

156 East First Street
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September 25, 2015

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

Notice is hereby given that there will be a Special Session of the Council of the City of New Richmond on Monday, September 28, 2015 at 5:00 p.m. in the Council Chambers of the Civic Center, 156 East First Street, New Richmond, WI 54017.

AGENDA:

- 1. Call to Order**
- 2. Clerk's Roll Call**
- 3. Pledge of Allegiance**
- 4. Adoption of Agenda**
- 5. Payroll Services**
- 6. Contract Award for 2015 Richmond Crossing Phase 3 Project**
- 7. Public Works Vehicle Replacement**
- 8. Police Lieutenant Position**
- 9. Resolution #091502 – Exemption from County Library Tax**
- 10. Communications and Miscellaneous**
- 11. Adjournment**

Fred Horne, Mayor

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



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TO: Mayor and City Council

FROM: Mike Darrow, City Administrator/Kari Kraft, HR Manager

DATE: September 24, 2015

RE: Payroll Process and Proposed Changes

Background

On Monday, September 28, 2015, Kari Kraft will provide the Council with an overview of our current payroll process and recommendations for the creation of a more efficient payroll process with options to integrate a Human Resources Information System (HRIS), Time and Attendance platform, and an Employer Shared Responsibility compliance tool that will assist us in meeting new mandates under the Affordable Care Act (ACA). Over the past several months, with the assistance of Debbie Powers, Nancy Petersen, Patty Van Vynckt and Bev Langenback, both Kari and I have spent a significant amount of time researching ways in which we can create a payroll process that meets four key objectives: increases efficiency, provides greater transparency, allows multiple users - if necessary, and is cost conscious.

Review of Current System

Our current payroll process is simply outdated. We utilize two financial/accounting systems (Utility and City) that rely heavily on manual processes – the employee submits a handwritten or electronic timesheet, that timesheet is then reviewed by the supervisor or department head, and is subsequently entered into the system by either City staff or a member of the Finance Team. This system is paper-based, making tracking of project work and associated costs cumbersome and time consuming. Furthermore, the staff time necessary for input, correction and review equates to approximately 15 hours per pay period. This includes the time that the employee needs to complete the time sheet, have the time sheet reviewed and make adjustments, as well as the time that it takes to further input the data, add wage detail, calculate total payroll, and record time off balances on a paper calendar. For reference, there are 26 total pay periods in which we pay 85 employees, and an additional twelve pay periods in which we pay 37 firefighters and 7 Council members.

Review of New Electronic System and Third Party Payroll Vendor

After a thorough review of our existing system, staff contacted three reputable payroll firms to review potential solutions and associated costs. These firms included: Paychex, ADP and Paylocity. As a key part of our review and analysis, we wanted to ensure that a change to a new system and a third party payroll service met our four key objectives:

Efficiency - Creates a streamlined payroll process for both the Utility and the City and reduces duplication of basic payroll services. Staff will have access to an online time and attendance portal which will allow them to electronically record hours worked and paid time off. This feature alone eliminates the paper and print costs we incur with our current system, as well as the staff time associated with creating and printing timesheets and ensuring labor is assigned to the appropriate job cost area. Additionally, department heads and finance personnel will be able to review timesheets electronically, track specific projects for staffing/costs and review time off requests by pay period.

Transparency - By going through a third party payroll system, the City creates an independent check and balance of our payroll system. This need for additional separation of duties was noted in our most recent audit as an area in which we could improve.

Multiple Users/Cross Training - This system also allows for access and training for multiple users within the system. Simply stated, if our City Treasurer is out during a payroll period, she can either complete payroll through a downloadable app or another approved user can complete payroll as a function of the finance department.

Cost Conscious - We anticipate an annual recurring cost of \$20,474 for the system. (A one-time implementation cost is estimated at \$4,775). Both costs would be shared with New Richmond Utilities, making the impact on the City's budget about \$12,400 for the first year and \$10,250 each year after. The return on this investment will be the substantial time savings associated with moving to an automated process, therefore allowing three staff to focus on other value added projects. (A conservative estimate of staff time saved per pay period is approximately 15 hours multiplied by an average wage of \$25 per hour = \$375.00 savings per pay period / \$9,750 savings per year). It also greatly reduces supply costs, including paper and toner.

Why change?

Beyond the reasons identified above, the timing of the proposed change coincides with the proposed transition to a Paid Time Off (PTO) system. All of the systems we reviewed will allow for a seamless per pay period accrual process as discussed in the PTO proposal. Additional advantages include greater transparency, more efficient means of tracking project staffing and overtime costs, and increases in reporting capabilities on a per pay period and real time basis.

