



September 7, 2016

TO ALL UTILITY COMMISSION MEMBERS:

GERRY WARNER  
BOB MULLEN  
JERRY FREY  
DAN CASEY  
PAT BECKER

This is to inform you that there will be a Utility Commission Meeting on **Sept 7th at 7:30 a.m.** in the Administrator's office at the Civic Center.

**AGENDA:**

1. Call to order
2. Adoption of agenda
3. Approval of previous commission meeting minutes (August 4, 2016)
4. Approval of bills and disbursements – August 2016
5. Public Comment
6. Presentation of Annual Report & Metrics – Kim Shult
7. Appointment of Alternate to WPPI Energy Board of Directors
8. Payment Processing Fee Structure
9. Water Service Agreement
10. WWTP Phosphorus Optimization Plan
11. Public Utility Box Art
12. Staff Reports
13. Communications and miscellaneous correspondence
14. Adjourn

Mike Darrow  
Utility Manager

A majority of the members of the New Richmond City Council may be present at the above meeting.

Pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2<sup>nd</sup> 408 (1993) such attendance may be considered a meeting of the City Council and must be noticed as such, although the Council will not take action at this meeting.

**August 4, 2016**

The regular meeting of the New Richmond Utility Commission was held on August 4, 2016 at 7:30 a.m. at the Civic Center.

Pat Becker called the meeting to order at 7:30 a.m.

Members Present: Jerry Frey, Bob Mullen, Dan Casey, and Pat Becker.

A motion was made by Gerry Warner to approve the agenda, seconded by Dan Casey, and carried.

A motion was made by Jerry Frey to approve the minutes of the July 13, 2016 meetings, approve bills and disbursements, seconded by Gerry Warner, and carried.

**Public Comment:**

None

**3-Reel Innerduct Trailer:**

Tom Rickard presented a sample of the two inch innerduct tubing that comes in ten foot spools. The trailer would have capacity to hold three spools of innerduct tubing. Purchasing the heavy duty trailer makes it possible for the trailer to be used for other functions when needed. Money for this purchase was budgeted for in the five year capital plan. Trailer would need to be ordered, with delivery expected in two months. A motion was made by Dan Casey to purchase the Brooks Brothers Trailer Model 3RT from Trenchers Plus for \$16,732.00, seconded by Bob Mullen, and carried.

**Capacity, Management, Operation and Maintenance (CMOM) Program:**

Jeremiah Wendt gave an overview of the CMOM Program. WI DNR implemented a requirement that every community wastewater collection system in the state have a Capacity, Management, Operation and Maintenance (CMOM) program in place this August. City staff worked over the last several months to develop this written program, which provides guidance and documentation for the operation of our collection system, in conformance with WI DNR's requirement. By producing the document in-house, staff saved thousands in potential consultant costs, and developed a program that is custom-fit to our City's needs. A motion was made by Bob Mullen to adopt the CMOM program as developed by staff, seconded by Gerry Warner, and carried.

**Sanitary Sewer Televising:**

Staff advertised for bids for the City's annual sanitary sewer televising program, which has been budgeted for and performed since 2014. On Wednesday, August 3, 2016, sealed bids were received for the 2016 Sewer Televising Program, which calls for televising approximately 38,461 feet of sanitary sewer. Six bids were received for the project, ranging from \$21,180.50 to \$99,998.60. The low bid of \$21,180.50 was submitted by Flow-Rite & Sewer Services of Galesville, WI. Based on experience and review, it is staff's opinion that Flow-Rite Pipe & Sewer Services has the required equipment and expertise to perform the work as outlined in the contract documentation. Televising would take place in the fall. Since the cost per lineal foot is less this year than previous year, Utility Commission recommends doing additional sewer televising. A motion was made by Dan Casey to award the bid to Flow-Rite & Sewer Services, not to exceed \$25,000.00, seconded by Jerry Frey, and carried.

**WWTP Facility Plan:**

In mid-2015, Staff and the Utility Commission interviewed firms for the preparation of an updated Facility Plan for the City's Wastewater Treatment Plant. The result of these interviews was the selection of MSA to do this work for the City.

At that time, the City was still awaiting greater certainty on the future effluent Phosphorus limits that we will be required to meet, and the decision was made to wait to finalize the contract until we had that greater certainty. Based on DNR's current position, we are ready to begin the Facility Planning process, and need to formalize our contract with MSA.

The original proposal for the contract was \$24,500. In addition to the original proposal, Staff asked MSA to add a Phosphorus Optimization analysis at an additional cost of \$1,500.00, bringing the total contract to \$26,000.00. These costs will be covered by the STH 64 Stormwater/Wastewater Coalition funds provided as part of the St. Croix Crossing project. The City's contribution will be in the form of staff time involved in the Facility Planning process. Once the Utility Commission approves the contract with MSA, it will be presented to the Coalition for approval, and delegation of funds. A motion was made by Bob Mullen to approve the contract with MSA for \$26,000.00 for the preparation of a Wastewater Facility Plan, seconded by Gerry Warner, and carried.

