



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

**October 22, 2015**

**CALL OF MEETING TO THE MEMBERS OF THE COUNCIL OF THE CITY OF NEW RICHMOND**

Notice is hereby given that there will be a Special Session of the Council of the City of New Richmond on Monday, October 26, 2015 at 5:00 p.m. in Lower Conference Room #1 of the Civic Center, 156 East First Street, New Richmond, WI 54017.

**AGENDA:**

- 1. Call to Order**
- 2. Clerk's Roll Call**
- 3. Pledge of Allegiance**
- 4. Adoption of Agenda**
- 5. 2016 Budget- Draft 1 Review**
- 6. Police Lieutenant Discussion and Recommendation**
- 7. City Library and Commons Site Discussion**
- 8. Community Farm Discussion**
- 9. Loyalty Day Discussion**
- 10. Communications and Miscellaneous**
- 11. Closed Session per State Statute 19.81 (1)(c)(f)** – “Consideration of moving into closed session pursuant to sec. 19.85(1)(c) and (f), Stats., to consider employment, promotion, compensation or performance evaluation data and the preliminary consideration of specific personnel problems of an employee over which the City has jurisdiction and the discussion in public would likely have a substantial adverse effect upon the reputation of that employee and deliberating or negotiating and/or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
- 12. Open Session – Action on Closed Session Agenda**
- 13. Adjournment**

*Fred Horne, Mayor*

cc: **The New Richmond News**  
**Northwest Communications**  
**City Website**



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**TO:** Mayor Fred Horne and City Council  
**FROM:** Mike Darrow, City Administrator  
**RE:** Fiscal Year 2016 Budget Review – Draft 1  
**DATE:** October 23, 2015

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## **BACKGROUND**

Attached is the FY 2016 Budget Draft 1. This year the budget theme is “Legacy Planning.” The budget includes the following key areas:

- Continue to create cash reserves for future purchases
- Establish funding for City Council strategic planning
- Designate funding for City-wide comprehensive plan
- Look at specific re-organizational areas within City and Utility
- Designate funding for capital projects as part of the CIP planning process

Based upon the levy limits established under the 2015-2017 state budget, 2015 Wisconsin Act 55, a municipality is allowed to increase its levy over the amount it levied in the prior year by the percentage increase in equalized value from net new construction. If no new construction occurred in your community, then your allowable levy increase is zero percent.

For your review, we have attached a separate levy limit review and calculation of available levy limit sheet. Additionally, the sheet shows the potential impact of a levy increase based upon property equalized values.

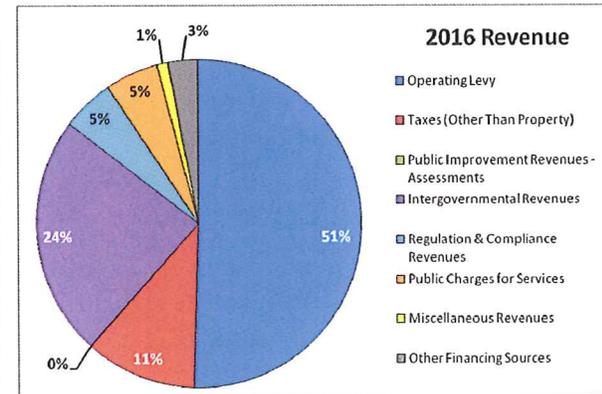
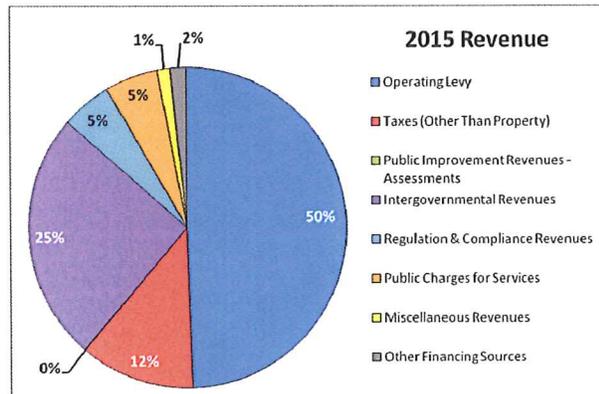
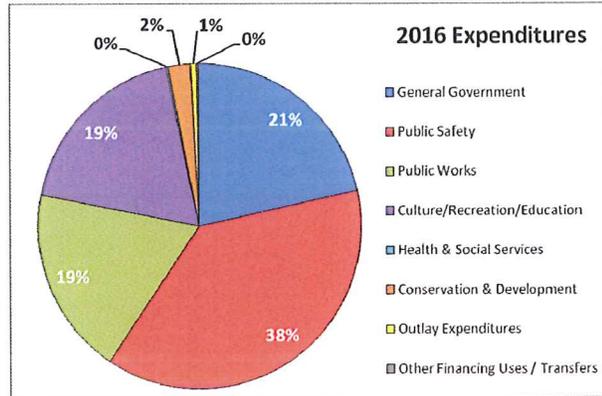
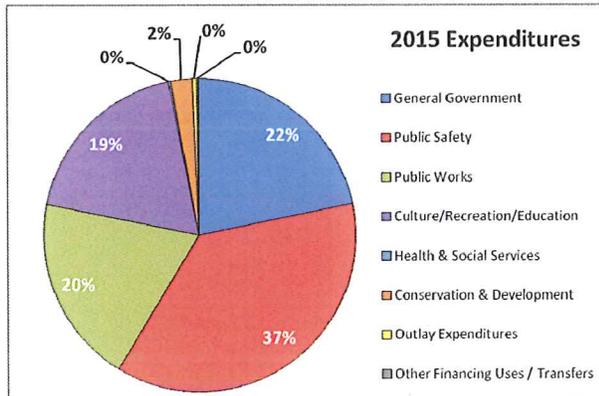
During the meeting on October 26<sup>th</sup>, staff will provide an update on the budget by department as well as options for consideration related to potential levy impacts.

