscape Architect 2	154
Hydrogeologist 5	260	Software Engineer 6	200	Landscape Architect 3	165
Senior Consultant 1	\$219	Software Engineer 7	212	Landscape Architect 4	178
Senior Consultant 2	272	Software Engineer 8	230	Landscape Architect 5	189
Senior Consultant 3	285	Computer Technician	\$189		
Senior Consultant 4	296				
Senior Consultant 5	307				

## SURVEY CREWS & REIMBURSABLE EXPENSES

Category	2025 Rates	Category	2025 Rates
Survey Crews:		ATV/Snowmobile/ Boat	\$15/hour
1-Person Crew (plus equipment)	\$190/hour	ATV w/Tracks	\$30/hour
2-Person Crew (plus equipment)	\$231/hour	Hydrone RCV	\$50/hour
3-Person Crew (plus equipment)	\$286/hour	Small UAS (Drone)	\$25/hour
4-Person Crew (plus equipment)	\$320/hour	Large UAS (Drone)	\$50/hour
Meals	Actual Cost	Deliveries/Postage/Printing	Actual Cost
Hotel	Actual Cost	Surveying Materials: Lath, Hubs, Pipe, etc.	Actual Cost
Mileage – Vehicles:		Special Equipment and Other	Actual Cost
2-Wheel Drive	IRS Standard Mileage Rate	Materials Required	
4-Wheel Drive	IRS Standard Mileage Rate + \$.20/Mile	Subconsultants	Actual Cost + 10%
GPS Equipment	\$25/hour/unit		
Robotic Total Station	\$40/hour		

# Memo

**To:** City Council

**From:** Anthony Martens

**cc:**

**Date:** 7/10/25

**Re:** Building Inspection Services

---

Staff has been working with Mike Benson in anticipation of his exit towards the end of 2025 as our City Building inspector getting RFP's from local companies to be the new building inspector for the City of New Richland. During that process and communication with Benson, it has been discovered that he has decided he is ready to exit at this time.

Staff has received two quality options for building inspection services. (Proposals attached)

Prokore – Mankato, MN

CMS – Rochester, MN

Both companies will migrate our building inspection services to more of an online process making it much easier for both our city staff and our customers to submit and monitor their building permit processes. The permit cost difference should be very minimal as most of our building permit process costs are passed through to our users.

Staff recommends contracting with Prokore out of Mankato. They are currently working with many of the smaller cities around us and are familiar with how our smaller communities work. They have an online system that is included at no additional cost. Prokore's location in relation to the City of New Richland also makes them more accessible to our customers.

Prokore is ready to begin taking over services as early as July 15<sup>th</sup>, 2025 and Benson is in support of this.

# Request For Proposal: Building Official, Inspection, and Related Services



SUBMITTED BY  
Prokore

PRESENTED TO  
City of New Richland

City of New Richland  
Attn: Anthony Martens  
203 N. Broadway Avenue  
New Richland, MN 56072

Re: Request For Proposal – Building Official, Inspection, and Related Services

Dear Anthony,

Prokore is pleased to present our proposal for Building Official, Inspection, and Related Services for consideration by the City of New Richland. We understand the City of New Richland is requesting contract Building Official and related services in an effort to maintain the broad benefits of the State Building Code, a scope to which we have experience and are well suited. Our State Certified Building Official and staff have extensive knowledge and experience working with communities of all sizes in effectively administering and enforcing the Minnesota State Building Code. Our company has worked directly with jurisdictions; understands the complexity of governmental processes and is committed to providing a collaborative, educational, and service-oriented approach to code administration and enforcement. In this approach, we achieve consistently positive project outcomes and deliver a community service that elected officials, City Staff, stakeholders, and citizens can be proud of.

Thank you for considering Prokore for your Building Official and building safety services. We look forward to the opportunity of partnering with City Staff and are confident in our ability to deliver outstanding service and technical excellence for the City of New Richland.

Sincerely,



**Randy King**  
Principal Inspector, CMI, ICC  
MN Certified Building Official #BO806753

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# I. Executive Summary



SUBMITTED BY  
Prokore

PRESENTED TO  
City of New Richland

## Executive Summary

Prokore is a Minnesota based inspection services firm headquartered in Mankato. We furnish a wide range of building department and building inspection services to public jurisdictions which have adopted and administer the Minnesota State Building Code. Our inspection professionals consist of a State licensed and ICC Certified Building Official, building inspectors, and plans examiners.

Name of Firm: Prokore Inspections, LLC  
Building Official: Randy King, MN CBO | Principal of Prokore  
Office Location: Mankato, Minnesota  
Years in Business: 17 (Est. 2007)  
Type of Business: Limited Liability Company | Federal ID No: 83-1891979

## Summary of Services

Since 2007, Prokore has been dedicated to improving building safety and providing first-rate inspection services. Today, we are committed to helping Minnesota communities experience the benefits of effective code solutions. Our highly skilled building code professionals can provide:

- Full Service Building Department Services
- Residential, Commercial, and Industrial Plan Review
- Supplemental Building Department Services
- Code Enforcement
- Building, Mechanical, and Plumbing Inspections
- Temporary Building Official Staffing
- Rental Inspections
- Expedited Plan Reviews, and Inspections
- Disaster Recovery



## II. Proposed Approach



SUBMITTED BY  
Prokore

PRESENTED TO  
City of New Richland

## Technical Approach

Prokore will provide full-service building department services for the City of New Richland, through our local office. Building department service will include complete service in administering the State Building Code including: correspondence with City Staff and elected officials, contractors, developers, and property owners, issuance of permits, building plan review, building, mechanical, and plumbing inspections, and issuance of relevant documents and report. Building department administration and enforcement will be performed consistent with the Minnesota State Building Code including but not limited to:

- Minnesota Residential Code
- Minnesota Building Code
- Minnesota Energy Code
- Minnesota Plumbing Code
- Minnesota Mechanical & Fuel Gas Code
- Minnesota Building Code Administration
- Minnesota Provisions to the State Building Code
- Minnesota Accessibility Code
- Minnesota Fire Code

### Communication and Correspondence

Prokore staff is provided through our office for communication and correspondence and is available with extended hours, Monday through Friday, 7am – 7pm, and Saturdays 8am – 1pm for communication in receiving inspection requests and answering building permit and building code-related questions.

### Permit Application and Issuance

Building permit applications and relevant forms are provided by Prokore and altered with City Staff approval to compliment current policies and procedures. Permit applications can be completed in-person through City Hall and forwarded to Prokore staff or conveniently completed through our proprietary online web portal to reduce demand on City Staff.

### Inspections

Required building, mechanical, and plumbing inspections are performed by experienced Prokore staff including licensed, Minnesota Certified Building Officials and ICC certified personnel. Inspections are conveniently provided Monday through Saturday. Inspections are routinely performed in-person and are also available virtually for specific inspection types.

## Plan Review

Comprehensive commercial and residential plan reviews for projects necessitating plan review, are provided electronically through our office with convenient turnaround times and accompanied with required corrections and plan review commentary to all necessary stakeholders.

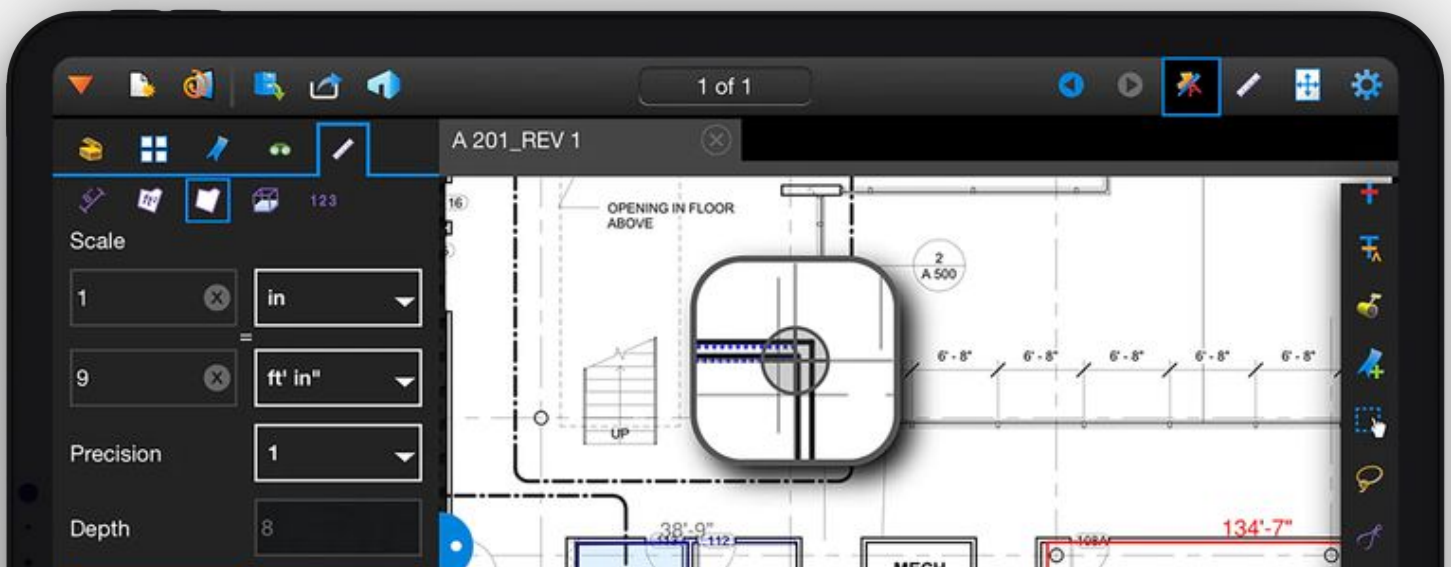
## Technology

We provide a suite of electronic solutions to all full-service building department jurisdictions to reduce strain on City Staff and improve customer service including: easy-to-use online access to our proprietary KorePermit for submission of building permit applications, inspection requests, and building-related questions. Prokore staff also utilizes leading plan review technology through Bluebeam Revu to review plans electronically and issue pertinent plan markups to expedite turnaround of plan reviews. We also conveniently provide electronic issuance of building permits, inspection records, and relevant building documents.