### **Department Reports:**

Mike Darrow, Utility Manager:

Absent - no report given. Jeremiah Wendt led the meeting in Mike's absence.

Rae Ann Ailts, Finance Director:

### **Finance Report of the New Richmond Utilities**

Rae Ann extended a thank you to Mike Darrow, the Commission, Council and fellow co-workers for the warm reception and assistance in helping her through the on boarding period. She stated the City and Utility have a dedicated, hard working group which she is proud to be part of. She extended a big thank you to Wes, Utility, Public Works, and City staff for all their hard work in making the Customer Appreciation Picnic and NNO a success. Turnout to both events was down this year with approximately 450 customers attending the picnic, and 200 community members attending NNO. Weather could have been a contributing factor in the lower turnover, however, staff will look into ways to increase participation for next year.

### **On boarding process**

Over the last 30 days Rae Ann has met with department heads, commission members, consultants, and other municipalities to familiarize herself with the processes of the Utility and City. She will continue to work with individuals and departments over the next 30 days to better understand workflows.

### **Financial Reporting and Metrics**

Rae Ann created a simplified Statement of Revenues, Expenses, and Changes in Net Position and is working on creating a balance sheet. These simplified financial reports, coupled with a narrative explaining variances between budget and actual, will allow greater transparency in decision making in the future. Also, Rae Ann will be developing metrics/key performance indicators to add additional transparency on a monthly, quarterly, and yearly basis.

### **Training & continuing education**

WPPI will be conducting in house training August 22 & 23<sup>rd</sup> on the Dynamics Software. Rae Ann and Diane Theilke will be attending the MEUW Accounting and CS Seminar on September 13<sup>th</sup>. Rae Ann will also be visiting WPPI in the coming months, and will attend the ICMA conference in September.

### **2015 Audited Financial Statements**

2015 Audited financial statements were distributed during the last commission meeting. Kim Shult of Baker Tilly will be reviewing 2015 results during the September 7<sup>th</sup> meeting.

### **2016B Water & Sewer Revenue Bond**

The 2016B Water & Sewer Revenue Bond will close today, August 4<sup>th</sup>, with repayment of the 2007 Revenue Bond occurring on August 15<sup>th</sup>. The bond size was reduced from \$3,345,000 to \$3,260,000

due to premium bid, lower debt service reserve requirement, and lower total cost of issuance. Moody's upgraded the Utilities rating from A2 to A1 due to strong liquidity, and modest debt burden. Refinancing of the 2007 Revenue Bond resulted in a debt service savings of \$267,910.00.

### **2017 Budget**

Budgeting teams have been formed, and are actively working on presentations for the August tour. As part of the budgeting process, Council, Commission, and department heads will tour the City via bus, observing various projects throughout the community. The bus will stop at a few departments (Fire Department, Police Department, and Airport) for presentations. The tour is scheduled for August 29<sup>th</sup> at 5:00pm during the Council's working session.

Bob Meyer, Water Superintendent:

Andrea Meisner, summer help, will be leaving in approximately one week. Andrea did a good job through the summer. Bid requests have been sent for the Mallard Lift Station rebuild. Bids are due back August 15, 2016. Staff is working on completing the well permits by October 1, 2016. Duke's On July 20, 2016, Duke's Root Control treated approximately 2000 feet of sewer pipe. Duke's also treated 130 feet for the School District of New Richmond. New Richmond Utilities will bill the school for their portion. Dave Pufall has been working full-time on the street projects. Locates and new construction continue.

Steve Skinner, Lead Wastewater Treatment Plant Operator:

Jeremiah Wendt gave a brief update in Steve's absence. Main Lift station pump is back up and running. A thank you was extended to the Electric Department for their help. The clarifier recoating is scheduled to begin in September. The annual servicing of the WWTP and municipal site generators will be completed by the end of August. WWTP submitted their Compliance Maintenance Annual Report (CMAR) to the DNR, and has received good feedback from them. The Street Department helped clear the path from the WWTP down to the river. This is to keep access open to the buried outflow pipe for any necessary maintenance and/or monitoring.

Tom Rickard, Electric Superintendent:

Tom Rickard gave an update on the street projects. S. Starr and Hughes Avenue have been rebuilt. N. Shore Drive is approximately 75% complete. New service for the Balsam Millwork extension is scheduled to begin on Tuesday. Tjader Highstrom is doing directional drilling in the vicinity of 8<sup>th</sup> Street and Monette Avenue. This is the first step in replacing very old, failing wire in that area. There were no electric outages due to the extreme heat. New construction throughout the City continues.

Jeremiah Wendt, Director of Public Works:

The concrete work on Paperjack Drive is nearing completion. Concrete crosswalks will be poured on Monday. These crosswalks are located at Hallewood Boulevard, and the trail connection on the east end of Paperjack Drive. Paperjack Drive will be closed during this process. The first lift of pavement should take place the following week. Completion is expected before September 1<sup>st</sup>. The water and sewer work on North Shore Drive has been completed. The storm sewer should be finished within a few days. Pulverizing will begin on East and West River Drive in mid-August.