We offer the following regarding timelines:

October 26<sup>th</sup>- Draft 1 Review  
November 2<sup>nd</sup> – Finance Committee Overview

November 9<sup>th</sup> – Budget Update Discussion Draft 2 Overview – Council- TID Overview  
 November 23<sup>rd</sup> – Council Work Session – Draft 3  
 Week of December 7<sup>th</sup> – Council Approval of FY2016 Budget in Special Session

**Budget Comparison: Approved 2015 vs. Proposed 2016 Draft 1**



City of New Richmond, WI

Calculation of Available Levy Limit Capacity

Line #	Description	2014 Worksheet	Maximum Allowable Levy Preliminary 2015 Worksheet	3% Increase Preliminary 2015 Worksheet
1	Previous Year's Actual Levy	4,441,882	4,552,672	4,552,672
3	Exclude previous year's levy for G.O. debt authorized after July 1, 2005	-	94,962	94,962
4	Adjusted Actual Levy	4,441,882	4,457,710	4,457,710
6	Net New Construction	4,467,710	4,531,842	4,531,842
7	Levy Limit before adjustments	4,467,710	4,531,842	4,531,842
8	Total Adjustments			
	Debt Service for G.O. debt authorized after July 1, 2005 (Adj. E)	94,962	2,317,390	157,410
	Adoption of a new fee or fee increase for coverage service (Adj. C)	(10,000)	-	-
9	<b>ALLOWABLE LEVY</b>	<b>\$4,552,672</b>	<b>\$6,849,232</b>	<b>\$4,589,252</b>
	Equalized Mill Rate per \$1,000	8.43	12.03	8.24

Amount City would include on Line 2 of the Levy Limit worksheet assuming a 3% total increase over the previous year's levy

City is allowed to vote up to the total debt service payment for G.O. debt authorized after July 1, 2005

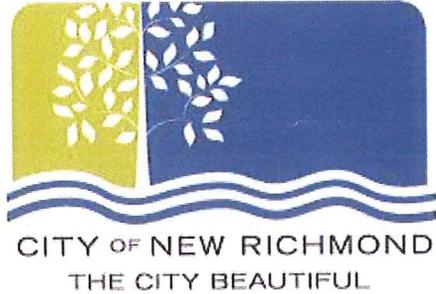
Amount City is allowed to increase levy per levy limit rules

Projected Total City Levy with a 3% increase over last year

Impact of 3% Increase in City Tax Levy on Property Taxes

Property Equalized Values	2014/2015 Year	2015/2016 Year	Impact
100,000	\$842.91	\$893.77	(\$19.14)
200,000	\$1,685.82	\$1,787.54	(\$38.28)
300,000	\$2,528.73	\$2,681.32	(\$57.41)
400,000	\$3,371.64	\$3,528.09	(\$76.55)
500,000	\$4,214.55	\$4,418.98	(\$95.69)
750,000	\$6,321.82	\$6,718.29	(\$143.53)
1,000,000	\$8,429.10	\$8,937.72	(\$191.38)
2,000,000	\$16,858.20	\$17,875.44	(\$382.76)
3,000,000	\$25,287.30	\$27,113.16	(\$574.14)
4,000,000	\$33,716.40	\$35,950.88	(\$765.52)
5,000,000	\$42,145.50	\$45,188.60	(\$956.90)
10,000,000	\$84,291.00	\$90,377.20	(\$1,913.80)

Note: TID Out Equalized Value increased from a Jan. 1, 2014 amount of \$540,113,700 to \$589,241,500 as of Jan. 1, 2015. This was a 5.39% increase.



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**TO:** Mayor Fred Horne and City Council

**FROM:** Mike Darrow, City Administrator  
Kari Kraft, Human Resources Manager  
Noah Wiedenfeld, Management Analyst

**RE:** Lieutenant Position

**DATE:** October 23, 2015

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## **BACKGROUND**

At the September 28, 2015 City Council work session, it was decided that a thorough needs assessment be completed regarding the rehiring of the Lieutenant position within the Police Department following Jerry Cody's retirement. As outlined in our memo dated September 24, 2015, the analysis for consideration of a third detective vs. a lieutenant may be considered based upon the following:

- Existing Conditions and Current Police Department Hierarchy
- Review of Comparable Communities
- Wage Study Analysis
- Cost Benefit Analysis
- Existing Job Description
- Proposed Job Description (if Lieutenant is kept)
- Options for Consideration

### **1. Existing Conditions and Current Police Department Hierarchy**

The standard hierarchy for a police department is well established and is outlined below:

#### **Chief of Police**

The Chief exercises authority over the operations and management of the Police Department and is responsible for issuing all department policies and directives as required by federal/state statutes and local ordinances and for the effective operation of the department. The Chief also develops and implements departmental goals and creates and manages the budget for the

department. The overall responsibility of providing appropriate and effective law enforcement services to the entire community also falls on the shoulders of the Chief.

