



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

March 21, 2019

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, March 25, 2019 at 5:15 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. Family and Wellness Policy:**
 - a. Flex Time**
 - b. Bereavement Time**
 - c. Maternity Leave**
- 6. Civic Center Redesign Concept**
- 7. Tailgating Update and Event Plan Draft Agreement**
- 8. Board and Commission Policy – Attendance by Phone**
- 9. Technology Policy - HR**
- 10. Building Inspector Contract**
- 11. Communications and Miscellaneous**
- 12. 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: March 15, 2019

RE: Family First / Destination Employer Policies

Background

In August, a Family First Committee was created from eleven staff members, representing each department within the City. The intent of this committee is to foster ideas related to one of the City's core values, Family First. A number of brainstorming sessions elicited several great ideas and initiatives for us to strive to work towards. In September the group started to focus on a few of the ideas that were determined as priorities for 2019. Those three priorities are:

- Flexible Work Policy
- Bereavement Leave
- Birth/Adoption/Foster Placement Leave

The Family First Committee felt passionate about placing emphasis on these three items in order to make the City of New Richmond a destination employer.

As the Committee developed the structure of the policies, comparisons were made with other local municipalities. While those comparisons were important and necessary to be evaluated, the overarching goal of the Committee is to help foster the Family First culture here at the City. When our staff feels part of a work community, they are more engaged and therefore work harder. This allows us to have better retention in our current employees and gives us an advantage when recruiting new talent. There are several examples of this in action, one recently just occurred in early February: one of our Public Works staff has a young child who was ill and in the hospital for several days during the multi-day snowstorm. This individual, knowing we support our Family First philosophy took off two days, but on the third day, left the hospital to come and help his fellow co-workers plow. He didn't do this because anyone told him to, or he was trying to avoid disciplinary action; he came in because he feels a part of a community with his co-workers and wanted to be here to help out.

The City of New Richmond has a dedicated staff, and we have had several instances in 2018 alone where an employee experienced a death in the family of an individual covered under our current Bereavement Leave policy affording up to 3 days off work. While that employee was entitled to up to 3 days off, we

had three separate instances in which employees did not take the full 3 days off. This is again a demonstration of our employees knowing we care about them as a person and in turn, not taking advantage of a policy they didn't need to utilize to its fullest for their own personal reasons.

Comparison Policies

Flexible Work Schedule Policy

River Falls has a flexible work schedule policy and the language is below for review:

The purpose of a flexible schedule is to enhance the ability of the City to fulfill its responsibilities, to render services to the public, and to enhance employee morale. A flexible schedule may be worked out ONLY with prior approval of the Department Manager.

Employees with flex-time arrangements may need to adjust their schedules periodically to accommodate vacations or other vacancies within the department.

The purpose of the Flexible Workplace Program is to provide a formal method to accommodate the individual and unique needs of employees in certain situations. This program is intended to foster a positive, flexible work environment by meeting the needs of the employee and reinforcing and recognizing positive communication and working relationships between employees and management.

Alternative schedules are not appropriate for every position or employee at the City. Based upon position requirements and employee performance and conduct, some employees may not be eligible for participation in a flexible work arrangement.

The proposed Flexible Work Schedule policy for New Richmond is included in the packet for complete review.

Bereavement Leave Policy

The municipalities of Menomonie, Hudson and River Falls each have a tiered bereavement leave policy. They are each outlined below.

Bereavement Leave	Menomonie		Hudson		River Falls		New Richmond Current		New Richmond Proposed	
	5 days	spouse, child	5 days	spouse, child, parent	5 days	spouse, child, parent	3 days	spouse, child, parent, grandchild, grandparent, sibling and spouse's parents or siblings	5 days	spouse, child
	3 days	parents, siblings (including in-laws), grandchildren (including all step)	3 days	sibling, parent-in-law, grandparents, grandchildren, sibling-in-law, step parent/children	3 days	sibling, parent-in-law, grandparents, grandchildren, sibling-in-law, step parent/children			3 days	parent, sibling, parent-in-law; grandparent, grandchild
	1 day	sibling in-laws, grandparents, aunt, uncle, niece, nephew, first cousin							1 day	sibling-in-law, aunt, uncle, niece, nephew, first cousin

Birth/Adoption/Foster Placement Leave

In looking at other municipalities, there aren't comparisons for the proposed Birth/Adoption/Foster Placement Leave policy. However, there has been a growing discussion on paid family leave with some states currently requiring paid family leave. Currently, thirty-five percent of employers offer paid maternity leave and twenty-nine percent offer paid paternal leave according to the Society of Human Resource Management (SHRM). In President Trump's State of the Union speech, he stated he would be including money in his proposal for nationwide paid family leave. This will continue to gain traction and momentum and what better way for us to show we truly honor Family First by being out in front of a state or federal mandate forcing this upon us.

