

# AGENDA FOR COUNCIL MEETING

## CITY OF NEW RICHMOND, WISCONSIN

MONDAY, SEPTEMBER 12, 2016 - 7:00 P.M.

### AGENDA:

1. Call to Order
2. Clerk's Roll Call
3. Pledge of Allegiance
4. Adoption of Agenda

### PUBLIC COMMENT

### CONSENT AGENDA:

1. Approval of the Minutes from the Previous Regular Council Meeting, August 8, 2016 and Special Council Meetings, August 29, 2016
2. Application for License to Serve from Timothy W. Anders, New Richmond; Anna M. Payson, New Richmond
3. Application for Temporary Class B Beer License from Knights of Columbus at 155 East Fourth Street for September 11, 18, 25, 30, October 2, 9, 16, 23, 28, 30, November 6, 13, 20, 25, 27, and December 4, 11, 18, 30, 2016
4. Application for Cigarette License from Valu Mart at 455 South Knowles Avenue
5. Application for a Run/Walk Permit from St. Mary's School for October 8, 2016 10:00 a.m. to Noon
6. Application for a Run/Walk Permit from New Richmond Youth Hockey Association for October 22, 2016 7:30 a.m. to 11:00 a.m.
7. Skate Park Donations from the following:  
Twin Cities Orthopedics: \$500  
New Richmond 8 Theater: \$1,000  
Total Commitments: \$132,327.49  
Total Received To Date: \$90,627.49
8. Payment of VO#59689 through VO#59807 totaling \$1,187,584.94 plus electronic fund transfers of \$2,069,182.23 for a grand total of \$3,483,613.44

### DEPARTMENT REPORTS:

Administration  
Community Development  
Public Works  
Library  
Police  
Fire  
Airport

### UNFINISHED BUSINESS:

(Consideration and action on matters tabled, postponed or referred to a committee at a previous meeting)

## **NEW BUSINESS:**

(Action on newly introduced motions, ordinances, resolutions or other matters)

1. POW/MIA Presentation (Including Table Presentation) – VFW Auxiliary
2. Croft Place Apartments – Discussion/Presentation from Development Team
3. Swearing in of Officer Bradley Thompson
4. Downtown Public Art
5. Resolution #091601 - Designating Public Depository & Authorizing Withdrawal of City Moneys
6. Resolution #091602 - Designating Public Depository for Miscellaneous Public Accounts & Authorizing Withdrawal of Public Moneys
7. Resolution #091603 - 10<sup>th</sup> Annual Regional Caregiver Conference
8. **Plan Commission Recommendations:**
  - a. Certified Survey Map From City of New Richmond – Dorset Lane
  - b. Certified Survey Map from Federal Foam
  - c. Petition for Annexation from Jeff Moberg – Ordinance #486
  - d. Certified Survey Map from City of New Richmond
  - e. Resolution #091604 Preliminary Resolution Vacating a Portion of East Fourth Street
9. Resolution #091605 – Requesting Application for Exemption From County Library Tax
10. Resolution #091606 – Urban Forestry Grant
11. Police K-9 Unit
12. Mayor’s Youth Advisory Committee
13. Work Session on September 28, 2016 at 5:00 p.m.
14. Communications & Miscellaneous
15. Closed Session per State Statute 19.85 (1)(e):
  - a. TIF#6 Development
16. Open Session – Action on Closed Session Agenda
17. Adjournment

Frederick Horne, Mayor

***(THE ABOVE AGENDA IS NOT NECESSARILY IN ORDER OF PRESENTATION)***

\*\*Late Changes and Additions

***Posted: Civic Center and City Website***

If you need a sign language interpreter or other special accommodations, please contact the City Clerk at 246-4268 or Telecommunications Device for the Deaf (TDD) at 243-0453 at least 48 hours prior to the meeting so arrangements can be made.

REGULAR COUNCIL MEETING AUGUST 8, 2016 7:00 P.M.

The meeting was opened by announcing that this was an open meeting of the Common Council. Notice of this meeting was given to the public at least 24 hours in advance of the meeting by forwarding the complete agenda to the official City newspaper, The New Richmond News, and to all news media who have requested the same as well as posting. Copies of the complete agenda were available for inspection at the City Clerk's office. Anyone desiring information as to forthcoming meetings should contact the City Clerk's office.

Roll call was taken.

Members Present: Mayor Horne, Alderman Ard, Jackson, Montello, Volkert.

Members Absent: Alderman Kittel, Zajkowski, Student Representative Victoria Johnson and Jesse Stenske

The Pledge of Allegiance was recited.

Alderman Zajkowski moved to adopt the agenda as presented, seconded by Alderman Kittel and carried.

**Public Comment**

Scottie Ard read a statement from Wanda Viellieux regarding the large number of feral cats in the West Fifth Street Area.

Mike Nissek explained that he is running for St. Croix County District Attorney. He has worked as a prosecutor for St. Croix County for a long time and is running to replace the current district attorney.

**Consent Agenda**

1. Approval of the Minutes from the Previous Regular Council Meeting, July 11, 2016
2. Application for License to Serve from Jennifer L. Peterson, New Richmond; Jacquelyn R. Tallarico, New Richmond; Rochelle M. Cole, New Richmond; Ross E. Johnson, New Richmond; and Cynthia L. Rice, New Richmond
3. An Application for an Amplification Permit and Exemption from Sec. 50-87 Loud & Unnecessary Noise from Westfields Hospital & Clinic for August 9, 2016 from 5:00 to 7:00 p.m. at 535 Hospital Road
4. Application for a Run/Walk Permit for the New Richmond Heritage Road Race on September 24, 2016 at 8:00 a.m.
5. Application for a Run/Walk Permit from The Deerfield for the Alzheimer's Walk on September 17, 2016 at 9:00 a.m.
6. Application for a Run/Walk Permit from Hair Company & Spa on October 2, 2016 at 1:00 p.m.
7. Application for a Direct Seller's Permit from Mark Dickerson to Sell Area Rugs at 575 North Knowles Avenue from August 26 to September 26, 2016
8. Skate Park Donations from the following:  
Counter Family Trust: \$800

Bremer Bank: \$1,500  
Fun Fest Fundraiser: \$1,030  
Total Commitments to date: \$130,735.99  
Total Collected to date: \$86,081.74

9. Payment of VO#59580 through VO#59688 totaling \$352,314.36 plus electronic fund transfers of \$565,448.53 for a grand total of \$917,762.89
- |                          |              |
|--------------------------|--------------|
| General Fund             | \$802,400.79 |
| Impact Fees Fund         | 13,095.88    |
| Cemetery Fund            | 5,706.61     |
| Debt Service Fund        | 4,254.67     |
| Capital Projects         | 27,012.68    |
| Capital Replacement Fund | 5,257.98     |
| Landfill Cleanup Fund    | 5,778.92     |
| TIF District #10         | 150.00       |
| TIF District #6          | 7,549.67     |
| Storm Water Utility      | 14,568.68    |
| Park Land Trust Fund     | 31,987.01    |

Alderman Ard moved to approve the consent agenda with the minutes from July 11, 2016 as amended, seconded by Alderman Montello and carried.

#### **Department Reports**

Administration – Noah Wiedenfeld thanked everyone for attending National Night Out. The Rotary Lights project will be postponed until 2017. The City will be hosting the WCMA Region I meeting on August 19, 2016.

Community Development – Beth Thompson stated that there was a groundbreaking ceremony at Westfields Hospital on July 26, 2016 for their multi-phase renovation project. The primary election will be held on August 9, 2016 from 7:00 a.m. to 8:00 p.m.

Public Works – Jeremiah Wendt gave an update on street construction. Paperjack Drive will have the concrete sidewalks poured tomorrow and next week the first lift of blacktop will be done. East First Street will be paved at the same time as Paperjack Drive. Xcel had a gas main break recently. Staff met with them to discuss improvements needed. Better communication is needed. Construction has started on the skate park.

Library – Kim Hennings stated that family movie night will be on August 19, 2016 at 8:30 p.m. in Glover Park. Georgia Jones has retired. Last Tuesday evening the St. Croix County Board passed a resolution to fund 70% of the Hudson area joint library.

Police – Craig Yehlik, Police Chief, introduced the new community service officer, Nick Lubow. Craig thanked everyone for attending National Night Out. Many kids went through the squad cars and the community conversation was rolled out. They are trying to infuse the police into the community more. Craig thanked everyone for getting behind the police department in light of the turmoil with police in other areas.

Fire – Jim VanderWyst, Fire Chief, stated that he held three trainings in July, the ladder truck and the water pump have been repaired. The final repairs on the new rescue truck will be done on August 9, 2016. Firefighter I training is scheduled for the new recruits. Officer and tender/pumper/ladder classes are scheduled as well. At the National Night Out event the fire fighters did an auto extrication demonstration.

### **Mayor Fred's Reading Challenge Medals**

Kim Henning, Library Director, and other Library staff read the names of the kids receiving medals for the reading challenge and Mayor Fred shook their hands. There were 940 children and adults who participated in the summer reading program.

### **Farm, Feral & Stray Cat Program**

Tanya Borg explained that they are a non-profit organization and they serve five counties. They have a vet from Glenwood City who provides low cost spay and neuter services, as well as rabies vaccinations. They will be holding a fundraiser in Somerset at the American Legion soon. They would like more communities to support the program financially. Feral cats in the Monette Avenue area have been through the program in the past two years. They will look at the West Fifth Street area referenced by Wanda Viellieux's letter.

### **Street Naming**

The Public Works Committee recommended Harrison Street for the name of the street between Madison Avenue and Cernohous Avenue. Alderman Montello moved to accept this recommendation, seconded by Alderman Ard and carried.

### **2016 Sidewalk Construction Bids**

The following bids were received for 2016 Sidewalk Construction:

J & S Construction	\$64,707.50
Universal Services, Inc.	\$207,555.00

Staff recommended approving the low bid from J & S Construction for \$64,707.50. Alderman Montello moved to accept the low bid from J & S Construction, seconded by Alderman Ard and carried.

### **2016 Civic Center Parking Lot Maintenance**

Staff has been working with First National Community Bank, Remington Law Office and Indianhead Glass have solicited quotes for repairing and seal-coating the parking lot and alley adjacent to the civic center. The following quotes were received:

Superior Sealers	\$12,405.00 for 2016
Fahrner Asphalt Sealers	\$11,166.80 for 2017

Staff recommended contracting with Superior Sealers to perform this work in 2016. The City's share of the cost would be \$9,192, split between the City and Utilities with \$4,596 coming from the 2016 operating budget. Alderman Ard moved to accept the bid from Superior Sealers and have the work completed in 2016, seconded by Alderman Montello and carried.

### **Police Department Vehicle Bids**

Craig Yehlik, Police Chief, explained that the council approved the addition of a drug detective to be hired in 2016 and this person needs a vehicle. Craig Yehlik and Rae Ann Ailts have been looking into the options to either purchase or lease a vehicle. Alderman Montello moved to approve sending a Request for Quotes for this vehicle in mid August with a due date of mid September and delivery after January 1, 2017, seconded by Alderman Ard and carried.

### **Work Session on August 29, 2016 at 5:00 p.m.**

#### **Communications and Miscellaneous**

Jeremiah Wendt stated that the work session on August 29 will include a tour to look at projects and budget ideas. Mike Montello commended Mayor Fred Horne for the reading program.

#### **Closed Session**

Alderman Ard moved to go into Closed Session per State Statute 19.85 (1)(c)(e) to discuss Police Chief's Contract and the Borst Agreement, seconded by Alderman Montello and carried.

**Open Session**

No action was taken regarding the Police Chief's contract.

Alderman Montello moved to approve the Borst Agreement as discussed in Closed Session, seconded by Alderman Ard and carried.

Alderman Montello moved to adjourn the meeting, seconded by Alderman Ard and carried.

Meeting adjourned at 9:04 p.m.

  
Tanya Reigel  
City Clerk

SPECIAL COUNCIL MEETING  
AUGUST 29, 2016 AT 4:30 PM

Mayor Horne opened the meeting by announcing that this was an open meeting of the Common Council. Notice of this meeting was given to the public at least 24 hours in advance of the meeting by forwarding the complete agenda to the official City newspaper, the New Richmond News, and to all news media who have requested the same as well as posting. Copies of the complete agenda were available for inspection at the City Clerk's office. Anyone desiring information as to forthcoming meetings should contact the City Clerk's office.

Roll call was taken.

Members Present: Mayor Horne, Alderman Zajkowski, Volkert, Montello, Kittel, Ard, and Jackson.

The Pledge of Allegiance was recited.

Alderman Zajkowski moved to adopt the agenda as presented, seconded by Alderman Kittel and carried.

**Closed Session**

Alderman Montello moved to go into Closed Session per State Statute 19.85 (1)(e) – TIF #6 Development, seconded by Alderman Ard and carried.

**Open Session**

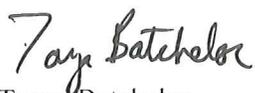
No action was taken.

**Communications & Miscellaneous**

None.

Alderman Ard moved to adjourn the meeting, seconded by Alderman Montello and carried.

Meeting adjourned at 5:15 p.m.

  
Tanya Batchelor  
City Clerk

SPECIAL COUNCIL MEETING  
AUGUST 29, 2016 AT 5:15 PM

Mayor Horne opened the meeting by announcing that this was an open meeting of the Common Council. Notice of this meeting was given to the public at least 24 hours in advance of the meeting by forwarding the complete agenda to the official City newspaper, the New Richmond News, and to all news media who have requested the same as well as posting. Copies of the complete agenda were available for inspection at the City Clerk's office. Anyone desiring information as to forthcoming meetings should contact the City Clerk's office.

Roll call was taken.

Members Present: Mayor Horne, Alderman Zajkowski, Montello, Kittel, Ard, and Jackson.

Members Absent: Alderman Volkert

The Pledge of Allegiance was recited.

Alderman Ard moved to adopt the agenda as presented, seconded by Alderman Kittel and carried.

**Budget Tour**

The following was the schedule for the budget tour:

	Estimated Arrival	Estimated Departure
Civic Center		5:30 p.m.
Paperjack Drive	5:38 p.m.	5:40 p.m.
Police Department	5:45 p.m.	6:15 p.m.
Alley – West Third St	6:18 p.m.	6:20 p.m.
Electric Shop	6:25 p.m.	6:55 p.m.
North Shore Drive	7:00 p.m.	7:05 p.m.
Skate Park	7:10 p.m.	7:20 p.m.
Airport	7:25 p.m.	7:55 p.m.
Civic Center	8:00 p.m.	

The budget tour was meant to gather information for budget purposes, no action was taken. Staff shared cost saving measures implemented within their departments in 2016 and ideas for more cost saving measures in 2017.

**Communications & Miscellaneous**

None.

Alderman Montello moved to adjourn the meeting, seconded by Alderman Ard and carried.

Meeting adjourned at 8:15 p.m.

  
Tanya Batchelor  
City Clerk

## VOUCHERS PRESENTED TO THE COUNCIL SEPTEMBER 12, 2016

VO #	PAYMENT TO:	AMOUNT
59689	REGISTER OF DEEDS	33.00
59690	MARY LOU ANDERSON	109.90
59691	MARY JANE BRIDGE	109.90
59692	SHARON FALL	111.86
59693	ALICE HEINBUCH	117.04
59694	DENNIS HOLTZ	109.90
59695	BONNIE KLOPP	111.86
59696	HENDRENA OLSON	119.13
59697	ROBERT OLSON	119.13
59698	JEAN PELLEGRINO	133.76
59699	INEZ UTECHT	125.60
59700	JAMES UTECHT	109.90
59701	PATTY VAN VYNCKT	111.86
59702	A-1 EXCAVATING INC.	287,628.18
59703	BENEFIT EXTRAS, INC.	406.50
59704	DAN CASEY	1,000.00
59705	CITY UTILITIES - INVOICES	7,693.95
59706	CITY UTILITIES - SRPS	1,020.00
59707	DELL MARKETING LP	30.00
59708	E O JOHNSON COMPANY	1,458.60
59709	ECKBERG LAMMERS BRIGGS WOLFF & VIERLING	3,497.50
59710	FRONTIER COMMUNICATIONS	772.09
59711	INDUSTRIAL HEALTH SERVICES NETWORK INC	391.80
59712	CYNTHIA MALRIAT	22.00
59713	NORTH AMERICA CENTRAL SCHOOL BUS	156.00
59714	NORTHERN BUSINESS PRODUCTS	915.77
59715	NORTHLAND SURVEYING INC	1,687.50
59716	RONKEN INDUSTRIES	360.50
59717	SKID STEER GUY LLC	54,509.40
59718	STEPHENS SANITATION - REFUSE	487.15
59719	WILLIAMSON & SILER S.C.	953.71
59720	CEDAR CORPORATION	227.50
59721	CITY OF NR - REVOLVING FUND	87.17
59722	CITY UTILITIES - OTHER	155.62
59723	CRAIG J GIBSON	68.88
59724	MOMENTUM WEST	150.00
59725	VOID	-
59726	OFFICE ENTERPRISES INC	53.42
59727	ST CROIX COUNTY	5,910.00
59728	ST CROIX COUNTY SHERIFF'S DEPT	250.00
59729	DIANNA C SUNDAY	60.00
59730	XCEL ENERGY (2)	39.73
59731	BENEDICT REFRIGERATION SERVICE INC	6,362.00
59732	BOARDMAN & CLARK LLP	136.50
59733	CITY UTILITIES - 2ND BILLING	28,298.44
59734	CITY UTILITIES - TAX ROLL	6,716.12
59735	DEPT OF CORRECTIONS	160.00
59736	DOWELL MANAGEMENT, LLC	3,000.00
59737	FRONTIER COMMUNICATIONS (2)	43.12
59738	MISIANO CONSTRUCTION & REMODELING, INC	40,000.00
59739	RUNNING, INC	10,562.08
	SUB - TOTAL	466,694.07

## SUB - TOTAL CARRIED FORWARD

466,694.07

59740	BALDWIN TELECOM	582.49
59741	A-1 EXCAVATING INC	542,900.87
59742	AMAZON (CITY)	500.96
59743	AMAZON (LIBRARY)	1,859.00
59744	AMERICINN MOTEL & SUITES	182.00
59745	APPLIED ECOLOGICAL SERVICES, INC	1,576.00
59746	BOARDMAN & CLARK LLP	351.00
59747	CEDAR CORPORATION	113.06
59748	CITY UTILITIES - 1ST BILLING	1,092.06
59749	CITY UTILITIES - INVOICES	679.08
59750	CITY UTILITIES - INVOICES	8,838.01
59751	CITY UTILITIES - INVOICES	21,718.51
59752	CITY UTILITIES - LANDFILL	609.42
59753	CITY UTILITIES - SAC CHARGES	10,668.00
59754	CITY UTILITIES - SALES TAX	389.78
59755	CITY UTILITIES - WATER IMPACT FEES	10,668.00
59756	COUNTY MATERIALS CORP	1,218.92
59757	DEPT OF ADMINISTRATION (2)	175.00
59758	DWD - UNEMPLOYMENT INSURANCE	68.33
59759	ECKBERG LAMMERS BRIGGS WOLFF & VIERLING	1,919.68
59760	ENVIRONMENTAL SYSTEMS RESEARCH INST	400.00
59761	FLEET ONE LLC	3,320.55
59762	FRONTIER COMMUNICATIONS	773.08
59763	FRONTIER COMMUNICATIONS (3)	55.87
59764	G & K SERVICES, INC	133.28
59765	GHD SERVICES INC	1,742.14
59766	HD SUPPLY WATERWORKS, LTD	27.16
59767	INDUSTRIAL HEALTH SERVICES NETWORK INC	44.90
59768	INDUSTRIAL SAFETY	409.06
59769	JACKSON, SARAH	14.00
59770	JANSMA ACCOUNTING & INVESTIGATIVE SERVICES	375.00
59771	KWIK TRIP/KWIK STAR STORES	2,756.64
59772	MONARCH PAVING COMPANY	152.06
59773	MORAN, MARK	400.00
59774	MSA PROFESSIONAL SERVICES INC	434.00
59775	NORTH AMERICA CENTRAL SCHOOL BUS	250.00
59776	NORTHERN BUSINESS PRODUCTS	246.51
59777	NORTHWAY IRRIGATION INC	39,842.00
59778	PROFESSIONAL SERVICE INDUSTRIES, INC	1,062.89
59779	RADIO SHACK (OTHER PMTS)	267.73
59780	REAS, SARAH	11.00
59781	REGISTRATION FEE TRUST	298.00
59782	RIVERTOWN MULTIMEDIA	577.68
59783	ROBERTS PUBLIC LIBRARY	25.00
59784	RUNNING, INC	5,493.50
59785	SCHOOL DISTRICT OF NR - MOBILE HOME FEES	148.54
59786	SCHULZE, MELISSA	13.00
59787	SECURIAN FINANCIAL GROUP, INC	2,145.25
59788	SHORT-ELLIOT-HENDRICKSON	33,168.08
59789	SIMON ELECTRIC INC	386.50
59790	SKOGLUND OIL COMPANY	221.62
59791	SNAKE DISCOVERY LLC	127.00
59792	ST CROIX COUNTY TREASURER - DOG LICENSES	835.25
59793	ST CROIX COUNTY TREASURER - MUNICIPAL COURT	989.10
	SUB - TOTAL	1,169,950.63

	<b>SUB - TOTAL CARRIED FORWARD</b>	<b>1,169,950.63</b>
59794	STATE OF WI - COURT FINES & ASSESSMENTS	2,279.00
59795	STEPHENS SANITATION - RECYCLING	4,065.00
59796	STEPHENS SANITATION - RECYCLING SHED	749.32
59797	TIMBERS-SELISSEN-RUDOLPH LAND SPECIALISTS	2,400.00
59798	TOP NOTCH TROPHIES	55.00
59799	US MAIL SUPPLY, INC	5,970.00
59800	VERIZON WIRELESS (CITY)	310.73
59801	VILLAGE OF SOMERSET	7.40
59802	VILLAGE OF STAR PRAIRIE	65.12
59803	WASHINGTON NATIONAL INS CO	346.90
59804	WI IEAI	270.00
59805	WI PROFESSIONAL POLICE ASSN, INC	581.00
59806	WIEDENFELD, NOAH	220.00
59807	XCEL ENERGY	314.84

**TOTAL VOUCHERS 1,187,584.94**

	<b>ELECTRONIC FUND TRANSFERS</b>	
	PAYROLL (8/19 & 9/2)	226,846.27
	DEFERRED COMP	10,310.00
	ROTH - WI	250.00
	FEDERAL W/H	90,217.76
	STATE W/H	16,210.54
	POSTAGE	2,000.00
	LT DISABILITY PREMIUMS	1,446.40
	MEDICAL PREMIUMS	82,420.88
	RETIREMENT	50,536.19
	VISA P-CARDS	22,247.56
	HRA	5,301.35
	WI-SCTF	1,804.56
	FLEX SPENDING	5,596.69
	GARNISHMENTS	236.52
	EMPLOYEE FUND	230.00
	FIREMEN DUES DEDUCTIONS	390.00
	LGIP TRANSFER	1,700,000.00
	AFLAC	1,339.73
	DELIQ STATE TAX - REMITTANCES	25.99
	LIBRARY - REST'D INVESTMENTS	-
	IMPACT FEE TRANSFERS	25,554.00
	SPORTS CENTER LEASE	-
	MISC - REFUNDS THRU PSN	-
	MISC - RESTITUTIONS	25.00
	TID FEES	-
	WPPI LOAN PMTS	1,828.40
	DEBT PMTS/BREMER LOAN PMTS	51,210.66

**TOTAL ELECTRONIC FUNDS 2,069,182.23**

**GRAND TOTAL 3,483,613.44**

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CHAIRMAN OF FINANCE COMMITTEE

9/12/2016

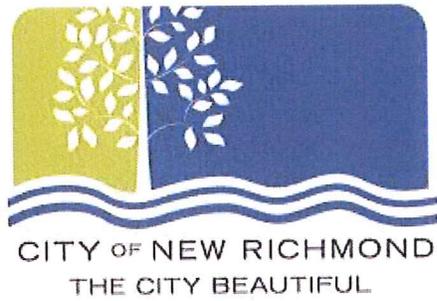
VOUCHERS	1,187,584.94
ELECTRONIC FUND TRANSFERS	
PAYROLL (8/19 & 9/2)	226,846.27
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GARNISHMENTS	236.52
EMPLOYEE FUND	230.00
FIREMEN DUES DEDUCTIONS	390.00
LGIP TRANSFER	1,700,000.00
AFLAC	1,339.73
DELQ STATE TAX - REMITTANCES	25.99
LIBRARY - REST'D INVESTMENTS	-
IMPACT FEE TRANSFERS	25,554.00
SPORTS CENTER LEASE	-
MISC - REFUNDS THRU PSN	-
MISC - RESTITUTIONS	25.00
TID FEES	-
WPPI LOAN PMTS	1,828.40
DEBT PMTS/BREMER LOAN PMTS	51,210.66
	2,069,182.23
	-
TOTALS	3,483,613.44

UNDEFINED BANK ACCOUNTS

ALL Checks

Posted From: 8/09/2016 From Account:  
Thru: 9/12/2016 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	2,325,672.89
Total Expenditure from Fund # 210 - IMPACT FEES FUND	97,728.59
Total Expenditure from Fund # 220 - CEMETERY FUND	5,386.62
Total Expenditure from Fund # 270 - CDBG - HOUSING	340.56
Total Expenditure from Fund # 300 - DEBT SERVICE FUND	53,039.06
Total Expenditure from Fund # 400 - CAPITAL PROJECTS	614,258.85
Total Expenditure from Fund # 460 - LANDFILL CLEANUP FUND	2,394.68
Total Expenditure from Fund # 560 - T.I.F. DISTRICT #6	67,056.34
Total Expenditure from Fund # 760 - STORM WATER UTILITY	235,982.47
Total Expenditure from Fund # 800 - PARK LAND TRUST FUND	75,037.26
Total Expenditure from Fund # 820 - TAX AGENCY FUND	6,716.12
Total Expenditure from all Funds	3,483,613.44



156 East First Street  
New Richmond, WI 54017  
Ph 715-246-4268 Fax 715-246-7129  
[www.newrichmondwi.gov](http://www.newrichmondwi.gov)

**TO:** Mayor and City Council

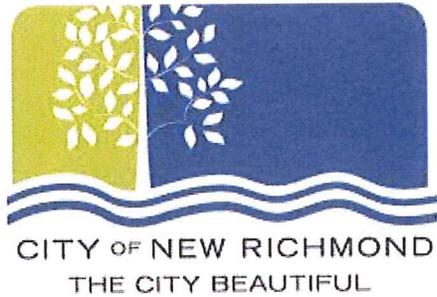
**FROM:** Tanya Batchelor, City Clerk

**DATE:** September 9, 2016

**RE:** POW/MIA Presentation

**Background**

The VFW Auxiliary will be doing a POW/MIA presentation, including the Table Presentation, at the Council meeting.



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:** Mike Darrow, City Administrator  
Beth Thompson, Community Development Director  
Sarah Skinner, Building / Zoning

**DATE:** September 8, 2016

**RE:** Croft Place Apartments – Discussion/Presentation from Development Team

### **Background**

In December of 2013 the Plan Commission held a public hearing to consider rezoning a parcel of land from C1 (Highway Commercial) to R4 (Multiple Family Residential)(see attached partial Plan Commission packet as Exhibit A). At the same meeting the concept plan was brought forward from Herman & Kittle Properties. The re-zoning request and concept plan packet from the Plan Commission meeting is attached. Also, attached are the minutes from said meeting (see attached minutes as Exhibit B).

