



January 16, 2015

TO ALL UTILITY COMMISSION MEMBERS:

GERRY WARNER
BOB MULLEN
JERRY FREY
DAN CASEY
PAT BECKER

This is to inform you that there will be a Utility Commission Meeting on **January 21, 2015 at 3:30 p.m.** in the Administrator's office at the Civic Center.

AGENDA:

1. Call to order
2. Adoption of agenda
3. Approval of previous commission meeting minutes
4. Approval of bills and disbursements – November 2014 (Updated) and December 2014
5. Public Comment
6. WWTP Retirement Announcement – Dennis Holtz
7. Approval of 2015 Budget and Wages and Salaries
8. CIP Presentation
9. Cross Connection Ordinance/Plan
10. WWTP Structural Engineering Contract Approval
11. Scott Newby Land Update
12. Departmental reports
 - a. Water Department – Bob Meyer
 - b. Sewer Department – Dennis Holtz
 - c. Electric Department – Tom Rickard
 - d. Public Works Director – Jeremiah Wendt
 - e. Finance Director – Nancy Petersen
 - f. WPPI, ESR – Weston Arndt
 - g. Utility Manager – Mike Darrow
13. Communications and miscellaneous correspondence
14. Adjourn

A handwritten signature in black ink, appearing to read "Mike Darrow". The signature is stylized and cursive.

Mike Darrow
Utility Manager

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

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

December 2, 2014

The regular meeting of the New Richmond Utility Commission was held on December 2, 2014 at 7:30 a.m. at the Civic Center.

Jerry Frey called the meeting to order at 7:30 a.m.

Members Present: Bob Mullen, Jerry Frey, Gerry Warner, Pat Becker and Dan Casey

A motion was made by Gerry Warner to approve the agenda, seconded by Dan Casey, and carried.

A motion was made by Gerry Warner to approve the minutes of the November 4, 2014 meeting, and approve bills and disbursements, seconded by Pat Becker, and carried.

Public Comment – None

Approval of Tax Roll Write Offs – Nancy Petersen reported that on November 17, 2014 \$5,616.07 was sent to the tax roll. This represents 20 landlord owners for \$5,296.07 and 2 owners for \$320.00. Nancy commended staff for their efforts in reducing this number from 2013 total of \$9,134. A motion was made by Gerry Warner to approve \$5,616.07 to be put on tax roll, seconded by Pat Becker and carried.

Commercial Cross Connection Inspection Contract – Jeremiah Wendt recommended that the Utility renew its contract with Hydro Designs for commercial cross-connection inspections for 2015. Hydro Design has done the inspections for the past 3 years. As in past years, Hydro Designs would provide initial inspections of 76 facilities, with utility staff doing the follow-up inspections. This program will satisfy the commercial portion of our cross-connection control program. Discussions followed. A motion was made by Bob Mullen to accept the contract as presented, seconded by Gerry Warner and carried.

Department Reports:

Bob Meyer, Water Superintendent, gave the following report:

Staff are continuing to work on meters and cross connections. Currently working on going back 5 years and inspecting homes where meters were put in, but do not have occupancy. Bob reported that staff are about 30-40% complete. Jetting is ongoing. Televising was performed, had some issues with roots. Water disconnections have started. Flags are being put on hydrants. Sewer and water connections have been installed at part of Croft Apartments. Phillips will be installing sewer and water today.

Dennis Holtz, Wastewater Treatment Superintendent, gave the following report:

The plant has been running well. They have been experiencing some issues with the SCADA system. Dennis attended the Biosolids meeting.

Jeremiah Wendt, Director of Public Works, gave the following report:

Jeremiah attended the Biosolids meeting. It is the 20 year anniversary so will be coming up to the end of the payments on the original loan. Staff will be looking at next steps over the next year. Staff will also be looking at the chemical feed system for phosphorus removal further in 2015 to look for areas of cost savings.

Nancy Petersen, Finance Director, gave the following report:

P-CARDS (Purchasing Cards) – Staff have been working on implementing the use of P-Cards for both the City and Utility. What is a Purchasing Card? Purchasing cards are like a credit card which can be used for small or larger dollar purchases for merchandise, services, and travel. Participants who accept them receive payment immediately. The benefits of using P-Cards are many: operationally, to name a few, it eliminates low-dollar purchase orders and/or invoices, reduces paper throughout payables processes, and decreases check production and postage costs. Card controls are put in place and we start putting our cash to work for us. Staff have completed and submitted the application for processing for purchasing cards with US Bank. Before signing up with US Bank, Nancy met with and confirmed that none of the local banks or credit unions are able to offer P-Cards to the extent that US Bank can with the expected rebate volume. As part of US Bank's program, we will be participating in the State Pool which allows any political subdivision to participate to leverage the size and scale of the State's program to our benefit. The rebate for each program will be calculated based on aggregate volume from the State and any participants in the program. As more participants sign up for the program, the rebate will increase. Each participant will receive a rebate on its own volume multiplied by the percentage for the entire aggregate volume plus a speed of pay rebate based on each participant's payment. Staff are in the process of working on purchasing card policies and procedures.

MERCHANT CREDIT CARDS – Staff received an inquiry from Matt Lukowitz who works with BBS Buying Group to provide us with a quote for Merchant Credit Card services. We currently use PSN (Payment Service Network) and have been with them since late 2009. Staff have requested 12 months worth of merchant statements from PSN so we can have BBS provide us with quotes to determine if we can achieve any savings by switching.

INSURANCE QUOTES – Staff did an RFQ for insurance quotes and received pricing from Arthur J. Gallagher & Co. (current broker) and from the League of Wisconsin Municipalities Mutual Insurance. Although Gallagher's pricing is less than the League's by about \$3,500 not including dividends, based on our review, staff are recommending that the City and Utilities choose the League of Wisconsin as we believe they provide better overall insurance coverage with either no deductibles or lower deductibles. At the Finance Committee meeting last night, the Finance Committee approved moving forward with The League's insurance and to present to full council on December 8, 2014 for approval.

2015 BUDGETS AND CIP – Staff will be focusing on Utility budgets during the next two weeks and will present them for approval at the January 6, 2015 Utility Commission meeting. Staff will also present updated CIP.

Weston Arndt, WPPI Energy Services Rep, gave the following updates:

Wes has been working with St. Croix Press on energy efficiency projects. Wes is also currently working on a promotion through Focus on Energy for 4-plus unit buildings (Multi-family) for energy efficiency upgrades that include free CFL light bulbs, energy efficient shower heads, etc. Currently 100 units are scheduled so far. WPPI is starting a new grant program for energy efficiency projects that will be targeting non-profits. Lakeside Foods will be looking to increase voltage on their East transformer.

Mike Darrow, Utility Manager, gave the following updates:

2015 Budgets will be presented for approval at the January 6, 2015 meeting. CIP projects will also be discussed next month. Plan for a longer meeting. WPPI will present to the Council in January or February regarding the Solar Garden Pilot project.

There being no further business, a motion was made by Gerry Warner to adjourn, seconded by Dan Casey, and carried. The meeting adjourned at 7:56 a.m.