	Current Policy for female employees	Proposed Policy for female employees	Current Policy for male employees	Proposed Policy for male employees
Birth	Two week waiting period, able to use PTO, MRA, Comp time. Then eligible for short term disability. Disability will pay up to 60% of pay to a cap of \$750 per week for the time period deemed disabled by the physician (typically would be 4 weeks). Able to use remaining PTO, MRA or Comp time to supplement the 40% of pay not compensated during disability period. Then unpaid or any remaining PTO, MRA or Comp time for duration of time off.	10 working days of 100% paid leave. Short term disability would start. Compensate at 40% pay for an additional 10 working days. Compensate at 20% pay for an additional 10 working days.	No benefit	10 working days of 100% paid leave. Compensate at 40% pay for an additional 10 working days. Compensate at 20% pay for an additional 10 working days.
Adoption	No benefit	10 working days of 100% paid leave. Compensate at 40% pay for an additional 10 working days. Compensate at 20% pay for an additional 10 working days.	No benefit	10 working days of 100% paid leave. Compensate at 40% pay for an additional 10 working days. Compensate at 20% pay for an additional 10 working days.
Foster Placement	No benefit	10 working days of 100% paid leave. Compensate at 40% pay for an additional 10 working days. Compensate at 20% pay for an additional 10 working days.	No benefit	10 working days of 100% paid leave. Compensate at 40% pay for an additional 10 working days. Compensate at 20% pay for an additional 10 working days.

Each of the proposed policies are provided in your packet for your review.



ALTERNATIVE AND FLEXIBLE SCHEDULE POLICY

PURPOSE:

The City of New Richmond recognizes the difficulties employees face in managing the demands of work, family and life-related issues. In order to minimize such conflicts for its employees, the City may approve alternative and flexible work schedules which provide employees with increased flexibility with their work schedule while allowing the City to maintain a progressive and productive work environment. Alternative and flexible work scheduling is an opportunity to maintain employee productivity through various forms of creative work scheduling.

DEFINITIONS

Flexible Work Schedule (FWS): Flexible work schedules are changes made to the starting and ending times of an employee's work day.

Alternative Work Schedule (AWS): An alternative work schedule is a pre-scheduled, fixed, continuous schedule of hours that deviates from the standard schedule of a Department. Examples include:

- Four, ten-hour days;
- Four, nine-hour days and one, four-hour day (typically Friday as the half-day).

POLICY:

All non-represented City of New Richmond employees may request an FWS or AWS on a case-by-case basis.

The City will consider the request giving consideration to the following factors:

- Budget impact
- FLSA Impact
- Impact on Department operations and production
- Safety concerns
- Liability issues
- Customer service requirements

- Communication with co-workers
- Equipment availability
- Access to support staff
- Administrative burden
- Need for supervision

Not all jobs may be suitable for AWS or FWS. The work habits, skills and abilities of employees may impact the decision whether to approve a request for AWS or FWS. AWS and FWS are a privilege rather than a right of employment. Organizational and operations requirements will supersede any and all requests. No requests will be approved if there are additional costs i.e. overtime. It remains the expectation that an employee with an AWS or FWS will work a forty (40) hour work week.

PROCESS:

An employee must file a written request for an AWS or FWS with the employee's Department Head. The Department Head shall consider the request giving consideration to the factors listed above and whether the request is workable within the Department. This may include determining if the entire Department or an entire shift must convert to an AWS or FWS.

In addition, the following conditions must be met for an FWS or AWS to be approved: the employee must have a satisfactory attendance record; the employee must meet all performance expectations in their current role; the employee must consistently demonstrate the ability to complete tasks and assignments on a timely basis; and the nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to performance and/or service delivery.

If the Department Head determines that the AWS or FWS request is appropriate, the Department Head will forward the request and their recommendation for approval and the basis for it to the City Administrator and Human Resources for final approval. Human Resources shall at its absolute discretion approve all requests for AWS or FWS.

