



156 East First Street
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October 20, 2017

CALL OF MEETING TO THE MEMBERS OF THE COUNCIL OF THE CITY OF NEW RICHMOND

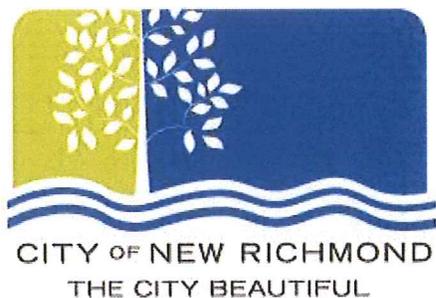
Notice is hereby given there will be a Special Session of the Council of the City of New Richmond on Monday, October 23, 2017 at 5:30 p.m. in the Council Chambers of the Civic Center, 156 East First Street, New Richmond, WI 54017.

AGENDA:

- 1. Call to Order**
- 2. Clerk's Roll Call**
- 3. Pledge of Allegiance**
- 4. Adoption of Agenda**
- 5. Alley Reconstruction/Funding**
- 6. 2018 Budget**
 - a. Approval to Publish Proposed Budget**
 - b. Approval to Begin Hiring Process for Police Officer**
 - c. Approval to Begin Hiring Process for Public Works Position**
- 7. Capital Improvement Plan Update**
- 8. Set Date for Council Retreat**
- 9. Collateralization of Public Funds**
- 10. Police Digital Radios**
- 11. School Resource Officer Update**
- 12. Communications and Miscellaneous**
- 13. Adjournment**

Fred Horne, Mayor

cc: **The New Richmond News**
Northwest Communications
City Website



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MEMORANDUM

TO: Public Works Committee
FROM: Jeremiah Wendt, Director of Public Works
DATE: October 20, 2017
SUBJECT: Alley Reconstruction/Funding

Background

The issue of alley repair/maintenance has been discussed at the last several public works committee meetings, and has received mention by members of the Council as well. The primary issues at hand are whether the City should have a policy requiring that alleys be paved, and whether a portion of the costs of alley reconstruction should be assessed to adjacent property owners.

At the May 3, 2017 Public Works Committee meeting, the Committee made a recommendation that an ordinance be drafted based on the following points:

- All alleys would be paved
- The costs would be split 50/50 with adjacent property owners based on the lineal footage of alley frontage
- Property owners would have the option to pay back the assessment over 5 years
- The ordinance would impose alley weight restrictions
- The Director of Public Works would determine the order of alleys to be reconstructed by ranking them in order of need

For reference, the estimated cost to reconstruct an alley of 12' width and 330' length is approximately \$15,000, with pavement accounting for roughly half of the cost. Alley frontages range in length from 66 feet for many "standard" City lots to 200 feet for some of the larger parcels in the historic district. Based on the reconstruction cost estimate of \$15,000 for a 330' alley, the approximate cost per linear foot of alley frontage would be \$11. This would give a range of assessed costs for adjacent property owners from \$750-\$2,200.

Recommendations

City Staff recommends drafting the ordinance as recommended by the Public Works Committee. With the ordinance drafted, staff would bring a plan to begin alley reconstruction in 2018 to the Public Works Committee early in the year.



TO: Mayor Fred Horne and City Council

FROM: Rae Ann Ailts, Finance Director

DATE: October 18, 2017

RE: 2018 Budget

Over the last several months, the City’s proposed 2018 budget has been front and center. In August and September, department heads presented operational needs to Council. Additionally, the idea of creating a “savings” mechanism for future capital projects was discussed, as well as the corresponding impact on the levy. The month of October has been committed to community engagement activities, allowing us to bring the budget to residents, business owners and other stakeholders through Budget Lab 2018, community presentations and social media updates.

Over the last five years, the City has continued to see positive upward trends in population and the value of our community as a whole (equalized value). As part of this growth, the City has experienced increased calls for all public services ranging from Police to Building Inspections to Library to Public Works. Through innovation and collaboration, operating expenses have trended downward over the last five years, with 2017 operating expenses below those of 2012. The 2018 budget represents the innovation and collaboration of prior years, while bridging the current and future needs of a growing community to ensure the reliable, safe and efficient delivery of services to our community.

During Monday evening’s meeting we will provide a recap of the various aspects of the budget which have been highlighted over the last several months. These include:

General Operating Budget

- No increase in health, dental and vision premium costs
- Contracting of IT and Print Managed Services
- Contracted Electrical Inspector
- Addition of: one full-time patrol officer, one full-time public works position, one part time custodial position and one limited-term seasonal airport position
- Proposed increase in police overtime based upon historical trend and current operations
- Additional funding to support downtown façade improvements
- Proposed wage increase of 3%: occurring with the following splits 1.5% at 1/1/18 and 1.5% at 7/1/18

Debt Levy

- Debt service levy represents an increase of 4.4% in 2018 when compared to prior year. The increase is due to bonding in 2017 for street projects instead of deferring to 2018. The decision to bond was driven by favorable market conditions as well as cost savings attributable to refinancing existing debt.

