



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

September 18, 2018

TO ALL MEMBERS OF THE PUBLIC WORKS COMMITTEE:

**Jim Zajkowski
Mike Montello
Craig Kittel**

There will be a meeting of the Public Works Committee on Wednesday, September 26, 2018 at 2:00 p.m. in the ED Lab of the Civic Center, 156 East First Street, New Richmond.

AMENDED AGENDA:

- 1. Roll Call**
- 2. Adoption of Agenda**
- 3. Approval of minutes from the previous meeting, August 8, 2018**
- 4. Recycling RFP**
- 5. Richmond Township Maintenance Agreement**
- 6. Communications and Miscellaneous**
- 7. Adjournment**

**Jeremiah Wendt
Director of Public Works**

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

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

Copies:

**Fred Horne
The News**

City of New Richmond Website

**Jim VanderWyst
Northwest Community Communications**

PUBLIC WORKS COMMITTEE MEETING

August 8, 2018

2:15 p.m.

Members Present: Jim Zajkowski, Craig Kittel and Mike Montello

Others Present: Jeremiah Wendt, Mike Darrow, Joel Enders, Noah Wiedenfeld, Rae Ann Ailts, and Lori Brinkman

Jim Zajkowski called the meeting to order at 2:17 p.m. Roll call was taken.

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

Craig Kittel moved to approve the minutes from the July 9, 2018, meeting, seconded by Jim Zajkowski and carried.

Cemetery Wayfinding

Noah Wiedenfeld explained that City staff has identified wayfinding signage as a need in the New Richmond Cemetery to assist people in locating burial sites. Signage would include street signs and section markers. City staff has recommended names for the gravel roads within the cemetery as follows: Poplar Path, Birch Path, Maple Circle, Cedar Path, Linden Circle, Elm Circle, and Spruce Circle. Staff recommends ordering signs through Holland Supply Signs. The cost of the signage would be approximately \$3,816, plus an additional \$900 for aluminum piping for mounting, and also possibly a shipping charge for the signage. Expenses would be paid from the cemetery fund.

Mike Montello made a motion to purchase the signage and piping for the New Richmond Cemetery, seconded by Jim Zajkowski and carried.

Nonprofit Assistance

Jeremiah Wendt stated the City has been approached by local nonprofit groups at various times requesting assistance with minor projects for which the City has the equipment and expertise. Recently, the City was asked by "Two Fish" to assist with the removal of an overhead sign that requires City staff to use the bucket truck. The City does provide assistance to neighboring municipalities for similar minor projects and charges labor and equipment fees for that work. Jeremiah asked the Committee if the City should provide similar services (and bill for them) for local non-profit groups. This has been brought to the City Attorney's attention and he stated it is fine provided there is a reimbursement arrangement. There was discussion on creating an application form that nonprofit groups could fill out and submit and the Public Works Committee could review on a case-by-case basis.

Craig Kittel made a motion to approve the current request to assist with the removal of Two Fish's overhead sign, seconded by Mike Montello and carried.

Recycling RFP Bid Results

Rae Ann Ailts discussed the five responses to the RFP for residential recycling services which were received from Waste Management, Stephens Sanitation, Olsen Sanitation, Advanced Disposal, and Highland Sanitation. Staff has created bid summaries of each proposal, which were given to the Committee, and Rae Ann briefly outlined the summaries. Staff recommends a two-to-three-week review period of the proposals. Mike Darrow recommends sending out a survey with the next utility billing to get residents' feedback. Staff will look into the survey and bring back to the next Public Works Committee meeting, which will be held late August or early September.

Knowles Avenue Corridor Study Interviews

Interviews were held during the meeting with three firms for the Knowles Avenue Corridor Study: MSA Professional Services, SEH, Inc., and SRF Consulting Group, Inc. At the conclusion of the interviews, the Public Works Committee discussed the three options at length.

Mike Montello made a motion to recommend hiring MSA Professional Services to conduct the Knowles Avenue Corridor Study, seconded by Jim Zajkowski and carried.

Communications and Miscellaneous

None

Mike Montello moved to adjourn the meeting, seconded by Jim Zajkowski and carried.

Meeting adjourned at 6:05 p.m.

Minutes submitted by Lori Brinkman



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MEMORANDUM

TO: Public Works Committee
FROM: Joel Enders, Management Analyst
DATE: September 17, 2018
SUBJECT: Recycling RFP

BACKGROUND

In June 2018, the City issued an RFP for recycling pickup and disposal services, receiving five responses by the bid deadline. At the August Public Works Committee meeting, staff distributed bid proposals and summaries for review. In response to discussions during that meeting and the different service options proposed by each bidder, staff drafted and distributed a short survey to residential recycling customers. Survey results are summarized below and will be presented during the upcoming meeting. There will also be a short presentation about the current recycling market and the challenges faced by providers and municipalities.

