



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

May 1, 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 Monday, May 7, 2018 at 3:00 p.m. in the ED Lab of the Civic Center, 156 East First Street, New Richmond.

AGENDA:

- 1. Roll Call**
- 2. Adoption of Agenda**
- 3. Approval of minutes from the previous meeting, February 5, 2018**
- 4. North Pierson / High Street Address Change**
- 5. Knowles Avenue Corridor Study**
- 6. Welcome Signs**
- 7. Surplus Equipment**
- 8. Downtown Trees**
- 9. 2018 Street & Utilities Projects**
- 10. Draft Recycling RFP**
- 11. Communications and Miscellaneous**
- 12. 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

February 5, 2018

4:30 p.m.

Members Present: Jim Zajkowski, Craig Kittel and Mike Montello

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

Jim Zajkowski called the meeting to order at 4:30 p.m. Roll call was taken.

Craig Kittel moved to adopt the agenda as presented, seconded by Mike Montello and carried.

Craig Kittel moved to approve the minutes from the November 7, 2017, meeting, seconded by Mike Montello and carried.

2018 Sidewalk Plan

Jeremiah Wendt explained the Public Works Committee is required to make an annual recommendation to the City Council for the construction of new sidewalks and the repair/replacement of existing sidewalks. Staff identified and repaired trip hazards in 2017 as well as connected the north side areas. Jeremiah highlighted three main areas of focus for 2018: 1) 2,825 square feet in the downtown area needs to be replaced (on Knowles Avenue and side streets, on North Second Street, and North Third Street); 2) 400 square feet along East Fourth Street needs to be installed to fill in the gap in sidewalk between Advance Auto Parts and the Knights of Columbus Hall; 3) 1,150 square feet of new sidewalk along North Green Avenue heading north into Mary Park. Discussion followed. The Committee would like to see the walkway on the west side of Green heading into Mary Park run along the existing street and add a crosswalk across North Green for safe pedestrian crossing. Jeremiah explained the next steps are to bid the work out, bring numbers to the City Council, and hold a public hearing.

Mike Montello made a motion to approve the proposed sidewalk plan, with changes as discussed to the Mary Park entrance area, and authorization for advertising for bids, seconded by Craig Kittel and carried.

Street Maintenance Plan

Jeremiah explained approximately 6.3 miles of street and 3,000 feet of trails are proposed for maintenance and/or repair in 2018. Costs for these repairs is estimated at \$45,000, which will come out of the total street maintenance budget of \$95,000.

Mike Montello made a motion to approve the authorization to advertise for bids, seconded by Craig Kittel and carried.

Street Name Change

Jeremiah explained the confusion with the naming of North Pierson Avenue near North Washington Avenue and North First Street. The street takes several turns and has different names along different portions of the street. North Pierson does not line up any longer with South Pierson. There has been confusion with delivery drivers and visitors to Lakeside Foods when using GPS to find the North Pierson address. Two suggestions for renaming this portion of street are High Street or Lakeside Drive. Much discussion followed. The Committee's recommendation will go to the City Council for final consideration.

Craig Kittel made a motion to recommend renaming North Pierson Avenue to Lakeside Drive, seconded by Mike Montello and carried.

Residential Refuse and Recycling

Rae Ann Ailts explained there are currently six licensed refuse providers in the City, and residents contract directly with providers for refuse service. The City provides curbside recycling services and uses one provider for this service (currently Stephens Sanitation). Mike Darrow explained that existing processes don't work with the amount of growth the City has had. City staff held a roundtable discussion with the licensed refuse providers in 2017. Based on roundtable discussion and feedback on this subject, Rae Ann noted the needs of refuse and recycling services. They are: to ensure consistent and sustainable refuse and recycling throughout the City, to provide refuse and recycling collection in City parks, to reduce wear and tear on streets and alleys, and to update contracts for services. Staff was directed to draft a Request for Proposal (RFP) for refuse and recycling services which addresses residential service through a single provider. Discussion followed. Staff is recommending approval by the Public Works Committee to present the draft RFP to the City Council.

Mike Montello made a motion to bring the draft Request for Proposal for Residential Refuse and Recycling Services to the City Council, seconded by Craig Kittel and carried.

Bicycle and Pedestrian Master Plan

Jeremiah Wendt explained that the existing Bicycle and Pedestrian Master Plan was approved by the City Council in the spring of 2016 and needs to be reviewed and updated on a regular basis. Noah Wiedenfeld would like to add additional areas of concern that were not identified in 2016. Noah outlined these additions to include: an off-street trail on the west side of the Willow River beginning at Highway 65 and continuing north to Mary Park; an off-street trail parallel with County Road A from West Richmond Way to Westfields; a trail on West Eighth Street; a trail easement with WITC along Paperjack Creek; a trail on 185th Avenue/North Fourth Street (near Health Center); and support of off-street accommodations along County Road GG as part of the planned reconstruction in 2019.

Mike Montello made a motion to approve the recommendations above, seconded by Jim Zajkowski and carried.

Deer Crossing Sign Request

Staff has received several requests to consider the installation of a deer crossing sign on South Knowles Avenue near Sixth Street (in the area of Bosch Packaging). Jeremiah explained that Staff supports these requests as an inexpensive way of reducing possible deer hit accidents. Staff recommends the installation of deer crossing signs on both sides of Knowles Avenue between Bosch Packaging and Sixth Street.

Jim Zajkowski made a motion to approve the installation of deer crossing signs on South Knowles Avenue with the Public Works Director determining the exact locations, Craig Kittel seconded and carried.

2018 Alley Plan

Jeremiah Wendt explained the annual alleyway maintenance and reconstruction program. The Public Works Committee and City Council have discussed alley maintenance and repair throughout 2017. The Public Works Committee considered a proposed ordinance at their November 7, 2017, meeting, and expect to bring the final ordinance to City Council for consideration at the February 12, 2018, meeting. The proposed ordinance stipulates that the Public Works Committee shall make annual recommendations to the City Council for alley repair/replacement. Three alleys have been identified

for repair/replacement as part of the 2018 Alley Plan; these alleys are between South Minnesota Avenue and South Washington Avenue, running from West Second Street to West First Street.

Mike Montello made a motion to approve the 2018 Alley Plan and authorization to advertise for bids (paving only), seconded by Craig Kittel and carried.

County Road A Trail Phases/Design

Jeremiah Wendt outlined the need for a trail along the County Road A corridor. He suggests a “phased” approach for this project that would include making critical connections in 2018 between the Woodland Creek, Willow River Bluffs, and Willowind subdivisions. The total length of trail required to make these connections is approximately 1,200 feet and would include two crossings of County Road A. The estimated cost for this phase of the project is \$150,000, and could be paid for using bonded funds for the 125th Street project, as the estimate for that project has been reduced in part because of the decision not to construct a trail in that location. Jeremiah stated the project could be bid out along with the 125th Street project. Discussion ensued.

