



July 5, 2018

TO ALL UTILITY COMMISSION MEMBERS:

GERRY WARNER
BOB MULLEN
DAN CASEY
PAT BECKER
MIKE KASTENS

This is to inform you that there will be a Utility Commission Meeting on **July 11, 2018 at 8:00 a.m.** The meeting will take place at the Electric Department, 1020 North Dakota Avenue, New Richmond.

AMENDED AGENDA:

1. Call to order
2. Adoption of agenda
3. Approval of previous commission meeting minutes (June 6, 2018)
4. Approval of bills and disbursements – June 2018
5. Public Comment
6. Election of Officers ***
7. Capital Improvement Plan 2018-2022
8. Water Tower Lease Amendment/Backup Generator
9. 2019 Budget Process
10. Staff Reports
11. Communications and miscellaneous correspondence
12. Adjourn

A handwritten signature in black ink, appearing to read "Mike Darrow", written in a cursive style.

Mike Darrow
Utility Manager

*** Agenda Item Added

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.

NEW RICHMOND UTILITY COMMISSION MINUTES
June 6, 2018

The regular meeting of the New Richmond Utility Commission was held on June 6, 2018 at 3:30 p.m. at the Civic Center.

Pat Becker called the meeting to order at 3:30 p.m.

Members Present: Bob Mullen, Dan Casey, Mike Kastens, and Pat Becker.

A motion was made by Dan Casey to approve the agenda, seconded by Bob Mullen, and carried.

A motion was made by Bob Mullen to approve the minutes of the May 9, 2018 meeting, seconded by Mike Kastens, and carried.

A motion was made by Mike Kastens to approve May 2018 bills and disbursements, seconded by Dan Casey, and carried.

Public Comment:

None

Welcome Mike Kastens:

Mike Darrow welcomed Mike Kastens to the Utility Commission. Mike Darrow met with Mike Kastens prior to this meeting to review the responsibilities of a commission member.

1Q18 Financial Report:

Joel Enders reviewed the first quarter financials. The report will be posted on the Utility website.

RFP for Water and Sewer Rate Case:

Joel Enders gave an overview of the RFP (Request for Proposals), defining the expected scope of work, services provided and submittal requirements associated with a typical rate study. Rae Ann Ailts explained how the PSC regulates water rates. Bob Mullen moved to approve proceeding with the RFP for the water and sewer rate case, seconded by Dan Casey, and carried. Mike Darrow stated an evite would be sent to members when interviews would take place.

Capital Improvement Plan 2018-2022:

Rae Ann Ailts gave an overview of the Capital Improvement Plan process to date. Indicating, over the last several months, the Utility Commission has reviewed and discussed Capital Improvement Projects identified as critical – which is defined as “A project that is in need of immediate replacement/repair in the year identified. There is a direct impact on the safety or health of staff, residents, etc.” Rae Ann outlined the existing timeline to complete the CIP plan. Mike further explained if there is anything which needs to be given a different priority now is the time to discuss it.

Jeremiah Wendt reviewed the projects for the WWTP, street projects that included water and sewer main replacements, and refurbishing manholes. Weston Arndt reviewed the projects for the electrical department. Some projects involving underground wiring will be done in conjunction with the street department. Wes also stated during installation of new services, staff will look into doing upgrades in the area. Electric staff will also be doing pole inspections and replacement if needed.

Approval of 2017 CMAR Report and Resolution:

Pursuant to Chapter 208 of the Wisconsin Administrative Code, all wastewater treatment facilities must submit an annual report to the Wisconsin DNR, referred to as the Compliance Maintenance Annual Report (CMAR). The CMAR evaluates the wastewater treatment system for potential

problems or deficiencies. Management, operation, and maintenance activities are covered, as well as compliance with permit requirements. Around April 30 of each year, the DNR makes electronic CMAR forms available for the previous calendar year. The Utility Commission is required to pass a resolution that verifies it has reviewed the CMAR and authorizes the WWTP Operator to submit the report. Kudos to Steve & team for the high ratings. Bob Mullen moved to approve 2017 Resolution CMAR report as presented, seconded by Mike Kastens, and carried.

