



March 2, 2016

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 **March 2nd at 7:30 a.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 – January & February 2016
5. Public Comment
6. Wellhouse Security
7. 2016 Street/Utility Projects
8. 1 ½ Ton Truck Replacement Proposal
9. Water Well Inspection Bid
10. Staff Reports
11. Communications and miscellaneous correspondence
12. Adjourn



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. 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.

**January 12, 2016**

The regular meeting of the New Richmond Utility Commission was held on January 12, 2016 at 7:30 a.m. at the Civic Center.

Pat Becker called the meeting to order at 7:30 a.m.

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

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

A motion was made by Bob Mullen to approve the minutes of the December 9, 2015 meeting, seconded by Gerry Warner, and carried.

A motion was made by Gerry Warner to approve December 2015 bills and disbursements, seconded by Bob Mullen, and carried.

**Public Comment – None**

**Sanitary Sewer – Response to DNR –** At the December Utility Commission meeting, staff indicated that the DNR completed its triennial Sanitary Survey of the City of New Richmond's drinking water system on December 8, 2015. The report summarizing that survey was received shortly thereafter, requiring a written response to the DNR by February 1, 2016. Jeremiah Wendt gave a brief overview of each of the deficiencies, along with a plan of correction to the Utility Commission. The deficiencies included the need for an updated Emergency Chlorination Plan, updated chemical labeling in the well houses, and a fully implemented Private Well Abandonment/Permitting program (including residences served with water outside of the City). A written response was drafted to the DNR stating the deficiencies noted, along with New Richmond Utilities proposed corrective action plan for each of the items. The Emergency Chlorination Plan and chemical labeling items were completed prior to submittal of the letter, and the Private Well Abandonment/Permitting program will be fully implemented by October 1, 2015 as required by DNR. A motion was made by Jerry Frey to approve the City's response letter, seconded by Gerry Warner, and carried.

**Communications and miscellaneous correspondence – None**

**Closed session per State Statute 19.81 (1)(c)(f)**

A motion was made to go into closed session by Gerry Warner, seconded by Pat Becker, and carried.

**Open session – Action on Closed Session Agenda –** No formal action was taken.

There being no further business, a motion was made by Gerry Warner to adjourn, seconded by Bob Mullen, and carried. The meeting adjourned at 8:15 a.m.

