



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

**January 29, 2018**

**TO ALL MEMBERS OF THE PUBLIC WORKS COMMITTEE:**

**Jim Zajkowski  
Mike Montello  
Craig Kittel**

**There will be a meeting of the Public Works Committee on Monday, February 5, 2018 at 4:30 p.m. in the ED Lab of the Civic Center, 156 East First Street, New Richmond.**

**AGENDA:**

- 1. Roll Call**
- 2. Adoption of Agenda**
- 3. Approval of minutes from the previous meeting, November 7, 2017**
- 4. 2018 Sidewalk Plan**
- 5. 2018 Street Maintenance Plan**
- 6. Street Name Change**
- 7. Recycling and Refuse Request for Proposal**
- 8. Bicycle & Pedestrian Master Plan Update**
- 9. Request for Deer Crossing Sign**
- 10. 2018 Alley Plan**
- 11. County Highway A Trail Project Phasing**
- 12. Communications and Miscellaneous**
- 13. Adjournment**

**Jeremiah Wendt  
Director of Public Works**

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. 2<sup>nd</sup> 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.

**Copies:**

**Fred Horne  
The News**

**City of New Richmond Website**

**Jim VanderWyst  
Northwest Community Communications**



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## MEMORANDUM

**TO:** Public Works Committee

**FROM:** Jeremiah Wendt, Director of Public Works  
Joel Enders, Management Analyst

**DATE:** January 29, 2018

**SUBJECT:** 2018 Sidewalk Plan

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### **BACKGROUND**

Pursuant to Section 70-3(a) of the New Richmond Code of Ordinances, the Public Works Committee is required to make an annual recommendation to the Common Council for the construction of new sidewalks and the repair/replacement of existing sidewalks. Staff has developed a plan for Committee consideration that focuses on walkability and commercial appeal along South Knowles Avenue and accessibility to Mary Park from adjoining residential neighborhoods.

The proposed 2018 Sidewalk Plan, shown below, identifies approximately 5,262 square feet of sidewalk for replacement. Portions of sidewalk along Knowles Avenue (2,825 feet), North 2nd Street (1,370 feet), and North 3rd Street (850 feet) comprise the majority of proposed replacement.

A total of 1,550 square feet of new sidewalk construction is proposed for 2018. 400 square feet along East 4th Street will fill the gap in sidewalk coverage between Advance Auto Parts and Knights of Columbus, while 1,150 feet will connect sidewalks along North Green Avenue to Mary Park (see attached map).

Estimated costs borne by the City for proposed sidewalk replacement and construction total \$29,125.50, which is about \$875 dollars less than the 2018 Adopted Budget amount. Where sidewalks are being repaired or replaced, property owners are assessed 50% of costs based on adjacent footage. Note that a preliminary resolution, public hearing, and final resolution are required before assessments can be assigned to individual property owners. Staff anticipate

Council consideration of a preliminary resolution in March and a public hearing/final resolution in April. Where sidewalks are newly constructed, the City pays for 100% of costs.

### **RECOMMENDATIONS**

Staff recommend approval of the proposed Sidewalk Plan and authorization to advertise for bids. Bid results will be included with this item when it is presented to the City Council.

### **ATTACHMENTS**

1. 2018 Sidewalk Plan (descriptions, cost estimates and map)

## 2018 New Richmond Sidewalk Plan

### Knowles Avenue Sidewalk Replacement

Address	ft <sup>2</sup>	Curb Length
Bridge	18	
104 S Knowles Ave	180	20
116 S Knowles Ave	20	
126 S Knowles Ave	30	
133 S Knowles Ave	12.5	
137 S Knowles Ave	40	
141 S Knowles Ave	25	
109 E 2nd	30	
157 S Knowles Ave	733	25
201 S Knowles Ave	140	15
206 S Knowles Ave	80	
220 S Knowles Ave	80	
251 S Knowles Ave	30	
252 S Knowles Ave	60	
255 S Knowles Ave	163	19
307 S Knowles Ave	395	15
346 S Knowles Ave	150	18
355 S Knowles Ave	247	15
110 W 4th	280	23
430 S Knowles Ave	112	20
<b>Footage Total</b>	<b>2825.5</b>	<b>170</b>
<b>Unit Price</b>	<b>\$8.00</b>	<b>\$16.25</b>
<b>Total Cost</b>	<b>\$22,604.00</b>	<b>\$2,762.50</b>
<b>City Share</b>	<b>\$11,302.00</b>	<b>\$2,762.50</b>
<b>Property Owner Share*</b>	<b>\$11,302.00</b>	<b>N/A</b>
<b>Total City Cost</b>	<b>\$14,064.50</b>	

### General Sidewalk Replacement

Address	ft <sup>2</sup>
642 N Washington	270
428 N 3rd	340
418 N 3rd	240
355 N 2nd	360
331 N 2nd	325
317 N 2nd	90
315 N 2nd (Parking Lot)	265
205 N 2nd	330
236 N Arch Ave	52
215 S Green Ave	50
337 E 5th	65
250 W 4th	50
<b>Footage Total</b>	<b>2437</b>
<b>Unit Price</b>	<b>\$6.00</b>
<b>Total Cost</b>	<b>\$14,622.00</b>
<b>City Share</b>	<b>\$7,311.00</b>
<b>Property Owner Share*</b>	<b>\$7,311.00</b>
<b>Total City Cost</b>	<b>\$7,311.00</b>

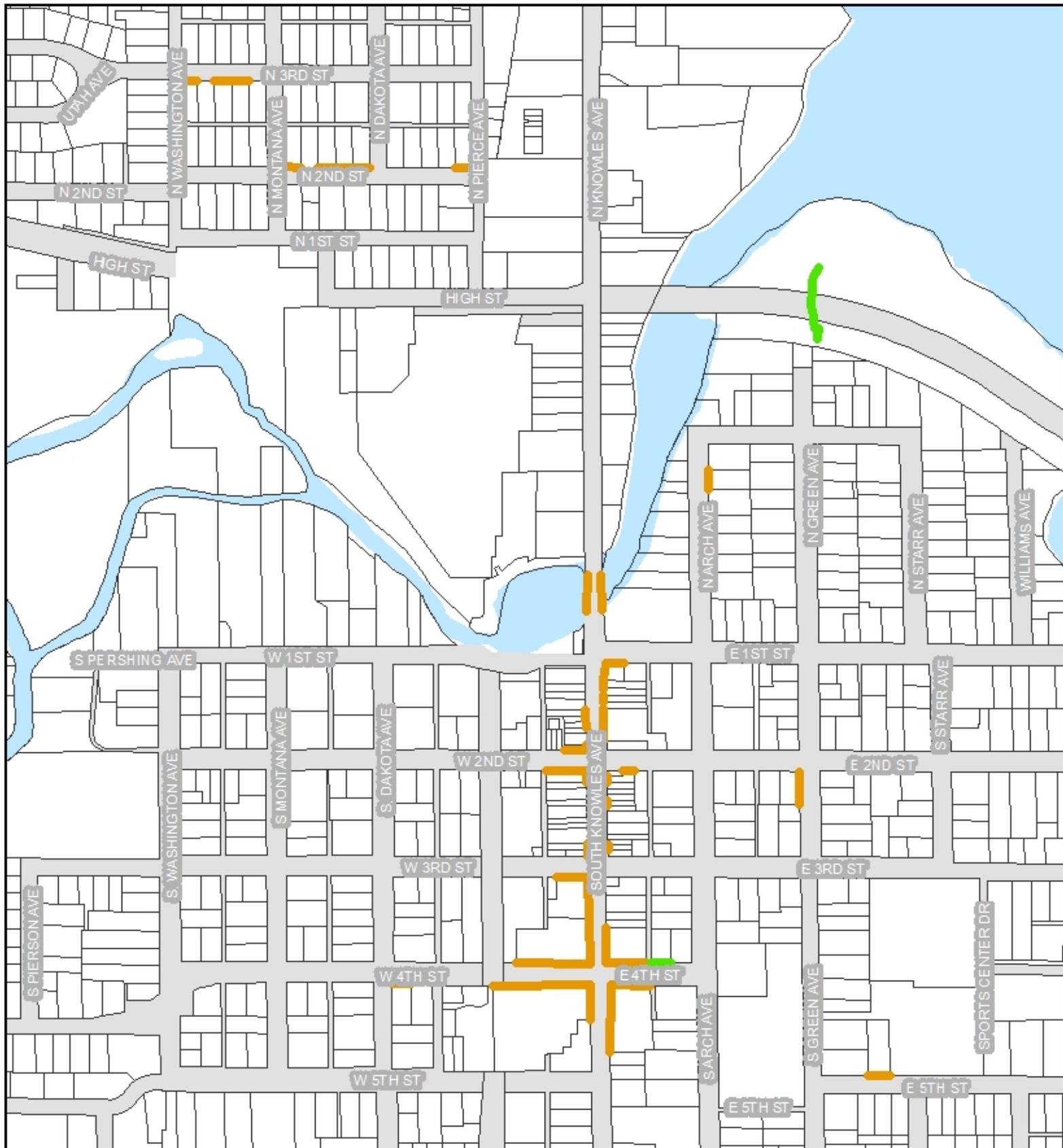
### New Sidewalk Construction

Address	ft <sup>2</sup>
135 E 4th	400
Mary Park Entrance	1150
<b>Footage Total</b>	<b>1550</b>
<b>Unit Price</b>	<b>\$5.00</b>
<b>Total City Cost</b>	<b>\$7,750.00</b>

