AGENDA FOR COUNCIL MEETING

CITY OF NEW RICHMOND, WISCONSIN

MONDAY, JUNE 11, 2018 - 7:00 P.M.

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 Meetings, May 14, 2018 and Special Council Meeting, May 30, 2018 at 10:45 a.m. and Special Council Meeting, May 30, 2018 at 4:00 p.m.

2. Applications for License to Serve from Sadie L. Krabbenhoft, Emerald; Nicolle U. Kroells, Dresser; Shannon R. Luthe, New Richmond; Heather N. Siler, Clear Lake; LaRae A. Gustafson, New Richmond; Gerald W. Frey, New Richmond; Ross E. Johnson, New Richmond; and Shawn R. Anderson, New Richmond

3. Applications for Amusement Device License from Champ's Sports Bar & Grill, Bobcat's Bar & Grill, McCabe's Shamrock Club, Wild Badger Saloon, AmericInn Motel, Huey's Bar, Gibby's Inc., and Walmart

4. Applications for Cigarette License from the Lowrey Hotel & Café LLC, McCabe's Shamrock Club, Family Fresh, Valu Mart, Lumberjack Liquors, Super America, Amoco Express, Amoco Food Shop, Kwik Trip #337, New Richmond Golf Club, Walmart Supercenter #5432, Discount Smokes, Bobcat's Bar & Grill, The Box Smoke Shop, Radio Shack, and Freedom Valu

5. Applications for Class B Beer License to sell Intoxicating Liquor and Fermented Malt Beverages from Linda Soifakis, Agent for Champ's Sports Bar & Grill; Mari Driscoll, Agent for McCabe's Shamrock Club; Ann Wychor-Hall, Agent for Table 65; Robert Christenson, Agent for Bobcat's Bar & Grill; Joseph Skaar, Agent for Wild Badger Saloon; David Gillen, Agent for Huey's Inc.; Jill Miller; John S. Jerlow, Agent for Lumberjack Liquors; Ross Johnson, Agent for New Richmond Golf Club

6. Applications for Reserve Class B Beer License to sell Intoxicating Liquor and Fermented Malt Beverages from New Richmond Golf Club-Links; Jamie Gibson, Agent for Gibby's Inc.; Loren Barnes, Agent for American Legion Club 80; and Jesus Saavedra, Agent for Garibaldi's

7. Applications for Class B Beer License from Steve Montpetit, Agent for Pete's Pizza of New Richmond, Inc.; Richard Coleman, Agent for Old Gem, LLC; William Buell, Agent for The Space for Creativity; and Steven Meyer; and Xianyu Fu

8. Applications for Class C Wine License from William Buell, Agent for The Space for Creativity; and Steven Meyer

9. Applications for Class A License to Sell Intoxicating Liquor and Fermented Malt Beverages from Jeffrey Hielkema, Agent for Kwik Trip #337; John S. Jerlow, Agent for Amoco Express; and Jake Davis, Agent for Family Fresh Market; and Jake Davis, Agent for Family Fresh Market #321

10. Application for Mobile Home License from Arthur and Kim Miller

11. Applications for Refuse Collection License from Stephens Sanitation, Waste Management, River City Disposal, Olson Sanitation, Waterman Sanitation, Advanced Disposal Services and Gorilla Dumpster Bags

12. Application for Taxicab License from Running Inc.

13. Application for Direct Seller's Permit from Molly Welch of Street Treats Ice Cream for June 12, 2018 to September 30, 2018 and request to waive fee

14. Payment of VO#62092 through VO#62186 totaling $233,056.53 plus electronic fund transfers totaling $790,327.73 for a grand total of $1,023,384.26

DEPARTMENT REPORTS:

Administration
Finance
Community Development
Public Works
Library
Police
Fire
Airport
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. Recognition of Community Action Plan Group

2. Comprehensive Plan Approval

3. Recycling RFP

4. Mayor's Appointments:
   a. Utility Commission – Pat Becker
   b. Tourism Committee – Jeremy Poole, Angela Logan, Jessi Mishler, Judy Roettger, Jim Jackson

5. WITC Cable Television Agreement

6. Student Resource Officer MOU

7. Compensation Study

8. Planner/Zoning Administrator Job Description/Salary

9. Forward New Richmond Consultant

10. Fog Sealing Bids

11. 125th Street Annexation Reimbursement Agreement

12. First Quarter 2018 Financial Report

13. Resolution #061801 – Use of 2017 Bonding Proceeds

14. RFP - Intensive Survey of Historic Properties

15. Work Session – June 25, 2018

16. Communications & Miscellaneous

17. Closed Session per State Statute 19.85 (1)(g) – Possible Litigation

18. Open Session – Action on Closed Session Agenda

19. 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 MAY 14, 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, Volkert and Zajkowski

The Pledge of Allegiance was recited.

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

Public Comment

Consent Agenda

1. Approval of the Minutes from the Previous Regular Council Meetings, April 9, 2018 and April 17, 2018 and Special Council Meeting, April 30, 2018
2. Applications for License to Serve from Jennifer L. Heitkamp, New Richmond; Janelle S. Stephens, New Richmond; Ryan J. Stephens, New Richmond; Eric S. Meyer, New Richmond; Lawrence B. Gumbert, New Richmond; Alan L. Lingen, New Richmond; Dennis G. Hurtis, Glenwood City; and Jerry DuBois, New Richmond
3. Application for Amplification Permit and Exemption from Section 50-87 Loud & Unnecessary Noise for Outdoor Movie Series in Glover Park on June 15 and August 24, 2018 from 8:00 to 10:00 p.m.
4. Application for Temporary Class B Beer License form New Richmond Millers Baseball for May 18, 23, June 2, 9, 22, 29, July 13, 21, 22, and 28, 2018
5. Application for Fireworks Sellers Permit from Big Bam Boom Fireworks, LLC at 1470 South Knowles Avenue
6. Application for Fireworks Sellers Permit form James Gibson at 546 West North Shore Drive
7. Application for Class B Beer and Class C Wine License from Cheyenne Evans, Agent for Vudu Street Food at 121 South Knowles Avenue
8. Application for Class B License to Sell Intoxicating Liquor and Fermented Malt Beverages from Rick Holm, Agent for EF5 at 157 South Knowles Avenue
9. Application for Amplification Devices and Exemption from Sec. 50-87 Loud & Unnecessary Noise from Donald Harer at 1202 Highland Court on July 28/, 2018 from 4:30 p.m. to 9:00 p.m.
10. Payment of VO#61966 through VO#62091 totaling $356,178.80 plus electronic fund transfers totaling $1,081,270.58 for a grand total of $1,437,449.38

General Fund	$1,267,469.30
Impact Fees Fund	81,298.00
Cemetery Fund	883.73
Debt Service Fund	6,592.94
Capital Projects	58,626.69
Landfill Cleanup Fund	6,570.99
TID District #10	150.00
TID District #6	150.00
TID District #7	150.00
TID District #8	300.00
TID District #9	150.00
Storm Water Utility	13,344.05

Park land Trust Fund		88.26
Library Trust Fund		100.80
NR WI Armed Services		1,574.62

11. Donations for K-9 Program –

Bernie & Carol Colbeth	$100
Ilisa Ailts	$50

Alderman Ard moved to approve the consent agenda as presented, seconded by Alderman Kittel and carried.

Department Reports

Administration – Mike Darrow welcomed new staff members Weston Arndt, Electric Superintendent; Sarah Reese, Human Resource Manager/Executive Assistant; Kyle Wells, GIS Analyst; and Erica Shubert, Custodial Services. Staff will bring a recommendation to the work session regarding the compensation study for all employee benefits and salaries. This will take approximately four to five months to complete. Noah Wiedenfeld stated the City received a $37,602 grant from the DNR for the Mary Park boat launch which will pay half the cost of this project.

Finance – Rae Ann Ailts stated the annual room tax report was filed on May 1, 2018. We collected $85,000 in room tax in 2017. Tomorrow the Municipal Financial Report is due to the State of Wisconsin. The Tax Increment Annual Report will be presented to the Joint Review Board in June.

Community Development – Beth Thompson explained there will be a Public Hearing for the Comprehensive Plan at the Plan Commission meeting tomorrow night at 5:00 p.m. The draft plan has been given out and is on the website. A ribbon cutting was held for Vudu Street Food and a groundbreaking was held for Bakken Young Funeral and Cremation Services.

Public Works – Jeremiah Wendt stated the department is working on new locations for the welcome signs. One will be at the west entrance along Hwy 64 and the other will be at the south entrance on Hwy 65. The Public Works Department will start replacing Ash trees in the downtown. Six Ash trees will be removed this year. St. Croix County has been doing spray patching on Knowles Avenue today and should finish tomorrow. Excess rocks will be removed this week. Mary Park pier was damaged this spring as the ice melted. An insurance claim will be filed for the damage and repairs will be made as soon as possible. The pier is not usable right now. Leaf Pickup started this week along with grass clippings and branches.

Library – Noah explained the Library welcomed a new staff member, Bernadine Duerkop, who will work in the circulation department. Summer Reading Program registration is now open and a kick-off event is scheduled for Monday, June 4. The Mayor has issued his reading challenge again, so we will expect large numbers of children to attend the August City Council meeting.

Police – Craig Yehlik stated this week is National Police Week. A ceremony will be held on May 16, 2018 at 6:00 p.m. at St. Croix Central High School honoring fallen officers. The K-9 Classic was held on May 12, 2018 with 54 humans and 25 dogs participating. Katie will graduate on May 24, 2018 with our new K-9. Craig has been attending the All Pro Dad events at Starr Elementary. There have been 1,824 calls for service to date in 2018. At this time in 2017, they had 1,906 calls for service. Detectives Noel and Westmoreland attended free training for cyber investigations. New Richmond Police Department held another civilian response to active shooter training and had 120 people attend.

Fire – Mayor Horne stated there were 15 incidents in April, with 5 City, 9 rural and 1 mutual aid event. The UTV has been purchased, the fire/rescue skid is being built, and a custom trailer will be arriving soon. The unit should be complete by the end of May.

Airport – Mike Demulling explained during the major snow event in April, the airport closed for 16 hours. The temperature was too cold to use deicing chemicals. The part-time summer help will be starting on Thursday and will work through early September. A new 12,000 square foot hanger is under construction. Starting June 6, 2018, the airport will host lunches every Wednesday throughout the summer so everyone should stop out.

City Clerk - Tanya Batchelor stated license renewals have been sent out for amusement device licenses, cigarette licenses, all liquor licenses, mobile home license, taxi cab license and refuse collection licenses. Applications are due back by May 18, 2018 and will be on the June 11, 2018, City Council agenda. These licenses run from July 1 to June 30 each year.

Plan Commission Recommendations

Ordinance #514 Annexing WI DOT/Meyer Property

Beth Thompson explained the Plan Commission held a Public Hearing for the annexation petition from Wisconsin DOT and Michael and Deborah Meyer. The property is located in Star Prairie Township along North Fourth Street. The Meyer property is currently developed with a single-family dwelling. They would like to annex to allow for the dwelling to be connected to City sewer and water utilities. The DOT has joined this petition to annex an undeveloped parcel and public right-of-way west of the Meyer property. The comprehensive plan guides property in this area for mixed use development and medium density residential development. The use of these properties is consistent with the current and draft Comprehensive Plan. The Plan Commission recommended approval of this annexation provided the Meyers connect their single-family dwelling to City sewer and water utilities within six months from the date of annexation. Alderman Zajkowski moved to suspend the rules and adopt Ordinance #514 annexing this property, seconded by Alderman Ard and carried.

Resolution #051801 – Release of Easements for Federal Foam Lot

Beth Thompson explained Resolution #051801 authorizing the release of utility easements. Federal Foam wants to purchase two lots and combine them with the lots they currently own, which requires a Certified Survey Map. There is a utility easement in the middle of the proposed new lot. No utilities are located there. Alderman Zajkowski offered the following resolution and moved for its adoption:

RESOLUTION NO. 051801
CITY OF NEW RICHMOND
ST. CROIX COUNTY, WISCONSIN
A RESOLUTION AUTHORIZING THE RELEASE OF
A CERTAIN UTILITY EASEMENT LOCATED ON
REAL PROPERTY OWNED BY FEDERAL FOAM TECHNOLOGIES, INC.

WHEREAS, Federal Foam Technologies, Inc. owns certain real property lying and being situated in the City of New Richmond ("Federal Foam Parcel") upon which the City has a utility easement interest arising under that certain Certified Survey Map filed with the St. Croix County Register of Deeds on January 9, 1995, in Vol. 10 of C.S.M., pg. 2868, as Doc. No. 524983 ("Easement").

WHEREAS, Federal Foam Technologies, Inc. has requested the City release the Federal Foam Parcel from the Easement; and

WHEREAS, the Plan Commission has reviewed the request for the release of the Federal Foam Parcel from the Easement and approves and recommends release of the Easement pursuant to the Release of Recorded Easement attached as Exhibit A; and

WHEREAS, the Common Council desires to authorize the release of the Easement and the City Administrator to execute Release of Recorded Easement attached as Exhibit A 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 of Recorded Easement attached as Exhibit A.

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 Kittel and carried.

Certified Survey Map for City of New Richmond

The Certified Survey Map includes two lots to be sold to Federal Foam and combined into one lot. It also includes changing the lot line with 45th Parallel shifting it to the east. The Plan Commission recommended approval with the following conditions:

1) Vacation of existing drainage and utility easements shall be subject to a written agreement drafted by the City Attorney and executed by the involved property owners, subject to approval of the City Council.
2) All grading, drainage, and erosion control shall be subject to review and approval of the Public Works Director.

3) All utility plans shall be subject to review and approval of the Public Works Director.
Alderman Kittel moved to approve the Certified Survey Map as recommended, seconded by Alderman Ard and carried.

Ordinance #515 – Economic Development Commission
Mike Darrow explained that over the last couple months the Council has discussed creating a new EDC organization called Forward New Richmond. The proposed ordinance repeals the original ordinance and replaces it with the new ordinance. The new committee will be made up of eight citizens and one alderman appointed by the Mayor and will serve as an advisory board to the City Council. Alderman Zajkowski moved to suspend the rules and adopt Ordinance #515, seconded by Alderman Jackson and carried.

Ordinance #516 Amending Sections 1-2 Amendments
Noah Wiedenfeld explained that he and Tanya Batchelor have been reviewing ordinance chapters one and two and have made the revisions that are redlined in the Council packet. Redlined items include removing unnecessary language and consolidating some committees. Discussion followed. Alderman Ard moved to suspend the rules and adopt Ordinance #516 amending Sections 1-2, seconded by Alderman Jackson and carried.

Mayor's Appointments
Mayor Horne made the following appointments:

Finance	Committee of the whole
Public Works	Jim Zajkowski, Mike Montello, Craig Kittel
Public Safety	Scottie Ard, Jim Jackson, Ron Volkert
Plan Commission	Jim Zajkowski
Park Board	Craig Kittel
Ethics Board	Ron Volkert, Scottie Ard
Airport Commission	Jim Zajkowski, Craig Kittel
Emergency Government	Jim Jackson
Board of Review	Mike Montello, Ron Volkert, Jim Zajkowski
Historic Preservation Commission	Mike Montello
Forward New Richmond	Mike Montello
Community Development Authority	Jim Jackson and Ron Volkert
Ambulance Board	Ron Volkert, Craig Kittel, Jim Jackson
Fire Board	Jim Jackson, Ron Volkert, Jim Zajkowski
Housing Authority	Ron Volkert
Utility Commission	Mike Kastens
Forward New Richmond	Tom Mews, Summer Seidenkranz, Heather McAbee, Paul Mayer Karl Skoglund, Cathy Longtin, Rob Kriebich, Susan Lockwood

Alderman Ard moved to confirm these appointments, seconded by Alderman Jackson and carried.

Ordinance #517 CBD Oils
Craig Yehlik explained the ordinance and answered questions. Craig worked with City Attorney, Nick Vivian, to create this ordinance to keep some control on the sales and use in the City of New Richmond. This ordinance was modeled after the City of Hudson's ordinance. Alderman Ard moved to suspend the rules and adopt Ordinance #517, seconded by Alderman Jackson and carried.

Ordinance #518 Underage Vaping
Craig Yehlik discussed the problems he has had with underage students vaping in school. This ordinance makes it illegal for anyone under age 18 to possess vaping products unless they are in their own home with parental consent. Discussion followed. Alderman Ard moved to suspend the rules and adopt Ordinance #518, seconded by Alderman Jackson and carried.

Ordinance Amendment – Vaping on School Property
Craig Yehlik explained the problems they have had with vaping on school property. Without this ordinance, an 18 year old student would be allowed to have vaping products on school property. Alderman Kittel moved to suspend the rules and adopt this ordinance, seconded by Alderman Ard. Discussion followed regarding any adult who may have vaping materials on school property. Alderman Volkert moved to table this item, seconded by Alderman Kittel and carried. Alderman Ard and Jackson voted no.

Vaping on City Property
Craig Yehlik asked the City Council if they would like him to create an ordinance regarding vaping materials on City property within 50 feet from any door. It was the consensus to have Craig Yehlik research this.

Operator's License Form
Craig Yehlik explained that he looked at the operator's license form and found some old statutes were listed on the form. Nick Vivian also looked at the form. The new form includes additional wording about background investigations. The other issue is the fee charged for the license. Other municipalities charge $40 for this license and it is good for two years. Our fee is $30 and it is good for two years. The applicant also pays the $7 Police Investigation Fee. Alderman Montello moved to approve the new form and the fee change to $40 plus $7 investigation fee, seconded by Alderman Jackson and carried.

2017 Fourth Quarter Financial Report and 2018 Reporting Schedule
Rae Ann Ailts presented the 2017 fourth quarter financial report. Discussion followed.

2018 Street & Utility Projects Bid
Jeremiah Wendt explained the bids received. The North Shore Drive repair bid will be removed from the list of projects, as well as the Paperjack Creek Nature Trail because of the high cost of the bid amount. The Public Works Committee recommended awarding the contract to Haas Sons, Inc., in the amount of $1,420,482.69, removing the alternate bid for the Paperjack Creek Nature Trail; authorize the Director of Public Works to remove the North Shore Drive repair from the contract by change order; authorize the Director of Public Works to expend funds up to 5% of the revised contract price via field change orders throughout the course of the project. Alderman Kittel moved to approve the bid from Haas Sons as recommended by the Public Works Committee, seconded by Alderman Jackson.

Engineering Contract with SEH
Jeremiah explained the Public Works Committee recommended to approve the construction services contract for 2018 Street and Utility Improvements agreement with Short Elliott Hendrickson for $64,144. Alderman Ard moved to accept this recommendation, seconded by Alderman Jackson and carried.

125th Street MOU
Jeremiah explained this document outlines the relationship with Richmond Township for this project. Haas Sons and SEH will invoice Richmond Township directly. Alderman Ard moved to approve the Memorandum of Understanding with Richmond Township for 125th Street construction, seconded by Alderman Kittel and carried.

2018 Crack Filling Bids
Jeremiah stated the Public Works Committee recommended accepting the low bid from Fahrner Asphalt Sealers for $26,083.71. Alderman Zajkowski moved to accept this recommendation, seconded by Alderman Kittel and carried.

Fog Sealing Bids
Jeremiah explained the Public Works Committee received a bid from Fahrner Asphalt Sealers for $49,841.46 for this project. This bid was higher than the budget amount for this project, so staff will work with Fahrner Asphalt Sealers to review possible scope adjustments that would bring the project cost in line with the

budgeted amount. Alderman Kittel moved to table this item until the June meeting, seconded by Alderman Jackson and carried.

North Pierson/High Street Renaming

Joel Enders explained at the February meetings, the Public Works Committee and City Council approved renaming portions of North Pierson Avenue, High Street and North Washington Avenue to Lakeside Drive. A property owner in that area expressed concern about the name change, as he was not informed prior to approval. The Public Works Committee discussed this item again and recommended renaming the section of road adjacent to Lakeside Foods from North Pierson Avenue to High Street. Alderman Zajkowski moved to accept this recommendation, seconded by Alderman Ard and carried.

Public Works Surplus Property

Public Works staff has been reviewing the existing equipment inventory and identified opportunities for enhanced efficiencies, lower costs and higher quality of service. Staff identified several pieces of equipment that could be consolidated into one which would result in cost savings and also free up shop space and increase efficiency. These items include the following:

Item	Approximate Value
1979 John Deere 401-C	$ 6,000
2010 John Deere 3320	$24,000
2009 John Deere 1445 w/broom & mower	$12,000
John Deere Angle Broom	$ 4,000
John Deere Wing Mower	$ 2,000
Erskine Snow Blower	$ 1,000
3-point back blade	$ 1,000
Total	$50,000

Several other items were identified as equipment no longer needed that will be listed on the auction as well. The Public Works Committee recommended to sell the equipment listed in the memo dated 5-8-18 from Jeremiah Wendt to offset the purchase of the new Bobcat Toolcat 5610 with a snow blower and angle broom attachment for $55,693. The Stormwater Utility will cover 15% of the cost leaving a balance of $47,339.05 to be covered by the sale of the surplus equipment. Alderman Kittel moved to accept this recommendation, seconded by Alderman Zajkowski and carried.

