



New Richland City Council Regular Meeting Agenda

In Person & Online Via Go-To-Meeting

January 12th, 2026

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 December 8th, 2025, City Council Meeting
2. Approve Minutes of December 17th, 2025, City Council Work Session
3. Approve Minutes of December 22nd, 2025 City Council Special Meeting
4. Approve Regular Board Meeting Schedule for 2026

Public Comments

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

Request and Presentations

1. Jet and Televis storm sewers on Broadway between Second and Division, and a few hundred feet east of Broadway on Second if time permits
2. New laptop for Deputy Clerk

Public Hearings

Ordinances and Resolutions

1. Resolution 26-01: A Resolution Approving Wage Increases for General Non-Union Employees

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

New Business

1. December 2025 Check Register
2. Appoint Chad Neitzel as the new Chief of the City of New Richland Fire Department
3. Discuss a survey for the City Council to determine if department reporting is satisfactory in its current form.
4. Discuss adopting the Minnesota Basic Code to replace the existing Code of Ordinances

Miscellaneous

Administrator's Report

Mayor/Council Comments

Adjournment

The next Regular City Council meeting will be held on Monday February 9th, 2026



New Richland City Council Regular Meeting Minutes

December 8th, 2025

Members Present

Janda Ferguson
Matt Economy
Jason Casey
Josh Warke
Jody Wynnemer –
By Televideo

Staff Present

Tyler Lendt – City Administrator
Shell Johnson – People Service
Eric Hendrickson – Maint & Utility Supv.
Tanyce Brueger – Chief of Police
Chad Neitzel – Assistant Chief of Fire Department
Bob Johannsen – Care Center Administrator
Heather Christensen – Deputy Clerk

Others Present

Bob Swenson
Pam Goehring
Larry Goehring
Joyce Wolbrock

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

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

Consent Agenda

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

Public Comments

- Follow up on Street Light at Joyce Wolbrock's

Requests and Presentations

- 1) 2026 Truth in Taxation Presentation
 - Tyler Lendt – City Administrator – Presented the 2026 Truth in Taxation information to those in attendance

Public Hearings

- 2026 Truth in Taxation Public Hearing – Opened at 6:36 p.m. – Closed at 8:19 p.m.

Ordinances and Resolutions (see attached)

1. Resolution 25-40: Resolution Adopting the 2026 Budget and Tax Levy Collectable in 2026 - 1st Reading
 - Motion made Janda Ferguson and seconded by Jody Wynnemer to table Resolution 25-40 pending further discussion in a work session to be held on Wednesday, December 17th 2025. Carried (4 yes, 0 no)
2. Resolution 25-41: Removing the Former City Administrator from Banking Authorization and Adding the Newly Appointed City Administrator



New Richland City Council Regular Meeting Minutes

December 8th, 2025

- Motion made by Jody Wynnemer and seconded by Matt Economy to adopt Resolution 25-41: Removing the Former City Administrator from Banking Authorization and Adding the Newly Appointed City Administrator. Carried (4 yes, 0 no)
- 3. Resolution 25-42: Resolution for a Limited Municipal Services Day on December 26th, 2025
 - Motion made by Matt Economy and seconded by Josh Warke to adopt Resolution 25-42: Resolution for a Limited Municipal Services Day on December 26th, 2025. Carried (4 yes, 0 no)
- 4. Resolution 25-43: Resolution Accepting Donations
 - Motion made by Matt Economy and seconded by Josh Warke to adopt Resolution 25-43: Resolution Accepting Donations. Carried (4 yes, 0 no)

Reports

1. Ambulance Department
 - Ambulance report was presented in writing by Ambulance Director Sundve.
 - Motion made by Josh Warke and seconded by Matt Economy to approve the Ambulance Report. Carried (4 yes, 0 no)
2. Fire Department
 - Fire Department report was presented by Assistant Chief Chad Neitzel
 - Assistant Chief Chad Neitzel made a presentation on behalf of the New Richland Fire Department Relief Association. Tonight, they are donating \$100,000 to the City of New Richland.
 - Assistant Chief Chad Neitzel requested that \$20,000 of the donated amount be utilized for new radios.
 - Motion by Jason Casey and seconded by Matt Economy to approve the Fire Department Report. Carried (4 yes, 0 no)
3. Police Department
 - Police Department report was presented by Chief Bruegger
 - Chief Bruegger requested approval to pay \$4,005.00 for City Attorney Services. Motion Made by Josh Warke, Seconded by Matt Economy to approve the request. Carried (4 yes, 0 no)
 - Chief Bruegger requested switching services from Lexipol to Policies360. Motion made by Matt Economy and seconded by Josh Warke to approve the request. Carried (4 yes, 0 no)
 - Motion made by Matt Economy and seconded by Josh Warke to approve the Police Department report. Carried (4 yes, 0 no)
4. Care Center Report
 - Care Center report was presented by Bob Johannsen



New Richland City Council Regular Meeting Minutes

December 8th, 2025

- Motion was made by Matt Economy and seconded by Jason Casey to approve the Care Center Report. Carried (4 yes, 0 no)

- 5. People Service Report – Shell Johnson
 - People Service report was presented by Shell Johnson
 - Motion made by Matt Economy and seconded by Jason Casey to approve the People Service report. Carried (4 yes, 0 no)

- 6. Maintenance & Utility Report
 - Maintenance & Utility Report was presented by Eric Hendrickson, Maintenance and Utility Supervisor.
 - Eric Hendrickson requested permission to purchase two additional loads of sand and salt at a cost of 3,077.20. Motion made by Jason Casy and seconded by Josh Warke. Carried (4 yes, 0 no)
 - Erick Hendrickson requested the purchase of a new scale and gas alarm for the water treatment plant at a cost \$4,796.00 from Alden Pool. Motion made by Jody Wynnemer and seconded by Josh Warke to approve. Carried (4 yes, 0 no)
 - Motion made by Josh Warke and seconded by Matt Economy to approve the Maintenance Department report. Carried (4 yes, 0 no)

Unfinished Business

- Motion made by Matt Economy and seconded by Jason Case to accept the employee insurance renewal plan. Carried (4 yes, 0 no)

New Business

1. November 2025 Check Register
 - Motion by Matt Economy and seconded by Josh Warke to approve November 2025 Financials. Carried (4 yes, 0 no)
2. 2025 Street & Utility Project - Pay Estimate #7
 - Motion by Josh Warke and seconded by Matt Economy to approve Pay Estimate #7. Carried (4 yes, 0 no)
3. Metro Sales – DocuWare Contract 1-Year Renewal
 - Motion made by Matt Economy and seconded by Josh Warke to approve the 1-Year Renewal Contract at a price of \$4,242.00. Carried (4 yes, 0 no)
4. Budach Street Signs
 - Instructed City Administrator to do research about parking in front of Budach's and the lift station.
5. Monday Council Meetings – Switch to 3rd or 4th Monday of the Month
 - Discussed and suggested that department heads are required to hand in all requested information by the 1st Wednesday of the month.