Weston Arndt, WPPI Energy Services Rep:

### **Picnic Recap**

The 15<sup>th</sup> annual customer appreciation picnic was held on Tuesday, August 2<sup>nd</sup>. Roughly 450 attendees braved the heat and chance of storms to partake in the festivities. This is down from previous years, where we capped out between 600 and 700 attendees.

### **Focus on Energy**

Utility Incentives and Savings information from Focus on Energy was shared. Large measures with the industrial customers, including Phillips Medisize and St Croix Press, were significant factors in the 2016 incentives to date exceeding \$100,000.

Residential programs typically lag. We have been promoting the Simple Energy Efficiency packs that are a mail order kit available to customers in single family, duplex, or triplex homes. Apartments and condos of 4 units or more are eligible for a similar program through a different implementer.

**WPPI Energy**

WPPI Energy staff have been working with members to develop our new business plan. This business plan will be a 5 year strategic plan.

The WPPI Energy annual meeting will be Thursday, September 15 at the Heidel House Resort in Green Lake, WI. Elected and appointed officials are invited. New this year, WPPI Energy will provide one hotel accommodation scholarship per member for an elected or appointed public official attending the Annual Meeting.

**Customer work**

Recent work has focused on the promotion and utilization of the New Construction Design Assistance program.

There being no further business, a motion was made by Gerry Warner to adjourn, seconded by Pat Becker, and carried. The meeting adjourned at 8:25a.m.

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Pat Becker, President

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Gerry Warner, Secretary

# New Richmond Utilities

## AUGUST 2016 Check Register

Check #	Date	Amount	Vendor Name	Description
001223	8/5/2016	59,180.02	CITY OF NEW RICHMOND	PAYROLL 8/5/16
001224	8/8/2016	13,227.68	US BANK CORPORATE PAYMENT SYSTEM	WWTP JULY PCARD INVOICES
001225	8/12/2016	10,668.00	LOCAL GOVERNMENT INVESTMENT POOL	IMPACT FEES & SAC COLLECTIONS
001226	8/10/2016	1,967,041.86	BOND TRUST SERVICES CORP	PAYOFF WTR & SWR REV BONDS
001227	8/11/2016	1,507.00	CHAPMAN METERING	SINGLE PHASE, POLYPHASE, REPAI
001228	8/11/2016	6,407.58	CITY OF NEW RICHMOND	JULY MONTHLY BILL
001229	8/11/2016	4,813.77	CITY OF NEW RICHMOND	INSURANCE
001230	8/11/2016	5,000.00	CITY OF NEW RICHMOND	AUGUST RENT
001231	8/11/2016	7,557.34	CITY OF NEW RICHMOND	RECYCLING
001232	8/11/2016	22,719.95	CITY OF NEW RICHMOND	STORM WATER
001233	8/11/2016	377.70	CITY OF RIVER FALLS	FAULT FINDING
001234	8/11/2016	240.36	GOLDCOM VOICE & DATA SUPPLY	RED MARKING PAINT
001235	8/11/2016	5,327.65	NEW RICHMOND UTILITIES	JULY CTCOC COLLECTIONS
001236	8/11/2016	49.98	QUILL	BLACK INK CARTRIDGE, PAPER
001237	8/19/2016	33,056.07	WI DEPT OF REVENUE	JUL16 SALES TAX
001238	8/29/2016	752,670.58	WISCONSIN PUBLIC POWER INC	PAYROLL 8/19/16
001239	8/19/2016	56,330.08	CITY OF NEW RICHMOND	AUG INVESTMENT LGIP #7, 9 & 11
001240	8/22/2016	81,850.00	LOCAL GOVERNMENT INVESTMENT POOL	AUG16 INVESTMENT LGIP#5, 8, 10
001241	8/22/2016	33,000.00	LOCAL GOVERNMENT INVESTMENT POOL	BEN EXTRAS - FSA, HRA ADMIN, C
001242	8/23/2016	16.00	CITY OF NEW RICHMOND	DISABILITY INSURANCE
001243	8/23/2016	434.24	CITY OF NEW RICHMOND	HEALTH INSURANCE
001244	8/23/2016	19,237.93	CITY OF NEW RICHMOND	LIFE INSURANCE
001245	8/23/2016	35.69	CITY OF NEW RICHMOND	TAX EQUIVALENT
001246	8/23/2016	42,401.00	CITY OF NEW RICHMOND	STREET & UTILITY IMPROVEMENTS
001247	8/23/2016	2,092.72	CITY OF NEW RICHMOND	COLIFORM BACT
001248	8/23/2016	285.00	COMMERCIAL TESTING LABORATORY	CROSS CONNECTION INSPECT
001249	8/23/2016	285.00	HYDRODESIGNS	JULY BILLING AND POSTAGE
001250	8/23/2016	2,102.56	INFOSEND, INC	FLUORIDE - JULY
001251	8/23/2016	25.00	WISCONSIN STATE LAB OF HYGIENE	UTILITY OFFICE - AUG INVOICES
001252	8/23/2016	1,423.63	US BANK CORPORATE PAYMENT SYSTEM	REIMBURSE M VENHOR WAGE
001253	8/30/2016	282.58	CITY OF NEW RICHMOND	BENEFIT EXTRAS-HRA ADMIN FEES
001254	8/30/2016	85.50	CITY OF NEW RICHMOND	WWOA - STEVE SKINNER -SCHOOL
034510	8/1/2016	35.00	WWOA	2016 UTILITY PICNIC
034511	8/2/2016	1,800.00	RUTH HURTGEN CATERING	JULY PHONE BILL
034512	8/3/2016	184.88	BALDWIN TELCOMM	APPLICATION PAYMENT #2
034513	8/11/2016	182,025.05	A-1 EXCAVATING, INC.	UNIFORM SERVICE
034514	8/11/2016	640.72	AMERIPRIDE LINEN & UNIFORM SERVICES	PIPE SEWER ROOT CONTROL
034515	8/11/2016	2,998.74	DUKE'S ROOT CONTROL, INC	10W TCP LED
034516	8/11/2016	432.00	ENERGY FEDERATION INC	CONTRACTED SVC R JORSTAD
034517	8/11/2016	291.20	EXPRESS EMPLOYMENT PROFESSIONALS	SAFETY GLASSES-M STREY
034518	8/11/2016	346.00	EYE CARE CENTER OF ST CROIX	JULY FUEL
034519	8/11/2016	678.30	FLEET ONE LLC	WRAP AROUND BASE
034520	8/11/2016	5,085.97	FRESCO INC	JULY PHONE BILL
034521	8/11/2016	292.75	FRONTIER COMMUNICATIONS	OMNI 2" MTR 100G
034522	8/11/2016	6,490.86	HD SUPPLY WATERWORKS, LTD	FIRE EXTINGUISHER SERVICE
034523	8/11/2016	921.00	INDUSTRIAL SAFETY, INC.	LED CORN LIGHT LAMP
034524	8/11/2016	1,200.50	STUART C IRBY CO	