At the Plan Commission meeting a representative from Herman & Kittle (Kyle Peterson) presented a background on Herman & Kittle, the concept for Croft Place Apartment, what rents would be (see attached Exhibit C), and answered questions. At the time of the presentation there was no opposition per the information they presented.

The rents were presented as follows:

1 bedroom apartment	\$787
2 bedroom apartment	\$945
3 bedroom apartment	\$1,091
4 bedroom apartment	\$1,243

When Herman & Kittle started to advertise these apartments for rent the rent numbers in the flyer were as follows:

1 bedroom apartment	\$397
2 bedroom apartment	\$523
3 bedroom apartment	\$725
4 bedroom apartment	\$925

Staff asked Herman & Kittle for an explanation and this was the response we received from Mike Roderer on December 14, 2015 (see attached Exhibit D):

"I have reviewed the rental rate information with our property management team and the rental rates reflected on the flyer are the starting rental rates for the workforce housing units, and there are different tiers of rental rates depending on income and bedroom size. Unfortunately Kyle Peterson is no longer with HKP, so I can't ask him where he derived the rental rates included in the presentation information, but it appears maybe he was using the maximum rental rates that could be collected under the workforce housing program. New Richmond falls within the Minneapolis-St. Paul-Bloomington, MN-WI MSA, so the 4-person AMI is very high, at almost \$87,000. Or, it's possible the scope of the project changed slightly after Kyle presented it and they market study concluded that lower rents would be achievable based on the comparable properties in the area. Either way, I should have double checked the information before resending it to you last year. Here are the rental rate ranges for each bedroom type that our property management group is advertising and feels they will be able to collect in the market place. Again, as I did indicate last year, these rates will cover households with incomes from \$18,000 to potentially \$80,000/year.

1 Bedroom units: \$397 - \$675

2 Bedroom units: \$725 - \$825

3 Bedroom units: \$825 - \$875

4 Bedroom units: \$925 - \$975

Please feel free to contact me should you have any additional questions or concerns."

City staff had a few meetings and phone conferences with representatives from Herman & Kittle during the course of construction. During our building inspections our inspector had mentioned a number of items that should be addressed quickly so as to not cause hardship in the future. Staff requested a meeting with Herman & Kittle management. That meeting took place on July 16, 2015 and staff discussed several outstanding or problem issues, and a few of those are addressed below:

1. Issues regarding mold remediation due to wet conditions
2. Issues regarding standing water on all floor levels
3. Progress on project – staff was concerned with the very slow progress

In addition to the building concerns City staff has had concerns on the timeframe for landscaping, landscaping materials, and maintenance of grass and grounds. A landscape architect was brought on board to approve the final landscaping plan (see attached Exhibit E).

For the final inspection, the City brought in the State Building Inspector. His final report stated Herman & Kittle needed to address the below issues unless they could provide documentation that the hardware and other issues met State Code:

1. Door and hardware materials
2. State requested verification on wall/ceiling details between public and residential area
3. State requested verification on building opening protection adjacent to fire walls
4. Request to move mailboxes to meet ADA requirements
5. Wellness room exits (state approved plans only showed one exit)
6. Pull station for fire alarm in one area – not required by code, but they put the pull stations in every other area
7. Handrails in the public restrooms incomplete installation

Since there was a temporary occupancy the City Building Inspector did the final inspection at the same time as the State Inspector.

Attached to this memo are a few pictures throughout the building process (see attachments – Exhibit F).

At this time, Herman & Kittle will be attending the City Council meeting to answer questions and address any additional concerns the Council may have.

Exhibit A



CITY OF NEW RICHMOND

November 25, 2013

156 East First Street  
New Richmond, Wisconsin 54017  
ph 715.246.4268 fx 715.246.7129  
www.newrichmondwi.gov

**TO ALL PLAN COMMISSION MEMBERS:**

<b>Jane Hansen</b>	<b>Ron Volkert</b>
<b>Mike Darrow</b>	<b>David Wilford</b>
<b>Bob Mullen</b>	<b>Fred Horne</b>
<b>MaryKay Rice</b>	<b>Sarah Skinner (ex officio)</b>

This is to notify you that there is a Plan Commission meeting scheduled for Tuesday, December 3, 2013 at 5:00 p.m. in the Council Chambers of the Civic Center, 156 East First Street, City of New Richmond, WI.

**AGENDA:**

1. Roll Call
2. Adoption of Agenda
3. Approval of the minutes from the previous meeting, November 19, 2013
4. Public Hearing to Consider the Following:
  - a) A Request for Rezoning from Derrick Companies for property located on the corner of Doman Drive and Croft Street. Property is described as Lot 59 and Part of lots 58 and 60 of Richmond Heights Third Addition Block 2. Property is currently zoned (C1) Highway Commercial and requested to be rezoned to (R4) Multiple Family Residential.
5. Action on Public Hearing Agenda
6. Concept plan from Herman & Kittle Properties
7. Site Plan & Storm Water for Burger Brothers LLC
8. Communications and Miscellaneous
9. Adjournment

**Fred Horne,  
Mayor**

**cc:**

<b>The News</b>	<b>Northwest Cable</b>	<b>City Website</b>
<b>Ron Siler</b>	<b>Mike Demulling</b>	<b>Bob Meyer</b>
<b>Tom Rickard</b>	<b>Dan Licht</b>	<b>Jim VanderWyst</b>
<b>Mark Samelstad</b>	<b>Beth Thompson</b>	<b>Dennis Holtz</b>
<b>Nancy Petersen</b>	<b>Herman Kittle Properties</b>	<b>Burger Brothers LLC</b>
<b>Derrick Development</b>	<b>Paperjack Plaza LLC</b>	<b>Convenience Store Investment</b>
<b>Singh Restaurant Operations</b>	<b>Paperjack Square LLC</b>	<b>Morales &amp; Associates</b>

If you need a sign language interpreter or other special accommodations, please contact the City Clerk at 246-4268 or Telecommunications Device for the Deaf (TDD) at 243-0453 at least 48 hours prior to the meeting so arrangements can be made.



3601 Thurston Avenue N, Suite 100  
Anoka, MN 55303  
Phone: 763.231.5840  
Facsimile: 763.427.0520  
TPC@PlanningCo.com

## MEMORANDUM

TO: Beth Thompson  
FROM: Daniel Licht, AICP  
DATE: 26 November 2013  
RE: New Richmond – Croft Place Apartments  
TPC FILE: 164.02

## BACKGROUND

Herman & Kittle Properties Inc. has submitted plans for development of a 52 unit multiple family building to be constructed at the northwest corner of Doman Drive and Croft Street. The Development Review Committee discussed the plans at their meeting on 7 November 2013. The concept plan and a rezoning of a portion of the subject site from C-1 District to R-4 District will be reviewed by the Plan Commission at their meeting on 3 December 2013.

## ANALYSIS

**Zoning.** The subject site is zoned R-4, Multiple Family Residence District and C-1, Highway Commercial District. The development as proposed would require approval of a Zoning Map amendment rezoning the entire site to R-4 District. Such a rezoning may be appropriate for the subject site, which is behind existing commercial uses to the west and north with townhouse uses to the east across Doman Drive. The subject site lacks visibility that would make the location a prime retail site but it may be viable for an office or service business. A multiple family development at this location fronting Doman Drive with oriented architecturally to the corner of Doman Drive and Croft Street would serve as desirable a transition in land use between the surrounding commercial and residential uses and also provides additional market support for the adjacent businesses. City staff supports the proposed rezoning of the subject site.

**Building Orientation and Design.** The subject site is a corner lot with existing commercial development to the north and west abutting the interior lot lines. The building floorplan indicates an "L" configuration to the building fronting Doman Drive and Croft Street creating a prominent architectural emphasis at the intersection and along

both streets. There is a tot lot as a building amenity at the west end of the building visible from Croft Street. The building arrangement also provides screening of the parking area at the rear of the building and moves the apartment units away from the rear of the adjacent commercial uses.

The submitted building elevations indicate a brick facing on the first floor with a fiber cement panel for the three residential floors above. The overall design of the building is attractive with articulated building sections creating a varied façade and roof line. The R-4 District allows a principal building height of 45 feet so the four story structure will be within this limit.

**Landscaping.** The submitted plans do not include a landscape plan. The site plan indicates that the subject site will have 19.3 percent building coverage and the parking area leaves minimal open space within the subject site. A landscaping plan will be required and will need to provide for boulevard treatment along Doman Street and Croft Street and use plantings as a buffer between the subject site and commercial uses to the north and west. The landscape plan is subject to review and approval of City staff.

**Lot Requirements.** The table below outlines the minimum lot requirements of the R-4 District, which is based on a 10,000 square foot minimum lot area for the first apartment unit plus 2,000 square feet for each apartment unit thereafter. The subject site consists of five separate lots that will need to be combined into one parcel to allow for development of the proposed use.

	Lot Area	Lot Width
Required	110,000sf.	100ft.
Subject Site	155,074sf.	385ft.

**Setbacks.** The table below outlines the minimum setback requirements of the R-4 District that would be applicable to the subject site and are shown to be complied with on the site plan.

Setbacks			
Doman	Croft	West	North
25ft. or bldg. height		10ft.	35ft.

**Sidewalks.** The site plan indicates sidewalks along Doman Street and Croft Street the full width of both lines of the subject site.

**Access.** The subject site has vehicle access to off-street parking areas off of Croft Street at a single driveway. This access location will need to be revised in consideration of the site plan changes recommended by City staff but should be setback as far west as possible on the south lot line to maximize spacing from the Doman Drive and Croft Street intersection.

**Off-Street Parking.** Section 121-346(7) of the Zoning Ordinance requires multiple family uses to provide two parking stalls per dwelling unit. Based on these requirements, a minimum of 104 parking stalls must be provided plus additional stalls for the retail space for which the floor area is not provided. The site plan provides 113 parking stalls includes four disability stalls to meet the requirements of the Americans with Disabilities Act.

There are also 12 stalls shown in two detached garage structures. The plans for the garage structures must be submitted showing that they will be constructed of the same materials as the principal building. The location of the detached garage buildings on the north and west property lines serve as a barrier between the subject site and adjacent commercial uses.

Section 121-346(3)b of the Zoning Ordinance requires the parking area to be setback 15 feet from a public right-of-way and Section 121-346(6) of the Zoning Ordinance requires a four foot setback from an interior lot line. The parking stalls and drive aisle adjacent to the south property lines are within the required 15 foot setback and the site plan must be revised.

Section 121-346(4) requires the off-street parking area to be surfaced with material to control dust and capable of supporting a 4,000 pound axle weight with painted stripes to mark the stalls. Section 121-346(6) further requires the parking area be surrounded by concrete curb or curb barriers. These details are shown on the submitted site plan and are subject to review and approval by the City Engineer.

**Trash.** The submitted plans indicate an exterior trash enclosure. Plans for the trash enclosure must be submitted indicating that the structure is to be constructed of the same materials as the principal building.

**Exterior Lighting.** If the concept plan is approved, the applicant must prepare a plan indicating the location of all exterior light fixtures. The lighting plan must detail the type, height and illumination pattern of all light sources and is subject to review and approval by City staff.

**Grading Plan.** The site plan does not appear to provide space for onsite stormwater management. The applicant will be required to prepare a grading plan and stormwater calculations for review and approval of the Public Works Director if the project moves forward from a concept plan review application.

**Utility Plan.** The submitted plans do not include a utility plan for connection to sanitary sewer, water and electric utilities. These plans are required to be submitted following concept plan approval and are subject to review and approval of City staff.

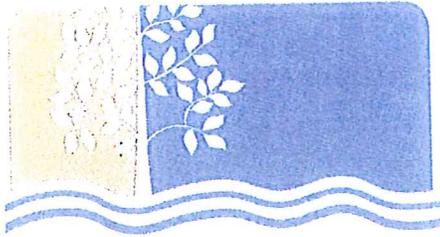
## **RECOMMENDATION**

City staff is supportive of the proposed development of the subject site with an apartment building as an appropriate transitional land use for this location that additionally provides market support for adjacent commercial businesses. Our office and City staff recommends approval of the applications as outlined below.

## **POSSIBLE MOTION**

Motion to recommend City Council approval of a rezoning to include the entire property within the R-4 District and approval of a concept plan for a multiple family use development subject to the following stipulations:

1. The submitted plans require the following applications:
  - a. CSM combining the subject site into a single parcel.
  - b. Site and Building Plan review.
2. The applicant must submit the following additional plans if the development proposal proceeds beyond a concept plan review application.
  - a. Building plans for detached garage structures and trash enclosure.
  - b. Landscape plan.
  - c. Exterior lighting plan.
  - d. Grading plan and stormwater calculations for review and approval of the Public Works Director.
  - e. Utility plan subject to review and approval of City staff.



**NEW RICHMOND**  
actively inviting | naturally authentic  
W I S C O N S I N

**City of New Richmond**  
156 East First Street ❖ New Richmond, WI 54017  
Phone: (715) 246-4268 ❖ Fax: (715) 246-7129

**APPLICATION TO REZONE**  
City Ordinance Section 121-80  
www.newrichmondwi.gov

**APPLICATION FEE: \$250**

*Application fee should be made payable to City of New Richmond upon submittal of completed application.*

Please complete the application by typing or printing in ink. Use additional paper if necessary.

**1. Property Owner Information:**

Company name: Derrick Companies  
Last name: William First name: Derrick  
Address: 1505 Highway 65, P.O. Box 445 City/State/Zip: New Richmond, WI 54017  
Phone number: (715) 246-2320 Email address: bill@derrickbuilt.com

**2. Applicant Information: (if different from above)**

Company name: Herman & Kittle Properties, Inc.  
Last name: Peterson First name: Kyle  
Address: 112 E. North Avenue City/State/Zip: Lake Bluff, IL 60044  
Phone number: (317) 964-1928 Email address: kpeterson@hermankittle.com

**3. Address(es) of Property Involved: (if different from above)**

233 Croft Street and 1565 Domain Drive New Richmond, WI 54017

**4. Zoning Change Requested: Complete item 5a and/or 5b as appropriate for your application.**

**a. Zoning Map Change:**

Existing Designation(s): C-1  
Proposed Designation(s): R-4

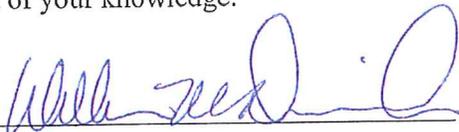
**5. Reason for Zoning Change:** In approving a request for rezoning a property or amending the zoning text, one or both of the following circumstances must be evident; indicate which of the following best characterizes the reason that the intended use is not allowed by the existing zoning designation.

- A mistake was made when the existing zoning text or map was approved.
- Circumstances have changed since the original zoning that now justifies a change.

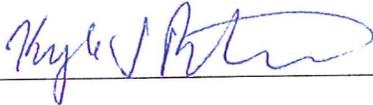
**6. Additional Required Information:**

- a. **Legal Description and PIN:** Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- b. **Written Narrative:** The narrative should describe in detail the nature of the intended use, why you believe the use is not permitted by the existing zoning, and how the use would be permitted under the proposed rezoning or zoning text amendment. Narratives should also state whether any additional land use applications (e.g., conditional use Permit or variance) would be necessary to accommodate the intended use in compliance with the requirements of the proposed zoning change.
- c. **Consultant Fees:** Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g., traffic study analysis), the applicant shall be responsible for paying the entirety of those costs.
- d. **Other Information:** In addition to the written narrative, a full size site plan, topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by City Staff.

7. **Signature(s):** By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: 

Date: 11/4/13

Applicant: 

Date: 11/2/13

Fee Paid: \$250

Date: 11/5/13

Receipt # 58682

Zoning change applications must be received by the first Thursday of each month; applications received after this date cannot be heard at the Planning Commission meeting the following month.





**NEW RICHMOND**  
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W I S C O N S I N

**City of New Richmond**  
156 East First Street ❖ New Richmond, WI 54017  
Phone: (715) 246-4268 ❖ Fax: (715) 246-7129

CITY ORDINANCE SECTION 117  
www.newrichmondwi.gov

- SITE PLAN/STORM WATER REVIEW FEE: \$250.00 ESCROW: \$500.00
- CONCEPT PLAN FEE: \$150.00 ESCROW: \$500.00
- CERTIFIED SURVEY MAP FEE: \$200.00 ESCROW: \$500.00
- AMENDED CERTIFIED SURVEY FEE: \$200.00 ESCROW: \$500.00

*Application fees should be made payable to City of New Richmond upon submittal of completed application. Escrow funds will be drawn to cover project-related costs. Additional funds may be required; surplus funds will be returned.*

Please complete the application by typing or printing in ink. Use additional paper if necessary.

**1. Property Owner Information:**

Company name: Derrick Companies  
Last name: William First name: Derrick  
Address: 1505 Highway 65, P.O. Box 445 City/State/Zip: New Richmond, WI 54017  
Phone number: (715) 246-2320 Email address: bill@derrickbuilt.com

**2. Applicant Information: (if different from above)**

Company name: Herman & Kittle Properties, Inc.  
Last name: Peterson First name: Kyle  
Address: 112 E. North Avenue City/State/Zip: Lake Bluff, IL 60044  
Phone number: (317) 964-1928 Email address: kpeterson@hermankittle.com

**3. Address(es) of Property Involved: (if different from above)**

233 Croft Street and 1521, 1533, 1547, and 1565 Domain Drive New Richmond, WI 54017

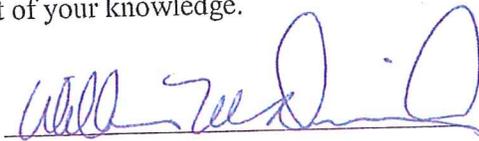
**4. Zoning Designation: R-4 and C-1**

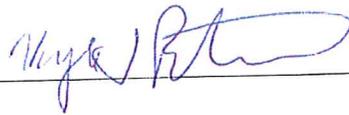
**5. Statement of Intent:** Briefly describe what will be done on or with the property: The applicant would like to construct an apartment community on the property consisting of approximately 52 units.

**6. Additional Required Information:**

- a. **Legal Description and PIN:** Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- b. **Consultant Fees:** Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g., traffic study analysis), the applicant shall be responsible for paying the entirety of those costs.
- c. **Other Information:** In addition to a full size site plan and an 11" x 17" copy, topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by City Staff.

7. **Signature(s):** By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner:  Date: 11/4/13

Applicant:  Date: 11/2/13

Fee Paid: \$650 Date: 11/5/13 Receipt # 58682

**Zoning change applications must be received by the first Thursday of each month; applications received after this date cannot be heard at the Planning Commission meeting the following month.**

## **Proposed Apartment Community**

We are proposing an apartment community with approximately 52 apartment homes. The development will consist of 1, 2, 2, & 4 bedroom apartments. All units will include a balcony/patio. The apartment community we are proposing is defined by the following principal factors:

### Critical Workforce

Our housing project is intended to appeal to gainfully employed, essential workers in the community (i.e. police officers, firemen, teachers, nurses and medical technicians, office workers, etc).

### Targeted Population

Income levels of the population we are targeting will be approximately \$42,000 for a family of four.

### Proximity

Most appropriately the proposed apartments are located in or near employment centers (as opposed to distant suburbs), near public transportation and near services such as grocery stores, clinics/hospitals, schools, etc.

### Rents

Rents are currently \$787 for a 1 bedroom, \$945 for a 2 bedroom, \$1,091 for a 3 bedroom and \$1,243 for a 4 bedroom.





**HERMAN & KITTLE  
PROPERTIES, INC.**  
390 East 96th Street, Suite 300  
Indianapolis, IN 46240  
(317) 846-2111  
www.hkmanhkt.com

CONFIDENTIAL REVIEW OF DOCUMENTS  
THIS DOCUMENT IS THE PROPERTY OF HERMAN & KITTLE PROPERTIES, INC. AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF HERMAN & KITTLE PROPERTIES, INC.

SEAL

PROJECT TITLE

**GROFT PLACE APARTMENTS  
CROFT ST. & DOMAIN DR.  
ST. CROIX COUNTY  
NEW RICHMOND, WI 54017**

SHEET TITLE

**ARCHITECTURAL  
ELEVATIONS**

BOARD NO.	DATE
CITY	REVISION
REVISIONS	DATE
MARK EXPLANATION	DATE
DATE PREPARED	DATE

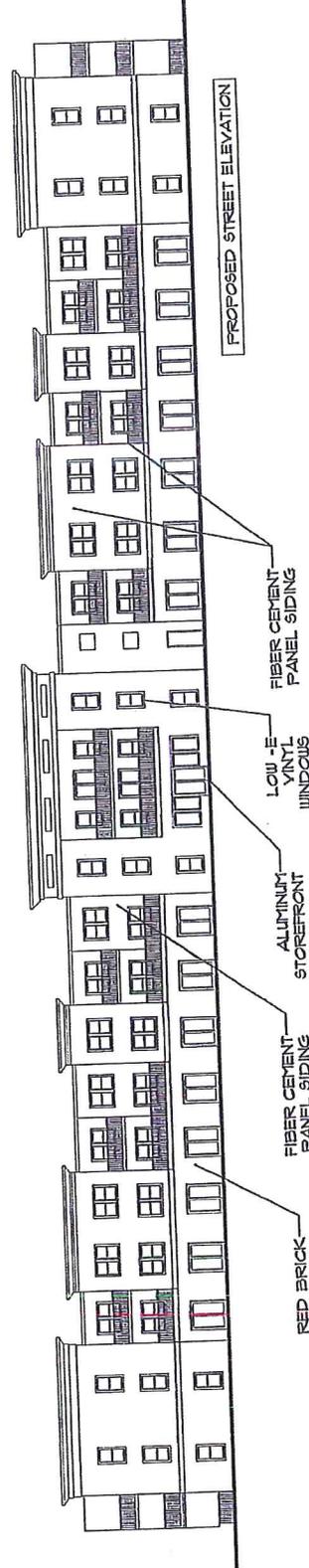
JOB NO. **13-\*\*\***

SHEET NUMBER

**A.200**



**BUILDING STYLE**



RED BRICK

FIBER CEMENT  
PANEL SIDING

ALUMINUM  
STOREFRONT

LOW-E  
VINYL  
WINDOWS

FIBER CEMENT  
PANEL SIDING

PROPOSED STREET ELEVATION

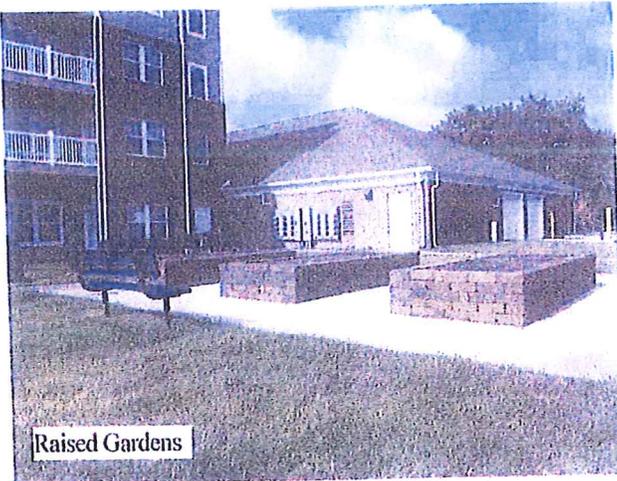
*Preston Pointe* — Built by Herman & Kittle Properties, Inc.