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Pat Becker, President

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Gerry Warner, Secretary



## New Richmond Utilities

**JANUARY 2016**

### Check Register

Check #	Date	Amount	Vendor Name	Description
000966	1/8/2016	11,703.20	US BANK CORPORATE PAYMENT SYSTEM	WWTP PCARD INVOICES
000967	1/8/2016	0.00	VOIDED CHECK	NRUTI - SOLAR PANELS VOIDED
000968	1/15/2016	81,850.00	LOCAL GOVERNMENT INVESTMENT POOL	CAP BUDGET SVGS, BIOSOLIDS
000969	1/15/2016	30,000.00	LOCAL GOVERNMENT INVESTMENT POOL	LGIP INVESTMENTS #5,#8, #10
000970	1/15/2016	22,400.00	LOCAL GOVERNMENT INVESTMENT POOL	IMPACT FEES & SAC
000971	1/14/2016	12,286.44	CITY OF NEW RICHMOND	MONTHLY BILL
000972	1/14/2016	4,813.77	CITY OF NEW RICHMOND	INSURANCE
000973	1/14/2016	21,879.53	CITY OF NEW RICHMOND	STORM WATER
000974	1/14/2016	7,425.19	CITY OF NEW RICHMOND	RECYCLING
000975	1/14/2016	613.63	DAKOTA SUPPLY GROUP INC	WIRE URD SINGLE
000976	1/14/2016	68.80	DIGGERS HOTLINE, INC.	DECEMBER TICKETS
000977	1/14/2016	2,093.64	INFOSEND, INC	DEC POSTAGE & BILLING
000978	1/14/2016	5,778.79	NEW RICHMOND UTILITIES	DEC CTOC COLLECTIONS
000979	1/14/2016	37,422.00	WISCONSIN PUBLIC POWER INC	66 SOLAR PANELS - DECEMBER
000980	1/19/2016	12,029.14	WI DEPT OF REVENUE	DEC15 SALES TAX
000981	1/19/2016	7,000.00	CITY OF NEW RICHMOND	EMPLOYER HSA CONTRIBUTION
000982	1/19/2016	185.00	COMMERCIAL TESTING LABORATORY	COLIFORM BACT
000983	1/19/2016	4,813.40	HAWKINS, INC	ALUMINUM SULFATE
000984	1/19/2016	760.00	HYDRODESIGNS	CROSS CONNECTION INSPECT SVC
000985	1/19/2016	25.00	WISCONSIN STATE LAB OF HYGIENE	FLUORIDE
000986	1/28/2016	628,834.17	WISCONSIN PUBLIC POWER INC	DEC15 PURCHASED POWER
000987	1/28/2016	44,680.23	PAYCHEX	1/8/16 PAYROLL
000988	1/28/2016	42,951.82	PAYCHEX	4/22/16 PAYROLL
000989	1/28/2016	197.31	PAYCHEX	1/8/16 PAYROLL PROCESSING FEE
000980	1/28/2016	353.56	PAYCHEX	1/22/16 PAYROLL PROCESSING FEE
000991	1/29/2016	378.50	CITY OF NEW RICHMOND	BEN EXTRAS-FSA, HRA ADMIN, COB
000992	1/29/2016	456.27	CITY OF NEW RICHMOND	DISABILITY INSURANCE
000993	1/29/2016	37.75	CITY OF NEW RICHMOND	LIFE INSURANCE
000994	1/29/2016	357.64	CITY OF NEW RICHMOND	AFLAC FSA & STD- JAN PAYROLL
000995	1/29/2016	48.00	CITY OF NEW RICHMOND	EMPLOYEE FUND - JAN PAYROLL
000996	1/29/2016	2,285.16	CITY OF NEW RICHMOND	MED FSA & LTD, CHILD CARE, HRA
000997	1/29/2016	684.44	CITY OF NEW RICHMOND	EMPLOYEE LIFE INS-JAN PAYROLL
000998	1/29/2016	2,632.38	CITY OF NEW RICHMOND	PREMIUMS-FSA-JAN PAYROLL
000999	1/29/2016	142.80	CITY OF NEW RICHMOND	WASHINGTON NAT'L-CANCER-JAN
001000	1/29/2016	2,900.00	CITY OF NEW RICHMOND	WI & NS DEFERRED-JAN PAYROLL
001001	1/29/2016	14,641.76	CITY OF NEW RICHMOND	WRS EMPLOYEE & EMPLOYER DEC PA
034156	1/8/2016	194.34	BALDWIN TELCOMM	DECEMBER PHONE BILL
034157	1/8/2016	611.80	FLEET ONE LLC	DECEMBER FUEL BILL
034158	1/11/2016	28,350.00	NEW RICHMOND UTILITIES	SOLAR GARDEN PANEL PURCHASE
034159	1/14/2016	788.40	AMERIPRIDE LINEN & UNIFORM SERVICES	UNIFORM SERVICE
034160	1/14/2016	105.00	ATCO INTERNATIONAL	FOAMACIDE
034161	1/14/2016	111.07	CEMSTONE READY MIX INC	LIMESTONE PARKVIEW AVE
034162	1/14/2016	49.00	CLEAR CHOICE PRINTING INC	BUSINESS CARDS - STEVE SKINNER
034163	1/14/2016	427.50	COUNTRYSIDE PLUMBING & HEATING	INFRARED HEATER REPAIR
034164	1/14/2016	250.25	EXPRESS EMPLOYMENT PROFESSIONALS	WAGE R JORSTAD
034165	1/14/2016	327.03	FREEDOM VALU CENTERS	DECEMBER FUEL BILL
034166	1/14/2016	289.74	FRONTIER COMMUNICATIONS	DECEMBER PHONE BILL
034167	1/14/2016	249.41	HD SUPPLY WATERWORKS, LTD	REGISTER SR ECR 1000G
034168	1/14/2016	33.00	INDUSTRIAL SAFETY, INC.	RECHARGE FIRE EXTINGUISHER