Jerry Frey, President

Bob Mullen, Secretary

New Richmond Utilities

Nov-14

Check Register

Check #	Date	Amount	Vendor Name	Description
000493	11/14/2014	56,771.38	CITY OF NEW RICHMOND	PAYROLL 11/14/14
000494	11/13/2014	4,284.76	CITY OF NEW RICHMOND	OCTOBER MONTHLY BILL
000495	11/13/2014	1,441.00	CITY OF NEW RICHMOND	CHUCK'S FREEZE UP HOURS
000496	11/13/2014	6,971.33	CITY OF NEW RICHMOND	INSURANCE
000497	11/13/2014	7,319.57	CITY OF NEW RICHMOND	RECYCLING
000498	11/13/2014	2,500.00	CITY OF NEW RICHMOND	RENT
000499	11/13/2014	20,952.27	CITY OF NEW RICHMOND	STORM WATER
000500	11/13/2014	7,338.20	DAKOTA SUPPLY GROUP INC	60W SENSUS REMOTE METERS
000501	11/13/2014	64.68	HUEBSCH	WHITE RAGS, SLATE MAT
000502	11/13/2014	1,551.93	NORTH CENTRAL LABORATORIES INC	AMMONIA STANDARD, PROBE
000503	11/13/2014	5,584.16	NEW RICHMOND UTILITIES	OCT CTOC COLLECTIONS
000504	11/13/2014	110.96	VARIETY OFFICE PRODUCTS	PAPER, INDEX
000505	11/19/2014	26,518.22	WI DEPT OF REVENUE	OCT14 SALES TAX
000506	11/18/2014	84,150.00	LOCAL GOVERNMENT INVESTMENT F	NOV14 INVESTMENTS #7, #9, #11
000507	11/18/2014	29,000.00	LOCAL GOVERNMENT INVESTMENT F	NOV14 INVESTMENTS #5, #8, #10
000508	11/18/2014	3,835.00	LOCAL GOVERNMENT INVESTMENT F	OCT14 SAC COLLECTIONS
000509	11/18/2014	2,310.00	LOCAL GOVERNMENT INVESTMENT F	OCT14 WATER IMPACT FEES
000510	11/28/2014	615,060.83	WISCONSIN PUBLIC POWER INC	OCT14 PURCHASE POWER/SUPPORT
000511	11/21/2014	41.62	CITY OF NEW RICHMOND	NOVEMBER LIFE INSURANCE
000512	11/21/2014	27,063.35	CITY OF NEW RICHMOND	NOVEMBER HEALTH INSURANCE
000513	11/21/2014	463.29	CITY OF NEW RICHMOND	NOVEMBER DISABILITY INSURANCE
000514	11/21/2014	25.00	CITY OF NEW RICHMOND	BENEFIT EXTRAS-HRA MONTH FEE
000515	11/21/2014	90.25	CITY OF NEW RICHMOND	BENEFIT EXTRA-MONTHLY FSA
000516	11/21/2014	43,621.84	CITY OF NEW RICHMOND	NOVEMBER TAX EQUIVALENT
000517	11/21/2014	7,250.41	DAKOTA SUPPLY GROUP INC	ERT 60W SENSUS REMOTES
000518	11/21/2014	475.00	HYDRODESIGNS	CROSS CONNECT INSPECT & REPORT
000519	11/21/2014	2,049.38	INFOSEND, INC	OCT BILLING & POSTAGE
000520	11/26/2014	55,876.82	CITY OF NEW RICHMOND	PAYROLL 11/26/14

033156	11/21/2014	-29.35	RMF AUTO SERVICE, INC #2	OIL CHANGE
033360	11/3/2014	30.41	NEW RICHMOND UTILITIES	PETTY CASH-HALLOWEEN CANDY,
033361	11/5/2014	384.50	BLUE RIBBON FEED INC	ATHLETIC SEED- E 2ND STREET
033362	11/5/2014	1,613.21	FLEET ONE LLC	OCTOBER FUEL
033363	11/5/2014	6,103.05	STUART C IRBY CO	LAG SCREW, LAMPS, SPOOL, SPLIC
033364	11/5/2014	104.90	J.H. LARSON COMPANY	500 FT SPOOL WIRE
033365	11/5/2014	494.13	KWIK TRIP	OCTOBER FUEL
033366	11/5/2014	13.00	NOBLE'S TIRE SVC	REPAIR
033367	11/5/2014	11.90	PRO BUILD - NEW RICHMOND	MORTAR MIX-MANHOLES E 2ND ST
033368	11/5/2014	202.87	SHORT ELLIOTT HENDRICKSON INC	VERIZON AT S WATER TANK
033369	11/5/2014	228.00	SMITH MICRO TECHNOLOGIES	WATCHGUARD TECH SUPPORT INSTAL
033370	11/5/2014	279.22	VERIZON WIRELESS	OCTOBER CELL PHONE
033371	11/5/2014	20.00	WISCONSIN STATE LAB OF HYGIENE	FLOURIDE
033372	11/18/2014	0.00	CITY OF WEST HAVEN	DOWN PAYMENT FOR LADDER TRUCK
033373	11/13/2014	49.24	AUTO VALUE NEW RICHMOND	DROP LOAD BALL
033374	11/13/2014	525.67	CITY OF RIVER FALLS	URD CABLE & FAULT LOCATE
033375	11/13/2014	0.00	DOYLE'S FARM & HOME	STUB CHECK
033376	11/13/2014	269.07	DOYLE'S FARM & HOME INC	UPS CHARGES
033377	11/13/2014	40.28	EXPRESS LUBE & RENTAL	OIL CHANGE
033378	11/13/2014	18.00	FAMILY FRESH MARKET	DISTILLED WATER
033379	11/13/2014	198.40	FASTENAL COMPANY	HAND RIVET TOOL, SPLINE
033380	11/13/2014	802.15	FREEDOM VALU CENTERS	OCTOBER FUEL
033381	11/13/2014	532.01	FRONTIER COMMUNICATIONS	OCTOBER PHONE BILL
033382	11/13/2014	5,072.87	HD SUPPLY WATERWORKS, LTD	UNION 3PT, 3/4 CURB
033383	11/13/2014	615.00	HIGH TECH ELECTRICAL SERVICES IN	INSTALL GENERATOR-CAT # D125-6
033384	11/13/2014	1,754.50	STUART C IRBY CO	THNN (SP) STR BLK 500 RL
033385	11/13/2014	1,140.85	KRAUSE POWER ENGINEERING, LLC	STUDY, REVIEW, LODGING,SOFTWAR
033386	11/13/2014	45.27	MACQUEEN EQUIPMENT INC	GAUGE, PRESS, VACTOR
033387	11/13/2014	183.99	MAILFINANCE	STUFFER MAINTENANCE AGREE
033388	11/13/2014	78.00	MY RECEPTIONIST, INC	ANSWERING SVC 9/24-10/21
033389	11/13/2014	395.00	NORTHERN LAKE SERVICE, INC.	RADIOACTIVITY, RADIUM, SDWA IN
033390	11/13/2014	25.98	O'REILLY AUTO PARTS	GAL ANTIFREEZE
033391	11/13/2014	165.02	QUILL	FILE CABINET POCKET, SHEARS,

033392	11/13/2014	89.02	RIVERTOWN NEWSPAPER GROUP	NOTICE HYDRANT FLUSHING
033393	11/13/2014	614.75	SPRINGSTED INCORPORATED	PROFESSIONAL SERVICES
033394	11/13/2014	255.94	TOSHIBA BUSINESS SOLUTIONS	MAINT AGREEMENT & COLOR COPIES
033395	11/13/2014	89,432.63	WEST CENTRAL WIS BIOSOLIDS FAC	4TH QTR BIOSOLIDS 10/01-12/31
033396	11/13/2014	3,219.83	WESCO RECEIVABLES CORP	COLD SHRINK
033397	11/13/2014	17,986.89	ZIEGLER POWER SYSTEMS	CATERPILLAR MODEL D125-6
033399	11/21/2014	29.35	RMF AUTO SERVICE, INC #2	OIL CHANGE
033400	11/21/2014	119.32	ASHLEY KAUFMAN	CR REF ACCT# 590100-23
033401	11/21/2014	40.65	BERNARD'S NORTHTOWN INC	OIL CHANGE
033402	11/21/2014	12.95	BLUE RIBBON FEED INC	GLOVES
033403	11/21/2014	110.36	BRETT M BORGEMOEN	CR REF ACCT# 207900-22
033404	11/21/2014	98.86	CENTRAL BANK	CR REF ACCT# 301700-28
033405	11/21/2014	93.59	CHRIS & JENELYN MOEN	CR REF ACCT# 582500-21
033406	11/21/2014	199.00	CLEAR CHOICE PRINTING INC	CROSS CONNECTION SURVEY FORM
033407	11/21/2014	1,213.50	COMMERCIAL TESTING LABORATORY	COLIFORM BACT
033408	11/21/2014	106.97	CONNIE KOEPP	CR REF ACCT# 730200-25
033409	11/21/2014	110.96	DAVID PETERSON	CR REF ACCT# 1453000-40
033410	11/21/2014	735.00	DISPLAY SALES	LIGHTS STREET DEPT-WPPI REIMBU
033411	11/21/2014	705.00	ECKBERG LAMMERS BRIGGS WOLFF	REVIEW ANTENNA TOWER LEASES
033412	11/21/2014	40.83	FASTENAL COMPANY	NUTS & BOLTS
033413	11/21/2014	90.80	FAY REPPE	CR REF ACCT# 1000300-21
033414	11/21/2014	120.00	GERALD SHILTS	BOOSTER STATION WELDING MANIFO
033415	11/21/2014	69.50	GILLEN'S LIMEQUARRY & LANDSCAP	LIME ROCK BASE EAST 2ND ST
033416	11/21/2014	6,260.75	HAWKINS, INC	ALUMINUM SULFATE
033417	11/21/2014	280.00	INDUSTRIAL SAFETY, INC.	ANNUAL FIT TESTING PER OSHA
033418	11/21/2014	30.00	JEREMIAH WENDT	WWOA CONFERENCE REIMBURSE
033419	11/21/2014	11.95	JOHN DEERE FINANCIAL	SAFETY GLASSES
033420	11/21/2014	358.82	JOSEPH R PLUMMER	CR REF ACCT# 1638200-20
033421	11/21/2014	496.61	KEVIN & NICOLE LAGERSTROM	CR REF ACCT# 1020800-20
033422	11/21/2014	32.44	LUTHERAN SOCIAL SERVICES	CR REF ACCT# 212500-23
033423	11/21/2014	30.12	MARIANNE DIELTZ	CR REF ACCT# 1116400-20
033424	11/21/2014	92.27	MATTHEW & AMBER SCHULDT	CR REF ACCT# 1292000-24
033425	11/21/2014	252.00	NORTHSIDE POWER EQUIPMENT	AXEL KIT, BEARING