140th Street Lighting:

In 2016, the City of New Richmond utilized an energy efficiency member loan from WPPI Energy to fund the installation of LED lighting in various locations throughout the city. Of the proceeds from the loan, \$191,993.55 remains that is allocated for LED street light installations. The installation of new street lighting on 140th Street was included the loan, and at the present time, there is no street lighting on 140th Street between County Rd K and Richmond Way.

The Electric Department is designing and plans to complete the installation of approximately 36 streetlights and poles along the east side of 140th Street, between County Rd K and Richmond Way. We will utilize 135 watt LED fixtures and similar pole design used in other areas of the city. Work is expected to begin in mid-June. This project has prior Utility Commission and City Council approval.

GIS Software:

After assessing the City's Geographic Information Systems (GIS) software setup and meeting with different City departments to discuss their mapping needs, staff have identified the need for expanded GIS capabilities. Currently, the City holds three Basic Licenses through ESRI, the software provider, which allows for access to GIS on three desktop computers as well as access to ESRI's online web based mapping platform. With only Basic Licenses, GIS tools and functions are limited. By upgrading just one Basic License to a Standard License, mapping and information capabilities will be expanded significantly, including the type of information that staff can view, collect, and update in the field through the online web app. For example, during sewer jetting, Utility crews could add jetting logs as well as view old records associated with sections of sewer main while on site. Another instance could be for Electric crews to view transformer information and update installation records real-time. Having this type of information in the field will save time for crews and aid in timely and informed decisions. The benefits of upgrading to the Standard license is not limited to Utilities and field operations, but can improve data storage, accuracy, and analysis for a variety of City applications.

The cost for the upgrade from Basic to Standard is a one-time fee of \$4,950. The one-time purchase for the upgrade is outside the 2018 adopted budget. The Utility has capital savings that can be utilized for this purpose with the following cost breakdown:

- SWU – 25%
- Utility – 75%, broken down as follows:
 - Electric – 40%
 - Water – 30%
 - Sewer – 30%

Note that after 2018, the annual maintenance fee for these licenses (two Basic and one Standard) would increase from \$1,000 to \$2,200. Dan Casey moved to authorize the \$4,950.00 software upgrade purchase, seconded by Mike Kastens, motion carried.

Utility Feasibility Study:

Jeremiah presented a proposal from SEH for water/sewer needs analysis and feasibility study. As discussed at the previous Utility Commission meeting, the study will focus on current and future utility needs, as well as future line extensions in the area of New Richmond north of Highway 64 to

the airport. Mike Kastens moved to table the feasibility study, seconded by Dan Casey, motion carried.

Utility-Community Celebration:

Rae Ann Ailts provide an overview of prior celebrations in which the Utility has done in the past. Staff discussed options other than the Utility Picnic, and have decided on entering a float in the Fun Fest Parade. This would be a good marketing event. Giveaways could be done during Public Power Week.

Future Meeting Dates and Times:

Discussion took place on future meeting times and dates. Consensus was to move meetings back to 8:00 a.m. on the first Wednesday of each month. However, the next meeting will be held on July 11th due to July 4th being a holiday. Discussion also took place on touring some of the facilities. Bob Mullen stated this is helpful to commissioners when making decisions on equipment replacement or other department needs.

Department Reports

Bob Meyer, Water Superintendent:

- Very busy with locates, inspections and ongoing projects.
- Last water presentation was done at Paperjack School.
- Three inch and larger meters are being tested.
- Memorial weekend there were issues with the main water tower not filling. A small crack was found in a pressure line inside the cabinet and repaired, resolving the issue.
- CCR report is complete and has been sent to DNR.
- There is a meeting set with the DNR District representative in July.

Steve Skinner, Lead Wastewater Treatment Plant Operator:

- Finished up with the school presentations for 2018.
- Starr Elementary invited Steve Skinner to Career Day.
- Busy month for reports, Annual Sludge, CMAR, and monthly reports.
- SCADA antenna at Fox Run lift station was broken, possibly by a large bird, and has been repaired.
- VFD at the main lift station should be installed next week.

