

FINANCE COMMITTEE MEETING  
OCTOBER 5, 2015 – 6:00 P.M.

The Finance Committee was called to order by Fred Horne at 6:00 p.m.

Roll call was taken.

**Members Present:** Fred Horne, Jim Zajkowski and Jane Hansen

**Others Present:** Mike Darrow, Kari Kraft, Beth Thompson, Jeremiah Wendt, Tanya Reigel and Ray Rivard.

Jim Zajkowski moved to adopt the agenda, seconded by Jane Hansen and carried.

Jim Zajkowski moved to approve the minutes of the September 14, 2015 meeting, seconded by Jane Hansen and carried.

**Administrative Permit Fee and Escrow Amounts**

Beth Thompson explained that any building project in areas zoned Z3 or Z6 that is less than 5,000 square feet does not require a site plan or review by the Plan Commission. It only requires an Administrative Permit. The application is reviewed by the Development Review Committee before a building permit can be issued. We currently do not collect a fee for this Administrative Permit review. The project will still require review by our planner and possibly storm water review. Those costs typically run between \$500 and \$1,000; a cost which the City has been paying. Staff is recommending collecting a \$100 application fee and an escrow of \$1,000 for the Administrative Permit. Discussion followed. Jim Zajkowski moved to approve the new Administrative Permit Fee and Escrow Amount, seconded by Jane Hansen and carried.

**Status of Sidewalk Ordinance**

Jeremiah Wendt, Public Works Director, explained that the Finance Committee had discussed this ordinance in the spring, but no action was taken. There was discussion regarding the City paying for repairs or replacement of sidewalks at 50% and paying 100% of the cost of installing new sidewalk on existing lots. Jeremiah stated that \$30,000 will be budgeted in 2016 for replacing sidewalks. Property owners will be noticed a few months ahead of the completion date in case they want to replace the sidewalks themselves. This issue will go back to Council for approval.

**Preliminary Agreements with Paychex**

Kari Kraft explained the agreements provided by Paychex. Discussion followed. This will be on the Council agenda for October 12<sup>th</sup>.

**Solar Garden Update**

Mike Darrow stated that he wanted the Council to understand that the agreement for the Solar Garden is between WPPI and New Richmond Utilities. If any of the panels are not sold, WPPI will subsidize the cost. There will be a ground breaking on October 12, 2015 at the site. The New Richmond Marching Band will be there and refreshments will be available. Family Fresh donated sun chips and sunny delight. Mike Darrow thanked everyone for their help in getting here.

**2016 Budget Update**

Mike Darrow gave an overview of the 2016 Budget. Kari Kraft explained proposed changes the employee health insurance. Discussion followed.

**Communications and Miscellaneous**

None

**Adjournment**

Jane Hansen moved to adjourn the meeting, seconded by Jim Zajkowski and carried.

Meeting adjourned at 5:37 p.m.

Tanya Reigel,  
City Clerk