



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

April 26, 2018

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

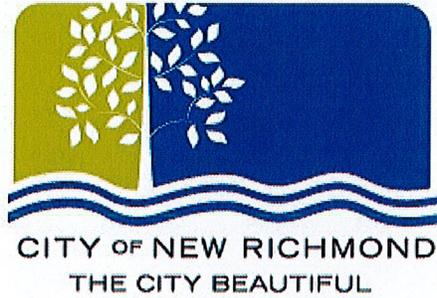
Notice is hereby given there will be a Special Session of the Council of the City of New Richmond on Monday, April 30, 2018 at 5:30 p.m. in the Council Chambers of the Civic Center, 156 East First Street, New Richmond, WI 54017.

AGENDA:

- 1. Call to Order**
- 2. Clerk's Roll Call**
- 3. Pledge of Allegiance**
- 4. Adoption of Agenda**
- 5. Application for License to Serve from Maryah Mara**
- 6. Application for Run/Walk Permit from Westfields Hospital for May 12, 2018**
- 7. Boards and Commissions**
- 8. Capital Improvement Plan 2018 – 2022**
- 9. Communications and Miscellaneous**
- 10. Closed Session per State Statute 19.85 (1)(e) – Downtown Business Proposal**
- 11. Open Session – Action on Closed Session Agenda**
- 12. Adjournment**

Fred Horne, Mayor

**cc: The New Richmond News
Northwest Communications
City Website**



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MEMORANDUM

TO: New Richmond City Council
FROM: Craig Yehlik, Chief of Police
DATE: April 9, 2018
SUBJECT: Denial of Application for license to serve alcohol – Maryah Mara

BACKGROUND

Maryah Mara turned in an application for license to serve fermented malt beverages and Intoxicating liquors. In reviewing her application and checking her driver license history, criminal history, in house records and police contacts and the Wisconsin Circuit Court Access website I found that Maryah Mara has a prior OWI in 2009 and criminal violations of Battery, Bail jumping (felony), and possession of Paraphernalia all since March of 2016. Mara is also currently on probation with a restriction of “you shall not consume/use/possess/purchase any alcohol or enter any dwelling whose primary purpose is the sale of alcohol; ie bars, taverns, liquor stores, beer tents, beer gardens, etc.”

Maryah was mailed a letter on April 2, 2018 explaining the reason for the denial and was advised that it would be placed on the April 9, 2018 City Council Agenda if she wished to contest the denial.

Action Required

Due to the recent alcohol related offenses and the conditions of her probation , unless compelling information is received from Mara, staff is recommending that the application from Maryah Mara be declined at this time.



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TO: New Richmond City Council

FROM: Tanya Batchelor, City Clerk

DATE: April 26, 2018

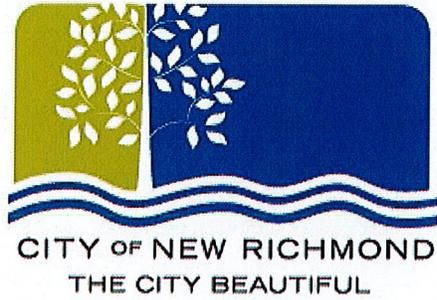
RE: Application for Run/Walk Permit

Background

Westfields Hospital /Cancer Center applied for a Run/Walk Permit for May 12, 2018, however the date of the event is prior to our next regular Council meeting.

Recommendation

Staff recommends approval of the Run/Walk Permit



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MEMORANDUM

TO: Mayor Horne and City Council

FROM: Tanya Batchelor, City Clerk
 Noah Wiedenfeld, Management Analyst

DATE: April 25, 2018

SUBJECT: Board & Commission Organization

BACKGROUND

City staff have started the process of reviewing our City Code of Ordinances. The first two chapters include the organization of our various boards and committees, which coincides nicely in regards to the timing of the citizen and City Council appointments. City staff have identified some possible changes, shown in the two tables below, which would provide additional opportunities for citizens to serve on boards and committees, as well as remove inactive boards and committees.