Mike Montello made a motion to approve the phased approach to the County Road A trail project and approval of design contract in an amount not to exceed \$14,734, seconded by Craig Kittel and carried.

Communications and Miscellaneous

There was discussion about the trees that were planted near light posts on North Fourth Street last year and if the tree growth will affect the lighting of the path from the light posts.

The topic of Ash tree removal and disposal was briefly discussed. There is an Emerald Ash Borer informational meeting at the Library on Thursday, February 15.

There was discussion on the street lighting on 140th Street. Staff will follow-up with Xcel Energy to discuss adding additional lights to their existing wooden poles.

There will be two open houses on February 12: County Road A project at 4:30 p.m. and 125th Street project at 5:30 p.m.

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

Meeting adjourned at 6:09 p.m.

Minutes submitted by Lori Brinkman



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MEMORANDUM

TO: Public Works Committee

FROM: Jeremiah Wendt, Director of Public Works
Joel Enders, Management Analyst

DATE: April 30, 2018

SUBJECT: North Pierson / High Street Renaming

BACKGROUND

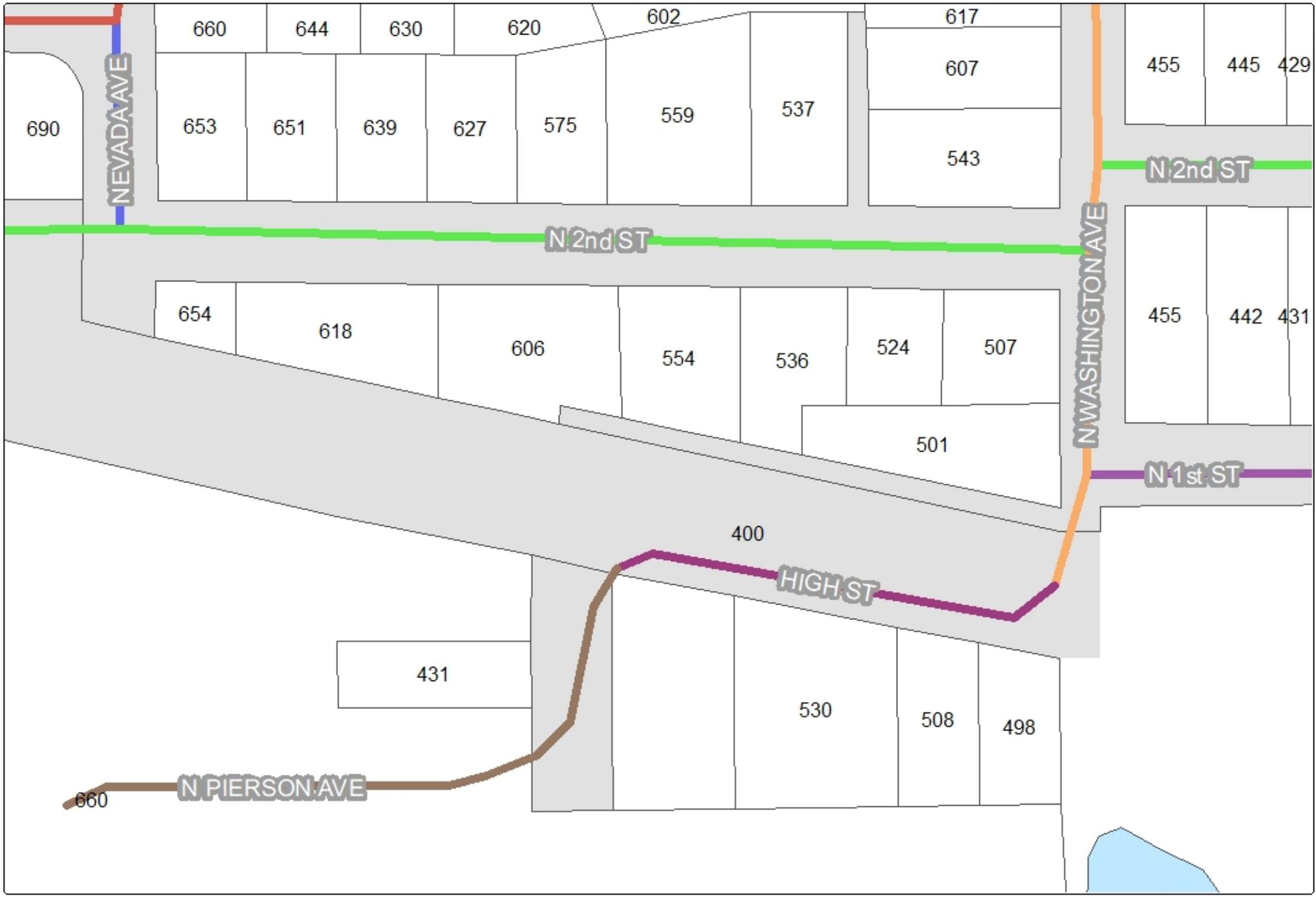
At their February 2018 meetings, the Public Works Committee and City Council approved renaming portions of North Pierson Avenue, High Street, and North Washington Avenue to Lakeside Drive (see attached map). On April 23, 2018, the City received a letter from a property owner on High Street who expressed concerns about the name change. As the property owner was not informed of the potential change before approval, staff are bringing this item back for consideration in the interests of transparency and resident input.

RECOMMENDATIONS

Staff recommend discussion of the North Pierson/High Street/North Washington name change and recommendations of possible alternatives.

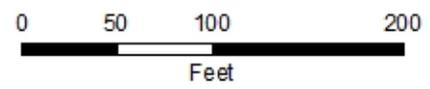
ATTACHMENTS

1. Area Map
2. Property Owner Letter
3. Memo from February, 2018 Meetings



Pierson Ave // High St - Naming Proposal

Colors represent unique street names



April 23, 2018

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

Dear Mr. Darrow,

Thank you for taking time to meet with me this morning concerning the pending property address change of the 'west section' of High Street and North Pierson Avenue.

Per our conversation, I received a notice, dated April 16, 2018, of the name change from the City in the mail this past Saturday. I did not receive a notice by mail from the City regarding a public hearing. Other than Lakeside Foods there are only two residents, including myself, that would be impacted by this change.

Currently, there is not a street sign located on the corner of Washington Avenue and this section of High Street identifying High Street. Nor is there a street sign identifying North Pierson Avenue. There is, however, a small sign located on a corner utility pole on the north side of the railroad tracks indicating an entrance to Lakeside Foods and also indicating that there is no exit.

In the letter I received this past Saturday, it stated that a change is needed to "facilitating better pathfinding for vehicles traveling to Lakeside Foods and minimize unnecessary/lost traffic". Aside from the fact there is no signage for the existing streets, it is interesting that Lakeside Foods uses 660 North Second Street as their address when the USPS, Fedex, UPS and other mail/package services use High Street for their deliveries.