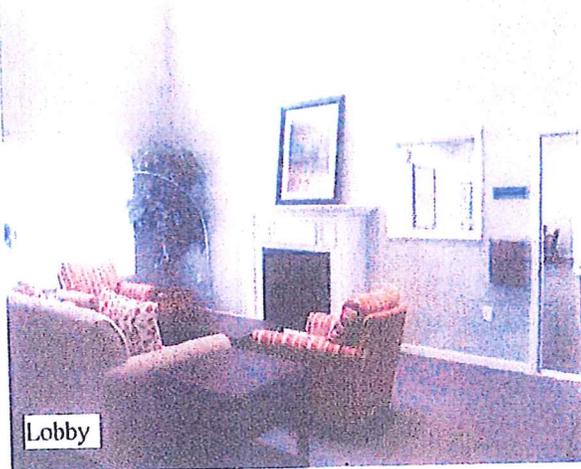
Exterior - Entrance



Outdoor Patio w/ Grilling Area



Raised Gardens



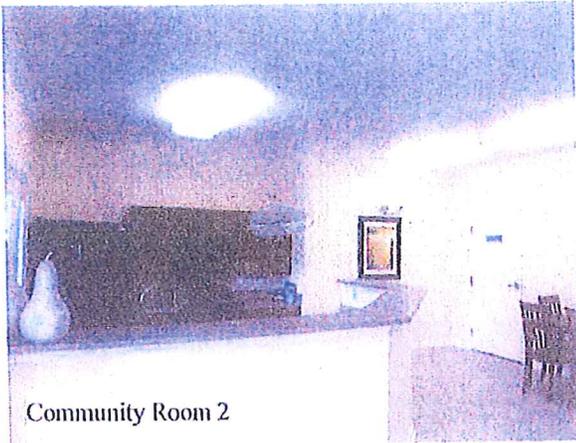
Lobby



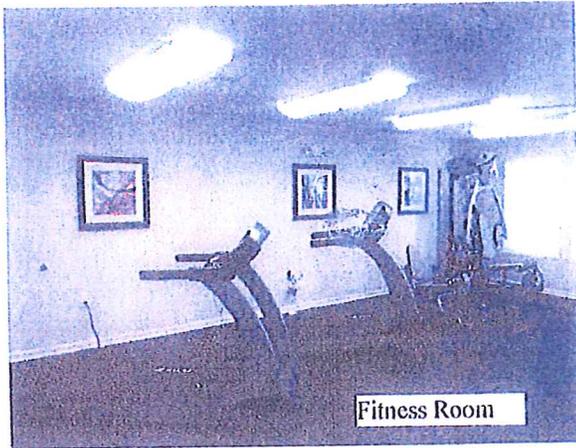
Lounge



Community Room 1



Community Room 2



Fitness Room



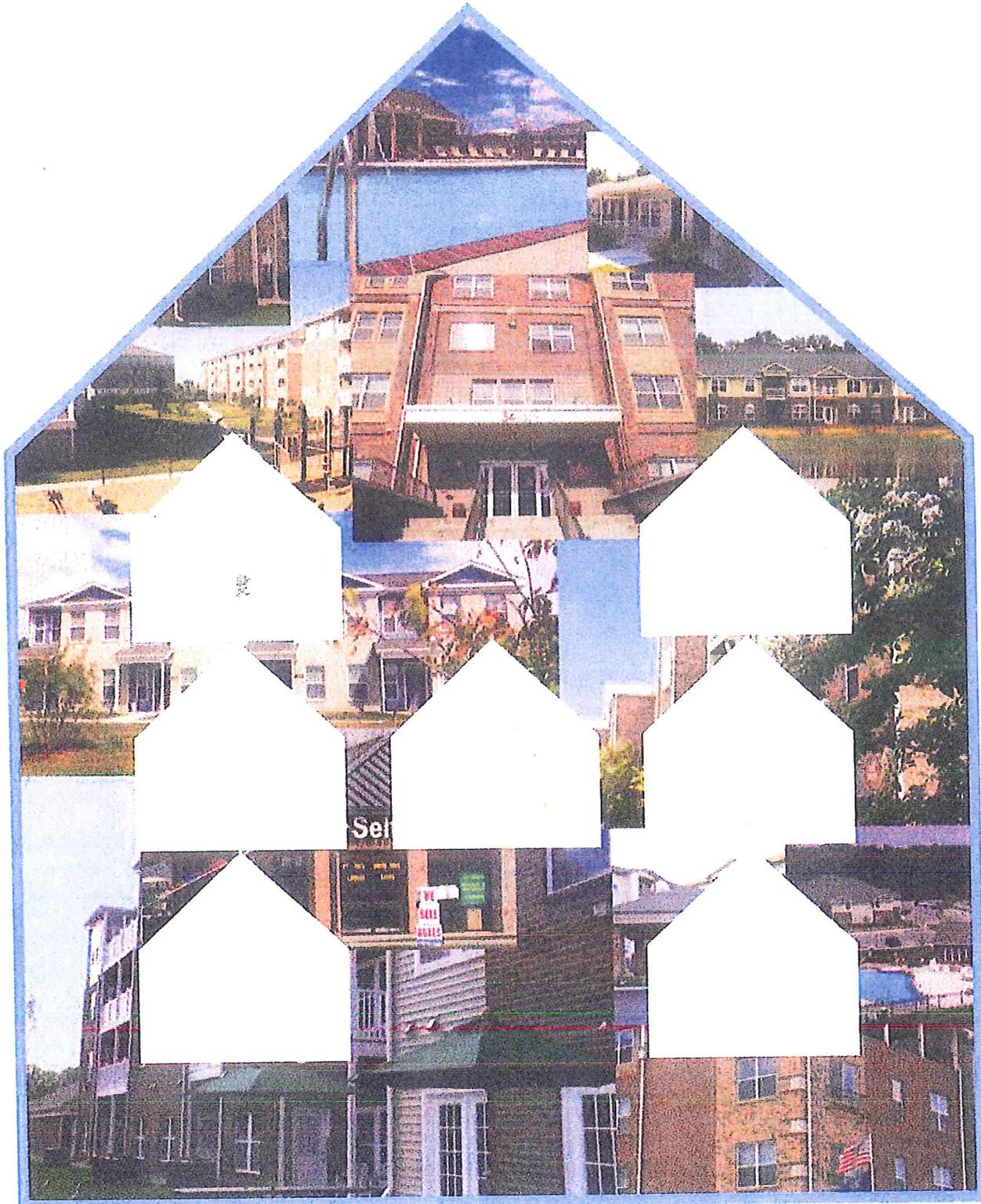
Rental unit living area



Kitchen

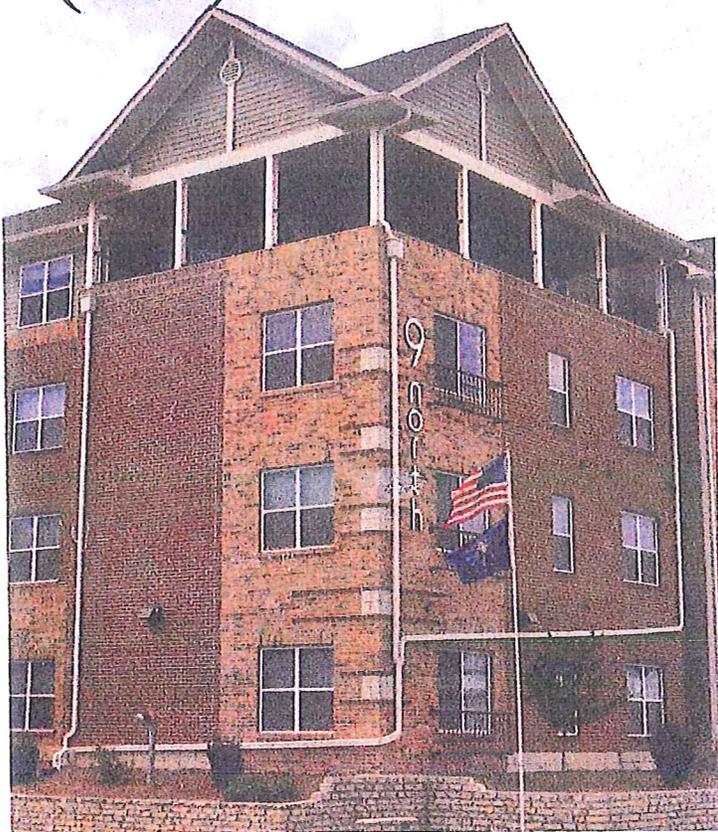


# HERMAN & KITTLE PROPERTIES, INC.



Real Estate Development • General Contracting • Property Management

not just  
another  
developer



#### Our Mission and Values

We create value through real estate. That's our mission at Herman & Kittle Properties, Inc. (HKP) and it's one we believe can only be pursued as a team. Whether it's building a new apartment community, developing new storage technologies, providing ROI for investors or holding a community fundraiser - we do it as a team. Our ability to take a development from just a thought scribbled on paper to a physical reality that provides a valuable service can only be accomplished by leveraging the internal talents and expertise of our cross functional team. We are what make HKP strong and competitive.

At HKP, we hold three values clear: Culture, Community and Commitment. We call them "The 3 C's" and we strive to make sure our work reflects these values. When taken individually, each "C" is important. Together, they are vital to the way we do our business.

#### About Us

HKP is the successor to companies that have been around since 1948, and has developed and managed multi-family homes for over 60 years.

We develop, build, manage and own multi-family rental housing and self-storage facilities. HKP has developed and managed high-quality apartment complexes and self-storage facilities throughout the Midwest and the Gulf Region.

Our most valuable asset - our team - has extensive experience in property development, real estate finance, multi-family housing construction, and property management and compliance. Our vertically integrated structure means we have the experience and the expertise on hand to successfully offer partners the services and products that will complete a project from beginning to end.

Our employees take great pride in making the development, financing, construction and management processes easy for our partners. We are flexible enough to ensure that our work meets the vision and goals of our partners, whether non-profit organizations, community groups or government agencies. We value the ability to adapt to our partners' needs, allowing them to be as involved as they want to be.

HKP is consistently ranked among the top developers of affordable housing as we relentlessly pursue leadership in the property development industry. Our turnkey approach empowers our team to provide a product of the utmost quality, as well as trustworthy, organized and strategic services to our customers and partners.

[mission]  
create value

( leading  
the pack )

**[Jeffrey L. Kittle]**  
President & CEO

Jeff is responsible for directing the senior management team, strategic initiatives, new opportunities, and financial results.

Jeff is also responsible for the ownership and management of over 100 properties in eight states. These developments, which include over 8,200 apartment homes and over 12,000 self-storage units, have utilized some form of conventional or government financing including housing tax credits, and/or tax-exempt bond financing, the United States Department of Agriculture, HUD, and the Federal Home Loan Bank. All totaled, HKP's portfolio represents more than \$500 million in investments.

With Jeff's help, HKP was recognized as Affordable Housing Finance's 21<sup>st</sup> largest affordable housing developer and Inside Self-Storage's 55<sup>th</sup> largest self-storage owner. Over the last several years Jeff has been active within the apartment and self-storage industry, including sitting on the steering committee for the National Association of Home Builders Housing Credit Group as well as the Self Storage Association's Large Operator's Council. Jeff is a member of the Young Presidents' Organization and has served as the featured speaker at several industry conferences.

Jeff previously worked at the Indiana Housing Finance Authority (now known as the Indiana Housing and Community Development Authority) as a Senior Financial Analyst. In addition to issuing single and multi-family mortgage revenue bonds, Jeff helped finance more than \$175 million of affordable housing across Indiana.

An Indianapolis native, Jeff graduated Phi Beta Kappa from Indiana University with a Bachelor of Arts degree. Later he attended Indiana University's Kelley School of Business where he earned his Master of Business Administration in Finance. Currently Jeff is active in various community and civic organizations in Indianapolis, where he lives with his wife and two daughters.



**[Todd E. Sears, CFA®]**  
Executive Vice President - Portfolio & Corporate Finance

Todd oversees HKP's newly formed portfolio management function and corporate finance activities. He also serves as a member of the senior management team of HKP.

Todd was previously the Executive Vice President of the Indianapolis Neighborhood Housing Partnership (INHP) from 2010 through 2015. He completed approximately \$25 million of mortgage asset securitizations and the creation of two bank-financed loan pools (each over \$20 million).

Todd's career also includes two areas of state government: first, in various positions at the Indiana Housing Finance Authority (IHFA, now known as the Indiana Housing and Community Development Authority), including Deputy Director, and second, as the Executive Secretary of the Indiana State Board of Tax Commissioners. His responsibilities at IHFA covered a variety of areas such as single-family homeownership programs, multi-family rental housing activities, and community development funding. While at the Tax Board, Todd focused on policy areas related to residential property and reassessment.

Todd's previous work experience includes Arthur Andersen LLP and First Chicago NBD (now part of JPMorgan Chase & Co.). Both of these experiences focused on commercial real estate in various forms including lending, valuation, and analysis.

Todd received a Bachelor of Science in Finance from the Honors Program of the Business School at Indiana University and graduated with Distinction. In 2007, he received a Masters in Economics from Indiana University (IU/EUPUI). In 2008, Todd earned the Chartered Financial Analyst designation from the CFA Institute.

Todd serves on the board of the Coalition for Homelessness Intervention and Prevention and the CFA Society of Indianapolis. He is a member of the Affordable Housing Advisory Council of the Federal Home Loan Bank of Indianapolis.

**[R.J. Pasquesi, CFA®]**  
Executive Vice President - Development & Finance



R.J.'s role is to lead a team responsible for the generation and closing of the firm's development and acquisition pipeline. This includes the strategic use of capital markets for transaction financing. R.J.'s work at HKP encompasses equity and lender relationships, project specific financing issues, and growing the portfolio through the development and acquisition of conventional and Section 42 affordable apartment communities, as well as self-storage facilities. R.J. also serves as a member of the senior management team.

Since joining the company in 2006, R.J. has developed and financed over 2,600 apartment homes totaling more than \$250 million in investments. Additionally, he has developed over 600,000 square feet of self-storage totaling more than \$45 million in investments.

Prior to joining HKP, R.J. worked for Affinity Real Estate, LLC. Affinity, while working at Affinity, he developed real estate investment strategies through financial and market analysis for over thirty clients. R.J. also worked at Bank of America in two different groups - Investment Banking and Portfolio Management. While in the Investment Banking Group, he was responsible for developing corporate finance models to analyze capital structures, acquisitions / divestitures, and corporate valuations. In the Portfolio Management Group, R.J. assisted in the negotiating and structuring of senior bank debt facilities.

R.J. received his Bachelor of Science from the Kelley School of Business at Indiana University. In 2003 he earned his Chartered Financial Analyst (CFA) designation and is a member of the CFA Institute and the CFA Society of Indianapolis. R.J. currently lives in the Indianapolis area with his wife and two daughters.



## [Jeffrey R. Guzzi]

Executive Vice President - Chief Operating Officer



Jeff oversees our Accounting and Information Technologies Departments, and leads the company in operations efficiencies. Since joining HRP in 2007, Jeff has doubled the productivity of the Accounting Department, overseen the implementation of multiple software systems to optimize the company's day-to-day business operations and has led the transformation to a paperless office.

Prior to joining HRP, Jeff was the Senior Controller for HDG Manor Capital Group, LLC and was responsible for all financial reporting and analysis, budget preparation, and accounting operation for HDG Manor companies.

Jeff also spent five years as a public accountant, followed by six years in corporate accounting as Accounting Supervisor of a national long-term healthcare provider, and Corporate Controller of a manufacturing company. He spent two years as a shareholder of Force Equipment Corporation, a manufacturer of used construction equipment.

Jeff graduated from Purdue University with a Bachelor of Science degree in accounting, is a Certified Public Accountant, and a Chartered Global Management accountant. Jeff is also a member of the Indiana CPA Society as well as the American Institute of Certified Public Accountants. He currently resides in Brownsburg with his wife and two daughters.

## [Jay R. Kellogg]

Executive Vice President, Construction

Jay is responsible and accountable for the overall day-to-day operation and performance of our entire construction and design departments. With his design staff, Jay's team institutes s, plans, provides full construction drawings, construction estimates, centralized purchasing services, interior design oversight and LEED/Green Building support. The construction team manages site development, demolition, infrastructure utilities/roads, building construction and multimodal LEED/Green Building construction practices.

Prior to joining HRP in 2007, Jay was the Director of Development at Beazer Homes in Brea, California. Jay was responsible for overseeing offsite purchasing and contracting for all development, from initial land acquisition to project build-out. He also developed budgets, managed offsite development activities for 21 active communities and worked directly with state, local and federal agencies on encroachment type permits involving negotiations to get final agency approvals.

Jay has also worked as Vice President of Construction Operations for Empire Land, LLC in Ontario, California. There he oversaw all aspects of offsite development for over 33,000 residential tract lots and established competitive bidding protocols throughout California, Nevada and Arizona.

Jay is fluent in Spanish and attended Clarion State University with studies in Computer Science, Mathematics, and Spanish and holds a Green Associate credential for LEED building practices. Jay lives in Zionsville, Indiana with his wife and 3 of their 5 children. He is also an active member of Connection Point Community Church in Brownsburg and enjoys small game hunting.



## [Pat O'Connor]

Executive Vice President



Pat joined the company in July 2012 and is responsible for setting up HRP's capital markets activities and the formation of HRP's Broker/Dealer, Eagle Capital Company, LLC, to raise money for real estate projects.

Pat comes to HRP with over 30 years of experience in all aspects of real estate lending and equity finance. Prior to joining HRP, he spent 18 years at House Investments as Director of Acquisitions. He was responsible for the origination of real estate equity transactions, as well as preferred equity and mezzanine loan opportunities. Previous to House Investments, Pat spent 15 years with Banc One Mortgage Company/Banc One Capital Company as a Vice President of Originations and Underwriting for construction loans and permanent loans under the FHA, Fannie Mae, and Freddie Mac programs, as well as for insurance companies.

Pat has a BA in Economics from Indiana University and an MBA from the University of Indianapolis. He has also completed professional course work in real estate valuation through the American Institute for Real Estate Appraisers. Born and raised in Indianapolis, Pat is active in various community and civic organizations, and enjoys coaching sports at the grade school and high school level. Pat is married with three children.

## [David Thompson]

Executive Vice President & General Counsel



David joined HRP in 2007. David oversees HRP's Legal Department, which is responsible for all legal issues for the company. David also serves as a member of the senior management team. David's areas of legal expertise include real estate development and finance, Section 42 tax credits, corporate law and commercial law. During David's ten years at HRP, he has handled over 50 real estate closings and has seen the company's portfolio grow from a dozen properties in two states to over one hundred properties in eight states.

David has been practicing law in Indiana for 15 years. Prior to joining HRP, David was an Associate at the firm of Leg Miller in Indianapolis, where he was a member of the Real Estate Department and represented developers and property owners in a variety of real estate transactions. Prior to that, David worked as an Associate at the firm of Wooten & McLaughlin in Indianapolis, where he represented lenders and program owners in real estate loans, real estate development, trademark issues and estate planning.

David graduated Magna Cum Laude from Brigham Young University with a Bachelor of Arts degree in 1993 and earned his law degree from Columbia University in 1997. He is licensed to practice law in Indiana and is a member of the Indiana State Bar Association and the Association of Corporate Counsel.

In his spare time, David volunteers for the Boy Scouts of America and enjoys traveling, cooking, reading, camping and hiking with his wife and their four children.

## [Stephen A. Lavery]

Vice President, Property Management



Steve is responsible for our Apartment and Self-Storage groups. Steve focuses on delivering financial results by developing strong teams to run HRP's properties. Since joining HRP in 2003, Steve has continually sought innovative ways to optimize performance and ROI through technology and training. He has also been responsible for growing the Property Management and Accounting arm of our business.

Prior to HRP, Steve was the Senior Vice President for Empiman Property Management, Inc. There he managed a business unit of 5,000 to 9,400 apartment units, focusing on revenue enhancement and cost control. He also played a key role in guiding the company through three mergers.

Steve was also the Senior Vice President of Equity Residential (which merged with Empiman in 2008). In his role at Equity, Steve managed a business unit between 5,000 to 6,000 apartment units and assisted in the implementation of increased technological capabilities at properties, a divisional purchasing program, marketing initiatives and strategic plans for properties in challenging markets.

Steve has earned a Bachelor of Science in Journalism and a Masters of Sports Administration/Facility Management, both from Ohio University. He is a Certified Property Manager (CPM) and sits on the Board of Directors for both the Indiana Apartment Association and the Residential Property Management Program at Ball State University. Steve is also on the Board for the IU/UFU Athletics Club. In his spare time, he enjoys SCUBA diving, reading and BBQing with his family at the Indy 500.

## [Kelly Gangli]

Vice President - Human Resources



Kelly joined HRP in 2010. Kelly leads and provides direction for all human resource and marketing initiatives. In this role, she provides oversight for all employment related activities, including recruiting, selection, hiring, training, benefits, government requirements, employee relations and training.

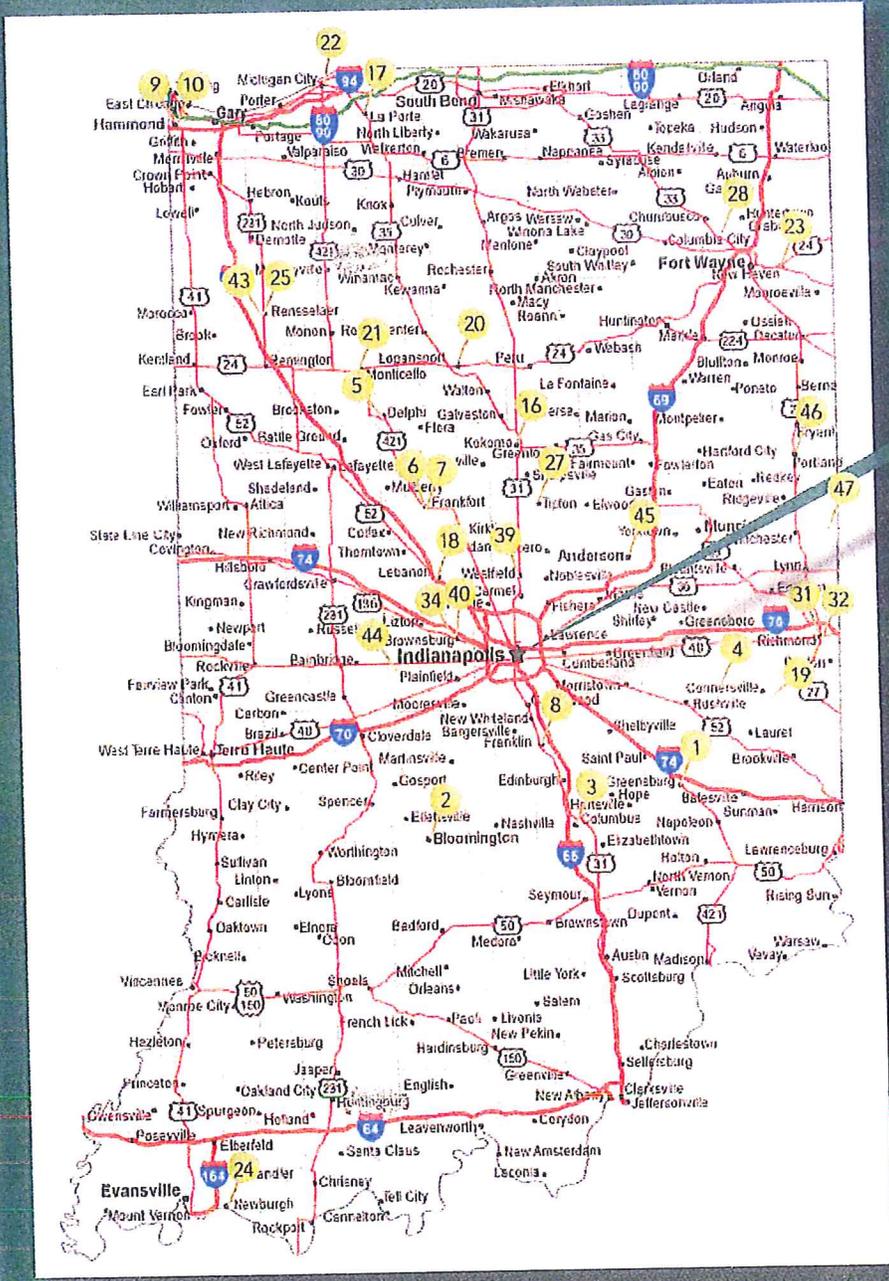
Kelly has over 22 years of experience in Human Resource Management. Prior to joining HRP, she served as the Director of HR for the Indianapolis division of IBM, first as HR and as the Employment Manager at IBM Direct before that.

Kelly earned her BSBA Degree from Ohio State University with a major in Human Resource Management. In addition, she obtained SPHR Certification in 2009. As a member of the Human Resource Professional Development Association (HRPDA), Kelly is currently serving on the marketing committee of the HRPDA Board.

In her free time, Kelly volunteers as an English as Second Language tutor for Indy Reads. She also enjoys reading on her own, exercising and spending time with her family.

[apartments]  
i n d i a n a

HERMAN & KITTLE  
PROPERTIES, INC.  
hermankittle.com



# [apartments]

i n d i a n a

Name	Number of Apartments	City	Name	Number of Apartments	City
1. Canterbury House	64	Batesville	34. Broadstone Pointe*	76	Brownsburg
2. Canterbury House	208	Bloomington	35. Beacon Pointe	68	Greenwood
3. Canterbury House	144	Columbus	36. Pine Glen	176	Indianapolis
4. Conner Court†	128	Connersville	37. Preston Pointe*	76	Indianapolis
5. Water Tower Place**	32	Delphi	38. The Enclave†	75	Indianapolis
6. Spring Brook	64	Frankfort	39. The Commons†	72	Westfield
7. Frankfort Place*	36	Frankfort	40. The Commons†	72	Brownsburg
8. Franklin Place	120	Franklin	41. The Cottages*	68	Greenwood
9. Golden Manor**	80	Hammond	42. Lafayette Landing*†	72	Indianapolis
10. Saxony†	68	Hammond	43. Serenity Terrace	52	Rensselaer
11. Nora Commons*	272	Indianapolis	44. Crosswinds at Traditions§	80	Danville
12. Washington Pointe	248	Indianapolis	45. Central Schools**†	35	Anderson
13. Canterbury House	110	Lawrence	46. Portland Place**†	30	Portland
14. Lynhurst Park	216	Indianapolis	47. Hoosier Place**†	31	Union City
15. Canterbury House	156	Indianapolis			
16. Summerset	80	Kokomo	Total	5,242	
17. Maple Tree	160	LaPorte			
18. Canterbury House	166	Lebanon			
19. Patriot Pointe †	36	Liberty			
20. Canterbury House	48	Logansport			
21. Canterbury House	60	Monticello			
22. Canterbury/Retreat°	140/160	Michigan City			
23. Cameron Court	154	New Haven			
24. Canterbury House	133	Newburgh			
25. Meadowood†	64	Rensselaer			
26. Copper Chase°	296	Greenwood			
27. Canterbury House	40	Tipton			
28. Canterbury House	148	Warsaw			
29. Brookhaven*	271	Indianapolis			
30. 34 North†	71	Indianapolis			
31. 9 North	58	Richmond			
32. The Atlas**	67	Richmond			
33. Falcon Creek Place	131	Indianapolis			

\*Senior community  
 °Market rate community  
 †HKP serves as 3<sup>rd</sup> party manager  
 §Currently under construction

# [apartments]

Illinois | Michigan | Texas

Location	Number of Apartments	City
1. Canterbury House	108	Dixon
2. Canterbury House	48	Morris
3. Canterbury Woods	50	Morris
4. Turnberry Court	110	Ottawa
5. Sandstone Hills	29	Hopkins Park
6. Silver Oaks	96	Aurora
7. Meadowview	40	Mahomet

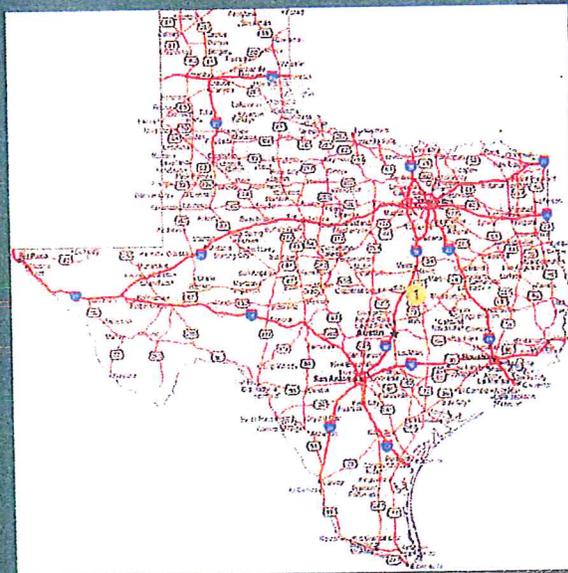
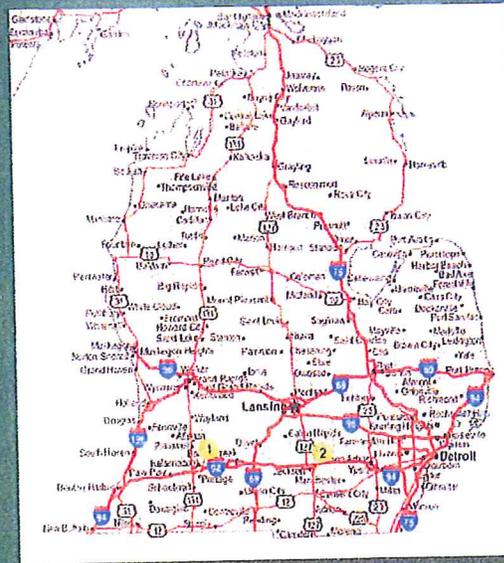
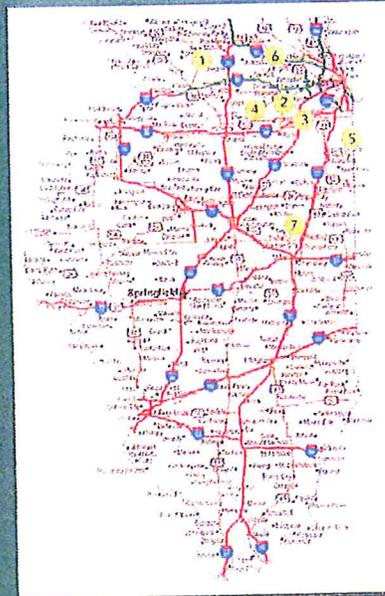
**Total** 481

Location	Number of Apartments	City
1. Canterbury House	192	Kalamazoo
2. Canterbury House	208	Jackson