Board/Commission	Current Membership	Proposed Membership
Plan Commission	1 Mayor 2 City Council Members 1 Building Inspector (ex officio) 4 Citizens At-Large	1 Mayor 1 City Council Member 5 Citizens At-Large
Airport Commission	1 Airport Association Member 2 City Council Members 4 Citizens (minimum of 1 from the City and 1 from Township)	2 City Council Members 5 Citizens (4 City residents and 1 Township resident)
Tourism Committee	N/A	1 rep from local hotel 1 City Council member 1 rep from local restaurant? 2 Citizens – residency? 1 City Finance Rep (ex officio)

Board/Commission	Current Membership	Proposed Membership
Economic Development Commission	1 City Administrator 1 Plan Commission member 1 Chamber of Commerce rep 1 WITC rep 3 reps from Business & Technical Park 4 other members	Forward New Richmond 7-9 citizens 1 City Council member

The boards and committees identified below are listed in the City Code of Ordinances, but have not met in several years. Their responsibilities would be streamlined to other boards and commissions that meet on a more regular basis.

Existing Board	Streamline Responsibilities	Proposed
Solid Waste	→	Public Works Committee
Sports Center Board	→	Park Board
Cable TV Board	→	City Council
Board of Health	→	City Council

**2018
CITY OF NEW RICHMOND
DIRECTORY**

Frederick Horne	Mayor
Mike Darrow	City Administrator/Utility Manager
Rae Ann Ailts	Finance Director
Jeremiah Wendt	Public Works Director
Beth Thompson	Community Development Director
Tanya Batchelor	Clerk
Bev Langenback	Treasurer
Nick Vivian	City Attorney
Sarah Skinner	Building Inspector
Michael Demulling	Airport Manager
Craig Yehlik	Chief of Police
James VanderWyst	Fire Chief
Renee Keating	Municipal Judge
Kim Hennings	Librarian
Owen Assessing LLC	Assessor
Dr. David DeGear	Health Officer

ALDERMEN

		ALD DIST	WARDS
Craig Kittel	251 Williams Avenue	1	1, 2
Scottie Ard	105 South Montana Avenue	2	3, 4
James Jackson	549 Laurel Drive	3	5, 6
Mike Montello	650 East First Street	4	7, 8
Ronald Volkert	560 Grand Avenue	5	9, 10
James Zajkowski	1386 Valley Creek Drive	6	11,12,13

COMMITTEES

FINANCE	Committee of the Whole
PUBLIC WORKS	Jim Zajkowski, Mike Montello, Craig Kittel
PUBLIC SAFETY	Scottie Ard, Jim Jackson, Ron Volkert

COUNTY SUPERVISORS - 2 YEARS

	District	Wards
Daniel Hansen	12	1, 2, 3, 7, 8, 9
Ryan Sherley	13	4, 5, 6, 10, 11, 12

UTILITY COMMISSION - 5 YEARS

Pat Becker	2018	Robert Mullen	2020
Gerald Warner	2019		2021
		Dan Casey	2022

PLAN COMMISSION - 3 YEARS

Mayor Fred Horne			
President of Council	Jim Zajkowski		
Building Inspector -	(ex officio) Sarah Skinner	David Wilford	2019
Mike Kastens	2021	MaryKay Rice	2019
Michelle Scanlan	2021	David Tyvoll	2020

LIBRARY BOARD - 3 YEARS

Scottie Ard	2019		
Gordon Granroth	2021	Vicki Gjovik -School District Rep	2019
Jeff Peplau	2021	Marla Hall	2020
Patricia Van Nevel	2019	Jarell Kuney	2020

PARK BOARD

(no more than 3 - 3 year terms)

Craig Kittel			
Athletic Program Member -	Frank Norton	Brian Schroeder	2019
Mandi Erickson	2021	Jon Hailey	2020
Joseph Ard	2021	Christine Melby	2020

ETHICS BOARD

Ronald Volkert			
Scottie Ard		Mike Kastens	2020
Bob Larson	2021	John Lowe	2020
Nick Vivian	2021		2019

AIRPORT COMMISSION - 4 YEARS

Jim Zajkowski		Mike Jacobson	2020
Craig Kittel		Kirk Hexum - Star Prairie	2021
Mary Hailey	2022		
Matt Brotzler	2019	Member of Airport Association - Josh Ulrich	

