



156 East First Street
New Richmond, WI 54017
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www.newrichmondwi.gov

August 20, 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, August 24, 2015 at 5:00 p.m. in Lower Conference Room #2 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. Resolution #081505 Proclamation – Commemoration of the 50th Anniversary of the Vietnam War
6. Contract Award for 2015 Street & Utility Projects
7. Contract Award for 2015 Richmond Crossing Project
8. Cost Sharing Agreement with Lakeside Foods
9. Short-Elliott-Hendrickson Contract for Construction Engineering
10. Public Works Recommendations:
 - a. Street Naming – Richmond Crossing Development – Culvers Access
 - b. Street Naming – Richmond Crossing Development – Connecting St. Croix Avenue and Hamilton Avenue
 - c. Moving Wall Project Update & Authorization for Temporary Lights & Signs
11. Public Works Department Organizational Update & Job Description Approval
12. Departmental Budget Updates and 2016 Budget Process
13. Student Council Representative Process and Authorization
14. City Library Project Update and Next Steps
15. Communications and Miscellaneous
16. Closed Session per State Statute 19.85 (1)(c)(e) –
 - a. TIF #6
 - b. Employee Benefit Information and/or Wages in Which the City of New Richmond has Jurisdiction
 - c. Labor Negotiations
17. Open Session – Action on Closed Session Agenda
18. Adjournment

Fred Horne, Mayor

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

Resolution #081505
The City of New Richmond
Proclamation
Commemoration of the 50th Anniversary of
the Vietnam War

WHEREAS: The wounds of the past must be tended and healed by the generations of today; and

WHEREAS: The City of New Richmond, Wisconsin is a Commemorative Partner and is committed to the initiatives set forth by Public Law 110-181 SEC.598; the 2008 National Defense Authorization Act and the Secretary of Defense; and

WHEREAS: The Honor, Valor and Dedication to Freedom as demonstrated by Vietnam Veterans and our allies shall be heralded with the greatest effort of recognition; and

WHEREAS: The 58,307 Valiant men and women including 1,161 Wisconsin Soldiers, who gave the Ultimate Sacrifice in the defense of Freedom shall not be forgotten; and

WHEREAS: By the combined efforts of the City New Richmond, VFW Post 10818, American Legion Post 80 and 111, Vietnam Veterans of American 331 and the Leathernecks MC (USMC) as well as the many sponsors and supporters; have created Stronger Together – Operation Welcome Home; and

WHEREAS: Stronger Together – Operation Welcome Home will provide an environment for Reflection, Respect, Honor and the Validation of Service to this Nation with the immeasurable Gratitude of the People.

Now, Therefore, I, Fred G. Horne, Mayor of the City of New Richmond, do hereby proclaim September 10-14, 2015, STRONGER TOGETHER – OPERATION WELCOME HOME in the City of New Richmond, Wisconsin in honor of and with respect for the 50th Commemoration of the Vietnam War.

In Witness thereof, I have hereunto set my hand and caused the Seal of the City of New Richmond in the State of Wisconsin to be affixed this ___ day of _____ in the year of our Lord Two-thousand and fifteen.

Fred Horne, Mayor

ATTEST:

Tanya Reigel, City Clerk



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MEMORANDUM

TO: Jeremiah Wendt, City Engineer

FROM: Dave Simons, Project Manager

DATE: August 21, 2015

RE: 2015 Streets Construction Bids
SEH No. 133224 14.00

On August 20, 2015, three (3) bids were received for the 2015 Streets Project. The project included High Street/North Pierson Avenue, 115th Street and 175th Street. The bids ranged from a high of \$601,335.69 to a low of \$425,160.31. A bid tabulation is attached. The project included Alternate No. 1, which was construction of a trail along the west side of 115th Street, between CTH A and West 7th Street.

Contractor	Base Bid	Alternate No. 1 (115 th Street Trail)	Total Bid
Heartland Contractors of Wisconsin, Inc., Chippewa Falls, WI	\$407,570.96	\$17,589.35	\$425,160.31
A-1 Excavating, Bloomer, WI	\$462,937.50	\$21,217.50	\$484,155.00
Albrightson Excavating, Inc., Woodville, WI	\$582,920.69	\$18,415.00	\$601,335.69

The low bid was submitted by Heartland Contractors of Wisconsin, Inc. out of Chippewa Falls, Wisconsin. Based on the materials submitted with their bid, Heartland Contractors appear to have a sufficient understanding of the project and equipment to perform the work, and according to their bonding agent they presently have the financial ability to complete the project (SEH makes no representation or warranty as to the actual financial viability of the contractor or its ability to complete the work).

Accordingly, we recommend that the project be awarded to Heartland Contractors of Wisconsin, Inc. in the estimated amount of \$425,160.31. If the City chooses not to award Alternate No. 1, the estimated contract amount would be \$407,570.96.

It should be noted that the contract is based on estimated quantities of work, so the final construction cost could vary up or down from the estimated total. Therefore, if a motion is made to award the contract, we recommend that it indicate the contract amount is an estimated amount, not a not-to-exceed amount.

p:\ko\new\133224\Bidding documents\2015 streets award recommendation letter, 082115.docx

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SEH is 100% employee-owned | sehinc.com | 715.246.9906 | 888.881.4281 | 888.908.8166 fax



TABULATION OF BIDS

2015 Street and Utility Improvements
 New Richmond, WI
 SEH No.: NEWRI 133224
 Bid Date: 2:00 p.m., Thursday, August 20, 2015

Shaded area denotes corrected figure

Item No.	Item	Unit	Est. Quantity	Heartland Contractors of WI Inc.		A-1 Excavating Inc.		Albrightson Excavating	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
01 55 25.1	Maintenance of Traffic	LS	1	\$1,500.00	\$1,500.00	\$19,000.00	\$19,000.00	\$28,800.00	\$28,800.00
01 71 13.1	Mobilization	LS	1	17,500.00	17,500.00	37,000.00	37,000.00	24,400.00	24,400.00
02 41 33.1	Remove Concrete Driveway	SY	75	1.00	75.00	6.00	450.00	6.00	450.00
02 41 33.2	Remove Concrete Curb and Gutter	LF	107	2.00	214.00	4.00	428.00	5.00	535.00
02 41 33.3	Remove, Salvage and Replace Decorative Fence	LS	1	1,400.00	1,400.00	853.00	853.00	6,800.00	6,800.00
02 41 33.4	Remove, salvage and replant Bushes	LS	1	450.00	450.00	72.00	72.00	1,700.00	1,700.00
02 41 33.5	Remove and Dispose of Existing Culvert Pipe	LF	205	3.00	615.00	6.00	1,230.00	14.00	2,870.00
31 11 00.1	Tree Removal	LS	1	2,500.00	2,500.00	5,000.00	5,000.00	9,800.00	9,800.00
31 11 00.2	Clearing and Grubbing	STA	1.5	1,000.00	1,500.00	1,000.00	1,500.00	1,666.66	2,499.99
31 22 10.1	Common Excavation for Pond and Swale Construction	CY	300	4.00	1,200.00	18.00	5,400.00	14.50	4,350.00
31 23 10.1	Common Excavation	CY	7,420	3.50	25,970.00	12.00	89,040.00	9.90	73,458.00
31 23 10.2	Granular Borrow	CY	3,000	9.50	28,500.00	4.00	12,000.00	8.00	24,000.00
33 23 10.3	Excavation Below Subgrade	CY	3,000	4.00	12,000.00	2.00	6,000.00	8.00	24,000.00
31 25 10.1	Silt Fence	LF	600	2.10	1,260.00	1.50	900.00	2.00	1,200.00
31 25 10.2	Erosion Mat Class I, Type A	SY	1,423	1.50	2,134.50	1.50	2,134.50	1.80	2,561.40
31 25 10.3	Erosion Mat Class I, Type B	SY	576	1.50	864.00	1.50	864.00	2.40	1,382.40
31 25 10.4	Erosion Mat Class III, Type A	SY	150	8.00	1,200.00	9.00	1,350.00	9.00	1,350.00
31 25 10.5	Temporary Ditch Check (Bio Roll)	LF	138	10.00	1,380.00	8.00	1,104.00	8.00	1,104.00
31 34 15.1	Geotextile Fabric, Type SR	SY	1,500	0.95	1,425.00	1.50	2,250.00	1.50	2,250.00
31 37 00.1	Riprap, Medium	CY	15	64.00	960.00	50.00	750.00	70.00	1,050.00
32 01 16.1	Pulverizing Asphaltic Pavement	SY	7,200	0.69	4,968.00	1.00	7,200.00	1.25	9,000.00
32 01 16.2	Salvage, Stockpile, and replace Puerized Base	CY	610	22.00	13,420.00	9.00	5,490.00	18.70	11,407.00
32 11 17.1	Granular Subbase Course, 12-inch	CY	3,680	9.50	34,960.00	10.00	36,800.00	17.20	63,296.00
32 11 26.1	Crushed Aggregate Base Course, 1-1/4-Inch	Ton	3,350	17.90	59,965.00	11.00	36,850.00	13.40	44,890.00
32 12 28.1	Asphaltic Pavement, Type E-1	Ton	1,165	61.82	72,020.30	61.00	71,065.00	67.66	78,823.90
32 12 28.2	Asphaltic Pavement, Type E-3	Ton	460	85.00	39,100.00	68.00	31,280.00	67.95	31,257.00
32 12 28.3	Adjust Existing Manhole Casting	Each	2	150.00	300.00	232.00	464.00	350.00	700.00
32 12 28.4	Adjust Existing Gate Valve Box	Each	5	75.00	375.00	202.00	1,010.00	275.00	1,375.00
32 12 28.5	Adjust Existing Inlet Casting	Each	1	75.00	75.00	232.00	232.00	275.00	275.00
32 12 28.6	Adjust Existing Area Drain Casting	LS	1	75.00	75.00	202.00	202.00	525.00	525.00
32 12 50.1	Saw Cut Pavement	LF	294	2.50	735.00	3.00	882.00	4.25	1,249.50
32 15 10.1	Aggregate Shouldering, 3/4 Inch	Ton	228	26.22	5,978.16	18.00	4,104.00	27.00	6,156.00
32 16 30.1	Concrete Curb and Gutter, 30-inch Type D	LF	1,580	9.50	15,010.00	11.00	17,380.00	13.50	21,330.00
32 17 23.1	Pavement Marking, Epoxy 6-inch Crosswalk	LF	200	14.00	2,800.00	15.00	3,000.00	14.00	2,800.00