**Total** 400

Location	Number of Apartments	City
1. Main St. Commons	75	Taylor

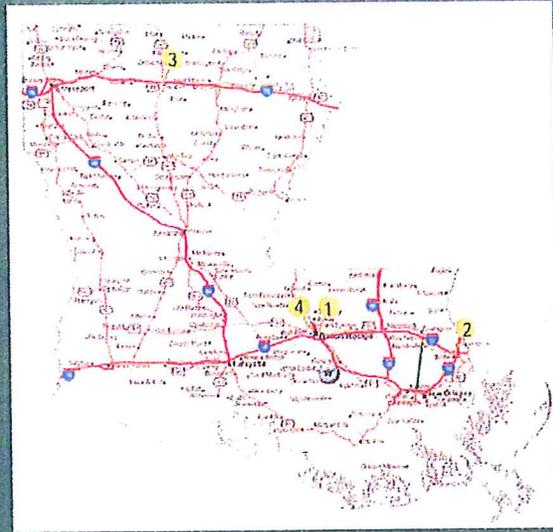
\*Senior community  
 °Market rate community  
 ‡HKP serves as 3<sup>rd</sup> party manager  
 §Currently under construction



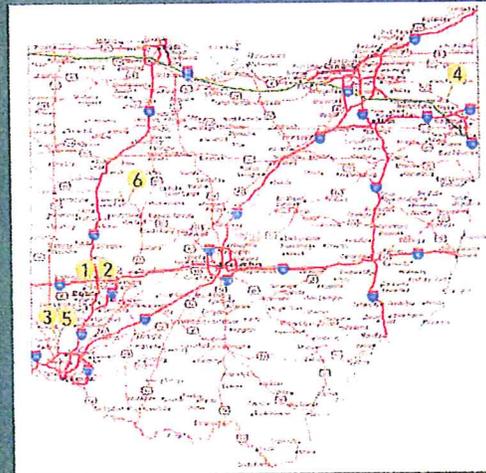
# [apartments]

Louisiana | Ohio | Kentucky

Name	Number of Apartments	City
1. Canterbury House	216	Baton Rouge
2. Canterbury House	168	Slidell
3. Edgewood Square <sup>§</sup>	60	Ruston
4. Katherine Square <sup>§</sup>	60	Port Allen
<b>Total</b>	<b>456</b>	



Name	Number of Apartments	City
1. Cambridge Crossing <sup>†</sup>	192	West Carrollton
2. Wingate	240	Trotwood
3. Sherman Manor <sup>*‡</sup>	61	Hamilton
4. Sawgrass <sup>o‡</sup>	145	Warren
5. Beacon Pt. Townhomes <sup>§</sup>	60	Hamilton
6. Point Village <sup>§</sup>	58	Russells Point
<b>Total</b>	<b>756</b>	



Name	Number of Apartments	City
1. Canturbury House	230	Southgate

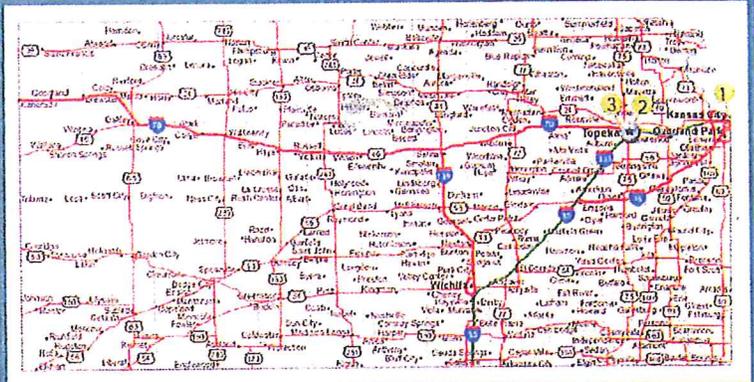


\*Senior community  
<sup>o</sup>Market rate community  
<sup>‡</sup>HKP serves as 3<sup>rd</sup> party manager  
<sup>§</sup>Currently under construction

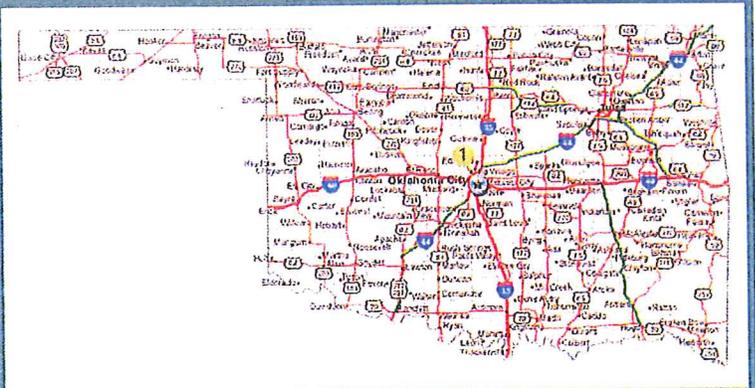
# [apartments]

Lancaster, Oklahoma

Name	Number of Apartments	City
1. Westgate	38	Kansas City
2. Paradise Plaza	134	Topeka
3. Glenn Oaks	36	Topeka
4. AMO	11	Topeka
<b>Total</b>	<b>219</b>	



Name	Number of Apartments	City
1. North Village	216	Oklahoma City



Name	Number of Apartments	City
1. Oaks at St. Johns	160	Pointe Vedra
2. Whispering Oaks	120	Starke
<b>Total</b>	<b>280</b>	



\*Senior community  
 °Market rate community  
 ‡HKP serves as 3<sup>rd</sup> party manager  
 §Currently under construction

PLAN COMMISSION MEETING  
DECEMBER 3, 2013 - 5:00 P.M.

Members Present: Fred Horne, Jane Hansen, Mike Darrow, Bob Mullen, MaryKay Rice, Ron Volkert, and Sarah Skinner (Ex-Officio).

Members Absent: David Wilford

Others Present: Tanya Reigel, Beth Thompson, Mike Foley, Dan Licht and Bill Derrick Jr.

Fred Horne called the meeting to order and roll call was taken.

Jane Hansen moved to adopt the agenda as presented, seconded by Bob Mullen and carried.

Jane Hansen moved to approve the minutes from the previous meeting on November 19, 2013, seconded by Bob Mullen and carried.

**Request for Rezoning**

Fred Horne declared the Public Hearing open to discuss the following:

- a) A Request for Rezoning from Derrick Companies for property located on the corner of Doman Drive and Croft Street. Property is described as Lot 59 and Part of lots 58 and 60 of Richmond Heights Third Addition Block 2. Property is currently zoned (C1) Highway Commercial and requested to be rezoned to (R4) Multiple Family Residential.

Dan Licht, from TPC, explained the location of the proposed rezoning and reviewed the project that is proposed for this location. The area is located between Highway Commercial and Multiple Family Residential properties so it is a good transitional land use separating them, which is also keeping with our comprehensive plan. Staff recommends approval of the rezoning. Mike Darrow stated that having this multiple family area would be beneficial to area businesses and is within walking distance from the schools. Fred Horne declared the Public Hearing closed. Bob Mullen moved to approve the rezoning, seconded by Mike Darrow and carried.

**Concept Plan from Herman & Kittle Properties**

Dan Licht, from TPC, discussed the concept plan from Herman & Kittel Properties for a 52 unit apartment building which will face Doman Drive and Croft Street. R.J. Pasquesi, from Herman and Kittle Properties, gave an overview of the project. The apartment complex will include 1, 2, 3, and 4 bedroom apartments with rents from \$700 to \$1,200. The building will be three-story and is similar to the project that was proposed on this property a couple years ago. They will comply with all green building standards for Wisconsin. A fitness center, library, and outdoor entertainment center are some of the items included. There will also be staff on-site. If the Plan Commission approves this concept plan, the next step for Herman & Kittle Properties is to submit their project to the State for approval for WHEDA tax credits. The application is due February 1, 2014 and projects will be awarded in April. They would schedule a closing on the property next fall and begin construction in spring of 2015.

MaryKay Rice arrived at the meeting.

The next step would be site and building plan review and a Certified Survey Map combining the properties into one parcel. Also, needed for this project to proceed would be building plans for detached garage structures and trash enclosure, landscape plan, exterior lighting plan, grading plan and stormwater calculations subject to approval of the Public Works Director, and utility plan subject to review and approval of City staff. Jane Hansen moved to approve the concept plan from Herman and Kittle Properties with the conditions listed in the memo from TPC dated November 26, 2013, seconded by Mike Darrow and carried.

**Site Plan and Stormwater Review for Burger Brothers LLC**

Dan Licht, from TPC, explained the site plan for Burger Brothers LLC for a Culver's restaurant to be located on the corner of Knowles Avenue and West Richmond Way. Staff is recommending that this area be rezoned to Planned Unit Development to provide a more comprehensive approach to site design. The site plan complies with all regulations for the current Highway Commercial zoning. Access to the building will be off a new street that will be constructed. Staff is also recommending an easement for City snow plows to turn around on their property. Staff is also working with this developer on the sidewalk along West Richmond Way and along the south side of the new street that will be constructed. Jane Hansen moved to approve the Site Plan and Storm Water Review with the conditions listed in the memo from TPC dated November 26, 2013, seconded by MaryKay Rice and carried.

**Communications & Miscellaneous**

A subcommittee interviewed three companies who submitted proposals for the zoning ordinance rewrite project that will begin in January of 2014. The committee is recommending that the Council approve hiring Landform to complete this project for us.

Bob Mullen moved to adjourn the meeting, seconded by Jane Hansen and carried.

Meeting adjourned at 5:41 p.m.

Tanya Reigel  
City Clerk

### **Proposed Apartment Community**

We are proposing an apartment community with approximately 52 apartment homes. The development will consist of 1, 2, 2, & 4 bedroom apartments. All units will include a balcony/patio. The apartment community we are proposing is defined by the following principal factors:

#### Critical Workforce

Our housing project is intended to appeal to gainfully employed, essential workers in the community (i.e. police officers, firemen, teachers, nurses and medical technicians, office workers, etc).

#### Targeted Population

Income levels of the population we are targeting will be approximately \$42,000 for a family of four.

#### Proximity

Most appropriately the proposed apartments are located in or near employment centers (as opposed to distant suburbs), near public transportation and near services such as grocery stores, clinics/hospitals, schools, etc.

#### Rents

Rents are currently \$787 for a 1 bedroom, \$945 for a 2 bedroom, \$1,091 for a 3 bedroom and \$1,243 for a 4 bedroom.

**Beth Thompson**

---

**From:** Mike Roderer [MRoderer@hermankittle.com]  
**Sent:** Monday, December 14, 2015 5:00 PM  
**To:** Beth Thompson  
**Cc:** Heather Hand  
**Subject:** RE: Follow-up from phone call today

Hi, Beth. I have reviewed the rental rate information with our property management team and the rental rates reflected on the flyer are the starting rental rates for the workforce housing units, and there are different tiers of rental rates depending on income and bedroom size. Unfortunately Kyle Peterson is no longer with HKP, so I can't ask him where he derived the rental rates included in the presentation information, but it appears maybe he was using the maximum rental rates that could be collected under the workforce housing program. New Richmond falls within the Minneapolis-St. Paul-Bloomington, MN-WI MSA, so the 4-person AMI is very high, at almost \$87,000. Or, it's possible the scope of the project changed slightly after Kyle presented it and they market study concluded that lower rents would be achievable based on the comparable properties in the area. Either way, I should have double checked the information before resending it to you last year. Here are the rental rate ranges for each bedroom type that our property management group is advertising and feels they will be able to collect in the market place. Again, as I did indicate last year, these rates will cover households with incomes from \$18,000 to potentially \$80,000/year.

- 1 Bedroom units: \$397 - \$675
- 2 Bedroom units: \$725 - \$825
- 3 Bedroom units: \$825 - \$875
- 4 Bedroom units: \$925 - \$975

Please feel free to contact me should you have any additional questions or concerns.

Best, Mike

Michael A. Roderer  
Vice President - Development  
Herman & Kittle Properties, Inc.  
500 E. 96<sup>th</sup> Street, Suite 300  
Indianapolis, IN 46240  
Office: (317) 663-6818  
Fax: (317) 663-6819  
Email: [mroderer@hermankittle.com](mailto:mroderer@hermankittle.com)

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**From:** Beth Thompson [<mailto:bthompson@newrichmondwi.gov>]  
**Sent:** Thursday, December 03, 2015 3:30 PM  
**To:** Mike Roderer  
**Subject:** Follow-up from phone call today

Mike,

Attached please find the documents we discussed today. The first document is from the email you sent to me in October of 2014 and the second is the flyer that has been sent out by Herman and Kittle.

Thanks so much for taking a look at this and I will wait to hear from you.

Exhibit E

156 East First Street  
New Richmond, Wisconsin 54017  
ph 715.246.4268 fx 715.246.7129  
[www.newrichmondwi.gov](http://www.newrichmondwi.gov)



CITY OF NEW RICHMOND  
THE CITY BEAUTIFUL

August 9, 2016

David McCoy  
Herman & Kittle Properties  
500 E. 96<sup>th</sup> Street, Suite 308  
Indianapolis, IN 46240

RE: Landscaping Approval, Croft Place Apartments

Dear Mr. McCoy,

The City of New Richmond recently had an independent inspection by a landscape architect of the completed landscaping at the Croft Place Apartments. The following comments were received from Liz Stockman, TPC.

*The landscaping was installed quite well for the size of the job and very close to the plan. Some changes had to be made to accommodate the storm water ponds and/or swale areas. There were only two trees left out of the plan: two oaks on the north end of the property which were omitted when the plantings were placed against the back of the garage to avoid the low drainage area. The oaks would have been too large to go next to the building.*

*Other plantings in the northwest corner of the site were snuggled up against the parking lot instead of being planted according to the plan. It appears as though there was space enough to accommodate them, but maybe they decided to stay out of the drainage and utility easement (assuming there is one)? The plantings will take added abuse along the parking lot during the winter months with snow being pushed onto them and will be more stressed in the summer with heat coming off the asphalt.*

*Another concern is the lack of a sprinkler system for all areas of this large property. With the huge quantity of plant materials and maintained turf areas, it will be difficult to expect that plants remain healthy in outlying areas and particularly in those areas that were seeded rather than sodded. On the day our office was there, the manager was struggling to move sprinklers around to keep new plantings and grass seedlings alive. Final inspection of all plantings by the City should be done at the end of the guarantee period.*

Come Grow With Us!

The City of New Richmond will not require the two missing oak trees to be planted, however those extra funds should be used towards future replacement of the shrubs along the parking lot. It is the expectation of the City that the overall landscaping will be maintained to a high standard in perpetuity.

As a condition of the Plan Commission approval of the project (August 7, 2014), all landscaping is required to be guaranteed for two years after installation as being alive and in good condition. The City will make periodic inspections of the landscaping to ensure that the plantings and lawn areas maintain that standard.

This letter thus serves as a letter of approval for landscaping as installed; provided the conditions noted above are maintained.

Sincerely,

A handwritten signature in black ink, appearing to read "Sarah Skinner". The signature is fluid and cursive, with the first name "Sarah" and last name "Skinner" clearly distinguishable.

Sarah Skinner  
Building Inspector/Zoning Administrator

CC: Beth Thompson, Community Development Director  
Jeremiah Wendt, Public Works Director  
D. Daniel Licht, TPC  
Liz Stockman, TPC  
Bob Armstrong, Herman & Kittle Properties

Enclosure

**Beth Thompson**

---

**From:** Liz Stockman [liz.stockman@planningco.com]  
**Sent:** Monday, August 08, 2016 8:40 PM  
**To:** Sarah Skinner  
**Cc:** Beth Thompson; 'D. DANIEL LICHT'  
**Subject:** RE: Croft Place Landscaping  
**Attachments:** Croft - Landsc Appr by PC w comments.pdf

Sarah and Beth,

Attached is a copy of the approved landscape plan for Croft Place Apts. with my comments. The landscaping was installed quite well for the size of the job and very close to the plan. Some changes had to be made to accommodate the storm water ponds and/or swale areas. There were only two trees left out of the plan: two oaks on the north end of the property which were omitted when the plantings were placed against the back of the garage to avoid the low drainage area. The oaks would have been too large to go next to the building.

Other plantings in the northwest corner of the site were snuggled up against the parking lot instead of being planted according to the plan. It appears as though there was space enough to accommodate them, but maybe they decided to stay out of the drainage and utility easement (assuming there is one)? The plantings will take added abuse along the parking lot during the winter months with snow being pushed onto them and will be more stressed in the summer with heat coming off the asphalt.

Another concern is the lack of a sprinkler system for all areas of this large property. With the huge quantity of plant materials and maintained turf areas, it will be difficult to expect that plants remain healthy in outlying areas and particularly in those areas that were seeded rather than sodded. On the day our office was there, the manager was struggling to move sprinklers around to keep new plantings and grass seedlings alive. Final inspection of all plantings by the City should be done at the end of the guarantee period.

Elizabeth Stockman  
City Planner/Zoning Administrator  
Direct 651-303-3670

**TPC**

**The Planning Company**  
3601 Thurston Avenue North  
Anoka, MN 55303



Exhibit F



Mold on 2 hour fire walls - was later remediated before the stud cavities were closed.



Photos taken on September 8, 2016 of Croft Place Apartments Landscaping



Exhibit F

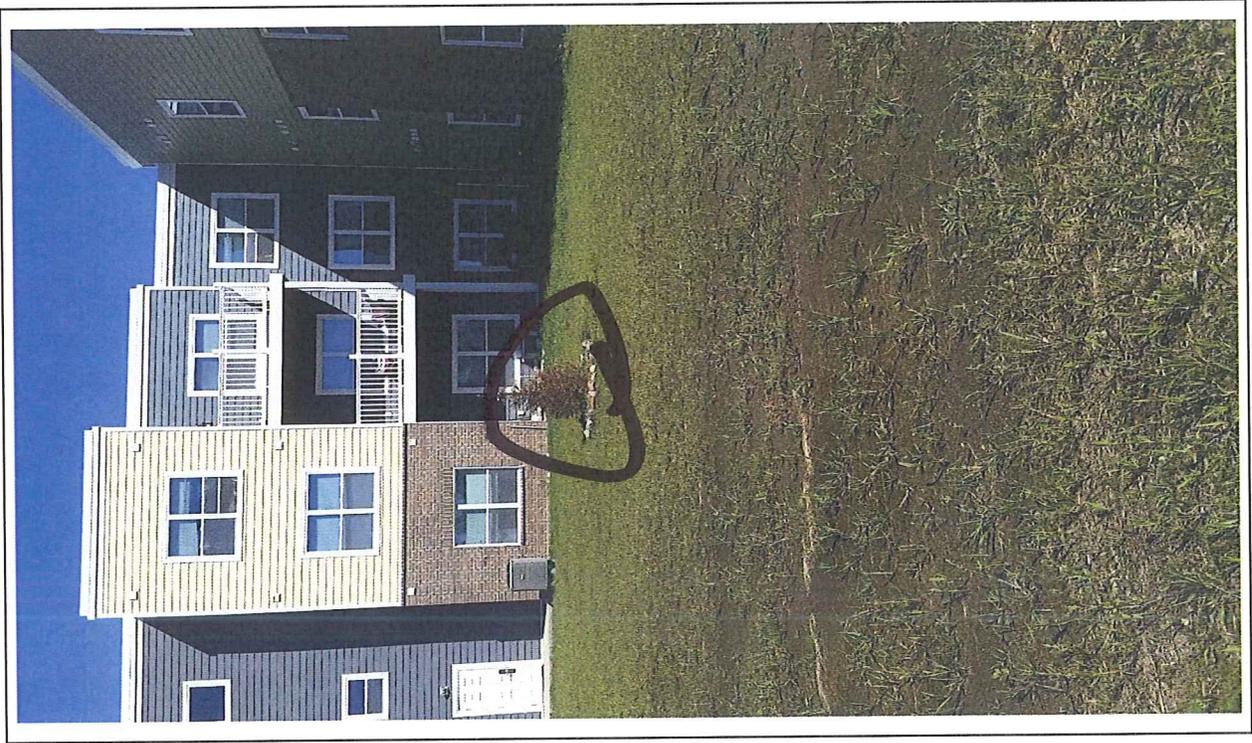
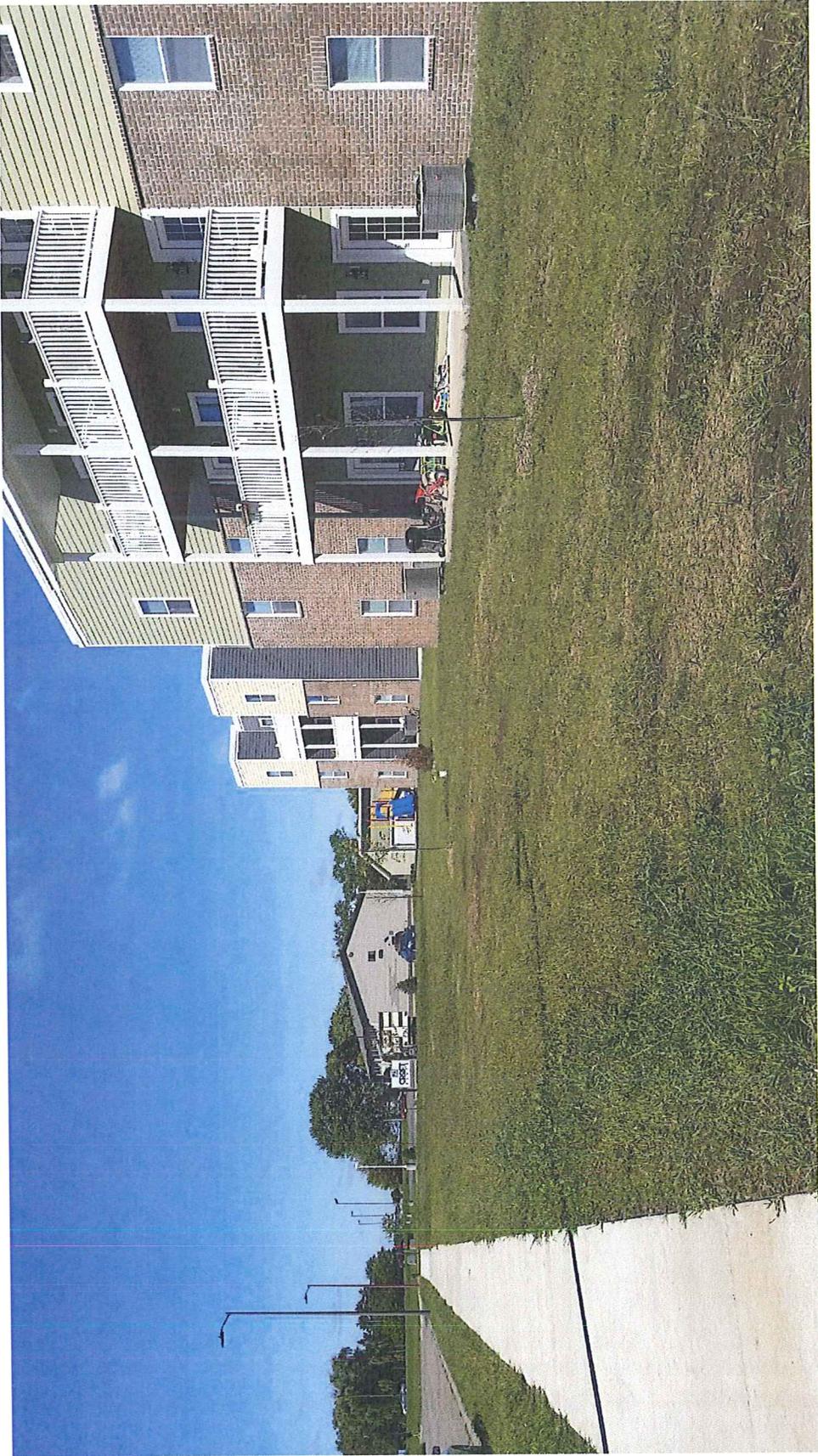






Exhibit F





156 East First Street  
New Richmond, WI 54017  
Ph 715-246-4268 Fax 715-246-7129  
[www.newrichmondwi.gov](http://www.newrichmondwi.gov)

**TO:** Mayor and City Council

**FROM:** Tanya Batchelor, City Clerk

**DATE:** September 9, 2016

**RE:** Official Swearing in of Officer Bradley Thompson

**Background**

Officer Bradley Thompson will be officially sworn in at the Council meeting. In the future, the Police Department would like to do this each time a new officer is hired.



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

## MEMORANDUM

**TO:** Mayor Horne & City Council

**FROM:** Beth Thompson, Community Development Director  
Noah Wiedenfeld, Management Analyst

**DATE:** September 8, 2016

**SUBJECT:** Art on Downtown Flower Boxes/Benches

---

### **BACKGROUND**

Local artist and New Richmond High School alumnus Taylor Berman contacted City staff this spring about the possibility of adding public artwork to the downtown. Taylor graduated in 2015 from UW-River Falls with degrees in Art Education and Printmaking, and he has painted murals and other public art projects in the area. The 2013 Downtown Plan recommends adding public artwork to beautify and create a sense of place in the downtown.

### **PROPOSAL**

Taylor Berman would like to paint two of the downtown flower boxes/benches using a professional-quality spray paint. The designs that he has prepared have a native floral theme. This was brought to the Economic Development Commission and they recommend City Council approval. The Utility Commission has approved a related project for Taylor to paint a utility box located near Advance Auto. If approved by the City Council, Taylor would complete the project this fall.



### **COSTS & FUNDING SOURCES**

The total cost for the two benches is \$1,100. These costs are inclusive of labor, paint, and supplies. Funding would come from WPPI Energy Economic Development Incentives (\$850) and the Economic Development Budget (\$250).

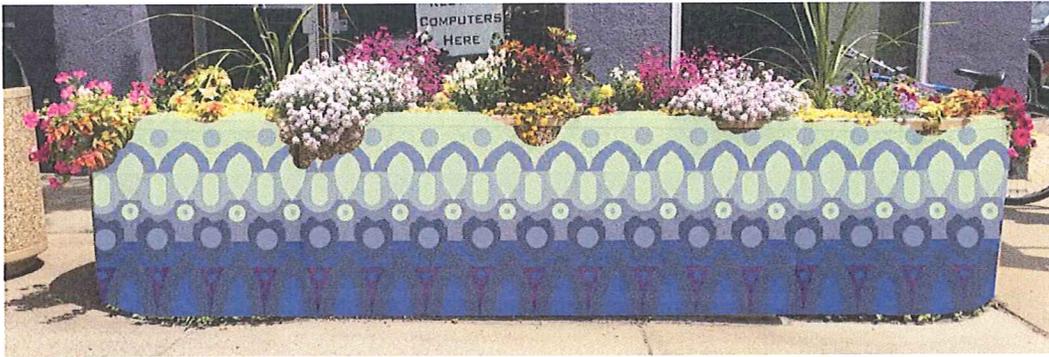
### **DISCUSSION WITH BUSINESS OWNERS**

City staff met individually with over twenty-five downtown business owners. The results of those meetings (attached) were extremely positive, with overwhelming support in favor of the project.

### **ACTION**

The Economic Development Commission and City staff recommends a motion to approve the downtown art project as presented above. Due to the diverse opinions regarding art, City staff and the EDC suggest the local artist take into account the opinions from the survey and do the public art projects as he recommends.

