



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

September 11, 2015

FINANCE COMMITTEE MEETING

**Fred Horne
Jim Zajkowski
Jane Hansen**

This is to inform you that there will be a Finance Committee Meeting on Monday, September 14, 2015 at 5:00 p.m. in Lower Conference Room #1 of the Civic Center, 156 East First Street, New Richmond.

AGENDA:

- 1. Roll Call**
- 2. Adoption of Agenda**
- 3. Approval of the minutes of the previous meeting, August 10, 2015**
- 4. Financial Advisors – Groups to Interview**
- 5. 2016 Vehicle Replacement Plan & Approval**
- 6. Transfer Fund Balance to Replacement Levy**
- 7. State Trust Fund Loan Application**
- 8. RFP – Assessor's Contract**
- 9. Communications and Miscellaneous**
- 10. Adjournment**

**Mike Darrow
City Administrator/Utility Manager**

cc:

**The News
Northwest Community Communications
City of New Richmond Website**

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

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

FINANCE COMMITTEE MEETING
AUGUST 10, 2015 – 5:00 P.M.

The Finance Committee was called to order by Fred Horne at 5:00 p.m.

Roll call was taken.

Members Present: Fred Horne and Jane Hansen

Members Absent: Jim Zajkowski

Others Present: Mike Darrow, Bev Langenback, Kari Kraft, Kim Hennings, Sally Cheslock, Jeanne Bergman, Gary Crosby, Steve Skinner, Matt Brown, Diane Thielke, Marty Powers, Craig Yehlik, Andy Westmoreland, Tanya Reigel and Beth Thompson.

Jane Hansen moved to adopt the agenda, seconded by Fred Horne and carried.

Jane Hansen moved to approve the minutes of the August 3, 2015 meeting, seconded by Fred Horne and carried.

Employee Benefit Review

Kari Kraft gave updates on chapter 1-3 of the Employee Handbook. Discussion followed. There was also discussion about paid time off and anticipated health insurance premium increases for 2016. The Council has not decided on specific benefits at this time. More meetings will be necessary to finalize the details.

Communications and Miscellaneous

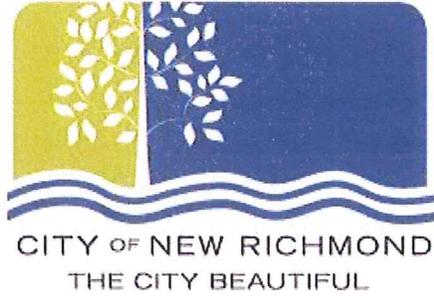
None

Adjournment

Jane Hansen moved to adjourn the meeting, seconded by Fred Horne and carried.

Meeting adjourned at 6:30 p.m.

Tanya Reigel,
City Clerk



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www.newrichmondwi.gov

TO: Finance Committee

FROM: Tanya Reigel, City Clerk

DATE: September 11, 2015

RE: Financial Advisors

Background

Staff would like to research financial advisor groups and select a few to interview to provide services in 2016. A recommendation would come back to the Finance Committee for approval.

Recommendation

Staff is asking for authority to get Requests for Proposals for financial advisor services in 2016.



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MEMORANDUM

TO: Finance Committee and City Council
FROM: Mike Darrow, City Administrator
DATE: September 11, 2015
SUBJECT: Capital Equipment Proposal and Approval

Below are recommendations for capital equipment purchases by department.

Public Works Department: The Public Works Director presented information regarding the need for a new plow truck during his departmental presentation last month. The estimated cost of a new plow truck is \$190,000. There is also a need for a new dual rear wheel pickup with dump box, which has an estimated cost of \$40,000.

Police Department: The Chief of Police presented information pertaining to vehicle equipment last month. This includes two squad vehicles and a replacement detective vehicle.

Fire Department: The Fire Chief presented information pertaining to equipment replacement. This includes a Genesis Ram E-Tool and a used pumper truck.

