



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

**November 25, 2015**

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

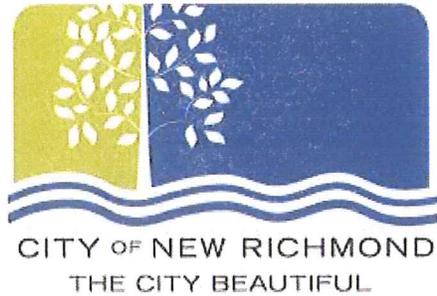
**Notice is hereby given that there will be a Special Session of the Council of the City of New Richmond on Monday, November 30, 2015 at 5:00 p.m. in Lower Conference Room #1 of the Civic Center, 156 East First Street, New Richmond, WI 54017.**

**AGENDA:**

- 1. Call to Order**
- 2. Clerk's Roll Call**
- 3. Pledge of Allegiance**
- 4. Adoption of Agenda**
- 5. Police Staff Recommendation**
- 6. Community Commons Update**
- 7. Human Resource Policies**
- 8. 2016 Budget**
- 9. Communications and Miscellaneous**
- 10. Closed Session per State Statute 19.85 (1)(c)(f) – Consideration of moving into closed session pursuant to section 19.85 (1)(c)(f) to consider employment, promotion, compensation and/or performance evaluation as well as discussion related to negotiations related to Police Labor Negotiations**
- 11. Open Session – Action on Closed Session Agenda**
- 12. Adjournment**

*Fred Horne, Mayor*

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



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**TO:** Mayor and City Council

**FROM:** Mike Darrow, City Administrator  
Mark Samelstad, Police Chief  
Kari Kraft, Human Resources Manager and Executive Assistant

**DATE:** November 23, 2015

**RE:** Police Staff Update and Recommendation

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As directed by the City Council last month, we have provided additional analysis related to the lieutenant position within the New Richmond Police Department. Since the City Council work session on October 26<sup>th</sup>, a series of three meetings has occurred to discuss the existing position and staffing levels, as well as alternatives. Members of this committee included: Chief Mark Samelstad, Kari Kraft, Detective Craig Yehlik, and City Council members Ron Volkert and Craig Kittel.

Additionally, we sent correspondence to the Wisconsin Professional Police Association/Law Enforcement Employee Relations Division to review job descriptions for both a proposed third detective position and a modified and updated lieutenant position. We asked for comments in the event that they had issues with either job description. To date, we have not received any correspondence indicating that they have issues with either job description.

At the third small group session, Chief Samelstad outlined the following concept:

We have been trying to come up with a proposal that will work for the City Council and the Police Department. We agree with Alderman Volkert's suggestion that the Police Department needs more investigative assistance, and in turn are proposing the following concept. This concept will meet the needs of the Department currently and into the future.

- Keep the Lieutenant position at a salary of **\$ 72,383.92 (2015)**. This could increase for 2016, depending on any cost of living adjustment that the City gives employees.
- Currently, the Police Department is authorized for three Patrol Sergeant positions. As of now, the Department has two "Acting Sergeants" and one full-time Sergeant.

- We propose taking one of the "Acting Sergeant" positions, and making it a third "Detective." This would provide the Department with three (3) Detectives and two Patrol Sergeants. The current Detective job description would apply to the newly-created third Detective position.
- The two Patrol Sergeants would be assigned to the B Shift (1:30 pm to 10:00 pm) and C Shift (9:30 pm to 6:00 am).
- The Lieutenant would fulfill his or her "administrative duties" as outlined in the job description. In addition, the Lieutenant would directly supervise A Shift (5:30 am – 2:00 pm), Monday thru Friday. The Lieutenant would continue to be responsible for supervising the day-to-day activities of the Patrol Officers, as done now.
- The third Detective would work Monday thru Friday (11:00 am – 7:00 pm).
- Using the FY2015 hourly rates for the positions of Patrol sergeant and Detective would save the City of New Richmond about \$3,460, as outlined below:
  - Starting Patrol Sergeant Hourly rate \$31.22 (2015) first year
    - 6-3 Rotating Schedule
    - 2068 hrs/year
    - Union Member
    - 4 years of experience required for position
    - Holiday pay – 9 Holidays (76.5 hrs) X \$31.22 = \$2,388.33 (Officers receive this in one payment in December)
    - Longevity Pay - \$12.00 per year = \$48.00
    - Yearly Salary 2068 hrs X \$31.22 = \$64,562.96
    - **Total Yearly salary = \$66,999.29**
  - Starting Detective Hourly rate \$30.52 (2015) first year
    - 5-2 work schedule (Monday – Friday)
    - 2080 hrs/year
    - Union Member
    - 5 years of experience required for position
    - Holiday pay - \$00.00, get the day off with pay (figured into salary)
    - Longevity Pay - \$12.00 per year
    - Minimum of 5 years experience for position = \$60.00
    - **Total Yearly Salary = \$63,541.60**
  - Changing the third Sergeant to a third Detective would **save taxpayers about \$3,460**. These figures are based on the hourly contract rates in the Labor Agreement currently in place, and will change once the City settles the Labor Contract with the Police Union.
  - We are not creating a new position in the Department by going this direction, which would have to be included in any contract talks between the Police Union and the City.