Floral Themes Presented by the Artist



## Meetings with Downtown Business Owners Regarding Public Art

<u>Business</u>	<u>Do they like the idea of Public Art</u>	<u>Theme 1</u>	<u>Theme 2</u>	<u>Theme 3</u>	<u>Who did we meet with</u>
Advance Auto	Yes - Loved the idea; no choice on the design				Travis Carlsrud / Manager
Eye Care Center	Yes			X	Jen
Computer Shop	Yes			X	Tony / Owner
Wild Badger	Yes			X	Brian / Owner
Champs	Yes			X	Lisa/Nicole
Applegate	Yes		X		Number of employees
St. Croix Financial	Yes	X			Kelly
Swenbys	Yes	X			Sean Fitzgerald
Goldsmith Shop	Ok Idea but will not bring people into our dt				Owner
Remington Law Office	Yes		X		Jim/Judy Remington
River Valley Anesthesia	Leave as is or....	X			Diane
FNCB	Yes			X	Tom Mews
Youth Gone Wild	Yes			X	Christopher
Larsons	Yes			X	Diane
The News	Yes	X		X	Cindy & Ray
Family Vision	Yes		X		Cindy
The Smoke Shop	Yes	Local Theme - Tigers			Chad
Apple Blossom	Yes	X			Cathy
St. Croix Title Co	Yes			X	Amanda
Thrift Shop	Yes			X	Jane
Bobcats	Yes			X	Lee
State Farm	Yes		X		Kaitlyn
Simply Staffing	Yes			X	Megan
Covet	Yes		X		Devon
Travel Leaders	Yes				Kim
Halo's	Yes				Kelli
Old Saloon	Tried twice not open in day time				
Sport Cuts	Tried twice - they told us that the only time they can talk is if they are not busy				
Williamson & Siler	Yes	X			Marissa
Al-A-Mode	Tried twice stated the owner is only there 6 times a month				
Pileth & Skokan PA	Tried twice have not found them open				
RCU	Yes	X		X	Chris/three other ladies
Radio Shack	Yes	X			J.R.
<b>Totals</b>		<b>8</b>	<b>5</b>	<b>13</b>	



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**TO: Mayor and City Council**

**FROM: Tanya Batchelor, City Clerk**

**DATE: September 9, 2016**

**RE: Designation of Depository Resolutions**

**Background**

These resolutions are needed to address my name change and to add Rae Ann Ailts to the authorized signature list.

**Recommendation**

Staff recommends approval of both resolutions.

**RESOLUTION #091601  
RESOLUTION DESIGNATING PUBLIC DEPOSITORY AND AUTHORIZING  
WITHDRAWAL OF COUNTY, CITY, VILLAGE, TOWN OR  
SCHOOL DISTRICT MONEYS**

**CITY OF NEW RICHMOND, WISCONSIN**

**RESOLVED, that First National Bank Community Bank, Bremer Bank, Westconsin Credit Union, JA Counter & Associates, Morgan Stanley, Wisconsin Investment Trust, State of Wisconsin Local Government Pooled Investment Fund (the "Bank"), qualified as a public depository under Chapter 34, Wisconsin Statutes, is hereby designated as a depository in which the funds of this Municipality may from time to time be deposited; that the following described accounts be opened and maintained in the name of this Municipality with the Bank subject to the rules and regulations of the Bank from time to time effect; that the person(s) and the number thereof designated by title opposite the following designation of account(s) is hereby authorized for and on behalf of this Municipality, to sign order checks as provided in s. 66.042, Wisconsin Statutes, for payment or withdrawal of money from said account(s) and to issue instructions regarding the same and to endorse for deposit, negotiation, collection or discount by Bank any and all checks, drafts, certificates of deposit or other instruments or orders for the payment of money owed or held by said Municipality; that the endorsement for deposit be in writing by stamp or otherwise, with or without designation of signature of the person so endorsing; and that any officer, agent or employee of this Municipality is hereby authorized to make oral or written requests of the Bank for the transfer of funds or money between accounts maintained by this Municipality at the Bank.**

NAME	SIGNATURES REQUIRED	TITLE OF AUTHORIZED PERSONS
1) CITY OF NEW RICHMOND GENERAL ACCOUNT	(ONE)	TANYA N. BATCHELOR, CLERK
CITY OF NEW RICHMOND PAYROLL ACCOUNT	(ONE)	BEVERLY L. LANGENBACK, TREASURER
CITY OF NEW RICHMOND MONEY MARKET	(ONE)	
CITY OF NEW RICHMOND CERTIFICATES OF DEPOSIT	(ONE)	
2) CITY UTILITIES ELECTRIC ACCOUNT		
WATER & SEWER ACCOUNT (CHECKING)	(ONE)	MIKE DARROW, UTILITIES MANAGER
CITY UTILITIES CERTIFICATE OF DEPOSITS		RAE ANN AILTS, FINANCE DIRECTOR

**FURTHER RESOLVED, that the Bank be and is hereby authorized and directed to honor, certify, pay and charge to any of the accounts of this Municipality, all order checks for the payment, withdrawal or transfer of funds or money deposited in these accounts or to the credit of this Municipality for whatever purpose or to whomever payable, including requests for conversion of such instruments into cash as well as for deduction from and payment of cash out of any deposit, and whether or not payable to, endorsed or negotiated by or for the credit of any persons signing such instrument or payable to or for the credit of any other officer, agent or employee of this Municipality, when signed, accepted, endorsed or approved as evidenced by original or facsimile signature by the person(s), and the number thereof, designated by title opposite the designation of the accounts described in the foregoing resolution, and to honor any request(s) made in accordance with the foregoing resolution, whether written or oral, and including but not limited to, request(s) made by telephone or other electronic means, for the transfer of funds or money between accounts maintained by this Municipality at the Bank, and the Bank shall not be required or under any duty to inquire as to the circumstances of the issuance or use of any such instrument or request or the application or use of proceeds thereof.**

**FURTHER RESOLVED, that the Bank be and is hereby authorized to comply with any process, summons, order, injunction, execution, distraint, levy, lien, or notice of any kind (hereafter called "Process") received by or served upon the Bank, by which, in the Bank's opinion, another person or entity claims an interest in any of these accounts and Bank may, at its option and without**

liability, thereupon refuse to honor orders to pay or withdraw sums from these accounts and may hold the balance therein until Process is disposed of to Bank's satisfaction.

**FURTHER RESOLVED**, that any one of the persons holding the offices of this Municipality designated above is hereby authorized (1) to receive for and on behalf of this Municipality, securities, currency or any other property of whatever nature held by, sent to, consigned to or delivered to the Bank for the account of or for delivery to this Municipality, and to give receipt therefore, and the Bank is hereby authorized to make delivery of such property in accordance herewith, (2) to sell, transfer, endorse for sale or otherwise authorize the sale or transfer of securities or any other property of whatever nature held by, sent to, consigned to or delivered to the Bank for the account of or for delivery to this Municipality, and to receive and/or apply the proceeds of any such sale to the credit of this Municipality in any such manner as he/she/they deem(s) proper, and the Bank is hereby authorized to make a sale or transfer of any of the aforementioned property in accordance herewith, and (3) pursuant to s. 34.07, Wisconsin Statutes, to accept such security and to execute such documents as said officer deems proper and necessary to secure the funds of this Municipality and to issue instructions regarding the same.

**FURTHER RESOLVED**, that this Municipality assumes full responsibility for any and all payments made or any other actions taken by the Bank in reliance upon the signatures, including facsimiles thereof, of any person or persons holding the offices of this Municipality designated above regardless of whether or not the use of a facsimile signature was unlawful or unauthorized and regardless of by whom or by what means the purported signature or facsimile signature may have been affixed to any instrument if such signatures resemble the specimen or facsimile signatures provided to the Bank, for refusing to honor any signatures not provided to the Bank for honoring any requests for the transfer of funds or money between accounts or for the instructions from the persons designated in the foregoing, resolutions regarding security for the accounts notwithstanding any inconsistent requirements of this Municipality not expressed in the foregoing resolutions, and that this Municipality agrees to indemnify and hold harmless the Bank against any and all claims, demands, losses, costs, damages or expenses suffered or incurred by the Bank resulting from or arising out of any such payment or other action.

**FURTHER RESOLVED**, that the Clerk of this Municipality be and hereby is authorized and directed to certify to the Bank the foregoing resolutions, that the provisions thereof are in conformity with law, the names, incumbencies and specimen or facsimile signatures on signature cards of the officer or officers named therein, and that the foregoing resolutions and signature cards and the authority thereby conferred shall remain in full force and effect until this Municipality notifies the Cashier of Bank to the contrary in writing; and the Bank may conclusively presume that such resolutions and signature cards are in effect and that the persons identified therein from time to time as officers of the Municipality have been duly elected or appointed to and continue to hold such offices.

This is to certify, that the foregoing is a true and correct copy of resolutions duly and legally adopted by the governing body of the Municipality at an open legal meeting held on the 11<sup>th</sup> of January, 2016 and said resolutions are now in full force and effect.

Signed and sealed this 12th day of September, 2016

---

Tanya Batchelor, City Clerk

The undersigned member of the governing body not authorized to sign order checks certifies that the foregoing is a correct copy of a resolution passed as therein set forth.

---

Fred Horne, Mayor

IMPORTANT

This form, together with Signature Card WBA 101, applies to all counties, cities, villages, towns and school districts except the County of Milwaukee. For Milwaukee County, see Wisconsin Statute 66.0607(2) and for the City of Milwaukee, see Wisconsin Statute 66.0607(5).

Use Forms WBA 102 and 103 for Public Depository Accounts of all other public entities.

Facsimile signatures are permitted on checks drawn against these accounts, in accordance with State Statute 66.0607(3).

The original and one copy of this resolution is for the depository bank, and, if the treasurer is under Corporate Surety, one copy is for the Surety Company, with a copy to be retained by the local clerk.

To be countersigned by the Chief Executive Officer (County Board Chairman, City Mayor or Manager, Town Chairman, Village President, School District President).

The counter-signature on checks of the Chief Executive Officer of the county, city, village or town may be eliminated by ordinance. In such case, a copy of the ordinance, certified by the clerk, should be attached hereto.

School district order checks must carry all the signatures of the clerk, treasurer and president. In school districts having 5 or more school board members, the actual signature of any board member other than the clerk or treasurer may be used in place of the president's signature.

**RESOLUTION #091602  
RESOLUTION DESIGNATING PUBLIC DEPOSITORY FOR  
MISCELLANEOUS PUBLIC ACCOUNTS AND AUTHORIZING  
WITHDRAWAL OF PUBLIC MONEYS  
CITY OF NEW RICHMOND, WISCONSIN**

**RESOLVED**, that First National Bank Community Bank, Bremer Bank, Westconsin Credit Union, JA Counter & Associates, Edward D Jones & Company, Wisconsin Investment Trust, State of Wisconsin Local Government Pooled Investment Fund (the "Bank"), qualified as a public depository under Chapter 34, Wisconsin Statutes, is hereby designated as a depository in which the funds of this Municipality may from time to time be deposited; that the following described accounts be opened and maintained in the name of this Municipality with the Bank subject to the rules and regulations of the Bank from time to time effect; that the person(s) and the number thereof designated by title opposite the following designation of account(s) is hereby authorized for and on behalf of this Municipality, to sign order checks as provided in s. 66.042, Wisconsin Statutes, for payment or withdrawal of money from said account(s) and to issue instructions regarding the same and to endorse for deposit, negotiation, collection or discount by Bank any and all checks, drafts, certificates of deposit or other instruments or orders for the payment of money owed or held by said Municipality; that the endorsement for deposit be in writing by stamp or otherwise, with or without designation of signature of the person so endorsing; and that any officer, agent or employee of this Municipality is hereby authorized to make oral or written requests of the Bank for the transfer of funds or money between accounts maintained by this Municipality at the Bank.

NAME	SIGNATURES REQUIRED	TITLE OF AUTHORIZED PERSONS
1) LIBRARY	(ONE)	TANYA N. BATCHELOR, CLERK BEVERLY L. LANGENBACK, TREASURER

**FURTHER RESOLVED**, that the Bank be and is hereby authorized and directed to honor, certify, pay and charge to any of the accounts of this Municipality, all order checks for the payment, withdrawal or transfer of funds or money deposited in these accounts or to the credit of this Municipality for whatever purpose or to whomever payable, including requests for conversion of such instruments into cash as well as for deduction from and payment of cash out of any deposit, and whether or not payable to, endorsed or negotiated by or for the credit of any persons signing such instrument or payable to or for the credit of any other officer, agent or employee of this Municipality, when signed, accepted, endorsed or approved as evidenced by original or facsimile signature by the person(s), and the number thereof, designated by title opposite the designation of the accounts described in the foregoing resolution, and to honor any request(s) made in accordance with the foregoing resolution, whether written or oral, and including but not limited to, request(s) made by telephone or other electronic means, for the transfer of funds or money between accounts maintained by this Municipality at the Bank, and the Bank shall not be required or under any duty to inquire as to the circumstances of the issuance or use of any such instrument or request or the application or use of proceeds thereof.

**FURTHER RESOLVED**, that the Bank be and is hereby authorized to comply with any process, summons, order, injunction, execution, distraint, levy, lien, or notice of any kind (hereafter called "Process") received by or served upon the Bank, by which, in the Bank's opinion, another person or entity claims an interest in any of these accounts and Bank may, at its option and without liability, thereupon refuse to honor orders to pay or withdraw sums from these accounts and may hold the balance therein until Process is disposed of to Bank's satisfaction.

**FURTHER RESOLVED**, that any one of the persons holding the offices of this Municipality designated above is hereby authorized (1) to receive for and on behalf of this Municipality,

securities, currency or any other property of whatever nature held by, sent to, consigned to or delivered to the Bank for the account of or for delivery to this Municipality, and to give receipt therefore, and the Bank is hereby authorized to make delivery of such property in accordance herewith, (2) to sell, transfer, endorse for sale or otherwise authorize the sale or transfer of securities or any other property of whatever nature held by, sent to, consigned to or delivered to the Bank for the account of or for delivery to this Municipality, and to receive and/or apply the proceeds of any such sale to the credit of this Municipality in any such manner as he/she/they deem(s) proper, and the Bank is hereby authorized to make a sale or transfer of any of the aforementioned property in accordance herewith, and (3) pursuant to s. 34.07, Wisconsin Statutes, to accept such security and to execute such documents as said officer deems proper and necessary to secure the funds of this Municipality and to issue instructions regarding the same.

**FURTHER RESOLVED**, that this Municipality assumes full responsibility for any and all payments made or any other actions taken by the Bank in reliance upon the signatures, including facsimiles thereof, of any person or persons holding the offices of this Municipality designated above regardless of whether or not the use of a facsimile signature was unlawful or unauthorized and regardless of by whom or by what means the purported signature or facsimile signature may have been affixed to any instrument if such signatures resemble the specimen or facsimile signatures provided to the Bank, for refusing to honor any signatures not provided to the Bank for honoring any requests for the transfer of funds or money between accounts or for the instructions from the persons designated in the foregoing, resolutions regarding security for the accounts notwithstanding any inconsistent requirements of this Municipality not expressed in the foregoing resolutions, and that this Municipality agrees to indemnify and hold harmless the Bank against any and all claims, demands, losses, costs, damages or expenses suffered or incurred by the Bank resulting from or arising out of any such payment or other action.

**FURTHER RESOLVED**, that the Clerk of this Municipality be and hereby is authorized and directed to certify to the Bank the foregoing resolutions, that the provisions thereof are in conformity with law, the names, incumbencies and specimen or facsimile signatures on signature cards of the officer or officers named therein, and that the foregoing resolutions and signature cards and the authority thereby conferred shall remain in full force and effect until this Municipality notifies the Cashier of Bank to the contrary in writing; and the Bank may conclusively presume that such resolutions and signature cards are in effect and that the persons identified therein from time to time as officers of the Municipality have been duly elected or appointed to and continue to hold such offices.

This is to certify, that the foregoing is a true and correct copy of resolutions duly and legally adopted by the governing body of the Municipality at an open legal meeting held on the 12<sup>th</sup> of January, 2015 and said resolutions are now in full force and effect.

Signed and sealed this 12<sup>th</sup> day of September, 2016

---

Tanya Batchelor  
City Clerk

The undersigned member of the governing body not authorized to sign order checks certifies that the foregoing is a correct copy of a resolution passed as therein set forth.

---

Fred Horne, Mayor

IMPORTANT

This form, together with Signature Card WBA 101, applies to all counties, cities, villages, towns and school districts except the County of Milwaukee. For Milwaukee County, see Wisconsin Statute 66.0607(2) and for the City of Milwaukee, see Wisconsin Statute 66.0607(5).

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To be countersigned by the Chief Executive Officer (County Board Chairman, City Mayor or Manager, Town Chairman, Village President, School District President).

The counter-signature on checks of the Chief Executive Officer of the county, city, village or town may be eliminated by ordinance. In such case, a copy of the ordinance, certified by the clerk, should be attached hereto.

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**TO: Mayor and City Council**

**FROM: Tanya Batchelor, City Clerk**

**DATE: September 9, 2016**

**RE: Resolution – 10<sup>th</sup> Annual Caregiver Conference**

**Background**

The City was asked for a proclamation/resolution in support of this event. A copy of the event brochure is included in this packet

**Recommendation**

Staff recommends approval of this resolution.

**RESOLUTION 091603**  
**10<sup>TH</sup> ANNUNAL REGIONAL CAREGIVER CONFERENCE**

WHEREAS, the City of New Richmond wants to support its families and residents in their lives;

WHEREAS, as the U.S. population ages, increasing numbers of individuals are living with chronic conditions that inhibit them from handling daily activities;

WHEREAS, caregiving can include assisting with personal care, physical help, emotional and social support, behavioral and communication difficulties;

WHEREAS, informal (unpaid) caregiving by family members and friends is the primary source of long-term eldercare in the United States.

WHEREAS, close to 45 million Americans provide 38 billion hours of informal (unpaid) care each year to family members and friends

WHEREAS, caregiving takes place in the community and in care facilities and can be carried out from a distance;

WHEREAS, caregiving is the assumption of responsibility for providing care along with the concern, worry and emotional involvement this entails;

WHEREAS, the Regional Caregivers Conference Committee, made up of representatives from public and private care facilities, Western Wisconsin Aging and Disabilities Resource Centers, Wisconsin Indianhead Technical College, as well as private citizens, provides education and support to family and professional caregivers;

WHEREAS, the 10<sup>th</sup> Annual Regional Caregiver Conference will take place on September 30, 2016;

THEREFORE BE IT RESOLVED that the City of New Richmond does hereby proclaim support for caregivers and commends the Regional Caregivers Conference Committee

BY PROCLAIMING that September 30, 2016 as Caregivers Day in the City of New Richmond

Dated this 12th day of September 2016.

---

Fred Horne, Mayor

ATTEST:

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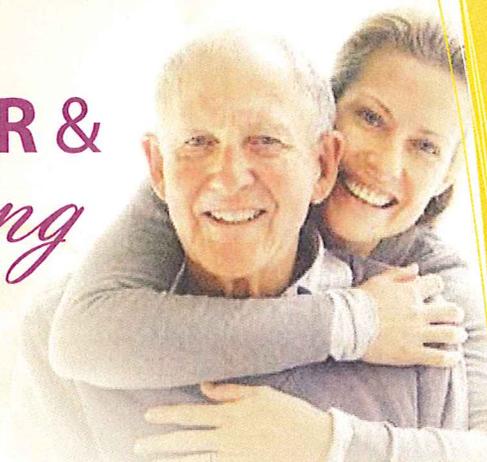
Tanya Batchelor, City Clerk

## 10th Annual Regional Caregiver Conference



Continuing Education

# Finding HOPE, HUMOR & HEART in *Caregiving*

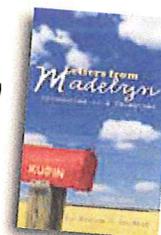


Don't miss this empowering and educational conference for family members, caregivers and professionals. This special day will include vendors, breakout sessions, door prizes, light breakfast and lunch. CEU's available.



### Featuring Keynote Speaker, Elaine K. Sanchez

Elaine K. Sanchez is the author of the unflinchingly honest and uproariously funny book, "Letters from Madelyn, Chronicles of a Caregiver". She is the cofounder of CaregiverHelp.com, a video-based support program for family and professional caregivers. She writes the blog, "Caregiver Help Word of the Day", and has developed a number of online continuing education courses for mental health professionals, nurses, and long-term care administrators.



#### Coordinated By:



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Stillwater Medical Group  
Westfields Hospital & Clinic

### Why Attend?

Creating a plan, connecting with area resources, and networking with others, can contribute to enjoyable, rewarding caregiving and help you avoid burnout. At this conference you can:

- Develop positive strategies for caregiving
- Establish a broader support network
- Connect with speakers and caregivers
- Enhance your skills by participating in breakout sessions
- Visit the resource fair to learn about services and products

Friday, September 30, 2016

8:00am–3:30pm

WITC Conference Center  
New Richmond, WI



Learn. Renew. Relax.

## 2016 Caregiver Conference Agenda

8:00-8:30am	Registration/Resource Fair/Continental Breakfast
8:30-1:30pm	Massages Available
8:45-9:45am	<p><b>Keynote Speaker – Helping People Find Hope, Humor &amp; Heart in Caregiving Speaker: Elaine Sanchez, Author and co-founder of CaregiverHelp.com</b></p> <p>What's funny about aging, dementia and caregiving? Absolutely nothing! But based on her own experience of caring for family elders, Elaine K Sanchez knows that it is entirely too difficult to take seriously all of the time. In this hilarious and heartwarming keynote, Elaine will share stories from her unflinchingly honest and uproariously funny book, "Letters from Madelyn, Chronicles of a Caregiver" about coping with the challenges of caring for a loved one who is displaying surprising dementia-related behaviors, including inappropriate sexual behavior. You will come away with a new awareness of the causes behind challenging behaviors as well as strategies for improving communication and reducing stress for the caregiver as well as the care receiver.</p>
9:45-10:00am	Resource Fair
<b>10:00-11:00am</b>	<b>Breakout Session I</b>
1a	<p><b>Understanding and Coping with Caregiver Anger and Guilt, Presenter: Elaine Sanchez, Author and co-founder of CaregiverHelp.com</b></p> <p>Anger and guilt are two emotions frequently experienced by both family and professional caregivers. In this session Elaine will address some of the reasons caregivers get angry, including the "3-F's of Flipping Out," which are Fatigue, Fear and Frustration. You will learn a three-step process that will help you develop an "Attitude of Creative Indifference" toward the people, situations and events that are the most upsetting to you. You will also discover how to identify the guilt trippers in your life and how to stop feeling guilty when you have not intentionally inflicted emotional or physical pain on another person.</p>
1b	<p><b>Memory Disorders: Unlocking the Keys to Diagnosing (Part I of II -Two Part Session), Presenter: Amber Gerber, Psy.D., LP, Clinical Psychologist, Mayo Clinic Health System</b></p> <p>To receive the best treatment, you need the correct diagnosis. This interactive presentation will explore the complexity of the diagnosing process and use real life cases to highlight the unique features of common memory disorders.</p>
1c	<p><b>Music Therapy and Hospice: how music can benefit those with Dementia and Alzheimer's, Presenter: Marie Nelson, Certified Music Therapist, St Croix Hospice</b></p> <p>An interactive presentation giving a glimpse into Music Therapy in Hospice as well as Music therapy and its benefits for those with Dementia or Alzheimer's.</p>
1d	<p><b>Nutrition Matters, Presenter: Cheri Rott, Registered Dietitian, Western Wisconsin Health</b></p> <p>Good protein, hydration and fiber are essential for wellness through the ages but especially as we age. For quality of life. This course will look at ways to improve diet and wellness.</p>
11:00-11:15am	Break/Resource Fair
<b>11:15-12:15pm</b>	<b>Breakout Session II</b>
2a	<p><b>Project Lifesaver Pierce/St. Croix County, Presenter: Neil Johnson, St Croix County Sheriff's Office</b></p> <p>Project Lifesaver International is a program for "At Risk Wanderers" and was formed to assist caregivers and law enforcement in the event their loved one wanders.</p>
2b	<p><b>Memory Disorders: Unlocking the Keys to Diagnosing (Part II of II -Two Part Session), Presenter: Amber Gerber, Psy.D., LP, Clinical Psychologist, Mayo Clinic Health System</b></p> <p>To receive the best treatment, you need the correct diagnosis. This interactive presentation will explore the complexity of the diagnosing process and use real life cases to highlight the unique features of common memory disorders.</p>
2c	<p><b>Three-D Approach . . . Delirium, Dementia, Depression, Presenter: Shelley Wagner, RN-BC, Allina Health</b></p> <p>This program outlines the Three D Approach. The training will cover how to distinguish delirium, dementia, and depression along with the nursing or healthcare worker implications related to caring for patients.</p>
2d	<p><b>Natural &amp; Botanical Medicine Supports that Work, Presenter: Gigi Stafne, Director, The Green Wisdom School of Natural &amp; Botanical Medicine</b></p> <p>There is a cascade of information about CAM, Complementary Alternative Medicine, for patients and caregivers presently, from Prevention Magazine to professional medical journals. What are the best, proven health and wellness solutions for you to choose from for patients, family members and yourself, from herbs to meditation? Learn factual information about 20+ modalities for overall health and wellness.</p>
12:15-1:15pm	Lunch (included in registration fee)/ Resource Fair – Student Lounge
<b>1:15-2:15pm</b>	<b>Breakout Session III</b>
3a	<p><b>Dealing with Caregiver Depression and Grief, Presenter Elaine Sanchez, Author and co-founder of CaregiverHelp.com</b></p> <p>The emotional and physical symptoms of depression and grief are so similar that Elaine often refers to them as the "evil twins of caregiving". In this session you will discover the difference between reactionary depression and clinical depression and the types of treatments available for both. You will also gain insights into the difference between preparatory grief and grief after death. You will come away with strategies for honoring your feelings and caring for yourself while working your way through the losses and emotional pain associated with caring for individuals who are aging, disabled or are living with progressive and degenerative diseases such as Alzheimer's or Parkinson's.</p>
3b	<p><b>Pro Active Management of Challenging Behavior in Dementia, Presenter: Judy Berry, Founder of Dementia Specialist Counseling</b></p> <p>Discover NEW Positive Ideas that will change how you See &amp; Respond to Challenging Behavior in Dementia. There IS Life after a diagnosis of dementia. Find those moments of Joy in Caregiving!</p>
3c	<p><b>Planning for Long Term Care, Presenter: Jennifer O'Neill, CELA, O'Neill Elder Law</b></p> <p>Making decisions about long term care can be hard. Are you ready? We'll discuss 5 sources of payment for long term care; documents recommended to make the process run smoothly; and resources to help when the time comes.</p>
3d	<p><b>Having Open Dialog/Discussions with your Physician, Presenter: Dr. Kristin Severson, Hudson Physicians</b></p> <p>Planning for future healthcare choices can be complex. It involves thinking and talking about sensitive issues. Learn how to have open discussions with your physician about your future healthcare and end-of-life choices along with what important questions you should be asking.</p>
2:30-3:15pm	<p><b>Closing Speaker – Changing the Paradigm: Seeing Dementia Differently, Speaker: Judy Berry, Founder of Dementia Specialist Counseling</b></p> <p>Seeing Dementia Differently will bring the opportunity to transform the way you perceive all persons with dementia and will positively affect the caregiving experience. You will learn how to communicate, on an emotional level, so you can experience moments of Joy and the person you are caring for CAN have the highest quality of life possible, feeling safe, validated and loved.</p>
3:15-3:30pm	Door Prizes/Evaluations



**SAVE THE DATE FOR NEXT YEAR'S CONFERENCE • FRIDAY, SEPTEMBER 29, 2017**



WISCONSIN  
INDIANHEAD  
TECHNICAL  
COLLEGE

# REGISTRATION FORM

for Continuing Education (non-credit) Courses

WITC is an equal opportunity employer/educator.