Miscellaneous

Administrator's Report



New Richland City Council Regular Meeting Minutes

December 8th, 2025

- Administrator Tyler Lendt 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

- None

Adjournment – Motion for adjournment made by Matt Economy and seconded by Josh Warke.
Carried (4 yes, 0 no) 8:19 p.m.

Submitted by,

Tyler T Lendt

City Administrator

DRAFT



New Richland City Council Regular Meeting Minutes

December 17th, 2025

Members Present

Janda Ferguson
Matt Economy
Jason Casey
Josh Warke
Jody Wynnemer

Staff Present

Tyler Lendt – City Administrator

Others Present

Jill Stagman –
Pantheon
Computers
Jenina Nash –
CTS

Members Absent

None

The meeting was called to order by Mayor Janda Ferguson at 5:00 p.m.

Roll Call - All members present

Meeting Closed at 5:05 as permitted by Minnesota Statutes section 13D.03; 13D.05, subd. 3 to discuss the City's information technology infrastructure and re-opened at 6:15.

Public Comments

Requests and Presentations

Public Hearings

Ordinances and Resolutions (see attached)

Reports

Unfinished Business

- Board discussed what IT Services vendor to utilize and worked to finalize budget numbers.

New Business

Janda Ferguson motioned to set date of Special Session to set Budget as Monday, December 22nd, 2025 at 5:00. Seconded by Josh Warke. Carried (4 yes, 0 no)

Adjournment – Motion for adjournment made by Jody Wynnemer and seconded by Janda Ferguson. Carried (4 yes, 0 no) 6:23 p.m.

Submitted by,

Tyler T Lendt



**New Richland City Council
Regular Meeting Minutes
December 17th, 2025**

City Administrator

DRAFT



New Richland City Council Regular Meeting Minutes

December 22nd, 2025

Members Present

Janda Ferguson
Matt Economy
Jason Casey
Josh Warke
Jody Wynnemer

Staff Present

Tyler Lendt – City Administrator

Others Present

Members Absent

None

The meeting was called to order by Mayor Janda Ferguson at 5:00 p.m.

Roll Call - All members present

Pledge of Allegiance

Approval of Agenda

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

Public Comments

Public Hearings

Ordinances and Resolutions (see attached)

1. Resolution 25-40: Resolution Adopting the 2026 Budget and Tax Levy Collectable in 2026 - 2nd Reading
 - Motion made Matt Economy and seconded by Jody Wynnemer to pass Resolution 25-40. Carried (3 yes, 1 no (Jason Casey))
2. Resolution 25-44: A Resolution of the New Richland City Council Authorizing the Award of a Contract to Pantheon Computers for Information Technology Services
 - Motion made Jason Casey and seconded by Josh Warke to adopt Resolution 25-44: A Resolution of the New Richland City Council Authorizing the Award of a Contract to Pantheon Computers for Information Technology Services. Carried (4 yes, 0 no)

Adjournment – Motion for adjournment made by Matt Economy and seconded by Josh Warke. Carried (4 yes, 0 no) 5:15 p.m.

Submitted by,

Tyler T Lendt



**New Richland City Council
Regular Meeting Minutes
December 22nd, 2025**

City Administrator

DRAFT

City of New Richland Boards

2026 Regular Meeting Schedule

Body	Regular	Location
Council	2nd Monday 6:30 PM	City Hall
EDA	2nd Monday 4:30 PM	City Hall
Care Center Advisory Board	4th Monday 5:00 PM	Care Center
Planning Commission	3rd Thursday 6:30 PM	City Hall
Historic Preservation	4th Monday 1:00 PM	City Hall
Tree Board	May 4th and September 15th 9:00 AM	City Hall
Fire Department Relief Association	1st Thursday 8:00 PM	Fire Station #2
HRA	3rd Wednesday 6:30 PM	Royal Villa

ANY CHANGES TO MEETING DATES/TIMES WILL BE POSTED TO THE CITIES WEBSITE, SOCIAL MEDIA PAGES, AND AT CITY HALL

SIGN UP FOR TEXT ALERTS AT: NEWRICHLANDMN.GOV

FOLLOW US ON FACEBOOK @NEWRICHLANDMN



203 N. Broadway Ave - PO Box 57
New Richland, Minnesota 56072
Tel (507) 465-3514 - Fax (507) 465-3375
www.newrichlandmn.gov

Memorandum

Date: 7 January 2026

From: Tyler T Lendt, City Administrator

To: New Richland City Council

Subject: Jet and Televis Broadway between Second and Division, and a few hundred feet east of Broadway on Second

The Office of the City Administrator has been made aware of the possibility of a blockage in the storm sewer on the west side of Broadway Ave, between Second and Division, by Public Works and People Service.

The City Administrator reached out to Empire Pipe Services for a pricing estimate for jetting and televising the pipes. Empire charges \$500.00 for mobilization and \$521.00/hr. with a minimum of 4 hours. The Supervisor of Public Works believes Empire can complete most of this work in 4 hours or less, but there would be a hard stop at the 4-hour mark.

The total cost of this activity would be \$2,584.00. The Office of the City Administrator recommends this be done as soon as possible, as property damage may result if it is not completed before major thawing.

Tyler T Lendt

Tyler T Lendt
City Administrator

Janda Ferguson
Mayor

Heather Christensen
Deputy Clerk

Memorandum

Date: 6 January 2026

From: Tyler T Lendt, City Administrator

To: New Richland City Council

Subject: Computer replacement for Deputy Clerk

The Deputy Clerk's computer is rapidly failing, and despite previous efforts, it does not appear to be salvageable.

This computer performs many vital functions for the city's well-being, and a replacement should be in place before the current one fails.

Pantheon Computers has a floor model laptop available for \$919.00, with a docking station being \$119.00 at a total of \$1,038.00

Alternatively, a desktop computer is available for \$1,115.00.

It may be possible to find an adequate replacement on the open market, but Pantheon does charge a \$250.00 setup fee for equipment purchased elsewhere.

This expense was not budgeted for under the ramp-up approach outlined in the 2026 budget.

The City Administrator would like to extend to the Deputy Clerk the option to work from home when deemed necessary due to special circumstances, at the Administrator's discretion.

Given the above, the City Administrator recommends purchasing the laptop and docking station immediately, using funds from the reserve.

Tyler T Lendt

Tyler T Lendt
City Administrator

Janda Ferguson
Mayor

Heather Christensen
Deputy Clerk



RESOLUTION 26-1

**A RESOLUTION APPROVING WAGE INCREASES FOR
GENERAL NON-UNION EMPLOYEES**

WHEREAS there are employees of the City of New Richland who do not bargain collectively with the City regarding wage and benefits; and

WHEREAS it is in the best interest of the City of New Richland to ensure the equitable treatment of all employees; and

WHEREAS approval of this wage adjustment is consistent with the best interest of the City,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of New Richland, MN that a 4% across the board increase be applied to the City of New Richland Classification and Compensation plan to match the collective bargaining agreements effective the 1st full pay period after January 1st, 2026.