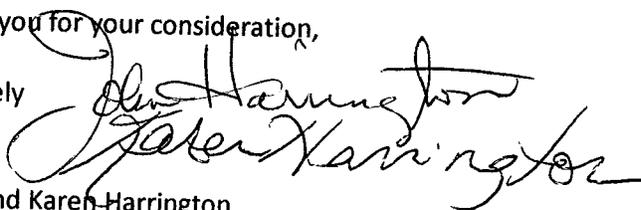
My parents, Eugene and Joan Harrington moved to 530 High Street in 1950 and raised 9 children. This has been our address for 68 continuous years. It has been my address for 61 years. High Street is part of my identity and I do not want to lose it.

It would make more sense to add signage identifying High Street and to include the small piece of roadway named North Pierson Avenue as part of High Street. In addition, if Lakeside Foods changed their address to High Street that would solve the misdirection for traffic unfamiliar with the location of Lakeside Foods. Changing the street name does not improve the situation if the company address is 660 North Second Street.

In closing, I am asking the City to please keep my section of the road High Street, extend High Street to the east entrance of Lakeside Foods. If the City is determined to change the name, then please honor my family, particularly my parents, and use our last name. That at least would be a fitting and deserving change. However, I do not feel any name change is necessary if the proper signage is corrected and Lakeside Foods would use an address that would direct traffic to the correct entrance.

Thank you for your consideration,

Sincerely,

Handwritten signature of John and Karen Harrington in cursive script.

John and Karen Harrington
530 High Street, New Richmond
715-246-2528



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New Richmond, WI 54017
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www.newrichmondwi.gov

MEMORANDUM

TO: City Council

FROM: Jeremiah Wendt, Director of Public Works
Joel Enders, Management Analyst

DATE: February 6, 2018

SUBJECT: Renaming North Pierson Avenue

BACKGROUND

Following stakeholder inquiries and discussion, staff believe it would be advantageous to rename North Pierson Avenue, which begins approximately 500 feet southwest of the North Washington Avenue / North 1st Street intersection and terminates at Lakeside Foods (see attached map). Renaming will reduce confusion and facilitate better pathfinding, particularly for visitors and deliveries made to Lakeside Foods. Lakeside's current address (660 N 2nd Street) tends to bring vehicles to the wrong side of the property, but switching the address from 2nd Street to North Pierson Avenue will create further confusion because of the segmented layout of Pierson Avenue and High Street. The location and characteristics of what is currently North Pierson Avenue suggest two renaming alternatives – **High Street** or **Lakeside Drive**.

Designating the entire street section south of the railroad tracks as High Street minimizes property address changes and creates a more logical east-west continuation of High Street than currently exists. However, High Street would remain non-contiguous, separated by Chapman Avenue and North 1st Street, which may create confusion for vehicles travelling to Lakeside Foods via Knowles Avenue/Highway 65.

Renaming the streets south of the North Washington Avenue / North 1st Street intersection Lakeside Drive creates a unique, identifiable section that follows the naming criteria specified in Section 117-28(N) of the New Richmond Code of Ordinances. The Code defines an Avenue as "a long or continuous street running north and south," which does not fit with the short, irregular course and terminal nature of North Pierson Avenue. A Drive, defined as a "shorter or

non-continuous street,” is a more appropriate designation in this circumstance. This option eliminates the potential confusion associated with non-contiguous streets, but would necessitate the re-addressing of five properties.

RECOMMENDATIONS

The Public Works Committee recommended renaming N Pierson Avenue to Lakeside Drive at their February 5th, 2018 meeting.

ATTACHMENTS

1. Subject area map



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MEMORANDUM

TO: Public Works Committee

FROM: Jeremiah Wendt, Director of Public Works

DATE: April 30, 2018

SUBJECT: Knowles Avenue Corridor Study

Background

In 2017, the Public Works Committee discussed several concerns in the Knowles Avenue corridor, ranging from side street parking, to the orientation of the 1st Street intersection, to bike/pedestrian accommodations. At the time, Staff recommended and the Committee agreed that waiting on action for any of these individual items would allow for additional review through the Comprehensive Planning process, and that a more comprehensive study could be done once that process was completed.

Several other ideas and concerns have come out of the Comprehensive Planning process, focused primarily on pedestrian safety in this corridor. Additionally, current businesses have asked questions about improving accessibility in the downtown, and prospective businesses are studying access options on the north side. Furthermore, the City and some private partners have developed and begun to vet concepts for phased redevelopment of the North Side.

All of this is occurring at a very significant time in western Wisconsin, particularly as it relates to transportation. While many of the issues listed above have been brought forward in the past, they were often addressed without considering the corridor as a whole, or they were deferred knowing that the St. Croix Crossing was imminent. Now that the St. Croix Crossing has been completed, and several months have passed, allowing traffic movements to normalize, the timing is perfect for a complete study and implementation plan for the Knowles Avenue corridor.

Staff have worked with consultant SEH on the development of a work plan and contract for this study, which would include review of every intersection, parking, pedestrian accommodation, driveway access, turn lanes, road diets, additional traffic signals, and every other item that has come up, or will come up in the course of the study.

Given the visibility of this corridor, and the number of businesses and residents affected, a robust public engagement process is proposed, and would take place as the study progresses over the next 4-5 months. This would involve an initial meeting just to present the issues that we have heard about, and find out what other

issues exist, followed by a mid-course meeting to review some solutions we've come up with, and a final meeting to present recommendations.

The funding for the project, which is based on a proposed cost not to exceed \$48,550, would be paid for from transportation impact fees that the City currently has on hand.

Recommendation

Staff recommends approval to contract with SEH for an amount not to exceed \$48,550, and begin the Knowles Avenue corridor study as laid out in the attached work plan.

KNOWLES AVE CORRIDOR STUDY

NEW RICHMOND

WORK PLAN ELEMENTS

Introduction

Knowles Ave (STH 65) traffic operations have been studied several times, but just for a single intersection, for a specific development, or as part of the Downtown Study. Considerable data has been collected and numerous discussions have taken place. But the studies have not looked at the entire length or resulted in any significant change or overall plan. The City, in conjunction with WisDOT, is now planning to study Knowles Ave from E. 11th Street to Highway 64. Intersection operations, lane configuration, pedestrian and bike facilities and crossings, traffic controls, and parking will all be reviewed.

Of particular interest is a potential change from an undivided four lane section to a three-lane section with a center left turn lane. While this type of change has been successful in many locations, there have been some failures and some of the conversions still have a few problems. There is a need to carefully examine all of the existing traffic operations and patterns, evaluate all options, and resolve any concerns before making any significant changes. It is also an opportune time to resolve Knowles Ave concerns that have been lingering for years or even decades.

The following work plan is the result of many small studies that have been completed in the corridor, experience in making changes (4 to 3 lanes) in other communities, and reacting to specific concerns and proposed development in the corridor.

