

AGENDA FOR COUNCIL MEETING

CITY OF NEW RICHMOND, WISCONSIN

MONDAY, OCTOBER 8, 2018 - 7:00 P.M.

AMENDED AGENDA:

1. Call to Order
2. Clerk's Roll Call
3. Pledge of Allegiance
4. Adoption of Agenda

PUBLIC COMMENT

CONSENT AGENDA:

1. Approval of the Minutes from the Previous Regular Council Meeting, September 10, 2018 and Special Council Meeting on September 24, 2018
2. Applications for License to Serve from Bonnie Hanson, New Richmond; Megan Lyons, Somerset; Dakota Prochaska, New Richmond; Rachael Turgeson, New Richmond; Nichole Jirik, New Richmond; Gayle Freiseis, New Richmond; and Williem Carr, Hammond **
3. Application for Street Use Permit on West First Street from Minnesota Avenue to the Alleyway East of the Old Creamery Building on October 9, 2018 from 10:00 a.m. to Noon for the Dedication Ceremony for the State Historical Marker
4. Payment of VO#62542 through VO#62646 totaling \$343,664.68 plus electronic fund transfers totaling \$2,421,572.32 for a grand total of \$2,765,236.00
5. Donation of \$3,000 from Federal Foam for Disk Golf
Donation of \$1,500 from NR Pickle Ball Association for Fencing, Nets, Posts at Mary Park
6. Department Reports - Administration, Finance, Community Development, Public Works, Police, Fire, Library, Airport, and City Clerk

UNFINISHED BUSINESS:

(Consideration and action on matters tabled, postponed or referred to a committee at a previous meeting)

NEW BUSINESS:

(Action on newly introduced motions, ordinances, resolutions or other matters)

1. VFW Memorandum of Understanding
2. Plan Commission Recommendations:
 - a. Extra-Territorial Certified Survey Map from Richard & Jonna Klucas
 - b. Extra-Territorial Certified Survey Map from Craig Warren
3. Recycling Presentation by Megen Hines, Recycling Specialist for St. Croix County
4. Recycling RFP
5. Recycling Shed

6. Maintenance Agreement With Richmond Township
7. Resolution #101801 - Acceptance of Noble Road Improvements
8. Resolution #101802 - Acceptance of Willow River Bluffs Improvements
9. First Amendment to Development Agreement with Willow River Bluffs
10. Park Board Recommendation - Will's Playground MOU
11. Bass Lake Request – Waving Ordinance 117-9
12. Fundraising Policy
13. Work Session on October 22, 2018 at 4:00 p.m.
14. Communications & Miscellaneous
15. Closed Session per State Statute 19.85(1)(e) – TIF 6
16. Open Session – Action on Closed Session Agenda
17. Adjournment

Frederick Horne, Mayor

(THE ABOVE AGENDA IS NOT NECESSARILY IN ORDER OF PRESENTATION)

**Late Changes and Additions

Posted: Civic Center and City Website

If you need a sign language interpreter or other special accommodations, please contact the City Clerk at 246-4268 or Telecommunications Device for the Deaf (TDD) at 243-0453 at least 48 hours prior to the meeting so arrangements can be made.

REGULAR COUNCIL MEETING SEPTEMBER 10, 2018 7:00 P.M.

The meeting was opened by announcing this was an open meeting of the Common Council. Notice of this meeting was given to the public at least 24 hours in advance of the meeting by forwarding the complete agenda to the official City newspaper, The New Richmond News, and to all news media who have requested the same as well as posting. Copies of the complete agenda were available for inspection at the City Clerk's office and on the City's website at www.newrichmondwi.gov. Anyone desiring information as to forthcoming meetings should contact the City Clerk's office.

Roll call was taken.

Members Present: Mayor Fred Horne, Alderman Kittel, Ard, Jackson, Montello, Zajkowski and Volkert

The Pledge of Allegiance was recited.

Alderman Ard moved to adopt the agenda as presented and moving item #3g to #2, seconded by Alderman Kittel and carried.

Public Comment

None

Consent Agenda

1. Approval of the Minutes from the Previous Regular Council Meeting, August 13, 2018, and Special Council Meeting on August 27, 2018
2. Applications for License to Serve from Craig A. Hynek, New Richmond
3. Payment of VO#62439 through VO#62541 totaling \$310,783.53 plus electronic fund transfers totaling \$2,993,322.71 for a grand total of \$3,304,106.24

General Fund	\$3,082,602.79
Impact Fees Fund	32,999.67
Cemetery Fund	1,976.05
CDBG - Housing	1,068.75
Debt Service Fund	40,315.44
Capital Projects	81,173.31
Capital Replacement Fund	1,500.00
Landfill Cleanup Fund	6,106.83
TID District #6	4,002.50
Storm Water Utility	38,172.58
Park land Trust Fund	5,044.42
Tax Agency Fund	9,143.90
4. Donation of Materials from New Richmond Softball Association for Hatfield Park

Alderman Zajkowski moved to approve the consent agenda as presented, seconded by Alderman Jackson and carried.

Department Reports

Administration & Finance – Mike Darrow stated that all utility customers received a recycling survey and are encouraged to respond by September 20, 2018. We have received 700 responses so far. The Public Works Committee will discuss the results of the survey at their next meeting. Sarah Reese explained that Carlson Dettman has received all the documentation needed for the benefit study and is now analyzing that information. They will have a preliminary report ready by the end of September.

Finance - The 2017 financial report is on the City's website. The community engagement process for the 2019 budget will begin in October. There will be pop-up events throughout the City in October regarding the budget, which will consist of quick overviews of the budget.

Community Development – Beth Thompson explained that she is currently looking for a full-time building inspector. In the interim, there are three contracted employees who will be working on building inspections and plan review for the City of New Richmond. Ben Campbell is working 3 to 4 hours per day on inspections, Joe Atwood will be doing plan review, and Brian Wert will be doing commercial inspections. This will be the schedule until we get a full-time inspector. There was a ribbon-cutting ceremony on September 7, 2018, for the Press Room.

Public Works – Jeremiah Wendt stated the twin culverts on 125th Street are now in place and Paperjack Creek is flowing through them. Crews are working on grading 125th Street this week. The East Fourth Street project will begin next week with pulverizing. Sidewalks are being replaced and constructed around town and the alley work is being done. Xcel Energy is doing some work in the alleys at this time, so paving will most likely happen in October. The City of New Richmond received a Transportation Alternatives Program grant for \$787,529 for the County Road A trail to West Fourth Street. The grant will cover 80% of the cost.

Library – Noah Wiedenfeld stated that September is national library card sign up month. There will be a homeschool hub on Tuesdays at 2:00 p.m. in the library. The Heritage History Tour will be on Tuesday, September 18, 2018. Friends of the Library will hold a silent auction on Thursday, October 4, 2018, from 7:00 to 8:30 p.m.

Police – Craig Yehlik stated the School Resource Officer, Aaron Anderson, is in the high school full time. Detective Noel just finished a free training on internet crimes against children. The calls for service as of 9/9/2017 were 3,856 and the calls as of 9/9/18 are 4,024. The Lowrey has been empty since September 2, 2018. Craig thanked all of the agencies involved in finding new housing for residents. There was a report of shots fired in the Lowrey building and K-9 Storm cleared the building quickly, which was extremely helpful. Mayor Horne thanked Craig Yehlik, Mike Darrow and Noah Wiedenfeld for all their work in the process of finding new homes for residents of the Lowrey.

Fire – Mayor Horne stated the Fire Department had several training events in August. Four probationary fire fighters began the FF1 class and one firefighter is beginning the Fire Inspector class. In August, there were 31 incidents(24 City, 6 Rural, 1 Mutual Aid).

Airport – Mike Demulling stated the National Guard helicopters used the New Richmond Airport as a fuel stop and there were over 20 soldiers at the airport. On August 24, 2018, Diana Pierce from Channel 11 was at the airport with photographers for a photo shoot. A contractor will be repairing cracks in the pavement at the airport. There have been a record number of inquiries about hangar space to rent or build.

City Clerk - Tanya Batchelor stated she is entering election participation for the August Primary Election and preparing for the election on November 6, 2018. Anyone who needs to register, please stop in the office any time or call to find out if you are registered.

Ceremonial Swearing in of Officer McKenzie Hazen

Mayor Horne gave Officer McKenzie Hazen the Official Oath.

Plan Commission Recommendation CSM from Todd Nehlich

Beth Thompson explained the Plan Commission recommended approval of the Certified Survey Map from Todd Nehlich with four conditions listed in the Plan Commission minutes from September 4, 2018.

Discussion followed. Alderman Montello moved to approve the Certified Survey Map from Todd Nehlich with the following conditions:

- 1) The CSM shall dedicate 35 feet of right-of-way for the north on-half of 170th Street as a future local collector roadway.
- 2) The on-site septic system shall be inspected and improved as necessary to ensure that it is functioning in accordance with Wisconsin Rules and that there is adequate area within the proposed lot for a primary and secondary drain field site.

Motion was seconded by Alderman Kittel and carried.

2017 Auditor's Financial Report

Kim Shult, from Baker Tilly, gave a summary on the 2017 Audit. Discussion followed. The audit is available on the City's website and social media.

Plan Commission Recommendations

The Plan Commission recommended approval of the attachment petitions from Roger & Laurie Neumann, Brett Neumann, City of New Richmond and St. Croix County. These parcels are located in Star Prairie Township and are covered by the Boundary Agreement dated July 31, 2012, and are subject to review by the Plan Commission and approval by the City Council. Alderman Montello moved to suspend the rules and adopt Ordinance 523 and 524 attaching these properties to the City of New Richmond with the zoning as listed in the ordinance, seconded by Alderman Ard and carried.

The Plan Commission recommended approval of the annexation petition from Jeff and Lisa Miller at 1749 140th Street for 1.82 acres. Alderman Zajkowski moved to suspend the rules and adopt Ordinance 525 annexing this property from Richmond Township, seconded by Alderman Kittel and carried.

Nick Vivian explained the proposed amendments to the Zoning Ordinance and Subdivision Ordinance required to comply with the legal requirements of a recent Wisconsin Court of Appeals decision, which restricts the City's authority for review of subdivisions within the extra territorial jurisdiction. Alderman Montello moved to suspend the rules and adopt Ordinance 526 repealing Section 121-35 of the Zoning Ordinance and amend Chapter 117, Article II, seconded by Alderman Ard and carried.

The Plan Commission recommended approving the Certified Survey Map from Michael and Michelle Weiss at 412 Fox Way. Alderman Zajkowski moved to approve the CSM with the following conditions:

- 1) City staff shall verify that the storage shed and fire pit have been relocated to comply within minimum setback requirements of the Z2 District prior to recording of the CSM.
- 2) Construction upon lot 2 prior to completion of construction for Beaver Way shall require use of a driveway to Fox Way in compliance with the provisions of the Zoning Ordinance.

Alderman Zajkowski moved to approve the Certified Survey map with the conditions listed, seconded by Alderman Kittel and carried.

The Plan Commission recommended approving the Certified Survey map from Ron Raedeke for 348, 358 and 362 North Knowles Avenue. Discussion followed. Alderman Zajkowski moved to approve the CSM with the following conditions:

- 1) Approval of the CSM shall be contingent upon approval of a conditional use permit allowing more than one principal building within a proposed lot.
- 2) Outlot 1 is to be deeded to the City as required by Section 117-43 of the Subdivision Ordinance for park dedication.
- 3) All utility issues are subject to review and approval of the Public Works Director.
- 4) All grading, drainage, and erosion control issues are subject to review and approval of the Public Works Director.
- 5) All drainage and utility easements as required by Section 117-41 of the Subdivision Ordinance are subject to review and approval of the Public Works Director.

Alderman Zajkowski moved to approve the CSM with the conditions listed, seconded by Alderman Ard and carried.

Resolution #091801 – Vacating Drainage and Utility Easement

This resolution is needed in order for Michael Weiss to record the Certified Survey Map recently approved for lots 9 and 10 of Fox Run Second Addition. Alderman Ard offered the following resolution and moved for its adoption:

RESOLUTION #091801
CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN
A RESOLUTION AUTHORIZING THE RELEASE OF

A CERTAIN DRAINAGE AND UTILITY EASEMENT LOCATED ON
REAL PROPERTY OWNED BY MICHAEL A. AND MICHELE R. WEISS

WHEREAS, Michael A. Weiss and Michele R. Weiss, husband and wife (collectively, "Owner") own certain real property lying and being situated in the City of New Richmond (the "Property") upon which the City has a drainage and utility easement interest arising under that certain Plat filed with the St. Croix County Register of Deeds on September 3, 2002, as Doc. No. 689174, and that certain Plat filed with the St. Croix County Register of Deeds on October 4, 2002, as Doc. No. 808461 (the "Easement").

WHEREAS, Owner has requested the City release the Property from the Easement; and

WHEREAS, the Common Council desires to authorize the release of the Easement and the City Administrator to execute the Release and such other documents as are necessary to release the Easement.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL FOR THE CITY OF NEW RICHMOND, AS FOLLOWS:

The Common Council hereby authorizes the release of the Easement and execution by the City Administrator of the Release.

This Resolution shall be in full force and effect from and after its passage and approved as provided by law.

Motion was seconded by Alderman Jackson and carried.

Fundraising Policy

Noah Wiedenfeld explained that this policy was given to the Council at the last work session to review. Discussion followed. Alderman Zajkowski moved to table this item for further review, seconded by Alderman Ard and carried.

Resolution #091802 – Exemption From County Library Tax

Mike Darrow explained this resolution is passed annually. Alderman Ard offered the following resolution and moved for its adoption:

RESOLUTION #091802
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 2019, 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

Motion was seconded by Alderman Kittel and carried.

Emergency Mass Notification System

Noah Wiedenfeld explained that staff met with three companies who provide a notification system to alert residents. Staff recommended entering into a service agreement with Rave Mobile Safety with an annual fee of \$3,000, plus a one-time \$500 setup fee. The costs would be shared between the Utility and the City. Anyone would be able to sign up to receive notifications by phone, text or email. Alderman Montello moved

to proceed with the service agreement with Rave Mobile Safety, seconded by Alderman Kittel and carried. Noah will look into the cost of adding weather notifications.

Bow Hunting Map

Craig Yehlik, Police Chief, explained the bow hunting map has been updated and property owners are encouraged to look at the map to make sure it is correct. Anyone interested in hunting, must receive permission from the property owners. Council members requested to have this item on the October agenda and invite residents in favor of and against the deer to attend the meeting.

Work Session on September 24, 2018 at 4:00 p.m.

Communications and Miscellaneous

Closed Session

Alderman Ard moved to go into Closed Session per State Statute 19.85 (1)(e)(c) – a) Potential sale of City-Owned Property; b) Considering Employee Promotion to Fill Current Position Vacancies, seconded by Alderman Jackson and carried.

Open Session

Alderman Montello moved to approve the promotions and salaries as discussed in Closed Session, seconded by Alderman Ard and carried.

Alderman Ard moved to adjourn the meeting, seconded by Alderman Montello, and carried.

Meeting adjourned at 9:57 p.m.

Tanya Batchelor
City Clerk

SPECIAL COUNCIL MEETING
SEPTEMBER 24, 2018 4:00 P.M.

The meeting was opened by announcing that this was an open meeting of the Common Council. Notice of this meeting was given to the public at least 24 hours in advance of the meeting by forwarding the complete agenda to the official City newspaper, the New Richmond News, and to all news media who have requested the same as well as posting. Copies of the complete agenda were available for inspection at the City Clerk's office. Anyone desiring information as to forthcoming meetings should contact the City Clerk's office.

Roll call was taken.

Members Present: Mayor Horne, Alderman Zajkowski, Ard, Kittel, Jackson, Montello and Volkert

The Pledge of Allegiance was recited.

Alderman Zajkowski moved to adopt the agenda as presented, seconded by Alderman Kittel and carried.

Application for Temporary Class B License

Alderman Kittel moved to approve the application for Temporary Class B Beer License from the New Richmond Area Chamber of Commerce for October 4, 2018 at 228 Paperjack Drive, seconded by Alderman Ard and carried.

Correctional Center Update

Craig Yehlik, Police Chief, explained that he attended a meeting at the Correctional Center and was notified they had been housing general population inmates and some of them had been serving time for violent crimes. Craig found an agreement with the St. Croix Correctional Center that was actually a deed restriction the limited the number of inmates and the nature of the crimes inmates could have. Captain Anderson explained that the eight general population inmates, some with violent criminal records were only there for a short time and they were on their way to a minimum security facility with less restrictions than the Correctional Center. The total population at the Correctional Center is 114 males at this time. The Challenge Incarceration Program is now 48 months in length. Craig Yehlik has been working with Captain Anderson to get pictures of all inmates and their backgrounds. Captain Anderson stated the inmates have learned to crochet and have made hats for the cancer patients. They have nearly 200 names on the snow removal list. The inmates have also started a backpack program and have donated personal hygiene items and writing supplies for the backpacks. Craig Yehlik and Captain Anderson will keep in communication so everyone is aware of any changes at the Correctional Center.

VFW MOU

This item will be discussed at the next Council meeting.

Deer Update

Craig Yehlik explained that at the last meeting, Council members asked to have the public comment on the deer issue at this meeting. No one was in attendance to discuss the deer. Kyle Wells has updated the bow hunting map and it is available to anyone interested in hunting in the City limits. The next step will be to educate the public that there is an ordinance against feeding deer and to let them know about hunting within City limits. We could also list suggested deterrents.

2019 Budget Review

Rae Ann Ailts reviewed the proposed General Government portion of the 2019 budget. Department heads reviewed their portions of the budgets as well. The emphasis for this budget is on technology. Considerable discussion followed.

Capital Improvement Plan 2018-2022

Rae Ann Ailts gave an overview of the Capital Improvement Plan and presented some financial scenarios. Considerable discussion followed.

Food Truck Fee for Roger Keopple

The City Council previously approved a request from Roger Keopple to bring his food truck to Freedom Park during football practice from now until October 31, 2018. There was discussion regarding the amount of the fee for this. Staff is working on an ordinance and application process for food trucks that will be completed and in place before spring of 2019. Alderman Ard moved to set the fee for Roger Keopple at \$25 plus the \$7.00 Police investigation fee for the month he will be there as a test case, seconded by Alderman Jackson and carried.

Communications & Miscellaneous

Alderman Ard reminded everyone of the Candidate Forum on October 11, 2018. Anyone interested in submitting questions can do so directly to Tom Lindfors with the New Richmond News.

Closed Session

Alderman Ard moved to go into Closed Session per State Statute 19.85 (1)(c)(e) – Potential Sale of City-Owned Property; Redevelopment of 243 Paperjack Drive and Potential Investment of Public Funds; and Employee Compensation and Benefits, seconded by Alderman Jackson and carried.

Open Session

Alderman Ard moved to proceed as discussed in Closed Session with Item b, seconded by Alderman Kittel and carried.

Alderman Montello moved to proceed as discussed in Closed Session with Item c, seconded by Alderman Ard and carried.

Alderman Kittel moved to adjourn the meeting, seconded by Alderman Ard and carried.

Meeting Adjourned at 7:34 p.m.

Tanya Batchelor
City Clerk

VOUCHERS PRESENTED TO THE COUNCIL OCTOBER 8, 2018

VO #	PAYMENT TO:	AMOUNT
62542	BENEFIT EXTRAS, INC	418.00
62543	CEDAR CORPORATION	3,141.25
62544	CEMSTONE - READY MIX INC	522.00
62545	CITY UTILITIES - INVOICES	6,385.04
62546	CREDIT SERVICE INTERNATIONAL	289.05
62547	DEMULLING, MICHAEL	2,100.00
62548	E O JOHNSON BUSINESS TECHNOLOGIES - 2	4,950.00
62549	FLEX-O-SWEEP	27.00
62550	FLOYD TOTAL SECURITY, INC	12,176.32
62551	FRONTIER COMMUNICATIONS	850.46
62552	GIBSON SERVICES	270.00
62553	HILLSIDE SMALL ENGINE	69.99
62554	HOISINGTON KOEGLER GROUP, INC	320.00
62555	HUDSON PHYSICIANS S.C.	84.00
62556	INDUSTRIAL HEALTH SERVICES NETWORK INC	44.90
62557	KAMM, RYAN	64.00
62558	KODIAK PWER SYSTEMS, INC	1,772.00
62559	REGISTER OF DEEDS	30.00
62560	RUNNING, INC	11,738.83
62561	SPECTRUM INSURANCE GROUP	45,262.00
62562	STEPHENS SANITATION - RECYCLING	4,065.00
62563	STEPHENS SANITATION - RECYCLING SHED	855.55
62564	STEPHENS SANITATION - REFUSE	487.15
62565	TRAFFIC MARKING SERVICE, INC	776.30
62566	VILLAGE OF STAR PRAIRIE	28.61
62567	REGISTER OF DEEDS	30.00
62568	REGISTER OF DEEDS	90.00
62569	ALTENA, SARAH JANE	128.00
62570	CITY UTILITIES - 2ND BILLING	31,471.87
62571	CONFIDENTIAL RECORDS, INC	47.25
62572	DERRICK HOMES, LLC	2,000.00
62573	ECKBERG LAMMERS P.C.	10,338.75
62574	ERV SMITH SERVICES	2,500.00
62575	FAHRNER ASPHALT SEALERS, LLC	27,845.55
62576	FLEX-O-SWEEP	33.50
62577	FRONTIER COMMUNICATIONS (2)	50.78
62578	GEVING, JEFF	1,000.00
62579	KODIAK POWER SYSTEMS, INC	1,098.00
62580	LANGENBACK, BEVERLY	281.22
62581	NORTHERN BUSINESS PRODUCTS	972.82
62582	PELNAR, KATHLEEN	400.00
62583	POWERS LIQUID WASTE MANAGEMENT, INC	615.00
62584	WAL-MART (OTHER PMTS)	79.74
62585	WASHDEALS, LLC	16.00
62586	WI DEPT OF JUSTICE - CRIME INFO BUREAU	168.00
62587	WI STATE FIREFIGHTERS ASSN	25.00
62588	XCEL ENERGY (2)	27.21
62589	WI DEPT OF TRANS - TV & RP UNIT	15.00
62590	AMAZON (CITY)	238.27
62591	AMERY AREA PUBLIC LIBRARY	10.00
62592	ANDERSON, JAMES	75.00
62593	ATWOOD, JOSEPH	3,897.69
62594	AVI SYSTEMS, INC	239.00

SUBTOTAL

180,421.10

	SUBTOTAL CARRIED FORWARD	180,421.10
62595	BAKER TILLY VIRCHOW KRAUSE, LLP	438.00
62596	BALDWIN TELECOM, INC	567.61
62597	BOARDMAN & CLARK LLP	143.50
62598	BUTLER, JACKIE	334.90
62599	CITY UTILITIES - 1ST BILLING	991.47
62600	CITY UTILITIES - INVOICES	343.96
62601	CITY UTILITIES - LANDFILL	188.20
62602	CITY UTILITIES - SAC CHARGES	5,868.00
62603	CITY UTILITIES - SALES TAX	500.72
62604	CITY UTILITIES - WATER IMPACT FEES	5,868.00
62605	CUSTOM FIRE APPARATUS, INC	183.45
62606	E O JOHNSON COMPANY, INC	1,666.75
62607	EAU CLAIRE PUBLIC LIBRARY	16.50
62608	GALE / CENGAGE LEARNING	88.46
62609	GALLS, LLC	1,276.03
62610	GAMETIME	8,582.94
62611	GHD SERVICES INC	2,915.18
62612	GORA, SAMANTHA	12.00
62613	HAAS SONS, INC	85,296.63
62614	INDUSTRIAL SAFETY	3,618.07
62615	INTERACTIVE HEALTH, INC	172.50
62616	J & K WINDOW TINTING LLC	400.00
62617	KUEHN, ASHLEE	17.00
62618	KWIK TRIP (OTHER)	35.00
62619	MENOMONIE PUBLIC LIBRARY	13.95
62620	MIDWEST TAPE	9.99
62621	MN JACK SPARROW	300.00
62622	MORAN, MARK F	400.00
62623	MUNICIPAL TREASURERS ASSN OF WI	10.00
62624	PEDERSON, JOEL	325.00
62625	PROFESSIONAL SERVICE INDUSTRIES, INC	691.07
62626	RAVE WIRELESS, INC	3,500.00
62627	RICKARD, JENNIFER	65.40
62628	RIGHT OF WAY PROFESSIONALS, INC	2,100.00
62629	SCHOOL DISTRICT OF NR - MOBILE HOME FEES	196.11
62630	SCHWAAB INC	39.84
62631	SEWAH STUDIOS, INC	2,010.00
62632	SHORT-ELLIOTT-HENDRICKSON	18,134.12
62633	ST CROIX COUNTY TREASURER - MUNICIPAL COURT	1,097.02
62634	ST CROIX VALLEY SART, INC	200.00
62635	STAFNE, LAURIE	13.00
62636	STATE OF WI - COURT FINES & ASSESSMENTS	3,170.13
62637	TRI-COUNTY LAW ENFORCEMENT ASSN	75.00
62638	VERIZON WIRELESS (CITY)	353.67
62639	VILLAGE OF SOMERSET	6.70
62640	WASHINGTON NATIONAL INS CO	200.80
62641	WCWRPC	1,000.00
62642	WEST WISCONSIN INSPECTION AGENCY, LLC	7,320.00
62643	WI DEPT OF TRANSPORTATION (2)	1,070.00
62644	WI PROFESSIONAL POLICE ASSN, INC	668.80
62645	WISCONSIN STATE FIRE INSPECTORS ASSN	275.00
62646	XCEL ENERGY	473.11

SUBTOTAL

343,664.68

SUBTOTAL CARRIED FORWARD 343,664.68

TOTAL VOUCHERS 343,664.68

ELECTRONIC FUND TRANSFERS

PAYROLL (9/14 & 9/28)	254,580.30
DEFERRED COMP	9,880.00
ROTH - WI	650.00
FEDERAL W/H	90,224.44
STATE W/H	17,477.16
MEDICAL PREMIUMS	87,093.81
RETIREMENT	85,883.53
VISA P-CARDS	33,727.50
HRA	3,445.75
HSA - ER CONTRIBUTIONS	1,416.61
WI-SCTF	2,967.64
FLEX SPENDING	4,672.34
EMPLOYEE FUND	256.00
FIREMAN DUES	585.00
AFLAC	1,223.26
DISABILITY INSURANCE	2,734.08
INVOICE - SUPER AMERICA	4,166.15
DELINQ STATE TAX - REMITTANCES	44.55
RESTITUTIONS	50.00
IMPACT FEE TRANSFERS	11,004.00
PSN REFUNDS	375.00
INVESTMENT TRSFR - LIBRARY	10,000.00
WPPI LOAN PMTS	4,166.67
DEBT PMTS/BREMER LOAN PMTS	1,794,947.53

TOTAL ELECTRONIC FUNDS 2,421,571.32

GRAND TOTAL 2,765,236.00

FRED HORNE, MAYOR



TO: Mayor Fred Horne and City Council Members

FROM: Mike Darrow, City Administrator and Utility Manager

DATE: October 3, 2018

RE: Administration Update

Administration Update

- Housing Open House Meeting will occur on October 9, 2018. We hope to have a great turnout with the community as we discuss overall housing issues within the City and potential policy plans in the future.
- Budget- We will conduct a Community Open House on the 2019 budget prior to the Council meeting on October 8th. This meeting will be at 6:00 PM and will allow folks who would like to learn more about our budget process an opportunity to understand what goes into a budget as well as next steps in the budget process.
- Within the next 90 days we hope to have draft policy plans completed for Public Works, Finance, Budgeting, Capital Improvements and Human Resources. In addition to these policy plans, we continue to review specific sections of our City Code. Before the end of this year, we hope to provide a timeline for the review of these polices.
- Based upon the feedback of the Wright Place Community Meeting, the City has invited care providers to a meeting to discuss short-term housing and mental health needs for adults and families. We will provide updates over the next week.
- We have been meeting with folks from the VFW and anticipate a draft completion of the MOU later this fall.



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

MEMORANDUM

TO: Mayor Horne and City Council
FROM: Noah Wiedenfeld, Director of Planning
DATE: October 1, 2018
SUBJECT: Monthly Report

Below are a few updates from the past month, as well as some additional information about upcoming events. Feel free to contact me with any questions. Thank you!

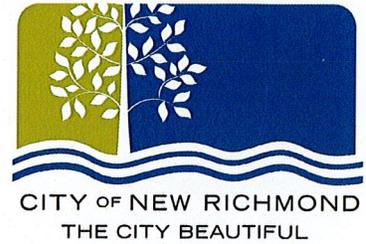
Downtown Façade Grants: The Historic Preservation Commission recently awarded façade grants for three downtown properties: Wild Badger, Anytime Fitness, and KBA Technology. There are two projects currently underway that were previously approved that you might have noticed recently: St. Croix Financial Services and Travel Leaders. Below is a historical look at our façade grant awards in recent years. Downtown revitalization has been a high priority thanks to the leadership of the City Council and partnerships with the local business community, and we’re beginning to see very noticeable results.

YEAR	2012	2013	2014	2015	2016	2017	2018
FAÇADE GRANT AWARDS	\$2,500	0	\$1,750	\$1,250	\$1,000	\$10,000	\$23,400

ICMA Annual Conference: I recently attended the 2018 Annual Conference of the International City/County Management Association in Baltimore. The City of New Richmond was recognized with two national awards. We will receive plaques in the mail sometime this fall for display at the Civic Center.

John Doar Historical Marker Dedication: The dedication ceremony for the official state historical marker honoring the late John Doar will be held on Tuesday, October 9 at 11:00 a.m. near the mill pond dam at the start of the John Doar History Trail. The public is welcome to attend. There will be brief remarks from several local dignitaries and an unveiling of the marker.

Intensive Survey of Historical Properties: The survey team for the intensive survey of historic properties will be in New Richmond the week of October 15-19. This project is funded through a grant and seeks to find properties that might be eligible to apply for designation on the State or National Register of Historic Places. There will be a public education meeting on October 17 at 6:00 p.m. at the Civic Center.



TO: Mayor Fred Horne and City Council
FROM: Rae Ann Ailts, Finance Director
DATE: October 8, 2018
RE: Finance Department Monthly Update

2019 Budget

The finance department, in conjunction with Council and staff, have been working on the 2019 budget. The preliminary draft budget was presented to Council during the September Work Session. Over the next month, staff will be working on finalization of revenues from the State as those numbers become available. Staff will present another review of the 2019 draft budget during the October Work Session.

To support public engagement and a successful budget process, staff has developed an informational brochure related to the City's budget. The intent of this brochure is to enhance transparency and provide a quick overview of how the City's resources are utilized to provide services to our community. The 2019 budget brochure is available at the Civic Center, on the City's website, and will also be posted on social media including Facebook and Twitter later this week.

New Richmond Utilities – Open House

New Richmond Utilities is proud to serve New Richmond as the City's locally owned, not-for-profit utility since 1890. Please join us as we recognize twelve decades of community service with an open house at the Utilities office from 8 a.m. to 4 p.m. during the week of October 8-12th. Light refreshments will be available and all customers will be entered in drawings to win prizes throughout the week.



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MEMORANDUM

TO: Mayor Horne and City Council
FROM: Beth Thompson, Community Development Director
DATE: October 3, 2018
SUBJECT: Monthly Report

Below are a few updates from the Community Development Department. Please feel free to contact me with any questions.

Minnesota American Planners Association Regional Conference Presentation: On September 26, 2018, I presented our Comprehensive Planning Process with Todd Streeter at the MN APA conference. Our session was titled Comp Planning: Pain or Pleasure. We discussed our Community approach to Comprehensive Planning.

FAM Tour: Momentum West will be hosting a Familiarity Tour (FAM Tour) from October 3 – 5. The idea behind the FAM Tour is for communities across a 10—county region in Western Wisconsin to come together to network, learn what is happening across our region, and to share ideas. This year’s tour will focus on the I-94 Corridor, regional quality of life, shovel ready sites, and gold shovel sites. The FAM Tour kicks off Wednesday evening with a welcome reception/dinner, continues into Thursday with breakfast, a bus tour, various presentations, and dinner, and concludes Friday with breakfast and a feedback session. Several municipalities will be highlighted on Thursday’s bus tour, including New Richmond! While stopping in at City Hall, tour-goers will visit City staff and members of Forward New Richmond (FNR) group to learn more about what is happening in the City Beautiful.

Ribbon Cuttings: The Chamber of Commerce hosted three ribbon cuttings in September - The Press Room, Ti Voglio Bene, and the Paw Spa Groomery. The Chamber has been in contact with Bakken Young, Johnson Ford, Super America re-model, Markfortography in the Creamery building, Muddy Cantina, NR Auto Mall and Sweet Beet Bakery. You should see these businesses having ribbon cuttings within the next two months.

Applications on file: Kwik Trip has applied to the City of New Richmond for a Conditional Use Permit for a gas station/convenience store and car wash. This project is slated to be constructed on several lots just south of Pete’s Pizza. The City will host a neighborhood meeting with Kwik Trip giving a presentation on their application for a gas station/convenience store and car wash.

A development company called PRE/3 has applied for a Conditional Use Permit for a development they are calling “Foster Place”. This will be located on an 8.7 acre parcel off West 8th Street. They are planning six buildings with 12 market rate apartments in each building. Both of these items are being reviewed in detail by City staff, planners, and the City Attorney. The City will also host a neighborhood meeting with PRE/3 presenting sometime mid-October.

Building Inspection Updates:

As of September 30, 2018

Number of Inspections:	1,217
Number of Permits:	651
Number of New Dwelling Units:	112
Residential Construction Value:	\$24,645,315.00
Commercial Construction Value:	\$12,764,775.00
Total Value:	\$37,410,090.00



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MEMORANDUM

TO: Mayor and City Council
FROM: Jeremiah Wendt, Director of Public Works
DATE: October 3, 2018
SUBJECT: Public Works Update for 10.8.18 Council Meeting

125th Street

Grading operations on 125th Street and the adjacent stormwater pond are largely complete. Curb and gutter was poured last week, and pavement is expected in the next two weeks.

E 4th Street

Underground utility work has commenced on E 4th Street, with much of the watermain work completed. Sanitary sewer and storm sewer should be completed in the next week and street construction will follow.

CTH A Trail

The grading crews from 125th Street are transitioning to work on the CTH A Trail so this portion of the project will begin to take shape shortly. With regard to Phase 2 of the project, staff attended training this week that is required by DOT to outline the (many) requirements that come with the Transportation Alternatives Program (TAP) funding.

Alleys

Xcel Energy has completed their main replacement operations in the west side alleys, so the City can finish our work and prepare the alleys for paving the week of October 15th or 22nd.

Sidewalks

The City's sidewalk contractor has completed most of the sidewalk construction and replacement for 2018, and weather pending, should complete the remaining downtown sidewalk replacements in the next two weeks.

Knowles Ave Corridor Study

Staff will be meeting with MSA in the next week to kick off the Knowles Ave Corridor Study project. They have already been active in collecting traffic counts, and intersection background data. The first public engagement event will be scheduled later in October, and Staff will keep the Council and the public posted on the details of that event.



New Richmond Police Department

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

*Craig Yehlik
Chief of Police*

*Veronica Koehler
Lieutenant*



Council information for October 8, 2018

New Richmond Police Department found out that on October 3, 2018 we were successful in our Grant Application for the Bullet Proof Vest grant program. We were awarded \$4,286.29 which offsets the cost of bullet proof vest replacement. Vests expire every 5 years and need replacement with an average cost of \$1,200 to 1,700 depending on the vest. This will help cover 50% of the replacement cost for the officers with expired vests. We apply for this grant in years officers will require replacement vests.

Chief Yehlik hosted a Ministerial Team meeting at the police department. Many members of the clergy were present, met Katie and Storm and other officers and detectives. We talked about how the Faith community can support programs in the New Richmond area, answered questions about the Lowrey closing etc. The meeting went about 1.5 hours.

Detective De la Cruz hosted a “hiding in plain view” drug program at the United Methodist Church last week; it was attended by approximately 50 people. He has since had more requests by the schools which he will host next week.

I received the following email referencing School Resource Officer Aaron Anderson who has managed to stay very busy with his school duties.

Hello Craig - I wanted to share with you that Officer Anderson was in my classroom today talking with students about the 4th Amendment and what it means. (We are currently studying the Bill of Rights). He was AWESOME and the students loved hearing from him. He gave relevant examples and the students were engaged and intrigued. Having him in our building is such a great resource for our students!

Have a great day!

Ali Sirek, Social Studies Teacher
New Richmond High School
Social Studies Department Head
National Honor Society Advisor
Varsity Dance Team Coach

New Richmond Fire & Rescue
Council Report
OCTOBER 2018

Fire Training/Events SEPTEMBER:

- 9/3/2018, Water Rescue Operations, at the Centre; back boarding and boat usage.
- 9/10/2018, Low Level rope rescue UTV usage / involvement.
- 9/24/2018, Pumper Operations / Hydrant hookups / Master Streams and Hose-lines.

