

SPECIAL COUNCIL MEETING
JUNE 27, 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 Ard, Jackson, Kittel, Montello, Volkert, and Zajkowski

The Pledge of Allegiance was recited.

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

Mike Darrow introduced new staff members, Lori Brinkman - Deputy Clerk/Treasurer and Rae Ann Ailts - Utility Finance Director. Chief Yehlik congratulated Detective Veronica Koehler on her promotion to Lieutenant.

Finalizing Repayment Term for 2016 General Obligation Bond

Sean Lentz, from Ehlers, presented four options regarding the repayment term and impact of the General Obligation Bond. Discussion was held on all four options. There was considerable discussion on the differences between the 15-year and 20-year options. Alderman Montello moved to approve the 15-year general obligation bond repayment option, seconded by Alderman Zajkowski and carried.

Highway 64 Trail Committee

Noah Wiedenfeld presented information on the Highway 64 Trail Committee. The trail committee is planning on completing the trail from St. Croix River crossing east to New Richmond. Noah requested the Mayor appoint a member to the Citizen Advisory Group. This will be discussed at the July City Council meeting.

"Just Fix It" Resolution

Alderman Ard presented a template "Just Fix It" Resolution. There was discussion regarding the wording of the resolution template. All Aldermen should get their concerns and suggestions to the City Administrator for fine-tuning of this resolution which will be presented at the July City Council Meeting.

Pollinator Pledge Resolution

Noah Wiedenfeld presented information on a Pollinator Pledge Resolution. Jesse Stenske, student representative, will present further information regarding this resolution at the July City Council meeting.

Third Detective Job Description – Drug Investigation Position

Police Chief Craig Yehlik presented the final job description for the Drug Investigation Officer position. This officer will dedicate nearly all of his/her time to illegal drug/prescription drug abuse. This officer will work closely with the St. Croix Drug Taskforce. Discussion followed. Alderman Montello moved to approve the Third Detective Job Description as presented, seconded by Alderman Ard and carried.

Employee Handbook Overview

Kari Kraft presented a draft of the updated Employee Handbook for the Council to review. This document has been vetted through the staff employee handbook committee, labor attorney, and a Human Resource consulting firm. Kari stated the Council will have up to two months to review the material. The final product will be presented and approved within the next two months.

Notice of Lis Pendens, Jurisdictional Offer and Award of Damages for Parcel 2, Unknown Owner on the North Shore Drive project

Jeremiah Wendt presented information relating to the acquisition of a piece of property along North Shore Drive with an unknown owner. Alderman Montello moved to approve the Notice of Lis Pendens, Jurisdictional Offer and Award of Damages for Parcel 2, seconded by Alderman Kittel and carried.

Revised Offer to Purchase for Parcel 1, Francois Family Farm LLC on the North Shore Drive project

Jeremiah Wendt requested authorization to negotiate with the Francois Family Farm LLC to acquire a 6,964 square foot parcel off North Shore Drive. Alderman Ard moved to approve the authorization to negotiate the purchase of property and allowing up to \$5,000 for the purchase, seconded by Alderman Montello and carried.

Resolution for Sale of Land – Burger Brothers Holdings LLC

Beth Thompson presented a resolution for the sale of land directly to the west of Culvers for additional parking space. Alderman Montello offered the following resolution and moved for its adoption:

RESOLUTION #061606

RESOLUTION AUTHORIZING SALE OF REAL ESTATE

WHEREAS, the City of New Richmond is the owner of real estate described as:

A PARCEL OF LAND LOCATED IN LOT 3 OF CERTIFIED SURVEY MAP #5938 RECORDED IN VOLUME 26 ON PAGE 5938, AND PART OF LOT 8 OF CERTIFIED SURVEY MAP #5921 RECORDED IN VOLUME 26 ON PAGE 5921, ALL IN PART OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 10, TOWNSHIP 30 NORTH, RANGE 18 WEST, CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

Beginning at the Northeast corner of said Lot 3;
Thence S00°00'08"W, 241.55 feet;
Thence N89°57'51"W, 63.00 feet;
Thence N00°00'08"E, 244.21 feet;
Thence S87°37'01"E, 63.05 feet;

Parcel contains 15,298 square feet or 0.35 acres.

WHEREAS, the City has entered into an Offer to Purchase and Sale Agreement with Burger Brothers Holdings, LLC; Whereby the City would sell this parcel to Burger Brothers Holdings, LLC; and

WHEREAS, all necessary contingencies have been met and the transaction is ready to be closed.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of New Richmond as follows:

1. That the City shall proceed with the sale of the real estate to Burger Brothers Holdings, LLC
2. That Mayor, Frederick Horne, and City Clerk, Tanya Reigel, are authorized to execute all documents necessary to complete the sale of the property.

Motion was seconded by Alderman Kittel and carried.

Community Commons Formal Agreement Revision

Mike Darrow requested to revise the formal agreement, per City Attorney Nick Vivian, for the Community Commons. Discussion took place regarding the word “commence” quoted in the agreement. Mike presented an alternative. Alderman Montello moved to approve the revision as presented, seconded by Alderman Kittel and carried.

Commons Master Plan Discussion and Process

Mike Darrow presented a plan for completing the Commons Master Plan by the end of the year. Below is the timeline that Mike presented:

- ☉ July – Project Kickoff
- ☉ August – Community Discussion
- ☉ September – Joint Master Plan Charrette
- ☉ October – First Draft of Master Plan

- ⊙ November – Final Draft of Master Plan

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

Community Library Fundraising Process and Proposed Financial Board of Directors

Mike Darrow presented an overview of the Library fundraising Request for Qualifications (RFQ).

Motion was made by Alderman Ard to approve the RFQ for Library Consulting Services, seconded by Alderman Zajkowski and carried.

Civic Center Kitchen Modifications

Mike Darrow discussed the memo prepared by Sarah Skinner, Building Inspector, regarding the modifications to the Civic Center basement kitchen. Per the memo, the cost for the project could be up to \$9,500. Mike stated that these funds will come from the cash reserve account. Discussion followed.

Alderman Montello moved to approve proceeding with the research and installation of commercial grade equipment for the kitchen up to \$9,500, seconded by Alderman Kittel and carried.

Strategic Plan Process Update

Mike Darrow updated the Council on the strategic plan process. The City has received 80 responses from the online survey. No action needed at this time.

Skate Park Update

Noah Wiedenfeld updated the Council on the Skate Park and fundraising efforts. The construction timeline is as follows:

- ⊙ Break ground on July 5
- ⊙ Completion by late August

The cost of the Skate Park is \$125,000.00, and total funds raised are 127,305.99. Additional funds will go towards signage, landscaping, and benches. Alderman Kittel recognized Alderman Zajkowski's hard work with fundraising for this project.

Closed Session per Statute 19.85 (1)(e)(g) – TIF #6 Business Development

Alderman Ard moved to go into Closed Session per State Statute 19.85 (1)(e) to discuss TIF #6 Business Development, seconded by Alderman Montello and carried. Alderman Volkert voted no.

Open Session

Alderman Montello moved to approve the negotiations as discussed in the Closed Session, seconded by Alderman Jackson and carried.

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

Meeting adjourned at 7:22 p.m.

Tanya Reigel
City Clerk