New Richmond Utilities

Dec-14 Check Register

Check #	Date	Amount	Vendor Name	Description
000521	12/12/2014	56,446.24	CITY OF NEW RICHMOND	PAYROLL 12/12/14
000522	12/11/2014	1,389.64	CITY OF NEW RICHMOND	MONTHLY BILL
000523	12/11/2014	6,971.28	CITY OF NEW RICHMOND	INSURANCE
000524	12/11/2014	7,278.76	CITY OF NEW RICHMOND	RECYCLING
000525	12/11/2014	2,500.00	CITY OF NEW RICHMOND	RENT
000526	12/11/2014	20,778.03	CITY OF NEW RICHMOND	STORM WATER
000527	12/11/2014	23.25	HUEBSCH	SLATE MAT
000528	12/11/2014	2,057.28	INFOSEND, INC	NOV POSTAGE & BILLING
000529	12/11/2014	20.99	NEW RICHMOND ELECTRONICS	6 VOLT 4.5 AH
000530	12/11/2014	4,823.68	NEW RICHMOND UTILITIES	NOV CTOC COLLECTIONS
000531	12/19/2014	11,482.52	WI DEPT OF REVENUE	NOV14 SALES TAX
000532	12/16/2014	84,150.00	LOCAL GOVERNMENT INVESTMENT POOL	DEC14 INVESTMENTS #7, 9, 11
000533	12/16/2014	29,000.00	LOCAL GOVERNMENT INVESTMENT POOL	DEC14 INVESTMENTS #5, 8, 10
000534	12/29/2014	620,622.52	WISCONSIN PUBLIC POWER INC	NOV14 PURCHASED POWER/SUPPORT
000535	12/23/2014	25.00	CITY OF NEW RICHMOND	BEN EXTRAS-MONTHLY FSA
000536	12/23/2014	90.25	CITY OF NEW RICHMOND	BEN EXTRAS-HRA ADMIN FEES
000537	12/23/2014	463.29	CITY OF NEW RICHMOND	DISABILITY INSURANCE
000538	12/23/2014	14,384.11	CITY OF NEW RICHMOND	HEALTH INSURANCE
000539	12/23/2014	41.62	CITY OF NEW RICHMOND	LIFE INSURANCE
000540	12/23/2014	43,621.84	CITY OF NEW RICHMOND	TAX EQUIVALENT
000541	12/23/2014	2,471.57	CITY OF NEW RICHMOND	B THOMPSON OCT 1 - DEC 31 REIM
000542	12/23/2014	10,081.08	CITY OF NEW RICHMOND	J WENDT REIMB OCT 1- DEC 31
000543	12/23/2014	4,836.25	DAKOTA SUPPLY GROUP INC	ERT 60W SENSUS REMOTE
000544	12/23/2014	2,478.56	VARIETY OFFICE PRODUCTS	CALCULATOR, APPT BOOK
000545	12/24/2014	57,531.70	CITY OF NEW RICHMOND	PAYROLL 12/26/14
033437	12/11/2014	129.98	AUTO VALUE NEW RICHMOND	JB WELD
033438	12/11/2014	340.00	BAKER TILLY VIRCHOW KRAUSE LLP	2014 AUDITED FINANCIAL STATEME
033439	12/11/2014	15,460.00	BORDER STATES ELECTRIC SUPPLY	CENTRON CN1SR METERS

033440	12/11/2014	654.00	COMMERCIAL TESTING LABORATORY	BOD, AMMONIA, PHOSPHOROUS
033441	12/11/2014	423.59	COUNTRYSIDE PLUMBING & HEATING	BX 62 - BELT
033442	12/11/2014	292.77	DOYLE'S FARM & HOME INC	REPLC IMPELLER TRAN PUMP
033443	12/11/2014	29.78	FASTENAL COMPANY	HYDRANT BOLTS
033444	12/11/2014	947.22	FLEET ONE LLC	NOV FUEL
033445	12/11/2014	3,780.00	FRESCO INC	PHOTO CELLS
033446	12/11/2014	555.34	FREEDOM VALU CENTERS	NOV FUEL
033447	12/11/2014	172.70	HACH COMPANY	DEIONIZED WATER
033448	12/11/2014	5,061.92	HD SUPPLY WATERWORKS, LTD	BALL CURB, BALLCORP, COUPLING
033449	12/11/2014	115.98	STUART C IRBY CO	SPLICE
033450	12/11/2014	517.36	KWIK TRIP	NOV FUEL
033451	12/11/2014	150.00	MOORE IMPRINTS	LOGOS & CAPS
033452	12/11/2014	78.00	MY RECEPTIONIST, INC	ANS SVC 10/22-11/18
033453	12/11/2014	42.81	O'REILLY AUTO PARTS	TRI PWR BELT
033454	12/11/2014	65.32	PRO BUILD - NEW RICHMOND	4X8X2
033455	12/11/2014	51.27	RIVERTOWN NEWSPAPER GROUP	ADV BIDS TRAILER
033456	12/11/2014	23.99	SKOGLUND OIL CO. INC.	PROPANE EXCHANGE
033457	12/11/2014	208.25	SPRINGSTED INCORPORATED	PROFESSIONAL SERVICES
033458	12/11/2014	722.90	USABLUEBOOK	HYDRANT FLAG
033459	12/11/2014	8,108.16	UTILITY TRUCK SERVICES	REPAIR WINCH LOAD LINE
033460	12/11/2014	1,290.29	WESCO RECEIVABLES CORP	BOX WRENCH
033461	12/11/2014	5,000.00	WESTFIELDS HOSPITAL	RENEWABLE ENERGY PROJECT
033462	12/11/2014	612.00	WISCONSIN STATE LAB OF HYGIENE	NUTRIENTS,BOD/COD,SOLIDS
033463	12/11/2014	4,897.10	ZIEGLER POWER SYSTEMS	CATERPILLAR MODEL D125-6
033464	12/11/2014	560.00	CITY OF NEW RICHMOND	EMPLOYEE CHRISTMAS FUND
033465	12/11/2014	474.46	FRONTIER COMMUNICATIONS	NOVEMBER PHONE BILL
033466	12/15/2014	278.89	VERIZON WIRELESS	NOV CELL PHONE BILL
033467	12/17/2014	3,528.00	UNIVERSAL AM-CAN, LTD	FREIGHT - FIRE TRUCK
033468	12/23/2014	81.77	ANDREW GAUTSCH	CR REF ACCT# 1381000-21
033469	12/23/2014	227.86	ANDREW & LAURA L RITT	CR REF ACCT# 1099400-21
033470	12/23/2014	61.14	BERNARD'S NORTH TOWN INC	OIL CHANGE AND TIRE ROTATION
033471	12/23/2014	189.50	COMMERCIAL TESTING LABORATORY	COLIFORM BACT
033472	12/23/2014	300.00	ECKBERG LAMMERS BRIGGS WOLFF & VIE	ANTENNA TOWER LEASES
033473	12/23/2014	68.98	FRESCO INC	FREIGHT FOR PHOTO CONTROLS

