

AGENDA FOR COUNCIL MEETING
CITY OF NEW RICHMOND, WISCONSIN
MONDAY, FEBRUARY 8, 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, January 11, 2016
2. Application for Run/Walk Permit for the Veteran's Memorial Run on May 28, 2016 at 8:00 a.m.
3. Application for Parade Permit for the Loyalty Day Parade on April 30, 2016 at 2:00 p.m.
4. Request from Champ's Bar & Grill for Extension of Premise, Use of Amplifying Devices and Exemption from Sec. 50-87 Loud & Unnecessary Noise for March 17, July 7-10, 2016 from 8:00 p.m. to midnight
5. Application for Direct Seller's Permit from Breanna Simon for Bee's Ice Cream for March 1, 2016 to October 31, 2016 and request to waive the fees
6. Application for License to Serve from Jason M. Sampair, New Richmond; and Kaitlynn J. Pomroy, New Richmond
7. Skate Park Donation from Westfields for \$20,000
8. Skate Park Donation from Walmart for \$2,500
9. Skate Park Donation from R & Z Properties for \$1,000
10. Skate Park Donation from New Richmond Area Community Foundation for \$1,500
11. Payment of VO#58934 through VO#59045 totaling \$1,680,291.35 plus electronic fund transfers of \$3,758,511.72 for a grand total of \$5,438,803.07

DEPARTMENT REPORTS:

Administration
Public Works
Community Development
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. WPPI Contract Extension
2. Capstone Project
3. 2015 Squad Car Proposal
4. **Plan Commission Recommendations:**
 - a. Comprehensive Plan Update
 - b. Sign Ordinance Update
 - c. Willow River Bluffs
5. Street Improvements
6. Overnight Parking Request for Municipal Lot on Minnesota Avenue and First Street
7. Four-Way Stop Sign Request at Arch Avenue and Third Street
8. Room Tax
9. Work Session on February 22, 2016 at 5:00 p.m.
10. Communications & Miscellaneous
11. Closed Session –
 - a. Wis. Stat. 19.85 (1) (f) - Conferring with legal counsel for the Common Council who is rendering advice concerning strategy to be adopted by the Council with respect to a Notice of Claim received by the City dated February 1, 2016.
12. Open Session – Action on Closed Session Agenda
13. Adjournment

Frederick Horne, Mayor

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

**Late Changes and Additions

Posted: Civic Center and Friday Memorial Library and City Website

Mailed: Council Members, City Attorney, Utility Commission Members, NR County Board Members, New Richmond News, Northwest Community Communications, City Website and New Richmond Chamber of Commerce.

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 JANUARY 11, 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 Kittel, Ard, Hansen, Volkert, Zajkowski, and Student Representatives Victoria Johnson and Jesse Stenske

Members Absent: Alderman Jackson

The Pledge of Allegiance was recited.

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

Public Comment

There was none.

Consent Agenda

1. Approval of the Minutes from the Previous Regular Council Meeting, December 14, 2015, Special Council Meetings, December 7, 2015 at 6:00 and 7:00 p.m., and December 14, 2015 at 6:00 p.m.
2. Application for Parade Permit from Mari Driscoll for the St. Patrick's Day Parade on March 17, 2016
3. Application for License to Serve from Holly R. Lindsley, New Richmond
4. Payment of VO#58815 through VO#58933 totaling \$682,571.15 plus electronic fund transfers of \$2,249,741.64 for a grand total of \$3,195,278.84

General Fund	\$ 2,239,470.54
Impact Fees Fund	53,000.00
CDBG – Housing	160.00
Debt Service Fund	246,021.97
Capital Projects	57,740.53
Capital Replacement Fund	57,311.50
Landfill Cleanup Fund	11,166.10
TIF District #6	208,149.16
TIF District #8	24,934.66
Storm Water Utility	12,125.76
Park Land Trust Fund	2,537.95
Library Trust Fund	12,000.00
Tax Agency Fund	7,694.62
Unposted Payrolls	262,966.05

Alderman Hansen moved to approve the consent agenda, seconded by Alderman Ard and carried.

Department Reports

Administration- Mike Darrow stated that he and City staff met with St. Croix County regarding property along County Road A that is owned by the County in Willow River Bluffs. All existing plans guide this area for residential development. There is almost \$1 million in infrastructure in that area. City staff would like to keep at least part of this area residential. There will be a public meeting on January 21, 2016 at 6:00 p.m. at the County Government Center in Hudson. A graduate student from Colorado has contacted Mike and would like to do a sustainability project for the City of New Richmond. Mike will present more information on this to the Council in February. Mike is also meeting with each of the Council members to discuss 2016 goals and will discuss these goals with the full Council at the work session in February or March.

Public Works – Jeremiah Wendt thanked the Street Department for their work on plowing and gave residents a reminder about sidewalk snow removal; residents are required to remove snow within 24 hours of every snowfall. On January 14, 2016, there will be an open house regarding North Starr Avenue, East Hughes, East River Drive, West River Drive, Fairfield and Summit Road.

Community Development – Beth Thompson presented building permit information for 2014 and 2015. Things are looking good for 2016 as well.

Library - Kim Hennings stated that the Library will be receiving a grant from Bosch for \$7,100 for lego math programs. The Library now has learning tablets available for kids to check out one week at a time. A winter reading program started for adults. On Thursday at 1:00 p.m. there will be an Amish speaker at the Library.

Police – Lieutenant Craig Yehlik stated that the Police and Fire Commission recently appointed him to the Lieutenant position. They are in the promotion process for the sergeant position. Todd Schaffer has temporarily begun work as an investigator. Katarina Radke has accepted the offer of employment for police officer and will be starting on February 1, 2016. Craig will be presenting the active shooter training at the Centre for their members. He recently found out about a program offering two canines free of charge to Police Departments. More information will be coming regarding this program.

Fire - Mayor Horne asked residents to adopt a fire hydrant and clear the snow from it. As we get more snow it is more important to keep them cleared since every second counts when there is a fire.

Community Garden/Farm to Table Update

Mike Darrow explained that the City of New Richmond acquired 20 acres through airport litigation in 2015 and this land must be used as farmland or passive space. The City is partnering with the school to explore the creation of a national model for a farm to table program. Rachel Sauvola, Ag teacher at the New Richmond High School, along with students Max Emerson and Sophia Thommes, gave a presentation about their five year vision for this property which includes raising animals including beef, pigs, chickens, constructing buildings to house some of the animals, gardening and more. This project is in the brainstorming phase.

Housing Study Presentation

Brendan Weise, a graduate student from UWRF, gave a presentation on part two of the housing study that he and Bryan Heth recently completed. Beth Thompson thanked Brenden Weise and Bryan Heth for their work on this project. Also, Danielle Campeau, Leanne Van Allen and Dr. Logan Kelly were thanked for bringing this program to New Richmond. The study will be used to help update our comprehensive plan and in other planning activities. The final report will be available in February.

Resolution #011601 – Designation of Depository

Alderman Ard offered the following resolution and moved for its adoption:

RESOLUTION#011601
RESOLUTION DESIGNATING PUBLIC DEPOSITORY FOR MISCELLANEOUS
ACCOUNTS AND AUTHORIZING WITH DRAWL OF CITY MONEYS

(a complete copy is on file in the Clerk's office)

Motion was seconded by Alderman Kittel and carried.

Resolution #011602 – Designation of Depository #2

Alderman Hansen offered the following resolution and moved for its adoption:

RESOLUTION #011602

RESOLUTION DESIGNATING DEPOSITORY AND AUTHORIZING WITHDRAWL OF
COUNTY, CITY, VILLAGE, TOWN OR SCHOOL DISTRICT MONEYS

(a complete copy is on file in the Clerk's office)

Motion was seconded by Alderman Zajkowski and carried.

WPPI Energy Contract Extension

Jeremiah Wendt, Public Works Director, explained that WPPI is asking the City of New Richmond to extend their contract to 2055 and the deadline for this is March 31, 2016. Mike Peters, CEO of WPPI Energy, was at the October 12, 2015 Council meeting explaining the need for this extension. Nick Vivian, City Attorney, has reviewed the contract and approved it. Council action is not needed at this time. However, this issue will be brought back to the Council in February or March.

Farm Lease Amendment

Noah Wiedenfeld explained that the amendment to this farm lease is due to the sale of land for the construction of the Goodwill store and the stormwater pond directly to the north. Alderman Ard moved to approve the amendment, seconded by Alderman Hansen and carried.

North Shore Drive Design

Jeremiah Wendt explained that he held an open house on December 10, 2015 for residents on North Shore Drive. Several options were presented to the residents for cross-sections of the future road. Construction plans include minimal water and sewer work, roadway construction and multi-use trail connection. The multi-use trail will be mostly constructed on wetland property, to minimize the number of driveways involved.

Staff recommends authorization to proceed with the design based on the parameters outlined in the discussion. The hybrid section addresses concerns raised by the public to date, while providing a cost-effective and environmentally conscious solution. Approve to proceed with the design at this time will allow the project to remain on schedule for 2016 construction. Alderman Ard moved to proceed as recommended by staff, seconded by Alderman Zajkowski and carried.

Community Commons Update

Kim Hennings, Library Director, explained that the School District is working on a plan to raze the commons building in 2016.

No Council Work Session in January

Communications and Miscellaneous

None

Closed Session

Alderman Ard moved to go into Closed Session per State Statute 19.85 (1)(c)(e)(g) to discuss Litigation Updates, TIF #6, TIF #9, and Employee Review, seconded by Alderman Hansen and carried.

Open Session

No action taken

Alderman Hansen moved to adjourn the meeting, seconded by Alderman Volkert and carried.

Meeting adjourned at 10:41 p.m.

Tanya Reigel
City Clerk

VOUCHERS PRESENTED TO THE COUNCIL FEBRUARY 8, 2016

VO #	PAYMENT TO:	AMOUNT
	VOID - VO#58869	(600.00)
	VOID - VO#58928	(247.70)
58934	CITY UTILITIES - SALES TAX	45.88
58935	SCHOOL DISTRICT OF NR - TAX LEVY	1,038,791.26
58936	ST CROIX COUNTY TREASURER - TAXES	339,798.47
58937	WI INDIANHEAD TECH COLLEGE - TAX LEVY	32,520.38
58938	BENEFIT EXTRAS, INC	958.75
58939	CEMSTONE - READY MIX INC	1,063.06
58940	E O JOHNSON COMPANY	236.00
58941	FRONTIER COMMUNICATIONS	696.71
58942	HINTZ, DAVID & ANN	116.10
58943	J & L ELECTRICAL SERVICES	203.00
58944	JAMES MAUEL	150.00
58945	PATRIOT HEATING, LLC	293.90
58946	RUNNING, INC	5,431.61
58947	THE PLANNING COMPANY LLC	1,175.00
58948	WELLNESS COMMITTEE	1,500.00
58949	WESTFIELDS HOSPITAL (2)	205.00
58950	WI DEPT OF JUSTICE - CRIME INFO BUREAU	7.00
58951	WILLIAMSON & SILER S.C.	4,910.57
58952	WITC - CABLE	5,693.64
58953	CEDAR CORPORATION	1,225.00
58954	DYG, CHRIS & DIANE	51.96
58955	ECKBERG LAMMERS BRIGGS WOLF & VIERLING	3,696.12
58956	STEPHENS SANITATION - REFUSE	487.15
58957	VILLAGE OF STAR PRAIRIE	304.12
58958	WASHINGTON NATIONAL INS CO	390.50
58959	WESTCONSIN CREDIT UNION	600.00
58960	EVANS, KORY	125.32
58961	KOHL, MICHAEL	125.32
58962	NEW RICHMOND HIGH SCHOOL - DANCE TEAM	200.00
58963	ANDERSON, AARON	628.26
58964	BALOW, ADAM	628.26
58965	BENCK MECHANICAL INC	319.50
58966	CHEVRIER, KATIE	628.26
58967	CITY UTILITIES - 2ND BILLING	27,517.75
58968	CRAMLET, NICOLAS	628.26
58969	CRUBAUGH, MICHAEL	628.26
58970	DE LA CRUZ, CARLOS	628.26
58971	FRONTIER COMMUNICATIONS (2)	40.84
58972	HAFFNER, ROBIN	86.54
58973	HAGEN, LINDA	400.00
58974	KASTENS, JOSEPH	104.72
58975	KOEHLER, VERONICA	628.26
58976	MARSON, LEANN	300.00
58977	MCLAIN, JARRED	104.72
58978	MOELLER, DENVER & REBECCA	125.32
58979	MSA PROFESSIONAL SERVICES INC	30,632.00
58980	MSA PROFESSIONAL SERVICES INC	345.00
58981	NOEL, JASON	628.26
58982	OLIEN, DANIEL & KELLY	263.28
58983	SAMELSTAD, MARK	837.89
	SUB - TOTAL	1,506,257.76