## Deliverables

Building permit documents and deliverables can be submitted to Prokore electronically via email, through KorePermit, or sent through our exclusive United States Postal Service account. Documents can also be retrieved by Prokore staff in-person when completing site inspections.



## Project Schedules

Our comprehensive plan reviews and commercial and residential field inspections for compliance of the code are completed promptly to meet community demand. Normal inspection timelines and plan review schedules are:

### Typical Plan Review Project Schedule

TYPE OF PROJECT	TURNAROUND TIME *	
	Plan Check	First Review (Working Days)
New Residential Construction, Additions, or Remodel	1 day	5-7 days
New Commercial Construction	2 days	10 days
Commercial Additions	2 days	10 days
Tenant Improvements	2 days	10 days

\*All turnaround times are based from day complete permit application is received

### Typical Inspection Project Schedule

TYPE OF PROJECT	TURNAROUND TIME *
	Inspection Availability (Working Days)
Residential Inspections	1-2 days
Commercial Inspections	1-3 days

\*All turnaround times are based on availability from day inspection request is received



### III. Relevant Projects



SUBMITTED BY  
Prokore

PRESENTED TO  
City of New Richland

## Relevant Projects

Our code professionals deliver experience in a wide range of residential and commercial building types and building uses, translating to a deep understanding of the unique code complexities each construction project entails. The following is a brief description of recent construction projects Prokore has been contracted to perform:

### Siesta Townhome

A new construction, slab-on-grade single-family residential building consisting of 4 attached units. Each unit contains 2,558 sq. feet, 2 bedrooms, 2 bathrooms, and a two-vehicle garage.

**Service Type:** Inspection

**Occupancy:** R-2

**Location:** Mankato, MN

**Date:** 2022



### Candlewood Suites

A new construction, three-story hotel featuring 84 rooms, an indoor pool, a fitness area, and laundry area.

**Service Type:** Plan Review

**Occupancy:** R-3

**Location:** Mankato, MN

**Date:** 2023



**Bethany Lutheran College Wellness Center**

A new construction, 84,000 sq. feet athletic center for Bethany Lutheran College. The facility consists of an activity center for track and field and soccer including spectator seating, a wellness center with exercise and fitness rooms, locker facilities, and gathering spaces.

**Service Type:** Plan Review, Inspection

**Occupancy:**

**Location:** Mankato, MN

**Date:** 2022



**Harris Truck Center**

A new construction 118,566 sq. feet truck sales and service center consisting of large service bays for semi repair, truck part storage, sales counters and over 200 parking stalls.

**Service Type:** Plan Review, Inspection

**Occupancy:** S1/B

**Location:** Mankato, MN

**Date:** 2022

**Contact:** Dave Knudson, Building Official



### Thomas Park

A major renovation to improve and modernize a softball complex consisting of new grass and artificial turf fields, dugouts with accessible features, scoreboards, lighting, and spectator seating.

**Service Type:** Plan Review

**Occupancy:** A3

**Location:** Mankato, MN

**Date:** 2022



### Sinclair Flats

A new construction affordable housing apartment complex featuring 48 total units consisting of 1BR, 2BR, and 3BR configurations. Building accommodations include: a rooftop terrace, business center, pet washing station, elevator, and fitness center.

**Service Type:** Plan Review, Inspection

**Occupancy:** R-2

**Location:** Mankato, MN

**Date:** 2022





# IV. Qualifications and Experience



SUBMITTED BY  
Prokore

PRESENTED TO  
City of New Richland

## Qualifications and Experience

Our key personnel all have experience working directly with building departments and have worked with municipalities providing plan review, inspection, and administration services. The following is a brief of our Principal and Building Official that would work directly with your jurisdiction.

### **Randy King, CBO, ICC Building Official**

Mr. King is a Minnesota licensed, Certified Building Official (CBO) and a seasoned inspector with over 17 years of experience in various capacities inspecting and reviewing commercial and residential buildings. Mr. King serves as Prokore's Building Official and is in charge of overseeing company operations including the administration and enforcement of the State Building Code. In addition to possessing Minnesota CBO status, Mr. King also holds five accredited International Code Council (ICC) certifications for inspection and plan review while also possessing erosion and stormwater management certification through the University Of Minnesota. While not serving in his professional capacity for Prokore, Mr. King also serves as the President of the Southwest Chapter of Minnesota Building Officials, and also contributes as a member of the State Of Minnesota 1322 Technical Advisory Group for the development of the Minnesota State Building Code.

State License – Minnesota Certified Building Official No: BO806753

International Code Council (ICC) Certifications, Individual Certification No. 7897266

- ICC Building Inspector
- ICC Commercial Building Inspector
- ICC Residential Building Inspector
- ICC Residential Energy Inspector / Plans Examiner. Individual Certification
- ICC Commercial Energy Inspector

University of Minnesota – Erosion and Stormwater Management Certification

City of North Mankato – Planning Commissioner, 2018 – Present



# V. Letter of Recommendation and References



SUBMITTED BY  
Prokore

PRESENTED TO  
City of New Richland

10 Civic Center Plaza  
Post Office Box 3368  
Mankato Minnesota 56002-3368  
Phone: (507)-387-6800  
Fax: (507)-387-7530  
[www.mankatomn.gov](http://www.mankatomn.gov)



Date: Jan 5, 2023  
RE: Letter of Recommendation

To whom it may concern,

I have known Randy King for several years and have worked with him on several occasions. On August 8, 2021, Randy was contracted with the City of Mankato as a Building Inspector. As his supervisor I have seen his abilities. Randy is Intelligent, Knowledgeable, Thorough, and above all Reasonable. He works well with other staff as well as customers. For these reasons I would recommend Randy for employment.

Regards,

Dave Knudson  
Building Official  
Mn CBO# BO695320  
O: 507-387-8547  
[dknudson@mankatomn.gov](mailto:dknudson@mankatomn.gov)

Leading the Way as a Prosperous Diverse Regional Community  
•Responsive •Efficient •Greater Good •Innovative •Open •Neighborhood

## References

### **CITY OF MANKATO**

Dave Knudson  
Building Official  
10 Civic Center Plaza  
Mankato, MN 56001  
507-387-8600

Services:

Supplemental inspection, plan review  
- Ongoing

### **CITY OF LAKE CRYSTAL**

Angela Grafstrom  
100 E. Robinston Street  
10 Civic Center Plaza  
Lake Crystal, MN 56055

Services:

Full Service Building Department  
- Ongoing

### **CITY OF NORTH MANKATO**

Michael Fischer  
Community Development Director  
625 Belgrade Avenue  
North Mankato, MN 56003  
507-625-6211

Services:

Supplemental plan review  
- Ongoing

### **CITY OF COURTLAND**

Julie Holm  
City Clerk  
10 Civic Center Plaza  
Courtland, MN 56082  
507-345-6300

Services:

Full Service Building Department  
- Ongoing



# VI. Cost Proposal



SUBMITTED BY  
Prokore

PRESENTED TO  
City of New Richland

## Cost Proposal

### Identification of Costs

80% of the following building fees up to an annual permit revenue of twenty-five thousand dollars. Annual permit revenue above twenty-five thousand dollars would be retained at 75% for the following building fees:

- Building Permit Fee
- Plan Review Fee\*
- Special Inspection, or Investigation Fees

\*Plan reviews are required on all residential and commercial projects with exceptions as defined by the Minnesota State Building Code. Typical exceptions include maintenance-based permits, and minor construction activity.

100% of the following building fees:

- Re-Inspection Fees
- Moved Building Fees
- Manufactured Home Fees
- Inspections Required Outside Normal Hours

\*Price Guarantee

In the event that the City of New Richland receives a formal proposal for an equally comparable level of service and industry credentialing that is less than Prokore, we will formally match or decrease our cost proposal to 2% below the lowest proposal offered.

### Additional Costs

No additional costs above those outlined are charged for full-service building department.

### Billing

Prokore utilizes a monthly billing cycle for compensation of services rendered. Monthly compensation for services is based on permit applications processed within that calendar month. Invoices are normally due within 30 days of submission of a bill. Alternative billing methods may be granted upon request.

### Insurance

Prokore carries automobile, general and professional liability insurance including errors and omissions policies for inspection and administration of code related services. Upon the award of the contract the insurance policy will be provided to the jurisdiction meeting all requirements requested.



## VII. The Prokore Difference



SUBMITTED BY  
Prokore

PRESENTED TO  
City of New Richland

## The Prokore Difference

### Values

With an unwavering commitment to professionalism and strength in our company values, we ethically administer and enforce the code to protect the buildings and people that live within the Community Partners we serve for a value that well exceeds the cost.

### Service Oriented

A service forward approach with wider day-to-day availability for community stakeholders than industry norms, combined with technological capabilities for municipalities of all sizes to leverage simple online submission of permit applications, and inspection requests. In, addition we perform plan reviews electronically and issue electronic inspection records and documentation to speed communication and increase customer service.