Schooling/Education:

- Firefighter I continues
- Fire Inspector class, completed

MONTH 2018 Incidents:

- 13 Total Incidents
 - 7 City Incidents
 - 4 Rural Incidents
 - 1 Mutual Aid / MABAS Incidents

Other:

- 3261, 3262, 3263, 3265, 3268, 3269, 3271; Yearly Safety Checks, change oil & filters.
-

To: City Council
From: Jennifer Rickard, Interim Director
Date: 10.02.2018
RE: Library Department Report

- September was library card sign up month. We signed up 129 new patrons, which is the third most within our MORE library system. We are excited to offer library services to so many new community members.
- I have been working with the other St. Croix County librarians as we are updating the Plan of Library Services, 2019-2022. This plan will be presented to the St. Croix County board at their October board meeting.
- Back to School Fine Sale – August 20-31 we offered 50% off overdue fees on patron accounts.
 - We cleared **\$953.22** from patron accounts, allowing access for so many more patrons.
 - We collected **\$706.00** from patron accounts (cash or check at the library).
 - We collected an additional **\$50.00** in donations during that period.
 - We collected **\$1008.12** through eCommerce for the month of August. I don't have access to a complete breakdown for just the last 2 weeks.
 - August was our highest cash/check fine revenue month this year.
- October events -
 - We are offering a series of **Technology Classes** throughout October, including using and promoting Library Apps, eBooks and using our online catalog for materials. Various dates and time.
 - **Mark Moran Antique Appraisals** – Friday, October 12, 1:00-4:00. Registration is required, but patrons can bring one item for a free appraisal or attend the event to watch what wonderful treasures people bring in.
 - **Pirate-ology** – Monday, October 15, 1:00. No school day at the library. Minnesota Jack Sparrow will bring real artifacts from sunken ships and provide pirate and nautical history.
 - **Willow River Writers Book Launch** – Monday, October 15, 6:00-8:00pm at Table 65. Willow River Writers Anthology is a collection of poems and short stories from our local authors of the Willow River Writers group. Purchase books for only \$10.00, meet and greet the talented authors and have your book signed. 100% of the proceeds from the book sales go to the New Richmond Library Building Fund.



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MEMORANDUM

TO: Mayor and City Council
FROM: Mike Demulling, Airport Manager
DATE: October 2, 2018
SUBJECT: Airport Monthly Report

Airport Manager Mike Demulling will be attending a planning meeting with the Wisconsin Bureau of Aeronautics in Madison on Tuesday, October 9th. The meeting will be focused on an October 31st grant application deadline for 100% FAA funded projects to be constructed in 2019. The airport is requesting completion of the security fencing and gates at the airport.

The TSA was on site in September for our annual security inspection. No deficiencies were noted.



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MEMORANDUM

TO: Mayor and City Council
FROM: Tanya Batchelor, City Clerk
DATE: October 2, 2018
SUBJECT: Clerk's Monthly Report

Absentee voting started on September 24, 2018. So far we have 34 ballots in and 54 ballots have been sent out and not returned yet. We have also had lots of new registrations. Special voting deputies will be helping with absentee voting at the Deerfield, Health Center and Boardman Meadows on November 1, 2018. I will conduct the Public Test of our electronic voting equipment on October 31, 2018 at 2:00 p.m. in the Council Chambers. Anyone is welcome to attend.

Noah and I are continuing to review City ordinances and are currently working on the animal ordinance. We have met with our committee about this chapter and are researching cat licensing at this time.



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MEMORANDUM

TO: Mayor and City Council
FROM: Tanya Batchelor, City Clerk
DATE: October 5, 2018
SUBJECT: VFW MOU

Background

Attached is a copy of the VFW MOU that has been reviewed by our City Attorney.

Recommendation

Council will discuss and consider action on the agreement at the meeting.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF NEW RICHMOND
AND VETERANS OF FOREIGN WARS MEMORIAL POST 10818**

October __, 2018

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into by and between the **CITY OF NEW RICHMOND (“City”)** and **VETERANS OF FOREIGN WARS MEMORIAL POST 10818 (“VFW”)** as it relates to the VFW’s desire to acquire land from the City to construct a facility serving the City’s youth, veterans and seniors at Freedom Park.

Background

The City owns and operates Freedom Park, a 105-acre parcel of land located on the north end of the City of New Richmond. Freedom Park was acquired by the City in 2005. It was named in 2012 to honor the soldiers and veterans who have served in the military. It will contain memorials to past wars and those veterans who served. The City and the VFW desire to work cooperatively to facilitate the construction and operation of a facility (“Facility”) to serve the youth, veterans and seniors of the greater New Richmond Community and St. Croix County.

Purpose

The purpose of this Memorandum of Understanding is to memorialize certain non-binding understandings of the City and VFW related to the construction and operation of the Facility to be located within Freedom Park.

To the extent the City and VFW agree to move forward beyond this MOU, certain binding agreements will be drafted between the parties including, but not limited to, a Purchase Agreement, Warranty Deed, Development Agreement, a Warranty Deed transferring the Property back to the City of New Richmond and a Long Term Lease with the VFW.

Approvals

The approval of the non-binding understandings contained within this MOU will require the consent and agreement of the City’s Common Council and the VFW’s post, along with its state and national offices.

Conveyance of Ownership of Property

In order to convey land to the VFW, the City must first subdivide a parcel from Freedom Park. The City will engage in the subdivision process and will complete and record a certified survey map (“CSM”), identifying the land to be transferred. The VFW shall bear the cost of completing the CSM. Upon the recording of the CSM, on a date to be determined by the City and the VFW, the City will transfer and convey to the VFW land within Freedom Park consisting of approximately five (5) acres located identified in **Exhibit A (“Property”)**. The Warranty Deed for the Property shall state that ownership of the Property shall revert to the City of New

Richmond upon the earlier of 1.) the issuance of a Certificate of Occupancy for the Facility and acceptance by the City of New Richmond, or 2.) ten (10) years from the date of the original conveyance of the Property to the VFW by the City.

The VFW will provide an annual report to the City Council in December of each year following the conveyance of the Property. If, after five years, there is no appreciable progress on the project, the Property may be returned to the City with the mutual consent of the VFW.

Construction Funding Structure

The VFW has committed to undertaking a significant fundraising effort to facilitate the construction of the Facility. The VFW has agreed to raise in excess of \$750,000.00 from the military and community through donations of cash and in-kind contributions funding survey and design work along with construction materials and labor. When completed, the Facility will have an as-built value exceeding \$1,000,000.00.

Upon the delivery of evidence to the City that the VFW has raised and received the support in a value exceeding \$750,000.00, the City will contribute \$200,000.00 in cash for the completion of the interior completion of the Facility.

However, the City of New Richmond will not be required to transfer the \$200,000 in cash until the building is framed and the General Contractor has determined that the building construction has sufficiently progressed to be able to utilize the city's cash contribution to complete the interior finishing of the Facility. If fundraising by the VFW fails, grant funding may be returned to any donors as appropriate while building materials and cash will remain under the exclusive ownership of the VFW.

Operational Funding Structure

The VFW has no intention of operating the Facility independently from the City. When the certificate of occupancy is issued by the City, the VFW will execute a Warranty Deed transferring the Property to the City. Upon the transfer of the Property back to the City, all expenses associated with the maintenance and operation of the Facility and grounds shall be the sole responsibility of the City.

Upon the conveyance of the Property back to the City, the City and VFW shall execute a Lease in the form of **Exhibit B**. The Lease shall provide for the long term occupancy of a portion of the Facility of the VFW which shall be known as the Veteran's Center. The occupancy and programming of the Veteran's Center shall be the responsibility of the VFW. The City will permit the VFW priority access to the common areas of the Facility including the commercial kitchen. The VFW will have access to the common area cost-fee for twenty six (26) days during each calendar year, six (6) of which being weekend days, with the VFW adding additional days of access to the commercial kitchen and common areas upon the consent of the City. Remodeling expenses for the Veteran's Center shall be the sole responsibility of the VFW with prior approval if the City's Building and Zoning Departments.

Site Plan Review and Approval

A Site Plan for the Property must be approved by the City prior to the execution of the deed transferring ownership of the Property to the VFW. Given the City's long-term interest in the development of Freedom Park and the VFW's long-term interest in occupying the Veteran's Center, the City and VFW will jointly develop a Site Plan for the Property. It is anticipated that the Site Plan will be similar to the concept attached as **Exhibit C**.

Construction of New Structures

As required by the State of Wisconsin, all structures must comply with the Commercial Building Code. Accordingly, all structures to be constructed by the VFW on the Property must comply with the Commercial Code. Additionally, all structures must also be thirty five (35) feet in height or less. The VFW shall be responsible for the cost associated with the construction of all new structures to be located on the Property. Upon the conveyance of the Property to the City, the City shall become responsible for all costs associated with the ownership of the Property subject to the terms of the Lease which shall describe the duties and responsibilities of the VFW as a tenant of the Facility.

Legal Compliance

In constructing the facility, the VFW shall comply with all local, state and federal laws and regulations. The Property shall remain subject to the City's zoning jurisdiction and shall be used solely for purpose approved within the Site Plan and consistent with zoning for the Property.

Maintenance and Operation

During ownership of the property, the VFW shall be solely responsible for all costs arising out of the ownership of the Property. The Property, and all structures constructed on the Property, shall be kept in good repair and safety practices shall be implemented to protect all visitors from injury. From time to time, as reasonably requested by the City, the City shall be authorized to inspect the Property and the structures located on the Property.

Upon the conveyance of the Property back to the City, the City shall become responsible for all maintenance and operational costs affecting the Property, subject only to the terms of the Lease which shall describe the duties and responsibilities of the VFW as a tenant of the Facility.

Insurance

During ownership of the Property, the VFW shall keep the Property and all structures constructed on the Property fully insured and shall review its coverages annually with the City. The VFW shall further maintain coverage for loss associated with personal injury arising from the use of the Property. The City shall be named as an Additional Insured on coverages insuring against loss. Upon the conveyance of the Property to the City, the City shall become responsible for insuring the Property against loss, subject only to the terms of the Lease which shall describe the duties and responsibilities of the VFW as a tenant of the Facility.

Duration

This MOU shall remain in force and effect until all approvals are received from the City and VFW, a Development Agreement is executed and the Property is conveyed to the VFW. Upon the recording of the Warranty Deed from the City to the VFW and the Development Agreement, the Development Agreement shall become the governing document for this project. This MOU shall terminate upon the recording of the Warranty Deed and Development Agreement and the Development Agreement shall supersede any agreement or understanding described in this MOU.

The City and the VFW agree that the Lease will contain a term of twenty five (25) years and will be renewable for two subsequent twenty five (25) year renewal terms during which, provided the VFW is not in default of the Lease, the VFW shall be entitled to remain in the Facility for the entire duration.

This MOU may be modified by the mutual written consent of the City and the VFW. It shall become effective upon signature by the authorized officials from the City and VFW.

Contact Information

All communications regarding the contents of this MOU shall be directed to the following:

CITY OF NEW RICHMOND
Mike Darrow, City Administrator
156 East First Street
New Richmond, Wisconsin 54017
mdarrow@newrichmondwi.gov

VETERANS OF FOREIGN WARS MEMORIAL POST 10818
Ken House and Dave Green, Building Committee Co-Chairs
310 West Northshore Drive
P.O. Box 233
New Richmond, Wisconsin 54017
kenlhouse@frontier.com

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SIGNATURE PAGE FOLLOWS.

THIS MEMORANDUM OF UNDERSTANDING is hereby executed on this ___ day of October, 2018.

CITY OF NEW RICHMOND

**VETERANS OF FOREIGN WARS
MEMORIAL POST 10818**

By: Fred Horne
Its: Mayor

By: Ronald Ramos
Its: Post Commander

ATTEST:

By: Tanya Batchelor
Its: City Clerk

By: David Mitchell Cline
Its: Quartermaster

Drafted by:

Nicholas J. Vivian
Eckberg Lammers, P.C.
430 Second Street
Hudson, WI 54016

**EXHIBIT A
PROPERTY DESCRIPTION AND SURVEY**

See attached.

**EXHIBIT B
VFW LEASE**

See attached.

**EXHIBIT C
CONCEPTUAL SITE PLAN**

See attached.



3601 Thurston Avenue
Anoka, MN 55303
763.231.5840
TPC@PlanningCo.com

MEMORANDUM

TO: Mayor Horne & City Council

FROM: D. Daniel Licht, AICP
Noah Wiedenfeld, Director of Planning

DATE: 3 October 2018

RE: New Richmond – Klucas Extra Territorial Area CSM

TPC FILE: 164.01

BACKGROUND

The Richard and Jonna Klucas Trust has submitted application to St. Croix County to subdivide a 42.96 acre parcel located at 2050 State Trunk Highway 65 within Star Prairie Township. The property owner is requesting the proposed subdivision to align property boundaries with existing zoning designations established by St. Croix County. The portion of the property zoned by St. Croix County to allow commercial uses is developed with an existing business. The business intends to construct an additional building upon the property, but St. Croix County is requiring approval of the proposed subdivision first. The City of New Richmond has entered into a Cooperative Agreement with Star Prairie Township related to development and subdivisions within an Urban Reserve Area that is ultimately to be attached to the City. The property is within the designated Urban Reserve Area making the proposed CSM subject to review Plan Commission and approval of the City Council. The Plan Commission approved the CSM at their meeting on October 2, 2018.

Exhibits:

- Site location map
- Star Prairie Cooperative Plan Exhibit B
- Proposed CSM

ANALYSIS

Comprehensive Plan. The Future Land Use Plan guides the property for business park development upon annexation to the City of New Richmond. The existing and planned expansion of the business upon the property is consistent with this land use designation.

Zoning. The subject site is outside of the City of New Richmond. Section 4.2 of the Cooperative Plan allows the City to adopt zoning control over the Urban Reserve Area. The City has not enacted this provision of the Cooperative Plan and the property remains subject to regulation under the jurisdiction of St. Croix County.

Star Prairie Cooperative Plan. Section 3.2.2 of the Star Prairie Cooperative Plan requires automatic attachment to the City of any parcel within the Urban Reserve Area proposed to be subdivided. Section 4.3.4 of the Star Cooperative Plan exempts subdivision of parcels from automatic attachment if the land is retained by the owner or transferred to immediate family. If the subdivided parcel is subsequently sold outside of the current owner's immediate family, Section 3.5 of the Star Prairie Cooperative Plan requires the property to attach to the City with or without the consent of the new owner. The applicant has verified that the property will be retained by the current owner.

Proposed Subdivision. The proposed subdivision would divide from 42.96 acre parcel a 4.10 acre lot that includes an existing business use.

- **Access.** The property has and is accessed from State Trunk Highway 65:
 - The Comprehensive Plan designates State Trunk Highway 65 as a principal arterial roadway. The subdivision of the proposed lot must provide for dedication of right-of-way for the full-build out of State Trunk Highway 65.
 - Direct access to private properties is not to occur onto principal arterial roadways. Further subdivision shall be prohibited without construction of local street access.
- **Utilities.** The property is served by on-site septic and well systems. We recommend that the existing septic system be inspected by a licensed septic designer to ensure that it is functioning properly and that there is adequate space within the proposed lot for a primary and secondary drainfield site to serve the expanded business.
- **Grading.** No information has been submitted regarding grading of the site for the proposed building. Construction of the proposed building must be contingent upon compliance with State and County regulations related to stormwater management. Stormwater issues are subject to further comment by the Public Works Director.
- **Easements.** The CSM has been updated to include drainage and utility easements at the perimeter of the proposed lot.

- **Parks.** The Comprehensive Plan does not identify acquisition of land for public parks within the area of the property. The proposed subdivision does not trigger the need for land to be identified within the subject site for implementation of the future park system. Park dedication requirement will be subject only to St. Croix County requirements at this time.

Review Criteria. Section 117-22A of the Subdivision Ordinance establishes a review procedure and requirements for subdivision of properties within the City's extra territorial jurisdiction (including the Urban Reserve Area):

1. **Consistency with Comprehensive Plan:** A proposed subdivision shall be consistent with the goals, policies, and recommendations of the Comprehensive Plan regarding planned public street or utility corridors or constitute an infilling of development.
2. **Adequate Waste Disposal Systems:** A proposed subdivision shall be deemed to have adequate waste disposal systems if there is adequate on-site sewer capacity potential to support the subdivision if constructed to the maximum permissible density.
3. **Adequate Water Supply:** A proposed subdivision shall be deemed to have an adequate water supply if there is adequate sources of water, either from public systems or private wells, to serve the proposed subdivision if constructed to its maximum permissible density allowed by the Comprehensive Plan without causing an unreasonable depreciation of existing water supplies for surrounding areas.
4. **Adequate Stormwater Management:** A proposed subdivision shall provide for adequate management and treatment of stormwater runoff if:
 - a. Surface or subsurface water retention and runoff is such that it does not constitute a danger to the structural security of structures within the proposed development.
 - b. Structures within the proposed subdivision will not result in pollution of water sources from erosion and siltation.
 - c. Site grading will not cause harmful and irreparable damage from erosion and siltation on downhill or downstream land.
 - d. The proposed subdivision complies with the provisions of the 1991 Wetland Conservation Act.
 - e. Factors to be considered in making these determinations may include: average rainfall for the area; the relation of the land to the floodplain; the nature of soils and subsoils and their ability to adequately support surface water runoff and waste disposal systems; the slope of the land and its effect on effluents; and the

2. The deed restriction shall state that the proposed lot and remaining parcel shall not be further subdivided without provision of local street access to existing and proposed lots; direct lot access to State Trunk Highway 65 for any new lots shall be prohibited.
 3. The existing septic system shall be inspected by a licensed septic designer to determine that it is functioning properly and that there is adequate space within the proposed lot for a primary and secondary drainfield site.
 4. All stormwater issues are subject to review and approval of the Public Works Director.
- B. Motion to **deny** the application based on a finding that the request is inconsistent with the policies of the Comprehensive Plan and provisions of the Star Prairie Cooperative Plan.
- C. Motion to **table**.
- c. Michael Darrow, City Administrator
Nick Vivian, City Attorney
Jeremiah Wendt, Public Works Director

presence of streams as related to effluent disposal.

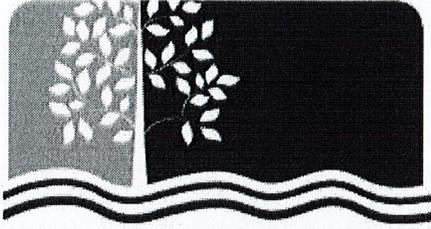
5. Adequate Streets: A proposed subdivision shall be deemed to have adequate streets to serve the subdivision when:
 - a. Streets that access the proposed subdivision are of such a width, grade, stability, vertical and horizontal alignment, site distance and surface condition that an increase in traffic volume generated by the proposed subdivision will not create a hazard to public safety and general welfare, not aggravate an already hazardous condition, and when, with due regard to the advice of St. Croix County and/or the Wisconsin Department of Transportation, said streets are appropriate for the intended use.
 - b. The traffic volume generated by the proposed subdivision would not create unreasonable congestion or unsafe conditions on streets existing at the time of the application or proposed for completion within the next two (2) years.
6. Adequate Public Service Capacity: A proposed subdivision shall be determined to have necessary public service capacity when recreational facilities, police protection, fire protection, and other public facilities that must be provided at public expenses can reasonably be provided for within the next two (2) years.
7. Consistency with the Capital Improvement Plan: A proposed development shall be deemed consistent with the Capital Improvement Plans when improvements and/or services necessary to accommodate the proposed subdivision have been programmed in the town, City, St. Croix County, or other regional capital improvement plans, or that a revision to capital improvement programs can be accommodated.

RECOMMENDATION

The Development Review Committee and Plan Commission recommend approval of the proposed CSM subject to the conditions outlined below in accordance the Comprehensive Plan, Star Prairie Cooperative Agreement, and Subdivision Ordinance.

POSSIBLE ACTIONS

- A. Motion to recommend City Council **approval** of CSM for the Richard and Jonna Kluca Trust, subject to the following conditions:
 1. A deed restriction shall be recorded with the proposed lot and remaining parcel prohibiting further subdivision except as allowed in accordance with the Star Prairie Cooperative Plan.



CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

EXTRA TERRITORIAL PLAT REVIEW

CITY ORDINANCE SECTION 121-35
www.newrichmondwi.gov

City of New Richmond
156 East First Street ❖ New Richmond, WI 54017
Phone: (715) 246-4268 ❖ Fax: (715) 246-7129

- | | | | |
|--|----------|---|----------|
| <input type="checkbox"/> CONCEPT PLAN FEE | \$200.00 | <input type="checkbox"/> PRELIMINARY PLAT FEE | \$200.00 |
| <input checked="" type="checkbox"/> CERTIFIED SURVEY MAP FEE | \$200.00 | <input type="checkbox"/> FINAL PLAT FEE | \$200.00 |
| | ESCROW | | \$500.00 |

Application fees should be made payable to City of New Richmond upon submittal of completed application. Escrow funds will be drawn to cover project-related costs. Additional funds may be required; surplus funds will be returned.

Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Company name: Richard & Jonna Klucas Trust

Last name: _____ First name: _____

Address: 2030 State Hwy 65 City/State/Zip: New Richmond

Phone number: _____ Email address: _____

2. Applicant Information: (if different from above)

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

3. Address(es) of Property Involved: (if different from above)

2030 State Hwy 65

4. Zoning Designation: Commercial / Ag Residential

5. Statement of Intent: Briefly describe what will be done on or with the property: _____

Separating Commercial from Ag Res

6. Additional Required Information:

a. **Legal Description and PIN:** Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.

NE-SE of Section 24, T31N, R18W Town of Star Prairie

b. Consultant Fees: Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g., traffic study analysis) the applicant shall be responsible for paying the entirety of those costs.

c. Other Information: In addition to a full size site plan and an 11" x 17" copy, topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by City Staff.

7. Signature(s): By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: Richard & Jonna Klucas Date: 9/7/18

Applicant: James Busch Date: 9-7-18

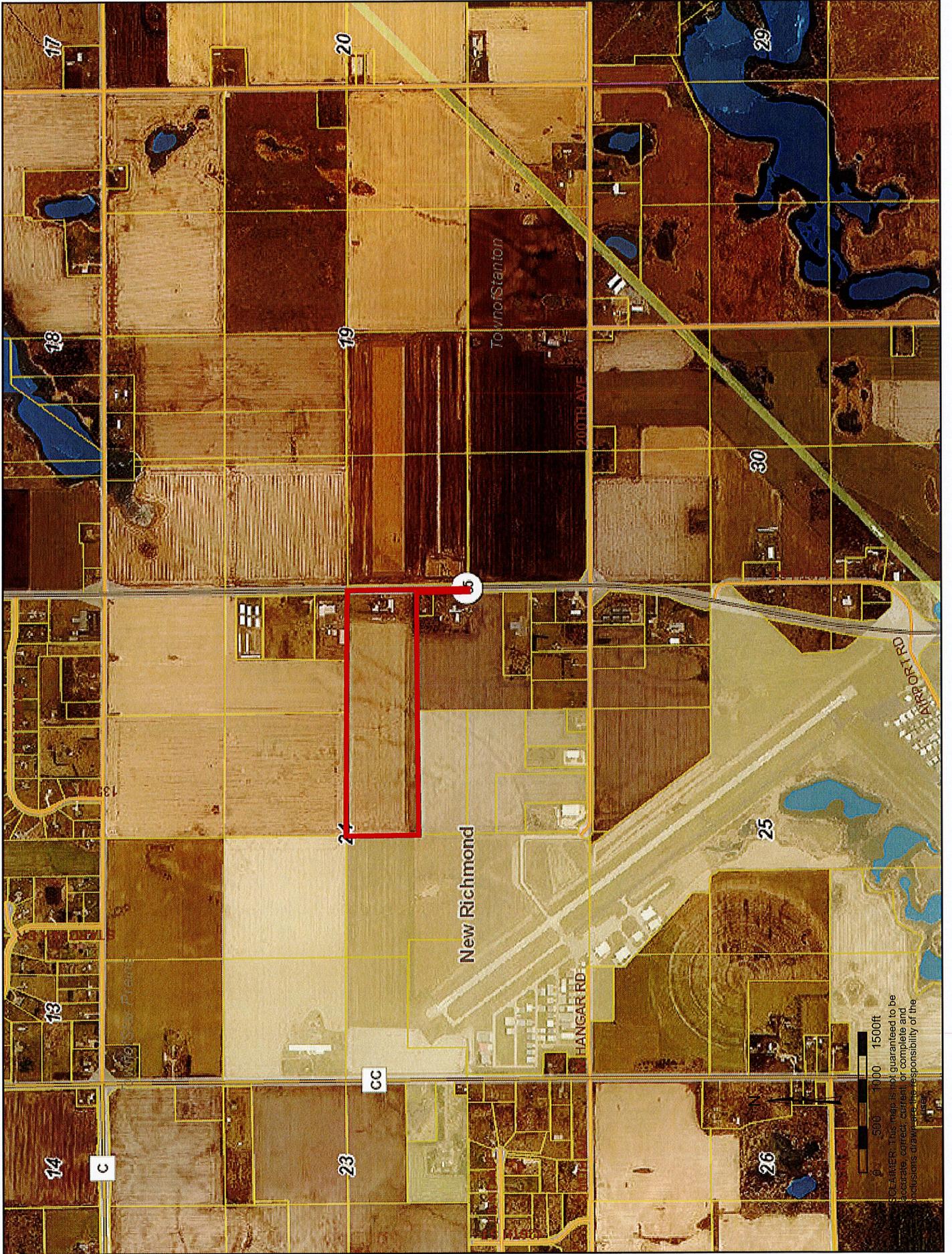
Fee Paid \$200: \$100 ^{\$100} Date: 9/7/18 Receipt # 68071
\$100 9/17/18 68136

Escrow Paid \$500: _____ Date: 9/17/18 Receipt # 68136

Rec# 68071 \$100.00 9-7-18

Rec# 68136 \$600.00 9-17-18

Applications must be received by the first Thursday of each month; applications received after this date cannot be heard at the Planning Commission meeting the following month.



DISCLAIMER: This map is not guaranteed to be accurate, correct, complete, or complete and the precision drawings are the responsibility of the user.

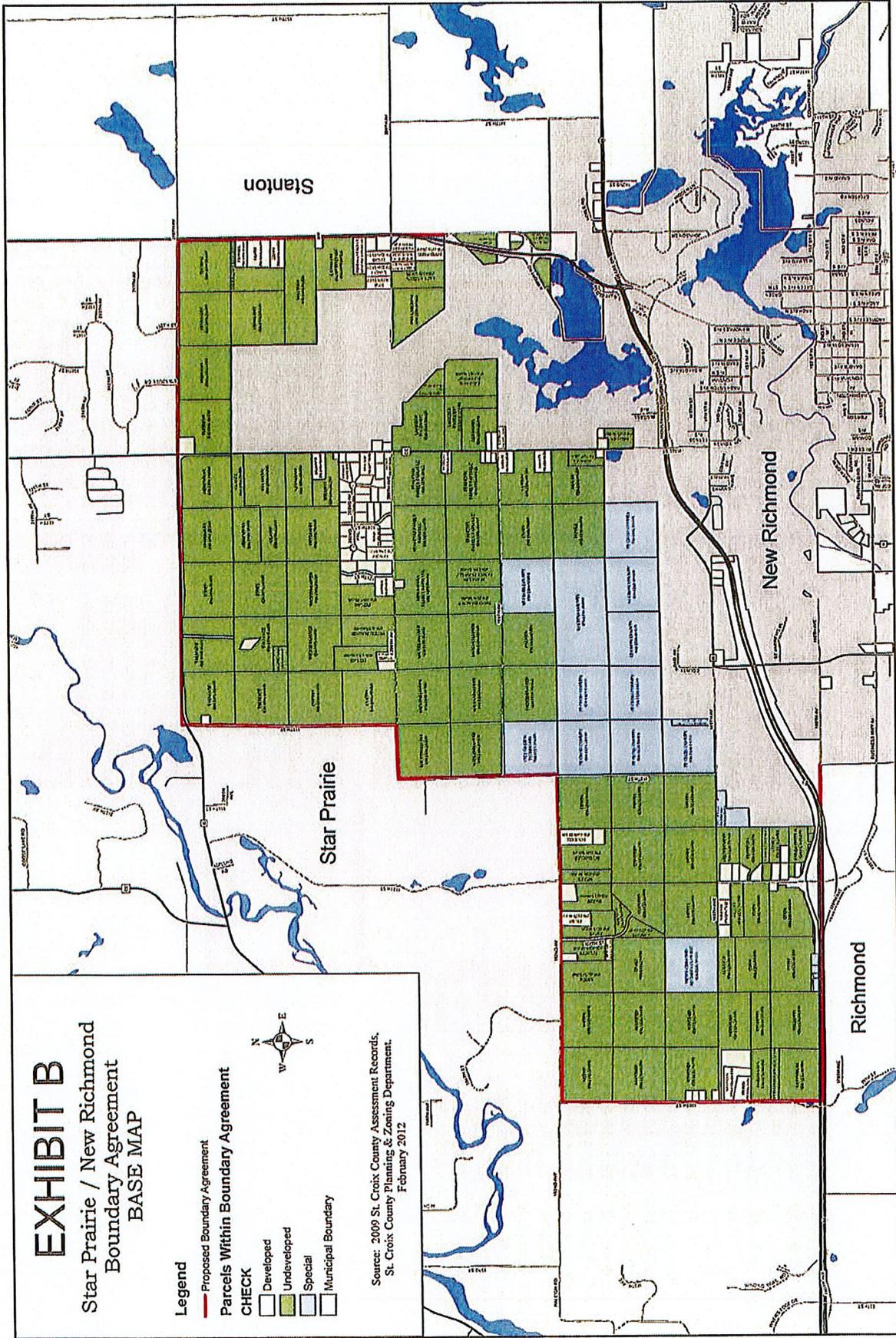
EXHIBIT B

Star Prairie / New Richmond Boundary Agreement BASE MAP

- Legend**
- Proposed Boundary Agreement
 - Parcels Within Boundary Agreement
- CHECK**
- Developed
 - Undeveloped
 - Special
 - Municipal Boundary

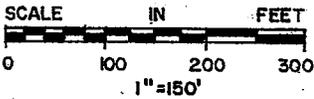
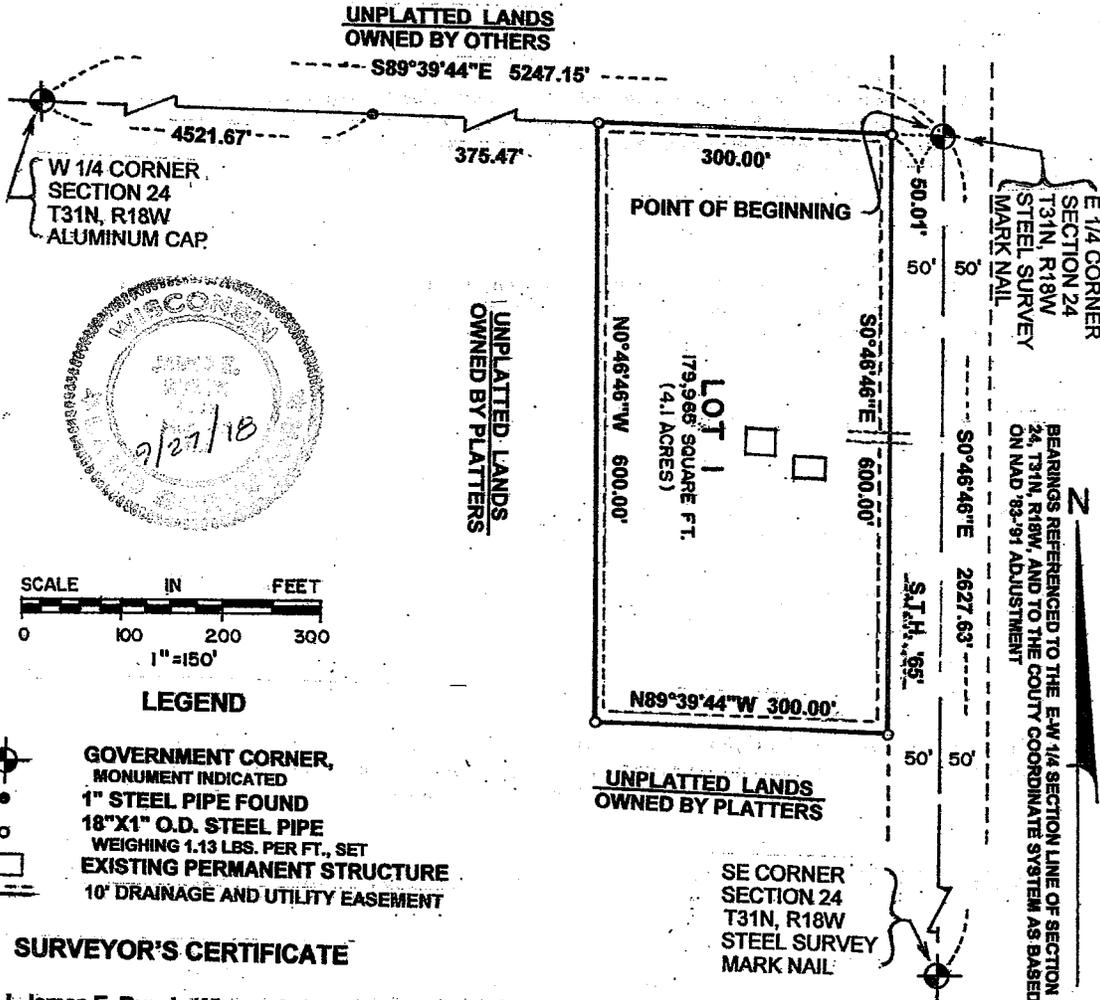


Source: 2009 St. Croix County Assessment Records,
St. Croix County Planning & Zoning Department,
February 2012



CERTIFIED SURVEY MAP

LOCATED IN THE NE 1/4 OF THE SE 1/4 OF SECTION 24,
T31N, R18W, TOWN OF STAR PRAIRIE, ST. CROIX COUNTY,
WISCONSIN



LEGEND

- GOVERNMENT CORNER, MONUMENT INDICATED
- 1" STEEL PIPE FOUND
- 18"x1" O.D. STEEL PIPE WEIGHING 1.13 LBS. PER FT., SET
- EXISTING PERMANENT STRUCTURE
- 10' DRAINAGE AND UTILITY EASEMENT

SURVEYOR'S CERTIFICATE

I, James E. Rusch, Wisconsin Professional Land Surveyor S-1376, hereby certify that:
By direction of Richard and Jonna Klucas Trust, owner, I have surveyed and mapped the following described real estate: A parcel of land located in the NE 1/4 of the SE 1/4 of Section 24, T31N, R18W, Town of Star Prairie, St. Croix County, Wisconsin, being more particularly described as follows: Commencing at the E 1/4 Corner of said Section 24; thence N89°39'44"W (bearings referenced to the monumented E-W 1/4 Section Line of said Section 24 and also to the St. Croix County Coordinate System as based on NAD '83-'91 Adjustment) 50.01' along said E-W 1/4 Section Line to the Westerly right-of-way line of State Trunk Highway '65', being also the Point of Beginning; thence S0°46'46"E 600.00' along said Westerly right-of-way line; thence N89°39'44"W 300.00'; thence N0°46'46"W 600.00' to said E-W 1/4 Section Line; thence S89°39'44"E 300.00' along said E-W 1/4 Section Line to the Point of Beginning; containing 179,968.8 square feet (or 4.1 acres), more or less, and being subject to all easements, restrictions and covenants of record;
That the attached map is an accurately drawn representation, to scale, of the above described real estate and visible permanent improvements thereon; and
That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes, The Town of Star Prairie Subdivisions Regulations, and the St. Croix County Subdivision Regulations in surveying, dividing, and mapping the same, to the best of my professional knowledge, understanding and belief.

James E. Rusch
James E. Rusch, WI PLS 1376

Richard and Jonna Klucas Trust
2050 State Trunk Highway '65'
New Richmond, WI 54017

James E. Rusch, PLS
327 N. 3rd St. Unit A
New Richmond, WI 54017

CERTIFIED SURVEY MAP

LOCATED IN THE NE 1/4 OF THE SE 1/4 OF SECTION 24,
T31N, R18W, TOWN OF STAR PRAIRIE, ST. CROIX COUNTY,
WISCONSIN

GENERAL NOTICE STATEMENT

The parcel shown on this map is subject to state and county laws, rules and regulations (i.e. access to the parcel, wetland restrictions, minimum lot size, etc.). Before purchasing or developing any parcel, contact the St. Croix County Community Development Office, the Town Board of the Town of Star Prairie, and the City of New Richmond for advice.