Traffic volumes

Traffic volume patterns in New Richmond in the past twenty years have not been easy to follow. Volumes on Knowles Ave appear to have fluctuated significantly, but much of this seems to be the result of errors in collecting data, shifting count locations, or counts taken during some event or daily change. There are several tabulations in SEH files that can be upgraded to current values and checked against counts to be taken in 2018. Historic traffic data is also easily available and should be used for determining traffic patterns and growth.

The opening of the Highway 64 bypass changed traffic patterns and volumes on a number of streets and SEH has an unpublished review of the traffic changes. The review can be valuable in the study. The opening of the new St Croix River Bridge has resulted in a 15% jump in traffic volumes on Highway 36 in Minnesota. Data from traffic counts in both Minnesota and Wisconsin should be used to determine what traffic patterns have changed and how those have impacted New Richmond.

Kwik Trip will be making a 14-hour turning movement count at Knowles Ave and North Shore Drive as part of the evaluation of their proposed plan. WisDOT made tube traffic counts at five locations on Knowles Ave in the Fall of 2017 and similar counts were to be made this spring. The WisDOT traffic

count schedule may include St Croix County in 2018 (past counts were 2006, 2009, 2012, and 2015). All this volume data will be critical in establishing 2018 volumes in the corridor.

As part of the Road Diet consideration, discussed in following sections, it is desirable to provide turning movement counts at W 2nd Street, W 4th Street, and W 6th Street intersections on Knowles Ave.

Traffic Forecasts

WisDOT has agreed to provide 10 and 20-year forecasts for Knowles Ave. The forecasts need to be based on reliable 2018 volume data, as well as past traffic growth patterns and adjustments for the bypass and new bridge. The city also needs to identify potential development in the area that will impact traffic volumes in the corridor. The 2040 Comprehensive Plan will provide direction in area land use planning. The forecast data from the 2007 Transportation Plan Update should be reviewed as it was based on proposed land use.

Intersections

Intersection operation should be reviewed at every intersection from W 6th Street to Highway 64. The review should consider turning movements and turn lane needs, traffic control, pedestrian facilities, crash data, and general traffic movement. Several intersections have had previous studies (W 6th, W 4th, W 1st) that will provide some background. Past concept studies of widening Knowles Ave between W 4th and W 6th Streets will be reviewed. Crash data will be provided by WisDOT.

Pedestrians and Bicycles

Using the New Richmond 2016 Bicycle and Pedestrian Master Plan and the St Croix County Trail Plan, the study should identify trails that cross or impact Knowles Ave. The study should consider crossings for local pedestrian routes, especially in the downtown area, and evaluate the need for the crossings, controls and facilities at the intersections, as well as adjacent pedestrian routes. The best location for an east /west bicycle crossing in the downtown should be evaluated.

The pedestrian provisions on existing traffic signals need to be reviewed for best operation. Signing, pavement markings, and other devices should be reviewed and evaluated for each crossing. The past Downtown Study, the Minnesota and Dakota Ave Bike Route Study, and the River Walk Trail Study will provide some background.

Traffic Signal Operation

The three traffic signals in the downtown area should be coordinated for best traffic flow on Knowles Ave. Currently, traffic on Knowles Ave will usually make stops at two or all three signals. This significantly reduces the capacity of the corridor and the efficiency of traffic flow. The study could also provide information on cross street traffic movement and pedestrian crossing opportunities at intermediate, intersecting streets (W 1st St, W 3rd St, W 5th St).

Crash Data

The number and pattern of crashes on Knowles Ave will provide valuable data on current problems. WisDOT will provide data and crash diagrams. These will be evaluated in conjunction with WisDOT to seek solutions to any recurring problem.

Driveways

Fortunately, the number of driveways along parts Knowles Ave is not overwhelming, but the area north of the Willow River does have a significant number. However, the operation of all driveways should be evaluated for potential problems and concepts for consolidation or closures, especially near intersections, should be considered. Even with a center, two way, left turn lane, conflicts can be present, and should be addressed before the conversion is implemented.

Road Diet

The potential conversion from 4 lanes to 3 lanes will require a detailed review of concerns. Rather than rely on general ranges of ADT volumes for each design choice, a study should be made to show AM and PM peak hour flow through the corridor. Turning movement counts at the current downtown signalized intersections will be beneficial for the analysis of the intersections, the road diet evaluation, and the traffic signal coordination plan.

One of the main objections is the concern over increased delays to cross street traffic created by all traffic in each direction being in one lane. This concern needs to be addressed and if the concept is implemented, delay studies, both before and after implementation should be taken to provide an accurate evaluation.

Parking in the downtown

This was reviewed as part of the Downtown Study, but should be reviewed in light of turning movements, pedestrian crossing visibility, and road diet. With a single through lane in a road diet, right turns may become a cause of delay to Knowles Ave traffic. A short right turn lane may be needed, reducing the number of parking spaces. The intersection turning movement counts will provide evaluation information.

Parking maneuvers will impact traffic flow even more with a 3 lane section and need to be considered in terms of number of spaces and frequency of turnover. It may be possible to change the type of parking space markings to allow quicker parking maneuvers. This will be addressed with sketches and parking space numbers.

Parking and potential bicycle traffic on cross streets are also concerns to be addressed. The need for an east west bicycle route in the downtown will be reviewed, and parking impacts will be part of the evaluation.

Specific Studies

There are a number of locations where a specific concern exists, and all known concerns will be addressed.

The existing bicycle and pedestrian crossing at North Shore Drive will be addressed. Currently, there is a crosswalk and some passive signing. A number of options will be considered including extending the median at Highway 64 south to the North Shore Drive intersection. A traffic signal may be warranted with the proposed Kwik Trip development and the evaluation will be part of the Traffic Study completed by Kwik Trip.

The pedestrian crossing north of the Willow River Bridge is in an unusual location and its need and location should be evaluated as part of the overall pedestrian needs and patterns in the corridor. The evaluation will address safety, convenience, and probable volumes.

The First Street S intersection was changed to provide a westbound, right turn only condition. This has created parking access concerns for some businesses and needs to be reevaluated.

It is assumed that there will be two other special studies.

Public Involvement

Many of the elements of the study will be of interest and concern to residents and businesses along the Corridor. It would be best to provide an early opportunity for public input with a meeting to discuss the study and the options to be explored. It would be most timely to occur after traffic volume and crash data have been obtained and reviewed but before much time has been spent in the study. Citizen input and developing an understanding of the project scope are the main objectives for this meeting. Public concerns and suggested solutions should be sought.

A second meeting should be held at the end of the study to review the findings and options, but before any final concepts have been developed. The public will have access to data and comments on the benefits and concerns with the options presented.

A third meeting should be held to present the recommended concepts and solutions and obtain comments from the public. This should precede any meeting by the City Council or Planning Commission.

A web page on the city website should also be considered.

Final Report

The collected data, analysis, findings and recommendations should all be compiled into a formal report. It should include an implementation strategy and timetable.



