

156 East First Street  
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www.newrichmondwi.gov

**March 24, 2016**

**CALL OF MEETING TO THE MEMBERS OF THE COUNCIL OF THE CITY OF NEW RICHMOND**

Notice is hereby given that there will be a Special Session of the Council of the City of New Richmond on Monday, March 28, 2016 at 5:00 p.m. in Lower Conference Room #1 of the Civic Center, 156 East First Street, New Richmond, WI 54017.

**AGENDA:**

1. Call to Order
2. Clerk's Roll Call
3. Pledge of Allegiance
4. Adoption of Agenda
5. Community Commons Project, Community Development Block Grant & Proposed Timeline
6. North Fourth Street Project Update
7. Paperjack, North Shore & North Starr Project Update
8. 2015 Financial Review and Resolution #031601 – Budget Amendments And Carry Forwards
9. Strategic Plan Discussion
10. City's Bike & Pedestrian Master Plan
11. Communications & Miscellaneous
12. Closed Session per State Statute 19.85 (1)(c)(e)(f) –
  - 1) Consider employment, contract, and performance evaluation of the City Administrator as part of an annual review
  - 2) Agreement with School District for the sale of Community Commons Property
13. Open Session – Action on Closed Session Agenda
14. Adjournment

*Fred Horne, Mayor*

cc: The New Richmond News  
Northwest Communications  
City Website



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**TO:** Mayor Horne and City Council  
**FROM:** Mike Darrow, City Administrator  
**DATE:** March 23, 2016  
**RE:** Community Commons Project, Community Development Block Grant (CDBG) and Proposed Timeline

### **Overview**

The purpose of this memorandum is to break down several steps related to the Community Commons site process. Our intent is to provide the City Council, City staff, and the School District with tangible steps within this important community process. Throughout each step there are three critical objectives required: excellent communication, community participation, and project transparency.

As you can see by these steps, it is equally important to not think of this process as a stand lone "library" project. For this project to be successful, it must be thought of as a community-wide project that includes finance, economic development, transportation and public realm as outlined below.

### **Analysis**

On March 21, 2016 the School District of New Richmond approved an agreement for the sale of the Community Commons property. Attached is the agreement that was approved by the district, as well as a proposed timeline.

City staff offer the following comments related to the agreement:

1. The document will need to be amended to include the purchase price. Our recommendation, per initial conversations will be a purchase price of \$1.00.
2. We would like to see a definition of "master plan" included in the document as an

addendum. Traditionally, a master plan is a 15,000 foot elevated look at the general land uses within the site and is not site or building specific. A joint (School District and City) plan with community discussion and buy-in will then serve as a general guide towards the overall site plan. We would recommend that this process begin immediately as outlined below.

Overall, the agreement allows the City significant time to develop a master plan for the project, as well as to begin a capital campaign for funding of the library. Below is a proposed timeline, as well as key partners and milestones for the project.

**Step 1. Discussion regarding the future site of the library within the “Commons” site area.** Based upon the agreement provided by the School District of New Richmond, by agreeing to the following steps, the Council will begin moving forward with the new library project within the “Commons” site area.

**Step 2. Preliminary review of the School District of New Richmond agreement during the work session on March 28, 2016.** Direct the City Administrator and City Attorney to prepare amended language for presentation to the Council on April 11, 2016.

**Step 3. Agreement Approval.** Council review of proposed language changes and potential approval of the agreement. This agreement would then be sent back to the School District of New Richmond for approval.

**Step 4. Authorize approval of “Master Plan” site consultant for the project.** City staff would outline the scope of the project, project objectives, proposed timeline, and findings during the City Council Work Session on April 25<sup>th</sup>. The purpose of a master plan is to develop the following key findings:

1. **Identification of goals for the project.** What do you want this area to be (i.e., a community gathering place, reflection, library-themed town square, multiuse area)?
2. **Analysis of the project and an understanding of underlying systems.** How will the site area be best used for pedestrians, vehicular movement, proposed building, place making functions, etc.
3. **Concept plan process and community participation.** Once the identification and analysis is completed, conceptual plans will be developed based upon use (not specific building design). A core understanding of transportation, finance and funding, place making, and community development is critical during this phase of the project.
4. **Core plan presentation.** During this phase, and after community participation, a core plan is generated. The core plan will be developed based upon a central theme and common objectives.

5. **Adopted master plan.** This is the final plan. The adopted master plan will include the master plan map as well as proposed uses, funding sources, design features, public realm, and transportation objectives for the area.

In short, a master plan is the “guiding plan” of the document. It serves as a 15,000 foot elevated plan for proposed development within the context of the site. It will not show the dimensions of the library, specific interior space, collection areas, etc. That will follow after the master plan is adopted.

**Step 5. Master Planning Process.** For the purposes of master planning, we are proposing the following team to assist in the planning stage:

1. **City staff:** City Administrator, Community Development Director, Public Works Director, Library Director, and Management Analyst.
2. **Planning Consultant:** Currently, Leo A Daily serves as the consultant for the Commons Project. The City has three options: 1. Continue on with this consultant (and amend the contract), 2. Solicit other consultants through a separate RFP, or 3. Have the Comprehensive Plan consultant (once selected) work on the master plan as part of a budgeted corridor plan (which is currently found within the scope of work as part of the Comprehensive Plan RFP).
3. **Steering Committee:** A steering committee would consist of the following: Plan Commission member, Library Board member, Economic Development Commission member, 2 City Council members, and member of the School District of New Richmond or District Administrator.

**Step 6. Capital Campaign Process.** In conjunction with the master plan, we would also like to propose the hiring of a capital campaign manager for this project. Rather than seeing this as just a library project, the purpose of the capital campaign manager will be to assist in guiding the project, marketing the project, and raising funds for the project. During this project, it is critical to understand that the capital costs will no doubt have an impact on the size of the project, as will general operating costs over time. Furthermore, the City will need to determine what happens with the existing library building.

Visit [www.millpondlf.com](http://www.millpondlf.com) for an example of the type of capital campaign process that is recommended for this project.

If this type of process is recommended by the City Council, City staff will develop an RFP process for consideration during the April or May work session with the hope of having a consultant on board by mid-summer.

**Step 7. Community Development Block Grant.** City staff recommend pursuing CDBG funds during the 2016 funding round. CDBG funds are being proposed to assist with the

demolition of the former Middle School building, with the subsequent vacant site being used as a site for a new library.

To provide funds for demolition of the existing building to make way for library construction, the project would need to meet the national objective of low to moderate income benefit - Area Basis. The City of New Richmond would need to document the City is >51% LMI, presumably by performing a community survey.

The City of New Richmond may also submit the application as meeting the slum and blight elimination national objective, a strategy that may also be successful in securing the grant funds. The City can declare the property blighted on a spot basis, document the blighting conditions of the property, and submit a CDBG-PF application that proposes a method to eliminate the blight - demolition of the property.

City staff's preliminary recommendation would be to have the City Council declare the property as blighted on a spot basis (see application as attached). This will ensure that we meet the CDBG and DOA requirements which put us in a better position for receiving the grant. Furthermore, our recommendation is to develop and submit the grant internally, rather than paying an outside consultant. Below are the steps for this process:

**Step 1.** Overview of the CDBG process on March 28<sup>th</sup>

**Step 2.** Designation and City Council declaration of blight conditions on a spot basis during the April 11, 2016 Council meeting.

**Step 3.** City staff submittal of the CDBG grant - due May 27, 2016.

**Step 4.** Award announced in August 2016.

**Step 8. Communication and Roles.** As you can see, there are multiple moving parts within the first phase of this project. It is imperative, in my opinion, that the City Council act as the lead body during this process rather than any other board or commission due to the long-term financial impact of the project.

What will significantly jeopardize this project is the following:

1. **Poor communication between parties.** For this project to be successful, we will need to have a single-source of communication, an understanding of roles and responsibilities, and short and long-term goals and objectives outlined at the beginning.
2. **Thinking of this project as just a library project.** This project should also be looked at through multiple lenses: transportation, economic development, community development, financial ability, long-term operating costs, etc.
3. **Jumping to the "what will the library project look like?" question.** While there is significant excitement of what this area will look like, we recommend that this project be policy based first, financial based second, and site plan based third.

4. ***Not understanding the financial implications of the total site.*** Again, this area should be seen as a community project, not a department project. In addition to the future building design, it is critical that we look at the long-term operational expenses and impact as well.
5. ***Missing the short-term costs of the project.*** Understanding sources and uses of funds for legal fees, consultants, and even mowing the grass prior to the site being developed must be considered.