COUNTY TREASURER'S CERTIFICATE

I, Denise Anderson, being the duly elected, qualified and acting Treasurer of St. Croix County, do hereby certify that there are no unpaid taxes, and no unpaid special assessments as of _____ affecting the lands included in the attached Certified Survey Map.

Denise Anderson, St. Croix County Treasurer

Date

TOWN BOARD APPROVAL CERTIFICATE

This Certified Survey Map is hereby approved by the Town Board of the Town of Star Prairie.

Mr. Tom Heintz, Chair, Town of Star Prairie

Date

CITY OF NEW RICHMOND EXTRATERRITORIAL PLAT APPROVAL CERTIFICATE

This Certified Survey Map, located in the extraterritorial plat approval jurisdiction area of the City of New Richmond, is hereby approved by the City Council of the City of New Richmond

Mr. Frederick Horne, Mayor

Date

Ms. Tanya Batchelor, Clerk

Date

OWNER & SUBDIVIDER

Richard and Jonna Klucas Trust
2050 State Trunk Highway '65'
New Richmond, WI 54017

SURVEYOR

James E. Rusch, PLS
327 N. 3rd St. Unit
New Richmond, WI 54017



3601 Thurston Avenue
Anoka, MN 55303
763.231.5840
TPC@PlanningCo.com

MEMORANDUM

TO: Mayor Horne & City Council

FROM: D. Daniel Licht, AICP
Noah Wiedenfeld, Director of Planning

DATE: 3 October 2018

RE: New Richmond – Warren Extra Territorial Area CSM

TPC FILE: 164.01

BACKGROUND

Mr. Craig Warren has submitted an application to St. Croix County to subdivide an existing 4 acre parcel located at 1506 127th Street within Richmond Township. The City of New Richmond has established provisions applicable to subdivisions within an extra territorial jurisdiction extending 1.5 miles of the City's current boundary as Section 117-22A of the Subdivision Ordinance making them subject to review by the Plan Commission and approval of the City Council. The property is within 1.5 miles of the City boundary.

Exhibits:

- Site location map
- CSM

ANALYSIS

Review Criteria. Section 117-22A of the Subdivision Ordinance establishes criteria for City approval of subdivisions within the City's extra territorial jurisdiction:

1. Consistency with Comprehensive Plan: A proposed subdivision shall be consistent with the goals, policies, and recommendations of the Comprehensive Plan regarding planned public street or utility corridors or constitute an infilling of development.
2. Adequate Waste Disposal Systems: A proposed subdivision shall be deemed to have adequate waste disposal systems if there is adequate on-site sewer capacity potential to

- support the subdivision if constructed to the maximum permissible density.
3. Adequate Water Supply: A proposed subdivision shall be deemed to have an adequate water supply if there is adequate sources of water, either from public systems or private wells, to serve the proposed subdivision if constructed to its maximum permissible density allowed by the Comprehensive Plan without causing an unreasonable depreciation of existing water supplies for surrounding areas.
 4. Adequate Stormwater Management: A proposed subdivision shall provide for adequate management and treatment of stormwater runoff if:
 - a. Surface or subsurface water retention and runoff is such that it does not constitute a danger to the structural security of structures within the proposed development.
 - b. Structures within the proposed subdivision will not result in pollution of water sources from erosion and siltation.
 - c. Site grading will not cause harmful and irreparable damage from erosion and siltation on downhill or downstream land.
 - d. The proposed subdivision complies with the provisions of the 1991 Wetland Conservation Act.
 - e. Factors to be considered in making these determinations may include: average rainfall for the area; the relation of the land to the floodplain; the nature of soils and subsoils and their ability to adequately support surface water runoff and waste disposal systems; the slope of the land and its effect on effluents; and the presence of streams as related to effluent disposal.
 5. Adequate Streets: A proposed subdivision shall be deemed to have adequate streets to serve the subdivision when:
 - a. Streets that access the proposed subdivision are of such a width, grade, stability, vertical and horizontal alignment, site distance and surface condition that an increase in traffic volume generated by the proposed subdivision will not create a hazard to public safety and general welfare, not aggravate an already hazardous condition, and when, with due regard to the advice of St. Croix County and/or the Wisconsin Department of Transportation, said streets are appropriate for the intended use.
 - b. The traffic volume generated by the proposed subdivision would not create unreasonable congestion or unsafe conditions on streets existing at the time of the application or proposed for completion within the next two (2) years.

6. **Adequate Public Service Capacity:** A proposed subdivision shall be determined to have necessary public service capacity when recreational facilities, police protection, fire protection, and other public facilities that must be provided at public expenses can reasonably be provided for within the next two (2) years.
7. **Consistency with the Capital Improvement Plan:** A proposed development shall be deemed consistent with the Capital Improvement Plans when improvements and/or services necessary to accommodate the proposed subdivision have been programmed in the town, City, St. Croix County, or other regional capital improvement plans, or that a revision to capital improvement programs can be accommodated.

Comprehensive Plan. The Comprehensive Plan guides the property for future development of low density residential uses at such time as the property is annexed to the City and utility services are extended. In the interim, use of the property will continue with rural density development as allowed under St. Croix County jurisdiction.

Proposed Subdivision. The proposed subdivision would divide the 4.0 acre parcel into two lots each with an area of 2.0 acres. The north lot includes an existing single family dwelling and a detached accessory building. The south lot would be intended for construction of one single family dwelling.

- **Right-of-Way.** The subject site has frontage to County Road G and 127th Street. The Comprehensive Plan designates 170th Street as a future minor arterial roadway. Minor arterial roadways are to provide 100 feet of right-of-way in accordance with Table 1 of the Subdivision Ordinance. The CSM has been updated to include a five-foot wide highway easement to provide 50 feet of right-of-way for the north half of County Road G so as to preserve the City's future transportation corridor designated by the Comprehensive Plan.
- **Access.** The existing access to Lot 1 is via 127th Street. The CSM shows that access to Lot 2 will also be from 127th Street utilizing the existing driveway for shared access. With County Road G designated as a future minor arterial roadway, utilizing 127th Street for access to Lot 2 is appropriate. City staff recommends that a deed restriction also be recorded with Lot 2 prohibiting direct lot access from County Road G to Lot 2.
- **Utilities.** The Comprehensive Plan anticipates extension of trunk sanitary sewer and water utilities to the subject site in the future. In the interim, sewer and water services are to be provided utilizing on-site, private systems.

The existing single family dwelling is served by on-site septic and well systems. City staff recommends that the existing septic system be inspected by a licensed septic designer to ensure that it is functioning properly and that there is adequate space within

proposed Lot 1 for a primary and secondary drainfield site.

Likewise, soil tests and a septic design must be submitted for proposed Lot 2. There must be adequate area within proposed Lot 2 to accommodate a septic system that includes a primary and secondary drainfield site.

- **Easements.** The CSM has been revised to provide for 10-foot wide drainage and utility easements at the perimeter of Lot 1 and Lot 2. The drainage and utility easements will allow for conveyance of stormwater from the lots to public rights-of-way, installation of private utilities, and opportunity for future extension of City sewer and water utilities.
- **Parks.** The Parks, Trails, and Open Space Long Range Concept within the Comprehensive Plan does not identify acquisition of land for future park facilities in the area of the subject site. A trail along County Road G is indicated. This trail will likely be included as part of future roadway improvements within the planned 110 foot right-of-way. No land should be acquired for park purposes from this subdivision.

RECOMMENDATION

The Development Review Committee and Plan Commission recommend approval of the proposed CSM subject to the conditions outlined below.

POSSIBLE ACTIONS

- A. Motion to recommend City Council **approval** of CSM for Craig Warren subject to the following conditions:
 1. A deed restriction shall be recorded with Lot 2 prohibiting access to County Road G.
 2. The existing septic system within proposed Lot 1 shall be inspected by a licensed septic designer to determine that it is functioning properly and that there is adequate space within proposed Lot 2 for a septic system that includes a primary and secondary drainfield site.
 3. All stormwater issues are subject to review and approval of the Public Works Director.
- B. Motion to **deny** the application based on a finding that the request is inconsistent with the policies of the Comprehensive Plan.
- C. Motion to **table**.

- c. Michael Darrow, City Administrator
Nick Vivian, City Attorney
Jeremiah Wendt, Public Works Director



CITY OF NEW RICHMOND
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CITY ORDINANCE SECTION 121-35

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City of New Richmond

156 East First Street ❖ New Richmond, WI 54017

Phone: (715) 246-4268 ❖ Fax: (715) 246-7129

- | | | | |
|---|----------|---|----------|
| <input type="checkbox"/> CONCEPT PLAN FEE | \$200.00 | <input type="checkbox"/> PRELIMINARY PLAT FEE | \$200.00 |
| <input type="checkbox"/> CERTIFIED SURVEY MAP FEE | \$200.00 | <input type="checkbox"/> FINAL PLAT FEE | \$200.00 |
| | ESCROW | \$500.00 | |

Application fees should be made payable to City of New Richmond upon submittal of completed application. Escrow funds will be drawn to cover project-related costs. Additional funds may be required; surplus funds will be returned.

Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Company name: _____

Last name: WARREN First name: CRAIG

Address: 1506 127th St. City/State/Zip: NEW RICHMOND, WI 54017

Phone number: (715) 246-4753 Email address: _____

2. Applicant Information: (if different from above)

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

3. Address(es) of Property Involved: (if different from above)

4. Zoning Designation: AG-RES

5. Statement of Intent: Briefly describe what will be done on or with the property: _____

CREATE AN ADDITIONAL 2 AC. LOT

6. Additional Required Information: P.I.D. 026-1046-10-000

- a. Legal Description and PIN: Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.

b. **Consultant Fees:** Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g., traffic study analysis) the applicant shall be responsible for paying the entirety of those costs.

c. **Other Information:** In addition to a full size site plan and an 11" x 17" copy, topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by City Staff.

7. **Signature(s):** By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: _____

Date: _____

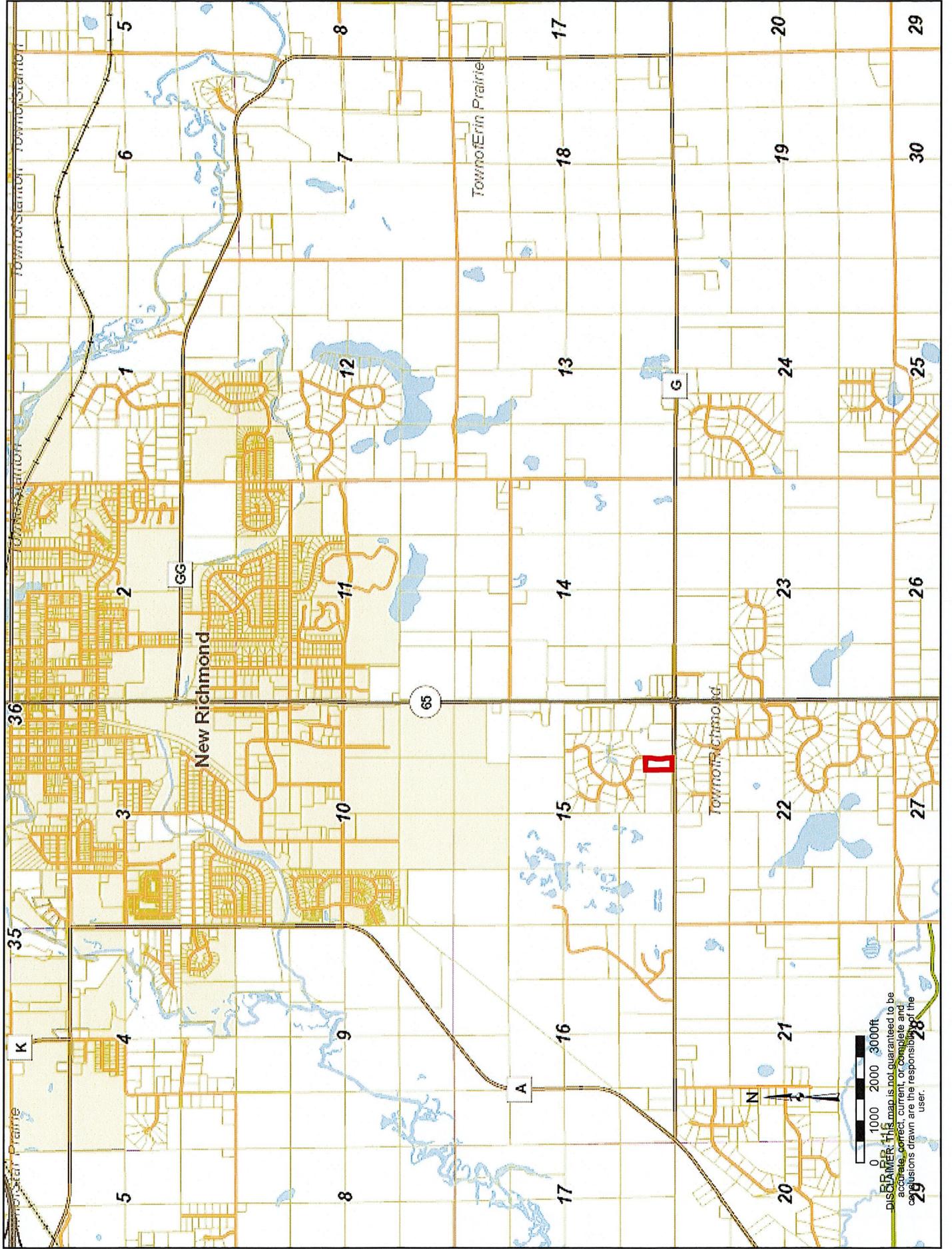
Applicant: James R. Ruch - SURVEYOR

Date: 9/17/18

Fee Paid \$200: 200.00 Date: 9/17/18 Receipt # 68137

Escrow Paid \$500: 500.00 Date: 9/17/18 Receipt # 68137

Applications must be received by the first Thursday of each month; applications received after this date cannot be heard at the Planning Commission meeting the following month.



0 1000 2000 3000ft
 DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

CERTIFIED SURVEY MAP

LOCATED IN THE SW 1/4 OF THE SE 1/4 OF SECTION 15, T30N, R18W, TOWN OF RICHMOND, ST. CROIX COUNTY, WISCONSIN

**LOT 2
CHERRY KNOLLS**

**LOT 1
CHERRY KNOLLS**

(N87°49'31"E 284.11')
(N87°46'10"E 284.05')

LOT 1B CERTIFIED SURVEY MAP VOL. 1, PAGE 93

SE CORNER
SECTION 15
T30N, R18W
POSITION DETERMINED
FROM TIES



- LEGEND**
- 1-3/16" ROUND STEEL BAR FOUND
 - 1.26" O.D. STEEL PIPE FOUND
 - 1.8" O.D. STEEL PIPE FOUND
 - 1.13 LBS PER FOOT PLACED PREVIOUSLY RECORDED DATA
 - SOIL TEST SITE AND NUMBER
- GOVERNMENT CORNER, MONUMENT INDICATED

LEGEND

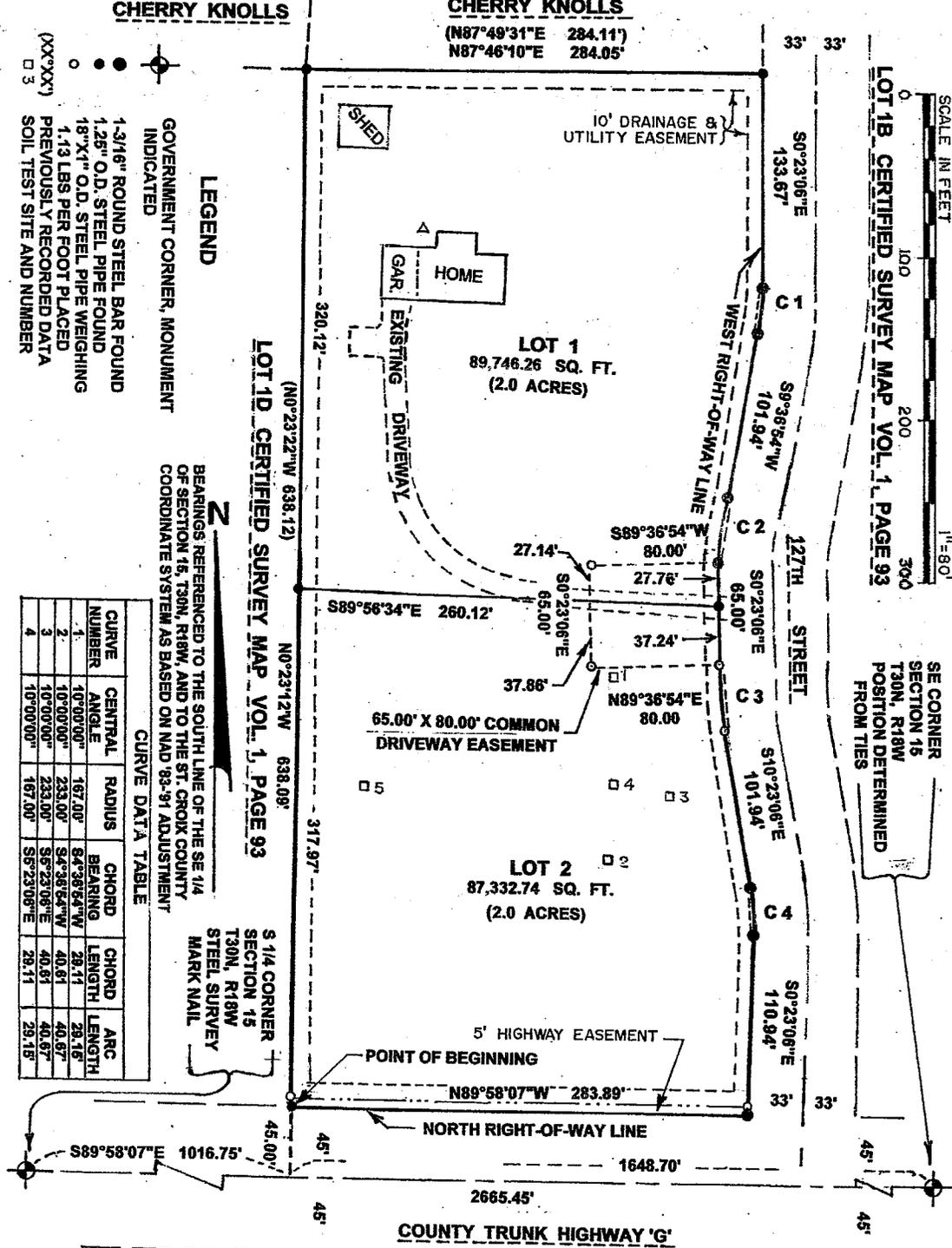
BEARINGS REFERENCED TO THE SOUTH LINE OF THE SE 1/4 OF SECTION 15, T30N, R18W, AND TO THE ST. CROIX COUNTY COORDINATE SYSTEM AS BASED ON NAD 83-91 ADJUSTMENT

CURVE DATA TABLE

CURVE NUMBER	CENTRAL ANGLE	RADIUS	CHORD BEARING	CHORD LENGTH	ARC LENGTH
1	10°00'00"	167.00'	S4°36'54"W	29.71'	29.76'
2	10°00'00"	233.00'	S4°38'56"W	40.81'	40.97'
3	10°00'00"	233.00'	S4°23'08"E	40.81'	40.97'
4	10°00'00"	167.00'	S5°23'08"E	29.71'	29.76'

S 1/4 CORNER
SECTION 15
T30N, R18W
STEEL SURVEY
MARK NAIL

LOT 1D CERTIFIED SURVEY MAP VOL. 1, PAGE 93



**LOT 46
POND VIEW MEADOWS III**

**LOT 45
POND VIEW MEADOWS III**

**LOT 26
POND VIEW MEADOWS II**

CERTIFIED SURVEY MAP

LOCATED IN THE SW 1/4 OF THE SE 1/4 OF SECTION 15, T30N,
R18W, TOWN OF RICHMOND, ST. CROIX COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

I, James E. Rusch, Wisconsin Professional Land Surveyor S-1376, hereby certify:

That by direction of Mr. Craig Warren, owner, I have re-surveyed, divided, and mapped the following described real estate:

A parcel of land located in the SW 1/4 of the SE 1/4 of Section 15, T30N, R18W, Town of Richmond, St. Croix County, Wisconsin, being more particularly described as follows: Commencing at the monumented S1/4 Corner of said Section 15; thence S89°58'07"E (bearings referenced to the South line of said SE 1/4 of Section 15, and also to the St. Croix County Coordinate System as based on NAD '83-'91 Adjustment) 1016.75' along said South line; thence N0°23'12"W 45.00' to the North right-of-way line of County Trunk Highway 'G', and also to the Point of Beginning; thence continuing N0°23'12"W 638.09' (recorded as N0°37'40"W 637.83') along the West line of Lot 1C of that Certified Survey Map recorded in Volume 1, at Page 93, as document number 326049 of Certified Survey Maps; thence N87°46'10"E 284.05' (recorded as N87°49'31"E 284.11') to the West right-of-way line of 127th Street; thence S0°23'06"E 133.67' along said West right-of-way line; thence Southerly 29.15' along a 167.00' radius curve concave Westerly, whose chord bears S4°36'54"W 29.11'; thence S9°36'54"W 101.94'; thence Southerly 40.67' along a 233.00' radius curve concave Easterly, whose chord bears S4°36'54"W 40.61'; thence S0°23'06"E 65.00'; thence Southerly 40.67' along a 233.00' radius curve concave Easterly, whose chord bears S5°23'06"E 40.61'; thence S10°23'06"E 101.94'; thence Southerly 29.15' along a 167.00' radius curve concave Westerly, whose chord bears S5°23'06"E 29.11'; thence S0°23'06"E 110.94' to the end of said West right-of-way line, and also to said North right-of-way line of said County Trunk Highway 'G'; thence N89°58'07"W 283.89' along said North right-of-way line to the Point of Beginning; containing 177,079 square feet (or 4.07 acres), and being subject to all easements, restrictions and covenants of record.

That the attached map is an accurately drawn representation, to scale, of the above described real estate and visible improvements thereon; and

That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes, the Town of Richmond Subdivision Regulations, and the St. Croix County Subdivision Regulations in surveying, dividing, and mapping the same, to the best of my professional knowledge, understanding and belief.


James E. Rusch, WI PLS S-1376

GENERAL NOTICE STATEMENT

The parcel shown on this map is subject to state and county laws, rules and regulations (i.e. access to the parcel, wetland restrictions, minimum lot size, etc.). Before purchasing or developing any parcel, contact the St. Croix County Community Development Office.

TOWN BOARD APPROVAL CERTIFICATE

The attached Certified Survey Map is hereby approved by the Town Board of the Town of Richmond.

Gary Knutson, Chairman, Town of Richmond

Date

Mrs. Donna Preece, Clerk

Date

CITY OF NEW RICHMOND EXTRATERRITORIAL PLAT APPROVAL CERTIFICATE

This Certified Survey Map, located in the extraterritorial Plat Approval Jurisdiction Area of the City of New Richmond, is hereby approved by the City Council of the City of New Richmond.

Mr. Frederick Horne, Mayor

Date

Mrs. Tanya Batchelor, Clerk

Date

COUNTY TREASURER'S CERTIFICATE

I, Denise Anderson, being the duly elected, qualified and acting Treasurer of St. Croix County, do hereby certify that there are no unpaid taxes, and no unpaid special assessments as of _____ affecting the lands included in the attached Certified Survey Map.

Denise Anderson, St. Croix County Treasurer

Date





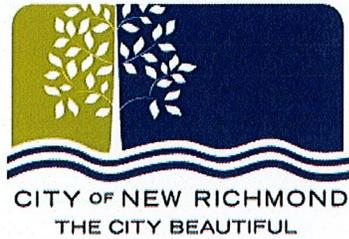
TO: Mayor Fred Horne and City Council Members

FROM: Mike Darrow, City Administrator and Utility Manager

DATE: October 3, 2018

RE: Recycling Overview

There will also be a short presentation by St. Croix County Recycling Specialist Megan Hines regarding the current recycling market and the challenges faced by providers and municipalities. Megan was invited to the Public Works Committee meeting in September to provide insights on short and long-term trends.



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

MEMORANDUM

TO: Mayor and City Council

FROM: Rae Ann Ailts, Finance Director
Joel Enders, Management Analyst
Mike Darrow, City Administrator

DATE: October 3, 2018

SUBJECT: Recycling RFP

BACKGROUND

In June 2018, the City Council approved the issuance of an RFP for residential recycling services. The recommendation to issue an RFP was based upon resident feedback, input received during a 2017 roundtable discussion with recycling haulers, and best management practices (the existing recycling contract dates back to 1996). The RFP outlined required and preferred proposal criteria based upon Public Works Committee, Hauler and Council input. However, bidders were allowed to recommend modifications, conditions, or qualifying statements based upon their professional experience and ability to best serve our community. In August, five haulers submitted proposals: Waste Management, Stephens Sanitation, Highland Sanitation, Advanced Disposal and Olson Sanitation. A majority of these haulers submitted multiple proposal options (see **Attachment 3**).

At the August Public Works Committee (PWC) meeting, staff distributed bid proposals and summaries for review. Due to the amount of information and options submitted, the Public Works Committee decided a 30-day review period was necessary. In addition, the Committee requested the drafting and distribution of a recycling survey to all residential customers to further identify recycling preferences. The survey concluded on September 20 with 826 of 3,762 residential units responding, an astonishing +/- 22% response rate. 476 residents opted to complete the survey online, while 350 residents filled out and returned the mailed paper survey. Survey results are summarized below and will be presented during the upcoming meeting. There will also be a short presentation before this agenda item by St. Croix County

Recycling Specialist Megen Hines regarding the current recycling market and the challenges faced by providers and municipalities.

On September 26, the PWC reconvened to review the results of the survey and discuss the various recycling proposals. The Committee voted unanimously to award the recycling contract to Advanced Disposal (see **Attachment 4a** for full proposal, **Attachment 3** for bid summary) based on community survey results and the proposal’s ability to meet the criteria specified in the RFP. For example,

- Advanced Disposal offers weekday pickup and the ability to place all recyclables in a single bin, two preferences that were indicated on the residential recycling survey.
- The Hauler exceeds the customer service requirements specified in the RFP, including the ability to communicate issues/complaints via telephone, email, eForm, and social media, as well as a dedicated representative and the ability to resolve customer issues within 24 hours.
- The proposal’s public education component exceeds RFP requirements and includes speaking to local schools and civic groups about the recycling program and a New Richmond specific website with recycling guidelines and schedules.
- Advanced Disposal offered a competitive, five-year bid

Note that the bid proposals shown in **Attachment 3** do not include Recycling Shed operations. The annualized operating costs associated with the Recycling Shed are shown below:

Year	Rent	Shed Wages	Shed Hauling	Utilities	Heating	Total Expenses	City Share	Town of SP
2015	3,900	2,997	0	262	366	7,525	5,343	2,182
2016	3,900	3,055	0	328	427	7,710	5,474	2,236
2017	3,900	2,997	0	231	479	7,607	5,401	2,206
2018	3,900	2,997	8,236	322	493	15,949	11,324	4,625
2019	3,900	3,000	15,000	300	540	22,740	16,145	6,595

*Cost increases in 2018 and 2019 are due to Council approval earlier this year of hauling reimbursements (\$65/ton + \$125/pull) paid to the shed operator.

In 2019, recycling shed operations are anticipated to cost \$16,145, which equates to 36 cents of the total monthly recycling charge residents see on their utility bills. However, the recommended proposal includes larger 64-gallon containers that may make continued operation of the Recycling Shed unnecessary. For comparison purposes, if the City continued

with the current hauler (proposed \$3.50 per month for pickup), bin size (18 gallons), and Recycling Shed operations, the total monthly recycling cost per dwelling unit would be \$3.50 pickup + \$0.36 shed = \$3.86. Advanced Disposal's bid has a higher unit price (proposed 4.74 per month), but the City would have the option of discontinuing Recycling Shed operations.

Staff recommend scheduling Recycling Shed discussion and consideration at the October Work Session meeting to allow for interim discussions with stakeholders and a full options assessment. As a note of interest, the Town of Star Prairie has indicated that they will not pay for an additional increase in 2019.

RECOMMENDATIONS

- Staff recommend discussion and consideration of the submitted proposals.
- On September 26, 2018, the Public Works Committee recommended award of contract for residential recycling services to Advanced Disposal based upon the 5-year, every other week pick-up proposal specified in **Attachment 4a**, excluding the proposed transportation and processing fee surcharge.
- Staff recommends discussion regarding the continued operation of the Recycling Shed at the City Council October Work Session meeting.

ATTACHMENTS

1. Recycling Survey Example
2. Recycling Survey Results – Summary Graphs
3. Proposal Tab Summaries
4. Recycling Proposals
 - a. Advanced Disposal
 - b. Highland Sanitation
 - c. Olsen Sanitation
 - d. Stephens Sanitation
 - e. Waste Management

ATTACHMENT 1: RECYCLING SURVEY EXAMPLE

CITY OF NEW RICHMOND 2018 RECYCLING SURVEY

1. How important is recycling to you?

- Very important
- Important
- Somewhat important
- Not very important
- I do not recycle

2. Do you prefer weekly or bi-weekly pickup of recycling?

- Weekly
- Bi-Weekly

3. Would you be willing to pay more for weekly service?

- Yes
- No

4. What size of container do you prefer?

- 18-gallon bin (current size)
- 64-gallon wheeled cart
- 96-gallon wheeled cart

5. How often do you use the City Recycling Shed?

- Every week
- Monthly
- 1-3 times a year
- The City has a Recycling Shed?

6. Do you prefer weekend or weekday pickup?

- Weekday
- Weekend

7. Would you recycle more frequently if all recyclables could be placed in a single container without sorting?

- Yes
- No

We want to hear from you! Please take a moment and help us improve recycling services in New Richmond.

Take the survey online at
www.newrichmondwi.gov

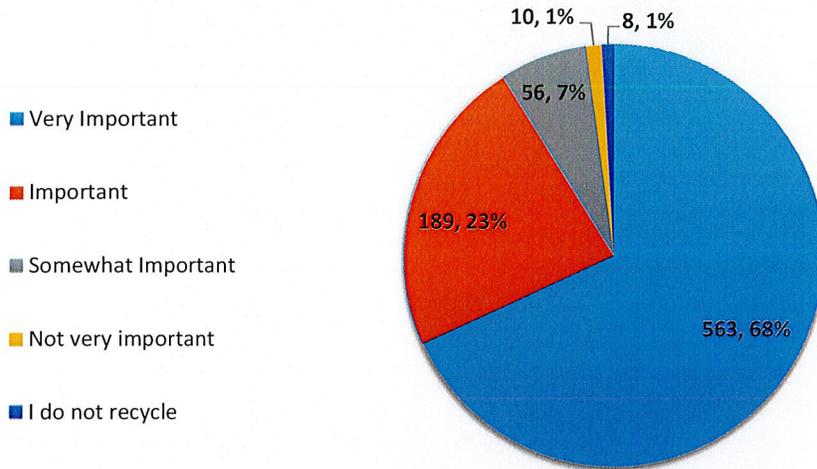
Or fill out and place this survey in the drop boxes located at the New Richmond Civic Center (156 E 1st Street)

Please complete and return the survey by 9/20/18. Thank you!

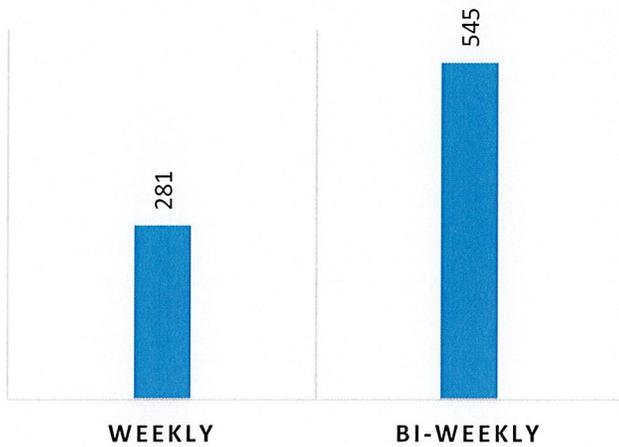
ATTACHMENT 2: SURVEY RESULTS

(826 Total Responses)

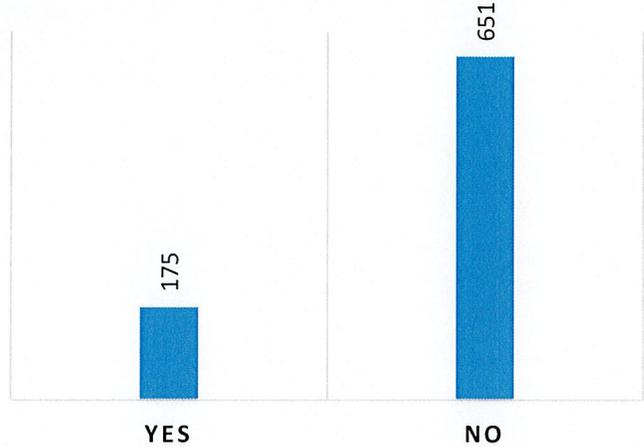
HOW IMPORTANT IS RECYCLING TO YOU?



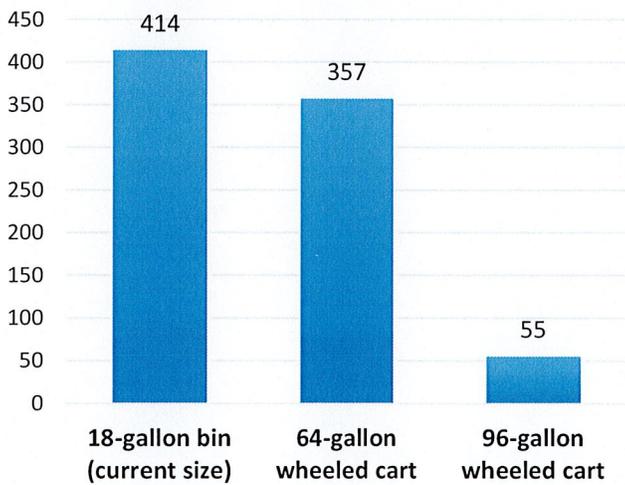
PREFER WEEKLY OR BI-WEEKLY PICKUP?



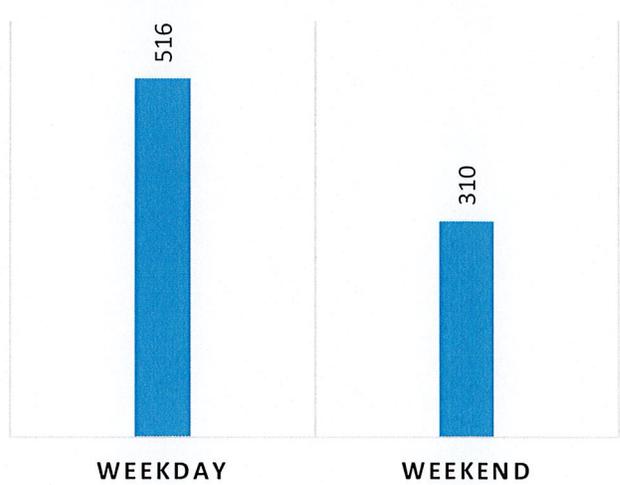
WILLING TO PAY MORE FOR WEEKLY SERVICE?



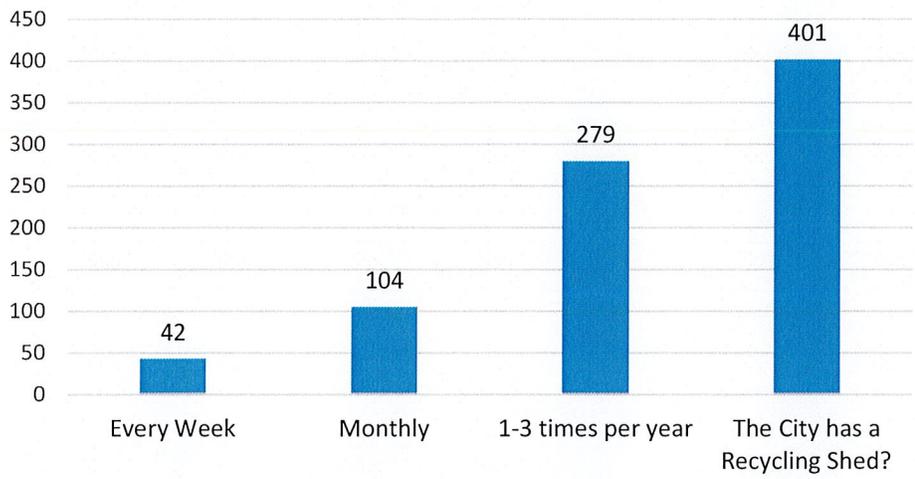
SIZE CONTAINER PREFERRED



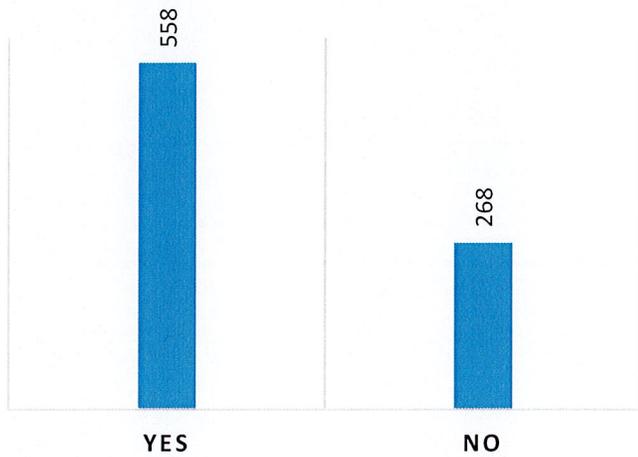
WEEKDAY OR WEEKEND PICKUP?