Another important consideration is the new federal mandates facing employers as a result of the Affordable Care Act (ACA). Beginning in January 2016, all large employers will be required to file form 1094-C and provide all employees a form 1095-C. Form 1094-C is provided to each full-time employee regardless of healthcare eligibility status and whether or not coverage was

accepted. (1094-C is similar to a W2 form, but focuses on employer sponsored healthcare offerings). This form shows a month-by-month view of what coverage the employer offered. (Wages, number and type of employees, eligibility factors and affordability is tracked elsewhere). Form 1094-C is an aggregate of all of the 1095-C's that were issued to employees. This file is submitted either electronically or via mail and informs the federal government of our compliance. The staff time needed to pull this information together for purposes of adherence to ACA regulations is daunting. The systems mentioned above all have an ACA reporting and compliance platform that will assist us in meeting our obligations and significantly reduce the staff time needed to do so.

Recommendation

After review by staff, as well as a comprehensive vetting of the various payroll providers, staff is recommending moving forward with Paychex as our new third-party payroll administrator and Paychex Flex as our new payroll system. We would further recommend that this system be implemented in time for 2016 ACA compliance assistance and the first payroll of 2016.



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September 25, 2015

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

Dear Mr. Wendt & City Council:

On Thursday, September 24, 2015, bids were opened for the 2015 Richmond Crossing Project Phase 3. Six (6) Bids were received. The bids ranged from \$325,745.20 to \$473,540.75. The low bid was received from McCabe Construction, Eau Claire, WI. We have attached a bid tabulation showing the bids received. For comparison purposes, our engineer's estimate was \$350,000. It is our opinion that the City received competitive bids.

Cedar Corporation has previously worked with and considers McCabe Construction to be a reputable company and responsible bidder.

Accordingly, we recommend that the City of New Richmond award the 2015 Richmond Crossing Project Phase 3 construction contract in the amount of \$325,745.20 to McCabe Construction, contingent upon receipt of proof of bonding and insurance.

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

Regards,
CEDAR CORPORATION

Russ Kiviniemi, P.E.
Project Manager



BID TABULATION

2015 Richmond Crossing Project, Phase 3
New Richmond, WI

September 25, 2015

Item No.	Item	Unit	Qty	McCabe Construction		Total Excavating		Albrightson Excavating	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
Sanitary Sewer									
2720.01008	Sanitary Sewer, PVC, SDR 35, 8"	L.F.	350	\$31.00	\$10,850.00	\$26.75	\$9,362.50	\$24.70	\$8,645.00
2720.01201	Sanitary Manhole, Type I	V.F.	17.6	\$173.00	\$3,044.80	\$230.00	\$4,048.00	\$200.00	\$3,520.00
2720.01301	Sanitary Casting, Type J	EA.	2	\$550.00	\$1,100.00	\$484.00	\$968.00	\$525.00	\$1,050.00
2720.01401	Connect to Existing	EA.	1	\$1,090.00	\$1,090.00	\$1,200.00	\$1,200.00	\$1,400.00	\$1,400.00
2100.99004	Reconstruct Manhole	EA.	1	\$652.00	\$652.00	\$850.00	\$850.00	\$3,570.00	\$3,570.00
2720.05001	Televising	L.F.	350	\$1.00	\$350.00	\$1.00	\$350.00	\$1.00	\$350.00
Subtotal Sanitary Sewer					\$17,086.80		\$16,778.50		\$18,535.00
Watermain									
2713.00006	Watermain, Ductile Iron, 6"	L.F.	15	\$41.00	\$615.00	\$100.00	\$1,500.00	\$39.00	\$585.00
2713.00008	Watermain, Ductile Iron, 8"	L.F.	655	\$51.00	\$33,405.00	\$37.00	\$24,235.00	\$42.00	\$27,510.00
2713.99001	Watermain Offset Package	EA.	2	\$2,180.00	\$4,360.00	\$800.00	\$1,600.00	\$2,100.00	\$4,200.00
2713.99002	Remove & Reinstall Ex.Hydrant	EA.	1	\$714.00	\$714.00	\$1,565.00	\$1,565.00	\$765.00	\$765.00
2713.00606	Gate Valve, 6"	EA.	1	\$1,340.00	\$1,340.00	\$1,425.00	\$1,425.00	\$1,525.00	\$1,525.00
2713.00608	Gate Valve, 8"	EA.	1	\$1,830.00	\$1,830.00	\$1,913.00	\$1,913.00	\$2,012.00	\$2,012.00
2712.00701	Connect to Existing (Cut-in)	EA.	1	\$326.00	\$326.00	\$1,323.00	\$1,323.00	\$745.00	\$745.00
2713.00702	Connect to Existing (Wet-tap)	EA.	1	\$2,900.00	\$2,900.00	\$3,475.00	\$3,475.00	\$2,715.00	\$2,715.00
Subtotal Watermain					\$45,490.00		\$37,036.00		\$40,057.00
Storm Sewer									
2720.00036	Storm Sewer, RCP, 36"	L.F.	690	\$65.00	\$44,850.00	\$57.50	\$39,675.00	\$65.30	\$45,057.00
2719.00024	Storm Sewer, RCP, 24"	L.F.	26	\$45.00	\$1,170.00	\$36.50	\$949.00	\$46.20	\$1,201.20
2720.00018	Storm Sewer, RCP, 18"	L.F.	98	\$30.00	\$2,940.00	\$32.75	\$3,209.50	\$31.85	\$3,121.30
2720.00012	Storm Sewer, RCP, 12"	L.F.	102	\$28.00	\$2,856.00	\$29.75	\$3,034.50	\$28.75	\$2,932.50
2720.00536	Apron Endwall, RCP, 36"	EA.	3	\$1,870.00	\$5,610.00	\$1,611.00	\$4,833.00	\$1,815.00	\$5,445.00