Work Session on May 30, 2018, at 5:30 p.m.

Communications and Miscellaneous

There will be an open house at Cherokee Park on May 23, 2018, to discuss whether the neighbors would like any improvements to this park.

Closed Session

Alderman Ard moved to go into Closed Session per State Statute 19.85 (1)(e) to discuss TIF #6, seconded by Alderman Jackson and carried.

Open Session

Alderman Zajkowski offered the following resolution and moved for its adoption:

RESOLUTION NO. 051802
CITY OF NEW RICHMOND
ST. CROIX COUNTY, WISCONSIN
A RESOLUTION AUTHORIZING SALE OF
REAL PROPERTY TO 45TH PARALLEL SPIRITS, LLC

WHEREAS, the City of New Richmond (the "City") is the owner of certain real property located in the City of New Richmond, St. Croix County, Wisconsin described as Lot 5 of C.S.M., Vol. 23, pg. 5574, recorded as Document No. 883051 ("Lot 5"); and

WHEREAS, 45th Parallel Spirits, Inc. has offered to purchase, and the City has offered to sell, a portion of Lot 5 pursuant to the terms and conditions set forth in the Purchase Agreement by and between 45th Parallel Spirits, Inc. and the City attached as Exhibit A ("Purchase Agreement"); and

WHEREAS, the Common Council has reviewed the Purchase Agreement and has determined the same is complete and acceptable and considers it is in the best interest of the City to sell that portion of Lot 5 pursuant to the terms of the Purchase Agreement.

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

The Common Council hereby:

1. Ratifies, approves and confirms the Purchase Agreement and sale of that portion of Lot 5 to 45th Parallel Spirits, Inc. as set forth therein.

2. Authorizes Mike Darrow, the City Administrator to (i) execute all documents necessary and proper to contemplate the transaction thereby required by the Purchase Agreement and (ii) perform each and every act and execute any and all documents and instruments in the name of the City as may be necessary or desirable to enable the City to perform under the terms of the Purchase Agreement.

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 Ard and carried.

Alderman Kittel offered the following resolution and moved for its adoption:

RESOLUTION #051803

RESOLUTION AUTHORIZING SALE OF REAL ESTATE

WHEREAS, the City of New Richmond is the owner of real estate described as:

Lot 2 of CSM Vol 20 Page 5082 Doc#808217; and

Lot 5 of CSM Vol 23 Page 5574 Doc#883051 totaling 7.11 Acres

WHEREAS, the City has entered into an Offer to Purchase and Sale Agreement with Federal Foam Technologies, Inc, Whereby the City would sell this parcel to Federal Foam Technologies, Inc. and

WHEREAS, all necessary contingencies have been met and the transaction is ready to be closed.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of New Richmond as follows:

1. That the City shall proceed with the sale of the real estate to Federal Foam Technologies, Inc.
2. That Mayor, Frederick Horne, and City Clerk, Tanya Batchelor, are authorized to execute all documents necessary to complete the sale of the property.

Motion was seconded by Alderman Jackson and carried.

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

Meeting adjourned at 9:08 p.m.

Tanya Batchelor
City Clerk

SPECIAL COUNCIL MEETING
MAY 30, 2018 10:45 A.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: Alderman Ard, Kittel, Jackson, Volkert, and Montello

Members Absent: Mayor Horne and Alderman Zajkowski

Others Present: Linda Hagen, Lori Brinkman, Jennifer Rickard, Tanya Batchelor, Leigh Alexander, Bev Langenback, Carlos de la Cruz, Wes Arndt, Mike Darrow, Veronica Koehler, Matt Brown, Adam Jackson, Andy Miller, Steve Skinner, Beth Thompson, Sarah Reese and Noah Wiedenfeld

The Pledge of Allegiance was recited.

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

Sarah Reese gave an overview of the Compensation and Benefit Study RFP process. She received six proposals, and phone interviews were completed with four of the firms. Three of those groups were invited today to give a short presentation. Standard questions were sent to them to answer. After the three presentations are complete, we will have lunch and discuss the ranking sheets that have been given out to everyone. Presentations were given by Julie Urell from Springsted, Alice Bieszczat from GovHR, and Patrick Glynn from Carlson-Dettmann. Each person gave their ranking to Noah and he compiled them. The top rank was given to Patrick Glynn from Carlson-Diettmann and second place was given to Julie Urell from Springsted.

Closed Session
Alderman Kittel moved to go into Closed Session per State Statute 19.85 (1)(e) – Interview Deliberations, seconded by Alderman Jackson and carried.

Open Session
No action was taken

Communications & Miscellaneous
None.

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

Meeting Adjourned at 1:21 p.m.

Tanya Batchelor
City Clerk

SPECIAL COUNCIL MEETING
MAY 30, 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: Alderman Zajkowski, Ard, Kittel, Jackson, Volkert, and Montello.

Members Absent: Mayor Horne

The Pledge of Allegiance was recited.

Alderman Ard moved to adopt the agenda as presented, seconded by Alderman Jackson and carried.

Recycling RFP
Joel Enders explained this RFP is requesting a single-source provider for recycling. The Public Works Committee also discussed the RFP. Bidders can attach modifications to the requirements. No action is requested tonight. The trend is for every house to have a 64 gallon container for recycling. The new contract for recycling would not start until January 2019. Council action will be requested at the June 11, 2018, meeting.

VFW Project Update
The Park Board has recommended giving the VFW five acres of land at Freedom Park to construct a building. The community will show their level of support for this project by making donations. The Utility Commission is moving forward with a feasibility study for bringing water and sewer that direction. Alderman Ard moved to visit this again at the June work session and have it on the July 9, 2018, meeting for action, seconded by Alderman Jackson and carried.

Annexation
Beth Thompson and Nick Vivian discussed future annexation. When the CAP group looked at the City map, they say some areas look to be in the City, but are not. They felt these areas should be annexed as soon as possible. There are three ways to annex: 1) Unanimous approval – where the property owner signs a petition to annex; 2) Direct annexation – a petition is signed by at least 50% of the electors in that area; 3) Referendum – the Council could initiate the annexation by applying to the circuit court to allow us to annex. If the court approves it, then a referendum is scheduled. Discussion followed. Staff will make a flyer explaining the services provided by the City including leaf pickup, brush pickup, water, sewer and electric services, etc. Staff will create a booklet of property that we would like to see annexed into the City including the properties that are served by City water and sewer. Staff will come back to the Council in two months with a strategy. Alderman Montello moved to proceed with the annexation process as discussed, seconded by Alderman Ard and carried.

Potential Rezone for Fusion Metal Property
Alderman Ard moved to table this issue until the June Meeting, seconded by Alderman Kittel and carried.

Student Resource Officer
Veronica Koehler stated a law enforcement presence is needed in school buildings because of drugs, underage drinking, safety and security of school staff. Having a Student Resource Officer is a deterrent for crimes. If we have this officer, we could have a proactive approach rather than reactive. The officer could help with fights, truancy and be a resource to parents. They will not handle discipline issues. The officer would give safety presentations and develop programs to educate kids. River Falls and Somerset have one officer in this position and Hudson has two officers plus two armed security people. Rice Lake is just starting the program. The school district is willing to pay half the cost of this officer and asked the City to pay the other half. Staff is seeking approval to create a MOU with the schools. If the City adds this position, the school could fund the first six months, so it would not have an effect on the 2018 City budget. Staff will apply for grants again for this project. Discussion followed. Alderman Montello directed staff to create the MOU with the school district, seconded by Alderman Jackson and carried.

Capital Improvement Plan 2018-2022
Jeremiah Wendt explained the trails that are mapped out for the next three years. Considerable discussion followed. In August and September staff and Council will determine the projects to be included in the 2019 budget. The Council discussed the definition of the very important projects on the CIP. These projects are in need of repair soon, but could be done in the next few years. The Mary Park boat landing will be moved to critical due to the 50/50 grant received for this project. Discussion followed.

Compensation Study
Sarah Reese explained the process for the compensation study. An RFP was issued and six proposals were received. Four of the groups had phone interviews and three of those groups presented to a large group of Council members and employees today. Sarah will be checking references for the top two groups. This item will be on the June 11, 2108, Council agenda for action.

Civic Center Remodeling Design Contract
Mike Darrow explained it was discussed by Council at budget time last year to redesign the civic center to allow one-stop customer service for utilities and the main office. We would like to have an architect look at the building and make recommendations. A proposal from Cedar Corp was included in the packet. Alderman Montello moved to proceed with hiring Cedar Corp for the redesign of the civic center, seconded by Alderman Ard and carried. The cost will be split with the City and Utility.

Amendment to Building Inspector Contract
Beth Thompson stated that Sarah Skinner has resigned effective June 6, 2018. We can have Josh Melstrom assist us until we hire a full-time building inspector, but he is only able to help 3 ½ days each week through September 2018. The plan for now is to have our planner here eight hours per week to deal with zoning and code enforcement issues. Alderman Ard moved to approve the contract amendment for Josh Melstrom not to exceed an additional $8,949, seconded by Alderman Montello and carried.

Community Development Update
Beth Thompson explained that as our population increases, so does the number of building permits issued. At this time we really need a full-time planner/zoning administrator. This position would take over planning, zoning and code enforcement issues. Staff will put together a job description along with sources and uses of funds for this position and a salary range. Alderman Ard moved to approve the creation of this position, seconded by Alderman Montello and carried.

LTI Inclusive Playground
Noah Wiedenfeld discussed the proposal from this group to create a playground that would be accessible to kids of all ages and abilities and would have permanent bathrooms. They requested space in Freedom Park, and the Park Board has discussed this location. A big issue is permanent bathrooms because water

and sewer are not in Freedom Park at this time. Discussion followed regarding alternate locations for this playground. Veronica is a member of the group requesting to create this playground. She will go back to the group and discuss alternate locations including MaRita Park. This group is committed to doing all of the fundraising for the project.

Forward New Richmond Consultant
Mike Darrow explained that staff would like to contract with Seth Hudson, from Cedar Corporation, as part of the Forward New Richmond group to assist with economic development projects at the direction of City staff or FNR. This item will be on the June 11, 2018, agenda for action.

Vaping on School Property
Veronica Koehler explained that Council discussed this proposed ordinance at the May 14, 2018, meeting. Chief Yehlik and Alderman Montello met with the New Richmond School District Superintendent Olson to discuss this ordinance. Vaping is a huge problem in the schools and this ordinance is needed to help deal with this issue. Alderman Montello moved to suspend the rules and adopt Ordinance #519, seconded by Alderman Jackson and carried. Alderman Volkert abstained.

125th Street Annexation Reimbursement Agreement
Jeremiah Wendt explained that project costs have been split based on current jurisdictional boundaries. City staff and the City Attorney have developed an agreement by which the City would reimburse the Town of Richmond for a prorated portion of the street reconstruction costs if properties along 125th Street were annexed into the City within a certain time frame. The precedent for this arrangement is in the boundary agreement with Star Prairie Township. No action is requested. This item will be on the June 11, 2018 meeting for final approval.

Street Lighting
Weston Arndt, Electric Superintendent, explained that the Electric Department is working on plans to complete the installation of 36 streetlights and poles along the east side of 140th Street, between County Road K and County Road GG. WPPI has funds available to loan to members for lighting projects such as this and we will be using those funds for this project. Work is expected to begin mid-June. The Utility Commission has approved this project.

Communications & Miscellaneous
Weston Arndt reported that a utility pole broke off north of Super America yesterday started on fire. The pole rotted off at the bottom and blew over in the wind. This caused an outage for six hours. The Electric Department will be doing more pole testing to make sure something like this does not happen in the future.

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

Meeting Adjourned at 6:56 p.m.

Tanya Batchelor
City Clerk

SPECIAL COUNCIL MEETING
MAY 30, 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: Alderman Zajkowski, Ard, Kittel, Jackson, Volkert, and Montello.

Members Absent: Mayor Horne

The Pledge of Allegiance was recited.

Alderman Ard moved to adopt the agenda as presented, seconded by Alderman Jackson and carried.

Recycling RFP
Joel Enders explained this RFP is requesting a single source provider for recycling. The Public Works Committee also discussed the RFP. Bidders can attach modifications to the requirements. No action is requested tonight. The trend is for every house to have a 64 gallon container for recycling. The new contract for recycling would not start until January 2019. Council action will be requested at the June 11, 2018 meeting.

VFW Project Update
The Park Board has recommended giving the VFW five acres of land at Freedom Park to construct a building. The community will show their level of support for this project by making donations. The Utility Commission is moving forward with a feasibility study for bringing water and sewer that direction. Alderman Ard moved to visit this again at the June work session and have it on the July 9, 2018 meeting for action, seconded by Alderman Jackson and carried.

Annexation
Beth Thompson and Nick Vivian discussed future annexation. When the CAP group looked at the City map, they say areas that look to be in the City that are not. They felt these areas should be annexed as soon as possible. There are three ways to annex: 1) Unanimous approval – where the property owner signs a petition to annex; 2) Direct annexation – a petition is signed by at least 50% of the electors in that area; 3) Referendum – the Council could initiate the annexation by applying to the circuit court to allow us to annex. If the court approves it, then a referendum is scheduled. Discussion followed. Staff will make a flyer explaining the services provided by the City including leaf pickup, brush pickup, water, sewer and electric services, etc. Staff will create a booklet of property that we would like to see annexed into the City including the properties that are served by City water and sewer. Staff will come back to the Council in two months with a strategy. Alderman Montello moved to proceed with the annexation process as discussed, seconded by Alderman Ard and carried.

Potential Rezone for Fusion Metal Property
Alderman Ard moved to table this issue until the June Meeting, seconded by Alderman Kittel and carried.

Student Resource Officer
Veronica Koehler stated a Student Resource Officer is needed at this time because of the drugs, underage drinking, safety and security of school staff and needing a law enforcement presence in school buildings. It is a deterrent to prevent crimes. If we had this officer, we could have a proactive approach rather than reactive. The officer could help with fights, truancy and be a resource to parents. They will not handle discipline issues. The officer would give safety presentations and develop programs to educate kids. River Falls has one officer in this position and Hudson has two officers plus two armed security people. Rice Lake is just starting the program. Somerset has one officer as well. The school district is willing to pay half the cost of this officer and asked the City to pay the other half. Staff is asking to create a MOU with the schools. If the City adds this position, the school could fund the first six months, so it would not have an effect on the 2018 City budget. Staff will apply for grants again for this project. Discussion followed. Alderman Montello directed staff to create the MOU with the school district, seconded by Alderman Jackson and carried.

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

Meeting Adjourned at 6:56 p.m.

Tanya Batchelor
City Clerk

VOUCHERS PRESENTED TO THE COUNCIL MAY 15, 2018

VO #	PAYMENT TO:	AMOUNT
62092	AILTS, RAE ANN	147.37
62093	ANCOM TECHNICAL CENTER	2,770.00
62094	CHAINSAW SAFETY SPECIALSTS	1,000.00
62095	CITY OF NR - POLICE	86.12
62096	CITY UTILITIES - OTHER	200.33
62097	HOWELL, PAT	2,454.00
62098	NORTHLAND SURVEYING	1,437.50
62099	WENDT, JEREMIAH	386.81
62100	DELROY CONTRACTING LLC	500.00
62101	MARV'S TRAILERS	2,700.00
62102	CEDAR CORPORATION	1,300.00
62103	RIVARD, RAYMOND	300.00
62104	STEPHENS SANITATION - RECYCLING	4,065.00
62105	STEPHENS SANITATION - REFUSE	487.15
62106	VUDU STREET FOOD	160.00
62107	BAKKE NORMAN S.C.	55.50
62108	BREMER BANK, NATIONAL ASSOCATION	21.25
62109	DELROY CONTRACTING LLC	500.00
62110	FRONTIER AG & TURF - OSCEOLA	1,498.02
62111	VILLAGE OF CLEAR LAKE	98.65
62112	VILLAGE OF STAR PRAIRIE	222.25
62113	ARMED SERVICES MEMORIAL	492.63
62114	CEDAR CORPORATION	435.50
62115	XCEL ENERGY (2)	28.26
62116	BIRD, SHAUN	1,000.00
62117	CEDAR CORPORATION	720.22
62118	CITY OF SAINT PAUL	285.00
62119	CITY UTILITIES - 2ND BILLING	25,704.56
62120	CONFIDENTIAL RECORDS, INC	47.25
62121	DELL MARKETING LP	2,162.98
62122	FRONTIER COMMUNICATIONS (2)	51.38
62123	HOEFT BUILDERS INC	1,841.00
62124	HOWELL, PAT	148.89
62125	HURTIS LOCKSMITH SHOP	125.00
62126	KODIAK POWER SYSTEMS, INC	600.35
62127	LUND BUILDERS INC & MICHELLE OLSON	15,190.00
62128	MELSTROM INSPECTIONS, LLC	2,500.00
62129	MOORE IMPRINTS	265.50
62130	NEW RICHMOND GRANITE WORKS	613.32
62131	MINUTEMAN PRESS	460.49
62132	REGISTER OF DEEDS	120.00
62133	CITY UTILITIES - OTHER	301.82
62134	FAAREN, ARNE	110.00
62135	REGISTER OF DEEDS	30.00
62136	ROSENWALD, GEORGE	124.00
62137	4-H ADULT ADVISORS	38.00
62138	AMAZON (CITY)	178.56
62139	AMAZON (LIBRARY)	886.37
62140	BALDWIN TELECOM, INC	584.96
62141	BELZ, LEANN	32.00
62142	BENEDICT REFRIGERATION SERVICE INC	184.00
62143	BOARDMAN & CLARK LLP	61.50
62144	CEDAR CORPORATION	1,212.50
62145	CITY UTILITIES - 1ST BILLING	1,079.56
	SUBTOTAL	78,005.55

	SUBTOTAL CARRIED FORWARD	78,005.55
62146	CITY UTILITIES - INVOICES	18,822.38
62147	CITY UTILITIES - LANDFILL	151.11
62148	CITY UTILITIES - SAC CHARGES	19,071.00
62149	CITY UTILITIES - SALES TAX	651.92
62150	CITY UTILITIES - WATER IMPACT FEES	19,071.00
62151	CLEAR CHOICE BUSINESS SOLUTIONS, LLC	475.00
62152	DELANEY, JOHN	7.00
62153	E O JOHNSON COMPANY, INC	1,666.75
62154	FANTASY CORRAL / DIANA RICKARD	400.00
62155	FARM & HOME (OTHER PMTS)	29.00
62156	FORUM COMMUNICATIONS COMPANY	321.91
62157	GALE / CENGAGE LEARNING	86.96
62158	GHD SERVICES INC	3,399.40
62159	HALLS OF MAGIC INC	350.00
62160	HUDSON PHYSICIANS S.C.	536.00
62161	INDIANHEAD FEDERATED LIBRARY	971.77
62162	INDUSTRIAL SAFETY	5,200.36
62163	JOHNSON FORD OF NEW RICHMOND	284.14
62164	KWIK TRIP / KWIK STAR STORES	5,338.52
62165	LYNCH, TAVIS	125.00
62166	MCMULLEN, JEFF	600.00
62167	MIDWEST TAPE	79.98
62168	NEW RICHMOND HERITAGE CENTER	3,000.00
62169	NORTHERN BUSINESS PRODUCTS	877.40
62170	OLD GEM, LLC	400.00
62171	PEDERSON, JOEL	325.00
62172	RUNNING, INC	11,632.79
62173	SCHOOL DISTRICT OF NR - MOBILE HOME FEES	174.18
62174	SECURIAN FINANCIAL GROUP, INC	2,330.41
62175	SPECTRUM INSURANCE GROUP	50,202.00
62176	ST CROIX CO - DEPT OF HEALTH & HUMAN SERVICES	224.50
62177	ST CROIX COUNTY CLERK	365.00
62178	ST CROIX COUNTY TREASURER - MUNICIPAL COURT	694.71
62179	ST PATRICK'S DAY COMMITTEE	1,500.00
62180	STATE OF WI - COURT FINES & ASSESSMENTS	1,894.27
62181	STEPHENS SANITATION - RECYCLING SHED	749.32
62182	VERIZON WIRELESS (CITY)	320.18
62183	WASHINGTON NATIONAL INS CO	200.80
62184	WI PROFESSIONAL POLICE ASSN, INC	627.00
62185	WISCONSIN DNR - ENVIRONMENTAL FEES	130.00
62186	XCEL ENERGY	1,764.22

TOTAL VOUCHERS **233,056.53**

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ELECTRONIC FUND TRANSFERS

PAYROLL (5/25 & 6/8)	277,359.92
DEFERRED COMP	9,700.00
ROTH - WI	250.00
FEDERAL W/H	90,480.91
STATE W/H	18,005.07
MEDICAL PREMIUMS	88,419.92
RETIREMENT	56,909.90
VISA P-CARDS	32,420.01
HRA	2,173.32
HSA - ER CONTRIBUTIONS	1,083.29
WI-SCTF	2,967.64
FLEX SPENDING	3,892.00
EMPLOYEE FUND	260.00
FIREMAN DUES	525.00
AFLAC	1,223.26
DISABILITY INSURANCE	2,731.58
INVOICE - SUPER AMERICA	5,518.79
DELINQ STATE TAX - REMITTANCES	32.18
IMPACT FEE TRANSFERS	39,732.00
INVESTMENT TRSFAR - BREMER	150,000.00
PSN REFUNDS	50.00
WPPI LOAN PMTS	4,166.67
DEBT PMTS/BREMER LOAN PMTS	2,426.27
TOTAL ELECTRONIC FUNDS	**790,327.73**
GRAND TOTAL	**1,023,384.26**

FRED HORNE, MAYOR

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

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

TO: **Mayor Horne and City Council Members**

FROM: **Beth Thompson, Community Development Director**

DATE: **June 5, 2018**

RE: **Comprehensive Plan Approval**

Background

The purpose of a Comprehensive Plan is to identify issues, opportunities, and needs in order to organize public policy to address them in a manner that makes the best and most appropriate use of City resources. The plan will describe a desired future for the community over the next 20 years and establish goals to move toward the future. The Comprehensive Plan is meant to be used by elected and appointed officials and City staff in the ongoing process of making decisions, creating ordinances and allocating funds.