How Often Do You Use the Recycling Center?



WOULD YOU RECYCLE MORE FREQUENTLY IF ALL RECYCLABLES COULD BE PLACED IN A SINGLE CONTAINER WITHOUT SORTING?



ATTACHMENT 3: PROPOSAL TAB SUMMARIES

Bidder Name	Contract Term	Pickup Frequency	Year 1 2019	Year 2 2020	Year 3 2021	Year 4 2022	Year 5 2023
Waste Management	2 YR / 2 OPT	Weekly	\$9.18	\$9.46	\$9.73	\$10.03	
Waste Management	2 YR / 2 OPT	EOW	\$6.13	\$6.38	\$6.57	\$6.76	
Waste Management	5 YR	Weekly	\$8.00	\$8.24	\$8.48	\$8.74	\$8.74
Waste Management	5 YR	EOW	\$4.75	\$4.89	\$5.04	\$5.19	\$5.19
Stephens Sanitation	2 YR	EOW	\$3.50	\$4.00			
Highland Sanitation	2 YR / 2 OPT	Weekly	\$8.00	\$8.24	\$8.49	\$8.74	
Highland Sanitation	5 YR / 2 OPT	Weekly	\$6.74	\$6.94	\$7.15	\$7.36	\$7.59
Advanced Disposal	5 YR	Weekly	\$6.74	\$6.94	\$7.15	\$7.36	\$7.59
Advanced Disposal**	5 YR	EOW	\$4.74	\$4.88	\$5.03	\$5.18	\$5.33
Olsen Sanitation	2 YR	EOW	\$11.97	\$11.97			

**Proposal Recommended by Public Works Committee

ATTACHMENT 4A: ADVANCED DISPOSAL



Advanced Disposal



Driven to Deliver for the City of New
Richmond

RESPONSE TO:	Request for Proposals for: Residential Recycling Collection and Disposal Services	City of New Richmond 156 East First Street New Richmond, WI 54017
SUBMITTED BY:	Advanced Disposal Services Vasko Solid Waste, Inc. (A wholly-owned subsidiary of Advanced Disposal Services, Inc.)	309 Como Avenue Saint Paul, MN 55103



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TAB 7: Vehicle Specs/Descriptions

TAB 8: Schedule 2: Recyclable Collection List

TAB 9: Schedule 3: Listing of Facilities

TAB 10: Proposal Security

TAB 11: Proposal Modifications



June 31, 2018

City of New Richmond
156 East First Street
New Richmond, WI 54017

Dear City of New Richmond Representatives,

On behalf of Advanced Disposal Services Vasko Solid Waste, Inc. ("Advanced Disposal"), I thank you for the opportunity to submit a bid for your Residential Refuse and Recycling Collection and Disposal Services. Advanced Disposal has one overriding goal—to *provide exceptional environmental integrity, superior customer service, and measurable economic value to the City of New Richmond.*

We are strong stewards of the environment and work with surrounding neighborhoods to become part of the community. We view our services as vital infrastructure needs that all cities and counties must be able to provide through public-private partnerships, contractual agreements, and the like. Through this bid process, we look forward to fulfilling the scope of work for the City of New Richmond's request for Residential Refuse and Recycling Collection and Disposal Services.

Thank you for your consideration of Advanced Disposal's bid for the City of New Richmond. Please see the following pages that address your bid requirements and present details on Advanced Disposal's company profile and sound solutions for refuse, and recycling collection and disposal programs.

Advanced Disposal is very excited about this opportunity and the possibility of a long-term, working relationship with the City of New Richmond. If you have any questions regarding our proposal, please do not hesitate to contact me at 708.774.2586.

Sincerely,

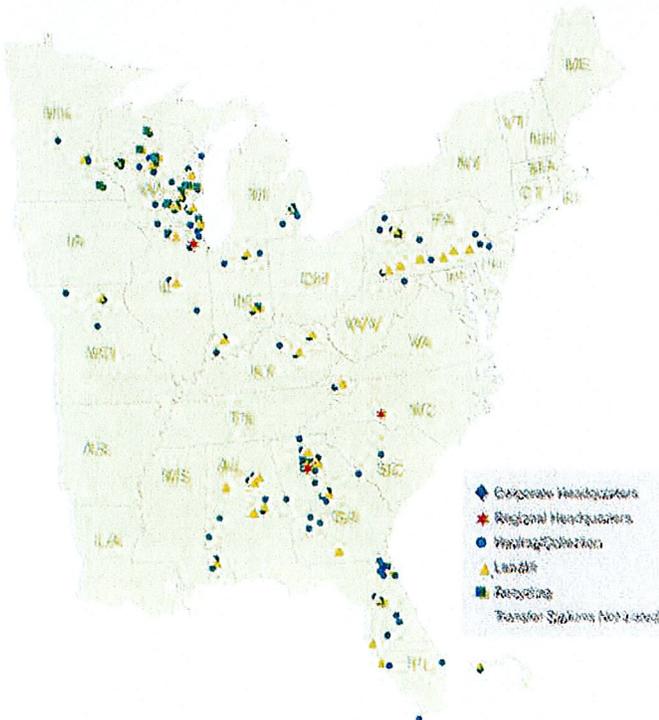
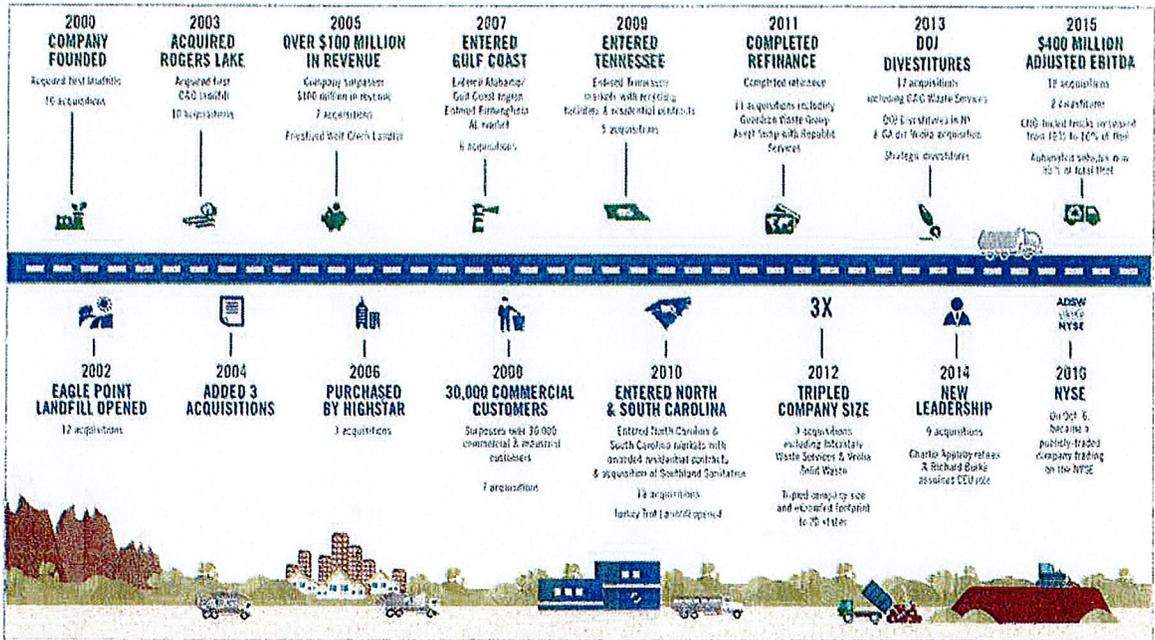
Robert F. Pfister
Municipal Marketing Manager





COMPANY BACKGROUND

Advanced Disposal Services, Inc. (NYSE: ADSW) and its subsidiaries, is the fourth largest environmental services company in the U.S. We are a full-service, vertically integrated waste management company, providing non-hazardous solid waste collection, recycling and landfill disposal solutions to commercial, industrial, municipal and residential customers throughout 16 states and the Bahamas. We pride ourselves on our strong partnerships between our employees and the customers we serve. And we have a strong commitment to personalized and friendly customer service.



91 collection facilities

73 transfer stations

40 MSW & C&D landfills

22 material recycling facilities

17 gas-to-energy facilities





Significant Operational Scale Combined With Regional Expertise.

We operate 91 collection facilities, 73 transfer stations, 40 MSW and C&D landfills, 22 material recycling facilities and 17 landfill gas-to-energy facilities. Our operations are focused in 16 states including: Alabama, Florida, Georgia, Illinois, Indiana, Kentucky, Louisiana, Maryland, Michigan, Minnesota, Missouri, North Carolina, Pennsylvania, South Carolina, Tennessee, Wisconsin and the Bahamas.

Today, through the dedication of more than 5,700 employees, Advanced Disposal has a fleet of more than 3,200 vehicles running routes on a daily basis. We service more than 2.8 million residential customers including more than 800 exclusive city and county contracts.

Within the regional marketplace, Advanced Disposal currently has 27 municipal contracts. Nine of the twenty-seven contracts have been in place for over ten years. Based on this information, we believe you will find that Advanced Disposal is well-suited to provide the services requested by the City of New Richmond.

Our Local Teams Are Committed to Community.

No one understands the needs of a community better than those who live and work in it. Our philosophy of decentralized operations allows our local teams to give back to their communities in ways that best meet the needs of their communities. This location-specific approach to good corporate citizenship results in an array of outreach programs, contributions and support that serve and benefit thousands of people across the Advanced Disposal footprint. It is our goal to hire within the communities we serve and locally purchase supplies, equipment and fuel. *We don't just sign a contract with a city, county or municipality...we become a part of the community.*





Forward Thinking Safety & Environmental Compliance Standards.

Advanced Disposal is deeply committed to ensuring a clean and safe environment for our employees, our customers, and our communities. We consider environmental stewardship of utmost importance and believe that our true business is making the world a cleaner, more beautiful place to live, work and play.

We approach all of our operations with a keen eye on safety and environmental care. Our landfills are built with state-of-the-art engineering designs and materials. We use extreme caution when constructing these sites to ensure the integrity of the design and materials are maintained. Daily operations are just as important as construction. Advanced Disposal uses only state certified, experienced equipment operators and a certified landfill operator is always on site when the facilities are accepting waste. We fully comply with all local, state and federal regulations, and our sites are inspected annually at a minimum. With 39 landfills to maintain, operate and potentially expand, we will always remain vigilant to the protection of our natural environment while providing an integral infrastructure asset for the safe and healthy disposal of the community's waste.

Environmental compliance is equally important in our collection operations. Advanced Disposal operates a fleet of more than 3,200 trucks that must be operated and maintained in an environmentally sound manner. Advanced Disposal follows all local, state and federal regulations in regard to its operating fleet. The trucks are maintained nightly with rotating schedules to make sure all parts of the truck are operating in a safe and proper way. Only approved fuels are used including alternative fuels such as **compressed natural gas (CNG)**. Currently about twelve percent of our fleet runs on CNG, and we are always looking for opportunities to grow that number. All waste generated in the maintenance of our fleet are disposed of in a proper manner with the necessary documentation of proper disposal.

In a business where the end results are clean and safe communities, Advanced Disposal takes its environmental stewardship responsibilities very seriously. Our employees, our neighbors and our families live in the communities we service. We believe it is our primary job to ensure that these communities are clean, safe and healthy for many years to come.

CONTACT

Robert F. Pfister
Municipal Market Manager
Advanced Disposal Service Solid Waste Midwest, LLC
1660 Hubbard Avenue
Batavia, IL
Office Phone: 630.313.1119
Email: bob.pfister@advanceddisposal.com



EXECUTIVE SUMMARY

In addition to the service asked for in the RFP, Advanced Disposal is offering value added items which we believe no one else can offer. The highlights of our RFP response are:

Advanced Disposal is clearly the best choice for the City of New Richmond because:

- We have the power of a large corporation behind us. This means that if needed, we can deploy help from our other divisions to assist in a major clean up.
- We also provide services to St. Louis Park MN, Marine on St. Croix MN, Willernie MN, Roberts, WI, River Falls WI, North Hudson WI, and Hudson WI as well as many subscription customers in the surrounding areas. Our years of experience in servicing these communities have given us the professional experience for providing excellent service the residents and their communities.
- Our drivers are DOT certified, professional drivers that are provided with an on-going safety and customer service development training plan.
- Our drivers and routes are supervised by experienced managers to ensure that your community is being serviced in the most efficient way with safety always a priority.
- Right-Hand Routing – unlike some of our competitors, Advanced Disposal prohibits our drivers from operating vehicles against traffic flow or weaving from one side of the street to another which increases the likelihood of an accident or injury.
- Advanced Disposal is offering to send blast calls (a telephone message to affected residents) in the event of a delay in service collection of one day due to severe weather or other unforeseen event.

PROPOSAL NARRATIVE

Advanced Disposal Services Vasko Solid Waste Midwest, Inc. (Advanced Disposal) has read and understands the specifications in preparation for our RFP response for the City of New Richmond (the City).

Advanced Disposal is particularly well suited to provide the residential recycling collection to the City of New Richmond. **The trucks and equipment that will be used for the refuse, recycling and yard waste collection in the City will be housed and dispatched out of our St. Paul facility.** The facility is home to our local management, and administrative offices, full service equipment repair and preventive maintenance bays, parts storage and offers sufficient outside storage to service the vehicle fleet and containers. The close proximity of our location to the City means that in the event of a breakdown, where the truck is inoperable, Advanced Disposal can have a replacement vehicle in place in a maximum of three hours. In addition to this facility, *Advanced Disposal has set up a comprehensive internal network of hauling locations, transfer stations and disposal facilities to ensure long-term, cost effective, environmentally responsible collection, processing and disposal services for our municipal customers.*

Advanced Disposal currently provides exemplary collection service to the municipalities we serve and better than any other provider in our field. Service to the residents is the most important aspect of collection. To that end, Advanced Disposal is extremely customer service oriented. As an example, when the City of Wilmette was hit with violent storms, Advanced Disposal responded

with full force to their request for extraordinary service to clean-up the massive storm damage throughout the City. Advanced Disposal was able to call in trucks from all over the Chicagoland area as well as from out of state to provide the service required. This type of service and mobilization response is not possible from a smaller independent hauler. Advanced Disposal has proven that we can and will be available when the City of New Richmond calls on us for service.

Commitment

Advanced Disposal is committed to providing the City of New Richmond with a comprehensive solid waste management program that satisfies the collection for all the citizens. Achieving this goal requires continued commitment from every level of our organization. This commitment begins with our General Manager, Jim Smith, who must inspire and instill this commitment in the drivers and helpers performing the work on the street every day. Communication and education are the keys to energizing employees and the community to take action and do their part to improve the quality of life for all citizens of the City.

Advanced Disposal appreciates the responsibility that comes with being able to service the City of New Richmond contract, from both an environmental stewardship as well as customer expectation perspective.

Advanced Disposal has grown significantly over the last several years through municipal contracts, organic growth and acquisitions. We pride ourselves on our ability to identify and hire the right people to get the job done. If we are successful in being awarded the City of New Richmond's residential recycling collection business, we will ensure that we commit the appropriate resources to ensure a high level of customer service throughout the entire contract.

Included No Cost Website Access and Links

Advanced Disposal operates a comprehensive web site: www.AdvancedDisposal.com, which provides information about the refuse, recycling and yard waste programs in each of the Metro area municipalities we serve. Upon award of the contract, Advanced Disposal will immediately update the website to include the new service options in the City. In addition, we will have this site linked with the City's website, if requested, in order to provide residents the easiest access to the site and program information. Advanced Disposal maintains the site and the information contained in it, so there is no burden placed on the City to keep the site current and up to date. We do all of that for you.

Please feel free to browse our website to get an idea of just how easy it is for your residents to access information and have questions answered without having to call the City offices.

Advanced Disposal understands all of the requirements for providing recycling service to the City of New Richmond with respect to the specifications contained in this RFP. Advanced Disposal has extensive experience in providing the type of service required in this RFP. Advanced Disposal currently has all of the vehicles and carts on hand, staff trained and ready to provide recycling, collection service to the residents of the City of New Richmond on day one of the contract with no service interruptions.

Residential Program

Recycling Carts

Advanced Disposal will deliver, maintain, store, repair and /or replace any broken or lost recycling carts during the contract. All carts will be purchased and provided by Advanced Disposal. Each resident will receive a 64-gallon recycling cart for use during the duration of the contract

Recycling Collection

Advanced Disposal will provide either weekly or bi-weekly recycling collection depending on which program the City chooses. Recyclables will be collected co-mingled and taken to a processing facility for end market preparation. During this contract, Advanced Disposal will collect an unlimited amount of properly prepared recyclables using the recycling carts. Advanced Disposal will work with the City to expand this list acceptable recyclables periodically as markets

Collection from City Facilities

Advanced Disposal will provide at no additional cost to the City, recycling collection services to all City owned facilities as specified in the RFP.

Contractor Qualifications

Experience

Advanced Disposal has provided a list of municipal references as part of our proposal that confirms that Advanced Disposal has adequate experience to provide the residential recycling collection for the City of New Richmond. Please feel free to contact any of these references for a testimony of the type of service the City can expect from Advanced Disposal.

Adequate Finances

We will provide the latest financial data for your review upon request.

Adequate Rolling Stock

Advanced Disposal has a more than adequate fleet of collection vehicles to provide the required service to the City of New Richmond. We will provide a current equipment inventory list for our St. Paul hauling facility for your review upon request.

Qualifications of Personnel

The following is a list of key management personnel who will be responsible for all aspects related to the performance under the agreement with the City of New Richmond. In addition to the names of the individuals, we have provided relevant experience and a synopsis of their role and responsibilities as it relates to this contract. We have also provided an organizational chart showing the reporting structure of each of the key individuals. You will quickly see that the key individuals who will be managing this contract have extensive industry experience and

backgrounds, making Advanced Disposal the best choice to provide refuse, recycling and yard waste collection services to New Richmond residents.

Jim Smith, General Manager, has the ultimate responsibility for the management of the City residential contract. Jim is the General Manager of the St. Paul hauling and transfer station divisions and is responsible for the management and performance of both operations. Jim would be the primary point of contact for the City for all informational requests, customer issues or general inquiries. Jim has demonstrated his commitment to residents by working proactively with municipal officials to ensure that residents receive top quality service. Jim has been in the industry for over 34 years working with municipalities, county governments and homeowner's associations.

Marko Dukic, Operations Manager for the St. Paul hauling division, has the responsibility for ensuring that the day to day operations of the division are carried out. Marko is responsible for making sure that the division is staffed correctly so as to ensure that all of the services required by the City residential contract are carried out. Marko has been in this position for the past year and has 6 years of industry experience.

Justin Clark is the Residential Route Manager that will manage the City drivers. Justin has been in his position for a year. Justin works closely with our customer service team and drivers to ensure that the residents of Columbia Heights receive the highest quality of service. One of the primary responsibilities of the route manager is ensuring that our drivers perform their duties in the safest manner possible. There is nothing more important to Advanced Disposal than the safety of our drivers, customers and the public.

Carey Howington, Customer Care Center Manager, is new to the Advanced Disposal team. Carey's background includes over 20 years of call center experience and over 35 years in the customer service industry. Carey is committed to hiring, training and managing all levels of call center employees to ensure that they provide the best experience possible for our customers.

Julie Miron, Office Manager

Bob Pfister, Municipal Marketing Manager, is responsible for the overall management of the municipal contracts that Advanced Disposal has throughout Minnesota. Bob works closely with our municipalities when it comes to information requests and contract variations. Bob is also the primary liaison between the City officials and Advanced Disposal. Bob's commitment to quickly and thoroughly resolving issues that may arise can be summarized in his often used phrase, "1 (800) CALL-BOB". In other words, if the City of New Richmond needs anything, City officials can feel confident calling or emailing Bob to get the job done. Bob has been in this position for the past 13 years and has over 37 years of industry experience. Bob truly loves working with municipalities and it shows.

Our St. Paul division team is very experienced with over 75 years in the solid waste & recycling industry. This experience, coupled with our knowledge of the City of New Richmond's service needs and expectations, is a combination that we feel cannot be matched by any other service provider.

Implementation & Transition Plan

Communication Pieces

Upon award of the contract, Advanced Disposal will work with the City to develop communication pieces designed to inform the residents of any program change and to provide recycling education. We have included copies of communication pieces we have used in other municipal contracts that may be of interest to the City.

Cart Distribution & Decals

Our new program brochure will be distributed to residents prior to the commencement of the new contract. This ensures that residents will see the brochure. Upon receipt of a cart, nearly all residents open the cart to see what is inside. What they find is the brochure. We would anticipate that the cart delivery would take no more than one week. Residents will be given a 60 day grace period to exchange their cart size without incurring a cart change out fee.

Implementation Timeline

Upon award of the contract, Advanced Disposal will develop an implementation timeline in conjunction with the City to institute the source separated organics program if chosen. The implementation timeline outlines specific tasks and deadlines to ensure that transition stays on track and gives both the City and Advanced Disposal the expectations of when individual tasks are to be completed.

Safety & Training Programs

Advanced Disposal has a number of comprehensive safety programs in place at our St. Paul facility to ensure that the employees we use to service the City are well trained and perform their duties in the safest manner possible. There is nothing more important to Advanced Disposal than the safety of our employees, our customers and the public. It is clearly summed up in our motto; "Service First, Safety Always". A list of some of these programs is provided below.

1. *Pre-employment Screening Policy*

All potential new employees are put through a thorough screening process to ensure Advanced Disposal is hiring the best possible candidates for a job. The pre-employment screening, among other things, includes a background check, physical examination/functional evaluation, drug and alcohol screening and caliper/DPAS evaluation.

2. *New Hire Training Policy*

This is a comprehensive training program that Advanced Disposal has instituted to ensure that the drivers of our vehicles receive the proper training for the job they will be performing and the vehicle they will be driving. The three week program encompasses both classroom and behind the wheel training with the opportunity for the new hire to interact with an experienced trainer.

3. *Driver Qualification Policy*

The purpose of this program is to ensure that all employees who operate commercial motor vehicles know their responsibilities and take them seriously, including the requirements to comply with Federal Motor Safety regulations pertaining to safe operating practices and other requirements related to inspection and reporting.

4. *Alcohol & Substance Abuse Policy*

The purpose of this program is to establish uniform procedures in compliance with all applicable laws and regulations to ensure that Advanced Disposal will have a safe, productive, drug and alcohol free workplace.

5. *Personal Protective Equipment Policy*

Advanced Disposal has developed a Personal Protective Equipment Program in order to minimize exposure to a variety of hazards that can cause injury.

6. *Accident & Injury Repeater Policy*

This policy establishes a consistent, progressive and systematic mechanism to correct the unsafe behaviors that result in accidents, injuries and losses; or to remove those individuals who demonstrate repeated unsafe behavior from the workforce.

7. *Driver/Operator Distraction Policy*

All employees are prohibited from the unauthorized use of cell phones and communication devices while operating company vehicles or equipment. Smoking, eating, drinking, loud music or using devices with earphones are also prohibited while operating company vehicles or equipment.

8. *Seatbelt Use Policy*

For safety reasons, Advanced Disposal requires that all employees operating, or riding in, a company owned, leased or rented vehicle that is equipped with seatbelts, wear seatbelts while the vehicle is in motion.

9. *I Care Policy*

The purpose of this policy is to observe and evaluate an employee's performance during a normal workday. Management will conduct random, unannounced observations of employees rating their work skills, personal safety, service standards and vehicle/equipment condition. The results of these observations will help management assess, address and correct any safety concerns.

10. Safety Always – 10 Primary Safety Rules Policy

This policy is in place to ensure all employees follow prescribed guidelines and generally accepted safe practices, that when not followed may be a contributing cause to accidents causing serious injury or death:

- a) Safety Devices
- b) Container Safety Latches
- c) Snaking/Zig-Zagging/Crisscrossing
- d) Vehicle Backing
- e) Secure vehicle and equipment safely
- f) Seat belts
- g) Speed limits
- h) Dual drive (right side) secondary position vehicles
- i) Disposal/recycling/transfer station rules
- j) Certain accidents

11. DriveCam

DriveCam is a fleet safety program designed to reduce unsafe driving behaviors and improve fleet performance with video-based coaching using an in-cab camera.

The Use of DriveCam

The effective use of DriveCam gives management and employees the ability to capture and review bad driving habits. These coaching sessions enable the employees with an ability to recognize, correct and improve before the risky habits lead to an accident. Certain repeated activities are known to be more likely to cause an accident before others. Moreover, risky driving statistics prove that drivers, who are consistently inattentive, follow too close, fail to look far enough ahead or don't leave themselves an out, are several times more likely to be involved in an auto accident than drivers without these habits.

In many cases, DriveCam enables self-coaching by the employee while in the cab. This is evident in events reviewed where the driver is involved in a risky maneuver and apologizes to the camera after the event takes place. This extremely effective by-product helps to retrain drivers' habits that could hurt them or others.

Management has a responsibility to their employees, the public and the company to make sure that known risky driving activities stop. If management does not address known risky activity, they have failed the employees, public and company. If an employee is unresponsive to continued coaching, management has an obligation to stop the activity before something tragic occurs.

The Need for DriveCam

To ensure adherence with the company's policies and safe work procedures, the waste industry has commonly used employee observations. While these observations are effective and must remain a part of our daily management, they can be subjective and difficult to measure. DriveCam offers metrics that are easy to apply to several different driving situations.

A driver who has difficulty maintaining four seconds of following distance may be misjudged on an ICARE. Where DriveCam has the ability to define to a $\frac{1}{4}$ of a second how much following distance is between the vehicle ahead and our driver. This is just one simple instance where the DriveCam gives us a solid metric to measure performance.

DriveCam also allows the local management to capture more information out in the field than the traditional ICARE. In several instances we find our employees performing well and reacting

to prevent accidents and near misses caused by poor drivers out on the road. With this information we are able to recognize the driver for outstanding performance, where this would not have been feasible previously. With the driver's permission, we are able to present his or her exemplary performance in safety meetings to increase awareness around specific situations, effectively promoting prevention of accidents through awareness.

Additionally, DriveCam has the ability to capture events which may exonerate drivers accused of causing accidents on the road. In several instances across the company, our DriveCam footage has given us the ability to deny and uphold the driver's innocence in collisions and damage. Without DriveCam, the ability to fortify the employee and deny a claim is degraded.

Achievements Using DriveCam

Many divisions across the company have achieved outstanding results the last two years. Much of this success can be credited to the appropriate deployment of the DriveCam program. An orderly approach to the program has led many divisions to see accident frequencies and reduced claims costs never seen previously.

Major decreases in accidents have also decreased the amount of dollars spent on claims. This has increased the stability of the local division and afforded them the ability to be more competitive, thus ensuring jobs during these difficult economic times.

Maintenance Programs

Advanced Disposal has a number comprehensive maintenance programs in place at our St. Paul Division to ensure that the collection vehicles we use to service the City of New Richmond are well maintained, safe and dependable. A brief summary of some of these programs is provided below:

1. *Tire program, mounting & dismounting*

This maintenance program is in place to ensure that the tires are put on and taken off the truck safely and properly. This program is aimed at eliminating the possibility of injuries while changing tires.

2. *Torque & Re-torque program*

This program is in place to ensure that the lug nuts used to keep the tires on the truck do not work themselves loose while the truck is on the road. This is a very important maintenance and safety program because if wheels are not re-torqued 24 hours after they are put on, there is a possibility that the lug nuts could work themselves loose and the wheel could come off the truck while moving. The Re-Torque program is also followed throughout our routine PM program, done during every PM.

3. *Wheel Stud & Nut replacement program*

This program is in place to ensure that the wheel studs and nuts used to secure the wheel to the truck are periodically replaced. This is necessary because over time studs can become stretched and nuts can become stripped, therefore creating a safety hazard.

4. *RTA, our full maintenance tracking program*

This program is our computerized record tracking program used for scheduling our PM's and preventive maintenance for all of our vehicles and equipment. Each of our vehicles receives preventative maintenance at scheduled intervals based on the number of hours each vehicle has operated.

5. *Brake S.O.P.*

This program is in place to ensure that the brakes on all of our vehicles are fully functional at all times. This program is especially important to the residential collection vehicles due to the number of stops each makes daily.

6. *Multi-Seal program, eliminating flat tires while on route*

This program is in place to reduce the downtime of our collection vehicle due to flat tires that may be caused by the frequent trips into landfills to dump. Advanced Disposal uses a multi-seal inside each tire that seals leaks, thus preventing the need to change the tire. This translates to less route downtime and therefore ensuring more predicible timely route collection.

7. Parker Hydraulic Hose program

This program is in place and is aimed at reducing and eliminating blown hydraulic hoses and leaks that may occur on the residential routes.

8. Fleet Replacement Program

The fleet replacement program is a measure we follow to ensure our fleet is as new as possible. We follow a schedule for each line of business.

9. TMC (Technology & Maintenance Council)

Our Advanced Disposal Maintenance Managers are members of the Technology & Maintenance Council (TMC). The TMC test new and current products to ensure safety and productivity, and establish recommended best practices. The TMC also utilizes the maintenance on a fleet vehicle to establish a more effective and safer means of performing repairs and maintenance.

B. Customer Service Plan

Providing Extraordinary Customer Satisfaction Daily

Overview

At Advanced Disposal, **outstanding customer service is a company-wide commitment**, and is our priority for the successful maintenance of the City of New Richmond's solid waste program. Advanced Disposal's management and operational support teams have over 100 years of experience serving both residential and commercial clients in the solid waste industry. Our success exceeding the expectations of our municipal customers is evident by numerous unsolicited letters of thanks and appreciation we receive on a regular basis.

Advanced Disposal is committed to providing the high quality customer care that is expected by the City of New Richmond. Our trained Customer Care representatives are very familiar with requests posed by municipal customers. The ability to communicate with residents clearly, concisely and provide accurate information is an integral part of providing excellent service. To this end, Advanced Disposal has developed our **Customer Care Program** to ensure that we close the loop on all requests or issues.

Part of providing great customer service is educating residents on the rules, regulations and obligations of the customer and contractor alike. **Collection guidelines specific to the City of New Richmond's program will be accessible 24/7 on our website at www.advanceddisposal.com.** Advanced Disposal has an extensive public education program including cart hangers, no pick-up stickers and flyers to ensure adequate education and communication is achieved for all customers. (See Tab 3D for more detailed public education information)

Our Garbage Guidelines are available to our customers 24/7.

Good Community
Partner
Timely
Clean
Courteous
Excellent & Clean

What Is Most Important: Your Citizens are Our Customers

At Advanced Disposal, we take great pride in the work we do and we strive to provide professional, dependable, efficient services. Our people make the difference – as demonstrated in our *Trashtimonial* videos that are available on our website: www.AdvancedDisposal.com. Our customers describe us as “a good community partner,” “timely,” “clean,” “courteous,” and “excellent.” Advanced Disposal promises to continue earning these accolades with every contract awarded.

Customer Service Procedures

- **Communication:** A full-time, dedicated Route Supervisor communicates daily with City of New Richmond representatives doing whatever is necessary to provide consistently outstanding service for the City and its citizens.
- **Experience:** Experienced, SAFE, CDL licensed drivers and helpers are well trained to effectively and efficiently provide exceptional service for the City and its citizens.
- **Accountability:** Frequent, personal contact between the Advanced Disposal Supervisor and designated City representative will ensure accountability and responsibility.
- **Access:** You will have emergency and after hour phone numbers to reach an Advanced Disposal Supervisor at any time including holidays, weekends, and late night.
- **Interaction:** A full-time, **live** dispatcher and customer service representative is available between the hours of 8:00am and 5:00pm Monday through Friday to handle all calls. A professional answering service accepts and directs any non-emergency calls after normal hours of operation.
- **Community Partner:** We give back to the communities we serve.

Complaint Resolution

- Most complaints or inquiries are **resolved the same day – all are resolved no later than noon the day after the call is received** (excluding property damage resolution that may take longer due to the nature of the problem). Your Advanced Disposal Route Supervisor makes daily calls to the Advanced Disposal dispatcher as well as the City to address any complaints or issues prior to leaving the City for the day.
- Municipal Marketing Managers Bob Pfister will be the City’s primary liaison, responsible for establishing and maintaining upper level management communication with City staff to resolve any outstanding or ongoing issues, strategize regarding ordinance changes or suggestions and negotiate contract issues.

customer Care Management Business System

Trux™ is a web-based operational and financial management tool. All operational information is loaded into the database, providing instant access to routing, work orders, dispatch, scheduling, and billing information. The TRUX™ system ensures our drivers, dispatch, and management knows when an issue demands immediate attention. The database also allows our team to review trends and help identify routes, drivers or locations that may have issues that may require corrective action to achieve better service delivery.

Prevention & Recovery

Proactive Customer Service- Advanced Disposal strives for **zero** customer service issues as its standard and trains all personnel on the necessary processes required to ensure execution and the best possible outcomes. Monitoring is the key for an efficient recovery system and the Trux™ system plays a vital role in the capture, monitoring, and resolution of service issues. Once reported, our standardized response plan helps identify the next steps in the resolution process and ensures uniform response in a timely manner. The 'Customer Issue' is opened in the system and will remain 'open' until resolved.

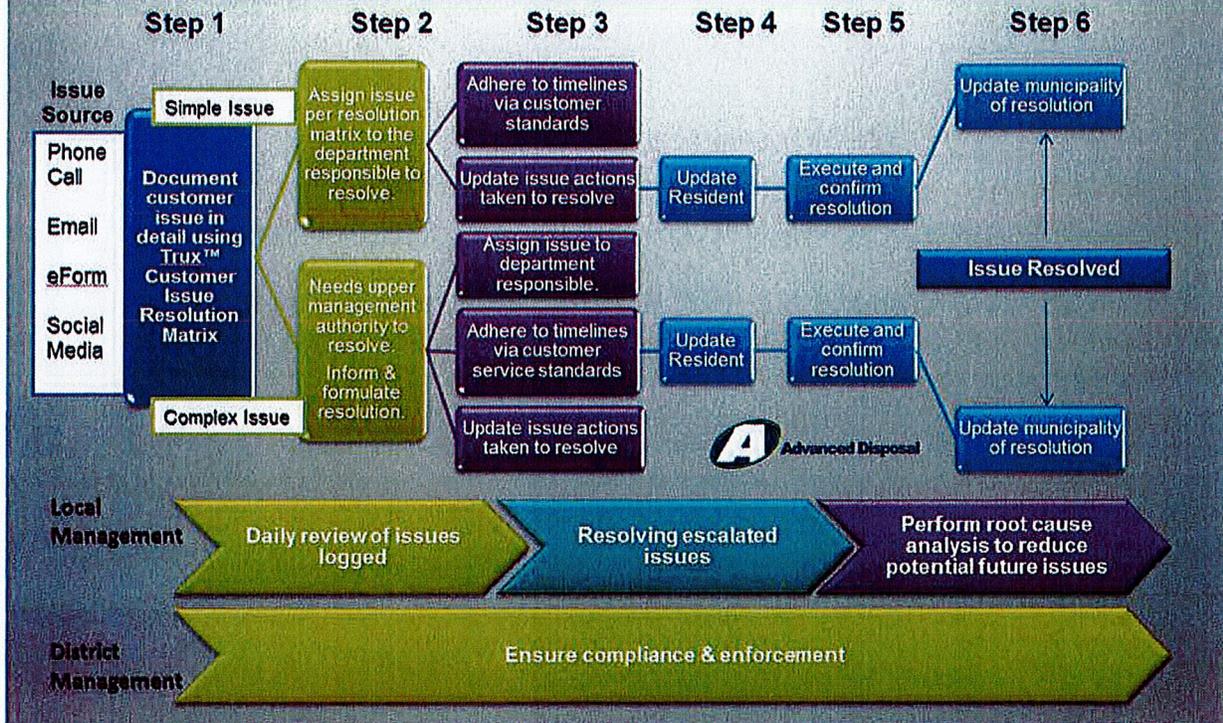
Advanced Disposal is highly committed to excellence in customer care and striving to deliver a seamless customer experience through personalized and efficient service. Our teams, starting with our drivers, supervisors, and operations managers communicate constantly; prior to, during, and after the completion of their routes to ensure that the service standards are being adhered to, thus delivering a great customer experience.