Adopted by the City Council of the City of New Richland, Minnesota, this 12th, Day of January 2026.

(Mayor)

Attest:

(City Administrator)

Ambulance Report January 2026

Runs: We ended the year at 141 runs which was more than 2024. We are already at 5 runs for the year this year.

Crew: No new reports for crew members. We are still in need of additional people for our ambulance service. If you know anyone please send them our way. Schedule is still North covering during the day during the week. I am still picking up most of the hours to make sure we have coverage at night.

Community involvement: We will be planning our bingo's for this year as people really like when we have bingo. We will also look at having the dunk tank again this year at Farm and City Days.

Equipment: We have received our new monitor. I have been working with the team to get things set up and we have yet to get the training in. I hope to have an update on this at the meeting. Also, the cot should be arriving soon and we will need to get that installed.

Director: I continue to work hard on coverage. This is a daily task and daily communication. I have some things coming up this year that I will be away. My son in Tennessee is having a baby and will be going down to meet her when she arrives. Also, I have his wedding in September. I will be gone for a week and will work on the schedule to get that filled as best I can.

Thank you,
Sarah Sundve
New Richland Ambulance Director



NEW RICHLAND FIRE DEPARTMENT

MONTHLY COUNCIL REPORT

MONTH: DEC YEAR: 2025

FIRE CALLS: 0

MEDICAL CALLS: 1

TOTAL CALLS: 0

TRAINING COMPLETED DURING THE MONTH:

ADDITIONAL INFORMATION:

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

January 12th, 2026, Council Meeting

Activity/Calls for Service

The New Richland Police Department responded to **104** calls for service for the month of December.

Total Calls through December 2025: 1,393

Total Calls through December 2024: 2,133

(21 traffic stops, 1 ordinance violations, 5 animal complaints, 33 directed patrols/lock checks, 12 assist other agencies)

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 December

- Shop with a Hero @ Waseca Walmart 12/13
- “The Grinch” movie night 12/18

Information

- N/A

Training & Education

- Officers DeRaad and Johnson attended a free “Legislative Updates” training hosted by the Waseca County Attorney’s Office
- Requesting approval to attend Chief’s conference in April- approx. \$1,100 including hotel/full conference registration.



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

Personnel

- Officer Johnson is off FTO and doing well.

Purchases

- Promotional Supplies for upcoming job fair- \$998.76
- CJDN (BCA) annual access fee \$600.00
- Waseca County Attorney fee \$4,005.00
- Badges \$662.19

Squad Maintenance

- N/A

Equipment

- N/A

Upcoming Events / Important Items

- N/A

Respectfully Submitted,

Tanyce Bruegger, #261
Chief of Police

New Richland City Council

12 Jan 2026

New Richland Care Center

Operations:

December Average Census = 33.94 (Annual Average = 35.93) Current census = 34

Fewer referrals, resulting in fewer capable move ins; a result of the Christmas Holiday. Many of the referrals were for younger persons with behavioral needs that we cannot accommodate.

Financial:

November Rev = \$359,161. Expenses = (\$386,498). Income from Operations = (\$27,337)

Decrease in revenue of \$120k from Oct to Nov. Low census and decreased Medicare residents (2). High number of Hospice Medicaid residents (8).

Agency staffing decreased greatly <\$90k. Staffing numbers still high as our new staff were training throughout the month.

All staff received a pay increase in December for the 2026 fiscal year. The current result of the increase is \$40k added to our biweekly payroll.

December financials should see fewer agency staffing hours/dollars.

Staffing:

Staffing numbers increased greatly since September. We are still in need of RN/LPN's evenings and nights.

Other

The Christmas holiday was a joyous occasion, celebrated with great food, gifts, music, and decorations.

Residents were able to take bus trips to see the lights in Mankato.