033474	12/23/2014	5,643.36	HAWKINS, INC	ALUMINUM SULFATE
033475	12/23/2014	34.00	INDUSTRIAL SAFETY, INC.	RECHARGE FIRE EXTINGUISHER
033476	12/23/2014	562.50	INFRASTRUCTURE TECHNOLOGIES	TELEWISE STORM & SANITARY SWR
033477	12/23/2014	696.46	STUART C IRBY CO	GLOVE TESTING
033478	12/23/2014	17.88	JAMES ROBERT & SON LLC	CR REF ACCT# 702100-24
033479	12/23/2014	116.88	JUSTIN A ZIEMER	CR REF ACCT# 848100-37
033480	12/23/2014	155.23	MOLLY & MICHAEL SCHAUFF	CR REF ACCT# 1005300-22
033481	12/23/2014	2,365.80	SHORT ELLIOTT HENDRICKSON INC	VERIZON N TANK & T-MOBILE N TA
033482	12/23/2014	388.15	STEVE PETERSEN	CR REF ACCT# 720100-24
033483	12/23/2014	109.66	STEPHENS SANITATION LTD	OCT & NOV GARBAGE SERVICE
033484	12/23/2014	2,056.16	XCEL ENERGY	NOVEMBER GAS BILL
033485	12/31/2014	40.48	JENNA G MOLLE	CR REF ACCT# 845800-32
033486	12/31/2014	893.89	KRAUSE POWER ENGINEERING, LLC	MEETING, REVIEW,SUPPORT SVC
033487	12/31/2014	112.32	MATT RANNEY	CR REF ACCT# 616900-21
033488	12/31/2014	109.66	STEPHENS SANITATION LTD	GARBAGE SVC OCT & NOV
	12/3/2014	518,000.00	CITY OF WHFD ALLINGTON	CERTIFIED CHECK FOR LADDER TRUCK

Total **\$ 1,570,373.22**
Checks & Wires



TO: Utility Commission

FROM: Mike Darrow, Utility Manager/City Administrator

DATE: January 16, 2015

RE: 2015 Utility Budget, Wages and Salaries

At our January 21, 2015 Utility Commission meeting we will outline the Utility budget for Fiscal Year 2015. The budget reflects a commitment to the following core areas:

1. Safety - New Richmond Utilities is committed to the safety of our employees as well as the on-going safety of the customers we serve. We'll outline areas within the budget whereby safety measures, including safety equipment, have been updated.
2. Employee Wages – 2015 wages for all employees within New Richmond Utilities includes a 3% increase. No additional adjustments are being proposed at this time as part of the budget process.
3. Staffing - Due to the announced retirement of Dennis Holtz, as well as the resignation of Valerie Ripley in late December, I have asked Jeremiah Wendt and Nancy Petersen to work with Kari Kraft and I on the short and long-term staffing needs of the Finance Department and the WWTP. We will be providing an update on this analysis for the Commission's review at an upcoming meeting.
4. Fellowship Position - During the budget presentation, we will update the Utility Commission on the proposed ICMA (International City Managers Association) Fellowship Position. This position has been added to the FY2015 budget. A formal project/position description, as well as Fellowship agreement, will be presented to the Utility Commission prior to bringing a Fellow on board with New Richmond Utilities. The fellowship position would include assistance with the following key projects:
 - a. Water Continuing Property Records
 - b. Solar Garden Projects
 - c. Sewer Rate Analysis
 - d. Staffing Studies

- e. Telecom Project Assistance
- f. Ordinance Updates

- 5. Financial Sustainability - We will also outline areas within the electric, water, wastewater, and billing departments that point to our continuing efforts to provide excellent services to our customers in a cost and energy efficient manner.

RECOMMENDATION

After review of the budget, staff is recommending approval of the 2015 Budget.

**2015 PROPOSED BUDGET
NEW RICHMOND UTILITIES - ELECTRIC DEPT.**

Income Statement Per Regulatory Agency - PSC	2011 Actual	2012 Actual	2013 Actual	2014 Projected	2014 Budget	2015 Budget
Operating Revenue:	\$ 9,417,652	\$ 9,550,450	\$ 9,668,644	\$ 9,821,441	\$ 9,760,124	\$ 9,888,500
Operating Expenses:						
Operation & Maintenance Exp - Less Acct 426 (MEUW)	\$ 8,464,985	\$ 8,605,483	\$ 8,672,221	\$ 8,635,229	\$ 8,923,141	\$ 9,000,420
Depreciation Expense (NOT CIAC DEPREC)	\$ 463,452	\$ 476,354	\$ 483,257	\$ 485,000	\$ 485,000	\$ 487,000
All Taxes	\$ 312,576	\$ 331,026	\$ 314,163	\$ 312,613	\$ 318,000	\$ 320,500
Total Operating Expenses:	\$ 9,241,013	\$ 9,412,863	\$ 9,469,641	\$ 9,432,842	\$ 9,726,141	\$ 9,807,920
NET OPERATING INCOME (LOSS)	\$ 176,639	\$ 137,587	\$ 199,003	\$ 388,599	\$ 33,983	\$ 80,580
		*				**
Debt Payments (Principal & Interest)	\$ 198,700	\$ 195,668	\$ 116,230	\$ 199,970	\$ 199,970	\$ 200,140
Debt as a Percentage of Total Operating Expenses	2.2%	2.1%	1.2%	2.1%	2.1%	2.0%

* Paid off 2003 Revenue Bond 3/15/12

** 2006B Revenue Bond - Final payment October 1, 26 (remaining P&I \$2,445,248)

Assumptions:

Revenues are budgeted based on projected 2014 actuals
Electric Rate Increase became effective 12/1/13
Purchased Power is budgeted at 80% of operating revenues

Budget Highlights:

3% wage/salary increases for 2015
Health Insurance savings of about 4% by increasing co-pay from \$10 to \$15
Fellowship Position @ \$40k/year - Electric's Share \$16K
Not replacing Lineman at this time
Substation maintenance planned for 2014 will be completed in 2015
OSHA Fire Retardant Clothing Purchase

ELECTRIC DEPARTMENT-FIVE YEAR CAPITAL BUDGET PLAN

DESCRIPTION	2015	2016	2017	2018	2019
Vehicles & Equipment @ \$2,000/mo.	254,955	243,455	232,455	256,455	235,455
Replace Truck #34 (2003) with plow	\$ (30,000)				
Replace Truck #33 (1995) - Digger					(220,000)
Replace Truck #37 (2000)		(35,000)			
Replace Truck #36 (2005)				(45,000)	
Cable Cutter	(2,500)				
Refurbish Pole Trailer	(3,000)				
Add Yearly Savings	24,000	24,000	24,000	24,000	24,000
TOTALS	243,455	232,455	256,455	235,455	39,455
Shop Remodel	\$ 75,000				
Shop Remodel	\$ (75,000)				
Add Yearly Savings	0				
TOTALS	0	0	0	0	0
Computer/Software/Office Equip	\$ 4,253	\$ 4,253	\$ 4,253	\$ 4,253	\$ 4,253
Add Yearly Savings					
TOTALS	4,253	4,253	4,253	4,253	4,253
Unfunded Liab-Sick Payout Savings \$4,000	42,006	90,006	138,006	186,006	234,006
Add Yearly Savings	48,000	48,000	48,000	48,000	48,000
TOTALS	90,006	138,006	186,006	234,006	282,006
Meters & Metering Equip.	182,653	162,653	142,653	115,053	115,053
Itron meters purchased (commercial)	\$ (20,000)	\$ (20,000)	\$ (20,000)		
Additional Itron Handheld-New FC300R			(7,600)		
Add Yearly Savings					
TOTALS	162,653	142,653	115,053	115,053	115,053
Transformers @ \$2,000/mo	177,539	126,539	100,539	74,539	98,539
Highview Bushings	(25,000)				
Transformers purchased	(50,000)	(50,000)	(50,000)		
Add Yearly Savings	24,000	24,000	24,000	24,000	24,000
TOTALS	126,539	100,539	74,539	98,539	122,539
New or Rebuild OH/URD @ \$5,000/mo.	304,906	179,906	89,906	149,906	209,906