Weston Arndt, Electric Superintendent:

- Tjader & Highstrom completed joint trenching at Richmond Prairie Condos.
- Xcel Energy did some work at the Knowles substation.
- 19 new meters were set last month, averaging 6-10 new services per week.
- Faulted underground on West 8th Street kept staff busy.
- WPPI Regional dinner is next week.

Rae Ann Ailts, Finance Director:

- 2019 budget update – will continue to enhance community engagement this year. Leigh Alexander and Susan Affeldt attended a roundtable in Cornell, WI>
- Rae Ann recently attended the GFOA conference.
- Leigh Alexander & Joel Enders attended Local Government 101, presented by League of Wisconsin.
- Utility office is promoting e-billing. Currently have 35 new e-bill customers.

Utility Update:

- Disconnects took place this week. Staff is working with customer that is currently still disconnected.

Jeremiah Wendt, Director of Public Works:

- 125th Street and East 4th Street projects will begin in July.
- Currently working on Noble Road extension for Johnson Motors.
- Richmond Prairie Condo project continues. Should see pavement on Cassandra Drive soon.
- Alley reconstruction should begin on the west side before the next utility commission meeting.

Mike Darrow, Utility Manager:

- Staff is looking into the benefits of a two year budget cycle in the future.
- The Comprehensive Planning process has been completed. It will be brought to the City Council on Monday for approval. A large initiative as a result of the comprehensive planning is land annexation, and the impact this would have on certain territorial agreements.
- The city has a new economic development arm called Forward New Richmond. First meeting took place late last month, with an objective to look at economic development in a new rebranded light. Federal Foam will start construction on a 100,000 square foot addition next week. New home construction is outpacing the previous year as well.

There being no further business, a motion was made by Dan Casey to adjourn, seconded by Mike Kastens, and carried. The meeting adjourned at 4:55 p.m.