### Estimated Assessment by Parcel

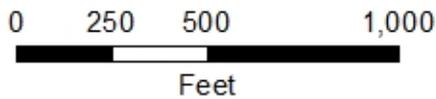
Address	ft <sup>2</sup>	Assessment*
Bridge	18	\$72
104 S Knowles Ave	180	\$720
116 S Knowles Ave	20	\$80
126 S Knowles Ave	30	\$120
133 S Knowles Ave	12.5	\$50
137 S Knowles Ave	40	\$160
141 S Knowles Ave	25	\$100
109 E 2nd	30	\$120
157 S Knowles Ave	733	\$2,932
201 S Knowles Ave	140	\$560
206 S Knowles Ave	80	\$320
220 S Knowles Ave	80	\$320
251 S Knowles Ave	30	\$120
252 S Knowles Ave	60	\$240
255 S Knowles Ave	163	\$652
307 S Knowles Ave	395	\$1,580
346 S Knowles Ave	150	\$600
355 S Knowles Ave	247	\$988
110 W 4th	280	\$1,120
430 S Knowles Ave	112	\$448
642 N Washington	270	\$810
428 N 3rd	340	\$1,020
418 N 3rd	240	\$720
355 N 2nd	360	\$1,080
331 N 2nd	325	\$975
317 N 2nd	90	\$270
315 N 2nd (Parking Lot)	265	\$795
205 N 2nd	330	\$990
236 N Arch Ave	52	\$156
215 S Green Ave	50	\$150
337 E 5th	65	\$195
250 W 4th	50	\$150
<b>Total</b>	<b>5262.5</b>	<b>\$18,613</b>

\*Pursuant to Wis. Stats. § 66.0703, the City Council must pass an Initial Resolution, issue notices, hold a Public Hearing, and pass a Final Resolution before assessments can be assigned to individual property owners.



**Sidewalk Maintenance**

— Replacement — New Sidewalk





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## MEMORANDUM

**TO:** Public Works Committee

**FROM:** Jeremiah Wendt, Director of Public Works  
Joel Enders, Management Analyst

**DATE:** January 29, 2018

**SUBJECT:** Street Maintenance Plan

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### **BACKGROUND**

Approximately 6.3 miles of street and 3,000 feet of trails are proposed for maintenance and/or repair in 2018 (see attached map). Estimated project costs include \$30,000 for crack filling and \$15,000 for fog sealing, out of a total street maintenance budget of \$95,000.

### **RECOMMENDATIONS**

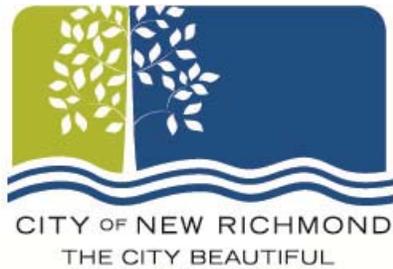
Staff recommend advertising for project bids. Bid results will be presented to the City Council for consideration.

### **ATTACHMENTS**

1. Crack Fill Map
2. Fog Seal Map







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## MEMORANDUM

**TO:** Public Works Committee

**FROM:** Jeremiah Wendt, Director of Public Works  
Joel Enders, Management Analyst

**DATE:** January 29, 2018

**SUBJECT:** Renaming North Pierson Avenue

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### **BACKGROUND**

Following stakeholder inquiries and discussion, staff believe it would be advantageous to rename North Pierson Avenue, which begins approximately 500 feet southwest of the North Washington Avenue / North 1st Street intersection and terminates at Lakeside Foods (see attached map). Renaming will reduce confusion and facilitate better pathfinding, particularly for visitors and deliveries made to Lakeside Foods. Lakeside's current address (660 N 2nd Street) tends to bring vehicles to the wrong side of the property, but switching the address from 2nd Street to North Pierson Avenue will create further confusion because of the segmented layout of Pierson Avenue and High Street. The location and characteristics of what is currently North Pierson Avenue suggest two renaming alternatives – **High Street** or **Lakeside Drive**.

Designating the entire street section south of the railroad tracks as High Street minimizes property address changes and creates a more logical east-west continuation of High Street than currently exists. However, High Street would remain non-contiguous, separated by Chapman Avenue and North 1st Street, which may create confusion for vehicles travelling to Lakeside Foods via Knowles Avenue/Highway 65.

Renaming the streets south of the North Washington Avenue / North 1st Street intersection Lakeside Drive creates a unique, identifiable section that follows the naming criteria specified in Section 117-28(N) of the New Richmond Code of Ordinances. The Code defines an Avenue as "a long or continuous street running north and south," which does not fit with the short, irregular course and terminal nature of North Pierson Avenue. A Drive, defined as a "shorter or

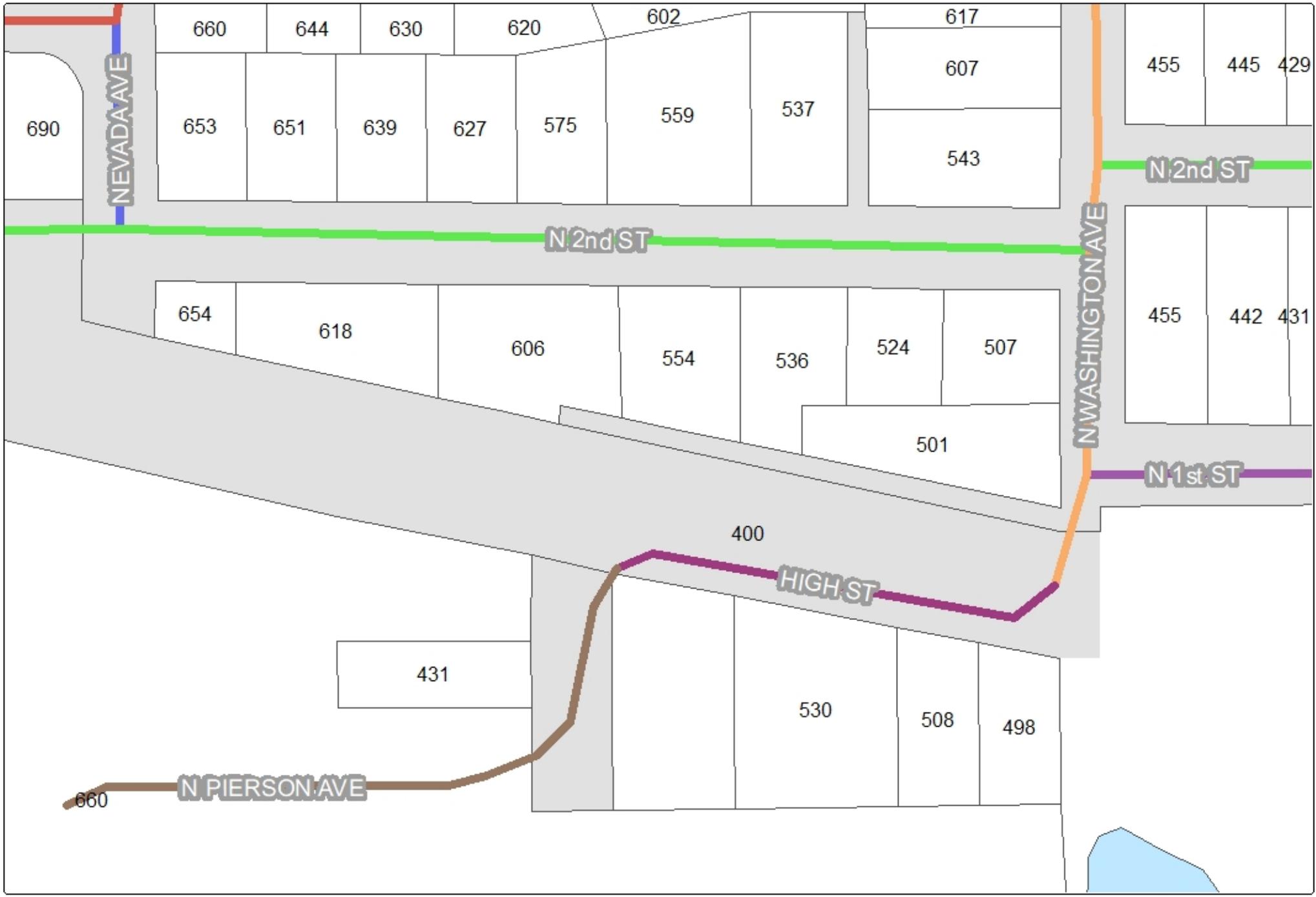
non-continuous street,” is a more appropriate designation in this circumstance. This option eliminates the potential confusion associated with non-contiguous streets, but would necessitate the re-addressing of five properties.