034169	1/14/2016	481.49	STUART C IRBY CO	SOL BLK 500 SPOOL
034170	1/14/2016	2,748.05	KRAUSE POWER ENGINEERING, LLC	NORTH SUBSTATION REPAIR
034171	1/14/2016	301.00	KWIK TRIP	DECEMBER FUEL
034172	1/14/2016	235.75	LOCATORS & SUPPLIES, INC	QUILT LINED OVERALL
034173	1/14/2016	250.00	ST CROIX ECONOMIC DEVELOPMENT	2016 MEMBERSHIP
034174	1/14/2016	1,620.00	SCHMITT & SONS EXCAVATING, INC	BACKHOE ISLAND VIEW
034175	1/14/2016	41.17	SPEE-DEE DELIVERY SERVICE INC	ONCALL SHIPMENT
034176	1/14/2016	248.41	VERIZON WIRELESS	DECEMBER BILLS
034177	1/14/2016	1,500.00	WELLNESS COMMITTEE	2016 CONTRIBUTION
034178	1/14/2016	300.00	WISCONSIN CENTRAL LTD	BASE RENT WIRE CROSSING
034179	1/19/2016	50.05	BAILLARGEON PROPERTIES LLC	CR REF ACCT# 1358800-20
034180	1/19/2016	154.35	BRIAN D ELLSTROM	CR REF ACCT# 105300-24
034181	1/19/2016	13,396.86	CHAMPION COATINGS INC	PYMT #3 SOUTH WATER TOWER RECO
034182	1/19/2016	95.00	E & B SCALE SERVICES, INC	CLEAN, ADJUST SCALE
034183	1/19/2016	289.00	EYE CARE CENTER OF ST CROIX	SAFETY GLASSES - K BLADER
034184	1/19/2016	47.53	GAIL SCHWAN	CR REF ACCT# 1415000-23
034185	1/19/2016	1,670.00	GEIGLE ELECTRIC LLC	REPAIR CONDUCTORS FOR MIXER
034186	1/19/2016	17.18	JAMES & SHIRLEY LORD	CR REF ACCT# 1085100-22
034187	1/19/2016	108.74	MY RECEPTIONIST, INC	ANSWER SERVICE JAN 13- FEB 10
034188	1/25/2016	3,856.01	CITY OF NEW RICHMOND	CR REF ACCT#929500-21 TAX PYMT
034189	1/26/2016	4,255.22	SHORT ELLIOTT HENDRICKSON INC	TELECOM SVC ST CROIX CO S TANK
034190	1/26/2016	1,563.45	XCEL ENERGY	DECEMBER GAS BILL
034191	1/29/2016	7,328.37	SHORT ELLIOTT HENDRICKSON INC	115TH ST, 175TH AVE, HIGH & PI
034192	1/29/2016	390.42	UNITED HEARTLAND	REIMBURSE WORKER'S COMP-BLADER