## **Conclusion**

For consideration on Monday evening, City staff will provide the City Council with an overview of the eight steps outlined within this memorandum. The City Council will be asked to review the agreement of the School District of New Richmond, as well as the proposed process for the Community Development Block Grant. Formal actions on both the agreement and CDBG process will be sought during meetings in April.

# Division of Energy, Housing and Community Resources

Community Development Block Grant – Slum & Blight Certification and Compliance Form

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## SLUM & BLIGHT CERTIFICATION and COMPLIANCE

How will your proposed project qualify for the  
Slum & Blight National Objective?

Area Basis     Spot Basis

### For Area Basis projects:

1. As required by 24 CFR 570.483, has your community officially designated the area meeting the definition of a slum, blighted, or deteriorated area under state or local law?     Yes     No

If you answered **YES** to Question #1, you **must** attach supporting documentation of this designation with this Slum & Blight Certification form.

2. Federal regulations require that at least 25 percent of properties throughout the area experience one or more of the five conditions listed below.

Indicate which conditions are applicable to your project. You **must** attach relevant supporting documentation to this Slum & Blight Certification form to demonstrate that the area meets each of the selected conditions based on language found in 24 CFR 570.483.

- Physical deterioration of buildings or improvements
- Abandonment of properties
- Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings
- Significant declines in property values or abnormally low property values relative to other areas in the community
- Known or suspected environmental contamination

3. Use the space (provided on the next page) to describe how the activity or activities for which you are requesting assistance will address one or more of the conditions that contributed to the deterioration of the area.



## Division of Energy, Housing and Community Resources

Community Development Block Grant – Slum & Blight Certification and Compliance Form

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### SLUM & BLIGHT CERTIFICATION AND COMPLIANCE FORM INSTRUCTIONS

The Unit of General Local Government (UGLG) must provide supporting documentation with their Community Development Block Grant (CDBG) applications for funding of projects that address the National Objective of Eliminating or Preventing Slum & Blight. This form should be filled-in & submitted to DOA with the UGLG's CDBG Grant Application materials.

- Indicate how the proposed project will qualify for the Slum & Blight National Objective. (Mark either the **Area Basis** or **Spot Basis** checkbox.)
- **For Area Basis projects:** Indicate which conditions are applicable to the properties addressed by the proposed CDBG project. (Mark the appropriate checkboxes that apply.) Also provide a brief description of how the activity or activities for which the UGLG is requesting financial assistance will address one or more of the conditions that contributed to the deterioration of the area. (A large text box has been provided to record your answer.)
- **For Spot Basis projects:** Indicate which activities the UGLG will undertake if awarded CDBG funds for the prevention of slum & blight conditions on a spot basis. (Mark the appropriate checkboxes that apply.) Also provide a brief description of the conditions of slum & blight that currently exist at the proposed project location(s), along with an explanation of how the activity or activities for which the UGLG is requesting financial assistance will address the condition(s). (A large text box has been provided to record your answer.) The Grant Applicant/UGLG may attach relevant supporting documentation, if deemed necessary.
- The **Slum & Blight Certification** form must be signed by the UGLG's Chief Elected Official (i.e., Mayor, City Council President, Village President, Town Board Chairman, County Board Chairman, or County Executive). Make sure to provide the signature, typed name, and title of the Chief Elected Official (CEO). Fill-in the date the form is signed by the CEO.
- The **Slum & Blight Certification** form must be **mailed** with your CDBG Application materials. Fill-in the date that the form is submitted with your CDBG Application materials.
- When this **Slum & Blight Certification** form has been completed, retain the original completed form for your grant application files and **mail a copy with your CDBG Grant Application materials**. The completed form **must be submitted** (with your CDBG Grant Application) to:

Wisconsin Department of Administration  
Division of Energy, Housing and Community Resources  
Bureau of Community Development  
Attn: CDBG Grant Application Reviewer  
101 E. Wilson Street, 6<sup>th</sup> Floor  
P.O. Box #7970  
Madison, WI 53707-7970



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**TO:** Mayor and City Council

**FROM:** Jeremiah Wendt, Public Works Director

**DATE:** March 24, 2016

**RE:** North Fourth Street Project Update

#### **Background**

When City Staff assembled the project list for the 2015 and 2016 Street and Utility Projects, North Fourth Street was on that list, with the intention that it would be designed in 2015 and constructed in 2016. Based upon staff's recommendation, the Council decided to postpone design of that project while staff pursued potential funding through the Surface Transportation Program (STP). In order to not fall further behind in the City's overall Capital Improvement Plan, North Shore Drive was substituted for North 4<sup>th</sup> Street as a 2016 project.

The City was not successful in securing funding through STP. In the meantime, staff has applied for funding through the State's Transportation Alternatives Program (TAP) for the bike and pedestrian components of the North 4<sup>th</sup> Street reconstruction project. In addition, there may be opportunity to apply for funding through the Community Development Block Grant (CDBG) program, depending on the route pursued for funding the Community Commons project. The City should know the results of both of those funding applications by late summer 2016. The construction cost for the project is estimated at \$2.2 million. SEH provided an estimated cost of \$72,300 for design services, and \$62,200 for construction services in the original proposal for the 2015-2016 Street and Utility Projects. This project was not included in the formal contract that the City entered into with SEH in June 2015.

#### **Recommendation**

A significant facet of the North Fourth Street Project will be public engagement early in the design process. City staff recommends that we start this process in late summer of 2016, which will put us into design around the time that we find out about the potential funding sources on the project. This works well, as the funding sources may have specific requirements that need to be met during design. With this in mind, the following estimated timeline is recommended:

- July 11<sup>th</sup> - Formalize contract with SEH for design of N 4<sup>th</sup> Street
- July 18<sup>th</sup> - Staff/SEH kickoff meeting

- August 10<sup>th</sup> – Initial Public Engagement Meeting
- August 29<sup>th</sup> – Present Public Feedback at Council Work Session
- September 14<sup>th</sup> – Second Public Engagement Meeting
- September 26<sup>th</sup> – Present Design concept for Council Approval
- January 2017 – Advertise for Bids
- February 2017 – Award Contract, Approve SEH construction contract
- May 2017 – Begin Construction
- October 2017 – Complete Construction



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**TO:** Mayor and City Council

**FROM:** Jeremiah Wendt, Public Works Director

**DATE:** March 24, 2016

**RE:** Paperjack, North Shore & North Starr Project Update

**Background**

Staff will provide an update on the Paperjack Drive, North Shore Drive, and Starr Avenue projects, specifically related to small easements and Right-of-Way acquisition required for the road, sidewalk and trail construction. No action will be required on this item.



**TO:** Mayor Horne & City Council  
**FROM:** Bev Langenback, City Treasurer and Mike Darrow, City Administrator  
**DATE:** March 24, 2016  
**RE:** **2015 Amended Budget**

**BACKGROUND:**

The City of New Richmond has recently completed its fourth quarter entries for fiscal year 2015. Total revenues were 99.25% of budget in FY2015. Expenses came in at 100.54% for FY2015. Again this year, I would like to congratulate our department heads and staff for their diligence and dedication to the budget set by the Council last year.

To proceed with the 2015 audit, the Council will need to approve the adjustments as part of our annual audit process. The adjustments for 2015 were as a result of the following:

- Budgeted revenues were under budget by \$45,150.36 mostly due to lower than anticipated interest earnings and market adjustments on investments.
- Unannounced and unfunded retirement within the Police Department of \$50,470.82.
- Overtime and additional expenditures due to homicide investigation in fall of 2015.
- \$75,000 transfer to Capital Replacement Fund after the 2014 audit was completed. This money is intended for the use of cash for capital expenditures and allows the city to reduce borrowing interest.
- On March 21<sup>st</sup> the treasurer was notified that in late 2015 St Croix County sold the tax deeded lots in the Fox Run & Whispering Prairie developments. These lots had a total of approximately \$32,000 of delinquent special assessments in which the City will need to write off of as uncollectible. Due to the timing of notification of the write off, instead of posting this entry in 2015, staff will post this entry in 2016.
- 2015 reduction to General Fund Balance totals \$99,612.07.

The 2015 General Fund balance as a percentage of revenues is projected to be 29.38%. According to Ehlers, fund balance as a percentage of revenue is one piece of Moody's measure of "liquidity," which forms 10% of our bond rating. Fund balance as a percentage of expenditures is what forms Moody's measure of "budget flexibility." Having both in the 25-30% range is a good target for maintaining a high rating.

**RECOMMENDATION:**

Staff recommends approval to adopt the Amended 2015 budget as presented, resulting in a reduction of \$99,612.07 to the General Fund for 2015, the approval of the carried forward amount of \$21,963.27 and the approval of assigned fund balance of \$45,987.75 for "Future Outlay & Retirements."