Description	Anticipated Cost of Replacement	Source of Funds	Trade In
Tandem Axle Plow Truck	\$190,000	\$70,000 payment in 2015 (CRR) \$48,000 payment in 2016 (Debt Levy) Remaining balance in 2018 (Debt Levy)	Yes. The estimated sale value is \$4,000.
Dual Rear Wheel Pickup with Dump Box	\$40,000 (so total cost of \$30,000 due to resale)	Cash payment in 2015 (CRR)	Yes. The estimated resale value is \$10,000.
Detective Vehicle	\$18,000	CRR payment in 2015	Yes
Two Squad Cars	\$56,000	CRR payment in 2016	Yes
E-Cutter (City Share)	\$4,590	General Fund Outlay payment in 2016	No
Used Pumper Rescue Truck (City Share)	\$255,000	\$70,000 payment in 2016 (CRR) Borrow/finance with first payment in 2017	Yes, but trade in costs would go back to capital costs for Fire Department.

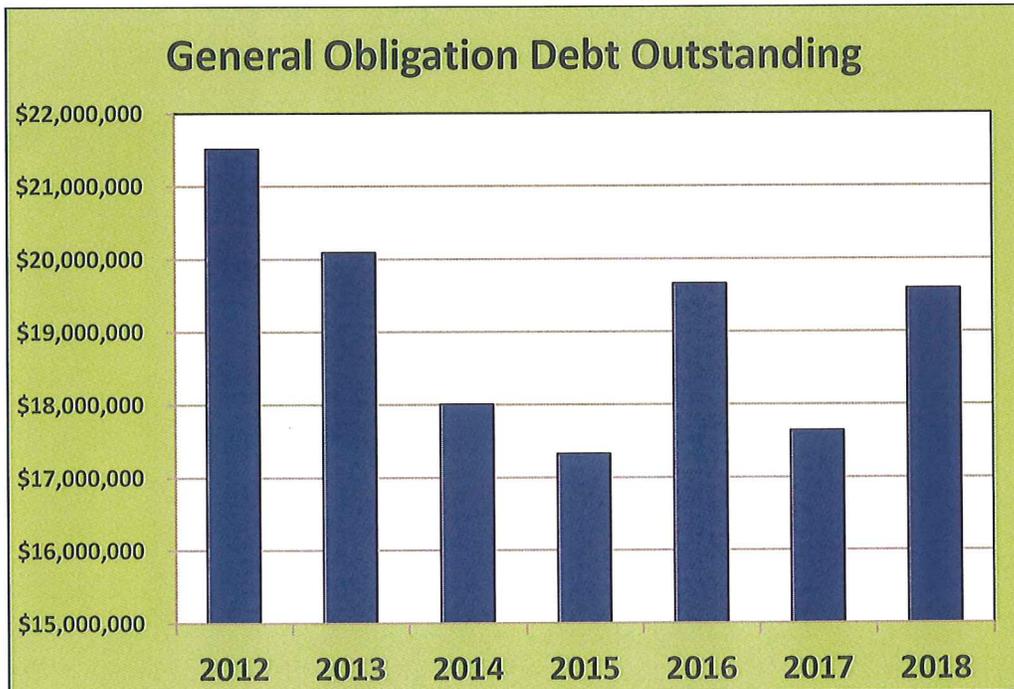
Payment Plan

As of 9/9/15, the City has an estimated \$70,000 in capital replacement reserves (CRR) for FY2015. Due to an estimated budget reserve in 2014, staff is also recommending a transfer of \$75,000 in FY2015 to capital reserves, resulting in a total of \$145,000 in cash for capital projects.

Year	Capital Replacement Reserve Balance	Anticipated Expenses	
2015	Balance of \$70,000 + \$75,000 transfer = \$145,000	Plow Truck Down Payment	\$70,000
		Dual Rear Wheel Pickup with Dump Box	\$30,000
		Detective Vehicle	\$18,000
		Total	\$118,000
2016	\$100,000 Levied	Squad Cars (2)	\$56,000
		Pumper Rescue Truck Down Payment	\$70,000
		Total	\$126,000
2017	\$100,000 Levied		

Why should we pay with cash?

The City has made progress in recent years in reducing our debt by about \$4 million. However, this debt is anticipated to increase in upcoming years due to a variety of reasons, including future street projects and State Trust Fund loan payments. *We should use the money we have on hand now to avoid borrowing and adding to our future debt burden.*



Explanation of General Obligation Debt Outstanding

To better understand the increases or decreases shown in the bar graph on the previous page, below is a brief explanation for the debt in each year. *If the 2016 street and utility projects are approved, the City's outstanding debt will still be less than it was in 2013.*