**Total**                    **\$1,077,463.91**

**TOTAL CHECKS & WIRES**

# New Richmond Utilities

## February 2016 Check Register

Check #	Date	Amount	Vendor Name	Description
001002	2/8/2016	8,149.59	US BANK CORPORATE PAYMENT SYSTEM	WWTP PCARD INV - DECEMBER
001003	2/10/2016	285.00	CHAPMAN METERING	405 WATTHOUR CERTIFICATION
001004	2/10/2016	1,087.72	CITY OF NEW RICHMOND	DEC - ADD'L MONTHLY INVOICES
001005	2/10/2016	1,453.32	CITY OF NEW RICHMOND	DEC - ADD'L MONTHLY INVOICES
001006	2/10/2016	1,348.40	CITY OF NEW RICHMOND	JANUARY MONTHLY BILL
001007	2/10/2016	21,643.88	CITY OF NEW RICHMOND	JANUARY HEALTH INSURANCE
001008	2/10/2016	7,472.32	CITY OF NEW RICHMOND	RECYCLING
001009	2/10/2016	21,962.37	CITY OF NEW RICHMOND	STORM WATER
001010	2/10/2016	1,084.80	DIGGERS HOTLINE, INC.	1ST PREPAYMENT TICKETS
001011	2/10/2016	2,097.15	INFOSEND, INC	JANUARY BILLING & POSTAGE
001012	2/10/2016	4,858.56	NEW RICHMOND UTILITIES	JANUARY CTC COLLECTIONS
001013	2/10/2016	140.00	PAT HOWELL	REPLACE TIE ROD, BALL JOINT
001014	2/10/2016	1,916.25	TELEMETRY AND PROCESS CONTROLS	RADIO TRANSCEIVER, CONFIG SVC
001015	2/10/2016	28,917.00	WISCONSIN PUBLIC POWER INC	51 SOLAR PANELS SOLD
001016	2/19/2016	11,884.41	WI DEPT OF REVENUE	JAN16 SALES TAXES
001017	2/12/2016	3,556.00	LOCAL GOVERNMENT INVESTMENT POOL	WATER IMPACT FEE & SAC COLLECT
001018	2/29/2016	686,563.37	WISCONSIN PUBLIC POWER INC	SUPPORT SERVICES FOR DEC 2015
001019	2/23/2016	81,850.00	LOCAL GOVERNMENT INVESTMENT POOL	LGIP #7, 9, 11 FEB INVESTMENT
001020	2/23/2016	30,000.00	LOCAL GOVERNMENT INVESTMENT POOL	LGIP# 5, 8, 10 FEB INVESTMENT
001021	2/10/2016	600.00	PAYCHEX, INC.	PAYROLL SET UP FEE
001022	2/5/2016	160.31	PAYCHEX, INC.	PAYROLL PROCESSING FEE 2/5/16
001023	2/19/2016	196.31	PAYCHEX, INC.	PAYROLL PROCESSING FEE 2/19/16
001024	2/5/2016	41,942.72	PAYCHEX, INC	PAYROLL 2/5/16
001025	2/19/2016	42,958.30	PAYCHEX, INC	PAYROLL 2/19/16
001026	2/23/2016	48.00	CITY EMPLOYEE FUND	FEBRUARY -EMPLOYEE FUND
001027	2/23/2016	42,401.00	CITY OF NEW RICHMOND	JAN TAX EQUIVALENT
001028	2/23/2016	357.64	CITY OF NEW RICHMOND	FEB AFLAC FSA & STD
001029	2/23/2016	2,620.42	CITY OF NEW RICHMOND	FEB PREMIUMS - FSA
001030	2/23/2016	2,285.16	CITY OF NEW RICHMOND	FEB HEALTH CARE-MED FSA,CHILD
001031	2/23/2016	684.44	CITY OF NEW RICHMOND	FEB LIFE INSURANCE -EMPLOYEE
001032	2/23/2016	142.80	CITY OF NEW RICHMOND	FEB WASHINGTON NAT'L-CANCER
001033	2/23/2016	2,900.00	CITY OF NEW RICHMOND	FEB WI & NS DEFERRED
001034	2/23/2016	13,545.96	CITY OF NEW RICHMOND	WRS ER & EE (JAN PAYROLL)
001035	2/23/2016	13,163.05	CITY OF NEW RICHMOND	FEB WRS EMPLOYER & EMPLOYEE
001036	2/23/2016	4,813.77	CITY OF NEW RICHMOND	FEB INSURANCE
001037	2/23/2016	42,401.00	CITY OF NEW RICHMOND	FEB TAX EQUIVALENT
001038	2/23/2016	500.00	CITY OF NEW RICHMOND	WPPI COM CONTRIB-SKATE PARK
001039	2/23/2016	209.00	COMMERCIAL TESTING LABORATORY	COLIFORM BACT
001040	2/23/2016	285.00	HYDRODESIGNS	CROSS CONNECT INSPECT
001041	2/23/2016	1,450.00	K O CONSTRUCTION	REPAIR WTR MAIN-S KNOWLES
001042	2/23/2016	45.79	MARTY POWERS	PUBLIC WORKS INSPECT CLASS
001043	2/23/2016	25.00	WISCONSIN STATE LAB OF HYGIENE	FLUORIDE
001044	2/24/2016	456.27	CITY OF NEW RICHMOND	FEB DISABILITY INSURANCE
001045	2/24/2016	103.50	CITY OF NEW RICHMOND	BENEFIT EXTRA-FSA, HRA ADMIN,
001046	2/24/2016	21,643.88	CITY OF NEW RICHMOND	FEB HEALTH INSURANCE
001047	2/24/2016	37.75	CITY OF NEW RICHMOND	FEB LIFE INSURANCE
001048	2/29/2016	290.88	CITY OF NEW RICHMOND	MAIL FINANCE LEASE AGREEMENT