Pat Becker, President

Gerry Warner, Secretary

New Richmond Utilities

June 2018

Check Register

Check #	Date	Amount	Vendor Name	Description
002015	6/8/2018	76,675.01	CITY OF NEW RICHMOND	PAYROLL 6-8-18
002016	6/8/2018	12,412.75	US BANK CORPORATE PAYMENT SYSTEM	WWTP MAY PCARD INVOICES
002017	6/8/2018	1,209.53	SUPER AMERICA	MAY FUEL BILL
002018	6/12/2018	2,129.34	INFOSEND, INC	APRIL BILLING AND POSTAGE
002019	6/14/2018	38,142.00	LOCAL GOVERNMENT INVESTMENT POOL	IMPACT FEES & SAC COLLECTIONS
002020	6/19/2018	28,156.38	WI DEPT OF REVENUE	MAY18 SALES TAX
002021	6/21/2018	88,420.00	LOCAL GOVERNMENT INVESTMENT POOL	JUN18 INVESTMENTS LGIP 7,9, 11
002022	6/21/2018	51,125.00	LOCAL GOVERNMENT INVESTMENT POOL	JUN18 INVESTMENTS LGIP#5,8,10
002023	6/15/2018	7,876.78	CITY OF NEW RICHMOND	MONTHLY BILL
002024	6/15/2018	6,353.05	CITY OF NEW RICHMOND	INSURANCE
002025	6/15/2018	7,909.86	CITY OF NEW RICHMOND	RECYCLING
002026	6/15/2018	24,874.46	CITY OF NEW RICHMOND	STORM WATER
002027	6/15/2018	247.00	COMMERCIAL TESTING LABORATORY	COLIFORM BACT
002028	6/15/2018	1,568.00	DIGGERS HOTLINE, INC.	2ND PREPAYMENT
002029	6/15/2018	244.00	HYDRODESIGNS	CROSS CONNECT INSPECT & REPORT
002030	6/15/2018	5,918.85	NEW RICHMOND UTILITIES	MAY CTCOC COLLECTIONS
002031	6/15/2018	25.00	WISCONSIN STATE LAB OF HYGIENE	FLOURIDE
002032	6/15/2018	25.00	WISCONSIN STATE LAB OF HYGIENE	FLUORIDE
002033	6/22/2018	60,792.56	CITY OF NEW RICHMOND	PAYROLL 6-22-18
002034	6/28/2018	572,900.45	WISCONSIN PUBLIC POWER INC	MAY18 PURCHASED POWER
002035	6/30/2018	0.00	CITY OF NEW RICHMOND	VOID VOUCHER
002036	6/28/2018	128.50	CITY OF NEW RICHMOND	BENEFIT EXTRAS MO FSA, HRA
002037	6/28/2018	749.97	CITY OF NEW RICHMOND	EMPLOYER HSA CONTRIBUTION
002038	6/28/2018	21,488.05	CITY OF NEW RICHMOND	HEALTH INSURANCE
002039	6/28/2018	42.87	CITY OF NEW RICHMOND	LIFE INSURANCE
002040	6/28/2018	398.63	CITY OF NEW RICHMOND	LONG TERM DISABILITY INS
002041	6/28/2018	5,000.00	CITY OF NEW RICHMOND	RENT
002042	6/28/2018	369.82	CITY OF NEW RICHMOND	SHORT TERM DISABILITY INS
002043	6/28/2018	46,440.00	CITY OF NEW RICHMOND	TAX EQUIVALENT
002044	6/28/2018	2,509.75	CITY OF NEW RICHMOND	2ND QTR WAGE B THOMPSON
002045	6/28/2018	19,011.11	CITY OF NEW RICHMOND	2ND QTR WAGE J WENDT
002046	6/28/2018	9,367.53	CITY OF NEW RICHMOND	2ND QTR WAGE K WELLS
002047	6/28/2018	6,553.53	CITY OF NEW RICHMOND	2ND QTR WAGE M BANNINK
002048	6/28/2018	19,307.75	CITY OF NEW RICHMOND	2ND QTR WAGE M DARROW
002049	6/28/2018	8,209.27	CITY OF NEW RICHMOND	2ND QTR WAGE N WIEDENFELD
002050	6/28/2018	15,034.06	CITY OF NEW RICHMOND	2ND QTR WAGE R AILTS
002051	6/28/2018	7,587.33	CITY OF NEW RICHMOND	2ND QTR WAGE S REESE
002052	6/28/2018	191.00	COMMERCIAL TESTING LABORATORY	COLIFORM BACT
002053	6/28/2018	2,141.04	INFOSEND, INC	MAY BILLING & POSTAGE
002054	6/28/2018	3,580.20	MUNITECH INC	TEST 3" TO 6" WATER METERS
002055	6/28/2018	5,152.00	TJADER & HIGHSTROM	DIRECTIONAL BORES
035658	6/6/2018	204.75	BALDWIN TELCOMM	MAY PHONE BILL
035659	6/15/2018	0.00	AMERIPRIDE LINEN & UNIFORM SERVICE!	STUB CHECK
035660	6/15/2018	1,251.31	AMERIPRIDE LINEN & UNIFORM SERVICE!	WATER DEPT UNIFORM SERVICE
035661	6/15/2018	1,575.15	CORE & MAIN LP	CURB BOX REPAIR LID, ROD, METE
035662	6/15/2018	577.00	COUNTRYSIDE PLUMBING & HEATING	WELL #5 BACK FLOW TEST
035663	6/15/2018	5,044.03	CRANE ENGINEERING SALES INC	REPLACE GEAR REDUCER CLARIFIER
035664	6/15/2018	416.70	DUANE W NIELSEN COMPANY	CALIBRATE INFLUENT & EFFLUENT
035665	6/15/2018	72,145.00	FRESCO INC	POLES
035666	6/15/2018	38.49	GIRARD'S BUSINESS SOLUTIONS	INK CARTRIDGE
035667	6/15/2018	240.00	GTI PARTS & SERVICES INC	TRUCK SVC/OIL CHANGE
035668	6/15/2018	1,280.55	STUART C IRBY CO	PED CONNECTOR, STUDS

