AGENDA FOR COUNCIL MEETING

CITY OF NEW RICHMOND, WISCONSIN

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

AGENDA:

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

PUBLIC COMMENT

CONSENT AGENDA:

1. Approval of the Minutes from the Previous Regular Council Meeting, November 14, 2016 and Special Council Meetings October 24, 2016 and November 7, 2016

2. Application for License to Serve from Candice L. Howle, New Richmond; Andrew A. Wade, New Richmond; Shawn R Anderson, New Richmond; and Curtis W. Henke, New Richmond.

3. Application for Cigarette and Tobacco Products Retail License from Evergreen Richmond, LLC, dba Freedom Value, at 120 Meridian Drive.

4. Application for Temporary Class B License from Knights of Columbus at 155 East Fourth Street for the following dates: January 1, 8, 15, 22, 27, 29, February 5, 12, 19, 24, 26, March 3, 5, 10, 12, 17, 19, 24, 26, 31, April 2, 7, 9, 14, 23, 28, 30, May 7, 14, 21, and July 7, 8, 2017

5. Payment of VO#60030 through VO#60135 totaling $1,039,916.33 plus electronic fund transfers of $1,030,618.17 for a grand total of $2,070,534.50.

DEPARTMENT REPORTS:

Administration
Community Development
Public Works
Library
Police
Fire
Airport

UNFINISHED BUSINESS:

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

NEW BUSINESS:

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

1. Chief Yehlik - Ceremonial Swearing in as Police Chief

2. Public Hearing for Vacating a Portion of East Fourth Street

3. Action on Public Hearing Agenda – Resolution #121601

4. Emerald Clean Presentation

5. Commons Site Master Plan

6. Resolution #121602 – Treasurer's Tax Bond Exemption

7. Resolution #121603 – Property Tax Equivalent

8. Property Revaluation

9. **Plan Commission Recommendation:**
   a. Ordinance #488 and #489 Annexing City Property
   b. Comprehensive Plan Service Contract Agreement

10. **Public Works Committee Recommendation:**
    a. North Fourth Street/Doughboy Trail Design

11. Trail Connecting Nature Center to Doar Prairie Restoration

12. Final Approval of Employee Handbook

13. Proposed Fire Truck Purchase

14. Overview of Grants Received in 2016

15. Sign Ordinance Update

16. No Work Session in December

17. Communications & Miscellaneous

18. Closed Session 19.85(1)(c)(e)(g)

    a. TIF 6
    b. Credit Agreement
    c. Fire Department Paid on Call

19. Open Session

20. Adjournment

Frederick Horne, Mayor

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

**Late Changes and Additions

Posted: Civic Center and City Website

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

REGULAR COUNCIL MEETING NOVEMBER 14, 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 and on the City's website at www.newrichmondwi.gov. 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, Montello, Volkert and Zajkowski.

Members Absent: Alderman Jackson

The Pledge of Allegiance was recited.

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

Public Comment

Tony Geving would like to see more solar lights on the streets of New Richmond to improve mobility routes especially on Dakota Avenue and Fourth Street and Minnesota Avenue. He is blind and would like to be able to safely travel the streets. Wanda Viellieux also discussed traffic problems including cars not stopping for pedestrians, especially at West Fourth Street and South Dakota Avenue. Jeremiah Wendt will look into these concerns.

Annie Knutson asked for an update on the community commons site. Mike Darrow explained that the property is owned by the school district and they are in the process of demolishing the building. There was a public meeting a couple weeks ago and the school board will be meeting this week to discuss the master plan for this site. The building is 90,000 square feet and the cost of retaining it would be $13 million, which is cost prohibitive.

Consent Agenda

1. Approval of the Minutes from the Previous Regular Council Meeting, October 10, 2016

2. Application for License to Serve from Tori L. Kittelson, New Richmond

3. Application for Class "A" License to Sell Intoxicating Liquor and "Class A" License to sell Fermented Malt Beverages from Candice Howle, Agent for Evergreen Richmond LLC/DBA Freedom Value at 120 Meridian Drive

4. Applications for Run/Walk Permit from New Richmond Area Centre for the following dates:
    a. Saturday, December 10, 2016 at 8:30 a.m.
    b. Saturday, January 21, 2017 at 8:30 a.m.
    c. Saturday, February 18, 2017 at 8:30 a.m.
    d. Saturday, March 18, 2017 at 8:30 a.m.
    e. Saturday, April 8, 2017 at 8:30 a.m.

5. Payment of VO#59901 through VO#60029 totaling $1,065,651.45 plus electronic fund transfers of $685,984.01 for a grand total of $1,751,635.46 with funds to come from the following accounts:

General Fund	$814,402.94
Impact Fees Fund	25,614.59
Cemetery Fund	4,373.59
CDBG – Housing	195.00
Debt Service Fund	4,604.67
Capital Projects	499,984.65
Capital Replacement Fund	1,860.14
Landfill Cleanup Fund	2,912.59
TIF District #6	150,658.24
TIF District #8	33,250.00
Storm Water Utility	202,553.21
Park Land Trust Fund	11,196.22
Library Trust Fund	29.62

Alderman Montello moved to approve the consent agenda as presented, seconded by Alderman Ard and carried.

Department Reports

Administration –Mike Darrow announced that Andrew Lammers was streaming the Council meeting live on Facebook. This is another way the City is providing transparency. There were twelve people watching the meeting at that exact time. Window decals are available for sale for $5 and the proceeds will go to parks and trails projects. Every year a different department may receive these funds.

Community Development – Beth Thompson stated there will be a group of people conducting interviews on Thursday, November 17, 2016 for companies who would like to provide services to update our Comprehensive Plan. This group will make a recommendation to the Council on December 12, 2016. Members of the interview committee include Plan Commission members, City staff and general citizens. The process for updating our Comprehensive Plan will take all of 2017. Beth Thompson thanked Tanya Batchelor and Lori Brinkman for their hard work on the election. Tanya Batchelor thanked the Election workers and City staff for their hard work to help make the election a success. We had many positive comments regarding how well things were organized and how quickly people were able to get in and out.

Public Works – Jeremiah Wendt gave an update on street projects. All of the projects are either complete or will be finishing up this week. The first public meeting was held on November 10, 2016 for the North Fourth Street project. They received a lot of good feedback and will use that information to help create a preliminary design. A second meeting will be held in December. Fall leaf pickup will be finished on November 16, 2016 and the Compost Site will be closing on November 20, 2016 for the season.

Police – Craig Yehlik stated that six people graduated from the third annual citizen's academy. On graduation night they had two of the alcohol/tobacco agents in attendance. One of these men talked about how he had been a Chippewa County Sheriff Deputy and had been stabbed 13 times on duty. It was very powerful. Nick Cramlet just completed a two week first line supervisor training. Craig had a few officers downtown on Halloween handing out candy and bags. Officers and detectives just finished reading "I can play it safe" to the elementary school kids in New Richmond. Alison Feigh from the Jacob Wetterling Foundation will be talking with parents about online safety for children. Bernard's Northtown donated $700 worth of gift cards to add to the Pay It Forward campaign.

Fire – Jim VanderWyst explained that the department had 24 incidents in October, 17 were in the City. The department received a check for $300 from a charity in New York. Kirk's Towing and Invisible Fencing, Inc. donated pet rescue equipment to the department. The ladder truck is being repaired for electrical issues. Over 500 people attended the Fire Safety event and more than 500 pounds of food was collected and donated to Five Loaves, along with almost 100.00 in cash.

Airport – Mike Demulling reported that a lease was recently signed for a 8,000 square foot future hangar that will house an aviation business. The Airport and School District put a new roof on the house at 2028 County Road CC. The Airport provided materials and the school provided labor. The house at 2032 County Road CC will be burned down in the spring. The fire department and WITC will continue to use it for training until it is burned.

Ordinance Section 26-26 (c) Administrative Charges for False Alarms

Craig Yehlik explained that this ordinance was left out when we recodified several years ago and needs to be added back in. Alderman Montello moved to suspend the rules and adopt Ordinance #487 as presented, seconded by Alderman Ard and carried.

Resolution #111601 – Amending Schedule of Fees

Craig Yehlik explained that this resolution updates the Police Department fees and increases the parking citation fee. Alderman Zajkowski offered the following resolution and moved for its adoption:

RESOLUTION #111601
RESOLUTION AMENDING THE SCHEDULE OF FEES

WHEREAS, the City of New Richmond hereby adopts the following Schedule of Fees:

Miscellaneous Police Department Fees

Fingerprint per card	6.00
Civic Process per person	30.00
Preliminary Breath Test (PBT)	10.00
Parking Citation *	20.00
Parking in Handicap spot	50.00
Bicycle Registration for bike/life	2.00
Open Records	Per Statute
Copy service black & white	.25 per page/side
Copy of service Color page	.30 per page/side
Copy of DVD/Disk	3.00
Photographs	1.50/picture

*If citation is not paid within ten days, the first notice parking penalty = $30.00
If not paid within seven more days, the second notice penalty = $20.00
If not paid within seven more days, a suspension request is sent to the state with a total fine amount increasing to $100

Motion was seconded by Alderman Montello and carried.

Ordinance Section 6-29 (e) Class A License Quota

Beth Thompson discussed the current quota and recommended changing to a population based formula for determining the quota and using one license per 1,500 population. Considerable discussion followed. There was discussion regarding the process to use when a license becomes available. Alderman Montello moved to set the quota at one license per 1,750 population and to direct staff to bring back a policy for Council approval for issuing the licenses as they come available, seconded by Alderman Ard and carried.

Plan Commission Recommendations
The Plan Commission recommended approving the amendment to the Official City of New Richmond Right-of-way Map. Jeremiah Wendt explained the amendment which addresses the new jug handle design. City staff will work with the WIDOT to modify the Memorandum of Agreement with details and timeline for the project. Alderman Ard moved to approve this amendment, seconded by Alderman Zajkowski and carried.

Noah Wiedenfeld explained Ordinance Section 121-44 of the Zoning Ordinance Regulating Signs. Plan Commission has recommended approval of this ordinance. There was considerable discussion regarding temporary signs. Alderman Ard moved to table this ordinance, seconded by Alderman Montello and carried.

Beth Thompson presented the Extra-Territorial Certified Survey Map from George and Betty Schmit. The Plan Commission recommended approval of this CSM with the following condition:

1) A deed restriction shall be recorded on both parcels described by the CSM prohibiting:
   a) Further subdivision or development of additional residential uses until such time as the properties have access to municipal sanitary sewer and water utilities.
   b) Construction of more than one driveway to each parcel accessing County Road K

Dan Schmit asked why deed restriction was necessary. Further discussion followed. Alderman Montello moved to approve the CSM as recommended, seconded by Alderman Zajkowski and carried.

Plow Truck Purchase
Jeremiah Wendt presented a list of repairs that have been done on truck #19 in the past several years. Both truck #19 and #22 are almost 20 years old. Garfield Township has a 2010 Mack plow truck for sale for $95,000. To offset the cost, truck #19 and #22 would be sold and the proceeds would be approximately $40,000. The initial purchase price of $95,000 could come from the Storm Water Utility fund, less the sale proceeds from both vehicles. Of the net cost of $55,000, 85% would come from the General Fund and 15% would come from the Storm Water Utility Fund. Alderman Montello moved to purchase the 2010 Mack truck from Garfield Township at a of cost of $95,000 contingent on the results of a full inspection by a third party, seconded by Alderman Ard and carried.

No Work Session in November

Communications and Miscellaneous
Alderman Ard stated that tomorrow is the grand opening of the County Health Center from 5:00 to 8:00 p.m.

Closed Session
Alderman Ard moved to go into Closed Session per State Statute 19.85 (1)(e)(g) – Litigation Updates for Borst, Dionisopoulus and WH St. Croix, and TIF #6, seconded by Alderman Montello and carried.

Open Session
Alderman Zajkowski moved to approve the settlement agreement, development agreement, and easement agreement with Dionisopoulus as discussed in Closed Session, seconded by Alderman Montello and carried. Alderman Kittel voted no.

Alderman Ard moved to direct Nick Vivian, City Attorney, to proceed as discussed in Closed Session with WH St. Croix, seconded by Alderman Zajkowski and carried.

Alderman Ard moved to proceed with the land conveyance for TIF #6 property as discussed in Closed Session, seconded by Alderman Zajkowski, and carried.

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

Meeting adjourned at 9:45 p.m.

Tanya Batchelor
City Clerk

SPECIAL COUNCIL MEETING
OCTOBER 24, 2016 5:30 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 Jackson, Kittel, Montello, Volkert, and Zajkowski

Members Absent: Alderman Ard

The Pledge of Allegiance was recited.

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

2017 Budget Update
Mike Darrow explained the process used for the budget this year. The community was invited to participate in the process including an online survey with over 100 responses. Noah Wiedenfeld explained the survey process and results including strengths, challenges, priorities, and ways to improve. This will be included in the budget book and reviewed on an annual basis. Kari Kraft highlighted the changes in our health insurance for 2017. This will have a 1% impact on the budget. Staff is recommending a new wellness program that would include incentives for participation.

Staff highlighted the following areas of changes in the budget:

Capital replacement items such as a Police special services vehicle, a/c unit for the Civic Center, the Comprehensive Plan, reconfiguring the customer service area in the Civic Center and the purchase of a fire truck.

The Police Department plans to reduce overtime by $5,000 by exploring the creation of a power shift for sergeants.

The budget for downtown improvements will be increased from $2,500 to $14,000. The Emergency Government will be increased by $10,000 for a multi-modal notification system which could alert residents about severe weather, street projects, public safety concerns, or other items. We could notify residents in specific neighborhoods or City-wide, depending on the situation.

Park Improvements will be increased by $20,000 for updating bins and recycling bins.

Information Technology will be increased by $25,000 for software upgrades and evaluate in-house support of services currently contracted through a third-party provider.
Several other budget items were discussed as well. The next step will be to publish the budget notice and hold a Public Hearing on December 5, 2016.

There was also discussion regarding a Special Council meeting on November 7, 2016 at 5:30 p.m. to further discuss the budget.

Employee Handbook Update
Kari Kraft discussed changes in the employee handbook.

Sign Ordinance
There was discussion regarding the sign ordinance. Noah Wiedenfeld gave an overview of the new ordinance.

Commons Master Plan
Mike Darrow explained that there was a meeting with all of the neighbors and the school board. The discussion at this meeting was about the master plan for the commons site. There will be a meeting with the City Council and School Board in November to further discuss this.

Class A Beer & Liquor License Quota
Beth Thompson discussed the current quota on Class A licenses for fermented malt beverages and intoxicating liquors. She presented a comparison of surrounding communities as well. Discussion followed.

2017 Special Services Vehicle Bids
Craig Yehlik presented the following bids for a Special Services Vehicle:

2017 Ford Explorer	$43,120
2017 Chevrolet Tahoe	$36,164
2017 Dodge Durango	$29,580
2017 Dodge Charger	$25,310

Staff recommended to accept the bid from Bernard's Northtown for the 2017 Dodge Durango for a base price of $28,995 with the external light bar package for $6,995, accept the trade-in value on Squad #19 for $11,000, with a total vehicle purchase price of $24,995. It was also recommended to purchase the optional 5 year/100,000 mile extended warranty with a zero deductible for $2,590 along with the vehicle maintenance package that includes 20 synthetic oil changes and one new set of replacement tires for $2,000. The total cost of the special services vehicle will be $29,580 with a delivery date after January 1, 2017. Alderman Zajkowski moved to approve the purchase of the 2017 Dodge Durango as stated above, seconded by Alderman Volkert and carried. Alderman Montello abstained.

Communications & Miscellaneous
Jeremiah Wendt stated that there will be a public meeting on November 10, 2016 at 5:30 p.m. for the North Fourth Street project. Craig Yehlik thanked Carlos De La Cruz for bringing in items that might be in a child's room to hide drugs to show Council members and staff.

Closed Session per Statute 19.85 (1)(c)(e)
Alderman Montello moved to go into Closed Session per State Statute 19.85 (1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Non-Union Wages and State Statute 19.85 (1)(e) conducting specified public business, whenever competitive bargaining reasons require a closed session. Motion seconded by Alderman Jackson and carried.

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

Tanya Batchelor
City Clerk

SPECIAL COUNCIL MEETING
NOVEMBER 7, 2016 5:30 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 Jackson, Ard, Kittel, Montello, Volkert, and Zajkowski

The Pledge of Allegiance was recited.

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

2017 Budget Update
City Council members reviewed the budget page by page. Considerable discussion followed. Alderman Montello moved to proceed with posting the notice for the Budget Hearing, seconded by Alderman Zajkowski and carried.

Uncollected Delinquent Tax Roll
Rae Ann Ailts explained that St Croix County placed several properties on tax deed including several lots in Fox Run and Whispering Prairie developments, 8 lots in Paperjack Creek Townhome Community, 7 lots in Peninsula Heights, and two other properties in the City totaling $31,999.98. The City had placed this amount on tax roll for charges associated with noxious weeds, delinquent water charges and sewer assessments. Staff deems the amount of $31,999.98 as uncollectible and recommends council approval for write off for fiscal year 2016. The City portion of uncollectible assessments is $14,720.54 and the Utility portion is $17,279.44. Alderman Montello moved to write this amount off as uncollected, seconded by Alderman Ard and carried.

Municipal Court/Police Department Fees
There was considerable discussion regarding the current and proposed court fees. Alderman Volkert questioned the reasoning behind the increase in fees. Alderman Montello moved to approve the Municipal Court Fees as proposed, seconded by Alderman Ard and carried. Discussion followed. Alderman Montello moved to call the question, seconded by Alderman Ard. Motion carried with Alderman Volkert and Jackson voting no. On voting on the main motion, motion carried with Alderman Volkert and Jackson voting no.

Closed Session per Statute 19.85 (1)(c)(e)
Alderman Ard moved to go into Closed Session per State Statute 19.85 (1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Non-Union Wages and State Statute 19.85 (1)(e) conducting specified public business, whenever competitive bargaining reasons require a closed session. Motion seconded by Alderman Zajkowski and carried.

Open Session
Alderman Montello moved to approve Option #4 with an additional recommendation as discussed in closed session, seconded by Alderman Ard and carried.

Communications & Miscellaneous

Craig Kittel wished Alderman Ard good luck in the election for assembly.

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

Meeting Adjourned at 8:00 p.m.