### **RECOMMENDATIONS**

Staff recommend discussion and consideration of the proposed alternatives. The Committee’s recommendation will be forwarded to the Common Council for final consideration.

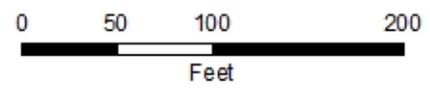
### **ATTACHMENTS**

1. Subject area map



# Pierson Ave // High St - Naming Proposal

Colors represent unique street names





**TO:** Public Works Committee

**FROM:** Rae Ann Ailts, Finance Director

**DATE:** January 29, 2018

**RE:** Residential Refuse and Recycling Services

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### **BACKGROUND**

The City of New Richmond offers refuse and recycling services to residents within the City. Residents and businesses contract directly with a service provider of their choice, as long as the provider is licensed to operate within the City. There are currently six licensed haulers within the City which provide various refuse and recycling services. The City also provides curbside recycling services to all residents. This service is currently provided by Stephen's Sanitation and is collected every Saturday on an alternating schedule based upon location. The cost of this service is partially offset through a monthly recycling charge on utility billings. Additionally, the City provides a recycling center to residents of the City of New Richmond and Star Prairie Township for recycling needs which exceed curbside needs.

In 2017, staff organized a roundtable discussion with the licensed service providers who operate within our City. The purpose of this roundtable discussion was to obtain feedback on various refuse and recycling topics which ranged from challenges facing their industry to resident feedback. Additionally, staff had received feedback from residents related to refuse and recycling services. As part of these discussions and feedback staff identified the following needs and presented to the Public Works Committee:

- Ensure consistent and sustainable refuse and recycling services are offered to all residents; multi-tenant, commercial and industrial businesses
- Refuse and recycling collection in City parks provided by a contracted service
- Reduce wear and tear on roads and alleys
- Updated contracts for services

Based upon the identified needs, staff was directed to draft a Request for Proposal (RFP) for Refuse and Recycling Services which is attached to this memorandum. The RFP addresses residential refuse and recycling services through a single sourced provider. Residential includes single family, duplexes, triplexes and fourplexes. The RFP also includes all municipal buildings and properties as outlined in the accompanying schedule. Commercial enterprises are not included in the RFP as businesses needs vary and will be contracted directly with the service providers.

Engaging the community and service provider’s will be critical steps as we continue with this process. As such, staff has outlined proposed next steps and associated timeline for a single sourced residential refuse and recycling service program.

<b>Action</b>	<b>Date</b>
Public Works Committee – Review and Recommendation	February 5, 2018
City Council – Review and Recommendation	March 26, 2018
Service Provider Roundtable – Review and Discussion of RFP	April 2018
Public Engagement	April – May 2018
City Council – Review of Public Input	June 2018
Revisions to Draft RFP – If Needed	July 2018
RFP Published	August 2018
Bids Due	August 2018
Council Approval of Bid	September 2018
Contract Execution	September-October 2018
Implementation	November-December 2018

**RECOMMENDATION**

Staff recommends approval to present the draft request for proposal for Residential Refuse and Recycling Services to the City Council as well as the associated action plan as outlined above.



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## **Request for Proposals (RFP)**

### **Residential Refuse and Recycling Collection and Disposal Services**

The City of New Richmond, St. Croix County, Wisconsin (hereinafter “City”) is seeking proposals for comprehensive high-quality weekly refuse and single stream recycling collection and disposal services **for residential properties within the City beginning January 1, 2019**. The Municipality will consider entering into a contract with a qualified and responsible firm for such services, and accordingly are furnishing herein a set of specifications by which such proposals shall be judged. Any firm (hereinafter "Hauler") desiring to furnish a quote for such services shall submit proposals.

The City intends to enter into agreements with a single, qualified firm for the entire management of the city’s refuse and recycling collection and disposal services.

#### **1. Introduction and Background Information**

The information below pertains to the current refuse and recycling practices within the City of New Richmond.

##### **1.1 City of New Richmond Background**

The City of New Richmond, Wisconsin is located in St. Croix County and is near the Minnesota State border. The City of New Richmond is home to 8,909 residents and in the last several years the City has averaged 45-55 new single family dwellings on an annual basis. As of November 2017, 96 new single family dwelling permits have been issued. Curb and gutter streets exist for most dwellings units within the City. However, current practice for pick up within certain areas of the City utilizes alleys; this is not a practice the City wishes to continue.

##### **1.2 City of New Richmond Current Refuse Program**

The City of New Richmond currently allows residents and businesses to contract directly with a licensed refuse hauler of their choice. There are currently six licensed haulers within the City which provide various refuse and recycling services.

##### **1.3 City of New Richmond Current Recycling Program**

The City of New Richmond requires all residents to participate in the City’s curbside recycling services. A recycling fee is charged to each single family and multi-tenant dwelling in accordance with City ordinance 66-23. This fee is collected through utility billing. The City’s current recycling contract is provided by a single hauler and has been in place since 1996.

Residents purchase 18 gallon recycling bins from the City and are limited to two per residence. The Hauler collects recycling at each residence two times per month on an alternating schedule (See Exhibit A); with collection occurring on Saturdays. Current materials which can be recycled are #1 and #2 plastics, glass bottles and jars, aluminum, steel food containers, newspapers, magazines, catalogs, mixed paper and cardboard. Waste oil in a sealed container and automotive batteries which are not leaking are also pickup at curbside.

Additionally, the City's contracted recycling Hauler provides staffing for the City's recycling center each Saturday from 8am to 12pm.

#### **1.4 City of New Richmond other services provided**

The City of New Richmond Public Works Department offers yard waste pick up for residents two times per year. Public Works will pick up bagged leaves and limbs in the spring for a period of two weeks and bagged leaves in the fall for a period of two weeks. Additionally, non-decorated Christmas trees can be placed at curbside for pick up for a period of one week following the Holiday.

The City also has a compost site which accepts leaves, limbs and bush. This site is open daily from 8am to dusk seven days per week.

#### **1.5 Exhibits**

The attached exhibits are provided for the information of the Haulers:

Exhibit A: Current Recycling Collection Route Map

Exhibit B: Municipal Facilities for Collection

### **2. Instructions to Bidders**

It is the intent of the Municipality to enter into an exclusive contract for refuse and recycling collection. The contract shall include single family, duplexes, triplexes, fourplexes and municipal properties as specified herein. It should also be understood that any apartment building attached to or part of the real estate of a commercial enterprise in a commercial district shall not be included as a single family residence, and said apartment shall be allowed to use the commercial dumpster which is servicing the commercial enterprise, without a charge being made by the City or City's Hauler under this Agreement.

#### **2.1 Proposal Submittal and Questions**

- All questions and the Proposal should be directed to:  
Rae Ann Ailts, Finance Director  
156 E First Street  
New Richmond, WI 54017
- Proposals are due no later than 11:00 a.m., **Month/Day/Year**.
- Four (4) copies of the Proposals should be submitted.
- Sealed envelopes should be clearly labeled "Residential Refuse and Recycling Collection Services"
- Facsimile machine transmitted or electronic proposals shall not be accepted.
- Proposals arriving after the above specified time, whether sent by mail, courier, or in person, shall not be accepted.
- A written request for withdrawal of a proposal may be granted if the request is received by the City of New Richmond prior to the specified time of opening.

The opening of all proposals shall commence immediately after the stated delivery date and time above, at the Civic Center, 156 E First Street, New Richmond, Wisconsin (Council Chamber) and all prices shall be publicly read or posted. All potential Haulers and the public may attend the proposal opening. The Municipality shall then take all proposals under review. The Municipality will render a decision within sixty (60) days after the opening of proposals.

A properly prepared proposal shall consist of all items listed on the Submittal Checklist in Section 7.

## **2.2 Investigation by potential Hauler**

It shall be the responsibility of the Hauler to thoroughly read and understand the information, instructions, and specifications. Haulers are expected to fully inform themselves as to the conditions and requirements of the services to be provided. Failure to do so is at the Hauler's own risk. No plea of error or plea of ignorance by the Hauler of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Hauler to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the Municipality. The Municipality will assume that submission of a proposal means that the Hauler has familiarized itself with the conditions and requirements and intends to comply with them unless specifically noted otherwise.

## **2.3 Hauler Information**

The Hauler shall furnish the following information:

1. A list of areas or Municipalities in the State of Wisconsin for which the Hauler furnishes or has furnished refuse and/or recycling collection for a period of at least one year within the last three years. Refuse programs should indicate if any are volume-based programs. Use the form provided, labeled Schedule 1.
2. A complete list of the Hauler's vehicles to be utilized in the Municipality in the performance of this contract. Use the form provided, labeled Schedule 2.
3. A list of the intended materials, current processing costs, and markets for recyclable materials to be collected under this contract. Use the form provided, labeled Schedule 3.
4. A list of all facilities to be utilized under this proposal, including but not limited to sanitary landfill facilities, transfer stations and material recovery facilities. Use the form provided, labeled Schedule 4.
5. A signed bid/proposal form, use the form provided. Haulers should use extra copies of schedules or supplemental sheets as necessary to supply information.