	SUB - TOTAL CARRIED FORWARD	1,506,257.76
58984	SATHER, JACOB	628.26
58985	SHAFER, TODD	628.26
58986	SHORT-ELLIOTT-HENDRICKSON	52,721.92
58987	WESTMORELAND, ANDY	628.26
58988	WI DEPT OF SAFETY & PROFESSIONAL SERVICES (2)	50.00
58989	WI DEPT OF TRANS - TV & RP UNIT	70.00
58990	YEHLIK, CRAIG	628.26
58991	ST CROIX GARAGE DOORS & SERVICES, LLC	142.50
58992	THE GREEN EARTH DEICER COMPANY	2,578.12
58993	ALL PIPE CLEANING SEWER SERVICE, LLC	175.00
58994	AMAZON (CITY)	618.29
58995	AMAZON (LIBRARY)	2,168.07
58996	BAKER TILLY VIRCHOW KRAUSE, LLP	2,874.50
58997	BALDWIN TELECOM, INC	556.63
58998	BARRON PUBLIC LIBRARY	7.99
58999	BENEFIT EXTRAS, INC	410.00
59000	BOARDMAN & CLARK, LLP	3,287.00
59001	BREMER BANK (TAXES)	1,563.24
59002	CEDAR CORPORATION	2,500.00
59003	CITY UTILITIES - 1ST BILLING	1,126.03
59004	CITY UTILITIES - INVOICES	17,954.61
59005	CITY UTILITIES - LANDFILL	516.14
59006	CITY UTILITIES - SAC CHARGES	1,778.00
59007	CITY UTILITIES - WATER IMPACT FEES	1,778.00
59008	CONFIDENTIAL RECORDS, INC.	40.00
59009	CONNECTING POINT COMPUTER	323.00
59010	DORNBUSH, JILL	18.00
59011	ENGELHART, JAMI	33.00
59012	FLEET ONE, LLC	2,067.97
59013	FREEDOM VALU CENTERS	1,507.47
59014	FRONTIER COMMUNICATIONS	45.46
59015	G & K SERVICES, INC.	120.86
59016	GHD SERVICES, INC.	7,897.49
59017	INDIANHEAD FEDERATED LIBRARY	29,413.00
59018	IWORQ SYSTEMS, INC.	2,792.00
59019	JFTCO, INC.	4,692.70
59020	KINDER, MEGHAN	51.00
59021	KROLL'S EXCAVATING, INC.	437.50
59022	KWIK TRIP / KWIK TRIP STORES	1,290.20
59023	MIDWEST TAPE	15.99
59024	MINNESOTA LIFE INSURANCE CO	2,139.37
59025	NECHVILLE EXCAVATING, INC	437.50
59026	OLD GEM THEATER	150.00
59027	OTIS ELEVATOR COMPANY	2,873.52
59028	OWEN ASSESSING, LLC	6,200.00
59029	RIVERTOWN MULTIMEDIA	626.87
59030	ROBERTS PUBLIC LIBRARY	24.00
59031	SKATRUD, ARNE	1,804.17
59032	SKOGLUND OIL COMPANY	383.42
59033	ST CROIX - EDC	2,000.00
59034	ST CROIX COUNTY FIRE OFFICER'S ASSN, INC.	25.00
59035	ST CROIX COUNTY SHERIFF'S DEPT	133.86
59036	ST CROIX COUNTY SHERIFF'S DEPT	480.00
59037	ST CROIX COUNTY TREASURER - MUNICIPAL COURT	994.80
59038	STATE OF WI - COURT FINES & ASSESSMENTS	1,810.36
	SUB - TOTAL	1,672,475.35

	SUB - TOTAL CARRIED FORWARD	1,672,475.35
59039	TAPCO, INC.	604.82
59040	VILLAGE OF STAR PRAIRIE	200.48
59041	WASHINGTON NATIONAL INS CO	390.50
59042	WI DEPT OF JUSTICE - TIME	625.50
59043	WI MUNICIPAL COURT CLERKS ASSN	40.00
59044	WI PROFESSIONAL POLICE ASSN, INC.	539.50
59045	XCEL ENERGY	5,415.20

TOTAL VOUCHERS **1,680,291.35**

ELECTRONIC FUND TRANSFERS

PAYROLL (1/22 & 2/5)	160,498.92
DEFERRED COMP	8,040.00
ROTH - WI	250.00
FEDERAL W/H	63,839.82
STATE W/H	11,314.59
POSTAGE	-
LT DISABILITY PREMIUMS	1,498.78
MEDICAL PREMIUMS	88,363.89
RETIREMENT	57,179.12
VISA P-CARDS	35,786.16
HRA	3,013.21
WI - SCTF	1,804.56
FLEX SPENDING	4,910.68
HSA CONTRIBUTIONS ER	9,500.00
EMPLOYEE FUND	180.00
FIREMEN DUES DEDUCTIONS	360.00
INVESTMENT TRANSFER	3,300,000.00
AFLAC	1,490.43
PAYCHEX FEES	2,174.97
ASM TRANSFER	-
IMPACT FEE TRANSFERS	3,334.00
SPORTS CENTER LEASE	-
MISC - BILLINGS	10.00
MISC - RESTITUTIONS	150.00
TID FEES	-
WPPI LOAN PMTS	2,386.32
DEBT PAYMENTS/LEASE PMTS	2,426.27

TOTAL ELECTRONIC FUNDS **3,758,511.72**

GRAND TOTAL **5,438,803.07**

CHAIRMAN OF FINANCE COMMITTEE
2/8/2016

Council Report January 2016

1. January fire reports, attached
2. I am Responding, attached
3. AED grant from Westfields Hospital, \$1,500.00 toward an AED
4. Training
 - a. Jan. 4th, EMRR class; Respiratory / Cardiac
 - b. Jan. 11th, EMRR class; Blood Borne Pathogens
 - c. Jan. 25th, Department Medicals, Hearing, Respiratory and SCBA mask Testing
5. Attended a meeting in Madison for the Aboveground / Underground Flammable – Combustible – Hazardous Storage Tank Program through the Department of Agriculture – Weights and Measures.
6. Beginning the process for hiring firefighters. Begins with advertising, Orientation night, Interviews and then selection and hiring June 1st.

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- Reduce response times!

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- AVL - automated mapping of the location of all responding apparatus;
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- An instant mass-messaging system for enhanced communications within your department or team;
- Web-based scheduling;
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- Attendance (meetings, fundraisers, etc) tracking and reporting;
- Class completion tracking and reporting;
- Service award point (LOSAP) tracking and reporting;
- Expiration date tracking and reporting (e.g. for all certifications);
- Apparatus status tracking;
- A fully interactive calendar;
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SCHEDULE	ADMINISTRATIVE FUNCTIONS	PRINT SCREEN	CLEAR YOUR RESPONSES	HELP	TOOLBOX CABINBOARD																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>On Duty</th> <th>Position</th> <th>On Duty For</th> <th>On Duty At</th> <th>Until</th> </tr> </thead> <tbody> <tr> <td>Jane Doe</td> <td>FF/EMT</td> <td>Fire/EMS</td> <td>Station 2</td> <td>20:00 Apr 09</td> </tr> <tr> <td>James Doe</td> <td>Driver</td> <td>Fire</td> <td>Station 1</td> <td>21:00 Apr 09</td> </tr> <tr> <td>Gary Doe</td> <td>Interior FF</td> <td>Fire</td> <td>Station 1</td> <td>21:00 Apr 09</td> </tr> <tr> <td>John Doe</td> <td>Interior FF</td> <td>Fire</td> <td>Station 1</td> <td>21:00 Apr 09</td> </tr> <tr> <td>Larry Doe</td> <td>Exterior FF</td> <td>Unavail</td> <td>OOT</td> <td>12:00 Apr 13</td> </tr> <tr> <td>Chris Doe</td> <td>Chief</td> <td>Available</td> <td>Home</td> <td>06:00 Apr 10</td> </tr> </tbody> </table>						On Duty	Position	On Duty For	On Duty At	Until	Jane Doe	FF/EMT	Fire/EMS	Station 2	20:00 Apr 09	James Doe	Driver	Fire	Station 1	21:00 Apr 09	Gary Doe	Interior FF	Fire	Station 1	21:00 Apr 09	John Doe	Interior FF	Fire	Station 1	21:00 Apr 09	Larry Doe	Exterior FF	Unavail	OOT	12:00 Apr 13	Chris Doe	Chief	Available	Home	06:00 Apr 10					
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12:17:11 Apr 9, 2015:
FIRE-Structure-FIRE
 250 S. Main Street
 Liverpool, New York
 Blount St. and Cherry Ave.
 Caller stated that he saw a light smoke condition coming from roof. Stated it was on the opposite side of the house the chimney is on.

Dispatch Information **Upcoming Events**

Dispatch: 04/09/2015 at 8:50 PM
 Dispatch: 04/09/2015 at 8:50 PM
 Dispatch: 04/09/2015 at 12:00 PM

FREE Apps, Incident Mapping, Hydrant Mapping, GIS, NIMS, and so much more are all included!

FIRE RUN REPORT – SHORT VERSION
New Richmond Fire & Rescue Incidents
January 1-31, 2016

01-02-16 / Jefferson Road, City Of / Carbon Monoxide Concern	(1)
<i>Respond to an active Carbon Monoxide Detector sounding at a residential home. Arrived and checked the air quality within the home and did not find any CO present. Advised the homeowner to replace the CO detector as it wasn't functioning properly. No other action taken, cleared the scene.</i>	
01-03-16 /South Dakota Avenue, City Of /Vehicle Fire	(2)
<i>Arrived on the scene of a vehicle fire, crews extinguished the fire that appeared to have started in the engine compartment. The driver stated that the vehicle had failed and while re-starting smoke and fire erupted from the engine area. Completed the extinguishment and cleared the scene.</i>	
01-04-16 /West 8th Street & 125th Street, City Of /Natural Gas Odor	(3)
<i>Arrived in the area of a reported natural gas leak / odor. Searched the entire area including several other calls from different locations within the City. Unable to locate the source and the odor had by then dissipated. Suspect that a line pressure surge had caused gas meters to "burp" caused the concern.</i>	
01-06-16 /West 4th Street & County Road A, City Of /Two Vehicle Crash	(4)
<i>Responded to the scene of a two vehicle crash. Provided fire, traffic and environmental protection. Once the NREMS cleared and the vehicles were removed from the scene, cleared as well.</i>	
01-06-16 /Highway 65, Village of Star Prairie /Two Vehicle Crash	(5)
<i>Respond to a two vehicle traffic crash. Checked both vehicles for any fire or environmental concerns and provided traffic protection until NREMS cleared and the vehicles were removed from the roadway.</i>	
01-06-16 /South Knowles Avenue & Paperjack Drive/Two Vehicle Crash	(6)
<i>Arrived on the scene of a two vehicle traffic crash that damaged a traffic signal exposing live wires. Provided scene security, traffic protection and checked both vehicles for any fire or environmental concerns. Once the vehicle was removed from the roadway and NREMS cleared, cleared the scene as well.</i>	
01-07-16 /County Road G, Richmond Township/ Two Vehicle Crash	(7)
<i>Respond to a two vehicle crash, arrived and provided fire, traffic and environmental protection. Remained on the scene until the roadway was cleared from the crash scene.</i>	
01-07-16/ Barron Avenue, Village of Star Prairie /Vehicle Fire	(8)
<i>Arrived on the scene of a vehicle fire next to an attached garage. Nearby citizens had pulled the vehicle away from the structure before arrival. Crews extinguished the burning car that appeared to have started in the engine compartment. The front of the garage sustained heat damage and did not burn. No other action taken, cleared the scene.</i>	
01-13-16 /122nd Street, Star Prairie Township/ Evacuation Assistance	(9)
<i>Respond to a call for assistance, river overflowing. Arrived on the scene and surveyed the situation; the river had been backing up due to ice flow damming up the river causing the area including the driveway / road to flood. The residents of the home were cut off as the water was nearly 3 feet deep in areas. Firefighters donned survival wet suits and secured themselves to the rescue raft and walked the nearly 100 yards in the flowing water and met with the trapped occupants and bringing them to safety where the road was at a higher elevation. Once the occupants were on safe ground secured equipment and then cleared the scene.</i>	

01-13-16/ Automatic Aid to Deer Park Fire Department/ Snowmobile Crash	(10)
<i>Responded to an Auto Aid call in the Deer Park Fire District for an injured snowmobiler. Arrived on the scene and was directed by the DPF Chief to clear the scene as they didn't require any additional help. No other action taken, cleared the scene.</i>	
01-15-16 /South Knowles Avenue, City Of / General Fire Alarm	(11)
<i>Respond to a general fire alarm called in by a monitoring company. Arrived on the scene to find that the building had been evacuated however no sign of smoke or fire was present. Crews entered the building with thermal imagers and located an over-heated air compressor that caused the alarm. Maintenance staff on site began repairing the concern, cleared the scene.</i>	
01-17-16/ Highway 65, Alden Township/ Single Vehicle Crash	(12)
<i>Arrived on the scene of a single vehicle crash where the driver / occupant(s) were not at the scene. As per a Wisconsin State Patrol Officer at the scene, searched the nearby wooded area to confirm that no one had wandered off. Upon completing the search, no occupant(s) were found, cleared the scene.</i>	
01-24-16/ Derrick Drive, City Of/ Carbon Monoxide Response	(13)
<i>Responded to a residential Carbon Monoxide concern. Arrived on the scene to find CO within the home. An engine company was dispatched to the home and provided cross ventilation until the CO levels reached zero. Suspected that the furnace had been the cause and advised the homeowner to have the system repaired before turning the furnace back on. No other action taken, cleared the scene.</i>	
01-25-16/Riverview Lane, Town of Star Prairie/ Carbon Monoxide Response	(14)
<i>Respond to a residential Carbon Monoxide concern. Arrived to find CO within the home. An engine company had been dispatched to the scene to provide cross ventilation until the CO levels were near or at zero. Suspected that an occupant had started a vehicle in the garage without opening the garage door thus the CO migrated into the home. No other action taken, cleared the scene.</i>	
01-27-16/ West Richmond Way, City Of/ Car Versus Pedestrian	(15)
<i>Arrived on the scene of a pedestrian vs car incident. Assisted the NREMS and provided traffic protection while at the scene. Once the ambulance cleared the scene, cleared as well.</i>	
01-27-16 / Croft Street, City Of / Kitchen Stove Fire	(16)
<i>Respond to general fire alarm and confirmed electric stove fire. Arrived to find that a worker had placed a cardboard box on the stove top. Afterwards the electrical power had been turned on for that apartment and the forgotten cardboard box began to burn. The burnt box had been removed to the outside and verified that there was no other fire extension. No other action taken, cleared the scene.</i>	
01-29-16 / West 4th Street and Hospital Road, City Of / Two Vehicle Accident	(17)
<i>Arrived on the scene of a two vehicle crash. Provided fire, traffic and environmental protection and cleaned off the roadway. Once the vehicles were removed from the scene, cleared as well.</i>	
01-30-16 / North 4th Street, City Of / Oven Fire	(18)
<i>Responded to a residential gas stove / oven fire. While en-route the dispatcher advised that the caller would not give the trailer number in the trailer park because they didn't want to get billed for services. Advised the dispatcher to call back and explain that being in the city limits there would not be a bill, the occupant then advised of the trailer number. Arrived on the scene along with a NRPD officer entered the trailer and confirmed that there was no fire or fire extension. No other action taken, cleared the scene.</i>	



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MEMORANDUM

TO: Mayor Horne and City Council
FROM: Mike Darrow, City Administrator
DATE: February 3, 2016
SUBJECT: WPPI Contract

BACKGROUND

WPPI is seeking to extend municipal contracts from 2037 to 2055. The deadline to renew is March 31, 2016. The purpose of renewing the contract is to ensure the best rates and bond ratings moving forward, and having long-term contracts from all members ensures greater financial sustainability.

WPPI's mission is to provide reliable, low-cost wholesale electricity to its members with its objective to be the lowest-cost supplier for the long term. WPPI's mission allows New Richmond Utilities to focus on maintaining and enhancing local distribution reliability and in providing first class customer service.