- This change will provide investigations with the additional manpower that is needed, a concern which Alderman Volkert and Chief Samelstad agree upon.
- This proposal meets the needs of the Police Department and the City both now and into the future.

### **Recommendation**

Based upon the information provided above, as well as the input of the small group and the Police Department, we recommend moving forward with the proposed concept of changing an existing "Acting Sergeant" position into a third Detective position, and maintaining the existing Lieutenant position with the job responsibilities as outlined in the job description.



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**TO:** Mayor Horne and City Council

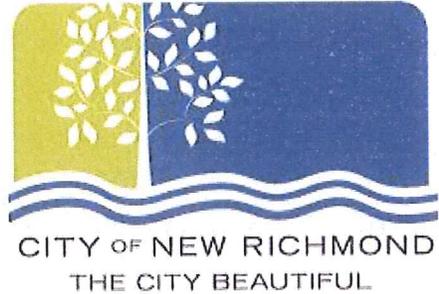
**FROM:** Mike Darrow, City Administrator

**DATE:** November 24, 2015

**RE:** Community Commons Update

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City staff will provide an update on the Community Commons building project. The New Richmond School District had a meeting in November to discuss the Commons project and next steps. City staff will provide an update on the project, including a timeline and next steps.



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**TO:** Mayor Horne and City Council  
**FROM:** Mike Darrow, City Administrator  
**DATE:** November 24, 2015  
**RE:** Human Resource Policies

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Below are proposed policy changes related to human recourse records. To ensure that these policies can be implemented, I asked for a legal review of each. The attached document outlines a legal review of each. If acceptable, I would recommend that each of these policies are implemented immediately upon Council approval.

1. All Human Resource records and personnel files shall be maintained at the Civic Center and under the authority of the City Administrator and Human Resources Department. All files will remain confidential. The City of New Richmond will undertake a third party HR audit from time to time, or at the request of the City Council to ensure compliance with City policies and SHRM standards.
2. All on-boarding (new hires) shall be completed by the City of New Richmond Human Resources Department. This will include a one to three day City of New Richmond process which will provide an overview of the City of New Richmond, policies, procedures, department overview and organizational chart, meeting with staff, employee welcome reception and meeting with City Council at the next available City Council meeting.
3. All hiring and hiring processes will be reviewed by the City of New Richmond Administrator and/or the Human Resources Department. All interview processes shall be approved by the City's HR Manager, and, when appropriate, a member of the City of New Richmond Administration and/or HR Manager will be part of the hiring process. Any hiring and hiring process related to the New Richmond Police and Fire Commission shall include the participation, coordination, and advice of the City's HR Manager and/or the

City of New Richmond Administrator to ensure compliance with state and/or federal employment laws.

ECKBERG LAMMERS  
MEMORANDUM

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**TO:** Mike Darrow  
**FROM:** Mike McCain  
**DATE:** November 24, 2015  
**RE:** Review of Proposed Human Resource Policy Changes

Per our telephone discussion, please see my analysis below of the proposed human resource policy changes for the City of New Richmond (the “City”).