Tanya Batchelor
City Clerk

VOUCHERS PRESENTED TO THE COUNCIL December 12, 2016

VO #	PAYMENT TO:	AMOUNT
60030	NORTHLAND EVERGREENS	1,250.00
60031	ALBRIGHTSON EXCAVATING, INC	5,378.32
60032	AMAZON (LIBRARY)	1,842.99
60033	CARPENTER ST CROIX VALLEY NATURE CENTER	186.72
60034	CEMSTONE - READY MIX INC	372.00
60035	CHESLOCK, SARAH	58.95
60036	CITY OF NR - LIBRARY	244.56
60037	CITY UTILITIES - SALES TAX	182.72
60038	CONFIDENTIAL RECORDS, INC	45.00
60039	DEPT OF NATURAL RESOURCES	5.00
60040	DARROW, MIKE	18
60041	DETWILER, THERESA	103.88
60042	ECKBERG LAMMERS BRIGGS WOLFF & VIERLING	8,554.63
60043	ELLSWORTH PUBLIC LIBRARY	26.00
60044	FANTASY CORRAL	350
60045	GALE/CENGAGE LEARNING	219.65
60046	GEHRKE, MICHELLE	23.00
60047	GTI PARTS	1,029.04
60048	HD SUPPLY WATERWORKS, LTD	26.57
60049	INDIANHEAD FEDERATED LIBRARY	342.00
60050	IVERSON CARPENTRY & CONSTRUCTION, INC	880.93
60051	JOHNSON, HUNTER	20.00
60052	MIDWEST TAPE	28.99
60053	MSA PROFESSIONAL SERVICES INC	500.00
60054	MURTHA SANITATION, INC	529.50
60055	NORTHERN BUSINESS PRODUCTS	522.66
60056	NR TREE SERVICE	250.00
60057	REGISTER OF DEEDS	60.00
60058	RIVER STATES TRUCK & TRAILER	383.45
60059	STANDARD INSURANCE COMPANY	2,500.00
60060	STEPHENS SANITATION - REFUSE	487.15
60061	THE PLANNING COMPANY LLC	2,525.00
60062	TOWN OF GARFIELD	93,000.00
60063	VILLAGE OF STAR PRAIRIE	67.64
60064	XCEL ENERGY (2)	24.05
60065	AVENET, LLC	1,050.00
60066	BRIDGE, MARY JANE	33.36
60067	CITY UTILITIES - 2ND BILLING	26,999.26
60068	CITY UTILITIES - INVOICES	772.18
60069	FRONTIER COMMUNICATIONS (2)	43.58
60070	HOLTZ, CONNIE	33.36
60071	HOLTZ, DENNIS	43.18
60072	JORSTAD, ROXANNE	27.48
60073	WI CITY/COUNTY MANAGEMENT ASSN	177.00
60074	CITY OF NEW RICHMOND	600.00
60075	NEXT DOOR CAFÉ	179.80
60076	SUNRISE LAWNS	509.00
60077	BALDWIN TELECOM, INC	578.14
60078	CITY UTILITIES - OTHER	295.00
60079	4 ACE PRODUCTIONS	235.00
60080	A-1 EXCAVATING	765,609.36
60081	AMAZON (CITY)	429.57
60082	AMAZON (LIBRARY)	1,513.51
60083	APPLE BLOSSOM EVENTS	1,250.00
	SUB - TOTAL	922,417.18

	SUB - TOTAL CARRIED FORWARD	922,417.18
60084	BOARDMAN & CLARK LLP	78.00
60085	CITY UTILITIES - 1ST BILLING	937.88
60086	CITY UTILITIES - INVOICES	3,345.65
60087	CITY UTILITIES - LANDFILL	292.84
60088	CITY UTILITIES - SAC CHARGES	2,667.00
60089	CITY UTILITIES - SALES TAX	17.99
60090	CITY UTILITIES - WATERIMPACT FEES	2,667.00
60091	CLAY, AARON	1,000.00
60092	E O JOHNSON COMPANY	1,210.00
60093	ENVIRONMENTAL WOOD SUPPLY LLC	1,000.00
60094	FLEET ONE LLC	2,115.50
60095	FRONTIER COMMUNICATIONS (3)	63.81
60096	G & K SERVICES, INC	133.28
60097	GFOA	170.00
60098	GHD SERVICES INC	3,407.98
60099	HOCHER, STACEY	32.00
60100	HOWELL, PAT	75.00
60101	INDIANHEAD FEDERATED LIBRARY	8,031.72
60102	INDUSTRIAL HEALTH SERVICES NETWORK INC	44.90
60103	INDUSTRIAL SAFETY	439.98
60104	JANSMA ACCOUNTING & INVESTIGATIVE SERVICES	1,075.00
60105	JONES, LEAH	16.00
60106	KWIK TRIP/KWIK STAR STORES	2,366.53
60107	MICHAEL BEST & FRIEDRICH LLP	360.00
60108	MONARCH PAVING COMPANY	270.43
60109	NAT'L ELEVATOR INSPECTION SERVICES INC	88.00
60110	NORTHERN BUSINESS PRODUCTS	900.58
60111	PROFESSIONAL SERVICE INDUSTRIES, INC	1,043.23
60112	RED POWER DIESEL FIRE SERVICE, INC	333.19
60113	RICE, CYNTHIA	900.00
60114	RIVERTOWN MULTIMEDIA	963.38
60115	ROTARY CLUB OF NEW RICHMOND	357.00
60116	RUNNING, INC DBA NEW RICHMOND SHARED RIDE	10,620.90
60117	SCHOOL DISTRICT OF NR - MOBILE HOME FEES	148.54
60118	SECURIAN FINANCIAL GROUP, INC	1,981.29
60119	SHORT-ELLIOTT-HENDRICKSON	34,376.36
60120	ST CROIX COUNTY CLERK	151.67
60121	ST CROIX COUNTY HIGHWAY DEPT	4,087.83
60122	ST CROIX TREASURER - MUNICIPAL COURT	896.96
60123	STATE OF WI - COURT FINES & ASSESSMENTS	2,742.78
60124	STEPHENS SANITATION - RECYCLING	4,065.00
60125	STEPHENS SANITATION - RECYCLING SHED	806.96
60126	THE ROYAL GUARD, LLC	308.16
60127	VERIZON WIRELESS (CITY0	309.84
60128	VFIS GLATEFELTER SPECIALTY BENEFITS	17,161.90
60129	VILLAGE OF SOMERSET	7.40
60130	WASHINGTON NATIONAL INS CO	346.90
60131	WI DEPT OF COMMERCE - 2	50.00
60132	WI PROFESSIONAL POLICE ASSN, INC	581.00
60133	WILLIAMSON & SILER S.C.	1,142.29
60134	WITC	183.50
60135	XCEL ENERGY	1,126.00
	SUB - TOTAL	1,039,916.33

SUB - TOTAL CARRIED FORWARD	1,039,916.33
TOTAL VOUCHERS	**1,039,916.33**

ELECTRONIC FUND TRANSFERS

PAYROLL	246,576.32
DEFERRED COMP	7,110.00
ROTH - WI	250.00
FEDERAL W/H	87,019.57
STATE W/H	15,975.52
POSTAGE	-
LT DISABILITY PREMIUMS	1,518.87
MEDICAL PREMIUMS	96,904.40
RETIREMENT	120,454.02
VISA P-CARDS	30,846.73
HRA	4,690.59
HAS - ER CONTRIBUTIONS	333.32
WI-SCTF	1,804.56
FLEX SPENDING	5,384.94
GARNISHMENTS	236.52
EMPLOYEE FUND	232.00
FIREMEN DUES DEDUCTIONS	570.00
AFLAC	1,439.94
DELIQ STATE TAX - REMITTANCES	61.43
IMPACT FEE TRANSFERS	5,001.00
WPPI LOAN PMTS	1,828.40
DEBT PMTS/BREMER LOAN PMTS	402,380.04
TOTAL ELECTRONIC FUNDS	**1,030,618.17**

GRAND TOTAL	**2,070,534.50**

CHAIRMAN OF FINANCE COMMITTEE
9/12/2016

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

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New Richmond, WI 54017
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www.newrichmondwi.gov

TO: Mayor and City Council

FROM: Mike Darrow, City Administrator

DATE: December 9, 2016

RE: Chief Yehlik - Ceremonial Swearing in as Police Chief

There will be an "official" ceremonial swearing in of the Police Chief on Monday evening. While all of the background material has been completed and Craig has been officially operating as the Chief of Police, we want to allow the Chief an opportunity to have his photo taken with the Mayor, Council, and family.

RESOLUTION NO.121601
CITY OF NEW RICHMOND
COUNTY OF ST. CROIX, WISCONSIN

A RESOLUTION APPROVING VACATION OF EXISTING PUBLIC RIGHT-OF-WAY.

WHEREAS, the City of New Richmond has initiated proceedings for vacation of public right-of-way as described as:

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

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

WHEREAS, the City Council held a public hearing at their regular meeting on December 12, 2016 to consider the vacation, preceded by required published and mailed legal notice; and,

WHEREAS, the memorandum dated December 2, 2016 prepared by the City Planner, The Planning Company LLC, is incorporated herein; and,

WHEREAS, the City Council heard all parties interested therein and closed the public hearing; and,

WHEREAS, the City Council having considered all information received related to the proposed vacation finds that vacating a portion of the existing right-of-way as shown on Exhibit A would be in the public interest; and,

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of New Richmond hereby orders:

1. The proposed CSM shall identify drainage and utility easements at the perimeter of the lot as required by Section 117-41.C1 and over any in-place utilities within the existing East 4th Street right-of-way to be vacated, subject to review and approval of the Public Works Director.

2. The City Council hereby determines that the vacation of said drainage and utility easement shall cause no damage to any abutting or nearby property owners and therefore no damages are awarded to any such property owners.

ADOPTED by the City Council of the City of New Richmond this 12th day of December, 2016.

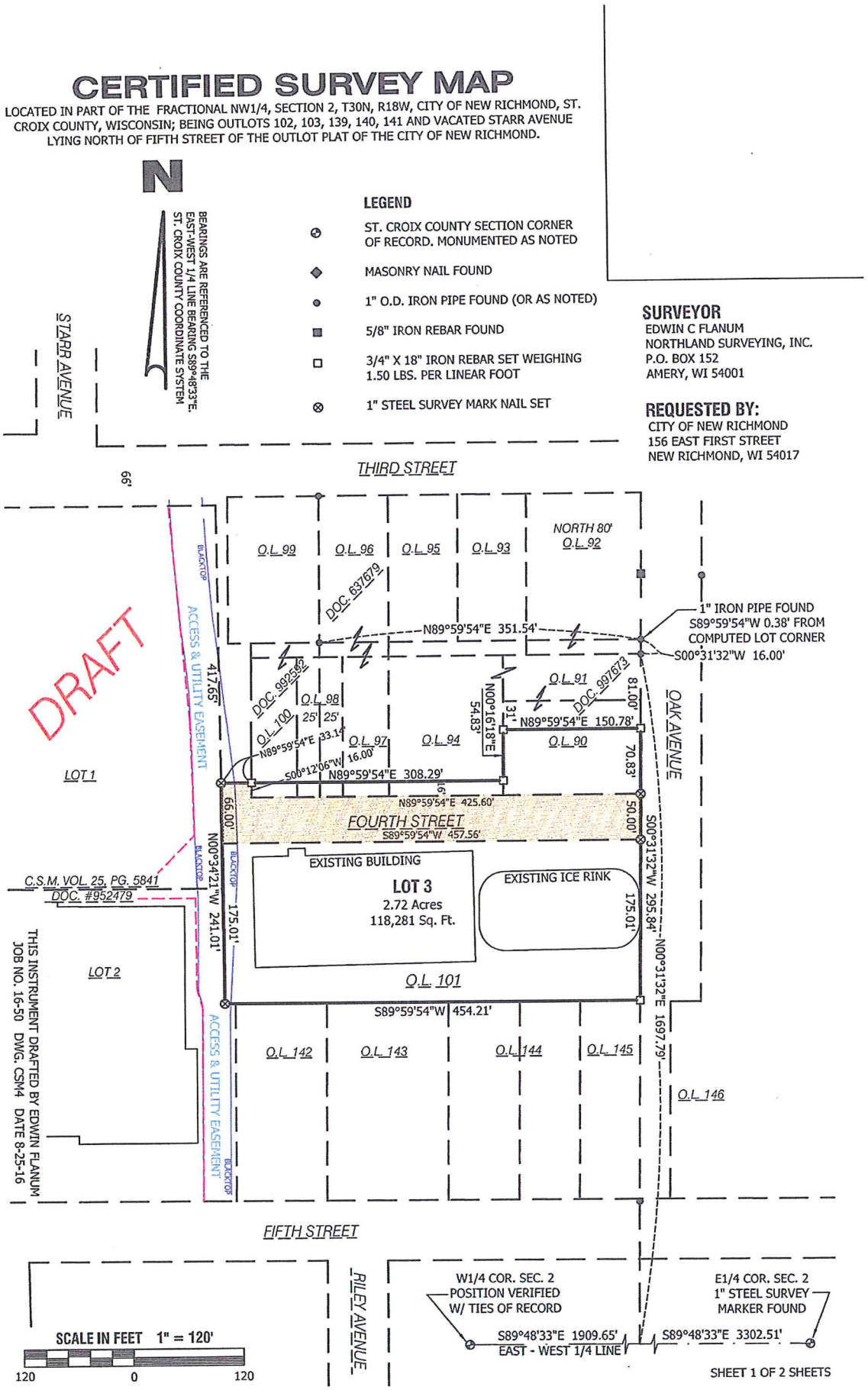
_____
Fred Horne, Mayor

ATTEST:

_____
Tanya Batchelor, City Clerk

CERTIFIED SURVEY MAP

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



SHEET 1 OF 2 SHEETS

TPC
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MEMORANDUM

TO: Beth Thompson

FROM: D. Daniel Licht, AICP

DATE: 2 December 2016

RE: New Richmond – East 4th Street; CSM/Vacation

TPC FILE: 164.01

BACKGROUND

The City of New Richmond has prepared a Certified Survey Map (CSM) to provide for vacation of public right-of-way and for a portion of East 4th Street west of Oak Avenue and consolidation of lots under common ownership bisected by the public right-of-way. The public right-of-way to be vacated in conjunction with the CSM abuts property owned by the City of New Richmond and developed with the New Richmond Area Centre ice arena to the south and a small remnant parcel to the north. The right-of-way is used as and functions like an off-street parking area. The CSM have been reviewed by the Plan Commission and approved by the City Council in accordance with Section 117-20 of the Subdivision Ordinance. The City Council is also required to hold a public hearing to consider vacation of the public right-of-way, which has been noticed for the meeting on 12 December 2016.

Exhibits:
A. Site Location
B. Certified Survey Map
C. Resolution vacating public right-of-way

ANALYSIS

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

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

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

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

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

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

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

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

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

RECOMMENDATION

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

POSSIBLE MOTIONS

A. Motion to **approve** a resolution vacating existing public right-of-way for a portion of East 4th Street for the City of New Richmond, subject to the following conditions:

   1. The proposed CSM shall identify drainage and utility easements at the perimeter of the lot as required by Section 117-41.C.1 and over any in-place utilities within the existing East 4th Street right-of-way to be vacated, subject to review and approval of the Public Works Director.

   2. The City Council hereby determines that the vacation of said public right-of-way easement shall cause no damage to any abutting or nearby property owners and therefore no damages are awarded to any such property owners.

B. Motion to **deny** the application based on a finding that the request is not consistent with the Comprehensive Plan and/or Subdivision Ordinance.

C. Motion to **table** for further discussion.

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

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

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TO: **Mayor and City Council**

FROM: **Scottie Ard, Alderman**

DATE: **December 1, 2015**

RE: **Emerald Clean**

Background

Kim Dupre and Ginny Darth from Emerald and Carol Hardin from Hudson will be presenting information regarding Emerald Clean which promotes Clean Drinking Water for All. The program addresses the possible impacts of CAFO's (Contained Animal Feeding Operations) and high capacity wells in our region and what action can be taken to safeguard our environment and water.

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TO: Mayor and City Council

FROM: Mike Darrow, City Administrator

DATE: December 7, 2016

RE: Community Commons Master Plan Discussion

In July of this year, the City and the School District of New Richmond entered into a Community Commons Development Agreement. The intent of this document was to provide the best opportunity to preserve the Commons for future public and community uses (Section E of the Development Agreement).

BACKGROUND

As part of the agreement, there were several conditions and suggestions by both parties to move this project forward. Section 2 (Master Plan) outlines the following conditions:

1. **Master Plan**. City shall develop a Master Plan for the redevelopment and use of the Property. The Master Plan shall identify intended uses for the Property showing anticipated building locations and uses. The Master Plan will broadly describe the City's vision for the development of the Property. The process of developing the Master Plan shall include at a minimum the following:

    a. **Community Meetings**. Community meetings shall be scheduled by the City to provide the public with an opportunity to offer input on the

redevelopment and reuse of the Property.

b. **Master Plan**. The Master Plan shall be completed by the City and submitted to the District on or before December 31, 2016. The Master Plan shall be designed to serve all residents of the District. The Master Plan shall be expressly approved by City's Common Council and the District's Board of Education. The District shall have no obligation to convey and the City shall have no obligation to accept a transfer of the Property as described in this Agreement, until the Master Plan is approved by both the City's Common Council and the District's Board of Education.

Community Engagement and Meetings with the School District

Since July, the City has solicited feedback from community members, key stakeholders, and elected officials related to this planning process. Attached as exhibits are a community flyer and a press release that invited community members to a meeting. This flyer was mailed to all residents that live within close proximity of the site area, as well as well as posted on our various social media sites.

Shortly after the community comment period, staff also attended a School District of New Richmond School Board meeting to discuss the findings of this plan and address any concerns related to the proposed master plan. That meeting occurred on November 15th, 2016. Based upon the feedback from the School Board, there are two primary concerns they have with the proposed master plan. Those concerns include future transportation needs, as well as commercial development

Streets and Traffic Flow

In regards to streets, traffic flow, etc., by placing restrictions on configuration today or into the future, our core function of health, safety, and general welfare would be compromised. In the opinion of City staff, limiting the ability to plan for future infrastructure would be problematic and would restrict the ability to future plan based upon community/neighborhood needs.

Commercial and Mixed Use

With regard to any type of commercial or mixed use, the intent here is to allow for uses that currently exist under the existing zoning ordinance. There are two key components of the

master plan which would protect the School Board from the City developing this as a mixed use site. The first is found on page 16 of the master plan, which states:

"No development shall occur without the City library being a focal point of this development."

In addition, we outlined in the master plan that:

"If commercial development is generated, a separate development agreement must be created between the City, the private entity, and the School District to ensure that those funds are properly utilized to support the site area."

CONCLUSION

While the Development Agreement between the City of New Richmond and the School District of New Richmond was recently completed and approved, many project components - community engagement, planning, and community buy-in on the location of this site for a future library - have been years in the making. Roughly two years ago, Leo A Daly was hired to assist the School District, GEN, Community partners, the City and Library in laying a potential framework for a new, community-driven, library-focused site within the Commons property. Based upon the feedback of these groups, there was a willingness to move forward with the Commons site being the location of a community library.

Prior to formalizing a recommendation on this site, we ask that the City Council consider the following:

Commercial. There has been a lot of discussion centered around potential commercial or mixed uses within this site. Some people have asked why?

Page one of the Development Agreement signed in July states, "The City has expressed a desire and willingness to redevelop the property for public use and may raise capital through private donations to support the redevelopment of the Property." The thought of mixed use could attract additional private resources to assist with the financing of this project.

When considering this site or any future or existing site, we want to make sure that we have a full assortment of funding options available to lessen or eliminate the need for public funding.

Streets. As outlined above, City staff feel that by granting the authority to plan for infrastructure to another agency, we may be restricted in the future for properly planning streets, intersections, etc., based upon overall health, safety, and general welfare.

Options for Consideration

> ***Option 1.*** *Formal approval of the Master Plan. If approved, the School Board would likely take action on the request (for or against) during their meeting on December 20,*

2016. If the School Board denies the request, per Section 2 b of the Development Agreement, "The District shall have no obligation to convey and the City shall have no obligation to accept a transfer of the Property as described [the DA] until the Master Plan is approved by both the City's Common Council and the District's Board of Education," the agreement is void.

Option 2. Modify the Master Plan and send a revised plan back to the School Board. The City Council could consider modification to the Findings and Recommendation Section of the Master Plan. Specifically, the City Council could consider modifications to the following sections (found on page 16 of the Master Plan).

a. Transportation and Parking- Final site design must show that transportation, circulation, and parking is contained within the site area and addresses future transportation needs within the neighborhood. Furthermore, areas of trails and sidewalks must be included.

b. Commercial- If practical, commercial areas could be generated as part of the site plan. These areas are intended to financially support the project. If commercial development is generated, a separate development agreement must be created between the City, the private entity, and the School District to ensure that those funds are property utilized to support the site area.

Option 3. Take no action on the Master Plan. By taking no action on the Master Plan, as outlined in Option 1, the City and the School District are under no obligation to move forward with the transfer. If no action is taken, the Development Agreement between the City and School would be considered closed. Therefore, the Commons property would continue to operate under the ownership of the School District of New Richmond.

Option 4. Additional options, as identified by the City Council.

~ YOU'RE INVITED ~

to join us for a

Community CONVERSATION

Wednesday, October 19th from 5-6:30 pm
Lower Level of the Civic Center

City staff will provide an overview of the project and discuss potential future land uses for the area, including a new library.

Questions? Contact City Administrator Mike Darrow (715-243-0401) or Library Director Kim Hennings (715-243-0444)

FRIDAY MEMORIAL Library

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PRESS RELEASE

Community Discussion to focus on Community Commons Site

The City of New Richmond will be hosting a community discussion on **October 19th from 5:00 PM - 6:30 PM** in the lower level of the Civic Center to discuss future land uses and a master plan for the Community Commons site. During this conversation, City staff will provide an overview of the project as well as discuss potential future land uses for the area, among them, the future home of a new City library.

For questions about this project, please contact Mike Darrow, City Administrator at 715-243-0401 or Kim Hennings, Library Director at 715-243-0444.