034105	2/9/2016	-118.17	RYAN SIREK	VOID AND REISSUED-LOST CHECK
034193	2/4/2016	180.47	BALDWIN TELCOMM	JANUARY PHONE SERVICE
034194	2/8/2016	26,660.66	WEST CENTRAL WIS BIOSOLIDS FAC	DECEMBER BIOSOLIDS
034195	2/9/2016	118.17	RYAN SIREK	CR REF ACCT# 1096400-21
034196	2/10/2016	630.72	AMERIPRIDE LINEN & UNIFORM SERVICES	UNIFORM SERVICE
034197	2/10/2016	2,826.50	BAKER TILLY VIRCHOW KRAUSE LLP	PROGRESS BILLING-FINANCIAL AUD
034198	2/10/2016	542.05	BORDER STATES ELECTRIC SUPPLY	LOCATOR REPAIR & CALIBRATION
034199	2/10/2016	282.10	EXPRESS EMPLOYMENT PROFESSIONALS	WAGE - R JORSTAD
034200	2/10/2016	57.45	FIRST SUPPLY	ADDITIVE BACTERIOSTATIC
034201	2/10/2016	579.87	FLEET ONE LLC	JANUARY FUEL
034202	2/10/2016	242.00	FREEDOM VALU CENTERS	JANUARY FUEL
034203	2/10/2016	290.36	FRONTIER COMMUNICATIONS	JANUARY PHONE BILL
034204	2/10/2016	117.58	STUART C IRBY CO	SLEEVE TESTING
034205	2/10/2016	256.48	KWIK TRIP	JANUARY FUEL
034206	2/10/2016	69.67	RICCI LEPINSKI	DEPOSIT REFUND AND INTEREST
034207	2/10/2016	29.61	SPEE-DEE DELIVERY SERVICE INC	ONCALL SHIPMENT
034208	2/10/2016	85.00	TMDE CALIBRATION LABS, INC	DIAGNOSTICS, REPAIR
034209	2/10/2016	172.45	TOSHIBA BUSINESS SOLUTIONS	MAINT AGREEMENT & COPIES
034210	2/10/2016	120.00	WWOA	PUFALL,SKINNER,WENDT,HOWELL
034211	2/10/2016	150.00	XCEL ENERGY	POLE ATTACHMENT RENT
034212	2/12/2016	232.85	VERIZON WIRELESS	JANUARY CELL PHONE BILL
034213	2/23/2016	48.31	ANN MIDDAG	CR REF ACCT# 1072700-22
034214	2/23/2016	111.34	ANN SCHMIEGE	CR REF ACCT# 400000-23
034215	2/23/2016	210.66	APADANA	LED LIGHTING
034216	2/23/2016	6.53	ARDEN CHRISTIANSON	CR REF ACCT# 602200-23
034217	2/23/2016	420.36	CASEY & RICARDO VILLARREAL	CR REF ACCT# 1804100-26
034218	2/23/2016	296.25	CHAD STOHR	CR REF ACCT# 1502400-24
034219	2/23/2016	21.81	CHRISTOPHER & CORISSA HERMSEN	CR REF ACCT# 707600-24
034220	2/23/2016	192.77	DERRICK HOMES	CR REF ACCT# 1049700-20
034221	2/23/2016	218.40	EXPRESS EMPLOYMENT PROFESSIONALS	WAGE-R JORSTAD
034222	2/23/2016	299.65	FIRST NATIONAL COMMUNITY BANK	CR REF ACCT# 501500-22
034223	2/23/2016	110.54	GENE SALBER SUPP. NEEDS TRUST	CR REF ACCT# 924200-20
034224	2/23/2016	35.81	GIRARD'S BUSINESS SOLUTIONS	INK CARTRIDGE
034225	2/23/2016	6,590.81	HD SUPPLY WATERWORKS, LTD	CLAMPS
034226	2/23/2016	837.35	JOHN W PETERSON, JR	CR REF ACCT# 407000-31
034227	2/23/2016	383.75	MACQUEEN EQUIPMENT INC	HANDLE, BUTTERFLY VALVE
034228	2/23/2016	317.49	MAILFINANCE	MAINTENANCE AGREEMENT-STUFFER
034229	2/23/2016	17.08	MATT BROWN	ELECTRIC TRAINING-EAU CLAIRE
034230	2/23/2016	88.00	MY RECEPTIONIST, INC	ANSWERING SERVICE 1/13-2/9
034231	2/23/2016	275.00	NR COMMUNITY EDUCATION	ADVERTISEMENT-COM ED CATALOG
034232	2/23/2016	26.19	ORIN J KELLER	CR REF ACCT# 837700-32
034233	2/23/2016	8,323.87	SELECTIVE SITE CONSULTANTS	REIMBURSE ESCROW SPRINT
034234	2/23/2016	109.66	STEPHENS SANITATION LTD	DEC & JAN GARBAGE SERVICE
034235	2/23/2016	139.99	TOM RICKARD	SAFETY BOOTS
034236	2/23/2016	21,336.75	WEST CENTRAL WIS BIOSOLIDS FAC	JANUARY BIOSOLIDS
034237	2/23/2016	2,562.60	XCEL ENERGY	JANUARY GAS BILL

**Total                   \$   1,229,044.88**

Total Checks & Wires



TO: Utility Commission

FROM: Jeremiah Wendt, Director of Public Works

DATE: March 2, 2016

RE: Wellhouse Security

#### Background

Questions have recently arisen about the current security practices at the City's wellhouses, specifically with regard to how our chemical supplier accesses the buildings when delivering chemicals. The City's past practice has been to allow Hawkins, Inc. to have a key to the wellhouses so that they can make deliveries without the need for staff to be on site. They do inform staff when they are going to be in town making deliveries.

Staff has asked Hawkins to provide details of their security practices, which have been attached to this memo. In addition, staff has polled nearby communities to determine what others are doing in this area. Hudson, Prescott and Somerset all allow the chemical supplier access to their facilities without City/Village staff present. The City of River Falls does not currently allow access, but is in the process of considering a change to that policy.

