



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

October 19, 2018

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 22, 2018 at 4:00 p.m. in the Council Chambers of the Civic Center, 156 East First Street, New Richmond, WI 54017.

AMENDED AGENDA:

1. Call to Order
2. Clerk's Roll Call
3. Pledge of Allegiance
4. Adoption of Agenda
5. Applications for Operator's License from Stephanie D. Cody, New Richmond; Sean G. Heitzler, New Richmond; Molly C. Blackwell, New Richmond; Roger W. Lindloff, New Richmond; Mary C. Maske, New Richmond; Tiffany S. White, New Richmond; Denise I. Myren, New Richmond; Megan A. Lyons, Somerset; and Bonnie K. Hanson, New Richmond
6. Family First Committee Overview
7. Sale of Surplus Airport Equipment
8. Municipal Assessor RFP Update
9. Municipal Taxi Service Update
10. Recycling RFP
11. Development Agreement with GMTZ for Fox Run (Beaver Way)
12. Amendment to Fundraising Policy **
13. 2019 Budget Review
 - a. Squad Car Update **
14. Capital Improvement Plan 2018 - 2022
15. Communications and Miscellaneous
16. Closed Session per State Statute 19.85(1)(e) –
 - a. Potential Sale of City Property
 - b. Redevelopment of 243 Paperjack Drive & Potential Investment of Public Funds
 - c. TIF #9
17. Open Session – Action on Closed Session Agenda
18. Adjournment

Fred Horne, Mayor

cc: The New Richmond News
Northwest Communications
City Website



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

October 18, 2018

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 22, 2018 at 4:00 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. Applications for Operator's License from Stephanie D. Cody, New Richmond; Sean G. Heitzler, New Richmond; Molly C. Blackwell, New Richmond; Roger W. Lindloff, New Richmond; Mary C. Maske, New Richmond; Tiffany S. White, New Richmond; Denise I. Myren, New Richmond; Megan A. Lyons, Somerset; and Bonnie K. Hanson, New Richmond
6. Family First Committee Overview
7. Sale of Surplus Airport Equipment
8. Municipal Assessor RFP Update
9. Municipal Taxi Service Update
10. Recycling RFP
11. Development Agreement with GMTZ for Fox Run (Beaver Way)
12. 2019 Budget Review
13. Capital Improvement Plan 2018 - 2022
14. Communications and Miscellaneous
15. Closed Session per State Statute 19.85(1)(e) –
 - a. Potential Sale of City Property
 - b. Redevelopment of 243 Paperjack Drive & Potential Investment of Public Funds
 - c. TIF #9
16. Open Session – Action on Closed Session Agenda
17. Adjournment

Fred Horne, Mayor

cc: The New Richmond News
Northwest Communications
City Website



TO: Mayor Fred Horne and City Council Members

FROM: Sarah Reese, HR Manager and Executive Assistant
Mike Darrow, City Administrator and Utility Manager

DATE: October 17, 2018

RE: Family First Committee Overview

There will also be a short presentation by members of the Family First Committee regarding the structure and intent behind the group. The group will provide an overview of the committee and its makeup along with outlining the priorities thus far.

To: City Council Members
From: Mike Demulling, Airport Manager (mike@nrairport.com or 715-246-7735)
Date: October 15, 2018
RE: Work session agenda Item - surplus airport equipment

Last June, the airport purchased a 1996 Oshkosh 5,000 ton per hour snow blower at a public, online auction. The Airport Commission met on October 11th and discussed the purchase. A decision was made to declare the former snow blower, a 1979 SMI 3,500 ton per hour unit, as surplus and allow the sale at an auction. The SMI snow blower has a fair market value in excess of \$500.

The next step in the process, per the city ordinances, is to have the city council declare the item as surplus, waive the requirements in the code that are mainly focused on live auctions in section 2-245, paragraph C, sub 3 and 4 as well as paragraph E, sub 2, and allow the sale on a national scale, most likely online at govdeals.com or similar site.





TO: Mayor Fred Horne and City Council
FROM: Rae Ann Ailts, Finance Director
DATE: October 22, 2018
RE: Municipal Assessor Services

Background

In July, Council approved staff to issue a request for proposals (RFP) for municipal assessing services as the City's municipal assessing contract expires on December 31, 2018. The RFP detailed various assessing criteria which included a three-year service period from 2019-2021. With 2019 and 2021 as maintenance years and a full revaluation to be conducted in 2020.