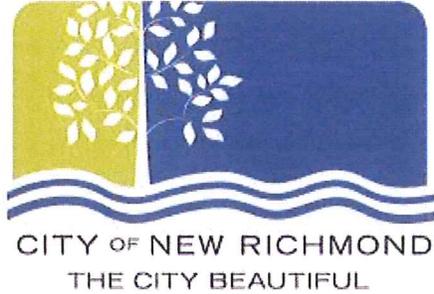
Item No.	Item	Unit	Qty	McCabe Construction		Total Excavating		Albrightson Excavating	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
Storm Sewer (continued)									
2720.00518	Apron Endwall, RCP, 18"	EA.	2	\$851.00	\$1,702.00	\$676.00	\$1,352.00	\$885.00	\$1,770.00
2721.00512	Apron Endwall, RCP, 12"	EA.	1	\$700.00	\$700.00	\$577.00	\$577.00	\$781.00	\$781.00
2720.99001	Outlet Structure	EA.	2	\$3,050.00	\$6,100.00	\$2,556.00	\$5,112.00	\$3,460.00	\$6,920.00
2720.01202	Storm Manhole, Type II	V.F.	5.5	\$377.00	\$2,073.50	\$390.00	\$2,145.00	\$523.00	\$2,876.50
2720.01203	Storm Manhole, Type III	V.F.	16.1	\$408.00	\$6,568.80	\$367.00	\$5,908.70	\$500.00	\$8,050.00
2720.00353	Storm Inlet, Type III	V.F.	17.7	\$222.00	\$3,929.40	\$290.00	\$5,133.00	\$380.00	\$6,726.00
2719.00402	Storm Casting, Type H	EA.	5	\$477.00	\$2,385.00	\$489.00	\$2,445.00	\$465.00	\$2,325.00
2720.00405	Storm Casting, Type HD	EA.	1	\$687.00	\$687.00	\$565.00	\$565.00	\$585.00	\$585.00
2270.00021	Riprap	C.Y.	120	\$46.00	\$5,520.00	\$50.00	\$6,000.00	\$67.45	\$8,094.00
2100.99003	Reconstruct Manhole	EA.	2	\$652.00	\$1,304.00	\$850.00	\$1,700.00	\$500.00	\$1,000.00
2720.00802	Connect to Existing	EA.	1	\$652.00	\$652.00	\$850.00	\$850.00	\$1,050.00	\$1,050.00
2720.00401	Insulation, 4"	S.F.	192	\$4.35	\$835.20	\$5.00	\$960.00	\$6.00	\$1,152.00
2720.99001	Televising	L.F.	916	\$1.00	\$916.00	\$1.00	\$916.00	\$1.00	\$916.00
Subtotal Storm Sewer					\$90,798.90		\$85,364.70		\$100,002.50
Street Construction									
2100.00101	Remove Curb & Gutter	L.F.	105	\$3.10	\$325.50	\$5.00	\$525.00	\$4.00	\$420.00
2100.00103	Remove Asphaltic Pavement	S.Y.	170	\$2.30	\$391.00	\$2.00	\$340.00	\$2.50	\$425.00
2100.00401	Sawcut	L.F.	210	\$2.95	\$619.50	\$4.00	\$840.00	\$2.00	\$420.00
2200.00001	Excavation, Common	C.Y.	14500	\$2.00	\$29,000.00	\$4.00	\$58,000.00	\$2.95	\$42,775.00
2100.00001	Clearing & Grubbing	L.S.	1	\$2,330.00	\$2,330.00	\$1,500.00	\$1,500.00	\$500.00	\$500.00
2225.00001	Cr. Aggregate Base, Roadway	C.Y.	1225	\$25.00	\$30,625.00	\$16.00	\$19,600.00	\$23.25	\$28,481.25
2225.00201	Granular Subbase, Roadway	C.Y.	1225	\$1.00	\$1,225.00	\$1.00	\$1,225.00	\$0.01	\$12.25
2225.00202	Granular Subbase, Sidewalk	C.Y.	75	\$1.00	\$75.00	\$1.00	\$75.00	\$12.00	\$900.00
2100.99001	Remove Existing Fence	L.S.	1	\$1.00	\$1.00	\$750.00	\$750.00	\$150.00	\$150.00
2100.99002	Adjust Existing Gate Valve	EA.	3	\$89.00	\$267.00	\$150.00	\$450.00	\$150.00	\$450.00
2100.99003	Adjust Existing Manhole	EA.	1	\$308.00	\$308.00	\$150.00	\$150.00	\$210.00	\$210.00