ELECTRIC DEPARTMENT-FIVE YEAR CAPITAL BUDGET PLAN

DESCRIPTION	2015	2016	2017	2018	2019
Rebuild Marshall Area	(50,000)				
N. Sub. Rebuild OH	(20,000)				
N. Shore Drive URD	(10,000)				
Loopline Airport OH		(100,000)			
140th Extension	(50,000)				
Solar Garden Project	(5,000)				
N. 4th Street to URD in 2015?	(50,000)				
Paperjack to URD in 2016?		(50,000)			
Add Yearly Savings	60,000	60,000	60,000	60,000	60,000
TOTALS	179,906	89,906	149,906	209,906	269,906
LED Street Light Conversion	90,000	0	0	0	0
242-400W MH to 190W LED	(90,000)				
TOTALS	0	0	0	0	0
TOTALS	806,812	707,812	786,212	897,212	833,212

2010 - \$13,500 monthly investment = \$162,000/year

2011 - \$17,833 monthly investment = \$214,659/year

2012 - \$19,850 monthly investment = \$238,200/year

2013 - \$20,000 monthly investment = \$240,000/year

2014 - \$21,000 monthly investment = \$252,000/year

2015 - \$13,000 monthly investment = \$156,000/year

Utility Commission Approved _____

**2015 PROPOSED BUDGET
NEW RICHMOND UTILITIES - WATER DEPT.**

Income Statement Per Regulatory Agency - Public Service Commission	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Projected</u>	<u>2014 Budget</u>	<u>2015 Budget</u>
Operating Revenue	\$ 1,264,623	\$ 1,303,927	\$ 1,337,847	\$ 1,379,685	\$ 1,348,601	\$ 1,391,507
Operating Expenses:						
Operation & Maintenance Expense	\$ 658,409	\$ 672,660	\$ 678,713	\$ 737,328	\$ 740,696	\$ 816,068
Depreciation Expense (w/o CIAC DEPREC)	\$ 185,987	\$ 187,873	\$ 189,518	\$ 191,600	\$ 215,000	\$ 200,000
Taxes (add back Tax Portion of Joint Metering Alloc.)	\$ 289,300	\$ 299,613	\$ 287,494	\$ 280,663	\$ 292,400	\$ 286,070
Total Operating Expenses:	\$ 1,133,696	\$ 1,160,146	\$ 1,155,725	\$ 1,209,591	\$ 1,248,096	\$ 1,302,138
NET OPERATING INCOME (LOSS)	\$ 130,927	\$ 143,781	\$ 182,122	\$ 170,094	\$ 100,505	\$ 89,369
		*	**			***
Debt Payments (Principal & Interest)	\$ 192,796	\$ 217,083	\$ 357,524	\$ 158,824	\$ 158,824	\$ 165,261
Debt as a Percentage of Total Operating Expenses	17.0%	18.7%	30.9%	13.1%	12.7%	12.7%

* Paid off 2005 GO Debt 9/30/12

** Paid off 2003 Revenue Bond 5/1/13

*** 2007B Water (& Sewer) Revenue Bond - Final payment May 1, 2027 (remaining P&I \$2,206,923)

Assumptions:

Revenues are budgeted based on projected 2014 actuals - Plus Verizon \$25,200 Tower Rental Income
3% increase in Water rates became effective 7/1/14

Budget Highlights:

Water credits due to freeze ups in 2014 totalled \$33,747 (total gallons 15,336,000)
3% wage/salary increases
Health Insurance savings of about 4% by increasing co-pay from \$10 to \$15
Assumes \$12,000 paid to City for Water Tower Land Rental
Fellowship Position @ \$40k/year - Water's Share \$12K
Mapping Intern \$3,000 -existing as-built to electronic system
Expediting Itron Meter Conversion Project

WATER DEPARTMENT - FIVE YEAR CAPITAL BUDGET PLAN

DESCRIPTION	2015	2016	2017	2018	2019
Unfunded Liab.-Sick Savings @ \$3,000/mo.	36,016	72,016	108,016	144,016	180,016
Add Yearly Savings	36,000	36,000	36,000	36,000	36,000
TOTALS	72,016	108,016	144,016	180,016	216,016
Vehicles & Equipment @ \$500/mo.	42,885	48,885	29,885	10,885	16,885
Replace Truck 60 - Marty's 2008 F250 Supercab		(25,000)			
Replace Truck 63 - Jon's 2008 F250			(25,000)		
Replace Truck 64 - Greg's 2004 Dodge 150					(25,000)
Add Yearly Savings	6,000	6,000	6,000	6,000	6,000
TOTALS	48,885	29,885	10,885	16,885	(2,115)
Water Mains @ \$5,000/mo.	83,089	80,292	140,292	200,292	260,292
E 2nd Street Project (2014)	(62,797)				
Add Yearly Savings	60,000	60,000	60,000	60,000	60,000
TOTALS	80,292	140,292	200,292	260,292	320,292
Wellhouse Buildings	186,274	186,274	186,274	186,274	186,274
Add Yearly Savings	0	0	0	0	0
TOTALS	186,274	186,274	186,274	186,274	186,274
Tower Maintenance & Inspection @ \$4,000/mo.	376,533	4,533	34,533	64,533	94,533
Paint Tower #2 *	(420,000)				
Add Yearly Savings	48,000	30,000	30,000	30,000	30,000
TOTALS	4,533	34,533	64,533	94,533	124,533
* In add'n there is ~\$218,499 in at Morgan Stanley that could be used - this is earmarked New Tower Savings					
Well Maintenance	256,315	222,315	192,315	192,315	192,315
Well #5 Well Pump Maintenance Inspection 633-35	(25,000)				
Replace Well #3 Drive with VFD	(9,000)				
Well #6 Well Pump Maintenance Inspection 633-35		(30,000)			
Add Yearly Savings	0	0	0	0	0
TOTALS	222,315	192,315	192,315	192,315	192,315

WATER DEPARTMENT - FIVE YEAR CAPITAL BUDGET PLAN

DESCRIPTION	2015	2016	2017	2018	2019
Shop Addition/Expansion @ \$2,000/mo.	216,880	240,880	264,880	(22,620)	(22,620)
Shop Office Expansion - possibility			(287,500)		
Add Yearly Savings	24,000	24,000			
TOTALS	240,880	264,880	(22,620)	(22,620)	(22,620)
Computer/Software & Office Equip	18,444	18,444	13,444	13,444	13,444
SCADA Server		(5,000)			
Add Yearly Savings	0	0	0	0	0
TOTALS	18,444	13,444	13,444	13,444	13,444
Meters & Metering Equip.	130,896	130,896	130,896	125,196	125,196
Share in Additional New Itron Handheld			(5,700)		
Add Yearly Savings	0				
TOTALS	130,896	130,896	125,196	125,196	125,196
TOTALS	0	0	0	0	0
BALANCE TOTALS	1,004,535	1,100,535	914,335	1,046,335	1,153,335
2010 - \$8,650/per month savings = \$103,800/year					
2011 - \$6,150/per month savings = \$73,800/year					
2012 - \$6,250/per month savings = \$75,000/year					
2013 - \$9,650/per month savings = \$115,800/year					
2014 - \$12,900/per month savings = \$154,800/year					
2015 - \$14,500/per month savings = \$174,000/year					

Utility Commission Approved _____

2015 PROPOSED BUDGET
NEW RICHMOND UTILITIES - SEWER DEPT.

	2011 Actual	2012 Actual	2013 Actual	2014 Projected	2014 Budget	2015 Budget
OPERATING REVENUES	\$ 1,304,435	\$ 1,454,668	\$ 1,474,437	\$ 1,437,495	\$ 1,479,800	\$ 1,470,000
OPERATING EXPENSES:						
Operation and Maintenance	\$ 1,045,847	\$ 1,036,777	\$ 1,041,946	\$ 1,084,582	\$ 1,114,522	\$ 1,227,242
Depreciation	\$ 518,379	\$ 523,908	\$ 531,465	\$ 531,000	\$ 525,000	\$ 539,000
Total Taxes (Payroll & Joint Meter Allocation)	\$ 28,533	\$ 29,801	\$ 32,676	\$ 31,372	\$ 39,000	\$ 39,813
Total Operating Expenses	\$ 1,592,759	\$ 1,590,486	\$ 1,606,087	\$ 1,646,954	\$ 1,678,522	\$ 1,806,055
OPERATING INCOME (LOSS)	\$ (288,324)	\$ (135,818)	\$ (131,650)	\$ (209,459)	\$ (198,722)	\$ (336,055)
NON-OPERATING REVENUES (EXPENSES)						
Investment Income	\$ 20,728	\$ 27,311	\$ (7,461)	\$ 28,217	\$ 1,000	\$ 30,000
Interest Expense	\$ (66,400)	\$ (59,362)	\$ (46,067)	\$ (40,635)	\$ (40,635)	\$ (34,288)
Amortization Expense	\$ (2,011)	\$ (2,794)	\$ (11,998)	\$ -	\$ (799)	\$ -
Total Non-Operating Revenue (Expenses)	\$ (47,683)	\$ (34,845)	\$ (65,526)	\$ (12,418)	\$ (40,434)	\$ (4,288)
NET INCOME (LOSS) B/4 CONTRIBS & TRANSFERS	\$ (336,007)	\$ (170,663)	\$ (197,176)	\$ (221,877)	\$ (239,156)	\$ (340,343)
Debt Payments (Principal & Interest)	\$ 284,443	\$ 335,714	\$ 413,096	\$ 259,044	\$ 259,044	\$ 257,849
Debt as a Percentage of Total Operating Expenses	17.9%	21.1%	25.7%	15.7%	15.4%	14.3%