## **2.4 Right to Reject**

The City reserves the right to reject any or all proposals and select the proposal believed to be in the best interest of the City in the City's sole determination. In addition, the City reserves the right to reject any part of any proposal for any reason, and/or to add to and/or delete provisions of any proposal in the best interest of the City of New Richmond. In addition, the City reserves the right to award the contract to another qualified contractor if the successful contractor does not execute a contract within thirty days after the award of the proposal or fails to comply with any other requirements of this RFP, including but not limited to the provision of the Certificate of Insurance and Performance and Bid Bonds.

## **2.5 Validity**

All proposals are valid for 90 days from bid opening.

## **2.6 Proposal and Performance Security**

Each proposal shall be accompanied by proposal security, which shall be in the form of a certified check, bid bond, or a bank cashier's check in the amount of ten thousand dollars (\$10,000.00), made payable to the City of New Richmond. Proposals submitted without the required security shall be rejected.

After formal written notification by the Municipality that a contract award decision has been made, the proposal security of the successful Hauler shall be forfeited to the Municipality in the event that the Hauler shall withdraw its proposal, or neglect or refuse to enter into a contract and required bond, and the Hauler shall be liable for any damages the Municipality may thereby suffer.

Proposal securities shall be released as follows:

1. The successful Hauler's security shall be retained until the required performance bond has been furnished;
2. Proposal securities of the proposing Haulers shall be held until the successful Hauler's performance bond has been furnished, at which time the proposal securities will be promptly returned to the unsuccessful Haulers.

The contractor shall provide the City, in order to assure performance of the contract during its term, a performance bond issued by a surety company licensed to do business in the State of Wisconsin or a letter of credit in the amount of not less than \$450,000.00 (Four Hundred and Fifty Thousand Dollars). Proof of ability to furnish the performance bond or letter of credit shall be furnished to the City prior to execution of this contract.

## **2.7 Selection**

The contract will be awarded to the lowest responsible Hauler whose proposal will be on an overall basis most advantageous to the Municipality, as determined by the Common Council at its sole discretion. Price, conformance to specifications, and other performance factors will be considered as elements of a responsible proposal at the sole discretion of the Municipality.

- Demonstrated understanding of the requirements of this project and the concerns of the City of New Richmond.
- Experience of the Hauler pertaining to work on projects of a similar nature.
- Record of past performance on similar projects.
- Clarity, conciseness and organization of the proposal.

No proposal shall be accepted from, or contract awarded to, any person, firm, or corporation that is in arrears or is in default to the Municipality upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the Municipality, or have failed to faithfully perform any previous contract with the Municipality.

## **2.8 Indemnification**

Contractor shall defend indemnify and hold harmless the City, its employees, agents, representatives, and elected or appointed officials, from and against any and all liabilities, losses, judgments, actions, suits, obligations, debts, demands, damages, penalties, claims, costs, charges and expenses, including reasonable attorneys' fees, of any kind or of any nature whatsoever which may be imposed, incurred, sustained or asserted against the City, its employees, agents, representatives, and elected or appointed officials as a result of any act or omission on the part of the

Contractor or others whose services are engaged in by the Contractor or anyone directly or indirectly employed by or controlled by the Contractor arising directly or indirectly in the course of the performance of the work provided for in the contract.

## **2.9 Environmental Indemnification**

As used in this section, the following terms shall have the following meanings:

“Environmental Law” means the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. 9601 et seq., the Resource Conservation and Recovery Act, 42 U.S.C. 6901 et seq., the Hazardous Materials Transportation Act, 49 U.S.C. 1802 et seq., the Toxic Substances Control Act, , 15 U.S.C. 2601 the Federal Water Pollution Control Act, 33 U.S.C. 1251 et seq., the Clean Water Act, 33 U.S.C. 1321 et seq., the Clean Air Act, 42 U.S.C. 7401 et seq., and any other federal, state, county, municipal, local or other statute, law, ordinance or regulation which may relate to or deal with human health or environment, all as may be from time to time amended.

“Hazardous Substances” means asbestos, urea formaldehyde, polychlorinated biphenyls (“PCBs”), nuclear fuel or material, chemical waste, radioactive material, explosives, known carcinogens, petroleum products and by-products and other dangerous, toxic or hazardous pollutants, contaminants, chemicals, materials or substances listed or identified in, or regulated by, any Environmental Law.

The Hauler shall have the entire obligation and responsibility of disposing of refuse and recycling collected under the terms of this contract and shall dispose of the same in accordance with all Environmental Laws and shall not make or cause a nuisance. The obligation of the Hauler pursuant to the preceding sentence shall survive the expiration of a contract agreement.

Should any action or administrative proceeding be commenced against the City in the matter having to do with the disposal of refuse and recycling collected pursuant to this contract, the Hauler shall defend the same and shall be liable for any judgment obtained and shall hold the City, its officers, employees, agents, successors and assigns, harmless from and against, and shall reimburse the City for, any and all loss, claim liability, damage, judgment, penalty, injunctive relief, injury to person, property or natural resource, cost expense, action or cause of action arising in connection with or as the result of any present or future existence, use, handling, storage, transportation, manufacture, release or disposal of any Hazardous Substance, by Hauler pursuant to this contract, whether foreseeable or unforeseeable, regardless of the source, the time of occurrence or the time of discovery (hereafter collectively referred to as “Loss”). The foregoing indemnification against Loss includes, without limitation, indemnification against all costs in law or in equity for removal, response, investigation, or remediation of any kind and disposal of such Hazardous Substances, all costs of determining whether the City or Hauler is in compliance with, all applicable Environmental Laws, all costs associated with claims for damages to persons, property, or natural resources and City’s reasonable attorneys’ and consultants fees, court costs and expenses incurred in conjunction with any thereof. The indemnification obligation of the Hauler under the paragraph shall survive the expiration of an agreement.

## **2.10 Insurance**

Contractor shall, at its sole expense, maintain in effect at all times during the term of this contract insurance coverage with limits not less than those set forth below issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the City. Such coverage shall be primary. Prior to execution of the contract, the Contractor shall furnish to the City a Certificate of

Insurance and upon request, certified copies of the required insurance policies. The Certificate shall name the City, its employees, agents, representatives, and elected or appointed officials as additional insured. The policy of insurance shall state that coverage shall not be cancelled by the insurer in less than thirty (30) days after the insured and the City have received written notice of such cancellation.

Workers' Compensation Insurance in the amount of the statutory limits under Wisconsin law, and Employer's Liability Insurance in the amount of \$500,000.00.

General Liability Insurance including Products or Completed Operations, Bodily Injury, and Property Damage Liability: \$5,000,000.00

Auto Liability for bodily injury and property damage: \$2,000,000.00

Environmental Impairment Liability or Pollution Liability with coverage of at least \$15,000,000.00 per occurrence and \$15,000,000.00 annual aggregate.

### **2.11 Independent Contractor**

It is expressly iterated that Hauler is an independent Hauler and nothing in this section shall be construed as changing that status.

It is clearly understood and agreed that Hauler is employed in an independent trade and profession and that he is performing service as an independent Hauler and not as an employee for the City. In addition, nothing in this contract shall be construed as giving rise to an agency-relationship between the City and Hauler. City has no responsibility to the employees or agents of the Hauler, nor any other responsibilities to the Hauler except as provided in this agreement.

Hauler shall be totally responsible for all workers compensation premiums, unemployment compensation liability, unemployment taxation reporting and any other duties and responsibilities imposed upon an employer by the laws of the State of Wisconsin or the Federal Government.

## **3. General Specification**

### **3.1 Scope of Work**

It is the intent of this contract to obtain throughout its term timely and efficient collection and disposal or processing of refuse and recyclables from properties in the Municipality. While the Municipality recognizes that any collection service involves minor customer operating problems, the intent of this contract is to ensure that any such operating problems are corrected as soon as possible.

The Hauler shall be responsible for all performance items per the contract, and shall provide and furnish all labor, materials, necessary tools, expendable equipment and supplies, vehicles, transportation services, permits, and landfill or composting space required to perform and complete the collection and disposal of refuse; and arrangements with processors required to perform and complete the collection and marketing of recyclables, all in strict accordance with this contract.

Ownership of a landfill, transfer station or recycling facility is not required as long as the Hauler has access to such facilities. The Hauler may, at its option, contract separately with businesses, condominiums, institutions, and agencies for collection service outside the scope of this contract, subject to all of the Municipality codes and ordinances governing private refuse collectors generally, and providing that such operations shall not interfere with the satisfactory carrying out of the work under this contract. Any contracts between the Hauler and businesses, institutions, and agencies shall covenant that said contract shall not interfere with the terms and conditions set forth under this contract.

The Hauler shall have exclusive rights and obligations to collect, haul and dispose of residential refuse and recyclables when placed at street side, curb side or alley side and prepared according to applicable ordinances, on behalf of the City from all single family dwellings, duplexes, triplexes and multi-family residents located within the City limits of the City of New Richmond.