Item No.	Item	Unit	Qty	McCabe Construction		Total Excavating		Albrightson Excavating	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
Street Construction (continued)									
2270.00001	Temporary Erosion Mat	S.Y.	7100	\$0.32	\$2,272.00	\$1.75	\$12,425.00	\$1.00	\$7,100.00
2270.00011	Silt Fence	L.F.	390	\$2.00	\$780.00	\$2.00	\$780.00	\$1.50	\$585.00
2270.00014	Inlet Protection	EA.	14	\$40.00	\$560.00	\$125.00	\$1,750.00	\$50.00	\$700.00
2270.00015	Aggregate Tracking Pad	C.Y.	74	\$22.00	\$1,628.00	\$32.00	\$2,368.00	\$1.00	\$74.00
2513.00150	HMA, Binder, 2.0"	S.Y.	3200	\$10.00	\$32,000.00	\$8.50	\$27,200.00	\$8.80	\$28,160.00
2513.01150	HMA, Surface, 2.0"	S.Y.	3200	\$10.00	\$32,000.00	\$7.50	\$24,000.00	\$7.50	\$24,000.00
2521.00030	Concr. Curb & Gutter, 30" Barrier	L.F.	1502	\$11.00	\$16,522.00	\$10.50	\$15,771.00	\$10.50	\$15,771.00
2521.00204	Concrete Sidewalk, 4"	S.F.	3810	\$3.75	\$14,287.50	\$4.00	\$15,240.00	\$3.65	\$13,906.50
2521.00301	Detectable Warning Field	EA.	1	\$350.00	\$350.00	\$400.00	\$400.00	\$350.00	\$350.00
2890.00010	Traffic Control	L.S.	1	\$500.00	\$500.00	\$2,000.00	\$2,000.00	\$1,200.00	\$1,200.00
2910.00101	Restoration, Seed	AC.	3.3	\$1,910.00	\$6,303.00	\$1,700.00	\$5,610.00	\$2,400.00	\$7,920.00
Subtotal Street Construction					\$172,369.50		\$190,999.00		\$174,510.00
PROJECT TOTAL					\$325,745.20		\$330,178.20		\$333,104.50

Item No.	Item	Unit	Qty	A-1 Excavating		Haas Sons, Inc.		Peterson Companies	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
Sanitary Sewer									
2720.01008	Sanitary Sewer, PVC, SDR 35, 8"	L.F.	350	\$39.00	\$13,650.00	\$24.75	\$8,662.50	\$20.00	\$7,000.00
2720.01201	Sanitary Manhole, Type I	V.F.	17.6	\$220.00	\$3,872.00	\$195.00	\$3,432.00	\$185.00	\$3,256.00
2720.01301	Sanitary Casting, Type J	EA.	2	\$587.00	\$1,174.00	\$550.00	\$1,100.00	\$700.00	\$1,400.00
2720.01401	Connect to Existing	EA.	1	\$1,100.00	\$1,100.00	\$1,150.00	\$1,150.00	\$38,000.00	\$38,000.00
2100.99004	Reconstruct Manhole	EA.	1	\$950.00	\$950.00	\$1.00	\$1.00	\$592.00	\$592.00
2720.05001	Televising	L.F.	350	\$1.00	\$350.00	\$1.50	\$525.00	\$2.00	\$700.00
Subtotal Sanitary Sewer					\$21,096.00		\$14,870.50		\$50,948.00