035669	6/15/2018	33,505.28	JG HAUSE CONSTRUCTION INC	SHINGLE ROOF PUMP HOUSE 3,4,5
035670	6/15/2018	375.00	KROLL'S EXCAVATING	BLACK DIRT
035671	6/15/2018	942.20	KWIK TRIP	MAY FUEL
035672	6/15/2018	257.57	L W ALLEN LLC	FILTER ELEMENT
035673	6/15/2018	380.92	MACQUEEN EQUIPMENT INC	DEBRIS HOSE, PIPE SWAGE
035674	6/15/2018	198.00	MOORE IMPRINTS	HATS ELECTRIC LOGO
035675	6/15/2018	293.65	MY RECEPTIONIST, INC	ANS SVC 5/30-6/26
035676	6/15/2018	25.00	NEW RICHMOND CHAMBER	PARADE ENTRY FEE
035677	6/15/2018	320.00	NR TREE SERVICE LLC	STUMP GRINDING
035678	6/15/2018	109.66	STEPHENS SANITATION LTD	GARBAGE SERVICE APRIL & MAY
035679	6/15/2018	246.44	VERIZON WIRELESS	MAY CELL PHONE BILL
035680	6/15/2018	15.58	WESTON ARNDT	REIMBURSE FOCUS ENERGY MTG
035681	6/15/2018	27,663.73	WEST CENTRAL WIS BIOSOLIDS FAC	MAY BIOSOLIDS
035682	6/15/2018	732.47	WESCO RECEIVABLES CORP	GRIP, WIRE
035683	6/15/2018	5,369.59	DNR	2018 ENVIRONMENTAL FEE
035684	6/15/2018	0.00	WISCONSIN CENTRAL LTD	JUNE BIOSOLIDS
035685	6/15/2018	45.00	WISCONSIN RURAL WATER ASSN	WATER INDUSTRY PROFES MEMBER
035686	6/15/2018	26,717.26	WEST CENTRAL WIS BIOSOLIDS FAC	JUNE BIOSOLIDS
035687	6/15/2018	0.00	WISCONSIN CENTRAL LTD	JUNE BIOSOLIDS
035688	6/19/2018	375.00	DNR	2018 WATER USE FEES
035689	6/28/2018	2.00	AMANDA M BECKWITH	CR REF ACCT# 1617700-31
035690	6/28/2018	136.08	AMERICAN PUBLIC POWER ASSN	THREE YR eRELIABILITY TRACKER
035691	6/28/2018	80.63	ARNE & LISA SKATRUD	CR REF ACCT# 1419500-21
035692	6/28/2018	3,642.00	BAKER TILLY VIRCHOW KRAUSE LLP	FINANCIAL STATEMENT AUDIT
035693	6/28/2018	331.93	B & C	INNERDUCT COUPLINGS
035694	6/28/2018	108.30	COLONIAL APARTMENT PARTNERSHIP	CR REF ACCT# 1486000-31
035695	6/28/2018	715.00	CORE & MAIN LP	MAGNETIC LOCATOR
035696	6/28/2018	159.80	DAN & KELLY BOWAR	CR REF ACCT# 1060800-20
035697	6/28/2018	9.51	DANIEL G HAMMONS	CR REF ACCT# 1332500-21
035698	6/28/2018	123.23	DAVE & VICKIE HEISS	CR REF ACCT# 717900-40
035699	6/28/2018	171.00	DEER PATH	CR REF ACCT# 642400-31
035700	6/28/2018	261.43	DELUXE DISTRIBUTORS	SUPER SOLVE, SCRUBS
035701	6/28/2018	83.80	FORUM COMMUNICATIONS COMPANY	AD HYDRANT FLUSHING
035702	6/28/2018	307.81	FRONTIER COMMUNICATIONS	MAY PHONE BILL
035703	6/28/2018	25.06	GREGORY OLSEN	CR REF ACCT# 837500-27
035704	6/28/2018	314.10	HALLE BUILDERS	CR REF ACCT# 1506200-26
035705	6/28/2018	518.76	HI-LINE UTILITY SUPPLY CO	JACK JUMPER, SAW
035706	6/28/2018	1,871.53	STUART C IRBY CO	SMALL HUB COVER
035707	6/28/2018	319.19	JASON D OVERBAUGH	CR REF ACCT# 1505800-24
035708	6/28/2018	179.42	JEROME & VIRGINIA FEHLEN	CR REF ACCT# 1128900-23
035709	6/28/2018	105.34	KEN & GUDNY CRIST	CR REF ACCT# 1027600-23
035710	6/28/2018	64.99	KODY STREY	CR REF ACCT# 931700-22
035711	6/28/2018	21.78	LSI LIVING LLC	CR REF ACCT# 320100-35
035712	6/28/2018	214.51	MARY ANN GALLANT	CR REF ACCT# 215400-20
035713	6/28/2018	396.45	MIKE & JILL EVANS	CR REF ACCT# 908100-20
035714	6/28/2018	262.26	OLAF WICK	CR REF ACCT# 1243500-20
035715	6/28/2018	232.98	ROSEANNE JOA	CR REF ACCT# 713000-25
035716	6/28/2018	21.45	SCHWAAB INC	BADGE WES ARNDT
035717	6/28/2018	73.90	TANN HOMES	CR REF ACCT# 1846200-20
035718	6/28/2018	129.11	TAUBMAN CONSTRUCTION LLC	CR REF ACCT# 1840200-20
035719	6/28/2018	224.92	TROY J HENDRICKSON	CR REF ACCT# 1089200-22
035720	6/28/2018	28,368.73	WESCO RECEIVABLES CORP	WIRE
035721	6/28/2018	143.24	WESTVIEW CONSTRUCTION INC	CR REF ACCT# 1846600-20
035722	6/28/2018	520.01	XCEL ENERGY	MAY GAS BILL