Over the last year the CAP group, along with staff and consultants, has been working towards a new Comprehensive Plan for the City of New Richmond. The following was our public/community engagement process:

Regularly Scheduled CAP Committee Meetings

June 14, 2017 (CAP Kickoff)	October 11, 2017	December 13, 2017
August 23, 2017	October 25, 2017	January 10, 2018
September 13, 2017	November 8, 2017	January 24, 2018
September 27, 2017	November 29, 2017	February 21, 2018

CAP Committee Presentations and Community Open House

January 13, 2018	CAP Presentation to City Council
February 23, 2018	CAP Committee Presented at State of the City
February 28, 2018	Open House for the Comprehensive Plan hosted by the CAP Committee

March 21, 2018	CAP Committee Presented for Realtor Assn., Chamber Directors and Ambassadors
April 2, 2018	CAP Committee Presented to Kiwanis, VFW, American Legion, Women's Auxiliary, and Senior Group

Additional CAP/Comprehensive Plan Public Participation Activities

April 12, 2018	Meeting with surrounding Townships
April 17, 2018	Draft Comprehensive Plan was distributed to Mayor, City Council and Plan Commission Members,
April 18, 2018	Distributed to all CAP members
April 19, 2018	Draft Comprehensive Plan was distributed to CAP group, put on-line for public comment, sent to St. Croix County, New Richmond School District, Surrounding Township Clerks, Wisconsin Department of Administration, West Central Regional Planning Commission and Friday Memorial Library
April 19, 2018	Link on City's Website, Facebook and Twitter
April 19, 2018	Emailed to all City staff and E-blast
April 19 – May 14, 2018	Receive Public Comment and make recommendations to Plan Commission
May 15, 2018	Public Hearing held at the Plan Commission
May 15 – June 4, 2018	Receive Public Comment and Recommendations to City Council
June 11, 2018	City Council Meeting - Adoption of the Comprehensive Plan

At the Plan Commission Public Hearing on May 15, 2018 the following changes/additions and corrections were all approved by the Plan Commission:

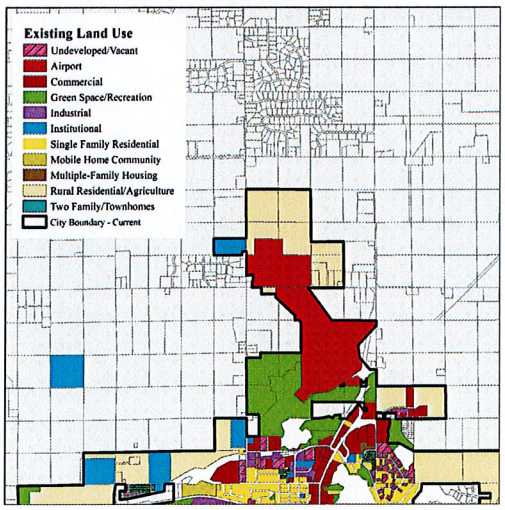
Approved at PC Meeting:
The following have been recommendations/feedback from the public and City staff is recommending approval of the recommendations:

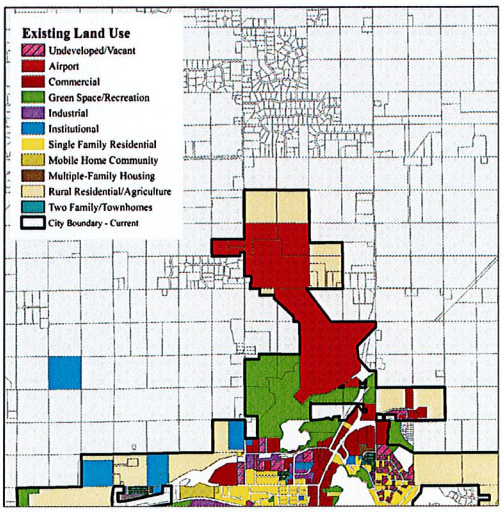
1. Page 1-5 Replace 2008 with 2018
2. Page 3-12 The font and bold needs to be changed to match other headings for Traditional Downtown Mixed-Use
3. Page 3-22 Replace capaCity with capacity
4. Page 4-4 Elevate the importance of Technology under goals and focus on technology
5. Page 4-1 Paragraph 3 take out the end quote"
6. Page 6-7 Add a date and timeframe to the figure

7. Page7-2 Under City Offices change to "The New Richmond City Office is located
8. Page 8-3 Paragraph 1 second there replace with their
9. Page 9-10 Checklist 1st item – add in a question mark (?)
10. Page 9-15 Fifth paragraph down - Replace assess with access
11. Page 9-22 Add the total number for creation of new city hall

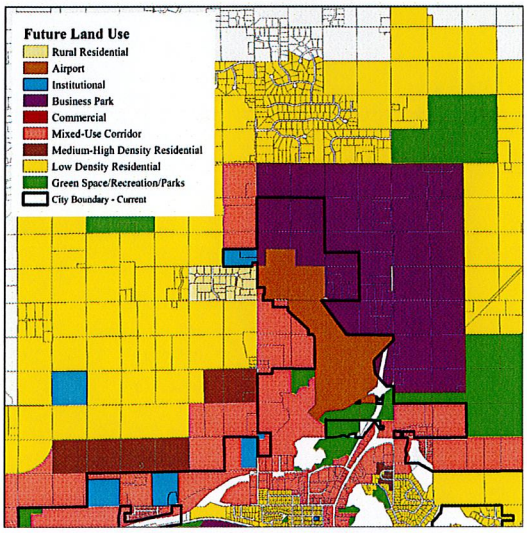
Map recommendations:

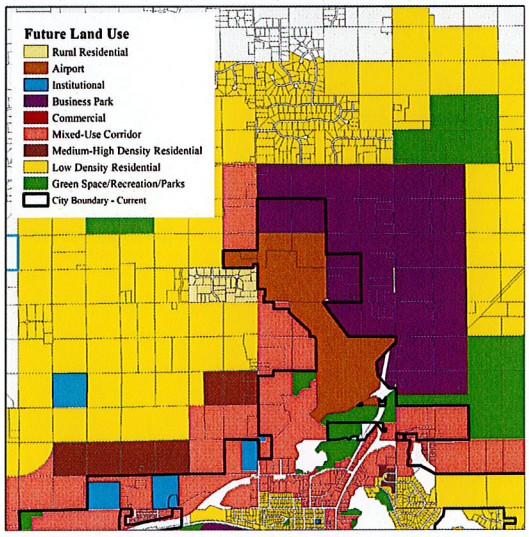
On both the existing and future land use maps, the airport property needs to be updated and put in brown versus institutional.





Existing Land Use should be changed to





Future Land Use should be changed to

Update the Park Map to show the natural park areas to the east of Valley Creek Drive.

Additional recommendations:

Change the table (3-8) and nomenclature for anticipated growth to make it consistent with future land use categories on page 3-9. **Note:** Please note that this is anticipated growth not proposed growth.

Need to add the following to Page 6-13 or 6-14 - The City and School District recently completed a Safe Routes to School Plan ...

Need to add the following to Page 7-10 - The City of New Richmond supports the efficient use of energy and the development of clean energy resources within the community. The City adopted a

resolution in 2008 to support the goal of meeting 25% of the electric and transportation fuel needs with renewable energy by the year 2025. A 2008 goal to achieve a 10% reduction of electric use in municipal buildings was achieved in 2016. In 2017, the City adopted a new municipal energy policy seeking to reduce energy consumption in municipal buildings by 2% in the next two years. Ambitious goals to achieve a clean energy future through energy efficiency and renewable energy will continue to drive change in energy sources and consumption behaviors.

Chapter 3 Issues and Opportunities Page 3-2

Add the following Issues and Opportunity statement as the third paragraph: Provide and implement a strategy for annexation of areas that are within our overall boundaries and for contiguous annexation, based on orderly growth.

Goals and Policies Page 3-17

Under LU-1.6 Revise to say: Evaluate requests to extend City infrastructure to "and support annexation of" new growth areas...

Add the following bullet to this list: The site is contiguous to City limits.

Chapter 6 Footer should be changed to Community Connectivity

Chapter 7 Footer should be changed to Community Pride

On Page 3-19 of the Plan document titled "Land Use Goals and Policies," policy LU-1.7 discusses New Richmond having a 1.5 mile extent of zoning control outside the corporate boundary. The word zoning would need to be changed to state subdivision.

Changes are needed for both the Future Water System May (Figure 7-1) and Future Sanitary Sewer System Map (Figure 7-2). Both these maps need to have the boundary lines changed to our Future Land Use Boundaries.

On Page 7-9 under goal: Safely and responsibly treat and discharge municipal sewage. Add the following statement: For properties within the City that may still be on a private sewage treatment system, all regulations of the county regarding construction, replacement and pumping maintenance must be adhered to.

Intergovernmental Cooperation – Page 8-6: Add a policy between 3 and 4. That reads as follows: Encourage and support annexation requests of properties that are entirely surrounded by New Richmond corporate limits and can efficiently provide municipal services.

Recommendations for City Council:

City staff is recommending approval of the Comprehensive Plan with the above changes/additions.

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

TO: Mayor and Council

FROM: Rae Ann Ailts, Finance Director
Joel Enders, Management Analyst

DATE: May 31, 2018

RE: RFP for Residential Recycling Services

BACKGROUND

In 2017, staff organized a roundtable discussion with the licensed recycling and refuse haulers who operate within our City. Participants discussed various topics that included challenges facing the industry, current refuse/recycling policies, wear-and-tear on City streets, and resident feedback. As part of these discussions and feedback, staff identified the following needs, which were communicated to the Public Works Committee:

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

Based upon these identified needs, staff was directed to draft a Request for Proposal (RFP) for Refuse and Recycling Services, which was presented to the Public Works Committee and Council. Staff has also held two roundtable discussions with haulers regarding the draft RFP. Upon further analysis, staff is recommending a two-phased approach to refuse and recycling services. The first phase will focus on recycling services with an RFP issued in 2018. The second phase would engage the community, evaluate refuse collection in 2018, and provide a recommendation in 2019.

The attached RFP seeks a single-source provider of residential recycling services for the City. "Residential" is defined as single family, duplexes, triplexes and fourplexes. The RFP also includes municipal buildings and parks as outlined in the accompanying schedule. Commercial, industrial, and multi-family structures of greater than four dwelling units are not included in the RFP; these enterprises contract directly with service providers.

Note that bidders may attach proposed modifications, conditions, or qualifying statements to the requirements specified in the RFP.

RECOMMENDATION

Staff recommends approval to advertise the attached RFP for Residential Refuse and Recycling Services.

The Public Works Committee recommended approval of this item on May 7, 2018, subject to two conditions that have been incorporated into the attached RFP:

1. Proposal Security amount reduced from $10,000 to $5,000
2. Vehicle specification schedule replaced by a bidder supplied description/specification of vehicles to be utilized in the performance of the contract

The City Council recommended the following change at the Work Session on May 30, 2018, which has been incorporated into the attached RFP:

1. Section 4.1 – earliest allowed collection start time changed to 7:00 am.

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

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

Request for Proposals (RFP)
Residential Recycling Collection and Disposal Services

The City of New Richmond, St. Croix County, Wisconsin (hereinafter "City") is seeking proposals for comprehensive, high-quality weekly single stream recycling collection and disposal services **for residential properties within the City beginning January 1, 2019.** Any interested firm (hereinafter "Hauler") desiring to provide such services shall submit proposals according to the instructions contained herein. Proposals will be judged against the requirements, specifications, and preferences contained in this RFP. The City intends to enter into agreements with a **single**, qualified firm for the entire management of the city's recycling collection and disposal services.

1. Introduction and Background Information

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

1.1 City of New Richmond Background

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

1.2 City of New Richmond Current Recycling Program

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

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

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

1.3 Exhibits

The attached exhibits are provided for informational purposes:

Exhibit A: Current Recycling Collection Route Map

Exhibit B: Municipal Facilities for Collection

2. Instructions to Bidders

It is the intent of the City to enter into an exclusive contract for residential recycling collection and disposal. The contract shall include single-family attached and detached homes, duplexes, triplexes, fourplexes, and municipal properties as specified herein. **Multi-family apartments greater than four dwelling units and all commercial and industrial properties are exempted from the scope of this contract**.

2.1 Proposal Submittal and Questions

- All questions and the Proposal should be directed to:

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

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

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

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

2.2 Investigation by potential Hauler

It shall be the responsibility of the Hauler to thoroughly read and understand all information, instructions, and specifications contained herein. Haulers are expected to be fully informed and understand the conditions and requirements of service provision. Failure to do so is at the Hauler's own risk. No plea of error or ignorance will be accepted as a basis for modifying the requirements and responsibilities of service provision. A Hauler is assumed to be fully familiarized with all conditions and requirements of service provision at the time of proposal submission.

2.3 Hauler Information

The Hauler shall furnish the following information:

1. A list of areas or municipalities in the State of Wisconsin for which the Hauler furnishes or has furnished recycling collection and disposal services for a period of at least one year within the last three years. Use the form provided, labeled Schedule 1.

2. Description/specification of vehicles to be utilized in the performance of this contract.

3. A list of the intended materials, current processing costs, and markets for recyclable materials to be collected under this contract. Use the form provided, labeled Schedule 2.

4. A list of all facilities to be utilized under this proposal, including but not limited to sanitary landfill facilities, transfer stations and material recovery facilities. Use the form provided, labeled Schedule 3.

5. A signed bid/proposal form; use the form provided. Haulers should use extra copies of schedules or supplemental sheets as necessary to supply information.

2.4 Right to Reject

The City reserves the right to reject any or all proposals and select the proposal believed to be in the best interest of the City, as determined by the City. The City reserves the right to reject any part of any proposal for any reason. The City reserves the right to void any awarded contract should the successful contractor fail to comply with any part of this RFP, including but not limited to timely implementation of services, the provision of Certificates of Insurance, and Performance and Bid Bonds.

2.5 Validity

All proposals are valid for 90 days from bid opening.

2.6 Proposal and Performance Security

Each proposal shall be accompanied by proposal security, which shall be in the form of a certified check, bid bond, or cashier's check in the amount of five thousand dollars ($5,000.00), made payable to the City of New Richmond. Proposals submitted without the required security shall be rejected.

Proposal securities shall be released as follows:

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

The contractor shall provide the City, in order to assure performance of the contract during its term, a performance bond issued by a surety company licensed to do business in the State of Wisconsin or a letter of credit in the amount of four hundred and fifty thousand dollars ($450,000). Proof of ability to furnish the performance bond or letter of credit shall be provided to the City prior to execution of the contract.

2.7 Selection

The contract will be awarded to the responsible Hauler whose proposal will most advantageous to the City, as determined by the Common Council. Proposals will be evaluated based on bid price, conformance to specifications, and other performance factors, including but not limited to:

- Demonstrated understanding of the requirements of service provision
- Experience of the Hauler performing services of a similar nature.
- Record of past performance on similar contracts.
- Clarity, conciseness and organization of the proposal.
- Ability to perform collections during weekday off-peak traffic hours (9:30am – 3:30pm)
- Proposed collection intervals

No proposal shall be accepted from, or contract awarded to, any person, firm, or corporation that is in arrears or default upon any debt, contract, or obligation with the City, or that has failed to faithfully perform any previous contract with the City.

2.8 Indemnification

Contractor shall defend, indemnify and hold harmless the City, its employees, agents, representatives, and elected or appointed officials, from and against any and all liabilities, losses, judgments, actions, suits, obligations, debts, demands, damages, penalties, claims, costs, charges and expenses, including reasonable attorneys' fees, of any kind or of any nature whatsoever which may be imposed, incurred, sustained or asserted against the City, its employees, agents, representatives, and elected or appointed officials as a result of any act or omission on the part of the Contractor or others whose services are engaged in by the Contractor or anyone directly or indirectly employed by or controlled by the Contractor arising directly or indirectly in the course of the performance of the work provided for in the contract.

2.9 Environmental Indemnification

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

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

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

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

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

2.10 Insurance

Contractor shall, at its sole expense, maintain in effect at all times during the term of this contract insurance coverage with limits not less than those set forth below, issued by a company or companies authorized to do business in the State of Wisconsin, and which is satisfactory to the City. Such coverage shall be primary. Prior to execution of the contract, the Contractor shall furnish to the City a Certificate of Insurance and upon request, certified copies of the required insurance policies. The Certificate shall name the City, its employees, agents, representatives, and elected or appointed officials as additional insured. The policy of insurance shall state that coverage shall not be cancelled by the insurer less than thirty days after the insured and the City have received written notice of such cancellation. Insurance requirements include:

Workers' Compensation Insurance in an amount not less than the statutory limits under Wisconsin Law, and Employer's Liability Insurance in the amount of $500,000.00.

General Liability Insurance, including Products or Completed Operations, Bodily Injury, and Property Damage Liability in the amount of $5,000,000.00.

Auto Liability for bodily injury and property damage in the amount of $2,000,000.00.

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

2.11 Independent Contractor

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

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

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

3. General Specifications

3.1 Scope of Work

The Hauler shall provide timely and efficient collection and disposal of recyclables from residential properties in the City. Multi-family apartments greater than four dwelling units and all commercial and industrial properties are exempted from the scope of this contract.

The Hauler shall provide and/or furnish all labor, materials, necessary tools, expendable equipment and supplies, vehicles, transportation services, permits, licenses, and arrangements with processors required to perform and complete the collection and disposal of recyclables, all in strict accordance with this contract.

Ownership of a landfill, transfer station, or recycling facility is not required as long as the Hauler has access to, and arrangements with, such facilities in order to adequately fulfill the requirements of the contract.

The Hauler may contract with other businesses, condominiums, institutions, and agencies for collection services outside the scope of this contract, providing that such operations shall not interfere with the satisfactory performance of work under this contract. Any contracts between the Hauler and businesses, institutions, and agencies shall covenant that said contract shall not interfere with the terms and conditions set forth under this contract.

All subcontracting shall be pre-approved by the City. Subcontractors must abide by all terms and conditions of the contract. The primary contractor shall be responsible for all subcontractor(s) work and payment. The City will not pay any subcontractor or third parties directly.

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

3.2 Contract Period and Extensions

This contract shall become effective on January 1, 2019, and shall remain in full force and effect for two (2) years and terminates December 31, 2020.

At the expiration of this term, the City and the Hauler, by mutual agreement, shall have the option to renew this contract for one additional two (2) year term. The cost of this extension is included in this proposal. The City shall initiate such extension negotiations by serving written notice to the Hauler at least ninety (90) days prior to the expiration of this contract.

3.3 Compliance with Applicable Laws, Ordinances, and Regulations

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

3.4 Taxes, Licenses, Permits and Certificates

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

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

4. Collection and Hauling

4.1 Weekly Collections

The Hauler shall collect residential recycling weekly or bi-weekly, however preference shall be given to Haulers who collect recycling weekly. Collection can occur Monday through Thursday starting after 7:00 am and ending by 6:00 pm unless affected by a legally designated holiday as noted below. The City will give preference to Haulers who restrict collection hours to between 9:30 am and 3:30 pm.

4.2 Collection Schedule

Recycling collections shall occur on a regular schedule. The Hauler shall provide a proposed schedule and collection route as part of this bid. The City reserves the right to work with the Hauler to refine the collection route and/or schedule as necessary once proposals have been received.

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

4.3 Holidays

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

4.4 Recycling Containers

Recycling to be collected by the Hauler shall be placed in a 64-gallon or greater wheeled cart furnished by the Hauler. Carts must be of a uniform capacity and appearance. The Hauler shall supply residents and the City with recycling media that clearly represents materials to be recycled.

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

The Hauler shall establish a standard cart size of 64 gallons or greater; however, no limit shall be placed on the amount of recyclables that can be collected.

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

4.5 Initial Delivery Schedule for Containers

Should the City choose a different Hauler than that currently under contract, the new Hauler shall arrange for the delivery of recycling containers to customers during the last week of December 2018. The new Hauler will coordinate with the City and current Hauler to deliver the new containers along with a public relations flyer describing the changes to the collection system on the same day and subsequent to the removal of current Hauler's recycling containers.