034525	8/11/2016	656.29	KWIK TRIP	JULY FUEL
034526	8/11/2016	29.88	MENARDS - HUDSON	CRC BRAKELEEN
034527	8/11/2016	153.37	MY RECEPTIONIST, INC	ANS SVC JUL 27-AUG 23
034528	8/11/2016	134.63	PROFESSIONAL SERVICE INDUSTRIES, INC	ENGINEERING TECH,NUCLEAR DENSI
034529	8/11/2016	9,496.79	SHORT ELLIOTT HENDRICKSON INC	STREET CONSTRUCTION SERVICE
034530	8/11/2016	434.13	TOSHIBA BUSINESS SOLUTIONS	MAINTENANCE AGREEMENT/COPIES
034531	8/11/2016	256.47	VERIZON WIRELESS	JULY CELL PHONE
034532	8/11/2016	22,012.82	WESCO RECEIVABLES CORP	NORDIC AB-2
034533	8/11/2016	208.18	ZEP SALES & SERVICE	2PLY TOWEL
034534	8/18/2016	380.00	MARY MCKENNA	REIMBURSE - RUINED ITEMS
034535	8/23/2016	14.65	CITY COTTAGES LLC	CR REF ACCT# 1911700-20
034536	8/23/2016	233.50	CLEAR CHOICE PRINTING INC	WINDOW ENVELOPES
034537	8/23/2016	127.00	DIVISION OF ENERGY, HOUSING & COMMUNIT	CR REF ACCT# 1409200-30
034538	8/23/2016	38.20	EDWARD PROBST	CR REF ACCT# 1970700-21
034539	8/23/2016	308.12	ERIC & TRISHA PEDERSON	CR REF ACCT# 569600-21
034540	8/23/2016	92.16	ERIK & AMY SALOMONSEN	CR REF ACCT# 711900-25
034541	8/23/2016	68.94	EUGENE G & JUDITH K VACCARO	CR REF ACCT# 836300-37
034542	8/23/2016	709.80	EXPRESS EMPLOYMENT PROFESSIONALS	8/7/16 R JORSTAD WAGE
034543	8/23/2016	5,030.39	STUART C IRBY CO	SPLICE
034544	8/23/2016	71.52	JASON KENYON	CR REF ACCT# 914700-25
034545	8/23/2016	336.91	JESSE MORTENSEN	CR REF ACCT# 1082600-21
034546	8/23/2016	308.31	KENNY J & TARA R SHOQUIST	CR REF ACCT# 925500-25
034547	8/23/2016	3,248.38	L W ALLEN LLC	PUMP REPAIR
034548	8/23/2016	317.49	MAILFINANCE	LEASE AGREEMENT 6/9/16-9/8/16
034549	8/23/2016	458.10	MATTHEW J & AMY MAURER	CR REF ACCT# 1082500-21
034550	8/23/2016	74.57	MATTHEW J DEMAR	CR REF ACCT# 209300-31
034551	8/23/2016	40.06	MICHAEL R BERENDS	CR REF ACCT# 1485100-21
034552	8/23/2016	200.00	NORTHERN LAKE SERVICE, INC.	HALOACETIC ACIDS, SDWA ORGANIC
034553	8/23/2016	7,500.00	QUARLES & BRADY LLP	TOWER #2 RESTORATION W/O 5001
034554	8/23/2016	42.75	SARAH HEINECKE	CR REF ACCT# 835500-26
034555	8/23/2016	325.43	SHORT ELLIOTT HENDRICKSON INC	TELECOM SVC ST CROIX CTY S TAN
034556	8/23/2016	109.66	STEPHENS SANITATION LTD	JUN & JUL GARBAGE SERVICE
034557	8/23/2016	37.67	STEVEN SHORTELL	CR REF ACCT# 1624600-30
034558	8/23/2016	127.78	STEVEN & CLAUDIA MICHAELIS	CR REF ACCT# 1040600-21
034559	8/23/2016	20,846.34	WEST CENTRAL WIS BIOSOLIDS FAC	JULY BIOSOLIDS
034560	8/23/2016	254.84	XCEL ENERGY	JULY GAS BILL