### Collaboration

We believe in collaboration with City staff and elected officials, to continually improve and deliver the best possible service for our community partners and the community stakeholders who live within them.

### Technical Excellence

Our vast technical expertise and experience working with jurisdictions of all sizes and projects of all types, allows us to have a deeper insight into the nuances of the code to provide an educational-based approach for community stakeholders.

# Proposal for Building Official and Permit Services

DATE: June 3, 2025

Prepared for: City of New Richland, MN

Prepared by: WSE Engineering Services, Ltd.  
DBA: CMS – Construction Management Services  
[www.wse.engineering/cms](http://www.wse.engineering/cms)

## Executive Summary

Thank you for the opportunity to propose CMS (Construction Management Services), a division of WSE Engineering Services, as the Designated Building Official for the City of New Richland.

CMS brings a well-established reputation for responsiveness, professionalism, and deep expertise in Minnesota building codes. Our team is both highly capable and agile, able to integrate seamlessly with your city staff while providing comprehensive services tailored to the needs of New Richland.

While the following pages will share more about our company, we want to briefly highlight one key resource: our IENGA division. This in-house forensic engineering team partners closely with CMS to offer added structural and investigative expertise when needed. Learn more at [www.ienga.net](http://www.ienga.net).

Backed by experienced personnel, strong internal resources, and an extensive network, CMS delivers that expertise more cost-effectively. This isn't just a claim; it is supported by a rigorous fee analysis conducted across multiple jurisdictions. In each case, we analyzed the actual plans for which permits had previously been issued, enabling a direct and meaningful comparison. The data shows our permit rates are approximately 70% lower than the typical rates observed for similar projects. This advantage stems from our operational efficiency and experience across more than 30 jurisdictions.

Due to the methodologies and nuances involved, comparing fee structures side by side can be challenging. We would be happy to help the City review competing proposals to ensure a transparent, apples-to-apples comparison.

We are eager to build a lasting partnership with the City of New Richland—working collaboratively with staff, supporting local contractors, and ensuring consistent service to your residents. We welcome the opportunity to present this proposal in greater detail and answer any questions your team or council may have.

WSE Engineering Services, Ltd. (WSE)  
*We put the Service into Engineering!*

*Tom Wiener, PE (MN, SD, AZ, MT)*  
*CEO/President*  
*(m) 507/272-6447*  
*Tom@WSE.Engineering*

## About WSE Engineering Services, Ltd.

WSE Engineering Services, Ltd. is a Minnesota-based firm with three specialized divisions, each dedicated to serving a distinct client base: **Construction Management Services (CMS)** for municipal clients, **Investigative Engineers Association (IENGA)** for forensic and legal work, and **WSE/Massey Engineering & Surveying** for private-sector developers and builders. While each division operates independently to stay focused on its sector, all are part of a single, unified entity that benefits from shared resources, coordinated support, and the insight of a larger team.

### Construction Management Services (CMS)

CMS is WSE's municipal-facing division, registered with the Minnesota Secretary of State as Construction Management Services of Rochester, a division of WSE Engineering Services, Ltd. The division is composed of two departments—with the **Building Official Department being the focus of this proposal:**

- **Building Official Department.** CMS is structured to function as a seamless extension of city staff, offering municipalities a responsive, knowledgeable, and cost-effective partner for inspections, permitting, and code enforcement. We are widely respected not only for ensuring compliance but also for guiding and educating contractors in the field.  
This department comprises nine (9) staff members, five (5) of whom are certified inspectors. They're supported by staff handling plan reviews, dispatch coordination, and permit issuance.
- **Municipal Engineering Department.** CMS also includes a **Municipal Engineering Department**, led by a licensed Professional Engineer (PE), which supports cities with infrastructure planning and review. While not the focus of this proposal, and with full respect for existing engineering relationships, we include it here in case the City is ever interested in the convenience and efficiency of having a single point of contact for both engineering and building official services. If so, we would be happy to discuss that opportunity in the future.

### IENGA – Investigative Engineers Association (Forensic Engineering Division)

IENGA supports insurance carriers, legal teams, and municipal clients by delivering independent, detailed forensic evaluations. From structural failures and fire damage to water intrusion and code-related analysis, IENGA brings clarity and objectivity to complex issues and disputes. When engaged through CMS, IENGA becomes a critical resource for municipalities needing deeper technical insight than routine inspections typically provide. IENGA provides cities with national access to specialized expertise that may not otherwise be available to local entities.

### WSE / Massey Engineering & Surveying

#### Private-Sector Focus, Public-Sector Awareness

WSE/Massey is the private-sector division of WSE, serving land developers, homebuilders, and commercial clients. Though not the focus of this proposal, it reflects a core strength of our firm—practical insight into the full development process—from undeveloped land to final occupancy.

### Purpose-Built Boundaries

While some firms operate across both municipal and private sectors without clear separation, WSE maintains purpose-built boundaries between divisions. Each team is dedicated solely to its client base—municipal or private—ensuring clarity, accountability, and client commitment. At the same time, our leadership encourages shared perspective across teams, giving us a real-world understanding of the challenges and responsibilities on both sides of the table. This balance allows us to resolve competing interests more efficiently, equitably, and economically—without compromising the priorities of our clients on either side.

## Organizational Structure & Leadership Philosophy

What sets WSE apart is the way our independent divisions are both supported and strategically managed. While each team operates with a distinct client focus—municipal, private, or forensic—all report to a unified executive leadership team led by the CEO. This structure preserves each division’s mission while fostering shared knowledge across the company.

### **Governance That Maintains Boundaries**

Leadership plays a key role in maintaining this balance. While some firms take a blended approach to serving clients across sectors, WSE leadership ensures each division stays firmly aligned with its client base—while encouraging cross-division communication to promote broader understanding. This prevents internal conflicts of interest while enhancing our ability to resolve external ones.

### **A Model Built for Resolution and Results**

The result is an organization built for clarity, fairness, and accountability. Whether working with a municipality, a developer, or a legal team, every client benefits from a focused and responsive team, backed by leadership that fosters transparency, collaboration, and well-balanced decisions.

### **Why It Matters**

Projects often stall not due to negligence, but because of limited perspective on how to navigate complexity. Many enforcement teams either overlook key risks or overcorrect and quash development altogether. At WSE, we’ve built an approach that avoids both extremes. Our structure, leadership, and cross-sector experience allow us to strike the right balance—protecting public interests while finding practical, risk-aware solutions that keep good projects moving forward.

This structure isn’t just good governance—it directly enhances our ability to serve as the City’s Building Official. By maintaining dedicated municipal teams supported by strong, balanced leadership, we’re able to apply code consistently, resolve issues fairly, and work cooperatively with all stakeholders without compromising the City’s interests. The result is a building department that enforces the code effectively, supports economic development, and earns the trust of all stakeholders.

## Scope of Services

- **Designated Building Official**
  - Provide a licensed Building Official to serve as the City's Building Code authority.
  - Fulfill all responsibilities outlined in the Minnesota State Building Code and local ordinance.
- **State Delegated Official Services**
  - Provide inspections of public buildings and state-licensed facilities within city limits.
- **Web-Based Permit Management System**
  - Cloud-based platform to manage applications, including plan reviews, zoning coordination, inspections, and approvals.
  - Integrated with GIS mapping to ensure address accuracy
  - Improves transparency and workflow coordination between CMS, the City, and applicants.
  - Includes electronic storage of plans and other documents.
- **Code Consultant**
  - Provide code guidance or interpretation outside the standard permit process.
- **Plan Review**
  - Over-the-counter and technical plan review for residential and commercial projects.
  - Guaranteed turnaround times
- **Building Inspections**
  - Plan-Dependent Inspections: On-site within 16 business hours of request.
  - Over-the-Counter and Maintenance Permits:
    - Flexible remote scheduling (Teams, Zoom, etc.)
    - Photo log supported by random on-site QC/QA onsite inspections.
- **Permit Management Support**
  - Guidance to applicants on completeness and technical deficiencies following submittal.
  - Support for both online and paper applications.
  - Phased issuance of permits based on completeness and payment status.
  - Issuance of Limited Notice to Proceeds.
  - Issuance of Temporary Certificates of Occupancy where applicable.
- **Special Projects**
  - Custom services such as pre-permit on-site consultations, custom inspections, policy development, or TIF analysis.
  - Billed hourly.

## Project Team

We take great care to ensure our inspectors are well-rounded in all areas, yet each brings distinct strengths to the team. Each of our inspectors brings decades of individual experience, but it's their diverse backgrounds and daily project debriefings that set CMS apart. While we provide a team of experts to support you, the State requires naming a single individual as your Designated Building Official. The State also sets additional educational and experience requirements for individuals delegated to inspect "Public buildings and state-licensed facilities". See links below for more information.

CMS proposes the following:

- Designated Building Official: Tanner Young
- Delegated Building Officials: Jay Kruger and Randy Bothun

Related state resources: Designating a Building Official: <https://www.dli.mn.gov/workers/building-officials/designating-building-official>

Public Buildings and State-Licensed Facilities: <https://www.dli.mn.gov/workers/building-officials/public-buildings-and-state-licensed-facilities>

Municipal Delegation Agreements: <https://www.dli.mn.gov/workers/building-officials/municipal-delegation-agreements-covering-all-inspections>

### Tanner Young - Certified Building Official

Tanner Young leads our Building Official Department, bringing over 30 years of construction industry experience, including more than a decade dedicated to building code administration. His depth of knowledge and steady leadership ensure consistent, high-quality service across a wide range of project types.