### **3.2 Contract Period and Extensions**

This contract shall become effective on January 1, 2019, and shall remain in full force and effect for five (5) years and terminates December 31, 2023.

At the expiration of this term, the parties, by mutual agreement, shall have the option to renew this contract for two consecutive five (5) year terms. The cost of this extension is included in this proposal. The Municipality shall initiate such extension negotiations by serving written notice to the Hauler at least ninety (90) days prior to the expiration of this contract.

### **3.3 Compliance with Applicable Laws, Ordinances, and Regulations**

The Hauler shall comply with all applicable Federal, State, and Municipal laws, ordinances, rules, and regulations governing the collection, disposal, and processing of refuse and recycling during the term of this contract.

### **3.4 Taxes, Licenses, Permits and Certificates**

The Hauler shall pay all sales, use, property, income, and other taxes that are lawfully assessed against the Municipality or the Hauler in connection with the Hauler's facilities and the work included in this contract. By law, the Municipality is exempt from paying Federal Excise Tax, State and Local Retailers' Occupation Tax, State and Local Service Occupation Tax, Use Tax, and Service Use Tax.

Immediately upon the awarding of this contract, the Hauler shall secure and pay for, at its own expense, all necessary permits, licenses, and certificates of authority required to complete the work, and shall comply with all requirements of such permits, licenses, and certificates of authority to operate in the Municipality, including inspections. The Hauler shall keep and maintain all such licenses, permits, and certificates of authority in full force and effect throughout the term of this contract.

## **4. Collection and Hauling**

### **4.1 Weekly Collections**

The Hauler shall collect residential refuse weekly. The base bid for this contract shall include weekly recycling collection. Collection can occur Monday through Thursday starting after 6:00 am and commencing by 6:00 pm unless affected by a legally designated holiday as noted below.

### **4.2 Collection Schedule**

Refuse and recycling collections shall occur on the same day. The Hauler shall provide a proposed collection route as part of this bid. The City reserves the right to work the Hauler to refine the collection route as necessary once bids have been received.

When the collection day is a legally designated holiday, the collection for the holiday and subsequent collections that same week shall take place on the next business day, unless approved by the City in advance. It is the responsibility of the Hauler to properly notice residents one week in advance of the scheduled date of change. The cost of the notification will be the Hauler's expense.

#### **4.3 Holidays**

The following holidays shall be deemed official holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

#### **4.4 Refuse Containers**

Hauler shall provide service to residents in which refuse can be placed in a 35, 64 or 96 gallon wheeled container. The container shall be supplied by the Hauler at no charge to the resident. Hauler shall provide the City with a schedule of associated costs for all sized services.

Containers shall be delivered to residents by January 1, 2019, at no cost to the City.

Replacement of containers furnished by the Hauler that are lost, stolen or damaged shall be promptly replaced at the Hauler's expense and delivered to the household involved.

#### **4.5 Recycling Containers**

Recycling to be collected by the Hauler shall be placed in a 35, 64 or 96 gallon wheeled cart furnished by the Hauler. The Hauler shall supply residents and the City with recycling media which clearly represents materials to be recycled.

Containers shall be delivered to residents by January 1, 2019, at no cost to the City.

A 35 gallon container shall be considered the standard container; however no limit is placed on the amount of recyclables that can be collected. The Hauler shall supply and distribute containers sized above the base volume upon request from residents at no additional charge.

Replacement of containers furnished by the Hauler that are lost, stolen or damaged shall be promptly replaced at the Hauler's expense and delivered to the household involved.

#### **4.6 Delivery Schedule for Containers**

Should the Municipality choose a different Hauler than that currently under contract, the new Hauler shall arrange delivery of refuse and recycling containers in conjunction with the regular pick up days the last week of December 2018. Thereby, the current Hauler would collect refuse and recycling, as well as the containers as scheduled the last week of December. On that same day, the new Hauler would deliver the new containers along with a public relations flyer describing the changes to the collection system.

#### **4.7 Location of Containers for Collection**

Hauler shall make collections from containers located street side or curb side, by the resident. The Hauler shall be responsible for communicating collection locations to residents.

No change in the location of containers for collection shall be made without approval in writing from the City or resident.

#### **4.8 Collection and Hauling of Recyclables**

The Hauler shall identify the collection method (i.e. single stream collection system) as part of this bid submittal. Hauler shall also collect recycling on the same day as refuse collection, however an alternate bid item for biweekly recycling collection can be submitted for consideration.

Recyclables to be collected by the Hauler shall include the following materials as currently listed in the State of Wisconsin recycling statute, s. 287.07 (3) and (4), Wisconsin Statutes, and shall be modified to include or exclude materials that are included or excluded by amendment of said recycling statute or by implementation of administrative rule:

- Aluminum containers
- Corrugated paper or other containerboard
- Foam polystyrene packaging
- Glass containers
- Magazines or other materials printed on similar paper
- Newspapers or other materials printed on newsprint
- Office paper
- Plastic containers (#1-7)
- Steel containers
- Waste tires (Note: Property owners will be billed pursuant to prices outlined in Bid)
- Containers for carbonated or malt beverages that are primarily made of a combination of steel and aluminum

The City of New Richmond and the Hauler may, upon mutual agreement, designate materials other than those listed in s. 287.07 (3) and (4), Wisconsin Statutes to be collected by the Hauler.

Hauler shall collect #3-7 plastic containers as recycling and recycle as market exists. If no market exists for those materials, the Hauler may dispose of these items at a certified landfill facility.

Nothing in this section or in this RFP shall be construed to prevent residents from taking or giving recyclables generated from their own households to a recyclables drop-off center, buy-back center, or other recycling program of their choice independent of this collection service.

#### **4.9 Unacceptable Refuse**

Hauler shall not be required to pick up items unlawful to dispose of in a certified landfill. The contractor shall tag any of these materials not collected.

As part of this RFP, the Hauler shall provide the Municipality an example of the tagging system to be utilized for uncollected refuse and non-recyclables. On the tag must be a means of explanation why the refuse was not picked up including, but not limited to; overweight, unacceptable items, refuse and/or yard waste mixed with recyclables, etc. Unacceptable or contaminated recyclable materials shall not be collected with refuse.

#### **4.10 Collection and Disposal of Appliances and White Goods**

The Hauler shall collect appliances and white goods from residences available for an additional fee. Residents shall pre-schedule collection of such items with the Hauler at least three days in advance. Resident Haulers shall provide curbside collection prices for commonly collected items as part of this RFP. Hauler shall provide a listing of appliance and white goods accepted and corresponding fee schedule. Hauler shall provide proposed tagging system for the collection of appliances and white goods.

#### **4.11 Collection of Refuse and Recycling for Municipal Buildings and Parks**

The Hauler shall collect and transport refuse and recyclables without separate charge from all designated municipal buildings and City-owned parks as noted in Exhibit B. The Hauler shall provide collection containers on each site; these containers shall maintain a consistent look and/or color scheme as the containers utilized for residential collection. The Hauler shall also provide proper anchoring for containers. Please note that some locations will not be accessible by a full size garbage truck and will require smaller vehicles for refuse and recycling pickup. The Municipality reserves the right to include additional municipal buildings or facilities during the term of this contract. Payment for this service is considered incidental to residential refuse and recycling which is anticipated to grow over the course of the contract and no additional compensation will be due the Hauler for new or added City facilities, public refuse containers, or parks.

Refuse and recycling materials in public depositories, including ornamental trash and recycling containers located within the right-of-way of the following streets shall be collected free of charge on Monday and Thursday of each week or more often if deemed necessary by the City (biweekly November 1 to May 1). The City reserves the right to add a reasonable amount of additional containers and pick up locations. The containers shall be supplied by Hauler, free of charge, as well as collection of refuse and recycling of the added locations deemed necessary by the City.

### **5. Disposal Specifications**

#### **5.1 Disposal of Refuse**

The Hauler shall deliver all refuse to a certified landfill and inform the City, in writing, which certified landfill is being used.

No recyclable material shall be delivered to the certified landfill, or any other sanitary landfill, either private or public.

#### **5.2 Tipping Fees**

Sanitary landfill tipping fees are incorporated into the contract unit prices. The Hauler shall pay the certified landfill directly for tipping fees.

#### **5.3 Disposal of Recyclables**

The Hauler shall deliver commingled recyclable materials to a certified recycling facility and inform the City, in writing, which certified facility, is being used.

No recyclable material shall be delivered to the certified landfill, or any other sanitary landfill, either private or public (with the exception of #3-7 Plastics as outlined in Section 4.8).

All disposal fees and remuneration for recyclable materials are incorporated into the contract unit prices and shall be billed to and paid by the Hauler.

#### **5.4 Disposal of Appliances and White Goods**

The Hauler shall deliver all bi-annual clean up material to a certified landfill, compost site, or recycling center as appropriate for all material collected.

No recyclable material shall be delivered to the certified landfill, or any other sanitary landfill, either private or public.

## **6. Billing and Payments**

### **6.1 Billing**

The base bid for this contract shall include billing by the Hauler.