Our operations team monitors several sources to confirm that service is being delivered and meeting the requirements specified in the agreement. Sources include but are not limited to; driver reports, vehicle technology applications, customer care, and social media channels (via our marketing team). Ongoing supervisory monitoring occurs at the local, district, and regional levels with individual responsibilities and redundant processes in place to ensure service standards are being met and issues are quickly and efficiently addressed.

Customer Issue Resolution Process

Advanced Disposal has developed a formal customer six-step customer resolution process to address issues quickly and efficiently (please see chart on the following page). In addition to our resolution process, our operations team also allocates time and resources to address any urgent and/or critical needs that may arise (back-up vehicles, second shift team availability, mutual-aid arrangements with other Advanced Disposal district and region facilities, etc.). During both issue resolution processes, local management reviews issues logged daily, resolves escalated issues, and performs a root cause analysis to reduce potential future incidents. District management ensures compliance/enforcement of the resolution process and resource support to the local teams.

Customer Issue Resolution Process



Customer Issue Resolution

1. Customer Care documents the customer issue in detail (as well as the source) using Trux™ Customer Issue Resolution Matrix.
2. Assign issue per resolution matrix to the department responsible to resolve.
3. Adhere to timelines via the City's service standards and document/update Trux™ with the issue actions taken to resolve.
4. Update the resident with the resolution action plan.
5. Department executes the action plan and customer care confirms it has been resolved.
6. Advanced Disposal provides monthly reports to the City detailing all customer issues, requests, and resolution completion data (Please see sample monthly report on the following page).

Customer Care Responsiveness

There will be dedicated call center staff accessible via a local telephone number that will be advertised and communicated to residents. **The call center will be open and staffed from 8:00 a.m. to 5:00 p.m. Monday through Friday.**

Advanced Disposal has the capability to provide monthly call report statistics to the City to ensure your residents are receiving the excellent customer care they deserve.

Issue Number	Route_Log_ID	Open_Date	Customer#	Site#	Customer_Name	House/Unit#	Street	City	Phone	Issue_Type	Details	Close_Date
98575		5/2/2016 9:14	118621	5958	CLAY COUNTY	4782	MONTANA TRL	KEYSTONE HEIGHTS	5555555555	CUSTOMER SERVICE NOTES	collected per thomas	5/3/2016 7:55
	21382886	5/2/2016 9:21	118621	7819	CLAY COUNTY	226	DOVER BLUFF DR	ORANGE PARK	5555555555	Resi Bin/Cart Delivery	SUMMERSETT 527-1791	5/10/2016 11:21
	21382887	5/2/2016 9:40	118626	1167	CLAY COUNTY	1036	LEMON DROP	MIDDLEBURG	NULL	Resi Bin/Cart Delivery	resident called	5/11/2016 10:01
	21382888	5/2/2016 9:51	118626	1168	CLAY COUNTY	458	VINEYARD LN	ORANGE PARK	NULL	Resi Bin/Cart Delivery	nANCY WALLACE 574-2936	5/11/2016 10:01
	21382889	5/2/2016 10:02	118626	1169	CLAY COUNTY	1889	HIGH PRAIRIE LN	MIDDLEBURG	NULL	Resi Bin/Cart Delivery	KRISTEN BAKER	5/11/2016 10:01
98579		5/2/2016 10:22	118620	5229	CLAY COUNTY	6780	CR 214W	KEYSTONE HEIGHTS	5555555555	MISSED PICKUP ISSUE	collected per thomas	5/3/2016 7:56
	21382892	5/2/2016 11:05	118621	7865	CLAY COUNTY	3648	MORNING MEADOW LN	ORANGE PARK	5555555555	Resi Bin/Cart Delivery	IROY BOWMAN 495-3460	5/10/2016 11:21
98582		5/2/2016 11:44	118625	7240	CLAY COUNTY	2828	DERRINGER CT	ORANGE PARK	5555555555	CUSTOMER SERVICE NOTES	collected per thomas	5/3/2016 7:57
	21359879	5/2/2016 12:12	118621	8353	CLAY COUNTY	4403	HANGING MOSS DR	ORANGE PARK	5555555555	Resi Bin/Cart Delivery	Tracy Gatto 813-380-8295	5/10/2016 11:21
98584		5/2/2016 12:16	118621	5382	CLAY COUNTY	5840	INDIAN TRL	KEYSTONE HEIGHTS	5555555555	CUSTOMER SERVICE NOTES	Driver collected, per Jacob	5/4/2016 7:22
	21382900	5/2/2016 12:53	118626	1172	CLAY COUNTY	4126	GREAT FALLS LOOP	MIDDLEBURG	NULL	Resi Bin/Cart Delivery	IORIE 904-731-6444	5/11/2016 10:01
	21382901	5/2/2016 13:25	118625	5467	CLAY COUNTY	424	TAYLOR AVE	ORANGE PARK	5555555555	Resi Bin/Cart Delivery	Catherine 349-3358	5/10/2016 11:21
98588		5/2/2016 14:07	118626	1068	CLAY COUNTY	352	VINEYARD LN	ORANGE PARK	NULL	CUSTOMER SERVICE NOTES	per Drew, service day for YW, Fri	5/4/2016 10:45
	21382906	5/2/2016 16:07	118626	1173	CLAY COUNTY	1867	CHERRY CREEK WAY	MIDDLEBURG	NULL	Resi Bin/Cart Delivery	MICHELLE 770-714-9470	5/11/2016 10:01
	21382948	5/2/2016 16:27	118626	1174	CLAY COUNTY	4400	QUAIL HOLLOW RD	ORANGE PARK	NULL	Resi Bin/Cart Delivery	RICHARD 534-0001	5/10/2016 11:21
	21386027	5/3/2016 8:12	118621	606	CLAY COUNTY	2218	HIBISCUS AVE	MIDDLEBURG	5555555555	Resi Bin/Cart Delivery	Sebrina Carter 203-9805	5/17/2016 16:52

Missed pickups, spills, litter, and damage issues are immediately communicated to the Route Supervisor or Operations Manager. A member of the management team will be dispatched to the location for investigation.

Spills

Prevention is the main focus when dealing with spills. It is Advanced Disposal's policy to perform pre and post trip inspections on our vehicles, keeping our vehicles clean, using defensive driving techniques to avoid accidents and ensuring all trucks are equipped with spill kits. In the event that a spill does occur, immediate action is taken. These actions include securing the vehicle, containing and/or controlling the spill, cleaning the affected area and disposing of any resulting waste.

Missed Collections

Missed pick-ups are reported and recovered the same day. The Route Supervisor will establish the root cause for the reported miss and will address performance with the driver or inform the customer of any variables preventing the service from being performed. In any event, communication will happen on the same day the issue is reported.

As a control point and to ensure matters are being addressed in a timely manner, 'Customer Issues' will remain open in Trux™ and will be addressed and closed out by the end of the day through the check in process, driver debrief, and closing of the route by the Operations Manager.

D. Proposal for Public Education

Public Education Plan

Program Brochures

Advanced Disposal Services recognizes that one of the most important components of a successful solid waste and recycling program is ensuring that residents have a clear understanding of how the program works and the benefits of the services provided.

As part of our public education program, we have provided copies of brochures, mailers and postcards that we have successfully used at the start of a new municipal contract or program to explain the program guidelines. The brochures outline how and what to recycle, as well as other important aspects of the refuse and yard waste collection programs. Advanced Disposal is able to tailor these brochures to meet the unique program requirements of your community.

Upon award of the residential hauling contract to Advanced Disposal, we will immediately begin to work with City staff to develop a brochure specifically for New Richmond's program. Once approved, we will mail each New Richmond resident covered by the collection contract a brochure within es at the start of the new contract as well as each new resident that moves into the community.

Website

Advanced Disposal operates a comprehensive web site: www.AdvancedDisposal.com, which provides information about the refuse, recycling and yard waste programs in each of the municipalities we serve. Upon award of the contract, Advanced Disposal will immediately update our website to include the new service options available in the City of New Richmond. If the City desires, we can have our website linked with the City's website, in order to provide residents with the most convenient and up to date access to program information. Advanced Disposal maintains the site and the information contained in it, so there is no burden placed on the City to keep the site current and up to date. We do all of that for you.

Please feel free to browse our website to get an idea of just how easy it is for your residents to access information and have questions answered without having to call the City offices.

IMPCO No Pick-Up Sticker
CITY OF ALLENTOWN RESIDENT

This material was not collected today for the following reason(s):

GARBAGE
 Must be at curbside by designated time by 5 p.m. evening before scheduled collection.
 Container is not approved.
 Contains unauthorized or hazardous materials.

RECYCLING
 Must be at curbside by designated time by 5 p.m. evening before scheduled collection.
 Container is not approved.
 Containers filled with non-recyclable materials.

YARD WASTE
 Must be at curbside by designated time by 5 p.m. evening before scheduled collection.
 One or more of the maximum size limits has been exceeded. Must not exceed 30" in length.
 Items must be bundled.
 Contains unauthorized materials or other types of refuse.
 Exceeds weight limit of 25 lbs.

BULK WASTE
 Must be at curbside by designated time by 5 p.m. evening before scheduled collection.
 One or more of the maximum size limits has been exceeded.
 Contains unauthorized materials - NO ELECTRICALS, E-WASTE or TIRES.
 Other: _____

Date: _____ Time: _____ Truck #: _____
Address: _____

Advanced Disposal
See reverse side for more information.
Phone: 610-261-4400 • Fax: 610-261-4401 • www.advanceddisposal.com

Communications Process

The Advanced Disposal communication plan includes frequent contact with the City and its citizens including:

- Council meetings
- Cart Hangers with collection procedures for solid waste and recycling
- Letters to residents
- Frequent meetings with City staff to gain feedback about service
- Providing required reports to staff
- Computer software - sharing of information with City staff
- Cart hangers to boost recycling participation
- Help coordinate website design for service and recycling page/link with City
- Speaking/presenting to the local schools about the solid waste & recycling program
- Speaking/presenting to civic and service groups about the solid waste & recycling program

City of New Richmond – Recycling Collection and Disposal – Bid Form

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

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

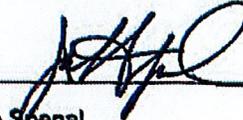
Recyclable disposal costs will be considered when preparing this bid.

BIDDERS SHALL USE THIS BID FORM. Any proposed modifications, conditions or qualifying statements to the requirements specified in this RFP must be attached to the bid proposal in order to be considered.

Monthly Service Charge for Residential Recycling Collection and Disposal (per Dwelling Unit)

Item Description	Year 1 (2019)	Year 2 (2020)	Option Year 3 (2021)	Option Year 4 (2022)
___ gallon container				

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

Submitted by: 
Printed Name: John Spegal
Title: President
State in which Incorporated: Minnesota
Date: July 27, 2018
Address: 309 Como Avenue
Saint Paul, MN 55103
Telephone: 651-487-8546
Email: StPaulMN@AdvancedDisposal.com

CITY OF NEW RICHMOND – RECYCLING COLLECTION AND DISPOSAL – BID FORM

*Every Other Week Collection 65-Gallon Container

Year 1 (2019)	Year 2 (2020)	Year 3 (2021)	Year 4 (2022)	Year 5 (2023)
\$4.74/month	\$4.88/month	\$5.03/month	\$5.18/month	\$5.33/month

+/- a processing fee surcharge as calculated below

*Weekly Collection 65-Gallon Container

Year 1 (2019)	Year 2 (2020)	Year 3 (2021)	Year 4 (2022)	Year 5 (2023)
\$6.74/month	\$6.94/month	\$7.15/month	\$7.36/month	\$7.59/month

+/- a processing fee surcharge as calculated below

* - Currently our combined transportation and processing cost for recycling is \$40.00/ton.

For every \$3.00 increase in transportation and processing cost, the monthly collection rate will increase \$0.05 per unit.

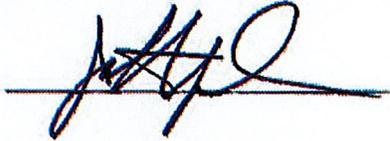
For every \$3.00 decrease in transportation and processing cost, the monthly collection rate will decrease \$0.05 per unit.

Affidavit of Non-Collusion in Bid

STATE OF Florida)
)
COUNTY OF St. Johns)

John Spegal, being first duly sworn, deposes and says that:

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



Subscribed and sworn to before me
this 27th day of July, 2018.

Michelle K. Schlueter
Notary Public

My Commission Expires May 13, 2021





July 27, 2018

To Whom It May Concern:

Advanced Disposal Services Vasko Solid Waste, Inc. is a Minnesota incorporated company, organized under the laws of the State of Minnesota. The Company does not have a "corporate seal." As it is not a requirement under the Business Laws of the State of Minnesota for incorporated companies to maintain a corporate seal, Advanced Disposal Services Vasko Solid Waste, Inc. has elected not to keep such a seal.

Should you have additional questions or would like further clarification, please do not hesitate to contact me.

Yours very truly,

ADVANCED DISPOSAL SERVICES VASKO SOLID WASTE, INC.

A handwritten signature in black ink, appearing to read "Melissa Bachhuber", is written over a horizontal line.

Melissa Bachhuber

Assistant Secretary and Vice President

Proposed Route Map

Upon award of the contract, Advanced Disposal will develop a route map for the collection of recyclables in New Richmond.

1X/Week Collection:

Advanced Disposal will develop, with the input from New Richmond, a route map for the collection of recyclables. The City will be divided into five equal section with each section being collected on the same day of the week, Monday-Friday.

Every Other Week Collection:

Advanced Disposal will develop, with the input from New Richmond, a route map for the collection of recyclables. The City will be divided into two equal sections with each section being collected every other week. Each of these sections will further be divided into three sections with collection being done in each section on the same day of the week. We anticipate the three days for collection will be Monday-Wednesday.

WISCONSIN MUNICIPALITIES SERVICED BY OUR ST PAUL HAULING LOCATION

City of Roberts (Refuse and Recycling Service)

Megan Dull
Clerk/Treasurer
Village of Roberts
107 E Maple Street
Roberts, WI 54023
Telephone – 715-749-3126
Fax Number – 715-749-3889
Email – vilofrbt@baldwin-telecom.net

City of River Falls (Refuse and Recycling Service)

Kevin Westhuis
Utility Director
City of River Falls
222 Lewis Street
River Falls, WI 54022
Email - kwesthuis@RFCITY.ORG
Phone-715/426-0906 (RFMU/City Hall)

Town of Warren (Recycling Only)

Deina Shermer
Town Clerk/Treasurer
Town of Warren
720 112th Street
Roberts, WI 54023
Phone: (715) 749-9013
Email: townofwarrenwi@msn.com

Village of North Hudson (Refuse and Recycling Service)

Melissa Luedke, WCMC
Village Administrator/Clerk
Village of North Hudson
400 - 7th Street North
Hudson WI 54016
Phone: (715) 386-5141
Email: mluedke@northhudsonvillage.org

City of Hudson (Refuse and Recycling Service)

Deb Andrews
Executive Assistant
City of Hudson
505 Third Street
Hudson, WI 54016
Email dandrews@ci.hudson.wi.us
Phone: (715) 386-4767



DuraPack[®] Python[®]

High-Compaction Automated Side Loader



DuraPack® Python®

The fastest strike in the refuse jungle!

The DuraPack Python automated side loader combines two proven products in one high-performance package — the DuraPack body, which is famous for its toughness and productivity, and the patented Python automated arm, which is faster, smoother, and longerlasting than any other.

The DuraPack Python's arm has an 8-second lift cycle. That can save you up to 4 seconds per stop — and up 1 hour per day — delivering a fiscal savings of more than \$15,000 per truck every year! You don't have to wait for the hopper to catch up with a load, either, because the Python's follower panel enables continuous dumping. Twin packing cylinders deliver outstanding payloads, so you can collect more homes with fewer trips to the disposal site.

Able to lift up to 800 pounds, the Python's arm features cushioned cylinders for action that's as smooth as a snake, saving wear and tear on the lift arm and the chassis. The Python's unique lift geometry also prevents spillage and enables the arm to return carts with the lids closed every time.

Heil's Operate-in-Gear-at-Idle System comes standard on the DuraPack Python. It is designed to reduce wear on the lift assembly, chassis, engine, and transmission. Plus, it greatly reduces noise — a benefit to operators and customers alike.

We back all Heil units with a worldwide network of knowledgeable dealers and service centers, as well as the industry's first dedicated manufacturer-based training facility and mobile training centers, to help you keep your Python operating at its peak. Add to that Heil's century-old heritage of commitment to customer satisfaction, and you can feel certain that when you choose a DuraPack Python you are getting the most productive and durable automated side loader available.

Read on to learn more about the DuraPack Python's operator-friendly features, and then contact your Authorized Heil Dealer for assistance in choosing the Heil refuse collection vehicle that is right for you. To find the Dealer nearest you, visit www.heil.com.





Striking Features

The DuraPack® Python® was specifically engineered with features that will withstand the punishment of daily use.

- **Solid Foundation** — Our exclusive fully welded interlaced subframe provides exceptional strength and durability, while resisting corrosion and salt damage. This means your DuraPack Python will enjoy a long lifespan.
- **Less Time in the Shop** — The Python features our Service Smart™ design, which simplifies routine maintenance and keeps you away from the shop and out servicing your customers — and making money.
- **Exceptional Reach** — The patented automated arm can reach up to 9 feet.
- **Bigger Bites** — A 5.2 cubic yard hopper means the Python can easily handle a variety of container sizes, from 30 to 96 gallons, with fewer trips to the disposal site.
- **On-board Diagnostic Tools** — Quickly and easily diagnose problems away from outside hazards and weather. On-board diagnostic tools make troubleshooting a breeze.
- **Tough Tailgate** — The DuraPack Python's tailgate is reinforced to prevent buckling and features a 60-inch seal to keep liquids inside the body where they belong.
- **Shur-Lock™ Tailgate Locks** — Heil's in-cab operated tailgate locking system not only keeps payloads secure but also enables the operator to unlock and open the tailgate to discharge the payload from the safety and comfort of the cab. Reflective indicator tags, visible from the cab's mirrors, confirm when the tailgate is sealed.

DuraMount™ Design

Heil's DuraMount Design, which is used to mount the lift to the chassis frame, reduces the potential for bolt fatigue and provides Service Smart™ bolt access for easy maintenance.

Joystick Cab Controls

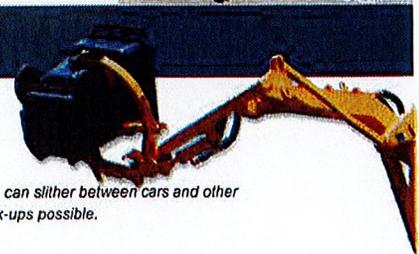
Reliable, ergonomic joystick controls deliver smoother performance and enhance usability. With the standard AutoLoad system, the operator can reach, grab, lift, dump, and return the arm to the slowed position using only the joystick and 2 buttons.

Python® Grabber Gears

Made from specially formulated high-strength alloy steel, the Python's superior hardened grabber gears virtually eliminate gear wear. The gears are splined to the grabber shafts and can be cycled up to 1,000,000 times with no evidence of wear.

Python Automated Lift

The Python's 8-second lift cycle can save you up to 4 seconds per stop and up to 1 hour per day — which can add up to more than \$15,000 in savings per truck per year! The Python's 9-foot reach can slither between cars and other obstacles, making even the most difficult pick-ups possible.





DuraPack® Python®

High-Compaction Automated Side Loader Product Specifications

Performance Specifications	
Lift Capacity	up to 800 lbs.
Lift Cycle Time *	8 seconds
Lift Reach	9 ft.
Compaction	Up to 900 lbs. per yd ³
Working RPM	800 (operate-in-gear-at-idle)

* Complete cycle time defined as grip, dump, return and release

All designs, specifications, and components are subject to change at the manufacturer's sole discretion at any time without notice. Data published herein is for information purposes only and shall not be construed to warrant suitability of the unit for any particular purpose, as performance may vary with the conditions encountered. The only warranty is our standard written Warranty Statement for this product at the time of shipment.

Cylinder Specifications			
BODY CYLINDERS	Type	Bore x Stroke	
Tailgate Raise	(2) Double acting	in.	3.0 x 35
		mm	76 x 889
Packer Blade	(2) Double acting	in.	5.5 x 6.3
		mm	140 x 1600
Packer/Ejector (eject model)	(2) Double acting	in.	(26) 5.5 x 141 (28) 5.5 x 151 (33) 5.5 x 181
		mm	(26) 140 x 3581 (28) 140 x 3835 (33) 140 x 4597
Tailgate Locking	(2) Double acting	in.	3.0 x 3,625
		mm	76 x 92
Body Hoist (dump model)	(2) Single acting 2 stage telescopic	in.	4.5 x 85
		mm	114 x 1397
LIFT CYLINDERS			
Reach	(1) Double acting	in.	3.1 x 16.0
		mm	80 x 406
Grab	(1) Double acting	in.	3.1 x 8.0
		mm	80 x 203
Lift	(1) Double acting	in.	3.1 x 16.0
		mm	80 x 406

Typical Chassis Configuration*			22 yd ³	24 yd ³	26 yd ³	28 yd ³	33 yd ³
Min. GVWR			62,000	52,000	56,000	68,000	62,000
Min. GAWR	front		18,000	18,000	18,000	18,000	18,000
	rear		34,000	34,000	38,000	40,000	44,000
Usable CT		in.	177 ± 3	189 ± 3	177 ± 3	189 ± 3	201 ± 3
	C.O.E Wheelbase	in.	200 ± 3	212 ± 3	200 ± 3	212 ± 3	224 ± 3
Min. Platform	dump	in.	240	250	240	250	285
	eject	in.	250	260	250	260	295

* Additional Requirements
 • 425 ft.-lbs. recommended engine torque at pump shaft at idle.
 • Neutral signal, brake signal, and R-stator signal dedicated for body builder use in cab
 • 130 amp alternator - minimum.

Body Specifications		22 yd ³	24 yd ³	26 yd ³	28 yd ³	33 yd ³
Body Capacity	yd ³	22	24	26	28	33
	m ³	16.8	18.3	19.3	21.4	25.2
Hopper Capacity	yd ³	5.2	5.2	5.2	5.2	5.2
	m ³	4.0	4.0	4.0	4.0	4.0
Overall Length	in.	255	265	274	284	319
	mm	6,477	6,731	6,960	7,214	8,103
Overall Length (Tailgate Raised)	in.	332	342	332	342	382
	mm	8,433	8,687	8,433	8,687	9,703
Overall Width	in.	96	96	96	96	96
	mm	2,438	2,438	2,438	2,438	2,438
Overall Height Above Frame	body lowered	in.	103	103	103	103
		mm	2,616	2,616	2,616	2,616
		in.	190	190	190	190
	body raised	mm	4,826	4,826	4,826	4,826
		in.	180	180	180	180
		mm	4,560	4,560	4,560	4,560
tailgate raised	in.	180	180	180	180	
	mm	4,560	4,560	4,560	4,560	
Gross Weight (Route Ready)	lbs.	16,000	16,200	16,300	16,700	18,000
	kg.	7,260	7,350	7,400	7,580	8,170

Hydraulic Specifications	
PUMP	Operate-In-Gear-At-Idle (standard)
Type	Tandem Vane
Maximum Operating Pressure	2,500 psi (17,238 kPa)
Working RPM	800 RPM approx.
Flow at Working RPM	28 GPM (106 LPM) approx.
OIL RESERVOIR	Chassis frame mounted
Gross Capacity	50 gallons (190 liters)
Filters	Return line 3 micron, 140 micron suction strainer
VALVES	
Packing Control	Electric, push button operated
Tailgate	
Tailgate Locking	Air operated toggle
Body Raise	

Automated Lift Specifications	
Lift load capacity	800 lbs.
Cycle time	8 seconds @ Idle
Reach	9 ft.
Ground clearance	20 in. from ground to bottom of grabber arms (based on a 42 in. chassis rail height)
Weight*	1,850 lbs. approx.
Controls	Joystick, air over hydraulic with feathering ability

* Weight includes standard 6000 gallon grabbers

CONTACT YOUR LOCAL DEALER

2030 Hamilton Place Blvd., Suite 200, Chattanooga, TN 37421
 866.FOR.HEIL (866.367.4345) • Fax: 423.855.3478
 www.heil.com
 © 2013, Heil Environmental, Printed in the U.S.A.
 FORM #SWS-000004-011513

NJPA Contract #060612-ESG



Body Specifications		22 yd ³	24 yd ³	26 yd ³	28 yd ³	33 yd ³	
Body Capacity	yd ³	22	24	26	28	33	
	m ³	16.8	18.3	19.3	21.4	25.2	
Hopper Capacity	yd ³	5.2	5.2	5.2	5.2	5.2	
	m ³	4.0	4.0	4.0	4.0	4.0	
Overall Length	in.	255	265	274	284	319	
	mm	6,477	6,731	6,960	7,214	8,103	
Overall Length (Tailgate Raised)	in.	332	342	332	342	382	
	mm	8,433	8,687	8,433	8,687	9,703	
Overall Width	in.	96	96	96	96	96	
	mm	2,438	2,438	2,438	2,438	2,438	
Overall Height Above Frame	body lowered	in.	103	103	103	103	
		mm	2,616	2,616	2,616	2,616	2,616
	body raised	in.	190	190	190	190	190
		mm	4,826	4,826	4,826	4,826	4,826
	tailgate raised	in.	180	180	180	180	180
		mm	4,560	4,560	4,560	4,560	4,560
Gross Weight (Route Ready)	lbs.	16,000	16,200	16,300	16,700	18,000	
	kg.	7,260	7,350	7,400	7,580	8,170	
Compaction Ratio	Up to 900 lbs per yd ³						

Schedule 2. Recyclable Materials Collection List

- *Newspaper – Will collect but may not recycle
- *Mixed Paper – Will collect but may not recycle
- *Corrugated Cardboard – Will collect but may not recycle
- *Glass (Clear) - Will collect but may not recycle
- *Aluminum Cans - Will collect but may not recycle
- *Steel Cans - Will collect but may not recycle
- *Plastic (#1) - Will collect but may not recycle
- *Plastic (#2) - Will collect but may not recycle
- *Plastic (#3-7) - Will collect but may not recycle
- Foam Polystyrene Packaging – No

* = Given the uncertainty of the recycling markets, the processing facilities may be forced to dispose certain materials for which there is no market. Currently the materials on the list are currently being recycled with the exception of #6 polystyrene and Foam Polystyrene Packaging

Schedule 3: Listing of Facilities

Hauling Facility

Advanced Disposal Services
309 Como Avenue
St Paul, MN 55103
Phone: (651) 487-8546

Recycling Processing Facility

Waste Management - Twin Cities Recycling Facility
1800 Broadway St NE
Minneapolis, MN 55413
Phone: (952) 388-0750

THE AMERICAN INSTITUTE OF ARCHITECTS

AIA Document A310 Bid Bond

KNOW ALL MEN BY THESE PRESENTS, THAT WE ADVANCED DISPOSAL SERVICES VASKO SOLID WASTE, INC.
309 COMO AVENUE, SAINT PAUL, MN 55103

as Principal, hereinafter called the Principal, and RLI Insurance Company
9025 N. Lindbergh Drive, Peoria, IL 61615

a corporation duly organized under the laws of the State of IL

as Surety, hereinafter called the Surety, are held and firmly bound unto CITY OF NEW RICHMOND

156 EAST FIRST STREET, NEW RICHMOND, WI 54017

as Oblige, hereinafter called the Oblige, in the sum of Five Thousand Dollars and 00/100

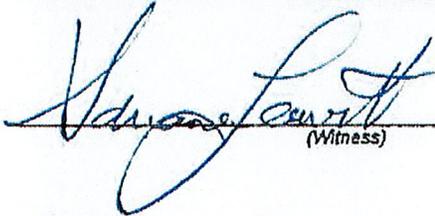
Dollars (\$ 5,000),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for RESIDENTIAL RECYCLING COLLECTION AND DISPOSAL SERVICES

NOW, THEREFORE, if the Oblige shall accept the bid of the Principal and the Principal shall enter into a Contract with the Oblige in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Oblige the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Oblige may in good faith contract with another party to perform the Work covered by said bid, or as otherwise required in the bid specifications, then this obligation shall be null and void, otherwise to remain in full force and effect.

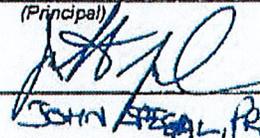
Signed and sealed this 31st day of July, 2018


(Witness)

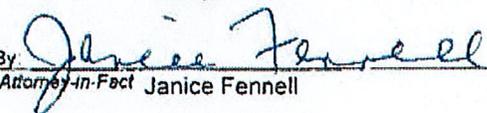

AUTUMN SCHNEIDER (Witness)



ADVANCED DISPOSAL SERVICES VASKO SOLID WASTE, INC

(Principal) (Seal)
By: 
JOHN SEAL, PRESIDENT (Title)

RLI Insurance Company
(Surety) (Seal)

By: 
Attorney-in-Fact Janice Fennell (Title)

POWER OF ATTORNEY

RLI Insurance Company Contractors Bonding and Insurance Company

9025 N. Lindbergh Dr. Peoria, IL 61615
Phone: 800-645-2402

Know All Men by These Presents:

That this Power of Attorney is not valid or in effect unless attached to the bond which it authorizes executed, but may be detached by the approving officer if desired.

That RLI Insurance Company and/or Contractors Bonding and Insurance Company, each an Illinois corporation, (separately and together, the "Company") do hereby make, constitute and appoint:

Janice Fennell, Richard C. Rose, Jeremy C. Rose, Aimee R. Perondine, Joshua Sanford, Tina Foster, Autumn Schneider, jointly or severally

in the City of Knoxville, State of Tennessee its true and lawful Agent(s) and Attorney(s) in Fact, with full power and authority hereby conferred, to sign, execute, acknowledge and deliver for and on its behalf as Surety, in general, any and all bonds and undertakings in an amount not to exceed Twenty Five Million Dollars (\$25,000,000.00) for any single obligation.

The acknowledgment and execution of such bond by the said Attorney in Fact shall be as binding upon the Company as if such bond had been executed and acknowledged by the regularly elected officers of the Company.

RLI Insurance Company and/or Contractors Bonding and Insurance Company, as applicable, have each further certified that the following is a true and exact copy of a Resolution adopted by the Board of Directors of each such corporation, and is now in force, to-wit:

"All bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or Agents who shall have authority to issue bonds, policies or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

IN WITNESS WHEREOF, the RLI Insurance Company and/or Contractors Bonding and Insurance Company, as applicable, have caused these presents to be executed by its respective Vice President with its corporate seal affixed this 16th day of May, 2018.



RLI Insurance Company
Contractors Bonding and Insurance Company
By: B. W. Davis
Barton W. Davis Vice President

State of Illinois }
County of Peoria } SS

On this 16th day of May, 2018, before me, a Notary Public, personally appeared Barton W. Davis, who being by me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of the RLI Insurance Company and/or Contractors Bonding and Insurance Company and acknowledged said instrument to be the voluntary act and deed of said corporation.

By: Gretchen L. Johnnigk
Gretchen L. Johnnigk Notary Public



CERTIFICATE

I, the undersigned officer of RLI Insurance Company and/or Contractors Bonding and Insurance Company, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable; and furthermore, that the Resolution of the Company as set forth in the Power of Attorney, is now in force. In testimony whereof, I have hereunto set my hand and the seal of the RLI Insurance Company and/or Contractors Bonding and Insurance Company this 31ST day of JULY, 2018.

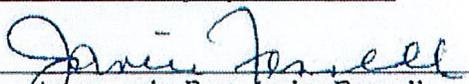
RLI Insurance Company
Contractors Bonding and Insurance Company
By: Jean M. Stephenson
Jean M. Stephenson Corporate Secretary

FORM CONSENT OF SURETY

The RLI INSURANCE COMPANY, a corporation organized and existing under the laws of the State of Illinois, A+ (Superior) rated by A.M. Best, Class XI, and licensed to do business in the State of Wisconsin, hereby certifies to, and consents and agrees with, CITY OF NEW RICHMOND that if the Contract for RESIDENTIAL RECYCLING COLLECTION AND DISPOSAL SERVICES, is awarded to ADVANCED DISPOSAL SERVICES VASKO SOLID WASTE, INC., then undersigned corporation agrees with said CITY OF NEW RICHMOND to execute and provide the surety bonds as required by CITY OF NEW RICHMOND Bid Specifications, and will become a surety in the full amount set forth in the Specifications for faithful performance of all obligations of the bidder.

SIGNED, SEALED AND DATED JULY 31, 2018.

RLI Insurance Company

By: 
Attorney-in-Fact, Janice Fennell

NOTE: A Power-of-Attorney should be attached in accordance with the requirements of the Specifications, and if none specific to the consent of surety, I recommend that it be done in the same manner as the Power-of-Attorney for Bid Bond, or any Performance or Payment Bonds.

POWER OF ATTORNEY

RLI Insurance Company Contractors Bonding and Insurance Company

9025 N. Lindbergh Dr. Peoria, IL 61615
Phone: 800-645-2402

Know All Men by These Presents:

That this Power of Attorney is not valid or in effect unless attached to the bond which it authorizes executed, but may be detached by the approving officer if desired.

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Janice Fennell, Richard C. Rose, Jeremy C. Rose, Aimee R. Perondine, Joshua Sanford, Tina Foster, Autumn Schneider, jointly or severally

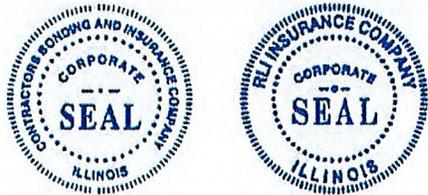
in the City of Knoxville, State of Tennessee its true and lawful Agent(s) and Attorney(s) in Fact, with full power and authority hereby conferred, to sign, execute, acknowledge and deliver for and on its behalf as Surety, in general, any and all bonds and undertakings in an amount not to exceed Twenty Five Million Dollars (\$25,000,000.00) for any single obligation.

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IN WITNESS WHEREOF, the RLI Insurance Company and/or Contractors Bonding and Insurance Company, as applicable, have caused these presents to be executed by its respective Vice President with its corporate seal affixed this 16th day of May, 2018.



RLI Insurance Company
Contractors Bonding and Insurance Company
By: B. W. Davis
Barton W. Davis Vice President

State of Illinois }
County of Peoria } SS

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By: Gretchen L. Johnnig
Gretchen L. Johnnig Notary Public



CERTIFICATE

I, the undersigned officer of RLI Insurance Company and/or Contractors Bonding and Insurance Company, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable; and furthermore, that the Resolution of the Company as set forth in the Power of Attorney, is now in force. In testimony whereof, I have hereunto set my hand and the seal of the RLI Insurance Company and/or Contractors Bonding and Insurance Company this 31ST day of JULY, 2018.

RLI Insurance Company
Contractors Bonding and Insurance Company
By: Jean M. Stephenson
Jean M. Stephenson Corporate Secretary

Deviations

1. Advanced Disposal requires a 5 year initial term on the contract. This is due to the requirement of purchasing new carts for this contract. In addition, Advanced Disposal will be purchasing a brand new fully automated residential side loading truck for this contract. We can't commit this amount of capital for only a two year contract.
2. If the City elects to select our weekly collection proposal, the days of collection would be Monday-Friday. This is required for the most productive use of our equipment.
3. Additional insured status will be afforded on all policies except workers' compensation. If requested to provide copies of the policies, they will need to be redacted to remove any proprietary information before they can be provided.
4. We would like to clarify that the indemnification obligations of the contractor are limited to claims for damages or injuries to the extent caused by contractor's negligence or willful misconduct.
5. Please include the following provision for rate adjustments due to any changes in law or force majeure type events which result in increased costs to the contractor.

CHANGE IN LAW: The rates shall be adjusted based on any changes in law, rule or regulation (whether federal state or local) or any increases in applicable taxes, surcharges and fees (including host community fees) which results in increased costs to the Contractor on the equipment or services provided.

FORCE MAJEURE: Neither Contractor nor the County shall be liable for the failure to perform their duties nor for any resulting damage, loss, etc., if such failure is caused by a catastrophe, terrorism, riot, war, strike, fire, accident, act of God, including inclement weather, or other similar or different contingency beyond the reasonable control of Contractor or the County.