TABULATION OF BIDS

2015 Street and Utility Improvements

New Richmond, WI

SEH No.: NEWRI 133224

Bid Date: 2:00 p.m., Thursday, August 20, 2015

Shaded area denotes corrected figure

Item No.	Item	Unit	Est. Quantity	Heartland Contractors of WI Inc.		A-1 Excavating Inc.		Albrightson Excavating	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
32 17 23.2	Pavement Marking, Epoxy 18-inch Stop Line	LF	36	20.00	720.00	21.00	756.00	20.00	720.00
32 18 40.1	Concrete Driveway, 6-inch	SY	30	36.25	1,087.50	57.00	1,710.00	40.00	1,200.00
32 92 12.1	Turf Establishment	SY	5,500	1.30	7,150.00	1.00	5,500.00	3.90	21,450.00
32 92 12.2	Turf Establishment (Upland Prairie Grass Mix)	SY	1,300	2.50	3,250.00	2.00	2,600.00	4.80	6,240.00
33 11 00.1	1-inch Corporation Stop	Each	2	375.00	750.00	131.00	262.00	800.00	1,600.00
33 11 00.2	1-inch Curb Stop and Box	Each	2	277.00	554.00	302.00	604.00	790.00	1,580.00
33 11 00.3	1-inch Copper Water Service	LF	60	18.00	1,080.00	39.00	2,340.00	52.00	3,120.00
33 11 00.4	Abandon Existing Water Main	LS	1	800.00	800.00	750.00	750.00	2,200.00	2,200.00
33 11 00.5	Insulation, 4-inch thickness	SF	450	1.09	490.50	4.00	1,800.00	6.00	2,700.00
33 11 00.6	Connect to Existing Water Service	Each	2	450.00	900.00	130.00	260.00	700.00	1,400.00
33 11 00.7	Remove & Salvage Hydrant and Gate Valve, Extend	LS	1	1,500.00	1,500.00	3,000.00	3,000.00	3,550.00	3,550.00
33 11 00.8	Remove and Replace Existing Gate Valve Box	Each	2	750.00	1,500.00	484.00	968.00	650.00	1,300.00
33 41 00.1	Storm Sewer Manhole, 48-inch with Casting	Each	2	1,550.00	3,100.00	1,911.00	3,822.00	2,805.00	5,610.00
33 41 00.2	Storm Sewer Manhole, 48-inch Type STM-02 with Flat	Each	1	1,650.00	1,650.00	2,030.00	2,030.00	2,885.00	2,885.00
33 41 00.3	Storm Sewer Manhole, 27-inch with Area Drain Casting	Each	1	1,150.00	1,150.00	1,292.00	1,292.00	2,155.00	2,155.00
33 41 00.4	12-inch RCP Storm Sewer	LF	120	30.00	3,600.00	31.00	3,720.00	42.00	5,040.00
33 41 00.5	15-inch RCP Storm Sewer	LF	403	33.00	13,299.00	32.00	12,896.00	32.50	13,097.50
33 41 00.6	Inlet, Type 3 with Casting	Each	4	1,150.00	4,600.00	1,547.00	6,188.00	2,030.00	8,120.00
33 41 00.7	15-inch RCP Apron Endwall	Each	1	650.00	650.00	757.00	757.00	775.00	775.00
33 42 20.1	15-inch CMP Culvert Pipe	LF	123	30.00	3,690.00	32.00	3,936.00	34.00	4,182.00
33 42 20.2	18-inch by 24-inch CMP Elliptical Culvert Pipe	LF	49	29.00	1,421.00	38.00	1,862.00	49.00	2,401.00
33 42 20.3	15-inch CMP Apron Endwall	Each	8	200.00	1,600.00	240.00	1,920.00	390.00	3,120.00
33 42 20.4	18-inch and 24-inch CMP Elliptical Apron Endwall	Each	2	300.00	600.00	340.00	680.00	415.00	830.00
TOTAL BID PRICE		0	0		407,570.96		462,937.50		582,920.69
0		0	0		0.00		0.00		0.00
Alternate No. 1 - Trail		0	0		0.00		0.00		0.00
32 12 28.1	Asphaltic Pavement - Type E-1	Ton	90	84.69	7,622.10	75.00	6,750.00	74.95	6,745.50
32 17 23.3	Pavement Marking, Epoxy 4-inch Bike Lane	LF	1,050	1.10	1,155.00	1.25	1,312.50	1.10	1,155.00
32 17 23.4	Pavement Marking, Epoxy Bike Symbol 4-foot Height	Each	4	160.00	640.00	175.00	700.00	160.00	640.00
32 17 23.5	Pavement Marking, Epoxy Arrow Symbol 6-foot Height	Each	4	160.00	640.00	175.00	700.00	160.00	640.00
32 17 23.6	Pavement Marking, Epoxy Crosswalk Blocks, 3-foot	LF	60	17.50	1,050.00	18.00	1,080.00	17.50	1,050.00
32 18 40.4	Concrete Handicap Ramp, 6 inch	SY	125	36.25	4,531.25	57.00	7,125.00	40.00	5,000.00
32 18 40.5	Curb Ramp Detectable Warning Field	Each	7	230.00	1,610.00	330.00	2,310.00	280.00	1,960.00
34 41 40.1	Sign - W11-Type 2	SF	31	11.00	341.00	40.00	1,240.00	39.50	1,224.50



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MEMORANDUM

TO: Jeremiah Wendt, City Engineer

FROM: Dave Simons, Project Manager

DATE: August 21, 2015

RE: 2015 Streets Estimated Cost Split
SEH No. 133224 14.00

Below is an estimated cost split for the 2015 Streets Project, based on the low bid from Heartland Contractors. The cost split includes Alternate No. 1, which is the 115th Street Trail.