Any approved AWS or FWS is subject to a six-month trial period to assess the impact of the AWS or FWS and thereafter on annual basis.

The arrangement may be canceled for any reason by the Department Head or the City Administrator or Human Resources. An employee wishing to change or cancel an alternative work arrangement must obtain written approval from the Department Head with consent from Human Resources.



BEREAVEMENT LEAVE

POLICY:

The City of New Richmond provides time off for employees in the event of a death in the family.

DEFINITIONS:

Immediate family member: an employee's spouse, child, stepchild, domestic partner (a person with whom the employee's life is interdependent and who shares a common residence), and child of an employee's domestic partner.

Extended family member: an employee's parent, sibling, grandparent, grandchild and parent-in-law.

Extended relative: an employee's aunt, uncle, cousin, niece, nephew, and sibling-in-law.

PROCESS:

Bereavement leave with pay may be taken for non-represented, regular full-time employees in connection with a death according to the following schedule: five (5) days for an immediate family member; three (3) days for an extended family member; and one (1) days for an extended relative.

Bereavement leave is not available to employees who are on an unpaid leave of absence or Worker's Compensation leave. If an employee is on vacation at the time of a death of a family member covered by this policy, the employee may substitute bereavement leave for vacation time.

If an employee needs additional time off from scheduled work, the employee may request the use of PTO or unpaid leave. This request must be made to the Department Head with additional approval from Human Resources. In approving a request for bereavement leave, the City may request an appropriate form of confirmation of death.

An employee may request leave using PTO or an unpaid leave for the death of any person not covered by this policy. This request must be made to the Department Head with additional approval from Human Resources.

Bereavement leave will not count as hours worked for calculating overtime.

The leave must begin within seven (7) calendar days of the death.



BIRTH/ADOPTION/FOSTER PLACEMENT LEAVE

PURPOSE:

The City of New Richmond adopts this policy to enable employees to take paid time off at the time of birth, adoption or foster child placement.

POLICY:

Regular full-time non-represented employees may take up to ten (10) days of 100% paid leave from regularly scheduled work directly following the birth or adoption of an employee's own child or the placement of a child with the employee in connection with adoption or foster care placement. Prior to the leave or while on leave, employees may request an additional ten (10) days paid leave from regularly scheduled work at 40% of their compensation rate. Employees are also eligible to request an additional ten (10) days of paid leave from regularly scheduled work at 20% of their compensation rate.

If the birth, adoption or placement involves two City employees, only one may receive paid leave under this policy.

The leave must begin on the date of the birth, adoption or placement.

This leave is separate from any leave under the state and federal Family and Medical Leave Acts (FMLA) and runs concurrently with any such leave.

For birth, adoption or foster placement not covered by this policy or the FMLA, employees may request an unpaid leave of absence or utilize PTO leave upon written request and approval from Human Resources.

PROCESS:

The employee must file forms provided by Human Resources with the employee's Department Head and Human Resources (thirty) 30 days prior to the requested leave (or as soon as practicable if the leave is not foreseeable). Human Resources will review and approve the request if covered by this policy.



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: March 21, 2019

SUBJECT: Civic Center Redesign Concept

Background

Jeremiah Wendt met with Civic Center office and maintenance staff concerning the Civic Center Redesign. He presented a concept to this group today that received unanimous support from the group. Jeremiah will present the Civic Center redesign concept at the meeting on Monday night.



TO: Mayor Horne and City Council Members

FROM: Mike Darrow, City Administrator

DATE: March 20, 2019

RE: Packer Tailgate Update and Event Plan Document

On an annual basis, the City of New Richmond plans to host various community events. As our community continues to grow, so will the number of events as well as their size. As such, we are proposing to create an event planner reservation form for any and all community events that include one or more of the following:

- Involve the use or assistance of city staff
- Are held on city property or within city buildings
- Involve street closures or traffic alterations
- Utilize city funds

Moving forward and prior to the event, the City of New Richmond will require the following:

- Anticipated use of city staff by department
- Approved financial agreement securing funds for the event. This may include reimbursement of staff costs, materials or formal waiver of those fees
- Site plan of event
- Emergency management plan
- Volunteer waiver form
- Council and/or board authorization

This item will be for discussion only. During the formal Council meeting in April, staff will develop a document for approval.