We hope to see you at our next community discussion.

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TO: **Mayor and City Council**

FROM: **Tanya Batchelor, City Clerk**

DATE: **December 8, 2016**

RE: **Treasurer's Tax Bond Exemption**

Background
This is a resolution that the Council adopts every year in December before tax collections begin. It insures that all moneys collected for state and county taxes will be paid to the County Treasurer.

Recommendation
Staff recommends approval of this resolution.

RESOLUTION #121602
RESOLUTION ADOPTING CITY TREASURER'S
TAX BOND EXEMPTION

WHEREAS, under Section 70.67 of the Wisconsin Statutes, the treasurer of each town, city or village shall, unless exempt under subsection (2) of said section, execute and deliver to the county treasurer bond conditioned for the faithful performance of the duties of said office and that he or she will account for and pay over according to law all state and county taxes which shall come into his or her hands.

WHEREAS, under Section 70.67 of the Wisconsin Statutes, as amended, the treasurer of any municipality shall not be required to give such bond if the governing body thereof shall at any regular meeting by resolution obligate such municipality to pay, in case the treasurer thereof shall fail so to do, all state and county taxes required by law to be paid by such treasurer to the county treasurer.

NOW, THEREFORE, BE IT RESOLVED that Beverly Langenback, Treasurer of the City of New Richmond, shall not be required to give a bond to the County Treasurer(s) of the County of St. Croix, State of Wisconsin, as required under Section 70.67 of the Wisconsin Statutes, but the City of New Richmond shall be and is hereby obligated to pay, in case the above mentioned Treasurer of the City of New Richmond shall fail to do so, all state and county taxes levied in the tax roll of 2016 as required by law to be paid by such treasurer to the county treasurer.

Passed and approved: December 12, 2016.

_____
Frederick Horne, Mayor

ATTEST:

_____
Tanya Batchelor, Clerk

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

TO: Mayor Fred Horne and City Council

FROM: Rae Ann Ailts, Finance Director

DATE: December 5, 2016

RE: Property Tax Equivalent

Background

During the budgeting process, the Utility property tax equivalent (PTE) was reviewed. Based upon this review, it was observed certain new residential and industrial development costs borne by the Utility had been excluded from the calculation for monies due to the City for the PTE.

In 2010, resolution #041002 approved the exclusion for certain developments from the PTE calculation for a period of 10 years at which time the developments would be reviewed and evaluated. The purpose of resolution 041002 was to lessen the tax burden borne by the Utility due to significant infrastructure development which did not result in immediate building; thus the Utility did not generate revenue in return for the cost outlay in infrastructure development.

Under State Statute 66.0811(2), the governing body of the municipality does have the right to approve a lower payment. However, in the past few years a number of the developments have experienced growth and in turn the Utility is now generating revenue from the investment.

During the September 28th City Council work session there was discussion of the developments excluded and the impact to the Utility and City if the resolution were amended. Staff was given approval to present further recommendation to the Utility Commission.

The Utility Commission on October 18, 2016 approved to amend resolution 041002 allowing all Utility Property to be included in the 2016 property tax equivalent calculation payable in 2017.

Recommendation

Staff recommends approval of resolution #121603, whereas all plant in service of the Electric and Water Utility shall be included in the property tax calculation for 2016 payable in 2017.

RESOLUTION #121603
PROPERTY TAX EQUIVALENT PAYABLE TO THE CITY OF NEW RICHMOND FROM THE ELECTRIC AND WATER UTILITY

WHEREAS, the New Richmond Electric and Water Utility are a municipally owned public utility and are required to pay to the City of New Richmond local and school tax equivalent as per State Statute 66.0811(2)(3);

WHEREAS, Section 66.0811(2) authorizes the municipal governing body the ability to reduce the tax equivalent;

NOW, THEREFORE, BE IT RESOLVED THAT, the City Council of the City of New Richmond hereby does not exclude, from the value used to determine the Tax Equivalent, any amount of the Plant in Service for the Electric and Water Utility. The Council shall continue to reserve the authority to exclude Electric and Water Utility Plant in Service for new residential or Industrial Park Developments on a case by case basis.

Passed and approved: December 12, 2016.

_____
Frederick Horne, Mayor

ATTEST:

_____
Tanya Batchelor, Clerk

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

TO: Mayor Fred Horne and City Council

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

DATE: December 6, 2016

RE: Property Revaluation

Background

During the September 28, 2016 Council work session Kelly Owen of Owen Assessing, the City's current assessor, presented a proposal for the revaluation of properties within the municipality. The request for proposal was on behalf of the 2016 Board of Review due to inconsistencies Owen Assessing has noted throughout the City.

Council requested staff to research options for the revaluation of the municipality. Staff reviewed the statutory requirements, conducted a survey of similar municipalities and obtained legal opinion as part of the review process.

State statute section 70.08 defines assessment district "as any subdivision of territory, ***whether the whole or any part of any municipality***, in which by law a separate assessment of taxable property is made by an assessor or assessors elected or appointed therefore except that in cities of the first class such districts may be referred to as administrative districts."

Based upon the language in section 70.08 staff requested legal opinion from the City Attorney to see if portions of the City could be evaluated in a systemic approach extending over multiple years, this approach would allow the City additional flexibility in controlling costs associated with the revaluation. However, it is the legal opinion of the City Attorney, Nick Vivian, "that the City of New Richmond continues to assess all properties within City's corporate jurisdiction each time it conducts revaluation assessments". The opinion further explains, "Unfortunately, Wisconsin courts have not expressly addressed whether cyclical revaluation is non-uniform, but the Noah's Ark case suggests that failure to use the same recent sales data for the assessment of all properties would violate the uniformity clause. Perhaps for this reason, the Wisconsin Department of Revenue recommends that each revaluation include all properties within a taxing municipality" (memorandum from City Attorney attached).

Additionally, staff conducted a survey of other municipalities to compare frequency of revaluation, time to complete, cost of revaluation and yearly maintenance. Based upon the survey the following was noted:

- Average contract length is 3-4 years
- Cost of revaluation varies, however based upon the cost New Richmond paid in 2008 when compared to Sparta using the same assessor the cost differed by only $4,000.
- Yearly maintenance costs range between $14-20K annually depending upon the provider.

Please reference the attached chart for a detailed comparison of municipalities.

Recommendation

Staff recommends a revaluation of the municipality to be completed in 2019, when the current contract conditions with Owen Assessing have been satisfied. Additionally, due to the expense of assessment services, Staff will be discussing with other municipalities if they are interested in a shared position in the future.

Municipal Property Assessor Comparison

Questions	New Richmond	Antigo	Holmen	Hudson	Plymouth	Sparta	Rice Lake	River Falls
Contract length	3 years	4 years	3 years	2 years	3 years	N/A	4 years	3 years
Contract period	2016-2018	2016-2019	2017-2019	2017-2018	-	-	2014-2017	2017-2019
Payment structure	Maintenance paid in 4 annual installments	Revaluation paid as work progressed, maintenance paid monthly	Maintenance paid in installments not specified		Mainteance paid Monthly, increases $100/year	Assessor is City Employee	Maintenance paid quarterly	Maintenance paid monthly
Year of last full revaluation	2008	2015	Not reported	2011*	2007	2008	Not reported	Not reported
Did Assessor enter each home?	Yes, an attempt was made to enter each home	Yes, to the best of the ability to contact the home owner	Not reported	NO	Yes	Yes, to the best of the ability to contact the home owner	Not reported	YES
Was full revaluation completed in 1 year?	YES	YES	Not reported	YES	No, In house assessor took several years collecting data and updating files. Revaluation all took effect in 2007	YES	Not reported	YES
Cost of revaluation	154,000	105,900	Not reported	67,000*	128,000	150,000	Not reported	Not reported
Cost of yearly maintenance	24,800	25,000	16,000	35,600	15,000	15,000	14,750	22,000
Current Assessing Firm	Owen Assessing	Associated Appraisal	Associated Appraisal	Bowmar Appraisal	In House assessor & assistant assessor update property records every 3 yrs. + 3 contract assessors	Associated Appraisal	Associated Appraisal	Associated Appraisal
Population	8,807	8,234	9,005	12,719	3,195	9,602	8,339	15,209

**Market Revaluation only - No entry into homes was conducted*

ECKBERG LAMMERS MEMORANDUM

To: Rae Ann Ailts

From: Nicholas J. Vivian

Date: November 22, 2016

Re: City of New Richmond – Property Value Assessment (25659-27309, doc # 274)

We have reviewed the question of whether the City of New Richmond can conduct property tax assessments on portions of property within the City on a rotating, multi-year basis. As you noted, Wisconsin Statutes Section 70.05 provides municipalities with some flexibility in the mechanics of conducting assessments. However, Article VIII of the Wisconsin Constitution requires that all property tax valuations are conducted in a uniform basis (sometimes referred as the "uniformity clause"). *Wis. Const. Art. VIII, Section 1.* As discussed more below, Wisconsin courts have repeatedly applied the uniformity clause in a relatively rigid manner.

In *Noah's Ark Family Park v. Board of Review of the Village of Lake Delton*, the Village of Lake Delton increased the assessed value to the Noah's Ark Water Park based on the recent arm's-length sale of the subject property. *216 Wis.2d 387.* However, the Village did not include such sale in the revaluation of similar nearby properties. The Supreme Court of Wisconsin ruled that the failure by the Village of Lake Delton to use the same recent sale in evaluating other properties was a violation of the uniformity clause. The Court noted that perfect uniformity is not obtainable, but that a municipality must adopt an approach designed at attaining uniformity.

Similarly, in U.*S. Oil Co, Inc. v. City of Milwaukee*, the City of Milwaukee (after a tax appeal) reassessed property owned by U.S. Oil Co., Inc. based on an income assessment approach. *794 N.W.2d 904.* However, the City had assessed all other landowners based on the comparable sales approach. The Wisconsin Court of Appeals ruled that application of the income-based assessment for only one landowner constituted a violation of the uniformity clause.

Unfortunately, Wisconsin courts have not expressly addressed whether cyclical revaluation is non-uniform, but the *Noah's Ark* case suggests that failure to use the same recent sales data for the assessment of all properties would violate the uniformity clause. Perhaps for this reason, the Wisconsin Department of Revenue recommends that each revaluation include all properties within a taxing municipality. Accordingly, we recommend that the City of New Richmond continue to assess <u>all properties</u> within the City's corporate jurisdiction each time it conducts revaluation assessments.

TPC
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Facsimile: 763.427.0520
TPC@PlanningCo.com

MEMORANDUM

TO: Beth Thompson

FROM: D. Daniel Licht, AICP

DATE: 30 November 2016

RE: New Richmond – City Property Annexation

TPC FILE: 164.01

BACKGROUND

The City of New Richmond has initiated annexation of five parcels owned by the City that are within Star Prairie Township. Two parcels are located northwest of the New Richmond Regional Airport along County Road CC, will be leased by the School District of New Richmond for a District Farm project. The three parcels located southeast of the airport on either side of Highway 65, north of Highway 64 are mostly wetlands that will be incorporated as part of the overall airport property.

Exhibits:

A. Site Location Map

ANALYSIS

The Highway 64/65 Corridor Plan guides the parcels northwest of the airport for future commercial uses. The use of the subject site for the planned District Farm project is an appropriate interim use in this area until such time as urban development consistent with the Land Use Plan occurs. The parcels located southeast of the airport are not designated for future land uses on the Highway 64/65 Corridor Plan based on their existing natural features that restrict development; inclusion of these parcels as part of the overall airport property within the City is appropriate. The proposed annexation is therefore consistent with the policies of the Comprehensive Plan.

The parcels are all within the Urban Reserve Area defined by the City of New Richmond/Town of Star Prairie Cooperative Plan dated 31 July 2012. The Cooperative Plan establishes criteria and procedures for annexation of property within the Urban Reserve Area to the City. Paragraph 3.2.1 states that property within the Urban Reserve Area may be annexed to the City upon the request of the property owner. All of the parcels to be annexed are owned by the City of New Richmond. The City is initiating the annexation for the purposes of including property owned by the City within its municipal boundaries.

Section 3.6 of the Cooperative Plan outlines notification requirements for the proposed annexation. As the annexation is being initiated by the City as the property owner of all of the parcels, no direct notification to Star Prairie Township is required. The City has scheduled a public hearing for the Plan Commission meeting on 6 December 2016 at 5:00PM provide opportunity for public comment regarding the proposed annexation. Notice of the public hearing was mailed to Star Prairie Township.

Annexation of the parcels is to occur by adoption of an ordinance by the City Council as provided for in Section 3.8 of the Cooperative Plan. The annexation will be effective upon the date after the annexation ordinance is published. The annexation ordinance will be recorded with the Secretary of State (there are no State costs to be incurred) and St. Croix County Recorder. In addition to providing for annexation of the parcels, the annexation ordinance will establish the zoning district designation for each of the parcels so as to be regulated by the City's Zoning Ordinance. Two different zoning district designations are being recommended based on the planned use of the parcels:

Parcels		Area	Intended Use	Zoning District Designation
Northwest	038-1096-50-000 038-1096-50-200	5.00ac. 14.70ac.	Agriculture (crops / livestock)	Z1 District
Southeast	038-1102-80-000 038-1103-30-000 038-1103-50-000	9.29ac. 15.00ac. 20ac.	Wetlands/airport facility	Z7A District

RECOMMENDATION

The proposed annexation of five parcels within Star Prairie Township owned by the City is consistent with the City's Comprehensive Plan and the City/Star Prairie Township Cooperative Plan. City staff recommends approval of an ordinance annexing the City owned parcels within Star Prairie Township. Per the attached memo from Mike Demulling, Airport Manager, he would like the motion to state that the use of the parcels being annexed are subject to FAA grant obligations. This item was approved by the Plan Commission and they are recommending approval from the City Council.

Possible Action

A. Motion to recommend City Council **approval** of an ordinance annexing City owned parcels to the City of New Richmond and establishing zoning district designations for each parcel as outlined below, and that parcels are subject to FAA grant obligations:

Parcels	Zoning District Designation
038-1096-50-000 038-1096-50-200	Z1 District
038-1102-80-000 038-1103-30-000 038-1103-50-000	Z7A District

B. Motion to recommend the City Council **deny** the annexation petition based on a finding that such action is not consistent with the policies of the Comprehensive Plan.

C. Motion to **table.**

c. Michael Darrow, City Administrator
Tanya Batchelor, City Clerk
Nick Vivian, City Attorney

NEW RICHMOND REGIONAL AIRPORT

NEW RICHMOND REGIONAL AIRPORT
156 East First Street · New Richmond, WI 54017
(715)246-7735
www.nrairport.com

To: Beth Thompson
From: Mike Demulling, Airport Manager
Date: December 8, 2016
RE: Proposed Zoning of Airport Property

The proposed zoning designations for the airport land being annexed into the city are acceptable.

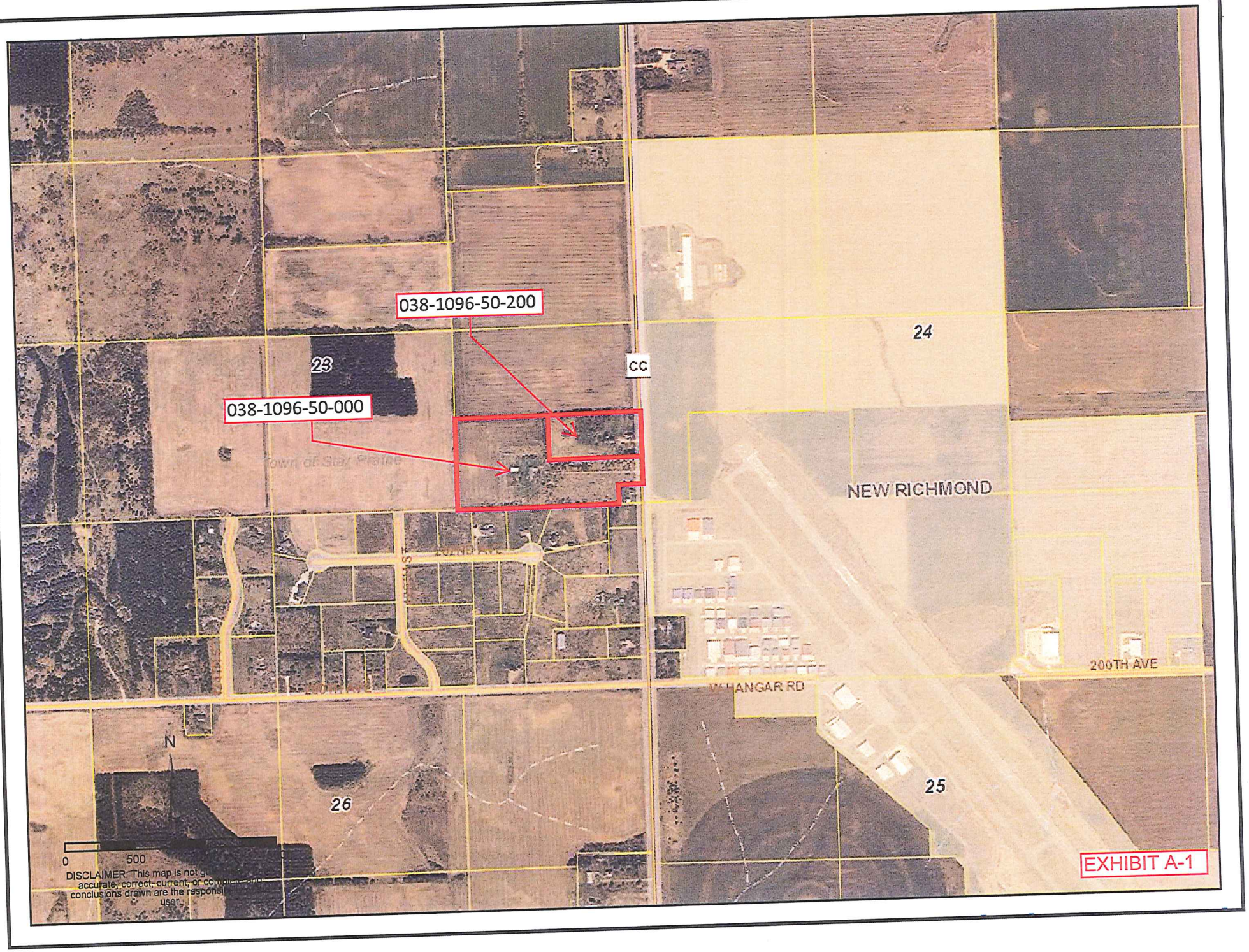
Federal Aviation Administration (FAA) grants were primarily used to purchase all of the land involved in this annexation. It is important for city officials to understand when a FAA grant is utilized for airport land purchases, certain requirements are attached to it, including, but not limited to:

- The airport must maintain good title to the property
- The land must be used for airport purposes
- The land cannot be sold or disposed of without the approval of the FAA

In all, thirty-nine grant obligations are attached to the parcels. Therefore, even though the land may be zoned for a specific use locally, FAA restrictions may prevent the full use of the zoning potential of the property due to the grant obligations attached to it.

Please consider recommending to the City Council, a statement is included in the motion for the annexation indicating the use of the property is subject to FAA grant obligations.

Thank you for consulting with me on this. I appreciate your hard work.