Two proposals were received by the deadline and interviews were held in September with both firms.

On Monday evening, the interview committee will provide an update to the Council related to municipal assessing services and next steps.



TO: Mayor Fred Horne and City Council
FROM: Rae Ann Ailts, Finance Director
DATE: October 22, 2018
RE: Municipal Taxi Services

Background

The City of New Richmond contracts with a firm to operate the shared-ride taxi services within the City. The City's current contract commences on December 31, 2018; as such, the City issued a request for proposals for qualified contractors to operate the shared-ride taxi services for the City. The City's shared-ride taxi is mainly funded through the Federal Transit Administration 5311 program. The RFP seeks a firm who will provide services for the next two years, with one, 1-year renewal option. The RFP outlines the following anticipated hours of operation:

Monday-Thursday	7:00am to 8:00pm
Friday and Saturday	7:00am to 2:00am
Sunday	8:00am to 6:00pm

No action is requested of Council at this time as staff will provide an updated related to proposals and timeline during Monday evening's work session.



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

MEMORANDUM

TO: Mayor and City Council

FROM: Rae Ann Ailts, Finance Director
 Joel Enders, Management Analyst
 Mike Darrow, City Administrator

DATE: October 16, 2018

SUBJECT: Recycling RFP

BACKGROUND

In June 2018, the City Council approved the issuance of an RFP for residential recycling services. After a 30-day review period of submitted proposals, a residential recycling survey, and much discussion, the Public Works Committee recommended awarding the contract for residential recycling services to Advanced Disposal based upon the 5-year, every other week pick-up, 64-gallon curbside proposal shown below, ***excluding the monthly processing fee surcharge:***

Year 1 2019	Year 2 2020	Year 3 2021	Year 4 2022	Year 5 2023
\$4.74	\$4.88	\$5.03	\$5.18	\$5.33
+/- monthly processing fee surcharge				

In lieu of the monthly processing fee surcharge, Advanced proposed an annual adjustment based upon similar calculations as the monthly processing fee surcharge. Concerned with potential price fluctuations, the City Council tabled this item at the October Regular Session to allow for further review. Following the Council meeting, the PWC met to review the proposals and instructed staff to further conversations with Advance regarding the proposal. Based upon this further review, the PWC recommends awarding the contract to Advanced Disposal based upon the following criteria:

Every other week curbside pickup, 64- gallon standard container size, 5-year contract. Years 1-2 the monthly rate is fixed. Years 3-5 of the contract would be subject to the *annual* +\ adjustment proposed in **Attachment 2**. In year five, the City would have the option to cancel the contract, after good faith negotiations, if the average cost of transport and processing is greater than \$100 / ton based upon year four. (**Attachment 2**, second paragraph).

The below table outlines the revised proposal for consideration:

Every Other Week Collection, 65-Gallon Container

2019	2020	2021	2022	2023
\$4.74/month	\$4.88/month	\$5.03/Month	\$5.18/month	\$5.33/month
No Surcharge		Annual Review subject to surcharge*		Annual Review subject to surcharge if MFR cost is less than \$100/ton; if MFR cost is greater than \$100/ton, the City has right to withdraw from Contract

*For every \$3.00 increase/decrease in the average transportation and processing cost over the prior 12-month period, the monthly collection rate will increase/decrease by \$0.05 per unit for the following contract year.

RECOMMENDATIONS

The Public Works Committee recommends awarding the contract for residential recycling services to Advanced Disposal based upon the revised bid proposal outlined in this memorandum.

ATTACHMENTS

1. Advanced Disposal's Original Proposal
2. Proposed Annual Single Stream Review (Rate Adjustment) Calculation Example

ATTACHMENT 1: ORIGINAL PROPOSAL

CITY OF NEW RICHMOND – RECYCLING COLLECTION AND DISPOSAL – BID FORM

*Every Other Week Collection 65-Gallon Container

Year 1 (2019)	Year 2 (2020)	Year 3 (2021)	Year 4 (2022)	Year 5 (2023)
\$4.74/month	\$4.88/month	\$5.03/month	\$5.18/month	\$5.33/month

+/- a processing fee surcharge as calculated below

*Weekly Collection 65-Gallon Container

Year 1 (2019)	Year 2 (2020)	Year 3 (2021)	Year 4 (2022)	Year 5 (2023)
\$6.74/month	\$6.94/month	\$7.15/month	\$7.36/month	\$7.59/month

+/- a processing fee surcharge as calculated below

* - Currently our combined transportation and processing cost for recycling is \$40.00/ton.