* Paid off 2005 GO Debt 9/30/12

** Paid off 2003 Revenue Bond 5/1/13

*** Final payment for Clean Water Fund Loan is May 1, 2015 (remaining P&I \$34,840)

*** WI Environmental Improvement Fund Loan - Final payment May 1, 2018 (remaining P&I \$698,296)

*** 2007B Sewer (& Water) Revenue Bond - Final payment May 1, 2027 (remaining P&I \$619,540)

Assumptions:

Revenues are budgeted based on projected closer to 2013 actuals

Sewer Rates have been in effect since April 1, 2012

Budget Highlights:

Sewer credits due to freeze ups in 2014 totalled \$84,460 (total gallons 15,336,000)

3% wage/salary increases

Health Insurance savings of about 4% by increasing co-pay from \$10 to \$15

Mapping Intern \$3,000 -existing as-builts to electronic system

Fellowship Position @ \$40k/year - Sewer's Share \$12K

Dennis Holtz Retirement Sick Payout \$48,840

Biosolids Fees ~ 11% increase - Less volume hauled to Biosolids Facility

SEWER DEPARTMENT - FIVE YEAR CAPITAL BUDGET PLAN

DESCRIPTION	2015	2016	2017	2018	2019	2020
Unfunded Liability - Sick Savings @ \$2,500/mo.	30,014	11,174	41,174	71,174	101,174	131,174
Holtz Retirement Payout	(48,840)					
Add Yearly Savings @ \$30,000	30,000	30,000	30,000	30,000	30,000	30,000
TOTALS	11,174	41,174	71,174	101,174	131,174	161,174
Vehicles & Equipment @ \$300/mo.	8,091	11,691	15,291	18,891	22,491	26,091
Replace Truck #71 - 2012 F150						(30,000)
Add Yearly Savings	3,600	3,600	3,600	3,600	3,600	3,600
TOTALS	11,691	15,291	18,891	22,491	26,091	(309)
Jet Truck @ \$2,000/mo.	189,209	213,209	237,209	261,209	56,209	56,209
Replace Jet Truck (2003) -Street Share in or SWU funds?				(350,000)		
Trade in or Sell 2003 Jet Truck				145,000		
Add Yearly Savings	24,000	24,000	24,000			
TOTALS	213,209	237,209	261,209	56,209	56,209	56,209
Lift Station Updates	105,916	105,916	105,916	105,916	105,916	105,916
Add Yearly Savings	0	0	0	0	0	0
TOTALS	105,916	105,916	105,916	105,916	105,916	105,916
Maintenance Equip.	8,532	8,532	8,532	8,532	8,532	8,532
Add Yearly Savings	0	0	0	0	0	0
TOTALS	8,532	8,532	8,532	8,532	8,532	8,532
Computer/Software & Office Equip.	3,600	3,600	3,600	3,600	3,600	3,600
Add Yearly Savings						
TOTALS	3,600	3,600	3,600	3,600	3,600	3,600
Sewer Mains @ \$2,000/mo	64,380	38,620	62,620	86,620	110,620	134,620
East 2nd Street Project (2014)	(49,760)					
Add Yearly Savings	24,000	24,000	24,000	24,000	24,000	24,000
TOTALS	38,620	62,620	86,620	110,620	134,620	158,620

DESCRIPTION	2015	2016	2017	2018	2019	2020
Lab Equipment	9,199	9,199	9,199	9,199	9,199	9,199
Add Yearly Savings						
TOTALS	9,199	9,199	9,199	9,199	9,199	9,199
Meters	60,931	50,931	50,931	50,931	50,931	50,931
Share in Meter Purchases	(10,000)					
Add Yearly Savings						
TOTALS	50,931	50,931	50,931	50,931	50,931	50,931
Metering Equipment	19,231	19,231	19,231	13,531	13,531	13,531
Share in New Itron Handheld			(5,700)			
Add Yearly Savings	0	0	0	0	0	0
TOTALS	19,231	19,231	13,531	13,531	13,531	13,531
Replacement Fund Purchases @ \$3,550/mo	350,751	378,351	220,951	263,551	306,151	348,751
Main Lift Station Pump Replacement		(200,000)				
Main Lift Station Fine Screen-replace wear ring & brushes	(15,000)					
Add Yearly Savings	42,600	42,600	42,600	42,600	42,600	42,600
TOTALS	378,351	220,951	263,551	306,151	348,751	391,351
WWTP Equipment @ \$7,200/mo	0	1,400	1,400	1,400	1,400	1,400
Phosphorous Removal Optimization	(35,000)					
High Efficiency Blower w/ VFD	(50,000)					
Add Yearly Savings	86,400					
TOTALS	1,400	1,400	1,400	1,400	1,400	1,400
Building & Grounds @ \$1,500/mo	0	8,000	1,000	(4,200)	(4,200)	(4,200)
Resurface/Repair Road into Plant	(10,000)					
Rplc Lawn Tractor & Accessories		(25,000)				
Rplc Roof on Control Building			(70,000)			
Add Yearly Savings	18,000	18,000	64,800			
TOTALS	8,000	1,000	(4,200)	(4,200)	(4,200)	(4,200)
GRAND TOTAL	859,854	777,054	890,354	785,554	885,754	955,954
2010 - \$7,725/per month savings = \$92,700/year						
2011 - \$7,625/per month savings = \$91,500/year						
2012 - \$7,375/per month savings = \$88,500/year						
2013 - \$10,050/per month savings = \$120,600/year						
2014 - \$13,250/per month savings = \$159,000/year						
2015 - \$19,050/month savings = \$228,600/year						

Utility Commission Approved _____



TO: Utility Commission

FROM: Mike Darrow, Utility Manager/City Administrator

DATE: January 16, 2015

RE: Capital Improvement Plans

Attached to the Utility Packet is a CIP matrix that outlines various utility projects for fiscal year 2015 through 2019. Over the last six months, I have asked staff to provide a list of projects for review by the Utility Commission. In August of 2014, we did a bus tour to showcase some of these projects. Thanks to Jerry and Bob for attending!

Within the matrix you will see the projects as well as proposed areas for funding. To assist in the short and long-term financial condition conversation, I have asked the Sean Lentz, from Elhers attend the meeting as well.

Finally, please note that the City Council will be conducting a similar exercise for citywide projects. Some projects will need to be considered joint funded projects. Furthermore, lineal foot cost estimates have been used for several projects. If projects are recommended by the Utility Commission, the first step in this process will be to get detailed information related to costs as part of the design element of the project.