RECOMMENDATIONS

Staff recommends discussion and selection of recycling providers for interview at the October Council Work Session.

ATTACHMENTS

1. Recycling Survey Example
2. Recycling Survey Results – Summary Graphs

ATTACHMENT 1: RECYCLING SURVEY EXAMPLE

CITY OF NEW RICHMOND 2018 RECYCLING SURVEY

1. How important is recycling to you?

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

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

- Weekly
- Bi-Weekly

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

- Yes
- No

4. What size of container do you prefer?

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

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

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

6. Do you prefer weekend or weekday pickup?

- Weekday
- Weekend

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

- Yes
- No

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

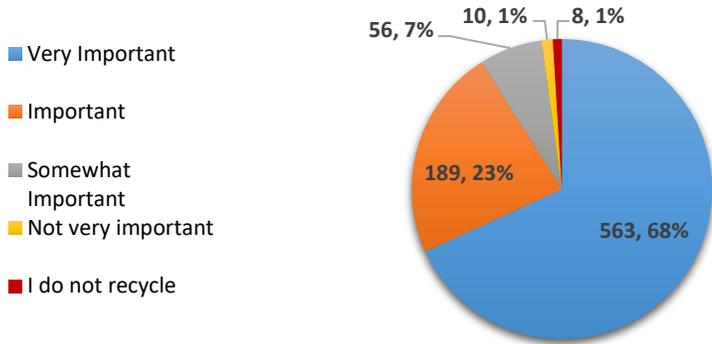
Take the survey online at www.newrichmondwi.gov

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

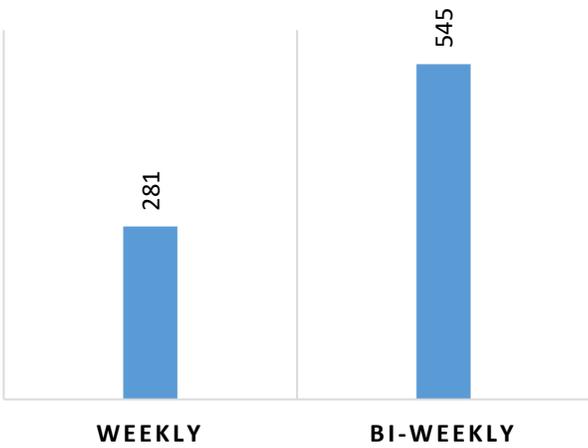
Please complete and return the survey by 9/20/18. Thank you!

**ATTACHMENT 2: SURVEY RESULTS
(826 Total Responses)**

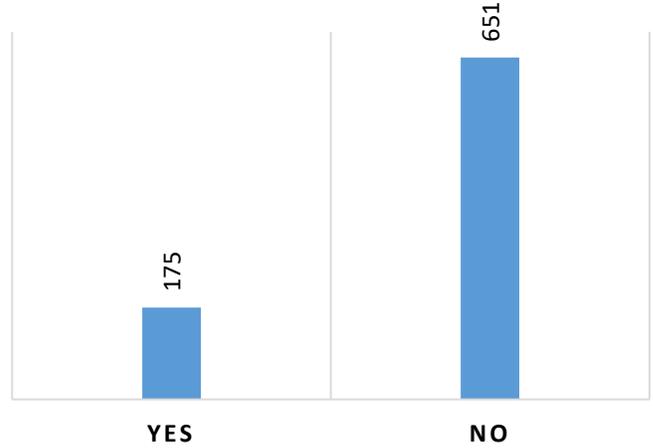
How Important is Recycling to You?



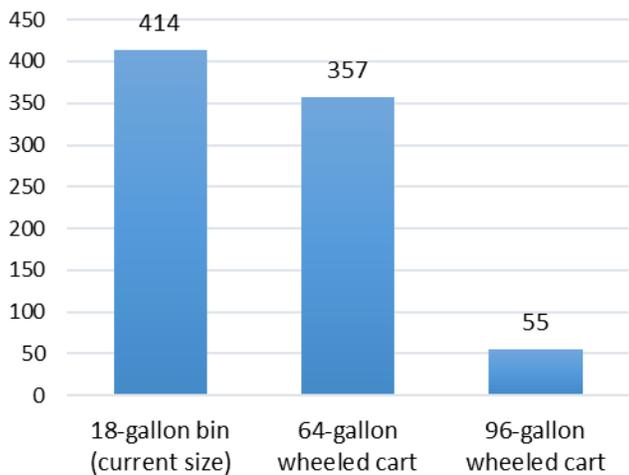
PREFER WEEKLY OR BI-WEEKLY PICKUP?