Year	Debt Outstanding	Explanation
2015	\$17,327,874	
2016	\$19,657,364	Payoff of \$604,374 STF loan; Bonding for street and utility projects of \$4,607,827; Principal Debt Payment of \$1,858,963; and STF loan for fire truck of \$185,000
2017	\$17,638,670	Total principal debt payment \$2,019,694; assumes no new borrowing
2018	\$19,589,887	Total principal debt payment of \$2,048,783; assumes borrowing \$4 million for capital improvement projects

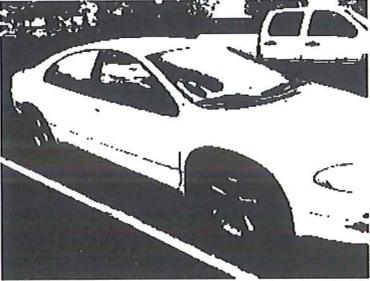
Description of Capital Equipment Needs

Below are photos and additional details of the capital equipment needs for each department.

Public Works Department:

	<p>Dual Rear Wheel Pickup with Dump Box 2003 Ford F 550 Mileage: 63,769</p> <p>The City has spent over \$17,000 in repairs since 2011. The value of this truck if we were to sell it is about \$10,000. The cost of a replacement is likely \$40,000, so the total cost would be \$30,000.</p>
 	<p>Tandem Axle Plow Truck 1990 L8000 Tandem Axle Mileage: 154,080</p> <p>This truck has a cracked frame from rust, and cannot currently be used due to this condition.</p> <p>Preliminary quotes for the chassis include: Mack: \$124,000 Western Star: \$105,816 International: \$114,853 Kenworth: \$104,100</p> <p>Set-up costs are an additional \$70,000-80,000, which means a total cost estimate of \$190,000.</p>

Police Department:

	<p>Two Squad Cars Year: Both 2014 Mileage: 94,314 and 91,796</p> <p>The new 2016 vehicles will be 4 wheel drive V6 engine sport utility vehicles.</p>
	<p>Detective Car Year: 2004 Mileage: 86,053</p> <p>The vehicle will be replaced with a front wheel drive minivan.</p>

Fire Department:

	<p>Genesis E-Ram</p> <p>Third e-tool of the three-year rescue tool program</p> <p>Cost: The City's share (51%) of the total cost is \$4,590.</p>
	<p>Pumper Rescue Truck</p> <p>Cost: The City's share (51%) of the total cost of the truck comes to \$255,000.</p> <p>The example picture on the left is a used 2006 Precision Spartan Rescue Pumper.</p>



New Richmond Police Department
156 East First Street
New Richmond Wisconsin 54017
(715) 246-6667 Office (715) 246-4370 Fax

Mark W. Samelstad
Chief of Police



September 15th, 2015

TO: ALL AUTOMOBILE DEALERS RE: BID FOR 2016 Police Special Service Patrol Vehicle – 4 wheel drive V6 engine, Sport Utility Vehicle (SUV)

The City of New Richmond will open bids for a four wheel drive Police Special Service Patrol Vehicle – 4 wheel drive V6 engine, Sport Utility Vehicle (Black & White Color Scheme) at 10:00 AM on Friday October 7th 2015 in the Chief of Police's Office located at 1443 Campus Drive, New Richmond WI. All bids must be submitted on this form, copy thereof, and must comply with the following minimum specifications.

The NEW RICHMOND CITY COUNCIL RESERVES THE RIGHT TO:(1) ACCEPT OR REJECT ANY OR ALL BIDS. (2) ACCEPT THE BID MOST ADVANTAGEOUS TO THE CITY OF NEW RICHMOND.

<u>Item</u>	<u>Minimum Specifications Required</u>	<u>Specifications Furnished</u>	
1-Model	New 2016	YES	NO
2-Performance	Meet State Police specifications for top speed, handling, acceleration and braking, and pass all aspects that certify that this is a police pursuit vehicle.	YES	NO
3-Transmission	4 or 5 speed electronically controlled automatic transmission with overdrive	YES	NO
4-Limited Slip Rear Axle		YES	NO
5-Suspension System	Maximum police handling package to include heavy duty front and rear springs, shocks and stabilizer bars	YES	NO
6-Power Steering with Tilt		YES	NO
7 - ABS Brakes	4 wheel ABS (anti-lock) brakes	YES	NO
8 - Cooling System	Maximum size available	YES	NO
9 - Heavy- Duty Alternator	Maximum size available	YES	NO
10 - Gas Tank	Maximum size available	YES	NO
11 - Battery	Maximum CCA available for police use	YES	NO
12 - Horn	Mounted under the hood	YES	NO