Total **\$ 1,380,753.01**

Total Checks & Wires



TO: Utility Commission
FROM: Rae Ann Ailts, Finance Director
DATE: July 2, 2018
RE: Capital Improvement Plan 2018-2022

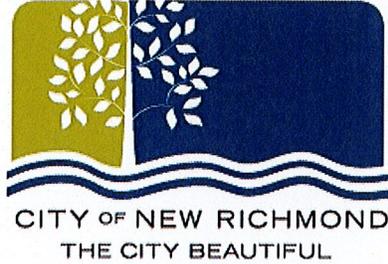
Background

During the June meeting, staff presented the Commission with an overview of critical projects and possible sources of funding. On Wednesday, staff will provide an overview of “very important” projects as well as possible sources of funding. Very important projects are defined as a **“Project in need of replacement/repair soon, but not immediately, and can be addressed in the midterm”**.

In the coming months, we will continue to move through the remaining projects, categorizing by priority and defining sources of funding. Following is the proposed timeline for completion of the Capital Improvement Plan:

Timeline

July - Identification of very important projects and definition of “important” projects
Aug - Sources and uses of funds for critical and very important projects
Aug/Sept - Public process for two-year critical and very important projects, budget limits for those projects



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

MEMORANDUM

TO: Utility Commission

FROM: Joel Enders, Management Analyst

DATE: July 2, 2018

SUBJECT: Water Tower Lease Amendment / Backup Generator

BACKGROUND

Last March, a power failure caused an interruption in the SCADA (monitoring and control) systems used to regulate Water and Sewer infrastructure. Staff were able to restore these controls using portable generators, but the experience nevertheless emphasized the need for a fixed backup power supply that could operate for a greater length of time than existing battery backups.