038-1096-50-200
038-1096-50-000
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CC
NEW RICHMOND
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HANGAR RD
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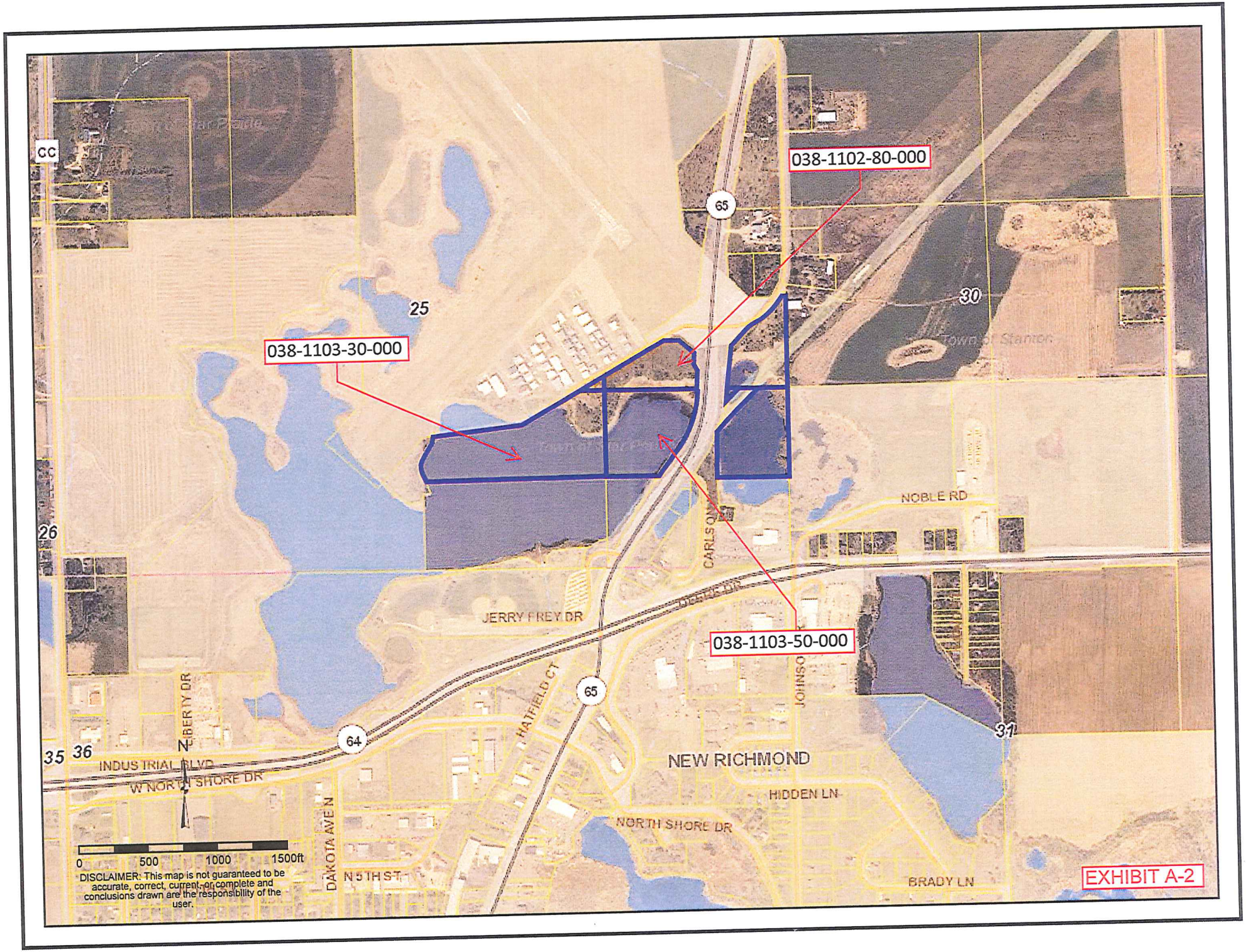
DISCLAIMER: This map is not g
accurate, correct, current, or complet
conclusions drawn are the respons
user.
EXHIBIT A-1


038-1102-80-000
038-1103-30-000
038-1103-50-000
CC
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NOBLE RD
CARLS QUAY
JERRY FREY DR
HATFIELD CT
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INDUSTRIAL BLVD
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LIBERTY DR
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NORTH SHORE DR
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DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.
EXHIBIT A-2

ORDINANCE #488

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

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

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

Territory described as follows:

a) **038-1096-50-000 SEC 23 T31N R18W NE SE BEING LOT 1 OF CSM 8/2285 (5 ACRES) Property address is 2032 County Road CC, New Richmond, WI 54017**

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

b) **038-1096-50-200 SEC 23 T31N R18W NE SE BEING LOT 2 OF CSM 8-2285 (14.71 ACRES) Property address is 2028 County Road CC, New Richmond, WI 54017.**

(All property is owned by City of New Richmond)

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

Section 3. Temporary Zoning Classification. (a) Upon recommendation to the City Council of the City of New Richmond the territory described above, annexed to the City of New Richmond by this ordinance is designated as Z1 Agriculture /Preservation District.

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

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

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

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

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

_____
Fred Horne, Mayor

ATTEST:

_____
Tanya Batchelor, City Clerk

#A

Parcel #: 038-1096-50-000

Valid as of 11/10/2016 01:27 PM

Alt. Parcel #: 23.31.18.401B

TOWN OF STAR PRAIRIE
ST. CROIX COUNTY,
WISCONSIN

Owner and Mailing Address:

CITY OF NEW RICHMOND
156 E 1ST ST
NEW RICHMOND WI 54017

Co-Owner(s):

Physical Property Address(es):

* 2032 CTY RD CC

Districts:

Dist#	Description
3962	SCH DIST NEW RICHMOND
1700	WITC

Parcel History:

Date	Doc #	Vol/Page	Type
08/25/2015	1017542	/	WD
10/14/2003	743679	2435/574	QC
		686/67	
		775/320	

more...

Legal Description: **Acres:** 5.000

SEC 23 T31N R18W 5AC NE SE BEING LOT 1 OF CSM 8/2285

Plat	Tract (S-T-R 40¼ 160¼ GL)	Block/Condo Bldg
* 2285-CSM 08-2285 038-90	23-31N-18W NE SE	LOT 01

2016 Valuations:

Values Last Changed on 09/13/2011

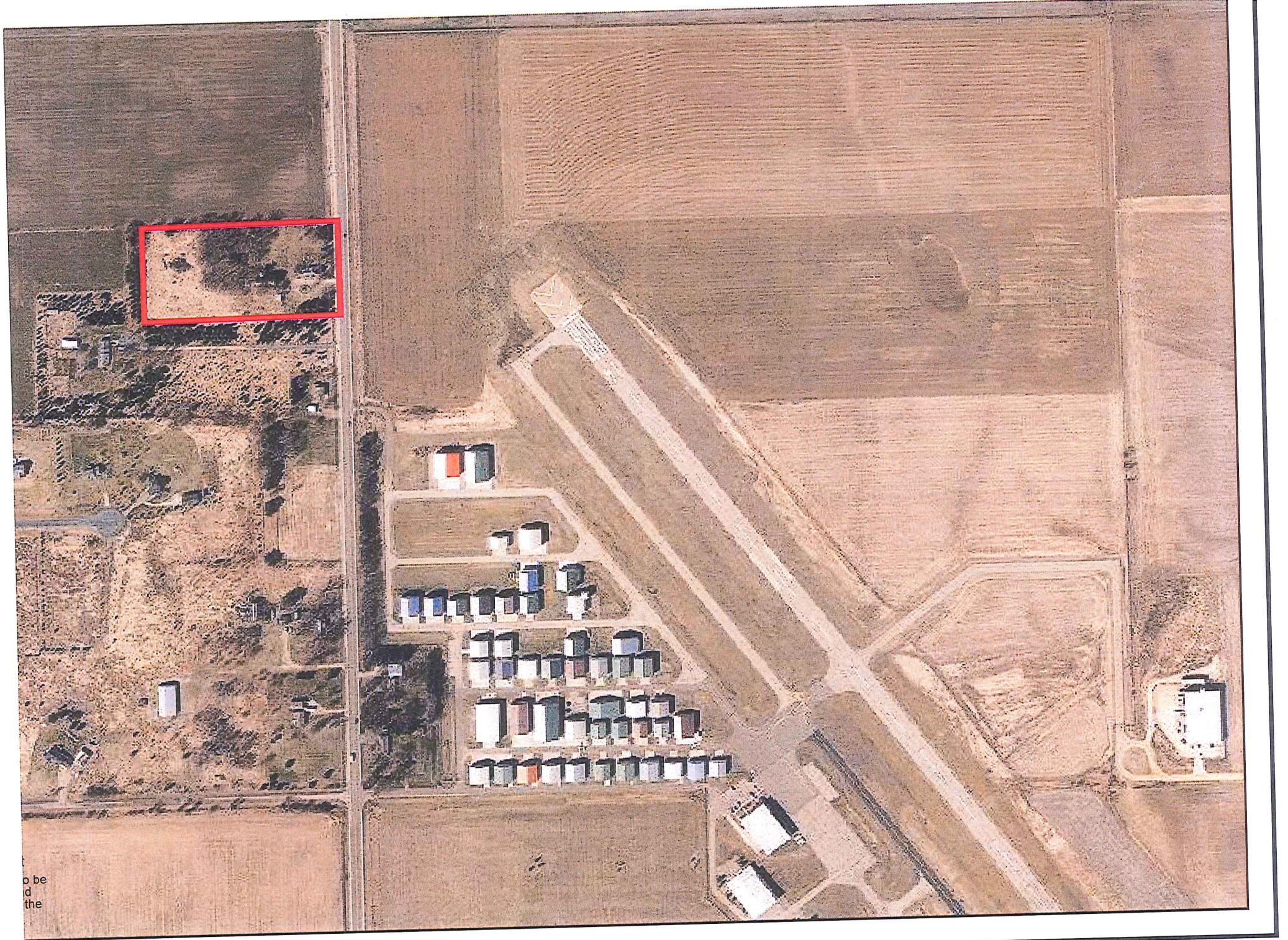
Class and Description	Acres	Land	Improvement	Total
G1-RESIDENTIAL	5.000	34,000.00	86,000.00	120,000.00
Totals for 2016				
General Property	5.000	34,000.00	86,000.00	120,000.00
Woodland	0.000	0.00	0.00	0.00
Totals for 2015				
General Property	5.000	34,000.00	86,000.00	120,000.00
Woodland	0.000	0.00	0.00	0.00

2016 Taxes

Taxes have not yet been calculated.

Key

* - Primary



#B

Parcel #: 038-1096-50-200

Valid as of 11/10/2016 01:25 PM

Alt. Parcel #: 23.31.18.401B-10

TOWN OF STAR PRAIRIE
ST. CROIX COUNTY,
WISCONSIN

Owner and Mailing Address:

CITY OF NEW RICHMOND
156 E 1ST ST
NEW RICHMOND WI 54017

Co-Owner(s):

Physical Property Address(es):

* 2028 CTY RD CC

Districts:

Dist#	Description
3962	SCH DIST NEW RICHMOND
1700	WITC

Parcel History:

Date	Doc #	Vol/Page	Type
08/25/2015	1017543	/	WD

Legal Description: **Acres:** 14.710

SEC 23 T31N R18W 14.71AC NE SE BEING LOT 2 CSM 8/2285

Plat	Tract (S-T-R 40¼ 160¼ GL)	Block/Condo Bldg
* 2285-CSM 08-2285 038-90	23-31N-18W NE SE	LOT 02

2016 Valuations:

Values Last Changed on 09/13/2011

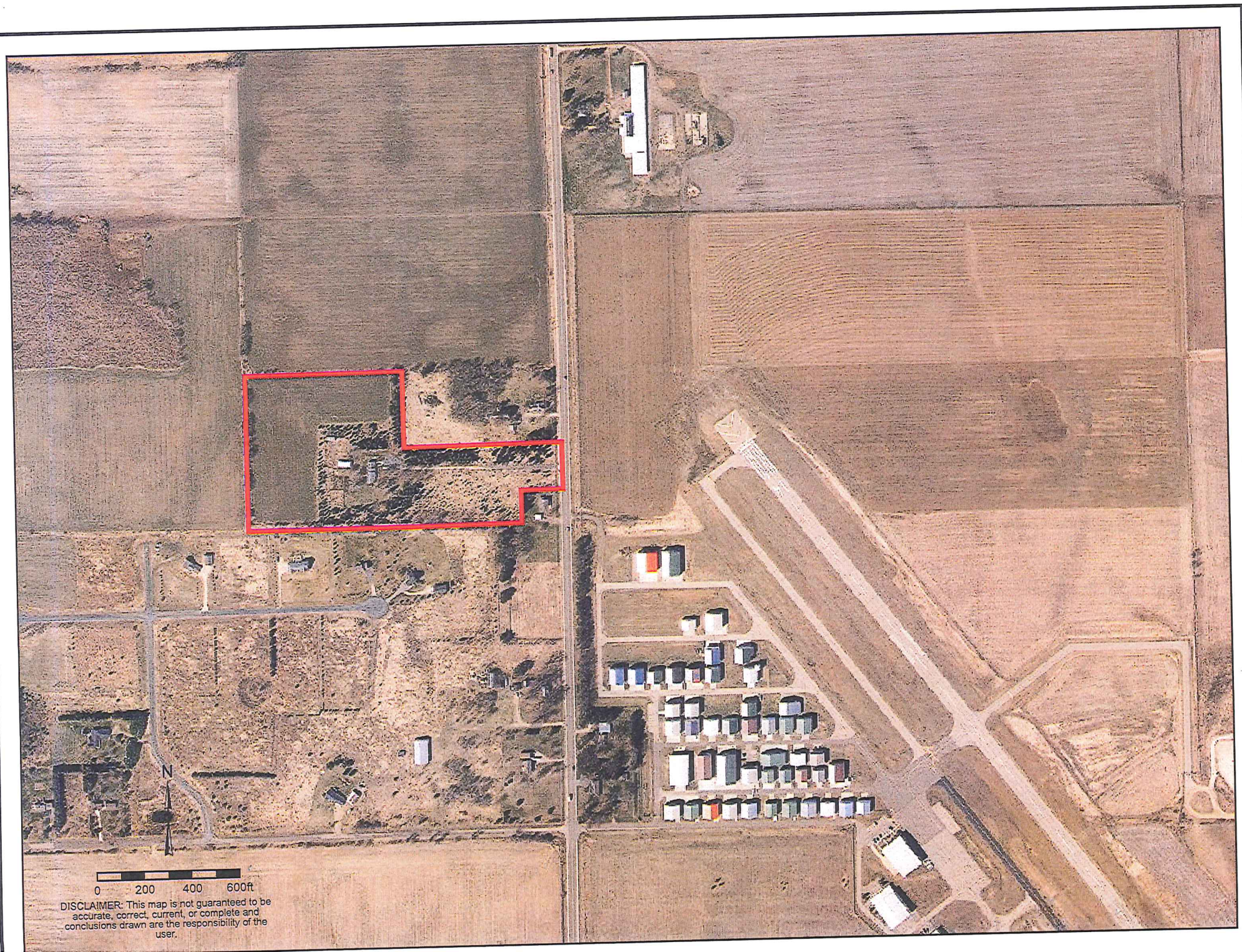
Class and Description	Acres	Land	Improvement	Total
G1-RESIDENTIAL	14.710	20,000.00	150,800.00	170,800.00
Totals for 2016				
General Property	14.710	20,000.00	150,800.00	170,800.00
Woodland	0.000	0.00	0.00	0.00
Totals for 2015				
General Property	14.710	20,000.00	150,800.00	170,800.00
Woodland	0.000	0.00	0.00	0.00

2016 Taxes

Taxes have not yet been calculated.

Key

* - Primary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600ft
DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

ORDINANCE #489

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

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

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

Territory described as follows:

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

a) **038-1102-80-000 SEC 25 T31N R18W S ½ NE SE EXC PT TO CITY OF NEW RICHMOND & EXC HWY (9.29 ACRES)**
b) **038-1103-30-000 SEC 25 T31N R18W N ½ SW SE EXC PT TO CITY OF NEW RICHMOND (15 ACRES)**
c) **038-1103-50-000 SEC 25 T31N R18W N ½ SE SE FRL (20 ACRES)**

(All property is owned by City of New Richmond)

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

Section 3. Temporary Zoning Classification. (a) Upon recommendation to the City Council of the City of New Richmond the territory described above, annexed to the City of New Richmond by this ordinance is designated as Z7 Specific Use/Industrial District.

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

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

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

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

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

_____
Fred Horne, Mayor

ATTEST:

_____
Tanya Batchelor, City Clerk

#a

Parcel #: 038-1102-80-000

Valid as of 11/10/2016 01:28 PM

Alt. Parcel #: 25.31.18.433B

TOWN OF STAR PRAIRIE
ST. CROIX COUNTY,
WISCONSIN

Owner and Mailing Address:

CITY OF NEW RICHMOND
156 E 1ST ST
NEW RICHMOND WI 54017

Co-Owner(s):

Physical Property Address(es):

Information Not Available

Districts:

Dist#	Description
3962	SCH DIST NEW RICHMOND
1700	WITC
8020	UPPER WILLOW REHAB DIST

Parcel History:

Date	Doc #	Vol/Page	Type
07/23/1997		727/261	
07/23/1997		967/567	

Legal Description: **Acres:** 5.000

SEC 25 T31N R18W S 1/2 NE SE EXC PT TO CITY OF NEW RICHMOND & EXC HWY

Plat	Tract (S-T-R 40¼ 160¼ GL)	Block/Condo Bldg
* N/A-NOT AVAILABLE	25-31N-18W	

2016 Valuations:

Values Last Changed on 06/23/1993

Class and Description	Acres	Land	Improvement	Total
X4-OTHER	5.000	0.00	0.00	0.00
Totals for 2016				
General Property	0	0.00	0.00	0.00
Woodland	0.000	0.00	0.00	0.00
Totals for 2015				
General Property	0.000	0.00	0.00	0.00
Woodland	0.000	0.00	0.00	0.00

2016 Taxes

Taxes have not yet been calculated.

Key

* - Primary

200
400
600ft
DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

#b

Parcel #: 038-1103-30-000

Valid as of 11/10/2016 01:45 PM

Alt. Parcel #: 25.31.18.435A

TOWN OF STAR PRAIRIE
ST. CROIX COUNTY,
WISCONSIN

Owner and Mailing Address:

CITY OF NEW RICHMOND
156 E 1ST ST
NEW RICHMOND WI 54017

Co-Owner(s):

Physical Property Address(es):

Information Not Available

Districts:

Dist#	Description
3962	SCH DIST NEW RICHMOND
1700	WITC
8020	UPPER WILLOW REHAB DIST

Parcel History:

Date	Doc #	Vol/Page	Type
07/23/1997		727/261	
07/23/1997		967/567	

Legal Description: **Acres:** 15.000

SEC 25 T31N R18W N 1/2 SW SE EXC PT TO CITY OF NEW RICHMOND

Plat	Tract (S-T-R 40¼ 160¼ GL)	Block/Condo Bldg
* N/A-NOT AVAILABLE	25-31N-18W	

2016 Valuations:

Values Last Changed on 06/23/1993

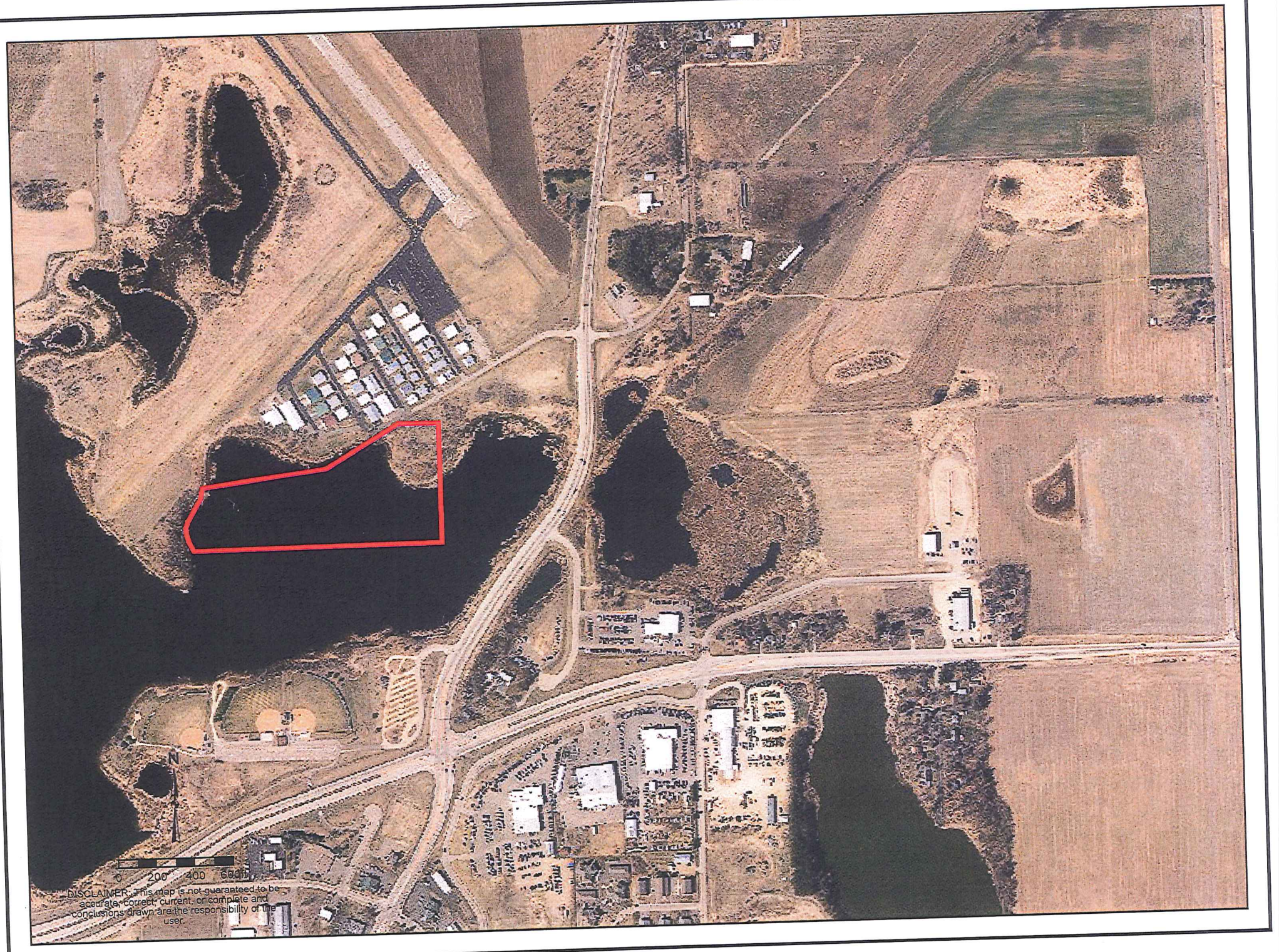
Class and Description	Acres	Land	Improvement	Total
X4-OTHER	15.000	0.00	0.00	0.00
Totals for 2016				
General Property	0	0.00	0.00	0.00
Woodland	0.000	0.00	0.00	0.00
Totals for 2015				
General Property	0.000	0.00	0.00	0.00
Woodland	0.000	0.00	0.00	0.00

2016 Taxes

Taxes have not yet been calculated.