13 - Tires	Five (5) all season speed rated with metal valve stem caps with spare tire mounted in cargo area or under vehicle	YES	NO
<u>Item</u>	<u>Minimum Specifications Required</u>	<u>Specifications Furnished</u>	
14 - Center Hub Wheel Covers	(Not full size wheel covers)	YES	NO
15 - Radio Noise Suppression Kit		YES	NO
16 - Electrical or Computer Systems Interference	The vehicle shall not interfere with signals received or transmitted by the mobile police radio system nor shall the vehicle be affected by the operation of a police mobile transmitter. The vendor and manufacturer will be held responsible for correcting problems arising from two-way radio interference with vehicle systems	YES	NO
17 - Seats	Heavy-duty foam rubber and cloth front bucket seats. Vinyl rear seats. Power driver's seat	YES	NO
18 - Air Bag	Driver and passenger side	YES	NO
19 - Speedometer	Certified for accuracy	YES	NO
20 - Air Conditioning Gauges	Dash mounted full instrumentation to include tachometer (if standard), trip odometer, water temperature and fuel gauges	YES	NO
21 - Cruise Control		YES	NO
22 - Digital Clock		YES	NO
23 - Interior Lights	Dome lights (or courtesy lights) should <u>NOT</u> be wired to turn on automatically when the vehicle's doors are opened. Dome lights must be controlled by the headlight switch. A second dome lights (in addition to the standard dome light) must be mounted in center, immediately above the windshield between the visors and must be turned on and off by a switch on the fixture. An additional dome light mounted above center of cargo area, operated by switch on light fixture.	YES	NO
24 - Radio	Factory installed AM-FM stereo with speakers wired	YES	NO
25 - Locks/ Keys	One key used to operate doors, ignition and trunk. Four keys to be supplied	YES	NO
26 - Paint Color	Black & White Color Scheme(pattern to be determined)	YES	NO
27 - Rear Window Defroster	Electric Grid Type	YES	NO

28 - Power and Heated Mirrors	Right and Left sides, interior day/night mirror	YES	NO
29 - Intermittent Wipers and Electric Washers		YES	NO
30 - Driver Side Spotlight		YES	NO
31 - Rear Cargo	Electric device to unfasten or unlock the rear cargo door/window inside the drivers compartment	YES	NO
<u>Item</u>	<u>Minimum Specifications Required</u>	<u>Specifications Furnished</u>	
34 - Running Boards		YES	NO
35 - Vinyl Flooring		YES	NO
36 - Front License Plate Holder		YES	NO
37 - Towing Package with Class III Hitch		YES	NO
38 - Tire Pressure Monitoring System		YES	NO
39 - Locking Gas Cap Via Interior Push Button		YES	NO
40 - Power Adjustable Pedals		YES	NO
41 - Traction Control		YES	NO
42 - Hood Release	(Internal)	YES	NO
43 - Rear Window mounted Flashers (red & blue)		YES	NO
44 - Windows	Power – all tinted	YES	NO
45 - Chimes & Buzzers	Disconnect of all prior to delivery	YES	NO
46 - License Plate Strobes (white)		YES	NO
47 - Rear Door Handles	Inoperative	YES	NO
48 - Front Marker Lens Strobe	Bulb & power supply	YES	NO
49 - Rear Tail Light Strobe	Bulb & power supply	YES	NO
50 - Alternating Headlight Flasher Module		YES	NO
51 - Alternating Headlight Flasher		YES	NO
52 - Siren/Speaker & mounting Bracket	Installed behind front grill	YES	NO
53 - Radio Console with Computer Mounting Bracket	(Panasonic Tough Book)	YES	NO
54 - 100 Watt Siren Amplifier	w/three tones, Air horn and P/A, plus nine function light control	YES	NO
55 - Whelen Liberty LED			

Light Bar	With alley and takedown lights	YES	NO
56 - Recessed Panel Prisoner Partition	w/single vertical gun lock (shotgun)	YES	NO
57 - Hands free Light & Siren Controller		YES	NO
58 - Three(3) 12 volt outlets		YES	NO
59 - Vertical gun lock for Colt AR-15 (position to be determined)		YES	NO

EPA Estimated mpg (city/highway) _____

Warranty: Specify standard new car MFG. Warranty, conditions and/or terms:

Service: A high level of service and priority of service is necessary with police vehicles to provide emergency services and avoid costly down-time. Please specify what priority service would be for all repairs/maintenance:

Delivery: Planned delivery on this order will be (approximate delivery date or elapsed time from date of order)

Delivery must take place before February 29th, 2016.