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

TO: Mayor and City Council
FROM: Tanya Batchelor, City Clerk
DATE: March 20, 2019
RE: Policy for Meeting Attendance by Phone

Background

At the Roberts Rules Training there was a question asked about attendance of meetings by telephone. In talking with other municipalities, most have a policy for their Council which prohibits attendance by phone. None of the municipalities I talked with have a policy for other boards or commissions regarding attendance by phone.

Pros

- Allows people to be on boards and commission that are snowbirds
- Allows flexibility for board and commission members

Cons

- There is no control regarding who is on the other end of the phone listening.
- Members are not given the face to face interaction that is important for open meetings
- Is not transparent for others attending the meeting to see who is present

Recommendation

The Council has three options to consider when creating the policy for attendance by telephone or other electronic device:

- 1) Have the same policy for boards and commissions as the City Council
- 2) Allow 2-3 excused physical absences
- 3) Allow the Council and boards and commissions to make their own determination



TO: Mayor Fred Horne and City Council Members

FROM: Sarah Reese, Human Resources Manager/Executive Assistant

DATE: March 21, 2019

RE: Information Systems and Device Policy

Background

The City of New Richmond has historically had the computer, email, social media, internet and cell phone usage policy incorporated within the Employee Handbook. In an effort for the City to be environmentally conscious, more documentation for board and commission members is being sent electronically. Therefore, providing those elected or appointed members with City-owned electronic devices is becoming best practice. The Information Systems and Device Policy is required for all City board and commission members.



Information Systems and Device Policy

Purpose

The following *Information Systems Policy* is to be followed by ALL employees, contractors, vendors, and other authorized individuals (“Users”) who utilize any information technology (IT), electronic, or other communication device owned and provided by the City of New Richmond, or who are granted access to any Local Area Network and/or Wide Area Network (“LAN/WAN”) or other service maintained and provided by the City of New Richmond.

ANY USER FOUND VIOLATING THESE POLICIES OR PROCEDURES WILL BE SUBJECT TO POSSIBLE DISCIPLINARY ACTION, DEVICE REVOCATION OR SERVICE ACCESS TERMINATION, AND/OR LEGAL ACTION.

Ownership of Devices and Services

All IT and communication devices and services, including (but not limited to) computers, peripherals, PDA devices, cell phones, pagers, software, files, e-mail messages, Internet activity logs, remote access, and any other data or records stored on devices or other media provided by the City of New Richmond regardless of their physical location or the form in which they are maintained, are considered property of the City of New Richmond and are owned exclusively by the City of New Richmond.

Users should have no expectation of privacy when using any IT or Communication device, service, system, network, file, or any other data (including e-mail messages) owned by the City of New Richmond. The City of New Richmond reserves the right to access, review, delete and/or disclose any files, records, e-mail messages, or other data without notice to or authorization from a User, and to seize any IT or communication devices provided by the City of New Richmond. This right continues after the User ceases to have access to a device or service provided by the City.

Access to Devices and Services

Use of IT or communication devices and access to the LAN/WAN and other services are restricted to those employees who have been authorized by their department supervisor or to

those contractors who have been authorized by their contract manager. Users will only be granted access to the resources required to perform job / contractual duties.

Each new User shall sign the most current version of the *Information Technology Acceptable Use Acknowledgement* prior to being given access to IT devices or services. Signed *Acknowledgements* will be maintained by the IT Department, copies will be provided to the User, and to Human Resources.

The City of New Richmond will take reasonable steps necessary to accommodate all Users and ensure compliance with the Americans with Disabilities Act. These accommodations will be provided on a case-by-case basis.

Use of Devices and Services

Users shall not make unauthorized use of, or knowingly permit, unauthorized use of IT or communication devices, services, software, files, or any other data or records stored on equipment provided by the City of New Richmond including that on disposable or portable storage media. Except as indicated below, Users may only access, use, disclose, and/or delete files, records, or other data that is created, received, maintained, or transmitted on behalf of the City of New Richmond as required to perform authorized responsibilities. Users shall not use any IT or communication device, service, software, file, or other data or records owned by the City of New Richmond in order to gain personal or financial benefit for the User or anyone else.

IT and communication devices and services (including use of e-mail and the Internet) are provided to Users to aid in the performance of City business. Limited, occasional or incidental use for personal, non-business purposes is allowed so long as it is of a reasonable duration and frequency, does not interfere with the performance of job duties, does not violate any laws or regulations, and is not in support of a personal business.