**Total**            \$    3,407,840.57

**Total Checks & Wires**



## MEMO

To: Utility Commission

From: Mike Darrow, City Administrator and Utility Manager

Date: September 7, 2016

RE: **Appointment of Alternate to WPPI Energy Board of Directors**

### **BACKGROUND**

The WPPI Energy Board consists of one Director appointed by each Member. Members also appoint an Alternate Director who may act as the Director at any meeting in the absence of the Member's Director. A Member may remove and replace its Director or Alternate at any time for any reason by a notice in writing signed on behalf of the Member and delivered to the Secretary or the Assistant Secretary of WPPI, consistent with the procedure established by the Member in its adoption of the Formation Contract at the time the Member joined WPPI. Nancy Petersen was the appointed Alternate and thus as of her retirement, New Richmond's Alternate position has been vacant.

### **RECOMMENDATION**

Staff is recommending that the Utility Commission approve the appointment of Rae Ann Ailts as New Richmond's Alternate to the WPPI Energy Board of Directors.



September 7, 2016

Mr. Mike Peters  
Assistant Secretary  
WPPI Energy  
1425 Corporate Center Dr.  
Sun Prairie, WI 53590

**RE: WPPI Energy Board of Directors – New Richmond Members**

Dear Mr. Peters,

Due to the retirement of Nancy Petersen effective June 17, 2016, the following appointments have been made to the WPPI Energy Board by the New Richmond Utilities Commission to become effective on September 7, 2016:

WPPI Director: Mike Darrow, City Administrator / Utilities Manager  
WPPI Alternate: Rae Ann Ailts, Utility Finance Director

Regards,

Pat Becker  
New Richmond Utilities Commission President

Tanya Reigel  
New Richmond City Clerk



**To:** Utility Commission  
**From:** Rae Ann Ailts  
**Date:** September 7, 2016  
**RE:** Credit Card and Debit Card Processing Fee

### **Background**

New Richmond Utilities has contracted with Payment Services Network (PSN) since 2009 as our online payment processing solution. Currently credit, debit and eCheck payments are processed through PSN. Historically, the fees associated with processing these forms of payment have been absorbed by the Utility. Additionally, these costs cannot be recovered in rates as they are disallowed in the rate base calculation by the PSC.

From 2011 to 2015 the number of transactions processed through PSN has increased 68%; likewise fees have increased by 43% during the same period. The number of transactions and fees for 2016 are projected to increase 5% and 6%, respectively when compared to 2015.

As the number of customers continues to grow processing fees are also expected to increase. In 2015 the Utility paid \$18,600 in fees and project fees to reach \$19,700 in 2016.

Other municipal and non-municipal utilities such as: River Falls, Black River Falls, Oconomowoc, Sturgeon Bay and Xcel Energy pass the processing fee onto their customers. These fees vary from 2.75% - 3.50% of the bill or a flat rate.

### **Proposal**

Staff recommends the processing fee associated with credit and debit card transactions be borne by the customer. The fee, which would be administered by PSN, would be 2.75% of the bill, utility bills under \$100 would be charged 2.75% + \$0.50.

The fee for eCheck would continue to be paid by the Utility as a no cost option to the customer to encourage continuation of automated payment options. The processing fee for eCheck is \$0.43 per transaction with an estimated annual cost of \$4,500.

### **Recommendation**

Staff recommends Commission approval for credit and debit card fees to be borne by the customer effective January 1, 2017 at the PSN rate in effect at that time.