Key

* - Primary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0 200 400 600 ft
DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

#C

Parcel #: 038-1103-50-000

Valid as of 11/11/2016 08:30 AM

Alt. Parcel #: 25.31.18.436A

TOWN OF STAR PRAIRIE
ST. CROIX COUNTY,
WISCONSIN

Owner and Mailing Address:

CITY OF NEW RICHMOND
156 E 1ST ST
NEW RICHMOND WI 54017

Co-Owner(s):

Physical Property Address(es):

Information Not Available

Districts:

Dist#	Description
3962	SCH DIST NEW RICHMOND
1700	WITC
8020	UPPER WILLOW REHAB DIST

Parcel History:

Date	Doc #	Vol/Page	Type
07/23/1997		727/261	
07/23/1997		967/567	

Legal Description: **Acres:** 20.000

SEC 25 T31N R18W N 1/2 SE SE FRL

Plat	Tract (S-T-R 40¼ 160¼ GL)	Block/Condo Bldg
* N/A-NOT AVAILABLE	25-31N-18W	

2016 Valuations:

Values Last Changed on 06/23/1993

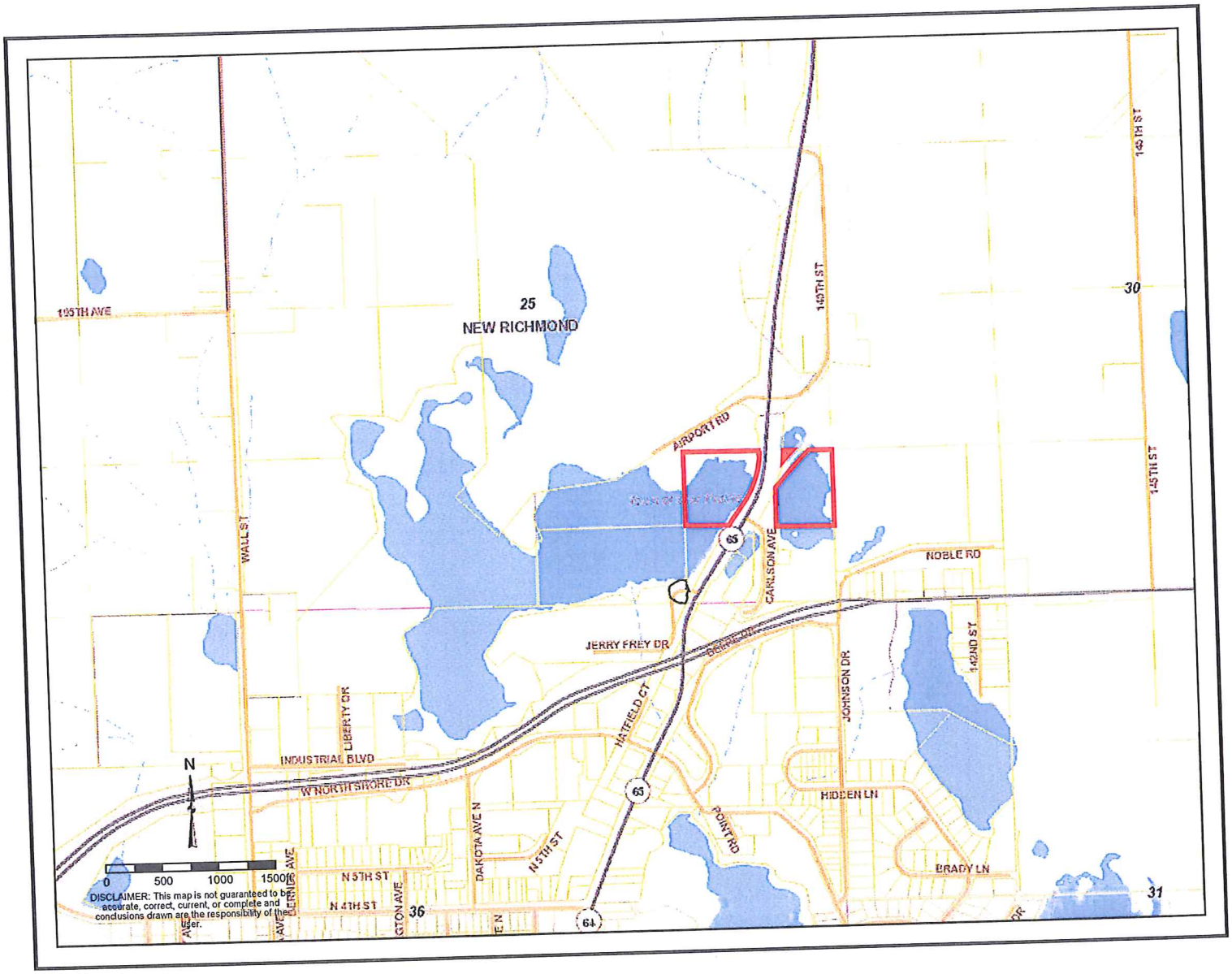
Class and Description	Acres	Land	Improvement	Total
X4-OTHER	20.000	0.00	0.00	0.00
Totals for 2016				
General Property	0	0.00	0.00	0.00
Woodland	0.000	0.00	0.00	0.00
Totals for 2015				
General Property	0.000	0.00	0.00	0.00
Woodland	0.000	0.00	0.00	0.00

2016 Taxes

Taxes have not yet been calculated.

Key

* - Primary


25
NEW RICHMOND
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195TH AVE
WALL ST
AIRPORT RD
145TH ST
CARLSON AVE
NOBLE RD
JERRY FREY DR
HATFIELD CT
JOHNSON DR
142ND ST
INDUSTRIAL BLVD
W NORTH SHORE DR
LIBERTY DR
DAKOTA AVE N
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POINT RD
HIDDEN LN
BRADY LN
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DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

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

TO: **Mayor and City Council Members**

FROM: **Beth Thompson, Community Development Director**

DATE: **December 9, 2016**

RE: **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 2017.

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.

For the second time in 2016 the City put out an RFP for Consultants to lead this Comprehensive Plan process. The first time around the City did not pick a group to lead this process as we did not get the response needed to complete this major project. The second RFP and interviewing process went much better. The City formed an interviewing committee consisting of two City Council Members, one Plan Commission member and four City staff members. Interviews were held on November 17th for four different consulting groups that responded to our RFP. Staff also formed a Citizen's Advisory Group to assist with the interviewing process by taking part in four public engagement activities, then they reported back to the interviewing committee.

Recommendation

As a result of the interviewing process the City would like to recommend hiring Weber Community Planning Group. This was the first choice of both the interviewing committee and the Citizens Advisory Group. The Plan Commission, at its December 6, 2016 meeting, recommended approval of Weber Community Planning Group. With this recommendation staff and Weber Community Planning have put together a service contract which is attached to this memo. City staff recommends approving the Service Agreement. The City costs will not exceed the prior budgeted amount of $75,000. The Utility Commission approved the remainder of the funds through their budget process.

Weber Community Planning, Ltd.
Service Agreement

THIS AGREEMENT is made on _____, 2016, by and between the City of New Richmond ("City"), a municipal corporation of the State of Wisconsin with an address at 156 East First Street, New Richmond, Wisconsin 54017, and Weber Community Planning, Ltd., a Minnesota corporation with an address at 3824 Huntington Avenue, St. Louis Park, Minnesota 55416.

RECITALS

WHEREAS, City desires to retain Weber Community Planning to provide certain professional services with respect to City's project known as Municipal Planning Services (Project"); and

WHEREAS, Weber Community Planning agrees to provide such services upon the terms and conditions contained herein.

NOW THEREFORE, the parties hereto agree as follows:

SECTION 1: RESPONSIBILITIES OF WEBER COMMUNITY PLANNING

1.1 Services. Weber Community Planning agrees to provide the professional services ("Services") described in Exhibit A attached hereto and made a part hereof. Weber Community Planning may also perform additional tasks as may be requested by City and which would be made a part of this agreement. Any such addendum shall have the same force and effect as if executed as part of the original Agreement. In performing our Services, we will use that degree of care and skill ordinarily exercised under similar circumstances by members of our profession practicing in the same locality.

1.2 Independent Contractor. Weber Community Planning will perform the Services as an independent contractor, and shall not be deemed, by virtue of this Agreement to have entered into any partnership, joint venture or other relationship with City.

1.3 Project Manager. William Weber is designated by Weber Community Planning as the Internal Project Manager for Weber Community Planning's services. Beth Thompson is designated by City as the City's Project Manager. Janna King will serve as the client liaison and primary point of communication with Beth Thompson.

1.4 Non-Collusion. Weber Community Planning represents and agrees that Weber Community Planning has not employed any person to solicit or procure this Agreement, and has not made, and will not make, any payment or any agreement for payment of any commission, percentage, brokerage, contingent fees, or other compensation in connection with the procurement of this Agreement.

1.5 Conflict of Interest. Weber Community Planning and its sub-consultants represent and agree that they have not now and will not acquire any interest, direct or indirect, present or prospective, in any of the property subject to this Agreement, during the tem of this Agreement. Weber Community Planning and its sub-consultants will not accept during the course of this contract any other contract for services in the City of New Richmond that could be construed or perceived as contrary to the

interest of the City without obtaining the written permission of the City Administrator. Weber Community Planning and its sub-consultants further represent that it has not employed, and will not employ in connection with the Services to be performed hereunder, any person having an interest, direct or indirect, in any of the property subject to this Agreement during the term of this Agreement.

1.6 Non-Discrimination. During the performance of the Agreement, Weber Community Planning and its sub-consultants shall not unlawfully discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, national origin, disability, age, marital status or public assistance status. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

Weber Community Planning and its sub-consultants will, in all solicitations or advertisements for employees place by or on behalf of Weber Community Planning or its sub-consultants, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, national origin, disability, marital status, or public assistance status. Weber Community Planning and its sub-consultants shall comply with any applicable Federal or State laws regarding non-discrimination.

1.7 No Warranty. No warranty of any kind, express or implied, at common law or created by statute, is extended, made of intended by the provision of professional services and advice or by the furnishing of the professional work products pursuant to this agreement.

1.8 Reasonable Delay. If the performance of Weber Community Planning or its sub-consultants is delayed due to factors beyond our reasonable control, or if the Project conditions or scope of work change, Weber Community Planning will give timely notice ofthe change and receive an equitable adjustment of compensation. The Consultant team will make every reasonable effort to conduct the project consistent with the Preliminary Project Schedule shown on page 18. Failure to substantially comply with that schedule, other than for reasons beyond the control of the consultant, may cause this Agreement to be renegotiated.

SECTION 2: CITY'S RESPONSIBILITIES

2.1 Information. City agrees to provide Weber Community Planningand its sub-consultants with all known information, conditions, standards, criteria and objectives which affect the Services, and Weber Community Planning shall be able to rely on the accuracy of such information.

2.2 Review of Work. City will examine all studies, reports, sketches, drafts or other documents prepared by Weber Community Planning or its sub-consultants for City's review in a timely manner, and generally render decisions and provide information in such a manner as to prevent delay of the Services.

SECTION 3: DOCUMENTS AND REPORTS

3.1 Document Ownership. Documents, diagrams, sketches, surveys, computer files, working drawings, and any other materials created or prepared by Weber Community Planning or its sub-consultants as part of its performance of this Agreement (the "Work Products") shall become the property of the City. Weber Community Planning and its sub-consultants may retain copies of such Products for reference and marketing purposes. The City hereby releases Weber Community Planning and its sub-consultants from any liability arising from the City's re-use of such Work Products on this project or any other project.

3.2 Confidentiality. All documents, notes, verbal information, maps, drawings and similar information will remain confidential to the limit allowed by Wisconsin Public Records Law, Wisconsin Statute 19,31 – 19.39.

3.3 City Materials. Weber Community Planning agrees to restrict to this project its use of any electronic data or maps received from the City. Weber Community Planning will not transfer to any other party the electronic or paper data or maps received from the City during the course of this project.

3.4 Record Retention. Project records and Work Products, including paper originals and digital files of the final plan documents, will be retained by Weber Community Planning for a period of five years following completion of the Services. Project financial records will be retained for a period of three years.

3.5 Accounting Records. Records of Weber Community Planning's direct personnel, consultant, and reimbursable and other expenses pertaining to the Services and records of accounts between City and Weber Community Planning shall be kept on a generally recognized standard accounting basis and shall be available to City or its authorized representatives at mutually convenient times.

SECTION 4: COMPENSATION

4.1 Compensation. Our pricing of our Services is predicated upon your acceptance of the conditions and allocations of risks and responsibilities described in this Agreement. Weber Community Planning agrees to perform the Services for a **total fee $92,000.00** as detailed in Exhibit B, Compensation.

4.2 Monthly Invoices. Weber Community Planning will submit invoices to City monthly. City will pay the balance stated in the invoice within 30 days unless City informs Weber Community Planning in writing of objections to the invoice within that 30 day period. Any retainer paid by the City hereunder shall be credited to the last invoice of Weber Community Planning for Services rendered.

4.3 Unpaid Invoices. At the option of Weber Community Planning, Weber Community Planning may temporarily cease to perform the Services or elect to terminate this Agreement if invoiced amounts are unpaid 60 days after the date of any invoice. In no event shall Weber Community Planning be liable for any damage or expense resulting from such termination or work stoppage.

SECTION 5: TIME LIMITATIONS

5.1 Beginning and End Dates. This agreement shall take effect on the date that a fully signed agreement is received by Weber Community Planning and end at the end of business on December 31, 2017, unless extended in writing by both parties.

SECTION 6: RISK, DISPUTES AND DAMAGES

6.1 Mediation. The parties agree that all disputes between them will be submitted to a mutually agreeable neutral mediator, as a condition precedent to litigation or other remedies provided by law. The fee and costs of the mediator shall be apportioned equally between the parties.

6.2 Delays beyond Our Control. Weber Community Planning shall not be responsible for delays caused by factors beyond its reasonable control, including but not limited to delays caused by Acts of God, accidents, failure of any governmental or other regulatory authority to act in a timely manner, or failure of City to furnish timely information or to approve or disapprove the Work Products of Weber Community Planning promptly.

6.3 Indemnification. Neither party hereto shall be liable for any damages proximately resulting from the negligent or wrongful actions or omissions of the other party, employees, agents or contractors performing under this Agreement, and each party shall indemnify, defend, and hold harmless the other party from such damages or liability caused by the party at fault.

SECTION 7: MISCELLANEOUS PROVISIONS

7.1 Prior Agreements. This Agreement contains the entire understanding of the parties hereto in respect to the transactions contemplated, and supersedes all prior agreements and understandings between the parties with respect to the Services.

7.2 Assignment. Neither party may assign this Agreement without the written consent of the other party, but Weber Community Planning may enter into subcontracts for portions of the work with Biko Associates, LLC, Economic Development Services, Inc., Zan Associates, LLC, and Bob Close Studio, LLC.

7.3 Third Parties. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of any third party.

7.4 Severability. Each provision of this Agreement is intended to be severable. If any provision of this Agreement is declared illegal or invalid for any reason, such illegality or invalidity shall not affect the remainder of this Agreement.

7.5 Termination. This Agreement may be terminated in writing by either party upon seven days written notice. City shall pay Weber Community Planning all fees and reimbursable expenses

incurred up to the date of termination. Weber Community Planning will give the City all documents, maps, notes and related materials prepared up to the date of termination.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed effective the day and year first set forth above.

WEBER COMMUNITY PLANNING,Ltd.

By: William Weber

Its: Owner

Date: December 12, 2016

CITY OF NEW RICHMOND

By: _____

Its: _____

Date: December 12, 2016

EXHIBIT A:
SERVICES and SCHEDULE

1.0 Introduction and Community Background

Prepare an introduction to the purpose and use of the plan. Prepare a summary of the plan including key maps. This task will be performed near the end of the process.

2.0 Existing Facilities and Conditions

Describe with text and graphics the existing conditions, prior plans, opinions and ideas relevant to understanding the issues and laying the foundation for the plan.

2.1 Base Maps and Prior Planning Graphics

Prepare a map in ArcView GIS of the City's streets and parcels using digital data provided by the City.

Obtain certain relevant and available graphics from the 2005 comprehensive plan and other key past plans.

Communicate with the City's GIS analyst to obtain ESRI GIS shape files that depict relevant and available maps for use in the plan. The consultant and City staff will coordinate regarding the means of transferring the data in a format easily accessible by the consultant.

Similarly, learn which maps may be available from the City in JPEG format and obtain those digital files. Maps are requested in ESRI GIS format with all internal links intact.

2.2 Regional Setting and Development History

Describe the regional setting of New Richmond and its development history.

2.3 Demographic Trends and Forecast

Prepare a 20-year forecast of population, households and employment using information available from the West Central Wisconsin Planning Commission, the US Census, the State Demographer and professional judgment. Extrapolate the state forecast beyond 2030 if needed. Distribute the forecasts by five-year increments. Determine whether these forecasts accounted for the St. Croix River Crossing Bridge. Indicate how these forecasts may affect the comprehensive plan.

2.4 Land Use and Growth Management Analysis

- Obtain from the City GIS shape files that depict **the current land use pattern** in the City. The City will digitally update its 2004 map of existing land use.
- **Inspect** the city with the Community Development Director. Photograph all districts.
- Review the **policies and plans** of the *New Richmond Comprehensive Land Use Plan* (2005), the *St. Croix County Comprehensive Plan* and the adjacent Towns.
- Review and summarize the **zoning** ordinance and map. Tabulate the amount of undeveloped land by zoning district.
- Tabulate the annual number of **new housing units** by type for the past ten years using data provided by the City.