4.6 Location of Containers for Collection

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

Once specified, no change in the location of containers for collection shall be made without approval in writing from the City or resident.

4.7 Collection and Hauling of Recyclables

The Hauler shall identify the collection method (i.e. single stream collection system) as part of this bid submittal.

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

- Aluminum containers
- Corrugated paper or other containerboard
- Foam polystyrene packaging
- Glass containers
- Magazines or other materials printed on similar paper
- Newspapers or other materials printed on newsprint
- Office paper
- Plastic containers (#1-7)
- Steel containers
- Waste tires (Note: Property owners will be billed pursuant to prices outlined in Bid)

- Containers for carbonated or malt beverages that are primarily made of a combination of steel and aluminum

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

Hauler shall collect #3-7 plastic containers for recycling as market conditions allow. If no market exists for said materials, the Hauler may dispose of these items at a certified landfill facility. The Hauler must inform the City of any change in disposal facility for these items.

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

4.8 Unacceptable Refuse

Hauler shall not be required to pick up items that are considered non-recyclable. The contractor shall tag any materials not collected. The Hauler is responsible for the proper disposal of any non-recyclables that are collected by accident or incidental to recyclable collection.

As part of this RFP, the Hauler shall provide the City an example of the tagging system to be utilized for uncollected non-recyclables. The tag must provide an easily understandable explanation as to why the item was not picked up.

4.9 Collection of Refuse and Recycling for Municipal Buildings

The Hauler shall collect and transport recyclables without separate charge from all designated municipal buildings as noted in Exhibit B. The Hauler shall provide collection containers on each designated site. The City reserves the right to include additional municipal buildings or facilities during the term of this contract

5. Disposal Specifications

5.1 Disposal of Recyclables

The Hauler shall deliver or cause to have delivered all recyclable materials to a certified recycling facility. The Hauler's proposal shall specify the certified facility to be used, and the City shall be informed in writing of any subsequent change in certified facility used.

No recyclable material shall be delivered to any sanitary landfill, either private or public (with the exception of #3-7 Plastics as outlined in Section 4.7).

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

6. Billing and Payments

6.1 Billing

The City shall be responsible for the monthly billing of residents covered under the contract.

6.2 Customer Service

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

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

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

6.3 Resident Education

The Hauler shall provide stickers on each recycling container that provides information about what can be placed in that container. Each January, the Hauler shall provide educational flyers to all customers that have been coordinated with and approved by the City. The City will also make this information available on its website as applicable.

6.4 Reporting

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

6.5 Suspending Service

The City shall be allowed to suspend recycling collection services for residents whose properties are considered vacant.

7. Submission Guidelines

7.1 General Submission Guidelines

A properly prepared proposal shall consist of the Bid Form, accompanying schedules containing the required information as listed in Section 7, other items as listed in the checklist, and accompanied by a signed cover letter of submittal on the Hauler's letterhead. The signed cover letter accompanying the proposal must be from an officer or employee having the authority to bind the Hauler by signature. The cover letter may comment on any specification or part of the RFP documents. All commentary should reference Section and Subsection number (e.g., Section 7.1) where appropriate, and should be discussed sequentially as much as possible. Failure to submit all of the required information may result in the disqualification of the Hauler from consideration.

Two copies of the proposal must be submitted.

All blanks on the Bid Form and accompanying schedules must be correctly filled in, using ink or entered in typed form. Any erasures or error corrections must be initialed in ink. All forms requiring signatures must be properly signed in ink in the proper spaces.

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/specification 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) copies of the proposal
- ☐ OPTIONAL: Any proposed modifications, conditions or qualifying statements to the requirements specified in this RFP

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: _____

Title: _____

State in which Incorporated: _____

Date: _____

Address: _____

_____

_____

Telephone: _____

Email: _____

Affidavit of Non-Collusion in Bid

STATE OF _____)
)
COUNTY OF _____)

_____, being first duly sworn, deposes and says that:

1. He is _____ (title) of _____, the Bidder that has submitted the attached bid;

2. He is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

3. Such bid is genuine and is not a collusive or sham bid;

4. Neither the said Bidder nor any of its officers, partners owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Bidder, firm, or person, to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion of communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached bid or of any other Bidder, or to fix any overhead, profit, or cost element of the bid price or the bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City 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 _____day of _____, 2018.

_____
Notary Public

My Commission Expires _____

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 Serviced (From – To)	Refuse Collection (Yes / No)	Recycling Collection (Yes / No)	Contact Person & Phone Number

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					
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

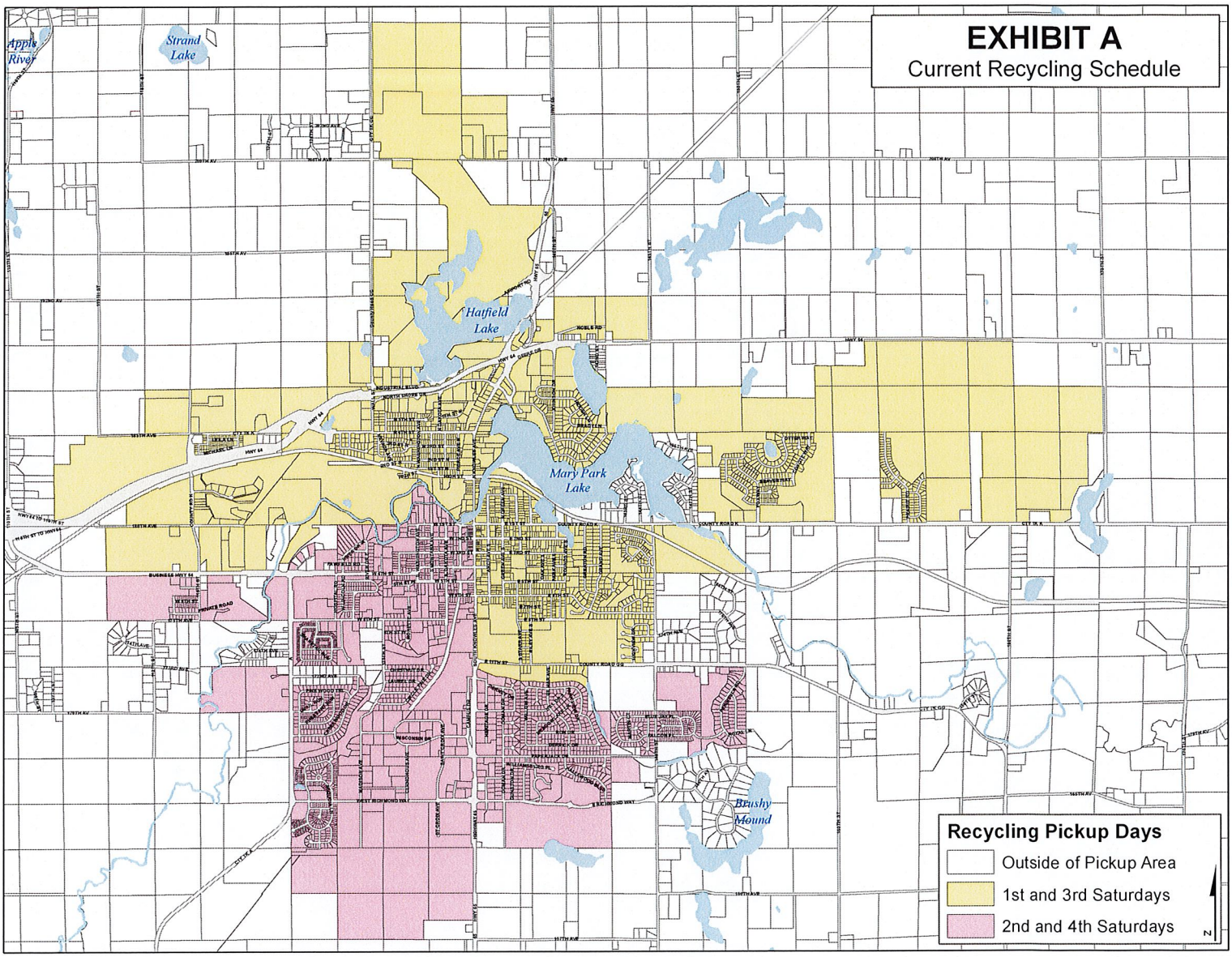


EXHIBIT A
Current Recycling Schedule
Apple River
Strand Lake
Hatfield Lake
Mary Park Lake
Brushy Mound
Recycling Pickup Days
Outside of Pickup Area
1st and 3rd Saturdays
2nd and 4th Saturdays
N

Exhibit B: Recycling Collection for Municipal Buildings and Parks

FACILITY	OCCURRENCE	DETAILS
Fire Department	1x week	1-2 YD Recycling Dumpsters
Library		
Civic Center		
Park Shop		

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

TO: City Council

FROM: Tanya Batchelor, City Clerk

DATE: June 6, 2018

RE: Mayor's Appointments

Background

Mayor Horne would like to re-appoint Pat Becker to the Utility Commission. His name was missed on the list last month.

Recommendation
Council approval is needed for this appointment.

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MEMORANDUM

TO: Mayor and City Council

FROM: Tanya Batchelor, City Clerk

DATE: June 6, 2018

SUBJECT: Tourism Committee

Background

At the May 14, 2018 Council meeting, the Council approved the creation of a Tourism Committee. This committee is to consist of five members appointed by the Mayor and subject to Council confirmation. Mayor Horne would like to appoint the following people to this committee:

1) Hotel Representative – Judy Roettger through 2021
2) Local Business Representative – Angela Logan through 2021
3) Local Business Representative – Jessi Mishler through 2020
4) One At-Large City resident – Jeremy Poole Through 2020
5) One City Council member – Jim Jackson Through 2019

Staff met with Rob Kreibich, Chamber Director, to discuss recommendations for representatives from local businesses and a hotel representative. The names listed are recommendations from the Chamber. These members will be appointed for staggered 3 year terms to expire in April each year and members may serve multiple terms.

Recommendation

Staff recommends approval of these appointments.

WITC TV 6

Community Media Serving New Richmond, Wisconsin

1019 South Knowles Avenue, New Richmond, WI 54017
Phone (715) 246-6561 Ext. 4610
Email tv@witc.edu Web www.witc.edu/tv

June 1, 2018

New Richmond City Council
156 East First Street
New Richmond WI 54017

Dear Council,

The arrival of June marks the time to review the agreement for the public, education, and government channel owned by the City of New Richmond and operated under contract with WI Indianhead Technical College. The college is pleased to have operated this channel for the city since 1985. The most recent update to the operating agreement was made in July of 2012. It has been extended each subsequent year through a memorandum agreement. This letter serves as a request to extend agreement from July 1, 2018 to June 30, 2019.

The cost of this contract is estimated at $15,500 for the July 2018 – June 2019 period. The contract provides excellent value to the City in that the hours are utilized as needed. Typical staffing hours allow for responses to viewer and producer issues from 8 a.m. until 7 p.m. Monday through Thursday and 8 a.m. until 4 p.m. on Fridays. This estimate includes maintaining staffing at 9 hours 23 minutes per week. As in past years, an additional $4,000 budget is requested to hire hourly workers to maintain equipment and provide operational support. This funding is only used on an as needed basis.

As discussed last year, equipment and connectivity issues will require attention in the new fiscal year. The equipment from 2005, through a series of stopgap measures, is still operating at a minimum level. Northwest Communications, the cable television provider in New Richmond, has activated a fiber optic line near the cable studio. This activation may present some potential progress toward solving the issue with some viewers seeing programming on cable 6 while others viewing on channel 600.

Each month the station hears from viewers pleased to see city, county, and regional programming unique to the area. The council meetings and productions from local nonprofits are the subject of most commentary. In a market dominated by Minnesota programming, channel six provides a welcome alternative unique to New Richmond.

Sincerely,

Dr. Alex D. Birkholz
WITC TV6
Enclosures

AGREEMENT

This agreement made this first day of July, 2012, between the City of New Richmond, a Wisconsin municipality, (hereinafter CITY) and Wisconsin Indianhead Technical College, a duly organized Wisconsin vocational, technical and adult education school district (hereinafter WITC).

CITY is the owner of a cable channel on a system owned and operated by Northwest Communications (hereinafter CABLE). It serves the City of New Richmond, Village of Star Prairie and parts of the surrounding area.

CITY is in need of a studio facility to broadcast public, educational, and governmental programs at no charge to users and to provide leased access for private broadcasting.

WITC has agreed to provide the studio facility at its campus located at New Richmond, Wisconsin.

Therefore, in consideration of all the mutual promises contained herein, the parties agree as follows:

1. WITC will provide to CITY sufficient space for a studio facility at its campus at New Richmond, Wisconsin. WITC shall designate this space to be used but it must be adequate for broadcasting purposes.
2. This agreement shall continue until terminated by either party as provided under paragraph 6 of this agreement.
3. CITY will provide and pay to maintain all of the necessary basic equipment to allow broadcasting from the studio over cable channels designated by CABLE. WITC may install such further equipment as it desires so long as it is compatible with CABLE's basic broadcasting equipment. Each party shall maintain casualty and liability insurance on its own equipment and WITC shall maintain liability insurance on the premises in which the studio is located.
4. CITY and WITC agree that the following provisions shall govern the operation of the studio facility.
    a. WITC shall provide all personnel for the studio, including a Program Director. WITC shall have the right to control the salaries and/or wages, hours and workload of such personnel. All such personnel shall be considered to be employees of WITC. At minimum this will represent 25% of one full time position.
    b. CITY agrees to pay WITC all monies which have been designated for Program Director's fees provided this amount will not exceed the compensation paid by WITC for studio personnel.
    c. WITC shall administer and operate the studio in accordance with the operating rules agreed to by both parties.
5. CITY and WITC agree to cooperate and consult with each other at least on a monthly basis regarding the operation of the studio. The Program Director agrees to submit to CITY for review any application where the program content may not conform with the operating rules set forth in Exhibit "A".

6. The initial term of this agreement shall extend to June 30, 2013. Thereafter it shall be renewed on an annual basis extending from July 1 of each year to June 30 of each year. The renewal shall be in the form of a written document executed by both parties. In addition to the cancellation of the contract at the end of any annual term, either party may cancel this agreement upon 60 days written notice to the other party. Upon the effective date of any cancellation, CITY shall be allowed to remove all of its equipment from the premises of WITC.
7. This agreement shall bind the partners hereto, its successors and assigns.

Executed the day set forth above.

City of New Richmond, Wisconsin

_____

Wisconsin Indianhead Technical College

_____

Exhibit "A"

CITY OF NEW RICHMOND, WISCONSIN
OPERATING RULES FOR
PUBLIC, EDUCATIONAL, GOVERNMENTAL AND LEASED ACCESS CHANNELS

The rules and regulations set forth herein below govern the availability and use of the public, educational, governmental and leased access owned by the City of New Richmond operating on Northwest Communications serving the City of New Richmond and surrounding areas.

1. PUBLIC ACCESS

a. Public access channel space shall be available at no charge to any person, group, organization or other entity on a first come, nondiscriminatory basis upon the filing of the designated Application for Access Channel Time and Use of Facility and consistent with the availability of the access channel at the time and for the duration requested. Time and production facility requests should be made for reasonable hours.

b. No program, production or the presentation shall be transmitted which involves any advertising material designated to promote the sale of commercial products or services (including advertising on behalf of candidates for public office), lotteries, lottery information, or obscene, slanderous, libelous, or indecent matter. This prohibition of advertising material shall not extend to any advertising which may be an integral part of and contained in any program table which is purchased or leased for presentation in its entirety on a public, educational or governmental access channel provided that the balance of the content of such program tape is consistent with the materials which would generally be presented on these access channels. However, no program shall contain any advertising prohibited above which would be prepared by WITC and could contain advertising which would be advertising for any commercial or professional establishment located in and around the area served by Northwest Community Communications except that the name only of any such establishments who have contributed to the cost of a given program may be presented.

c. In order to permit diversity of use among public access cablecasters, WITC may limit the use of cablecasting facilities by any one applicant to two hours during any calendar week. Additional time may be leased in accordance with number four of these rules.

2. EDUCATIONAL ACCESS

a. Educational access channel space shall be available at no charge to New Richmond educational institutions upon the filing of designated Application for Access Channel Time and Use of Facility and consistent with the availability of the access channel at the time and for the duration requested.

b. Same as I.B.

3. GOVERNMENTAL ACCESS

a. Governmental access channel space shall be available at no charge to the City of New Richmond and its departments upon the filing of the designated Application for Access Channel Time and Use of Facility and consistent with the available of the access channel at the time and for the duration requested. Use of the governmental access channel shall be governed by the City.

b. Same as I.B.

4. LEASED ACCESS

a. Leased access channel space shall be available to any person, group, organization or other entity on a first come, nondiscriminatory basis upon the filing of the designated Application for Access Channel Time and Use of Facility and consistent with the availability of the access channel at the time and for the duration requested. Time requests should be made for reasonable hours.

b. No program, production or presentation shall be transmitted which involves lotteries, lottery information, or obscene, slanderous, libelous, or indecent matter.

c. The rates for use of the leased access channel and production charges are available upon request and stated as approved by the City of New Richmond.

5. All requests for public and leased access channel time and use of the facilities are to be submitted at least 30 days in advance of the desired date and time.

6. Applicants for access cablecasting facilities shall submit program material to WITC for preview at a reasonable time prior to cablecast. Such previewing shall not, however, release the applicant of any responsibility for the nature of the program material.
7. Applicants for persons under 18 years of age must be accompanied by the signature of a parent, guardian or otherwise authorized adult. Such parent, guardian, or otherwise authorized adult shall assume all legal responsibility for the program and the action of the minor.
8. **EQUIPMENT**
   a. Public access equipment (studio, portable, and post-production) is dedicated to the purpose of production and cablecasting of public access programming. Equipment may be borrowed on a first come, nondiscriminatory basis by individuals who have been certified by WITC or its designee.
   b. Public Access equipment may be rented at the discretion of the Local Programming Director by individuals for purposes other than indicated in section 8 only when it has not been requested for public access use.
   c. Applicants requesting to borrow public access equipment must complete and sign the Request Form, the Check-In and Check-Out form, and the Responsibility for Damage Form.
   d. Applicants must agree to return the equipment to WITC in good condition. Normal wear and tear is expected. During the time that the equipment is in the possession of the applicant, the applicant shall be wholly responsible for its care, safekeeping, custody and any and all damage to the equipment. The applicant shall not attempt, make or permit anyone else to make or attempt to make alterations to the equipment without the expressed authorization of WITC.
   e. WITC may temporarily withhold from an individual the use of the public access equipment and facilities if, in the judgment of the access facilitator, the individual cannot adequately exercise the required care, safekeeping or custody of the equipment.
   f. Production assistance may be available <u>upon reasonable request,</u> at no charge to users of the public, educational and governmental access equipment.

9. BOOKING STUDIO EQUIPMENT POLICY

a. Prior to reserving time, an operating certificate is required before any person can use the equipment. A certificate can be obtained from the Program Director upon proper application.

b. Each person or group may:

   1. Schedule up to a month in advance

   2. Reserve up to one 4 hour block of time for portable equipment per week unless special permission is obtained.

   3. Time in excess of the above 4 hour block of time. The Director shall determine all other policies subject to review by the cable tv company.

10. BOOKING CABLECASTING TIME

a. A "Statement of Compliance" must be on file for all programs to be scheduled.

b. Channel time must be reserved in advance

c. Each program may be replayed up to two (2) times per week. The Director must authorize a program to be shown more often.

11. PROGRAMS

a. The contents of all programs produced in the access studio, on access equipment, belong to the producer.

b. Censorship: Neither the community access point as a whole, nor individual members, will censor the contents of programs. The producer of the program shall be held responsible for the contents of that program.

c. Copyrighted materials: The producer of the program shall be held responsible for any disputes arising from the unauthorized use of copyrighted materials.

d. "The use of the public access channel shall indemnify, defend, protect and save harmless the City of New Richmond, WITC and Northwest Communications from and against all actions or suits at law or equity of any nature whatsoever."

12. WAIVER

a. CITY may, in its discretion, waive any of the above requirements in circumstances for which the nature of the cablecast warrants such a waiver.

13. PUBLIC INSPECTION

a. WITC shall maintain a complete record of the names and addresses of all individuals and groups requesting time. Such record shall be maintained for a period of two years and will be available for public inspection there between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday, except on legal holidays.

b. Persons requesting public inspection shall identify themselves by name and address in order to assure WITC administrative control of such record.

c. Access channel time will not be made available to access users who refuse to have their identity maintained in the records and available for public inspection as required by this section.

MEMORANDUM AGREEMENT

This memorandum agreement is made this day between the City of New Richmond (hereinafter CITY) and WITC, a duly organized State of Wisconsin Technical College (hereinafter WITC).

CITY and WITC entered into an agreement dated the first of July 2012, whereby WITC has furnished a studio facility and management personnel for the operation of a public education governmental broadcast channel or channels for CITY.

This agreement calls for annual renewal.