Additional responsibilities include:

- Supervising department personnel both directly and indirectly through subordinate supervisors
- Establishing and maintaining effective relationships with other public safety agencies, City departments, the business community, special interest groups and the general public
- Advising the City Administrator and City Council on public safety and other matters
- Maintaining open communication with media representatives
- Hearing employee grievances and administering or approving disciplinary action, up to termination
- Initiating and overseeing major internal investigations of citizen complaints and allegations of employee misconduct
- Ensuring provision of adequate training within the department

### **Lieutenant**

In addition to assuming the responsibilities of the Police Chief in his absence, the Lieutenant manages the day-to-day operations of the department to ensure compliance with various local, state and federal laws and regulations, and departmental rules and regulations. This includes supervising, training, inspecting, assigning and reviewing work, conducting performance evaluations and effectively recommending hiring, disciplinary and termination actions.

Additional responsibilities include:

- Implementing changes that improve the effectiveness and efficiency of department functions
- Compiling and analyzing statistical data and trends for use in department planning activities
- Identifying special community law enforcement needs/concerns
- Investigating, reviewing and responding to internal grievances
- Investigating complaints and allegations of department employee misconduct. Providing findings/recommendations to Police Chief or others
- Performing duties of sworn law enforcement officer as needs arise

### **Patrol Sergeants**

Patrol Sergeants supervise assigned personnel, including the training, scheduling and coordinating of shift changes, assignment and review of work, evaluation of performance, and taking and/or effectively recommending personnel actions.

Additional responsibilities include:

- Responding to calls, including major crimes, civil complaints, thefts, assaults, family disputes, etc., as a back-up and/or to monitor the performance of field officers
- Reviewing, approving and maintaining written records and reports submitted by Patrol Officers
- Overseeing auxiliary activities such as the field training and evaluation program including program/policy/procedure development, and program evaluation
- Ensuring provision of adequate training, logistics, etc.

## **Detectives**

Department Detectives handle all types of investigations that are initiated within the City. They attend court hearings, trials, and conferences as required and testify/present evidence and information on behalf of the Department, City and State.

Additional responsibilities include:

- Collecting and receiving evidence following established protocols
- Conducting interviews of witnesses and victims of crimes, taking signed written and oral/recorded statements and writing reports
- Assisting the prosecutor in the preparation, investigation and presentation of charges in court, or before the court commissioner etc.
- Acquiring and maintaining intelligence data on criminal activity within the City and in conjunction with other law enforcement agencies and bureaus
- Assisting in the transportation and security of prisoners, including courtroom security
- Obtaining criminal complaints, warrants and summons from the prosecutor or court commissioner. Serving/executing summons, warrants, and search warrants
- Coordinating with probation and parole on pre-sentence investigations and other actions regarding persons under corrections supervision
- Presenting and developing crime prevention and safety programs to the public
- Working patrol/police officer title duties during emergency or other conditions requiring additional officers. Routinely responding and assisting during duty hours when crimes in progress, alarms etc. that require additional officers to perform duties or ensure safety of department members/the public

## **Patrol Officers**

Patrol Officer duties shall provide for protection of life and property, ensure public order, provide enforcement of all applicable laws and ordinances, and provide designated services to the public. Patrol Officers perform basic patrol function with police vehicle or on foot in assigned areas of the community. They patrol to determine and detect criminal activity, prevent criminal activity, enforce laws and ordinances by citation and arrest, investigate accidents, complaints, calls for service and reports of all crimes and less serious offenses or incidents.

Additional responsibilities include:

- Conducting investigations, collecting and preserving evidence, documenting all actions, evidence and investigations in detailed reports, and providing evidence and reports to prosecutors and in court as required
- Participating in investigations, supporting and coordinating with other law enforcement agencies - city, county, state and federal - to ensure enforcement of laws
- Duties may entail other special assignments or similar complexity. An element of danger and risk is routinely involved in all job duties, such as personal harm and/or injury

## **NEW RICHMOND POLICE DEPARTMENT STRUCTURE**

The current Chief joined the New Richmond Police Department in 2001. At that time, the structure of the police department included an Investigative Sergeant who handled adult investigations, and a Juvenile Sergeant who handled juvenile investigations. Upon Council

request, an evaluation of those positions to determine the appropriate classification level was completed by the City's labor attorney. This review resulted in a reclassification to an exempt status and a position title change to "Administrative Sergeant." The position of Juvenile Sergeant was moved to a non-exempt status and was able to join the police union. During this same time period, the department had twelve (12) sworn officers on board.