In the fall of 2015, the New Richmond Utility Commission approved the WPPI contract extension due to the benefits that a member-owned utility provides. Among these benefits was the rate structure both in the short-term and long-term that WPPI has provided, as well as the level of customer service that a member-owned utility can provide.

COMPARISON OF RATES

I have provided information from WPPI related to local providers as well as whole cost comparisons. When assessing these comparisons, the Utility looked at what the incentives will be for locking up a long-term contract on rates into the future. Less volatility in membership will allow (hopefully) for consistent revenue streams as well as a diversified portfolio.

A typical bill comparison shows all rate classes against the investor-owned utilities in the state. With the exception of the largest energy consumers, New Richmond Utilities is lower than Xcel Energy. Xcel's 2016 rate base is \$1.2 billion and is expected to grow approximately \$315 million per year from 2017 through 2019. At that rate, Xcel's rate base will nearly double over that three-year period, and we expect this would put some upward pressure on their rates. They requested a 3.6% increase for 2016,

but were only grated about 1%. As with the wholesale rate trend, we expect New Richmond will be lower than Xcel Energy in all rate classes in the next couple of years.

RESIDENTIAL ELECTRIC RATE COMPARISON 2015

	Rate Components		Total Costs at Various Consumption			
	Service Charge/Min. Chg.	Per kWh	100 kWh	500 kWh	750 kWh	1000 kWh
XCEL ENERGY - Summer	\$ 8.00	\$ 0.1296	\$ 20.96	\$ 72.80	\$ 105.20	\$ 137.60
XCEL ENERGY - Winter	\$ 8.00	\$ 0.1175	\$ 19.75	\$ 66.75	\$ 96.13	\$ 125.50
ST. CROIX ELECTRIC - Summer	\$ 28.28	\$ 0.1120	\$ 39.48	\$ 84.28	\$ 112.28	\$ 140.28
ST. CROIX ELECTRIC - Winter	\$ 28.28	\$ 0.0980	\$ 38.08	\$ 77.28	\$ 101.78	\$ 126.28
NEW RICHMOND UTILITIES	\$ 8.00	\$ 0.1065	\$ 18.65	\$ 61.25	\$ 87.88	\$ 114.50

- (1) THESE ARE BASE RATES ONLY - POWER COST ADJUSTMENTS ARE NOT FACTORED IN
- (2) NEW RICHMOND UTILITIES POWER COST ADJUSTMENT FOR IN 2015 AVERAGED \$0.00 PER kWh
- (3) NEW RICHMOND UTILITIES DOES NOT HAVE SEASONAL RATES

CONCLUSION

When making a determination on a long-term contract with WPPI Energy, staff offer the following consideration questions and comments:

Has the public had an opportunity to comment on this extension? Yes. While a Public Hearing is not required to approve the contract, this item has been on four separate public meeting notices beginning with the October 12th, 2016 presentation given by WPPI CEO, Mike Peters. Staff have not received any public comment on this extension.

Have additional benefits been outlined? In addition to low cost power supply, membership in WPPI Energy also provides value through its staff and services. Estimates of this value range from 2% to 4% of revenue. Thus we estimate \$195,000 to \$390,000 of annual cost to replicate these services.

Has the City Attorney reviewed the contract? Yes. Our City Attorney has reviewed the contract and deemed it acceptable for Council action. Additionally, the contract was placed for public comment as part of the memorandum during the regularly scheduled Council meeting in January.

Has the Utility Commission approved this contract? The New Richmond Utility Commission approved the contract at their November meeting. The Utility Commission expressed appreciation for being a part of a member owned utility and saw the long-term contract as creating stability within all members.

How do WPPI rates compare with other utilities? As outlined, we believe that rates for WPPI are competitive to other utilities within the area. Furthermore, we believe that the long-term contract will offer greater stability in rates for years to come.

RECOMMENDATION

Based upon the approval of the Utility Commission as well as the information provided herein, staff is recommending approval of the WPPI contract through 2055.

WPPI ENERGY'S COMPETITIVE LONG-TERM WHOLESALE RATES TO MEMBERS

Wholesale Rate Comparison

As our members begin to discuss the extension of their membership contract with WPPI Energy, managers have asked for information comparing WPPI Energy's wholesale rates to those of the three major investor-owned utilities (IOU) in Wisconsin. They want to know how our wholesale rates compared over the last several years and how they are projected to compare going forward a few years. This is information WPPI Energy routinely tracks.

The following tables and corresponding line graph show how our average wholesale rate compares to the wholesale rates of Wisconsin Power & Light (WP&L), Wisconsin Public Service (WPS), and Wisconsin Electric Power Company (WEPCo).

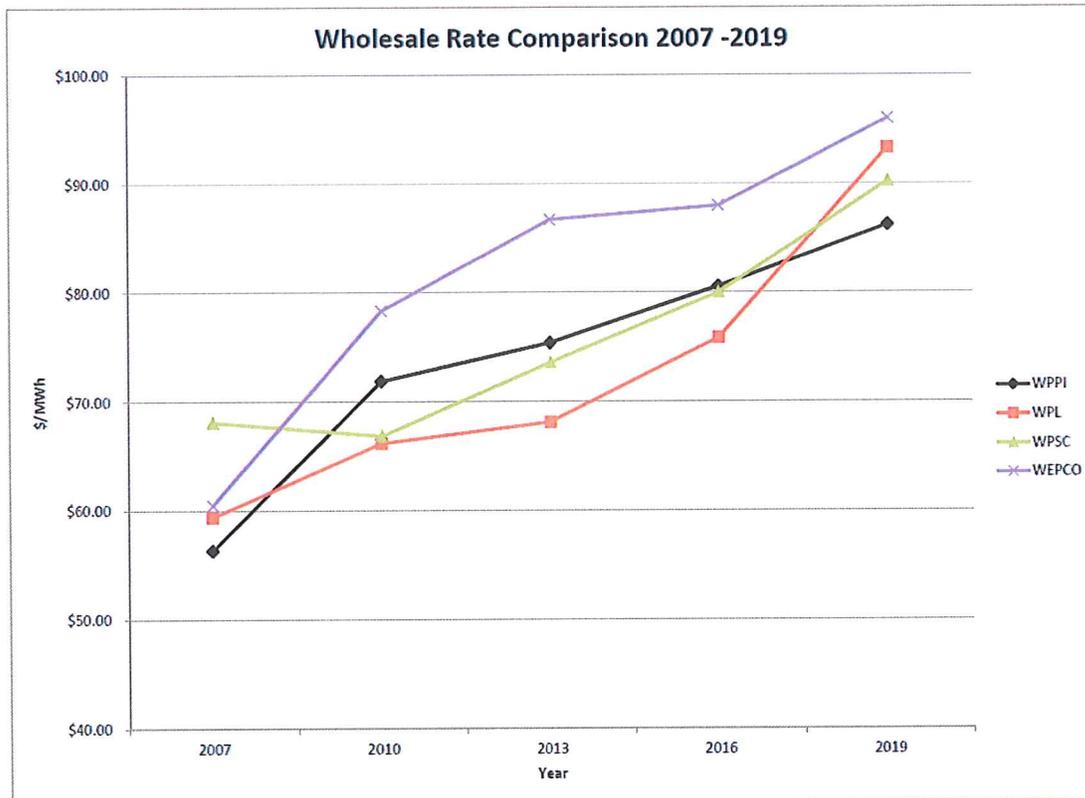
Wholesale Rate Comparison 2007 - 2019					Rate Differential with WPPI In-Year Rates			
Year	WPPI	WPL	WPSC	WEPCO	WPPI	WPL	WPSC	WEPCO
2007	\$ 56.33	\$ 59.39	\$ 68.10	\$ 60.48	0.0%	5.4%	20.9%	7.4%
2010	\$ 71.86	\$ 66.17	\$ 66.85	\$ 78.31	0.0%	-7.9%	-7.0%	9.0%
2013	\$ 75.37	\$ 68.12	\$ 73.57	\$ 86.68	0.0%	-9.6%	-2.4%	15.0%
2016	\$ 80.53	\$ 75.82	\$ 79.97	\$ 87.96	0.0%	-5.8%	-0.7%	9.2%
2019	\$ 86.20	\$ 93.27	\$ 90.23	\$ 95.98	0.0%	8.2%	4.7%	11.4%

WPPI Energy's rate excludes 2% for services. Please see appendix for complete list of assumptions; see pp.3- 4 for value of services.

These numbers tell the story of joint action in general, and WPPI Energy specifically. WPPI Energy's average wholesale cost was the lowest among the four utilities in 2007, and if you go back several years further, WPPI Energy's ranking as the lowest-cost supplier would still hold; however, in 2008 and 2009, that started to change for the short term. (More about that in a minute.)

If we look ahead, we can see that WPPI Energy is projected to again become the lowest-cost long-term wholesale power supplier for our member communities compared to the other major Wisconsin IOUs. We believe that ranking will hold for years to come thereafter. This doesn't surprise me. WPPI Energy's mission, and frankly the mission of nearly all joint action agencies, is to provide reliable, low-cost wholesale electricity to our member communities. Our objective is to be the lowest-cost supplier over the long term and we are structured to do just that as a not-for-profit, tax-exempt entity.¹ We don't focus on returns to shareholders, or on maximizing our return on equity, or on our earnings for the next quarter. We focus on our members and our overall cost to deliver on our long-term commitments. That's it. That's the story of joint action.

¹ As an example to show one competitive advantage a tax-exempt, not-for-profit power supplier has compared to an IOU, WPPI Energy over the last several years looked at participating with a group of utilities that would collectively build, own and operate a large combined cycle power plant. As part of the analysis we looked at the output cost of the ideal plant on a megawatt-hour (MWh) basis for an IOU owner with a 60% debt and 40% equity structure and a tax exempt-owner that financed its share with 100% debt. The result showed that the levelized cost of power over the life of the plant would be approximately \$11/MWh less for the tax exempt owner than it would be for the IOU. The first-year cost difference was even greater with the tax-exempt owners' cost being almost \$19/MWh less than the IOU. We know that our lower cost of debt along with no requirement to earn a high rate of return on equity leads to a lower margin requirement, and that coupled with our tax-exempt status allows WPPI Energy to deliver a lower cost of power when compared to an IOU owning the same asset.



So why isn't WPPI Energy the lowest cost supplier right now? Fair question. Numerous factors impact a utility's costs at a given point in time — and that is what we are comparing: costs at a point in time. For WPPI Energy, a number of factors pushed our costs above a few of the other utilities from 2009 through what we project will be 2017-18:

- One of the biggest factors is simply the building cycle for new generation assets. WEPCo initiated the building cycle earlier than WP&L and WPS with the construction of Port Washington 1 & 2 and environmental retrofit projects.
- Meanwhile, WPPI Energy and WEPCo, along with Madison Gas & Electric (MG&E) built the Elm Road Generating Station, which came online in 2010 and 2011. The debt for that project began impacting WPPI Energy's rates in 2010.
- The recession hit in 2008 and natural gas prices dropped to record lows. During this time, WP&L and WPS were shorter on resources and were more dependent on natural gas-fired generation. Sometimes luck is better than planning – but not over the long term.

Another long-term resource decision during this period also pushed WPPI Energy's rates up slightly for a short period of time. In 2011, the WPPI Energy membership decided to buy all of the additional output from the Point Beach Nuclear Plant after improvements increased its output by approximately 160 megawatts (MW). We knew at the time that this would make WPPI Energy long on resources for a few years, but the projected long-term savings the Point Beach contract offered – estimated at \$140 million on a net present value basis – was an opportunity WPPI Energy members believed was too attractive to lose. While we used approximately \$7.4 million from the rate stabilization fund to mitigate the short-term cost of the contract, we started the three-year process to fully back down our purchases under a higher-cost contract we had with another supplier. By 2015, we were back in balance, but during the interim period of

2011 through June 2015, we were not as able to take advantage of the lower-cost market prices available to utilities that were short on resources.

All along, members have made WPPI Energy's resource decisions based on a long-term view. As a not-for-profit utility and joint action agency, that is what we must do to provide lower costs over the long term, and insulate our members from price volatility inherent in the wholesale markets. When you look at the comparison and the trend, you will see this being played out in the numbers. For a period of time tied to the timing of new generation, the recession, and low natural gas prices, our rates went above WP&L and WPS. By 2018 our rates are projected to drop back below both of these utilities and remain below WEPCo's as well. The projections are based on known projects announced or underway at each of the utilities, along with estimates provided to us as a wholesale customer. The trend is what we expected.

Further, the WPPI Energy membership should continue to maintain a competitive low-cost power supply into the future, because we should be able to meet any future U.S. Environmental Protection Agency (EPA) regulation on carbon dioxide emissions by replacing our short-term IOU purchases with low-carbon natural gas resources and zero-carbon renewable resources. In contrast, IOUs may have stranded generation assets as a result of complying with any future EPA carbon regulation, which could translate into higher compliance costs than WPPI Energy.

There are many factors that drive our costs and our resulting rates to members, so during some periods of time other utilities may be able to offer lower short-term costs than WPPI Energy. The decision to extend a community's contract with WPPI Energy cannot be based simply on a rate comparison at a point in time. The purpose of joint action – and the reason our members founded WPPI Energy 35 years ago – was not solely to create the lowest-cost supplier, although we know that over the long term we are.

Joint action does help us lower costs, and it also has provided member utilities with the tools to meet many industry challenges, both known and unknown. Looking back, joint action led to open access to transmission and the creation of the American Transmission Co. – both landmark industry developments for the long-term power supply independence and competitiveness of our member utilities. Joint action created an opportunity for ownership of large base load generation assets at a lower cost than buying wholesale from the IOU owners. Joint action through WPPI Energy allows your municipal utility to focus on what you do best: maintaining and enhancing local distribution system reliability and providing first-in-class customer service.

The Value of Services

For the sake of comparing apples to apples, the wholesale power supply cost information above does not include the staff support, customer payments and services WPPI Energy provides to members, the cost for which is an additional 2% at wholesale. How should you quantify the value of these services for your utility?

Over its history WPPI Energy has consistently provided significant added value directly to member communities and retail customers through its services. A few examples of this value include:

- Payments, made directly to retail customers, such as interruptible payments, capacity program payments, load stability payments, and solar buyback rates. These dollars from WPPI Energy allow members to offer retail rate structures that are competitive with the IOUs.
- Energy efficiency incentives, renewable incentives, marketing incentives, and community contributions.

- A staff of industry experts available to support members as needed, including energy services representatives, rates staff, engineers, marketing staff, communications staff, advocacy staff, attorneys and more.
- Technology services provided at significant savings with greatly enhanced support.