6. Since this is not a contract for the collection and disposal of Hazardous Substances (for which we are not licensed or permitted to collect or dispose of in any event), our indemnification obligations should not extend to those materials. Therefore, Advanced Disposal takes exception to any provisions which would require Contractor to indemnify the City or in any way be responsible to the City for Hazardous Substances.
7. Advanced Disposal takes exception to the reduction in rates due to a reduction in the CPI. The rates quoted are not adjusted by CPI therefore CPI is not applicable.



Advanced Disposal

651-487-8546 • 1-866-983-6542
StPaul@AdvancedDisposal.com

Dear Valued Customer . . .

Your Materials Were **NOT**
Picked Up Today Because . . .

- 1. *Please have material curbside by 6:00 a.m.*
- 2. *Please place cart 3 feet from any obstructions. (mailboxes, cars, bushes, other carts, etc.)*
- 3. *Cart is facing the wrong direction (wheels and handle should face house)*
- 4. *Non-Recyclable Paper*
 - *No paper or boxes soiled with food*
 - *No paper plates and cups*
 - *No paper napkins or towels*
 - *No gift wrap*
- 5. *Non-Recyclable Glass*
 - *No window glass or mirrors*
 - *No drinking glasses, ceramics, dishes and vases.*
- 6. *No Styrofoam*
- 7. *No cans or bottles that held hazardous products such as paint thinner, oil or gasoline.*
- 8. *Cardboard boxes not prepared properly. Flatten into 3'x3' pieces and bundle. Place behind recycling cart.*
- 9. *Additional recycle carts are available. Please contact our office for details.*
- 10. *Other:* _____

Additional Recycling Information is on the back.

ATTACHMENT 4B: HIGHLAND SANITATION



Honesty Integrity Family

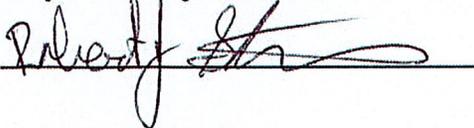
To:

Proposal for the City of New Richmond, Wisconsin

ATTN: Rae Ann Ailts
New Richmond City Hall
156 E First Street
New Richmond, WI 54017

Proposal for Recycle Service

Prepared By: Bobby Stewart COO

Signature: 

July 27th, 2018

From:

Highland Sanitation & Recycling Inc.
1811 Century Ave.
Newport, MN 55055
(651) 458-0043

Thank you for giving us the opportunity to provide a proposal for recycling services for your city!!!

7.2 Submittal Checklist

- Signed cover letter of submittal on the Hauler's letterhead
- Completed & Signed Bid Form
- Signed Affidavit of Non-Collusion
- Proposed Route Map
- An example of the tagging systems to be used for non-collected items
- Schedule 1, List of WI Municipalities Served
- Description/Specifications of vehicles to be used
- Schedule 2, Recyclable Material Collection List
- Schedule 3, Listing of Facilities
- Proposal Security in the Amount of \$5,000
- Certificate of Insurance (Required upon Hauler selection, but before contract signing)
- Performance Bond (Required upon Hauler selection, but before contract signing)
- ~~Two (2)~~ ^{Four (4)} copies of the proposal
- OPTIONAL: Any proposed modifications, conditions or qualifying statements to the requirements specified in this RFP

Proposer Information Questionnaire

General Contact Information

Name of Company Proposing: Highland Sanitation & Recycling Inc.

Address: 1811 Century Ave, Newport MN 55055

Telephone: (651)458-0043 or (651)437-0001

Email: Bob.stewart@highlandsanitation.com

Website: www.highlandsanitation.com

Name of contact person: Bobby Stewart

Type of organization: S-Corp
(e.g., corporation, joint venture, partnership, individual)

Qualifications Questionnaire

Please describe the qualifications or expertise of your company in each of the following categories:

General Management

Highland Sanitation & Recycling Inc. has a strong general management background in the waste industry. Our office and customer service is supervised and managed by Kasey Stewart, who has 10 years of experience in our office and working with our customers. Bobby Stewart has 16 years of experience in all aspects of the company, having done every possible job. He started out as a helper each summer in his teenage years, progressed to driving full time for several years, then worked in the office for several years doing everything from regular customer service to maintaining the routing for our 20 trucks to processing and mailing out the invoices to our customers each month. In November of 2015 he became the head of operations, managing all of the drivers and employees. Since then we have had less turn over, improved employee morale, and improved customer service, both with service at the carts and service in our office for customer calls.

Highland Sanitation & Recycling Inc. is a minority owned and family operated waste company that has been providing service to customers since it was established in 1950 by Susan Stewart's parents Emil and Alice Oehrlein. Our family values have always been a part of the business and to this day Alice still comes in and helps with numerous tasks around the office, even though she's 90 years old! Susan and David Stewart bought the company from Alice in 1986. They started out with two trucks hauling in the Highland Park, Woodbury and Newport neighborhoods and have since grown the business into a 25 truck operation that successfully services over 16,000 customers in the south and east metro.

Financial Stability and Strength

Highland Sanitation & Recycling Inc. has a solid history in regards to financial stability and strength. We have always been able to secure any financing needed for equipment upgrades, fleet expansion as well as keeping current on our back office support and technology in order to keep pace with the ever changing needs of our customers. This is possible due to our great working relationship with our bank, 21st Century Bank.

Household Recyclables Collection Experience

Highland Sanitation & Recycling Inc. has over 66 years of experience with hauling household waste and recycling. There are few companies who have a dedicated staff with the experience in all aspects of waste and recycling collection as Highland Sanitation. Whether it's service for dense, suburban neighborhoods like Woodbury, Rosemount or Eagan; urban areas like St. Paul or South St. Paul; or rural areas like Denmark Township, rural Hastings, or municipalities such as Afton or the JPA agreement with Lakeland Shores/Lake St. Croix Beach/St. Mary's Point, our staff and drivers have the experience needed to be able to provide the best possible service for household recycling collection.

Highland Sanitation & Recycling Inc has been the waste and recycling collection provider for the City of Afton for 20 years, dating back to 1997. In that time period, we've successfully transitioned from sort style collection with bins, to every other week single sort collection with carts in 2008 and most recently changed to weekly single sort recycling for 2017. We deliver and maintain all of our own carts and do not subcontract these services out, so that we can maintain our high standards of excellence in all aspects of customer service.

In April of 2018 Highland Sanitation & Recycling Inc. started a new 5 year contract with a JPA for the cities of Lakeland Shores, Lake St. Croix Beach and St. Mary's Point in Minnesota. Highland Sanitation handled the delivery of 64 gallon carts to the 800 homes serviced under this contract with very few complaints and no known service issues! Bobby Stewart personally drove the route for the first several months to ensure that any errors in routing or service levels were corrected and that any errors did not result in any service issues!

Description of Approach to Service Provision

At Highland Sanitation & Recycling Inc customer service is our #1 priority. We put the highest emphasis on providing the best customer service available in the industry, whether it's the customer service while collecting recycling or the customer service when someone calls our office with a question or request.

We have adopted a policy of honesty, integrity and family when it comes to all aspects of our business. Our goal is that every customer in every interaction with Highland Sanitation & Inc is done with honesty, integrity and family. Honesty in that we are always honest with our customers, especially if we make a mistake. Lying or skirting responsibility in business is shamefully common and we will not contribute to that toxic culture. Integrity in that we will not take advantage of a customer or situation. Integrity and honesty go hand in hand. If there was an error with a customer service, we would be honest about our mistake and have the integrity to get it corrected. Family is a value that has two meanings for us. One is to treat our customers like we would treat our own family. Leave the cans standing up, put lids back on the carts securely and make sure it's completely empty. The second meaning is that our employee's families are important too. We keep all of our routes between 40 and 45 hours each week, to ensure that our employees are able to have sufficient time with their families each day. We will not ever require our drivers to work more than 45 hours each week, as everyone should be entitled to a job that not only provides them with the ability to support their families, but to be able to spend time with them as well!

Highland Sanitation & Recycling's approach to recycling collection and processing is to be reliable, punctual, safe and consistent with collection. Collection will be done with single new, state of the art low emissions, automated side load collection truck. For processing, we look for a recyclables materials recovery facility that is able to accept the most types of recyclable materials, has a good location for reducing the miles and time needed to deliver materials and processes the recyclables to a sustainable end market.

Overview of Staff and Equipment Resources Dedicated to the Contract

Highland Sanitation & Recycling Inc currently has and will continue to have sufficient equipment and employees dedicated to the contract to ensure excellent service. We will be purchasing a new 31 yard, low emissions Peterbilt chassis with a high-efficiency McNeilus ZR body for servicing your communities. Our trucks are fully

equipped with side lights, backup cameras, strobe lights and the brightest paint job in the industry to ensure the highest levels of safety and visibility, for both your residents and our drivers.

Highland Sanitation & Recycling has 2 full time mechanics that handle everything from major jobs like motor and transmission replacements to the day to day monthly services, tire changes and etc. We will be building a new garage in 2019 that will expand our repair bays and allow for a 3rd full time mechanic to be hired to help with our growing fleet of trucks. We also have 6 full time office staff, who are overseen by Kasey and Susan Stewart for answering customer phone calls and emails, processing payments, processing the monthly billing and handling dispatch to the drivers. Since we do all of our billing and payment processing in house, we are capable of quickly answering any questions that customers call us with. Our routes are overseen by a yard supervisor and by Bobby Stewart to ensure that each day all of our routes are completed on schedule.

We believe that the service that our staff of over 40 employees is able to provide is difficult to match. As we continue to grow, we're already looking into expanding our garage space, adding a mechanic and training a new customer service representative as well to handle the potential additional phone calls that this contract will bring.

Customer Service Standards and Training

We have numerous standards at Highland Sanitation & Recycling to ensure the highest levels of customer service. For our drivers, we have tablets in each truck that enable fleet tracking, to ensure our drivers are driving safely as well as being able to verify any questions about service being provided. These tablets also allow pictures of any extra items or customers whose carts are not out to be taken and linked to their account within seconds of being taken by the driver, ensuring that any discrepancies between a driver and customer are solved quickly and with 100% certainty.

In our office, we always have a live person answer the phones during normal business hours from 8am to 5:00pm. We will never have an automated attendant, or people answering the phone in an out of state call center. If customers call after hours, we have a voicemail system that takes messages. Our first office staff arrives at 7am each morning and spends the first hour going through the voicemails left the night before and answering them before our office officially opens. Additionally, customers are able to email Highland Sanitation at any time (as well as once our customer portal is active, put in requests directly through our website). The emails are monitored and answered by several Highland Sanitation employees throughout the day and often into the evening as Bobby Stewart monitors the emails anytime he is working after normal office hours.

We are developing an online web portal for our customers, where they will be able to create an account and login to review their account information, invoices, recycling collection schedule and more. In addition, Highland Sanitation & Recycling Inc. takes a photo of any carts that are "not out" for collection and these work order images will be available to residents via the online web portal. These pictures ensure that our drivers are not missing any customers and eliminate any confusion associated with whether a residents cart was out at the time of collection.

Service Guarantee

Highland Sanitation & Recycling Inc. has guaranteed service collection! We utilize Routeware software on tablets in our fleet, which allows us to verify whether collection happened or not at every customer's home, every day. The tablet connects with a camera on the truck, so any carts that are not out for collection are documented with a picture. Carts that are hauled trigger a proximity switch on the truck, to verify that the claw of the truck was ran up and did in fact dump a cart. The tablets also record GPS locations, so we know where our truck was and when, as well as the speed of the truck at any point of the day. These three things are what allow us to know with certainty whether or not collection took place, at all of our customers on a daily basis.

Better data, better reports

Highland Sanitation & Recycling Inc understands how critical using data is for a city to make informed decisions. This is why we have created a report that allows us to send cities that we service participation reports, that show how many homes did not receive any service over the past month. This data can then be used to increase recycling education efforts in the areas that are struggling the most with recycling diversion.

The collection data of the routes each day is also accessible to the City of New Richmond, if the city would desire access to it. Our Routeware software has a back office portal that could be made accessible to the city if desired. This portal shows the route each day, shows customers serviced or not out, shows any pictures the driver has taken of not outs, truck GPS location history and also allows access to the participation report as well as a variety of other reports that can be used to learn more about the recycling collection services taking place in your city.

While many of our competitors do not want to share their data freely with their municipal customers, Highland Sanitation & Recycling Inc appreciates the importance of transparency and how useful data is to a city; especially with recycling collection, where participation is such a critical part of whether or not a recycling program is successful or unsuccessful. This is why we promote and provide access to our Routeware data for interested municipalities.

City of New Richmond – Recycling Collection and Disposal – Bid Form

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

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

Recycling disposal costs will be considered when preparing this bid.

BIDDERS SHALL USE THIS BID FORM. Any proposed modifications, conditions or qualifying statements to the requirements specified in this RFP must be attached to the bid proposal in order to be considered.

Monthly Service Charge for Residential Recycling Collection and Disposal (per Dwelling Unit)

Item Description	Year 1 (2019)	Year 2 (2020)	Option Year 3 (2021)	Option Year 4 (2022)
64 Gallon Container	\$8.00	\$8.24	\$8.49	\$8.74

*Alternative 5 year Term Proposal By Highland Sanitation & Recycling

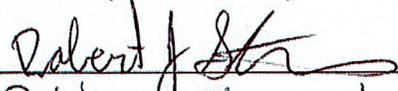
The period proposed by Highland Sanitation & Recycling is January 1, 2019 through December 31, 2023 with 2 optional 1 year extensions that may extend the contract up through December 31, 2025.

A 5 year contract with 2 optional 1 year extensions makes a significant cost difference, as it allows a longer period of time to recoup the significant expenses of purchasing 4,000 carts as well as the new truck to provide service for this contract. Rates for this proposed 5 year term contract agreement are below.

Monthly Service Charge for Residential Recycling Collection and Disposal (per Dwelling Unit)

Item Description	Year 1 (2019)	Year 2 (2020)	Year 3 (2021)	Year 4 (2022)	Year 5 (2022)	Option Year 6 (2023)	Option Year 7 (2023)
64 Gallon Container	\$6.74	\$6.94	\$7.15	\$7.36	\$7.59	\$7.81	\$8.05

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

Submitted By: 
 Printed Name: Bobby Stewart Title: COO
 State in which Incorporated: Minnesota Date: 07/30/18
 Address: 1811 Century Ave, Newport MN 55055
 Telephone: (651) 437-0001 Email: bob.stewart@highland sanitation.com

Affidavit of Non-Colusion in Bid

State of Minnesota)

County of Washington)

Robert J Stewart, being first duly sworn, deposes and says that:

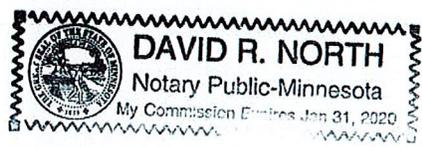
1. He is COO (title) of Highland Sanitation, the Bidder that has submitted the attached bid;
2. He is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;
3. Such bid is genuine and is not a collusive or sham bid;
4. Neither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

Robert J Stewart

Subscribed and sworn to before me
this 31st day of July, 2018.

[Signature]
Notary Public

My Commission Expires 1-31-2020



Schedule 1: List of Wisconsin Municipalities Served

When listing Municipality served, please give priority to communities similar in size/demographics to New Richmond

Municipality/ Area Served	Approximate Population	Years Served (From - To)	Refuse Collection (Yes/No)	Recycling Collection (Yes/No)	Contact Person & Phone Number
None					

Highland Sanitation & Recycling does not currently service residential customer in Wisconsin. We do provide service for 16,000+ residential customers just across the river in Minnesota - including multiple municipalities. These are listed below

Schedule 1 (Part 2): List of Minnesota Municipalities Served

When listing Municipality served, please give priority to communities similar in size/demographics to New Richmond

Municipality/ Area Served	Approximate Population	Years Served (From - To)	Refuse Collection (Yes/No)	Recycling Collection (Yes/No)	Contact Person & Phone Number
City of Afton	3,000	1997 - 2018 (Still Active)	Yes	Yes	Ron Moore (651)436-5090
JPA Agreement Cities of Lakeland Shores, Lake St. Croix Beach & St. Mary's Point	1,750	April 2018 - Active	No (Refuse is open market, not organized collection)	Yes	Cindi Rieter

Schedule 2: Recyclable Materials Collection List

Answer Yes/No in the appropriate column. If "Will collect but may not recycle" is selected, please indicate the conditions under which the item would be recycled in the "Comments" column.

	Material	Will collect and recycle	Will not collect	Will collect but may not recycle	Comments
1	Newspaper	X			
2	Mixed Paper	X			
3	Corrugated Cardboard	X			
4	Glass (Clear)	X			
5	Glass (Colored)	X			
6	Aluminum Cans	X			
7	Steel Cans	X			
8	Plastic (#1)	X			
9	Plastic (#2)	X			
10	Plastic (#3-7)	X			
11	Foam Polystyrene Packaging		X		
12	Wrapping Paper		X		
13	Plastic Bags		X		
14	Scrap Metal		X		
15	Plates/Dishware		X		
16	Mirrors/Window Glass		X		
17	Light Bulbs		X		

Schedule 3: Listing of Facilities

List information relative to all facilities to be utilized in performance of this contract. List offices, landfills, transfer stations, garages, spring clean-up facilities, and processing and sorting facilities separately.

Type of Facility	Owned/Leased (List owner if leased)	Address	Telephone	Usage
Shop/Yard	Owned	1811 Century Ave, Newport MN 55055	651-458-0043	Truck Storage & Repairs
Office/Shop/ Yard	Owned	20700 Donnelly Ave, Farmington MN 55024	651-458-0043	Office Space, Truck Storage & Repairs
Sorting Facility (MRF)	Not Owned or Leased	720 4th St St Paul Park, MN 55071	651-459-1887	Materials Recovery Facility that separates recyclables

Exhibit A: Planned Routes & Recycling Schedule

Highland Sanitation & Recycling is proposing a 4 day collection week for the City of New Richmond. We are unable to generate an exact route map until we create the accounts in our software. Our goal will be to take the existing recycling map and to split both every other week sections in half, with an end goal of having around 1,000 stops per day with the route collecting weekly, Monday through Thursday.

Start time will be at 7:00am each morning, with a finish time of 3:30pm each afternoon. We are currently collecting recycling from 800 homes in the cities of Lakeland Shores, Lake St. Croix Beach and St. Mary's Point and that route is able to be finished by 2pm each day, so we are confident at Highland Sanitation & Recycling Inc that 1,000 homes per day in New Richmond will be done by 3:30pm each day. The city layout is more conducive to efficient collection than those cities, so we should be able to get even more stops done per hour in New Richmond!

Exhibit B: Recycling Collection for Municipal Buildings and Parks

Facility	Occurrence	Details
Fire Department	1x/week	4-96 Gallon Carts per location
Library		
Civic Center		
Park Shop		

Highland Sanitation & Recycling will be running an automated truck for the recycling collection in New Richmond. An automated truck is not capable of dumping 2YD containers, so we are proposing 4-96 gallon carts at each of these locations as that is an equivalent volume to a 2YD container.

Certificate of Insurance and Performance Bond to be provided upon Hauler selection and before contract signing.

References

Reference 1:

Contract Holder: City of Rosemount

Contact Person: Tom Schuster

Contact Phone: (651) 423-4411

Municipality: City of Rosemount

Number of households per day serviced: 40 active parks serviced each week, either 1x or 2x per week depending on the park and time of year as well as several City buildings.

Type and Frequency of service provided: Trash and Yard waste service at the city parks. Trash is provided year round, either 2x week or 1x week depending on the park. Yard waste services are provided from April 15th to November 30th at the 4 community gardens, picked up 1x week. Most parks have carts close to the street, but some parks have carts that are as far as 500 ft from the street that we carry out, dump and then walk the carts back.

In addition, Rosemount City Hall and the Public Works building commercial containers have trash and recycling service and are hauled 2x/week.

Also, each spring Highland Sanitation delivers about 95 carts out to parks that have service increases for the summer months. Each fall Highland Sanitation removes the same 95 carts for winter decreases in service. We then wash and repair any carts, so that they are ready for delivery again in the spring.

Reference 2:

Contract Holder: City of Afton

Contact Person: Ron Moorse

Contact Phone: (651)436-5090

Municipality: City of Afton

Number of households per day serviced: 460 homes on Tuesday and 575 homes on Thursday each week.

Type and Frequency of service provided: Recycling, trash and yard waste services are provided to residents on a weekly basis. Prior to 2017, recycling services were provided on an every other week basis.

We provide services for the businesses in the City of Afton as well. Both trash, recycling and organics recycling containers for the businesses as needed. We also use an in-kind donation of our services for trash removal of the Afton Park events for the 4 different park events that take place over the spring, summer and fall months.

All cart delivery, removal and repairs are provided weekly on Friday.

Reference 3:

Contract Holder: City of Lakeland Shores, Lake St. Croix Beach and St. Mary's Point

Contact Person: Cindi Rieter **Contact Phone:** (651)436-1789

Municipality: City of Lakeland Shores, Lake St. Croix Beach and St. Mary's Point

Number of households per day serviced: 800 homes on Wednesday

Type and Frequency of service provided: Recycling services are provided to residents on a weekly basis.

We also handled delivering the carts and education flyers to all 800 homes in the week prior to the contract start date. This knowledge is very helpful for bidding a city like New Richmond, as we can directly apply our success with the cart deployment schedule for New Richmond.

Recycling Violation EDUCATION NOTICE

Highland Sanitation would like to **thank you** for your recycling efforts! However, during a recent pickup, we found the following in your recycling container:

Plastic Bags

Plastic bags are not an acceptable recycling material. Place your recyclables either directly into the recycling cart or place in a paper bag. Large retail stores often take plastic bags, contact them for details or place in the trash cart

Styrofoam

Styrofoam of any kind is not an acceptable recycling material. Place in the trash cart.

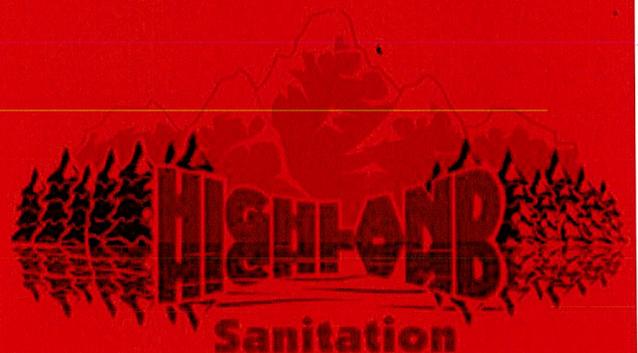
Wood/Yard Waste

Wood product/debris or yard waste is not an acceptable recyclable material. Place in the trash cart

Other: _____

**Always remember:
"When in doubt – Throw it out!"**

Questions or information?
Call our office at (651)437-0001



ATTACHMENT 4C: OLSEN SANITATION

OLSON SANITATION LLC

July 30, 2018

Rae Ann Ailts
Finance Director
156 East First Street
New Richmond, WI 54017

Dear Ms. Ailts,

Olson Sanitation respectfully submits the enclosed proposal for bi-weekly, single-stream recycling collection and disposal services for residential properties within the City of New Richmond.

Olson Sanitation takes great pride in the fact that we are a small local company. By being a smaller company, we can provide customer service that is unmatched by the over-grown, unattached larger corporations. Our company was born and raised right here in the community! The founder of Olson Sanitation graduated with the class of 1962 from New Richmond and with his son has gone on to build Olson Sanitation and serve his community for the last 35+ years.

We look forward to continuing to serve the City of New Richmond and its residents. Once we have secured the bid, we plan to purchase a new, state-of-the-art truck specifically for the City of New Richmond. The new truck will be the perfect size, allowing us to limit wear and tear on the City streets. Oversized and older trucks tend to leak, be extremely noisy and emit harmful emissions. Service is our top priority, but our goal is to go unnoticed with as little environmental and physical impact as possible.

In addition to a new truck, we will also be ordering new carts specifically for the City of New Richmond. We have gotten wonderful feedback on the look and operation of our new carts. Residents will all have the same brand new matching carts; not mismatched, pieced together or broken carts from years of service.

We hope that our proposal not only meets your needs but exceeds your expectations. We took great care to keep the monthly cost as low as possible, while still being able to provide you with unparalleled customer service. Should you have any questions or need anything clarified please do not hesitate to contact us. We look forward to continuing our relationship with the City of New Richmond and its residents.

Cordially,



Olson Sanitation and its Employees

PO BOX 327, SOMERSET WI
715-247-3440
OLSONSANITATION.COM

City of New Richmond – Recycling Collection and Disposal – Bid Form

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

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

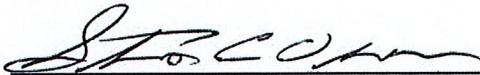
Recyclable disposal costs will be considered when preparing this bid.

BIDDERS SHALL USE THIS BID FORM. Any proposed modifications, conditions or qualifying statements to the requirements specified in this RFP must be attached to the bid proposal in order to be considered.

Monthly Service Charge for Residential Recycling Collection and Disposal (per Dwelling Unit)

Item Description	Year 1 (2019)	Year 2 (2020)	Option Year 3 (2021)	Option Year 4 (2022)
<u>64</u> gallon container	\$11.97	\$11.97	Dependent on market	Dependent on market
96 gallon container	\$12.87	\$12.87	Dependent on market	Dependent on market

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

Submitted by: 

Printed Name: Steve Olson, Olson Sanitation LLC

Title: Owner

State in which
Incorporated: Wisconsin

Date: 7/24/2018

Address: 441 Timberlane Drive

Somerset WI 54025

Telephone: 715-247-3440

Email: olsonsanitationllc@yahoo.com

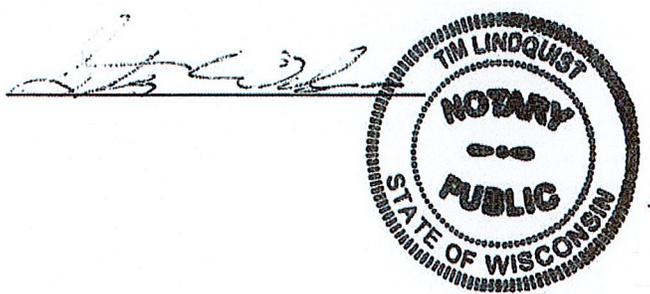
Affidavit of Non-Collusion in Bid

STATE OF Wisconsin)

COUNTY OF St. Croix)

Steven C. Olson, being first duly sworn, deposes and says that:

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



Subscribed and sworn to before me
this 26th day of July, 2018.

[Signature]
Notary Public

My Commission Expires 3/15/21

Pick up days will be Tuesday, Wednesday and Thursday.

Our goal is to limit pick up times to the preferred times of 9:30-3:30 as much as possible.

We look forward to having discussions with the City to fine tune pick up days and times.

This proposed route map is subject to change based on practice runs and after we have discussions with the City.

Proposed Route Map



ODD WEEK - TUESDAY

ODD WEEK - WEDNESDAY

ODD WEEK - THURSDAY

EVEN WEEK - TUESDAY

EVEN WEEK - WEDNESDAY

EVEN WEEK - THURSDAY

Example Tagging System

Oops!

We could not pick up your recycling because:

Incorrect placement of cart

- Wheels facing house
- Opening facing street
- On curb or all the way out to street
- Clear of all objects
- Straight and easily accessible

Contaminated recycling

Unacceptable items: _____

Other: _____

We strive to maintain excellent customer service while keeping costs low – please help us!

Olson Sanitation

OLSON SANITATION LLC

Description of Olson Sanitation Vehicles

TRUCK	VIN
1999 FREIGHTLINER	1FV6HJBA5XHA84558
2004 STERLING ACTERRA	2FZACGCS64AM84546
2005 PETERBILT 320 TB GARBAGE TRUCK	1NPZLTOX25D716033
2005 PETERBILT ASL GARBAGE TRUCK	1NPZLOOX15D715809
2008 FREIGHTLINER TRUCK	1FVACXDJ48HY54787
New truck - TBD	TBD

PO BOX 327, SOMERSET WI
715-247-3440
OLSONSANITATION.COM

Schedule 2: Recyclable Materials Collection List

Answer Yes/No in the appropriate column. If "Will collect but may not recycle" is selected, please indicate the conditions under which the item would be recycled in the "Comments" column.

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

Schedule 3: Listing of Facilities

List information relative to all facilities to be utilized in performance of this contract. List offices, landfills, transfer stations, garages, spring clean-up facilities, and processing and sorting facilities separately.

Type of Facility	Owned/Leased (List owner if leased)	Address	Telephone	Usage
Advanced Disposal		100 Packer Dr Roberts WI 54023	715-749-3103	Transfer station
Waterman Sanitation		603 85th St Amery WI 54001	715-208-6471	Transfer station

OLSON SANITATION LLC

We would like to begin by thanking you for your time and consideration in accepting our proposal for residential recycling collection and disposal services. We have organized some thoughts, changes and other considerations below.

2.1 Proposal Submittal and Questions. We hope our bid makes your decision easy but understand it may take some time to make the final award decision. It is our plan to purchase new or like new equipment once awarded the contract. Our cart supplier feels confident in being able to provide the appropriate amount of brand new carts in a relatively quick manner but buying a truck specific for the City can take some time. Depending on when the contract is awarded and the amount of time before the start of the contract we may not have adequate time to order a new truck. Please understand that financing and timeline could play a factor, and we may have to consider a slightly used truck instead of a new truck.

2.7 Selection. We are confident, and hope you agree, that it would be very advantageous to the City to select Olson Sanitation as the single recycling hauler. Our experience, commitment to the community, customer service skills and willingness to work alongside the City make us the excellent choice.

3.2 Contract Period and Extension. Due to the volatile recycling market we are unable to accurately provide a price for the bid extension for the 2 additional years. We have no doubt that once we secure the bid we will continue the relationship with the City of New Richmond for much longer than 2 years and be able to agree on a price at the appropriate time.

4.1 Weekly Collections. Our bid is for bi-weekly pick up. We provided a bid price for either 64 gallon carts or 96 gallon carts. We feel confident either one of these options on a bi-weekly schedule will work great for residents. Our collection days would be Tuesday, Wednesday and Thursday and we will do our best to offer service during the hours of 9:30-3:30 as requested. Additionally, being a smaller company, we do work on all holidays and hope after discussion with the City we can come to an agreement on holiday scheduled pickups.

4.4 Recycling Containers. Unfortunately, we are not able to allow for unlimited amount of recycling. Our proposal includes the price for both 64 or 96 gallon carts. Allowing an unlimited amount of recycling could result in outside residents bringing recycling to City residents for disposal. We must have a limit. Additionally, carts that are lost, stolen or damaged will be replaced and while the Hauler assumes the expense, should negligence on the resident's part result in a cart being lost or damaged, we reserve the right to charge said resident accordingly.

4.5 Initial Delivery Schedule for Containers. It would be our preference that carts be delivered 1 week earlier than requested in the RFP so delivery isn't happening the week of the Christmas Eve and Christmas Day.

4.7 Collection and Hauling of Recyclables. The current and proposed method of collection is single stream, co-mingled. We will continue to collect all recycling material as allowed by the market. Current market allows us to collect #3-7 plastics, should the market change communication would be sent to the City and residents and we would no longer be able to collect said recyclables. Being that our service is single stream, co-mingled we do not have the ability to collect material and separate certain materials to bring to a landfill.

PO BOX 327, SOMERSET WI
715-247-3440
OLSONSANITATION.COM

ATTACHMENT 4D: STEPHENS SANITATION

Will Do Recycling
Like we do now
ON SAT with same
insurance no bond
with city taking 50¢ per
stop for billing
and recycle shed
STAYS THE SAME AS
NEW CONTRACT

City of New Richmond – Recycling Collection and Disposal – Bid Form

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

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

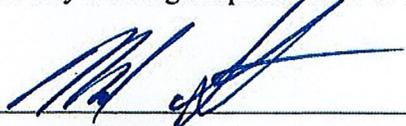
Recyclable disposal costs will be considered when preparing this bid.

BIDDERS SHALL USE THIS BID FORM. Any proposed modifications, conditions or qualifying statements to the requirements specified in this RFP must be attached to the bid proposal in order to be considered.

Monthly Service Charge for Residential Recycling Collection and Disposal (per Dwelling Unit)

Item Description	Year 1 (2019)	Year 2 (2020)	Option Year 3 (2021)	Option Year 4 (2022)
___ gallon container	\$3.50	4.00		

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

Submitted by: 

Printed Name: MARK STEPHENS

Title: Pres.

State in which Incorporated: Wis

Date: 9/26/18

Address: ~~1234~~ PO. Box 338

Telephone: ~~715~~ 715-760-0817

Email: MSTEPHENS1956@GMAIL.COM

Affidavit of Non-Collusion in Bid

STATE OF Wis)

COUNTY OF ST Croix)

MARK STEPHANS being first duly sworn, deposes and says that:

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



Subscribed and sworn to before me
this 7 day of Feb, 2018.

Notary Public

My Commission Expires _____

Schedule 2: Recyclable Materials Collection List

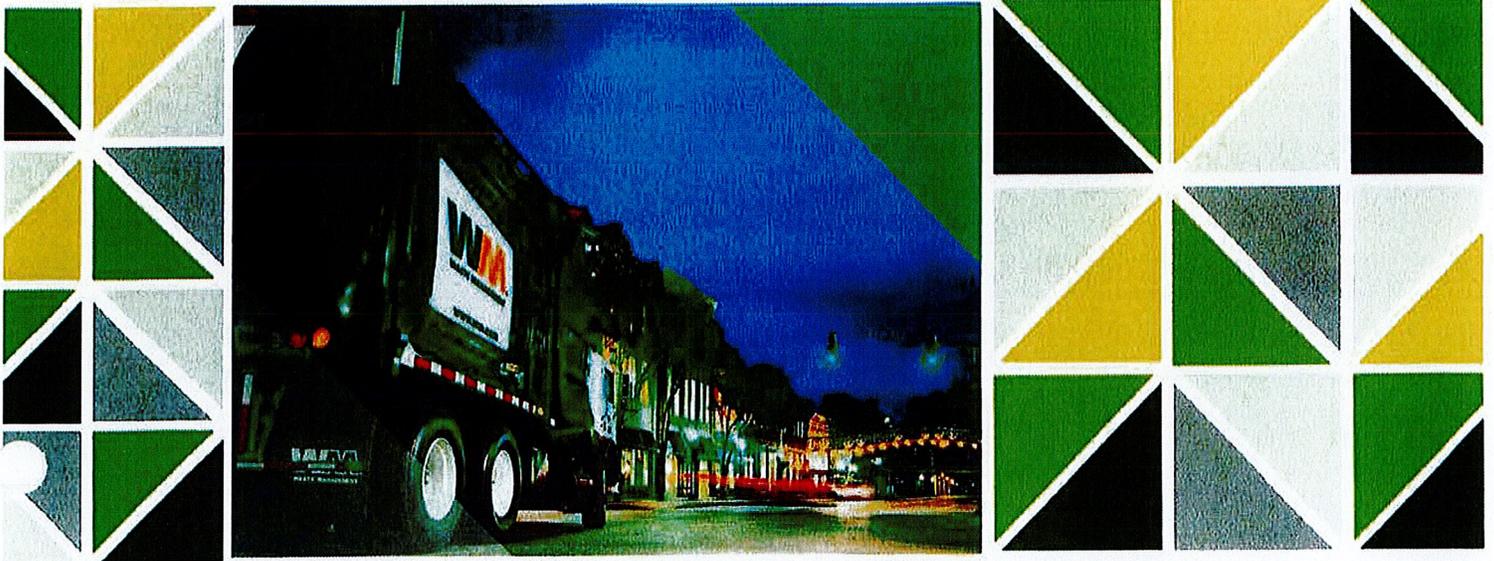
Answer Yes/No in the appropriate column. If "Will collect but may not recycle" is selected, please indicate the conditions under which the item would be recycled in the "Comments" column.

	Material	Will collect and recycle	Will not collect	Will collect but may not recycle	Comments
1	Newspaper	✓			
2	Mixed Paper	✓			
3	Corrugated Cardboard	✓			
4	Glass (clear)	✓			
5	Glass (colored)	✓			
6	Aluminum Cans	✓			
7	Steel Cans	✓			
8	Plastic (#1)	✓			
9	Plastic (#2)	✓			
10	Plastic (#3-7)	✓	✓		
11	Foam Polystyrene Packaging		✓		
12	no oil		✓		
13					
14					
15					
16					
17					

ATTACHMENT 4E: WASTE MANAGEMENT

Waste Management of Wisconsin Inc.

New Richmond, Wisconsin



New Richmond Residential Recycling Collection and Disposal Services

Ready to Roll - Day One

7/31/18 11:00 a.m.