During 2004, the New Richmond Police Department starting hiring additional officers because of continued population growth. At this time, the first Patrol Sergeant position was added to the department and the "Administrative Sergeant" position was reorganized to a Lieutenant position. In police department hierarchy, Lieutenants report to Chiefs and typically directly supervise sergeants, detectives and officers. In 2005, the second Patrol Sergeant position was added.

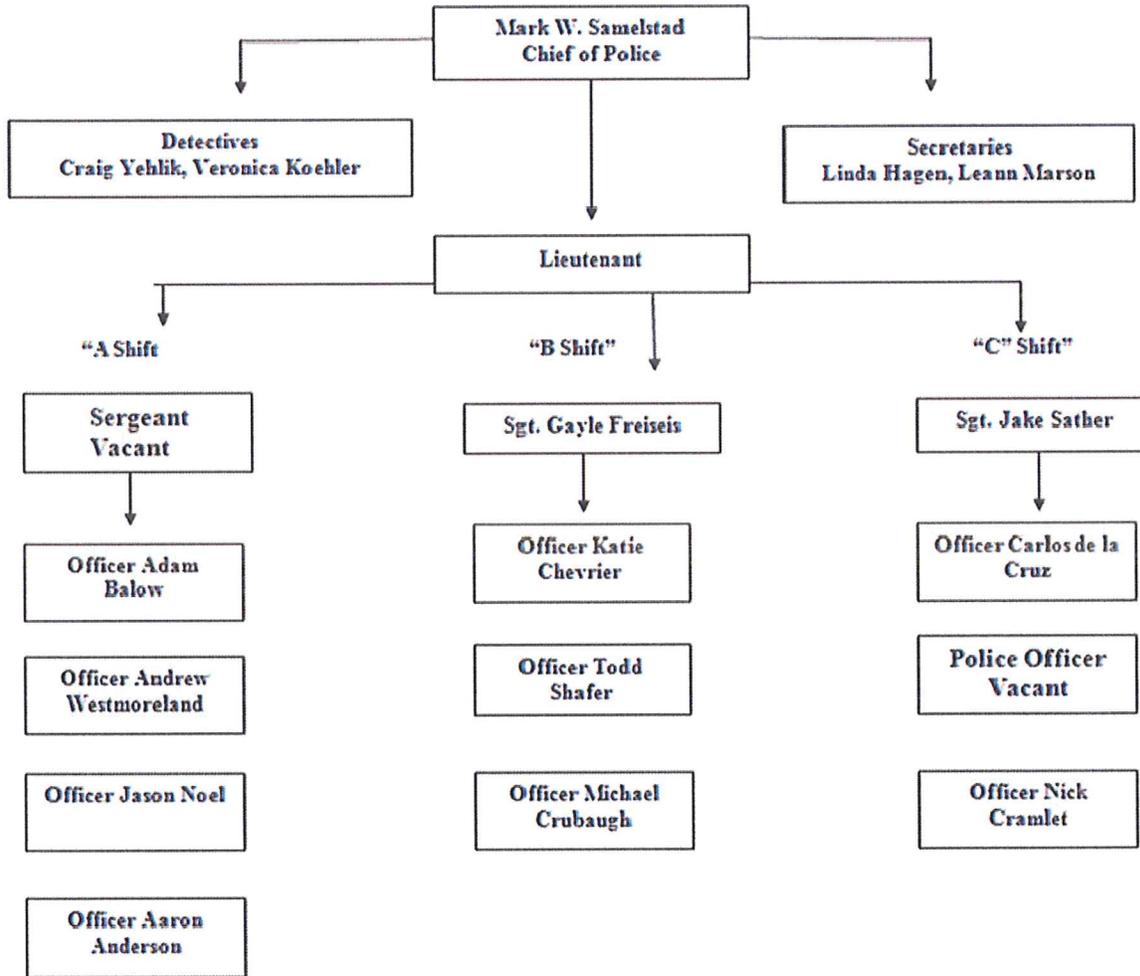
Viewed by the Police Chief as a key link in the chain of command, the Lieutenant position is exempt from union participation. This ensures that he/she is able to handle disciplinary issues without conflict.

The New Richmond Police Department is currently staffed by the following:

- Chief of Police (1)
- Lieutenant (vacant)
- Patrol Sergeants (3) - one position is vacant
- Detectives (2)
- Patrol Officers (10)
- Administrative Assistant (1)
- Records Secretary (1)

The staffing structure of the department currently allows for supervisory oversight on all three shifts. The Lieutenant and Chief supervise the day shift and the Patrol Sergeants supervise during the afternoon and night shifts.

## New Richmond Police Department Organizational Chart - 2015



### 2. Review of Comparable Communities

During the week of October 19<sup>th</sup>, City staff contacted both the City of River Falls and City of Hudson regarding their staffing levels and organizational charts. The City of Hudson is proposing a Lieutenant as part of the FY2016 budget. The City of River Falls has four sergeants with one serving as the second in command. With the recent retirement of the River Falls Police Chief, the designated second-in-command is now the acting Chief of Police, with one of the remaining sergeants serving as the second-in-command. In speaking with the City Administrator of River Falls, the City of River Falls will be open to the structural and organization ideas of the new Chief (including the addition of a new Lieutenant) once the new Chief begins later this year.