CITY OF NEW RICHMOND  
RESOLUTION #031601

WHEREAS, the City of New Richmond has levied taxes and appropriated monies for City operations, and  
WHEREAS, unforeseen circumstances and events occurred in 2015, that were not anticipated when the budget was originally adopted.

NOW, THEREFORE, BE IT RESOLVED by the common council of the City of New Richmond that the 2015 budget be amended as follows:

<b>GENERAL FUND</b>	2015 ADOPTED/AMENDED BUDGET	ADJUSTMENTS	AMENDED 2015 BUDGET
<b>REVENUES</b>			
General Property Taxes	2,923,900.90	-	2,923,900.90
Taxes (other than property)	692,201.64	-	692,201.64
Public Imp Revenue-Assessments	4,195.93	-	4,195.93
Intergovernmental Revenues	1,488,841.57	91,743.16	1,580,584.73
Regulation & Compliance Revenue	303,500.00	-	303,500.00
Public Charges for Service	320,174.00	8,251.00	328,425.00
Miscellaneous Revenue	76,282.40	47,458.95	123,741.35
Other Financing Sources & Transfers	100,000.00	-	100,000.00
<b>TOTAL REVENUES</b>	<b>5,909,096.44</b>	<b>147,453.11</b>	<b>6,056,549.55</b>
<b>EXPENDITURES</b>			
General Government	1,287,017.36	(10,632.75)	1,276,384.61
Protection - Person & Property	2,184,604.66	93,483.26	2,278,087.92
Health & Sanitation	12,250.00	-	12,250.00
Public Works - Streets	1,147,582.07	47,678.70	1,195,260.77
Education & Recreation	1,106,595.89	29,523.70	1,136,119.59
Conservation & Development	133,704.66	(2,500.00)	131,204.66
Other Financing Uses & Transfers	13,000.00	77,500.00	90,500.00
Outlay	24,341.80	8,964.00	33,305.80
<b>TOTAL EXPENDITURES</b>	<b>5,909,096.44</b>	<b>244,016.91</b>	<b>6,153,113.35</b>
<b>OTHER FUNDS</b>			
<b>REVENUES</b>			
Impact Fees	17,427.00	46,000.00	63,427.00
WDF/RLF/Housing Fund	-	-	-
Debt Service Funds	2,455,426.92	3,463,000.00	5,918,426.92
Capital Project Fund	4,394,661.27	-	4,394,661.27
Capital Replacement Fund	96,350.00	164,352.10	260,702.10
Capital Project - Landfill Cleanup	72,405.06	13,900.00	86,305.06
Tax Increments	2,074,529.14	2,950,194.92	5,024,724.06
Storm Water Utility	344,735.38	-	344,735.38
Parks Trust Fund	38,000.00	21,000.00	59,000.00
Library Trust Fund	24,000.00	-	24,000.00
Enterprise Funds	12,746,707.00	-	12,746,707.00
<b>TOTAL REVENUES</b>	<b>22,264,241.77</b>	<b>6,658,447.02</b>	<b>28,922,688.79</b>
<b>EXPENDITURES</b>			
Impact Fees	85,175.00	46,000.00	131,175.00
WDF/RLF/Housing Fund	17,500.00	-	17,500.00
Debt Service Funds	2,455,426.92	3,463,000.00	5,918,426.92
Capital Project Fund	1,559,477.00	-	1,559,477.00
Capital Replacement Fund	26,000.00	223,488.00	249,488.00
Capital Project - Landfill Cleanup	77,935.00	13,900.00	91,835.00
Tax Increments	2,407,346.31	2,980,645.11	5,387,991.42
Storm Water Utility	659,465.90	-	659,465.90
Parks Trust Fund	58,000.00	21,000.00	79,000.00
Library Trust Fund	12,000.00	-	12,000.00
Enterprise Funds	12,818,865.00	-	12,818,865.00
<b>TOTAL EXPENDITURES</b>	<b>20,177,191.13</b>	<b>6,748,033.11</b>	<b>26,925,224.24</b>

Adopted at a work session meeting of the common council on March 28, 2016.

**APPROVAL OF TRANSFERS FROM THE GENERAL FUND  
FOR OVERDRAWN EXPENDITURES**

**GENERAL EXCESS REVENUES**

Taxes	(52,886.97)		
Special Assessments	-		
Intergovernmental Revenues	24,247.37		
Licenses & Permits	58,440.45		
Fines, Forfeits & Penalties	(10,117.55)		
Public Charges for Services	(23,014.29)		
Misc Revenues	(41,819.37)		
Other Financing	-		
<b>REVENUES - EXCESS (UNDER) BUDGET</b>		<b>\$</b>	<b>(45,150.36)</b>

**EXPENDITURES**

General Government	46,723.79		
Public Safety	(54,752.40)		
Public Works	39,265.04		
Health & Human Services	130.37		
Culture, Rec & Education	3,678.43		
Conservation & Development	10,867.86		
Other Financing Uses (Trsfers to other funds)	(77,466.66)		
Outlay	(1,344.34)		
<b>EXPENDITURES - UNDER (OVER) BUDGET</b>		<b>\$</b>	<b>(32,897.91)</b>

<b>ACTUAL REVENUES (ADDITION TO FUND BALANCE)</b>	<b>6,011,399.19</b>		
<b>ACTUAL EXPENDITURES (SUBTRACTION TO FUND BALANCE)</b>	<b>(6,111,011.26)</b>		
<b>INCREASE (REDUCTION) TO FUND BALANCE</b>		<b>\$</b>	<b>(99,612.07)</b>

**2015 FUND BALANCES CARRIED FORWARD TO 2016**

POLICE - CHILD SAFETY FUNDING (DONATIONS)	3,456.96		
POLICE - COMMUNITY PROGRAMS (DONATIONS)	6,094.58		
POLICE - SAFETY FAIR/BIKE RODEO (DONATIONS)	1,914.54		
FIRE - EQUIPMENT (DONATIONS)	2,962.57		
GRAVEL BED NURSERY (DONATIONS)	5,534.62		
HEALTHY HATFIELD HABITAT (DONATIONS)	1,000.00		
SIGNAGE FOR BIKE ROUTE (DONATIONS)	1,000.00		
<b>BALANCE TO BE CARRIED FORWARD</b>		<b>\$</b>	<b>21,963.27</b>

**2015 ASSIGNED FUND BALANCES**

"FUTURE OUTLAY"	4,356.75	\$	6,413.51
"FUTURE RETIREMENT"	29,034.70	\$	39,574.24
		\$	45,987.75

OTHER INFORMATION  
BUDGET APPROPRIATIONS FROM THE GENERAL FUND  
APPROVED BY COUNCIL

<b>OTHER FINANCING USES</b>			
TRANSFER TO CAPITAL REPLACEMENT FUND	9/14/2015		75,000.00



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## MEMORANDUM

**TO:** Mayor Horne and City Council  
**FROM:** Mike Darrow, City Administrator  
**DATE:** March 23, 2016  
**SUBJECT:** Strategic Plan

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### **BACKGROUND**

The City Council last completed a strategic plan in August of 2011. The strategic plan should generally be updated at least every five years. There are many components to the strategic planning process, including a review of the City's mission, the identification of strategic issues and goals, and the development of an action plan with measurable outcomes. Strategic planning can help clarify the future direction of the City, identify and solve organizational problems, and improve overall performance.

An experienced outside facilitator will be sought to lead the City Council through the strategic planning process, which will likely take four to five months to complete. At the March Work Session, City staff will give a brief overview of the next steps, including an anticipated budget and timeline.

### **ACTION REQUESTED**

No formal action is necessary at this time.



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## MEMORANDUM

**TO:** Mayor Horne and City Council

**FROM:** Noah Wiedenfeld, Management Analyst

**DATE:** March 23, 2016

**SUBJECT:** Bicycle and Pedestrian Master Plan

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### **BACKGROUND**

This past fall, City staff assembled a small focus group to help provide input to be incorporated into an updated Bicycle and Pedestrian Master Plan. An online survey was also shared with the community via social media to allow for additional feedback, and was completed by nearly one hundred people. City staff presented draft recommendations to the Plan Commission and Park Board at their respective February meetings as an opportunity to provide additional feedback. The proposed Bicycle and Pedestrian Master Plan is included with this memo. If approved, the document will be posted on the City website and used as another resource as part of the upcoming Comprehensive Plan update.

### **RECOMMENDATION**

City staff recommend the formal adoption of the 2016 Bicycle and Pedestrian Master Plan.