- Describe any apparent land use **incompatibilities** and locations potentially needing redevelopment or land use change.
- Describe growth **trends**, opportunities and problems. Consider the effect of the new St. Croix River Crossing Bridge.
- **Interview** local real estate agents and developers to understand residential, commercial and industrial market trends and preferences. A list of developers and brokers, not exceeding 15, will be provided by the City.
- Estimate the number of **acres needed** to accommodate the forecast number of households and jobs (from Task 2.3) over the next 20 years, taking into account the number of previously approved but unbuilt lots or housing units. Prepare a table showing the acreage needed by five-year period for single-family residential, multiple-family residential, commercial, industrial and public land use.
- Evaluate **residential** land development need and potential relative to the forecast of households as well as the feasibility of providing sewer and water service, road access, parks, public safety and community cohesion. Evaluate the range of alternative locations for accommodating the forecasted residential growth (from Task 2.3) over the next 20 years.
- Evaluate **commercial** land development needs and potential relative to the availability of serviced lots and planned land use.
- Evaluate **industrial** development needs and potential relative to the availability of serviced lots and planned land use.
- Document any plans by the **public school district** for new schools by interviewing a representative of the district.
- Describe the City's relationship with adjacent **Towns** and St. Croix County relative to planning, zoning, annexation, utilities and services. Summarize the existing conditions of the 2012 *Cooperative Plan* between the City and the Town of Star Prairie.
- **Highways 64 and 64 Corridors:** Dedicate a workshop meeting of the CAC to the two Corridors and invite the public, especially y property owners and business people from the corridors. Work in small groups with corridor maps – create maps for the corridors. Review photos of the corridors. Provide a map of the consultants' perceived "forces and issues." Help the citizens map their ideas, report out and discuss them.

- Prepare individual base maps and prepare a written and graphic summary of the strengths and weakness, opportunities and constraints of the **Knowles Avenue** corridor and the **Highway 65** corridor west of the intersection with **Highway 64.**

  Conduct a separate public meeting to discuss the conditions and issues along the Knowles Avenue corridor.

2.5 Natural and Cultural Resources Analysis

Prepare text and a map that describe the major natural resources in and around New Richmond especially wetlands, lakes, streams, floodplain, forest, and known locations of critical habitat. Interview the City Engineer to learn about surface water and other local environmental topics. Identify locations not suited for development. Describe the natural resource protection features of the zoning ordinance. Summarize the existing conditions of the *Historic Buildings Preservation*

Guidelines.

2.6 Economic Development and Marketing Analysis

Referencing the 2012 Ady Voltedge *Economic Development Summary of Data and Analysis, Downtown Guidelines,* 2013 *Downtown Plan,* 2011 *Ady Voltedge Marketing Plan* and other resources, prepare updated text and tables that summarize the current conditions regarding existing businesses, employment, labor force, development attributes and local economic development strategies. Summarize the findings of the 2013 *Downtown Plan.* Confirm or update this information and policy direction by interviewing representatives of the business community and the New Richmond Economic Development Commission.

2.7 Parks and Trails Analysis

Using the 2015 *Park System Plan* and the 2016 *Community Recreation Plan*, map, describe and photograph the location, size and components of the existing parks and trails. Interview the Parks superintendent.

2.8 Transportation Analysis

Interview the City Engineer and a representative of SEH, Inc., (Glen Van Wormer) to learn about the road system and the major road system planning issues.

Update forecasts for Highways 64 and 65 using data from the State and the County. The effect of the St. Croix River Crossing Bridge is of utmost importance.

Prepare maps of the functional and jurisdictional classification of roads. Define the functional classes in a table.

Summarize road system improvement plans by the City, St. Croix County and the Wisconsin Department of Transportation as they apply to New Richmond. Address:

- Access management
- Barriers to movement across the city and among neighborhoods
- Neighborhood street design practices and regulations
- Planned road improvements by the City, County or State
- The Specialized Van Transportation program of the County
- Road improvements that may be needed to promote industrial or commercial development, including in the downtown
- Bicycle and pedestrian movement using the 2016 *Bike and Pedestrian Plan.* Describe bicycling accommodations such as striped lanes or signed routes.
- The City's Safe Routes to School plan(s).
- The service provided by New Richmond Transit by interviewing the program director and reviewing any recent study or plan

2.9 Utility Systems and Surface Water Management Analyses

Summarize with text and maps the current and planned system of:

- Public sanitary sewer lines
- The City's wastewater treatment plant, using information from the *Facility Plan* being prepared by MSA Engineering

- Water supply lines and the water source(s), using information provided by SEH Engineering such as the *Wellhead Protection Plan*
- The municipal electric system as it affects City growth management (based upon a plan to be conducted by Krause Power Engineering, Inc.)
- The location and capacity of the planned service areas
- Recent system improvement plans
- The current surface water management plan and ordinance, including findings from the 2015 *Stormwater Management Plan* by MSA Engineering

Determine locations where utility capacity and feasibility support or constrain city growth.

Use previously-prepared, available maps to the extent possible. Receive available maps in JPEG or GIS format of the major utility lines and service area limits from the City.

Interview the City Engineer and a representative of SEH Engineering (for potable water) and MSA Engineering (for waste water and storm water) to learn about the systems, plans for the systems, and the systems' opportunities and constraints. Review recent system plans or studies.

Map locations of on-site systems and indicate whether the City of the County has regulatory authority.

2.10 Housing Analysis

Summarize the analysis of the 2015 *Housing Needs Study along with* other information gleaned through interviews with developers, agents and lenders, opinions of citizens, and other sources during this planning process.

2.11 Summary of the Major Planning Issues

Prepare a written summary of the major issues. Describe in the form of questions with commentary the major planning issues that should be discussed, debated and resolved during the course of this comprehensive planning process.

Seek to discover the central or root issues. Cluster issues into logical "constellations" and describe their inter-relationships.

Deliverables for Task 2.0

Text, maps and photos describing relevant current conditions and the major planning issues. Digital files for distribution through the City's Website. The City will be responsible for any printing and distribution. These files will ultimately be part of the comprehensive plan and may be published in a volume separate from the plan chapters if the City wishes.

Maps:

- Current land use
- Current zoning
- Major natural resources
- Current park and trail systems
- Functional classification of roads
- Jurisdictional classification of roads
- Major sewer lines, with service areas
- Major water lines, with service area

- Current downtown land use

City Responsibilities in Task 2.0:

The City is asked to provide copies of all relevant prior plans in Word and ESRI GIS format. The City is asked to provide the annual number of hew housing units for the past ten years; also the annual acreage of commercial and industrial development during that same period. City staff is asked to promptly review all draft material and provide constructive comments. The City is asked to provide logistical support for meetings of the Advisory Committee.

3.0 Concept Plan

A "concept plan" will be prepared that responds to the major issues and is arranged by plan element. The concept plan will include a "vision statement," may be three to five pages and will include a generalized development map of the city. The concept plan could then serve as the foundation for each plan element. This important step serves as an interim step for the City Council to make decisions on policy or plan objectives prior to the generation of more specific planning recommendations.

This document will be an opportunity to make a first round of decisions about the direction of the plan, and it will guide the more specific recommendations that are to follow. Elements of this document would include:

- A prose description of the plan including major themes
- Major goals
- Overall development principles and preliminary concepts in the major subject areas – land use, community physical image, parks and open space, transportation, utilities and implementation
- The preferred development alternative – a very generalized land use map

Review the Concept Plan with the CAC, the City Planning Commission, the Council and the community as a whole at Community Open House #1.

4.0 Plan Elements

For each plan element, include the following:

- A reiteration of the major issues in that subject.
- One objective for each major topical element of the plan.
- Actions or policies indicating specifically what the City or others intend to do to respond to the identified issues
- Principles or guidelines that should be followed for smart growth and urban design.

4.1 Land Use and Growth Management Plan

Prepare a draft map and text describing the future, desired pattern of land use in New Richmond. Incorporate ideas from the City staff, the Advisory Committee and the 2005 New Richmond Comprehensive Plan.

Prepare a table identifying the acreage of each land use category and the forecast population, households and employment in five-year increments to 2036. Within each five-year stage, evaluate

the implications for local infrastructure.

Address specific problems and questions identified by the process (e.g., cost-effective locations for growth).

Prepare objectives, policies and, as needed, maps for these elements:

- Growth locations and staging; evaluate their efficiency in relation to public utilities, roads and market trends
- Perimeter growth management in each adjacent Town. Include the recommendations of the 2012 *Cooperative Plan* between the City and the Town of Star Prairie
- A mixture of housing opportunities Locations for low-, medium- and high-density housing; coordinate with the recommendations of the recent housing study and plan
- Locations for commercial or industrial growth; coordinate with the economic development plan
- Future public schools, if any
- Future parks
- Wetlands, streams, floodplains and other protected features (DNR Environmentally Sensitive Areas)
- Efficient use of existing and planned infrastructure; coordinate the provision of needed public utilities
- Development that links land use to road access
- Historic preservation

Compare the policies of the land use plan to the zoning ordinance and map and recommend revisions to the recently-updated zoning ordinance and map if appropriate.

Include guidelines for reviewing site plans and plats, rezonings and plan changes, and new neighborhood design.

Recommend amendments to the zoning and subdivision regulations as appropriate.

4.2 Natural and Cultural Resources Plan

Prepare policies and a map that indicate the City's position or actions on the protection of natural resources during the development process as well as proactively guarding DNR Environmentally Sensitive Areas. Address surface water, shorelands, woodlands, groundwater (on-site wastewater systems and private wells), public wells and wellhead protection (from the Wellhead Protection Plan) and forests. Suggest possible amendments to the City's zoning ordinance, if appropriate.

4.3 Economic Development and Marketing Plan

Referencing the recommendations of the 2011 Ady Voltedge *Economic Development and Marketing Plan and* the Analysis of Conditions confirm or refine economic development assumptions and policy direction with the business community and the New Richmond Economic Development Commission.

Prepare an updated marketing strategy for TIF 6 District. Identify the competitive strengths and challenges of the sites located in TIF District 6 in the context of current and emerging market conditions in the region, including such factors as access from the Twin Cities, workforce characteristics, utilities and industries targeted by regional or state economic development marketing

groups. Identify target markets appropriate for TIF 6 District. Identify key audiences and influencers associated with site location decisions for such industries.

Design Guidelines: Draft new design guidelines for Tax Increment Districts 5 and 6 that may be used by the City to replace the currently-adopted "design covenants." A document of 3 to 5 pages is anticipated with statements and photos addressing subjects of concern to the City, such as:

- Façade materials
- Landscaping, both public and private
- Signs, including business identification and area entrance signs
- Parking, truck storage and truck dock doors
- Trash handling
- Outdoor storage and the screening of such
- Relationship of building to the street
- Setbacks and open space (maximize development potential while providing an appropriate level of green softening)
- Variable levels of design attention based on location (e.g., perimeter versus interior of the area).

Meet to discuss needs and levels with City staff and representatives of affected groups (convened by the City); receive ideas for improvements. Facilitate a second meeting with the same people to review the recommendations.

Try to find an acceptable balance among the aesthetic interests of the community, the financial needs of the tax increment districts, the interests of the property owners and what the local market will bear. Consider current practices in design and development found in communities similar to New Richmond while acknowledging opinions received during this comprehensive planning process.

Consider opinions received by team member Janna King during her interviews with owners, developers and others for the economic development element of the plan.

4.4 Parks, Trails and Public Open Space Plan

Summarize and add to as needed the recommendations of the 2015 *Park System Plan* and the 2016 *Community Recreation Plan.* Include key maps from that document.

Include objectives and policies that guide the improvement and maintenance of the park system. Indicate where additional park land and trails may be needed. Show future park locations on the map of planned land use. Coordinate the park plan with the plan for staging residential land development. Review the requirement for the dedication of land or cash. Ensure that the park plan is consistent with the amended forecast of population and households for 2036 and the land use plan. List the major known improvement needs as identified by City staff.

4.5 Transportation Plan

Prepare a transportation chapter for the comprehensive plan as follows:

- Include a map showing the future functional classification of collector and minor arterial roads. Describe the classifications using a matrix. Include design standards for each classification
- Describe any planned changes in the jurisdictional classification of roads
- Include a map and text describing major planned improvements to the local or county road systems in New Richmond. Consult with representatives of WisDOT, St. Croix County and SEH, Inc., as needed.

- Recommend a system of roadway access management
- Include policies for the design of future local residential streets.
- Prepare or update policies and plans describing improvements to bicycle routes, trails and sidewalks using the 2016 *Bike and Pedestrian Plan*
- List the current and potentially additional funding sources by major type of transportation improvement, particularly as they apply to bicycling and walking
- Describe funding options for capital cost and long-term maintenance of transportation infrastructure.

Meet with members of the City staff for background information and to review the draft maps and text.

4.6 Utilities and Community Facilities Plans

Collaborate with the City Engineer, the City's consultants and the Community Development Director to prepare policies and maps guiding growth and management of the sanitary sewer and water supply systems. Give special emphasis to the extension of municipal utilities into planned areas of growth. Map the ultimate service areas for the sanitary sewer and water utilities. Coordinate with the land use and growth management plan and the road system plan. Also address regulations for on-site wastewater systems.

Electrical System Plan: Meet with the electrical system consultant and the staff of New Richmond Utilities to understand the draft plan prepared by the electrical system consultant. Summarize that plan for inclusion in the comprehensive plan. Receive electrical system graphics in JPEG format from the electrical system consultant for use in the comprehensive plan. Create a graphic for the comprehensive plan showing the geographic staging and extent of the system expansion. Help coordinate the electrical system plan with the land use and fringe growth management plan in order to help keep New Richmond Utilities competitive in the regional market and to properly shape the growth management strategy.

4.7 Housing Plan

Summarize the recommendations of the 2015 Housing Needs Study. Include additional policies created through this comprehensive planning process. Give special attention to workforce housing and housing affordability. Include any applicable county or regional initiatives. Describe the programs, financial resources and organizational methods the City will use to implement the objectives in the Housing Plan.

4.8 Highways 64 and 65 Corridors Plans

Conduct a second planning workshop for the Highway 64 / Knowles Avenue corridor (from First Street to Highway 65) and the Highway 65 corridor (from Highway 64 to the western City limits) with the CAC, landowners, tenants and residents. The City will be expected to use advertising and e-mail to encourage attendance. Review these draft plan elements:

- Land use plan
  - Commercial, industrial, residential, park and protection open space
  - Include locations for public open space – consider opening the river to the corridor
  - General recommendations for types of business; coordinate with the zoning recommendations

- Zoning recommendations
- Site planning principles
  - Relationship of building to the road
  - Parking locations and screening
  - Landscaping
  - Signage
  - Truck dock locations
  - Relationship to the Willow River
  - Illustrate these with photos
  - Coordinate with zoning recommendations
- Road network and access management recommendations
- Walking improvements
- Bicycling improvements
- Public and private landscaping improvements; principles and photo examples
- One perspective sketch illustrating one typical portion of the Knowles Avenue corridor.

4.9 Highway 65 Corridor

Devote a portion of one of the CAC meetings to the Highway 65 corridor. Building on the prior analysis, discuss ideas for the pattern of land use, access and public improvements.

4.10 Intergovernmental Cooperation Plan

Synthesize and prepare a summary of the issues for intergovernmental coordination and cooperation to set the rationale for the plan.

Describe how the plan for New Richmond relates to the plans and initiatives of adjacent Towns, the County, and how the plan will help New Richmond grow within the context of the region. Recommend steps to sustain the diplomatic momentum of the recent boundary agreement with the Town of Star Prairie.

Possible topics for chapter objectives are:
- Communication
- Cooperation on growth management
- Shared services
- Consistent development standards
- Boundary changes

Indicate what implementation actions not listed elsewhere in the Comprehensive Plan need to be taken by the City to work toward intergovernmental cooperation objectives and what actions need to be taken by groups other than the City.

Deliverables for Task 4.0

Text and graphics (in Microsoft Word format) that presents policies and plans for the subjects that comprise the comprehensive plan as listed in Tasks 4.1 through 4.8. Provide digital files for distribution through the City's Website. The City will be responsible for printing and distribution.

Maps:

- Land use plan

- Environmental protection plan
- Road functional classification and thoroughfare plan
- Parks and trails location plan
- Public utilities service areas and staging plan
- Downtown land use plan
- Knowles Avenue corridor plan
- Intergovernmental cooperation plan

5.0 Plan Implementation Program

Table of Actions: Prepare a list of all major short- , mid-, and long-term actions recommended by the *Comprehensive Plan.* This table should indicate for each action an activity, its priority, the responsible agency and the required coordination.

Use a strategic planning perspective to recommend specific actions that should be taken. Emphasize or highlight those actions that are judged to be of strategic importance by virtue of their ability to affect other actions or expenditures or because they address a high-priority need as determined by the *Comprehensive Plan.* Present the implementation program in a format that is easy to understand.

CIP Guidelines: Prepare guidelines for use by the City when annually updating its list of capital improvements. These guidelines should emphasize the use of the plan as the central decision-making tool in capital budgeting.

Official Controls: Update the comprehensive plan in terms of the ordinances and other tools that the City may use to implement the ideas of the plan, accommodate growth, provide land use and transportation connections and protect natural resources. Each will be related to one or more of the plan subjects such as land use, transportation, housing, parks or environmental resources. Examples include:

- Zoning or subdivision ordinance amendments
- The application review process
- The public participation process
- The use of the land use plan map
- Specialty or sub-area plans
- Extra-territorial plat review and approval
- Design requirements
- Home improvement and housing assistance programs through the City or the County housing and redevelopment authority
- Official controls and land use regulation aimed at facilitating construction of affordable and life-cycle housing

Plan Monitoring and Amendment: Describe how the City will monitor conformance with the adopted plan. Describe how the City will periodically review the plan for relevance and update it. Establish policies for the periodic review and amendment of the *Comprehensive Plan*, including timing, responsibility and citizen participation. Propose means to promote the regular use of the plan by staff and officials in decision-making. Propose means by which staff, officials and the public could continue to be kept aware of the existence of the plan, its value and its functions.

Deliverables for Task 5.0

Text (in Microsoft Word format) describing official controls and other ideas for implementing the *Comprehensive Plan.* The City will be responsible for printing and distribution.

6.0 Final Documents

Draft Documents: Prepare semi-final edits of all previous text and maps. Prepare each section of the plan (e.g., Transportation) so that it can be copied and bound as a stand-alone document and also as a chapter in a three-ring binder. Develop a highly graphic document to illustrate the ideas in the text and to enliven the appearance of the plan.

Final Documents: Prepare final edits of all text and graphics after approval of the plan by the City Council and Plan Commission. The text will include maps, photos and other graphics that have been prepared during the course of the project.

Deliverables for Task 6.0

- One electronic text version of the *Comprehensive Plan* in Microsoft Word. Maps will be prepared in ArcView GIS. Non-map graphics will be delivered in native file format for possible editing
- All Microsoft PowerPoint files
- The entire plan by chapter converted into Adobe PDF to be placed on the City's Web site
- The Plan Summary chapter set up for independent printing, including its own cover, table of contents and references to the Assessment and Plan volumes
- One original paper set of all plan document pages

All data and text used in the plan will become property of the City of New Richmond. The consulting team will be given permission to use any parts of the document for their marketing purposes.

7.0 Public and Agency Participation Program

7.1 Establish Social Media Strategy

Propose and receive approval of a campaign of using social media to connect with the community. Tools may include Facebook and Twitter . Describe how the tools would be used in each phase of the project along with the look and tone of the content.

7.2 Citizens Advisory Committee

Meet with the Citizens Advisory Committee at least eight times to address these topics:

Meeting 1	Introductions, purpose, work program, schedule, meeting dates, protocol, other public involvement and communication; initial identification of issues
Meeting 2-3	Review the analysis of conditions and the description of issues

Meeting 3-4: Prepare a "concept plan"

Meeting 4-8 Review draft plan element(s).

Meeting 8-9 Review draft plan elements; recommend a draft plan to the Planning Commission and/or the City Council

We recommend that all meetings of the Citizens Advisory Committee (CAC) be advertised and open to the public. The committee may decide how they would like other citizens to participate in each meeting.

We recommend that the CAC consist of a wide range of residents, business people, land owners, developers and others active in the city who collectively represent all segments of the community. It would also be a good idea to include representatives of the adjacent Towns and the County. Three dozen people would not be excessive.

We recommend that the City staff keep the Planning Commission and City Council apprised of the progress, issues and preliminary recommendations of the plan, as not all of them may be on the Citizens Advisory Committee. Documents and PowerPoint presentations will be prepared by the consultant to help the City staff with this task.