Project	City of New Richmond	Town of Richmond	Lakeside Foods	Total
Pierson/High Street	\$40,237.24		\$40,237.24	\$80,474.48
115 th Street	\$186,457.76	\$3,174.39		\$189,632.15
175 th Avenue	\$77,526.84	\$77,527.84		\$155,053.68
Total	\$304,221.84	\$80,702.23	\$40,237.24	\$425,160.31

It should be noted that the segment of 175th Street had several soil borings which showed indications of poor soils deep beneath the bottom of the proposed road bed. In order to cover the possible additional cost for removal of poor soils, there is approximately \$25,000 of extra soil removal costs built into both the City's and the Town's share of the 175th Avenue costs listed above. It will not be known until the grading is underway how much of this soil will need to be removed and replaced, but the costs are built into the budget in case it is needed.

The contract is based on estimated quantities of work, so the final construction cost could vary up or down from the estimated totals. Therefore, these amounts are estimated amounts rather than not-to-exceed amounts.

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August 21, 2015

Mr. Jeremiah Wendt, P.E.
Director of Public Works
City of New Richmond
156 E. First Street
New Richmond, WI 54017

Dear Mr. Wendt & City Council:

On Thursday, August 20, 2015, bids were opened for the 2015 New Richmond Crossing Project Phase 2. Four (4) Bids were received. The bids ranged from \$107,101.78 to \$146,950.00. The low bid was received from Albrightson Excavating, Inc., Woodville, WI. We have attached a bid tabulation showing the bids received. For comparison purposes, our engineer's estimate was \$125,000. It is our opinion that the City received competitive bids.

Cedar Corporation has previously worked with and considers Albrightson Excavating, Inc. to be a reputable company and responsible bidder.

Accordingly, we recommend that the City of New Richmond award the 2015 New Richmond Crossing Project Phase 2 construction contract in the amount of \$107,101.78 to Albrightson Excavating, Inc. contingent upon receipt of proof of bonding and insurance.

Please do not hesitate to contact us if you have any questions.

Regards,
CEDAR CORPORATION

A handwritten signature in blue ink that reads "Russ Kiviniemi".

Russ Kiviniemi, P.E.
Project Manager



BID TABULATION

2015 Richmond Crossing Project, Phase 2
New Richmond, WI

August 20, 2015

Item No.	Item	Unit	Qty	Albrightson Excavating		RM Schlosser Excavating		A-1 Excavating		Heartland Contractors		
				Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	
Sanitary Sewer												
2720.01061	Sanitary Sewer Lateral, PVC, SDR 35, 6"	L.F.	75	\$24.50	\$1,837.50	\$22.00	\$1,650.00	\$46.00	\$3,450.00	\$25.00	\$1,875.00	
2720.01006	Sanitary Sewer, PVC, SDR 35, 6"	L.F.	20	\$28.00	\$560.00	\$21.00	\$420.00	\$46.00	\$920.00	\$25.00	\$500.00	
2720.01008	Sanitary Sewer, PVC, SDR 35, 8"	L.F.	245	\$20.70	\$5,071.50	\$24.00	\$5,880.00	\$48.00	\$11,760.00	\$26.50	\$6,492.50	
2720.01116	Wye, 8"x6"	EA.	2	\$150.00	\$300.00	\$95.00	\$190.00	\$144.00	\$288.00	\$75.00	\$150.00	
2720.00090	Exploratory Excavation	EA.	1	\$250.00	\$250.00	\$150.00	\$150.00	\$750.00	\$750.00	\$800.00	\$800.00	
2720.01201	Sanitary Manhole, Type I	V.F.	9.5	\$182.65	\$1,735.18	\$300.00	\$2,850.00	\$230.00	\$2,185.00	\$185.00	\$1,757.50	
2720.01301	Sanitary Casting, Type J	EA.	1	\$450.00	\$450.00	\$550.00	\$550.00	\$445.00	\$445.00	\$450.00	\$450.00	
2720.01401	Connect to Existing	EA.	3	\$700.00	\$2,100.00	\$700.00	\$2,100.00	\$100.00	\$300.00	\$650.00	\$1,950.00	
2720.03002	Tracer Wire Signal Connection Box	EA.	2	\$60.00	\$120.00	\$65.00	\$130.00	\$60.00	\$120.00	\$150.00	\$300.00	
2720.05001	Televising	L.F.	265	\$1.00	\$265.00	\$1.15	\$304.75	\$1.00	\$265.00	\$1.00	\$265.00	
Subtotal Sanitary Sewer					\$12,689.18		\$14,224.75		\$20,483.00		\$14,540.00	
Watermain												
2713.00006	Watermain, Ductile Iron, 6"	L.F.	110	\$39.60	\$4,356.00	\$42.00	\$4,620.00	\$58.00	\$6,380.00	\$42.50	\$4,675.00	
2713.00008	Watermain, Ductile Iron, 8"	L.F.	250	\$36.52	\$9,130.00	\$46.00	\$11,500.00	\$64.00	\$16,000.00	\$45.20	\$11,300.00	
2713.00501	Hydrant	EA.	2	\$3,485.00	\$6,970.00	\$3,200.00	\$6,400.00	\$3,795.00	\$7,590.00	\$3,850.00	\$7,700.00	
2713.00090	Exploratory Excavation	EA.	1	\$250.00	\$250.00	\$150.00	\$150.00	\$750.00	\$750.00	\$800.00	\$800.00	
2713.00606	Gate Valve, 6"	EA.	5	\$1,305.00	\$6,525.00	\$1,500.00	\$7,500.00	\$1,355.00	\$6,775.00	\$1,225.00	\$6,125.00	
2713.00608	Gate Valve, 8"	EA.	1	\$1,765.00	\$1,765.00	\$1,800.00	\$1,800.00	\$1,862.00	\$1,862.00	\$1,550.00	\$1,550.00	
2713.00701	Connect to Existing	EA.	3	\$900.00	\$2,700.00	\$850.00	\$2,550.00	\$100.00	\$300.00	\$653.00	\$1,959.00	
Subtotal Watermain					\$31,696.00		\$34,520.00		\$39,657.00		\$34,109.00	