For every \$3.00 increase in transportation and processing cost, the monthly collection rate will increase \$0.05 per unit.

For every \$3.00 decrease in transportation and processing cost, the monthly collection rate will decrease \$0.05 per unit.

ATTACHMENT 2

RATE ADJUSTMENT CALCULATION EXAMPLE

Proposed Single Stream Recycling Annual Review

Advanced Disposal is asking for an annual single stream review to be done each year on the anniversary date of the contract. The basic premise is that if the average cost (prior 12 months) to deliver the recyclables to the MRF “Materials Recycling Facility” is less than the prior year average, the City of New Richmond would receive a decrease in the monthly service rate and likewise if the average cost (prior 12 months) to deliver recyclables to the MRF is greater than the prior year average, the City of New Richmond would receive an increase in the monthly service rate.

If, in the annual single stream review between years 4 and 5 of the contract, the average cost to deliver recyclables to the MRF is greater than \$100.00/ton, then the City and Advanced Disposal will enter into good faith negotiations to determine the annual increase for year 5. Conversely, if the average cost to deliver recyclables to the MRF is less than \$100.00/ton, the increase for year 5 will be calculated as in years 3 and 4. If an annual increase cannot be agreed upon, then the City would be free to cancel the single stream recycling program.

2019	2020	2021	2022	2023
\$4.74/month	\$4.88/month	\$5.03/Month	\$5.18/month	\$5.33/month
No Surcharge	Annual Review subject to surcharge*		Annual review subject to surcharge if MFR is less than \$100/ton; if MFR is greater than \$100/ton, the City has right to withdraw from Contract	

Advanced Disposal will supply the monthly data to determine the average monthly cost and will be able to supply the back-up information for the calculations. Below is how the monthly cost to deliver recyclables to the MRF would be determined:

Determination of Monthly Cost to Deliver Recyclables to the MRF

- Transload Cost: \$9.00/ton (Based on REB Transload Agreement)
- Transportation Cost: \$20.00/ton (Based on Actual Invoice)
- Processing Fee: \$63.38/ton (Based on Actual Invoice)
- Commodity Value Received: \$51.65/ton (Based on Actual Invoice)

Monthly Cost would be determined by subtracting the Transload Cost, Transportation Cost, and Processing Fee from the Commodity Value Received.

In this example the cost to deliver and process the single stream recyclables would be a cost: (\$40.73)

Rate Adjustment (For Example Only)

The annual rate adjustment would be determined as follows:

If the cost to deliver and process recyclables to the MRF increased or decreased over the prior year, the collection price per unit would increase or decrease by the following calculation:

For every \$3.00 change in the cost to deliver and process recyclables to the MRRF the collection price would increase or decrease by \$0.07/unit/month.

How Rate Adjustment is Determined (For Example Only)

Processing Cost Increase		<table border="1"><tr><td>\$3.00</td></tr></table>	\$3.00
\$3.00			
Estimated Annual Tons	1000	1000	
Units	3772	3772	
Net Processing Cost	\$41.00	\$44.00	
Cost/Unit/Month	\$0.91	\$0.98	
Difference		\$0.07	
lbs./unit/week	10.20		



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

MEMORANDUM

TO: Mayor and City Council
FROM: Tanya Batchelor, City Clerk
DATE: October 18, 2018
SUBJECT: Development Agreement with GMTZ for Fox Run

BACKGROUND

GMTZ would like to move forward with the next phase of development in Fox Run on Beaver Way. Staff has been working with the City Attorney in drafting the development agreement for this project. The agreement will be presented at the Council meeting.

RECOMMENDATION

Staff recommends Council approval of the Development Agreement with GMTZ.



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

MEMORANDUM

TO: Mayor and City Council
FROM: Tanya Batchelor, City Clerk
DATE: October 19, 2018
SUBJECT: Amendment to Fundraising Policy

BACKGROUND

Alderman Ard proposes adding the following wording to the Fundraising Policy:

All monies raised by businesses, organizations, individuals or friends groups on behalf of the City of New Richmond for programs or departments must file a financial report with the City of New Richmond each quarter or when requested for funds that are not managed by the City of New Richmond.