Date: January 7, 2026

To: City of New Richland

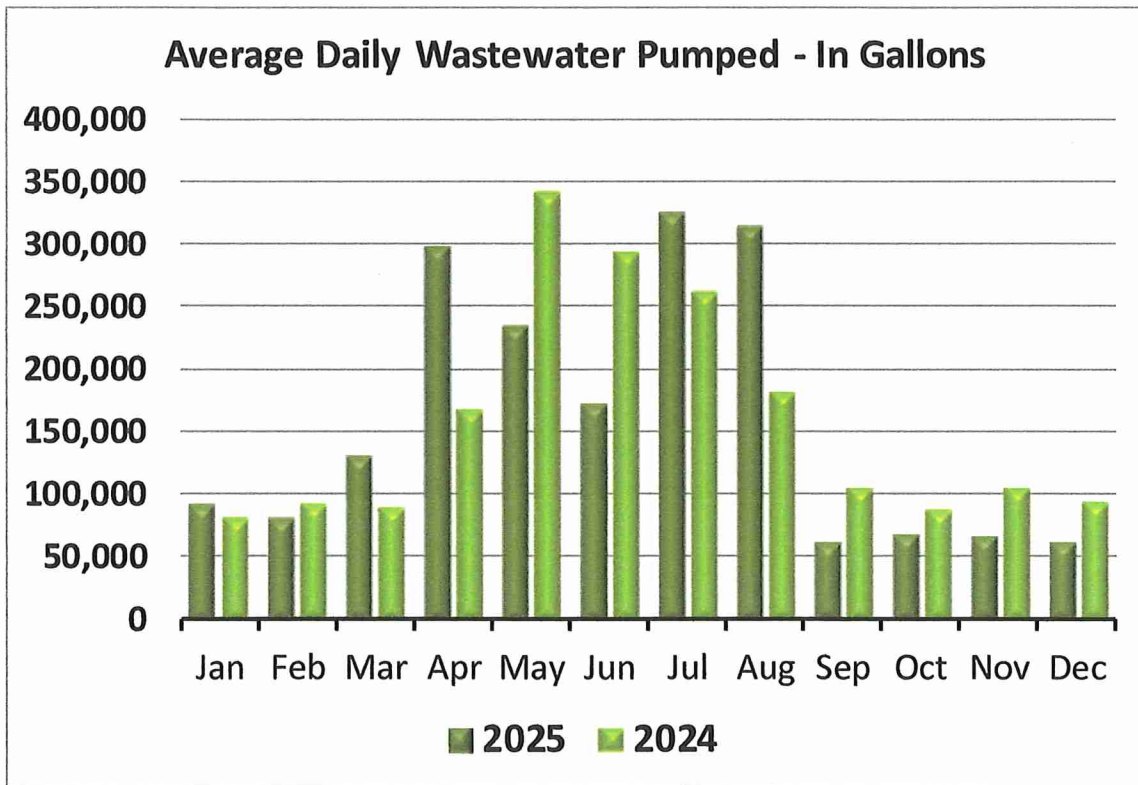
From: Shell Johnson, Operator

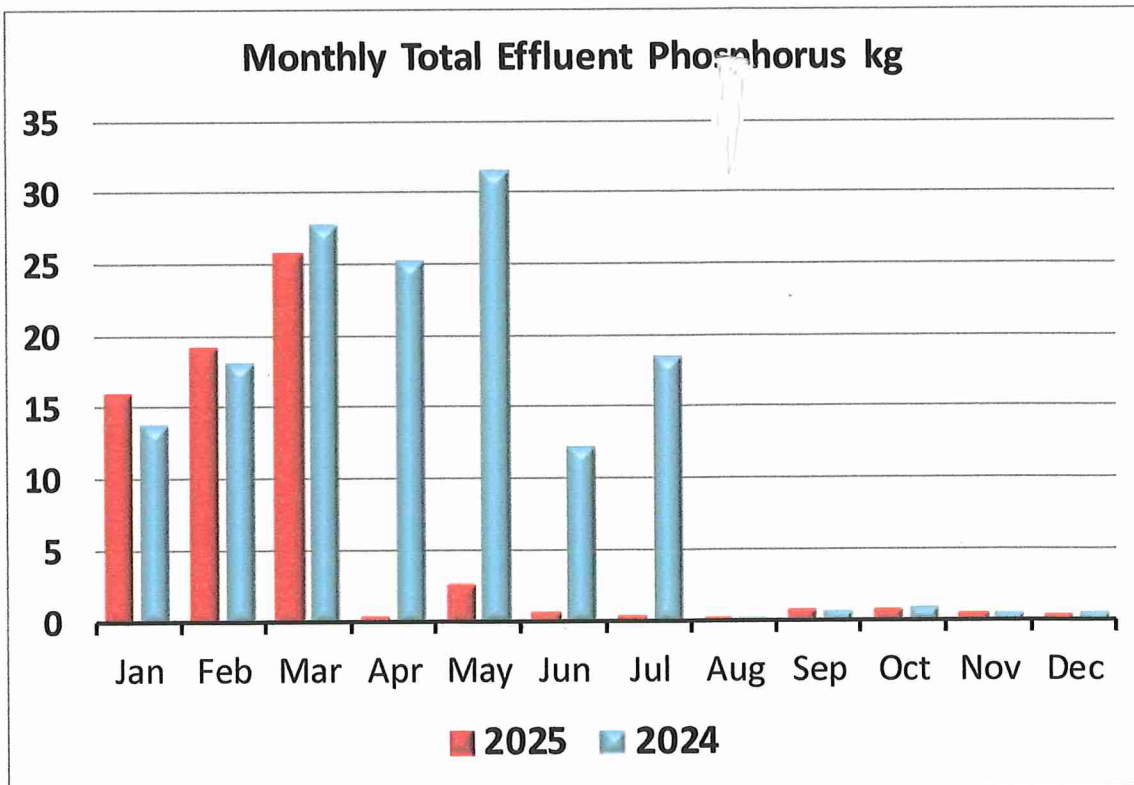
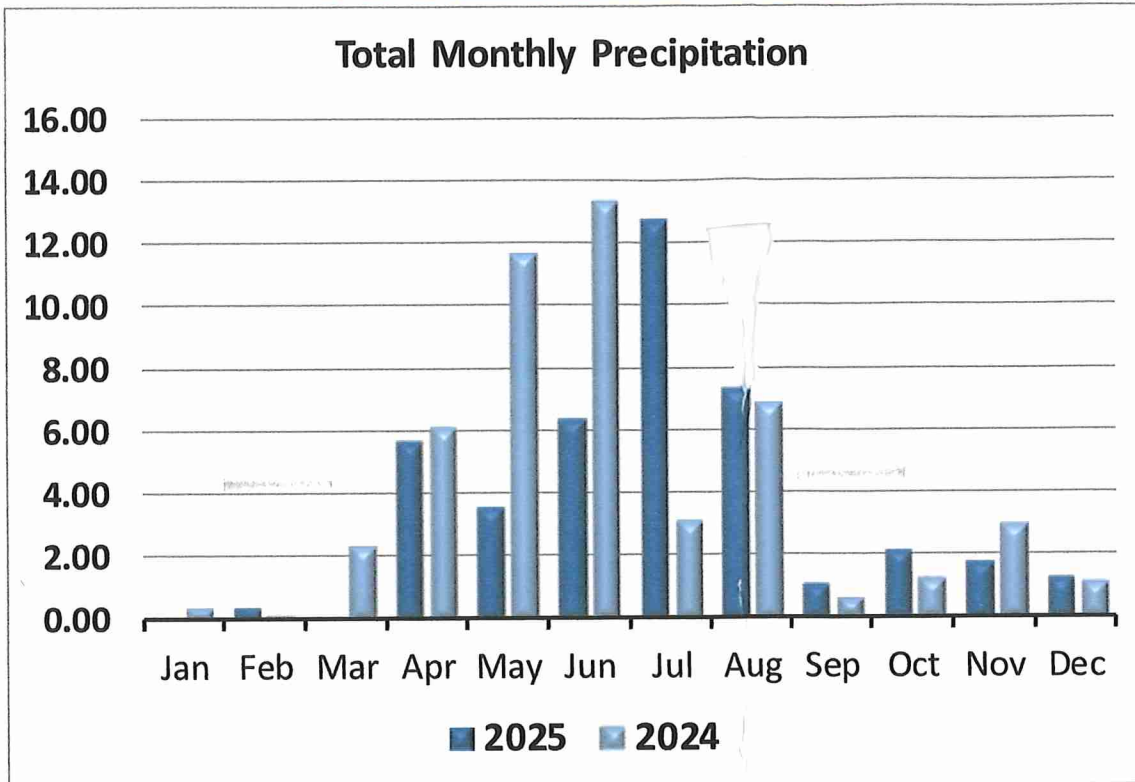
O & M Report: December 2025

Wastewater Operation & Maintenance

- All work orders done for month of December
- All Weekly samples taken on time
- Winter- daily ice checks on the primary clarifier- chop ice from scum hole
- Straight river electrical issues
- Peopleservice required quarterly safety meeting in Oronoco
- Generator temp dropped during cold snap, called Gss, keeping an eye on the heater
- Took some collection system samples from manholes in town for chloride
- Lots of gopher locates for the month of December
- Biosolids annual report sent in by due date of 12/31/25
- PFAS report sent in, we are a Tier I, Tiers run from I being lowest to Tier 4 being the highest. We can still land apply with yearly PFAS sampling of our biosolids in the fall
- Tier II Homeland security for chlorine and Sulphur dioxide was sent in January 2nd, and sent to the city for payment.
- Yearly totals are included for the New Richland WWTP You will notice the I/I issue with the 60 million gallons of influent Wastewater the plant received. The well only pumped 25 million gallons.
- Straight River bids are also included