Item No.	Item	Unit	Qty	Albrightson Excavating		RM Schlosser Excavating		A-1 Excavating		Heartland Contractors		
				Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	
Storm Sewer												
2720.00024	Storm Sewer, RCP, 24"	L.F.	245	\$34.55	\$8,464.75	\$39.00	\$9,555.00	\$60.00	\$14,700.00	\$38.50	\$9,432.50	
2720.00015	Storm Sewer, RCP, 15"	L.F.	70	\$28.00	\$1,960.00	\$33.00	\$2,310.00	\$54.00	\$3,780.00	\$34.00	\$2,380.00	
2720.01201	Storm Manhole, Type I	V.F.	5.2	\$259.00	\$1,346.80	\$290.00	\$1,508.00	\$310.00	\$1,612.00	\$195.00	\$1,014.00	
2720.00353	Storm Inlet, Type III	V.F.	5	\$245.00	\$1,225.00	\$280.00	\$1,400.00	\$220.00	\$1,100.00	\$185.00	\$925.00	
2720.00403	Storm Castings, Type HV	EA.	2	\$425.00	\$850.00	\$580.00	\$1,160.00	\$555.00	\$1,110.00	\$525.00	\$1,050.00	
2720.00802	Connect to Existing	EA.	2	\$675.00	\$1,350.00	\$500.00	\$1,000.00	\$100.00	\$200.00	\$850.00	\$1,700.00	
2720.00401	Insulation, 4"	S.F.	128	\$4.60	\$588.80	\$6.00	\$768.00	\$4.00	\$512.00	\$1.80	\$230.40	
2720.99001	Televising	L.F.	315	\$1.00	\$315.00	\$1.15	\$362.25	\$1.00	\$315.00	\$1.00	\$315.00	
	Subtotal Storm Sewer				\$16,100.35		\$18,063.25		\$23,329.00		\$17,046.90	
Street Construction												
2100.00103	Remove Asphaltic Pavement	S.Y.	20	\$4.00	\$80.00	\$4.00	\$80.00	\$5.00	\$100.00	\$2.00	\$40.00	
2100.00401	Sawcut	L.F.	35	\$3.00	\$105.00	\$4.00	\$140.00	\$3.00	\$105.00	\$2.50	\$87.50	
2200.00001	Excavation, Common	C.Y.	800	\$4.50	\$3,600.00	\$5.00	\$4,000.00	\$1.00	\$800.00	\$31.00	\$24,800.00	
2225.00001	Crushed Aggregate Base, Roadway	C.Y.	375	\$15.55	\$5,831.25	\$30.00	\$11,250.00	\$30.00	\$11,250.00	\$43.43	\$16,286.25	
2225.00201	Granular Subbase, Roadway	C.Y.	375	\$5.00	\$1,875.00	\$6.00	\$2,250.00	\$1.00	\$375.00	\$13.75	\$5,156.25	
2225.00202	Granular Subbase, Sidewalk	C.Y.	40	\$10.00	\$400.00	\$12.00	\$480.00	\$1.00	\$40.00	\$18.50	\$740.00	
2270.00014	Inlet Protection	EA.	2	\$60.00	\$120.00	\$85.00	\$170.00	\$60.00	\$120.00	\$75.00	\$150.00	
2270.00015	Aggregate Tracking Pad	C.Y.	35	\$14.00	\$490.00	\$23.00	\$805.00	\$1.00	\$35.00	\$30.00	\$1,050.00	
2513.00150	HMA, Binder, 2.0"	S.Y.	900	\$9.50	\$8,550.00	\$9.68	\$8,712.00	\$10.00	\$9,000.00	\$10.00	\$9,000.00	
2513.01150	HMA, Surface, 2.0"	S.Y.	900	\$8.55	\$7,695.00	\$7.59	\$6,831.00	\$8.00	\$7,200.00	\$7.55	\$6,795.00	
2521.00030	Concrete Curb & Gutter, 30" Barrier	L.F.	500	\$10.25	\$5,125.00	\$15.30	\$7,650.00	\$16.00	\$8,000.00	\$9.50	\$4,750.00	
2521.00204	Concrete Sidewalk, 4"	S.F.	1500	\$5.40	\$8,100.00	\$4.30	\$6,450.00	\$4.50	\$6,750.00	\$4.00	\$6,000.00	
2890.00010	Traffic Control	L.S.	1	\$1,845.00	\$1,845.00	\$500.00	\$500.00	\$300.00	\$300.00	\$1,200.00	\$1,200.00	
2910.00101	Restoration, Seed	S.Y.	800	\$3.50	\$2,800.00	\$3.80	\$3,040.00	\$1.00	\$800.00	\$6.50	\$5,200.00	
	Subtotal Street Construction				\$46,616.25		\$52,358.00		\$44,875.00		\$81,255.00	
	PROJECT TOTAL				\$107,101.78		\$119,166.00		\$128,344.00		\$146,950.90	

ECKBERG LAMMERS
MEMORANDUM

To: Honorable Mayor and City Council
From: Nicholas J. Vivian, City Attorney
Date: August 21, 2015
Re: High Street / North Pierson Avenue Realignment – Lakeside Cost Sharing Agreement

In conjunction with the High Street / North Pierson Avenue Realignment Project (“Project”), we have been working with Lakeside Foods (“Lakeside”) on the attached Road Realignment Payment and Reimbursement Agreement (“Agreement”). The Agreement provides for a right of way / land swap which will allow the City to realign the roadway, and further obligates both the City and Lakeside to pay 50% of the cost of the Project.

Lakeside will pay \$10,000.00 to the City upon the execution of the Agreement, \$25,000.00 at the commencement of the Project, and the balance not more than ten days following a final accounting as delivered by the City.

The Agreement is currently with Lakeside’s corporate office for approval. In anticipation of that approval, the City Council is asked to approve the final draft of the Agreement with direction to staff to finalize any outstanding matters associated with the Agreement as raised by Lakeside.

Please contact me if you have any questions regarding the Agreement.

**ROAD REALIGNMENT
PAYMENT AND REIMBURSEMENT AGREEMENT**

This ROAD REALIGNMENT PAYMENT AND REIMBURSEMENT AGREEMENT (“Agreement”) is made and entered into this ___ day of August, 2015, by and between LAKESIDE FOODS, INC., a Wisconsin corporation, (“Lakeside”) and the CITY OF NEW RICHMOND, a Wisconsin municipal corporation (“City”). Lakeside and the City are hereafter referred to as the “Parties.”

WITNESSETH:

WHEREAS, the City intends to reconstruct and realign portions of North Pierson Avenue and High Street located near Lakeside’s facility, as more particularly depicted on Exhibit A, attached hereto (“Project”); and

WHEREAS, the City intends to engage Short Elliot Hendrickson Inc. (“SEH”) to manage the Project pursuant to the terms of that certain Master Agreement and Supplemental Letter Agreement (the “Project Agreement”); and

WHEREAS, in order to complete the Project, the City will need to acquire the land described on Exhibit B, and depicted in Pink on Exhibit A (“Acquired Right of Way”); and

WHEREAS, in consideration of the receipt of the Acquired Right of Way, the City will convey to Lakeside the land described on Exhibit C, and depicted in Blue on Exhibit A (the “Lakeside Parcel”)

WHEREAS, the Project will benefit Lakeside’s facility, and as inducement for the City to construct the Project, Lakeside has agreed to share in the costs of the Project.

NOW, THEREFORE, it is mutually agreed as follows:

1. **LAND SWAP.** Within sixty (60) days of the date of this Agreement, the City will transfer and convey the Lakeside Parcel to Lakeside, and Lakeside will contemporaneously therewith convey the Acquired Right of Way to the City. Such transfers shall be made by general warranty deed.

2. **COST PARTICIPATION.** The City and Lakeside each agree to pay fifty percent (50%) of all costs, fees, and expenses incurred by the City in connection with the Project and Project Agreement, including without limitation costs, fees, and expenses for the planning, consulting, engineering, and construction of the Project, and costs, fees, and expenses for the acquisition of the Acquired Right of Way (“Shared Costs”).

3. **PAYMENT AND REIMBURSEMENT.** Lakeside shall pay to the City \$10,000.00 (the “Initial Lakeside Payment”) on the date of the execution of this Agreement, and \$25,000 upon commencement of the Project (the “Second Lakeside Payment”). Upon receipt of invoices for services rendered for the Project, the City will directly pay the Shared Costs, and will reimburse itself from the Initial Lakeside Payment and Second Lakeside Payment for fifty percent (50%) of all such

Shared Costs until such Initial Lakeside Payment and Second Lakeside Payment are fully depleted. Upon completion of the Project, as determined by the City in its discretion, the City shall provide Lakeside with an accounting of all Shared Costs ("Final Accounting"), together with copies of invoices or other documentation as may be appropriate to document the Final Accounting. Within ten (10) days of the City's delivery of the Final Accounting (the "Final Payment Date"), Lakeside shall reimburse the City for an amount equal to fifty percent (50%) of the Shared Costs minus the Initial Lakeside Payment and Second Lakeside Payment ("Final Payment Amount").

4. **LATE PAYMENTS.** In the event Lakeside does not pay the Final Payment Amount to the City in full by the Final Payment Date, the unpaid portion of the Final Payment Amount shall thereafter accrue interest at an interest at a rate equal to ten percent (10%) per annum. Any amounts received by Lakeside shall first be applied to interest, and thereafter to reduce the Final Payment Amount.

5. **AUTHORITY TO EXECUTE.** The individuals signing on behalf of the City and Lakeside warrant they have been properly authorized to do so by their respective Council and Board of Directors, and to bind them to its terms.

5. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the Parties with respect to the services described herein and supersedes all previous negotiations, commitments and writings. This Agreement may not be modified or amended except by a writing duly signed by the authorized representatives of the Parties. Any condition or provision of or in any document or communication whatsoever, other than a writing amending or modifying this Agreement in accordance with this Section 7 shall be deemed inapplicable to the obligations between the Parties.

6. **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of Wisconsin.

7. **WAIVER OF JURY TRIAL.** The Parties jointly and severally WAIVE ANY AND ALL RIGHT TO TRIAL BY JURY with regard to any actions, claims, disputes or proceedings arising out of or in connection with this Agreement. Each of the Parties represents that THIS WAIVER IS KNOWINGLY, WILLINGLY AND VOLUNTARILY GIVEN.