Item No.	Item	Unit	Qty	A-1 Excavating		Haas Sons, Inc.		Peterson Companies	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
Watermain									
2713.00006	Watermain, Ductile Iron, 6"	L.F.	15	\$54.00	\$810.00	\$45.00	\$675.00	\$40.00	\$600.00
2713.00008	Watermain, Ductile Iron, 8"	L.F.	655	\$56.00	\$36,680.00	\$44.95	\$29,442.25	\$38.60	\$25,283.00
2713.99001	Watermain Offset Package	EA.	2	\$500.00	\$1,000.00	\$3,200.00	\$6,400.00	\$1,136.00	\$2,272.00
2713.99002	Remove & Reinstall Ex. Hydrant	EA.	1	\$900.00	\$900.00	\$1,300.00	\$1,300.00	\$1,164.00	\$1,164.00
2713.00606	Gate Valve, 6"	EA.	1	\$1,423.00	\$1,423.00	\$1,385.00	\$1,385.00	\$1,750.00	\$1,750.00
2713.00608	Gate Valve, 8"	EA.	1	\$1,933.00	\$1,933.00	\$1,885.00	\$1,885.00	\$2,500.00	\$2,500.00
2712.00701	Connect to Existing (Cut-in)	EA.	1	\$950.00	\$950.00	\$650.00	\$650.00	\$960.00	\$960.00
2713.00702	Connect to Existing (Wet-tap)	EA.	1	\$3,214.00	\$3,214.00	\$3,375.00	\$3,375.00	\$3,100.00	\$3,100.00
Subtotal Watermain					\$46,910.00		\$45,112.25		\$37,629.00
Storm Sewer									
2720.00036	Storm Sewer, RCP, 36"	L.F.	690	\$71.00	\$48,990.00	\$59.00	\$40,710.00	\$59.00	\$40,710.00
2719.00024	Storm Sewer, RCP, 24"	L.F.	26	\$49.00	\$1,274.00	\$36.00	\$936.00	\$62.00	\$1,612.00
2720.00018	Storm Sewer, RCP, 18"	L.F.	98	\$45.00	\$4,410.00	\$32.00	\$3,136.00	\$30.00	\$2,940.00
2720.00012	Storm Sewer, RCP, 12"	L.F.	102	\$42.00	\$4,284.00	\$29.00	\$2,958.00	\$33.00	\$3,366.00
2720.00536	Apron Endwall, RCP, 36"	EA.	3	\$1,923.00	\$5,769.00	\$1,930.00	\$5,790.00	\$1,500.00	\$4,500.00
2720.00518	Apron Endwall, RCP, 18"	EA.	2	\$828.00	\$1,656.00	\$860.00	\$1,720.00	\$1,300.00	\$2,600.00
2721.00512	Apron Endwall, RCP, 12"	EA.	1	\$694.00	\$694.00	\$740.00	\$740.00	\$575.00	\$575.00
2720.99001	Outlet Structure	EA.	2	\$3,243.00	\$6,486.00	\$3,510.00	\$7,020.00	\$3,000.00	\$6,000.00
2720.01202	Storm Manhole, Type II	V.F.	5.5	\$450.00	\$2,475.00	\$425.00	\$2,337.50	\$400.00	\$2,200.00
2720.01203	Storm Manhole, Type III	V.F.	16.1	\$490.00	\$7,889.00	\$465.00	\$7,486.50	\$350.00	\$5,635.00
2720.00353	Storm Inlet, Type III	V.F.	17.7	\$300.00	\$5,310.00	\$190.00	\$3,363.00	\$438.00	\$7,752.60
2719.00402	Storm Casting, Type H	EA.	5	\$535.00	\$2,675.00	\$500.00	\$2,500.00	\$485.00	\$2,425.00
2720.00405	Storm Casting, Type HD	EA.	1	\$616.00	\$616.00	\$575.00	\$575.00	\$485.00	\$485.00
2270.00021	Riprap	C.Y.	120	\$55.00	\$6,600.00	\$56.00	\$6,720.00	\$85.00	\$10,200.00
2100.99003	Reconstruct Manhole	EA.	2	\$100.00	\$200.00	\$1.00	\$2.00	\$600.00	\$1,200.00
2720.00802	Connect to Existing	EA.	1	\$600.00	\$600.00	\$775.00	\$775.00	\$400.00	\$400.00
2720.00401	Insulation, 4"	S.F.	192	\$5.00	\$960.00	\$3.50	\$672.00	\$4.00	\$768.00
2720.99001	Televising	L.F.	916	\$1.00	\$916.00	\$1.50	\$1,374.00	\$2.00	\$1,832.00
Subtotal Storm Sewer					\$101,804.00		\$88,815.00		\$95,200.60