7.3 City-Wide Visioning Event

Near the beginning of the project, conduct a major city-wide visioning event. Lead the participants through exercises in small groups to nominate and rank future elements of New Richmond without constraint. This event could be hosted by the CAC, held on a Saturday to maximize attendance, and combined with a Community Open House and Presentation (see below). Advertise it widely. Include activities for children.

7.4 Community Open Houses and Presentations

Conduct two community "open house" events:

Issues and Concept Plan

This meeting would be held near the conclusion of the Analysis phase and the beginning of the Concept Plan phase and could be combined with a meeting of the Citizens Advisory Committee. The objective would be to inform interested members of the public about the outcome of the issues discovery then help them participate in formulating a "concept plan." We could conduct a presentation on the analysis and issues then break into small groups around tables to brainstorm a future for the city. CAC members would mix with other citizens and there would be a person assigned at each table to be a recorder and reporter. After a period of time, each table would report its ideas to the group as a whole, and those ideas would be recorded on large sheets of paper on the wall for all to see. A whole-group discussion would help coalesce the ideas. The consultant and CAC would later refine what was learned into a mini-plan that could be approved or amended by the City Council. Subsequently, that "concept plan" would be used to guide the balance of the planning process.

Draft Plan Review

Conduct a second city-wide "open house" and presentation that will offer citizens the chance to informally review the draft plan at a stage when substantive changes can still be made. Include maps on the wall, planners and members of the CAC to answer questions and receive comments, hand-outs that summarize the major elements of the draft plan, a PowerPoint presentation and

comment period, and cards for writing comments and ideas.

7.5 Key-Person Interviews

Conduct interviews with people identified by City staff and the City Council who may be knowledgeable of city growth, land development, traffic flow, public utilities, neighborhood conditions, downtown opportunities and other elements of interest to the planning process.

Meet with the New Richmond Foundation and its Future Walk project group to understand the outcomes of its planning process and, if appropriate, incorporate the work that was completed in 2016.

Prepare a written summary of the findings and share it with staff and the Citizens Advisory Committee.

7.6 Design Workshops for the Knowles Avenue Corridors

Conduct two design workshops for the Knowles Avenue corridor. The first meeting would focus on conditions, opportunities and constraints while the second would focus on plans and improvements. These meetings would be advertised and open to the entire community. Make a special effort to attract property owners and business people from the corridor along with nearby residents.

7.7 Council and Commission Reviews

Review the plan at key points with either the Planning Commission and/or City Council to keepthem apprised of progress and receive feedback.

7.8 Staff and Agency Meetings

Meet with the City staff and representatives of outside agencies (e.g., St. Croix County) to obtain information, review draft plan elements, etc. Optionally, the City may form a technical advisory committee including the City Administrator, the Community Development Director, the City Engineer and others to jointly review and direct the work of the Weber Community Planning team.

7.9 Communication with other Units of Government

Interview representatives of the four adjacent Towns to discuss common interests including growth management, annexation, land use, lot sizes, utility extensions, road system planning, surface water management and other possible subjects of intergovernmental cooperation. Two meetings are anticipated for this task.

The City staff is asked to provide copies of the draft plan to St. Croix County and adjacent towns as well as the School District of New Richmond for their information and comment.

7.10 Presentations to Local Civic Groups

Present the issues and draft plan to local civic organizations at their regular meetings. Examples of these groups are the Kiwanis, the Rotary, Pathways, the New Richmond Area Chamber of Commerce and the New Richmond Community Foundation.

7.11 Booth at Local Events

Set up a tent or table at one or more local events to display plan boards, answer questions, receive comments and give-away novelties to raise awareness of the plan.

7.12 Time Capsule Project

As part of other comprehensive plan social engagement work, help attract contributions to the New Richmond Time Capsule Project. This current drive aims to get 5,000 local citizens to contribute memorabilia or comments to a 100-year time capsule by December, 2017.

7.13 Draft Plan Documents

Prepare drafts of the chapters and post make them available for public review through the project Website page.

7.14 City Website

Provide text and graphics to the City staff for their use on the City Web site.

7.15 Facebook Page

Establish a Facebook page on which to post announcements, to direct viewers to the project Website where documents and other project information can be obtained, to post photos and graphics, and to receive public comments.

7.16 Interactive Presentations with Facebook Live

Use a cell phone and Facebook to "live stream" a presentation about a plan element or a discussion with the Community Development Director or chair of the citizens advisory committee. This powerful new tool works best when a number of participants have been alerted in advance and are eager to tune in. The live stream video can also be saved on the project's Facebook page for later viewing at any time. It is similar the next tool, local cable television.

7.17 Meetings and Interviews on Local-Access Cable Television

Record a presentation or a conversation with the Community Development Director or chair of the citizens advisory committee on one or both plan elements. Other plan elements, such as Transportation or Parks could be included. The video can then be rebroadcast many times. We have used this effective tool many times before.

7.18 Mobile Displays and Comment Boards

Prepare boards summarizing the draft land use and housing plan. Display them on easels at the library, grocery stores and other locations around town.

7.19 E-Mail Announcements

The City will use its existing E-Blast e-mailing list to announce the schedule of the Citizen Advisory Committee and to remind people that draft documents are available on the City's Website.

7.20 Public Opinion Survey

Conduct an ongoing public opinion survey via Facebook. Post a new question on Friday of every week. The sample would, of course, not be random and could not be generalized accurately to the entire population. A random sample survey could be used instead, preferably around the Concept Plan phase, but the cost would be much higher.

7.21 News and Opinion Articles in the *New Richmond News*

Establish a working relationship with an editor or reporter at the *News* to provide news coverage and opinion pieces.

7.22 Public Hearing

Participate in one or more a public hearings to receive formal comments and questions on the draft plan.

Preliminary Project Schedule

The *Comprehensive Plan* will be prepared according to the following approximate time line.

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Analysis of Conditions												
Concept Plan												
Plan Elements												
Implementation Program												
Final Documents												
Citizens Advisory Committee Meetings		❶	❷	❸		❹	❺		❻	❼	❽	
Staff and Agency Meetings												
Interviews and Focus Groups	◆	◆					◆					
City-Wide Visioning Event		❖										
Community Workshop & Open House			❖				❖					
E-Mail Notifications			••••		••••		••••		••••		••••	
Facebook Page Updates	■		■		■		■		■		■	
City Website Updates	■		■		■		■		■		■	
Council & Plan Comm Reviews	☒				☒					☒		☒
Other Interactive Outreach Events	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Public Hearing												✪

EXHIBIT B: Compensation

TASKS	Weber	Smith	King	Close	Magee	Tech & GIS Pro	Sub-Totals
Introduction and summary	4					0	$ 420
Analysis of Conditions and Issues							
Base maps	1					8	825
Regional setting and history	1						105
Demographic trends	6						630
Land use and corridor analysis	24					16	3,960
Natural and cultural resources analysis	8					6	1,380
Economic development analysis	1		24				3,105
Parks and trails analysis	6					4	990
Transportation analysis	2	22				4	2,880
Utilities and community facilities	4	20					2,520
Housing analysis		6				4	990
Summary of conditions and issues	6	2	2			8	1,810
Concept Plan							
Prepare and review concept plan	16	4	4			8	3,320
Plan Elements							
Land use & growth management plan	32	4	2			8	4,750
Natural and cultural resources plan	8					8	1,560
Economic development plan	1		26				3,355
Parks and trails plan	8					8	1,560
Transportation plan	2	16				8	2,610
Utilities and community facilities plan	4	32				4	4,140
Housing plan	6						630
Knowles Avenue corridor	16	8		24		4	5,880
Highway 64 corridor	4	4				4	1,200
Marketing Plan for TIF 6			12				1,500
Intergovernmental cooperation plan	4					4	780
Implementation Program							
Official controls	2						210
Plan monitoring and amendment	1						105
Action Steps	4						420
Final Documents							
Final Documents	10	3	3			8	2,475
Public Participation and Communication							
Social media strategy					4		300
Citizen Committee meetings	56	12	30				10,890
City-Wide Visioning Event	6	8	8		8		3,070
Community "open houses"	22	16			16		5,190
Key-person interviews	4	6	8				2,050
Design Workshop for Knowles Ave.	8	8		8	6		3,130
Staff and agency meetings	8	4			4		1,560
Other communities & school districts	4	6			8		1,650
Local Groups					20		1,500
Local events					20		1,500
Time capsule project					8		600
City Website					4		300
Facebook page; videos	2				16		1,410
Mobile displays and Comment Boards					8		600
Opinion survey	4				4		720
Public hearing	4						420
Client Communications			24				3,000
Totals	299	181	143	32	126	114	$ 92,000
Hourly Charge Rates	$ 105	105	125	125	75	90	
Labor Charges	$ 31,410	19,005	17,875	4,000	9,450	10,260	92,000
Not-to-Exceed Total							**$ 92,000**

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

156 East First Street
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www.newrichmondwi.gov

MEMORANDUM

TO: Public Works Committee

FROM: Jeremiah J. Wendt, PE, Director of Public Works

DATE: December 1st, 2016

SUBJECT: North Fourth Street/Doughboy Trail Design

Background

City Staff and consultant SEH are currently in the process of gathering public input and beginning the design of the reconstruction of N 4th Street. One question that has come up early in the design, both from residents and designers, is how to plan for the future connection of the Doughboy Trail to Hatfield Court in the North Fourth Street project.

One of the crucial aspects of the North Fourth Street design will be the bike/pedestrian accommodations, specifically how bikes/pedestrians will cross North Fourth Street as the Doughboy Trail is extended. It should be noted that this trail connection from Doughboy to Hatfield was ranked as the top priority in the City's recently adopted Bike and Pedestrian Master Plan.

One solution that would ensure that the street improvements and trail extension work together is to design them at the same time. This would involve additional effort on the part of SEH, not to exceed $29,700 for design. It would also involve approaching the property owners along the route to discuss possible easements or acquisition, and to solidify the specifics of the route based on property-owner input.

Based on the input from property owners, and the design prepared by staff and SEH, cost estimates for acquisition and construction would be developed and brought back to the City Council for consideration. The Council could decide to bid the construction with the North 4th Street improvements, bid as an alternate to get firm pricing before making a decision on whether or not to construct, or simply not bid the project at all.

Funds for the design of the trail could come from the projected budget surplus for the 2016 Street and Utility Projects. That surplus is currently estimated at $400,000, with $185,000 accounted for in the 2017 budget, leaving a remainder of $215,000 from which to draw for this design.

Recommendation

In order to adequately plan for the extension of the Doughboy Trail in coordination with the North Fourth Street project, staff is recommending that the trail be designed now, in conjunction with the North Fourth Street project. This recommendation includes the authorization of a design contract with SEH not to exceed $29,700, and authorization to work with property owners on routing and proposed easements/acquisition. No construction or acquisition would begin without additional City Council authorization.

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MEMORANDUM

TO: Mayor Horne and City Council

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

DATE: December 9, 2016

SUBJECT: Trail Connecting Nature Center to Doar Prairie Restoration

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BACKGROUND

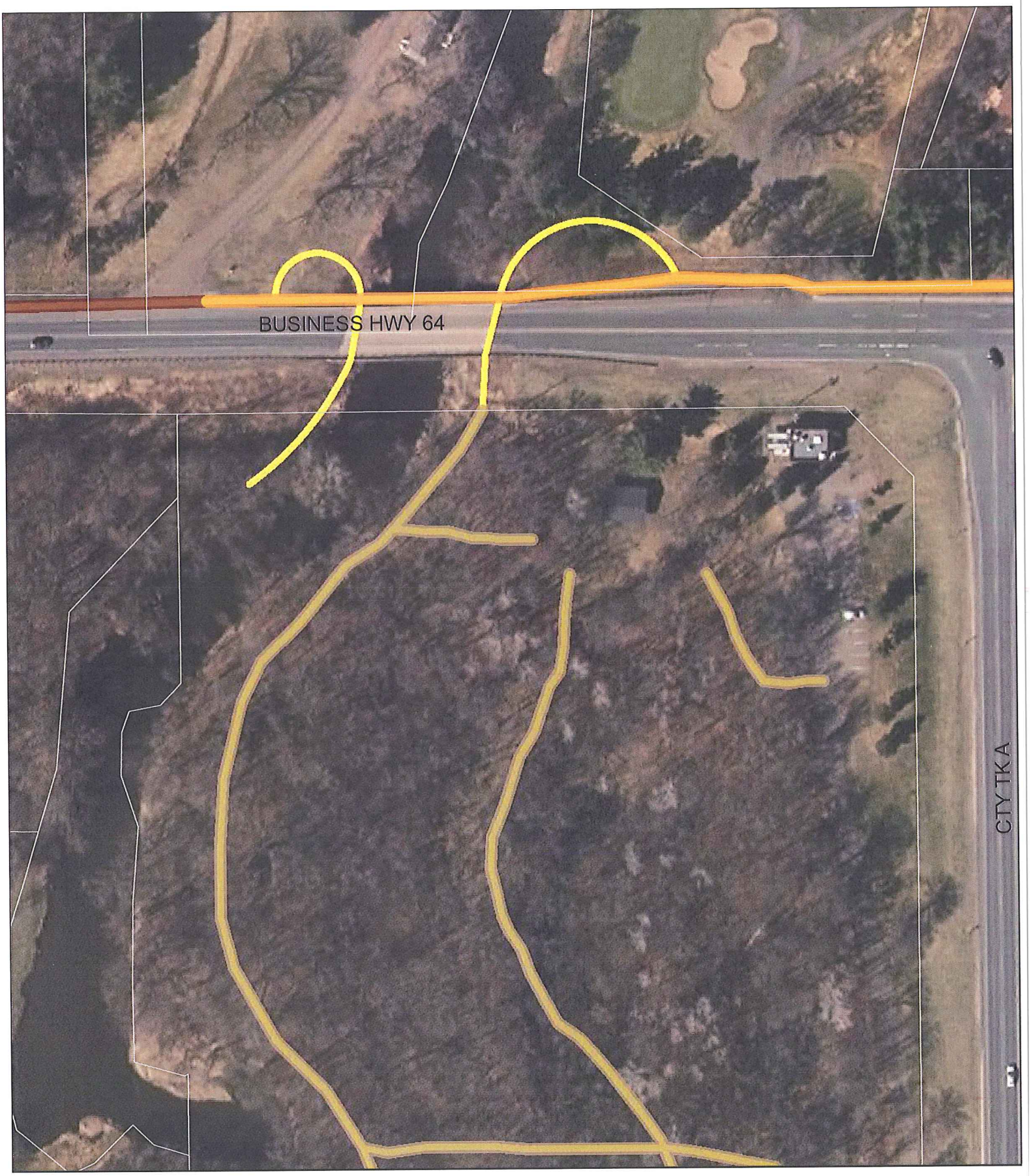
The connection of the Nature Center to the Doar Prairie Restoration has been identified as an integral part of the City of New Richmond's trail system by both the Park Board and the Pathway Committee. The connection is also a recommendation of the City's 2016 Bike and Pedestrian Master Plan.

A design proposal is to connect the Nature Center and the Doar Prairie Restoration via an underpass on each side of the Willow River. The proposed underpass connection would be designed in conjunction with the proposed canoe landing at the Nature Center. This project would allow for the connection of two beautiful parks, while also allowing pedestrians and bicyclists to safely cross the river. It's also possible that cross country ski facilities could be extended from the golf course to the Nature Center.

City staff plan to apply for the Wisconsin DNR Stewardship Grant in the spring of 2017 to be used towards the actual construction cost.

RECOMMENDATION

The Park Board and City staff recommend allocating $10,000 from Campground Revenue to perform preliminary surveying and design to determine project costs, proposed route, conceptual design, and projected timeline of completion.



Proposed Trail Addition

Nature
Street Shoulder
Proposed Trail
Paved
Trail Connector/Sidewalk
Parcel Lines

N

1 inch = 100 feet

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

TO: Mayor Fred Horne and City Council Members

FROM: Kari Kraft, Human Resources Manager

DATE: December 8, 2016

RE: Final Employee Handbook Approval

BACKGROUND

At the June 27, 2016 work session, members of the City Council were given the updated City of New Richmond Employee Handbook and associated standard operating procedures for final review. Members were asked to review all documents and meet with Human Resources Manager Kari Kraft if they had any questions or concerns or needed clarification about the application of a policy or procedure outlined in the documents. Comments and requested language changes from those discussions were incorporated into the final draft that is presented with this memo.

REVIEW OF EMPLOYEE HANDBOOK REWRITE PROCESS

Spring of 2014

Consultant from HP&A reviewed handbook and language. Staff incorporated language and content changes.

January 2015 - April 2016

Employees were given an opportunity to review and suggest changes to the handbook and standard operating procedures through the creation of an Employee Handbook Committee. Staff incorporated language changes as appropriate.

May - June 2016

Labor Attorney review with Steve Zach of Boardman and Clark. Staff incorporated all language and content changes that were suggested.

June 2016 - Current

City Council review of final draft and meetings with HR Manager Kari Kraft. Staff incorporated some minor language changes that were suggested during these meetings for clarification purposes.

ADDITIONAL CHANGES

Since the last review with Council members, two additional policy updates to the Handbook were made.

Added policy on Bone Marrow and Organ Donor Leave as required by law. Policy language is outlined below:

Bone Marrow and Organ Donor Leave

Employees who have worked for the employer for 52 consecutive weeks and worked at least 1,000 hours in the last 52 weeks are eligible for leave to serve as a bone marrow or organ donor. The employee make take up to 6 weeks of leave in a 12-month period for the purpose of serving as a bone marrow or organ donor, and may only take leave for the period necessary for the employee to undergo the donation procedure and recover from the procedure. The donor leave is unpaid, but the employee may substitute paid leave of any other type provided by the employer.

An employee who wishes to request donor leave must make a reasonable effort to schedule the bone marrow or organ donation so as to not unduly disrupt the employer's operations, subject to the approval of the donee's health care provider, and must give the employer advanced notice of the need for the leave in a reasonable and practicable manner.

As a condition of approving the leave, the employer may require medical certification that states the following: (1) the donee has a serious health condition that necessitates a bone marrow or organ transplant; (2) the employee is eligible and has agreed to be a bone marrow or organ donor for the donee; and (3) the amount of time expected to be necessary for the employee to recover from the donation procedure.

This type of leave will require the same job restoration benefits and maintenance of group health insurance for the duration of the leave.

Tuition Reimbursement Policy

Further updates were made to the Tuition Reimbursment benefit to ensure appropriate approvals were received prior to an individual starting higher education. Additionally, a tuition reimbursement request form and standard operating procedure were developed.

The City of New Richmond encourages employees to pursue additional formal education in an effort to enhance their job related knowledge and skills and assist us in preparing for future employment needs.

To further this objective, the City of New Richmond offers a tuition reimbursement benefit of up to $5,000 per year, not to exceed the allowable limit set by the Internal Revenue Service (IRS), to full-time employees who have been employed by the City for at least three (3) years. Additional approval criteria include:

- Employee is in good standing and performing the functions of their job satisfactorily
- Tuition is reimbursed only for a higher degree than an employee has already obtained

- The degree, or coursework, is relevant to the employee's current or future position with the City
- The employee must show proof of satisfactory grades upon completion of classes – a minimum G.P.A. of 3.0 is required for reimbursement

** No reimbursement for books or other fees will be approved – tuition only benefit

Approval Procedure

To be considered for the benefit, interested employees must submit a completed "Higher Education Approval Form" to their Department Head by September 1st for the following year. The completed form will identify the chosen school, start and end dates of classes, anticipated degree program or coursework enrolled in, and a brief summary of how the additional education will benefit the individual and the City in the performance of job duties.

If approved and budgeted for by the Department Head, HR will check the employee's Tuition Reimbursement benefit balance and the employee's compliance with eligibility criteria and policy guidelines. If the employee's application complies with both, HR will forward to the City Administrator for final approval. (If the employee's application is not compliant, then HR will notify the employee of all deficiencies.)

Tuition Reimbursement Procedure

At the conclusion of the course/s, the employee must submit a completed Tuition Reimbursement Request Form and a copy of the school billing statement that itemizes all tuition costs for all classes that reimbursement is being requested for. A transcript or certificate of completion must also be provided detailing the grades received for classes taken. If all criteria have been met, the employee will receive reimbursement.