2015 - UTILITY

NOTE: PROJECTS IN COLORED CELLS CORDINATE WITH
A PROJECT IN ONE OR MORE DEPARTMENTS (WATER, WASTEWATER, SWU, STREETS)

Project No.	Dept.	Project Summary	Year	Property Tax Levy	Capital Projects Levy	Grants Local/State/Federal	Impact Fees	Special Assessments	Donations	Borrowed Funds	Sewer Interceptor Fees	Fund Balance	Trade-In	Other Savings	Total Project Cost
EL-14-01			2015												\$ -
EL-14-02	Electric	Electric Shop Remodel	2015											\$ 75,000	\$ 75,000
EL-14-03	Electric	53, 3-PH Meters	2015											\$ 20,000	\$ 20,000
	Electric	Rebuild Marshall Ave	2015											\$ 50,000	\$ 50,000
	Electric	N Sub. Rebuild OH	2015											\$ 20,000	\$ 20,000
	Electric	N Shore Drive URD	2015											\$ 10,000	\$ 10,000
	Electric	140th Extension	2015											\$ 50,000	\$ 50,000
	Electric	Solar Garden Project	2015											\$ 5,000	\$ 5,000
	Electric	N. 4th Street to URD	2015											\$ 50,000	\$ 50,000
	Electric	Highview Substation Bushings	2015											\$ 25,000	\$ 25,000
	Electric	Transformers	2015											\$ 50,000	\$ 50,000
	Electric	242 - 400W MH to 190W LED	2015											\$ 90,000	\$ 90,000
EL-14-04	Electric	Replace Truck #34 w/ plow(Approved in 2014)	2015											\$ 30,000	\$ 30,000
ELECTRIC TOTAL				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 475,000	\$ 475,000
SE-14-01	Sewer	Airport Sewer Extension	2015			\$ 550,000				\$ 550,000					\$ 1,100,000
SE-14-05	Sewer	Rplc N 4th St-Knowles-Sharron SM	2015							\$ 291,580					\$ 291,580
SE-14-10	Sewer	Rplc High St-SM	2015								\$ 3,669				\$ 3,669
	Sewer	Main Lift Station Fine Screen	2015										\$ 15,000		\$ 15,000
	Sewer	Phosphorous Removal Optimization	2015										\$ 35,000		\$ 35,000
	Sewer	Share in Meter Purchases	2015										\$ 10,000		\$ 10,000
SE-14-13	Sewer	Resurface/Repair Road into Plant	2015										\$ 10,000		\$ 10,000
SE-14-14	Sewer	High Efficiency Blower w/ VFD	2015										\$ 50,000		\$ 50,000
SE-14-09	Sewer	Rplc N Starr-Hughes SM	2015							\$ 122,094					\$ 122,094
SEWER TOTAL				\$ -	\$ -	\$ 550,000	\$ -	\$ -	\$ -	\$ 963,674	\$ 3,669	\$ -	\$ -	\$ 120,000	\$ 1,637,343
WA-14-01	Water	Airport Water Extension	2015			\$ 550,000				\$ 550,000					\$ 1,100,000
WA-14-03	Water	Rplc N 4th St-Knowles-Sharron WM	2015							\$ 247,633				\$ 215,000	\$ 462,633
WA-14-04	Water	Recondition S. Water Tower	2015											\$ 420,000	\$ 420,000
WA-14-12	Water	Rplc High St-WM	2015							\$ 12,528					\$ 12,528
WA-14-15	Water	Replace Well #3 Drive with VFD	2015										\$ 9,000		\$ 9,000
WA-14-10	Water	Rplc N Starr-Hughes WM	2015							\$ 191,564					\$ 191,564
WATER TOTAL				\$ -	\$ -	\$ 550,000	\$ -	\$ -	\$ -	\$ 1,001,725	\$ -	\$ -	\$ -	\$ 644,000	\$ 2,195,725
UT-14-01	Util Office	Replace Remote Check Scanner	2015											\$ 3,000	\$ 3,000
UTILITY OFFICE TOTAL				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000
2015 UTILITY TOTAL				\$ -	\$ -	\$ 1,100,000	\$ -	\$ -	\$ -	\$ 1,965,399	\$ 3,669	\$ -	\$ -	\$ 1,242,000	\$ 4,311,068
2015 CITY & UTILITY TOTAL				\$ 23,656	\$ 26,000	\$ 1,277,200	\$ 20,000	\$ 640,000	\$ 25,000	\$ 4,205,202	\$ 3,669	\$ 426,205	\$ -	\$ 1,872,042	\$ 8,518,974

2016 - UTILITY

NOTE: PROJECTS IN COLORED CELLS CORDINATE WITH
A PROJECT IN ONE OR MORE DEPARTMENTS (WATER, WASTEWATER, SWU, STREETS)

Project No.	Dept.	Project Summary	Year	Property Tax Levy	Capital Projects Levy	Grants Local/State/Federal	Impact Fees	Special Assessments	Donations	Borrowed Funds	Utility User Fees	Fund Balance	Trade-In	Other: Utility Savings	Total Project Cost
EL-14-04	Electric	53, 3-PH Meters	2016											\$ 20,000	\$ 20,000
	Electric	Loopline Airport OH	2016											\$ 100,000	\$ 100,000
	Electric	Paperjack to URD	2016											\$ 50,000	\$ 50,000
	Electric	Transformers	2016											\$ 50,000	\$ 50,000
EL-14-02	Electric	Replace Truck #37	2016											\$ 35,000	\$ 35,000
ELECTRIC TOTAL				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 255,000	\$ 255,000
SE-14-06	Sewer	Rplc E-W River, Fairfield, Summit SM	2016							\$ 312,184					\$ 312,184
SE-14-07	Sewer	Rplc Paperjack Dr-Knowles/Bridge-SM	2016							\$ 153,523					\$ 153,523
SE-14-15	Sewer	Rplc Lawn Tractor & Accessories	2016									\$ 5,000	\$ 20,000		\$ 25,000
SE-14-12	Sewer	Main Lift Station Pump Replacement	2016										\$ 200,000		\$ 200,000
SEWER TOTAL				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 465,707	\$ -	\$ 5,000	\$ 220,000	\$ 690,707	
WA-14-05	Water	Rplc E-W River, Fairfield, Summit WM	2016							\$ 456,059					\$ 456,059
WA-14-06	Water	Rplc E 8th St WM (Freeze Issues)	2016							\$ 192,000					\$ 192,000
WA-14-07	Water	Rplc Paperjack Dr-Knowles/Bridge-WM	2016							\$ 20,615					\$ 20,615
	Water	SCADA Server	2016										\$ 5,000		\$ 5,000
	Water	Rplc Truck #60	2016											\$ 25,000	\$ 25,000
WATER TOTAL				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 668,674	\$ -	\$ -	\$ -	\$ 30,000	\$ 698,674
2016 UTILITY TOTAL				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,134,381	\$ -	\$ 5,000	\$ 505,000	\$ 1,644,381	
2016 CITY & UTILITY TOTAL				\$ -	\$ 19,000	\$ 1,045,000	\$ -	\$ -	\$ 3,371,000	\$ 3,166,158	\$ -	\$ 186,382	\$ 6,500	\$ 750,500	\$ 5,178,540

2017 - UTILITY

NOTE: PROJECTS IN COLORED CELLS CORDINATE WITH
A PROJECT IN ONE OR MORE DEPARTMENTS (WATER, WASTEWATER, SWU, STREETS)

Project No.	Dept.	Project Summary	Year		Property Tax Levy	Capital Projects Levy	Grants Local/State/Federal	Impact Fees	Special Assessments	Donations	Borrowed Funds	Utility User Fees	Fund Balance	Trade-In	Other: Savings	Total Project Cost	
	Electric	Transformers	2017												\$ 50,000	\$ 50,000	
	Electric	Share in Additional ITRON Handheld	2017												\$ 7,600	\$ 7,600	
EL-14-05	Electric	53, 3-PH Meters	2017												\$ 20,000	\$ 20,000	
<i>ELECTRIC TOTAL</i>					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77,600	\$ 77,600
SE-14-08	Sewer	Rplc Jefferson/Marshall-W Lincoln-E SM	2017								\$ 252,885					\$ 252,885	
SE-14-16	Sewer	Rplc Roof on Control Building	2017												\$ 70,000	\$ 70,000	
	Sewer	Share in Additional ITRON Handheld	2017												\$ 5,700	\$ 5,700	
<i>SEWER TOTAL</i>					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 252,885	\$ -	\$ -	\$ -	\$ -	\$ 75,700	\$ 328,585
WA-14-08	Water	Rplc Dakota Ave-W1st-W4th-WM	2017								\$ 53,173					\$ 53,173	
WA-14-09	Water	Rplc Jefferson/Marshall-W Lincoln-E WM	2017								\$ 329,555					\$ 329,555	
WA-14-11	Water	Possible Water Shop Expansion	2017												\$ 287,500	\$ 287,500	
	Water	Rplc Truck #63	2017												\$ 25,000	\$ 25,000	
	Water	Share in Additional ITRON Handheld	2017												\$ 5,700	\$ 5,700	
<i>WATER TOTAL</i>					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 382,728	\$ -	\$ -	\$ -	\$ -	\$ 318,200	\$ 700,928
2017 UTILITY TOTAL					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 635,613	\$ -	\$ -	\$ -	\$ -	\$ 471,500	\$ 1,107,113
2017 CITY & UTILITY TOTAL					\$ -	\$ 150,000	\$ 944,500	\$ 140,000	\$ -	\$ 140,000	\$ 3,132,141	\$ -	\$ 48,806	\$ -	\$ -	\$ 689,000	\$ 5,244,447