Item No.	Item	Unit	Qty	A-1 Excavating		Haas Sons, Inc.		Peterson Companies	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
Street Construction									
2100.00101	Remove Curb & Gutter	L.F.	105	\$3.00	\$315.00	\$2.65	\$278.25	\$8.00	\$840.00
2100.00103	Remove Asphaltic Pavement	S.Y.	170	\$3.00	\$510.00	\$6.00	\$1,020.00	\$3.50	\$595.00
2100.00401	Sawcut	L.F.	210	\$3.00	\$630.00	\$2.00	\$420.00	\$2.00	\$420.00
2200.00001	Excavation, Common	C.Y.	14500	\$3.00	\$43,500.00	\$4.00	\$58,000.00	\$5.30	\$76,850.00
2100.00001	Clearing & Grubbing	L.S.	1	\$3,000.00	\$3,000.00	\$4,000.00	\$4,000.00	\$1,500.00	\$1,500.00
2225.00001	Cr. Aggregate Base, Roadway	C.Y.	1225	\$30.00	\$36,750.00	\$20.65	\$25,296.25	\$41.25	\$50,531.25
2225.00201	Granular Subbase, Roadway	C.Y.	1225	\$0.01	\$12.25	\$1.00	\$1,225.00	\$22.50	\$27,562.50
2225.00202	Granular Subbase, Sidewalk	C.Y.	75	\$0.01	\$0.75	\$1.00	\$75.00	\$58.00	\$4,350.00
2100.99001	Remove Existing Fence	L.S.	1	\$300.00	\$300.00	\$500.00	\$500.00	\$715.00	\$715.00
2100.99002	Adjust Existing Gate Valve	EA.	3	\$145.00	\$435.00	\$175.00	\$525.00	\$368.00	\$1,104.00
2100.99003	Adjust Existing Manhole	EA.	1	\$210.00	\$210.00	\$250.00	\$250.00	\$368.00	\$368.00
2270.00001	Temporary Erosion Mat	S.Y.	7100	\$0.01	\$71.00	\$0.40	\$2,840.00	\$1.65	\$11,715.00
2270.00011	Silt Fence	L.F.	390	\$1.80	\$702.00	\$2.25	\$877.50	\$2.50	\$975.00
2270.00014	Inlet Protection	EA.	14	\$30.00	\$420.00	\$85.00	\$1,190.00	\$250.00	\$3,500.00
2270.00015	Aggregate Tracking Pad	C.Y.	74	\$15.00	\$1,110.00	\$18.00	\$1,332.00	\$40.00	\$2,960.00
2513.00150	HMA, Binder, 2.0"	S.Y.	3200	\$8.50	\$27,200.00	\$8.30	\$26,560.00	\$8.30	\$26,560.00
2513.01150	HMA, Surface, 2.0"	S.Y.	3200	\$7.50	\$24,000.00	\$7.43	\$23,776.00	\$7.50	\$24,000.00
2521.00030	Concr. Curb & Gutter, 30" Barrier	L.F.	1502	\$10.00	\$15,020.00	\$10.25	\$15,395.50	\$13.70	\$20,577.40
2521.00204	Concrete Sidewalk, 4"	S.F.	3810	\$4.00	\$15,240.00	\$3.90	\$14,859.00	\$4.00	\$15,240.00
2521.00301	Detectable Warning Field	EA.	1	\$240.00	\$240.00	\$300.00	\$300.00	\$400.00	\$400.00
2890.00010	Traffic Control	L.S.	1	\$3,000.00	\$3,000.00	\$5,500.00	\$5,500.00	\$2,500.00	\$2,500.00
2910.00101	Restoration, Seed	AC.	3.3	\$10.00	\$33.00	\$2,888.00	\$9,530.40	\$5,000.00	\$16,500.00
Subtotal Street Construction					\$172,699.00		\$193,749.90		\$289,763.15
PROJECT TOTAL					\$342,509.00		\$342,547.65		\$473,540.75



156 East First Street
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TO: Mayor and City Council

FROM: Jeremiah Wendt, Public Works Director

DATE: September 24, 2015

RE: Public Works Vehicle Replacement

Based on feedback from the finance committee, staff has assembled additional information on the public works equipment requests that were presented to the committee on September 14. The requests were for replacement of the tandem axle plow/dump truck and the dual rear wheel pickup truck with dump box. That information is shown below.

Tandem Axle Plow/Dump Truck

The tandem axle plow/dump truck that we are proposing to replace is 25 years old and is not road legal due to a frame rail that has rusted through. The primary reasons for the condition of this truck are its age, and the normal conditions of its use. After 25 years of hauling salt, sand and snow, a rusted frame rail is not an unexpected condition, particularly given the design of this particular truck, which tends to trap moisture in the frame.

Staff has evaluated options for replacement of this truck, both new and used. The cost of a new truck, based on several quotes received will be in the range of \$180,000-\$190,000. If we were to pursue a new vehicle, the next step would be for staff to go through a formal bid process for this truck.