Users shall not knowingly transmit, retrieve, or store any communication that is: discriminatory or harassing; derogatory to any individual or group; obscene or pornographic; vulgar or profane; defamatory or threatening; in violation of another User's privacy; used in order to propagate any virus, worm, Trojan horse, or trap-door program code; used to plagiarize or copy copyright-protected material; or used for personal profit or illegal purposes.

Electronic Records

Definition, Electronic Records: are a subset of Records, same in all respects except that their physical form is electronic. The term includes all original email, documents, papers, letters,

books, maps, photographs, sound or video recordings or other information that are created or received by the City of New Richmond in the exercise of City functions in electronic form, regardless of whether public access to them is open or restricted under the laws of the State of Wisconsin.

Security of Devices and Services

All City of New Richmond agency and department computer hardware, PDA or other portable device, and other peripheral device purchases must be coordinated with the IT Department to maintain system compatibility throughout the City of New Richmond network.

Users shall not attempt to install or attach any unauthorized external device to a City of New Richmond computer. All hardware upgrades and additions must be installed by authorized personnel. Users shall not attempt any network-related computer repairs without Technology Services authorization. Technology Services personnel may disconnect or otherwise disable any device that poses a threat to the City of New Richmond network.

Only software licensed to the City of New Richmond may be installed on City computers, PDA devices, or other peripheral devices. Users shall not attempt to install, add, or use any unauthorized software of any kind (including screen savers) on City of New Richmond computers, PDA devices, or other peripheral devices.

Users shall not copy, duplicate, distribute, delete, or modify any proprietary or other software licensed to the City of New Richmond, or related documentation.

Passwords

Users shall not use another User's User ID and password to log onto a workstation computer. The only exception will be for appropriate Technology Services personnel providing requested technical support.

Users shall practice adequate password management by keeping all passwords confidential.

Cellular, Smartphones, Laptops and Tablets

As a City employee or elected official, you may be provided with a City cell phone, smartphone, laptop or tablet device if a valid City business purpose is identified and meets specific service criteria. The City will provide devices to be used as communications and computing tools, including text messaging.

All devices are considered City equipment and are to be used by authorized users to conduct business in a professional manner. Since their use and locally stored data may be subject to the

Open Records Laws, there should be no expectation of privacy. Each user is responsible and accountable for the content and use of these tools.

All City-owned communication devices (cellular phones, pagers, etc.) shall remain the property of the City and shall be returned to the City upon termination of employment or if the communication device(s) is no longer for work-related purposes.

Users must immediately report any lost or stolen devices.

Email Policy

Users shall use their assigned e-mail account in an appropriate manner. Users may forward or redistribute e-mail messages received by them only when doing so fulfills a legitimate business need of the City of New Richmond. No personal messages, chain letters, or other unauthorized broadcast messages may be forwarded from a User's e-mail account.

Users shall refrain from transmitting external e-mail messages that contain personally identifiable information.

When sending e-mail, Users shall take all reasonable steps to confirm the accuracy of all e-mail addresses. If a User discovers an e-mail has been sent in error, the recipient is to be contacted and requested to delete the e-mail message immediately.

Internet Policy

Accessing any inappropriate Internet site is prohibited, including sites that are obscene, hateful, harmful, malicious, hostile, threatening, abusive, vulgar, defamatory, profane, or racially, sexually, or ethnically objectionable. Inappropriate use of the Internet also includes participation in "chat rooms" not related to assigned job responsibilities; playing games; selling, or promoting the sale of merchandise for personal gain; downloading music, games, pictures, video, freeware, or software; or using instant messaging. Users who intentionally visit inappropriate sites or use the Internet in an inappropriate manner will be subject to possible disciplinary action.

The City of New Richmond uses independently supplied software and data as a web filter to block certain inappropriate categories of Internet sites. A User who has a legitimate business need to access a blocked site may submit a written request to the Technology Services along with approval from the IT Department to have the site unblocked. The fact that a site is not blocked does not imply that it is acceptable or permissible to access.

Social Media

The City of New Richmond will determine, at its discretion, how the City social media resources will be designed, implemented, and managed as part of its overall communication strategy. City social media resources administered by staff may be modified or removed by the City at any time and without notice.

All social media communications composed, sent or received on City equipment are the property of the City and will be subject to the Open Records laws.

When using social media sites as a representative of the City, designated content editors will act in a professional manner.