# BICYCLE & PEDESTRIAN MASTER PLAN

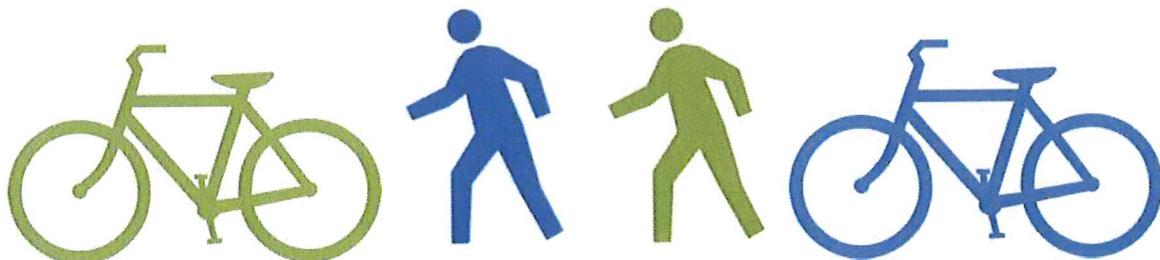
City of New Richmond, WI

20  
16



# Table of Contents

Acknowledgements.....	Page 3
Background.....	4
Process.....	5
Guiding Principles.....	6
Existing Conditions.....	7
Recommendations.....	13
Education.....	15
Encouragement.....	16
Engineering.....	17
Enforcement.....	26
Evaluation.....	27
Appendices.....	28
City of New Richmond Trails Map.....	29
City of New Richmond Sidewalk Survey 2014.....	30



# Acknowledgements

We would like to recognize the following individuals for their assistance in producing this document:

## **Stakeholder Meeting Participants**

- Vicki Gjovik, New Richmond School District
- Rachel Greenwold, Plan Commission
- Jon Hailey, Park Board
- Aaron Halle, Westfields Hospital & Clinic
- Jane Hansen, New Richmond City Council
- Rod Hawkins, Big Ring Flyers
- Greg Kier, New Richmond School District
- Frank Norton, New Richmond School District
- Russ Patten, Big Ring Flyers
- Jim Remington, Pathway Committee
- Brian Schroeder, New Richmond Area Centre
- Jonathan Timm, JET's Coffee Bistro
- Tara Van Eperen, New Richmond School District
- Marty Wold, Big Ring Flyers
- Jim Zajkowski, New Richmond City Council

## **Boards & Commissions**

- Park Board
- Plan Commission
- City Council

## **City of New Richmond Staff**

- Mike Darrow, City Administrator
- Andrew Lamers, IT/GIS Analyst
- Michael Mroz, Public Works Operations Manager
- Jeremiah Wendt, Director of Public Works
- Noah Wiedenfeld, Management Analyst

# Background

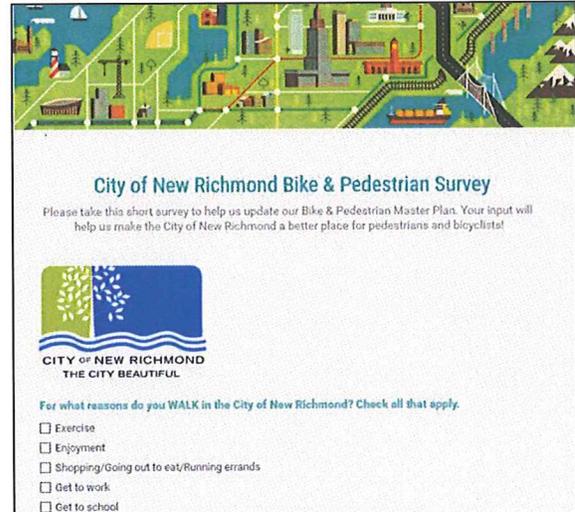
The City of New Richmond's Bicycle and Pedestrian Master Plan was last updated in June of 2003 by the consulting firm Vierbicher Associates, which is headquartered in Reedsburg, WI. Since then, the City of New Richmond and the surrounding community have changed in many ways. The City of New Richmond's population has increased 25 percent since 2003. Voters in the New Richmond School District have since passed a \$92 million referendum for new and remodeled school facilities. After many years of debate, the St. Croix River Crossing Bridge Project was approved and is scheduled to be completed in 2017. New housing subdivisions have been developed, traffic rates have increased, new parks and trails have been created, and there is a new emphasis across the nation on both personal health and environmental sustainability.



Other local governing bodies are also making bicycle and pedestrian accommodations a priority. For example, the New Richmond School District developed its first-ever Safe Routes to School Plan in November of 2015. Also, St. Croix County is in the early stages of updating its Comprehensive Bicycle and Pedestrian Facilities Plan through a federal grant, and will conclude its process in the late fall of 2016.

# Process

In the fall of 2015, City of New Richmond staff developed a short survey that was shared on social media. About 100 people took the survey in just two days, and the results provided an extremely valuable snapshot of public opinion. Survey respondents shared their thoughts related to destinations, frequently used trails, dangerous streets and intersections, and suggestions for improvements.



A small group of 10-15 stakeholders met on two occasions - once in November, and again in early December. Members represented many influential organizations in the community and offered a variety of opinions and perspectives. The small group viewed the results of the community survey and discussed other improvements and initiatives they would like to see in the future related to bicyclists and pedestrians.

City staff reviewed the recommendations from the 2003 Bicycle and Pedestrian Master Plan, as well as plans from the cities of Minneapolis, La Crosse, Madison, and Waukesha. After reviewing these documents, City staff took the feedback from the community survey and two small stakeholder group meetings and developed a first draft of a revised edition of the Bicycle and Pedestrian Master Plan. A presentation of the draft recommendations was made to the Plan Commission and Park Board in February of 2016 for additional input. The draft document then advanced to the City Council for comments and final approval in March.

# Guiding Principles

The purpose of the Bicycle and Pedestrian Master Plan is to serve as a guide to making the City of New Richmond more friendly for bicyclists and pedestrians of all ages and abilities, from young children to senior citizens, and from beginning to experienced and competitive athletes.

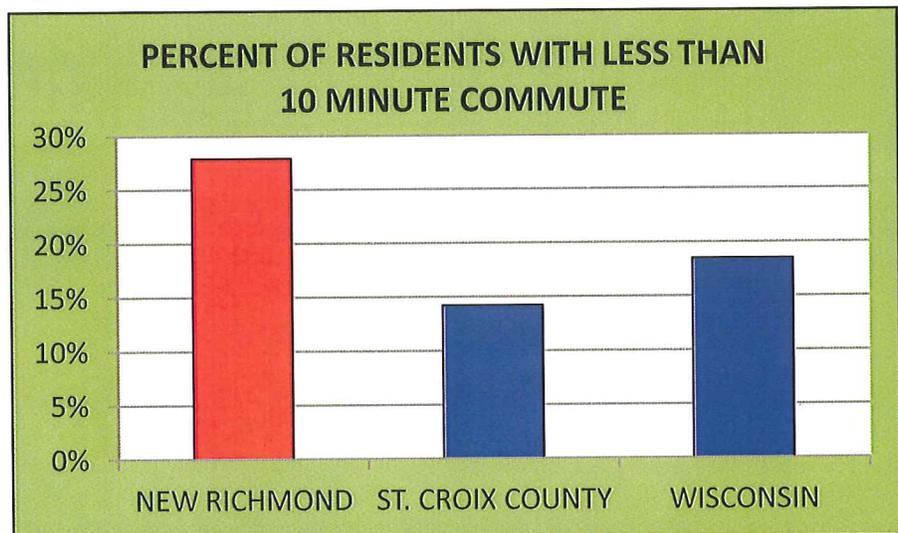


The City Beautiful has a great trail system and wonderful parks. The Bicycle and Pedestrian Master Plan can serve as a guide to improving these existing amenities, while also offering recommendations for new pathways in the future. A community that encourages exercising - whether it's running long distances, walking the dog, rollerblading, or bicycling - is a community that not only promotes physical wellbeing, but also recognizes the related social, economic and environmental benefits. Providing connections to destinations throughout the city and to neighboring communities can make the City of New Richmond an even better place to live, work, and play for generations to come.

# Existing Conditions

NEW RICHMOND COMMUTING STATISTICS - 2013			
MEANS OF TRANSPORTATION	2013	2011	2009
DROVE ALONE	87.40%	89.40%	85.90%
CARPOOLED	7.20%	8.10%	11.50%
PUBLIC TRANSPORTATION	0.00%	0.00%	0.20%
WALKED	1.50%	1.10%	1.10%
BICYCLE	0.40%	0.00%	0.30%
OTHER	0.00%	0.00%	0.30%
WORKED AT HOME	3.50%	1.30%	0.60%

**Commuting:** According to data from the 2013 American Community Survey, more than 87 percent of New Richmond residents drive alone to work. This is more than the averages for St. Croix County (82%) and Wisconsin (80.2%). Only 1.9 percent of New Richmond residents walk or bike to work, as compared to 2.4 percent average for St. Croix County and 4.1 percent average for the state of Wisconsin. This is despite the fact that nearly 28 percent of New Richmond residents travel less than ten minutes to work, which is much greater than the county (14.2%) and state (18.5%) averages.