Used options for this truck are limited since most used trucks would come from other municipalities, which are likely on a 10-15 year replacement schedule. This means that any used options are at least 10 years old. Many of these come from highway departments, which also means high miles. Even with these factors, the better used options would likely be in the range of \$70,000-\$90,000. Given this price range, the yearly cost of ownership would likely be less with a new model.

Staff recommends starting a formal bid process for a new vehicle, but if the council is more comfortable with a used option, we would request that a budget amount be authorized so that staff can move quickly to purchase a vehicle if one becomes available.

Dual Rear Wheel Pickup with Dump Box

This vehicle is still usable, but has required more maintenance than expected over the last several years. These maintenance items are not normal wear and tear or repairs from negligence, but from mechanical or electrical failures. The repairs in question are detailed below:

1 – 2/6/08	Sensor Asy, Connector 3 way, Warranty Claim , N/C	
2 – 12/2/11	Turbo Charger, sensor, pedestal, etc.	\$2997.98
3 – 9/28/12	Transmission – Mileage 52761	\$5069.50
4 – 11/29/12	Indicator Asy (Turn Signal)	\$50.70
5 – 5/13/13	Wont Start – Replace FICM	\$1068.40
6 – 7/25/13	Shifter Linkage -	\$513.35
7 – 7/26/13	Shift tube bushings	\$312.20
8 – 7/31/13	Shift Cable, Steering Column Tube	\$379.39
9 – 1/7/15	ICP, Connector 3 way , Sensor Asy	\$873.87
<u>10 – 4/21/15</u>	Wont Start , Regulator (Fuel Pre) EGR Cooler, Pressure Regulator, Pump Asy – Fuel Injector. Etc.(Sensor Asy and Connector 3 way again, had removed from bill)	\$3509.46
<u>11 – 8/18/15</u>	Crank over, not start Replace Sensor Asy and Connector 3 way again. N/C	
Total -		\$14,774.85

Staff is recommending replacement of this vehicle to avoid additional maintenance expenses that have been a pattern with this vehicle. If approved, the next step would be to advertise for bids for a replacement vehicle.



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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.

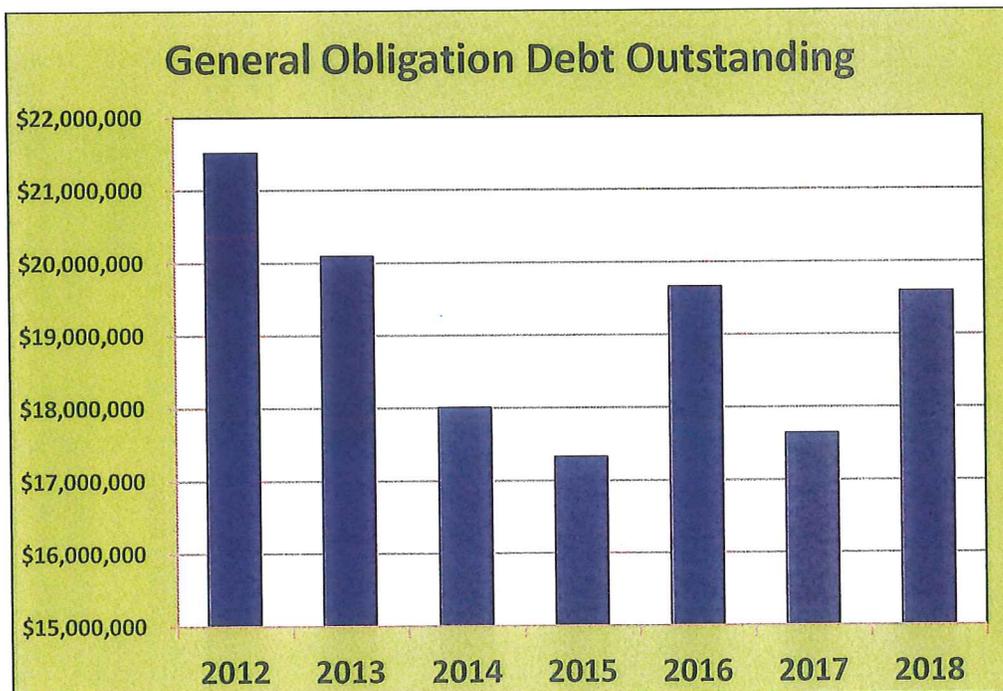
Payment Plan

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>



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TO: Mayor and City Council
FROM: Michael Darrow, City Administrator / Kari Kraft
DATE: September 24, 2015
RE: Lieutenant Position

Background

Alderman Volkert requested that this item be placed on the Council agenda at the next available meeting. With the formal resignation of Lieutenant Cody, the Council discussed options with regard to the current and future staffing needs within the New Richmond Police Department.