**Proposed Policy** – All Human Resource records and personnel files shall be maintained at the Civic Center and under the authority of the City Administrator and Human Resource Department. All files will remain confidential and the City of New Richmond will undertake a third party HR audit from time to time, or at the request of the Council to ensure compliance with City policies and SHRM standards.

It is considered a human resource “best practice” for any employer, including a municipality, to house all personnel records in a secure central location. This safeguards confidential employee data and helps to ensure that all personnel files are continually maintained under state and/or federal employment laws.

Pursuant to New Richmond City Ordinance, Section 42-23, the Chief of Police “shall cause to be maintained adequate personnel records of employment, assignment, promotions, attendance and training for all members of the Department.” This ordinance does not conflict with the proposed policy above. While it is the Police Chief’s responsibility to ensure adequate personnel files are “maintained”, the ordinance does not mandate the location of personnel files. Consequently, I do not believe that the proposed policy conflicts with Section 42-23, and the City has the authority to house all personnel documents in a central location at the Civic Center.

If there is any concern that the proposed policy attempts to modify the Police Chief’s overarching authority to maintain the files under Section 42-23, the proposed policy could be further modified as follows:

All Human Resource records and personnel files shall be maintained at the Civic Center and under the ~~authority~~ protection of the City Administrator and Human Resource Department.

Proposed Policy – All onboarding (new hires) shall be completed by the City of New Richmond Human Resources Department. This will include a one to three day City of New Richmond process which will provide an overview of the City of New Richmond, policies, procedures, department overview and organizational chart, meeting with staff, employee welcome reception and meeting with City Council at the next available Council meeting.

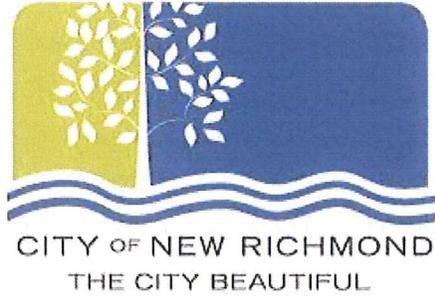
I do not see any legal complications with this policy. It is a human resource “best practice” for all employees to go through a central onboarding procedure. Thereafter, each municipal department may likely choose to move employees through their own specific departmental onboarding process to better assimilate the new employee into the department and ensure communication of departmental work standards.

Proposed Policy – All hiring and hiring processes will be reviewed by the City of New Richmond Administrator and/or the Human Resources Department. All interview processes shall be approved by the City’s HR Manager, and, when appropriate, a member of the City of New Richmond Administration and/or HR Manager will be part of the hiring process.

Wisconsin Statute § 62.13 gives the New Richmond Police and Fire Commission (“PFC”) with the specific and superintending authority to hire, fire, and/or implement procedures for disciplinary action. The proposed policy, although appropriate for all other municipal departments, must take into consideration the PFC’s jurisdictional authority to hire police officers and firefighters. Although the PFC retains the ultimate authority to hire police officers and firefighters, there is nothing in the statute that prohibits the PFC and the City’s HR Manager or a member of the City’s administration to work together to review the appropriate hiring criteria or otherwise collaborate on the hiring process.

All hiring and hiring processes will be reviewed by the City of New Richmond Administrator and/or the Human Resources Department. All interview processes shall be approved by the City’s HR Manager, and, when appropriate, a member of the City of New Richmond Administration and/or HR Manager will be part of the hiring process. Any hiring and hiring process related to the New Richmond Police and Fire Commission shall include the participation, coordination, and advice of the City’s HR Manager and/or the City of New Richmond Administrator to ensure compliance with state and/or federal employment laws.

In sum, the proposed human resource policies, subject to my recommended modifications above, are legally compliant and ready for the City Council’s review and consideration. If you have any questions or concerns regarding the legal analysis or recommendations contained in this memorandum, please feel free to contact me at 651-351-2102 or mmccain@eckbergglammers.com.



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**TO:** Mayor Horne and City Council

**FROM:** Mike Darrow, City Administrator

**DATE:** November 24, 2015

**RE:** City Budget

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Staff will provide an overview of the proposed 2016 budget, which was handed out during the October work session. During this meeting, we will review the overall budget and answer questions related to departments and the overall levy. The City Council will also be asked to set a special City Council meeting to formally approve the 2016 budget.