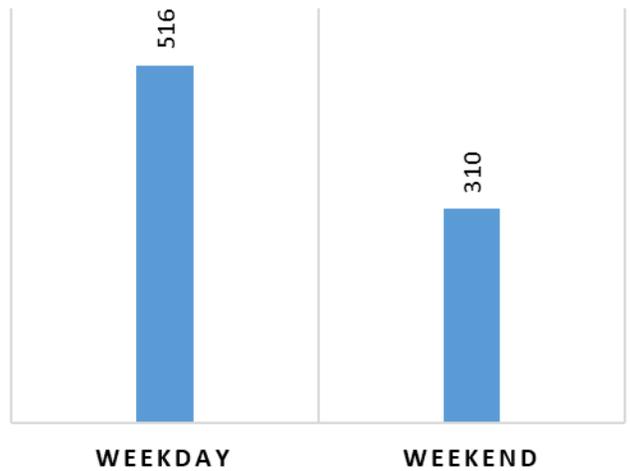
WILLING TO PAY MORE FOR WEEKLY SERVICE?



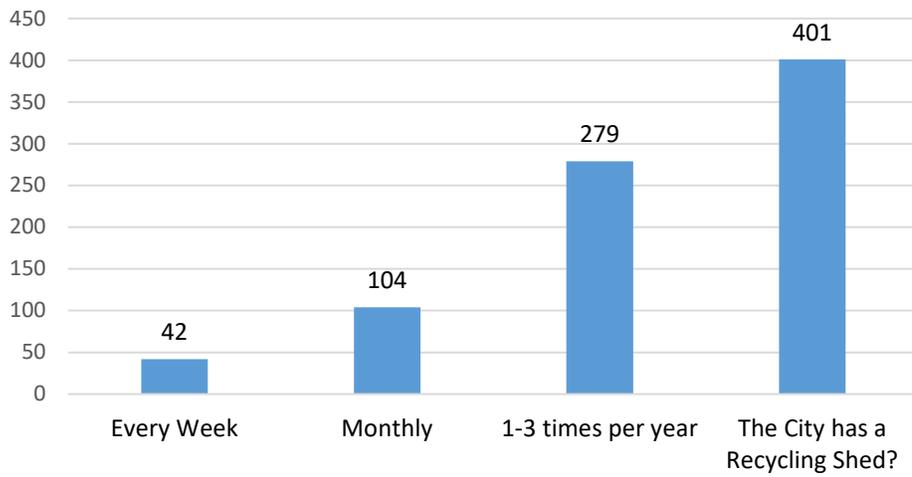
Size Container Preferred



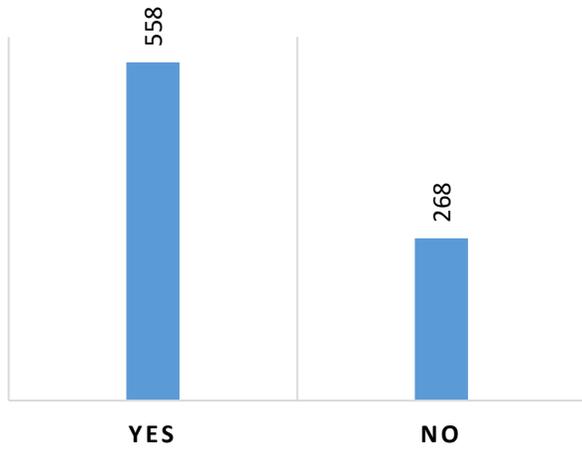
WEEKDAY OR WEEKEND PICKUP?



How Often Do You Use the Recycling Center?



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





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MEMORANDUM

TO: Public Works Committee

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

DATE: September 21, 2018

SUBJECT: Richmond Township Maintenance Agreement

Background

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

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

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

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

In order to keep the trails looking nice, as a reflection of both the City and the Town, the maintenance agreement would have the City mow any ROW areas where City trails pass through the township. The

mowing would be done only if needed, up to twice per month, and the City would bill the Township \$50 per mile per mowing (based on the rate the Town currently pays the County for mowing).

The finalized maintenance agreement will be presented to the Committee for approval.

Recommendation

Staff recommends approval of the Richmond Township Maintenance Agreement.