8. **SEVERABILITY.** It is intended that each paragraph of this Agreement shall be viewed as separate and divisible, and in the event that any paragraph shall be held to be invalid, the remaining paragraphs shall continue to be in full force and effect.

9. **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original, but all of which together shall constitute one and the same instrument.

[NO FURTHER TEXT ON THIS PAGE]

IN TESTIMONY WHEREOF the parties have duly executed this Agreement by their duly authorized officers.

CITY OF NEW RICHMOND

LAKESIDE FOODS, INC.

By: _____
Frederick Horne
Mayor

By: _____
Name: _____
Its: _____

By: _____
Tanya Reigel
City Clerk

EXHIBIT A

Project Depiction

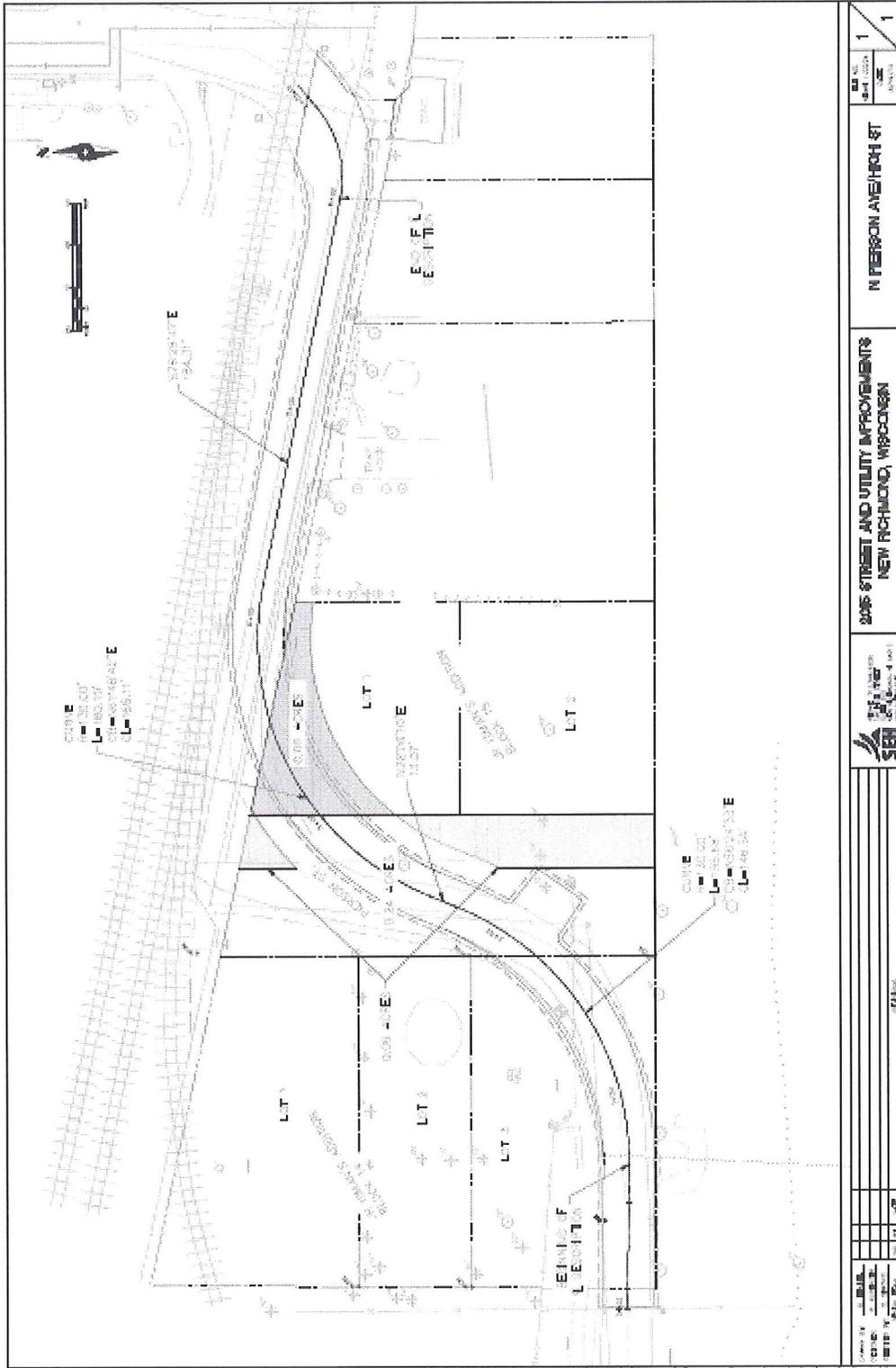


EXHIBIT B

Acquired Right of Way

A strip of land 50 feet in width lying within Lot 1, Block 15, of JR Ismon's Addition, located in the Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 36, T31N, R18W, City of New Richmond, St. Croix County, Wisconsin, the centerline of which is more particularly described as follows:

Commencing at the Northwest corner of said Section 36; Thence $S00^{\circ}54'15''E$ 2635.02 feet to the West $\frac{1}{4}$ corner of said Section 36; Thence $S30^{\circ}57'09''E$ 1519.98 feet to the point of beginning of the centerline to be described; Thence 155.68 feet along the arc of a curve concave to the northwest with a radius of 130.00 feet and a chord which bears $N56^{\circ}24'33''E$ 146.54 feet; Thence $N22^{\circ}06'10''E$ 13.07 feet; Thence 180.19 feet along the arc of a curve concave to the southeast with a radius of 130.00 feet and a chord which bears $N61^{\circ}48'42''E$ 166.11 feet; Thence $S78^{\circ}28'47''E$ 184.31 feet to the point of termination of said centerline.

Said parcel contain 0.06 acres more or less.

EXHIBIT C

Lakeside Parcel

The East 25 feet of North Pierson Ave as dedicated on JR Ismon's Addition between Block 14 and Block 15 lying south of the railroad right of way, located in the Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 36, T31N, R18W, City of New Richmond, St. Croix County, Wisconsin.

Except a strip of land 50 feet in width the centerline of which is described as follows:

Commencing at the Northwest corner of said Section 36; Thence $S00^{\circ}54'15''E$ 2635.02 feet to the West $\frac{1}{4}$ corner of said Section 36; Thence $S30^{\circ}57'09''E$ 1519.98 feet to the point of beginning of the centerline to be described; Thence 155.68 feet along the arc of a curve concave to the northwest with a radius of 130.00 feet and a chord which bears $N56^{\circ}24'33''E$ 146.54 feet; Thence $N22^{\circ}06'10''E$ 13.07 feet; Thence 180.19 feet along the arc of a curve concave to the southeast with a radius of 130.00 feet and a chord which bears $N61^{\circ}48'42''E$ 166.11 feet; Thence $S78^{\circ}28'47''E$ 184.31 feet to the point of termination of said centerline.

Said parcel contain 0.06 acres more or less.



Building a Better World
for All of Us®

MEMORANDUM

TO: Jeremiah Wendt, City Engineer

FROM: Dave Simons, Project Manager

DATE: August 20, 2015

RE: 2015 Streets Construction Services Contract
SEH No. 133224 14.00

Attached is a contract covering the construction services on the 2015 Streets Project. The proposed fees are consistent with our March 20, 2015 proposal. Construction services for the 115th Street Trail Alternate Bid are listed under "Optional Scope Items", as the trail was not part of the original scope of the project when our proposal was prepared.

As we have discussed, construction materials testing is not included in SEH's scope of work, but will need to be provided by an independent testing firm and paid for by the City. The testing firm will take soil density tests on trench backfill, and will also test the concrete for slump, air, and compressive strength.

Since PSI did the original soil testing work, we would recommend that the City obtain a quote from them to expand their scope of work to include this construction materials testing. The number of tests will be dependent on the quality and workmanship of the contractor, so actual testing costs will vary, but typical construction testing costs on a project of this size and nature normally run in the \$2,500 to \$4,500 range.