### 3. Wage Study Analysis

The chart below shows current wages for police departments in comparable cities:

CITY NAME	POPULATION	# SWORN OFFICERS	LIEUTENANT or CAPTAIN	SERGEANT	DETECTIVE
RIVER FALLS	15,180	23	-	\$36.04	
HARTFORD	14,403	25	\$38.74	\$36.38	\$31.76
CHIPPEWA FALLS	13,830	26	\$32.41	\$30.58	-
HUDSON	13,400	22	-	\$35.94	\$30.70
FORT ATKINSON	12,355	19	\$32.25	\$30.33	-
SPARTA	9,741	18	\$30.65	\$27.32	-
HOLMEN	9,502	11	\$32.52	-	\$30.06
DEFOREST	9,223	18	\$42.59	\$35.16 - \$36.64	\$31.13
NEW RICHMOND	8,715	16	\$34.80	\$32.99	\$32.29
RICE LAKE	8,495	17	\$34.52	\$28.05	\$29.30
PLYMOUTH	8,458	18	\$34.84	\$28.56	-
ANTIGO	8,120	19	\$30.14	\$25.76 - \$26.68	-
ASHLAND	8,103	19	\$28.98	\$24.76	\$27.23

#### 4. Cost Benefit Analysis and Exempt v. Non-Exempt Status

Below is the classification chart for the New Richmond Police Department as outlined earlier this year. From a Fair Labor Standards Act (FLSA) perspective, the department is made up of two types of employees: exempt and non-exempt.

The Chief and the Lieutenant are both considered exempt employees. The exemption status is due primarily to their classification of administration core functions. Detectives, patrol officers and Sergeants are considered non-exempt. Under FLSA standards, the City of New Richmond must pay them one-and-a-half times their regular rate of pay when they work more than 40 hours in a week.

Below is a review of current OT costs for the three primary classifications within the department, from January 1, 2015 to October 16, 2015:

Position	Total OT Hours	Cost
Patrol Officers	1,072.25	\$46,526.90
Detectives	325.25	\$16,272.60
Sergeants	264	\$13,011.72

#### 5. Existing Job Description

Below is the current job description for the Lieutenant position that was last updated in April 2011. At the last Council work session, there was an inquiry as to whether or not additional investigative/detective work could be added to the job description. The areas that are highlighted in the attached job description represent the investigative duties that are currently part of the job description.

**JOB TITLE: LIEUTENANT**

*Present authorization for employment: One (1) full time sworn officer, uniformed position, assigned specific or modified hours Monday thru Friday as needed or scheduled in order to adequately perform duties, eight (8) hour work day. Managerial employee, salaried position, set by City Council. Second in Command of the Police Department.*

**DEPARTMENT STANDARD – ALL SWORN EMPLOYEES:**

*Police Officer standards, conduct and performance shall be understood to apply to all officer ranks based on the premise that all employees regardless of rank must meet minimum standards and all sworn officers have a first priority of providing protection of life, property and public order and a secondary priority or duty to provide authority and responsibility of their rank as designated.*

*The Police Officer position standards, authority, responsibility and minimum training/educational requirements shall apply to all persons employed as a Police Officer and shall provide a base-standard to all sworn officers of the Department, regardless of rank.*

**GENERAL STATEMENT OF DUTIES: (Not Inclusive)**

*Provide overall supervision of Police Department day-to-day operational activities; assist the Chief of Police in coordination of the activities of the Department. Must be thoroughly familiar with laws, ordinances, practices and procedures of the Department. Must command respect of other Department employees. Work is subject to overall plans, policies and procedures formulated by the Chief of Police, Finance/Personnel Committee and the Police and Fire Commission.*

*General duty hours shall be between the hours of 12:00 p.m. and 8:00 p.m., however may be flexible due to assigned work activities.*

*Has direct supervision over patrol officers and general supervisory duties over entire Department.*

*Will be involved in the planning and budgeting of the Department, and will perform and supervise Department payroll and record keeping. Will supervise and coordinate all Department assignments, vacations, hours, scheduling and discipline.*

*Assume command of the Department in the absence of the Chief of Police and perform Chief's duties in all matters when directed.*

*Perform evaluations, corrections and/or disciplinary actions as appropriate with patrol officers. Authority to perform minor level disciplinary actions and/or refer to Chief of Police for formal major disciplinary action.*

*Assist with review and preparation of ordinances including revisions as needed, including a bond schedule for municipal charges.*

*Direct coordination with Chief of Police on all Department activities, on all records activities, prosecution, court activity and/or with other criminal justice agencies.*

*Perform duties outlined for Police Officer and any other job titles as needed/required and maintains certification for those titles.*

**JOB TITLE: LIEUTENANT**

**GENERAL STATEMENT OF DUTIES (cont.)**

*Supervise the Department Evidence/Property Vault, all property in the inventory of the Department.*

*Part of the management team of the Department, assist with budgeting, coordination and in forming policy and procedures.*

*Conduct initial and follow-up investigations involving criminal activity, violations of state, federal and local laws.*

*Gather physical evidence, written statements and prepares evidence for presentation to the prosecuting attorney for prosecution of offenders or to other agencies for dispositions.*