Capital Levy

- To date, there has been \$315,000 in 2018 capital projects identified, which include:
 - Fire department capital outlay and 2017 chief's vehicle
 - Police department AC unit replacement
 - Replacement of police radios to digital
 - Two police patrol vehicles
 - Police chief's vehicle
 - Cable TV equipment upgrades
 - IT server, firewall and switch upgrades

Additionally, there have been several proposals outlined to support the capital needs, which include a capital savings plan. Staff will present community feedback in the coming weeks pertaining to capital funding preferences.

Community engagement will remain the main focus throughout the month of October and early November. To date, thirteen presentations have been scheduled with various organizations within the community. This process allows the community to share their views on the budget as well as their preferences regarding the proposed capital "savings" mechanism and project prioritization. The community preference sheets are on display in the budget lab (Council Chambers). During the November 13th regular council meeting, staff will provide an overview and summary of the community feedback received.

Recommendation

In accordance with statute, the proposed budget is required to be published for 15 days prior to the budget adoption hearing. Therefore, staff recommends the Council approve the publication of the proposed budget so the budget adoption hearing can be set for late November/early December. Budget decreases or increases can still occur after publication of the proposed budget.

Staff further recommends approval to begin the hiring process for one full-time patrol officer with a starting date of April 1, 2018.

Lastly, staff recommends approval to begin the hiring process for one full-time public works position with a starting date of January 2, 2018. This position is a shared position with New Richmond Utilities and has been approved by the Utility Commission.



TO: Mayor Fred Horne and City Council
FROM: Rae Ann Ailts, Finance Director
DATE: October 18, 2017
RE: Capital Improvement Plan 2018-2022

At the last work session, we reviewed the Capital Improvement Plan priorities that were established during the August meeting. They are:

- Safety, health, and general welfare
- Preserving the past, engaging the present, and ensuring the future
- Public/private partnerships,
- Economic development
- Fiscal responsibility.

It was further discussed, that there are certain projects which need to be completed sooner rather than later. For this reason, we must prioritize projects based on need. For example, an AC unit which is 20 years-old and will likely fail, or require extensive repairs in the next year, would be an item that has an immediate need of replacement. To help facilitate this prioritization further, staff was directed to rate projects based on a color coding prioritization system. Once this is complete, the projects will be further prioritized based upon the themes established earlier in August.

Staff has reviewed the projects as directed using the following color coding prioritization:

Red = Project is in need of immediate replacement/repair. There is a direct impact on the safety or health of staff, residents, etc.

Yellow = Project is in need of replacement/repair soon, but not immediately, and can be addressed in the midterm.

Green = Project would be nice, but does not directly impact the safety or health of the community.

On Monday evening, we will review the CIP projects and corresponding color identification coding. We will also review potential sources of funding for these projects. Over the next several weeks, the Council will have the opportunity to review the projects and funding sources in greater detail, allowing staff the time needed to complete the balance of community engagement events. Upon completion of community engagement activities, staff will provide a summary of the community's priorities as it relates to capital projects at the November 13th regular council session.



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TO: Mayor and City Council
FROM: Tanya Batchelor, City Clerk
DATE: October 20, 2017
RE: Council Retreat

Background

Members of the Council have recommended establishing a Council Retreat to occur in 2017 or early 2018. On Monday evening, possible dates will be discussed to hold this retreat.



TO: Mayor Fred Horne and City Council

FROM: Rae Ann Ailts, Finance Director

DATE: October 13, 2017

RE: Collateralization of City funds

Background

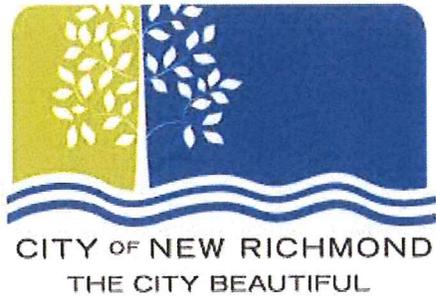
The City of New Richmond currently utilizes a repurchase agreement to collateralize the funds of the City. Collateralization is where the Bank provides securities for the exchange of the City's fund. This is done to ensure, in the case of a default by the Bank, the City is able to collect on funds held by the bank. Our current repurchase agreement provides collateralization for up to one million dollars.

While the repurchase agreement has been effective in collateralizing the City's funds, there are some limitations. For example, at year-end when tax collections peak, transferring of funds is critical to ensure proper collateralization is in place. Additionally, operational expenses associated with monitoring and purchasing corresponding securities is expensive, which reduces the rate of interest earned.

Staff has researched using a letter of credit instead of a repurchase agreement to secure funds. There are many benefits of moving to a letter of credit, such as, zero costs, less administrative burden at year-end, and rapid payout in the event of a default. Additionally, letter of credits are irrevocable. Staff has also consulted with our legal counsel, auditors and other municipalities, which utilize a letter of credit. The use of the letter of credit by municipalities continues to grow. We contacted the following municipalities, and they all indicated they have been very happy with the use of the letter of credit: City of River Falls, City of Hudson, County of Bayfield and City of Altoona. Additionally, our legal counsel and auditors have indicated a letter of credit meets all state and accounting requirements and standards.