RECOMMENDATION

City Council can consider the addition of this wording to the Fundraising Policy at the meeting on October 22, 2018.



TO: Mayor Fred Horne and City Council

FROM: Rae Ann Ailts, Finance Director

DATE: October 22, 2018

RE: 2019 Budget

During the September work session, department heads presented proposed 2019 department revenues and expenditures along with the general themes and key needs related to the 2019 budget which include: technology enhancements, leading the region as a destination for our residents, businesses and employees, and ensuring affordability in a volatile health insurance market.

On Monday evening, we will provide additional overview of the 2019 proposed general fund revenues and expenditures. We will also present information related to the debt service, tax increment and capital replacement funds.

Recommendation

No action is being requested by Council as formal adoption of the budget occurs in late November following the public hearing. However, 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.



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

MEMORANDUM

TO: Mayor and City Council

FROM: Tanya Batchelor, City Clerk

DATE: October 19, 2018

SUBJECT: 2019 Budget Review – Squad Car Update

BACKGROUND

Staff will provide an update regarding squad cars at the meeting on October 22, 2018.



TO: Mayor and Council

FROM: Mike Darrow, City Administrator
Rae Ann Ailts, Finance Director

DATE: October 22, 2018

RE: Capital Improvement Plan – 2019 Projects

On Monday, October 22nd staff will provide an overview on suggested Capital Improvement Plan projects for 2019. Over the last fourteen months, these projects have been presented to the Council and have been available for public comment.

As you are aware, the City evaluated projects in two primary ways. The first prioritized projects based upon need. The prioritization included three categories: critical, very important and important.

Additionally, the City Council also looked at the following elements when reviewing each project:

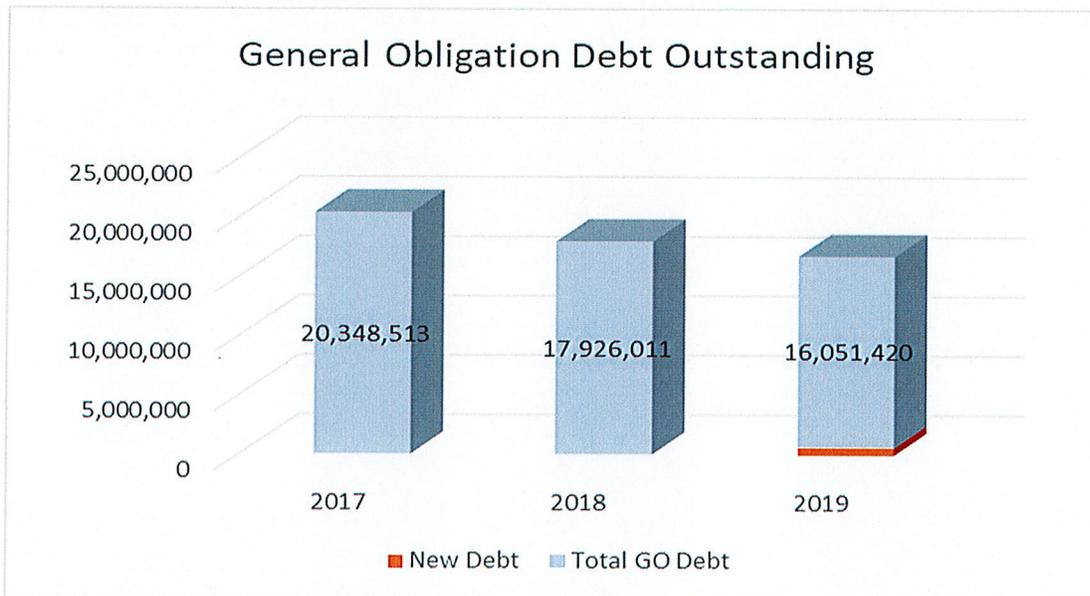
- *ECONOMIC DEVELOPMENT* - Will this project positively impact or promote economic development within the City of New Richmond?
- *PRESERVING THE PAST* - Will this project preserve or celebrate the rich history of our community?
- *ENGAGING THE PRESENT* - Does this project have current momentum? Will it positively impact existing stakeholders, citizens, and/or City services?
- *ENSURING THE FUTURE* - Will this project enhance the future? Will it provide quality service, reduce future costs, or provide additional value or services to the community?
- *FISCAL RESPONSIBILITY* - Is this project cost effective? Will it provide a return on investment for years to come? Can long-term operating costs be sustained over the lifespan of the project?
- *PUBLIC PRIVATE PARTNERSHIP* - Does this project offer partnership opportunities that could minimize costs, improve quality, and build relationships as compared to a go-it-alone approach?