Residents may purchase special tags as per section 4.10, the associated fees shall be billed by the Hauler to the resident.

### **6.2 Payments**

The Hauler shall bill the cost for refuse and recycling collection based upon the elected service size. The Hauler may require prepayment from owner for collection, hauling, and disposal of appliances and white goods.

### **6.3 Price Adjustments**

Adjustments shall only be made to the following contract unit prices due the Hauler:

1. White Goods identified as per Schedule 5.

Adjustments shall be made, both positive and negative, corresponding directly to changes in the Midwest Region Consumer Price Index CPI-U as follows:

1. The September 2018 Midwest Region Consumer Price Index CPI-U shall be used as the baseline for the contract unit prices contained herein.
2. Comparing the September 2018 Midwest Region Consumer Price Index CPI-U with the September Midwest Consumer Price Index during each year of the Contract shall determine the appropriate adjustment.
3. Annual Consumer Price Index Adjustments may be made effective on January 1, 2020 and each year thereafter during the term of the contract; notification must be received by City ninety days prior to effective adjustment date.

### **6.4 Customer Service**

The Hauler shall maintain a customer service line from 8:00 a.m. to 5:00 p.m. Monday through Friday for receiving calls or complaints, and have the ability to resolve issues within 24 hours of customer contact. Such telephone service shall be a local call from the City of New Richmond or toll free. The call center shall have a way to contact trucks in the field to resolve issues in a timely fashion.

The Hauler shall receive and respond to complaints regarding services provided under this contract. Any complaint received by the City shall be directed to the Hauler. Should a complaint go unresolved for longer than two (2) working days, the City shall have the right to demand an explanation or resolution to its satisfaction.

Hauler shall provide the City with a phone log of complaints received including follow-up calls, on a quarterly basis.

## **6.5 Resident Education**

The Hauler shall provide a public relations flyer describing the changes to the collection system as described in section 4.6. In addition, the Hauler shall provide stickers on each recycling container that provides information about what can be placed in that container. Each January, the Hauler shall again provide flyers to all customers that have been coordinated with and approved by the City. The Hauler shall provide to the Municipality educational information about items such as what to recycle, bi-annual clean up, etc. The Hauler will be responsible for distributing to the residents if the City elects Hauler billing. The City will also make this information available on its website as applicable.

## **6.6 Reporting**

The Hauler shall provide monthly reports based on refuse and recycling collections. Reports shall include aggregate weights of refuse and each recyclable material collected.

## **6.7 Suspending Service**

The City shall be allowed to suspend for residents who choose to suspend service for a period of time (when property is vacant).

## **7. Submission Guidelines**

### **7.1 General Submission Guidelines**

A properly prepared proposal shall consist of all price quotation sheets, accompanying schedules containing the required information as listed in Section 7, other items as listed in the checklist, and accompanied by a signed cover letter of submittal on the Hauler's letterhead. The signed cover letter accompanying the proposal must be from an officer or employee having the authority to bind the Hauler by signature. The cover letter may comment on any specification or part of the RFP documents. Failure to submit all of the required information may result in the disqualification of the Hauler from consideration.

Two (2) copies of the proposal must be furnished.

All blanks on the price quotation sheets and schedules must be correctly filled in, using ink or entered in typed form. Any erasures or error corrections must be initialed in ink. All forms requiring signatures must be properly signed in ink in the proper spaces. If the Hauler is unable to provide a quotation on a given commodity or service alternative, each relevant blank on the price quotation sheets must have the words "No quotation" entered thereupon, and/or the "No" column on Schedule 3 so marked.

All commentary in the narrative where the Hauler addresses specifications should refer to the Section and Subsection number (e.g., Section 7.1) where appropriate, and should be discussed sequentially as much as possible.

## **7.2 Submittal Checklist**

- Signed cover letter of submittal on the Hauler's letterhead
- Completed & Signed Bid Form
- Signed Affidavit of Non-Collusion
- Proposed route map
- An example of the tagging systems to be used for non-collected refuse and recyclables
- Schedule 1, List of WI Municipality Served
- Schedule 2, Equipment Inventory
- Schedule 3, Recyclable Material Collection List
- Schedule 4, Listing of Facilities
- Schedule 5, White Goods
- Proposal security in the amount of \$10,000
- Certificate of Insurance (required upon Hauler selection, but before contract signing)
- Performance Bond (required upon Hauler selection, but before contract signing)
- Two (2) copies of the proposal furnished

# City of New Richmond – Refuse and Recycling Collection – Bid Form

Having read and understood the RFP Documents for Residential Refuse and Recycling Collection and Disposal Services, the undersigned submits the following bid.

The period of the bid is January 1, 2019 through December 31, 2023.

Sanitary landfill tipping fees and recyclable disposal costs will be considered when preparing this bid.

BIDDERS SHALL USE THIS BID FORM. Bidders should not add any conditions or qualifying statements to this Bid as otherwise the Bid may be declared irregular as being not responsive to the advertisement.

## Monthly Cost for Residential Refuse Collection

Item No.	Item Description	Year 1 (2019)	Year 2 (2020)	Year 3 (2021)	Year 4 (2022)	Year 5 (2023)
1	35 gallon container					
2	64 gallon container					
3	96 gallon container					

## Monthly Cost for Residential Recycling Collection

Item No.	Item Description	Year 1 (2019)	Year 2 (2020)	Year 3 (2021)	Year 4 (2022)	Year 5 (2023)
1	35 gallon container					
2	64 gallon container					
3	96 gallon container					

The undersigned hereby certifies they are a legal representative of the organization,

Submitted by: \_\_\_\_\_

Printed Name:

Title:

State in which incorporated:

Date:

Address:

Telephone:

# Affidavit of Non-Collusion in Bid

STATE OF \_\_\_\_\_ )  
 )  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn, deposes and says that:

1. He is \_\_\_\_\_(title) of \_\_\_\_\_, the Bidder that has submitted the attached bid;
2. He is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;
3. Such bid is genuine and is not a collusive or sham bid;
4. Neither the said Bidder nor any of its officers, partners owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Bidder, firm, or person, to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion of communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached bid or of any other Bidder, or to fix any overhead, profit, or cost element of the bid price or the bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of River Falls or any person interested in the proposed contract; and
5. The price or prices quoted in the attached bid are fair and proper and are not tainted by a collusion, conspiracy, connivance, or unlawful agreement by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including the affiant.

\_\_\_\_\_

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_





Schedule 3: Recyclable Materials Collection List

	<b>Material</b>	<b>Will collect and recycle</b>	<b>Will not collect</b>	<b>Will collect but may not recycle</b>	<b>Comments</b>
1	Newspaper				
2	Mixed Paper				
3	Corrugated Cardboard				
4	Glass (clear)				
5	Glass (colored)				
6	Aluminum Cans				
7	Steel Cans				
8	Plastic (#1)				
9	Plastic (#2)				
10	Plastic (#3-7)				
11	Foam Polystyrene Packaging				
12					
13					
14					
15					
16					
17					