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MEMORANDUM

TO: Public Works Committee

FROM: Jeremiah Wendt, Director of Public Works
Joel Enders, Management Analyst

DATE: May 2, 2018

SUBJECT: New Richmond Welcome Signs

BACKGROUND

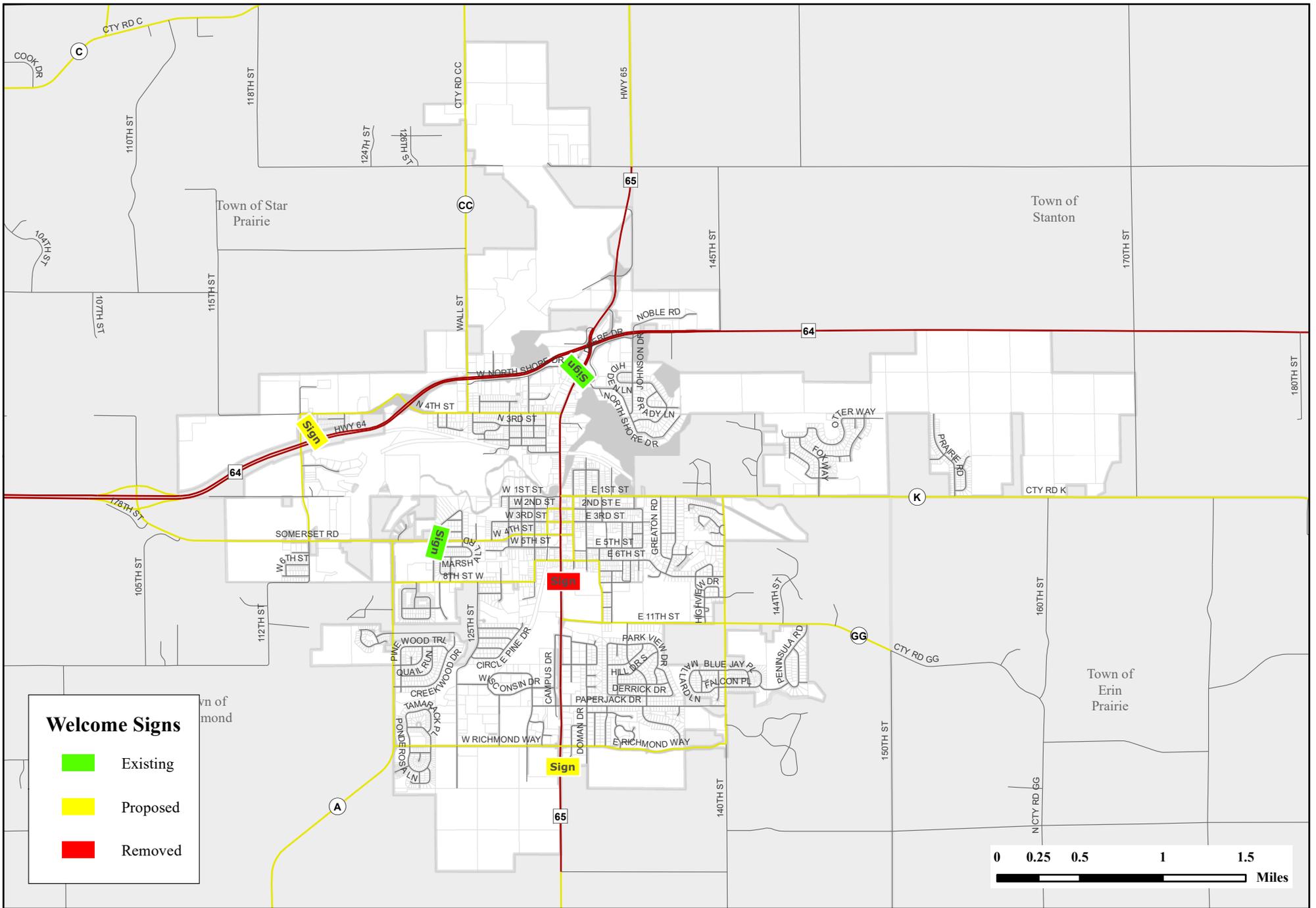
In fall 2017, staff moved the New Richmond welcome sign located just south of Downtown to the streets shop for needed refurbishment. During late winter / early spring, staff discussed and identified two locations for the renovated sign and a new sign that would better reflect New Richmond's current boundaries. One site is proposed on the northwest side of the Country Road K / Highway 64 intersection, and the other just south of ALDI on the east side of Knowles Avenue. Both locations are on private property owned by Lakeside Foods and Derrick Construction. Their consent and accompanying easements will be required before placement.

RECOMMENDATIONS

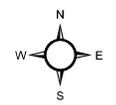
Staff recommend discussion of sign locations, authorization to discuss sign placements with Lakeside Foods and Derrick Construction, and authorization to draft appropriate easement language.

ATTACHMENTS

1. Locations Map
2. County Road K / Highway 64 Photo
3. Welcome Sign Photo



"Welcome" Signs



Grid: WI CRS St. Croix (Feet)
 Projection: Transverse Mercator
 Datum: NAD 83
 Date: 30 April 2018







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MEMORANDUM

TO: Public Works Committee
FROM: Jeremiah Wendt, Director of Public Works
DATE: April 30, 2018
SUBJECT: Public Works Surplus Property

Background

In the interest of continuous operational improvement, Public Works staff regularly review our existing equipment inventory and identify opportunities for enhanced efficiencies, lower costs, higher quality of service, etc. As part of the 2018 review, staff identified several pieces of equipment that could be consolidated into one. Not only would this result in a cost savings from a maintenance standpoint, but it would also free up shop space and improve snow removal capabilities/efficiency.

The following is a list of items that staff would like to declare as surplus City property, as outlined in Ordinance 2-245, and dispose of by public auction. The auction would be conducted through the WI Surplus Auction website, which staff have utilized successfully in the past.

ITEM	APPROX VALUE
1. 1979 John Deere 401 – C	\$6,000
2. 2010 John Deere 3320	\$24,000
3. 2009 John Deere 1445 w/ broom and mower deck	\$12,000
4. John Deere Angle Broom	\$4,000
5. John Deere Wing Mower	\$2,000
6. Erskine Snow blower	\$1,000
7. 3-point back blade	\$1,000
Total:	\$50,000

Furthermore, the following equipment no longer serves a need to retain and thus will be listed on the auction as well.

- | | |
|----------------------------|--|
| 8. Man Lift | 16. ¾" Pneumatic Impact Wrench |
| 9. Hobart Wire feed welder | 17. Briggs and Stratton motor (parts only) |
| 10. Lincoln Arc Welder | 18. Stihl Chop Saw (parts only) |
| 11. Radial Arm Saw | 19. Detour Sign Posts |
| 12. Tailgate Spreader | 20. Obsolete Snow Plow Cutting edges |
| 13. Green Storage Lockers | 21. Cemetery Fence |
| 14. Floor Scrubber | 22. Chainsaws (2) |
| 15. Paint Sprayer | 23. Roll up overhead garage door |

Staff is proposing that the proceeds from sale of these items would offset, and their functionality be replaced by, the purchase of a Bobcat Toolcat 5610 with a snow blower and angle broom attachment. The quoted cost for this equipment is \$55,693. 15% of the cost would be paid by the stormwater utility (as has been the past practice), leaving a balance of \$47,339.05 to be covered by the sale of the surplus equipment.