Therefore, in consideration of the promise contained herein, the parties agree as follows:

1. CABLE and WITC agree that their agreement shall be extended from July 1, 2018 to June 30, 2019.

CABLE
By: _____
Tanya Batchelor
City Clerk

Date: _____

WITC
By: _____

Date: _____

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

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

MEMORANDUM

TO: New Richmond City Council

FROM: Craig Yehlik, Chief of Police

DATE: June 11, 2018

SUBJECT: MOU for Police School Resource Officer (PSRO)

BACKGROUND

On May 30, 2018 the City Council directed staff to create a Memorandum of Understanding (MOU) with the New Richmond School District.

Staff collected information from River Falls, Hudson, Hastings and Rice Lake Police Departments. The MOU was created and sent to Human Resource Director Sarah Reese, City Administrator Mike Darrow, Finance Director Rae Ann Ailts and the WPPA-Local 549 Business Agent Jeryl Vonderheid.

On June 6, 2018 Staff met personally with New Richmond School District Administrator Patrick Olson to review the MOU and the job description.

The PSRO training is one week and there are training sessions open for July and August. They are offered during the summer months only.

ACTION REQUESTED

At this time, staff would recommend that the City Council approve the MOU, upon approval of the City Attorney, move forward with SRO position and send the approved MOU to the School District for formal approval at their June 18, 2018 meeting. Staff would request to begin the process for appointment of an SRO from within the department and secure a spot at one of the upcoming training sessions.

Staff would also request that the department begin to refresh the current backgrounds for the candidates currently on the eligibility list from our recent hiring process and to make a conditional offer of employment, dependent on the approval by the City Council and School District.

Attached;

MOU, job description and tentative time line

Memorandum of Understanding

Police-School Resource Officer Program

Between

City of New Richmond

and

School District of New Richmond

This agreement entered into this _____ day of _____, 2018, by and between the City of New Richmond, a Wisconsin municipal corporation, 156 E. 1St Street, New Richmond Wisconsin, herein referred to as "City", and the School District of New Richmond, 701 E. 11th Street, New Richmond, Wisconsin, herein referred to as "School District."

1. **Purpose**: The purpose of this Agreement is to implement a joint proactive program between the City and the School District, which promotes and enhances safe and healthful educational environments and facilitates the general health, welfare, and safety of the community. This agreement is enacted pursuant to Section 66.0301 of the Wisconsin State Statutes.
2. **Goals:** The philosophy, objectives, supervisory responsibilities and specific officer duties are contained in the job description for the Police School Resource Officer, hereafter "PSRO," which is attached hereto and is incorporated as if full set forth verbatim. The PSRO program is founded on the concept of crime prevention, student education and safety of students and staff.
3. **Term:** The initial term of this Agreement shall commence upon execution of this agreement by both parties and will remain in effect through June 30, 2019.
4. **Renewal:** This agreement shall automatically renew for one year on July 1, 2019 and each consecutive year thereafter, unless either party shall provide written notice of its election not to renew or renegotiate this agreement of the other party on or before July 1 immediately preceding the start of the school year affected.
5. **Cost sharing:**
    a. On July 31, 2018, the School District agrees to pay 50% of the salary and benefits of the PSRO assigned by the Chief of Police to the school district. The City will pay 50% of the salary and benefits starting January 1, 2019. The City will invoice the School District twice yearly for their 50% of the salary and benefits for the PSRO.
    b. The City will reserve $3,000 for equipment, maintenance of vehicle and/or materials needed for educational purposes. The School District will reserve

$3,000 to share cost of equipment, maintenance of vehicle and/or materials needed for educational purposes.

c. The School District will provide office space with furniture at the New Richmond High School to be the main office for the PSRO.

d. Training costs will be the financial responsibility of the City unless the training is requested or required by the School District.

6. **Personnel:**

   a. The Chief of Police shall assign an officer to the school district for the school calendar year.

   b. The officer shall be selected with and agreed upon by the School District. The PSRO shall at all times be an employee of the City under the direction of the Chief of Police.

   c. The School District can in writing request removal of the assigned PSRO for unsatisfactory performance. The officer may be reassigned by the Chief of Police.

   d. The Chief of Police has the express authority to reassign the PSRO at any time during the contract period and will communicate with school administration prior to making such decision.

   e. No part, provision or whole of this Agreement shall in any manner, nor shall it be construed in any manner as to delete, diminish, alter, amend or defeat any right, power, authority, responsibility or obligation vested or conferred by the Common Council of the City, Sections 62.09(1)(a), 62.09(7)(b), 62.09(7)(c), 62.09(13) Wis. Stats., or otherwise by the law.

7. **Performance:** A designated School District representative shall assist the Chief of Police or his/her designee with a yearly performance evaluation prior to the end of the school year. The School District shall report any issues or concerns immediately to the Chief of Police or their designee.

8. **Work Days:**

   a. **Regular Schedule:** The PSRO shall work the regular days of the school schedule to include the days that school staff are required to report to school. The Chief of Police or their designee will work with the School District on a mutually agreeable schedule for the PSRO. The PSRO's normal work hours are from 0700 hours to 1500 hours, Monday-Friday.

   b. **Paid Time Off (PTO)/Compensatory Time Off(Comp):** The Chief of Police or their designee shall make the best efforts to schedule the PSRO's PTO or Comp time off when school is not in session. However, the School District understands that the PTO, comp and work hours must be scheduled in conjunction with Police Department needs and is further subject to the Collective Bargaining Agreement in place between the City and New Richmond Professional Police Association.

c. **Absences:** The PSRO shall notify both the applicable school principal and the Police Department supervisor for each day the officer is not available for duty due to illness or otherwise. If the officer is absent for more than five school days for a reason other than PTO, comp, training or sick days, the School District shall be credited for the time the officer was absent.

d. **Overtime:** The School District may request an officer present at extracurricular activities in excess of the normal school day to provide security and safety to student, staff and citizens attending events. The School District agrees to reimburse the City for overtime worked in excess of 30 hours per school year for extracurricular activities such as sporting, events, prom, homecoming and other school related functions. However, the Chief of Police has the authority to assign any available officer to such activities in addition to the PSRO or if the PSRO is unavailable. Any overtime associated with the investigation of an ordinance or criminal violation shall be the responsibility of the City. The PSRO has the ability to flex time worked to accommodate school functions.

e. **Schools Not In Session:** When school is not in session, the PSRO's schedule will be at the discretion of the Chief of Police. The PSRO can utilize paid time off or compensatory time off when school is not in session during the regular school year. The PSRO is expected to attend the Professional Learning Days (PLD).

9. **Activity Reports:** The PSRO shall record daily activities on forms provided by the City and School District and shall submit copies of such forms to the Chief of Police and School District as directed/required. The reports shall document the time spent educating students and staff.

10. **Dress Code:** The PSRO shall wear business casual civilian attire in compliance with the New Richmond Police Department Policy. The Chief of Police may designate the PSRO to wear a police department uniform of the day for special events.

11. **PSRO Responsibilities:** The PSRO shall be responsible for enforcing City ordinances and Wisconsin State Statutes on School District property. The PSRO job responsibilities will be further described in the PSRO job description attached to this agreement.

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

City of New Richmond
Job Description

Position Title: Police School Resource Officer		Department: Police Department
Reports To: Lieutenant	Labor Grade:	FLSA Code: Non-Exempt

Position Summary:

Essential Functions: These functions will comprise approximately 75-100% of your time on an average work day, but may fluctuate as business needs change
➢ Conduct initial and follow-up investigations involving criminal activity, violation of Federal, state and local laws and ordinances on/in school property
➢ Work closely with school administration, guidance counselors, faculty and students
➢ Act as a resource person for students, faculty and parents in law enforcement related areas
➢ Draft detailed reports on all investigation actions and evidence.
➢ Investigate other activity and assignments as directed on behalf of the Department, other local, state and federal agencies.
➢ Refer students, parents and faculty to appropriate service agencies when assistance is requested
➢ Provide classroom presentations in law enforcement related topics to students and faculty
➢ Develop, implement and maintain police school programs with regards to school safety, alcohol, drugs and other criminal matters
➢ Coordinate investigations with, and in support of, other law enforcement agencies
➢ Complete daily activity reports to include time spent making presentations
➢ Initiate investigations of criminal and ordinance violations on school property and complete follow up as needed
➢ Provide security, state law and ordinance enforcement on school property and during extracurricular activities as needed
➢ Investigate and prepare juvenile cases involving juvenile victims, offenders and/or in conjunction with adult victims/witnesses/offenders
➢ Preform the essential functions of a patrol officer

Other Responsibilities: These functions will comprise up to 25% of your time
➢ Work patrol/police officer title duties during emergency or other conditions requiring additional officers. Routinely respond and assist during duty hours when crimes in

	progress, alarms etc. that require additional officers to perform duties or ensure safety of department members/the public
➢	Other duties as assigned

The City of New Richmond has reviewed this job description to ensure that essential functions and other responsibilities have been included. It is not intended to serve as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate and as business needs change.

Knowledge: Thorough knowledge of the principles and practices of investigative techniques, interview and interrogation practices, and evidence collection and processing. Knowledge of illegal drugs and narcotics and associated enforcement procedures.

Skills: Detail oriented and highly organized; ability to effectively manage time and prioritize tasks. Technical skills sufficient to learn new software and utilize complex camera equipment, etc. Able to make presentations to large groups on different topics.

Abilities: Ability to work flexible and long hours as well as on-call shifts as needed. Ability to possess a firearm, react quickly and effectively to stressful situations, and ability to use all standard law enforcement equipment. Must demonstrate the ability to handle several tasks simultaneously. Ability to pass a drug test.

General Core Competencies: Communication, Cooperation and Teamwork, Project Management skills, Commitment to Quality, Customer Service, Professionalism, Critical Thinking and Problem Solving.

- **Communication** – Uses communication styles and methods effective for the situation and audience.
- **Cooperation and Teamwork** – Works effectively with diverse teams to achieve collective goals.
- **Project Management** – Manages the process and implementation of projects in a timely manner.
- **Commitment to Quality** – Improves work practices to achieve desired results.
- **Customer Service** – Ability to respond to our clients and anticipate their needs.
- **Professionalism** – Meets or exceeds workplace guidelines, standards and specifications.
- **Critical Thinking and Problem Solving** – Demonstrates the ability to make decisions, identify, analyze and solve problems, and take action as appropriate.

Position Evaluation Factors:

Supervision: The position does not necessarily supervise any other employees but may be called upon to supervise a crime scene, work with EMS and Fire personnel in a command type situation. The Patrol Officer may supervise and direct a Community Service Officer (CSO) if there is one on duty

Judgment/Decision Making/Problem Solving Skills: Requires a high degree of problem resolutions skills, integrity and ethics.

Organization Contacts: New Richmond Police Department staff, City of New Richmond staff, general public, and business owners.

Education and Experience: Experienced in patrol function with a minimum of one year of successful performance as a patrol officer with specific examples of performance in the collection of evidence, successful preparation of detailed and accurate police reports, statements and duties normally performed by a patrol officer. Must be a Certified Officer, maintaining all required certification of Wisconsin Training and Standards Bureau; possess valid Wisconsin Drivers License and all other certifications, skills and training for Police Officer title.

Physical Requirements: This position requires the patrol officer to occasionally lift, push and carry up to 150 pounds, climb, balance, kneel, crouch, crawl and reach. With Frequent opportunity to sit, stand, walk, bend at the waist and talk. The officer will consistently work with their hands and fingers, operate a motor vehicle and interact with the community and should have adequate hearing sufficient to communicate verbally, and have good vision correctable to 20/20 with color vision, depth perception, vision acuity near and far and a normal field of vision.

Working Conditions: The patrol officer will frequently work alone and with others, have multiple contacts daily with the public and will work indoors and outdoors. This is a shift work assignment with a normal six (6) days on with three (3) days off working various patrol shifts, days, nights, afternoons, weekends and holidays as scheduled. The officer will be exposed occasionally to vibration, electrical hazards, explosive material, strong fumes and odors, dust, mist, gases, poor ventilation, confined spaces and high places. There are also multiple occasions to be exposed to heat, cold, temperature changes, wet, dry, humidity and noise.

TIMELINE

June 11, 2018

- City Council approves MOU

June 12, 2018

- Police Department requests Letters of Interest and Resumes for SRO
- Police Department makes conditional offer to new hire to replace SRO

June 18, 2018

- School District of NR approves MOU

June 26, 2018

- Interviews for SRO with interested officers

July 9, 2018

- New Hire starts at PD

July 31-August 2, 2018

- SRO attends training in Forest Lake

August 20, 2018

- School Staff reports for new teacher orientation

September 2018

- School Starts

October 28, 2018 (estimated)

- New Hire completes FTO and goes to solo patrol

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

TO: Mayor Fred Horne and City Council

FROM: Sarah Reese, Human Resources Manager
Mike Darrow, City Administrator

DATE: June 6, 2018

RE: Compensation & Benefits Study Update

Background

During the April council meeting, the City Council approved the issuance of a RFP for a Compensation and Benefit Study for the City of New Richmond. Proposals were received from six firms. First-round interviews were conducted with four firms in May. Three firms were invited to participate in second-round in-person interviews, with Council and Staff on May 30th. We were fortunate to have twenty-two staff members and five Council members present for the in-person interviews.

The objective in conducting a compensation and benefit study is multifaceted, with the primary end goal of ensuring the City remains competitive in both public and private sectors with regards to salary and benefits to not only attract qualified applicants, but also retain our top employees. In evaluating the top three firms, it is important for us to evaluate the firm's proposal and its ability to meet our needs based on our objectives outlined in the RFP, the sample studies provided, in-person interview rankings, references and overall cost. The firm we select must be able to deliver on reviewing our current job classifications and job descriptions to evaluate for benchmarking; evaluate on the quality and cost of the City's employee benefits; conduct an overall review of the total compensation system and identify potential pay compression and inequalities taking into consideration both public and private sectors as applicable.

Considerations

Participants involved in the in-person interviews returned 17 ranking sheets. Participants were asked to rank consultants on a scale from 1-3; 1= exceeds expectations, 2= meets expectations, and 3= didn't meet expectations. The below table outlines the results of the ranking sheets:

FIRM	AVERAGE SCORE	No. of "1" SCORES
GOV HR	2.59	0
CARLSON DETTMAN	1.53	10
SPRINGSTED	2.06	3

Carlson Dettman scored the best, with an average score of 1.53. It should be noted that 10 of the 17 people who observed the presentations gave them the best score of 1.

References were obtained on the 3 firms, the same questions were posed to each of the references to ensure consistency during evaluation.

- GovHR - The responses were favorable, but the firm did not provide private sector comparable information for either compensation or benefits. The communities that were references indicated they hadn't been seeking that information.
- Carlson Dettmann – The responses were all favorable, with one of the communities indicating they are currently using them again for a follow up mini study because they were so impressed with the firm.
- Springsted – The responses were mixed. A very favorable response was received noting specifically how valued the employees felt as the firm spent considerable time educating employees on the process and potential outcomes. Contrasting to that, another reference noted there were delays during the project that led to a disappointing timeframe for completion. They also noted not having any private sector comparisons for compensation or benefits.

Cost:

FIRM	COST PROPOSED
GOV HR	$ 29,500 ($26,500 + 3,000 expenses)
CARLSON DETTMAN	$ 19,950
SPRINGSTED	$ 21,800

Sources of Funding

The study costs will be shared equally by the general fund and utility funds. While this study was not a budgeted expenditure for 2018 there are sufficient funds within the general fund and utilities funds due to favorable variances in salaries and wages due to position vacancy in Q1.

Recommendation

The recommendation from staff is for Council to approve moving forward with Carlson Dettman as the firm of choice to conduct the Compensation and Benefit Study. The recommendation is based upon:

Cost: Carlson Dettman is the lowest priced firm.
Timing: Carlson Dettman has agreed to a completion deadline of the end of September 2018.
Comprehensiveness: Carlson Dettman will provide an Executive Summary consisting of 5-6 pages as well as a PowerPoint Summary that will be supplemented with wage scales and schedules.
Ease to work with: Carlson Dettman is the only firm that followed up with staff since the in-person interview to check in and see if there were any additional questions or concerns that had been brought forward from the interview process that they could answer.
Thoroughness: Carlson Dettman's references indicated they were diligent in trying to obtain both private and public sector comparisons for wage and benefit analysis whenever possible.

A copy of Carlson Dettman's proposal is also included for further review.

CARLSON DETTMANN
CONSULTING

PROPOSAL

City of New Richmond
Compensation and Classification Study

Patrick Glynn
Senior Consultant
patrick.glynn@carlsondettmann.com
6907 University Ave, Suite 229
Middleton, WI 53562
920-418-2140 or 608-729-7556

April 26, 2018

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I. Introduction

The City of New Richmond, WI is soliciting proposals for professional services for the review of the City of New Richmond Classification and Compensation systems that meets Federal and State Compensation Standards. The following is the proposal of Carlson Dettmann Consulting, LLC (CDC) to conduct this study for the City.

II. Firm Experience and References

Carlson Dettmann Consulting, LLC is a Wisconsin-based firm with extensive experience in public, private, and not-for-profit organizations across the nation. CDC is owned by the two partners, Charles Carlson and Scott Dettmann, and is comprised of a total of seven (7) full-time staff with extensive public and private sector experience.

It is our mission to strive to match each organization's compensation program to its strategic objectives. We assist our clients in the development and measurement of programs that will compensate, motivate, and support the continuous improvement of employee performance at all levels of the organization. We tailor the compensation plans that we develop to the specific requirements, culture, and capacity of each client.

In addition to our design and management qualifications, CDC is expert in survey design and analysis. In the mid-1990's, our predecessor firms, Carlson Dettmann Associates and Survey Research Associates (subsequently re-named enetrix) pioneered online salary surveys, and designed and managed the statewide survey sponsored by Wisconsin public employers. Carlson was CEO of both firms. We sold the entire enetrix firm to Gallup, Inc. in 2008, and the partners supported Gallup's transition of the survey and technology sides of our business for two years. In 2010, Carlson and Dettmann re-acquired their human resource consulting practices and re-established Carlson Dettmann Consulting, LLC.

CDC has a broad range of experience in a wide variety of settings that affords us the perspective to serve our clients effectively. In addition to our public sector clientele, CDC has an extensive private and not-for-profit sector practice.

References

Since 2011, Carlson Dettmann Consulting has completed projects for dozens of public-sector clients, including counties, cities, villages, school districts, technical colleges and utilities. Although our client list is extensive, we would suggest the following as a sampling for purposes of references. We can provide an extensive listing of current and past clients if the City desires a more comprehensive reference list.

Client Name	Description	Contact Info
City of Appleton	Our firm developed the City's Management pay plan approximately ten years ago, and CDC completed a comprehensive update of pay plan for both FLSA Exempt and Non-Exempt staff in 2012 that also was implemented. CDC updated the plan for market changes in 2016.	Sandy Matz Director of Human Resources 920.832.6426
City of Green Bay	Uniform pay plan covering all employees (except sworn represented). Prior studies completed for the City included a review of compensation for engineering staff and a compression analysis for the Police Department.	Melanie Falk HR Operations Manager 920.448.3044
City of Oshkosh	Our firm developed the City's management pay plan approximately twenty years ago, and created a new pay plan covering all employees (except sworn represented). CDC updated the plan for market changes in 2016.	John Fitzpatrick Assistant City Manager 920.236.5112

Calumet County	Uniform pay plan covering all employees (except sworn represented) adopted. Plan is step system to range maximum for most employees.	Todd Romenesko County Administrator 920.849.1448
Grant County	Uniform step-system pay plan covering all employees (except sworn represented).	Joyce Roling Personnel Director 608.723.2045

III. Project Approach and Technique

This study is expected to cover up to 57 job classifications. The steps proposed for us to complete a compensation study of the job classification systems for the City would be as follows:

Phase One: Project Definition and Orientation

The first step in this project would be refinement of the project plan to meet the specific needs of the parties. An initial meeting with the appropriate administrative team, as well as the key decision-makers, will help ensure mutual understanding concerning the scope and task sequence of the study and each party's role. Specific items to be addressed would include:

- A more formalized timetable for the project — overall and interim steps;
- The system and process our firm utilizes to determine the relative value of each position using our point-factor Job Evaluation System;
- The policy and intentions of the parties with respect to correcting inequities that may be identified;
- The manner of communicating project progress to employees.

The process truly begins when we conduct project orientation session(s) for covered staff to explain the project, identify responsibilities for job documentation, distribute the necessary materials, and answer questions. In terms of project explanation, we outline the reasons for the study, how we will conduct it, the responsibilities of each party, the approximate time involved, and the results to be expected. The meeting also serves to manage expectations and to minimize feelings of concern or anxiety on the part of the employees.

At the outset of the study, and throughout the process, we typically would ask the City's decision-makers to provide guidance on three key policy questions:

1. What markets does the City wish to use for which job classifications?
2. Where does the City prefer to position its pay plan(s) in those markets?
3. How does the City want to deliver future pay changes? Based on performance, length of service, changes in living costs, or some combination of two or more of these factors?