Tanner is widely respected for his fair, level-headed approach to code enforcement. He is firm when needed, yet approachable and solution-focused, with a skill in navigating complex conversations with contractors, homeowners, and public stakeholders alike. His ability to apply the code with clarity and common sense makes him a trusted point of contact throughout the industry.

### Jay Kruger - Certified Building Official

With over 40 years in the building code field, Jay Kruger brings deep, broad-ranging experience to our team. Since 2000, he has served as Designated or Delegated Building Official for more than 30 jurisdictions across southeastern Minnesota, offering a wealth of knowledge in code administration and municipal processes.

As the department's former manager, Jay continues to play a vital role—supporting leadership transitions and remaining active in inspections and technical reviews. Jay's continued involvement provides continuity, mentorship, and seasoned insight as he moves into the later stages of a distinguished career.

## Project Team (Continued)

### Randy Bothun - Certified Building Official | BA in Architecture

Randy Bothun brings nearly 25 years of building code experience, supported by formal training in architecture and design. He holds a B.A. in Architecture, an Architectural CAD Technician Certificate, and a minor in German—an academic background that reflects both technical precision and a well-rounded, detail-oriented perspective.

Randy is currently working under the mentorship of Jay Kruger to become a Delegated Building Official authorized to inspect public buildings and state-licensed facilities. His strong technical foundation and disciplined approach make him well-positioned to step into this expanded role, further strengthening the department's capabilities.

### Ben Fink - Limited Building Official | Master Plumber

With nearly 25 years in the building code field, Ben Fink brings a rare and valuable combination of skills as both a Limited Building Official and licensed Master Plumber. His in-depth knowledge of plumbing systems—built through decades of hands-on experience—adds significant value to inspections and plan reviews.

Having a Master Plumber on staff is a significant asset to any building department. Ben's ability to evaluate complex plumbing designs, identify issues early, and ensure system integrity streamlines permitting, reduces costly delays, and strengthens collaboration between contractors and officials. He also holds MnDOT and ACI certifications, which add specialized depth to his expertise in soil compaction, concrete placement, material performance, and erosion control. These qualifications enhance his ability to evaluate foundational systems, structural materials, and site preparation work as part of a comprehensive building inspection process.

### Craig Ziebell – Limited Building Official | Fire Expert

With over 30 years of experience in fire service and construction, Craig brings a rare blend of public safety insight and technical expertise to his role as a Limited Building Official. His 31-year career with the Elgin Fire Department—including 12 years as Fire Chief—gives him a deep understanding of how fire protection systems, egress requirements, materials, and emergency response planning integrate with building codes.

Craig's background brings a critical perspective to building reviews—one that few departments have in-house. He serves as the team's go-to expert for complex fire-related code issues. Like Ben, Craig also holds MnDOT and ACI certifications in site grading, concrete, and erosion control, which strengthen his ability to evaluate safety and durability across a wide range of construction projects. His MnDOT and ACI certifications in site grading, concrete, and erosion control further strengthen his ability to evaluate safety and durability across a wide range of construction projects.

## Fee Schedule

Our formal Agreement outlines our compensation structure, excerpted below for reference:

### **ARTICLE III - Compensation**

- 1) *CMS shall be compensated as follows (per Appendix A):*
  - a) **Special Projects:** Billed hourly.
  - b) **Code Consultant Retainer Fee:** Based on prior quarter permit issuance.
  - c) **Permit Management Software Fee:** Based on Jurisdiction population.
  - d) **Building Permit Fees**
    - i) **Plan Review Fees:** CMS retains 100% of these fees.
    - ii) **Inspection Fees:** CMS retains 80% of permit and reinspection fees.
- 2) *The Jurisdiction retains all other fees.*

Attached is the proposed Fee Schedule (Appendix A) that is part of our agreement. Our fee structure is intentionally transparent, with clearly defined costs that align with specific services. Portions highlighted in yellow are optional and solely at the City's discretion for its benefit.

### **Comparison with Current City Fee Structure**

Our research indicates that the permit and plan review fees already closely mirror the City of New Richland's existing schedule. Our proposed permit fees align with Minnesota State Building Code Section 1300.0160. Both include over-the-counter permit categories (e.g., HVAC, roofing, water heaters) and follow similar tiered structures for scaling larger projects.

However, the City's zoning fee has some differences. The City may elect to adopt our proposed zoning fee structure, modify it, or retain its current zoning fee approach. Adopting our model provides consistency and reflects a standardized fee structure used across numerous jurisdictions we serve, reducing confusion for contractors.

### **Key Differences/Similarities**

- **Zoning Fees:** CMS/WSE proposes zoning fees based on value, starting at \$41 for valuations under \$2,000 and scaling with project size. In contrast, New Richland uses flat zoning fees—typically \$35—for select projects like sheds and fences.
- **Flat Fees:** For over-the-counter permits, New Richland charges flat rates (e.g., \$65 for air conditioners, water heaters, re-roofs). CMS/WSE offers comparable pricing (\$62.50 for single-item maintenance permits, \$125 for multiple items), with added benefits of remote inspections and (QA) quality assurance checks.
- **Escrow:** CMS/WSE proposal includes an optional escrow if the city wants to adopt it. The escrow is typically 50% of the permit fee, with a minimum and maximum cap. It is refundable and used to encourage permit holders to seek inspections to close their open permits. The escrow is forfeited and retained by the City if a permit expires or is administratively closed due to inactivity.

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# Appendix A

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## Appendix A (Draft)

### **Fee Structure – For Inclusion in Formal Agreement Effective: 2025 (Pending Finalization)**

Pages 10–12 of this proposal represent a draft fee structure that will become Appendix A of the formal agreement. Highlighted fees reflect values to be determined by the City. CMS is available to support the City in refining or establishing these amounts, which are presented here as suggested figures for review and discussion.

Upon finalization, these pages will be incorporated into the executed agreement.

Pages 10 and 11 are also formatted to serve as a public-facing summary of Building Permit Fees and may be published on the City’s official website.

## BUILDING PERMIT FEES

### Plan Reviewed Permits

The value of the project/improvement determines the Permit Fee and cannot be set until after the value has been determined. The Fees will be determined using the following Fee Calculations and processes:

The \$150 Plan Review Application Fee is required to start the two-part permit review process. Part 1 of 2 reviews the application for completeness, determines value and calculates the permit fees. Part 2 of 2 (the technical review) starts when permit fees are paid.

### PLAN REVIEWED PERMIT FEE = (Permit Fee + Plan Review Fee + State Surcharge + Other Applicable)

Plan Review Fee Application Fee <sup>(1)</sup>	\$150.00
Permit Fee	See Valued Permit Fee (Value Based) Chart Below
Plan Review Fee	65% of Permit Fee.
Escrow <sup>(4)</sup>	50% of the Permit Fee, with a minimum and maximum of \$50.00 and \$1000, respectively

### Permit Fee (Value-Based)

\* Valuation per Section 1300.0160 Subp3 of the MN State Building Code

Permit Valuation*	Permit Fee Calculation
\$1-999	\$55.00
\$1,000 – \$4,999	\$55.00 + \$16.50 per \$1,000 over \$1,000
\$5,000 – \$19,999	\$121.00 + \$6.00 per \$1,000 over \$5,000
\$20,000 – \$99,999	\$216.00 + \$5.00 per \$1,000 over \$20,000
\$100,000 – \$249,999	\$614.75 + \$3.75 per \$1,000 over \$100,000
\$250,000 – \$499,999	\$1,176.75 + \$3.65 per \$1,000 over \$250,000
\$500,000 – \$749,999	\$2,088.50 + \$3.50 per \$1,000 over \$500,000
\$750,000 – \$999,999	\$2,962.25 + \$3.25 per \$1,000 over \$750,000
\$1,000,000 – \$1,999,999	\$3,774.50 + \$3.20 per \$1,000 over \$1,000,000
\$2,000,000 – \$4,999,999	\$6,950.75 + \$2.25 per \$1,000 over \$2,000,000
\$5,000,000 – \$9,999,999	\$13,695.75 + \$2.20 per \$1,000 over \$5,000,000
\$10,000,000 and over	\$24,695.75 + \$2.20 per \$1,000 over \$10,000,000

### State Surcharge per Minnesota Statute 326B.148

Permit Valuation*	State Surcharge Fee Calculation
\$0 – \$1,000,000	\$5 per \$10,000 of the valuation
\$1,000,001 – \$2,000,000	\$500 + \$4 per \$10,000 between \$1M & \$2M
\$2,000,001 – \$3,000,000	\$900 + \$3 per \$10,000 between \$2M & \$3M
\$3,000,001 – \$4,000,000	\$1,200 + \$2 per \$10,000 between \$3M & \$4M
\$4,000,001 – \$5,000,000	\$1,400 + \$1 per \$10,000 between \$4M & \$5M
Greater than \$5,000,000	\$1,500 + \$0.50 per \$10,000 above \$5M

### Zoning Fee

Permit Valuation*	Zoning Fee Calculation
\$1 – \$1,999	\$41.00
\$2,000 – \$24,999	\$58.33 + \$3.47 per \$1,000 over \$2,000
\$25,000 – \$49,999	\$138.02 + \$2.49 per \$1,000 over \$25,000
\$50,000 – \$99,999	\$210.10 + \$1.50 per \$1,000 over \$50,000
\$100,000 and over	\$275.10 + \$0.75 per \$1,000 over \$100,000