\_\_\_\_\_  
Last Name                      First Name                      M.I.                      Former Last Name (if applicable)                      Date of Birth                       Age 62+?

\_\_\_\_\_  
WITC Student ID No.                      Social Security No.                       I've taken classes at WITC in the past.

\_\_\_\_\_  
Email address (required for WITC alerts and important communication)                      Home phone                      Cell phone

\_\_\_\_\_  
Home address                      City                      State                      ZIP

\_\_\_\_\_  
Resident of (check one):  Township  Village  City                      County                      School District where you live                      Last high school attended                      Highest grade COMPLETED (K-12): \_\_\_\_\_

The information below is required for state and federal reporting purposes, and will be kept confidential.

**Gender:**  Male  Female    **Ethnicity:** Hispanic/Latino origin?  Yes  No

**Race (check all that apply):**  American Indian/Alaska Native  Asian  Black/African American  Native Hawaiian/Other Pacific Islander  White

**Highest Credential Earned**

- 01 = No Credential                       05 = Some college credit                       08 = 2yr Diploma                       11 = Baccalaureate
- 02 = GED                       06 = Short-term diploma or certificate                       09 = Associate Degree                       12 = More than Baccalaureate
- 03 = HSED                       07 = 1yr Diploma                       10 = Associate Degree                       99 = Student Declined/Unknown
- 04 = High School Diploma                      Plus Additional Credential

**It is your responsibility to contact WITC to officially drop a class.** If you decide to drop, you should do so immediately as a single day can affect your refund amount. A full refund will be given if you notify WITC prior to the first scheduled class meeting.

OFFICE USE ONLY	
Term:	_____
<input type="checkbox"/> 38.14 Contract #	_____
<input type="checkbox"/> Employer #	_____
Course Fees \$	_____
Senior Fee \$	_____
Other	_____
Received By/Ext.	_____
Date/Time	_____

CLASS NO.	CATALOG NO.	CLASS TITLE	LOCATION	START DATE	CLASS FEE
64368	47 520 405	Caregiver Conference	New Richmond	9/30	\$25/\$5.45 for 62+
Once registered for a course(s), you have created a liability with WITC and a promise to pay.					<b>TOTAL</b>

**PAYMENT METHOD:**  Check or money order payable to WITC     Cash     MasterCard     Visa     Discover    Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_  
 Agency Bill/Sponsored Registration - complete information below; attach required authorization                      Month / Year

\_\_\_\_\_  
Credit Card No.                      Name on Card                      Cardholder Signature

## Four Easy Ways to Register!

**ONLINE:** Register and submit your credit card payment online at [witc.edu/search](http://witc.edu/search).

**BY FAX OR PHONE:** You may fax your registration to 715.246.2777. Register by phone at 800.243.9482, ext. 4221. Only credit card payments will be accepted by fax or phone.

**IN PERSON:** Our regular office hours are Monday - Thursday, 8AM-6:30PM and Friday 8AM-4:30PM. Cash checks and credit cards are accepted.

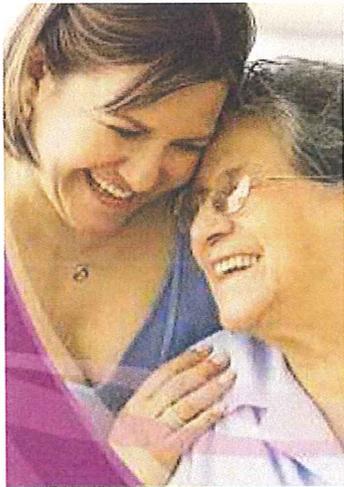
**BY MAIL:** Fill out the attached registration form and mail it with your payment to:  
WITC-New Richmond  
ATTN. Continuing Ed  
1019 South Knowles Avenue  
New Richmond, WI 54017



WISCONSIN  
INDIANHEAD  
TECHNICAL  
COLLEGE

1019 South Knowles Ave.  
New Richmond, WI 54017

## Finding HOPE, HUMOR & HEART in *Caregiving*



Don't miss this empowering and educational conference for family caregivers and professionals. This special day will include vendors, breakout sessions, and door prizes.

**Friday, September 30, 2016**  
**8:00am-3:30pm**

**WITC-New Richmond**  
**Conference Center**

1019 South Knowles Avenue  
New Richmond, WI

WITC is an Equal Opportunity Educator/Employer.

### 10TH ANNUAL REGIONAL CAREGIVER CONFERENCE

## Finding HOPE, HUMOR & HEART in *Caregiving*

Space is limited!  
Register today!

**Friday, September 30, 2016**  
**8:00am-3:30pm**

**WITC Conference Center**  
**New Richmond, WI**



Chances are you are a caregiver. Caregivers are relatives or friends who provide unpaid care to dependent children, spouses, parents, siblings/relatives or friends/neighbors. This includes assisting with: housekeeping, meal preparation, shopping, personal cares, emotional/social support, managing finances and transportation. Men are encouraged to attend and bring their questions.

#### Gold Sponsors:



Kinnic Health & Rehab



Christian Community Homes and Services, Inc.





3601 Thurston Avenue N, Suite 100  
Anoka, MN 55303  
Phone: 763.231.5840  
Facsimile: 763.427.0520  
TPC@PlanningCo.com

## MEMORANDUM

TO: Beth Thompson

FROM: Daniel Licht, AICP

DATE: 17 August 2016

RE: New Richmond – Dorset Lane; CSM

TPC FILE: 164.01

### BACKGROUND

The City of New Richmond has prepared a Certified Survey Map (CSM) to provide for dedication of public right-of-way for a portion of Dorset Lane from an existing lot at the southeast corner of Knowles Avenue (Highway 65) and East Richmond Way. The subject site is owned by St. Croix County. The acquisition of public right-of-way to be dedicated with the CSM will allow for extension of Dorset Lane as a public street, which currently terminates to the north of the subject site. The CSM is subject to review by the Plan Commission and approval of the City Council, in accordance with Section 117-20 of the Subdivision Ordinance.

#### Exhibits:

- A. Site Location
- B. Certified Survey Map

### ANALYSIS

**Comprehensive Plan.** The Comprehensive Plan guides the subject site for commercial uses. The proposed CSM will provide for extension of Dorset Lane from the north through the subject site. Extension of Dorset Lane is necessary to allow for development of the approved Aldi's to the west of the subject site and will create opportunity for future commercial development of the land to the south in Richmond Township consistent with the Land Use Plan adopted as part of the Comprehensive Plan.

**Zoning.** The subject site is zoned Z3 District. The Z3 District allows for a range of uses appropriate for the Knowles Avenue corridor. St. Croix County’s current use of the subject site as a services center (essentially an office use) is a permitted use in the Z3 District as listed in Table 3 of the Zoning Ordinance.

**Surrounding Uses.** The subject site is surrounded by the existing and planned land uses shown in the table below.

Direction	Land Use Plan	Zoning Map	Existing Use
North	Commercial	Z3 District	Undeveloped
East	Institutional	Z3 District	School
South	Commercial	N/A	Agriculture
West	Commercial	Z3 District	Large box retail

**Right-of-Way.** The proposed CSM provides right-of-way for the east side of Dorset Lane starting with a width of 30 feet and tapering to 27 feet, transitioning from the existing 60 foot wide right-of-way to the 50 foot wide right-of-way standard now required by Table 4 of the Subdivision Ordinance for a local commercial street. The right-of-way being dedicated from the subject site is off-set four feet to the east to minimize the curvature in the extension of Dorset Lane and maintain the necessary building envelope for the approved Aldi’s store on the lot west of Dorset Lane.

**Public Improvement Project.** The City has initiated a public improvement project to reconstruct the existing private roadway as a public street. The proposed street section will include curb and gutter and a sidewalk on the west side of the street. The City is coordinating the public improvement project with the abutting property owners with regards to access locations and driveway widths that comply with Section 70-39 of the City Code, subject to approval of the Public Works Director.

**Lot Requirements.** Table 6 of the Zoning Ordinance establishes minimum requirements for lots within the Z3 District. The minimum lot width requirement is 80 feet and the subject site will comply with this requirement upon approval of the CSM and dedication of public right-of-way. Lot coverage within the Z3 District is limited to 70 percent. The subject site appears to exceed this requirement, but as an existing developed lot predating the establishment of the current Z3 District requirements, the lot coverage of the subject site exists as a legal non-conforming condition.

**Setbacks.** Setbacks applicable to the subject site are established by Table 6 of the Zoning Ordinance. The only setback affected by the proposed CSM is the required 25 foot primary front yard setback required between the existing principal building the proposed east right-of-way line. The existing building will be setback approximately 240 feet from the proposed right-of-way line exceeding the front yard setback requirement of the Z3 District. The parking area will be setback 10 feet, whereas the Z3 District requires a 15 foot setback for parking areas from the principal front lot line. As the setback for the parking area is being established

through public action to acquire the right-of-way for Dorset Lane, a setback less than 15 feet may be approved as part of the CSM due to existing conditions.

**Easements.** The proposed CSM identifies drainage and utility easements at the perimeter of each lot as required by Section 117-41.C.1 including 10 feet abutting public rights-of-way and five feet along side lot lines. The CSM also illustrates a 45 foot wide private access easement along the north property line of the subject site that may provide for a future private driveway between Dorset Lane and Doman Drive based on the development of the two lots to the north of the subject site and/or potential redevelopment of the subject site.

## RECOMMENDATION

City staff recommends approval of the CSM to provide for right-of-way required for extension of Dorset Lane as outlined below.

## POSSIBLE MOTIONS

- A. Motion to **approve** a CSM for the City of New Richmond as presented.
  - B. Motion to **deny** the application based on a finding that the request is not consistent with the Comprehensive Plan and/or Subdivision Ordinance.
  - C. Motion to **table** for further discussion.
- c. Mike Darrow, City Administrator  
Tanya Reigel, City Clerk  
Jeremiah Wendt, Public Works Director  
Sarah Skinner, Building Inspector



SUBJECT SITE

EXHIBIT A



DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.



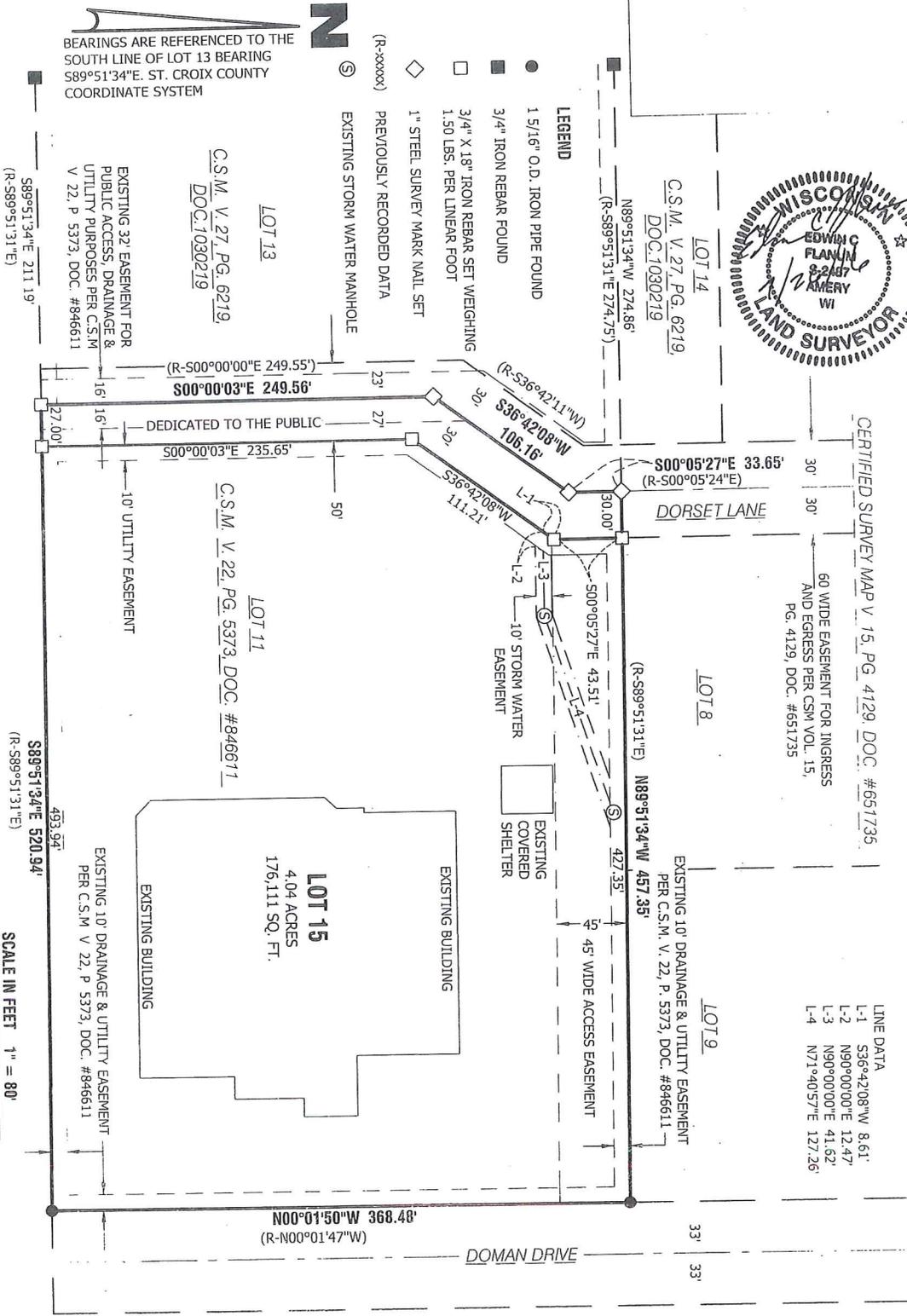
# CERTIFIED SURVEY MAP

LOCATED IN PART OF THE NW1/4 OF THE SW1/4, SECTION 11, T30N, R18W, CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN; BEING LOT 11 OF CERTIFIED SURVEY MAP RECORDED IN VOLUME 22, PAGE 5373, DOCUMENT NUMBER 846611.

BEARINGS ARE REFERENCED TO THE SOUTH LINE OF LOT 13 BEARING S89°51'34"E. ST. CROIX COUNTY COORDINATE SYSTEM



- LEGEND**
- 1 5/16" O.D. IRON PIPE FOUND
  - 3/4" IRON REBAR FOUND
  - 3/4" X 1/8" IRON REBAR SET WEIGHING 1.50 LBS. PER LINEAR FOOT
  - ◇ 1" STEEL SURVEY MARK NAIL SET
  - (R-xxxxx) PREVIOUSLY RECORDED DATA
  - ⊙ EXISTING STORM WATER MANHOLE



CERTIFIED SURVEY MAP V. 15, PG. 4129, DOC. #651735

60' WIDE EASEMENT FOR INGRESS AND EGRESS PER CSM VOL. 15, PG. 4129, DOC. #651735

**LINE DATA**

- L-1 S36°42'08"W 8.61'
- L-2 N90°00'00"E 12.47'
- L-3 N90°00'00"E 41.62'
- L-4 N71°40'57"E 127.26'

# CERTIFIED SURVEY MAP

LOCATED IN PART OF THE NW1/4 OF THE SW1/4, SECTION 11, T30N, R18W, CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN; BEING LOT 11 OF CERTIFIED SURVEY MAP RECORDED IN VOLUME 22, PAGE 5373, DOCUMENT NUMBER 846611.

## SURVEYOR'S CERTIFICATE

I, Edwin C. Flanum, Professional Wisconsin Land Surveyor, hereby certify that by the direction of the City of New Richmond, I have surveyed, mapped and described the parcel of land which is represented by this Certified Survey Map; that the exterior boundary of the parcel of land surveyed and mapped is described as follows:

Lot 11 of Certified Survey Map recorded in Volume 22, Page 5373, Document Number 846611 at the St. Croix County Register of Deeds Office. Located in part of the NW1/4 of the SW1/4 of Section 11, T30N, R18W, City of New Richmond, St. Croix County, Wisconsin.

Described parcel contains 4.29 acres (187,079 Sq. Ft.). Parcel is subject to all easements, restrictions, and covenants of record.

I, also certify that this Certified Survey Map is a correct representation to scale of the exterior boundary surveyed and described; that I have fully complied with the current provisions of Chapter 236.34 of the Wisconsin Statutes and the City of New Richmond Subdivision Ordinance in surveying and mapping same.

Edwin C. Flanum  
Edwin C. Flanum, P.L.S. 2487  
7/26/16  
Date



**OWNER**  
ST. CROIX COUNTY  
1101 CARMICHAEL ROAD  
HUDSON, WI 54016

**SURVEYOR**  
EDWIN C. FLANUM  
NORTHLAND SURVEYING, INC.  
P.O. BOX 152  
AMERY, WI 54001

## OWNER'S CERTIFICATE OF DEDICATION

St. Croix County, a governmental subdivision of the State of Wisconsin, as owner, does hereby certify that said county caused the land described on this Certified Survey Map to be surveyed, divided, mapped, and dedicated as represented on this Certified Survey Map.

St. Croix County, does further certify that this Certified Survey Map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection: City of New Richmond.

N WITNESS WHEREOF, said St. Croix County has caused these presents to be signed by Roger Larson, its County Board Chairperson, and countersigned by Cindy Campbell, its County Clerk, at Hudson, Wisconsin, and its seal to be hereunto affixed on this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_. In the presence of:

Roger Larson  
Roger Larson, County Board Chairperson  
Cindy Campbell  
Cindy Campbell, County Clerk

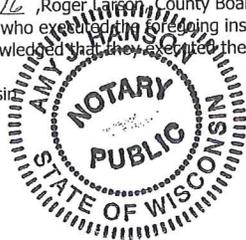
8-11-2016  
Date  
8-11-2016  
Date

State of Wisconsin )SS  
County of St. Croix)

Personally came before me this 11<sup>th</sup> day of August, 2016, Roger Larson, County Board Chairperson, and Cindy Campbell, County Clerk of St. Croix County, to me known to be the persons who executed the foregoing instrument, and to me known to be such County Board Chairperson and County Clerk of said County, and acknowledged that they executed the foregoing instrument as such officers as the deed of said county, by its authority.

(Notary Seal) \_\_\_\_\_ Notary Public, St. Croix Co., Wisconsin

Amy J. Hanson  
Notary Public, St. Croix Co., Wisconsin.  
My Commission expires 02-02-2019



## Common Council Approval Certificate

Resolved, that this Certified Survey Map in the City of New Richmond, St. Croix County, owner, is hereby approved by the common council.

Date approved: \_\_\_\_\_ Signed: \_\_\_\_\_, Frederick Horne, Mayor  
Date signed: \_\_\_\_\_ Signed: \_\_\_\_\_, Frederick Horne, Mayor

## Clerk's Certificate

I hereby certify that the foregoing is a copy of a resolution adopted by the common council of the City of New Richmond.

\_\_\_\_\_  
Tanya Reigel, Clerk Date



3601 Thurston Avenue N, Suite 100  
Anoka, MN 55303  
Phone: 763.231.5840  
Facsimile: 763.427.0520  
TPC@PlanningCo.com

## MEMORANDUM

TO: Beth Thompson

FROM: Daniel Licht, AICP

DATE: 17 August 2016

RE: New Richmond – Federal Foam; CSM

TPC FILE: 164.02

## BACKGROUND

Granberg & Sonnentag Land Solutions LLC has prepared a Certified Survey Map (CSM) to provide for subdivision and dedication of public right-of-way of the lot owned by Federal Foam within the property at the northeast corner of Knowles Avenue (Highway 65) and Paperjack Drive. City staff has discussed with the property owner acquisition of public right-of-way to be dedicated with the CSM for Heritage Drive, which currently terminates to the north of the subject site. Although there is no public right-of-way through the subject site and the abutting property to the north for Heritage Drive, there is a paved roadway being used by the public as a connection between Paperjack Drive and Meridian Drive. There are also City water and sewer utilities in-place beneath the paved roadway section. The CSM is subject to review by the Plan Commission and approval of the City Council, in accordance with Section 117-20 of the Subdivision Ordinance.

### Exhibits:

- A. Site Location
- B. CSM

## ANALYSIS

**Comprehensive Plan.** The Comprehensive Plan guides the subject site for commercial uses. The proposed CSM will provide for two lots, one with the existing developed principal building and one abutting Knowles Avenue with the existing off-street parking area. The proposed lot

abutting Knowles Avenue is an opportunity to develop a commercial use consistent with the land use policies of the Comprehensive Plan.

**Zoning.** The subject site is zoned Z3 District. The Z3 District allows for a range of uses appropriate for the Knowles Avenue corridor. Federal Foam’s existing warehousing use of the property (and proposed Lot 3) is not allowed within the Z3 District, but operates as a legal non-conforming use in accordance with Section 121-17 of the Zoning Ordinance. Development of proposed Lot 2 will be subject to the allowed uses within the Z3 District as specified by Table 3 of the Zoning Ordinance.

**Surrounding Uses.** The subject site is surrounded by the existing and planned land uses shown in the table below.

Direction	Land Use Plan	Zoning Map	Existing Use
North	Commercial	Z3 District	Undeveloped
East	Med. Density Residential	Z3 District	Twin homes
South	Commercial	Z3 District	Retail Store C-Store/gas
West	Industrial	Z7 District	Office/Industrial

**Right-of-Way.** The proposed CSM provides for a 50 foot wide right-of-way to be dedicated to the public for Heritage Drive from the south line to the north line of the subject site overlaying the existing roadway and utility corridor. The width of the proposed right-of-way complies with Table 4 of the Subdivision Ordinance for a local commercial street. To complete the connection of Heritage Drive from its current terminus to Paperjack Drive, additional right-of-way must be acquired from the abutting undeveloped property to the north. City staff is discussing acquisition of the right-of-way with that property owner as a separate action. Section 121-49.B of the Zoning Ordinance provides that all buildings be placed on a lot so that they will not obstruct future streets or utilities. This provision ensure that the City will ultimately be able to effect connecting Heritage Drive between Paperjack Drive and Meridian Drive to provide for access and circulation of traffic to all properties in the area.

**Lot Requirements.** Table 6 of the Zoning Ordinance establishes minimum requirements for lots within the Z3 District. The minimum lot width requirement is 80 feet and both lots proposed on the CSM exceed this requirement. Development of the lots is limited to 70 percent lot coverage. As an existing developed lot predating the establishment of the current Z3 District requirements, the lot coverage of the subject site exists as a legal non-conforming condition.

**Setbacks.** Setbacks applicable to the subject site and proposed lots shown on the CSM are established in Table 6 of the Zoning Ordinance. The only setback affected by the proposed CSM is the required 20 foot secondary front yard setback required between the existing principal building on Lot 3 and the proposed right-of-way for Heritage Drive. The existing building will be setback 10 feet from the proposed right-of-way line. As the CSM is providing for dedication of right-of-way over an existing roadway being used by the public and the location of the existing

principal building relative to this roadway is already established, non-compliance with the 20 foot setback requirement is considered to be a legal non-conforming condition subject to Section 121-17 of the Zoning Ordinance. That the non-conforming condition is further caused by City action to acquire right-of-way over the roadway used by the public is further basis for approval of the CSM.

**Easements.** The proposed CSM identifies drainage and utility easements at the perimeter of each lot as required by Section 117-41.C.1 including 10 feet abutting public rights-of-way and five feet along side lot lines. The easement acquired by the City for construction of a sidewalk abutting Paperjack Drive along the south lot line of the subject site is also shown on the CSM.

**Utilities.** There are existing sanitary sewer and water utility mains in-place beneath the paved roadway included within the right-of-way to be dedicated to the public with the proposed CSM. No modification of the existing utilities is planned at this time. Future modifications or connections to these existing utilities will be subject to review and approval of the Public Works Director.

**Grading.** No grading plan has been prepared in conjunction with the proposed CSM and no grading activities are planned at this time. Future improvement of Heritage Drive or redevelopment of Lots 2 and 3 will be subject to performance standards for grading, drainage, and erosion control as established by the Zoning Ordinance and City Code, subject to review and approval of the Public Works Director.

**Access.** The subject site abuts Knowles Avenue and Paperjack Drive, but no direct lot access to these roadways is allowed based on their respective functional classifications as a minor arterial and collector street by the Comprehensive Plan. Access to proposed Lots 2 and 3 will be provided from the roadway within the Heritage Drive right-of-way to be dedicated to the public. The dedication of right-of-way with the CSM for Heritage Drive will also allow for extension of the roadway to access future development of the abutting lot to the north.

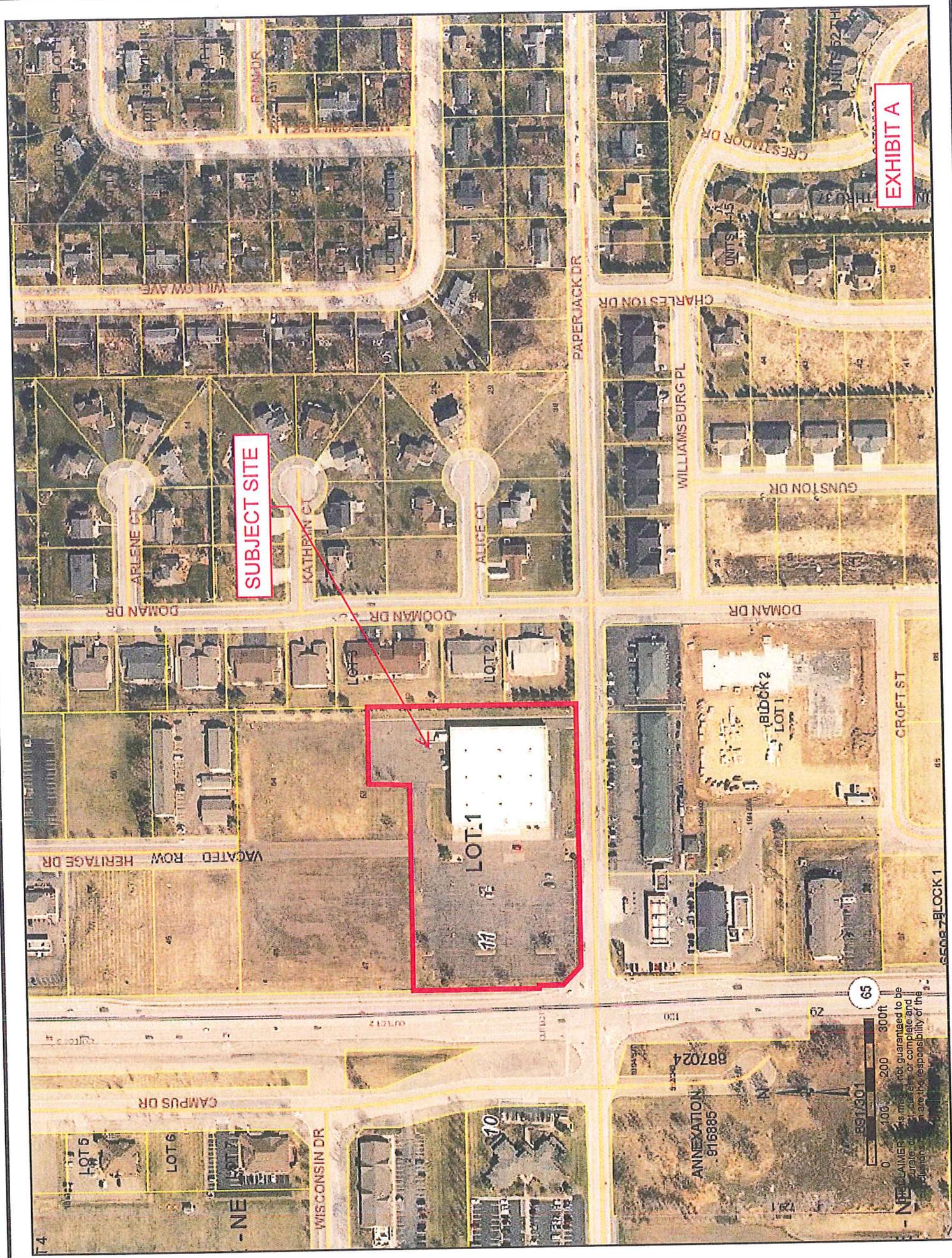
**Off-Street Parking.** The proposed CSM creating two lots divided by public right-of-way separates the principal building from its accessory off-street parking. To ensure access to off-street parking for both the existing use and any potential future use, access to the parking on Lot 2 must be secured for Lot 3. Section 121-52.A.6 of the Zoning Ordinance allows for administrative approval of shared parking between adjacent properties within 300 feet. A cross parking easement will need to be recorded with Lots 2 and 3 establishing a joint parking arrangement. Future development of Lot 2 will be required to provide the number of off-street parking stalls required for the existing use of Lot 3, as well as the use to be developed on Lot 2 (unless additional parking is constructed on Lot 3).