Recommendation

Staff is requesting that the equipment noted above be declared surplus City property, that Staff be authorized to auction it publicly, and that the proceeds be used to offset the purchase of the new equipment described above.





Product Quotation

Quotation Number: 25063D025456

Date: 2018-02-12 09:03:17

Ship to	Bobcat Dealer	Bill To
City of New Richmond Mike Mroz New Richmond, WI 54017	Tri-State Bobcat, Inc., Hudson, WI 588 OUTPOST CIRCLE HUDSON WI 54016 Phone: (715) 531-0801 Fax: (952) 894-5759 ----- Contact: Jeff Varner Phone: 715-531-0801 Fax: 715-531-0805 Cellular: 715-781-3940 E Mail: jeffv@tristatebobcat.com	City of New Richmond Mike Mroz New Richmond, WI 54017

Description	Part No	Qty	Price Ea.	Total
Bobcat 5610	M1223	1	\$65,446.00	\$65,446.00
Adjustable Vinyl Seats	Interior Trim			
All-Wheel Steer	Joystick, Manually Controlled with Lift Arm Float			
Automatically Activated Glow Plugs	Lift Arm Support			
Auxiliary Hydraulics	Limited Slip Transaxle			
Variable Flow with dual direction detent	Parking Brake, automatic			
Beverage Holders	Power Steering with Tilt Steering Wheel			
Bob-Tach	Radiator Screen			
Boom Float	Radio:			
Cowl and Cowl Support	AM/FM/Weatherbanb			
Cruise Control	Aux Input & Head Phone Jacks			
Deluxe Equipment:	Lower Engine Cover			
Cab Enclosure with Heater and Air Conditioning	Rear Reciever Hitch			
Deluxe Operator Canopy (Front Window, Rear Window, Front Wipers, and 2-Electrical Power Port)	Seat Belts, Shoulder Harness			
Deluxe Road Package (back-up alarm, turn signals, flashers, tail lights, brake lights, rear view mirror, side mirrors, horn, lower engine guard, rear work light, and headlights)	Spark Arrestor Muffler			
Engine and Hydraulic Monitor with Shutdown	Storage Bins			
Front Work Lights	Suspension, 4-wheel independent			
Full-time Four-Wheel Drive	Tires: 27 x 10.5-15 (8 ply), Lug Tread			
Horsepower Management	Toolcat Interlock Control System (TICS)			
Instrumentation:	Two-Speed Transmission			
Hour meter, Job Hours, Speedometer,	Traction Control			
Tachometer, Fuel Gauge, Engine	Machine Warranty: 12 Months, unlimited hours			
Temperature Gauge, and Warning Lights	Bobcat Engine Warranty: Additional 12 Months or total of 2000 hours after initial 12 month warranty			
Heavy Duty Battery				
High Flow Hydraulics and Attachment Control Kit				
Keyless Ignition System				
Power BobTach				
PTO Package (rear PTO-540 RPM, PTO Shield, PTO Tachometer)				
Three-Point Hitch Package (Three-Point, depth position gauge)				
Rear Remote Package (One set of poppet-style couplers, for use with implement hydraulics)				
Roll Over Protective Structure (ROPS) - Meets Requirements of SAE-J1040 & ISO 3471				
Falling Object Protective Structure (FOPS) - Meets Requirements of SAE-J1043 & ISO3449, Level I				
Dome Light				

Factory Installed	29 X 10.5 Trac Tire	M1223-R05-C04	1	\$455.00	\$455.00
	Engine Block Heater	M1223-A01-C02	1	\$108.00	\$108.00
Attachments	62" General Purpose Bucket	7114585	1	\$697.00	\$697.00
	SB200 Snowblower - 66" Width	M7002	1	\$4,541.00	\$4,541.00
	--- 9.6 Hyd Motor Package (25 - 31 gpm)	M7002-R01-C04	1	\$1,220.00	\$1,220.00
	68" Angle Broom	6905805	1	\$5,448.00	\$5,448.00

Total of Items Quoted		\$77,915.00
Freight Charges		\$1,000.00
Dealer Assembly Charges		\$152.50
Discount	Factory Municipal Equipment Discount	(\$11,687.25)
Discount	Tri-State Hudson Municipal Equipment Discount	(\$11,687.25)
Quote Total - US dollars		\$55,693.00

Notes: Tax exempt. Delivered. One year warranty.

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes. Customer must exercise his purchase option within 30 days from quote date.

Customer Acceptance: Purchase Order: _____

Authorized Signature:

Print: _____ **Sign:** _____ **Date:** _____



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

MEMORANDUM

TO: Public Works Committee

FROM: Noah Wiedenfeld, Management Analyst

DATE: May 1, 2018

SUBJECT: Downtown Trees

BACKGROUND

The existing downtown ash trees on Knowles Avenue were originally planted in the early 1980s. Since then, the trees have matured and outgrown the tree grates. As preparations are made for sidewalk replacements in the downtown this summer, and given that the ash trees will likely need to be removed at some point in the future due to the spread of Emerald Ash Borer, City staff have identified five trees on the east side of South Knowles Avenue for removal and replacement. There are also three locations where a tree was previously removed and filled in with asphalt. In these locations, City staff would look to either replant a tree or replace the sidewalk panel, depending on the proximity to the adjacent building (and awning).

City staff intend to plant two-inch caliper, Princeton Sentry Ginkgo trees, which would be about ten feet tall when planted. City staff will be meeting with the adjacent downtown businesses the week of April 30-May 4 to get their input on what type of tree grate, landscaping, or edging they might like to see installed in the three-foot-wide area around the tree trunks. This feedback will be shared with the Public Works Committee at the meeting.

ACTION REQUESTED

City staff request authorization from the Public Works Committee to replace the downtown trees identified, incorporating the feedback from the downtown business owners about the landscaping around the tree trunks.



1.



2.



3.



4.