# BUILDING PERMIT FEES

## Over-the-Counter and Other Flat Fees

Permit Item	Fee
Maintenance Permit ( <b>Single Item</b> ) – Repair/Replace: Roof, Siding, Window(s), Door(s), Furnace, Air Conditioner, Water Heater, Boiler, Fireplace, etc.	\$62.50
Maintenance Permit ( <b>Multiple Items</b> ) – Repair/Replace: Roof, Siding, Window(s), Door(s), Furnace, Air Conditioner, Water Heater, Boiler, Fireplace, etc.	\$125.00 <sup>(2)</sup>
Demolition	\$175.00
Manufactured Home (On Piers, or Block Foundation)	\$220.00
All Other	\$100.00

## Other Permit Related Fees

Permit Item	Fee
Permit Application Fee	\$150.00 <sup>(1)</sup>
Mechanical and/or Plumbing Fee will be added to applicable Permits	\$35.00
<b>Technology Fee</b>	<b>\$8.50</b>
State Surcharge for Over-The-Counter Fees	\$1.00
Inspection with less than 16 business hour notice.	\$20.00 <sup>(3)</sup>
Inspection with less than 12 business hour notice.	\$80.00 <sup>(3)</sup>
Inspection with less than 8 business hour notice (same day or Saturday)	\$200.00 <sup>(3)</sup>
Re-inspection Fee - (If a Special Trip is needed)	\$80.00
Print/Copy plans submitted electronically 11x17 or smaller (\$5 min)	\$0.25/page
Print/Copy large plans (plot size) submitted electronically	\$5.00/page

(1) The Application Fee will be applied toward Escrow and Permit Fees if a Permit is issued. If a permit is not issued for any reason, the application fee is forfeited to cover the costs incurred.

(2) Fee includes up to 3 site visits. Additional site visits are subject to a Re-inspection Fee.

(3) Normal Inspection Hours are 8a–4p, M–F. Inspection is subject to availability.

(4) Escrow is 50% of the Permit Fee, with a minimum of \$50.00 and a maximum of \$1,000.00. Escrow may be used to cover future permit-related costs, including reinspection fees. Any remaining Escrow balance will be refunded once all inspections are passed. Escrow will be forfeited if work begins before the permit is issued or if the permit is administratively closed due to inactivity.

# Special Projects and Retainer Fees

## Special Projects and Retainer Fees

Service	Rate
Certified Building Official	\$65.78/hr
Building Official Consultant	\$65.78/hr
Field Inspector	\$65.10/hr
Clerical/Secretarial	\$43.14/hr
Mileage	IRS rate
Other Expenses	At Cost

## Code Consultant Retainer Fee

# of Permits (Previous Quarter)	Fee
0-10	\$25/mo
11-25	\$50/mo
26-50	\$75/mo
51-75	\$100/mo
100+	\$100/mo + \$25 for each 25 increment

## iWorQ's Community Development & Public Works Software Fee

Population	Fee
1-1000	\$100/mo
1001-2000	\$150/mo
2001-3000	\$185/mo
3001-4000	\$200/mo
4000+	\$250/mo

## Onboarding Process & Timeline

We're here to make this easy on you. Our CEO will meet with city staff and council members at their request, as many times as they want, to answer questions and ensure clarity.

If the City elects to utilize CMS to provide Building Official and related services, we will send over our standard agreement for attorney or administrator review. Onboarding can begin immediately following contract approval.

Our experienced administrative team has onboarded many jurisdictions and will work seamlessly with city staff to train them on our processes and online tools. We begin with face-to-face meetings and ensure city staff are comfortable using remote meeting platforms and screen-sharing tools for continuous and on-going support and training.

We recommend beginning the onboarding process while your current Building Official (BO) is still active—ideally for one to two months. Shortly after contract approval, we will register with the State as your Designated Building Official. During the overlap period, we can coordinate directly with your current BO to review open permits and develop a transition plan—whether that means transferring responsibility or allowing the outgoing BO to complete final inspections.

## References and Closing Statement


Provided is a cross-section of jurisdictions that we serve. These individuals are familiar with our team's work and can speak directly to the quality, responsiveness, and professionalism we bring to our municipal partnerships.

**Note:** The references listed below are provided for background and may be contacted by city staff for verification purposes. However, this reference list is intended solely for proposal review and should not be included in public-facing documents such as council packets or posted materials that we serve. These individuals are familiar with our team's work and can speak directly to the quality, responsiveness, and professionalism we bring to our municipal partnerships:

### Jered Staton

Administrator, Township Cooperative Planning Association (TCPA)

 [jered@tcpamn.org](mailto:jered@tcpamn.org)


 (507) 529-0774

 Jurisdiction Population: ~20,000+

### Michael Plante

County Administrator, Wabasha County

 [mplante@co.wabasha.mn.us](mailto:mplante@co.wabasha.mn.us)


 (651) 565-3051

 Jurisdiction Population: ~21,000

### Lee Mattson

City Administrator, City of Dodge Center

 [cityadmin@ci.dodgecenter.mn.us](mailto:cityadmin@ci.dodgecenter.mn.us)


 (507) 374-2575

 Jurisdiction Population: ~2,800

### Jessica Balow

City Clerk/Administrator, City of Elgin

 [cityclerk@ci.elgin.mn.us](mailto:cityclerk@ci.elgin.mn.us)

 (507) 876-2291

 Jurisdiction Population: ~1,200

We look forward to the opportunity to serve your community—not only as your designated Building Official, but as collaborative problem-solvers with a working understanding of how civil engineering, land use, permitting, and inspection processes come together. We don't just enforce codes—we help cities and applicants navigate them with fairness, clarity, and sound judgment. Our goal is to build lasting trust with your team, your contractors, and your community.

Thank you again for your consideration. We're ready when you are.

## Fund Application

New Richland Economic Development Authority

*(Incomplete applications will not be reviewed)*

Application Date: 4/27/2025

Business Name: Panther Power House LLC

Business Address: 114 Broadway Ave

Email: Panther-power-house@yahoo.com

Phone: 507-330-2345

Mailing Address:

114 Broadway Ave PO Box 141

Project Summary:

Fix sloping concrete in front of Building.

Remove old concrete and repour and add a step in the front of  
bum for easier Access to get into the bum

Total Project Cost: 3,000

Amount Requested: 1500

### Application Certification

We, the undersigned certify that the information submitted is true and accurate to the best of our knowledge, that we have read and understand, and that we will comply with the program guidelines. We understand that this application will be review based on the information provided herein and that if the final project does not meet minimum program guidelines the City reserves the right to deny payment. But for the assistance provided through this program by the New Richland Economic Development Authority, we would not have the resources to take on this project or to the extent that we will with assistance.

 4/27/25

Name/Title (signed)