None of these services would be provided as part of the wholesale rate from an IOU. Thus, a community “going it alone” for power supply could expect to need an additional 3-4% in retail revenue in order to locally replicate the services provided by WPPI Energy. It should also be noted that some of the services would be very challenging and impractical to implement locally and as a package, as local implementation would likely require additional local project management staff. Thus, our 3-4% estimate is likely conservative in many cases.

Although “value” is challenging to quantify precisely, we should all feel confident that the WPPI Energy package includes much more than a low-cost, reliable, stable and diversified power supply.

Long-Term Decisions Should Be Based on Long-Term Goals

It’s useful to examine rate competitiveness. It is also prudent that the decision to extend your contract with WPPI Energy be grounded in the added value of the long-term context of the current agreement – which does not expire until the end of 2037 – as well as the added value of our membership’s joint action programs and services, which would be difficult and expensive for a community acting alone to replace. It’s not possible at this point to foretell exact IOU wholesale rates several decades out, or how WPPI Energy’s rates will even compare then, but what we can predict with great certainty is that IOUs will continue to make it their goal to look out for the interests of shareholders.

Now and for the future, WPPI Energy will continue to exist solely for the benefit of the communities we were created to serve. Because of this single-minded focus on serving our members, the long-term vision of our members and the WPPI Energy leadership, we know we are well positioned to take on all the challenges ahead and will remain a low-cost power supplier for years to come.

Appendix
KEY ASSUMPTIONS

Historic 2007 -2014

Based on formula rates applied to WPPI Energy load
Transmission costs the same in all scenarios

Capital Investment

WPS

2015 Columbia environmental Upgrade - \$225 million
2017 Weston 3 ReACT - \$345 million
2020 Fox 3 400 MW CC - \$517 million (not included)

WP&L

2018 Columbia 2 environmental - \$70 million
2017 Edgewater 5 environmental - \$270 million
2017 generation performance - \$145 million
2019 generation performance - \$135 million
2019 Riverside - \$735 million

WEPCO

Forecast based on WEPCO-provided rate forecast

WPPI Energy

Costs reduced 2% to reflect WPPI Energy's cost of services
Historic from 5-year financial summary
Forecast based on June 2015 projections

AT A GLANCE

WPPI Energy is a not-for-profit, regional power company serving 51 locally owned electric utilities. Our mission is to deliver reliable, low-cost wholesale electricity, as well as provide superior services and advocacy that offer exceptional value to our member utilities and the customers they serve.

Value of Public Power

As public power utilities, our members value local ownership, local control and commitment to customers. Each utility operates independently on a not-for-profit basis. Keeping revenues within local communities helps make them great places to live and work.

Advantages of Joint Action

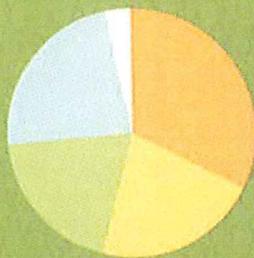
WPPI Energy members are stronger together, achieving through joint action what would be costly and difficult to do alone. Together members own generation resources and transmission assets, offer cost-effective programs and services for customers, share technology resources, and advocate on behalf of customers. As a result, WPPI Energy members are better equipped to operate successfully as the industry changes.

Owned Generation Resources and Purchased Power

Owned Generation	Fuel	Capacity (MW)
Boswell Unit 4	Coal	117
Elm Road Generating Station	Coal	106
South Fond du Lac Units 1 & 4	Gas	154
Island Street Peaking Plant	Gas	55
Worthington Wind Turbines	Wind	2

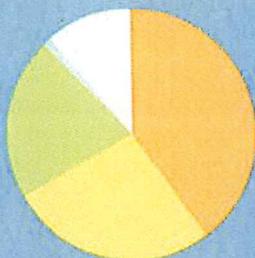
Unit Contingent Purchased Power Agreements	Fuel	Capacity (MW)
Point Beach Nuclear Plant	Nuclear	164
Kendall County Unit 3	Gas	85
Butler Ridge	Wind	54
Top of Iowa II	Wind	50
Barton I	Wind	30
Forward Wind Energy Center	Wind	27.5
Outagamie Clean Energy Project	Landfill	4.8
Richland Center Renewable Energy	Biogas	1.7
Kimberly Hydro	Hydroelectric	2
John Street Hydro	Hydroelectric	0.5
Jefferson Solar	Solar	1

2014 CAPACITY RESOURCES



33% **IOU Formula Rate Power Purchases**
 22% **Other Non-Renewable Purchases**
 19% **Coal - WPPI Energy Owned**
 23% **Peaking Generation - WPPI Energy & Member Owned**
 3% **Renewable Purchases**

2014 ENERGY RESOURCES



40% **IOU Formula Rate Power Purchases**
 27% **Other Purchases**
 21% **Coal - WPPI Energy Owned**
 <1% **Peaking Generation - WPPI Energy & Member Owned**
 11% **Renewables**

Power Supply

As the not-for-profit power supplier for our members, WPPI Energy is focused on maintaining a diverse and flexible power supply to help keep rates competitive. Our constantly evolving portfolio features both owned and purchased power from a variety of resources including coal, nuclear, natural gas and renewables. This strategic diversity allows us to ensure reliability and operate cost-effectively in a changing economic and regulatory environment.

Community Stewardship

We are committed to good stewardship of the economic and environmental well-being of our communities.

- SAVING ENERGY.** In 2014, customers of WPPI Energy member utilities saved \$5.6 million in electricity costs through our energy efficiency programs. Using energy more efficiently helps keep dollars in customers' pockets and provides a boost for the local economy.
- USING RENEWABLE ENERGY.** In our power supply portfolio, 14% comes from renewable resources. We were six years ahead of state mandates requiring 10% renewable energy use by 2015.
- REDUCING EMISSIONS.** More than 35% of the electricity our communities use comes from carbon-free resources – which means that new regulations from the U.S. Environmental Protection Agency should have less of an impact on us, as we have already taken significant steps to reduce our carbon dioxide emissions.
- LEADING BY EXAMPLE.** WPPI Energy's energy-efficient, sustainably designed office and operations facility in Sun Prairie has achieved both Leadership in Energy and Environmental Design (LEED) Gold status and ENERGY STAR® certification.

Governance

WPPI Energy has a 51-member Board of Directors, with one director representing each member utility. The full board elects an 11-member Executive Committee responsible for overseeing WPPI Energy's business affairs and making recommendations for action by the board. A professional staff handles day-to-day operations.



Member Communities

- | | |
|-------------------|-----------------|
| WISCONSIN | Prairie du Sac |
| Algoma | Reedsburg |
| Black River Falls | Richland Center |
| Boscobel | River Falls |
| Brodhead | Slinger |
| Cedarburg | Stoughton |
| Columbus | Sturgeon Bay |
| Cuba City | Sun Prairie |
| Eagle River | Two Rivers |
| Evansville | Waterloo |
| Florence | Waunakee |
| Hartford | Waupun |
| Hustisford | Westby |
| Jefferson | Whitehall |
| Juneau | |
| Kaukauna | MICHIGAN |
| Lake Mills | Alger Delta CEA |
| Lodi | Baraga |
| Menasha | Crystal Falls |
| Mount Horeb | Gladstone |
| Muscoda | L'Anse |
| New Glarus | Negaunee |
| New Holstein | Norway |
| New London | |
| New Richmond | IOWA |
| Oconomowoc | Independence |
| Oconto Falls | Maquoketa |
| Plymouth | Preston |

Quick Facts



Member Utilities **51**

Max Peak-Hour Demand in 2014 **959 MEGAWATTS**

Homes and Businesses Served by WPPI Energy Members **200,000**

Est. **1980**

Total assets: \$820 million • Net position (retained earnings): \$228 million

Equity ownership in American Transmission Co.: \$100 million

Energy requirements in 2014: 5,404 gigawatt-hours • President and Chief Executive Officer: Mike Peters

Contract Extension Process – Fact Sheet

1. About WPPI Energy

A group of 23 Wisconsin municipalities formed WPPI Energy in 1980 to achieve—through joint action—economies of scale in the acquisition of generation and transmission facilities and in the purchase of electric power needed to serve their residents and businesses.

Today, WPPI Energy is a not-for-profit regional power company serving 51 locally owned utilities in Wisconsin, Iowa and Upper Michigan. These “public power” utilities supply electricity to more than 200,000 customers. WPPI Energy’s mission is to deliver reliable, low-cost wholesale electricity as well as provide superior services and advocacy that offer exceptional value to our member communities and the customers they serve.

Together, we have a diversified, flexible power supply; stable rates; financial strength; a broad selection of services and programs; and a voice on issues affecting the industry.

2. Long-Term Power Supply Contract for Participating Members

WPPI Energy’s past and future success is built upon a commitment of our members to work together to obtain the benefits of a larger organization and to ensure that the interests of all members are in alignment. WPPI Energy is able to offer superior power supply and other support services because our members have aligned their interests through a common contract with WPPI Energy called the *Long-Term Power Supply Contract for Participating Members* (the long-term power supply contract).

All WPPI Energy members have in place this long-term power supply contract. Your community’s all-requirements agreement is the means through which your utility receives power supply from WPPI Energy. It is also the key to facilitating long-term generation planning and resource acquisition. By committing to buy all their power together through WPPI Energy, our membership enjoys economies of scale that allows them to affordably own and purchase the power supply resources needed to meet local needs.

All WPPI Energy members are treated on an equivalent basis under the same agreement, including the same blended wholesale rate for the same length of time. Having a uniform termination date for the power supply agreements is important because it keeps the interests of all WPPI Energy members aligned. If WPPI Energy were to have members with different termination dates, some members may have a greater incentive to pursue short-term power supply options while other members may have an incentive to pursue long-term power supply options, such as ownership of a new resource.

This helps to ensure the unity of purpose that has underpinned our joint-action agency membership’s collective success these past 35 years.

3. Amending the Long-Term Power Supply Contracts for Participating Members – Why Now? The Business Need.

At the May 2015 meeting of the WPPI Energy Board of Directors, President and CEO Mike Peters discussed the forthcoming plan to amend the long-term power supply agreements by adding an 18-year extension. The Board of Directors is expected to ask members to extend the term of their agreements (and approve other non-substantive clean-up changes) later this year. This comprehensive effort is a key priority of the WPPI Energy 2014-2016 Business Plan.

The original long-term power supply contracts (for existing members at the time) were signed in 1989 for a term of 35 years. The contracts were last extended in 2002 (for an additional 13 years) to December 31, 2037. We are approaching 20 years of remaining life on the contracts.

WPPI Energy is continuously making various short, medium and long-term decisions for power supply resources and services for the benefit of its members. In order to effectively procure longer term power supply resources (20+ year contracts and 30-year bond issues) the termination date for the long-term power supply contracts between WPPI Energy and its members should be at least 30 years into the future. Because of this, the member contract extension process is a standard and very important component of the WPPI Energy business model.

4. Term Length of Extension

WPPI Energy expects to extend the current term of the contract by 18 years with the new end date being December 31, 2055. This extension would provide the organization with 39 years on the contract, compared to the 35 years the last contract extension provided. The reason for the longer term is to address the immediate need for power supply planning as well as the need to add significant new resources in the early to mid-2020s.

5. Amendment Requirements – The Process

The WPPI Energy Board of Directors is expected to formally approve the amendments to the long-term power supply contract in September.

Each member will need to take local action. Many will need approval at both the utility governing body (where applicable) and at the municipal governing body (in most cases). This is done in the form of passing resolutions, the form of which WPPI Energy is preparing and will send to each member.

Each member will need to have its attorney issue a legal opinion concerning due authorization, approval and enforceability of the amendment.

The amendments only become effective with formal execution by two-thirds of the membership (34 members).

6. What if a member chooses not to extend?

The final date to extend is March 31, 2016. If a member chooses not to extend on or before this date, the future “right” to extend the contract is at WPPI Energy’s sole discretion.

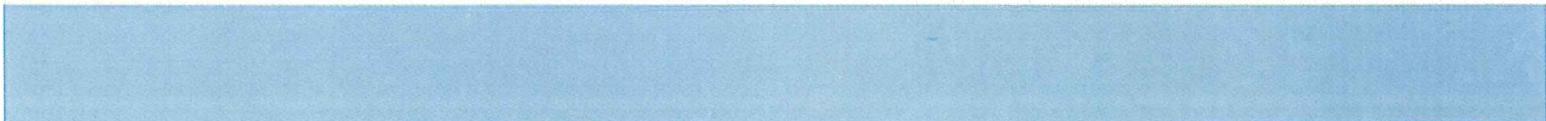
Current member power supply agreements expire in 2037. Prior to 2037, a member that does not extend will be obligated to continue all-requirements purchase at same rate as other members, including costs of projects to serve other members post-2037. There will be no right to power or support services after 2037.

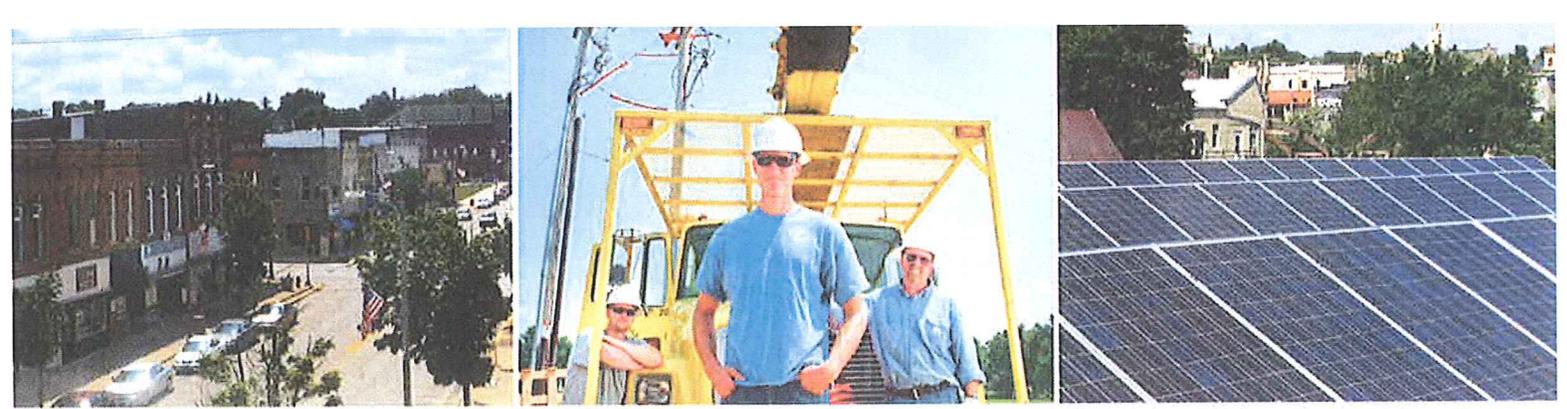
7. Proposed Timeline

The following are key dates to the contract extension process:

- | | |
|----------------|---|
| Mid-August | WPPI Energy sends to members the appropriate legal documents/amendment package (<i>local approvals can begin</i>) |
| September 18 | At the WPPI Energy Board of Directors meeting (coinciding with the 35 th anniversary celebration), staff will provide a status update and recognize members that have completed local approvals needed to extend the contract. |
| March 31, 2016 | All members are requested to take the local action necessary to extend the contract by this date. |

SUPPORT SERVICES FOR MEMBERS





WPPI Energy's mission is to deliver reliable, low-cost wholesale electricity, as well as provide superior services and advocacy that offer exceptional value to our member utilities and the customers they serve.