Thank a





Water	Units	November-25	October-25	November-24
Wastewater				
CBOD				
CBOD Influent	mg/L	238	343	180
CBOD Influent Design	mg/L	338	338	338
CBOD Effluent	mg/L	1.9	2.5	4.9
CBOD Effluent Permit Limit	mg/L	15	15	15
CBOD kg/day	kg/day	0.6	0.8	1.9
CBOD kg/day Permit Limit	kg/day	34	34	34
CBOD % Removal	%	99%	99%	97%
CBOD % Removal Permit Limit	%	85%	85%	85%
TSS				
TSS Influent	mg/L	737	5,290	1,270
TSS Influent Design	mg/L	365	365	365
TSS Effluent	mg/L	<3	<3	4
TSS Effluent Permit Limit	mg/L	30	30	30
TSS kg/day	kg/day	<.95	<.88	1.5
TSS kg/day Permit Limit	kg/day	68	68	68
TSS % Removal	%	99%	100%	99%
TSS % Removal Permit Limit	%	85%	85%	85%
Phosphorus				
Phos Influent	mg/L	4.65	4.49	3.06
Phos Effluent	mg/L	0.54	2.89	1.23
Phos Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Phos Effluent Monthly Total	kg	0.54	0.85	0.51
Phos Effluent kg Per Year	kg	200.14	210.84	228.54
Phos Effluent kg Per Year Total Limit	kg	829.00	829.00	829.00
Fecal Coliform				
Fecal Effluent	ml	n/a	111	N/A
Fecal Effluent Permit Limit	ml	N/A	200#/100ml	N/A
Dissolved Oxygen				
DO Effluent	mg/L	4.48	5.22	3.09
DO Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Effluent Flow				
Average Daily	gallons	67,000	69,000	106,000
Maximum Daily	gallons	90,000	101,000	154,000
Total Monthly	gallons	2,000,000	2,154,000	3,182,000
Precipitation Monthly Total	inches	1.76	2.18	3.00
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$7,736.00	\$5,563.00	72%	92%
Total	\$7,736.00	\$5,563.00	72%	92%

		NEW RICHLAND WELL PUMP/WASTEWATER INFLUENT					
2026	PREC (IN)		WELL (MG)		WASTE (MG)	BYPASS (MG)	I/I+I+I (MG)
JAN	0		2.625		2.857		0.232
FEB	0.35		2.302		2.304		0.002
MARCH	2.53		2.259		4.074		1.815
APRIL	5.69		2.126		8.986	0.509	6.86
MAY	3.56		2.416		7.327		4.911
JUNE	6.43		2.288		5.179		2.891
JULY	12.79		2.214		10.12	4.287	7.906
AUG	7.36		2.035		9.638		7.603
SEPT	1.11		2.082		3.666		1.584
OCT	2.18		2.147		2.154		0.007
NOV	1.76		1.932		2		0.068
DEC	1.28		2.191		1.925		-0.266
TOTALS	45.04		26.617		60.23	4.796	33.613

Well pumpage - water pumped.

Wastewater - does not include fire hydrant water used / or other water sold.

Water - Residential/commercial is not listed -

a must

STRAIGHT RIVER ELECTRIC LLC

Estimate Prepared For: City of New Richland

By: Orrie Anthony

Project Description: Replace Influent Building Heater.

We Respectfully Propose the Following:

1. Replace 480-volt 15KW explosion proof heater for influent building with new \$26,000.
2. Replace **only** explosion proof motor on heater: \$5,795.00

Signed: Orrie Anthony – Master Electrician **Date:** 11/13/25

Pricing good for 30 days from date on this document. All work and installations will be compliant with National Electrical Code. One year materials and workmanship warranty. All materials installed will be new unless an alternate agreement has been made prior to start of work.

*Heater is started with a screwdriver
if Heater goes out, the Preliminary
Building will freeze and risk
more issues.*



Straight River Electric LLC

202 2nd St. SE
New Richland, MN
56072

PHONE 507.676.6212
FAX NA
EMAIL straightriverelectric@gmail.com

a must

STRAIGHT RIVER ELECTRIC LLC

Estimate Prepared For: City of New Richland

By: Orrie Anthony

Project Description: New Starter for Lift Pump 2

We Respectfully Propose the Following:

1. Replace NEMA size 2 starter for lift pump 2 with **new** starter: \$1,230.26
2. Replace NEMA size 2 starter for lift pump 2 with **used** starter: \$500.00

Signed: Orrie Anthony – Master Electrician **Date:** 11/13/25

Pricing good for 30 days from date on this document. All work and installations will be compliant with National Electrical Code. One year materials and workmanship warranty. All materials installed will be new unless an alternate agreement has been made prior to start of work.

Lift Pump 2 will not
run by itself w/out this starter



Straight River Electric LLC

202 2nd St. SE
New Richland, MN
56072

PHONE 507.676.6212
FAX NA
EMAIL straightriverelectric@gmail.com

a must

STRAIGHT RIVER ELECTRIC LLC

Estimate Prepared For: City of New Richland

By: Orrie Anthony

Project Description: Wiring Issues for Lift Pump 3 & 4.

We Respectfully Propose the Following:

1. Megaohm test wires from motor starter to pump motor connection for pump 3. If wires are found to have compromised insulation, pull in new if possible.
2. Test and verify alarm system is activated when lift pump 4 comes on. This will ensure the emergency call system dials out.

Estimated Price: \$1,600.00

Signed: Orrie Anthony – Master Electrician **Date:** 11/13/25

Pricing good for 30 days from date on this document. All work and installations will be compliant with National Electrical Code. One year materials and workmanship warranty. All materials installed will be new unless an alternate agreement has been made prior to start of work.

*Pumps 3 & 4 need to work
for High Flows - if they do not run
you will flood the city sewer mains.*



Straight River Electric LLC

202 2nd St. SE
New Richland, MN
56072

PHONE 507.676.6212
FAX NA
EMAIL straightriverelectric@gmail.com

STRAIGHT RIVER ELECTRIC LLC

Estimate Prepared For: City of New Richland

By: Orrie Anthony

Project Description: New Hour Meter for #2 Return Activated Sludge Motor

We Respectfully Propose the Following:

1. Replace bad hour meter for #2 Return Activated Sludge Motor.

Estimated Price: \$232.50

Signed: Orrie Anthony – Master Electrician **Date:** 11/13/25

Pricing good for 30 days from date on this document. All work and installations will be compliant with National Electrical Code. One year materials and workmanship warranty. All materials installed will be new unless an alternate agreement has been made prior to start of work.



Straight River Electric LLC

202 2nd St. SE
New Richland, MN
56072

PHONE 507.676.6212
FAX NA
EMAIL straightriverelectric@gmail.com

STRAIGHT RIVER ELECTRIC LLC

Estimate Prepared For: City of New Richland

By: Orrie Anthony

Project Description: Replace Influent Channel Level Float with Level Transducer.