- *HEALTH, SAFETY, GENERAL WELFARE* - Will this project improve safety for staff or the public? Does it have the potential to improve community health? Will it provide enhancements to general welfare and quality of life for citizens?

As part of the 2019 CIP projects, staff recommends \$1,340,511 of projects are funded based upon the following sources of funding:

- \$641,530 financed via the State Trust Fund loan or local option
- \$208,390 funded through the 2019 Capital Replacement Levy
- \$114,957 funded through impact fees
- \$150,102 funded through grants
- \$131,452 funded through other sources (other jurisdictions, parkland funds, in-kind labor)

It is important to note that **bonding** is not proposed in 2019 to support the projects. Instead local financing or State Trust Fund loans would be utilized and will be amortized over a period of 10-years or less. If approved, the general obligation debt of the City at the end of 2019 would be \$16,051,420 a decrease of \$1,874,5891 from prior year. The below chart outlines debt outstanding from 2017, 2018 and 2019.



Below is an overview of 2019 projects by discipline:

Police- \$121,457

- Squad Car Replacements – Each year the City has replaced squad cars as part of fleet management.
- Squad Car Camera Replacements – Replacement of obsolete and aging equipment in squad vehicles. New Cameras would be installed in all squad cars and would support future features as operational needs change into the future.

- PD Evidence Security Upgrades- These updates are needed as part of improving and monitoring evidence in the custody of the PD.
- Police Garage Concept Plan – The design concept would allow the police department to provide drawings of what a proposed garage would look like and how it would be used.

Fire- \$192,000

- SCBA Replacements- These are needed due to the age of existing equipment.
- Radio Replacements- These are needed due to the age and functionality of our existing radios.
- Refurbish Brush Truck- This concept has been discussed with the City Council and with the Fire Advisory Board.

Parks- \$611,054

- Freedom Park Improvements- These funds would assist the Park Board with continued enhancements of Freedom Park.
- County Road A Bike and Ped Design- This would be funds for just the design phase of this project. The City was awarded a grant to assist with the construction of the project.
- Nature Center Bike and Ped Design- This would be funds for just the design phase of this project. The City anticipates grant funds to assist with the construction of the project.
- Fob Systems for outdoor restrooms- The fob system, similar to the fob system used within the Civic Center, would be used for all outdoor rest rooms. This will allow the City to control times in which facilities can be used. (Currently the NRPD has to manually close and lock rest rooms nightly).
- Zero Turn Mower- Needed due to the age and use of the existing zero turn mower.
- Mary Park Boat Landing- Funds needed to match the grant that was awarded to the City for this project.
- East First Trail Connection- Needed to close a loop within the trail system while improving safety of bike/pedestrian traffic. (Impact fees will be used)
- Whispering Prairie Park- Needed to provide a park within this area as outlined in the 2018 Park System Plan.
- Emerald Ash Tree Removal – Beginning phase to address emerald ash removal. We will be utilizing city staff to assist with this project.

Streets - \$20,000

- Compost Site Gate and Security System – Needed to assist with security and control access at the compost site.

City Services - \$396,000

- Building Inspector Vehicle – Replacement of aging vehicle.
- Financial Software System – Updating an extremely old existing system. This system will assist with payroll, timesheets, accounting and budgeting for all departments.

- Cemetery Improvements - Continued upgrades to the cemetery, which will include additional wayfinding, road improvements and maintenance and mowing.
- City Vehicle - Replacement of aging vehicle.
- Council Room Equipment Upgrades - Includes updates on monitors, microphones, cameras.
- Civic Center and Library Upgrades - Includes video recordings in the inside and outside of these buildings.
- Computer and Computer Software Upgrades - Additional upgrades to computer software systems throughout the City.

Recommendation

Formal recommendation is not being requested at time; however, staff is seeking consensus on the 2019 projects and funding sources. Upon consensus, formal adoption of 2019 projects will be sought during the November 12th regular council meeting.