## RECOMMENDATION

The proposed CSM complies with the requirements of the Subdivision Ordinance and Zoning Ordinance. The Development Review Committee considered the proposed CSM at their meeting on 19 July 2016 and recommends approval as outlined below.

## POSSIBLE MOTIONS

- A. Motion to recommend City Council **approval** of a CSM for berg & Sonnentag Land Solutions LLC, subject to the following condition:
  - 1. The developer shall submit a cross parking easement to be recorded with Lots 2 and 3 establishing a joint parking arrangement for the number of off-street parking stalls required by the Zoning Ordinance.
  
- B. Motion to recommend the application be **denied** based on a finding that the request is not consistent with the Comprehensive Plan, Zoning Ordinance and/or Subdivision Ordinance.
  
- C. Motion to **table** for further discussion.
  
- c. Mike Darrow, City Administrator  
Tanya Reigel, City Clerk  
Jeremiah Wendt, Public Works Director  
Sarah Skinner, Building Inspector



SUBJECT SITE

EXHIBIT A

LOT 1

LOT 1

LOT 2

LOT 3

LOT 4

LOT 5

LOT 6

LOT 7

LOT 8

LOT 9



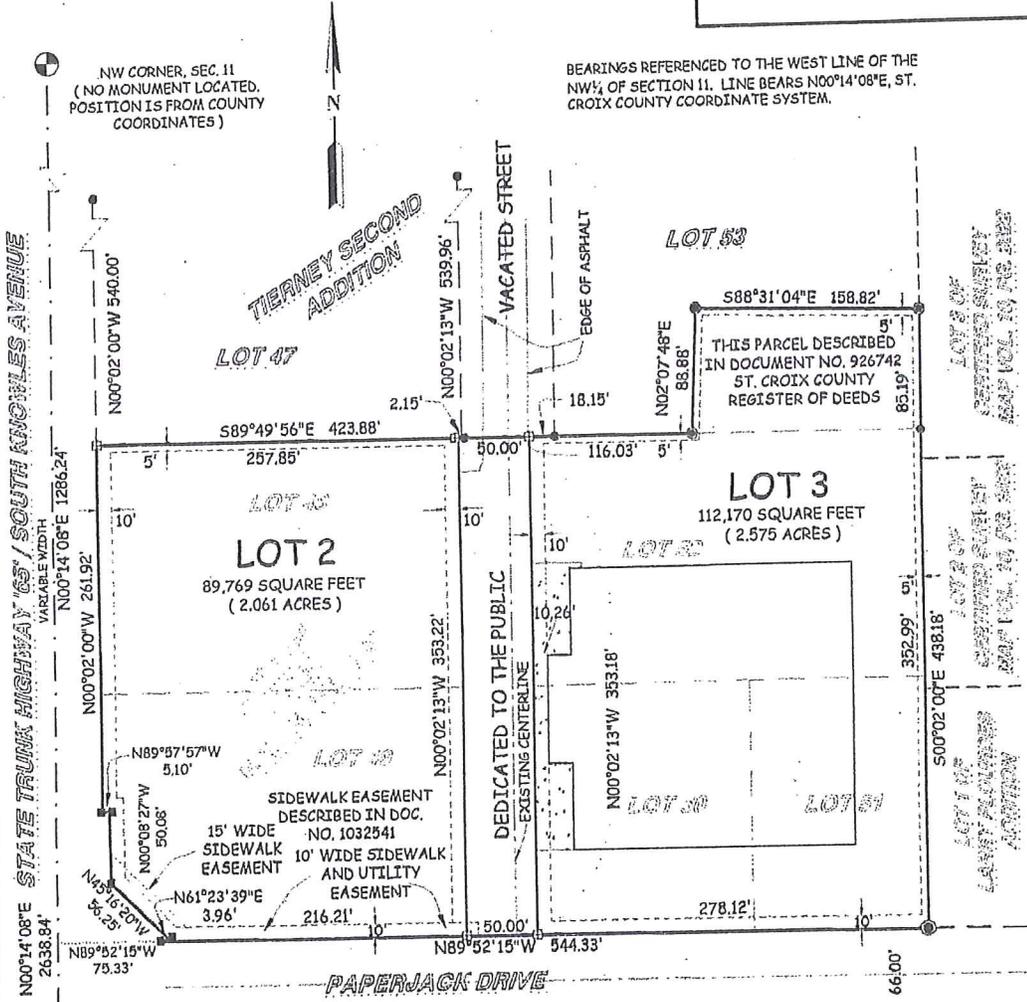
ANNEXATION 916885  
887024  
65  
NOT GUARANTEED TO BE  
ACCURATE OR COMPLETE AND  
THE RESPONSIBILITY OF THE  
APPLICANT

# CERTIFIED SURVEY MAP

LOCATED IN THE NW 1/4 OF THE NW 1/4 OF SECTION 11, T30N, R18W, CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN; BEING LOTS 48 - 52 AND PART OF LOT 53 OF THE PLAT OF TIERNEY SECOND ADDITION AND ALL OF LOT 1 OF THAT CERTIFIED SURVEY MAP FILED IN VOLUME 24, PAGE 5745 IN THE ST. CROIX COUNTY REGISTER OF DEEDS OFFICE.

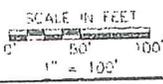
NW CORNER, SEC. 11  
(NO MONUMENT LOCATED.  
POSITION IS FROM COUNTY  
COORDINATES)

BEARINGS REFERENCED TO THE WEST LINE OF THE  
NW 1/4 OF SECTION 11. LINE BEARS N00°14'08"E, ST.  
CROIX COUNTY COORDINATE SYSTEM.



LOT 1 OF C&M VOL. 22, PG. 337  
LOT 1 OF C&M VOL. 10, PG. 307

- LEGEND**
- SECTION CORNER (AS NOTED)
  - 0.75" IRON REBAR FOUND
  - 1.25" OUTSIDE DIAMETER IRON PIPE FOUND
  - 1" OUTSIDE DIAMETER IRON PIPE FOUND
  - 2.25" OUTSIDE DIAMETER IRON PIPE FOUND
  - 0.75" X 18" IRON REBAR
  - WEIGHING 1,502 LBS. PER LINEAR FOOT SET
  - UTILITY EASEMENT (WIDTH AS SHOWN)



**LAND SOLUTIONS**  
GRANBERG & SONNENYAG

**SURVEYOR:** JOSEPH GRANBERG  
1428 134TH AVENUE  
NEW RICHMOND, WI 54017

**PREPARED FOR:** FEDERAL FOAM TECHNOLOGIES  
600 WISCONSIN DRIVE  
NEW RICHMOND, WI 54017

DRAFTED BY: JWG  
JOB NO. 100-387 SHEET 1 OF 3  
DATE: 06/21/16

ORDINANCE #486

AN ORDINANCE ANNEXING TERRITORY TO THE CITY OF NEW RICHMOND, WISCONSIN.

THE COMMON COUNCIL OF THE CITY OF NEW RICHMOND DOES ORDAIN AS FOLLOWS:

Section 1. Territory Annexed. The following described territory presently located in the Town of Stanton is hereby annexed to the City of New Richmond.

Territory described as follows:

Sec 30 T31N R17W 1.38 Acres. Commencing at the intersection of the north right-of-way of the highway with the west line of the SE ¼ of the SW ¼ section 30. Thence north along the west line 300 feet, thence east parallel with said right-of-way line 200 feet, thence south 300 feet to said right-of-way line, thence west 200 feet to the point of beginning. (Property owned by Jeff Moberg)

City of New Richmond  
156 East First Street  
New Richmond, WI 54017

Section 2. Effect of Annexation. From and after the date of this ordinance the territory described in Section 1 shall be a part of the City of New Richmond, for any and all purposes provided by law and all persons coming or residing within such territory shall be subject to all ordinances, rules and regulations governing the City of New Richmond.

Section 3. Temporary Zoning Classification. (a) Upon recommendation to the City Council of the City of New Richmond the territory described above, annexed to the City of New Richmond by this ordinance is designated as Z3 Multi-Use/Corridor District.

Section 4. Ward Designation. The territory described in Section 1 of this ordinance is hereby designated as part of Ward 2, Aldermanic District 1, of the City of New Richmond.

Section 5. Severability. If any provision of this ordinance is invalid or unconstitutional, or if the application of this ordinance to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application.

Section 6. Effective Date. This ordinance shall take effect upon passage and publication as provided by law.

I, Tanya Batchelor, Clerk of the City of New Richmond, Wisconsin, do hereby certify that the foregoing is a correct copy of an Ordinance introduced at a regular meeting of the Common Council of the City of New Richmond on September 12, 2016 adopted by more than two-thirds vote, and recorded in the minutes of said meeting.

Passed and approved: September 12, 2016  
Published and effective: September 22, 2016

\_\_\_\_\_  
Fred Horne, Mayor

ATTEST:

\_\_\_\_\_  
Tanya Batchelor, City Clerk



3601 Thurston Avenue N, Suite 100  
Anoka, MN 55303  
Phone: 763.231.5840  
Facsimile: 763.427.0520  
TPC@PlanningCo.com

## MEMORANDUM

TO: Beth Thompson

FROM: D. Daniel Licht, AICP

DATE: 31 August 2016

RE: New Richmond - Moberg Annexation

TPC FILE: 164.01

## BACKGROUND

Mr. Jeffery Moberg has filed a petition to annex 1.38 acres from Stanton Township to the City of New Richmond. The subject site is located on the north side of TH 64 east of the terminus of Noble Road. The subject site is bounded on the west, north, and east by parcels within the City of New Richmond. The subject site is currently vacant (with the single family dwelling and detached accessory building having been demolished). The petition for annexation is subject to review by the Plan Commission at a public hearing on 6 September 2016, approval of the City Council, and approval of the State of Wisconsin.

### Exhibits:

- A. Site Location
- B. Highway 64/65 Corridor Land Use Plan

## ANALYSIS

**Comprehensive Plan.** The Highway 64/65 Corridor Land Use Plan guides the subject site and surrounding parcels on the north side of TH 64 for future commercial uses. The annexation is being petition to facilitate a potential development project involving the 36.38 acre parcel to the north and east of the subject site. The annexation petition is consistent with the Comprehensive Plan to facilitate commercial development within the TH 64 corridor.

**Zoning.** The Zoning Ordinance is silent on the zoning designation for newly annexed parcels. In approving the annexation petition, the City may designate the appropriate zoning to be applied to the subject site. The parcels to the west, north, and east of the subjects site are zoned Z3 District, which allows for development of a range of retail, service, and office commercial uses consistent with the land uses guided by the Comprehensive Plan. In approving the annexation petition, the City Council is to include designation of the subject site as being zoned Z3 District.

**Surrounding Land Uses.** The subject site is surrounded by the following existing and planned land uses. Annexation of the subject site will allow for orderly development of compatible land uses in this area consistent with the Comprehensive Plan.

Direction	Land Use Plan	Zoning Map	Existing Use
North	Commercial/Park	Z3 District	Agriculture
East	Commercial	Z3	Agriculture
South	--	--	TH 64
West	Commercial	Z3 District	Auto Repair

**Streets.** The subject site currently has direct access to TH 64. Development of the subject site (in conjunction with development of the abutting 36.38 acre parcel) will require extension of Noble Road and removal of the direct access to TH 64.

**Utilities.** The City has water and sanitary sewer utilities available to the property at the terminus of Noble Road. The public service capacity exists for development of uses allowed within the Z3 District consistent with the Comprehensive Plan.

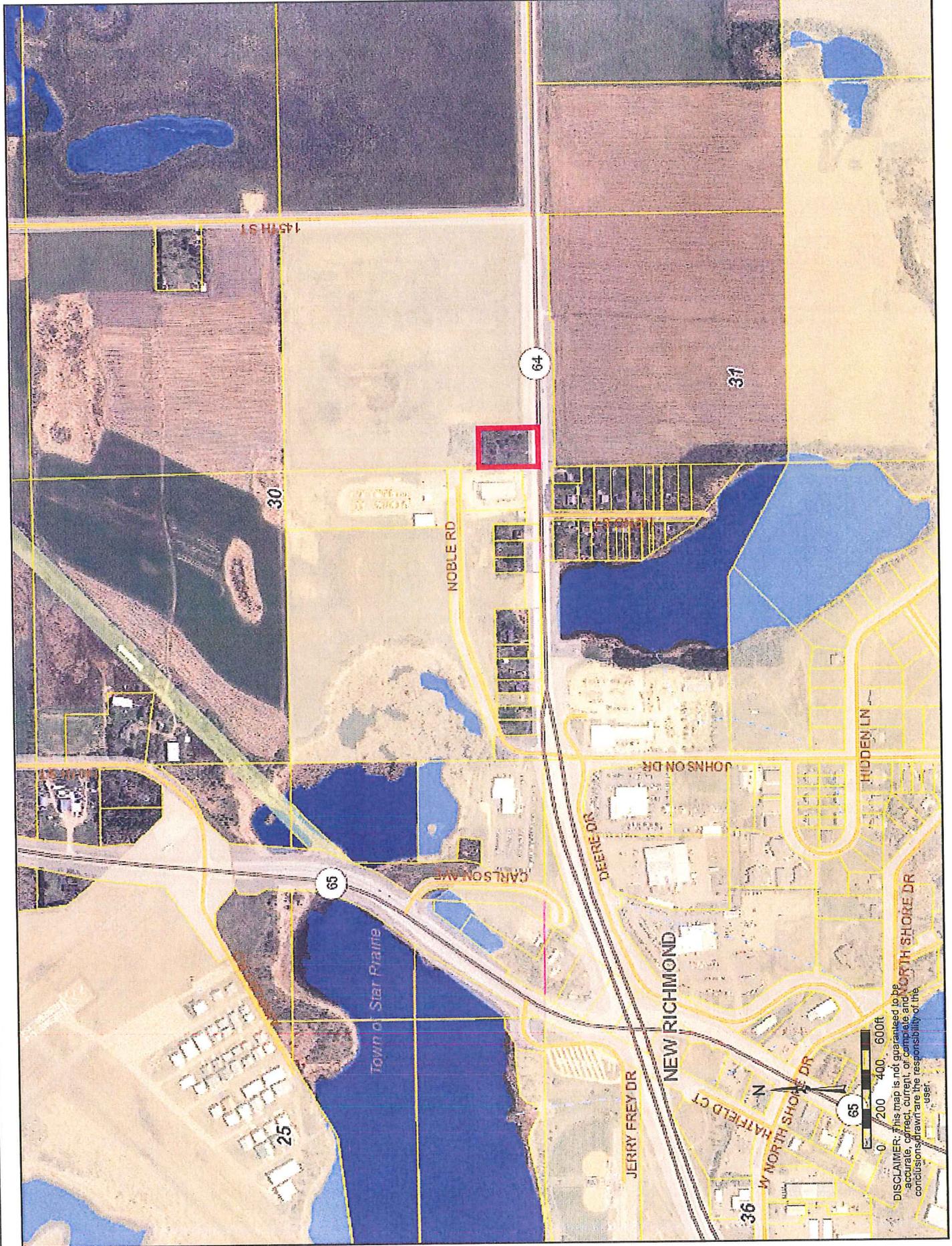
## RECOMMENDATION

The petition for annexation is consistent with the City’s policies for orderly development of urban land uses served by public street and utility infrastructure. The DRC discussed the petition at their meeting on 31 August 2016 and recommends approval of the petition and designation of the subject site as zoned Z3 District.

## POSSIBLE ACTIONS

- A. Motion to recommend City Council **approval** of an annexation petition by Jeffery Moberg and designation of the property as zoned Z3 District.
- B. Motion to recommend the City Council **deny** the application based on a finding that the request is inconsistent with the policies of the Comprehensive Plan.
- C. Motion to **table**.

- c. Michael Darrow, City Administrator  
Jeremiah Wendt, Public Works Director  
Sarah Skinner, Building Inspector  
Tanya Batchelor, City Clerk



143TH ST

64

31

30

NOBLE RD

CARLSON AVE

DEERE DR

HIDDEN LN

JOHNSON DR

65

Town of Star Prairie

25

NEW RICHMOND

JERRY FREY DR

W NORTH SHORE DR

NORTH SHORE DR

HATFIELD CT

36



DISCLAIMER: This map is not guaranteed to be accurate, current, correct, or complete and conclusions drawn are the responsibility of the user.

# Highway 64/65 Corridor Land Use & Thoroughfares

City of New Richmond, Wisconsin  
February 5, 2013

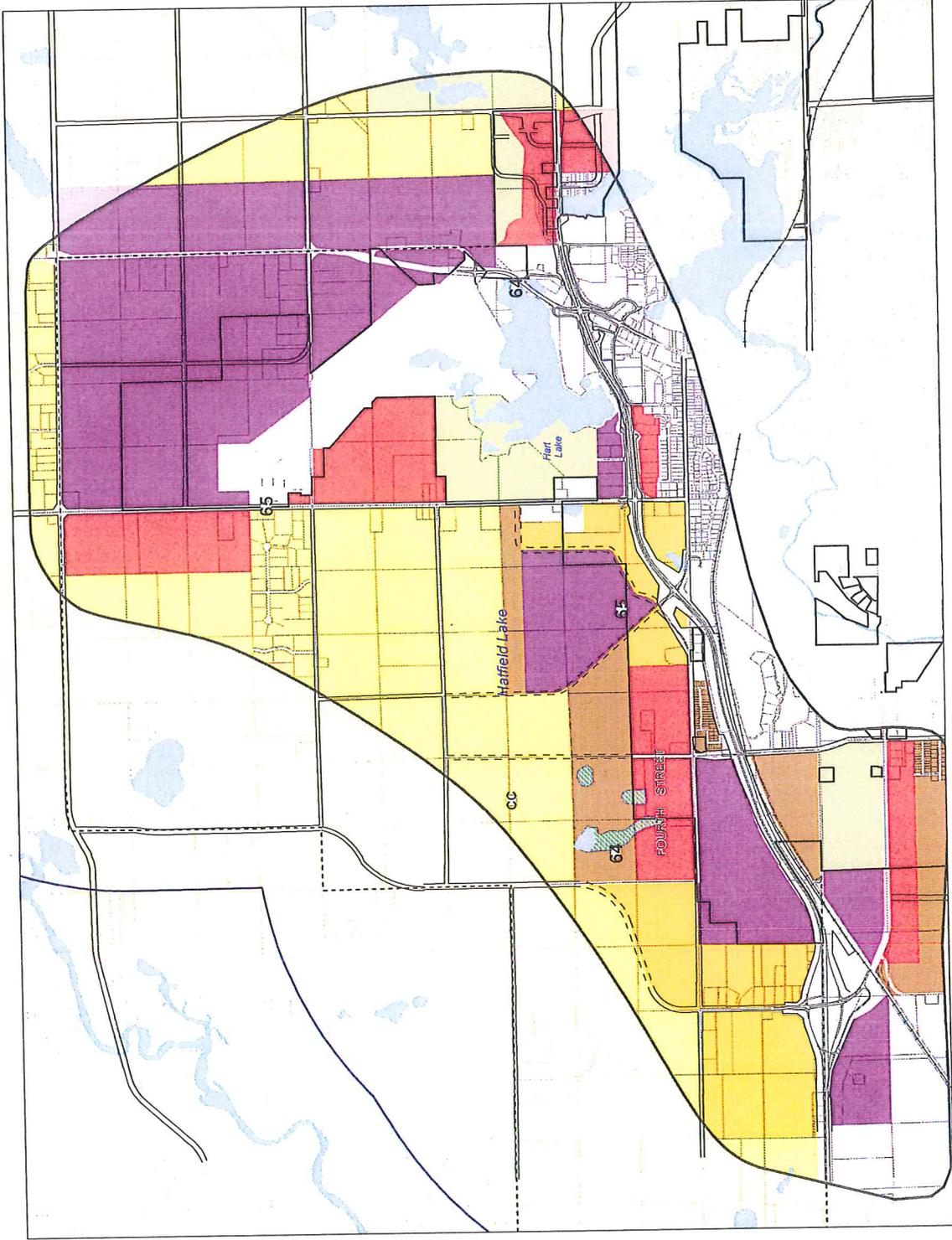
## EXPLANATION

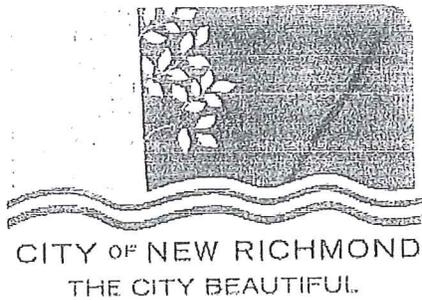
### Land Use Proposed 2013

-  Parks/Conservation
-  Low Density Residential
-  Medium Density Residential
-  Mixed Use Commercial
-  Mixed Use Commercial
-  Mixed Use Industrial

### Thoroughfares

-  Existing
-  Future
-  City Limits
-  Future City Limits
-  ETZ Boundary (1.5 miles)
-  Highway 64 Corridor
-  Surface Water
-  Wetland





# PETITION FOR ANNEXATION

## PURSUANT TO SECTION 66.0217(2) WISCONSIN STATUTES WHERE NO ELECTORS RESIDE IN TERRITORY

We, the undersigned, constituting all of the owners of the real property, and all of the electors residing in, the following territory of the town(s) of STANTON, St. Croix County, Wisconsin, lying contiguous to the City of New Richmond to annex the territory described below and shown on the attached scale map to the City of New Richmond, St. Croix, Wisconsin: (Please attach description)

We, the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexation, incorporation or consolidation proceedings, if any.

Signature of Petitioners	Date	Owner/Elector	Tax ID Number
<sup>1</sup> <u>Jeffrey Moberg</u>	<u>6/24/16</u>	<u>Jeffrey Moberg</u>	<u>036-1074-70-000</u>

### ADDITIONAL INFORMATION NEEDED

Approximate Value: Land \$ 65000.00 Improvements \$ 0.00

Tax ID 036-1074-70-000 Annual Town Property Taxes \$ 2972.04

Number of Electors 1

Present Land Use: Undeveloped 100 % Commercial      % Industrial      %  
Residential      % Recreational %     

Anticipated Land Use: Commercial 100 % Industrial      %  
Residential      % Recreational      %

Nature of land use adjacent to this property:

In the City? Agriculture, Repair Shop, Bus Garage

In the Town? Agriculture across Road

Application must be submitted to the Clerk at least four weeks prior to the Plan Commission meeting. Application must include a metes and bounds description of the property to be annexed and a scale map of the area.

Normally meetings are held on the first Tuesday of the month at 5:00 p.m., but may be rescheduled.

Public Hearing is required. Requires a Class II Notice – Published 2 times at least 10 days before the meeting.

Plan Commission will make a recommendation to the Common Council. Then the Common Council will make the final decision at the next Council meeting.

I CERTIFY THAT I HAVE PAID THE \$250.00 NON-REFUNDABLE FILING FEE THAT WAS RECEIPTED AS # 63370 DATED 8/8/16.

Check to Department of Administration for \$ 400<sup>00</sup>



SCOTT WALKER

GOVERNOR

SCOTT A. NEITZEL

SECRETARY

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Voice (608) 264-6102 Fax (608) 264-6104

Email: [wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)

Web: <http://doa.wi.gov/municipalboundaryreview/>

August 29, 2016

PETITION FILE NO. 13965

TANYA TEIGEL, CLERK  
CITY OF NEW RICHMOND  
156 E 1ST ST  
NEW RICHMOND, WI 54017-1802

SHARON BALCEREK, CLERK  
TOWN OF STANTON  
2245 COUNTY RD T  
DEER PARK, WI 54007

Subject: JEFFREY MOBERG ANNEXATION

The proposed annexation submitted to our office on August 11, 2016, has been reviewed and found to be in the public interest. In determining whether an annexation is in the public interest, s. 66.0217 (6), Wis. Stats. requires the Department to examine "[t]he shape of the proposed annexation and the homogeneity of the territory with the annexing village or city and any other contiguous village or city...." so as unincorporated land transitions to city or village status, the resulting boundaries are rational and easy for jurisdictions and residents to follow. The subject petition is for territory that is reasonably shaped and contiguous to the **CITY OF NEW RICHMOND**.

Note: The location of the territory being annexed must be further described by 1/4 section reference, and the metes and bounds description of the territory must commence from a monumented corner of the 1/4 section in which the territory lies.

The Department reminds clerks of annexing municipalities of the requirements of s. 66.0217 (9)(a), Wis. Stats., which states:

"The clerk of a city or village which has annexed shall file immediately with the secretary of administration a certified copy of the ordinance, certificate and plat, and shall send one copy to each company that provides any utility service in the area that is annexed. The clerk shall record the ordinance with the register of deeds and file a signed copy of the ordinance with the clerk of any affected school district..."

State and federal aids based on population and equalized value may be significantly affected through failure to file with the Department of Administration. Please file a copy of your annexing ordinance, including a statement certifying the population of the annexed territory. **Please also include the MBR number with your ordinance as this assists with record keeping. Your MBR number is: 13965**

Mail these documents to:

Wisconsin Department of Administration,  
Municipal Boundary Review  
PO Box 1645  
Madison WI 53701-1645

The petition file is available for viewing at: <http://mds.wi.gov/View/Petition?ID=2032>

Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner



3601 Thurston Avenue N, Suite 100  
Anoka, MN 55303  
Phone: 763.231.5840  
Facsimile: 763.427.0520  
TPC@PlanningCo.com

## MEMORANDUM

TO: Beth Thompson

FROM: D. Daniel Licht, AICP

DATE: 31 August 2016

RE: New Richmond – East 4<sup>th</sup> Street; CSM

TPC FILE: 164.01

## BACKGROUND

The City of New Richmond has prepared a Certified Survey Map (CSM) to provide for vacation of public right-of-way and for a portion of East 4<sup>th</sup> Street west of Oak Avenue and consolidation of lots under common ownership bisected by the public right-of-way. The public right-of-way to be vacated in conjunction with the CSM abuts property owned by the City of New Richmond and developed with the New Richmond Area Centre ice arena to the south and a small remnant parcel to the north. The right-of-way is used as and functions like an off-street parking area. The CSM is subject to review by the Plan Commission and approval of the City Council, in accordance with Section 117-20 of the Subdivision Ordinance. The City Council is also required to hold a public hearing to consider vacation of the public right-of-way, which it will do concurrent with consideration of the Plan Commission recommendation regarding the CSM.