Date

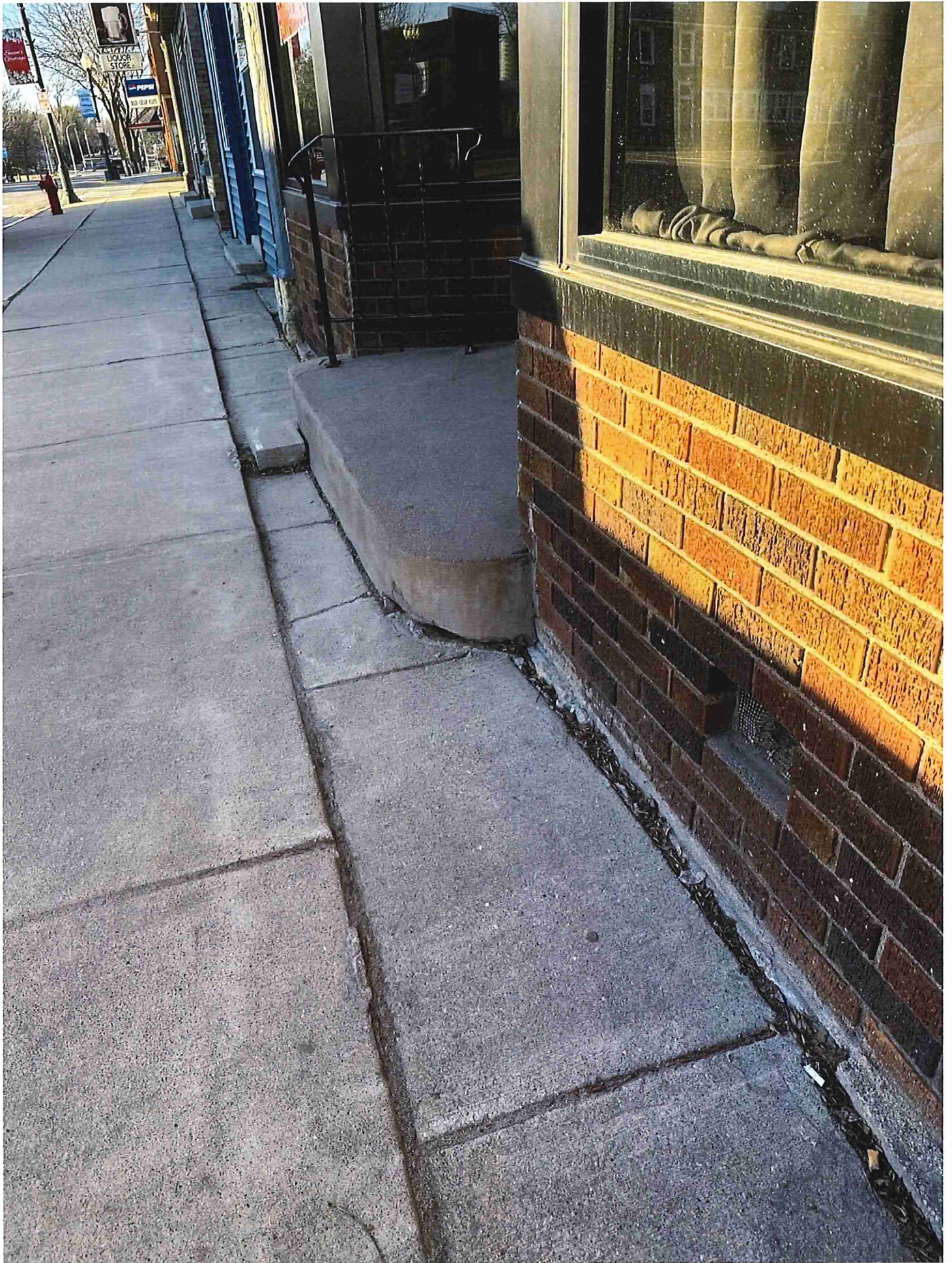
Keith Leonardo 4/27/25

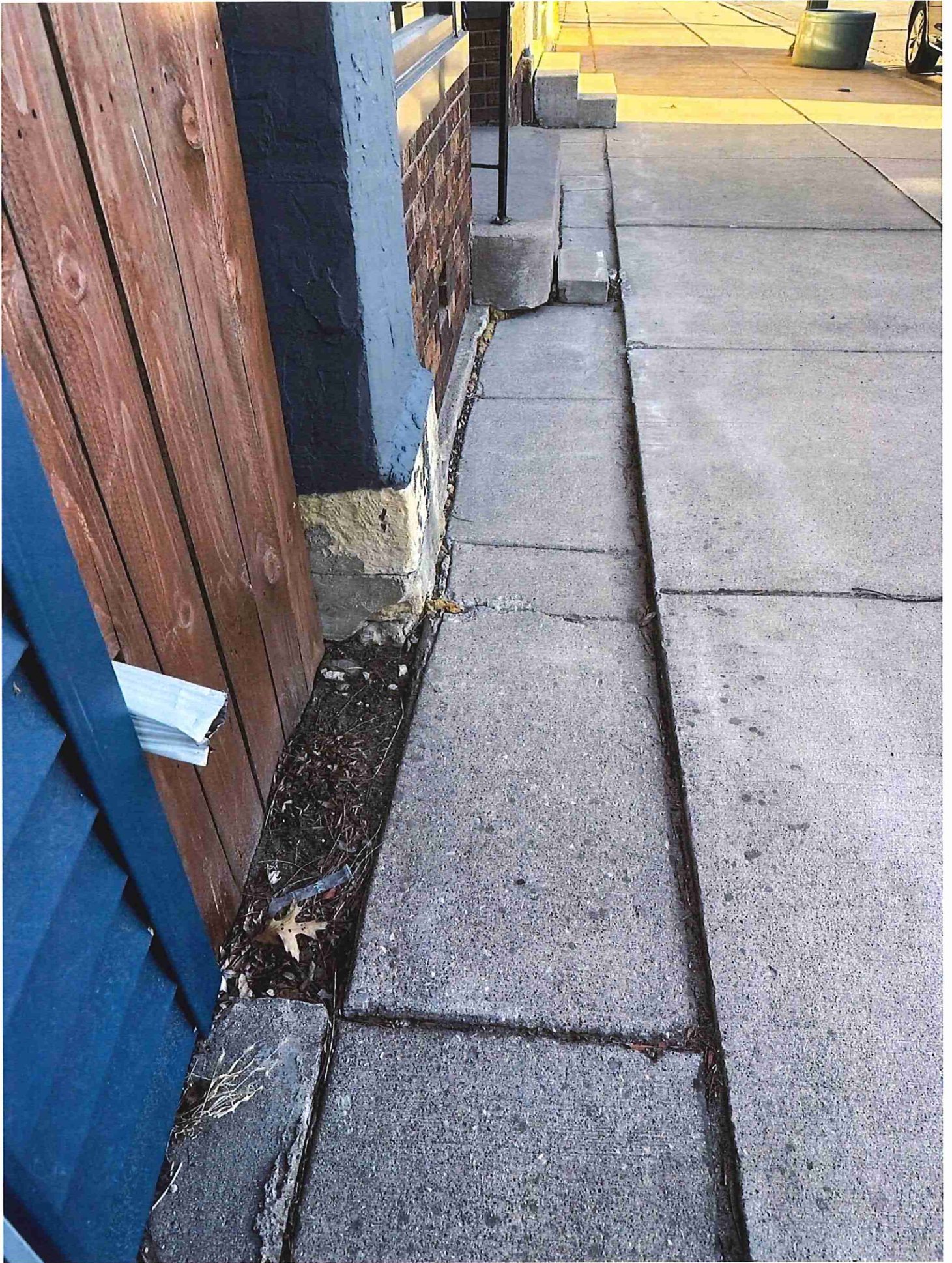
Name/Title (printed)

Date









July 14<sup>th</sup>, 2025

City of New Richland  
203 N Broadway  
New Richland, MN 56072

Honorable Mayor and Members of the City Council,

Please accept this letter as contractual notice of my resignation from my position as City Administrator for the City of New Richland. My last day of employment will be August 15<sup>th</sup>, 2025.

I have received an offer to serve as the City Administrator for the City of Blooming Prairie. After careful consideration with my family, I have chosen to accept the offer.

It has been a pleasure working with the community, staff, volunteers, and city council of the City of New Richland over the last three years. Through that time, I have faced adversity, challenges and have had many rewarding experiences. I am so very proud of how our staff, and I have been able to work together with the support of the city council to return the City of New Richland to a stable environment that I hope will continue to carry forward for years to come.

I am grateful for your support, and I look forward to working with you to ensure a smooth and orderly transition as I leave my position. In the transition time, our current city staff, including Deputy Clerk Heather Christensen are very capable of taking on extra roles during the transition to keep the community moving forward.

Thank you for allowing me to serve the City of New Richland.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Anthony Martens', with a stylized flourish at the end.

Anthony Martens

# Memo

**To:** City Council

**From:** Anthony Martens

**cc:**

**Date:** 7/14/25

**Re:** City Administrator Resignation / Recruitment

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Administrator Martens has provided notice that he is resigning from his position as City Administrator. His last day will be August 15<sup>th</sup>, 2025. Staff are requesting the following actions:

1. Accept the resignation of the City Administrator
2. Review and accept the Job Description and benefits for the recruitment of the City Administrator position
3. Consider Recruitment Options
  - a. Hire Recruitment Consultant
    - i. Proposal from South Central Services Cooperative
  - b. Hire In-House
4. Direct Staff to proceed with recruitment and develop transition plan



# CITY ADMINISTRATOR

## Job Description

Approved: 8/8/2022  
Last Revised: 7/14/2025

I. IDENTIFYING INFORMATION			
<b>JOB TITLE:</b>	City Administrator	<b>WORK/PAY STATUS:</b>	Full-Time, Salary
<b>SUPERVISOR:</b>	Mayor and City Council	<b>FLSA STATUS:</b>	Exempt
<b>DEPARTMENT HEAD:</b>	City Administrator	<b>UNION STATUS:</b>	Non-Union
<b>DEPARTMENT</b>	Administration	<b>PAY GRADE:</b>	TBD
<b>CORE WORK HOURS:</b>	Per City Policy	<b>WORK SCHEDULE:</b>	Discretionary

II. PURPOSE AND STATEMENT	
<b>PURPOSE &amp; NATURE OF WORK:</b>	Direct all City operations to ensure effective and efficient operation of City Departments. Responsible for the annual budget process and policy recommendation. Communicate council decisions to appropriate staff. Enforce the laws, ordinances, and resolutions of the city as authorized by the City Council. Serve as the City's representative with other governmental agencies and private entities. Respond to citizen complaints either directly or through appropriate personnel.

III. ORGANIZATIONAL RELATIONSHIPS	
<b>Reports to:</b>	Mayor and City Council
<b>Works closely with:</b>	Council Liaison, Council committees/commissions/boards, fire department, police department, ambulance department, maintenance department, wastewater staff
<b>Communicates with:</b>	
<b>Internally:</b>	City Council, municipal boards, city staff
<b>Externally:</b>	Citizens, State representatives, Senators, engineers, financial advisors, city attorney, other consultants
<b>Supervises:</b>	Deputy Clerk, Police Chief, Maintenance & Utility Supervisor, Ambulance Director, Fire Chief

IV. DELEGATION OF AUTHORITY	
<b>AUTHORITIES &amp; CURRENT APPOINTMENTS</b>	All statutory duties of the City Clerk and City Treasurer. Attests the Mayor's signature on official documents wherever required and maintains responsibility for the City Seal. Conducts city elections in accordance with state and county requirements and applicable laws.