**WATER SERVICE AGREEMENT BETWEEN THE  
TOWN OF STAR PRAIRIE AND THE  
CITY OF NEW RICHMOND**

**WHEREAS**, the Town of Star Prairie ("Town") and the City of New Richmond ("City") are authorized to enter into cooperative agreements pursuant to Wisconsin Statute Section 66.0301; and

**WHEREAS**, Wisconsin Statute Section 66.0813 specifically authorizes provision of utility services by a municipal utility outside of that municipality's boundaries, and further provides that the municipality may fix the limits of utility service outside its municipality's boundaries; and

**WHEREAS**, the City and the Town, together with other municipal and corporate entities (collectively the "Settling PRP's"), are involved in the process of remediation and monitoring of a former landfill operated by several towns and the City; and,

**WHEREAS**, a separate agreement has been reached between the Wisconsin Department of Natural Resources and the Settling PRP's which addresses the remediation obligations; and

**WHEREAS**, in conjunction with said landfill remediation process, the Settling PRP's have agreed to provide municipal water supply to existing residences and two additional potential residences of the Town residents listed on Exhibit "A" to this Agreement (the "Affected Town Residents") who are the beneficiaries of the agreement with the Department of Natural Resources; and

**WHEREAS**, the City has agreed to allow the extension of City water service from the City to provide the required replacement water supply for the Affected Town

Residents notwithstanding the fact that the these properties lie outside of the City limits;  
and,

**WHEREAS**, the Settling PRP's have agreed to pay the cost of extending City water to the Affected Town Residents which cost includes the cost of water mains, laterals, and connection fees;

**THEREFORE**, in consideration of the mutual covenants contained herein, and under authority of the cited Wisconsin Statutes, the City and Town (hereinafter jointly referred to as the "Parties") agree as follows:

1. Purpose. The Parties enter into this Agreement for the purpose of clarifying the terms under which the City (a) furnishes water from its water utility to Affected Town Residents, and (b) will respond to Town requests to provide City water to other Town residents located in the area shown on Exhibit B.

2. Limits on Area of Service. The Parties agree the City shall furnish municipal water supply service to the homes of the Affected Town Residents listed on Exhibit A. The City may consider requests to provided municipal water service to other properties, however the City has no obligation to provide water service to any of these other properties.

3. Facilities -- Ownership, Operation and Maintenance.

a. Except as provided in Subparagraph 3.b., water mains, fire hydrants and all appurtenances installed to provide City water supply service to the Affected Town Residents shall be owned, operated and maintained by the City of New Richmond Utilities (hereafter "Utility").

b. Water service laterals from the point of the shut off valves just off the water mains, excluding the shut off valves to the individual customers' structures or facilities, shall be owned, operated and maintained by such customers at their expense. Such operation and maintenance shall be subject to supervision and control by the City in order to protect and safeguard the performance and integrity of the Utility's water distribution system.

c. Water meters located at customers' facilities are owned, operated and maintained by the Utility.

d. All water within the Utility's water distribution system is owned by the City and sold directly to Utility customers.

e. Nothing contained in this Agreement is intended to alter the responsibilities for ownership, operation, maintenance, construction and repair of the Utility's water facilities. It is understood and acknowledged that all Utility water facilities are owned, operated and maintained by the Utility.

4. Personnel. The City agrees that the Utility shall employ sufficient personnel required to operate and maintain the facilities necessary to provide water service to Utility customers.

5. Costs.

a. Initial Costs for Infrastructure. As members of the Settling PRP's, the City and the Town acknowledge that each is partially responsible for initial costs associated with the construction of the infrastructure necessary to provide City water to the Affected Town Residents ("initial costs"). The City and Town agree

that they have no claim to reimbursement from each other or any Affected Town Residents of any “initial costs”.

b. Water Costs. The Affected Town Residents listed in Exhibit “A” will be responsible for the cost of City water supplied to them, and the City shall bill those residents directly and be responsible for collection of those costs. City agrees that Affected Town Residents will be billed at the same rate and on the same terms as from time to time are authorized by the Public Service Commission of Wisconsin for Utility customers. In the event that property owners in the Town who receive water services from the City fail or refuse to pay for those services, the Town agrees, on an annual basis pursuant to Section 66.0707(2), to pass a resolution approving the imposition of a special charge against any such properties upon request of and by the City. Any such special charge will be on the same terms and conditions as are imposed against similarly situated properties in the City. In the alternative, the Town shall agree to place delinquent balances on the non-paying resident’s real estate taxes and maintain them as a lien until paid.

6. Requests to Provide City Water Service to Residents Other than Affected Town Residents.

a. The Town may, from time to time, ask the City to provide municipal water supply service to one or more properties within the area shown on Exhibit B that are not Affected Town Residents. If the requirements of Paragraph 6.b. and c. are met, to City’s satisfaction, the City shall provide water service to those properties for which a request for water is made.

b. If the Town requests that the City extends municipal water supply to one or more properties within the area shown on Exhibit B that are not Affected Town Residents, the Town shall identify how the water supply facilities needed to extend service to the properties will be provided at no cost to the City. The Parties acknowledge the City's present policy of having the cost of construction of water mains, fire hydrants and customer service lines borne by land developers and property owners directly benefited thereby, through subdivision and other City ordinances and policies, assessments, contributions in aid of construction, and other means. The Town shall also agree to pay the City a connection charge for each property connected to the City's water system in accordance with this Par. 6. The Parties recognize and acknowledge that the City has no obligation to serve Town residents within the area shown on Exhibit B that are not Affected Town Residents, and that without the Town's payment of the connection fee, the City would not provide service to a Town resident within the area shown on Exhibit B who is not an Affected Town Resident. The amount of the connection charge shall not exceed the amount of similar fees the City charges to each new connection to the City's water system within the City.

c. The location, type, specifications and site plan for any future Utility infrastructure or equipment for municipal water service to be located within the Town shall be subject to prior approval of the Utility, the City and the Town. City agrees to provide the Town Board with the plans, specifications and site plan of any such future infrastructure or equipment to the Town for its review and approval.