We would lead a discussion on potential answers to these three questions, offer our experience and suggestions, and develop the pro's and con's of the various alternatives. A fourth, more practical, question emerges later in the study relating to the implementation strategy for the resulting compensation plan.

Phase Two: Position Analysis & Data Collection

Position analysis is the formal process we use to gather and assess information about the duties, responsibilities and requirements of each position. To evaluate job content objectively and classify jobs, we need proper documentation with position responsibilities. This is the first part of the job evaluation portion of the project.

It is our experience that the best way to obtain accurate information is to have employees describe their own jobs in a systematic, complete manner because the person performing the job is the single best source of information about the job. In lieu of employees providing this information, we can work from other forms of job documentation (e.g. job descriptions), provided they are current and complete. The insights and opinions of the appropriate management personnel are also important to consider.

Our position analysis can take many forms including: completion of our Job Description Questionnaire (JDQ); review of a different, but up-to-date, job questionnaire; review of up-to-date job descriptions; employee interviews; or a combination of these methods. Assuming the City's job documentation is indeed up-to-date, we are comfortable utilizing this documentation; however, these may need to be supplemented with additional information depending on the circumstances.

If it is determined that JDQ's are a preferred or necessary route, for jobs with multiple incumbents, we recommend the City coordinate preparation of a joint JDQ completed by a designated employee, provided the duties among the incumbents are fundamentally the same. However, if any employee feels his or her job responsibilities are substantially different, then a separate JDQ should be allowed.

After we have had an opportunity to review the job documentation, we would interview each department head and members of the department management team (as a department group) to better understand job responsibilities, the dynamics of staffing and work within each department, and any observations regarding classification and compensation issues that they may wish to share.

So we can provide the City with the required analyses as it relates to this project, we would require certain data from the City. The data required for the wage analysis include the following: First Name, Last Name, Job Title, Department, Current Rate of Pay, Current FLSA Status, FTE, Annual Work Year, Gender, Current Grade, Current Minimum, Current Market Rate / Midpoint, Current Maximum, Hire Date, Job Date, and Birth Date.

Other information relevant to our analysis would be requested during the course of the project, such as:

- Organizational charts / tables of organization
- Current policies related to compensation
- Current wage schedules, including collective bargaining agreements
- Budget/revenue forecasts
- Prior year costs of employee compensation, including overtime data
- Past, present & projected future health insurance data
- Other benefit costs tied to payroll
- Special pay issues (e.g. on call pay; out of class pay; overtime rules; FLSA issues)
- Current performance evaluation documentation

Phase Three: Job Evaluation

The purpose of job evaluation is to provide an objective means of ranking each position in an organization, independent of individual performance, into a hierarchy. Our job evaluation methodology is based upon determination of discernible differences in job content. Our system measures job content at objective levels in the following dimensions (otherwise known as "compensable factors"):

Each of the five major factors is broken down into sub-factors, as shown below, with point levels associated with measured levels on each factor.

- Formal Preparation and Experience

- Decision Making (Scope and Impact)
- Thinking Challenges and Problem Solving
- Interactions and Communications
- Work Environment

We have used the system in thousands of applications, and it consistently yields valid results. It has been our experience that these factors of internal job worth are consistent with values found in our client organizations. Because of their breadth, they cover all main aspects of a job and are also seen as relevant to employees at all levels in the organization. A summary explanation of the system is attached.

We would apply the job evaluation system to the documented job content. A summary explanation of the system is attached. We understand how important accurate job evaluation is for assuring internal equity and pay plan design and management.

Phase Four: Market Analysis

As it relates to market comparisons (i.e. comparable communities), the discussion with the City would focus on entities similar and/or proximate to the City. We would engage the City in a dialogue, and provide professional guidance, to arrive at a list of communities that are consistent with the City's values and needs. Our recommendation will be based on an exploration of information related to, but not limited to, the following: proximity, population, income per capita, property valuation per capita, housing values, municipal levy, hiring practices, commuting patterns, etc.

We would collect and analyze relevant labor market information for the City to determine the competitiveness of base salaries. The City would have significant input into the selection of market to be surveyed. As necessary, we would perform custom survey work, as well as utilize excellent published data sources.

Ultimately, the choice of comparison organizations will be the City's responsibility; our role is to advise. However, we will lead the City through a discussion of potential answers to these questions, accompanied by recommendations, to help the City make its policy choices.

Phase Five: Total Compensation Analysis and Benefits Review

We approach human resource consulting from a total compensation perspective. As part of this phase of the project, we would conduct a review of the City's total compensation program, including development of cost estimates for the major benefit categories: required benefits (social security, Medicare, unemployment and worker's compensation), paid time off, retirement, and medical coverage. All of our research and practical experience indicates that most public employees have benefit programs involving employer cost contributions that are often, but not always, superior to area private sector employers.

It is nearly impossible to obtain accurate local survey measures of benefits costs from private sector employers, and often equally difficult to obtain responses from public sector organizations. However, we can develop reliable information to guide the Village's decision-makers. We have found that the Kaiser Family Foundation, Bureau of Labor Statistics, and WorldatWork provide excellent insights into employer benefits offerings and costs from a regional level. Using the data collected by these sources, we are able to give our clients excellent reference points for assessment of the total compensation package.

The benefits analysis will require end-of-year aggregate data for the following data elements:

- Wages & Salaries Paid, Paid Leave (Vacation, Sick, Holiday, Sick, Personal), Supplemental Pay (Overtime & Premiums, Comp Time Paid, Shift Differentials, Bonuses), Insurance (Life, Health, Medical, Dental Vision, STD, LTD), Retirement (Defined Benefit, Defined Contribution), and Legally Required Benefits (Social Security, Medicare, Unemployment Paid, Worker's Compensation).

Phase Six: Pay Plan Design

Using the results of the job evaluation process (internal relationships) and market data (external competitiveness), we would design an appropriate salary structure and provide policy recommendations necessary to develop the supporting policies. We would develop pay plan options that are appropriate for either performance-based or step-based increases, as directed by the City decision-making body in our policy discussions.

We also would provide pay plan implementation alternatives should there be costs associated with implementation. If there are positions deemed to be overpaid, then some version of "red-circling" would be the suggested method of moving forward with those situations.

Our recommendations regarding job evaluation outcomes also would include recommendations on employee exempt/non-exempt status in accordance with the federal Fair Labor Standards Act.

Phase Seven: Public Presentations

We advocate transparency in our consultations, so the City can expect an articulate, detailed discussion of our findings and recommendations. We not only encourage our clients to emphasize communication with employees at all steps of the process, but we would anticipate distinct conversations/presentations with leadership as it relates to market selection and placement, mid-project findings and update, review of policy questions, and a final report and presentation(s).

Carlson Dettmann Consulting is extremely proud of our record of adoption and system continuation. We develop and present solutions that are sound, understood, and stand the test of time. We believe this is largely due to our active engagement of our clients in the decision-making process.

Phase Eight: Employee Appeals

We would develop an option for an appeal procedure so that an employee can request a review of the job evaluation and position classification outcome of this study. This appeal process can be critical to the validity and the acceptance of the process, especially in an environment where the outcomes are public information. An appeal of the job evaluation result refers to an objection to the pay grade in which the position has been placed.

We would conduct this appeal process after study recommendations are adopted by the City. The reasons why we recommend handling the appeal process in this way is there is nothing to appeal until the recommendations are adopted. The appeal process is keyed toward individual cases, not the system itself. This approach keeps the appeals process manageable. We believe the standard for an appeal should be that the job has changed substantially during the study so that it could not have been evaluated accurately or there has been a gross error.

Phase Nine: Post-Project Maintenance

We understand and appreciate the costs associated with a project such as this, and the effect it can have on an organization. With proper care and maintenance, the need for this type of project—a comprehensive review of the

entire classification and compensation system—can be minimized. From our experience, employers that treat compensation as a strategic component of its operations typically engage in the following practices:

- Rigorous adherence and discipline as it relates to the underlying assumptions and principles on which the pay plan is developed. In other words, all job changes should be documented and no reclassification requests should be granted unless the job evaluation system indicates as such, or there is a demonstrated market condition that would warrant such an adjustment.
- To that end, we recommend a process where any employee whose duties change substantially over the course of a year could ask for a classification review. In many instances, this coincides with the budget process to allow for the City to plan for any increase in compensation. This differs from a management-initiated reorganization, or new position creation, which could conceivably occur at any point in the year. As noted above, all duties—or changes in duties—should be documented prior to being evaluated.
- Annual review of the pay structure for adjustment based upon market conditions, changes in the cost-of-living, and the City's ability to pay for any resulting changes in base salary costs. While we understand that an organization's ability to increase the structure by any significant amount is limited, it is still necessary to adjust ranges periodically to keep up with the labor market and inflation.
- Periodic measurement of benchmark positions to the established marketplace. This is markedly different—and less expensive—than a comprehensive study. Simply stated, this is an evaluation of those jobs that anchored the compensation structure described herein. Such a review provides the assurance needed to maintain market competitiveness, to stay on top of "hot jobs", and to serve as a "health check" to ensure that the pay plan is functioning as intended
- To the extent that pay is dictated by performance, a solid commitment to funding the performance-based pay. Even in the instance where progression through the steps is based primarily on tenure with the employer, an employee should have a formal evaluation on an annual basis, and any progression through the structure should be predicated on—at a minimum—meeting the expectations of the City. We understand that the public sentiment for "automatic" pay increases is waning. To that end, the focus on employee development is even more important in that the City only retains employees dedicated to furthering the mission of the organization.

CDC is available to provide all of these services to the City. At a minimum, we recommend our clients adopt a regular classification review process utilizing our assistance. The service works with the client submitting revised job documentation for our analysis, and has been used by City as part of our ongoing relationship. We evaluate the responsibilities, rate the job, and recommend a pay grade allocation. Doing so allows the City to maintain an unbiased review of the jobs in question. Our fees for classification support are detailed below.

IV. Project Timeline

We would complete these tasks by implementing the following detailed work plan.

Task	Anticipated Completion
Initial meeting with City Leadership/Council	Week 1
Project Orientation/Initial On-Site Meeting & Begin Market Data Collection	Week 1
Job Analysis / Review	Week 4
Job Evaluations	Week 6
Market Survey and Analysis	Week 6
Review of Results	Week 12
Draft Report / Feedback	Week 14
Review/Discussions with City Leadership	Week 16
Presentation to Council for Adoption	As Required by the City
Appeals Process	Following Adoption

The City has identified an aggressive project schedule, with an expectation of final results on or before August 31, 2018. However, it would be imperative that we receive current job descriptions for all jobs subject to the study nearly immediately upon award of the contract. We are indeed prepared to meet the target of August 31, and will work with the City to fine-tune the project schedule to meet that deadline.

V. Project Personnel

For purposes of this project, Patrick Glynn would be the Project Director and will serve as the primary working contact for the City. Full résumés for Patrick Glynn and Jenna Bidwell would contribute to this project, as well. A summary of their backgrounds is as follows:

- Patrick Glynn - Senior Consultant with CDC since 2013, and nearly two decades of experience at the management level in local government. Patrick is the former president of the Wisconsin Public Employer Labor Relations Association, and recently served on the board of directors of the National Public Employer Labor Relations Association. Patrick has a bachelor's degree from the University of Wisconsin-Stevens Point. Patrick has served as project manager on numerous CDC projects for city, county, and special district/utility clients.
- Jenna Bidwell - has been a Consultant with CDC since 2014 with ten years of human resource experience. Jenna is an expert in MarketPay and is a certified Gallup Strengths Coach. Previously, Jenna was a human resource manager for the Stevens Point Area School District and has experience with several private sector organizations, as well. She holds a bachelor's degree from the University of Wisconsin-Madison.

Resumes of the two CDC consultants (Glynn and Bidwell) who would work on the City of New Richmond project are available upon request.

VI. Professional Fees

Classification & Compensation Study:

The unit of work by which Carlson Dettmann Consulting prices and conducts its projects are the job(s) to be analyzed, rather than hours required to do the work or cost-per-phase in a project. This enables us to offer a firm fixed fee quotation that meets the interests of both our clients and our firm.

As such, the total professional fee to CDC for classification and compensation portion of the project would be $19,950. This fee would include project orientations, meetings with the City staff, on-site management interviews, and up to two meetings with the appropriate parties (e.g. leadership, Board etc.) to review findings and recommendations and process adoption. This fee would include four (4) trips for: (1) employee project orientations (to the extent desired or necessary) and/or initial meeting(s) with the City's project team; (2) onsite management interviews to ensure internal ratings are accurate and concerns are addressed; (3) an onsite meeting with the appropriate parties (e.g. leadership, board, committee, etc.) to review tentative findings and recommendations; and (4) presentation to the Board for action.

Our proposal is based upon an estimate of 57 job classifications. However, our experience has been that this count may eventually change during the course of a project. Accordingly, we propose adjusting the fee appropriately with the City invoiced $350 for every job evaluation over the 57-job evaluation count.

Travel Expenses:

The City would be responsible for reimbursing CDC for required travel expenses for mileage (at the prevailing IRS rate), food and lodging (only as applicable).

Optional Project Components:

Any additional work may be requested and agreed upon and would be invoiced at either our standard hourly rates of $225, or for an additional project fee as mutually agreed upon by the City and CDC.

Employee Interviews: While we believe job documentation, supplemented with management interviews, is sufficient to complete our work, we also understand that there are times when the City might decide to have employees interviewed. We would conduct employee interviews, as determined by the City, at our hourly rates. Again, department head interviews are included as part of the proposed fee.

Classification Appeals: Many of our projects include an appeals/review process following adoption of a new plan. Because the approach to appeals varies from client-to-client, we have found it easiest to include this as an optional add-on to a project. If the City desires to incorporate an appeals process, the City will be invoiced $175 per appeal/review submitted for our review and recommendation, plus travel expenses.

Post-Project Job Evaluation: Once we enter the ongoing maintenance phase of the project, any classification reviews conducted for the City will be at our standard client-rate of $250 per classification, and we would ensure this rate for three (3) years following the completion of this project.

Payment:

The project fee would be paid in four (4) equal installments of the agreed upon project fee: initial payment due upon execution of a professional services agreement, second payment due at the start of the second month of the project, third payment due at the start of the third month of the project, and the final payment due upon delivery of CDC's findings and recommendations to the City.

This proposal is valid until July 31, 2018. Thank you for the opportunity to submit this proposal, and we hope to have the opportunity to serve the City on this project and thereafter.

Respectfully submitted on April 26, 2018.

Charles E. Carlson, Partner

Additional Resources

Additional information regarding Job Description Questionnaire (JDQ) and Summary of the CDC Job Evaluation System is available at the following link:

http://www.carlsondettmann.com/client-resources/

password: totalrewards

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

TO: Mayor Fred Horne and City Council Members

FROM: Beth Thompson, Community Development Director
Sarah Reese, Human Resources Manager

DATE: June 6, 2018

RE: City Planner/Zoning Administrator Position

Background

The Community Development Team is tasked with marketing and promoting the City of New Richmond, Economic Development efforts along with business retention and expansions, one-call two clicks policy, attendance at all City Council meetings, Plan Commission meetings, neighborhood meetings, public open house meetings, planning and land use analysis, special use permits, variances, ordinance compliance, code enforcement, zoning administration, building inspection services and permitting. At the City Council Work session on May 30th City Council approved City staff to create a job description for a City Planner/Zoning Administrator position. The job description is included with the memo. Sources of funding are being analyzed and full details will be presented at the July City Council session.

Recommendations

Staff recommends City Council approves the job description for the City Planner/Zoning Administrator position. Sources of funding will be presented to the City Council during the July session for consideration.

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

City of New Richmond
Job Description

Position Title: Planner / Zoning Administrator	Department: Community Development
Reports To: Community Development Director	FLSA Code: Exempt

Position Summary: The Planning and Zoning Administrator will perform a variety of tasks in support of the Development Services Department. Under direction, the Planning and Zoning Administrator will plan, direct and coordinate the application, review and enforcement of zoning and subdivision ordinances; manage zoning plan review, support field inspections and enforcement efforts; and coordinate, prepare, process and present zoning appeals to the zoning board of adjustment.

Essential Functions: These functions will comprise approximately 70-100% of your time on an average work day, but may fluctuate as business needs change.

- Develops planning studies and reports in support of new and updated plans, such as comprehensive planning, programs and regulations
- Conducts review of various development applications including plats, permits, site plans, variance requests and rezoning's
- Prepares and presents detailed reports on development proposals to government bodies
- Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, and occupancy rates
- Evaluates or assists in the evaluation of rezoning's, ordinance amendments, site plans, special use permits, variances and other proposals
- Acts as liaison between community groups, government agencies, developers and elected officials in developing neighborhood plans or meetings
- Coordinates community review of public and private development projects. Provides information to the public regarding development projects
- Conducts extensive research in specific or general project areas

- Provide technical training and support to Community Development team. Provide technical support and code interpretation to architects, engineers, contractors, developers, City departments, Mayor and City Council and the general public. Initiates actions necessary to correct deficiencies or violations of regulations.

- Research and investigate proposed projects and facilities. Prepare zoning verification letters, use permits, or reports.

- Rewrite existing codes or prepare and propose new codes. Provide technical support to City commissions and boards. Participate in deliberations of City commissions and boards. Review appeals to the Zoning Board of Adjustments.

➢ Identifies community problems, issues, and opportunities in particular neighborhoods that could be mitigated through better community planning ➢ Assists in resolving citizen and customer issues
➢ Attends substantial number of evening meetings
➢ Serve on various committees and boards as appointed or required by municipal ordinance

Other Responsibilities: These functions will comprise up to 25% of your time.
➢ Perform other duties as assigned

The City of New Richmond has reviewed this job description to ensure that essential functions and other responsibilities have been included. It is not intended to serve as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate and as business needs change.

Knowledge:

- Well-developed knowledge of planning principles and practices
- In-depth knowledge of one or more planning specialization, such as economic development, transportation planning, or environmental planning
- Knowledge of principles, methodology, practices of research and data collection
- Knowledge of effective writing techniques
- Knowledge of or experience in community remediation and redevelopment, and knowledge of relevant State and Federal programs
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, econometric or transportation modeling, database management, or GIS

Skills/Abilities:

- Oral communication and interpersonal skills to present research findings to various boards and committees
- Creative problem-solving skills to gather relevant information to solve less well- defined practical problems
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Group facilitation skills for use with community workshops
- Ability to work on several projects or issues simultaneously
- Ability to work independently or in a team environment as needed
- Ability to attend to details while keeping big-picture goals in mind

General Core Competencies: Communication, Cooperation and Teamwork, Commitment to Quality, Customer Service, Professionalism, Critical Thinking and Problem Solving.

- **Communication** – Uses communication styles and methods effective for the situation and audience.
- **Cooperation and Teamwork** – Works effectively with diverse teams to achieve collective goals.
- **Commitment to Quality** – Improves work practices to achieve desired results.
- **Customer Service** – Ability to respond to our clients and anticipate their needs.
- **Professionalism** – Meets or exceeds workplace guidelines, standards and specifications.
- **Critical Thinking and Problem Solving** – Demonstrates the ability to make decisions, identify, analyze and solve problems, and take action as appropriate.

Position Evaluation Factors:

Organization Contacts: City of New Richmond and New Richmond Utility employees, City Council and Plan Commission members, independent contractors and developers, and the general public.

Education and Experience: Bachelor's degree in public or business administration, planning, urban development, architecture, engineering or related field and a minimum of three (3) years of experience in public planning and/or public sector development services preferred. Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work may be considered. American Institute of Certified Planners (AICP) Certification required within two (2) years of hire.

Physical Requirements: This work requires exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires standing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, and occasionally requires walking, stooping, kneeling, crouching or crawling, climbing and descending a ladder, and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities.

Working Conditions: Work will be performed 50% in a typical office setting and 50% in the field. Field work involves exposure to dust, noise, and fumes as well as changing weather conditions including high heat, and extreme cold.

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

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

TO: Mayor Fred Horne and City Council

FROM: Mike Darrow, City Administrator

DATE: June 6, 2018

RE: Forward New Richmond – Consultant

Background

As part of the Forward New Richmond group, staff recommended the consultant services of Seth Hudson from Cedar Corporation to assist with economic development projects at the direction of staff or FNR.

Attached is the proposed contract for these services. City Council discussed the contract at the work session on May 30, 2018.

Recommendation

Staff is recommending approval of the contract at this time.

Cedar corporation
engineering | architecture | environmental | surveying
landscape architecture | planning | economic development
800-472-7372
www.cedarcorp.com

May 22, 2018

Mr. Mike Darrow
City Administrator
City of New Richmond
156 East First Street
New Richmond, WI 54017

RE: Scope for Economic Development Services

Dear Mr. Darrow;

Cedar Corporation is proposing the following scope of services to support the City of New Richmond with its economic development related activities.