Photos Above: 1. Previous tree location near Champs that was filled in with asphalt; 2. Tree located near Applegate identified for removal; 3. Existing tree grate; 4. Example of proposed Ginkgo trees



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

MEMORANDUM

TO: Public Works Committee

FROM: Jeremiah Wendt, Director of Public Works
Joel Enders, Management Analyst

DATE: May 2, 2018

SUBJECT: 2018 Street & Utility Projects

BACKGROUND

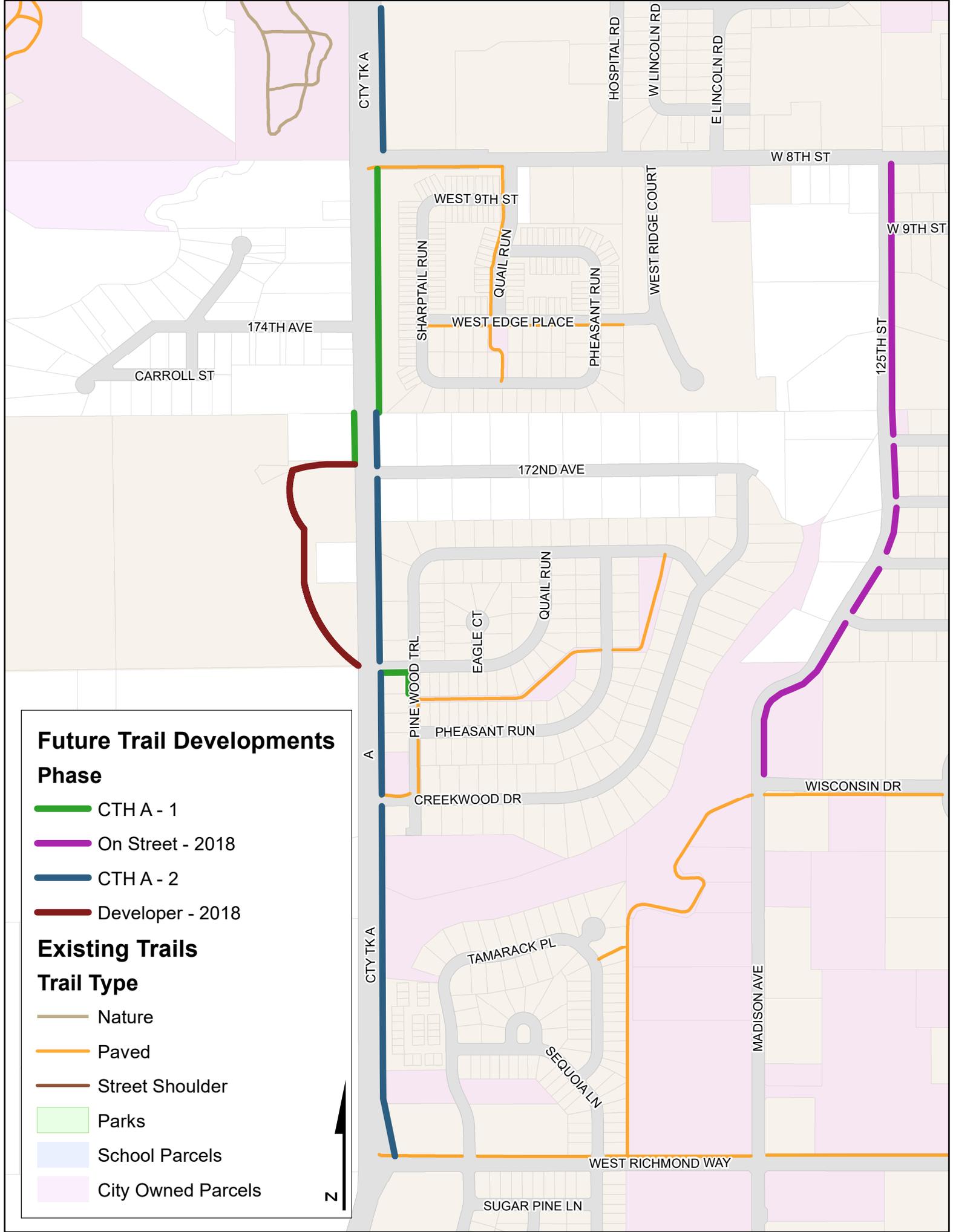
Staff will present preliminary bid results for 125th Street reconstruction, East 4th Street utility improvements, Country Road A Trail (Phase 1) and the 125th Street/Paperjack Creek Nature Trail. Bid openings will take place at 1:00pm on Monday, May 7.

RECOMMENDATIONS

Staff recommends consideration and recommendation of bid results.

ATTACHMENTS

1. County Road A Trail Phases Map
2. Paperjack Creek Nature Trail Map



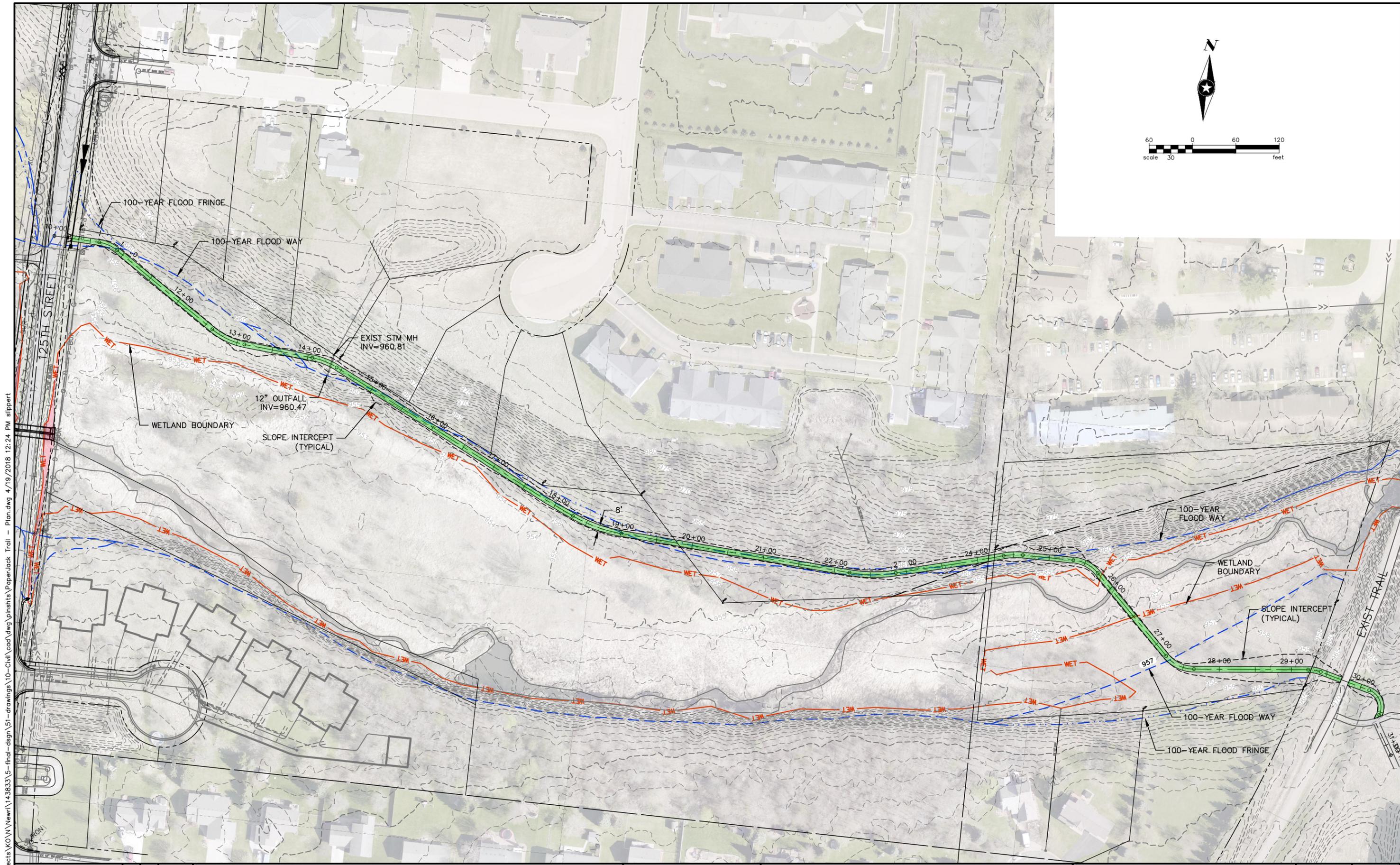
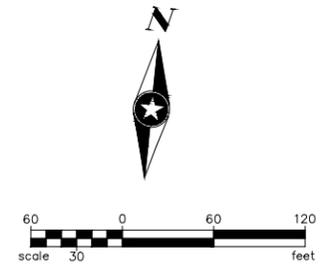
Future Trail Developments