If you have any questions on the contract, please let us know. We appreciate the opportunity to work with the City on this important project.

dfs

Attachment

p:\koln\newri\131812\1-gen\10-setup-cont\02-contract\city of new richmond\2015 streets\construction\contract cover memo, 082015.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 156 High Street, Suite 300, New Richmond, WI 54017-1128

SEH is 100% employee-owned | sehinc.com | 715.246.9906 | 888.881.4281 | 888.908.8166 fax

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of New Richmond ("Client"), and Short Elliott Hendrickson Inc. (Consultant), effective November 1, 2000, this Supplemental Letter Agreement dated August 19, 2015 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **Provide consulting engineering services for construction of the streets contained within the 2015 City of New Richmond Street and Utilities Improvements Projects.**

Client's Authorized Representative: Fred Horne, Mayor

Address: 156 East First Street
New Richmond, WI 54017

Telephone: 715.246.4268 **e-mail:** mayorfred@frontier.com

Project Manager: David F. Simons, P.E.

Address: 156 High Street, Suite 300
New Richmond, WI 54017

Telephone: 715.861.4870 **e-mail:** dsimons@sehinc.com

Scope: The Basic Services to be provided by Consultant as set forth herein is provided subject to the General Conditions and Exhibits attached to this Agreement. General construction tasks for each street include preconstruction conference, contracting, submittal and shop drawing review, staking (one set each of baseline offset staking, curb and gutter staking, and storm sewer staking), periodic site visits, applications for payment, final inspection, record plans. Specific scopes of work and assumptions for each street are listed below.

2015 Streets, Construction Services

1. **115th Street (5th Street to 175th Avenue):** Proposed construction includes approximately 780 lineal feet of street including new curb & gutter (32 foot wide F-F), storm sewer and proposed storm water storage ponds. No sidewalk or other utilities are proposed, except that an 8 foot wide area will be graded for a future trail on the west side of 115th Street from West 7th Street to West 5th Street. The fee assumes 4 weeks of construction observation/administration at a total of up to 10 man hours per week, with City staff providing the balance of any construction observation/administration needed beyond this amount. If City staff are available to assist with construction engineering, the total construction engineering cost could be reduced. Under an alternate bid, the trail will be paved from West 7th Street to CTH A, and signing and striping will be provided to connect the 115th Street Trail to the Doar Prairie Trail system (See Optional Scope Items). **Estimated Cost - \$9,400**
2. **175th Avenue (112th Street to 115th Street):** Proposed construction includes approximately 1,300 lineal feet of rural design street including two 11' lanes with 3' gravel shoulders and cross sections with ditch drainage consisting of culverts. No sidewalk, curb & gutter, or utilities are proposed. The fee assumes 4 weeks of construction observation/administration at a total of up to 10 man hours per week, with City staff providing the balance of any construction observation/administration needed beyond this amount. If City staff are available to assist with construction engineering, the total construction engineering cost could be reduced. The cost included in this agreement includes 50% of the estimated total cost, as the Town of Richmond will have a separate contract for the other 50%. **Estimated Cost - \$4,600**
3. **High Street/North Pierson Avenue (From Railroad Tracks to Lakeside Foods Entrance):** Proposed construction includes approximately 700 lineal feet of street designed to accommodate truck volumes and turning movements in and out of the plant. No sidewalk, curb & gutter, or utility replacement is

proposed, except that water services will be replaced at two locations along the project. No property irons along the south right-of-way line of High Street were found when the pre-design topographic survey was completed. In order to establish the exact location of the south right-of-way of High Street, new property irons will need to be set. Since new property irons were not part of the original scope of work, the cost includes \$1,750 to install these irons and prepare a map of survey documenting their location. The fee assumes 4 weeks of construction observation/administration at a total of up to 10 man hours per week, with City staff providing the balance of any construction observation/administration needed beyond this amount. If City staff are available to assist with construction engineering, the total construction engineering cost could be reduced. **Estimated Cost - \$10,550**

Optional Scope Items (not in original RFP)

1. **Construction Services for Trail Alternate: Paving of 115th Street Trail, and Signing and Striping for Bike Route to Doar Prairie:** At the request of the City, an alternate bid was taken for construction of a bituminous trail along the west side of 115th Street from CTH A down to West 7th Street. This trail was not part of the original scope of work. If this alternate is awarded, there will be additional construction services needed for staking of the trail and signs, oversight during the concrete ramp construction and graveling and paving of the trail, and additional time to mark out and monitor the striping for the bike route. Optional Scope Item 1. includes an additional \$3,300 over and above the original proposal amount for construction services related to construction of this trail. **Estimated Cost - \$3,300**

Further Assumptions and list of tasks not included:

- Construction materials testing by independent tester not included (soil densities, concrete testing, etc.)
- Assumes streets are constructed in 2015
- Does not include permit fees (City to pay any permit fees directly)
- No land acquisition or easement preparation included, other than described above
- No boundary surveys included, other than described above
- Private utility companies will design and construct modifications to their facilities
- Assessment services, if needed, are not part of scope

Schedule: Work will begin immediately upon receipt of a signed contract. Final schedule to be developed jointly with the City, in general conformance with the schedule shown in SEH's proposal. It is assumed that all construction engineering work for these projects will be completed in 2015.

The estimated fee for the specific base scope of work listed herein is subject to a not-to-exceed amount of **\$24,550**, including expenses and equipment. The additional construction services cost of **\$3,300** for Optional Scope Item 1 (Trail Alternate Bid) would be in addition to this fee, if the Alternate Bid is awarded.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

Other Terms and Conditions: Other or additional terms contrary to the General Conditions that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

Short Elliott Hendrickson Inc.

City of New Richmond

By: David F. Simons
David F. Simons, PE
Title: Office Manager | Principal

By: _____
Title: _____

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

TO: Mayor Fred Horne, City Council

FROM: Sarah Skinner, Zoning Administrator

DATE: August 20, 2015

RE: New Street – Richmond Crossing Development – Culvers Access

A new road is to be constructed in response to the new Culvers site within the Richmond Crossing Development. The short section of road will run east from Hamilton Avenue and end at the entrance to the Culvers parking lot.

Per Ord. 117-28 (N) the new road will need to be named with a suffix designation of “Drive”, “Place” or “Way”.

In July 2014, the Public Works Committee made a recommendation to the City Council that Grant Way be the name chosen for this street however City Council took no action as development of the site stalled out. Staff is has requested that the Public Works Committee finalize a name selection for this road as the site in once again active.

The Public Works Committee made the recommendation that “Grant Way” be the name chosen for the street at the August 19th meeting. Final determination of the new street name will be made by the City Council.

The following are some suggestions:

Past Mayors

Smith
Davis
Casey
Hawkins
Bell
Powell
Coulson

Past Presidents

Grant
Roosevelt
Hoover
Truman
Wilson
Kennedy
Monroe



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TO: Mayor Fred Horne, City Council

FROM: Sarah Skinner, Zoning Administrator

DATE: August 20, 2015

RE: New Street – Richmond Crossing Development

A new road is proposed to be constructed in response to pending development within the Richmond Crossing Development. The short section of road will be constructed north of the Dollar Tree store and run west to east, from St. Croix Avenue to Hamilton Road. In the future it is possible the new road could continue west across St. Croix Avenue and terminate at Cernohous Avenue.

Per Ord. 117-28 (N) the new road will need to be named with a suffix designation of “Drive”, “Place” or “Way”.

Final determination of the new street name will be made by the City Council after the Public Works Committee makes a recommendation with potential names.

At the August 19th meeting, the Public Works Committee recommended the name “Roosevelt Drive” for the new street. City Council will make the final determination.

The following are some suggestions:

Past Mayors

Smith
Davis
Casey
Hawkins
Bell
Powell
Coulson

Past Presidents

Grant
Roosevelt
Hoover
Truman
Wilson
Kennedy
Monroe



CITY OF NEW RICHMOND
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New Richmond, Wisconsin 54017
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www.newrichmondwi.gov

TO: Mayor and City Council

FROM: Mike Darrow, City Administrator

DATE: August 21, 2015

RE: Moving Wall Project and Authorization for Temporary Lights and Signs

Attached to this memorandum is a cost breakdown for the moving wall project. Due to a similar event scheduled in the Twin Cities the same weekend, the costs associated with signage, etc., is considerably less than previously anticipated. In addition to the signage, the New Richmond Police Department will play a major role in traffic calming.