Mark W. Samelstad
 Chief of Police



New Richmond Police Department
1443 Campus Drive
New Richmond Wisconsin 54017
(715) 246-6667 Office (715) 246-4370 Fax

Mark W. Samelstad
Chief of Police



September 15th, 2015

TO: Cox Motors
Johnson Motors
Bernard's Northtown

RE: Bid for Front Wheel Drive Mini Van

The City of New Richmond will open bids for both the "Leasing Option and Outright Purchase Option" at 10:00 am on Wednesday, October 7th 2015 at the Police Department located at 1443 Campus drive, New Richmond WI.

Each bid must be submitted on this form for each vehicle, copy thereof, and must comply with the following specifications.

THE NEW RICHMOND CITY COUNCIL RESERVES THE RIGHT TO: (1) ACCEPT OR REJECT ANY OR ALL BIDS. (2) ACCEPT THE BID MOST ADVANTAGEOUS TO THE CITY OF NEW RICHMOND.

<u>ITEMS</u>	<u>MINIMUM SPECIFICATIONS REQUIRED</u>	<u>SPECS FURNISHED</u>	
PASSENGER VEHICLE	STANDARD FRONT WHEEL DRIVE,	YES	NO
BODY STYLE	MINI VAN, W/	YES	NO
WHEEL BASE	114" - 120"	YES	NO
TRANSMISSION	ELECTRONIC 6-SPEED AUTOMATIC w/ELECTRONIC RANGE SELECT	YES	NO
ALTERNATOR	MINIMUM 130 AMP OUTPUT	YES	NO
BATTERY	12 VOLT MINIMUM 730 AMP COLD CRANKING	YES	NO
BRAKES	4 WHEEL ANTILOCK DISC	YES	NO
CLOCK AND GAUGES	OIL, TEMPERATURE AND ALTERNATOR	YES	NO
DOOR LOCKS	ELECTRIC	YES	NO
FLOOR MATS	REMOVABLE, HEAVY DUTY RUBBER	YES	NO
HOOD RELEASE	INTERNAL	YES	NO
INTERIOR LIGHT	STANDARD PACKAGE	YES	NO
KEYS	REMOTE KEYLESS ENTRY	YES	NO
MIRROR	DUAL REMOTE CONTROL, HEATED	YES	NO
RADIO	AM - FM STEREO PUSH BUTTON	YES	NO
REAR WINDOW DEFROSTER	ELECTRIC GRID TYPE	YES	NO
SEAT ASSEMBLY	SPLIT BENCH	YES	NO
2 ND ROW SEATING,	BUCKET SEATS, STOW&GO, FOLD IN THE FLOOR	YES	NO
3 RD ROW SEATING	STOW'N-GO, W/TAILGATE SEATS	YES	NO
DRIVERS SEAT ASSEMBLY	ELECTRIC ADJUSTABLE DRIVERS SEAT	YES	NO

SPEEDOMETER	STANDARD	YES	NO
CRUISE CONTROL		YES	NO
STEERING	STANDARD PACKAGE	YES	NO
STEERING WHEEL	TILT	YES	NO
SUSPENSION	STANDARD PACKAGE	YES	NO
TIRES / WHEELS	MINIMUM 15" DIAMETER W/FULL SIZED SPARE	YES	NO
TRUNK RELEASE	REMOTE – ELECTRIC	YES	NO
WINDOWS	POWER – ALL TINTED	YES	NO
WINDSHIELD WIPERS	INTERMITTENT - WINTER TYPE BLADES	YES	NO
CHIMES & BUZZERS	DISCONNECTION OF ALL PRIOR TO DELIVERY	YES	NO
AIR CONDITIONING	DUAL ZONE TEMPERATURE CONTROL	YES	NO
STABILITY	ALL SPEED TRACTION CONTROL AND BRAKE ASSIST	YES	NO
FUEL SYSTEM	FUEL ECONOMIZER BUTTON	YES	NO

Estimated Miles per Gallon (City Driving): _____

WARRANTY: Specify standard new car Mfg. Warranty, conditions and/or terms:

SERVICE: A high level of service and priority of service is necessary with City vehicles to provide services and avoid costly down-time. Please specify what priority service would be provided for all repairs/maintenance _____

State Vehicle Make: _____
State Vehicle Model: _____

STANDARD PRICE PER VEHICLE\$ _____

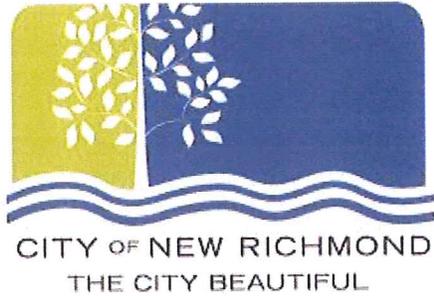
OFFER FOR TRADE-IN OF (1) 2004 Dodge Intrepid Passenger Car (Squad #7).....\$ _____

TOTAL COST PER VEHICLE.....\$ _____

DELIVERY: Planned delivery on this order will be (approximate delivery date or elapsed time from date of order) _____

Delivery must take place prior to December 31st, 2015.

Mark W. Samelstad
Chief of Police



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TO: Finance Committee / City Council

FROM: Bev Langenback, Treasurer / Mike Darrow, City Administrator

DATE: September 11, 2015

RE: Fund Balance Transfer to Capital Replacement Fund

Background

Yearly available fund balance as a percent of revenue, were as follows:

2011 – 31.66%
2012 – 34.45%
2013 – 29.62%

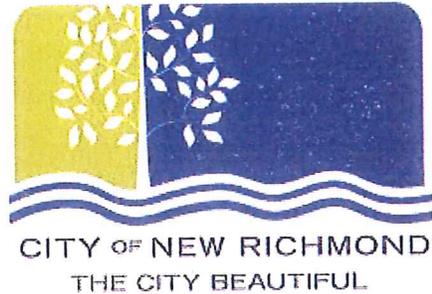
GFOA recommends no less than 2 months of general fund operating revenue (17%). Our most current bond rating was favorable due to our healthy fund balance reserves.

In fiscal year 2014 the City of New Richmond added \$122,482 to the general fund balance. The 2014 available fund balance as a percent of revenue is 31.46%.

The current balance in the capital replacement fund is \$70,405. With the need to update existing capital equipment staff would like to transfer \$75,000 from the general fund to the capital replacement fund. After making this transfer, the available fund balance as a percent of revenue would be reduced to 30.08%.

Recommendation

Staff recommends approving a \$75,000 general fund balance transfer to the capital replacement fund.



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TO: Finance Committee / City Council

FROM: Bev Langenback, Treasurer / Mike Darrow, City Administrator

DATE: September 9, 2015

RE: State Trust Fund Loan

Background

In August the Finance Committee received an update of sources and uses in the Capital Improvement plan. The project costs are currently being paid out of cash on hand but should be replenished before year end by applying for a State Trust Fund loan so our fund balance is not affected. By borrowing these funds after 9/1/15, there would be no payment due in 2016. As previously discussed with the Finance Committee and City Council this loan will be paid off with proceeds from the 2016 Bonds projected to take place in the spring.

The next step in the process is to adopt the following resolution authorizing the funding through the state trust fund.

Recommendation

Staff recommends the approval of the resolution authorizing the borrowing of \$605,000 from the State Trust Fund Loan.

STATE OF WISCONSIN
BOARD OF COMMISSIONERS OF PUBLIC LANDS
101 EAST WILSON STREET, 2ND FLOOR
POST OFFICE BOX 8943
MADISON, WISCONSIN 53708-8943

APPLICATION FOR STATE TRUST FUND LOAN

CITY - 20 YEAR MAXIMUM

Chapter 24 Wisconsin Statutes

CITY OF NEW RICHMOND

Date sent: August 17, 2015

Received and filed in Madison, Wisconsin:

ID # 05604276

RAS

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

TO: BOARD OF COMMISSIONERS OF PUBLIC LANDS

We, the undersigned **Mayor** and clerk of the City of **New Richmond**, in the County(ies) of **St Croix**, Wisconsin, in accordance with the provisions of Chapter 24 of the Wisconsin Statutes, do hereby make application for a loan of **Six Hundred Five Thousand And 00/100 Dollars (\$605,000.00)** from the Trust Funds of the State of Wisconsin for the purpose of **financing street projects, boilers, and city share of ladder truck.**

The loan is to be continued for a term of **2** years from the 15th day of March preceding the date the loan is made. The loan is to be repaid in annual installments, as provided by law, with interest at the rate of **2.50** percent per annum.