We Respectfully Propose the Following:

1. Replace influent channel level float with intrinsically safe level transducer rated for wastewater submersion to eliminate risk of float becoming stuck in one position due to debris. A transducer is a water level sensor with no moving parts. Install variable frequency drive on bar screen motor to make system compatible and enable soft starting bar screen if desired.

Estimated Price: \$5,750.00

Signed: Orrie Anthony – Master Electrician **Date:** 12/08/25

Pricing good for 30 days from date on this document. All work and installations will be compliant with National Electrical Code. One year materials and workmanship warranty. All materials installed will be new unless an alternate agreement has been made prior to start of work.

*Saw 2nd Monday
Pictures*



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STRAIGHT RIVER ELECTRIC LLC

Estimate Prepared For: City of New Richland

By: Orrie Anthony

Project Description: Replace Generator Automatic Transfer Switch.

We Respectfully Propose the Following:

1. Replace 600-amp 3 phase 480-volt automatic transfer switch interior with new direct replacement model. Power to plant will be completely disrupted for up to half an hour to take the transfer switch offline, then once more to put the new transfer switch online. Work will be done between 12am and 5am. Weather will be taken into consideration when choosing an install date.

Estimated Price: \$15,400.00

Signed: Orrie Anthony – Master Electrician **Date:** 12/08/25

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STRAIGHT RIVER ELECTRIC LLC

Estimate Prepared For: City of New Richland

By: Orrie Anthony

Project Description: Water Plant Priority 2 Misc. Electrical Estimates

We Respectfully Propose the Following:

1. Boiler runs non-stop in winter and overheats main hallway. Install current transformer relay on circuit feeding hydronic unit heater fans and connect contacts to "call for heat" terminals on boiler. This will ensure boiler is not wasting energy and will run only when necessary during heating months. Install analog thermostat in parallel with current transformer as a backup method to turn boiler on. **\$725.00**
2. Install 480V receptacles below disconnects for S02 pump and S02 pump mixer. Install matching male ends on cords for simple connect/disconnect for changing seasons. **\$580.00**
3. Disconnect switches are not designed to be used to start and stop 3 phase motors (they are meant to turn off power to a motor in an emergency situation or to ensure power won't be turned on for maintenance). Install start/stop stations at cord connection point for S02 pump and pump mixer. This will involve removing motor starters from electrical room and installing new in a control cabinet outside mounted to the railing. **\$2,600.00**

Signed: Orrie Anthony – Master Electrician **Date:** 11/13/25

Pricing good for 30 days from date on this document. All work and installations will be compliant with National Electrical Code. One year materials and workmanship warranty. All materials installed will be new unless an alternate agreement has been made prior to start of work.

SERVICE INFORMATION

Service ID:

539601

Service Type:

Submit DMR

Created On:

01/07/2026

Summary

Minnesota Pollution Control Agency
Discharge Monitoring Report Form

Agency Interest
 3355 - New Richland WWTP

Permit Number
 MN0021032

Monitoring Period
 12/01/2025 - 12/31/2025

Station Information: MONI000000010 - SD 002 (Surface Discharge)

No Discharge/No Flow for Monitoring Period

Parameter	Quantity			Quality			Frequency of Analysis	Sample Type	Exception	
	Average	Maximum	Units	Minimum	Average	Maximum				Units
Bicarbonates (HCO3) 00440 Modification # 0	Result***** Limit*****	***** *****	***** *****	***** *****	***** *****	***** *****	257 REPORT calendar quarter maximum	mg/L mg/L	24-Hour Flow Composite 24-Hour Flow Composite	
BOD, Carbonaceous 05 Day (20 Deg C) 80082 Modification # 0	Result:63 Limit:34 calendar month average	1.2 <=56.7 maximum calendar week average	kg/d kg/d	***** *****	***** *****	***** *****	4.2 <=25 maximum calendar week average	mg/L mg/L	24-Hour Flow Composite 24-Hour Flow Composite	
BOD, Carbonaceous 05 Day (20 Deg C) Percent Removal 80091 Modification # 0	Result***** Limit*****	***** *****	***** *****	***** *****	***** *****	***** *****	***** *****	% %	Calculation Calculation	
Calcium, Total (as Ca) 00916 Modification # 0	Result***** Limit*****	***** *****	***** *****	***** *****	***** *****	***** *****	157 REPORT calendar quarter maximum	mg/L mg/L	24-Hour Flow Composite 24-Hour Flow Composite	
Flow 50050 Modification # 0	Result***** Limit*****	1.93 REPORT calendar month total	Mgal Mgal	***** *****	***** *****	***** *****	.085 REPORT calendar month maximum	mgd mgd	Measurement, Continuous Measurement, Continuous	
Hardness, Calcium and Magnesium, Calculated (as CaCO3) 46570 Modification # 0	Result***** Limit*****	***** *****	***** *****	***** *****	***** *****	***** *****	505 REPORT calendar quarter maximum	mg/L mg/L	24-Hour Flow Composite 24-Hour Flow Composite	
Magnesium, Total (as Mg) 00927 Modification # 0	Result***** Limit*****	***** *****	***** *****	***** *****	***** *****	***** *****	28 REPORT calendar quarter maximum	mg/L mg/L	24-Hour Flow Composite 24-Hour Flow Composite	
Nitrite Plus Nitrate, Total (as N) 00630 Modification # 0	Result***** Limit*****	***** *****	***** *****	***** *****	***** *****	***** *****	20 REPORT calendar quarter average	mg/L mg/L	24-Hour Flow Composite 24-Hour Flow Composite	
Nitrogen, Kjeldahl, Total 00625 Modification # 0	Result***** Limit*****	***** *****	***** *****	***** *****	***** *****	***** *****	1.51 REPORT calendar quarter average	mg/L mg/L	24-Hour Flow Composite 24-Hour Flow Composite	
Nitrogen, Total (as N) 00600 Modification # 0	Result***** Limit*****	***** *****	***** *****	***** *****	***** *****	***** *****	21 REPORT calendar quarter average	mg/L mg/L	Calculation Calculation	
Oxygen, Dissolved 00300 Modification # 0	Result***** Limit*****	***** *****	***** *****	***** *****	***** *****	***** *****	4.39 REPORT calendar month minimum	mg/L mg/L	Grab Grab	