Together, we have a diversified, flexible power supply; stable rates; financial strength; a broad selection of services and programs; and a voice on issues affecting the industry.

Support Services Highlights

The 75-plus member services and customer programs available through WPPI Energy help utilities lower their costs; better serve their customers; stay current with evolving technologies; and remain competitive in the industry. WPPI Energy members do through joint action what would be too expensive and difficult to do alone.

WPPI Energy offers support services in the following areas and more:

- » Joint purchasing of electric materials
- » Electric distribution system management
- » Electric rates & financial modeling
- » Customer & energy services
- » Program marketing
- » Retail metering & billing
- » Customer information systems & technology
- » Governmental relations & advocacy
- » Communications, education & community outreach

Many services are available at no additional cost to all members as part of WPPI Energy membership while others are available on a pay-for-service basis.

Members Develop Services

WPPI Energy is built on the principle that all members should have the opportunity to participate fully in decision-making regarding the organization. WPPI Energy's support services are developed with the guidance and endorsement of member advisory groups. Members have carefully structured WPPI Energy as a resource that helps them keep their utilities strong, efficient and competitive.

“Joint ownership of WPPI Energy enables members to gain economies of scale for support services. Together, members are better equipped to operate successfully in a rapidly changing industry. WPPI Energy is committed to helping member utilities provide excellent service to their customers and communities.”

Learn More

WPPI Energy's intranet site—myWPPI—provides online access to detailed information related to the support services listed on the following page. Through this secure web site, members also can quickly find the joint purchasing catalog, load data, upcoming events, news and much more.

<https://mywppi.wppienergy.org>

WPPI ENERGY SUPPORT SERVICES

Utility

- » **Member Relations**
Member Energy Efficiency & Renewable Energy Loan
Community Leader Education & Outreach
- » **Market Research**
- » **Joint Purchasing**
Electric Materials
Other Utility Services
- » **Retail Metering & Billing**
Large Power Metering & Reporting Service
Outsourced Retail Billing Service
- » **Rate Services**
Electric Rate Design & Applications
Rate Comparisons
- » **Financial Modeling**
Five-Year Projections of Purchased Power Costs & Sales Revenue
Department of Energy EIA 861 Filing
Benchmarking Studies
Rate Impact Analysis
- » **Hosted Software & Support Services**
Meter Data Collection & Management Service (Elster & Sensus)
Utility Billing & Customer Information Software (Northstar, Clarity)
Financial & Accounting Software (Dynamics SL)
Member Network Assessment & Monitoring Service
Email Service

- » **Distribution System Support Services**
Management Support
Interim Utility Management
Shared Meter Technician Service
Electric Service Territory & Customer "Right to Serve" Program
NERC Compliance
Thermal Imaging Rental
- » **Communications & Education**
Local Newsletter Template Service
Cooperative Newspaper Advertising Program
Web Site Development Service
Power Report
News Releases
Home Energy Report
Business Energy Update

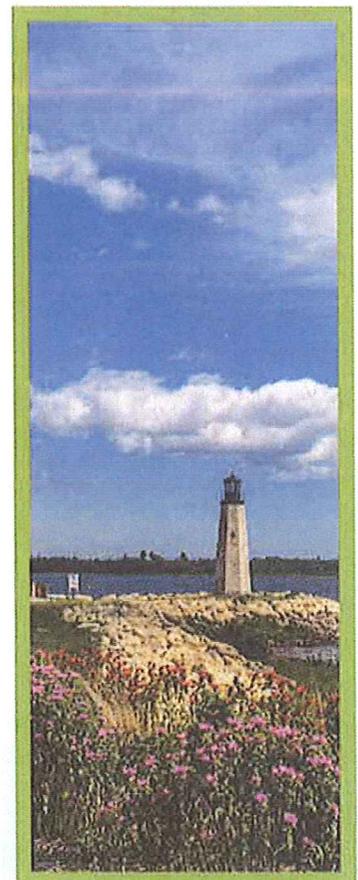
Community

- » **Community Relations Program**
Community Contribution Fund
Value of Public Power Fund
High School Scholarship Program
- » **Economic Development Support**
- » **Speakers Bureau**

Customers

- » **Energy Services Field Staff**
Key Account Management
Energy Services Representative Program
- » **Energy Efficiency (Mass Markets)**
Wholesale Commitment to Community Funding
National Theatre for Children
Home Energy Suite Online Tools
K-12 Energy Education Program (KEEP)
- » **Energy Efficiency (Targeted Markets)**
Energy Management Services for Schools
Utility & Municipal Building Efficiency Incentives
RFP for Energy Efficiency Shared Savings
Technical Training & Educational Outreach
- » **Renewable Energy Programs**
Renewable Energy Blocks
Customer Incentives (IA & MI only)
Demonstration Project Grants
Renewable Energy Grants for Non-Profits RFP
Power Supply Resource Funding
- » **Low-Income Program**
Administration Service
Customer Credit Program

- Cooling Assistance
Weatherization Program
Refrigerator Replacement Program
Commitment to Community Pool
- » **Customer-Sited Distributed Generation**
Capacity Program
Cogeneration
Evaluation Services
- » **Demand Response**
Interruptible Load Credits
Market-Based Pricing: Curtailable Load Option
- » **Retail Power Quality Services**



WPPI Energy is a regional power company serving 51 locally owned, not-for-profit electric utilities.

Through WPPI Energy, these public power utilities share resources and own generation facilities to provide reliable, affordable electricity to more than 200,000 homes and businesses in Wisconsin, Upper Michigan and Iowa.



WISCONSIN

Algoma
Black River Falls
Boscobel
Brodhead
Cedarburg
Columbus
Cuba City
Eagle River

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Florence
Hartford
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Jefferson
Juneau
Kaukauna
Lake Mills
Lodi

Menasha
Mount Horeb
Muscodia
New Glarus
New Holstein
New London
New Richmond
Oconomowoc
Oconto Falls

Plymouth
Prairie du Sac
Reedsburg
Richland Center
River Falls
Slinger
Stoughton
Sturgeon Bay
Sun Prairie

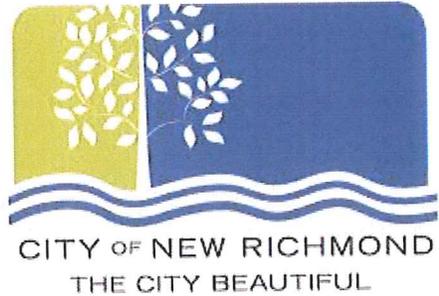
Two Rivers
Waterloo
Waunakee
Waupun
Westby
Whitehall
MICHIGAN
Alger Delta CEA
Baraga

Crystal Falls
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L'Anse
Negaunee
Norway
IOWA
Independence
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www.wppienergy.org



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MEMORANDUM

TO: Mayor Horne and City Council
FROM: Mike Darrow, City Administrator
DATE: February 4, 2016
SUBJECT: Capstone Project - New Richmond Sustainability Proposal

BACKGROUND

Adam Delikowski, a New Richmond resident and graduate student at the University of Colorado-Denver, is interested in undertaking a graduate-level capstone project that focuses on the early stages of a City-wide sustainability plan. The overall goal of the project will be to evaluate what projects and initiatives other municipalities are pursuing in their sustainability plans, and to make recommendations to the City Council on goals for an area-wide plan in the future.

Mr. Delikowski will be on hand to present his proposal (see attached) on Monday evening.

RECOMMENDATION

The City Council may consider authorizing Mr. Delikowski to move forward with his capstone project. This project does not have an impact on the overall city budget and would be an independent, student-led project. Any further action, such as developing a possible implementation plan based on the project findings, would require additional approval at a future Council meeting.

Prospectus - Capstone
Adam Delikowski
PUAD 5361 E01

This capstone project for the City of New Richmond, Wisconsin, will focus on the early stages of the development of a sustainability plan for the City. Currently, the City does not have a plan in place and is exploring direction and options on how to proceed. The goal of this research project is to evaluate what related municipalities are pursuing in their plans and to make recommendations to the City based on these findings.

Sustainability as a concept is certainly not new. In fact, major interest in municipal sustainability has been going on since at least the late 1990's. Relevant research is prevalent, a small selection of which can be seen in the attached references section. Many local units throughout the local government spectrum, including regional entities spanning multiple municipalities, have created plans and, in many cases, have implemented those plans. In this sense, the City of New Richmond may even be considered "behind the times." Regardless, many would agree that a "late" plan is better than no plan at all, and the City should be commended for their efforts.

While there is an Integrated City Sustainability Database (ICSD) being developed by Florida State University, it is not currently available for use. As a result a selection of plans will be analyzed as case studies. Municipalities will be selected from both the regional pool, such as the City of Minneapolis, and from more demographically comparative areas, such as the City of Menasha (WI). From this analysis, a slate of recommendations will be developed for the City to deliberate. The following more targeted questions will guide this research:

RQ1: Which projects do related municipalities select to pursue?

RQ2: What is the high-level cost-benefit to those projects?

RQ3: Which funding mechanisms are utilized in sustainability projects?

The proposed research timeline is as follows:

- February 8th - Present project prospectus to City Council
- February 28th - Literature Review completed, First half of paper drafted
- April 3 - First draft of paper completed
- April 27 - Full paper completed
- May 2-6 - Presentation of findings to panel
- Presentations to City Council as necessary/directed throughout

The final product will be delivered as 1) an oral presentation of findings with an opportunity for questions to be answered and 2) a research paper outlining the literature review, findings, any relevant recommendations, etc.

Finally, this capstone project will emphasize many of the core competencies set forth by the School of Public Affairs. In particular, this project will holistically emphasize the following:

To participate in and contribute to the public policy process, To analyze, synthesize, think critically, solve problems and make decisions, To communicate and interact productively with a diverse and changing workforce and citizenry. As part of the project, regular communications to the City, in particular the City Council, will be expected, thus requiring an adaptive communication style to diverse audiences. In addition, the research itself will focus on taking multiple, independent articles of policy data and creating a coherent picture that can be translated into a set of recommendations.



156 East First Street
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www.newrichmondwi.gov

MEMORANDUM

TO: Mayor Horne and City Council
FROM: Mike Darrow, City Administrator
DATE: February 4, 2016
SUBJECT: Police Squad Car Proposal

BACKGROUND

The City Council authorized the purchase of two 2016 Dodge Durango police vehicles in the fall of 2015. It has come to our attention that the 2016 vehicles will be delayed for at least eight weeks. Two new 2015 vehicles are in stock, which would result in a cost savings of \$1,620.00 if purchased instead of the 2016 model. We have attached the original bid for review.

RECOMMENDATION

Given the existing high mileage of the existing squad cars, the delay in getting the 2016 vehicles, as well as cost savings, City staff recommend moving forward with purchasing the 2015 vehicles.

BERNARD'S



October 8, 2015

NEW RICHMOND POLICE DEPARTMENT
Attn: Mark W. Samelstad, Police Chief
1443 Campus Dr
New Richmond WI 54017

RE: "SEALED BID" – 2015 Dodge Durango Special Service AWD

Dear Mark:

We are able to provide you with a quote for two (2) New 2015 Dodge Durango Special Service AWD Sport Utility Vehicle that will meet your minimum specifications:

<u>State of Wisconsin Secondary Bid Quote:</u>	\$ 27,685.00
Emergency Automotive Technologies Upgrade	\$ 7,190.00
Net Vehicle Cost Per Unit	\$ 34,875.00
	<u> x 2</u>
Trade-In Value for 2012 Dodge Durango (Squad #17)	\$10,500.00
Trade-In Value for 2014 Dodge Durango (Squad #20).....	\$12,500.00
	<u>69750</u>
	<u>- 23000</u>
	<u>NET 46750</u>

Warranty:

- 3 Year/36,000 Mile Bumper to Bumper (Standard)
- 5 Year/100,000 Mile Powertrain Coverage

Delivery:

60 to 90 Days Estimate from Order Placement

If you have any additional questions, feel free to contact me at 715-246-2236. Thank you.

Kenneth Jendelny
Fleet Manager

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BERNARD'S



October 8, 2015

NEW RICHMOND POLICE DEPARTMENT
Attn: Mark W. Samelstad, Police Chief
1443 Campus Dr
New Richmond WI 54017

RE: "SEALED BID" – 2016 Dodge Durango Special Service AWD

Dear Mark:

We are able to provide you with a quote for two (2) New 2016 Dodge Durango Special Service AWD Sport Utility Vehicle that will meet your minimum specifications:

State of Wisconsin Secondary Bid Quote:

	\$ 27,995.00
Emergency Automotive Technologies Upgrade	\$ 7,190.00
Net Vehicle Cost Per Unit	\$ 35,185.00
	+ 2
	<hr/>
Trade-In Value for 2012 Dodge Durango (Squad #17)	\$10,000.00
Trade-in Value for 2014 Dodge Durango (Squad #20).....	\$12,000.00
	- 22000
	<hr/>
	NET 48370

Warranty:

- 3 Year/36,000 Mile Bumper to Bumper (Standard)
- 5 Year/60,000 Mile Powertrain Coverage

Delivery:

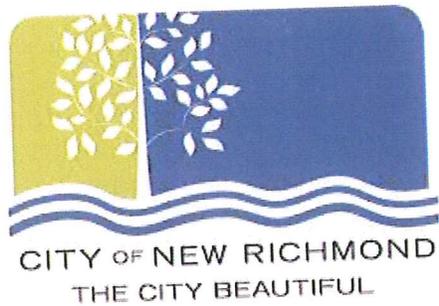
90 to 120 Days Estimate from Order Placement

If you have any additional questions, feel free to contact me at 715-246-2236. Thank you.