**Traffic:** The data below shows the most recent traffic counts from the Wisconsin Department of Transportation.

North of Railroad Tracks	Traffic Count
STH 65 North of STH 64	5,600
CTH CC	3,900
STH 64 Between CTH CC & STH 65	5,700
N 4th Street	1,600
CTH CC South of STH 64	1,900
STH 65 Between N 4th & N Shore Dr	10,600
STH 65 Between N 4th & High St	13,100

South of Paperjack Drive	Traffic Count
W Richmond Way West of STH 65	4,100
STH 65 Between 12 ST & Paperjack Dr	11,700
Bilmar Ave Between Paperjack Dr & 11th St	1,500
CTH GG Between Knowles Ave. & Starr	4,300
CTH GG Between Bilmar & 140th	2,400
Bilmar Avenue Between Paperjack & CTH GG	1,500
CTH GG Between Riley & Bilmar Aves	3,900

Downtown	Traffic Count
STH 65 Between E Sixth & CTH GG	15,300
E Sixth St Between STH 65 & Arch Ave	4,600
Dakota Ave Between W Eighth St & W Sixth St	3,000
Arch Ave S Between E Sixth & E Fourth	2,900
E Fourth Between S Knowles & S Arch	2,500
W 4th St Between Minnesota & Knowles	8,300
STH 65 Between W First St & W Second St	13,600
E First St Between N Arch & Knowles Ave	3,000

East or West of Downtown	Traffic Count
CTH K Between 140th & Grand	2,100
CTH A South of W Fourth St	5,000
Old 64 Between CTH K & CTH A	7,600

**Public Health:** According to data from the Wisconsin Department of Health Services, about eighteen percent of total deaths in St. Croix County in 2013 were due to an underlying cause of heart disease. An additional four percent of total deaths were due to diabetes. Also, hospitalizations for coronary heart disease and diabetes in St. Croix County cost \$11 million and \$1.5 million, respectively. Physical activity protects against a multitude of chronic health problems including both diabetes and many forms cardiovascular disease.

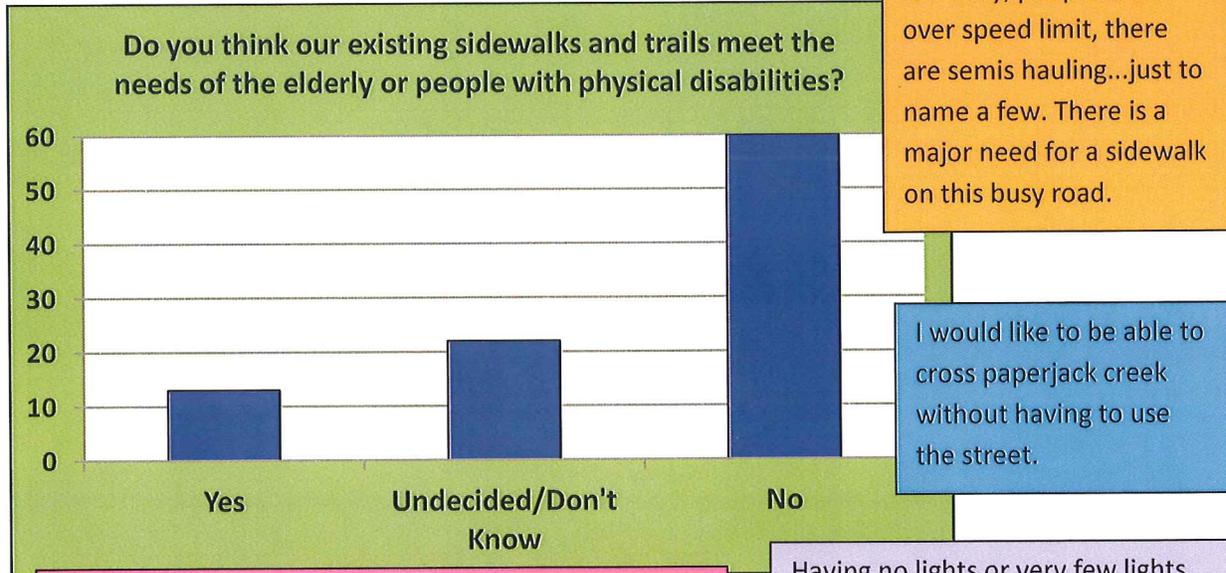
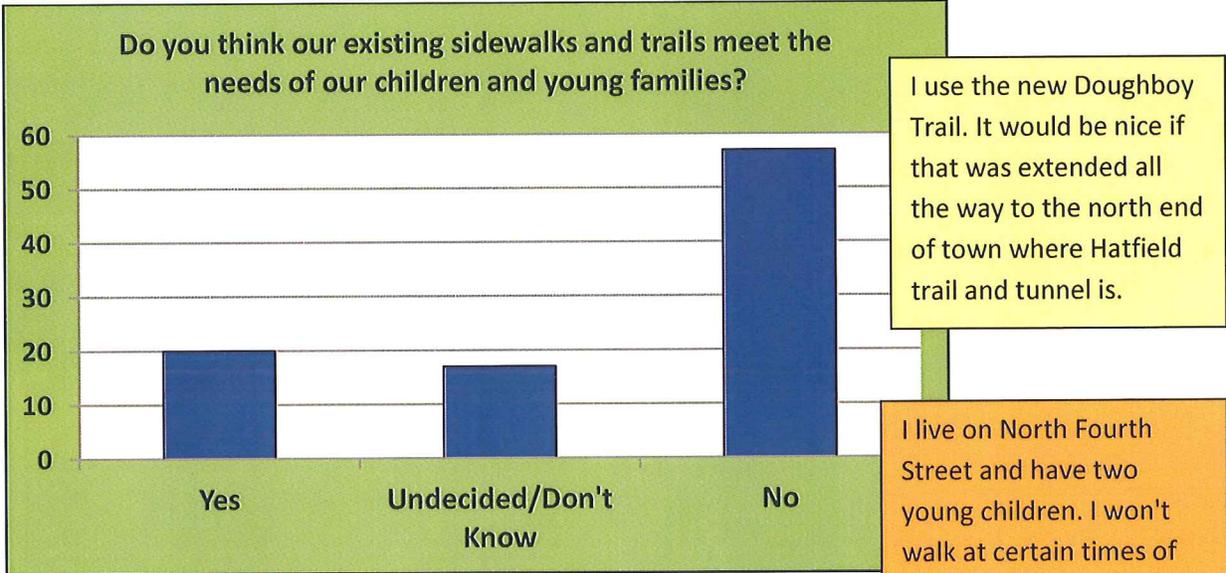


**Trails:** The City of New Richmond currently maintains 19 public trails totaling 14 miles. This includes a mixture of paved trails, signed bike routes, nature trails, and street shoulders. A map of this trail system is included in the appendices.

**Sidewalks:** Another important component of the City of New Richmond's transportation infrastructure is its sidewalks. Recognizing the need for sidewalk improvements and the importance of having well-connected, walkable communities, the City's FY2016 Budget allocates \$30,000 for sidewalk repair and/or replacement. At its December 14, 2015 monthly meeting, the City Council repealed and recreated Section 70-3 "*Sidewalk construction and repair*" of the City's Code of Ordinances. The City of New Richmond will bear the costs of new sidewalk construction in a location where a street exists but no sidewalk currently exists. Fifty percent of the cost of repairs or replacements of existing sidewalks will be borne by the City. Minor repairs, the cost of which does not exceed \$100, will also be a cost of the City of New Richmond. A sidewalk survey showing the conditions of all sidewalks within the city and identifying hazards was completed in 2014. A map is included in the appendices.