Parameter	Quantity			Quality			Frequency of Analysis	Sample Type	Exception
	Average	Maximum	Units	Minimum	Average	Maximum			
pH	Result*****	*****	***** 7.1	*****	*****	*****	7.6	Grab	
00400 Modification # 0	Limit*****	*****	***** >=6.0	*****	*****	*****	<=9.0	Grab	
Phosphorus, Total (as P)	Result*****	190.95	kg/yr	calendar month minimum	*****	*****	calendar month maximum	Calculation	
00665 Modification # 0	Limit*****	<=829	kg/yr	*****	*****	*****	*****	Calculation	
Phosphorus, Total (as P)	Result.13	*****	kg/d	*****	.45	*****	*****	24-Hour Flow Composite	
00665 Modification # 0	REPORT	*****	kg/d	*****	REPORT	*****	*****	24-Hour Flow Composite	
Potassium, Total (as K)	Limit*****	*****	*****	*****	*****	*****	20	24-Hour Flow Composite	
00937 Modification # 0	Limit*****	*****	*****	*****	*****	*****	REPORT	24-Hour Flow Composite	
Sodium, Total (as Na)	Result*****	*****	*****	*****	*****	*****	442	24-Hour Flow Composite	
00929 Modification # 0	Limit*****	*****	*****	*****	*****	*****	REPORT	24-Hour Flow Composite	
Solids, Total Dissolved (TDS)	Result*****	*****	*****	*****	*****	*****	1040	24-Hour Flow Composite	
70295 Modification # 0	Limit*****	*****	*****	*****	*****	*****	REPORT	24-Hour Flow Composite	
Solids, Total Suspended (TSS)	Result.3	1.2	kg/d	*****	1	*****	4	24-Hour Flow Composite	
00530 Modification # 0	Limit	<=102.1	kg/d	*****	<=30	*****	<=45	24-Hour Flow Composite	
Solids, Total Suspended (TSS)	Result*****	*****	*****	*****	*****	*****	*****	Calculation	
81011 Modification # 0	Limit	*****	*****	*****	*****	*****	*****	Calculation	
Specific Conductance	Result*****	*****	*****	*****	*****	*****	1840	Measurement	
00095 Modification # 0	Limit*****	*****	*****	*****	*****	*****	REPORT	Measurement	
Sulfate, Total (as SO4)	Result*****	*****	*****	*****	*****	*****	75	24-Hour Flow Composite	
00945 Modification # 0	Limit*****	*****	*****	*****	*****	*****	REPORT	24-Hour Flow Composite	

Station Information: MONI0000000011 - WS 001 (Waste Stream)

No Discharge/No Flow for Monitoring Period

Comment:

Parameter	Quantity			Quality			Frequency of Analysis	Sample Type	Exception
	Average	Maximum	Units	Minimum	Average	Maximum			
BOD, Carbonaceous 05 Day (20 Deg C)	Result *****	*****	*****	*****	REPORT	320	once per week	24-Hour Flow Composite	
80082 Modification # 0	Limit *****	*****	*****	*****	REPORT	REPORT	once per week	24-Hour Flow Composite	
Nitrite Plus Nitrate, Total (as N)	Result *****	*****	*****	*****	REPORT	REPORT	once per quarter	24-Hour Flow Composite	
00630 Modification # 0	Limit *****	*****	*****	*****	REPORT	*****	once per quarter	24-Hour Flow Composite	
Nitrogen, Kjeldahl, Total	Result *****	*****	*****	*****	REPORT	*****	once per quarter	24-Hour Flow Composite	
00625 Modification # 0	Limit *****	*****	*****	*****	REPORT	*****	once per quarter	24-Hour Flow Composite	
Nitrogen, Total (as N)	Result *****	*****	*****	*****	REPORT	*****	once per quarter	Calculation	
00600 Modification # 0	Limit *****	*****	*****	*****	REPORT	*****	once per quarter	Calculation	
pH	Result *****	*****	*****	*****	REPORT	8.22	once per week	Grab	
00400 Modification # 0	Limit *****	*****	*****	*****	REPORT	REPORT	once per week	Grab	
Phosphorus, Total (as P)	Result *****	*****	*****	*****	REPORT	*****	once per week	24-Hour Flow Composite	
00665 Modification # 0	Limit *****	*****	*****	*****	REPORT	*****	once per week	24-Hour Flow Composite	
Precipitation	Result *****	1.28	in	*****	*****	*****	once per day	Measurement	
00193 Modification # 0	Limit *****	REPORT	in	*****	*****	*****	once per day	Measurement	
Solids, Total Suspended (TSS)	Result *****	*****	*****	*****	REPORT	1060	once per week	24-Hour Flow Composite	
00530 Modification # 0	Limit *****	*****	*****	*****	REPORT	REPORT	once per week	24-Hour Flow Composite	

Comment:

Electronic Signature

Signator: Alice Johnson
Signator ID: REDTOWN41
Challenge/Response Question: In what city were you married?
Challenge/Response Answer: *****
eSignature PIN: *****
Date/Time of eSignature: 01/07/2026 10:26

The Minnesota Pollution Control Agency (MPCA) has electronic filing standards for reports or other data submittal. In order to file electronically, I certify and acknowledge that:

- I am the e-Services account holder;
- I am the authorized representative for the entity associated with my electronic signature credential;
- I submitted a signed original Subscriber Agreement to the MPCA and received authorization for electronic document submittal;
- I am in compliance with all terms in my Subscriber Agreement;
- This attestation is true to the best of my knowledge;
- I may be subject to civil or administrative enforcement and penalties for noncompliance with regulatory reporting requirements for the entity I represent; and
- I may be subject to criminal liability for falsification of the data submitted for that entity.

DMR Signatory: Alice Johnson
Date: 01/07/2026

Submission

Date/Time of Submission: 01-07-2026 10:26:34 AM



City of New Richland Maintenance & Utilities Council Report

Jan 2026

❖ **PROJECTS COMPLETED**

- 7 Blue cards were issued to residents this month.
- 0 Shut-offs, due to lack of payment of blue cards.
- Weekly maintenance of Legion Field, City Park, City Hall, City Shop, Library, Water Plant, and St. Olaf Lake.
- Started with the water plant updates and controls 7/1, accepted to be on 9/16
- Tree removal is complete at the Lake (24 trees)
- Put up Christmas Lights 12/10/25
- The new fluoride scale is in at the water plant.
- Ice rink is ready

❖ **FUTURE PROJECTS**

- Empire, for south Broadway storm sewer

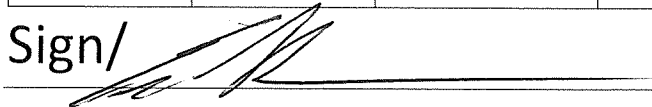
❖ **Street Projects**

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

New Richland Water Usage 2025

	Well 1	Well 2	Well 3		Total
Jan			2,625,000		2,625,000
Feb		2,302,000			2,302,000
Mar			2,259,000		2,259,000
Apr		2,126,000			2,126,000
May			2,416,000		2,416,000
June		2,288,000			2,288,000
July			2,214,000		2,214,000
Aug		2,035,000			2,035,000
Sep			2,082,000		2,082,000
Oct		2,147,000			2,147,000
Nov		1,932,000			1,932,000
Dec		2,191,000			2,191,000
total		15,021,000	11,596,000		26,618,000