The proposed signage plan was reviewed by the Public Works Committee on August 19, 2015 with a fully supported recommendation to proceed with the outlined plan subject to Council approval. In addition to the costs associated with the signs, additional staff time will be required by the New Richmond Police, as well as Public Works, to ensure that the event is secure and appropriately staffed. We can provide a recap of those costs to the Finance Committee, if necessary, in October.

Recommendation

Staff and the Public Works Committee is recommending approval of the proposed temporary lights and sign plan as presented on August 19th. Costs for this project will be offset by the New Richmond Community Foundation Grant as well as Capital Improvement Funds. It is anticipated that, minus the grant, the total cost will not exceed \$5,000.

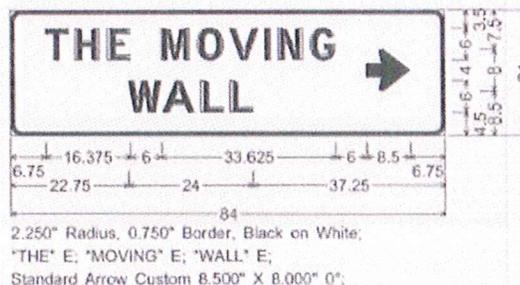
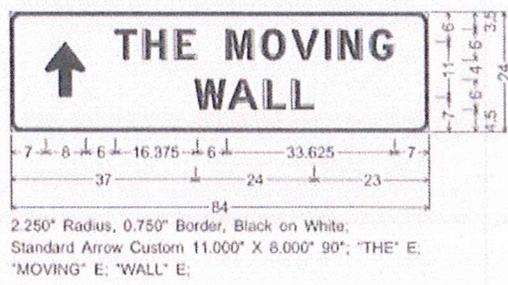
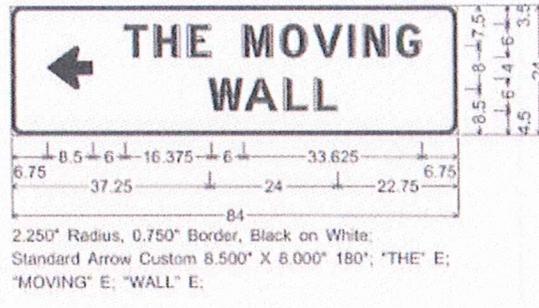
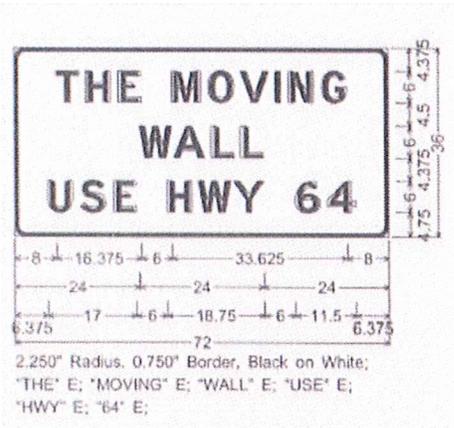
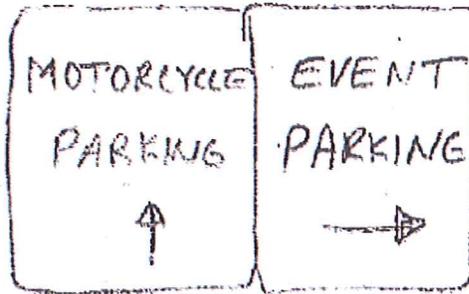
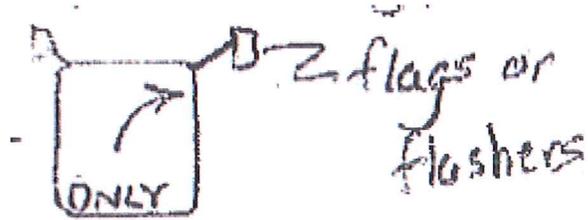
Come Grow With Us!

Public Safety & Traffic Control Planning Necessary Equipment & Costs

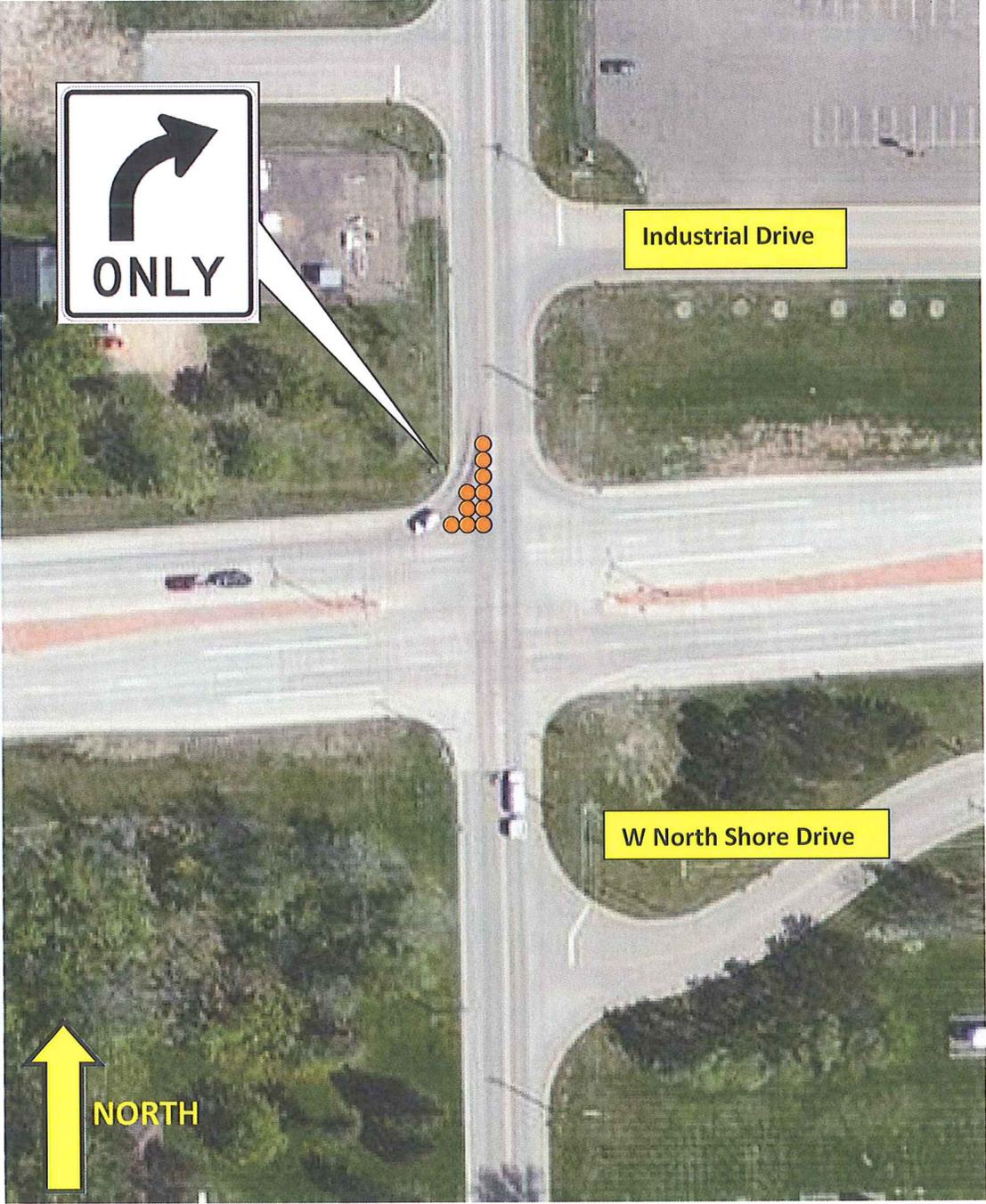
Description	Supplier	Cost
10 orange barrels	Airport & Street Depts.	No Cost
3 portable changeable message signs <i>[RENTAL]</i>	Safety Signs (MN)	\$3,000
"No Parking" signs	City & St. Croix County	No Cost
7 Moving Wall event signs designed by WI DOT <i>[PURCHASE]</i>	TAPCO (WI)	\$1,815.20
5 wayfinding signs as recommended by SEH Inc. <i>[PURCHASE]</i>	TAPCO (WI)	\$387.70
Total Expenses		\$5,202.90
NRACF Grant		- \$1,500
Total City Cost		\$3,702.90

* Note: Additional \$3,000 escrow check from New Richmond VFW in the event that the athletic fields are damaged

What do the signs look like?