We agree to the execution and signing of such certificates of indebtedness as the Board may prepare and submit, all in accordance with Chapter 24, Wisconsin Statutes.

The application is based upon compliance on the part of the City with the provisions and regulations of the statutes above referred to, as set forth by the following statements which we do hereby certify to be correct and true.

The meeting of the common council of the City of **New Richmond**, in the County(ies) of **St Croix**, Wisconsin, which approved and authorized this application for a loan was a regularly called meeting held on the _____ day of _____, 20_____.

At the aforesaid meeting a resolution was passed by a majority vote of the members of the common council approving and authorizing an application to the Board of Commissioners of Public Lands, State of Wisconsin, for a loan of **Six Hundred Five Thousand And 00/100 Dollars (\$605,000.00)** from the Trust Funds of the State of Wisconsin to the City of **New Richmond** in the County(ies) of **St Croix**, Wisconsin, for the purpose of **financing street projects, boilers, and city share of ladder truck.** That at the same time and place, the common council of the City of **New Richmond** by a majority vote of the members, adopted a resolution levying upon all the taxable property in the city, a direct annual tax sufficient in amount to pay the annual installments of principal and interest, as they fall due, all in accordance with Article XI, Sec. 3 of the Constitution and Sec. 24.66(5), Wisconsin Statutes.

A copy of the aforesaid resolutions, certified to by the city clerk, as adopted at the meeting, and as recorded in the minutes of the meeting, accompanies this application.

A statement of the equalized valuation of all the taxable property within the City of **New Richmond**, certified to by the **Mayor** and clerk, accompanies this application.

Given under our hands in the City of **New Richmond** in the County(ies) of **St Croix**, Wisconsin, this _____ day of _____, 20_____.

Mayor, City of New Richmond

Clerk, City of New Richmond

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

FORM OF RECORD

The following preamble and resolutions were presented by Alderman _____ and were read to the meeting.

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the City of **New Richmond**, in the County(ies) of **St Croix**, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of **Six Hundred Five Thousand And 00/100 Dollars (\$605,000.00)** for the purpose of **financing street projects, boilers, and city share of ladder truck** and for no other purpose.

The loan is to be payable within 2 years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of 2.50 percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the City of **New Richmond**, in the County(ies) of **St Croix**, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the City of **New Richmond** by such loan from the state be applied or paid out for any purpose except **financing street projects, boilers, and city share of ladder truck** without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the **Mayor** and clerk of the City of **New Richmond**, in the County(ies) of **St Croix**, Wisconsin, are authorized and empowered, in the name of the city to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the city pursuant to this resolution. The **Mayor** and clerk of the city will perform all necessary actions to fully carry out the provisions of Chapter 24, Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this city forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

Alderman _____ moved adoption of the foregoing preamble and resolutions.

The question being upon the adoption of the foregoing preamble and resolutions, a vote was taken by ayes and noes, which resulted as follows:

- | | | | | |
|-----|----------|-------|-------|-------|
| 1. | Alderman | _____ | voted | _____ |
| 2. | Alderman | _____ | voted | _____ |
| 3. | Alderman | _____ | voted | _____ |
| 4. | Alderman | _____ | voted | _____ |
| 5. | Alderman | _____ | voted | _____ |
| 6. | Alderman | _____ | voted | _____ |
| 7. | Alderman | _____ | voted | _____ |
| 8. | Alderman | _____ | voted | _____ |
| 9. | Alderman | _____ | voted | _____ |
| 10. | Alderman | _____ | voted | _____ |
| 11. | Alderman | _____ | voted | _____ |
| 12. | Alderman | _____ | voted | _____ |

A majority of the members of the common council of the City of New Richmond, in the County(ies) of St Croix, State of Wisconsin, having voted in favor of the preamble and resolutions, they were declared adopted.

STATE OF WISCONSIN

County(ies) of St Croix

I, _____, Clerk of the City of New Richmond, in the County(ies) of St Croix, State of Wisconsin, do hereby certify that the foregoing is a true copy of the record of the proceedings of the common council of the City of New Richmond at a meeting held on the ____ day of _____, _____, relating to a loan from the State Trust Funds; that I have compared the same with the original record thereof in my custody as clerk and that the same is a true copy thereof, and the whole of such original record.