Repayment in Cases of Employment Termination

If the employee resigns their position with the City, the employee will be required to reimburse tuition costs paid for by the City based on the following scale:

- 75% after one (1) year beginning after the time of tuition payment
- 50% after two (2) years beginning after the time of tuition payment
- 25% up to five (5) years after the time of tuition payment

RECOMMENDATION

The proposed changes in the documents take into consideration recent legislative changes as well as updated employment policies that have been approved by the City Council over the last two years. With this in mind, staff recommends approval of the Employee Handbook and all associated policies as presented in final draft form. (A final draft of all items are available for review with the Human Resources Manager.)

New Richmond Fire & Rescue
106 South Arch Avenue
New Richmond, Wisconsin 54017

FF #: 16-12080

DATE: December 8, 2016

TO: New Richmond City Council

FROM: James VanderWyst, Fire Chief
nrfire@newrichmondwi.gov

REGARDING: Proposed Fire Truck Purchase - Replacement of E-3262

Background:
Per the direction of the Fire Board, last year NRF&R developed a Five Year Strategic Plan that addressed our fire fighting fleet of 13 vehicles. To date, we have replaced the ladder truck with a used ladder truck and replaced two vehicles with one used rescue truck (combined E-3265 & R3273, Rescue / Engine). Engine 3262 is scheduled to be replaced in 2017 as a new vehicle, because this has been and will be our lead pump truck.

As outlined in our Strategic Plan, the importance of replacing E-3262 in 2017 is as follows:

- The truck is 24 years old.
- Maintenance costs are becoming more and more each year.
- Reliability to perform at a moment's notice and not to fail in any way is paramount. **(The truck failed at a structure fire in 2016.)**
- NFPA 1901 – Fire Apparatus codes build-in Firefighter Safety, which has dramatically changed over the last 24 years.
- Replacement cost increases every year.

In October, the Vendor, Custom Fire Apparatus, delivered a 30-day quote. Custom Fire Apparatus has agreed to honor that quote until December 14, 2016. The full cost of a new vehicle is $539,384.00. At the October Fire Advisory Board Meeting, each municipality has agreed to their share of the truck. It should be noted that costs have already gone up in the fire truck industry.

Sources of Funding:
The City's portion of the financing will be a temporary loan from the Utility and would then be incorporated into 2018 financing projects. At the October 2016 Fire Advisory Board Meeting, the Board requested the price quote from Custom Fire be secured for 60 days, stated that they were going to discuss this purchase with their municipalities with a passing motion that NRF&R should move forward with the potential purchase of a new truck, not to exceed $539,384.00. Attached please find Custom Fire's Proposal and the 2017 NRF&R Operating Budget that includes Engine 3262 Replacement. Please note the breakdown:

Engine 3262 Replacement	$539,384.00	
City of New Richmond	50.80%	$ 274,007.07
Erin Prairie	3.30%	$ 17,799.67
Stanton	4.80%	$ 25,890.43
Star Prairie	19.80%	$ 106,798.03
Richmond	18.70%	$ 100,864.81
Village of Star Prairie	2.60%	$ 14,023.98
		$ 539,384.00

Recommendations:
The Fire Advisory Board has recommended to move forward with the purchase of a new Spartan fire truck from Custom Fire, at a cost of $539,384.00, pending City Council approval at the December 12th Council Meeting. It is also the recommendation of NRF&R to move forward with this purchase as outlined in the Strategic Plan.

Attachments:
- Custom Fire Proposal dated October 10, 2016
- 2017 NRF&R Operating Budget Totals (including Engine 3262 Replacement)
- Fire Vehicles Listed by Number/Type - Five Year Plan

Built For Life
CustomFIRE

Custom Fire Apparatus Inc. - 509 68th Ave Osceola, WI 54020
Wayde Kirvida, Factory Sales Engineer, wayde@customfire.com
612.325.1366, cell, 800.443.8851, factory

October 10, 2016

James Vanderwyst
Fire Chief – New Richmond Fire Dept.
106 S Arch Ave
New Richmond, WI 54017

Dear Jim,

Thank you for the invitation to attend last week's board meeting.

We have proposed one (1) new Spartan fire truck chassis, Rear Mount 2000gpm fire pump, 1200 gallon poly booster tank, Class A foam system, and 10KW hydraulic generator package for the amount of $539,384.00.

The above offer is valid until 1pm on December 14, 2016. A progress payment of $205,000.00 will be due in February-March of 2017. The remainder will be due in June-July 2017 timeframe. Exact dates depend on production schedules at time of production. Custom Fire will invoice for payments 30 days prior to due date.

Thanks again and let me know how I can be of further assistance.

Best regards,

Wayde Kirvida

CustomFIRE

2017 NRF&R Operating Budget

Total Operating Budget	$ 455,115.92	
City of New Richmond	50.80%	$ 231,198.89
Erin Prairie	3.30%	$ 15,018.83
Stanton	4.80%	$ 21,845.56
Star Prairie	19.80%	$ 90,112.95
Richmond	18.70%	$ 85,106.68
Village of Star Prairie	2.60%	$ 11,833.01
		$ 455,115.92

Total Rescue Capital + 2% Operating	$63,580.32	
City of New Richmond	50.80%	$ 32,298.80
Erin Prairie	3.30%	$ 2,098.15
Stanton	4.80%	$ 3,051.86
Star Prairie	19.80%	$ 12,588.90
Richmond	18.70%	$ 11,889.52
Village of Star Prairie	2.60%	$ 1,653.09
		$ 63,580.32

Grand Total	$518,696.24	
City of New Richmond	50.80%	$ 263,497.69
Erin Prairie	3.30%	$ 17,116.98
Stanton	4.80%	$ 24,897.42
Star Prairie	19.80%	$ 102,701.86
Richmond	18.70%	$ 96,996.20
Village of Star Prairie	2.60%	$ 13,486.10
		$ 518,696.24

Engine 3262 Replacement	$539,384.00	
City of New Richmond	50.80%	$ 274,007.07
Erin Prairie	3.30%	$ 17,799.67
Stanton	4.80%	$ 25,890.43
Star Prairie	19.80%	$ 106,798.03
Richmond	18.70%	$ 100,864.81
Village of Star Prairie	2.60%	$ 14,023.98
		$ 539,384.00

Revised: 09/20/2016

Fire Vehicles Listed by Number/Type - FIVE YEAR PLAN (07/20/2015)

TRUCK # / Vehicle	Year	In Service	Purchase COST	Replacement COST	Vehicle AGE 2015	2016	2017	2018	2019	2020
3261 PUMPER	2003	2/2005	$210,152	$320,000	12					
3262 PUMPER	1992	1993	$203,230	$400,000	23		$400,000			
3263 LADDER	2005	2015	$535,000	$1,200,000	10					
3264 UTILITY	2001	2002	$18,000	$17,365	14		See Note			
3265 PUMPER	1997	3/2000	$175,000	$0	18	See Note				
3266 BRUSH	2009	2009	$22,282	$120,000	6					
3267 BRUSH	1999	9/2002	$16,026	$130,000	16				$130,000	
3268 TENDER	2007	12/2007	$154,513	$165,000	8					
3269 TENDER	2002	2002	$61,992	$165,000	13					
3270 LIGHT RESCUE	1996	6/2011	$25,000	$0	19		See Note			
3271 PUMPER	1996	1/1997	$239,148	$400,000	19				$400,000	
3272 COMMAND	2008	2008	$17,365	$35,000	7		$35,000			
3273 HEAVY RESCUE	1994	6/2011	$275,000	$500,000	21	$500,000				
TOTALS			**$1,952,708**	**$3,452,365**						

2016:

- Combine E-3265 & R3273, Rescue / Engine

2017:

- Replace 3272 with Another Vehicle
- Delete 3264 & Replace with Current Chief's Vehicle
- Delete 3270 & Purchase a Trailer

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MEMORANDUM

TO: Mayor Horne and City Council

FROM: Noah Wiedenfeld, Management Analyst

DATE: December 9, 2016

SUBJECT: Grant Update

BACKGROUND

In Fiscal Year 2016, the City of New Richmond has received eighteen grants totaling more than $320,000 in funds, with additional applications awaiting results. These grants have ranged in value from $500 up to nearly $145,000. Grant applications can take a considerable amount of time to complete and require teamwork from many staff members. These efforts have clearly paid off this past year, and have allowed us to fund a wide range of projects and programs across multiple departments.

City staff will provide a short overview of the grants that we've received in 2016.

CITY OF NEW RICHMOND
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TO: Mayor and City Council

FROM: Mike Darrow, City Administrator

DATE: December 9, 2016

RE: Sign Update and Next Steps

BACKGROUND

During the last City Council meeting, this issue was tabled to allow for additional insight, etc. Based upon feedback, I would like to propose the following process:

First, any type of planning should be guided by policy. For signage, the policy documents would come in the form of land use and special district plans. To get to this policy document, we will reach out to businesses to get additional input and perhaps look into master plan design districts.

As part of the comprehensive plan, we will be conducting two corridor studies and gathering a significant amount of public comment related to design, land use, and economic development. During this process, we'll reintroduce signage needs and bring additional ideas back to the Plan Commission and City Council within a six-month period.

Additionally, I would like to bring back to the City Council recommendations for the placement of community signage. This could include identification of areas throughout the city on electronic message boards. On these boards, event information pertaining to everything from soccer signups to chili feeds to community warnings (e.g. Gas leak on First Street - Please Be Advised) to Council meetings, etc. We'll bring back ideas on this issue as well.

In the interim, we are proposing two amendments to the existing ordinance that will assist with setbacks and electronic signage. By approving these two areas, our existing sign ordinance will clarify (and rectify) these two areas.

ORDINANCE #__

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

Section 1. Chapter 46 of the City Code (Licenses, Permits and Miscellaneous Business Regulations) is hereby amended to add the following provisions:

ARTICLE VIII - DYNAMIC DISPLAY SIGNS

Sec. 170-1: -Purpose.

(a) The City has established the fundamental basis for the regulation of signs generally in Section 121-44 of the City Code.

(b) The City finds that dynamic display signs are highly visible from long distances and at very wide viewing angles both day and night and are designed to attract the attention of persons in their vicinity and hold it for extended periods of time and that if the operation of such signs is not regulated, there is potential for significant harm to public health, safety and welfare.

(c) It is not the purpose or intent of this Article to regulate the message displayed on any dynamic sign but to:

(1) Allow for operation of dynamic signs in compliance with the standards set forth in this Article to lessen the impact of such signs on the environment and the public health, safety and welfare.

(2) Provide for the administration and enforcement of provisions regulating the operation of dynamic display signs as set forth in this Chapter.

Sec. 170-2: -Definitions: The following words and terms, wherever they occur in this Article, shall be interpreted as herein defined:

APPLICANT: The owner, their agent or person having legal control, ownership and/or interest in land for which the provisions of this Chapter are being considered or reviewed.

CHANGEABLE MESSAGE SIGN, ELECTRONIC: A sign or portion thereof

that displays electronic, non-pictorial text information in which each alphanumeric character, graphic, or symbol is defined by a small number of matrix elements using different combinations of light emitting diodes (LEDs), fiber optics, light bulbs or other illumination devices within the display area. Electronic changeable copy signs include computer programmable, microprocessor controlled electronic displays. Electronic changeable copy signs include projected images or messages with these characteristics onto buildings or objects. Electronic changeable copy signs do not include official signs.

DYNAMIC DISPLAY: Any characteristics of a sign that appear to have movement or that appear to change, caused by any method other than physically removing and replacing the sign or its components, whether the apparent movement or change is in the display, the sign structure or any other component of the sign. This includes displays that incorporate technology or methods allowing the sign face to change the image without having to physically or mechanically replace the sign face or its components as well as any rotating, revolving, moving, flashing, blinking or animated display and any display that incorporates rotating panels, LED lights manipulated through digital input, digital ink or any other method or technology that allows the sign face to present a series of images or displays.

ELECTRONIC GRAPHIC DISPLAY SIGN: A sign or portion thereof that displays electronic, static images, static graphics or static pictures, with or without text information, defined by a small number of matrix elements using different combinations of light emitting diodes (LEDs), fiber optics, light bulbs or other illumination devices within the display area where the message change sequence is accomplished immediately or by means of fade, repixalization or dissolve modes. Electronic graphic display signs include computer programmable, microprocessor controlled electronic or digital displays. Electronic graphic display signs include projected images or messages with these characteristics onto buildings or other objects.

ILLUMINATED SIGN: Any sign which contains an element designed to emanate artificial light internally or externally.

MULTIVISION SIGN: Any sign composed in whole or part of a series of vertical or horizontal slats or cylinders that are capable of being rotated at intervals so that partial rotation of the group

of slats or cylinders produces a different image and when properly functioning allows on a single sign structure the display at any given time one of two (2) or more images.

OFFICIAL SIGN: Signs protecting the safety of pedestrians, drivers, and passengers, including, safety signs, traffic signs, direction to public facilities for the health, welfare, and safety.

SIGN: Any letter, word or symbol, poster, picture, statuary, reading matter or representation in the nature of advertisement, announcement, message or visual communication, whether painted, posted, printed, affixed or constructed, including all associated brackets, braces, supports, wires and structures, which is displayed for informational or communicative purposes.

VIDEO DISPLAY SIGN: A sign that changes its message or background in a manner or method of display characterized by motion or pictorial imagery, which may or may not include text and depicts action or a special effect to imitate movement, the presentation of pictorials or graphics displayed in a progression of frames that gives the illusion of motion, including, but not limited to, the illusion of moving objects, moving patterns or bands of light, or expanding or contracting shapes, not including electronic changeable copy signs. Video display signs include projected images or messages with these characteristics onto buildings or other objects.

ZONING ADMINISTRATOR: The person designated by the City Administrator to be the Zoning Administrator for the City of New Richmond.

Sec. 170-3: -License Required: Display or operation of a dynamic display sign within the City of New Richmond shall require approval of a valid license issued by the City pursuant to this Article.

Sec. 170-4: -Issuance of License:

(a) Application. An application for a license must be submitted by the property owner or their authorized agent on a form provided by the Zoning Administrator.

(b) Fees. The applicant shall pay the license fee as adopted by the City Council by resolution for the application to be accepted.

(c) Required Information. The application shall include all of the following information unless specifically exempted by the Zoning Administrator:

(1) Names and addresses of the sign contractor and owners of the sign and lot.

(2) Written consent of the owner or lessee of any site on which the sign is to be erected.

(3) The address at which any signs are to be erected.

(4) The lot, block and addition at which the signs are to be erected and the street on which they are to front.

(5) Type and size of sign and type of dynamic display.

(6) The specifications of the signs related to illumination and brightness.

(7) Specifications for controls needed to regulate the display both for normal operation and in the event of a malfunction.

(8) Any electrical permit required and issued for the sign.

(9) Any and all other information as may be requested by the Zoning Administrator to determine compliance with this Article.

(d) Zoning Administrator Review:

(1) The Zoning Administrator shall approve or deny an application for a license within forty (45) days of a complete application being submitted.

(2) The Zoning Administrator shall issue a license as provided for by this Article or shall state in writing the reasons for an application for a license having been denied. The applicant may resubmit an application for a license in accordance with the procedures in this Section or, within ten (10) days of the Zoning Administrator's decision, submit an appeal in accordance with Section 170-6(e) of this Article.

(e) Transferability: Licenses are issued to the applicant only and for one (1) location, and such licenses are nontransferable between property owners, tenants, or locations.

Sec. 170-5: -License Expiration and Renewal.

(a) Licenses shall not expire except due to a change in property owners, sign owners, tenants, location, or removal of the dynamic display sign.

(b) A license that will expire under the provisions of this subsection may be renewed only by making application as provided in Section Sec. 170-4 of this Article.

Sec. 170-6: -Administration.

(a) This Article shall be administered by the Zoning Administrator.

(b) Inspections.

(1) Any licensee shall, at all times during the term of the license, allow the Zoning Administrator to enter the premises for the purpose of verifying compliance with the requirements of this Article.

(2) The licensee shall provide certification as to compliance with Section 170-7(b) of this Article to the City upon request by the Zoning Administrator.

(c) Suspension. The Zoning Administrator may suspend a license for a period not to exceed thirty (30) days following written notice and an opportunity to be heard if the Zoning Administrator determines that a licensee has violated or is not in compliance with this Chapter.

(d) Revocation:

(1) The Zoning Administrator shall issue a written statement of intent to revoke a license if a cause of suspension in Section 170-6(d)(2) of this Article occurs.

(2) The Zoning Administrator may initiate action to revoke a license if the Zoning Administrator determines that:

i. The license has been suspended two (2) times within the preceding twelve (12) months.

ii. A licensee has knowingly operated an electronic sign during a period of time when the licensee's license was suspended.

iii. A licensee is delinquent in payment to the City for ad valorem taxes or other taxes or fees related to business.

(e) Appeals:

(1) Process:

i. Within ten (10) days of receipt of such notice of an application being denied, suspension, or intent to revoke, the applicant or licensee may provide to the Zoning Administrator, in writing, a response that shall include a statement of reasons why the license should not be suspended or revoked.

ii. Within three (3) days of the receipt of licensee's written response, the Zoning Administrator shall notify the respondent in writing of the hearing date on the application denial or the license suspension or revocation proceeding.

iii. Within forty-five (45) working days of the receipt of applicant or license's written response, the City Council shall conduct a hearing on licensee's appeal of the Zoning Administrator's decision.

iv. Hearings on the appeal shall be open to the public and the applicant or licensee shall have the right to appear and be represented by legal counsel and to offer evidence in its behalf.

(2) City Council Action. At the conclusion of the hearing, the City Council shall make a final decision.

i. If a response is not received by the City in the time stated or, if after the hearing, the City Council finds that grounds as specified in this

Article exist for denial, suspension, or revocation, then such denial, suspension or revocation shall become final three (3) days after the City sends written notice that the license has been denied, suspended, or revoked; such notice shall include a statement advising the applicant or licensee of the right to appeal such decision to a court of competent jurisdiction.

ii. If the City Council finds that no grounds exist for denial, suspension, or revocation of a license, then within three (3) days after the hearing, the Zoning Administrator shall withdraw the intent to suspend or revoke the license, and shall so notify the licensee in writing of such action.

Sec. 170-7: -Performance Standards:

(a) Allowed Signs: Only those dynamic display signs defined and identified herein shall be allowed to be operated within the City in accordance with this Article and the Zoning Ordinance:

(1) Electronic changeable message signs.

(2) Electronic graphic display signs.

(b) The operation of a dynamic display sign allowed by this Article shall conform to the following requirements:

(1) The display shall change display not more often than once every ten (10) seconds.

(2) The display sign shall not include scrolling, flashing, animation, or other effects.

(3) The display must be static and the transition from one static display to another must be instantaneous without any special effects.

(4) The display must be complete in themselves, without continuation in content to the next image or message.

(5) Brightness:

i. The brightness of the sign shall not exceed five thousand (5,000) NITS after sunrise and before sunset or five hundred (500) NITS after sunset and before sunrise each day.

ii. The sign shall be equipped with an automatic dimmer control or other mechanism that automatically controls the sign's brightness to comply with the requirements of this subsection.

(6) Malfunctions:

i. The display must be designed and equipped to freeze the device in one position if a malfunction of the electronic display occurs.

ii. The display must be equipped with a means to immediately discontinue the display if it malfunctions, and the sign owner must immediately stop the electronic display when notified by the City that it is not complying with the stipulations of this section.

(7) The sign shall comply with Section 121-44 of the Zoning Ordinance.

Sec. 170-8: -Severability. If any section, sentence, clause or phrase of this Article is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Article. The City Council hereby declares that it would have adopted the Article and each subsection, sentence, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid.

Section 2. Section 121-44 of the City Code (Sign Regulations) is hereby amended to include the following provision:

K. Setbacks:

a. Ground signs shall be setback 10 feet from any property line.

b. Pylon signs located closer to a property line than 10 feet shall maintain a minimum of 14 feet of clearance below the sign.

c. No freestanding sign shall encroach upon the traffic visibility zone required by Section 121-53.

This ordinance shall take effect immediately upon its passage and publication as provided by law.

Passed and approved:
Published and effective:

CITY OF NEW RICHMOND

By:_____
Fred Horne, Mayor

ATTEST:_____
Tanya Batchelor, City Clerk