*Draft detailed reports on all investigations and evidence seized.*

*Investigate other activity and assignments as directed on behalf of the Department, other local, state and federal agencies.*

*Investigate deaths, injuries and other violent or severe incidents to assist the Department, other persons and agencies in making proper legal determinations of a criminal and non-criminal nature.*

*Assist patrol officers on routine investigations and perform patrol duties in severe labor shortages, emergency and during disaster and special events held within the city or on mutual aid to others.*

*Provide evidence collection, photography or other specialized assistance to Department Officers on routine and serious incidents to insure adequate investigation and collection of evidence.*

*Provide court testimony and present evidence to local, state and federal courts and other legal hearings or process to effect prosecutions and legal procedures as required by law.*

*Meets all standards, required training, certifications and performs the duties of Police Officer position and job title as appropriate/required.*

*Shall be a responsible and independent supervisory level employee who must act on behalf of the Chief of Police and operate under the instructions of many persons in the court, criminal justice system, technical service providers and government.*

*Certified police officer in accordance with Wisconsin Training and Standards specifications, experienced officer with preferred ten (10) years experience in law enforcement, including but not limited to patrol, investigative and supervisory experience.*

*Ability to successfully interact and perform duties in complex, technical and legal situations. Maturity, honesty and good moral character must be clearly established.*

*Ability to supervise and direct others in direct and independent relationships. Operate with minimum direction and with initiative and purpose. Human relation skills to direct and motivate employees and others outside the agency to meet goals and objectives.*

*New Richmond Police Department  
Job Description – Revised April 20, 2011  
Page 3*

**JOB TITLE: LIEUTENANT**

**GENERAL STATEMENT OF DUTIES (cont.)**

*Ability to command and earn respect of subordinates in the Department and possess command and leadership qualities.*

*Proven record of employee performance, trust and achievement to manage expensive and complex resources. Established ability to relate well with all Department Employees, leadership skills and minimum authority use.*

*Complete and current knowledge and understanding of court and legal procedures as they relate to investigations, arrests and prosecutions on behalf of the Department.*

*Supervise and direct general activities, work and scheduling of Department staff and specifically direct the Patrol and Support Staff in preparation and maintenance of all records, reports and proper handling of records, as well as operations involving those sections.*

*Supervise the Department Field Training and Evaluation Program, including all policy requirements for this position, make recommendations to move new employees through the steps of that program or make case to terminate employment.*

*Ability to successfully lead and motivate others. Strong leadership skills.*

*Must maintain a thorough knowledge of all Department procedures and policies, rules and regulations, all state, federal and local laws.*

*Proven ability to handle and organize complex legal and evidence problems under stressful conditions.*

*Must be able to successfully interview and interrogate persons of all ages, socioeconomic levels, races and sexes and relate well to these individuals who may be witnesses, suspects or victims.*

*Ability to learn and maintain current knowledge of all laws and investigative techniques.*

*Ability to work well with persons within the Department and with other agencies, the public and prosecutors.*

*Good moral character, proven record of honesty and reliability and ability to work with minimum supervision and maintain absolute confidentiality of data and information.*

*Ability to maintain extensive knowledge of illegal drugs/narcotics, enforcement procedures, including ability to handle sensitive crimes. Ability to complete specialized training and in-service training related to job duties as scheduled and required.*

*Ability to organize high volumes of data and legal principles into accurate and understandable police reports.*

**JOB TITLE: LIEUTENANT**

**ESSENTIAL JOB FUNCTIONS (cont.)**

**ESSENTIAL JOB FUNCTIONS:**

*Essential job functions with or without reasonable accommodations which must be performed by this job title and which cannot be replaced by other staffing:*

*Second in command of the Department.*

*Review and record all state law changes and assist in their application to Department operations and procedures.*

*Assume command of the Department when assigned and has the authority of the Chief of Police during the absence of the Chief.*

*Must maintain current training/standards for duties under police officer job title, perform patrol duties and functions as a patrol officer as needed/directed or in order to supervise adequately.*

*Attend any city meetings as needed/directed and assist with the creation, revision of ordinances, bond schedules and disseminate to Department.*

*Assist Chief of Police with budgeting process.*

*Investigate and document problems and disciplinary actions of the employees in compliance with contracts and laws.*

*Respond to, investigate and document citizen complaints, accidents and other actions directed at employees or coordinate this activity as directed.*

*Conducts special investigations as required and directed, prepare reports and recommendations.*

*Conduct follow-up investigations and interviews with victims, witnesses and others on routine patrol cases as assigned/requested.*

*Collect evidence at crime scenes and other sources, package and secure evidence to protect chain of custody for presentation in court.*

*Receive evidence from patrol and secure for presentation in court, transmit evidence to labs for examination and expert testing. Catalog and maintain security of evidence for Department and return, dispose of evidence upon case completion. Coordinate evidence and its' importance with prosecutor for investigations and prosecutions.*

*Coordinate mutual aid and other Department activity in conjunction with other Law Enforcement Agencies in emergency or routine situations.*

#### **JOB TITLE: LIEUTENANT**

*Perform and maintain knowledge, skills and ability to perform most other job titles in the Department as necessary, appropriate or directed.*