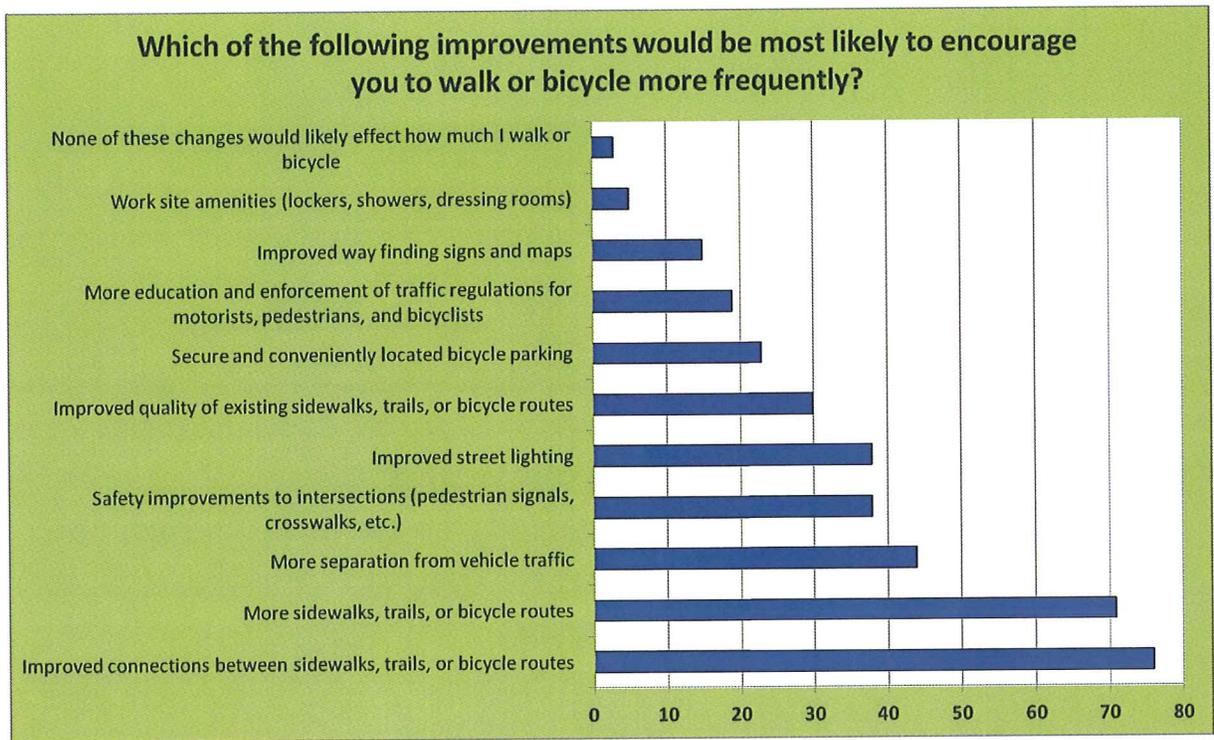
### Survey Results

About 100 people completed an online survey that was developed by City staff and shared on social media. Many of the questions asked were open-ended and allowed respondents to provide written feedback.



All along Knowles, especially 4th St near Family Fresh, is especially dangerous. I've lived in cities with a population of 10 million and not seen a street where more cars ignore pedestrian right of way than the walkways that lead to Family Fresh and the library, two crucial spots for families to access.

Having no lights or very few lights on 140th is dangerous in the dark both morning and night. When vehicle headlights are shining at you you cannot see. Many kids walk this route to school in the morning in the darkness.



Paperjack drive has no sidewalks for our family to walk or bike on. This is a huge safety concern for my children.

People need to be provided a safe place to walk/bike but motorists in New Richmond also need to be re-educated on what pedestrian and bicycle laws are.

The north end of Knowles (past the railroad tracks) does not have enough pedestrian crossings.

### What are some of your most frequent destinations when you walk or bicycle?

New Richmond Area Centre	Downtown (JET's, Mill Pond)
Family Fresh	Paperjack Park
Friday Memorial Library	Westfields Hospital
Kwik Trip	Post Office
Wal-Mart	Churches

I live on West 7th out by the golf course. My son has to bike to the high school in the summer months for sports and Tiger Strength. There is no good way for him to get from our house to the high school. I also feel that the speed limit on 4th street leaving town out by the golf course needs to be reduced due to kids that have to bike on the side of the road since the bike path does not extend out past the bridge at the bottom of the hill. It makes me nervous!

**What do you feel are the most dangerous streets or intersections in the City of New Richmond for bicyclists and pedestrians?**

Knowles Avenue	North Shore Drive
Paperjack Drive	First Street/CTH K
140th Street	North Fourth Street
CTH GG	Paperjack Drive
Business Hwy 64	125th Street

We live in the Woodland Development off of County Road A, and the only route to get to the school by bike or walk is by going on County Road A (which has no walking or biking option). We would love a bridge/path from our development to the walking paths in the development just to the north east of us.

We live in the Fox Run neighborhood that has many families with school aged children. We are within a short enough distance to walk or bike to school, however there is not a bike/walking path along first street that connects our neighborhood. We have biked the route as a family many times but it is dangerous and not enough shoulder on the road. Cars going 45MPH have to cross into the oncoming lane to move around us. There is only about a half mile length that needs a side walk. Please please please consider!

**Are there any destinations in the City of New Richmond that you would like to travel to by walking or bicycling that you are currently unable to because of safety concerns or inadequate pathways?**

<b>140th Street</b>	<b>Doar Prairie Restoration</b>
<b>Hatfield Park &amp; Freedom Park</b>	<b>North Fourth Street</b>
<b>Friday Memorial Library</b>	<b>Hillside Elementary School</b>
<b>Nature Center</b>	<b>Downtown</b>
<b>Wal-Mart</b>	<b>County Road CC</b>

The trails that we have are not accommodating to road bicycles. A lot of the bicyclist in town are athletes and reach speeds anywhere from 15 to 20 miles per hour. That is not safe on a sidewalk or legal. And as you can imagine that is really hard on the bike wheels when you're going up and down curbs and intersections. Take for instance Richmond Way sidewalk. That is great for runners however for bicyclist it would be better served to have a painted white line on the Street.

The most dangerous street is Knowles Ave at the River, it is a bottle neck and the only river crossing in town. For exercise cycling at 15-20mph I will not use sidewalks due to pedestians and poor quality. We must be on the road.

# Recommendations

The recommendations that follow are placed in five categories, otherwise known as the "Five Es." These categories are recognized by the League of American Bicyclists and are used by communities across the United States as a guide in developing comprehensive bicycle and pedestrian plans.

## **Education**

*Giving people of all ages and abilities the skills and confidence to ride and walk.*



## **Encouragement**

*Creating a strong culture that welcomes and celebrates bicycling and walking.*



# Engineering

*Creating safe and convenient places to walk or bicycle.*



# Enforcement

*Ensuring safe roads for all users.*



# Evaluation

*Help decision makers plan, create, implement, and prioritize programs and policies.*



# Education

**Recommendation 1.** Provide a bicycle safety class to local youth. This could potentially be a collaboration between the New Richmond Area Centre, New Richmond School District, and the New Richmond Police Department. Also, the Bike Federation of Wisconsin offers a two-week-long Safe Routes to School program curriculum package that includes instructors, bicycles, helmets, homework assignments, and pre- and post-testing.



**Recommendation 2.** Create a public awareness campaign about driving safely near bicyclists and pedestrians, and distracted driving.

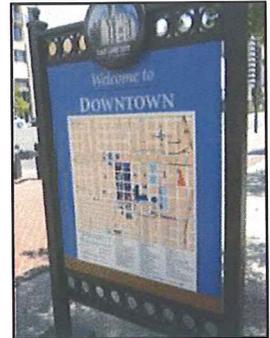


# Encouragement

**Recommendation 1.** Organize activities for "National Bike to Work Week" and "National Bike Month." Possible events could include a community-wide bike ride featuring local celebrities, a proclamation from the City Council, a community "bike swap" or tune-up event, and a social media campaign that encourages people to submit photos of themselves bicycling to work.



**Recommendation 2.** Add signage and wayfinding maps near all trails and strategic locations, such as the downtown, the Heritage Center, and Paperjack Park. Trail signs should have consistent branding that includes the name of each trail and its length. Wayfinding signs should be explored that show distances in the number of minutes it takes to walk or bicycle to a destination, rather than miles.



**Recommendation 3.** Add bicycle parking in the downtown and at key destinations, including the Civic Center, Friday Memorial Library, local businesses, and parks. The bicycling parking racks could be artistically designed or be constructed in a partnership with students from WITC or New Richmond High School.