Kenneth Jenderny
Fleet Manager

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www.newrichmondwi.gov

TO: Mayor Horne and City Council Members

FROM: Beth Thompson, Community Development Director

DATE: February 5, 2015

RE: Request for Proposals for the Comprehensive Plan Update

Background

The City of New Richmond's Comprehensive Plan was last updated in 2005. Per State Statute 66.1001, each municipality must update their Comprehensive Plan every 10 years. Per this Statute, the City of New Richmond would like to complete a Comprehensive Plan update in 2016.

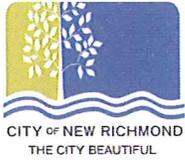
The purpose of the Comprehensive Plan is to identify issues, opportunities, needs and organize public policy to address them in a manner that makes the best and most appropriate use of City resources. It will describe a desired future for the community over the next 20 years and establish goals to move toward that future. The Comprehensive Plan is meant to be used by elected and appointed officials and City staff in the ongoing process of making decisions, creating ordinances and allocating funds.

A committee will be formed to review the RFP and this committee will be made up of one member from the Plan Commission, one City Council member, and three to four staff members. The project leads for the Comprehensive Plan will be Mike Darrow, City Administrator and Beth Thompson, Community Development Director.

Attached to this memo, please find the Request for Proposal and a timeline for the updating of the Comprehensive Plan.

Recommendation

At the Plan Commission meeting on Thursday, February 4, 2016 the Plan Commission recommended approval of the Comprehensive Plan RFP. Also, City staff recommends approving the RFP and timeline for a Comprehensive Plan Update in 2016.



City of New Richmond

156 East First Street
New Richmond, WI 54017

City Hall 715-246-4268
Fax 715-246-7129

www.newrichmondwi.gov

Request for Proposals 2016 Comprehensive Plan Update

Notice is hereby given that the City of New Richmond, WI is seeking submittal of proposals from qualified multidisciplinary consultants for a 2016 Comprehensive Plan Update.

Background/Purpose

A copy of New Richmond's Comprehensive Plan can be viewed at the City website: www.newrichmondwi.gov under Comprehensive Plan Update 2016.

The City of New Richmond's Comprehensive Plan was last updated in 2005. Per State Statute 66.1001, each municipality must update their Comprehensive Plan every 10 years. Per this Statute, the City of New Richmond will be completing a Comprehensive Plan update in 2016. The purpose of the Comprehensive Plan is to identify issues, opportunities, needs and organize public policy to address them in a manner that makes the best and most appropriate use of City resources. It will describe a desired future for the community over the next 20 years and establish goals to move toward that future. The Comprehensive Plan is meant to be used by elected and appointed officials and City staff in the ongoing process of making decisions, creating ordinances and allocating funds.

The City of New Richmond has a population of 8,715 and is located in one of the fastest growing Counties in Wisconsin - St. Croix County. The City is located on the most western border of Wisconsin and is just a mere 15 minutes from Minnesota and only 40 minutes from downtown Minneapolis. With the anticipation of the St. Croix River Crossing Bridge completion in 2017, the City will be looking forward to growth and change. With this growth brings decisions for our policy makers regarding all aspects of our community. This is a very advantageous time for the City of New Richmond to update their Comprehensive Plan.

Plan Update Scope

The City is seeking a multidisciplinary consultant team (which may be a single firm or a consultant team consisting of individuals and/or firms with specialized expertise) to update the City's Comprehensive Plan with the objective of providing the City Council, Plan Commission, City staff, City residents, businesses, and the development community with a comprehensive, internally consistent and legally defensible tool to guide the City's decision making and development over the next 20 years, to the year 2036. The updated plan will help maintain collaborative and respectful relationships within the community and with surrounding neighbors, and establish or confirm existing policies and priorities for coordinated development and/or redevelopment and necessary infrastructure expansion.

The consultant team selected will:

- Review, update and revise, as appropriate, the contents of the Comprehensive Plan, including technical and supporting information.
- Identify unnecessary, redundant and inconsistent information within the existing document and recommend approaches (e.g. organization, formatting) to develop a more concise and usable document that contains relative data but is not a receptacle of statistics that are not informative to long range planning.
- Design the Comprehensive Plan document, including development of the format and layout, as well as production of high-quality illustrations and graphics. Undertake the primary responsibility for editing and writing a cohesive Comprehensive Plan document. This will include editing existing text or drafting new, clear and concise text and policies that are supported by information in existing documents, new plans and studies, data analysis, public input, best practices, and/or successful application in other jurisdictions.
- Identify existing development regulations that need to be revised or updated to be consistent with the 2016 Comprehensive Plan update. Work with City staff to revise, as necessary, existing development regulations that support implementation of the 2016 Comprehensive Plan policies.
- Support City staff in the presentation of materials and amendments to the Plan Commission and City Council.
- Coordinate and support a public participation process for this update. Prepare and produce high quality public outreach materials graphically and in writing describing facts, findings, analysis, and alternatives for public meetings, open houses, webpage, and hearings.

The scope of work for this update will include, but is not limited to the following tasks:

- Outline a public participation plan, work plan and schedule that will allow this update to be reviewed and approved by the Plan Commission and City Council.
 - o Plan presentations, public hearings and workshops will be scheduled during the Comprehensive Plan update. The purpose of these meetings will be to provide an overview of the update process, present progress updates, and receive citizen, elected official, commission members and staff comments. Present the draft and final report and ancillary materials to the Plan Commission and City Council.
 - o Presentations incorporated into public participation should include, but not be limited to the following:
 - General Workshops/Open Houses for the public
 - Informal public meetings/presentations to Plan Commission & City Council
 - Planning Commission public hearing
 - City Council public hearing
 - Social Media
 - YouTube
 - Surveys
- Review and analyze local conditions, the existing Comprehensive Plan maps and text, and documents developed and utilized by the City of New Richmond.
- Update the elements and appendices to reflect the past changes, future trends, and desired outcomes of the community, ensure internal and external consistency, and eliminate unnecessary redundancies:

- o **Chapter 1 Introduction** – Issues and Opportunities - review, update and revise as necessary.
- o **Chapter 2 Economic Development** - update with current economic and market data to support economic growth, vitality and a high quality of life in the City. Review and confirm assumptions and policy direction with the business community and New Richmond’s Economic Development Commission. This update can use the Downtown Guidelines, 2013 Downtown Plan, and the Ady Voltedge documents as a reference.
- o **Chapter 3 Housing** – update element including review and update of existing housing inventories, analyze new data and projected housing needs, validate and update as necessary the identified number of housing units needed to serve the city’s projected growth. This update can use the recently completed 2015/2016 Housing Needs Study as a reference.
- o **Chapter 4 Transportation** –update, review, and confirm information, use information from the WDOT and other sources to complete the update of this section. This update can use the 2016 Bike and Pedestrian Plan along with the City’s sidewalk maps as a reference.
- o **Chapter 5 Utilities and Community Facilities** - review, update and revise as necessary. This update can use the New Richmond Park System Plan as a reference.
- o **Chapter 6 Agriculture, Cultural and Natural Resources** - review, update and revise as necessary. This update can use the Historic Building Preservation Guidelines as a reference.
- o **Chapter 7 Land Use** – consideration should be taken for the new bridge and corridor area on the north end of New Richmond. Review, update and revise as necessary.
- o **Chapter 8 Intergovernmental Cooperation** - review, update and revise as necessary. To update this section the use of the City of New Richmond/Town of Star Prairie cooperative Plan (Boundary Agreement) may be beneficial.
- o **Chapter 9 Implementation** – review, update and revise as necessary.
- o **Appendices** – review, update, incorporate into the plan or eliminate as appropriate.

Additional City documents to be considered in the process of updating the City’s Comprehensive Plan:

- o 2000 Historic Building Preservation Guidelines - Volume I and Volume II
- o 2003 Downtown Design Guidelines
- o 2005 Comprehensive Plan
- o 2010 West Central Wisconsin Comprehensive Plan from 2010 – 2030
- o 2011 Ady Voltedge City of New Richmond Marketing Plan
- o 2012 Ady Voltedge City of New Richmond Economic Development Summary of Data and Analysis
- o 2012 City of New Richmond/Town of Star Prairie Cooperative Plan
- o 2013 Downtown Plan – completed by City staff
- o 2015/2016 Housing Needs Study – completed by Graduate students from the University of River Falls
- o 2015 City of New Richmond Park System Plan – completed by City staff
- o Fire Department 5 year Strategic Plan that was completed in August of 2015
- o 2016 Bike and Pedestrian Plan – City staff is planning on approval at the March 2016 Council meeting
- These plans can all be found on the City of New Richmond’s website under Comprehensive Plan Update 2016

Consultant Qualifications

Qualified consultants will have experience in a variety of public outreach programs, facilitation of public meetings, compilation of information from varying sources (including GIS), and preparation of Comprehensive Plans.

The City invites you to submit a Proposal no later than February 29, 2016 at 4:30 p.m.

Consultants should submit 7 hard copies. Proposals will be accepted at City Hall, Attention: Beth Thompson, Community Development Director, 156 East First Street, New Richmond, WI 54017.

Submittal of Proposals and Budgets

The consultant is solely responsible for ensuring that proposals are delivered on time via mail, courier, or in person. Proposals received after the due date and time will not be accepted and will be discarded. Faxed or emailed proposals will not be accepted. Each proposal must be limited to thirty (30) one-sided pages and shall include:

1. Names of project team members that will primarily be working on the update, their related experience specific to comprehensive plan updates, and their expected roles in this project. List the anticipated percentage of time the project manager(s) and leads will have available for this project. Please identify the portions of the project anticipated to be performed by sub-consultants and their primary team member(s) working on that specific task.
2. Three references from jurisdictions with similar projects performed by the firm/team under a similar scope of work and budget.
3. Proposed approach and methodology to the scope of work, a work program outline with tasks and deliverables, time schedule and budget. Insights or suggestions from the consultant team on the strategy for updating New Richmond's Comprehensive Plan and restructuring the document for a more user-friendly and relevant document are welcome. All tasks and deliverables proposed should be identified in a streamlined list or table along with general dates and firm/team member(s) responsible for the work. The proposal should include a work program with deliverables, corresponding at a minimum, to the scope of work outlined above, with a breakdown of estimated hours and assigned personnel in each work task and phase, and costs associated with each task. A description of how the consultant team provides quality control to assure a high quality document with a consistent voice, internal consistency, high level of service and successful project completion and management.

New Richmond Focus - Since the City of New Richmond is poised for significant growth within the next 10 years, the selected consulting firm must demonstrate a keen awareness of the City's past and profound understanding of the impacts of future growth. In preparing this proposal, the City would like each firm to specifically demonstrate the following as part of this RFP:

1. How will your plan engage the community in a unique way that links the past (and older generation) to the future (and next generation)?
2. How will your plan be innovative and a working document that is easy to understand, unique to our community (not a boilerplate document that simply changes the name of community or parts of the current document) and is functional for years to come?
3. How will your public engagement process actually engage the community? Why on a warm summers night would we want to come to hear your team speak?
4. Since land use is the biggest component of this plan, what innovative tools do you intend to bring to assist us in this process?
5. How do you intend to manage this process and remain on budget?

6. In what ways is your firm the most suited to craft, what may be, the most important planning document in our City's history?

Budget and Timeline

The budget for this update is \$25,000 - \$30,000. The final dollar amount will be negotiated with the selected firm/team as part of the final contract for this periodic update. If the City is unable to negotiate a satisfactory contract with the firm selected, negotiation with that firm will terminate and the City may select another firm. The City of New Richmond may choose to have the consultant firm engage in additional corridor studies regarding land use. We anticipate these concept plans to range from \$2,000 - \$3,000.

The proposed budget total should include all expenses and materials to deliver the work products. The City of New Richmond will not be liable for any costs incurred by the consultant in preparation of a proposal submitted in response to this RFP, in conjunction with a presentation or other activities related to responding to this RFP. No costs chargeable for work under the proposed contract may be incurred before receipt of either a fully executed contract with the City or specific written authorization from the City of New Richmond.

Timeline

RFP Release	February 9, 2016
Staff meeting with prospective Consultants	February 16, 2016 at 2:00 p.m.
Deadline for submittal of RFP	February 29, 2016
Staff/RFP Review Committee	March 1 – March 4, 2016
Interviews with Consultants	March 7 – March 11, 2016
Recommendation to City Council	March 14, 2016
Project Completion	November 30, 2016

*** The City will be conducting an informational meeting for any perspective firms on February 16, 2016 at 2:00 p.m. at City Hall. During this meeting, City staff will provide an overview of the project, highlight key data, discuss the recommended process and answer any questions. We will not be taking individual meetings. If your firm can not attend this meeting, we will provide a call-in number and master email list to ensure that all firms receive the same information. ***

Selection Process

The selection process will include review of proposals, preparation of a short list and final interviews. It is the City's desire to select a consultant and get final City approval at the City Council meeting on March 14, 2016.

Proposals will be reviewed by the RFP Review Committee. The Committee will be made up of one member from the Plan Commission, one City Council member, and three to four staff members. The Committee reserves the right to request additional information from consultants submitting proposals. The following criteria will be considered in the evaluation of the proposals:

1. Qualifications and previous related work of key personnel and firm, particularly with regard to working with municipalities of similar size, government structure, and issues.
2. Project Manager providing direct oversight and contact with City staff.
3. Understanding of project goals and general approach to the project. Although the City has identified the general nature of services required, the consultant has flexibility toward the approach to the methodology of the project and final product format.
4. Proposed timeline to complete the work and demonstrated ability to meet proposed schedule and budgets on past projects.
5. Quality of sample materials and proposal package submitted.

After the RFP Review Committee completes reviews of submittals, the Committee will interview firms. Key personnel to be assigned to the project shall be present at interviews. The RFP Committee will make a recommendation to the City Council. The City Council will make the final selection.

General Assumptions & Notes

The scope of work contained in this document is predicated upon the following provisions, assumptions and conditions that should be part of any proposal and budget submitted by a consultant. The purpose of this list is to enumerate and describe mutual expectations and understandings required of all parties to this scope of work in order to complete this update on time and within budget.