### Exhibits:

- A. Site Location
- B. Certified Survey Map

## ANALYSIS

**Comprehensive Plan.** The Comprehensive Plan guides the subject site for intuitional uses. The proposed CSM and vacation of East 4<sup>th</sup> Street right-of-way will provide consolidation of City owned parcels and relate use of the right-of-way as off-street parking for the New Richmond Area Centre uses. The proposed CSM and vacation is consistent with the Comprehensive Plan.

**Zoning.** The subject site is zoned Z5 Traditional Neighborhood District. The Z5 District does not specifically allow for the New Richmond Area Centre community center and indoor recreation uses making them legal non-conformities. As legal non-conformities, the use can continue as it exists but cannot be expanded. The proposed CSM and vacation of right-of-way for East 4<sup>th</sup> Street does not expand the nonconforming use. Furthermore, the existing New Richmond Area Centre is an important community facility appropriate for this location. City staff will include in the next Zoning Ordinance amendment language making public/quasi-public community centers and indoor recreation facilities a permitted use in the Z5 District.

**Surrounding Uses.** The subject site is surrounded by the existing and planned land uses shown in the table below. The existing use of the subject site will not change as a result of the CSM and proposed vacation of East 4<sup>th</sup> Street right-of-way. The CSM and proposed vacation will allow for the ability to install additional screening of the properties to the north as may be determined to be necessary in operating the New Richmond Area Centre.

Direction	Land Use Plan	Zoning Map	Existing Use
North	LD Residential	Z5 District	Single Family
East	LD Residential	Z5 District	Single Family
South	LD Residential	Z5 District	Single Family
West	Institutional	Z5 District	Community Center

**Right-of-Way.** The proposed CSM and vacation of East 4<sup>th</sup> Street right-of-way for consolidation of two lots owned by the City of New Richmond into a single parcel. The public right-of-way currently functions as an off-street parking area, does not provide access to any other properties, or connect Oak Avenue as a through street to other public rights-of-way. As such, the East 4<sup>th</sup> Street right-of-way serves no public purpose as a right-of-way and vacation is appropriate.

**Lot Requirements.** Table 8 of the Zoning Ordinance establishes minimum requirements for lots within the Z5 District. The minimum lot width requirement is 80 feet and the subject site will comply with this requirement upon approval of the CSM with 295 feet of frontage to Oak Avenue. Lot coverage within the Z5 District is limited to 40 percent as a legal non-conforming condition predating the establishment of the current requirement.

**Setbacks.** Setbacks applicable to the subject site are established by Table 8 of the Zoning Ordinance. The only setback affected by the proposed CSM is the required 20 foot secondary front yard setback required along the existing East 4<sup>th</sup> Street right-of-way line. Vacation of the right-of-way will eliminate the non-conforming encroachment of the ice arena building into this setback with the area north of the building now being defined as a side yard subject to a 5 foot setback, which the building complies with.

**Easements.** The proposed CSM must identify drainage and utility easements at the perimeter of the proposed lot as required by Section 117-41.C.1 including 10 feet abutting public rights-of-way and five feet along side lot lines. Drainage and utility easements must also be recorded

over any in-place utilities within the existing East 4<sup>th</sup> Street right-of-way to be vacated. All drainage and utility easements are to be subject to review and approval of the Public Works Director.

## **RECOMMENDATION**

The Development Review Committee consider the CSM and vacation at their meeting on 31 August 2016 and recommends approval subject to the conditions outlined below.

## **POSSIBLE MOTIONS**

- A. Motion to **approve** a CSM for the City of New Richmond, subject to the following conditions:
  - 1. The proposed CSM shall identify drainage and utility easements at the perimeter of the lot as required by Section 117-41.C.1 and over any in-place utilities within the existing East 4<sup>th</sup> Street right-of-way to be vacated, subject to review and approval of the Public Works Director.
  
- B. Motion to **deny** the application based on a finding that the request is not consistent with the Comprehensive Plan and/or Subdivision Ordinance.
  
- C. Motion to **table** for further discussion.
  
- c. Mike Darrow, City Administrator  
Tanya Batchelor, City Clerk  
Jeremiah Wendt, Public Works Director  
Sarah Skinner, Building Inspector



# CERTIFIED SURVEY MAP

LOCATED IN PART OF THE FRACTIONAL NW1/4, SECTION 2, T30N, R18W, CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN; BEING OUTLOTS 102, 103, 139, 140, 141 AND VACATED STARR AVENUE LYING NORTH OF FIFTH STREET OF THE OUTLOT MAP OF THE CITY OF NEW RICHMOND.

**OWNER**  
CITY OF NEW RICHMOND  
156 EAST FIRST STREET  
NEW RICHMOND, WI 54017

**SURVEYOR**  
EDWIN C FLANUM  
NORTHLAND SURVEYING, INC.  
P.O. BOX 152  
AMERY, WI 54001

## SURVEYOR'S CERTIFICATE

I, Edwin C. Flanum, Professional Wisconsin Land Surveyor, hereby certify that by the direction of the City of New Richmond, I have surveyed, mapped and described the parcel of land which is represented by this Certified Survey Map; that the exterior boundary of the parcel of land surveyed and mapped is described as follows:

A parcel of land located in part of the fractional NW1/4 of Section 2, T30N, R18W, City of New Richmond, St. Croix County, Wisconsin; including Outlot 101, part of Outlots 90, 94, 97, 98, 100, vacated Fourth Street and part of the vacated public right-of-way lying between the south 16 feet of Outlot 100 and Outlot 102 of the Outlot Map of the City of New Richmond; described as follows:

Commencing at the W1/4 Corner of said Section 2; thence S89°48'33"E, along the east - west 1/4 line, 1909.65 feet; thence N00°31'32"E 1697.79 feet to the NE Corner of Outlot 91 of the Outlot Map of the City of New Richmond; thence S00°31'32"W, along the west right-of-way line of Oak Avenue, 81.00 feet to the SE Corner of a parcel of land recorded in Document Number 997673, being the point of beginning; thence continuing S00°31'32"W, along the west line of Outlot 90, vacated Fourth Street and Outlot 101, 295.84 feet to the south line of Outlot 101 of said Outlot Map; thence S89°59'54"W, along said south line, 454.21 feet to the east line of Certified Survey Map recorded in Volume 25, Page 5841, Document Number 952479; thence N00°34'21"W, along said east line, 241.01 feet to the westerly extension of the north line of a parcel of land recorded in Volume 515, Page 535, Document Number 323848; thence N89°59'54"E, along said westerly extension, said north line and the north line of a parcel of land recorded in Volume 515, Page 534, Document Number 323847, 308.29 to the west line of Outlot 90; thence N00°16'18"E, along said west line, 54.83 feet to the south line of previously said parcel of land recorded in Document Number 997673; thence N89°59'54"E, along said south line, 150.78 feet to the point of beginning. Described parcel contains 2.72 acres (118,281 Sq. Ft.).

Parcel is subject to all easements, restrictions, and covenants of record.

I, also certify that this Certified Survey Map is a correct representation to scale of the exterior boundary surveyed and described; that I have fully complied with the current provisions of Chapter 236.34 of the Wisconsin Statutes, the Land Subdivision Ordinance of the County of St. Croix, and the City of New Richmond Subdivision Ordinance in surveying and mapping same.

\_\_\_\_\_  
Edwin C. Flanum, P.L.S.

\_\_\_\_\_  
Date

## Common Council Approval Certificate

Resolved, that this Certified Survey Map in the City of New Richmond, City of New Richmond, owner, is hereby approved by the common council.

\_\_\_\_\_  
Fred Horne, Mayor

Date \_\_\_\_\_

## Clerk's Certificate

I hereby certify that the foregoing is a copy of a resolution adopted by the common council of the City of New Richmond.

\_\_\_\_\_  
Tanya Reigel, Clerk

Date \_\_\_\_\_



LOT 1

LOT 2

S STARR AVE

CENTER RD

E 3RD ST

E 4TH ST

OAK AVE S

PARK AVE S

ROUNDS AVE S

E 5TH ST

DISCLAIMER: This map is for informational purposes only. It does not constitute a legal description of land. For more information, please contact the local government office.

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RESOLUTION#091604  
PRELIMINARY RESOLUTION FOR  
VACATING A PORTION OF EAST FOURTH STREET

WHEREAS, pursuant to Section 66.1003 of Wisconsin Statutes, the Plan Commission has received a request to vacate and discontinue a portion of East Fourth Street described below:

A parcel of land located in part of the fractional NW1/4 of Section 2, T30N, R18W, City of New Richmond, St. Croix County, Wisconsin; being Fourth Street and part of the public right-of-way lying between the south 16 feet of Outlot 100 and Outlot 102 of the Outlot Map of the City of New Richmond; described as follows:

Commencing at the W1/4 Corner of said Section 2; thence S89°48'33"E, along the east - west 1/4 line, 1909.65 feet; thence N00°31'32"E 1697.79 feet to the NE Corner of Outlot 91 of the Outlot Map of the City of New Richmond; thence S00°31'32"W, along the west right-of-way line of Oak Avenue, 151.83 feet to the SE Corner of Outlot 90 of said Outlot Map, being the point of beginning; thence continuing S00°31'32"W, along said west line, 50.00 feet to the north line of Outlot 101 of said Outlot Map; thence S89°59'54"W, along said north line, 457.56 feet to the east line of Lot 1 of Certified Survey Map recorded in Volume 25, Page 5841, Document Number 952479; thence N00°34'21"W, along said east line, 66.00 feet to the westerly extension of the north line of a parcel of land recorded in Volume 515, Page 535, Document Number 323848; thence N89°59'54"E, along said westerly extension, 33.14 feet to the west line of said parcel; thence S00°12'06"W, along said west line, 16.00 feet to the south line of said parcel; thence N89°59'54"E, along said south line and the south line of a parcel of land recorded in Volume 515, Page 534, Document Number 323847, 425.60 feet to the point of beginning. Described parcel contains 0.54 acres (23,431 Sq. Ft.).

WHEREAS, the City of New Richmond supports the vacation of this portion of East Fourth Street as it serves no public purpose and will allow for development of abutting property in accordance with the Comprehensive Plan; and

WHEREAS the Plan Commission is recommending the Common Council call for a Public Hearing to consider the proposed vacation; and

NOW, THEREFORE, BE IT RESOLVED, that the Common Council shall call and hold such hearing at the Council Meeting on November 14, 2016, at 7:00 p.m. to vacate and discontinue the drainage and utility easement described above and depicted on attachment A; and

The City Clerk is instructed to publish a notice stating when and where this resolution will be acted upon and stating that drainage and utility easement to be vacated, and cause all the necessary notices be delivered to all the abutting land owners and those residing within 2,650 feet from the ends.

Passed and approved: September 12, 2016.

\_\_\_\_\_  
Frederick Horne, Mayor

ATTEST:

\_\_\_\_\_  
Tanya Batchelor, Clerk

RIGHT-OF-WAY TO BE VACATED

A parcel of land located in part of the fractional NW1/4 of Section 2, T30N, R18W, City of New Richmond, St. Croix County, Wisconsin; being Fourth Street and part of the public right-of-way lying between the south 16 feet of Outlot 100 and Outlot 102 of the Outlot Map of the City of New Richmond; described as follows:

Commencing at the W1/4 Corner of said Section 2; thence S89°48'33"E; along the east - west 1/4 line, 1909.65 feet; thence N00°31'32"E 1697.79 feet to the NE Corner of Outlot 91 of the Outlot Map of the City of New Richmond; thence S00°31'32"W, along the west right-of-way line of Oak Avenue, 151.83 feet to the SE Corner of Outlot 90 of said Outlot Map, being the point of beginning; thence continuing S00°31'32"W, along said west line, 50.00 feet to the north line of Outlot 101 of said Outlot Map; thence S89°59'54"W, along said north line, 457.56 feet to the east line of Lot 1 of Certified Survey Map recorded in Volume 25, Page 5841, Document Number 952479; thence N00°34'21"W, along said east line, 66.00 feet to the westerly extension of the north line of a parcel of land recorded in Volume 515, Page 535, Document Number 323848; thence N89°59'54"E, along said westerly extension, 33.14 feet to the west line of said parcel; thence S00°12'06"W, along said west line, 16.00 feet to the south line of said parcel; thence N89°59'54"E, along said south line and the south line of a parcel of land recorded in Volume 515, Page 534, Document Number 323847, 425.60 feet to the point of beginning. Described parcel contains 0.54 acres (23,431 Sq. Ft.).

Parcel is subject to all easements, restrictions, and covenants of record.

August 26, 2016



156 East First Street  
New Richmond, WI 54017  
Ph 715-246-4268 Fax 715-246-7129  
[www.newrichmondwi.gov](http://www.newrichmondwi.gov)

**TO: Mayor and City Council**

**FROM: Kim Hennings, Library Director**

**DATE: September 9, 2016**

**RE: Exemption from County Library Tax**

**Background**

This is a resolution required by St. Croix County in order for New Richmond residents to be exempt from the County Library Levy. Each year St. Croix County levies a library tax on municipalities that either do not have a library or do not levy sufficient local dollars for the library service. Municipalities are required to fund their libraries at a rate that exceeds the rate of the County Library tax in order to be exempt from that tax. The resolution affirms that the City of New Richmond has fulfilled the requirement to fund our library at a rate that exceeds the County Tax.

**Recommendation**

Staff recommends approval of this resolution.

RESOLUTION #091605  
REQUESTING APPLICATION FOR EXEMPTION  
FROM COUNTY LIBRARY TAX

WHEREAS, pursuant to the authority granted under Wisconsin Statutes Section 43.64(1), the County Board for St. Croix County, levies a county library tax for public library service to its inhabitants; and

WHEREAS, Wisconsin Statutes Section 43.64(2) provides that any city, town or village or school district in a county levying a tax for public library service under Sub (1) shall, upon written application to the county board of the county, be exempted from the county tax levy, if:

the city, town, village or school district making the application levies a tax for public library service and appropriates and expends for a library fund during the year which the county tax levy is made a sum at least equal to an amount calculated as determined in Wis. Stat. 43.64(2)(b)

NOW THEREFORE, BE IT RESOLVED that the City of New Richmond, Wisconsin hereby certifies that it will appropriate and expend an amount equal to or greater than the amount calculated under Wis. Stats. 43.64 (2)(b) for this year's library operations at the Friday Memorial Library and therefore makes this written application to the St. Croix County Board that the Board determine that the City of New Richmond is exempt from the payment of any county library tax in 2017, as provided in Wisconsin Statutes Section 43.64(2) of the Wisconsin Statutes.

BE IT FURTHER RESOLVED that copies of this Resolution be forwarded by the City of New Richmond Clerk to the Library Director of the Friday Memorial Library and to the County Clerk of St. Croix County.

Dated this 12<sup>th</sup> day of September, 2016.

\_\_\_\_\_  
Frederick Horne, Mayor

Attest:

\_\_\_\_\_  
Tanya Batchelor, City Clerk



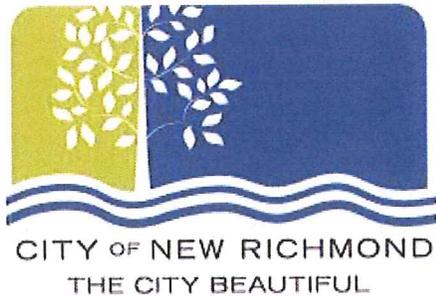
**Exemption from the County Library Tax**

Under Wisconsin Statute 43.64(2), municipalities with public libraries may be exempt from the county library tax if they appropriate locally an amount above the defined minimum. In order to determine if a municipality may request an exemption from the county library tax for 2017 (the tax the county board will set in the fall of 2016 and expend in 2017), complete the following calculations.

\*\*The State of WI 2013-2015 Budget includes language that "allows municipalities participating in a joint library to be exempt from the county library tax, provided the municipality library levy is maintained at no less than the average of the last three years".

	1	2	3	4	5	6	7	8	9
	2015 Equalized value of Property	2015 Value of County Library Tax	2015 Equalized value Taxed for 2015 County Library Tax	2016 County Appropriation for Library Services	County Library Tax Levy for 2016	2016 Equalized Value of Municipality	Minimum 2017 Appropriation to exempt from County Library Tax	2017 Municipal Library Appropriation	If 8 is greater than 7, the municipality may request an exemption
Municipality									
V Baldwin	\$ 7,894,280,200	\$ 5,012,678,200	\$ 2,881,602,000	\$ 1,081,956	0.0003755	\$ 259,889,500	\$ 97,581	\$	\$ (97,581)
V Deer Park	\$ 7,894,280,200	\$ 5,012,678,200	\$ 2,881,602,000	\$ 1,081,956	0.0003755	\$ 12,604,700	\$ 4,733	\$	\$ (4,733)
V Hammond	\$ 7,894,280,200	\$ 5,012,678,200	\$ 2,881,602,000	\$ 1,081,956	0.0003755	\$ 103,540,100	\$ 38,876	\$	\$ (38,876)
V Roberts	\$ 7,894,280,200	\$ 5,012,678,200	\$ 2,881,602,000	\$ 1,081,956	0.0003755	\$ 108,471,300	\$ 40,728	\$	\$ (40,728)
V Somerset	\$ 7,894,280,200	\$ 5,012,678,200	\$ 2,881,602,000	\$ 1,081,956	0.0003755	\$ 172,021,500	\$ 64,589	\$	\$ (64,589)
V Spring Valley	\$ 7,894,280,200	\$ 5,012,678,200	\$ 2,881,602,000	\$ 1,081,956	0.0003755	\$ 1,061,800	\$ 399	\$	\$ (399)
V Woodville	\$ 7,894,280,200	\$ 5,012,678,200	\$ 2,881,602,000	\$ 1,081,956	0.0003755	\$ 62,015,100	\$ 23,285	\$	\$ (23,285)
C New Richmond	\$ 7,894,280,200	\$ 5,012,678,200	\$ 2,881,602,000	\$ 1,081,956	0.0003755	\$ 611,716,300	\$ 229,681	\$	\$ (229,681)
C River Falls	\$ 7,894,280,200	\$ 5,012,678,200	\$ 2,881,602,000	\$ 1,081,956	0.0003755	\$ 284,418,100	\$ 106,791	\$	\$ (106,791)
C Glenwood City	\$ 7,894,280,200	\$ 5,012,678,200	\$ 2,881,602,000	\$ 1,081,956	0.0003755	\$ 55,505,800	\$ 20,841	\$	\$ (20,841)

	Actual 2014	Actual 2015	Actual 2016	Average	2017 Municipal Library Appropriation
T Hudson	191,537	197,283	203,201	\$ 197,340	
T St. Joseph	86,788	86,788	85,546	\$ 86,374	
V North Hudson	84,962	82,815	84,754	\$ 84,177	
C Hudson	295,000	300,900	292,358	\$ 296,086	



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## MEMORANDUM

**TO:** Mayor Horne & City Council

**FROM:** Jeremiah Wendt, Director of Public Works  
Mike Mroz, Public Works Operations Manager  
Noah Wiedenfeld, Management Analyst

**DATE:** September 8, 2016

**SUBJECT:** Urban Forestry Grant

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### **BACKGROUND**

The Wisconsin DNR offers a competitive matching grant of up to \$25,000 for community forestry projects. Applications must be postmarked by October 1, 2016 and must include a local resolution of support. Projects begin January 1 and must be completed within one calendar year. City staff intends to request funding to prepare a response and risk reduction plan for emerald ash borer disease, including the costs of replacement trees. The project would also include the addition of new trees in our parks system (e.g. tree planting at Freedom Park) and various boulevards. Results of the application will be determined by November 15th.

The corresponding resolution of support is included with this memo.

### **ACTION**

City staff recommend approval of the resolution authorizing the submission of an urban forestry grant application.

**RESOLUTION #091606**

**URBAN FORESTRY GRANT AUTHORIZING RESOLUTION**

WHEREAS, the applicant, City of New Richmond, is interested in obtaining a cost-share grant from Wisconsin Department of Natural Resources for the purpose of funding urban and community forestry projects or urban forestry catastrophic storm projects specified in s. 23.097(1g) and (1r), Wis. Stats.;

WHEREAS, the applicant attests to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, the applicant requests a grant agreement to carry out the project;

NOW, THEREFORE, BE IT RESOLVED, the applicant, City of New Richmond, will comply with all local, state, and federal rules, regulations and ordinances relating to this project and the cost-share agreement;

BE IT FURTHER RESOLVED, the applicant will budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers the Director of Public Works, its official or employee, to act on its behalf to:

1. Sign and submit the grant application
2. Sign a grant agreement between applicant and the DNR
3. Submit interim and/or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement request to the DNR
5. Sign and submit other required documentation

Adopted this 12th day of September, 2016.

I hereby certify that the foregoing resolution was duly adopted by the New Richmond City Council at a legal meeting on the 12th day of September, 2016.

Fred Horne	Mayor	Date Certified
Tanya Batchelor	City Clerk	Date Certified



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**TO: Mayor and City Council**

**FROM: Craig Yehlik, Police Chief**

**DATE: September 9, 2016**

**RE: K-9 Program**

**Background**

The Public Safety Committee discussed having a K-9 Unit and recommended City Council approval. Attached is an explanation of the basics of the program and a copy of a letter sent to local community members asking for their support.

**Recommendation**

Staff recommends proceeding with the addition of a K-9 Unit.

# K-9 Program Basics

## Community Benefits

- Increased officer safety
- Tracking for missing or endangered persons (lost/missing children, elderly, suspects)
- Searches for narcotics
- Time savings (e.g. clearing a building)
- Public relations
- Income from recovered cash/property seizures

## Start-Up Costs – About \$30,000

The table below shows some of the basic costs associated with a K-9 unit. Training costs and dog care (food, vet, etc) will be reoccurring. Trained dogs will usually serve up to 9 years before retirement. There would also be costs associated with selecting the handler and any additional salary/stipend provided.

<b>Description</b>	<b>Cost Estimate</b>	<b>Notes</b>
<b>Dog (trained for patrol &amp; narcotics)</b>	\$8,000 - \$10,000	Depends on training level & quality of the breeder
<b>Training &amp; certification for dog &amp; handler</b>	\$5,000 - \$7,500	Funding assistance available; cost dependent on the length of training (4 to 12 weeks) & location (hotels, meals, etc); explosives training is very expensive
<b>Vehicle outfitting</b>	\$5,000 - \$10,000	Biggest variable; some departments have a take home car for the K-9 handler
<b>Food, veterinary services, bedding, kennel</b>	\$1,000 - \$3,000	Can often times be covered through donations by local businesses
<b>Protective vest for the dog</b>	\$1,000 - \$5,000	Likely funded via grant



*New Richmond Police Department*  
1443 Campus Drive  
New Richmond Wisconsin 54017  
(715) 246-6667 Office (715) 246-4370 Fax



*Craig Yehlik*  
*Chief of Police*

*Veronica Koehler*  
*Lieutenant*

September 2, 2016

Dear Community Member,

For over 100 years, dogs have been working side-by-side with law enforcement officers in the performance of their duties. They are a useful tool that assists in drug detection, suspect apprehension, search and rescue and community oriented policing. K9 units allow the officer and their K9 Partner to work as a team to deter criminal activity. The K9 can protect the officer from dangerous situations and also assist in locating a vulnerable citizen.

The New Richmond Police Department presented information to the Public Safety Committee in reference to starting a K9 program in the City of New Richmond. The Public Safety Committee agrees with the need for a K9 Unit. The information will be presented to the New Richmond City Council on September 12, 2016.

We are asking the community for support in starting and maintaining a K9 program in our community. We are looking for businesses and individuals who would pledge support toward the program now and in the future. We want to have the program be community supported through donations and not through tax dollars.

The St. Croix County Sheriff's Office currently has two K9 Units that are community supported. They have expressed an interest in assisting us with the development and support we need to start and maintain a K9 Unit.

The costs of this program are as follows:

Estimated costs for initial start up:

Squad SUV	\$25,000
Purchase of the dog	\$8,500
Equipment and training package	\$4,500
Dog Kennel for handler's residence	TBD
Insulated dog house	TBD
Kennel insert for squad car	\$3,000
Hot/pop system for climate control and door system for squad	\$1,400

Estimated cost for maintaining unit:

\$2,000-5,000 per year to include:

Dog Food

Veterinarian expenses

Annual cost for police dog and narcotic certification

We appreciate any support you wish to provide. Thank you for your continued support of law enforcement in our community.

I will reach out on September 9, 2016 to answer any questions and ask for your commitment.

Sincerely,

Lt. Veronica Koehler, 4202  
New Richmond Police Department



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## MEMORANDUM

**TO:** Mayor Horne & City Council  
**FROM:** Noah Wiedenfeld, Management Analyst  
**DATE:** September 8, 2016  
**SUBJECT:** Mayor's Youth Advisory Committee

---

### **BACKGROUND**

The City Council has previously had two student representatives who attend the regular monthly City Council meetings. In order to involve more students and to provide for a more engaging and educational experience, City staff recommend the creation of a Mayor's Youth Advisory Committee.

### **PURPOSE**

The Mayor's Youth Advisory Committee (MYAC) is designed to give students an up-close look at how local government works. Students will provide their input to elected officials and administrative leaders on issues that are important to the youth in our community. The MYAC is an opportunity to educate and energize students about New Richmond and to involve them in making a positive difference.

### **ORGANIZATION**

The MYAC would be made up of high school students who live in New Richmond and want to make a positive difference in their hometown. Members must be New Richmond residents between the ages of 14 and 18, and attend a public or private school or home school program. Students would complete a simple application form. There would be no cap to the membership size, but students would be asked to agree to some basic guidelines/expectations (e.g. attending monthly meetings on a regular basis). The MYAC would not have elected offices and would follow a more

### **MEETINGS**

The MYAC would have themed monthly meetings that include tours, panel discussions, and service projects. Rather than attending City Council meetings, the MYAC would have their own meetings which are designed to be more hands-on and educational for students. The meetings could also involve not just a variety of city departments, but create partnerships with other local community organizations. Below is a example schedule, to illustrate some of the possible activities:

Month	Theme	Possible Activities
September	Introduction	Welcome: pizza & soda, introductions, learn about the organizational structure of the City
October	Public Safety	Tour the police station/fire department/EMS
November	Elected Office	Panel discussion with the City Council, volunteer on Election Day, moderate a candidate forum
December	The Media	Presentation by Ray Rivard, write guest-articles for the New Richmond News about happenings in the City
January	Parks & Recreation	Attend a Park Board meeting, Serve as a focus group to identify priorities/future needs
February	New Richmond History	Presentation by the Heritage Center; discussion about how the community has changed over the years
March	Library	Give input about how the future library should look like
April	Sustainability	Tour the community solar garden or the District Farm
May	Service	Community service project (e.g. downtown flower boxes) & end of the year cookout

**SUMMARY**

The MYAC would provide a much more engaging and educational experience for students than the existing student representative positions, and would also allow for more students to be involved.

**ACTION**

City staff recommend approval of the creation of the Mayor's Youth Advisory Committee as presented.