The City of New Richmond has allowed the current access for Hawkins Inc. for at least 15 years. This frees up staff that would otherwise spend several hours each month attending a wellhouse while chemicals are supplied.

#### Recommendation

Staff recommends continuing with the current policy of allowing Hawkins, Inc. access to the wellhouses once a written agreement is signed by both the City and Hawkins, Inc. detailing what specific personnel will be allowed to hold a key and affirming that certain background check requirements have been met.

#### Re: 2016 Street/Utility Projects

##### Background

Staff and SEH continue to work on the design of the 2016 Street and Utility Improvements, and will present a preliminary set of plans and cost estimates to the Utility Commission for comments and discussion. Staff is planning to request formal approval to bid the projects at the regular March council meeting.

##### Recommendation

Staff is requesting that the Utility Commission recommend approval to bid the 2016 Street and Utility Projects.

# HAWKINS, INC. WATER TREATMENT GROUP

3000 East Hennepin Avenue  
Minneapolis, MN 55413  
612-331-9100 Fax-331-1851

Bob Meyer  
City of New Richmond  
Water Dept.

Re: Security and safety in regards to Hawkins, Inc employees

Dear Bob,

Thank you for your concern regarding the security and safety measures taken with respect to the City of New Richmond, its employees and the Hawkins, Inc. employees. Hawkins, Inc. takes safety and security very seriously and appreciates your concern. All Hawkins, Inc. employees go through a thorough background check before being hired and are checked again by the DOT when they apply for their commercial driver's license. DOT does fingerprinting and runs them through Homeland Security screening. Every driver is subject to random drug and alcohol screening as required by the DOT. We feel that the necessary precautions and considerations are taken to put both our customers and our employees in the best position.

Please feel free to contact me with any questions.

Thank you,

Joe Gadbois  
Hawkins Water Treatment  
612-670-2717 cell  
612-617-8683 office



156 East First Street  
 New Richmond, WI 54017  
 Ph 715-246-4167 Fax 715-246-7129  
 www.nrutilities.com

February 26, 2016

**1 ½ TON TRUCK REPLACEMENT PROPOSAL**

**Background**

Staff has solicited a quote for a new 1 ½ Ton pickup truck with a dump box that would serve the Electric Department in day to day operations. The specifications of the desired truck include a diesel engine, automatic transmission with 4x4 capabilities, 11'7" dump box with drop sides and cab shield, minimum 19,500 GVW, and all necessary safety lights and features.

Electric Department staff received a quote from Bernard's Northtown for a Dodge 5500 pickup truck. Other dealerships in the City of New Richmond were not able to offer a comparable vehicle.

City staff received quotes from Truck Utilities Inc, Monroe, Universal, and Crysteel for the equipment package that would be added to any selected truck chassis. These quotes are listed for comparison purposes for the Electric Department vehicle equipment package. The Electric Department received a specific quote from Stonebrooke Equipment for the additional equipment needed for the Dodge 5500. The quotes are:

<b>COMPANY</b>	<b>QUOTE</b>
Truck Utilities Inc.	10,425.00
Monroe Truck Equipment	10,399.00
Universal Truck Equipment	13,985.00
Crysteel Truck Equipment	10,640.00
<b>Utility Truck</b>	
Stonebrooke Equipment	9,800.29

The following quotes were received for the Public Works Dual Rear Wheel Truck. These quotes are listed for comparison. The price for the Electric Utility vehicle listed below is detailed in the attached quote.

<i>Dealer (Model)</i>	<i>Chassis or Truck Price</i>	<i>Equipment Price</i>	<b>Sub-Total</b>	<i>Trade Value (03 F550)</i>	<b>TOTAL</b>	<i>Availability</i>
<b>River Valley Ford</b>						
F550	43,996.00	10,399.00	54,395.00	9,000.00	<b>45,395.00</b>	March 2016
<b>BERNARD'S</b>						
5500	48,858.00	10,399.00	59,257.00	12,500.00	<b>46,757.00</b>	Jan. 2016
5500-Crew Cab <i>ready-made</i>	60,459.00		60,459.00	12,500.00	<b>47,959.00</b>	Dec. 2015
<b>Scaffiddi Trucks (Stevens Point)</b>						
F550 <i>ready-made</i>	60,335.00		60,335.00		<b>60,335.00</b>	Dec. 2015
<b>Boyer Trucks</b>						
F550	48,616.00	10,399.00	59,015.00		<b>59,015.00</b>	Jan. 2016
<b>ELECTRIC UTILITY VEHICLE</b>						
<b>Bernard's</b>				('00 F550)		
Dodge 5500	46,955.00	9800.29	56,755.29	9,000.00	<b>47,755.29</b>	

- Additional accessories at a cost of \$1,553.68 for the Utility vehicle are listed on a separate attachment and are not included in the above totals.