*Supervise and maintain the Department Evidence and property vault and inventories. Maintain all supplies and equipment.*

*Coordinate major case activity and task force operations on drug and narcotics activity and/or other major criminal investigations.*

*Photograph crime scenes, arrested persons, death investigations, accident scenes, city code violations for other Departments and all other photographs as required for the Department. Maintain records and files of all photos taken, present evidence in court as needed.*

*Acquire and maintain criminal intelligence data on criminal activity within the City of New Richmond and in conjunction with other law enforcement agencies and bureaus.*

*Coordinate investigations with and in support of other law enforcement agencies.*

*Provide overall supervision of all Department operations, provide direct supervision of patrol operations, records, scheduling, payroll etc.*

*Responsible for maintaining monthly work schedule, filling of vacant patrol shifts due to vacations, compensatory time off, etc., according to procedures outlined in current union contract.*

*Investigates and documents problems and disciplinary actions of Department Employees in compliance with labor contract and laws.*

*Ability to perform all essential job functions required of a patrol officer.*

**SUPERVISION:**

*Report directly to the Chief of Police. Direct and general supervision of all Department employees on a daily basis.*

**PROMOTION:**

*Appointment to position by promotion under Department Policy and Procedure and with Police and Fire Commission approval.*

**OTHER:**

*The City of New Richmond is an equal opportunity employer which does not discriminate based on race, religion, age, sex sexual preference or disability. The City of New Richmond does comply with provisions of the American with Disabilities Act of 1990 in providing opportunity for the disabled in employment.*

**APPOINTMENT:**

*The Lieutenant is appointed by the Chief of Police subject to the confirmation of the Police & Fire Commission through the promotion process.*

**6. Proposed Changes**

In speaking with the Police Chief, he is proposing no new changes to this classification, as he believes no changes are necessary.

**7. Overview**

Some pros and cons of keeping the Lieutenant position:

PROS	CONS
Maintains current structure and allows a designated second in command	Unless changes to the core job description are made, may not meet the growing needs of investigative work within the city as discussed by members of the City Council
May be less expensive, as this is an exempt position (not paid for overtime)	

Some pros and cons of developing a third Detective position:

PROS	CONS
Allows for immediate assistance with investigations	Unless outlined as a core function, there would not be a formal second-in-command
Allows for additional personnel in a non-administrative function (this position would be non-exempt)	May be more expensive, due to overtime and non-exempt status

**RECOMMENDATIONS**

The City Council asked staff to look into seven main areas pertaining to the existing Lieutenant position. These areas included:

- Existing Conditions and Current Police Department Hierarchy
- Review of Comparable Communities
- Wage Study Analysis
- Cost Benefit Analysis
- Existing Job Description
- Proposed Job Description (if Lieutenant is kept)
- Options for Consideration

In addition to the analysis provided by the Chief of Police, we also asked for opinions of the existing staff related to the departmental structure.

**Recommendation**

Any substantial change to the essential functions of positions within the City (both new and existing) should follow a consistent evaluation process as outlined below. This process has been established and consistently demonstrated during the hiring and evaluation process for the following positions: City Administrator, Community Development Director, Finance Director, Administrative Assistant, Finance Office Assistant, Management Analyst, Public Works Operations Manager, Wastewater Operator, Lead Wastewater Operator, etc.

**Evaluation Process:**

1. Human Resource Review
2. Group Job Evaluation – HR, Administrator, Dept. Head, Supervisor
3. Finance Committee Approval
4. City Council Approval

Our recommendation would be to take additional time to complete the group job evaluation process as indicated in Step 2 above. Furthermore, our recommendation will be to request that an updated job description be proposed with the merits of why it can or cannot be changed. We would also request, at the discretion of the Council, that a third detective position job description be developed that meets the needs of the Chief and the department.

Lastly, we would formally recommend that regardless of position or department, all job descriptions and/or organizational changes, etc., follow the formal evaluation process that is

currently in place to ensure greater transparency, consider budget impacts, meet departmental needs, and adhere to due process, effective immediately.

To: Mayor and City Council

From: Kim Hennings, Library Director

Re: Library site selection

Date: 10/26/2015

At the August 24, 2015 Council work session, staff was directed to brainstorm other library locations in the event the School Board does not make a decision regarding the community commons location by their November deadline. In the current economy, we can only expect building costs to increase the longer site selection/planning is delayed.

Since August, staff has created a map showing all City owned and vacant parcels and identified possible locations as 1) Glover Park/current location 2) Parcel on GG and 140<sup>th</sup> 3) Richmond Way.