I further certify that the common council of the City of New Richmond, County(ies) of St Croix, is constituted by law to have _____ members, and that the original of said preamble and resolutions was adopted at the meeting of the common council by a vote of _____ ayes to _____ noes and that the vote was taken in the manner provided by law and that the proceedings are fully recorded in the records of the city.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of the City of New Richmond this ____ day of _____, 20____.

Clerk (Signature)

Clerk (Print or Type Name)

City of New Richmond

County(ies) of St Croix

State of Wisconsin

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STATE OF WISCONSIN
COUNTY(IES) OF **ST CROIX**

TO: THE BOARD OF COMMISSIONERS OF PUBLIC LANDS

I, _____, Clerk of the City of **New Richmond**, County(ies) of **St Croix**, State of Wisconsin, do hereby certify that it appears by the books, files and records in my office that the valuation of all taxable property in the City of **New Richmond** is as follows:

EQUALIZED VALUATION FOR THE YEAR 20_____ * \$ _____

* Latest year available

I further certify that the whole existing indebtedness of the City of **New Richmond**, County(ies) of **St Croix**, State of Wisconsin, is as follows (list each item of indebtedness):

NAME OF CREDITOR	PRINCIPAL BALANCE (EXCLUDING INTEREST)
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL INDEBTEDNESS:	\$ _____

Clerk (Signature)

Clerk (Print or Type Name)

City of **New Richmond**

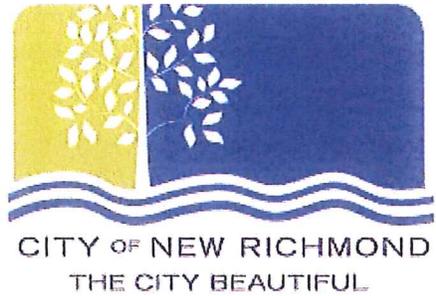
County(ies) of **St Croix**,

State of Wisconsin

_____, 20_____
Date

THE TOTAL INDEBTEDNESS, INCLUDING THE TRUST FUND LOAN APPLIED FOR, MAY NOT EXCEED 5% OF THE VALUATION OF THE TAXABLE PROPERTY AS EQUALIZED FOR STATE PURPOSES. (Sec. 24.63(1), Wis. Stats., 1989-90)

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY



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: Tanya Reigel, City Clerk

DATE: September 11, 2015

RE: RFP Assessor's Contract

Background

The current assessor's contract expires in 2015. We need to contract for the next two to three years at this time. Assessed values have stayed around 100 percent of the Fair Market Value set by the State of Wisconsin, therefore staff recommends contracting for maintenance only for the next three years.

Recommendation

Staff recommends moving forward with Requests for Proposals from assessing firms. We will ask that they are submitted by October 1, 2015 so staff can review them and conduct interviews. A recommendation will be brought to the Council at the October 12, 2015 meeting.

REQUEST FOR PROPOSALS FOR ASSESSOR'S CONTRACT

The City of New Richmond is seeking proposals for assessor services beginning in 2016. New Richmond is interested in obtaining services of an experienced assessor or assessing firm to provide full-value maintenance of all property record data in electronic format using Market Drive software. New Richmond conducted a market revaluation in 2009. The proposal shall include cost to perform maintenance for 2016, 2017 and 2018. Proposals shall be submitted in writing to the City Clerk on September 30, 2015 by 2:00 p.m. at City of New Richmond, 156 East First Street, New Richmond, WI 54017; emailed to treigel@newrichmondwi.gov; or faxed to 715-246-7129.

Requirements and Specs:

Population: 8,716

Total Number of Parcels: 4,193

Residential Parcels: 3,273 With improvements: 2,670

Commercial Parcels: 357 With improvements: 294

Personal Property Parcels: 511

Must have three years experience working with Market Drive program, be able to maintain this program on the City's viewer machines, and the ability to put the assessor's records on-line for the public to view.

Mail tax exempt forms every other year to those who are currently tax exempt.

Must have five years experience as an assessor and be approved by Wisconsin Department of Revenue to perform assessments in the State of Wisconsin.

Must have flexible hours to allow for residents to call and a voicemail for them to leave messages.

Proposal is not to exceed 8 pages double spaced.