# BERNARD'S

DODGE

Jeep



RAM



February 25, 2016

City of New Richmond  
Attn: Tom Rickard  
156 East First St  
New Richmond WI 54017

Dear Tom:

We are able to provide you with the following vehicle quote:

1 New 2016 Ram 5500 Regular Cab/Chassis 4x4

**State of Wisconsin Secondary Bid Quote:** \$46,955.00

Trade 2000 Ford Super Duty F-550 -\$9,000.00

**Total Bid** **\$37,955.00**

**Warranty:**

3 Year/36,000 Mile Bumper to Bumper (Standard)

5 Year/100,000 Mile Powertrain Coverage

**Estimated Delivery:**

Available 8-12 weeks after approval.

If you have any additional questions, feel free to contact us at 715-246-2236. Thank you.

Chris Ailts  
Commercial Sales

*Family Owned and Operated Since 1933*  
**Sales • Service • Parts • Body Shop**

510 Deere Drive • New Richmond, Wisconsin 54017 • 715-246-2236 • 800-892-4059  
Fax 715-246-5666 • [www.bernardsnt.com](http://www.bernardsnt.com) • [info@bernardsnt.com](mailto:info@bernardsnt.com)



EVERYTHING FOR THE  
**WORK TRUCK**

(952) 224-4440  
www.StonebrookeEquipment.com

**Proposal No: 28571R2**

TO: **Chris Ailts**  
Bernards Northtown  
510 Deere Drive  
New Richmond, WI 54017  
*Client: NR*

DATE: February 24, 2016  
PHONE: (715) 243-1303  
FAX:  
CELL: (715) 246-2236  
EMAIL: cailts@bernardsnt.com

VEHICLE MAKE: <b>RAM</b>	MODEL: <b>5500, CC, 84"CA</b>	YEAR: <b>2016</b>	TERMS: <b>NET 10 DAYS</b>
P.O. NUMBER: <b>TBA</b>	FOB: <b>BURNSVILLE, MN. 55306</b>	DELIVERY/INSTALL DATE: <b>6-7 weeks</b>	

LINE	QTY	PART NUMBER	DESCRIPTION	PRICE	TOTAL
1			11'-4" Rugby Dump Body		-
2	1	FDS-11-3WU	11'-7" Mild Steel Dump w/HR540 Dual Acting Hoist, Installed	6,897.49	6,897.49
3	1	INSTALL	Installation of Body and Hoist	1,500.00	1,500.00
4	1	SB-LED	LED Lighting Kit	262.62	262.62
5	2	MFK	Mudflap Kit, Installed	97.84	195.68
6	1	SBHP58HP	5/8" Hitch Plate w/Receiver, Installed	668.26	668.26
7	1	SB-50-87-002	7-Way Trailer Plug, Installed	96.96	96.96
8	1	SB-ETBASS2200	Back Up Alarm, Installed	75.96	75.96
9	1	SB-EPL71PDAC	LED Amber Beacon, Installed using Factory Switches	299.00	299.00
10	1	Labor	Install Factory Camera	95.00	95.00
11	1	SB-1702660	18x18x48 Polished Stainless Toolbox, Installed	578.00	578.00
12	1	Custom	Custom Aluminum 18 x 60 basket, Installed	685.00	685.00
13					-
14					-
15					-
16					-
17					-
18					-
19					-
20					-
				<b>PARTS TOTAL</b>	<b>11,353.97</b>
				<b>SUB TOTAL</b>	<b>11,353.97</b>
				<b>TAX</b>	
				<b>GRAND TOTAL</b>	<b>11,353.97</b>

Proposal valid until: **March 10, 2016**

The above product is warranted from the manufacturer for a period of \_\_\_\_\_ year(s)  
We only covers parts and labor performed only at Stonebrooke Equipment Inc

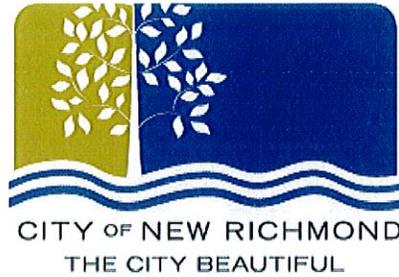
**Client Signature/Date:**

*Loren Holman*

Representative for Stonebrooke Equipment Inc

I hereby agree to the proposal above and will hold responsibility for payment upon delivery or installation of the product stated herein.