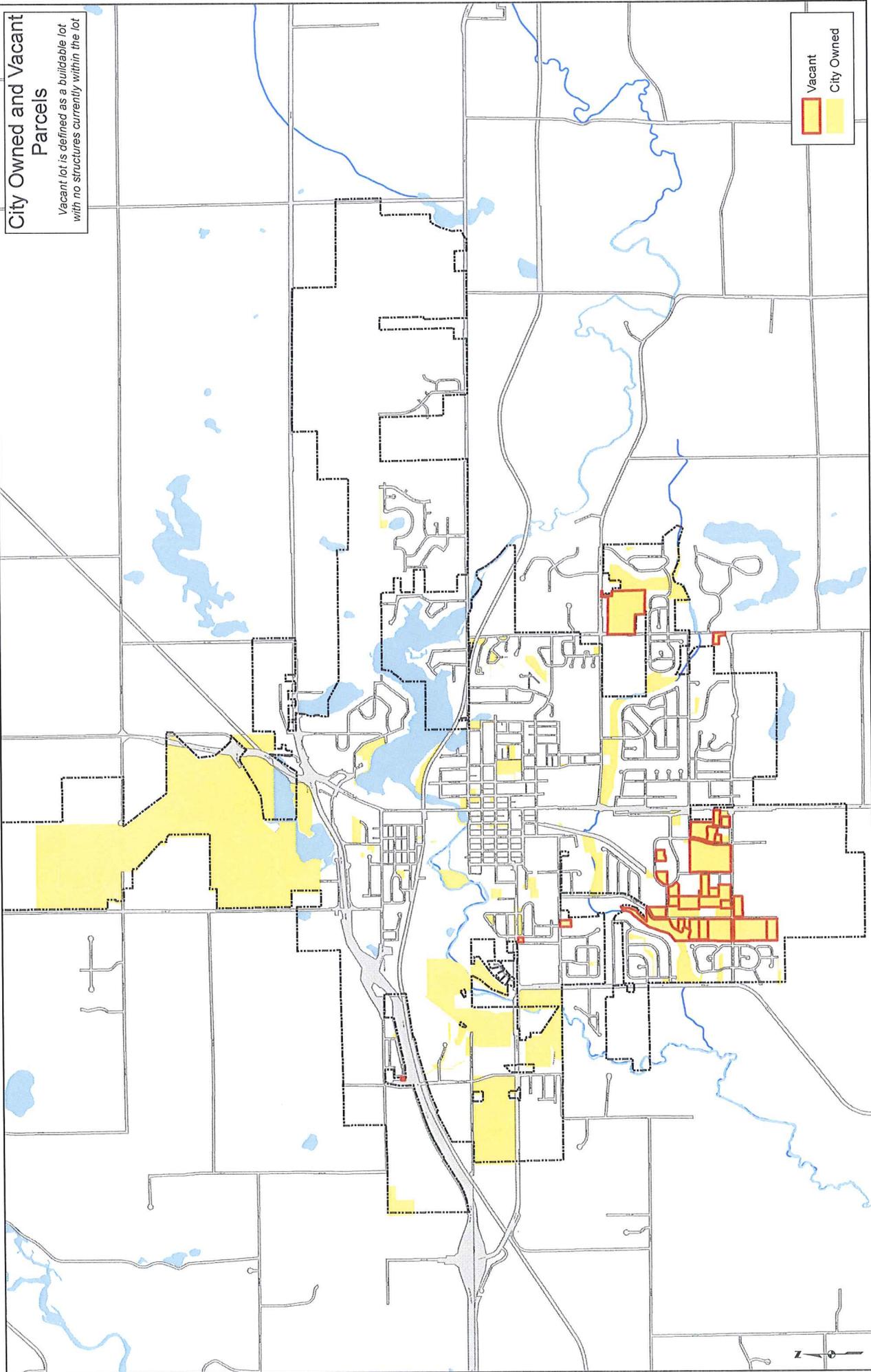
Mayor Fred, Scottie Ard, Mike Darrow and I met with Superintendent, Patrick Olsen, Rick Hinz (School Board Chair) and Brian Johnston (Fiscal Operations) regarding next steps for the Community Commons building. The School Board has estimated the cost to demolish the building at approximately \$1.5 million with an estimated value of the clean site at \$700,000. We have arranged another meeting with Mr. Olson on November 3rd.

Staff and the Library Board of Trustees are recommending that the council select a Library site by the end of 2015 so that planning can move ahead and the Library may use budgeted impact fees that must be spent by July of 2016 on the design costs.

# City Owned and Vacant Parcels

*Vacant lot is defined as a buildable lot  
with no structures currently within the lot*

	Vacant
	City Owned





156 East First Street  
New Richmond, WI 54017  
Ph 715-246-4268 Fax 715-246-7129  
[www.newrichmondwi.gov](http://www.newrichmondwi.gov)

**TO:** Mayor Fred Horne and City Council

**FROM:** Mike Darrow, City Administrator  
Mike Demulling, Airport Manager

**DATE:** October 23, 2015

**RE:** Community Farm

Due to recent outcomes of a lawsuit against the New Richmond Regional Airport, the City now owns two parcels (both farm sites). Combined, both parcels equal roughly 20 acres. The City/ New Richmond Regional Airport are limited as to what we can and cannot do with this land. Based upon the court ruling, as well as FAA restrictions, the use of this land will be very limited to small scale farm production.

One idea for this area would be to develop a farm-to-table food production operation on a community scale. The idea would be to utilize the New Richmond School District to assist with a "farm-to-school table" small scale food production model whereby students utilize this area for science, sustainability and production. A small group (from the City and School District) discussed this idea with an understanding that this type of endeavor would require additional input from the City Council.

Additional information will be presented to the City Council on Monday.