At the direction of the City Administrator, Community Development Director, the Mayor and/or the City's Economic Development Commission through email communication Cedar would perform the following Economic Development related activities on a time and materials basis:

1. Attend the City's monthly Economic Development Commission meetings, as needed.
2. Meet with prospective companies looking to relocate and/or expand in New Richmond, as directed by City staff
3. Respond as needed, on behalf of the City, to regional requests for information (RFI's) that come from the State of WI, Momentum West and/or St Croix County EDC, direct communication with the City
4. Analyze projects for economic impact and ensure they meet the goals and objectives of the community
5. Develop potential incentive packages that look at TIF, land right-down, etc, as directed.
6. Prepare conceptual site plans in support of projects
7. Coordinate other potential incentives such as economic development tax credits from the State. Any application preparation, filling and facilitation of incentive packages through the State's process would be billed under a separate contract.
8. Meet with property owners that are assessing development options on their site
9. Take calls from potential businesses seeking development opportunities to locate in New Richmond
10. Determine high-level cost estimates to extend public utilities in support of economic development projects
11. Perform TIF impact modeling in support of projects
12. Work on all TIF related actives such as TIF amendments, plan updates, Joint Review Board meetings, etc. These items would be billed under a separate contract.
13. Track available programs, grants, loans, etc. that the City could potentially take advantage of in support of the City's Economic Development objectives/projects and bring forward the beneficial funding mechanisms
14. Answer calls, emails or other forms of communication from staff

15. Work on other economic development related activities as directed

COMPENSATION:
The Client agrees to pay Cedar a Time and Materials fee pursuant to the proposed services listed in the above Scope of Services. It is anticipated that the Economic Development work would be billed at the Project Manager III rate of $125.00. All other activities would be charged at the time and material rates listed on attached 2018 Schedule of Hourly Rates. Cedar will inform the City when the fee reaches $5,000 and then again at $7,500 to enable the City to manage its expenditures. Cedar will not bill an amount over $10,000 without prior approval from the Client.

Any additional work requested by the City that does not fall generally under the Scope of Services listed above will be invoiced separately on a time and material basis per the attached Scope of Services. Cedar will provide the Client a written quote for any additional work requested by the Client. The Client will be responsible for all applicable governing agency fees including but not limited to review, application, recording, fees, etc.

TIME LINE:
Cedar's services shall be performed as expeditiously as is consistent with the orderly progress of the work as requested. The term of the contract shall be for one year or until the fee amount of $10,000 is reached, whichever occurs first.

PAYMENT POLICY:
Client agrees to pay to Cedar the amount shown on invoices presented to the Client for services rendered on a monthly basis. All invoices are due within 30 days of receipt.

AGREEMENT:
If these terms meet with your approval, please date, sign and return one copy of this proposal to our office. This will serve as our authorization to proceed with the project. Cedar reserves the right to void this contract if not accepted within 30 days.

Sincerely,

CEDAR CORPORATION

Seth Hudson, EDFP
Sr. Manager Economic and Community Development

Accepted this _____ day of _____, 2018

By:_____
Mike, Darrow
City of New Richmond

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

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: June 6, 2018

SUBJECT: 2018 Fog Sealing Bid Results

Background

On Monday, May 7, 2018, lump sum bids were received for the 2018 Fog Sealing project, as discussed at the May Council Meeting. Only one bid was received for the project, from Fahrner Asphalt Sealers for $49,841.46. Because the bid received was higher than budgeted, staff reviewed the project with Fahrner, and determined that the high cost was due to the amount of trails included in the project. Based on the bid breakdown provided by Fahrner, $33,035 of the bid was for trails.

Fahrner is open to modifying the contract to include only the streets portion, at a cost not to exceed $16,806.46. This fits within the amount budgeted for this work, and is in line with the unit price originally estimated by staff. The trails can be addressed by more efficient means as part of a future project.

Recommendation

Staff recommend award of the 2018 Fog Sealing project, with the scope reduced to streets only, to Fahrner Asphalt Sealers LLC at a cost not to exceed $16,806.46.

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

TO: Mayor Fred Horne and City Council

FROM: Jeremiah Wendt, Public Works Director

DATE: May 23, 2018

RE: 125th Street Annexation Reimbursement Agreement

Policy Background

The City of New Richmond, in partnership with Richmond Township, has designed and bid out the reconstruction of 125th Street, a border road between the two jurisdictions. Separately, the City has begun discussions about investigating future annexation options for properties that are surrounded on multiple sides by the City.

While the costs of the project have been split based on current jurisdictional boundaries, if those boundaries were to change due to annexation, a case could be made that the Town had paid for infrastructure that the City received the full benefit of. In order to be fair and equitable to the Town as our partner on this project, staff and the City Attorney have developed an agreement by which the City would reimburse the Town for a prorated portion of the street reconstruction costs if properties along 125th were annexed within a certain time frame.

There is precedent for this arrangement in the City's boundary agreement with the Town of Star Prairie, which lays out a process for determining the reimbursement amount. The attached agreement provides a more detailed approach, which should streamline the process of implementing the agreement as needed in the future.

Recommendation

Staff recommends approval of the attached agreement with Richmond Township.

125TH STREET IMPROVEMENTS SUPPLEMENTAL AGREEMENT

This **125TH STREET IMPROVEMENTS SUPPLEMENTAL AGREEMENT** (this "Agreement") is entered into this ___ day of _____, 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 entered into that certain Memorandum of Understanding, dated _____, addressing the preliminary and final design phases, and that other certain Memorandum of Understanding, dated _____, establishing the guidelines for construction, (collectively, "Memoranda") all for the improvements to be made to 125th Street ("Improvements") from approximately 280 feet south of Circle Pine Drive northward to its intersection with W 8th Street ("Subject Portion").

B. The Town borders the western side, and the City borders the eastern side of the Subject Portion of 125th Street, and as such, the Parties have agreed to split the costs of the Improvements thereof.

C. The City and Town are desirous of supplementing the terms and conditions of the existing Memoranda between the Parties regarding the Improvements by entering into this Agreement.

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. Incorporation of Recitals; Capitalized Terms. The Recitals to this Agreement set forth above are fully incorporated herein by this reference thereto with the same force and effect as though restated herein. Capitalized terms not otherwise defined in this Agreement shall have the meanings given to them in the Memoranda.

2. Provision for Annexation. In the event that any of the Town parcels that border the western portion of the Subject Portion of 125th Street are annexed to the City within ten (10) years from the effective date of this Agreement, which said ten (10) years is agreed upon as being the economic life of the Improvements, the City shall reimburse the Town for a pro rata share of its cost of the Improvements based upon the formula in **EXHIBIT A**, attached hereto. The specific Town parcels benefited by this Agreement are identified by PID in **EXHIBIT B**, attached hereto.

IN WITNESS WHEREOF, the Parties have executed this Agreement, effective as of the date first above written.

TOWN OF RICHMOND:

By: _____

Its: _____

STATE OF WISCONSIN)
) ss.
COUNTY OF ST. CROIX)

Personally came before me on _____, 2018, the above-named _____, to me known to be the _____ of the Town of Richmond, Wisconsin, who executed the foregoing instrument and acknowledged the same.

NOTARY STAMP OR SEAL

_____
Notary Public
My commission expires/is permanent: _____

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

EXHIBIT A

Formula

$$R = \left(\left[\frac{A}{B}\right] x\ C\right)\left(\frac{D}{E}\right)$$

Key:
A = **Total cost to Town of the Improvements**
B = **Total lineal feet of abutting Town parcels**
C = **Lineal feet of Town parcel annexed to the City**
D = **Remaining economic life of the Improvements expressed in years**
E = **Total economic life of the Improvements expressed in years**
R = **Reimbursement amount**

EXHIBIT B

PIDs of Town Parcels

026-1008-10-000
026-1008-30-000
026-1008-20-000
026-1008-50-000
026-1009-70-000
026-1009-80-000
026-1010-10-000
026-1009-95-000
026-1009-90-000
026-1009-60-000

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

TO: Mayor Fred Horne and City Council

FROM: Rae Ann Ailts, Finance Director

DATE: June 5, 2018

RE: 2018 First Quarter Financial report and 2018 Reporting Schedule

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Staff will present the 2018 1st Quarter Financial report during the council meeting. The 1Q18 report will also be available on the City's website page following the council meeting.

The 2018 financial reporting schedule for the remainder of 2018 is listed below.

Reporting Period	Presentation of Report
2nd Quarter 2018	August 13, 2018
3rd Quarter 2018	November 12, 2018
4th Quarter 2018 (Approval of Budget Appropriations/Amended Budget)	March 11, 2019

No action is being requested at this time.

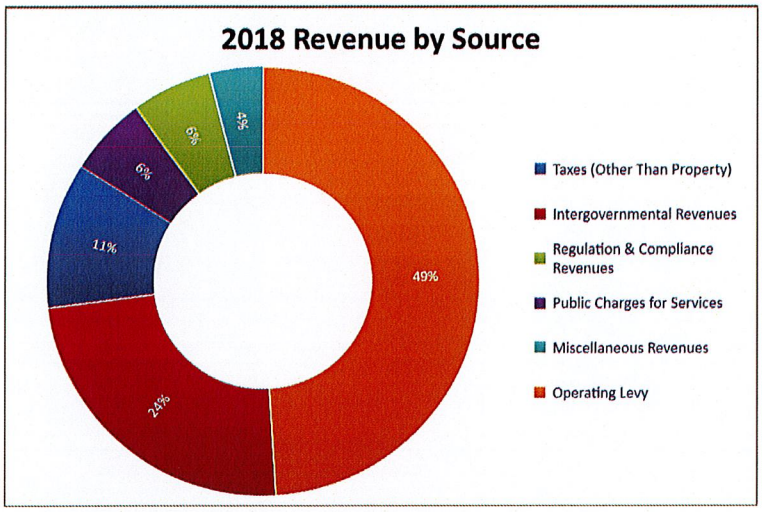
CITY OF NEW RICHMOND

THE CITY BEAUTIFUL

1st QUARTER 2018 FINANCIAL REPORT

City of New Richmond

OPERATING REVENUE – GENERAL FUND



2018 Revenue by Source

Property taxes are the largest source of revenue for the City providing 49% of budgeted revenues. Intergovernmental revenues, such as state transportation aid and county library funding, account for 24% of revenue. The remaining 27% of revenues are received from building permit fees, municipal court fines, leases, and various licensing and PILOT (payment in lieu of taxes) payments.

2018 Year to Date Actual Revenue Compared to Budget

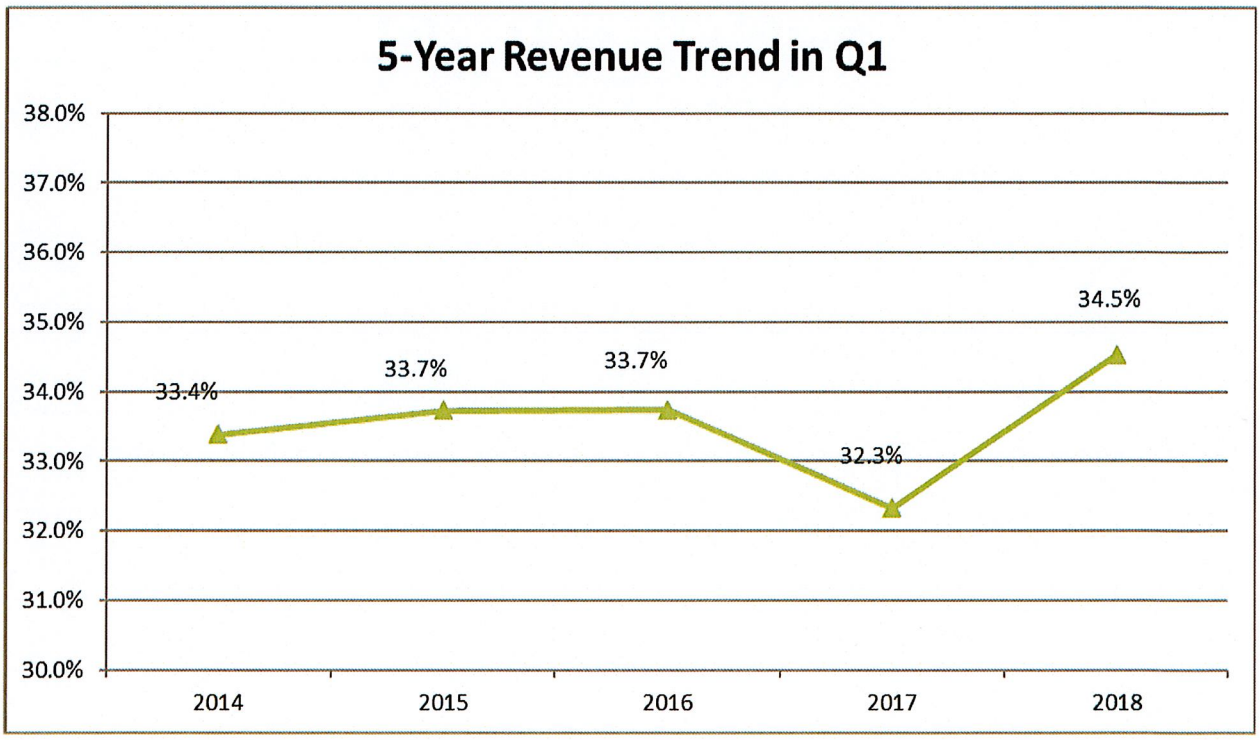
As of March 31, 2018, 34.5% or $2,210,263 of budgeted revenue was collected. Revenues are collected at various times throughout the year and collection fluctuates depending upon the source. General property taxes are the largest source of revenue collected during the first quarter accounting for 72% of actual revenue collected. This is slightly higher than the five-year average of 69.1%. Intergovernmental revenues account for 22% of actual revenues collected in Q1, which includes full receipt of county library funding ($333,415), and 25% of transportation aid ($138,214) received.

Revenue Category	2017	2018 YTD	2018B	% Act to Budget	% Revenue by Source
Taxes (Levy & taxes other than property)	$ 2,999,651	$ 1,602,304	$ 3,294,663	49%	72%
Intergovernmental	$ 1,604,336	$ 477,896	$ 1,511,150	32%	22%
Licenses and permits	$ 491,904	$ 49,341	$ 287,665	17%	2%
Fines, forfeitures, and penalties	$ 98,411	$ 26,980	$ 110,000	25%	1%
Public charges for services	$ 287,088	$ 24,450	$ 279,833	9%	1%
Intergovernmental charges for services	$ 28,019	$ 7,029	$ 24,720	28%	0%
Special assessments	$ 8,008	$ 5,125	$ 3,196	160%	0%
Investment income	$ 53,106	$ 17,138	$ 54,021	32%	1%
Miscellaneous	$ 973,445	$ -	$ 191,223	0%	0%
Operating Transfers In	$ 597,263	$ -	$ 643,200	0%	0%
Total Revenue	$ 7,141,231	$ 2,210,263	$ 6,399,671	35%	100%

Building permit and inspection revenue collected in Q1 was $44,408, which is comparable to prior year of $46,855. Building permit and inspection revenue is expected to remain strong through 2018 due to residential development and continuation of hail damage repairs from the June 2017 storm. As of March 31, 2018, there were 81 permits and 16 dwelling permits issued compared to 70 permits and 24 dwelling permits during the same period in 2017.

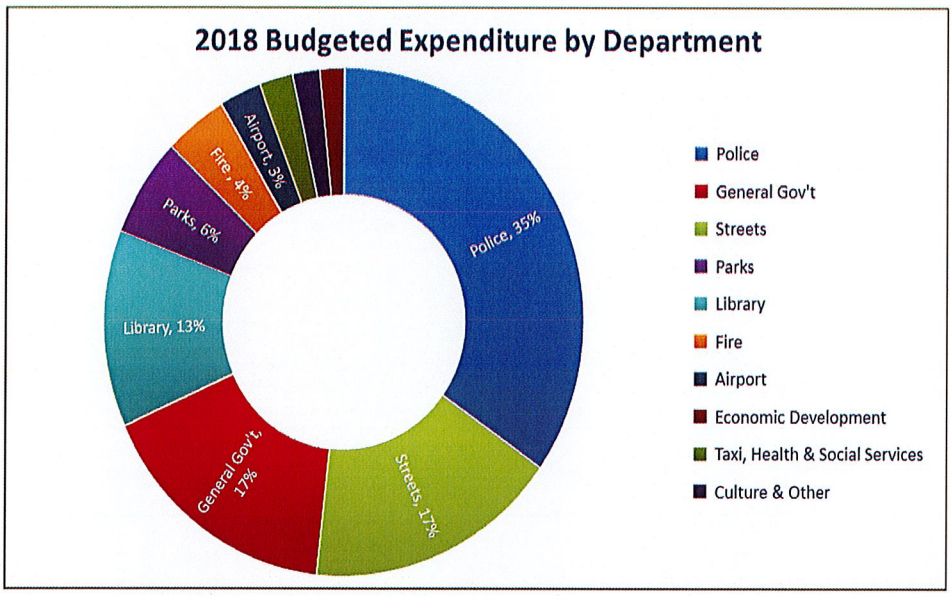
5-Year Revenue Trend

Actual revenue collected in the first quarter of each year has been relatively consistent over the last five years averaging 33.5% or $2M. Revenues collected during 1Q18 trended slightly higher than prior years at 34.5% or $2.2M. This is mainly attributable to higher property tax collections occurring in 1Q18, with 71.8% or $1.5M of property tax revenue collected compared to the five-year average of 69.1% or $1.39M. Property tax collections can fluctuate from year to year due to taxpayer electing full or partial payment of property taxes due.



OPERATING EXPENSES – GENERAL FUND

2018 Expenditure by Department



2018 budgeted operating expenditures are $6,399,670; with expenses related to Public Safety (Police, Fire and Ambulance) accounting for $2.64M of budgeted expenditures, followed by Public Works at $1.49M, General Government at $1.0M, Library at $800K and Airport, Economic Development and Culture/Other comprising $460K.

2018 budgeted expenditures are anticipated to increase $94,369 when compared to 2017 actual expenditures of $6,305,031. Current year budgeted expenditures, by department, are consistent when compared to prior year actual with the exception of the police department. The police department's budgeted increase is due to the addition of one full-time patrol officer position; this position is budgeted to start in April.

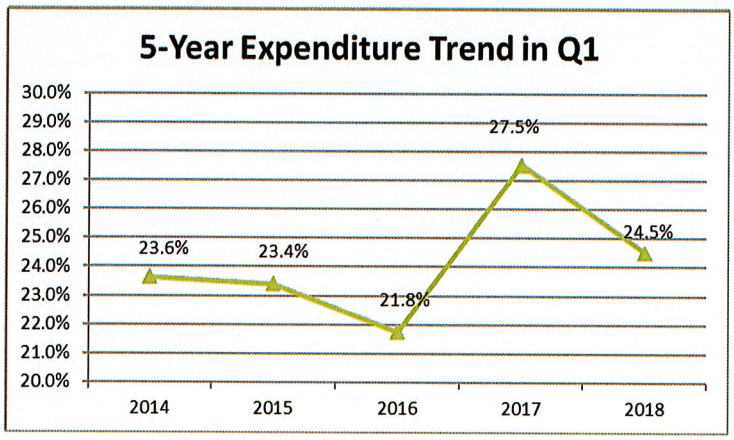
Department	2017A	2018B
Police	$ 2,115,972	$ 2,221,164
General Gov't	$ 1,069,234	$ 1,062,105
Streets	$ 1,072,350	$ 1,086,173
Parks	$ 404,026	$ 405,267
Library	$ 763,007	$ 802,228
Fire	$ 264,247	$ 273,865
Airport	$ 163,663	$ 181,939
Economic Development	$ 93,465	$ 105,291
Taxi, Health & Social Services	$ 239,944	$ 143,188
Culture & Other	$ 119,123	$ 118,450
	$ 6,305,031	**$ 6,399,670**

Expenditures Actual to Budget

As of March 31, 2018, actual expenditures are tracking to budget at $1,569,696 or 24.5% of budget. Operating expenses are not incurred evenly throughout the year, which can create positive and/or negative budget variances. For example, ambulance services, property and general liability insurance, and police uniform allowances are expenses fully incurred during 1Q. However, fully funded expenses are offset by lower than budgeted expenses in other areas. When the fully funded expenses are smoothed evenly over the year expenditures track slightly lower than budget.

As part of the 2018 budget, the hiring process began in Q1 to fill the position for one full-time patrol officer; this position will begin in April. The budgeted full-time public works position, which is also a shared position with New Richmond Utilities, was filled in January as well. Additionally, the City migrated information technology services, including support and network management and print managed services to a third party provider.

Expenditure by Department	2017	2018 YTD	2018B	% Act to Budget	% Expense by Dept
Police	$ 2,115,972	$ 515,787	$ 2,221,164	23%	33%
General Government	$ 1,069,234	$ 309,842	$ 1,062,105	29%	20%
Streets	$ 1,072,350	$ 240,337	$ 1,086,173	22%	15%
Parks	$ 404,026	$ 89,089	$ 405,267	22%	6%
Library	$ 763,007	$ 152,974	$ 802,228	19%	10%
Fire	$ 264,247	$ 63,572	$ 273,865	23%	4%
Airport	$ 163,663	$ 33,136	$ 181,939	18%	2%
Economic Development	$ 93,465	$ 28,800	$ 105,291	27%	2%
Ambulance & Emer. Gov't	$ 120,874	$ 105,948	$ 127,288	83%	7%
Culture	$ 71,627	$ 8,776	$ 96,450	9%	1%
Taxi	$ 113,438	$ 18,287	$ 10,000	183%	1%
Health & Social Services	$ 5,632	$ 3,148	$ 5,900	53%	0%
Outlay Expenditures	$ 33,882	$ -	$ 7,000	0%	0%
Transfers	$ 13,614	$ -	$ 15,000	0%	0%
Total Expenditures	6,305,031	1,569,696	6,399,670	25%	100%



5-Year Comparison of Expenditures during First Quarter

Historically, expenditures have averaged 24.2% of budget over the last five years. Expenditures in 1Q18 align with average percentage of budget expended with actual expenditure of 24.5% of budget.