7. Utility Management and Meetings. It is expressly understood that the management and operation of the Utility and its facilities shall continue to be the responsibility of the Utility. The Town shall designate one or more individuals to serve as liaison with the Utility. Such Town liaison(s) shall be entitled to attend and be heard at Utility meetings but shall have no voting rights. Notices of all Utility meetings shall be sent to the Town clerk and to the individual designated by the Town as its primary liaison. The Town shall be responsible for providing City with the name and address of its primary liaison.

8. Notices. Any notice or other information required to be provided of any Party to this Agreement shall be deemed given if sent by certified mail to:

To the Town:

Town Clerk  
Town of Star Prairie  
2118 Cook Drive  
Somerset, Wisconsin 54025

To the City:

City Clerk  
City of New Richmond  
156 East 1<sup>st</sup> Street  
New Richmond, Wisconsin 54019

Notices of meetings provided in accordance with par. 8 need not be provided by certified mail.

9. Amendments. This Agreement may be amended at any time by a written instrument executed by all Parties to it.

10. Severability. The provisions of this Agreement, and the individual parts of each such provision, shall be severable. In the event that any provision of this

Agreement, or any part thereof, is held by a court of competent jurisdiction to be invalid or ineffective, the balance of this Agreement shall remain in effect. In such event, the Parties shall promptly meet to discuss how the intent of any severed provision(s) of this Agreement may be implemented by alternative means.

11. Interpretation. This Agreement shall be interpreted under the laws of the State of Wisconsin and as though jointly drafted by the Parties to it.

DATED this 9th day of August, 2016.

CITY OF NEW RICHMOND

\_\_\_\_\_  
Fred Horne, Mayor

\_\_\_\_\_  
Mike Darrow, City Administrator

TOWN OF STAR PRAIRIE

  
\_\_\_\_\_  
Scott Counter, Town Chairman

\_\_\_\_\_  
Mike Burke, Town Clerk-Treasurer



TO: Utility Commission

FROM: Jeremiah Wendt

DATE: September 7, 2016

RE: WWTP Phosphorus Optimization Plan

**Background**

The Utility Commission recently approved a contract with MSA for the preparation of a Facility Plan for the City's Wastewater Treatment Plant (WWTP). An additional planning process that will be required by the City's WPDES permit, when it is renewed, will be a Phosphorus Optimization Plan. The original intent was to wait to complete this effort until the permit is renewed, but staff is recommending a change to that timeline.

With the date of permit renewal still unknown, and efficiencies to be gained by preparing the Phosphorus Optimization Plan concurrently with the Facility Plan, and with funding available through the STH 64 Stormwater and Wastewater Coalition, staff has asked MSA to provide a contract for preparation of the Phosphorus Optimization Plan right away. That contract, in the amount of \$23,500, is attached to this memo.

These costs will be covered by the STH 64 Stormwater/Wastewater Coalition funds provided as part of the St. Croix Crossing project. The City's contribution will be in the form of staff time involved in the Phosphorus Optimization process. The end result of the Phosphorus Optimization Plan will be a more efficient phosphorus removal process as the Plan will evaluate and provide recommendations for the most efficient and cost-effective techniques

**Recommendation**

Staff recommends approval of a contract with MSA for \$23,500 for the preparation of a Wastewater Phosphorus Optimization Plan.



# Task Order

**PROFESSIONAL SERVICES**

More ideas. Better solutions.

To: **City of New Richmond**  
**Mike Darrow**  
**156 East First Street**  
**New Richmond, WI 54017**

**Date of Issuance: August 8, 2016**

**MSA Project No.: 07985013**

This task order will acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project:

**Project Name:** New Richmond Wastewater Treatment Facility Phosphorus Optimization

**The scope of the work authorized is:** Provide phosphorus optimization and process evaluation services as summarized below:

Phosphorus Optimization/Process Evaluation:	\$15,000
Multi-point Chemical Pilot Testing Equipment:	\$ 500
Phosphorus Profile and Speciation Lab Testing:	\$ 2,000
Sorbex-100 Chemical Pilot Testing Chemicals:	\$ 6,000
Total:	\$23,500

**The schedule to perform the work is:** approximate start: September 26, 2016  
approximate completion: May 2017

**The lump sum fee for the work is:** \$23,500

This authorization for the work described above shall serve as the Agreement between MSA and OWNER. All services shall be performed in accordance with the Master Professional Services Agreement currently in force. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and materials basis. A list of reimbursable expenses is included on the attached rate schedule.