Through conversations with St. Croix County, staff have identified an opportunity to add a fixed backup generator to support Water and Sewer SCADA systems in the event of a power failure. In May 2015, New Richmond allowed St. Croix County to install wireless communications equipment, including a backup generator, on and around the City's South Water Tower in exchange for EMS/Fire/Police radio services. The County is willing to allow New Richmond access to this backup generator in exchange for an annual payment fixed at \$1,500 for the first five years and adjusted thereafter at five-year intervals based on average meter readings. This arrangement is significantly less expensive than the purchase and maintenance of a separate generator. Further, the generator is of a capacity to support both County and City systems in the event of a power failure.

RECOMMENDATIONS

Staff recommend approval of the attached agreement.

ATTACHMENTS

1. First Amendment to Water Tower Space Lease Agreement

FIRST AMENDMENT TO WATER TOWER SPACE LEASE

This **FIRST AMENDMENT TO WATER TOWER SPACE LEASE** (this “Amendment”) is entered into this ___ day of _____, 2018, by and between the City of New Richmond, a Wisconsin municipal corporation, as landlord (“Landlord”), with its principal offices located at 156 East First Street, New Richmond, Wisconsin, 54017, and St. Croix County (“County”) with its principal offices located at 1101 Carmichael Road, Hudson, Wisconsin 54016, as tenant (“Tenant”). The Landlord and Tenant are at times collectively referred to as the “Parties” or individually as the “Party.”

RECITALS

A. Landlord is the owner of that certain water tower (the “Tower”) and associated real estate, as more specifically identified and described on Exhibit A (the “Property”).

B. Landlord and Tenant had previously entered into that certain Water Tower Space Lease, Effective Date of May 6, 2015 (the “Lease”), and such Lease remains in full force and effect.

C. Tenant owns and utilizes a backup generator that supports the equipment that is located on the Property and subject to the Lease.

D. Landlord is desirous of utilizing Tenant’s backup generator, and the Tenant is willing to permit such usage for certain consideration as stated herein.

AGREEMENT

NOW THEREFORE, consistent with the above Recitals and in consideration of the covenants and mutual promises set forth herein, the Parties agree as follows:

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

2. Use of Backup Generator and Associated Equipment; Ownership. The Tenant will permit the Landlord to utilize the Tenant’s backup generator and associated utility meter, both of which are located on the Property and subject to the Lease (the “Equipment”). Tenant will also allow the Landlord to install a dummy meter on Tenant’s utility line to allow the Landlord to monitor its usage. The backup generator, associated utility meter, and utility line shall remain the property of the Tenant. The dummy meter installed by the Landlord on the Tenant’s utility line shall remain the property of the Landlord.

NOTARY STAMP OR SEAL

Notary Public
My commission expires/is permanent: _____

CITY OF NEW RICHMOND:

By: _____

Name: Pat Becker

Title: Utility Commission President

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

Personally came before me on _____, 2018, the above-named Pat Becker, Utility Commission President, of the City of New Richmond, a municipal corporation organized under the laws of the State of Wisconsin, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

NOTARY STAMP OR SEAL

Notary Public
My commission expires/is permanent: _____

EXHIBIT A

DESCRIPTION OF THE PROPERTY

Legal Description:

Outlot 4 of the New Richmond Business and Technical Park EZ-UT-1194/558

PID (Property Identification Number):

261-1235-40-000

Also known as:

Wisconsin Drive Water Tower



TO: Utility Commission
FROM: Rae Ann Ailts, Finance Director
DATE: July 3, 2018
RE: 2019 Budget Process

Background

On an annual basis, the Utility Commission and City develop, adopt and implement the Utility and City’s financial plan, more commonly referred to as the budget. The Utility strives to achieve a collaborative and inclusive budgeting process where City resources align community objectives, department goals and the overall mission of the City.

The budgeting process kicked off earlier this month with a series of questions sent to department heads. Questions posed to department heads asked staff to review operations and identify future needs within their respective departments as well as all City operations. In the coming weeks, department heads will meet to review the budget process, timeline and begin general discussions regarding opportunities.

Staff will provide an update and overview to the Commission regarding the budget process and timeline during Wednesday’s meeting.

Recommendation

No action is being requested of the Commission at this time.