VISIT OUR NEW WEBSITE! [www.StonebrookeEquipment.com](http://www.StonebrookeEquipment.com)  
SHOWROOM AND FACTORY 14311 Ewing Avenue, Burnsville, MN 55306 | TOLL FREE: (877) 224-0440 | FAX (952) 224-4444



## MEMO

**TO:** Utility Commission

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

**DATE:** February 29, 2016

**RE:** Water Well Inspection Bid

### **Background**

The wells serving the City of New Richmond are scheduled to be inspected every 6-7 years. Based on this scheduled requirement, Well #5 is due for inspection in 2016. The Water Department has contacted Bergerson-Caswell, who has done our inspections in the past, to provide a quote for this work.

Because of the nature of the work involved, it is difficult to develop a firm price ahead of time. The Contractor will need to first pull the pump before they can determine the extent of any required repairs. With this in mind, the quote provided includes a base price for well removal, inspection, televising, reinstallation and testing as well as a shop rate that will be charged hourly for any repair work:

Base Price: \$3,450; Shop Rate: \$80/hr; Total Cost \$11,090-\$15,965

### **Recommendation**

Based on our review of the quote (note that the price range is identical to the work done on Well #4 in 2014), and experience with the company we recommend that the Utility Commission enter into a contract with Bergerson-Caswell for inspection and repair of Well #5.



Bergerson - Caswell Inc.  
5115 Industrial Street  
Maple Plain, MN 55359  
(763) 479-3121 Fax: (763) 479-2183

February 26, 2016

**CITY OF NEW RICHMOND UTILITIES**

Attn: Mr. Bob Myers  
156 East First Street  
New Richmond, WI 54017

Phone (715) 243-0436  
Fax # (715) 246-7129

**RE: WELL PUMP #5 MAINTENANCE INSPECTION QUOTATION 2016**

Dear Mr. Myers;

Bergerson-Caswell Inc. appreciates the opportunity to assist you and your well pump needs. As requested we are providing this maintenance inspection quotation to remove and repair well pump #5. This pump was last inspected in 2008, and this past summer it started vibrating a little more than previously. This installation has Layne pipe and combination couplings. This means the spider bearing assembly is cast into the coupling and constructed of iron instead of the softer metals. The noises we heard this past summer could have been from the column sections becoming loose over time. Normally this type of equipment is inspected every 5-7 years. Below is a breakdown of the anticipated project costs for performing this inspection.

**PROJECT COST:**

1) Remove & Reinstall well Pump	\$ 1,500.00
2) Inspect all pumping equipment, recommend repairs and actual costs.	\$ 200.00
<b>3) Materials that may need replacement:</b>	
Recondition 75 Hp Vertical Holloshaft Motor	\$ 2,400.00
Or test and just change oil and grease	\$ 550.00
8"x 10' T & C drop pipe @ 500.00/ea 4-8 possible	\$ 2,000.00
8"x 5' T & C drop pipe @ \$350.00/ea 2 possible	\$ 350.00
8" bronze spider assembly @ \$65.00	\$ 0.00
Replace 9 each 8" spider assemblies @ \$85.00/each	\$ 765.00
Replace line shaft sleeves @ \$80.00	\$ 0.00
Replace 9 each line shaft bearings inserts @ 25.00/ea	\$ 225.00
Shop Labor to repair equipment, straighten shafts, Est. 20 Hrs @ \$80.00/hr	\$ 1,600.00
Rebuild Discharge Head	\$ 350.00
Rebuild Pump Bowl Assembly (Depends on condition)	Est. \$ 1,800- 2,600.00
Misc. materials: gasket, pipe dope, sandblast sand, paint, well disinfectant, electrical tape, Airline, etc...	\$ 225.00
4) Reinstall pumping Equipment and test into the system	\$ 1,750.00

**LABOR COST TO INSPECT WELL #5**

**\$ 3,450.00**

The above project cost is for the labor to Remove, Inspect, and Reinstall pump unit #5. The total project cost can only be estimated at this point, but will be determined by the prices we have provided above and should be in line with the other past maintenance projects we have performed, or roughly between **\$11,090.00 to \$15,965.00**. The above costs do not include any line-shafting that may be required, depending on the condition of the equipment, we will attempt to reuse all components possible.

If you have any questions, require other information or would like for us to perform the above project, please do not hesitate to contact us at (763) 479-3121 ext210, (800) 328-6188, or cell (612) 369-3652.

Sincerely;

**BERGERSON CASWELL INC.**

Tim D. Berquam

Project Manager