



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

December 4, 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, December 7, 2015 at 7:00 p.m. in the Council Chambers 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 Hearing
6. Approval of 2016 Budget
7. Approval of Updated Receptionist Position and Job Description
8. Review of Financial Advisors & Recommendation
9. Review of City Attorney
10. Communications and Miscellaneous
11. Adjournment

Fred Horne, Mayor

cc: The New Richmond News
Northwest Communications
City Website



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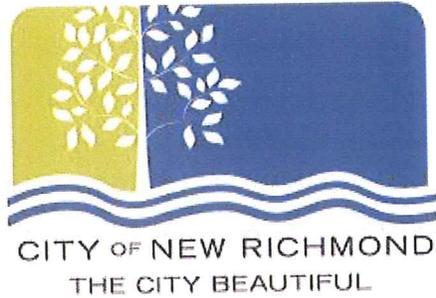
TO: Mayor and City Council

FROM: Mike Darrow, City Administrator

DATE: December 2, 2015

RE: Adoption of 2016 Budget and Budget Hearing

City staff will provide an overview of the 2016 budget for consideration and passage. If approved, City staff will submit the 2015 budget book for approval on December 14th. The purpose of the budget book is to provide community members with an easy-to-understand guide of the city's overall financial standing and a department-by-department overview of the 2016 "Legacy Planning" budget.



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TO: Mayor and City Council

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DATE: December 2, 2015

RE: Receptionist

Attached to the memorandum is an updated job description for the City's main receptionist position. If approved, the City of New Richmond will shift our main bill-paying and customer service delivery from two stations (City and New Richmond Utilities) to one centralized location (next to the Council chambers). Customers will no longer need to meet at two different locations. Our staffing levels will remain the same as we will be shifting responsibilities from the utility receptionist into a more traditional finance assistant position.



City of New Richmond Job Description

Position Title: Receptionist/Administrative Assistant		Department: Community Development
Reports To: Community Development Director	Labor Grade:	FLSA Code: Non-exempt

Position Summary: Provide front office reception, bill payment assistance and customer service to all guests of the City of New Richmond and New Richmond Utilities.

Essential Functions: These functions will comprise approximately 70-100% of your time on an average work day, but may fluctuate as business needs change.
➤ Answer all incoming calls and inquiries from customers at the counter ensuring inquiries are handled with professionalism and courtesy. Screen and route calls if necessary. Respond promptly to voice mail messages left.
➤ Welcome, assist and direct all Civic Center visitors.
➤ Accept utility payments in person or via the telephone. Ensure payments are documented and receipted according to established procedures. Open, close and balance cash boxes daily.
➤ Open, sort, process and distribute all mail. Ensure returned mail is processed and re-sent.
➤ Manage the schedule for all Civic Center room reservations and rentals. Advise the public of room rental charges and prepare and send billings as needed.
➤ Maintain daily communication board and PowerPoint. Update as needed.
➤ Assist with recycling, various licenses, permits, and reservation requests while coordinating with the appropriate department. Draft and send reports as required.
➤ Perform general clerical duties, including; photocopying, scanning, faxing, and collating.
➤ Maintain and distribute new tenant and homeowner kits, prepare and print bill insert flyers and maintain yearly planning schedule.
➤ Maintain supply inventory - including letterhead, envelopes, and business cards - and place orders as needed.
➤ Coordinate the maintenance of all office equipment, including monthly reporting requirements for the fax/copy machine and postage meter.
➤ Create all City issued employee ID's and assign building key fobs.
Other Responsibilities: These functions will comprise up to 25% of your time.
➤ Perform other duties as assigned.

The City of New Richmond has reviewed this job description to ensure that essential functions and other responsibilities have been included. It is not intended to serve as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate and as business needs change.

Knowledge: Knowledge of professional office practices, procedures and techniques. Experience with Microsoft Office Suite, general office equipment, and clerical functions.

Skills: Must be organized and possess the ability to manage more than one project at a time. Must be able to type 45 WPM with high levels of accuracy. Requires the ability to develop effective working relationships, maintain reliable and dependable attendance record, and provide effective and responsive service to all City staff and residents.

General Core Competencies: Communication, Cooperation and Teamwork, Commitment to Quality, Customer Service, Professionalism, Critical Thinking and Problem Solving.

- **Communication** – Uses communication styles and methods effective for the situation and audience.
- **Cooperation and Teamwork** – Works effectively with diverse teams to achieve collective goals.
- **Commitment to Quality** – Improves work practices to achieve desired results.
- **Customer Service** – Ability to respond to our clients and anticipate their needs.
- **Professionalism** – Meets or exceeds workplace guidelines, standards and specifications.
- **Critical Thinking and Problem Solving** – Demonstrates the ability to make decisions, identify, analyze and solve problems, and take action as appropriate.

Position Evaluation Factors:

Organization Contacts: City of New Richmond and New Richmond Utility employees and the general public. May interact with outside vendors.

Education and Experience: Minimum of two year degree in General Business or four years of general office experience/two years of government office experience.

Physical Requirements: This work requires exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires standing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions.

Working Conditions: Work will be performed in a typical office setting.



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TO: Mayor and City Council
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RE: Financial Advisor Recommendation

In November the Finance Committee interviewed two firms to assist with short- and long-term financial assistance. Currently, the City of New Richmond has utilized the firm Ehlers for ongoing financial assistance as it relates to bonds, refinancing and tax increment district finance/strategy.

Ehlers and Springsted submitted information to the Finance Committee and interviewed in early November. Both firms have worked with the City in the past. Staff will provide an overview of the questions posed by the Finance Committee before the full City Council considers a recommendation.



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TO: Mayor and City Council

FROM: Mike Darrow, City Administrator

DATE: December 2, 2015

RE: City Attorney

As part of the contract for legal services, the City shall provide a review of the legal services provided by Nick Vivian for the past year. I have asked Nick to provide an overview to the City Council during the meeting on December 7, 2015.