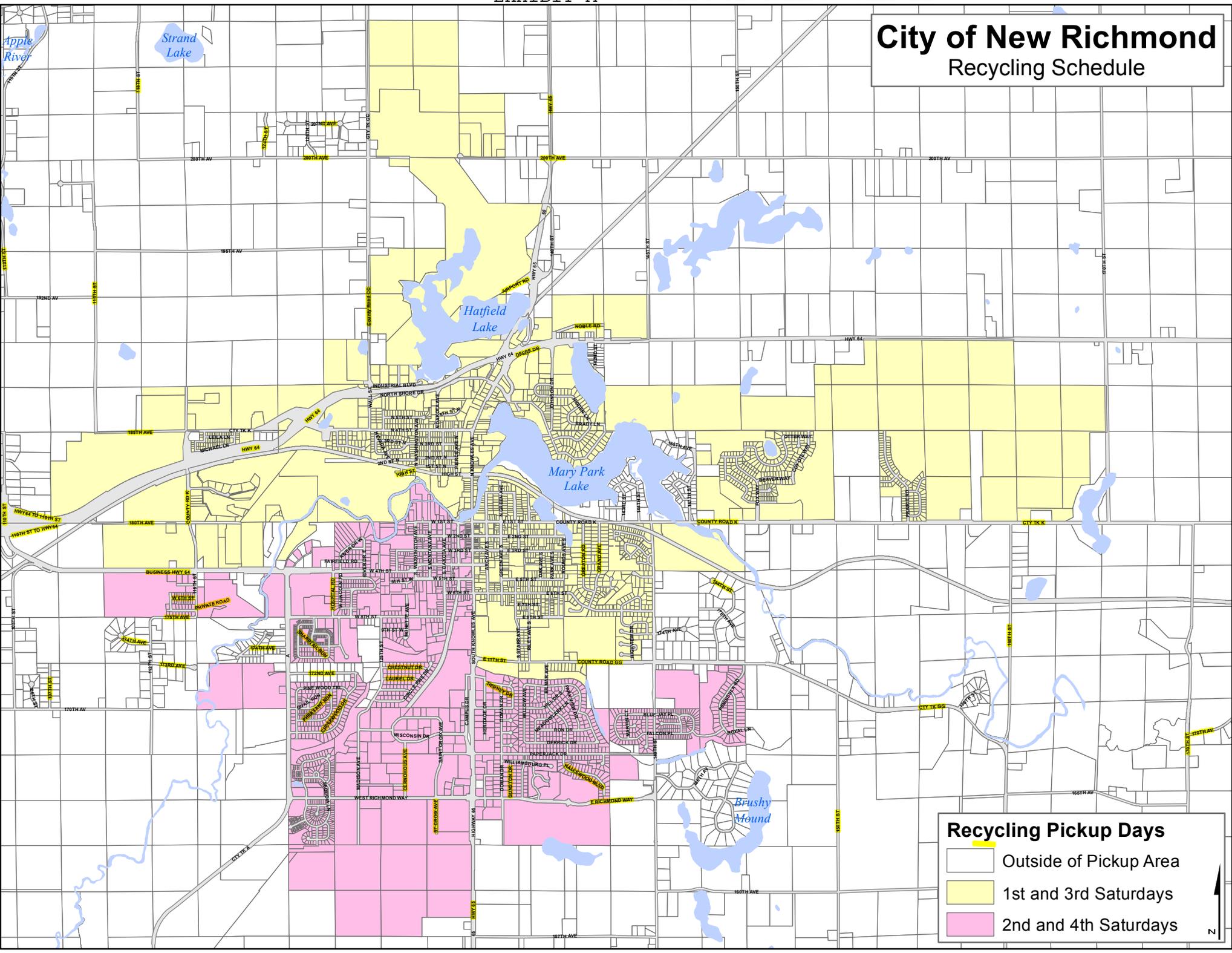


## Schedule 5: White Goods

Large items shall be collected and disposed of by direct service request from residents. The contractor shall schedule the pickup at their discretion. The contractor shall direct bill and receive payment directly from the resident. The fee schedule can be adjusted annually upon approval by the Board of Public Works. Attach or enter the initial collection and disposal fees in the table below or provide a similar attachment. This list is not intended to be inclusive.

	<b>Item</b>	<b>Cost</b>	<b>Will not collect</b>	<b>Will collect but may not recycle</b>	<b>Comments</b>
1	Sofa				
2	Loveseat				
3	Upholstered Chair				
4	Mattress				
5	Box Springs				
6	Dining Table & Chairs				
7	Refrigerator				
8	Stove				
9	Dishwasher				
10	Washer				
11	Dryer				
12	Microwave				
13	Lumber				
14	Tires				
15	Computer				
16	TV				
17					
18					
19					
20					
21					

# City of New Richmond Recycling Schedule



### Recycling Pickup Days

- Outside of Pickup Area
- 1st and 3rd Saturdays
- 2nd and 4th Saturdays

**Exhibit B**  
**Municipal Facilities Collection**

FACILITY	OCCURANCE	DETAILS	NOTES
Parks Building	1x week	6 YD Dumpster	
Water Building	1x week	2 YD Dumpster	
Electric Building			
Waste Water Facility	1x week	2 YD Dumpster	
Streets Building	1x week	2 YD Dumpster	
Fire Department	1x week	1 -2 YD Dumpster 1-2 YD Recycling	
Library			
Civic Center			
Airport	1x week	2-2 YD Dumpster	
Police Department	1x week	2 YD Dumpster	
Freedom Park	2x week	2 refuse cans	
Hatfield Park	2x week	6 refuse cans	
Hatfield Campground	2x week	4 refuse cans	3x per week during peak season
Northside Park	2x week	1 refuse can	
Dog Park	2x week	4 refuse cans	small pick up needed
Mary Park	2x week	8 refuse cans	weekend pick ups if reserved
Downtown	2x week	8 refuse/recycling combos	
Greaton Park	1x week	1 refuse can	
NR Cemetery	1x week	4 refuse cans	
Monette Park	1x week	1 refuse can	
Paperjack Park	2x week	4 refuse cans	weekend pick ups if reserved
Rail Bridge Trail	2x week	2 refuse cans	
Citizens Field	2x week	4 refuse cans	
Doar Prairie Restoration	1x week	1 refuse can	
Glover Park	2x week	1 refuse/recycling combo	
MaRita Park	2x week	1 refuse can	
JDCRT	2x week	2 refuse/recycling comobs	
Nature Center	2x week	2 refuse cans	
Woodland Creek Park	2x week	1 refuse can	

Notes:

1. The parks are listed as twice a week pick up. This is during peak season. During the off season (Dec 1-Apr 1) pick up may be once a week or once a month or as needed.
2. Full recycling bags will be brought back to the Park shop and deposited into roll off designated just for recycling.
3. Small pick-up with trailer can be used for refuse/recycling pick up at all of the above locations.



156 East First Street  
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www.newrichmondwi.gov

## MEMORANDUM

**TO:** Public Works Committee

**FROM:** Noah Wiedenfeld, Management Analyst

**DATE:** January 29, 2018

**SUBJECT:** Bicycle and Pedestrian Master Plan

---

### **BACKGROUND**

The existing Bicycle & Pedestrian Master Plan was approved by the City Council in the spring of 2016. As this is a living document, we intend to review and update the plan on a regular basis. Several of the recommendations identified in the 2016 plan have since been implemented, and some other areas of concern that were not included in the plan have since been recognized. Some additional projects identified in the updated plan include:

- Perform an in-depth traffic study of Knowles Avenue, including the downtown
- Construct an off-street trail on the west side of the Willow River beginning at the STH 65 bridge and continuing north to connect to Mary Park
- Construct an off-street trail parallel with CTH A from West Richmond Way north to Westfields Hospital & Clinic
- Provide accommodations for bicyclists and pedestrians on West Eighth Street
- Pursue a trail easement with the WITC-New Richmond campus
- Construct accommodations for bicyclists and pedestrians on 185<sup>th</sup> Avenue/N Fourth St.
- Support off-street bicyclist and pedestrian accommodations as part of the planned 2019 reconstruction of CTH GG

### **RECOMMENDATION**

At the Public Works Committee meeting, City staff will present some of the highlighted changes and additions to the Bicycle & Pedestrian Master Plan. The Public Works Committee should discuss any other improvements that they would like to see included in the plan, and consider a formal motion to recommend approval of the updates as presented.



156 East First Street  
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[www.newrichmondwi.gov](http://www.newrichmondwi.gov)

## MEMORANDUM

**TO:** Public Works Committee

**FROM:** Jeremiah Wendt, Director of Public Works  
Joel Enders, Management Analyst

**DATE:** January 29, 2018

**SUBJECT:** Deer Crossing Sign Request

---

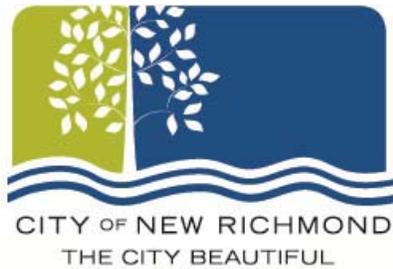
### **BACKGROUND**

Deer frequently cross Knowles Avenue in the area between Bosch Packaging and 6th street, which has led to several requests for the installation of a deer crossing sign. Staff support these requests as an inexpensive way of reducing possible deer hits/accidents and adding an element of rural aesthetic along Knowles Avenue.

DOT approval is not required for the placement of non-vehicular warning signs along Connecting Highways, and may be installed based on engineering judgement.

### **RECOMMENDATIONS**

Staff recommends the installation of a deer crossing sign on both sides of Knowles Avenue between Bosch Packaging and 6th street, with the exact location to be determined by the Public Works Director.



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## MEMORANDUM

**TO:** Public Works Committee

**FROM:** Jeremiah Wendt, Director of Public Works  
Joel Enders, Management Analyst

**DATE:** January 29, 2018

**SUBJECT:** 2018 Alley Plan

---

### **BACKGROUND**

Alley maintenance and repair was discussed several times by the Public Works Committee and City Council during 2017. Staff was instructed to draft an ordinance based on these conversations that provided for an annual alleyway maintenance and reconstruction program, along with paving, weight, speed, and cost sharing requirements. The Public Works Committee considered a proposed ordinance at their November 7, 2017 meeting, recommending approval subject to several minor changes including the addition of sign requirements and the adjustment of alleyway weight limits. Staff expect to bring the final ordinance to Council for consideration at the February 12, 2018 meeting.

The proposed ordinance stipulates that the Public Works Committee shall make an annual recommendation to the City Council for the repair/replacement of existing alleys. In anticipation of this requirement, staff has developed a 2018 Alley Plan for Committee discussion and recommendation. The plan focuses on the three alleys between S Minnesota Avenue and S Washington Avenue running from W 2nd Street to W 1st Street (see attached map).