# Engineering

**Recommendation 1.** Extend the Doughboy Trail to Hatfield Park using the old railroad route.

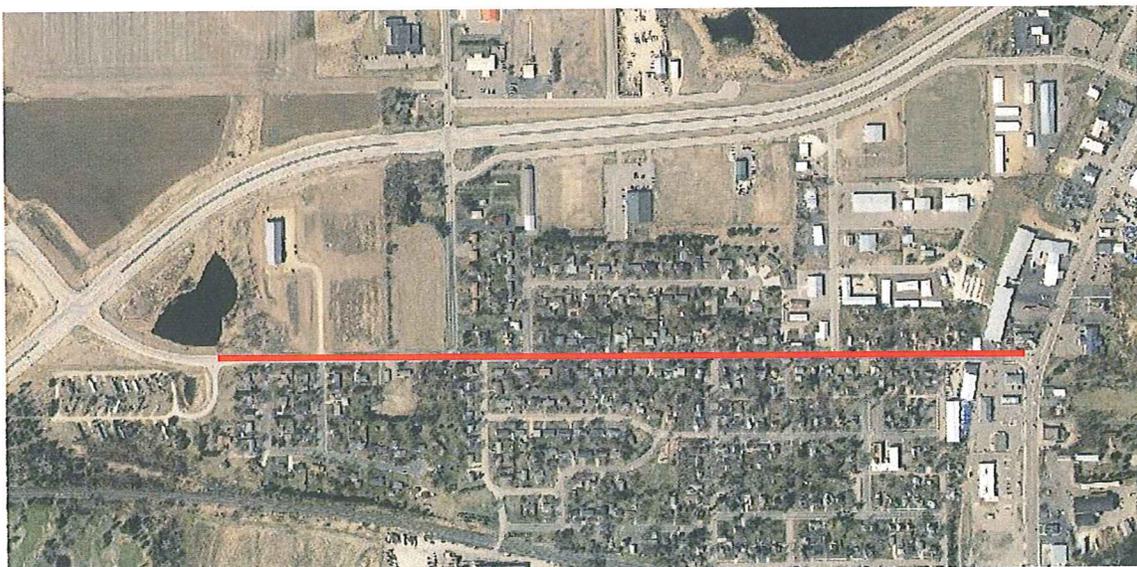


**Recommendation 2.** Add street lighting to 140th Street along the Drumstick Trail from CTH K south to E Richmond Way. With new residential development on the eastern limits of the City and the traffic associated with events at New Richmond High School, the need for street lighting along 140th Street will only continue to increase in the future.

**Recommendation 3.** Add bicyclist and pedestrian accommodations from the eastern extent of Paperjack Drive to 140th Street



**Recommendation 4.** Add bicyclist and pedestrian accommodations to North Fourth Street as part of the planned street reconstruction in 2017.



**Recommendation 5.** Add bicyclist and pedestrian accommodations to 125th Street, connecting to the existing Rail Bridge Trail to the south.



**Recommendation 6.** Connect the Doar Prairie Restoration to the Nature Center. Due to steep terrain near the river, such access may be needed along private property.



**Recommendation 7.** Explore the addition of traffic calming measures to Knowles Avenue, including textured sidewalks, landscaping, parklets, bump outs, and improved pedestrian crossing signage.



**Recommendation 8.** Collaborate with St. Croix County and the Town of Richmond to improve the safety of East First Street/CTH K. This is especially important for residents who live in Fox Run and Whispering Prairie developments and want to travel to the downtown or schools.



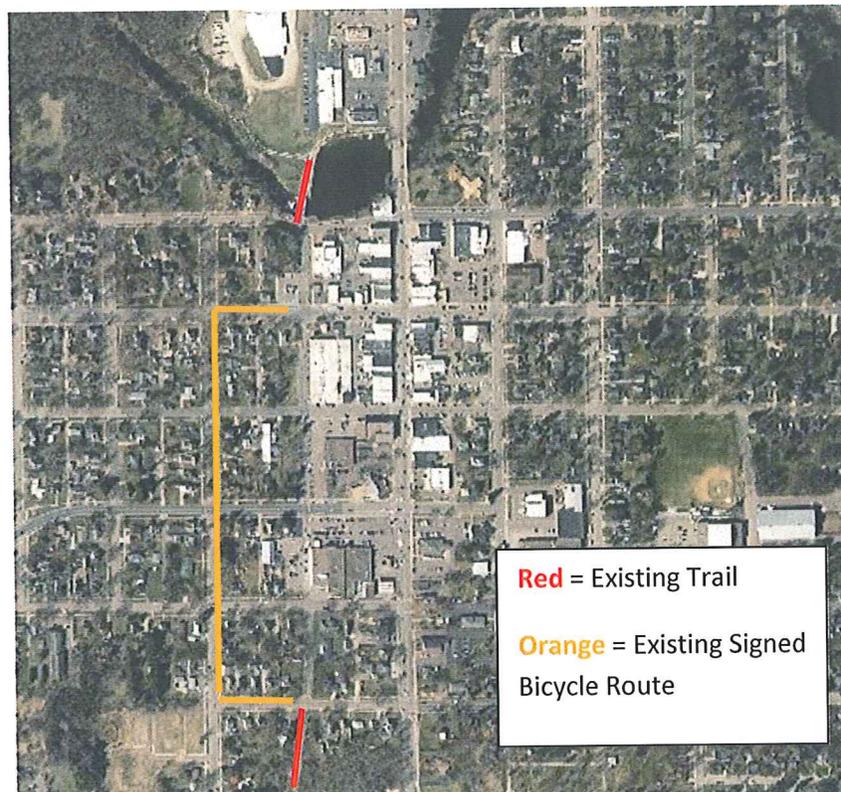
**Recommendation 9.** Consider adopting a local Complete Streets ordinance which would require that all local street improvement projects be designed and constructed to efficiently serve all users, including pedestrians, bicyclists, and motorists.

**Recommendation 10.** Improve the safety of key intersections identified in the Safe Routes to School Plan, including the following:

- STH 65/6th Street
- Grand Avenue/6<sup>th</sup> Street
- Starr Avenue/8<sup>th</sup> Street
- Green Avenue/1<sup>st</sup> Street
- Paperjack Drive/Bilmar Avenue
- Paperjack Drive/Hallewood Blvd
- Bilmar Avenue/11<sup>th</sup> Street



**Recommendation 11.** Explore ways to improve the connection from the Rail Bridge Trail to the Mill Pond Trail (currently a signed bike route) such as with a bike lane or a bicycle boulevard.



**Recommendation 12.** Explore creating a short-cut bike path from Monette Park Trail to Marshall/Jefferson Road.



**Recommendation 13.** Explore creating a short-cut bike path from Monette Avenue to 5th Street through Monette Park, and extend the Monette Park Trail to the east to the Rail Bridge Trail.



**Recommendation 14.** Explore creating a short-cut bike path from the north end of Williams Avenue to Mary Park.



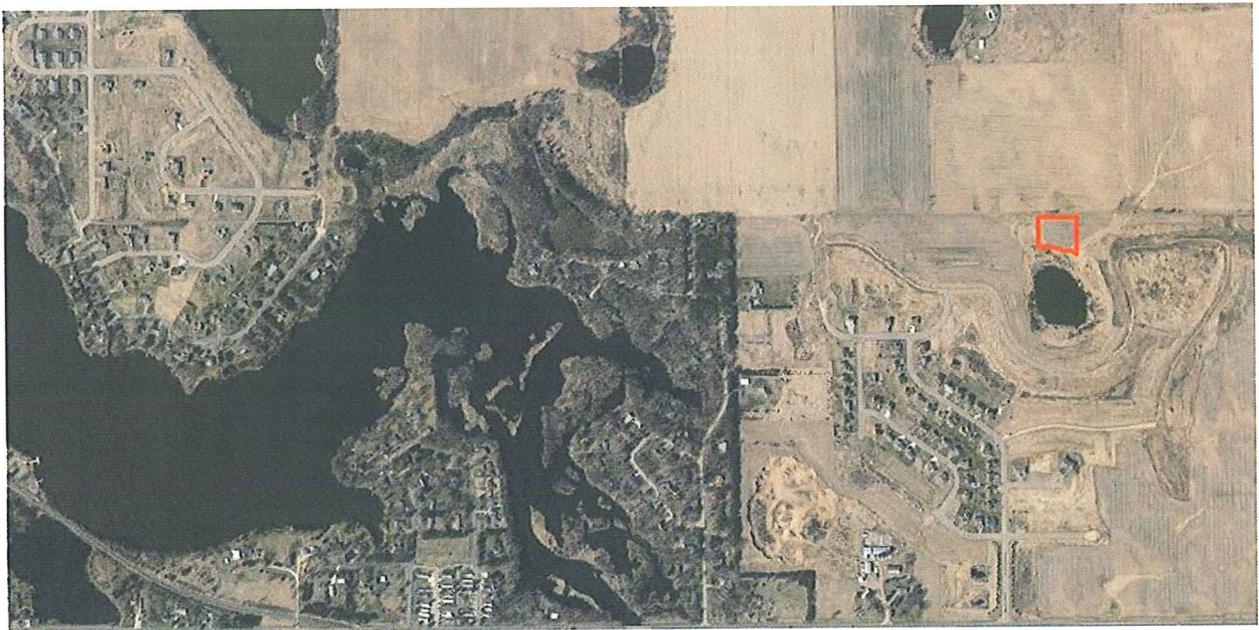
**Recommendation 15.** Create a permanent pathway across the Mill Pond Dam/Willow River. The wooden ramp constructed in 2015 is a nice but temporary improvement.