Recommendation

Staff recommends approval to proceed in obtaining a draft letter of credit to be reviewed by legal counsel and our auditors. Upon acceptable review by counsel, auditors and staff will request authorization to proceed.



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MEMORANDUM

TO: New Richmond City Council
FROM: Craig Yehlik, Chief of Police
DATE: October 23, 2017
SUBJECT: Radio Purchase

BACKGROUND

The New Richmond Police Department was made aware of a radio signal transition to digital band around December of 2016 with an implementation date of approximately April 1, 2018. There was also a frequency change over date in September, 2017 which has been completed. Since the September switch over we have been experiencing many issues with our current outdated radio's and have had to have many of them re-programmed multiple times for functionality and officer safety issues.

We are quickly approaching the April 1, deadline.

We have reached out to two local vendors Racom (Tait brand radios) out of Eau Claire WI and Ancom (Motorola brand radios) out of Burnsville MN. In September, police, fire, ambulance and administrative staff meet with both companies and had the opportunity to view the respective radios. Based upon this meeting as well further reference checks, staff was most impressed with Motorola due to the features, warranty, usability and durability of product.

St. Croix County Dispatch was contacted and they advised that the digital system in the county was installed and will be serviced by Racom communications. However, they only a couple of Tait brand radios which are used in the COM van for trial use, to date they have not used them much. Dispatch advised that most of the radios they utilize are Motorola. Lt. Jeff Klatt from the St. Croix County Sheriff's Department was contacted and they are utilizing the Motorola APX 4000 radio and he advised that they have had relatively few issues with this radio and it meets their patrol deputy's needs. He advised that the APX 4000 is the lowest/cheapest model that offers the ability to add encryption at a later date if it is added to the system in the future. Most other agencies in St. Croix County are operating digital capable Motorola Radios as well and seem to be satisfied.

We also spoke with Racom references which utilize the Tait radios, which include St. Croix County Dispatch and Waupaca Co Emergency. As mentioned above, St. Croix County has not utilized their Tait radios enough to formulate an opinion. However, Waupaca Co advised they do have Tait radios but are in the process of phasing them out to Kenwood radios. Waupaca Co has the Tait 9000 and 9400 radios (recommended by Racom). They recommended the 9400 over the 9000 but stated they have had them only a few years and are phasing them out for various reasons, including function and cost.

Serviceability

Staff recommends upgrading radios to one brand; currently we have a mix of various Kenwood radios and Motorola radios in portable, base and mobile radios. This makes programming and servicing difficult as different technicians are needed to work on the varying brands of equipment. St. Croix County dispatch has the software and capability to program the Motorola and the Tait radios; however, they may not continue to support the Tait software if there are not enough radios in the county to make it cost effective.

Cost

Brand	Model	Qty	Cost per Unit	Ext. Cost
Motorola (Portable)	APX-4000	18	\$2,136.37	\$38,455
Motorola (Mobile & Base)	APX-4500	11	\$2,433.79	\$26,772
Installation		11	\$467	\$5,137
Total Cost				\$70,364

Brand	Model	Qty	Cost per Unit	Ext. Cost
Tait (Portable)	P25LSM	18	\$1,470.50	\$26,469
Tait (Mobile & Base)	P25	11	\$2,101.25	\$23,114
Installation		11	\$350	\$3,850
Total Cost				\$53,433

Time line

Police radios need to be converted to digital by April 1, 2018. To achieve this deadline, staff recommends ordering the radios as soon as possible. Estimated delivery time is 21 to 60 days. Upon receipt portable radios would be implemented as soon as possible upon programming completion. The squad and base radios are expected to be installed within 90 days. The new cars would wait until delivery in January to have the radios installed.

Recommendation

Staff recommends approval to proceed with the purchase of the Motorola APX-4000 and APX-4500 radios with programming and installation to be completed with Ancom from Burnsville MN.



TO: Mayor Fred Horne and City Council

FROM: Chief Yehlik , Police Chief
Mike Darrow, City Administrator

DATE: October 19, 2017

RE: School Resource Officer

The City of New Richmond along with the School District of New Richmond has begun informal discussions regarding the short and long-term need of having a full time School Resource Officer (SRO). These discussions have centered on the benefits of having a full time SRO as well as funding arrangements for salary, benefits and equipment needed for the officer.

During this work session, Chief Yehlik will outline the core functions of an SRO, as well as, provide an update on potential sources and uses of funds. If potential full funding is secured for FY2018 (through either a grant or PILOT), we will bring back information to the City Council as to the timeline and ask for formal approval to move forward with hiring and purchasing of equipment. Additionally, we will work with the New Richmond School District on the development of a Memorandum of Understanding (MOU) for formal approval by the Mayor and City Council.

This item is for discussion only. No formal action is needed on this item.