- Phase**
- CTH A - 1
 - On Street - 2018
 - CTH A - 2
 - Developer - 2018

Existing Trails

- Trail Type**
- Paved
 - Street Shoulder
 - Parks
 - School Parcels
 - City Owned Parcels





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DRAWN BY:	SJL
DESIGNER:	RER
CHECKED BY:	DFS
DESIGN TEAM	

NO.	BY	DATE	REVISIONS


 PHONE: 715.246.9906
 156 HIGH STREET
 SUITE 300
 NEW RICHMOND, WI 54017
 www.sehinc.com

125TH STREET AND UTILITY IMPROVEMENTS
NEW RICHMOND, WISCONSIN

PLAN
PAPERJACK CREEK NATURE TRAIL

FILE NO.	NEWRI-143833
DATE	04-18-2018

4
 --



TO: Public Works Committee

FROM: Rae Ann Ailts, Finance Director

DATE: April 25, 2018

RE: Residential Refuse and 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-phase 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.

RECOMMENDATION

Staff recommends approval to present the draft request for proposal for Residential Refuse and Recycling Services to the City Council for discussion and consideration.



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. A complete list of the Hauler's vehicles to be utilized in the performance of this contract. Use the form provided, labeled Schedule 2.
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 3.
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 4.
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 ten thousand dollars (\$10,000.00), 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 6:00 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
- Schedule 2, Equipment Inventory
- Schedule 3, Recyclable Material Collection List
- Schedule 4, Listing of Facilities
- Proposal security in the amount of \$10,000
- 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

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. Bidders should not add any conditions or qualifying statements to this Bid as otherwise the Bid may be declared irregular or as being non-responsive to the advertisement.

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

Schedule 3: 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					

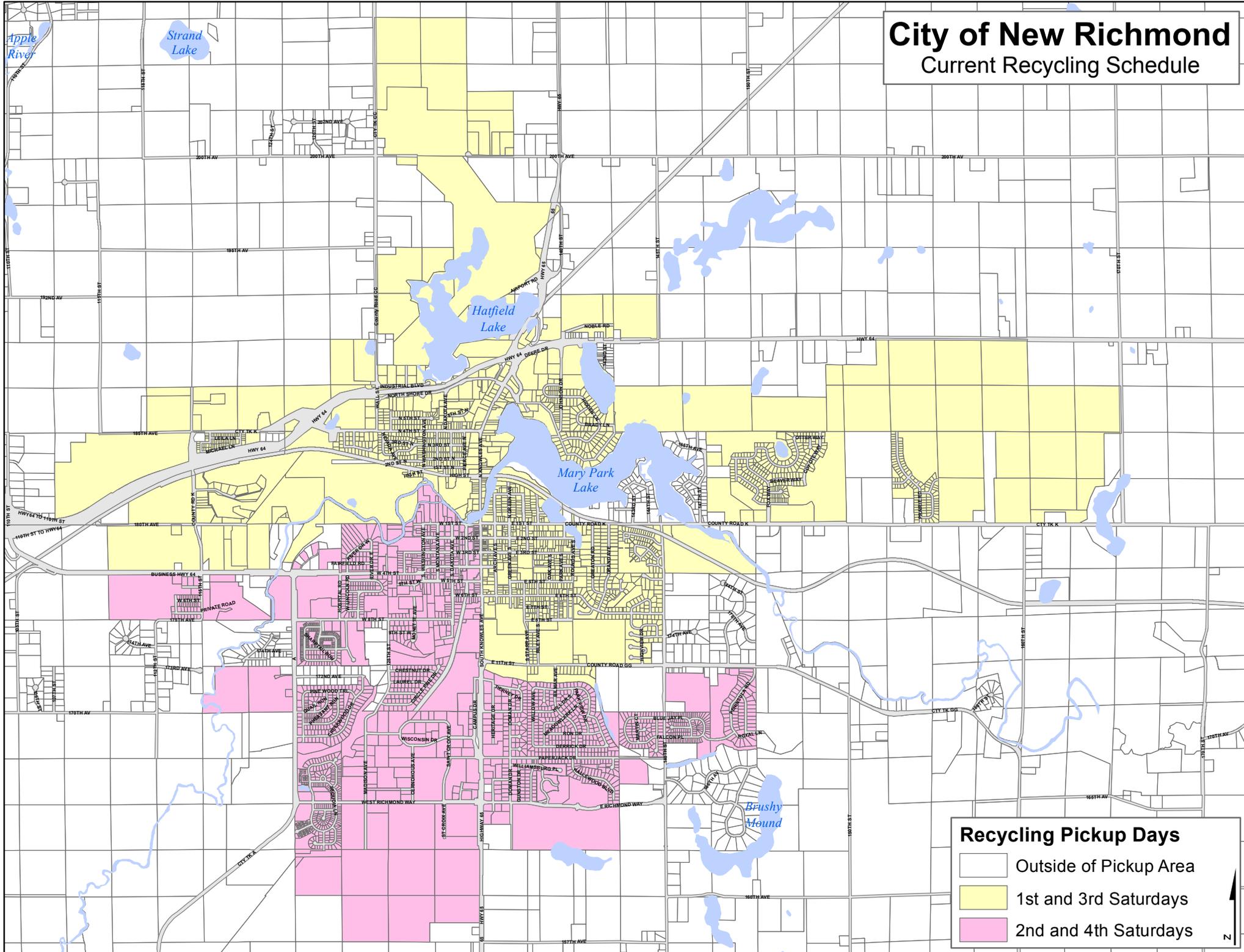
Schedule 4: Listing of Facilities

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

City of New Richmond

Current Recycling Schedule



Recycling Pickup Days

- Outside of Pickup Area
- 1st and 3rd Saturdays
- 2nd and 4th Saturdays

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		