**Recommendation 16.** Create a trail connecting the Peninsula Heights subdivision to the Paperjack Place subdivision using an existing easement.



**Recommendation 17.** Connect the existing North Shore Trail to the east to Oak Ridge Estates and the Fox Run Development.



**Recommendation 18.** Connect so-called "orphan trails" to the larger City of New Richmond trails system. Orphan trails do not connect to other sidewalks or mixed use trails, and were constructed as part of residential developments. Orphan trails identified include North Shore Trail, Willowind Trail, Monette Park Trail, and Woodland Creek Trail.



**Recommendation 19.** Explore the creation of a new trail, or extension of the existing Doughboy Trail, on City-owned land along the Willow River. Such a trail could help create a downtown that is scenic, economically vibrant, and a destination for people of all ages.



# Enforcement

**Recommendation 1.** City staff and the City Council should review local ordinances to ensure that bicyclist and pedestrian safety is promoted and that ordinances are being enforced. This includes ordinances relating to bicycling on sidewalks, yielding to pedestrians in crosswalks, and wearing lighting or reflective clothing at night when bicycling.

**Recommendation 2.** City staff should review the bicycle registration process in an effort to simplify the process for residents and get the most bicycles registered as possible in order to help recover lost or stolen bicycles.



**Recommendation 3.** The New Richmond Police Department should explore the possibility of adding a police bicycle patrol during the summer months. Bicycle patrols can offer many benefits, including improved community relations due to increased contacts with the public and discouragement of illegal activity in the City's trail system.



# Evaluation

**Recommendation 1.** The City Council should review the Bicycle and Pedestrian Master Plan annually to identify goals and action steps, with input from the Park Board and the Plan Commission.

**Recommendation 2.** The City of New Richmond should join other progressive communities in Wisconsin in pursuing designation as a gold level Bicycle Friendly Community and Walk Friendly Community.



**Recommendation 3.** City staff should apply for private, state, and federal funding on an annual basis that would help fund the many recommendations identified in this document.

**Recommendation 4.** City staff should acquire data regarding sidewalk and trail use in New Richmond through manual counts twice each year.



# Appendices







## **AGREEMENT**

This Agreement is made the 21st day of March, 2016 by and between the School District of New Richmond also known as the Board of Education (hereinafter “District”) and the City of New Richmond (hereinafter “City”).

## **RECITALS**

- A. District is the owner of the Middle School Property (hereinafter “Property”) located in the City described in Exhibit “A” attached hereto and incorporated herein by reference.
- B. District has determined the Property is no longer suitable for future educational use due to prohibitive costs to, among other things, update the middle school facility.
- C. The District and City have engaged in a comprehensive study, through Leo A. Daly Architects, to determine how the Property might be used by the community in the future.
- D. The City has proposed a capital campaign for the redevelopment of the site.
- E. The District and City have determined that the best opportunity to preserve the Property for future community use involves conveyance of the Property to the City on the terms set forth as follows:

## **TERMS**

In consideration of the mutual covenants and agreements herein contained, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. **Demolition.** District agrees to provide for demolition and clearing on the Property. After completion of demolition and clearing the District reserves the right to temporarily repurpose the property for the duration of this agreement and any extension(s).

- a. **Demolition Plans.** District shall, as necessary, contract with an architect or engineer to assist it in preparation of plans and specifications for demolition.
- b. **Demolition Costs.** District shall be solely responsible for all costs associated with demolition and clearing. However, City agrees it shall apply for and use best efforts to obtain a CDBG Grant in the amount of \$500,000 to apply towards demolition costs to be incurred by the District. All grant application-related costs shall be paid by City.
- c. **Demolition Completion.** District shall commence demolition of the structures on the Property upon approval of the bid documents and cost estimates. The demolition will begin at the convenience of the District and shall be completed within 12 months of the approved start date.
- d. **Maintenance and continuing use:** Upon completion of the Demolition the District will convert the property to green space. The City will have no obligation of cost for this repurpose. The City will provide for the care and maintenance of the property to include snow removal, weed control, lawn mowing, and upkeep of the landscape after installation. The continued use of the property will be reserved for the District residents as green space or park space, throughout this agreement. All costs of post demolition maintenance will be the responsibility of the City.

2. **Master Planning.** City agrees to develop a master plan for the re-development and use of the Property. . The Master Planning process shall include at least the following:

- a. **Community Meetings.** Community meetings shall be scheduled at the convenience of the City to provide the district community an opportunity to offer input on redevelopment and reuse of the Property.
- b. **Master Plan.** A Master Plan shall be prepared by the City and provided to the District. The Master Plan shall address at least the following, a “use that will serve all residents of the District”. The Master Plan shall be presented to the District within 60 months of the completion of demolition. The Plan shall be approved in writing by both parties.

3. **Transfer of Property.** District agrees to enter into an agreement of purchase and sale with City. General conditions of the agreement of purchase and sale will include the following, but are not limited to:

- a. **Master Plan:** The District must approve in writing the Master Plan presented by the City for the described property.
- b. **Transfer and Closing Costs.** All costs associated with the transfer of the Property to City shall be paid by the City.
- c. **Use Limitation.** The Deed shall contain restrictions limiting the future use of the Property as determined by the District.
- d. **Condition of Property.** The Property is being sold to the City as-is, where-is, and with all faults. District makes no representation concerning its condition.
- e. **Disturbance:** The property will remain “as is” during the agreement. The City will cause no disturbance to the property or cause construction, demolition, repurpose, rezoning or restrict access to the property not specifically described as an approved use within the approved Master Plan during the term of the

agreement or post conveyance until such time as the execution of the Master Plan.

f. **Attorneys' Fees.** Each party shall be responsible for its own attorneys' fees incurred in the transfer of the Property.

4. **Redevelopment/Reuse.** The City shall be responsible for undertaking and guiding all redevelopment and reuse of the Property per the approved Master Plan. All costs incurred of the same shall be paid by the City. The city will cause no disturbance to the site not approved by the District.

5. **Default.** If the execution of the Master Plan fails to start within 24 months of transfer of ownership and the work has not begun by this time, the City agrees to convey the Property to the District free and clear of any encumbrances, restrictions, and/or other limitations preventing further development of the site arising subsequent to conveyance of the Property to City. The City will convey ownership to the District within 60 days.

6. **Miscellaneous.**

a. **Assignment.** Neither party may assign its rights or obligations under this Agreement, in whole or in part, without the written consent of the other party.

b. **Entire Agreement.** This Agreement constitutes the complete agreement between the two parties, and supersedes all prior or contemporaneous discussions or undertakings.

c. **Amendment.** This Agreement may only be amended by a writing signed by both parties.

d. **Survival.** All terms contained herein shall survive and be enforceable subsequent to conveyance of the Property.

e. **Governing Law.** This Agreement shall be construed under the laws of the State of Wisconsin.

- f. **Captions.** The captions appearing in this Agreement are for convenience only, and are not a part of the Agreement.
  - g. **Extension.** This agreement may be extended for 12 months by mutual agreement in writing of both parties.
  - h. **Termination.** Either party may terminate this agreement in writing.
7. **Remedies.** If either party defaults under this Agreement, it shall give the other party a thirty day (30) notice of the default, and a reasonable opportunity to cure the default. If the other party fails to cure the default within this cure period, the non-defaulting party may pursue its remedies available by law or by terms in this agreement.

SCHOOL DISTRICT OF NEW RICHMOND

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

CITY OF NEW RICHMOND

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

RASW: 49732

## Old Middle School Timeline

- January
  - o CESA 10 Asbestos contract approved
  - o ATS&R contract approved
- February
  - o NRSB/City of NR Agreement
- March
  - o Board Approval of NRSB/City Agreement
  - o Lay-Off notices to Board effective July 1
- April
  - o CESA 10 Bid Documents sent out
  - o ATS&R Bid Documents sent out
- May
  - o Bid opening of Asbestos Abatement
  - o Bid opening of Demolition
- June
  - o Board Approval of Asbestos Contractor
  - o Board Approval of Demolition Contractor
- July
  - o Move community Education the Week of July 5
  - o Community Partners (Use July to clean out)
  - o Furniture moved out
  - o Bridge Program Moved
- August
  - o All Partners are moved out
- September
  - o Asbestos Abatement
- October
  - o Shut down systems
- November
  - o Demolition started
  - o Remove exterior lights