Submitted by
Waste Management of Wisconsin Inc.
611 Laser Drive
Somerset, WI 54025

Jason Hartman, Public Sector Sales Rep
Cell 612-271-7863, jhartma5@wm.com

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7/23/18

New Richmond

156 East First Street

New Richmond WI 54017

Attn: Rae Ann Ailts

Dear Rae Ann Ailts,

Waste Management of Wisconsin, Inc., (Waste Management) is pleased to submit this proposal for Recycling collection and disposal for New Richmond. We have evaluated your requests and want to assure you that, if awarded, we can commence work on 1/1/19 and provide consistent, reliable service throughout the contract term.

We will meet your needs and introduce the services that we believe make Waste Management an excellent choice to be your preferred service partner. We will adapt to your needs and demonstrate why stability, safety, technology, and the resulting level of customer service are critical to a successful partnership.

In today's world, it is important to retain an environmental partner who is experienced and can provide examples of real success. It is expected that your waste service partner will fulfill all requirements - and stay within budget. It is also critical that your provider has experience within the industry and maintain a focus on safety. Most notably, it is imperative that your provider has the resources to perform for you today, tomorrow and for the life of your contract.

At Waste Management, we use our knowledge and experience to the benefit of our customers and the benefit of our environment. We are leading the way to develop sustainable solutions that work with every link in the supply chain to address the entire lifecycle of a product. Driven by a commitment to excellence and leadership, we are positioned to deliver lasting solutions to New Richmond and to address the environmental challenges facing the 21st century.

New Richmond is home to 7 drivers and the District Operations Manager, Jon Beseman, who will be on site to provide his expertise. Not only are we familiar with the city Beautiful we also call it home. We have provided multiple different bids not only the bids requested in the RFP, but also a five year bid. We offered other options to help keep prices down due to high costs of new carts for all residents.

With the recycling market in the state it is in today the proposal we have made for New Richmond has no strings attached. You will pay what is in the bid with no hidden commodities charge for materials with no resale value on the recycling market.

We want to thank you for the opportunity to present this response. We look forward to providing you with all of the value-added benefits that Waste Management can offer.

Regards,



Jason Hartman, Public Sector Sales Rep
612-271-7863, jhartma5@wm.com



SECTION 1 | COMPANY DESCRIPTION

Waste Management, Inc. - Who We Are and What We Do

When most of us think about Waste Management, we often think of our drivers, our big green trucks, and our waste and recycling bins. That's a big part of who we are, but we're also more than that. As society's concept of how to most effectively manage waste is evolving, Waste Management understands this and is ready to help New Richmond find innovative solutions to maximize your recycling and reduce your waste and environmental impact.

As North America's leading provider of comprehensive waste management services, our mission is to maximize resource value while minimizing environmental impact to improve economic and environmental sustainability for our stakeholders, customize for customer - including our municipal partners, residential, and commercial customers.

With headquarters in Houston, Texas, our more than 41,200 employees provide environmental services and solutions to customers throughout the United States and Canada each day. With our extensive network of facilities, we can process more than 15 million tons of recyclables and produce enough energy to power nearly 500,000 homes while meeting the unique collection needs of more than 21 million customers. In total, our facilities include:

3 landfill gas-to-fuel facilities that convert landfill gas to Renewable Natural Gas (RNG) used to fuel our collection fleet	96 recycling processing centers, including 43 single stream recycling facilities that sort and prepare recyclables for end markets	4 CORe® processing facilities that process source separated organics into a slurry that is delivered to wastewater treatment facilities to increase energy production
43 organics processing facilities that transform food scraps and yard debris into nutrient-rich compost, fuel, and green electricity	390 collection operations that serve as local home-bases for our collection drivers and vehicles	310 transfer stations that allow us to efficiently consolidate and transport the material we collect
131 landfill gas-to-energy (LFGTE) projects that capture methane and convert it to green energy that powers local grids	243 active solid waste landfills for the proper disposal of residential, commercial, and industrial waste	5 hazardous waste sites that allow for the safe disposal of materials such as paint, florescent bulbs, and used automotive fluids

An important part of our strategy is developing new waste solutions that can help our customers achieve their goals, including zero waste. Often that means developing and implementing customized service offerings for our diverse group of customers, including municipalities, construction sites, healthcare facilities, schools, commercial buildings, and many more. Because of our diverse customer experience, we know what works, and we make implementing recycling and waste reduction programs easy for our customers.

From reliable residential and commercial collection to our impressive recycling centers to our environmentally sound landfills and transfer stations, we are dedicated to providing excellent customer service and waste solutions that are right for you.

Waste Management - Our Company History

Through the hard work, innovation and steadfast dedication of our employees, Waste Management has been the recognized leader in the environmental services industry for over 50 years. During this time we have partnered with countless communities and businesses to implement innovative programs and services that have shaped the solid waste and recycling industry in North America. Key highlights of our history include:



1968: The original Waste Management, Inc. began operations bringing together numerous solid waste companies, including some dating from the late 1880s.

1971: Waste Management became a public company.



1971 to 1990: Waste Management grew its customer base and geographic reach from a \$16 million regional firm serving six states into an international corporation completing over 1,000 acquisitions during the 1980s and 1990s.



1980s-1990s: Waste Management pioneered recycling programs in communities throughout the U.S. and Canada. Curbside recycling services began in many neighborhoods with a 3-bin system of source-separated material such as paper, glass and metal.



1990s: Waste Management refined recycling processing facilities that allowed for the customer convenience of single stream or “all-in-one” cart-based recycling collection.

1998: Waste Management merged with USA Waste. USA Waste had begun operations in 1987 and grew rapidly through the acquisition of numerous solid waste companies. The merger between USA Waste and Waste Management led to increased service area coverage, more efficient routes and the creation of a streamlined facility network, all resulting in even greater value for our customers.



2007: Waste Management expanded efforts to Think Green® and announced aggressive sustainability goals for the year 2020. Since this time Waste Management has made significant efforts to increase tons of recyclables managed, reduce fleet emissions, produce waste-based energy and protect wildlife habitat.



2015: Waste Management’s GHG-reducing services - recycling, natural gas projects, landfill gas to energy projects and carbon sequestration in landfills - saved over 3 times the total GHG emissions our operations generate annually.

As of today, Waste Management has grown to over 40,000 employees with assets of nearly \$22 billion in 2017. A substantial 50% of our revenue is now attributed to our green services such as recycling and green energy. Although our business has grown and evolved, our commitment to New Richmond, our customers, and employees has and will continue to remain consistent - safe, reliable environmental services, and a steadfast focus on creating an exceptional customer experience.

Waste Management Ethics and Compliance

A Culture-Based Program

Whether you are selecting an architect, landscaper, or solid waste service provider, business ethics matters. Inquiring about and evaluating potential service providers' ethical standards, policies, and safeguards is a crucial step in vendor selection.

As a service provider of any type or size, long-term success is highly dependent upon establishing and supporting clear ethical standards and strict compliance with applicable laws, regulations, and best standards. Businesses rooted in ethical behavior are more successful, attract and retain the most talented employees, and build trust among their customer base and within the communities they operate.

At Waste Management, our leadership team has established a culture grounded in ethical practices and behaviors. At all levels, our managers guide employees to understand the ethical implications of their day-to-day decisions and lead them to decisions that are beneficial to our individual employees, our customers and the communities we serve.

Waste Management has been recognized as a World's Most Ethical Company by the Ethisphere Institute, a global leader in defining and advancing the standards of ethical business practices, for 10 of the past 11 years, underscoring the Company's commitment to leading ethical business standards and practices.

"It is truly an honor for us to be recognized for our very real commitment to integrity and doing what is right, both of which are foundational aspects of everything we do, every day."

- Jim Fish, President & CEO

Key efforts we make to support our culture of ethics, include:

- Ensuring that every employee has a Code of Conduct, titled "Focus on Integrity and Inclusion" and understands how to make the right decisions in their role. The code outlines Waste Management's core values of honesty, accountability, safety, professionalism, respect, inclusion, diversity, and employee empowerment and emphasizes the need for fair and honest dealings in all aspects of the company's business.
- Operating an Integrity Help Line, (800) 265-9381, and an electronic reporting portal to assist employees who have questions about a business issue or wish to report a suspected violation. This multilingual, confidential, and/or anonymous toll-free service is available to all employees 24 hours a day, 7 days a week, and 365 days a year.
- Regularly reaching out to employees in sensitive roles to help identify situations of conflict and address issues or potential issues so that we can prevent bigger problems from developing from those situations.
- Assessing and reviewing programs and processes to confirm all compliance programs are effective in ensuring laws, regulations, and policies are followed and to identify potential risks.

As we strive to be a truly customer-focused company, we want to offer services to CUSTOMER_NAME that make it convenient, efficient, and cost effective for you to do business with us. Without a doubt, doing the right thing for the right reason in the right way will help us to succeed in this goal.

ETHISPHERE
GOOD. SMART. BUSINESS. PROFIT.

Financial Strength

The foundation for our commitment to CUSTOMER_NAME

As a wholly-owned, indirect subsidiary of Waste Management, Inc., Waste Management of Wisconsin, Inc., does not report financial results. All financial reporting occurs through our parent entity. As a publicly traded company, Waste Management is held to the most stringent regulations for accurate and timely financial disclosure. Full financial results are available on our website at <http://investors.wm.com>.

Financial Overview

Revenue in 2017 was \$14.5 billion, and Waste Management has an asset base of nearly \$22 billion. The company generates strong and consistent cash flow and has access to an extensive line of credit. Waste Management's financial strength is the foundation for its commitment to serve its customers, perform its obligations, and protect the environment in carrying out its broad waste management services.

Waste Management has achieved solid investment-grade credit ratings from three major rating agencies. Most recently, the company has been assigned ratings of A- by Standard & Poor's, BBB+ by Fitch, and Baa1 by Moody's. The ratings are based on expectations that management will maintain good liquidity, pursue a moderate financial policy, and allocate capital in a disciplined manner. The credit outlook from each agency for Waste Management is characterized as stable. Waste Management has about \$8.75 billion of debt outstanding.

Waste Management's financial strength, as summarized above, gives New Richmond the assurance that we can and will fulfill our obligations.

- Waste Management is committed and financially able to perform all operations in full compliance with applicable federal, state, and local regulations and to provide clear documentation of that compliance.
- Waste Management offers the most extensive network providing waste management services in North America, including: transportation, disposal, treatment, recovery, remediation, waste identification, and several other specialty services. This network enables us to provide a single source of responsibility, from transportation through disposal of waste.
- All new capital requirements are internally financed by Waste Management using cash flow from existing operations; our new trucks, carts, containers, and facility investments are not dependent upon the timeline and terms of third party creditors.

Certificates of Insurance

Waste Management secures gold-standard insurance coverage to protect our partners. Going above and beyond, we provide environmental site liability coverage, which covers all active sites that are owned or operated by Waste Management. It provides third-party liability for bodily injury and property damage, and off-site clean-up coverage, coverage for both sudden and non-sudden pollution incidents, and transportation coverage including the loading and unloading of the vehicle. New Richmond can rest

easy with Waste Management as your service provider knowing that you are always protected by best-in-class insurance. Copies of our certificates of insurance and are included for your review.

ACORD		CERTIFICATE OF LIABILITY INSURANCE			DATE (MM/DD/YYYY) 1/1/2019 12/11/2017		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.							
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).							
PRODUCER LOCKTON COMPANIES 3657 BRIARPARK DRIVE, SUITE 700 HOUSTON TX 77042 866-260-3538				CONTACT NAME: _____ PHONE (Ac, No, Ext): _____ FAX (Ac, No): _____ E-MAIL ADDRESS: _____			
INSURED 1349455 WASTE MANAGEMENT HOLDINGS, INC. & ALL AFFILIATED, RELATED & SUBSIDIARY COMPANIES INCLUDING: WASTE MANAGEMENT, INC. 1001 FANNIN, SUITE 4000 HOUSTON TX 77002				INSURER(S) AFFORDING COVERAGE		NAIG #	
				INSURER A: ACE American Insurance Company		22667	
				INSURER B: Indemnity Insurance Co of North America		43575	
				INSURER C: ACE Fire Underwriters Insurance Company		20702	
				INSURER D:			
				INSURER E:			
				INSURER F:			
COVERAGES			CERTIFICATE NUMBER: 15034758	REVISION NUMBER: XXXXXXXX			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADOL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> XCO INCLUDED <input checked="" type="checkbox"/> ISO FORM CG00010413 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y	Y	11DO G27873091	1/1/2018	1/1/2019	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 5,000,000 MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 6,000,000 PRODUCTS - COMPROP AGG \$ 6,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> MCS-90 <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	NMNT 1125097890	1/1/2018	1/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y	Y	XOO G27929242 003	1/1/2018	1/1/2019	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000 \$ XXXXXXXX
B A C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Any PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in IH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WLR C6462278A (AOS) WLR C64622778 (AZ,CA,MA) SCF C64622791 (WI)	1/1/2018 1/1/2018 1/1/2018	1/1/2019 1/1/2019 1/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 3,000,000 E.L. DISEASE - EA EMPLOYEE \$ 3,000,000 E.L. DISEASE - POLICY LIMIT \$ 3,000,000
A	EXCESS AUTO LIABILITY	Y	Y	NXA 1125097889	1/1/2018	1/1/2019	COMBINED SINGLE LIMIT \$9,000,000 (EACH ACCIDENT)
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) ALL POLICIES EXCEPT WCOL INCLUDE A BLANKET AUTOMATIC ADDITIONAL INSURED ENDORSEMENT (PROVISION) THAT PROVIDES ADDITIONAL INSURED STATUS TO THE CERTIFICATE HOLDER ONLY IF THERE IS A WRITTEN CONTRACT BETWEEN THE NAMED INSURED AND THE CERTIFICATE HOLDER THAT REQUIRES SUCH STATUS. ALL POLICIES INCLUDE A BLANKET WAIVER OF SUBROGATION ENDORSEMENT (PROVISION) THAT PROVIDES THIS FEATURE ONLY WHEN THERE IS A WRITTEN CONTRACT BETWEEN THE NAMED INSURED AND THE CERTIFICATE HOLDER THAT REQUIRES SUCH STATUS.							

CERTIFICATE HOLDER	CANCELLATION
15034758 "FOR INFORMATION PURPOSES ONLY"	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>J. Kelly</i>

ACORD 26 (2016/03)

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The ACORD name and logo are registered marks of ACORD





CERTIFICATE OF LIABILITY INSURANCE

DATE(MWDD/YYYY)
08/11/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Southwest, Inc. Dallas TX Office CityPlace Center East 2711 North Haskell Avenue Suite 800 Dallas TX 75204 USA	CONTACT NAME: _____	
	PHONE (A/C No. Ext): (866) 283-7122	FAX (A/C No.): 800-363-0103
E-MAIL ADDRESS: _____		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Waste Management, Inc. 1001 Fannin Suite 4000 Houston TX 77002-6711 USA	INSURER A: Ironshore Specialty Insurance Company 25445	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

Holder Identifier :

COVERAGES **CERTIFICATE NUMBER:** 570066820295 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. Limits shown are as requested

INSTR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION (INS) (WV)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER					EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OPAGG
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
A	UMBRELLA LIAB <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION		002830701 Env Excess Liability	07/01/2017	07/01/2018	EACH OCCURRENCE \$24,000,000 AGGREGATE \$24,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N N/A					PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE-POLICY LIMIT
A	Env Site Liab		002830601 Claims-Made	07/01/2017	07/01/2018	Each Incident Limit \$1,000,000 Aggregate Limit \$2,000,000 SIR \$5,000,000

Certificate No : 570066820295

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
"FOR INFORMATION PURPOSES ONLY"
The evidenced policies cover all sites that are owned or operated by Waste Management, Inc. and that are scheduled for coverage".

CERTIFICATE HOLDER Waste Management, Inc 1001 Fannin Street Suite 4000 Houston TX 77002 USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--



Waste Management Customer Experience/Service

Our Approach to Consistent, Reliable Customer Experience/Service

Whether it is an attentive waiter, a sales associate who takes the time to help you find the perfect fit, or a cashier who simply gives you a heartfelt smile, a positive customer service experience rarely goes unnoticed. At Waste Management, we believe that those everyday interactions and simple gestures are our best opportunity to provide an exceptional experience for New Richmond.

It is no surprise that our customer service team members play a powerful role in our effort to create interactions that truly “wow” our customers. Waste Management customer service representatives (CSRs) interact with our customer’s day-in and day-out. Their conversations vary from setting up services for a new customer, resolving a billing question, or answering a recycling question, but in each interaction, their priorities remain constant:

- **Meet our customers’ expectations** - promptly answer our customers’ calls, emails, and digital chats and solve their problems at the first point of contact
- **Empower our people** - provide employees with the tools, training, resources and support necessary to be successful in serving the customer

Our goal is to know more about our customers and how to service them better than anyone else in our industry. How do we do this? By making customers feel well cared for when they interact with Waste Management. This means:

- Creating a welcoming environment
- Taking responsibility for the call and offering a one call resolution
- Engaging the customer in a two-way conversation
- Managing the customer’s account and experience
- Initiating the appropriate action

That’s why whether it is on the street, at events, at City Council, or in your community, everyone at Waste Management is trained to be a customer service ambassador.

A State-of-the-Art Customer Service Center

Good customer service begins with good listening, and that is what we strive to provide with our highly trained customer service representatives.

New Richmond customer calls will be answered by customer service representatives at our regional customer service center located in Germantown, Wisconsin. Our customer service center, operated on the Central time zone, is open 7 a.m. to 5 p.m. Monday through Friday. The center is closed on New Years day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Our commitment to New Richmond

- Quick resolution of issues
- Ease of integration across communication channels
- Backup customer service centers located throughout the Country in case of an emergency
- Complete customer satisfaction

Waste Management's customer service center has friendly, skilled representatives trained in superior customer service handling. Our CSRs are empowered to resolve customer issues on the first call. We use surveys and feedback to continuously improve our operations. Calls are monitored weekly and one-on-one feedback sessions are conducted between CSRs and supervisors.

Customer contacts, including requests for service, change of status, change of service, status of service, complaints and compliments, are tracked through a ticket system. Each ticket is created in an open status and requires closure upon completion of requested action and/or resolution. Local management and their teams are responsible for providing requested service and/or issue resolution and to monitor the status of all tickets to ensure timely service completion.

- If an issue requires immediate attention and/or escalation, an email is also sent to the attention of the operations management team.
- If a repeat issue occurs within two months, a ticket is also opened to alert the operations management team that a recurring problem exists. Waste Management has developed a quality control program that includes performance standards for ticket creation, closure, tracking, and service recovery. Local management is responsible and accountable for these performance standards.

In the event of an outage at our regional customer service center, Waste Management maintains other customer service centers throughout the United States that can support New Richmond calls if needed. Our technology infrastructure allows calls to be rerouted among Waste Management call centers in other regions in the event of an emergency (e.g., power outage, natural disaster, etc.), creating system redundancy. The customer service representatives have access to our Knowledge Management Tool, "Green Pages," and can assist New Richmond customers at all times with recycling-specific information.

Online Customer Service 24/7

Our customers are on the go, yet usually "connected" in some way, courtesy of today's technology. We are with them too, offering 24/7 alternatives, with information only a click away.

Website. We provide a highly effective and easy-to-use website created specifically for New Richmond that allows customers to easily manage their accounts online. The site includes an assortment of 24/7 self-service features. Through wm.com, customers can:

- Request changes to existing service or add new services
- Access collection calendars, notifications, recycling information, holiday schedules, and estimated time of pickup
- Manage billing (e.g., balances, statements, payments)
- Interact with a customer experience agent via live chat or email
- Learn about local promotions and events such as a spring cleanup event

Live (Digital) Chat. A team of customer service professionals is dedicated to this service channel. Chat sessions are initiated through our website, in real time, 8 a.m. to 5 p.m., Monday through Friday.

Mobile App. Waste Management's mobile app is available for Apple and Android phones. Our mobile app provides quick links to information people need including: what recyclable material is accepted, how to recycle, what is my scheduled pick up day, and other details. It allows the customer to see in real time when their carts were serviced, to pay their bill, and to request an additional pick up.

Waste Management’s online offerings provide customers 24/7 access. Please note Waste Management’s mobile app functionality varies based on contractual billing arrangements and some billing functions do not apply if a New Richmond bills their residents and businesses direct.

Social Media. As social media continues to increase its presence in our everyday lives, Waste Management is committed to providing the highest level of service through these channels. Our local Facebook page serves as an outlet for Waste Management to keep customers informed about services, the company, events and activities, and ways they can improve their environmental footprint. Visit (and “Like”) us at: <https://www.facebook.com/WasteManagement>.

“After Hours” by Phone. Introduced in November 2016, our customer service number now features an Interactive Voice Response (IVR) system. Through IVR customers can find out basic account information and make account payments through an automated system during non-business hours.

Waste Management Technology Working for You

wm.com Capabilities		Residential		Commercial Customers	Industrial Customers
		Invoiced by WM	Invoiced by City		
 Autopay	Automatic payments are quick, easy and recurring to help customers ensure on-time payment and avoid potential late fees or service disruptions.	✓	n/a	✓	✓
 Paperless Billing	Customers can opt into receiving invoices online and are notified with an email when their invoice is available.	✓	n/a	✓	✓
 Online Bill Pay	Online bill payment was designed for the customer on-the-go. It's available 24x7 and frees the customer from the hassle of calling or mailing in payments.	✓	n/a	✓	✓
 wm.com Profile	Creating a wm.com profile enables customers to access billing, account, and self-service applications like scheduling a bulky or extra pickup.	✓	n/a	✓	✓
 Edit Contact Information	Customers can easily update their personal contact information online 24x7.	✓	n/a	✓	✓
 Empty and Return	Customers can schedule an empty and return or switch out of containers online. This service can be modified or cancelled as necessary, plus we provide a history of service requests to help with planning and budgeting.	n/a	n/a	n/a	✓
 Pickup Schedule/ETA	Customers can view pickup schedule, next pickup date, and estimated time to arrive online to ensure that containers are ready, avoiding any customer inconvenience.	✓	n/a	✓	✓
 Holiday Schedule	Holiday Schedules provide up-to-date information online and prepare customers for any potential service delays that occur during holiday seasons.	✓	✓	✓	✓
 Bulky or Extra Pickup	Scheduling a bulky item or an extra pickup is quick and easy for customers with this simple online form.	✓	✓	✓	✓
 Contact us	Customers get timely email responses when they submit their questions or report service-related issues online using our friendly Contact Us form.	✓	✓	✓	✓

Customer Experience Staff Dedicated to New Richmond

The complexity of our business requires a highly motivated, qualified, and stable work force. New Richmond customer service calls are handled by Waste Management’s customer service center in Germantown Wisconsin. This location represents the best in customer service center technology and innovation, allowing localized, customized service for our municipal customers.

Waste Management utilizes the Genesys customer interaction management platform to help monitor staff adjustment needs. Genesys is a global leader in the customer care technology industry. Their



system provides the data and an algorithm used for staff-level monitoring and serves as an invaluable tool for our customer service management team.

Our ability to shift staffing levels according to the volume of phone calls ensures we are staffed to provide superior customer service. If a team of representatives is experiencing higher than normal call volume, we are able to move additional representatives to that team to handle additional incoming calls. Additionally, customers are provided with an automated call back option (no need to hold; we will call you back) during high call volume periods.

The New Richmond dedicated staff includes:

- 25 Residential Agents
- 10 Digital Care Agents (these agents handle all email and live chat communications with customers)
- 3 Lead Agents
- 1 Supervisors
- 2 Customer Experience Manager

In the event of an emergency, Waste Management customer experience centers in other areas of the U.S. are available for contingency coverage.

Waste Management Customer Experience Agent Training

Waste Management provides a five-week training program for new customer experience agents in our dedicated classroom-style training facility, housed within our customer experience center, allowing for continuous training without interruption.

Waste Management employs full-time professional trainers responsible for new hire training and ongoing training of our experienced customer service team. Additionally, our trainers monitor and develop new training material as needed, ensuring our customer service professionals receive the most current, accurate information.

The training curriculum is designed to introduce new customer experience agents to the communities we serve and to the Waste Management family. It also provides a strong, consistent foundation in the areas of customer-focused service, professionalism, safety, and company pride. A brief description of our training curriculum is provided in the table below.

New Hire Orientation	<ul style="list-style-type: none"> ✓ History of Waste Management ✓ Products and services ✓ Commitment to our municipalities and customers ✓ Commitment expected from our employees
Getting to know our Business	<ul style="list-style-type: none"> ✓ Videos of Material Recovery Facilities (MRFs), transfer stations, and composting facilities ✓ Geographic review of service territory ✓ Municipal partner and contract overview ✓ Understanding and successfully communicating all service and product offerings
Customer Relationships and Engagement Tools	<ul style="list-style-type: none"> ✓ Clear communication ✓ Establishing trust and satisfaction through active listening and quick problem resolution ✓ De-escalation techniques ✓ Staying positive and calm in challenging situations ✓ Exhibiting a consistently high level of professionalism

Call Center Equipment and Systems Training

- ✓ Mid-Atlantic System (MAS), Waste Management's integrated billing system
- ✓ Green Pages, a comprehensive knowledge management tool
- ✓ Customer at a Glance (CAAG), a consolidated and comprehensive customer history and service database
- ✓ Genesys, Waste Management's customer interaction and staffing management system
- ✓ Telephone system that manages each call center interaction, as well as individual CSR productivity

Additional training exercises that occur during the five-week program include:

Professional Customer Service Skills Role Playing - During training, our Customer Experience Agents act as students, participating in role-playing activities with experienced customer service center staff. Strategies for handling collection and billing questions are discussed and ways to handle difficult customer situations are reviewed. The Customer Experience Agent students must successfully complete this exercise in order to begin side-by-side training.

Side-by-Side Job Shadow Training - As part of the side-by-side training, our new Customer Experience Agents are on the floor, shadowing experienced customer service representatives who are answering customer phone calls. The process of review, including suggestions for best practices and strategies, creates impactful one-on-one learning opportunities before the Customer Experience Agents respond to live calls themselves.

Transformative Customer Service Technologies

We have come to expect a level of convenience and ease made possible by technology in our everyday lives. Our local pizza shop knows what toppings we last ordered, our vehicles alert us to their upcoming maintenance needs, and with the click of a mouse we can have our weekly groceries delivered to our doorstep.

Waste and recycling services should not be any different. Over the last few years, Waste Management has transformed itself to make doing business with us as simple as possible. Through our investment in the following key technologies, both on the street and at our customer service centers, we provide our customers with world-class service with ever-increasing convenience and ease:

Onboard Computer System (OCS)

A technology advancement that continues to drive customer service satisfaction is our Onboard Computer System (OCS). This technology has many operational and efficiency benefits - specifically it enhances our customer service through:

- Obtaining real-time information related to all truck locations, stops serviced, capacity, and service status
- Allowing one-touch service verification, identifying carts that have been serviced, and indicating a reason for any cart not being collected (e.g., cart not out, cart blocked, locked access, etc.)
- Enabling centralized customer service and dispatch to communicate with CUSTOMER_NAME's operations team for immediate and efficient customer issue resolution, including on-call requests, rerouting, and customer service needs
- Empowering drivers to note missing or damaged carts so tickets may be proactively generated for repair or replacement

Customer at a Glance (CAAG)

Customer at a Glance (CAAG) expands Waste Management's customer service representatives' ability to quickly understand a Waste Management customer account and service history. Waste Management utilizes numerous technologies and systems to ensure that we provide the highest quality and most efficient service possible. CAAG brings customer data together from key Waste Management systems and incorporates data into a single application:

- WM.com/Ezpay
- Waste Management's integrated billing system, Mid-Atlantic System (MAS)
- Onboard Computing System (OCS), which captures service history and service statuses

Through use of CAAG, Customer Experience Agents have eliminated the need to open and search for data in multiple applications during a customer call. Using CAAG also ensures that Customer Experience Agents have access to the whole picture. It gives us access to everything we need to know about our customers in less than a minute and allows us to maximize first call resolutions in less time.

Green Pages - A Customer-Focused Knowledge Management Tool

Waste Management uses a proprietary web-based Knowledge Management Tool (KMT) called Green Pages to track and maintain all information related to the services provided in our city recycling contracts. New Richmond will have customized pages within Green Pages that include local, contract-specific information such as available services, rates, collection schedules, maps, special events, and activities.

Since Green Pages is our go-to source for New Richmond-specific information, we regularly review and update any necessary changes to enhance the quality and delivery of information to our customers. As new, local programs are developed, the Green Pages are updated in real-time, which is critical for communicating special event information and emergency or weather related messaging.

Since Green Pages is accessible to all our CSRs nationwide, it also enables us to enlist backup support from other regional customer service centers in an emergency. Our experienced CSRs from across the Country can instantly access New Richmond's service related information, allowing Waste Management to provide consistent, accurate information during the most critical emergency situations.

Measuring Our Customer Service Performance

To ensure we are meeting customer needs quickly and consistently, Waste Management uses key performance metrics and detailed customer feedback to ensure call handling quality and customer satisfaction.

Key Performance Metrics

We monitor, measure, and coach key performance metrics to ensure we are available to service our customers when they have a need or problem to resolve. We benchmark world-class industry standards to set our goals:

- **Average Speed of Answer (ASA):** On average, we answer our customer calls in less than 45 seconds
- **Call Abandon Rate (ABA):** Less than 5% of callers disconnect before their call is answered
- **Average Call Handle Time (AHT):** On average, we've addressed our customers' needs in less than 5 minutes and 30 seconds. Our goal is to resolve every issue at the first point of contact and dedicate as much time as necessary to guarantee customer satisfaction.

Customer Insights – The Voice of Our Customers Matter

Every month, we invite thousands of customers to complete an online survey about their recent service experience.

- Customers receive an email invitation and link to the online survey one business day after their call, digital live chat, or email into the customer service center.
- The survey is composed of approximately 25 questions and takes about three to five minutes to complete.
- On average, we receive about 10,000 survey responses per month, giving each agent between 5-15 examples of direct customer feedback every month.

Continuous Evaluation, Improvement, and Training

We don't stop with new hire training; Waste Management is committed to the continuous improvement and training of our customer service team. As our business progresses and the needs of our customers change, our leaders and agents receive continuing education about new and revised processes, coaching practices, and more.

Based on business needs, continuing education can be classroom or virtual training, web-based training, supervisor-led training or huddles, side-by-side call listening, peer mentoring, or coaching.

The following exercises help measure and improve the customer experience throughout the life of the contract by taking real time data and experience to improve, coach, and train.

Accountability through Side-by-Side Monitoring. Customer experience agents are monitored a minimum of four times per month. Side-by-side monitoring sessions provide immediate feedback on call handling. As part of that monitoring session, employees are evaluated on 72 talking points and scored on a scale of 1 to 4.

Independent quality monitoring

Waste Management employs an external company to monitor our customer service team performance. The analysts evaluate and assess representatives based on the same internal metrics used by our Customer Service Center management. We are able to capture additional, independent data points to help measure our performance.

Customer Service Scorecard. Each customer experience agent receives a monthly evaluation of individual performance with actions and opportunities to develop and improve upon. The Scorecard is composed of four qualifying sections:

- Quality Assurance
- Resource Management
- Productivity
- Qualitative Professional Development

New Richmond Meetings and Action Plans. To maintain and improve our customer service standards, the customer experience team meets weekly to discuss any service issues, upcoming area initiatives or events, and to review any potential opportunity for improving the overall customer experience. The team develops an action plan for continuous improvement.

Waste Management University is an online learning portal with resources for drivers, customer experience agents, and all other Waste Management employees. It houses a series of service delivery and improvement trainings specifically for drivers. These modules are used for ongoing training and are created to address issues as they are observed in the field.



Recycle Often. Recycle Right.SM educational program for New Richmond

The recycling industry is changing.

Stagnating recycling rates, end-market depression, packaging changes and material processing inefficiencies are all causing confusion over what is acceptable in curbside bins, high contamination levels and increasing costs. These factors threaten the sustainability of recycling programs everywhere. The solution: Recycle Often. Recycle Right. This simple, fully integrated education partnership provides all the materials, tools and messages to help your recycling program succeed in this ever-changing waste stream.



The longevity of any city's recycling program is dependent on public education and enforcement strategies. Simply put, recycling "right" can be confusing. With nearly 26 percent of people recycling items despite being unsure if they are recyclable, it's no surprise 16 percent of loads entering the recycling plant are contaminated. As more communities and institutions move to single-stream recycling and more complex plastics make their way onto store shelves, students, faculty, and staff's confusion of what goes in and what stays out of the cart will be a growing challenge for your community.

Recycle Often. Recycle Right.SM is the solution. Recognizing that people want to do the right thing and recycle correctly, but are often confused, Waste Management created Recycle Often. Recycle Right. This program is a national effort for municipal partners to educate their university partners about recycling and the basic rules of sustainable recycling.

Recycle Often. Recycle Right. is a research-based education and outreach program that is flexible, adaptable, and customizable. Whether you are just getting started or you're in a mature market, Recycle Often. Recycle Right. provides our city partners with all the right education tools — messaging, artwork, newsletters, welcome packets, bill inserts, and promotional ideas. By using targeted and standardized messaging focused on three simple recycling behaviors that will have a big impact, your City can maximize the value of the education and outreach investment, while leveraging a nationally promoted campaign.

Recycle Often. Recycle Right. is different from traditional recycling education efforts. The campaign is based on social marketing strategies that organizations in the energy, health, and water industries are using successfully to change behavior. Working together to understand your City, and the habits of your residents and how they like to communicate is the foundation. This local knowledge is supplemented with nationally conducted surveys, focus groups, tested, targeted messages and extensive demographic research. And by simplifying and repeating recycling messaging, Recycle Often. Recycle Right. Allows New Richmond to focus on making the recycling decisions that will make the most difference.



Always recycle / Recicle siempre:



Food & Beverage Cans
Latas de alimentos y bebidas



Plastic Bottles & Containers
Botellas y envases de plástico



Paper
Papeles



Flattened Cardboard & Paperboard
Cartón y cartulina aplastados

Do NOT include in your mixed recycling bin: / NO incluya en su contenedor de reciclaje mixto:



NO Food Waste
(Compost instead!)
Residuos de comidas
(¡úselos para compostar!)



NO Foam Cups & Containers
(Check Earth911.org for options)
NO vasos y contenedores de poliestireno
(Vea opciones en Earth911.org)



NO Loose Plastic Bags & Film
(Find a recycling site at plasticfuse.org)
NO bolsas ni envolturas de plástico sueltas
(Busque un sitio de reciclaje en plasticfuse.org)



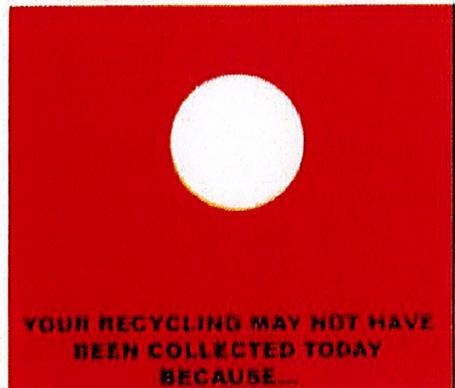
NO Glass Bottles & Containers
NO Botellas y frascos de vidrio

To Learn More Visit:
Para más información, visite:
RecycleOftenRecycleRight.com

#RORR



Waste Management Recycling Tag example.



YOUR RECYCLING MAY NOT HAVE BEEN COLLECTED TODAY BECAUSE...

- Recycling must be at the curb/ble by _____am.
- Please place cart 4 feet from any obstruction (mailbox, car, additional cart, etc)
- Do not place your cart in the street, alley or sidewalk
- Winter cart placement - Please place on level surface, do not place cart on snowbank
- Please place Recycling and Trash carts on opposite sides of driveway if possible
- Please place the cart with the cart opening facing the curb/alley
- Please contact Customer Service to increase/decrease service
- Please use the cart that has been provided for collection.
- Please contact Customer Service for cart replacement

.....
(reason)

- Please place excess recycling in paper bags or cardboard boxes. Place a maximum of 3 feet to the side of your cart.
- Cardboard must be flattened into 3' x 3' pieces and banded, not to exceed 40 lbs. Place bundle(s) a minimum of 3 feet to the side of your cart, not resting on the cart.
- Unacceptable items out for collection: _____
(reason)

Foam Packaging, plastic bags/film, pizza boxes, planter pots, yard waste, bulk metal, wood are not recyclable items.

- Please call to schedule Bulk/Appliance or Electronic pick up (Items are not included as part of regular collection)



Waste Management 1-888-800-4008

Affidavit of Non-Collusion in Bid

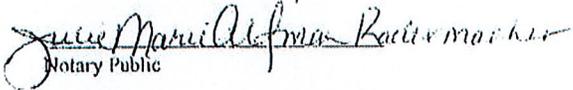
STATE OF Minnesota)
)
COUNTY OF Anoka)

Jason Hartman, being first duly sworn, deposes and says that:

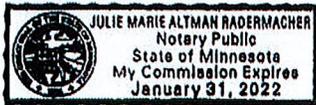
1. He is Public Sec. Sals. Rep (title) of Waste Management (the Bidder that has submitted the attached bid);
2. He is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;
3. Such bid is genuine and is not a collusive or sham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



Subscribed and sworn to before me
this 23rd day of July, 2018.