V. ESSENTIAL FUNCTIONS	
<i>The left column lists the position's major areas of accountability and core responsibilities/key priorities. The right column specifies recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks, and subtasks that can be logically inferred are not specified. Other duties and task may be assigned, by the position's Supervisor, according to City needs.</i>	
<b>CITY FINANCE MANAGER</b>	<ul style="list-style-type: none"> <li>a. Create annual operating, debt service and capital expenditures budget</li> <li>b. Manage cash flow of operating, debt service, capital reserve and enterprise funds, and approve expenditures up to \$2,000</li> <li>c. Create and manage an investment plan for the city</li> </ul>
<b>PROJECT COORDINATOR</b>	<ul style="list-style-type: none"> <li>d. Coordinates and develops short- and long-range plans pertaining to construction projects, and personnel programs</li> </ul>

<b>V. ESSENTIAL FUNCTIONS (cont.)</b>	
<b>HUMAN RESOURCE MANAGEMENT</b>	<p>e. Coordinates work of retained professionals such as engineers, financial advisors, city attorney and other consultants Creates, implements, and administers personnel polices</p> <p>f. Supervises all city staff directly or indirectly through department heads</p> <p>g. Maintain personnel records</p> <p>h. Evaluate employee performance and budget for salary/wage increases accordingly</p> <p>i. Oversee hiring and disciplinary actions</p> <p>j. Address grievances of employees pursuant to the personnel handbook or union contract</p> <p>k. Final decision-making authority over conducting employee performance reviews, training others on work methods, coaching on performance issues, and assigning and prioritizing work, initial interviews, discipline including suspension</p> <p>l. Exercise recommendation authority over hiring, discharging, and rewarding</p>
<b>FACILITATE PUBLIC MEETINGS</b>	<p>m. Prepare agendas for city council and other committees (as needed)</p> <p>n. Prepare recommendations per agenda items</p> <p>o. Assist in facilitating consensus with council</p> <p>p. Perform research as necessary and invite retained professionals/consultants as needed</p> <p>q. Ensure meeting notices are posted, published, and mailed as required by law</p> <p>r. May facilitate other board meetings (Planning and Zoning Commission, Economic Development Authority, etc. During times of employee/member turn over)</p>
<b>LIAISON BETWEEN CITY AND OTHER ORGANIZATIONS</b>	<p>o. Stay current on legislative activities and communicate with State representatives and Senators about impact of decisions on New Richland</p> <p>p. Attend meetings with groups such as the League of MN Cities, the MN Valley Council of Governments, and the Coalition of Greater Minnesota Cities.</p> <p>q. Develop rapport with area city administrators, managers, and clerks as well as county commissioners and county staff</p>
<b>PUBLIC RELATIONS ACTIVITIES</b>	<p>r. Communicate with citizens in person, over the phone or via written correspondence</p> <p>s. From time to time, represent the city at civic organization meetings</p>
<b>ORDINANCES AND RESOLUTIONS</b>	<p>t. Manage codification of local ordinances</p> <p>u. Author new ordinances, submit to city attorney for legal review</p> <p>v. Keep codebook up to date</p> <p>w. Author resolutions and submit to city council for approval</p>
<b>SUPERVISE ANNUAL REPORTING COMPLIANCE</b>	<p>x. Supervise annual reporting that is required including, but not limited to: Outstanding Bonded Indebtedness, budget reports required from State, and County, Police and Fire Aid forms</p>
<b>SUPREVISE TECHNICAL UPDATES</b>	<p>y. Ensure that city staff has current technology and social media platforms to execute their duties effectively</p> <p>z. Update computer software, hardware as needed as well as server/network and replace copier, printer, fax machine, etc. as needed</p>

<b>VI. OTHER DUTIES &amp; RESPONSIBILITIES</b>
➤ Performs other duties as directed by the City Council or apparent to the incumbent

<b>VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES</b>		
<p><b>Knowledge of;</b></p> <ul style="list-style-type: none"> <li>▪ Budget, finance, accounting, payroll, and billing practices and procedures</li> <li>▪ City ordinances, resolutions and policies</li> <li>▪ State and County election procedures and operations</li> <li>▪ Laws, rules, and regulations applicable to City government</li> <li>▪ Governmental processes, programs and services</li> </ul>	<p><b>Skill in;</b></p> <ul style="list-style-type: none"> <li>▪ Forecasting operating and capital needs and preparing/administering municipal budgets</li> <li>▪ Managing investments and utilizing available investment tools</li> <li>▪ Communicating, verbally and in writing, with a wide variety of groups and individuals and skill in using an appropriate degree of tact, persuasion, and facilitations depending on the situation</li> </ul>	<p><b>Ability to;</b></p> <ul style="list-style-type: none"> <li>▪ Engage stakeholders, prepare, present, administer, and manage budgets</li> <li>▪ Communicate effectively and establish effective working relationships with elected officials, staff, other public officials, and the public including making formal presentations</li> </ul>

<b>VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES</b>		
<ul style="list-style-type: none"> <li>▪ Leadership and management principles and practices as they apply to the public sector</li> <li>▪ Management including personnel management and organizational development</li> <li>▪ Planning and zoning principles and practices as they apply to the public sector</li> <li>▪ Economic development principles, practices, tools, financing programs and options and marketing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supervising subordinate personnel and fostering a team approach</li> <li>▪ Leadership, planning, and organizing and ability to establish goals and objectives that meet the organization’s vision and mission</li> <li>▪ Analyze complex data, exercise independent judgement, and prepare/present reports for decision making purposes</li> <li>▪ Ability to communicate and execute Council policies and directives</li> <li>▪ Establish and maintain effective work relationships with a wide variety of groups and individuals</li> <li>▪ Be flexible and adapt to changing situations/priorities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Research and analyze problems and issues, utilize appropriate resources, develop, and evaluate options and prepare recommendations and/or make appropriate decisions</li> <li>▪ Anticipate opportunities facing the city and design strategies to address</li> <li>▪ Supervise staff, delegate work and plan and direct operations</li> <li>▪ Prioritize City needs, to coordinate City departmental operations and services, and to allocate resources effectively</li> <li>▪ Ability to interpret policy decisions and guidelines and develop practical solutions and programs</li> <li>▪ Ability to resolve or mediate conflicts and negotiate solutions</li> </ul>

<b>VIII. MACHINES, TOOLS &amp; EQUIPMENT</b>
<p><b>Machines, tools, and equipment regularly used:</b> Personal computer and peripherals, various software applications (Accounting, word processing, spreadsheets, etc.), telephone/cell phone, copy and fax machines, and other typical office equipment.</p>

<b>IX. MINIMUM HIRING REQUIREMENTS</b>	
<p><i>Includes pre-requisite training, experience, licenses/certifications, KSAs, and other credentials for applicant to be qualified for further consideration in hiring process. An equivalent combination of education and experience may be considered during the hiring process and in a promotional context.</i></p>	
<p><b>For Use In Hiring and Promotions</b></p>	<p>1. Bachelor’s Degree in Urban Studies, Public Administration, Business Administration, or related field and two years of experience. Or the equivalent in experience in local government administration</p>

<b>X. PREFERRED QUALIFICATIONS (not all-inclusive)</b>	
<p><i>Additional preferred qualifications and job-related characteristics-referenced elsewhere in this job description and other job documentation – might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.</i></p>	
<p><b>For Use In Hiring and Promotions</b></p>	<p>1. Master’s Degree in Urban Studies, Public Administration, Business Administration or related field and two to five years’ experience in local government administration</p>

<b>XI. WORKING CONDITIONS (summary only)</b>	
<p><i>Includes characteristics related to both the job itself and the work environment as the work is currently performed by the incumbent employee. Changes or adjustments to the job and work environment, not including the position’s essential functions, may be permitted to comply with federal and state disability laws.</i></p>	
	<p>Works is performed in typical office environment with travel within/without the city to observe projects and attend meetings. Operates either personal or City vehicle for regular transportation needs. Sits for extended periods of time. Noise in workplace is usually quiet but may be exposed to louder noises at work sites. Uses near vision, ability to focus, sense of touch, and hearing. Uses fine and large motor movements at times.</p>
	<p>The incumbent <u>is</u> subject to all the working conditions of the Assistant City Clerk job class.</p>

**Data Practices Notice for City Employees with Restricted Access/Use Privileges**

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use – with proper safeguards & security measures- only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take responsible actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. *(Note: Refer any questions to the City Administrator)*



**City of New Richland Employee Benefits**

**Employee: City Administrator**

**Annual Salary**

As set by City Council per pay grade and scale  
Full Time/Exempt  
Covered By PERA

**Medical & Life Insurance**

\$3,500 per Person per Year Deductible  
\$1,600 Per Year HSA  
Employee Coverage paid by City - Family Employee Responsibility  
  
\$10,000 Life Insurance paid by City

**12 Paid Holidays**

New Year's Day	Martin Luther King, Jr. Day	Presidents Day
Memorial Day	Juneteenth	Independence Day
Labor Day	Veterans Day	Thanksgiving Day
Friday After Thanksgiving	Christmas Eve	Christmas Day

**Paid Time Off (PTO)**

<u>Years of Service</u>	<u>Annual Accrual</u>	<u>Maximum Accrual</u>
0 to 2 Years	15 days	30 days
3 to 6 Years	20 days	40 days
7 to 15 Years	25 days	50 days
16 Years and up	30 days	60 days

**2025 Salary Schedule**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
\$39.53	\$40.91	\$42.24	\$43.62	\$44.92	\$46.27	\$47.66	\$48.97	\$50.32	\$51.58

**\*\* Placement on the salary schedule is subject to the approval of the City Council \*\***



# EXECUTIVE SEARCH SERVICES

CITY OF NEW RICHLAND, MINNESOTA

## Proposal By:

Mike Humpal, CEcD



[www.mnscsc.org](http://www.mnscsc.org)

## Proposal For:

Mayor, Janda  
Ferguson



[www.newrichlandmn.gov](http://www.newrichlandmn.gov)

South Central Service Cooperative (SCSC) appreciates the opportunity to present this proposal to the City of New Richland for Executive Search Services. SCSC's highly skilled staff has many years of collective experience in all aspects of local government.