 Airport Manager - Michael Demulling

BOARD OF APPEALS - 3 YEARS

Sarah Mellerud	2021		
Glenn Highum	2019	Bernard Peterson	2020
Jane Hansen	2019	Bob Pierson	2020

Alternates - Dick Nelson, Mania Moore

POLICE AND FIRE COMMISSION - 5 YEARS

Wendy Dadez	2023	Jane Hansen	2021
Mike Montello	2019	Pat Becker	2022

EMERGENCY GOVERNMENT COMMITTEE**Jim Jackson**City Administrator
Department Supervisors

Mike Darrow

BOARD OF REVIEW

Montello, Volkert, Zajkowski

HISTORIC PRESERVATION COMMISSION - 3 YEARS**Mike Montello**

Sarah Skinner - Building Inspector		Mary Sather	2020
Nicole Wocelka	2021	Theresa Rubida	2020
Jon Hailey	2019		
Tara Van Eperen	2019		

ECONOMIC DEVELOPMENT COMMISSION

City Administrator/Utility Manager		Mike Darrow	
City Council Member		Jim Zajkowski	
Chamber of Commerce Rep		Rob Kreibich	
WITC		Susan Yohnk Lockwood	
Representatives - Business & Technical Park:			
	Scott Jones	Royal Credit Union	2018
	Summer Seidenkranz	National Refund Marketing	2019
	Judy Simon	Simon Electric	2020
Members at Large (5 year terms):		Karl Skoglund	2018
		Nate Warner	2019
		John Soderberg	2020
		John Walsh	2022

**COMMUNITY DEVELOPMENT AUTHORITY
RESOLUTION #19602 - 5 YEARS****Jim Jackson****Scottie Ard**

Jessie Klopp	2023	Jason Zahradka	2020
Larry Moore	2019	John Soderberg	2021
		MaryKay Rice	2022

AMBULANCE BOARD

Mike Montello - City of New Richmond
 Craig Kittel - City of New Richmond
 Jim Jackson - City of New Richmond

Mike Kamm - Town of Warren
 John Van Dyk - Town of Erin Prairie
 Randy Zemke - Town of Cylon

Randy Olson - Village of Deer Park
Jim Peirson - Town of Richmond
Chris Boardman - Village of Star Prairie
Willard Moeri - Village of Roberts

Steve Lewis - Township of Star Prairie
Barry Ausen - Alden Township
Jerry Croes - Stanton Township

FIRE BOARD

Ron Volkert - City of New Richmond
Jim Zajkowski - City of New Richmond
Jim Jackson - City of New Richmond
Village of Star Prairie - Chad Peterson
Town of Alden - Keith Karpenski

Town of Erin Prairie - John Van Dyk
Town of Richmond - Gary Knutson
Town of Stanton - Richard Hesselink
Town of Star Prairie - Tom Heintz

HOUSING AUTHORITY - RESOLUTION #080501

Scottie Ard

Mark Evans 2022
Robert Condon 2019

James Tilly 2020
Scott Schneidewent 2021

WILLOW RIVER REHABILITATION ASSOCIATION

Population: 8,909

Updated: 4/24/2018



TO: Mayor Fred Horne and City Council

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

DATE: April 25, 2018

RE: Capital Improvement Plan 2018-2022

During the March work session, the focus of the Capital Improvement Planning (CIP) process focused on critical projects. The City Council reached consensus on the definition of “critical” as **“A project that is in need of immediate replacement or repair in the year identified. There is a direct impact on the safety or health of staff, residents, etc.”**. Over the last month, Council members had the opportunity to review projects and were asked to identify critical projects based upon the definition above.

During Monday’s work session, we will review projects identified as critical. Upon consensus of critical projects, staff will identify sources of funding such as grants, TIF funds, borrowing or other opportunities as well as provide financial projections outlining the impact on the City’s debt during the work session in May.

Community members will also be given opportunities to provide feedback to the projects and sources of funding outlined as we continue to move through the CIP process throughout the next month.

Next Steps

In the following months, we will continue to move through the remaining projects not identified as critical with the same process. Below is the proposed timeline for completion of the CIP project.

- May- Sources and uses of funds for critical projects and definition of “very important” projects
- June- Identification of very important projects
- July- Sources and uses of funds for critical and very important projects
- Aug- Public process for two-year critical and very important projects, budget limits for those projects