1. The City may eliminate any task and associated contract hours/fees at any point throughout the contract period and will provide written notification of the task elimination to the consultant. Consultants will be paid for any task and associated contract hours/fees incurred prior to notification of cancellation.
2. All work products, including records, files, documents, plans, computer disks, magnetic media or material which may be produced or modified by the consultant or sub-consultant while performing this work shall belong to the City of New Richmond. Digital copies of any data collected by the consultant or sub-consultants shall be provided to the City of New Richmond.
3. The City expects final GIS data deliveries in ESRI ArcGIS(v10.2) Geodatabase format, matching all content and spatial parameters of the existing city tax parcel data layer.
4. All consultant deliverables will be prepared in MS Word format. All spreadsheets and graphs will be prepared in MS Excel format. All maps and graphs shall be produced in color where appropriate. Digital copies of draft and final deliverables will be provided in both MS Word and PDF file formats as requested by City staff. Digital versions shall include all graphics, tables and appendices in suitable form for publishing on the City website.
6. The consultant will have primary responsibility for coordinating, reviewing and editing information obtained from their team members to ensure that the individual sections of the work submitted are prepared as part of one cohesive framework and/or document consistent in style and content.
7. The City will provide all available government documents, studies, site plans, GIS data layers and mapping, and other technical information pertaining to the study area based on the consultant's data request. Any documents provided in hardcopy shall be returned to the City as appropriate upon completion of the contract.
8. The consultant will provide project updates and other information including graphics suitable for posting on the City's website; the City is responsible for website updates of available project materials.
9. City staff will be responsible for distribution of meeting notices, public meeting room arrangements, and other logistics for public meetings.



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MEMORANDUM

TO: Mayor Horne and City Council

FROM: Noah Wiedenfeld, Management Analyst

DATE: February 5, 2016

SUBJECT: Sign Ordinance

BACKGROUND

City staff will present some of the challenges with the City's existing sign ordinance, including out of date setbacks and lack of clarity regarding electronic message boards and temporary signs. City staff will also discuss the implications of a recent Supreme Court decision regarding the regulation of sign content. Finally, a possible process for developing a new sign ordinance will be discussed.

I (Noah Wiedenfeld) would be the lead staff member for the proposed project, and would work closely with Building Inspector/Zoning Administrator Sarah Skinner and Building/Zoning Administrative Assistant Jeanne Bergman. City planning consultant Dan Licht would do the majority of the ordinance update and rewrite.

RECOMMENDATION

The Plan Commission and City staff recommend proceeding with the development of a new comprehensive sign ordinance.



TO: Mayor Horne and City Council
Plan Commission

FROM: Mike Darrow, City Administrator
Beth Thompson, Community Development Director

DATE: February 4, 2016

RE: Willow River Bluffs Subdivision

The purpose of this memorandum is to provide an overview of the Willow River Bluffs subdivision. This area is now under the ownership of St. Croix County due to the property being in tax foreclosure. Last year, the Community Development Department discussed an idea of creating a regional campground or park within that site. Last month, during a Community Development meeting at the County, the idea of a regional park system was again brought up as an option for consideration of this area.

The purpose of this memorandum is to provide an overview of the parcel of land, how it is guided under the City's comprehensive plan and zoning ordinance, the tax impacts on converting the land to a regional park system, alternative recommendations and a proposed resolution for Council consideration.

Background

Willow River Bluffs Subdivision was annexed into the City and recorded at the County on August 1, 2005 as R-2 Residential. During that time R-2 Residential was defined as "The R-2 District is intended to provide residential development for single-family homes similar in character to the R-1 District, but of higher density permitting smaller lots and smaller homes". The concept plan for this area show 114 buildable lots and six outlots. The 2013 Assessed Land Value was listed as \$570,000.00. This property was foreclosed upon and St. Croix County took over ownership in 2014. Since St. Croix County has ownership of this property neither the City nor County are able to collect taxes on said property as it is now has a tax exempt status.

Comprehensive Plan: In our Comprehensive Plan that was completed in 2005, the future land use for this area was set at Residential (1 – 3 Units per Acre). The definition of Residential per the Plan is as follows:

"Single Family Residential: Residential development within the City has predominately consisted of detached single-family homes of varying lot sizes. The current City zoning ordinance contains a total of three residential zones, the first of which is a Single-family zone which also allows for churches, schools, libraries, parks and playgrounds, attached or detached garage or accessory buildings, farming without livestock or sale of goods, and licensed community living arrangements as permitted uses. Conditional uses are customary home occupations, two-family residences, hospitals, clinics, nursing homes, utilities, public

buildings, day care centers, bed and breakfasts and state-licensed community living arrangements for 9-15 people (R1). The second of which allows for all of the same permitted and conditional uses as R-1 (R2). The third of which allows for all the same permitted and conditional uses as R-1 & R-2 (R3).”

Zoning: Our Zoning Ordinance was updated and implemented on January 1, 2015. The new Zoning for Willow River Bluffs is Z2 Sub-Urban District. The definition of this district is as follows:

“The purpose of the Z2 Sub-Urban District is to provide opportunities for low density residential areas, limited neighborhood commercial uses and complementary uses. New development within this district will be allowed only when a full range of municipal services and facilities are available to serve the area. New development is intended to create low-density residential areas and to preserve and enhance transitional residential areas between lower and higher densities.”

As a point of reference several uses are included in this district, some are as follows:

- One Family Dwelling – Permitted Use
- Two Family Dwellings – Permitted Use
- Licensed Community Living (8 or less) – Permitted Use
- Outdoor Recreation – Permitted Use
- Licensed Community Living (9 – 15 residents) – Conditional Use
- Nursing Homes – Conditional Use
- Golf Course – Conditional Use
- Schools – Conditional Use
- Townhomes – Site Plan

City Park Plan: Per our Park Plan there is no specific mention of Willow River Bluffs anywhere in our Park System Plan. The Park Plan however has a recommendation to have a bridge connect the Doar Prairie Restoration with the Nature Center, as well as a recommendation to add other bike and pedestrian trail connections to make access easier to the Nature Center.

With regard to the future need of parks and open spaces within this area, we have attached a park overlay map of the city’s current park system. An American Planning Association (APA) measurement for the establishment of parks and open spaces is a simple distance of a 15- minute walk. The purpose of this map is to highlight that within the area of the Willow River Bluffs, there exist three park systems (Doar Prairie, Nature Center and Woodland Creek). Furthermore, within the City’s most recent Park Plan (2013-2014), there is no mention of a large-scale park within this area.

Current infrastructure costs at Willow River Bluffs: Below are costs that have been incurred, most of which are paid, however some are still pending:

Electric Extension (PD)	\$ 23,650.00
Electric Extension still owed	\$ 19,150.33
Water Access (PD)	\$ 66,800.50
Total Water Utility (PD)	\$143,443.00
Total Sewer Utility (PD)	\$ 92,676.00
Total Streets/Sidewalks (PD)	\$453,000.00
Total Curb/Gutter (PD)	<u>\$136,987.00</u>

Total Infrastructure **\$935,706.83**

Alternative Recommendations

City staff feels strongly that residential development within this area is needed due to the following findings:

- Residential development is consistent with the city's land use and zoning ordinance.
- Because of infrastructure costs totaling over \$950,000 and designed in a curvilinear fashion, this area is considered "shovel ready." While the existing infrastructure is ten-years old, keep in mind that most infrastructures developed today is built to last for decades.
- Due to our recent housing analysis developed in partnership with the University of Wisconsin- River Falls, additional housing within the city is necessary.
- Within the last 11 years, the County, township and city allowed this area to be annexed and developed as a residential property. The end result of this cooperative approach will have a significant tax impact once developed.

Like any development, the City, under its enforcement of zoning and land use control, will have the final control over the site in terms of its conformance with land use, adjoining properties and underlying zoning designation.

To ensure that this area can be developed as intended (and originally approved for in 2005), we offer the following alternatives:

1. Max-density development (consistent with the original design of 2006/2007). The "back forty" would include a conservation easement for the protected Willow River. A conservation easement would be attached to any future development agreement at the time of sale thus protecting the Willow River in perpetuity.
2. Low-density development "eco-design" which would include larger lot homes with a larger tax base, preservation of key open spaces and possible area for additional uses (?) on the site (10-12 acres). This idea would need to include an overlay district to ensure the intent of the plan. Again a conservation easement would be established.
3. Multi-use, mixed development, which would include mid-density at the front, low-density in the "mid-block" and open space in the back forty. A conservation easement would be established as part of this design as well.

Proposed Council Resolution

RESOLUTION #XXXXXX Willow River Bluffs Subdivision Development

Whereas, the Willow River Bluff Subdivision was annexed into the City on June 13, 2005, for the purpose of a residential subdivision; and

Whereas, at the time of approval from the City, a total of \$935,000 in infrastructure was put in place, which includes streets, curb and gutter for this area; and

Whereas, the City's Comprehensive Plans call for this area to be guided as low-density residential; and

Whereas, the City of New Richmond's Park Plan and the St. Croix County's Outdoor Recreation Plan, dated January 2013, do not call for this area to be a regional park; and

Whereas, a change in land use from low-density residential to park would require a change in the City's Comprehensive Plan which is a policy decision after public input; and

Whereas, the City's current Zoning Ordinance makes residential development an allowable use within the City; and

Whereas, the City undertook a recent housing study which highlighted the need for a mix of lots within the City's existing housing inventory;

Now, therefore, be it resolved that the City of New Richmond affirms Willow River Bluff Subdivision is best suited for residential development as originally proposed in 2005. To ensure that the Willow River Bluff Subdivision be protected, the incorporation of a Conservation Easement be established within all non-developable areas.

Passed and approved: February 8, 2016.

Frederick Horne, Mayor

ATTEST:

Tanya Reigel, Clerk



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TO: Mayor and City Council

FROM: Jeremiah Wendt, Public Works Director

DATE: January 27, 2016

RE: Street Improvements

Background

On January 14, 2016, City and SEH staff hosted a public meeting, as requested by the City Council, to discuss the upcoming improvements on North Starr Avenue, East Hughes Street, East and West River Drive, Fairfield Road and Summit Road. We presented several options for cross-sections of the future road, heard concerns from local residents, and discussed the impact of the project on residents. Written and verbal comments received are summarized in the attached document.

- **Street Width:** One of the topics of discussion was the possibility of narrowing the streets in question. All of the streets are currently 36 feet wide, with the exception of North Starr Avenue, which is 44 feet wide. The City's current subdivision ordinance calls for a width of 32-36 feet for a local street. We asked residents what they thought about narrowing the streets all the way to 32 feet, and received only one opinion in favor of this option.

Based on this information, and the guidelines presented in the subdivision ordinance, staff recommends that all of the streets be constructed at 36 feet wide. This results in narrowing only Starr Avenue.

- **Cross-Section Options:** With the narrower street proposed on North Starr Avenue, several cross-section options were considered, including shifting the centerline of the street and shifting the sidewalk closer to the street. The majority of feedback received at the public meeting indicated a preference to keep the street as close to current conditions as possible. With this in mind, staff is recommending that the centerline stay in the current location, the sidewalk stay in the current location, and each curb be shifted inward by 4 feet.

- **Bike/Pedestrian Accommodations:** The only existing bike/pedestrian accommodation on the streets in question is a sidewalk on the west side of North Starr Avenue. The sidewalk currently dead-ends at the north end of the street. Staff recommends the replacement of this sidewalk, in addition to construction of a new sidewalk on the south side of East Hughes Street that would connect the north end of this sidewalk with existing sidewalk on North Green Avenue.

Another bike/pedestrian accommodation that was considered and presented to the public as an option was a sidewalk or trail connection from Victoria Park to Cherokee Park along East River Drive. Feedback from residents was decidedly against this option due to proximity of garages along East River Drive to the existing street. Staff recommends a lower impact alternative of signage to the park and utilizing the existing street to convey bikes and peds along this route. Due to the low traffic volume, the potential for bike/ped conflicts with vehicles is minimal.

- **Trees:** The proposed projects include the replacement of existing water and sewer mains under the street, along with water and sewer service laterals to the right-of-way (ROW) line. In some places, there are existing trees planted within the ROW that may interfere with the replacement of these service laterals. Staff marked 19 trees on North Starr and East Hughes, and 4 trees on West River and Summit that may need to be removed. A letter was sent to residents explaining the reason for the trees being marked, and how to potentially avoid removal by relocating their private portion of the water/sewer laterals if they would like to pursue it. Staff recommendation for design is that no trees are removed at the start of the project, and that we work with the contractor during the underground phase of the work to try to save as many existing trees as possible. Once the underground work is finished, trees that cannot be salvaged will be removed.
- **Private Water/Sewer Laterals:** A significant portion of the discussion with the public centered on the replacement of the portion of the water/sewer laterals outside of the ROW. Staff encouraged residents to consider replacing these in coordination with the project, and provided a list of plumbing contractors that would be able to perform this work for them. We have asked residents to inform us if they are going to pursue this work so that we can coordinate with our contractor and theirs to ensure that the work is as seamless as possible.

Recommendation

Staff recommends authorization to proceed with the design based on the parameters outlined above. Approval to proceed with design at this time will allow us to remain on schedule for 2016 construction of these projects.



2016 Street Improvements

N Starr Ave, E Hughes St

E&W River Dr, Summit Rd, Fairfield Rd

Public Open House Comments and Feedback



Date: January 14, 2016

Time of Open House: 5:30 p.m. – 7:00 p.m.

1. I live in the E&W River area. If it isn't broke, why fix it? I prefer the street width to stay the same. When there are cars parked on both sides of the street, and you meet an oncoming car traveling the opposite direction, the width is about right today, so I would not change it.
2. Not a lot of people park on the streets in the E&W River area.
3. I live at 855 Summit Avenue. My yard is low compared to the curb elevation, so there is a notch in the curb to let the water out. Can the street grade be lowered a little in this area so that the water will drain out of my yard?
4. There are 2 garages close to the right-of-way on the west side of West River, so installing a sidewalk or trail there would be difficult.
5. I live in the E&W River area. How will the contractor stage the work so that I can get in and out of my driveway every day?
6. I live near Cherokee Park. Will the City be installing any recreational facilities in the park at some point?
7. Could you please add a "slow children playing" sign in the E&W River neighborhood due to Cherokee Park and the children playing.
8. Please put a "slow – children at play" sign up at the entrance to the E&W River neighborhood. We have a lot of little kids in the neighborhood and some people drive really fast.
9. I live in the E&W River area and I like the street widths the way they are.