## **GENERAL BACKGROUND**

Since 1976, South Central Service Cooperative has been facilitating programs and services between local governments and school districts across south central Minnesota. We work with these entities in the nine-county region on projects or contracted services that help promote cooperation by pooling human and financial resources. We believe services are most efficient and cost effective when implemented at a regional level rather than a "one size fits all approach," which may occur when mandates are managed at the state and federal levels. Facilitating services regionally creates economies of scale and maintains a consistency in the process that positively affects local governments and school districts.

## **EXPERIENCED LEADERSHIP**

Mike Humpal, CEcD, Manager of Local Government Solutions, will serve as team leader for the City of New Richland. Humpal has a bachelor's degree and master's degree in public administration, along with being a certified Economic Developer. Humpal has more than 30 years of local government experience, including 18 years as an Assistant City Administrator and City Administrator responsible for hiring senior management for the City of Fairmont. Humpal is assisted by SCSC team members: **Wendell Sande**, Director, Insurance Services Director, Advisory Services; **Hannah Keltgen**, Manager of Wellness and Marketing Communications; **Jessica Maday**, Administrative Services Coordinator; and **Crystal Hanson**, Practitioner & Founder South Creek HR.

## PROJECT SCOPE

- Meet with New Richland city staff and council to provide an overview of the search process.
- Meet with the mayor, city council, and staff to create a position profile, job description, and a set of goals for the City Administrator.
- Create a search calendar and timeline.
- Recruit candidates for the position.
- Facilitate final candidate screenings, and make recommendations for interview selections.
- Assist the city council with the interview process.
- Meet with city council to facilitate the decision on the new City Administrator and develop an Employment Agreement for the position as needed.
- Provide mentoring to the new City Administrator.

## SERVICES

- SCSC will provide the city council with an overall strategy and recruitment process for the City Administrator.
- SCSC will develop a job announcement, position profile, and advertisement for the position with professional organizations whose focus is local government. SCSC staff will also reach out to individuals within the field to make them aware of the open position and search process.
- SCSC will promote the open position on select job placement sites (e.g., Association of Minnesota Counties, League of Minnesota Cities, Iowa and Wisconsin League of Cities, International City Managers Association, and National Association of Counties Recruitment Resources) and through social media (e.g., Facebook & LinkedIn).
- SCSC staff will complete a review of the applications, provide a leadership management assessment and PXT assessment, and complete reference checks and criminal background histories.
- SCSC will provide the city council with weekly updates on the status of the process and a general summary of each applicant's experience and background.
- SCSC will provide five candidates to the city council with the goal of interviewing the top four candidates. The fifth candidate will be an alternate in case one drops out. Each member of the council will receive a profile folder with all the pertinent information about the top four candidates to review in advance of the interviews.
- SCSC will arrange and attend a public meet and greet of the candidates allowing the city council, staff, and community members the opportunity to meet the candidates before the interview process begins.
- At the direction of the city council and in cooperation with the New Richland City Attorney, SCSC staff will present an employment agreement and negotiate with the chosen candidate.

# PROPOSED TIME AND COST ALLOCATION

South Central Service Cooperative proposes to complete this executive search as outlined not to exceed \$12,500.00\*. This fee includes:

## Executive Search Time / Cost Allocation:

- Conduct the initial meeting with city council search committee
- Create an application packet and announcement documents
- Review and rank applications
- Contact references for top five candidates
- Call or hold virtual meetings with top five candidates to perform management/leadership assessments
- Prepare and summarize support documents and conduct background checks
- Organize and attend a community/candidates Meet and Greet event
- Participate in interview-related meetings with the city council
- Prepare an offer letter including bullet points for terms of employment agreement as directed by the city council
- Negotiate the employment agreement, including all discussions with the city attorney and candidate
- Administrative and Marketing Communications staff time
- Travel costs

**\$9,500.00**

## Additional Cost Allocations

- Arrange for a leadership-management assessment and PXT assessment
- Staff time contingency
- Background checks
- Publication and advertising
- Printed materials for council binders

**\$ 3,000.00**

TOTAL (to be invoiced at conclusion of search)

**\$12,500.00**

\*Two-year Timeframe: if another executive search is required within two years, SCSC will complete the search at no additional fee.

## PREVIOUS SEARCHES/ REFERENCES

For a listing of completed searches, see pages 5 & 6. Please feel free to contact the following regarding their experience working with SCSC on their recent executive searches:

- Rob Mason, City Administrator (Retired), City of East Gull Lake, MN / 218-828-9279
- David Braun, Mayor, City of Wells, MN / 507-327-9840
- Dawn Kratzke, Mayor, City of Gaylord, MN / 507-237-2338
- Daryl Glassmaker, Mayor, City of Byron, MN / 507-273-1680
- Joe Martin, County Administrator, Le Sueur County, MN / 507-357-8220

I look forward to speaking with you regarding the Executive Search for the City of New Richland. Please do not hesitate to contact me with questions or clarifications.

Respectfully,



Mike Humpal, CEcD  
Manager, Local Government Solutions  
South Central Service Cooperative

2075 Lookout Drive  
North Mankato, MN 56003  
Mobile: 507-236-7651  
[mhumpal@mncsc.org](mailto:mhumpal@mncsc.org)

# RECENT SEARCHES



(Multiple)



(Multiple)

City of Oronoco, Minnesota

(Multiple)



(Multiple)



The City of Blooming Prairie, Mn (Multiple)



(Multiple)

(Public Works)

# INTERIM ADMINISTRATOR/ MANAGEMENT PLACEMENTS



City of Madison Lake  
(Multiple)



# MEET OUR TEAM



**Mike Humpal**  
Manager

Manager of Local Government Solutions at South Central Service Cooperative. Mike Humpal holds a bachelor's degree in public administration from Northern Arizona University, and a master's degree in public administration from the University of Nebraska, and also received his Certified Economic Developer (CEcD). Humpal has more than 30 years of local government experience and served as a Community Economic Development Specialist for the Omaha Metropolitan Area Planning Agency. In addition, he served as City Administrator/Community Development Director for the City of Fairmont.

Founder and HR Practitioner of South Creek HR, a consulting firm specializing in developing leaders and providing Human Resources expertise to small and mid-sized businesses of all industries. Crystal Hanson has over 18 years of experience and holds a master's degree in human resources and industrial relations from the Carlson School of Management at the University of Minnesota. While Hanson's HR background runs deep, her professional passions include coaching leaders, building cohesive teams, digging into the pulse of organizations, and helping managers solve their own unique leadership challenges.



**Crystal Hanson**  
HR Practitioner

# MEET OUR TEAM



## Wendell Sande

Director

Advisory Services Director at the SCSC, Wendell Sande oversees the provision of services to local government within the SCSC service area. Sande has a bachelor's degree in accounting from Minnesota State University–Mankato. He has worked in public accounting, the private industry, and has 40 years of experience in local government finance, economic development, and administration. He currently serves on the board of Southeastern Minnesota 504 Development Incorporated. In addition, Sande has a Certificate of Achievement in Local Government Finance from the Government Finance Officer Association.

Manager of Wellness and Marketing Communication, Hannah Keltgen has a bachelor's degree from Mankato State University, Mankato with over eight years of Human Resources experience working in the private sector and public-school systems. She is recognized as a results-oriented leader who strategically leverages her skills to drive motivation, retention, and talent acquisition initiatives. Keltgen is committed to empowering organizations to maximize the potential of their most valuable asset – their people. She is dedicated to helping individuals realize their full potential, encouraging them to bring their authentic selves to the workplace and contribute their best to the team.



## Hannah Keltgen

Manager



## Job Posting

### City Administrator

**City of New Richland  
New Richland, MN**

**Deadline: August 8<sup>th</sup>, 2025 @ 4:00pm**

The City of New Richland is accepting applications for an experienced City Administrator to serve as its chief administrative officer, overseeing all day-to-day operations.

This is a great opportunity to lead a small-town community with a population of 1,200. New Richland is located at the intersections of Hwy 30 and Hwy 13 just minutes away from I-90, I-35 and US-14. 2025 Salary range is \$82,222.40 - \$107,286.40. City covers 100% of insurance premium and contributes to HSA.

If interested, please visit our website or contact Anthony Martens.

Contact:

Anthony Martens, City Administrator  
[amartens@newrichlandmn.gov](mailto:amartens@newrichlandmn.gov)

203 N Broadway  
PO Box 57  
New Richland, MN 56072  
507-465-3514  
[www.newrichlandmn.gov](http://www.newrichlandmn.gov)



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

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

Web: [www.cityofnewrichlandmn.com](http://www.cityofnewrichlandmn.com)

## City Administrator's Report

*July 14<sup>th</sup>, 2025*

Continued work on 2025 street improvement project items w / Bolton & Menk  
Met with School and Bolton & Menk on street project coordination

Reviewing the Ordinance draft from American Legal Publishing w/ legal council

Submitted 2<sup>nd</sup> Quarter Council payroll

Participated in multiple 2025 Street Project Construction Meetings

Met with vendors regarding transition for building inspector services

Held flood mitigation meeting with Houston Engineering & County Partners

Worked on Golf Cart / Private Property / Trail Issue brought up at council meeting

Began 2026 Preliminary budget worksheet information & Communications w/ Dept Heads

### **EMPLOYEE RECOGNITION**

#### **EMPLOYEE BIRTHDAYS**

8/11 - Mike Abbott - MAINT

#### **EMPLOYEE ANNIVERSARIES**

8/10 - Drew DeRaad – PD – 2 YRS

8/11 - Braeden Thompson – MAINT – 4 YRS