The following disclaimer will be posted where appropriate on each City social media site or provide a link to the City website with the below disclaimer:

External comments and posts to City of New Richmond social media sites do not reflect the opinions and policies of New Richmond, its officials, or employees. The City of New Richmond is not responsible for the content of any external comment or post and expressly disclaims any liability for external comments and posts.

The City of New Richmond has the right to reproduce any pictures or videos posted to this site in any of its publications or websites or any other media outlets.

The City of New Richmond's failure to remove any such comment or post shall not be construed as approval or endorsement of the content by New Richmond, its officials, or employees.

Violations

City employees who violate the *Information Systems Policy* may be subject to disciplinary action, device revocation or service access termination, and/or legal action.

Devices, services, systems, networks, files, or any other data owned by the City of New Richmond must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province, or other jurisdiction in any material way. Use of any resources owned by the City of New Richmond for illegal activity is grounds for immediate dismissal. The City of New Richmond will cooperate fully with any legitimate law enforcement inquiry in this regard.

Other

The City of New Richmond reserves the right to revise and modify this document at any time.



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

Information Systems and Device Agreement

All employees, contractors, elected official and other authorized individuals (“Users”) who have been provided a City cell phone, smartphone, tablet or laptop device is subject to the Information Systems and Device Policy.

1. All “Users” must sign for the equipment that has been issued to them.
2. A defective or outdated device will be issued at no charge in exchange for the defective device.
3. If you should happen to lose or damage the device assigned to you, you are asked to report that to New Richmond GIS within 24 hours.
4. All devices must be immediately returned by the “User” to New Richmond GIS upon termination or transfer. “Users” that do not turn in their equipment within 48 hours may be charged for the cost to replace the device up to \$1000.00 which may be deducted from final payment.

Name _____ Date _____

Signature _____

Devices assigned: _____

Authorized by: _____



TO: Mayor Fred Horne and City Council Members

FROM: Sarah Reese, Human Resources Manager/Executive Assistant

DATE: March 21, 2019

RE: Building Inspector Contract

The City has been seeking a full-time Building Inspector since August of 2018. Since that time several recruiting strategies have been implemented such as paid online and print advertisements, professional networking outreach, social media outlets, direct mailings and direct phone calls. All of which yielded 12 candidates who were selected to interview for the position over the course of several months. Council approved staff to increase the salary range from the position to a maximum of \$80,000 for an individual with all credentials and the right culture fit for the position. The candidates selected to interview for the position ranged from individuals who had a background in construction and had applied to sit for the UDC Construction credential exam to those who possessed the majority of the eight available credentials. Eight of the candidates were not considered beyond the initial interview. The remaining four candidates withdrew from the process as their current employer offered them a competitive salary increase to remain within their own community.

In the interim, we have had contracted services with West Wisconsin Inspection Agency (Ben Campbell), Brian Wert, Joe Atwood and REM Inspecting (Dan Kegley).

With the increased approval in salary from Council, the overall budget for the Building Inspections department for 2019 was \$125,029.

The current contract with West Wisconsin Inspection Agency terminates on March 31, 2019. The total costs incurred with that contract will amount to \$22,182.

Staff proposes to continue the contractual relationship with West Wisconsin Inspection Agency and terminate the contract with REM Inspecting. The current contract with Joe Atwood is for plan review and is drafted on a "pay for services rendered only" basis. This contract would remain in effect until its termination date of August 31, 2019. West Wisconsin Inspection Agency would be responsible for providing all building inspection services for the City of New Richmond, and in the event the contractor would need to be absent more than one

consecutive day, would be responsible to provide the City with a replacement to provide inspection services. The costs proposed with this long term contract are laid out as follows:

Contracted services from April through December 2019 in the amount of \$97,650 for a total in 2019 of \$119,832.

A 3% increase to the contract rate for 2020 at an annual amount of \$123,600.

A 3% increase to the contract rate for 2021 at an annual amount of \$127,320.

A 3% increase to the contract rate for 2022 at an annual amount of \$131,160.

	2019	2020	2021	2022
Budget	\$125,000	\$128,750	\$132,613	\$136,591
Proposed contract	\$120,000	123,600	\$127,320	\$131,160

RECOMMENDATION:

Staff recommendation is to approve the long-term contract with West Wisconsin Inspection Agency that would be in effect April 1, 2019, through December 31, 2022.