2018 - UTILITY

NOTE: PROJECTS IN COLORED CELLS CORDINATE WITH
A PROJECT IN ONE OR MORE DEPARTMENTS (WATER, WASTEWATER, SWU, STREETS)

Project No.	Dept.	Project Summary	Year	Property Tax Levy	Capital Projects Levy	Grants Local/State/Federal	Impact Fees	Special Assessments	Donations	Borrowed Funds	Utility User Fees	Fund Balance	Trade-In	Other: Savings	Total Project Cost
EL-14-06	Electric	Replace Truck #36	2018											\$ 45,000	\$ 45,000
<i>ELECTRIC TOTAL</i>				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000
SE-14-17	Sewer	Rplc Bilmar Ave-Parkview-Paperjack-Street	2018							\$ 266,687					\$ 266,687
SE-14-04	Sewer	Replace Jet Truck	2018									\$ 145,000	\$ 60,000		\$ 205,000
<i>SEWER TOTAL</i>				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 266,687	\$ -	\$ -	\$ 145,000	\$ 60,000	\$ 471,687
2018 UTILITY TOTAL				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 266,687	\$ -	\$ -	\$ 145,000	\$ 105,000	\$ 516,687
2018 CITY & UTILITY TOTAL				\$ -	\$ 244,000	\$ 518,750	\$ 150,000	\$ -	\$ 150,000	\$ 757,566	\$ -	\$ 134,222	\$ 146,000	\$ 171,250	\$ 2,271,788

2019 - UTILITY

NOTE: PROJECTS IN COLORED CELLS CORDINATE WITH
A PROJECT IN ONE OR MORE DEPARTMENTS (WATER, WASTEWATER, SWU, STREETS)

Project No.	Dept.	Project Summary	Year	Property Tax Levy	Capital Projects Levy	Grants Local/State/Federal	Impact Fees	Special Assessments	Donations	Borrowed Funds	Utility User Fees	Fund Balance	Trade-In	Other: Savings	Total Project Cost
	Electric	Rplc Truck #33 Digger	2019											\$ 220,000	\$ 220,000
<i>ELECTRIC TOTAL</i>				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220,000	\$ 220,000
SE-14-03	Sewer	Rplc MLS Pumps & Add Grit Remvl	2019							\$ 600,000	\$ 200,000				\$ 800,000
SE-14-11	Sewer	Rplc Pierson-Somerset-3rd - SM	2019							\$ 60,814					\$ 60,814
<i>SEWER TOTAL</i>				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 660,814	\$ 200,000	\$ -	\$ -	\$ -	\$ 860,814
WA-14-13	Water	Construct NEW Water Tower	2019							\$ 1,500,000					\$ 1,500,000
	Water	Rplc Truck #64	2019										\$ 25,000		\$ 25,000
WA-14-14	Water	Replace Pierson-Somerset-3rd - WM	2019							\$ 45,822					\$ 45,822
<i>WATER TOTAL</i>				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,545,822	\$ -	\$ -	\$ -	\$ 25,000	\$ 1,570,822
2019 UTILITY TOTAL				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,206,636	\$ -	\$ 200,000	\$ -	\$ 25,000	\$ 2,431,636
2019 CITY & UTILITY TOTAL				\$ -	\$ 214,000	\$ 2,211,500	\$ 1,000,000	\$ -	\$ 300,000	\$ 7,171,044	\$ -	\$ 324,190	\$ 2,000	\$ 302,500	\$ 11,525,234



TO: Utility Commission

FROM: Jeremiah Wendt, Director of Public Works

DATE: January 16, 2015

RE: Cross Connection Control Ordinance

Wisconsin Administrative Code NR 810.15 requires the water supplier for every municipal water system to develop and implement a comprehensive cross connection control program. The City of New Richmond currently has Ordinance 441 which establishes this program, but the DNR is requiring changes to the ordinance to include more details on this program. These changes must be implemented by March 30, 2015.

Staff have developed a proposed ordinance that would replace the current ordinance in its entirety, based on the model ordinance developed by the DNR. The proposed ordinance includes more detailed definitions of cross connection terminology, as well as references to the appropriate state statutes with regard to enforcement actions that may be taken.

The ordinance references the City's Cross Connection Control Plan, which contains most of the details of how the Cross Connection Control Plan is implemented. Along with the new ordinance, staff is recommending changes to the Cross Connection Control Plan to ensure compliance with DNR requirements and state statutes.

The changes to the ordinance and manual have also been submitted to the City's attorney for review. Copies will be distributed to Utility Commission members at the meeting, and staff is requesting that the Utility Commission review the changes, and provide a recommendation for changes and/or approval at the February Utility Commission meeting. This recommendation would then be presented to the full council at the following council meeting.



TO: Utility Commission

FROM: Jeremiah Wendt, Director of Public Works

DATE: January 16, 2015

Re: Private Well Regulation Ordinance

The Wisconsin DNR requires municipalities, including the City of New Richmond, to regulate private wells within their water service area. This regulation is intended to prevent contamination of the groundwater supply that the City relies on for its drinking water, as well as to prevent direct contamination of the drinking water distribution system.

The City of New Richmond currently has Ordinance 86-135, which establishes this regulation, but the DNR is requiring changes to the ordinance to include more details on this program. These changes must be implemented by March 31, 2015. Staff have developed a proposed ordinance that would replace the current ordinance in its entirety, based on the model ordinance developed by the DNR.

In addition to the ordinance, staff have developed an application form. Any landowner with a private well on their property within the City's service area (including the area served in the Township) would be required to fill out this form. Staff would review the application and either approve or deny a private well permit based on the information submitted. Permit holders would be required to re-apply every 5 years. Applicants that are denied permits would be required to abandon their private well.

The changes to the ordinance and the permit application have also been submitted to the City's attorney for review. Copies will be distributed to Utility Commission members at the meeting, and staff is requesting that the Utility Commission review the changes, and provide a recommendation for changes and/or approval at the February Utility Commission meeting. This recommendation would be presented to the full council at the following council meeting.



TO: Utility Commission

FROM: Jeremiah Wendt, Director of Public Works

DATE: January 16, 2015

RE: WWTP Structural Engineering Contract

The fine screen in the main lift station is scheduled for maintenance in 2015 which will include removing the screen from the station and replacing brushes and wear bars. In order to remove the screen, personnel have to enter the wet well to unbolt it. The current entry location does not allow for rapid personnel retrieval in the event that something goes wrong. Staff are proposing that a portion of the concrete floor above the wet well be replaced with grating to allow for safer entry. The first step in this process is to have a structural engineer evaluate how much area can be removed and where. Staff is proposing that we contract with SEH for this work.

Additionally, we would like to have the same structural engineer give us a rough design for replacement of existing double-doors in the digester building with an overhead door. That would allow us to store trailer-mounted pumps and equipment at this location, making the most efficient use of the space that we have at the WWTP.

Staff is requesting that we enter into a contract with SEH, not to exceed \$4,000 for the following scope:

1. Verify the structural capacity of the concrete floor at elevation 941'-0" inside the existing Raw Sewage Pumping Station after a 36" x 36" opening is created north of the screen unit and a 12" x 36" opening is created south of the screen unit and providing a hand sketch locating the openings on plan.
2. Design aluminum grating and an aluminum support frame to span the 36" x 36" opening north of the screen unit and provide a hand sketch locating it on plan with related hand sketch details.
3. Verify the structural capacity of the existing Digester Building after the 6'-0" wide x 7'-4" tall double door opening is enlarged to 9'-4" wide x 8' tall and provide a hand sketch detail(s) of the finished condition.



TO: Utility Commission

FROM: Mike Darrow, Utility Manager/City Administrator

DATE: January 16, 2015

RE: Scott Newby

I received a letter from Mr. Scott Newby, 1847 110th Street last month inquiring about three tracks of land that he owns on the west side of County Road K. Several years ago fire hydrants were placed within the location of his land. Mr. Newby is questioning the original placement of those hydrants. During the Utility Commission meeting on February 21st, 2015, we will provide the Commission with an outline of his correspondence as well as next steps related to this request.