During the September 14, 2015 Council meeting, a motion was made by Alderman Zajkowski and seconded by Alderman Kittel to proceed with filling the Police Lieutenant position with the current salary. That motion failed. Because there was no further discussion and/or motion, the position of Lieutenant with the current rate of pay remains unchanged.

If the Council wishes to proceed with any organizational changes within the Police Department, it is essential to know the statutory authority as it relates to this department in particular. As such, I asked our Labor Attorney Steven Zach to provide the Council with the legal interpretation of this issue as well as the City Council's authority to make changes within the department (if desired).

Simply stated, the Mayor and City Council have the legal authority to eliminate the Lieutenant position and establish a third Detective position.

My recommendations for moving forward on this issue are as follows:

Step 1. Based upon the request by Alderman Volkert, place this item on the agenda for the September 28th meeting.

Step 2. Pose the following question to all members of the City Council: "Would the City Council like to see an overview of the pros/cons of an organizational change that would eliminate the lieutenant position and create a third detective position?" This would be a policy decision.

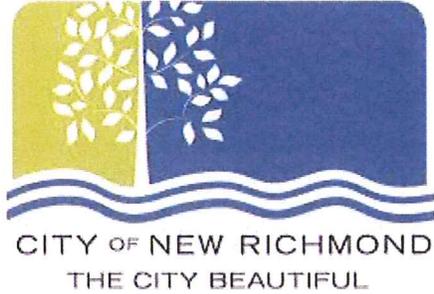
Step 3. If yes to Step 2, direct staff to perform an analysis of a structural change (third Detective v. Lieutenant) based on current and future staffing needs, departmental, organizational and community needs, as well as the financial implications of making such a change. This analysis would include the following:

- Cost/benefit analysis
- Benchmarking analysis
- Review of comparable communities and staffing levels
- Current job description review
- Wage study analysis
- Short and long-term staffing projections
- Updated job description for review and approval (if needed)

Step 4. Present information to the City Council on October 26th during a work session.

Recommendation

It has been our internal practice to provide the Council with detailed analysis related to proposed organizational changes (most recently the Public Works Operations Manager and Management Analyst). Any proposed organizational change within the New Richmond Police Department would be consistent with this informal policy. Within our internal practice, both Kari and I have taken the lead on this analysis with the assistance of the department head, in this case that would be the Chief of Police. Therefore, we are recommending a motion to provide an analysis on this position and present this information to the City Council at the work session to be held on October 26th. Until formal approval by the Council is determined, no additional hiring for this position shall occur.



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TO: Mayor and City Council

FROM: Kim Hennings, Library Director

DATE: September 24, 2015

RE: Exemption from County Library Tax

Background

This is a resolution required by St. Croix County in order for New Richmond residents to be exempt from the County Library Levy. Each year St. Croix County levies a library tax on municipalities that either do not have a library or do not levy sufficient local dollars for library service. Municipalities are required to fund their libraries at a rate that exceeds the rate of the County Library Levy tax in order to be exempt from that tax. The resolution affirms that the City of New Richmond has fulfilled the requirement to fund our library at a rate that exceeds the County tax.

Recommendation

Staff recommends approval of this resolution.

RESOLUTION #091502
REQUESTING APPLICATION FOR EXEMPTION
FROM COUNTY LIBRARY TAX

WHEREAS, the County Board for St. Croix County, Wisconsin levies a county library tax; and

WHEREAS, Section 43.64(2)(b) of the Wisconsin Statutes provides that any city, town or village which levies a tax for public library service and appropriates and expends for a library fund as defined by section 43.52(1) of the Wisconsin Statutes during the year for which the county tax levy is made a sum at least equal to the county tax rate in the prior year multiplied by the equalized valuation of the property in the city, town, or village for the current year is exempt from the county library tax; and

WHEREAS, the City of New Richmond will, in 2016, appropriate and expend an amount in excess of that calculated above.

NOW THEREFORE, BE IT RESOLVED that the City of New Richmond hereby requests of the St. Croix County Board of Supervisors that the City of New Richmond be exempted from the payment of any county tax for the support of public library service as provided in Section 43.63(2) of the Wisconsin Statutes.

BE IT FURTHER RESOLVED that copies of this Resolution be forwarded by the City of New Richmond Clerk to the following parties:

Carleton A. Friday Memorial Library
155 East First Street
New Richmond, WI 54017

St. Croix County – County Clerk
1101 Carmichael Road
Hudson, WI 54016

Dated this 28th day of September, 2015.

Frederick Horne, Mayor

Attest:

Tanya Reigel, City Clerk