**Approval:** MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Agreement. A copy of this Agreement signed by the authorized representatives shall be returned for our files. If a signed copy of this Authorization is not received by MSA within seven days from the date of issuance, MSA may stop work on the project.

**CITY OF NEW RICHMOND**

**MSA PROFESSIONAL SERVICES, INC.**

\_\_\_\_\_  
Jeremiah J. Wendt, PE  
Director of Public Works  
Date: \_\_\_\_\_

  
\_\_\_\_\_  
Chuck Schwartz  
Team Leader  
Date: June 10, 2015

Attest: City Clerk

60 Plato Blvd East, Suite 140  
St. Paul, MN 55107-1835  
Phone: (612) 548-3141

\_\_\_\_\_  
Clerk Name: \_\_\_\_\_

(Attachment A: MSA Standard Rate Schedule)

Date: \_\_\_\_\_

156 East First Street  
New Richmond, WI 54017  
Phone: (715) 243-0401

**ATTACHMENT A:**

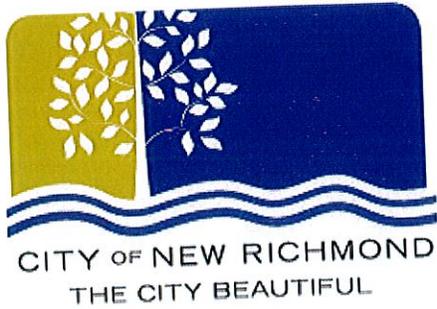
**RATE SCHEDULE  
MARCH 2015/2016\***

<u>CLASSIFICATION</u>	<u>LABOR RATE</u>
Architects .....	\$125-\$151.00/hr.
Clerical .....	\$56-\$78.00/hr.
CAD Technician .....	\$47-\$103.00/hr.
Geographic Information Systems (GIS) .....	\$71-\$125.00/hr.
Housing Administration .....	\$55-\$103.00/hr.
Hydrogeologists .....	\$99-\$142.00/hr.
Planners .....	\$83-\$160.00/hr.
Principals .....	\$142-\$175.00/hr.
Professional Engineers .....	\$85-\$175.00/hr.
Project Manager .....	\$62-\$170.00/hr.
Professional Land Surveyors .....	\$88-\$145.00/hr.
Staff Engineers .....	\$76-\$115.00/hr.
Technicians .....	\$47-\$103.00/hr.
Wastewater Treatment Plant Operator .....	\$71-113.00/hr.

**REIMBURSABLE EXPENSES**

Copies/Prints .....	Rate based on volume
Fax .....	\$1.00/page
GPS Equipment .....	\$40/hour
Mailing/UPS .....	At cost
Mileage – (currently \$0.56/mile) .....	Rate set by Fed. Gov.
Nuclear Density Testing .....	\$25.00/day + \$10/test
Organic Vapor Field Meter .....	\$100.00/day
PC/CADD Machine .....	Included in labor rates
Robotics Geodimeter .....	\$30/hour
Stakes/Lathe/Rods .....	At cost
Total Station .....	Included in labor rates
Travel Expenses, Lodging, & Meals .....	At cost
Traffic Counting Equipment & Data Processing .....	At cost

\* Labor rates represent an average or range for a particular job classification. These rates are in effect until March 1, 2016. After March 1, 2016, these rates may increase by not more than 5% per year.



156 East First Street  
New Richmond, WI 54017  
Ph 715-246-4268 Fax 715-246-7129  
www.newrichmondwi.gov

## MEMORANDUM

**TO:** Utilities Commission

**FROM:** Beth Thompson, Community Development Director  
Noah Wiedenfeld, Management Analyst

**DATE:** September 1, 2016

**SUBJECT:** Utility Box Artwork

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### **BACKGROUND**

At a previous Utilities Commission meeting, City staff discussed the possibility of painting the utility box located at the intersection of Knowles Avenue and 4th Street, near Advance Auto Parts. Staff were directed to meet with the business owners to determine if they were in favor of the artwork.

### **DISCUSSION WITH BUSINESS OWNERS**

City staff met with the owner of Advance Auto Parts, who stated that he loved the idea and that it would be a nice improvement. City staff met with over twenty five additional downtown businesses to discuss public art, and there was extremely positive support. The Economic Development Commission also voted unanimously in favor of painting two planter boxes/benches in the downtown.

### **COSTS & FUNDING SOURCE**

The cost to paint the utility box is approximately \$700, which includes labor, paint, and supplies. If approved, funds for the project would come from the WPPI Community Contribution Fund (\$1,000 is available in this fund, so there would now be \$300 remaining if this project was approved).

### **ACTION**

The Utilities Commission should discuss and consider a motion in favor of the utility box art project as presented. Due to the diverse opinions regarding art and the design or colors that each individual person prefers, City staff recommend that the local artist incorporate the opinions from the Utilities Commission and the owner of Advance Auto Parts, and complete the project as he recommends.

Possible Designs from Artist



Designs in Other Communities - Floral Theme