Notary Public

My Commission Expires 1/31/2022



Bid Bond

KNOW ALL MEN BY THESE PRESENTS that we,

WASTE MANAGEMENT OF WISCONSIN, INC.
611 Laser Drive, Somerset, WI, 54025

as Principal, hereinafter called the Principal, and

WESTCHESTER FIRE INSURANCE COMPANY
436 Walnut Street, WATOH, Philadelphia, PA, 19106

a corporation duly organized under the laws of the state of PA,

as Surety, hereinafter called Surety, are held and firmly bound unto

CITY OF NEW RICHMOND
156 East First Street, New Richmond, WI, 54017

as

Obligee, hereinafter called the Obligee, in the sum of Five Thousand
Dollars (\$ 5,000), for the payment of which sum well and truly to be made, the

said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, by these presents.

WHEREAS, the Principal is herewith submitting a bid or proposal for
Residential Recycling Collection and Disposal Services

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed, sealed and executed this 31st day of July, 2018.

WASTE MANAGEMENT OF WISCONSIN, INC.
Principal

WESTCHESTER FIRE INSURANCE COMPANY
Surety

By: 
Lupo Tyler, Attorney in Fact

By: 
Misty Wright, Attorney In-Fact

Witness: 
Amanda George

Witness: 
Deena Bridges



POWER OF ATTORNEY

KNOWN ALL MEN BY THESE PRESENTS that Waste Management, Inc. and each of its direct and indirect majority owned subsidiaries (the "WM Entities"), have constituted and appointed and do hereby appoint KD Conrad, Vanessa Dominguez, Melissa Fortier, Michael J. Herrod, Jennifer L. Jakaitis, Patricia A. Rambo, Wendy W. Stuckey, Amy Sustaire, Nancy Thomas, Lupe Tyler, Susan A. Welsh, Donna Williams, and Misty Wright of Aon Risk Services, Inc., each its true and lawful Attorney-in-fact to execute under such designation in its name, to affix the corporate seal approved by the WM Entities for such purpose, and to deliver for and on its behalf as surety thereon or otherwise, bonds of any of the following classes, to wit:

1. Surety bonds to the United States of America or any agency thereof, and lease and miscellaneous surety bonds required or permitted under the laws, ordinances or regulations of any State, City, Town, Village, Board or any other body or organization, public or private.
2. Bonds on behalf of WM Entities in connection with bids, proposals or contracts.

The foregoing powers granted by the WM Entities shall be subject to and conditional upon the written direction of a duly appointed officer of the applicable WM Entity (or any designee of any such officer) to execute and deliver any such bonds.

The signatures and attestations of such Attorneys-in-fact and the seal of the WM Entity may be affixed to any such bond, policy or to any certificate relating thereto by facsimile and any such bond, policy or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the applicable WM Entity when so affixed.

IN WITNESS WHEREOF, the WM Entities have caused these presents to be signed by the SVP, Chief Financial Officer and Treasurer and its corporate seal to be hereto affixed. This power of attorney is in effect as of July 31, 2018.

Witness:



On behalf of Waste Management, Inc. and each of the other WM Entities


Devina A. Rankin
SVP, Chief Financial Officer and Treasurer

Schedule 1: list of Wisconsin Municipalities Served

Municipality/Area Served	Approximate Population	Years Served	Refuse Collection	Recycling Collection	Contact
Dresser	859	1997 - Present	Yes	Yes	Jodi Gilbert 715-755-2940
Village of Osceola	2,568	2001 - Present	Yes	Yes	Joel West 715-294-3498
Hudson Township	8,832	2005 - Present	Yes	Yes	Vickie Shaw 715-386-4263
Stillwater	19,292	1988 - Present	Yes	Yes	Diane Ward 651-430-8800



Schedule 2: Recyclable Materials Collection List

Answer Yes/No in appropriate column. If "Will collect but may not recycle" is selected, please indicate the conditions under which the item would be recycled in the "Comments" column.

	Material	Will collect and recycle	Will not collect	Will collect but may not recycle	Comments
1	Newspaper	X			
2	Mixed paper	X			
3	Corrugated Cardboard	X			
4	Glass (clear)	X			
5	Glass (colored)	X			
6	Aluminum Cans	X			
7	Steel Cans	X			
8	Plastic (#1)	X			
9	Plastic (#2)	X			
10	Plastic (#3-7)			X	Depends on end market.
11	Foam Polystyrene Packaging		X		Foam is not able to be processed thru SSR.



Schedule 3: Listing of Facilities

List information relative to facilities to be utilized in performance of this contract. List offices, landfills, transfer stations, garages, spring clean-up facilities, and processing and sorting facilities separately.

Type of Facility	Owned/Leased (List owner if leased)	Address	Telephone	Usage
W/M Minneapolis MRF	Owned	1800 Broadway St NE, Minneapolis MN 55413	952-388-0750	Processed
W/M Somerset	Owned	611 Laser Drive, Somerset WI 54025	715-425-8397	Office
W/M Transfer Station Osceola WI	Owned	2312 Oak Drive, Osceola WI 54020	855-292-6029	Transfer Station
W/M Transfer Station River Falls	Owned	250 Summit Rd, River Falls WI 54022	855-292-6029	Transfer Station

Description of vehicles to be used

Truck	Year	Packer Body
2 Peterbilt	2009	28 yard Automated Side Load
Isuzu	2011	Box



City of New Richmond – Recycling Collection and Disposal -- Bid Form

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

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

Recyclable disposal costs will be considered when preparing this bid.

BIDDERS SHALL USE THIS BID FORM. Any proposed modifications, conditions or qualifying statements to the requirements specified in this RFP must be attached to the bid proposal in order to be considered.

Item Description	Year 1 (2019)	Year 2 (2020)	Year 3 (2021)	Year 4 (2022)	Year 5 (2023)
Recycling Service (EOW)	\$4.75	\$4.89	\$5.04	\$5.19	\$5.19

Item Description	Year 1 (2019)	Year 2 (2020)	Year 3 (2021)	Year 4 (2022)	Year 5 (2023)
Recycling Service (Weekly)	\$8.00	\$8.24	\$8.48	\$8.74	\$8.74

Fuel surcharge added if fuel reaches \$4.00

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

Submitted by: Waste Management

Printed Name: Jason Hartman

Title: Public Sector Sales Rep

State in which Incorporated: Wisconsin

Date: 7/20/18

Address: 611 Laser Drive

Somerset WI 54025

Telephone: 612-271-7863

Email: jhartma5@wm.com



City of New Richmond – Recycling Collection and Disposal – Bid Form

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

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

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BIDDERS SHALL USE THIS BID FORM. Any proposed modifications, conditions or qualifying statements to the requirements specified in this RFP must be attached to the bid proposal in order to be considered.

Item Description	Year 1 (2019)	Year 2 (2020)	Year 3 (2021)	Year 4 (2022)
Recycling Service (EOW)	\$6.13	\$6.38	\$6.57	\$6.76

Item Description	Year 1 (2019)	Year 2 (2020)	Year 3 (2021)	Year 4 (2022)
Recycling Service (Weekly)	\$9.18	\$9.46	\$9.73	\$10.03

Fuel surcharge added if fuel reaches \$4.00

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

Submitted by: Waste Management

Printed Name: Jason Hartman

Title: Public Sector Sales Rep

State in which Incorporated: Wisconsin

Date: 7/20/18

Address: 611 Laser Drive

Somerset WI 54025

Telephone: 612-271-7863

Email: jhartma5@wm.com



***Fuel Component \$4.00**

In order to provide the most cost-effective solution for the collection and disposal of recycling we have chosen to provide a proposal with a separator for fuel prices. If diesel fuel remains below \$4.00 per gallon the fuel surcharge will be 0 percent. If diesel fuel is at or above \$4.00 per gallon the following percentages will apply.

Diesel Fuel Price per Gallon	Fuel Surcharge
<\$4.00	0 Percent
\$4.00 to \$4.24	2 Percent
\$4.25 to \$4.49	3 Percent
\$4.50 to \$4.74	4 Percent
For each additional \$0.25 the fuel surcharge will increase by 1 Percent	

The published index for determining monthly diesel fuel prices will be the Department of Energy's (DOE) "Weekly Retail On-Highway Diesel Prices" for the Midwest region. The price published for the first Monday of the month will be used as that month's diesel fuel price. The prices can be viewed at the DOE's website: <http://tonto.eia.doe.gov/oog/info/wohdp/diesel.asp>.



TO: Mayor Fred Horne and City Council Members

FROM: Mike Darrow, City Administrator and Utility Manager

DATE: October 3, 2018

RE: Recycling Shed

Staff will provide a brief overview of next steps related to the Recycling Shed and recommend that this item be presented on during the next Council work session.



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

MEMORANDUM

TO: Mayor and City Council

FROM: Jeremiah J. Wendt, PE, Director of Public Works

DATE: October 1, 2018

SUBJECT: Richmond Township Maintenance Agreement

Background

The City of New Richmond and Richmond Township have several roads that serve as boundaries between the jurisdictions. In the past, there has been some duplication of efforts related to maintenance of these roads, particularly as it relates to snow removal. In some cases, such as along 140th Street, this duplication may be unavoidable, as both entities need to remove snow from that road in order to access other City and Township roads. In this case, snow will be removed by whichever jurisdiction arrives first.

However, in the case of 125th Street, the Township does not have any other roads that branch off, while the City does. Similarly, in the case of 175th Street, the City does not have any other roads that branch off, while the Township does. The proposed maintenance agreement would have the Township plow 175th Street and the City plow 125th Street.

As it relates to pavement maintenance, such as crackfilling, sealcoating or pavement replacement, the agreement stipulates that any expenses on border roads would be shared based on the percentage of the roadway lying in each jurisdiction.

Additionally, the City has constructed trails that run parallel to streets, which in some areas enter the Town's jurisdiction. The areas in question include E Richmond Way, 140th Street, E 1st Street, W 4th Street, and as of this year, CTH A. In the case of trails within the City, City ordinance requires abutting property owners to mow the grass in the ROW area (including the area between a trail and curb). However, the Township does not have similar ordinances, and some of the areas where trails pass through the Township have not been mowed unless the City has done that work.

In order to keep the trails looking nice, as a reflection of both the City and the Town, the maintenance agreement would have the City mow any ROW areas where City trails pass through the township. The mowing would be done only if needed, up to twice per month, and the City would bill the Township \$50 per mile per mowing (based on the rate the Town currently pays the County for mowing).

Recommendation

Staff recommends approval of the Richmond Township Maintenance Agreement.

The Public Works Committee recommended approval of the Richmond Township Maintenance Agreement at their September 26, 2018 meeting.

MAINTENANCE AGREEMENT

THIS MAINTENANCE AGREEMENT (“Agreement”) is entered into this ___ day of October, 2018, by and between the City of New Richmond, a Wisconsin municipal corporation (“City”), and the Town of Richmond (“Town”). The City and Town are at times collectively referred to as the “Parties” or individually as the “Party.”

RECITALS

A. The City and the Town have several roadways serving as boundaries between their respective jurisdictions.

B. The City has also constructed trails running parallel to the roadways which enter into the Town’s jurisdiction.

C. The roadways and the rights of way adjacent to the roadways and the trails require ongoing maintenance and upkeep.

D. In order to avoid duplication of efforts with regard to the maintenance and upkeep of the roadways and the rights of way adjacent to the trails, the City and Town desire to enter into this Agreement setting forth their respective rights and obligations.

AGREEMENT

NOW THEREFORE, consistent with the above Recitals and in consideration of the covenants and mutual promises set forth herein, the Parties agree as follows:

1. Snow Clearing and Plowing. The City shall be responsible for the plowing and clearing of snow on 125th Street both in the City and the Town. The City shall bear responsibility for the cost associated with the plowing and clearing of 125th Street. The Town shall be responsible for plowing and clearing of snow on 175th Street both in the Town and the City. The Town shall bear responsibility for the cost associated with the plowing and clearing of 175th Street.

2. Road Maintenance. With regard to crack filling, seal coating or pavement replacement of the boundary roadways including 125th Street and 175th Street, the City and Town shall each share in the expense of such maintenance based upon their pro rata percentage of the roadway located in their respective jurisdictions.

3. Trail and Right of Way Maintenance. The City shall be responsible for mowing all right of way areas where City trails pass through the Town. Mowing will be completed by the City on an as needed basis, not more than twice per month, and the City shall invoice the Town \$50 per mile per mowing. Upon receipt of the City’s invoice, the Town shall remit payment within

CITY:

CITY OF NEW RICHMOND

By: Frederick Horne
Its: Mayor

By: Tanya Batchelor
Its: Clerk

STATE OF WISCONSIN)
) ss.
COUNTY OF ST. CROIX)

Personally came before me on _____, 2018, the above-named Frederick Horne and Tanya Batchelor, Mayor and Clerk respectively, of the City of New Richmond, a municipal corporation organized under the laws of the State of Wisconsin, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

NOTARY STAMP OR SEAL

Notary Public
My commission expires/is permanent: _____

THIS INSTRUMENT WAS DRAFTED BY:
Nicholas J. Vivian
Eckberg Lammers, P.C.
430 Second Street
Hudson, Wisconsin 54016
715.386.3733
nvivian@eckberglammers.com



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

MEMORANDUM

TO: City Council
FROM: Jeremiah J. Wendt, PE, Director of Public Works
DATE: October 2, 2018
SUBJECT: Acceptance of Noble Road Improvements

BACKGROUND

The attached resolution authorizes acceptance of water, sewer, and street improvements installed along Noble Road to support the Johnson Ford facility.

RECOMMENDATIONS

Staff recommends approval of the attached resolution authorizing acceptance of improvements constructed by Johnson Motors Real Estate of New Richmond, LLC.

RESOLUTION NO. 101801

**CITY OF NEW RICHMOND
ST. CROIX COUNTY, WISCONSIN**

**A RESOLUTION AUTHORIZING ACCEPTANCE
OF IMPROVEMENTS CONSTRUCTED BY
JOHNSON MOTORS REAL ESTATE OF NEW RICHMOND, LLC**

WHEREAS, the property developer Johnson Motors Real Estate of New Richmond, LLC (“Developer”) has constructed certain water, sanitary sewer, storm sewer, and street improvements on Noble Road from 1,646 feet east of the intersection with STH 64 to its eastern terminus (approximately 322 feet) as required by a Development Agreement dated November 10, 2017 and amended May 15, 2018; and

WHEREAS, Developer has submitted a lien waiver certifying that no debt remains outstanding for construction of the improvements; and

WHEREAS, the City’s Director of Public Works has inspected the improvements and recommends acceptance of the same;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL FOR THE CITY OF NEW RICHMOND, AS FOLLOWS:

The Common Council hereby accepts the street and utility improvements on Noble Road from 1,646 feet east of the intersection with STH 64 to its eastern terminus Court from 125th Street to its eastern terminus (approximately 322 feet).

This Resolution shall be in full force and effect from and after its passage and approved as provided by law.

Passed and adopted by the City Council for the City of New Richmond this 8th day of October, 2018.

Fred Horne, Mayor

ATTEST:

Tanya Batchelor, City Clerk



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

MEMORANDUM

TO: City Council
FROM: Jeremiah J. Wendt, PE, Director of Public Works
DATE: October 2, 2018
SUBJECT: Acceptance of Willow River Bluffs Improvements

BACKGROUND

The attached resolution authorizes acceptance of street and utility improvements for Phase I of Willow River Bluffs.

RECOMMENDATIONS

Staff recommends approval of the attached resolution authorizing acceptance of improvements constructed by Willow River Bluffs, LLC.

RESOLUTION NO.101802

**CITY OF NEW RICHMOND
ST. CROIX COUNTY, WISCONSIN**

**A RESOLUTION AUTHORIZING ACCEPTANCE
OF IMPROVEMENTS CONSTRUCTED BY
WILLOW RIVER BLUFFS, LLC**

WHEREAS, the property developer WILLOW RIVER BLUFFS, LLC (“Developer”) has satisfied the requirements of the Development Agreement dated March 14, 2017, and amended October 10, 2018; and

WHEREAS, the City’s Director of Public Works has inspected the improvements and recommends acceptance of the same;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL FOR THE CITY OF NEW RICHMOND, AS FOLLOWS:

Section One. The Common Council hereby accepts the street and utility improvements on Scenic Lane between CTH A and Bluff Border Road.

Section Two. The Common Council hereby accepts the street and utility improvements on Bluff Border Road from Conifer Court to Red Pine Lane.

Section Three. The Common Council hereby accepts the street and utility improvements on Red Pine Lane from Bluff Border Road to Conifer Court.

Section Four. The Common Council hereby accepts the street and utility improvements on Conifer Court from Bluff Border Road to its eastern terminus.

This Resolution shall be in full force and effect from and after its passage and approved as provided by law.

Passed and adopted by the City Council for the City of New Richmond this 8th day of October, 2018.

Fred Horne, Mayor

ATTEST:

Tanya Batchelor, City Clerk



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

MEMORANDUM

TO: Mayor and City Council
FROM: Jeremiah Wendt, Director of Public Works
DATE: October 2, 2018
SUBJECT: Willow River Bluffs Development Agreement Amendment

Background

As part of the 2018 Street and Utility Projects package, the City included Phase 1 of an off-street trail in the CTH A corridor, connecting the Woodland Creek and Willow River Bluffs subdivisions with the City's existing trail system adjacent to W 8th Street and the Willowind subdivision. This trail connection was identified as a key component of the City's trail system through the Bike and Pedestrian Master Plan and the recently completed Comprehensive Plan, as well as through public engagement processes associated with the 125th Street project.

The concept included in the bid package included the trail crossing CTH A at Quail Run, and north of the intersection of CTH A with Scenic Lane. Because of the volume and speed of traffic in this corridor, the Public Works Committee expressed concern that the crossings be carefully engineered to enhance safety, or that alternate routes be considered in order to remove one or more crossings.

In August, the Public Works Committee and Council approved the addition of a trail segment on the east side of CTH A that eliminates the need for the crossing at Quail Run. The addition also includes the installation of a Rectangular Rapid Flashing Beacon at the crossing location north of Scenic Lane.

Part of the funding for this trail segment was to come from an amendment to the Willow River Bluffs Development Agreement. That agreement originally called for the construction of a temporary trail within the development. The attached amendment calls for the developer to contribute \$14,500 toward the revised trail.

Recommendation/Sources of Funds

Staff recommends approval of the attached Development Agreement Amendment for Willow River Bluffs.

FIRST AMENDMENT TO DEVELOPMENT AGREEMENT

THIS FIRST AMENDMENT TO DEVELOPMENT AGREEMENT (this “Amendment”) is made and entered into as of August ___, 2018, by and between the **CITY OF NEW RICHMOND**, a municipal corporation organized under the laws of the State of Wisconsin (the “City”) and **WILLOW RIVER BLUFFS, LLC**, a limited liability company under the laws of the State of Wisconsin (the “Developer”).

RECITALS

A. The City and the Developer are parties to that certain Development Agreement dated December 20, 2017, recorded December 22, 2017, as Doc. No. 1059001 (the “Development Agreement”).

B. The City and the Developer desire to amend the Development Agreement in accordance with the terms of this Amendment.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Amendment, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Recitals; Definitions. The above recitals are true and correct and incorporated by reference. All capitalized terms shall have the definitions set for in the Development Agreement unless otherwise defined in this Amendment.

2. Public Improvements. Section 5 of the Development Agreement is hereby amended and restated in its entirety as follows:

The Developer shall pay to the City the sum of \$14,500.00 for the installation of a paved trails within the CTH A roadstreet rights-of-way ~~and Outlots 1, 2 and 4, and unpaved trail in the future phase to the south~~, with such payment credited to satisfy park dedication requirements. Upon payment to the City, the Developer shall not be required to complete the trails. The City shall complete all work necessary for the installation of the trails. The Developer’s failure to make the payment required hereunder shall constitute an event of default under the Development Agreement.

3. Ratification of Development Agreement. All original terms of the Development Agreement, except as amended by this Amendment, shall remain in full force and effect, and the Developer agrees to be bound by and to perform all terms, covenants, and agreements in the Development Agreement at the time and in the manner provided in the Development Agreement.

4. Governing Law. This Amendment shall be governed by, and construed in accordance with, the laws (without giving effect to the conflicts of laws principles thereof) of the State of Wisconsin.

5. Execution in Counterparts. This Amendment may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed to be an original and all of which taken together shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed as of the date first above written.

CITY :

CITY OF NEW RICHMOND

By: Fred Horne
Its: Mayor

By: Tanya Batchelor
Its: City Clerk

STATE OF WISCONSIN)
) ss.
COUNTY OF ST. CROIX)

The foregoing instrument was acknowledged before me this ____ day of August, 2018, by Fred Horne, Mayor and by Tanya Batchelor, City Clerk, of the City of New Richmond, a Wisconsin municipal corporation, on behalf of the City and pursuant to the authority of the City Council.

Notary Public
My commission expires: _____

DEVELOPER:

WILLOW RIVER BLUFFS, LLC,
a Wisconsin limited liability company.

By: Ronald Derrick
Its: President

STATE OF WISCONSIN)
) ss.
COUNTY OF ST. CROIX)

The foregoing instrument was acknowledged before me this ____ day of August, 2018, by Ronald Derrick, the President of WILLOW RIVER BLUFFS, LLC, a Wisconsin limited liability company, with authority and on behalf of the company.

Notary Public
My commission expires: _____

**FIRST AMENDMENT TO
DEVELOPMENT AGREEMENT**

Document Number

SEC 4 T30N R18W SE SE EXC N 225' of E 400' & EXC CSM 2/598
& EXC PLC DESC IN DOC 797287 & EXC PT SE SE DESC IN DOC
811981 ANNEXED (08/01/05) FKA 026-1015-60 (54A) & EXC CSM
24-5620

RETURN TO:
CITY OF NEW RICHMOND
CLERK'S OFFICE
156 EAST FIRST STREET
NEW RICHMOND, WI 54017

261-1303-02-050
Parcel Identification No.

DRAFTED BY:
Nicholas J. Vivian
ECKBERG LAMMERS, P.C.
430 Second Street
Hudson, Wisconsin 54016



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

MEMORANDUM

TO: Mayor Horne and City Council

FROM: Noah Wiedenfeld, Director of Planning

DATE: October 3, 2018

SUBJECT: Will's Playground MOU

BACKGROUND

A universal playground has been proposed by a project group from the New Richmond Area Community Foundation's Leadership Trust Initiative (LTI) Program. Over the past several months, the group has reviewed possible locations for the project. In August, the Park Board approved Mary Park as the location for the proposed Will's Playground project. City staff are working with MSA Professional Services to prepare a comprehensive master plan for the park that incorporates the restrooms, boat ramp, tennis courts, parking lot, former beach area, etc.

A memorandum of understanding (MOU) has been prepared and is included in the agenda packet. The MOU outlines details about funding, design and construction, project timeline, maintenance, etc. The MOU was reviewed and approved by the Park Board in September.

ACTION REQUESTED

The Park Board recommends approval of the memorandum of understanding for the proposed Will's Playground project.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF NEW RICHMOND
AND WILL'S PLAYGROUND COMMITTEE
October __, 2018**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into by and between the **CITY OF NEW RICHMOND** (“City”) and **WILL'S PLAYGROUND COMMITTEE** (“Committee”) as it relates to the Committee’s desire to construct a universal playground on certain property located in Mary Park within the City of New Richmond.

Background

The City owns and operates Mary Park, a 9-acre community park located at 401 North Green Avenue. The land that is now Mary Park was donated to the City of New Richmond by Stella McNally in 1930 and includes playground equipment, a multi-use trail, shelters, tennis courts, a fishing pier, and a public boat ramp. The City and the individuals from the Committee desire to work cooperatively to facilitate the construction of a universal playground (“Playground”) to create a fun, safe, accessible, and universal outdoor space that provides equitable opportunities and experiences for all ages.

On August 29, 2018, the Park Board approved dedicating the existing playground site in Mary Park for the future construction of the universal playground.

Purpose

The purpose of this Memorandum of Understanding is to memorialize certain non-binding understandings of the City and Committee related to the construction of the Playground to be located within Mary Park.

Approvals

The approval of the non-binding understandings contained within this MOU will require the consent and agreement of the City’s Common Council and the Committee.

Funding

The Committee has committed to undertaking a significant fundraising effort to fund the construction of the Playground. The Committee has agreed to raise all funds necessary for the construction the Playground, which based upon initial conversations, is estimated to be \$400,000-\$500,000. The capital campaign would include private donations and possibly grants. When completed, the Playground will have an anticipated as-built value of \$400,000-\$500,000.

The Committee shall be solely responsible for all fundraising efforts associated with funds necessary to construct the Playground. Based upon conversations, the City understands grant funds may be available to assist in the construction of the playground. The Committee agrees they shall be solely responsible for submittal of grant applications, unless otherwise approved by the City Administrator in cases when a local unit of government (LUG) is eligible to receive funds.

In addition to providing the Committee with dedicated land as identified above, the City will contribute \$5,000.00 to establish an account with the New Richmond Area Community Foundation for the purpose of the construction of the Playground. Once \$10,000.00 in funds have been raised, the City's contribution of \$5,000.00 will be returned. The land shall be dedicated for the use of a universal playground for a period of five years. If construction of the Playground has not occurred within the five year period, the City shall have the authority to dedicate the area for another use.

Design and Construction

Upon receiving notice of the Committee successfully raising seventy five percent of the necessary funds toward the construction of the Playground, the City and the Committee shall enter the design phase of the Playground. Upon successful raising of one hundred percent of the funds, the City shall issue a Request for Proposal (RFP) for the construction of the Playground.

Construction of New Structures

As required by the State of Wisconsin, all structures must meet or exceed ADA compliance and comply with the Commercial Code. The City shall be responsible for the construction of all new structures to be located on the Property upon successful raising of funds necessary to construct.

Maintenance and Operation

The Playground shall become the property of the City and the City shall be solely responsible for all maintenance and operational matters affecting the Playground.

Duration

This MOU may be modified by the mutual written consent of the City and the Committee. It shall become effective upon signature by the authorized officials from the City and Committee, and will remain in effect for five years from date of signing or until modified or terminated by any one of the partners upon thirty (30) days advanced written notice to all other parties.

Contact Information

All communications regarding the contents of this MOU shall be directed to the following:

CITY OF NEW RICHMOND
Mike Darrow, City Administrator
156 East First Street
New Richmond, Wisconsin 54017
mdarrow@newrichmondwi.gov
Phone: 715-243-0401

Jeremiah Wendt, Director of Public Works
156 East First Street
New Richmond, Wisconsin 54017
jwendt@newrichmondwi.gov
Phone: 715-243-0439

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK.
SIGNATURE PAGE FOLLOWS.

DRAFT

THIS MEMORANDUM OF UNDERSTANDING is hereby adopted on this ___ day of _____, 2018.

CITY OF NEW RICHMOND

{INSERT INDIVIDUALS

By: Fred Horne
Its: Mayor

By:
Its:

ATTEST:

By: Tanya Batchelor
Its: City Clerk

DRAFT

**EXHIBIT A
PROPERTY DESCRIPTION**

See attached.

DRAFT



TO: Mayor Fred Horne and City Council Members

FROM: Mike Darrow, City Administrator and Utility Manager
Beth Thompson, Community Development Director

DATE: October 3, 2018

RE: Bass Lake Request – Waving Ordinance 117-9.A

Steve Hirsch of Bass Lake Development is requesting a waiver from sections of the Subdivision Ordinance in order to obtain the issuance of a building permit prior to construction of utilities and streets. Those sections include:

- Section 117-9.A of the Subdivision Ordinance prohibits issuance of a building permit until the requirements of the Subdivision Ordinance are met, which includes completion of required public improvements including utilities and streets.
- Section 121-52.A.5.a of the Zoning Ordinance requires dwellings to have access to public streets.

Below is a portion of an email received from Mr. Hirsch dated October 3, 2018:

I wish to start the road in three weeks. This should be completed in four weeks weather permitting. By completed I mean all utilities, new storm Pond, building pads, road graveled. It will be missing curb and asphalt. The request for building permits would not be until next spring with the hope of a dry spring which would allow for construction to start well ahead of the asphalt plant opening etc. Road would be done well before my need for occupancy permits.

- 1. I was allowed to do this last year and it worked very well.*
- 2. I built my first road without providing a letter of credit and completed everything.*
- 3. With the 125% to cost letter of credit now required for this project by the City and road completed as outlined above the City has no Risk when issuing the permits.*

Thank You for your Attention.

*Sincerely,
Steven J. Hirsch
President
Bass Lake, Inc*

Recommendation

Mr. Hirsch has met most of the required elements needed for this phase including updating plans, approval of the electrical bid, third-party stormwater inspector and erosion control measures. Therefore, our recommendation is that if the City Council approves this specific request, they also direct staff to review the subdivision language to allow similar approvals for other developers. If approved, Mr. Hirsch will be required to enter into a development agreement.



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

MEMORANDUM

TO: Mayor Horne and City Council

FROM: Noah Wiedenfeld, Director of Planning

DATE: October 3, 2018

SUBJECT: Fundraising Policy

BACKGROUND

At the City Council Work Session meeting in June, City staff provided an overview of a fundraising policy that would be developed by staff over the summer. Consistent fundraising policies and procedures can support the following objectives:

- Ensure that fundraising activities are carried out in an ethical manner
- Provide clear communication between City staff, elected officials, boards and commissions, and the general public
- Ensure gifts are properly recorded and acknowledged
- Limit donor fatigue to the extent possible
- Comply with local ordinances and state statutes
- Ensure that the City of New Richmond meets all legal and fiduciary responsibilities

A draft fundraising policy was presented at the August Work Session for feedback, and was tabled at the September regular meeting to allow time for further review.

ACTION REQUESTED

City staff recommend formal approval of the fundraising policy as presented.



CITY OF NEW RICHMOND FUNDRAISING POLICY

OVERVIEW

New Richmond is a very giving community. Time and time again, local businesses, non-profit organizations, and citizens have stepped forward to help worthwhile causes and projects. This generosity of time, talent, and resources is a testament to the character of our community.

City of New Richmond staff and elected officials work diligently to be responsible stewards of financial resources. Today, many local government initiatives and projects often would not be feasible without funds and in-kind support from a variety of sources, including other governing bodies, grants, private donations, and fundraisers. These collaborative partnerships and grassroots, community-supported efforts have been a source of pride for the New Richmond community in recent years, and have resulted in the establishment of the K9 program, several improvements to the parks and trails system, downtown beautification, and equipment for the fire department, among others.

PURPOSE

It's important to establish consistent fundraising policies and procedures for the City of New Richmond in support of the following objectives:

- Ensure that fundraising solicitations support only activities that are consistent with the City of New Richmond's mission and are carried out in an ethical manner
- Provide clear communication between City departments, elected officials, boards and commissions, and the general public
- Ensure gifts are properly recorded and acknowledged
- Limit "donor fatigue" in the community to the extent possible
- Comply with all local ordinances and state statutes
- Ensure that the City of New Richmond meets all legal and fiduciary responsibilities

The policies and procedures outlined in this document are not intended to be burdensome or to prevent or discourage fundraising, but instead provide greater clarity and guidance that can help make a fundraiser more successful and a better experience overall for everyone involved. Today's donors have more outlets for their philanthropic desires than ever before. The City of New Richmond can be at the forefront of a donor's choice if we are clear in our intent, focused on the City's highest priorities, and present exciting opportunities for their involvement.

FUNDRAISING POLICY

This Policy shall apply to ~~any and all employees of the City of New Richmond, as well as any individuals or organizations who may be acting on behalf of the City of New Richmond.~~

This Policy shall apply to all individuals, organizations, friends groups, businesses and employees of the City of New Richmond who may be fundraising for or acting on behalf of any department or program area of the City of New Richmond.

Standards

- All monies raised via fundraising activities will be for the stated purpose of the appeal.
- All personal information collected by the City of New Richmond is confidential and is not for sale or to be given away or disclosed to any third party without consent.
- ~~Nobody directly or indirectly employed by or volunteered for the City of New Richmond shall accept commissions, bonuses, payments, or non-monetary gifts for fundraising activities on behalf of the organization.~~

No commissions, bonuses, payments, non-monetary gifts or gifts in kind may be accepted by anyone while fundraising for the benefit of the City of New Richmond.

- Funds shall be ~~managed~~ **accounted for** by the City of New Richmond Finance Department, except in the case of long-term fundraising appeals or when the administration of such funds might be overburdening as determined by the City Administrator, ~~in which case the New Richmond Area Community Foundation may be better suited to manage the funds.~~ Any decision to use an outside organization as a fiscal agent (such as the New Richmond Area Community Foundation) must be approved in advance by the City Administrator and the City of New Richmond Finance Department. **Funds held by individuals, organizations, and businesses independent of the City of New Richmond are exempt from this clause.**
- The number and frequency of all fundraisers **held for the benefit of a program area or department in the City of New Richmond shall be approved by _____ prior to commencement in order** to avoid excessive and frequent donation requests.

- The City must always maintain public trust and confidence that a donor will not receive any advantage, favoritism, or benefit from any type of quid pro quo arrangement.
- Donors are not entitled to advantages, endorsement, exclusive rights, privileges, or preferential treatment in return for their support. Potential donors who choose not to contribute to a fundraising activity are to continue to be treated fairly with dignity and respect.
- Donor recognition, including but not limited to signage or naming rights, must be clearly identified in the application form and follow all other City policies, such as the naming rights policy for parks and recreational facilities.
- Where appropriate and advisable as determined by the City of New Richmond Finance Department or City Attorney, acceptance of gifts shall be contingent upon the execution and fulfillment of a written donation agreement with donors which specifies the terms of the gift and may include provisions regarding donor recognition. Verbal agreements ~~should not be relied upon~~ **are not acceptable**; the use of a written donation agreement shall be considered **the** best practice in order to avoid confusion or uncertainty and reduce legal risk.
- The City may decline donations from any party if the acceptance of gifts is inconsistent with the City's beliefs, values, and mission, presents a financial or reputational risk to the City, or for any other reasons that the City deems appropriate.

Application Process

All fundraising activities, including financial or non-monetary donation requests, one-time, ~~or~~ recurring events, or fundraising campaigns shall complete an application form. Recurring events shall complete an application form each year.

Applications ~~should~~ **must** be submitted **at least 30 days prior** to the City Administrator ~~as early as possible~~ **The application must be approved** prior to the start of any advertising or donation requests. ~~are made, and at least one month before the fundraising event date (if applicable).~~ Applications will be reviewed by a fundraising review committee that consists of representatives from each city department within one week after the application is received.

If there are no concerns from the committee, the application will be approved and signed by the City Administrator and a copy of the application will be kept on file. The City Council will be made aware of all fundraising activities by the City Administrator on a regular basis. The City Administrator and fundraising review committee may ask that a proposed fundraising activity be delayed until a time when either the suggested donor(s) will be more receptive to a gift request, or the proposed activity would not jeopardize funding for a higher priority of the City.



City of New Richmond Fundraising Authorization Form

Primary Contact Name: _____

Email Address: _____

Phone Number: _____

Fundraising Activity Description: _____

How will the proposed fundraising activity benefit the City of New Richmond and its mission?

To which account or to what project will the funds raised go towards? _____

Describe the timeline and important date(s) for the fundraising activity, including when you will be seeking donations or sponsorships, advertising, fundraiser event date, etc.

How do you intend to advertise or otherwise promote the fundraising activity?

Has the fundraising activity been approved by a City board or commission? Please specify.

Which businesses, civic organizations, foundations, or individuals will you approach to support this fundraising activity? This includes monetary donations, in-kind donations, products, etc.

How do you propose recognizing supporters of the fundraising activity? (E.g. name and logo printed on banner or other marketing materials)

Are you proposing the use of a friends group, New Richmond Area Community Foundation, etc. instead of the City of New Richmond Finance Department? Please specify.

Beyond the fundraising activity, fiscal sustainability must be considered for all projects. Please describe the long-term costs, maintenance needs, etc. associated with this fundraising activity.

Please check the boxes that are applicable to your fundraising activity to indicate that you have obtained all necessary licenses or permits.

- Direct Seller Permit*
- Processions, Parades, Runs, Walks, Bicycle Races, and Marathons*
- Street Use Permit*
- Extension of Premises Permit*

- Use of Amplifying Devices Permit*
- Exemption from Sec. 50-87 – Loud and unnecessary noise*
- Temporary Class “B”/“Class B” Retailer’s License*
- Sign Permit*
- State of Wisconsin raffle license*

Approval from City Administrator

Signature

Date

DRAFT