GENERAL OBLIGATION DEBT

General Obligation Debt

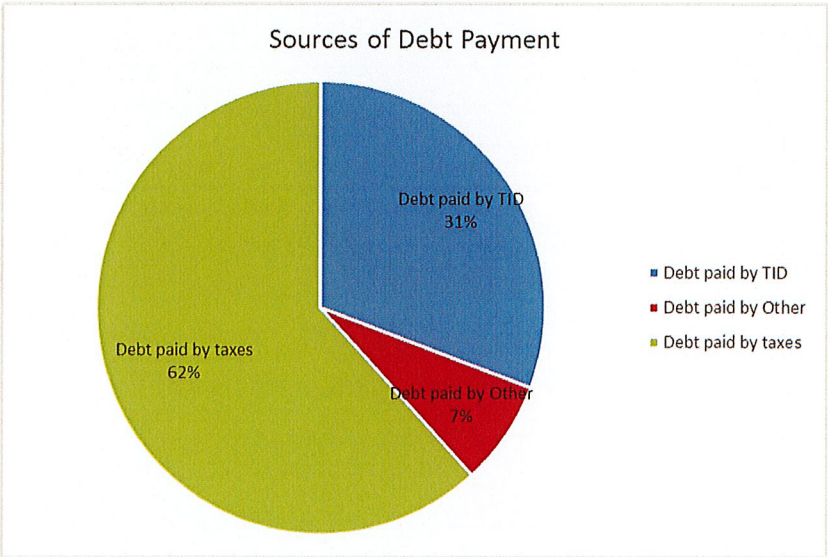
Principal and interest payments of $346,739 and $345,285 respectively, were made in Q1 representing 23.1% of the total year's general obligation payments. The table below outlines principal and interest payments made as of March 31, 2018 as well as remaining payments for this year.

Payments	Actual Payments Made thru 3/31/18	Remaining Payment for Balance of 2018	Percent of Budget
Principal	$346,739	$2,440,919	14.2%
Interest	$345,285	$555,517	62.2%
Total Debt Service	$692,024	$2,996,436	23.1%

Sources of Debt Repayment

The general debt obligations of the City are repaid by a variety of sources, based upon the use of the borrowed funds, including: property taxes, storm water revenue, tax increment or revenue generated by the electric, water and sewer utility.

In 2018, 62% or $1,851,176 of debt payments are paid by general property taxes. Tax Increment Districts (TID) pay $921,819 or 31% of debt. Followed by 7% or $223,441 of debt repaid by storm water, water and sewer utility as well as Golf Course revenue.



INVESTMENT

As of March 31, 2018, total funds inclusive of operating and investments are as follows:

INVESTMENT	March 31, 2018	March 31, 2017
GENERAL CITY INVESTMENTS	4,336,712	4,511,775
RESTRICTED INVESTMENTS		
Stock Funds	10,201	10,094
Future Outlay	10,598	10,487
Future Retirements	42,193	39,756
Police Department	-	501
Sports Center	107,251	98,805
Library	498,828	471,044
Impact Fees	423,117	368,776
Cemetery	44,144	14,573
Revolving Loan Fund	64,330	65,868
Capital Projects Investments	1,123,557	79,587
Landfill Cleanup Investments	2,951	1,379
Stormwater Investments	6,080	-
Park Land Trust	135,862	151,611
Library Trust	267,338	244,810
Flex Benefits	20,174	20,254
Armed Services Memorial	3,857	4,428
TOTAL INVESTMENTS	**$ 7,097,193**	**$ 6,093,746**
CITY OPERATING CASH BALANCE	**$ 281,152**	**$ 578,710**
TOTAL CITY INVESTMENTS & CASH	**$ 7,378,345**	**$ 6,672,455**
UTILITIES - RESTRICTED INVESTMENTS	**$ 9,869,325**	**$ 8,847,004**
UTILITY OPERATING CASH BALANCE	**$ 4,294**	**$ 671,325**
TOTAL UTILITY INVESTMENTS & CASH	**$ 9,873,619**	**$ 9,518,329**

K9 Fund

As of March 31, 2018, the ending fund balance for the K9 fund is $12,575.04.

In December of 2017, funds of $65,558.50 were withdrawn to cover future K9 related expenditures, which included $11,928 of 2017 expenses, which included construction of kennel, dog supplies, camera and dog. During 1Q18, $48,947 was expended to purchase and outfit the K9 vehicle.

FUND ACTIVITY		Current Quarter	Fiscal YTD 07/01/2017-03/31/2018
Beginning Fund Balance		12,543.09	39,751.19
CONTRIBUTIONS			
(a)	Tax Deductible Gifts and Bequests	0.00	37,154.40
(b)	Non Tax Deductible Contributions	40.00	1,779.19
(c)	Transfers In	0.00	0.00
	Total Contributions	40.00	38,933.59
INVESTMENT ACTIVITY			
(d)	Realized Income	39.28	217.39
(e)	Unrealized Gains (Losses)	0.00	0.00
	Total Investment Activity	39.28	217.39
DISBURSEMENTS			
(f)	Grants and Scholarships	0.00	65,558.50
(g)	Administrative and Investment Fees	47.33	726.24
(h)	Fund Project Expenses	0.00	42.39
(i)	Transfers Out	0.00	0.00
	Total Disbursements	47.33	66,327.13
Ending Fund Balance as of 03/31/2018		**12,575.04**	**12,575.04**

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

TO: Mayor Fred Horne and City Council

FROM: Rae Ann Ailts, Finance Director

DATE: June 5, 2018

RE: Resolution #061801 – Use of 2017 Bonding Proceeds

Background

In 2017, the City issued general obligation bonds for construction projects related to North 4th Street and 125th Street as well as sewer and water utilities and a snowplow. The Initial Bond Resolution, Notice to the Electors Resolution and Award Resolution referenced "storm water system projects related to North Fourth Street and 125th Street," as well as sewer system projects, street projects, the acquisition of a snow plow, and water system projects.

During the May 14th Council meeting, 2018 construction projects which include Storm Water Pond 265 were approved. Staff recommended using a portion of 2017 unspent bond proceeds for the construction of the Storm Water Pond prefacing the recommendation that a future resolution may be required reallocating the use of the funds.

Staff consulted with Eckberg Lammers, the City's Bond Counsel, and has been advised that the City should amend the 2017 Bond Resolution for the following reasons:

- (i) the universe of Projects authorized by the various 2017 funding resolutions does not explicitly authorize this "new" storm water project; and

- (ii) the June 2017 Award Resolution technically does not allow for the rerouting of proceeds to another project, but rather requires deposit into the debt service fund.

The proposed Resolution will allow for the use of the bonding proceeds to be spent on the construction of the Storm Water Pond as well as allow for the repayment of the used funds to be borne by the Storm Water Utility Fund.

Resolution 061801 "Authorization of 2017A Unused Bond Proceeds" is attached to this memo as well as memo from Andy Pratt, Bond Counsel.

Recommendation

Staff recommend approval of the Resolution 061801 amending the use of the 2017 bond proceeds.

ECKBERG LAMMERS
MEMORANDUM

TO: Mayor Fred Horne and the New Richmond Common Council

FROM: Andy Pratt, Bond Counsel

DATE: June 6, 2018

RE: Use of Unused Bond Proceeds for Additional Project

Included in the Common Council packet for the June 11, 2018 regular meeting is a brief resolution that authorizes the City to utilize unused proceeds from a previous bond issue for an additional public infrastructure project that has been identified by the Public Works Director. This memorandum will summarize the necessary deliberation for the Council to take in regards to this resolution.

Last summer, the City issued General Obligation Corporate Purpose Bonds, Series 2017A, in the original aggregate principal amount of $6,600,000. The proceeds of the Series 2017A Bonds were used to finance several infrastructure projects, which are listed in Section 1.01(c) of the Resolution. The original projects have been substantially completed, and City staff has identified approximately $130,000 of Series 2017A Bond proceeds that were not used for those projects. City staff has additionally identified a project that may benefit from the utilization of these funds: *the construction and retrofit of Stormwater Pond 265*. The Public Works Director has more information on this project that may be presented at the Council meeting.

The City cannot simply transfer the unused funds from the Series 2017A Bond accounts to the Stormwater Pond 265 project, as the resolution approving the issuance of the Series 2017A Bonds did not allow for the use of the funds in this manner. Therefore, a new resolution is required, which establishes the "Additional Project" (i.e. Stormwater Pond 265) and authorizes the transfer of the Series 2017A Bond unused proceeds, up to a maximum amount of $130,000, to a new account for this project. No additional actions or public hearings are required by the Council. Upon approval of the attached Resolution, the City may proceed with the Additional Project using the unused Series 2017A Bond proceeds.

Please let me know if you have any questions on this issue, at apratt@eckberglammers.com or 651.351.2125. Thank you.

CERTIFICATION OF MINUTES
RELATING TO
GENERAL OBLIGATION CORPORATE PURPOSE BONDS
SERIES 2017A – EXCESS BOND PROCEEDS

ISSUER: CITY OF NEW RICHMOND, WISCONSIN

GOVERNING BODY: COMMON COUNCIL

KIND, DATE, TIME AND PLACE OF MEETING:

A regular meeting, held Monday, June 11, 2018, at 7:00 p.m., at New Richmond City Hall.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

RESOLUTION AUTHORIZING THE USE OF UNUSED PROCEEDS OF $6,600,000 GENERAL OBLIGATION CORPORATE PURPOSE BONDS, SERIES 2017A

I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to in the above title, certify that the document attached hereto has been carefully compared with the original records of said public corporation in my legal custody, from which it has been transcribed; that said document is a correct and complete transcript of an extract of minutes of a meeting of the governing body of said public corporation, and correct and complete copies of the attached resolution and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this ____ day of June, 2018.

_____
City Clerk

CITY OF NEW RICHMOND, WISCONSIN
COMMON COUNCIL

Alderperson _____ introduced the following resolution and moved its adoption:

RESOLUTION AUTHORIZING THE USE OF UNUSED PROCEEDS OF $6,600,000 GENERAL OBLIGATION CORPORATE PURPOSE BONDS, SERIES 2017A

BE IT RESOLVED, by the Common Council (the "Council") of the City of New Richmond, Wisconsin (the "City") as follows:

Section 1. Findings.

1.01. Background. It is determined that:

(a) the City previously issued its General Obligation Corporate Purpose Bonds, Series 2017A, in the original aggregate principal amount of $6,600,000, dated July 11, 2017 (the "Bonds"), pursuant to Chapter 67, Wisconsin Statutes, as amended (the "Act");

(b) this Council approved the issuance of the Bonds pursuant to Resolution #061701, adopted on June 12, 2017 (the "Bond Resolution");

(c) according to the Bond Resolution, the proceeds of the Bonds were to be used to finance sewer system projects related to North Fourth Street, street projects related to North Fourth Street and 125th Street, the acquisition of a snow plow to be used to maintain and clear the City's streets, storm water system projects related to North Fourth Street and 125th Street, water system projects related to North Fourth Street, and the acquisition and equipping of a new E-3262 fire truck and related equipment for the use of the City (collectively, the "Projects");

(d) the City issued the Bonds, used the proceeds thereof to finance the Projects, and after calculating and paying the final costs thereof, has determined that there is approximately $130,000 in unused proceeds of the Bonds (the "Unused Proceeds");

(e) the City has identified the following additional project to undertake with the Unused Proceeds (the "Additional Project"): *construction and retrofit of Stormwater Pond 265.*

1.02. Authorization. Section 4.01(d) of the Bond Resolution provides that when the Projects are completed and the costs thereof paid, the Borrowed Money Fund is to be closed and any balance therein is to be deposited in the Project Account Debt Service Fund. Section 67.10(3) of the Act further provides that all disbursements charged to the Borrowed Money Fund shall be for the purposes for which the money was borrowed and for no other purpose, except as otherwise provided by the Act. Moreover, Section 67.11(1)(a) of the Act provides that all moneys accruing to the Borrowed Money Fund which at any stage are not needed for the purposes for which the money was borrowed shall be transferred into the requisite debt service fund.

1.03. Additional Project. The purpose of this Resolution is to therefore provide official authorization to disburse the Unused Proceeds, up to a maximum of $130,000, to finance the costs of the Additional Project. All actions undertaken by City staff in regard to the Additional Project are hereby ratified and confirmed in all respects.

Section 2. Deposit into Additional Project Fund; Amendment of Bond Resolution.

2.01. Additional Project Fund. City staff is authorized and directed to identify the final amount of the Unused Proceeds needed for the Additional Project, up to a maximum of $130,000, and to create an "Additional Project Fund," into which the Unused Proceeds shall be timely deposited. The Additional Project Fund shall be administered and maintained by the City Finance Director as a bookkeeping amount separate and apart from all other funds maintained in the official financial records of the City. Amounts deposited in the Additional Project Fund shall be used solely to defray expenses of the Additional Project. When the Additional Project is completed and the cost thereof paid, the Additional Project Fund is to be closed and any balance in the fund is to be deposited in the Debt Service Fund for the Bonds.

2.02. Bond Resolution. All findings, obligations and covenants undertaken by the City pursuant to the Bond Resolution, including but not limited to the sale of the Bonds to the Purchaser, principal payments and interest rates on the Bonds, remain in full force and effect, except as otherwise provided by this Resolution. Specifically, Section 4.01(d) of the Bond Resolution is amended by this Resolution, to authorize the City to use the Unused Proceeds for the Additional Project, instead of transferring any excess balance from the Borrowed Money Fund to the Debt Service Fund for the Bonds.

2.03. Capitalized Terms. Any capitalized but undefined terms in this Resolution shall have the definitions provided in the Bond Resolution.

[The remainder of this page is intentionally left blank.]

Passed and adopted by the Common Council of the City of New Richmond, Wisconsin, this 11th day of June, 2018.

APPROVED:

_____

Fred Horne, Mayor

ATTEST:

_____

Tanya Batchelor, City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by Alderperson _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF WISCONSIN)
)
COUNTY OF ST. CROIX) SS.
)
CITY OF NEW RICHMOND)

I, the undersigned, being the duly qualified and acting Clerk of the City of New Richmond, Wisconsin do certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the Common Council of the City held on June 11, 2018 with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes insofar as they relate to the use of unused proceeds of $6,600,000 General Obligation Corporate Purpose Bonds, Series 2017A, of the City.

WITNESS My hand officially as such City Clerk and the corporate seal of the City this _____ day of _____, 2018.

_____
City Clerk
City of New Richmond, Wisconsin

(SEAL)

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

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

MEMORANDUM

TO: Mayor Horne & City Council

FROM: Noah Wiedenfeld, Management Analyst

DATE: June 5, 2018

SUBJECT: Request for Proposals – Intensive Survey

BACKGROUND

The City of New Richmond was selected to receive a Historic Preservation Fund sub-grant in the amount of $24,900 for an intensive survey of historical and architectural sites in the city. The project must be completed by August 2019. The first step for this project is to select a professional consultant through a competitive request for proposals (RFP) process. The project has already received some preliminary interest from architectural design and historic preservation consultants. City staff have prepared a draft RFP which has been reviewed and approved by the Wisconsin Historical Society. The Historic Preservation Commission would be tasked with reviewing the proposals that are received and recommending a consultant.

ACTION REQUESTED

The Historic Preservation Commission will be discussing the RFP at their meeting earlier in the evening on June 11. Any suggested changes or recommendation from the Historic Preservation Commission in regards to the RFP will be shared with the City Council.

Request for Proposals

Intensive Survey of Historical & Architectural Sites

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

Proposal Due Date: July 9, 2018

OVERVIEW

The City of New Richmond is requesting proposals for an intensive survey of historical and architectural sites in New Richmond, WI. Funding for the project is from a Wisconsin Historical Society Certified Local Government Grant. Interested consultants are invited to submit proposals by July 9, 2018. Interviews and final consultant selection will be made in July 2018. The project shall be completed by August 1, 2019. This Request for Proposals will assist the City in determining which consultant or firm can offer the highest quality service at the most cost effective means.

COMMUNICATIONS

All communications concerning this RFP should be directed to Noah Wiedenfeld, Management Analyst, at (715) 246-4268 or at nwiedenfeld@newrichmondwi.gov.

INCURRING COSTS

The City is not liable for any costs incurred by firms prior to the signing of a contract. Expenses incurred in the preparation of submittal, presentations, and other incidental activities related to this solicitation are solely the responsibility of the respondent.

PROJECT AREA

New Richmond is a municipality of approximately 8,909 citizens located in St. Croix County. The town was founded in 1857 along the Willow River, which, along with the Omaha Rail Line and the Wisconsin Central railroad, contributed to the growth of local industry during the early years. Much of the city was destroyed by an estimated F5 tornado in 1899, which is still considered one of the ten deadliest tornadoes in U.S. history. While many historic homes built prior to the tornado still exist, most of the buildings in the downtown business district and the surrounding neighborhoods were reconstructed in the early 1900s. The 2016 American Community Survey estimates that 473 housing units, or 13.6% of the city's total housing stock, were constructed in 1939 or earlier. Much of the community's population growth occurred in the 1990s and 2000s, thus nearly half of the city's housing units were built after 1990 and should not be included in the intensive survey. New Richmond has 13 properties that were listed on the National Register of Historic Places during the 1980s, including the West Side Historic District, which has 28 contributing buildings. Some notable historical figures from New Richmond include John Doar, legendary civil rights attorney and recipient of the Presidential Medal of Freedom; Warren Knowles, the 37th Governor of the State of Wisconsin; and John McNally, member of the Pro Football Hall of Fame.

PROJECT DESCRIPTION

An intensive survey of the entire City of New Richmond is proposed. All procedures and products shall comply with the Architecture-History Survey Manual provided by the Wisconsin Historical Society Division of Historic Preservation. The project shall include the following:

- Conduct a minimum of two public education meetings to introduce the project and share survey results with the community.
- Perform a reconnaissance survey of the project area, excluding properties already listed in the National Register of Historic Places, in order to document properties of architectural or historical interest and potential significance. Update previously surveyed properties that have been altered, restored, or demolished.
- Perform site specific research and prepare the intensive survey report. Conduct historic research on al properties potentially eligible for the National Register of Historic Places or within a potential National Register historic district. Enter survey data into the Wisconsin Historic Preservation Database. Prepare an intensive survey report including an introduction

and chapters on survey methodology; historical overview; all themes represented in the history of the survey area; architecture; designers, engineers, and builders; notable people; survey results; and recommendations. Submit a typed draft to the City of New Richmond and the Wisconsin Historical Society for review and approval.

PROPOSAL REQUIREMENTS

Please submit proposals with a dated cover letter signed by the appropriate company official by July 9, 2018 and include the following information:

1. Company name, address, phone number, and primary project contact.
2. Names, titles, and responsibilities of individuals from your company that will be responsible for the project. Include a description of the composition of the team, listing backgrounds and work experience as it relates to the project.
3. Background experience, and capabilities of your company and the project personnel.
4. List of references for projects of similar size, scope, and complexity located in Wisconsin which your firm has prepared within the past five years.
5. Fee proposal which includes a separate "not to exceed" fee total to complete the project. The quoted fee shall include estimated reimbursable fees.
6. Proposed timeline to complete the project, including major project tasks, scope of work, meetings, City responsibilities, and deliverables for each task.
7. Sample or excerpt from a previous project that is representative of the final work product quality that the City of New Richmond can expect to receive

Consultants should submit seven (7) complete paper copies of their responses to this RFP. The copies are to be delivered in person or sent by certified/express mail to the address listed below. All copies of the proposal must be received by the City no later than **4:30 pm on Monday, July 9, 2018**. Proposals sent by fax or e-mail will not be considered. The City reserves the right to overlook any technicalities and accept or reject any or all proposals if it is in the best interest of the City. Responses shall be delivered to:

City of New Richmond
Attention: Noah Wiedenfeld, Management Analyst
156 East First Street
New Richmond, WI 54017

CONTRACT AWARD

It is the City's intent to review all respondent qualifications and proposals conscientiously and to select a candidate based upon selection criteria. Should the City believe it would be in the best interest of the City, it may enter into negotiations with any of the Consultants until a contract sum can be finalized with the successful candidate. Furthermore, the City reserves the right to modify the scope of the project based upon estimated costs and organizational needs.

The City reserves the right to waive any irregularities in any proposal and to select the proposal that is most advantageous to the City. The City and its representatives reserve the right to reject any and all proposals or to request additional information from any respondent or from all respondents.