Intersection of Hwy 64 & Wall Street/County Road CC



No Parking Areas





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

TO: Mayor and City Council

FROM: Mike Darrow, City Administrator and Utility Manager
Kari Kraft, Human Resources Manager/Executive Assistant

DATE: August 20, 2015

RE: Public Works Reorganization & Posting of Assistant PWD Position

Background

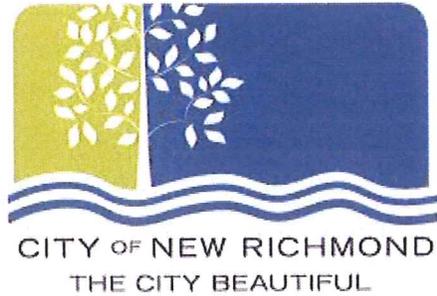
Staff is recommending the realignment of job duties within the Public Works Department to create a more efficient operational structure. This realignment would include the hiring of an Assistant Director of Public Works (ADPW), combining of the street and park departments, and a job title change for all street and park positions. If approved by the City Council, this change will assist us in meeting the following core values:

- **Providing Efficient Public Services** – By combining the current Streets and Parks departments, we have the opportunity to cross train staff – effectively decreasing the need for overtime during snow emergencies.
- The addition of an ADPW will allow the City to provide greater oversight of the community's recreational components, including Hatfield and Freedom Parks.
- **Providing Exceptional Customer Service** – The addition of an ADPW will ensure that providing a high level of customer service remains a priority. This person will not only oversee the day-to-day operations of the department ensuring a balanced and efficient distribution of workload, but will act as the single point of contact for any grounds or street infrastructure related questions and concerns. Additional efforts will be made to communicate with the public on an on-going basis regarding project status and upcoming community and public process events.
- **Cost Containment** – The aforementioned changes will have a zero \$ net impact on our budget, as the position is replacing a recently retired employee.

The Finance Committee recommended bringing these changes to the Council on August 24, 2015.

Recommendation

The Finance Committee recommends approval of the reorganization of the Public Works Department and posting of the Assistant Public Works Director Position.



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Ph 715-246-4268 Fax 715-246-7129
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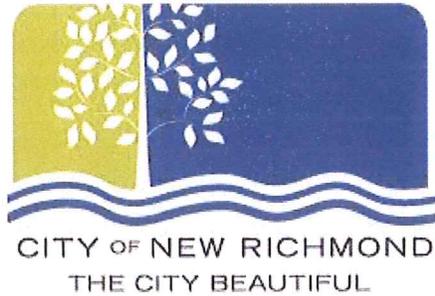
TO: Mayor and City Council

FROM: Tanya Reigel, City Clerk

DATE: August 19, 2015

RE: Departmental Budget Updates and 2016 Budget Process

Staff will provide updates on department budgets. Mike Darrow will explain the 2016 Budget Process.



156 East First Street
New Richmond, WI 54017
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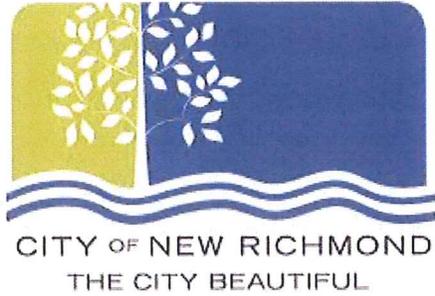
MEMORANDUM

TO: Mayor and City Council
FROM: Noah Wiedenfeld, Management Analyst
DATE: August 20, 2015
SUBJECT: City Council Student Representatives

City staff have developed a document (included) that further clarifies the eligibility, selection process, expectations, and compensation for the two City Council student representatives. Also included is a proposed application form that interested students would complete. These formal documents will hopefully enhance the student representative experience for both students and the City Council.

City staff will present a short PowerPoint presentation at the meeting.

With authorization from the City Council, City staff will proceed to advertise the student representative positions and adhere to the proposed eligibility requirements, selection process, student expectations, and compensation plan.



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New Richmond City Council Student Representative Application

Please sign and complete the form below. Applications should be mailed or dropped off at the Civic Center, or emailed to nwiedenfeld@newrichmondwi.gov, by Friday, September 18 at 5:00 pm.

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

*****Please Sign Below*****

Serving as a student representative on the New Richmond City Council is a great honor. Please sign and date below to confirm that you have read and agree to the eligibility criteria, selection process, expectations, and compensation for this position (found on the attached page).

Signature

Date (mm/dd/yyyy)

New Richmond City Council Student Representatives

The City Council shall have two student representatives from New Richmond High School. These positions are designed to be mutually beneficial to both the students and the City Council; the students shall gain a tremendous learning experience about the workings of local government and the policymaking process, while the City Council benefits by having the perspectives of younger members of the community. Student representatives do not have official voting privileges but may participate in all discussions, except for those taking place in closed session. Further details about the positions are specified below:

Eligibility: Eligible applicants must live in the City of New Richmond and be currently enrolled students at New Richmond High School. Applicants should demonstrate an interest in local government, a willingness to learn about complex issues, confidence in sharing their opinion and speaking in front of a large group, and a commitment to the New Richmond community.

Selection Process: The student representative positions shall be advertised in the fall of each year on the City's website and social media accounts, as well as in the New Richmond News. City staff shall interview all interested candidates and make a recommendation to the City Council for approval. Student representatives shall serve from the time of their selection to the regular August monthly meeting of the following year. At the conclusion of their term of service, student representatives interested in continuing in their role may choose to reapply for the position. In the event that a student representative does not fulfill the expectations of the position or chooses to no longer participate prior to the regular August monthly meeting, City staff shall either re-interview candidates or offer the position to the runner-up from the initial process, and again make a recommendation to the City Council for approval.

Expectations: The two student representatives are expected to attend each regular monthly meeting of the City Council, as well as any additional work session or committee meeting as requested by the Mayor. Each representative shall also be assigned to work on two special projects as determined by the City Council, with the first project being completed by the end of the first academic semester, and the second project being completed by the end of the academic year. The two student representatives will work on these projects under the supervision of the City's Management Analyst to ensure that the projects are of high quality and that they meet the goals of the City Council. The student representative shall have the opportunity to present their work to the City Council at a regular monthly meeting.

Compensation: The student representatives do not receive financial compensation. Upon fulfilling their responsibilities, a student representative may receive a letter of recommendation from City staff in recognition of their dedication and contributions to the City of New Richmond.



CITY OF NEW RICHMOND
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TO: Mayor and City Council
FROM: Mike Darrow, City Administrator
DATE: August 21, 2015
RE: City Library Project Update and Next Steps

As you may be aware, the New Richmond School Board recently approved the solicitation of bids for purchasing the Community Commons Building. The purpose of this decision, in part, is to ensure that all ideas, including the sale, are examined in the event that there is a private party interested in the site.

I believe that the School Board will examine offers (if there are any offers) no later than November of 2015.

Issues that remain related to the City's decision on this project include the on-going interest of having the community library on the Commons site. Below are questions to consider:

1. If the City is approached by the New Richmond School Board about purchasing the site, the following questions should be answered:
 - a. What is the value of a clean site?
 - b. Are there other areas of the city that would provide a less expensive option?
 - c. What would the City's role be related to the Commons Partners?
 - d. Should alternative sites be considered now in the event that the Commons Building is sold?
 - e. Would the City consider a land swap with the school for the acquisition of the Commons Site?

Depending upon the answers and input related to these questions, we would recommend that the City Council direct staff to look into these issues (as well as others discussed during the work session) and report back on findings in September. If alternative locations are considered, staff will provide a map of possible locations for consideration at an upcoming meeting.

Come Grow With Us!