Sign/



Date/

1-5-26

City of New Richland

Water System Monthly Report Month: December 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
Well Efficiency (GPM)	Gals/min	0

Well No. 2

Total Monthly Pumpage	Gals/Month	2,191,000
Average Daily Pumpage	Gals/day	70,677
Maximum Daily Pumpage	Gals/day	252,000
Total monthly hours	Hrs./month	151
Well Efficiency (GPM)	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	
Well Efficiency (GPM)	Gals/min	250

Total Combined Monthly Pumpage	Gals/Month	2,191,000
Average Combined Daily Pumpage	Gals/day	70,677
Total Combined Monthly Hours	Hrs./month	151
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	149
Booster Pump 2 Daily Avg. Hours	Hrs/day	4.8
Booster Pump 2 efficiency (GPM)	Gals/min	
Total Chlorine Consumption	Lbs./month	31.5
Average Chlorine daily Consumption	Lbs./day	1.01
Total Fluoride Consumption	Gals/month	.0
Average Fluoride daily Consumption	Gals/day	.0

	Drinking Water Protection Section P.O. Box 64975 St. Paul, Minnesota 55164-0975	Fluoridation Monthly Report (Population Less Than 3300)	PWSID#	Month & Year
---	--	---	--------	--------------

Name of Facility	Street	City
------------------	--------	------

Zip	Operator Contact Phone #	Water Source(s)
-----	--------------------------	-----------------

Fluoride Chemical Used:	Raw Water Fluoride Concentration		
Dilution (if applicable): %	Well #	mg/l	Well # mg/l

Operator Name(Print)	Signature 
----------------------	--

Date	Meter Reading (1000 gal.)	Pumpage (1000 gal.)	Amount of Solution or Compound Used Per Day (gal./lbs.)	Fluoridation Analysis	
				Tested Fluoride Concentration (mg/l)	Sampling Point on Distribution System
Week	1	2	3	4	5
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
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31					

**INSTRUCTIONS FOR FILLING OUT THE
FLUORIDATION MONTHLY REPORT (Population Less Than 3300)**

**Column
Number**

- 1** **Weekly (at least) water meter reading in thousands of gallons.**

- 2** **Pumpage in thousands of gallons: current meter reading minus the previous meter reading.**

- 3** **The total number of gallons of fluoride solution used or the total pounds of fluoride compound used if you are using sodium silicofluoride.**

- 4** **Your tested fluoride concentration of the treated water. These tests are to be performed at least once each calendar week. Do not composite samples.**

- 5** **Sample location: the sample is to be taken on the distribution system and at different locations each time.**

NOTE: THE RAW WATER FLUORIDE CONCENTRATION SHOULD BE TESTED MONTHLY.

COMMENTS:

Option 1 - Mail the report to:

**Minnesota Department of Health
Community Water Supply Unit
P.O. Box 64975
St. Paul, MN 55164-0975**

Option 2 - Email the report (as an attached file) to: health.report-fluoride@state.mn.us

Additional fluoride forms can be found at Community Public Water Supply Forms (<https://www.health.state.mn.us/communities/environment/water/com/com.html>).

Memorandum

Date: 8 January 2026

From: Tyler T Lendt, City Administrator

To: New Richland City Council

Subject: Survey to Determine if Department Reporting is Satisfactory in Current Form

The Office of the City Administrator recognizes the need for communication between departments and the City Council.

Among the six reporting departments, there is variation in department head attendance. Additionally, there is an added expense in man-hours in having department heads present.

It may be possible to improve this process. The Office of the City Administrator suggests a survey for the City Council to determine if they are satisfied with the current reporting system. The survey may also include alternative systems for Council members to rank.

Tyler T Lendt



203 N. Broadway Ave - PO Box 57
New Richland, Minnesota 56072
Tel (507) 465-3514 - Fax (507) 465-3375
www.newrichlandmn.gov

Memorandum

Date: 6 January 2026

From: Tyler T Lendt, City Administrator

To: New Richland City Council

Subject: Minnesota Basic Code

The Office of the City Administrator has received several directives from the Council and its members, as well as communication with the residents of New Richland, that could all be resolved with a stronger Code of Ordinances.

The League of Minnesota Cities, with assistance from legal professionals, and American Legal Publishing (the company the City of New Richland is already contracting with to host its Code of Ordinances), has developed the Minnesota Basic Code (MBC) of Ordinances that can be adopted, with options to omit sections as necessary. The MBC is designed for cities with populations of more than 500 but less than 2,000 residents.

With the MBC comes a comprehensive plan to adopt it, taking elected and appointed officials through the process, step by step.

To date, more than 100 other cities in Minnesota have adopted this code. It is the opinion of the Office of the City Administrator that the City of New Richland would benefit from a discussion on the topic of the MBC. The current adoption cost is \$885.00.

Tyler T Lendt

Tyler T Lendt
City Administrator

Janda Ferguson
Mayor

Heather Christensen
Deputy Clerk

Administrator's Report

Flood Grant: Gathered more statements to support Tina Wilson in the process of writing the grant.

Meeting with Doug Christopherson and Jim Kollar (County Engineer). Discussed the following:

- Budach's parking. The county's position is that the shoulder was intended for parking, and it will not put up signage. If the city wants to put up signage, that would be entirely up to the city.
- Snow removal on Broadway. We discussed the friction between the city and the county over the snow situation on Broadway. One possibility was entering into a contract with the county, under which the city would be compensated to handle all snow removal on Broadway. Unfortunately, the formula this system is based on, along with the obligation for other maintenance required under the agreement, would not improve the city's financial situation.
- Snow removal at St. Olaf Lake. It came to light that the county plowing snow at the lake access was the result of a "gentleman's agreement" from many years ago between unknown parties that carried on out of a "way we have always done it mentality." The county does not plow other lake accesses, even in county-owned parks, and is discontinuing servicing the lake access. It was suggested that we either take it on as a low-priority activity or involve the lake association and the sportsman's club in plowing the snow. The exception is to prepare for the annual ice fishing tournament. The county did say that if the snow got to be too much for our equipment to bust through, they would assist as a low-priority action.

I was unaware of the Truth in Taxation reporting requirement form and submitted it late, but this has been remedied.

Pantheon was on site on Thursday, January 8th, and began installing their software on our computers. I will need to communicate with the fire department to get theirs taken care of.

Local government aid came in at the end of December.

Heather and I are beginning the process of submitting the audit documents.

I have already begun the groundwork for next year's budget. It will go much smoother next year.



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We had an emergency residential water shutoff. Eric and I entered the home with the homeowner present and did an inspection. Eric believes the issue is not with the city equipment. Service was restored with a warning to the homeowner to further investigate and resolve the issue, and advice on safe sump pump discharge directions.

Tyler T Lendt

Tyler T Lendt
City Administrator

Janda Ferguson
Mayor

Heather Christensen
Deputy Clerk