Estimated costs borne by the City for proposed alleyway reconstruction total \$30,000, which is approximately 32% of street maintenance funds budgeted for 2018 (\$95,000). Adjacent property owners will be assessed 50% of the costs associated with asphalt paving; all other costs will be borne by the City. Property owners may pay the assessment in one lump sum or in equal annual installments over a five-year period. In order to maximize cost efficiency all

subgrade, curb, and other preparatory work will be performed by Streets personnel. The City will solicit bids for paving work.

Note that a preliminary resolution, public hearing, and final resolution are required before assessments can be assigned to individual property owners. Staff anticipate Council consideration of a preliminary resolution in March and a public hearing/final resolution in April.

### **RECOMMENDATIONS**

Staff recommend approval of the proposed Alley Plan and authorization to advertise for bids (paving only). Bid results will be included with this item when it is presented to the City Council.

### **ATTACHMENTS**

1. 2018 Alley Plan (descriptions, cost estimates and map)

## 2018 Alley Plan

2018 Alley Plan	
Address	LFT
225 W 2nd	126
222 W 1st	203
112 S Dakota Ave	167
251 W 2nd	162
313 W 2nd	133
111 S Dakota Ave	199
347 W 2nd	147
350 W 1st	182
421 W 2nd	130
131 S Montana Ave	66
115 S Montana Ave	66
105 S Montana Ave	66
442 W 1st	197
437 W 2nd	130
Total LFT	1974
Paving Unit Price	\$11
Paving - Owner Share*	\$10,857.00
Paving - City Share	\$10,857.00
Site & Preparatory Work	\$19,143.00
<b>Total City Cost</b>	<b>\$30,000.00</b>

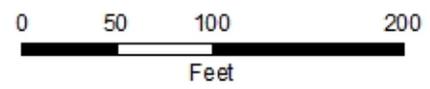
Estimated Assessment by Parcel		
Address	LFT	Assessment
225 W 2nd	126	\$693.00
222 W 1st	203	\$1,116.50
112 S Dakota Ave	167	\$918.50
251 W 2nd	162	\$891.00
313 W 2nd	133	\$731.50
111 S Dakota Ave	199	\$1,094.50
347 W 2nd	147	\$808.50
350 W 1st	182	\$1,001.00
421 W 2nd	130	\$715.00
131 S Montana Ave	66	\$363.00
115 S Montana Ave	66	\$363.00
105 S Montana Ave	66	\$363.00
442 W 1st	197	\$1,083.50
437 W 2nd	130	\$715.00
<b>Total</b>	<b>1974</b>	<b>\$10,857.00</b>

\*Pursuant to Wis. Stats. § 66.0703, the City Council must pass a Preliminary Resolution, issue public notices, hold a Public Hearing, and pass a Final Resolution before assessments can be assigned to individual property owners.



# Alleyway Project

Measurements labeled in **FEET**





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www.newrichmondwi.gov

## MEMORANDUM

**TO:** Public Works Committee

**FROM:** Jeremiah Wendt, Director of Public Works

**DATE:** January 31, 2018

**SUBJECT:** CTH A Trail Phases/Design

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### **BACKGROUND**

As part of the 125<sup>th</sup> Street public engagement process, staff was directed by the public, the Park Board, the Pathways Committee, and the City Council that there is a greater need for a trail in the CTH A corridor than in the 125<sup>th</sup> Street corridor. As such, staff has begun investigating options for the construction of a trail that would connect the west end of Richmond Way to the Nature Center/W 4<sup>th</sup> Street.

Because of the significant length (roughly 1.25 miles) of this trail connection, and the costs associated with that amount of trail construction, including a crossing of Paperjack Creek (estimated at over \$700,000), staff is pursuing outside funding sources.

Staff submitted an application for a Transportation Alternatives Program grant through the WI DOT that, if awarded, could cover 80% of the costs associated with the project. However, receipt of this grant would mean that construction of the trail would not occur until 2020 or 2021 at the earliest.

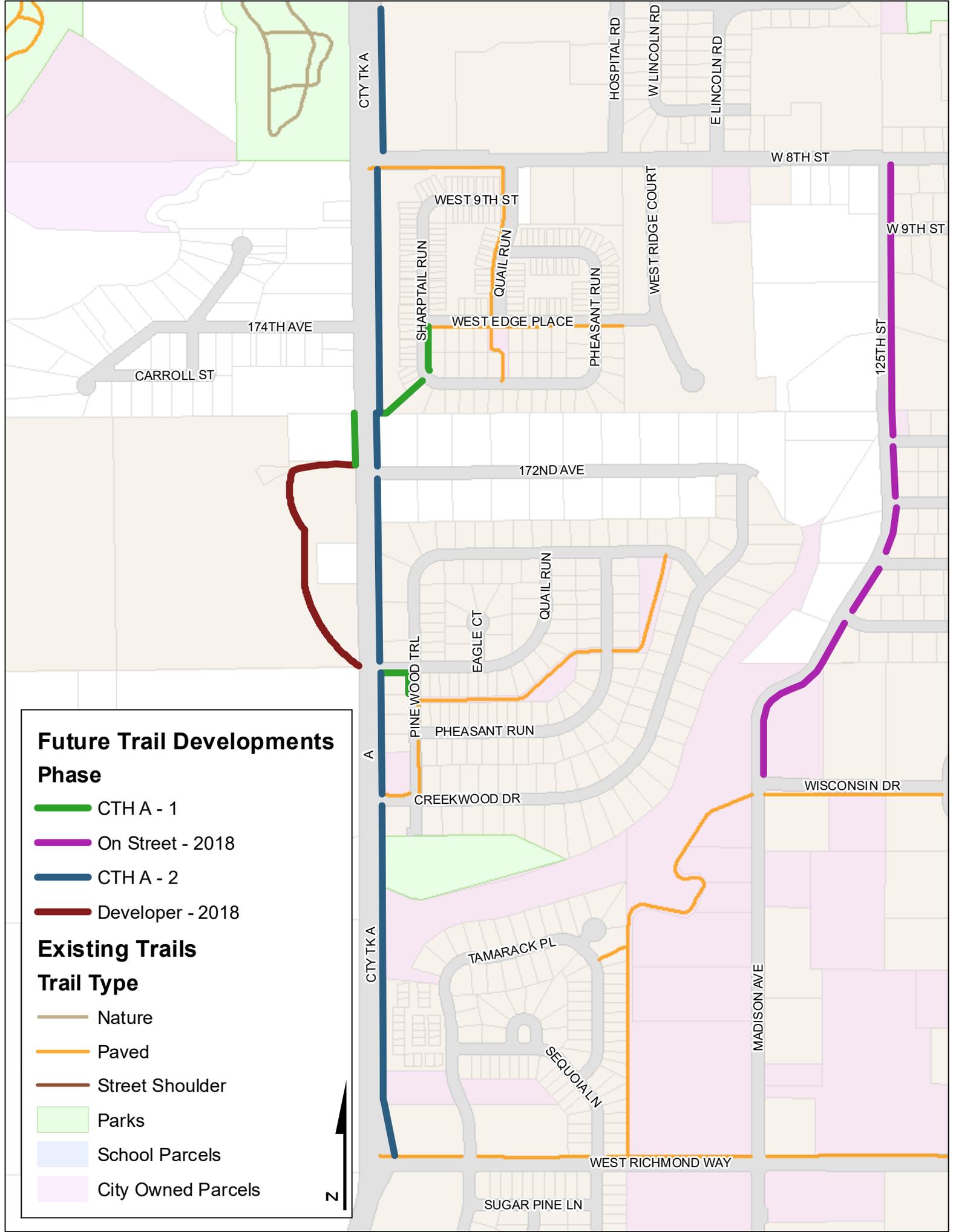
With this in mind, staff is proposing a phased approach that would include making critical connections in 2018 between the Woodland Creek, Willow River Bluffs, and Willowind subdivisions. The total length of trail required to make these connections is approximately 1,200 feet, and would include two crossings of CTH A. The estimated cost of \$150,000 would be paid for from bonded funds for the 125<sup>th</sup> Street project, as the estimate for that project has been reduced due in part to the decision not to construct a trail in that location.

Staff has scheduled a public meeting to discuss the CTH A corridor, and specifically ideas for bike and pedestrian accommodations in this area. The meeting is set for Monday, February 12 from 4:30-5:30 in the Council Chambers. Staff would like to present the conceptual phased plan noted above as part of that meeting.

Further, staff have asked SEH to prepare a proposal for design services for the Phase 1 portion of the trail. This proposal is attached, with a cost not to exceed \$14,734. If recommended by the Public Works Committee, this design contract would be brought to the Council for approval at the February 12<sup>th</sup> meeting. The trail could then be designed, bid, and constructed with the 125<sup>th</sup> Street project to save costs.

**RECOMMENDATION**

Staff recommends approval of the phased approach to the CTH A trail project, and approval of the attached design contract in an amount not to exceed \$14,734.



**Future Trail Developments**

- Phase**
- CTH A - 1
  - On Street - 2018
  - CTH A - 2
  - Developer - 2018

**Existing Trails**

- Trail Type**
- Nature
  - Paved
  - Street Shoulder
  - Parks
  - School Parcels
  - City Owned Parcels