10. The trail connecting Victoria Park to Cherokee Park on East River Road would not give room for existing driveways and garages. My garage at 837 Summit is one car length from the road (E. River). To put a sidewalk or trail here would mean relocating my garage, repaving a new driveway and moving trees. The same goes for my neighbor.
11. I live on Starr Avenue. If you take the large trees down on the east side of the street, we will be losing all the shade on both sides of the street. The large trees on the east are what shades this road.
12. Why not bury all the poles on Starr Avenue?
13. I live at 145 Starr, and the power pole in front of my house is in a poor location, because it is right next to my driveway, and makes it difficult to get in and out. Can this pole be moved one way or the other? Or better yet, why not bury the line and get rid of the pole?
14. Starr Avenue and Hughs Street seem very dark at night. Especially the south end of Starr Avenue. Are there some street light bulbs that are burnt out? I think more lights need to be added to increase the safety of this area.
15. If you bury some of the electric and remove some poles on Starr Avenue, what will you do with the street lights that are on the poles? Will you need to add more lights?
16. There is little or no light at the intersection of Starr Avenue and E. First Street. A bulb is either burnt out or an extra street light needs to be added here.
17. On Starr and Hughs, most people park in their driveways, but some people do park on the street.
18. I don't see a reason to shift Starr Avenue to the east. Just leave it where it is.
19. Attendance – approximately 22 people



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MEMORANDUM

TO: Mayor Horne and City Council
FROM: Mike Darrow, City Administrator
DATE: February 4, 2016
SUBJECT: Overnight Parking Request - Minnesota and First Street

BACKGROUND

We have received two complaints about the lack of overnight parking spaces for tenants on the corner of 1st Street and Knowles Avenue. This issue was discussed during a Public Works Committee meeting on January 8, 2014 with the following recommendations presented to the City Council:

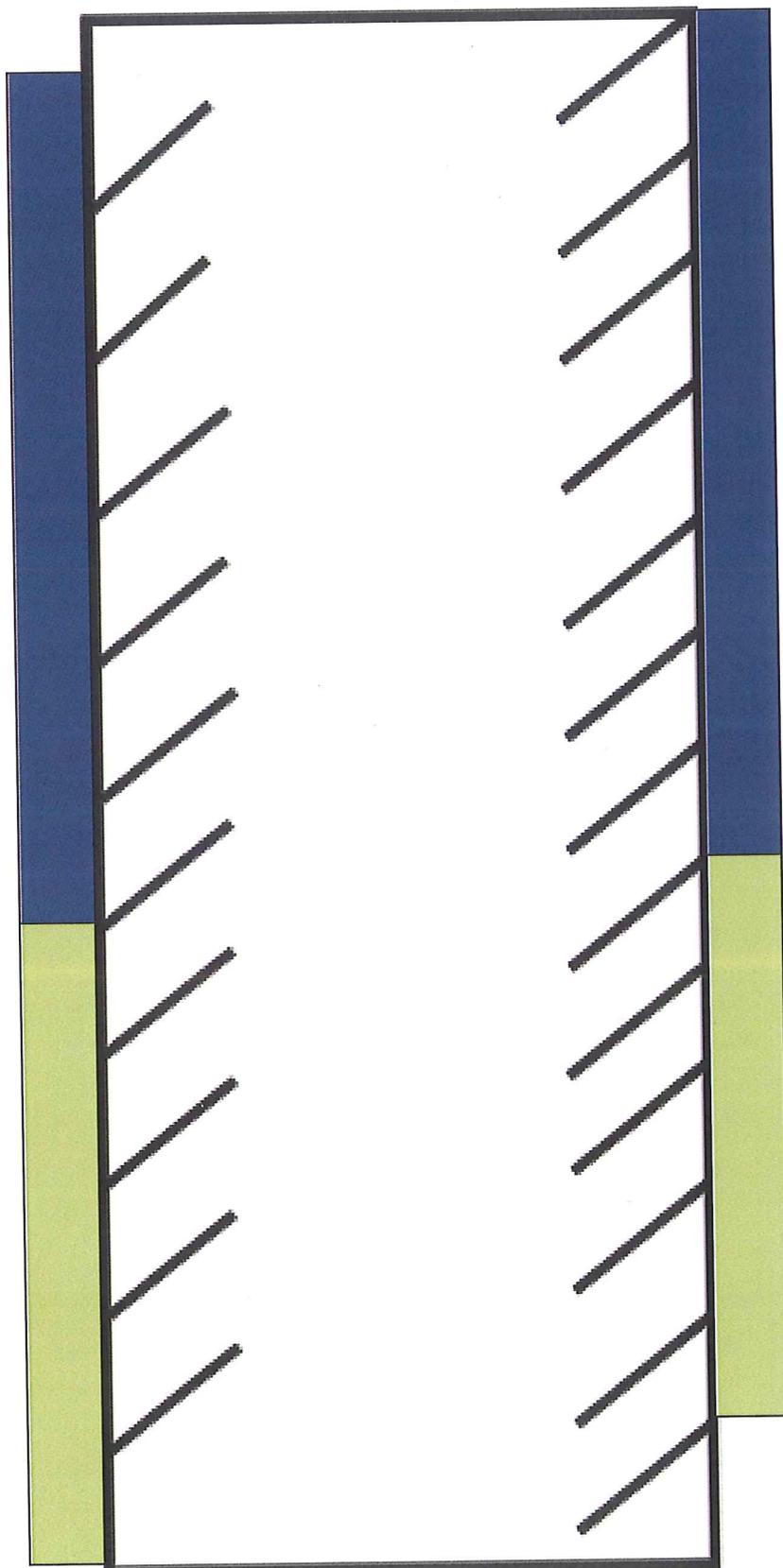
Patrons of Elements Café currently park on Minnesota Avenue behind the building where they are located. With the winter parking requirements, (odd/even alternate parking) the owner of the café has complained that his patrons do not have available parking space. He would like to have designated parking on the east side of Minnesota Avenue, or have no overnight parking on the street between 2 a.m. to 6 a.m. leaving room for his customers. Discussion followed. Craig Kittel moved to post a no parking sign from 2 a.m. to 6 a.m., on four parking stalls behind Elements from the sign to the corner, seconded by Ron Volkert, and carried.

With this change, several tenants have received tickets for parking overnight. To ensure that there are spaces available for both tenants and business owners, staff is recommending that we provide additional signage that specifically allows overnight spaces (up to 5 stalls away from the entrance of the Creamery) on both the east and west portions of the municipal lot. This will provide available stalls for both business patrons, as well as spaces for nearby tenants.

RECOMMENDATION

Consider a motion to provide up to five (5) stalls for overnight parking on both the east and west sides of the municipal lots. The attached map represents the placement of the 2:00 am – 6:00 am spaces and the overnight spaces.





LEGEND

**BLUE = NO
PARKING 2-6 AM**

**GREEN =
OVERNIGHT
PARKING**



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MEMORANDUM

TO: Mayor Horne and City Council

FROM: Mike Darrow, City Administrator

DATE: February 1, 2016

SUBJECT: Four-Way Stop Request Arch and 3rd Street

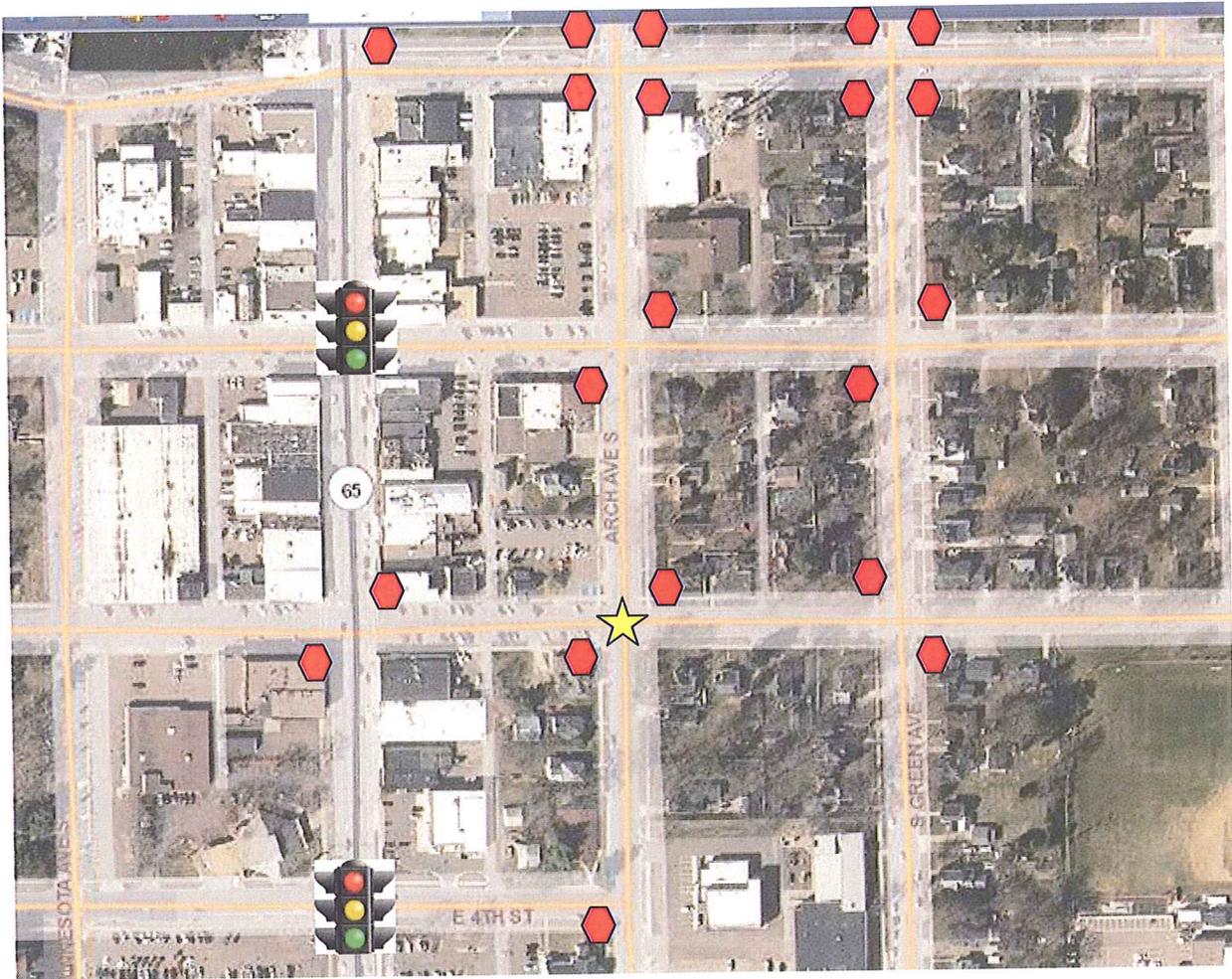
BACKGROUND

We have received complaints about the rate of speed going north-south on Arch Street. Residents within the intersection of 3rd and Arch have recommended a 4-way stop at Arch and 3rd to assist in reducing speed within this area.

Included with this memo is a map that outlines the area of concern. Additionally, I have asked both the Police Chief and Public Works Director to comment on this matter.

RECOMMENDATION

This issue is for discussion only at this time - no formal action is needed.



3rd Street Looking East



Arch Avenue Looking North



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MEMORANDUM

TO: Mayor Horne and City Council

FROM: Mike Darrow, City Administrator
Council Member Scottie Ard

DATE: February 3, 2016

SUBJECT: Room Tax Changes and Alternatives

BACKGROUND

Last year, the Wisconsin State Legislature and Governor Walker enacted Act 55 (The State Budget). Prior to enacting Act 55, Wis. Stat. 66.0615(1m)(d) provided a municipality that imposes a room tax after May 13, 1994 spend at least 70% of the amount collected on tourism promotion and development.

“Tourism promotion and development” is defined by Wis. Stat. 66.0615(1)(fm) as any of the following that are significantly used by transient tourists and likely to generate paid overnight stays at more than one establishment on which the tax may be imposed:

1. Marketing projects, including advertising media buys, creation and distribution of printed or electronic promotional tourist materials, or efforts to recruit conventions, sporting events, or motorcoach groups.
2. Transient tourist informational services.
3. Tangible municipal development, including a convention center.

In 2015, a total of \$54,146 in lodging tax revenue was collected by the City of New Richmond. By law, the City was required to spend at least 70% of that amount, or \$37,902 on tourism promotion and development. The City provided \$45,750 or 84.5% of its lodging tax revenues to groups and organizations focused on promoting the City of New Richmond and bringing in visitors.

All of the expenditures and contributions made by the City were designed to recruit families and individuals to visit New Richmond. The Chamber of Commerce is clearly recruiting people to visit for business and pleasure. The Hockey Association recruits families to sporting events. The Hatfield Park expenditure promotes the recruitment of sporting events and motorcoach groups, and the Heritage

Center expenditure accomplishes a similar mission. **In the opinion of our City Attorney, the City has not only complied with the requirements of State law, it has exceeded its obligations.**

Since the City has complied with the actions set forth in the room tax law prior to its modification last year, and because of the effort of collecting the room tax (particularly since this tax may not be paid in full by local motels and/or hotels in full when due), the updated room tax may now create another layer of bureaucracy in not only the collection of funds, but in the creation of the tourism entity.

Wis. Statute 66.0615 Room tax; forfeitures: requires the formation of a Tourism Commission which must then contract with another organization if a Tourism Entity does not exist. Furthermore, Act 55 states that members of the hotel industry be a part of said committee. A potential hardship will be finding citizens to agree to serve on this committee. Currently, there are over 80 citizens involved in boards and commissions throughout the city, and getting volunteers to commit the time to serve on committees is challenging.

Another burden is that the funding, management, and administration of the committee and the contracted entity falls on the City, yet the City has no further control of funds collected. Rather than the burden of a committee and contracted entity, the City may propose that an annual audit be prepared that highlights conformance with Act 55 (as has been done in the past). This information can be sent to the Chamber as well as members of the local hotel industry and the DOR.

Finally, it has been a challenge over the past several years to collect from certain local hotels. While two of the three hotels are paid in full, a third is not. An additional burden of collection and administration through a third party will be cumbersome and expensive.

RECOMMENDATION

Since the City has met the requirements of the existing room tax model, and since there is a (non-funded) burden of collecting this tax for the betterment of other agencies, City Council Alderperson Ard has recommended the following actions for consideration:

1. Request to legislative leaders that Act 55 be further amended to exclude third and fourth class municipalities (those under 39,000 in population) towns and villages.
2. If the burden of collection as well as the burden of creating and maintaining a commission falls upon the municipality alone, consider repealing the local room tax altogether. This would have an impact of approximately \$37,000+ for local associations.