



156 East First Street  
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**May 19, 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, May 23, 2016 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. Applications for Fireworks Seller's Permit from James Gibson and Big Bam Boom Fireworks, LLC (Joe & Debbie Morales) from June 1, 2016 to December 31, 2016
6. Discussion on Presale Reports Regarding 2016 Financing Plan
7. Proposed Bonding on Behalf of Westfields Hospital, Inc.
8. WITC Contract for Public Access Channel
9. Fire Department Pay Scale for New Recruits
10. Proposed Ordinance Discussion – Operation of City Cemeteries
11. Proposed Ordinance Amendment Discussion – Agricultural Uses
12. Doar Trail Concept Proposal
13. Senior Center Proposal
14. CDBG/Commons Update
15. First Quarter Financial Review
16. Strategic Plan
17. Closed Session per State Statute 19.85 (1)(e)(g) –
  - a. TIF #6
  - b. Litigation Update Regarding New Richmond News
18. Open Session – Action on Closed Session Agenda
19. Communications & Miscellaneous
20. Adjournment

*Fred Horne, Mayor*

cc: The New Richmond News  
Northwest Communications  
City Website



# Memo

**To:** City Council of the City of New Richmond, WI  
**From:** Sean Lentz, Ehlers  
**Cc:** Mike Darrow, City Administrator  
**Date:** May 23, 2016  
**Subject:** Discussion of preliminary finance plan for 2016 General Obligation Bonds

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The City Council approved initial resolutions setting not-to-exceed borrowing amounts at the May 9<sup>th</sup> meeting for the following purposes:

- Streets, including surfacing, storm water utilities, sidewalks and projects in Tax Increment District No. 6: **\$4,010,000**
- Current refunding of the 2015 State Trust Fund Loan, which provided interim financing for a ladder truck, street projects and boilers: **\$635,000**

The Council will review the existing General Obligation debt situation, preliminary financing plan options, and a draft Pre-Sale Report for the issuance of \$4,640,000 General Obligation Corporate Purpose Bonds, Series 2016A at the May 23 City Council Workshop.

The Council will also be asked to review projections related to the impact of the 2016 Bonds and future General Obligation Bond Issues on:

1. General Obligation Borrowing Capacity
2. Total Debt Levy and City Levy
3. Taxpayers

Direction from the City Council will assist City staff and Ehlers in finalizing the Pre-Sale Report for the issuance of the \$4,640,000 General Obligation Corporate Purpose Bonds, Series 2016A. This report and a resolution authorizing Ehlers to proceed with soliciting competitive bids for the 2016A Bonds will be on the agenda for approval at the June 13, 2016 City Council meeting.





**EHLERS**  
LEADERS IN PUBLIC FINANCE

# City of New Richmond, WI 2016 General Obligation Debt Planning Discussion

Sean Lentz – Ehlers



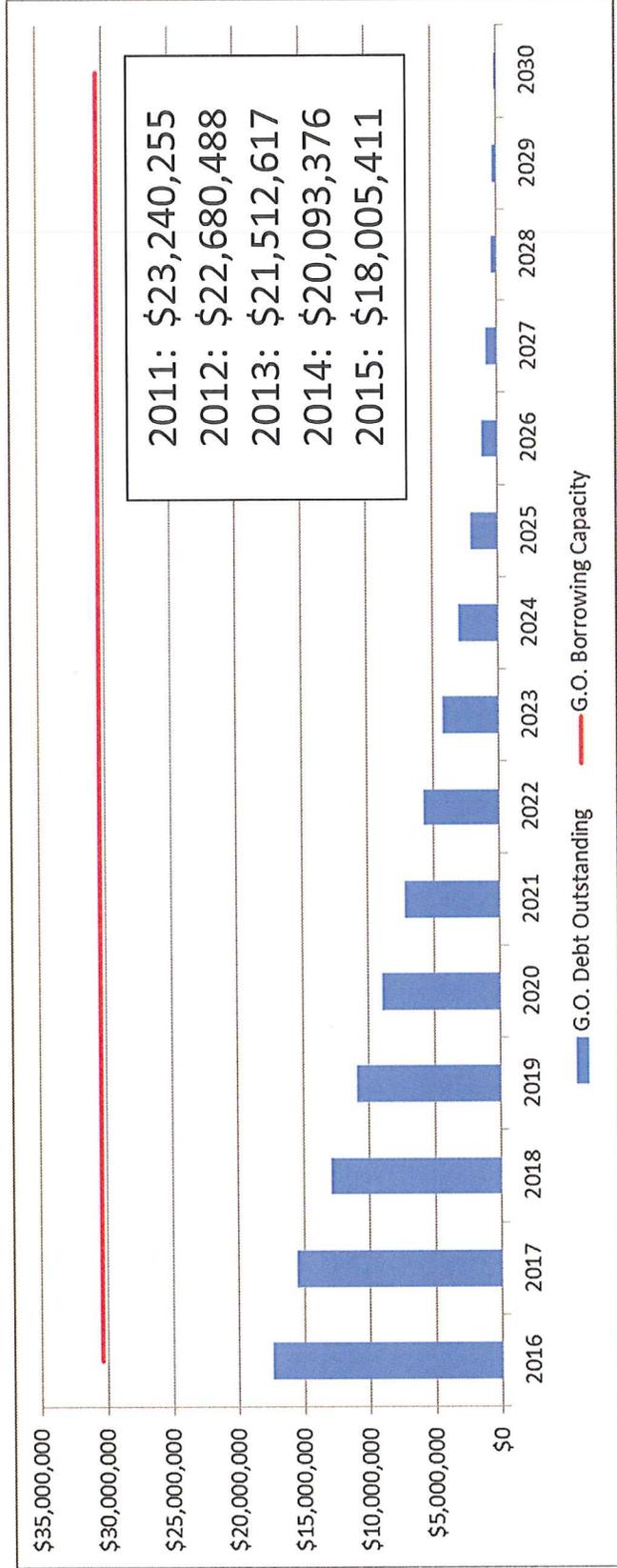


## Discussion Topics

- Existing General Obligation Debt Situation
  - Borrowing Capacity
  - Debt Levy
- 2016 Capital Projects
- Proposed Financing
  - Option No. 1 (Level Debt Service)
  - Option No. 2 (Structured Debt Service)
- Preliminary Debt Issuance Timeline



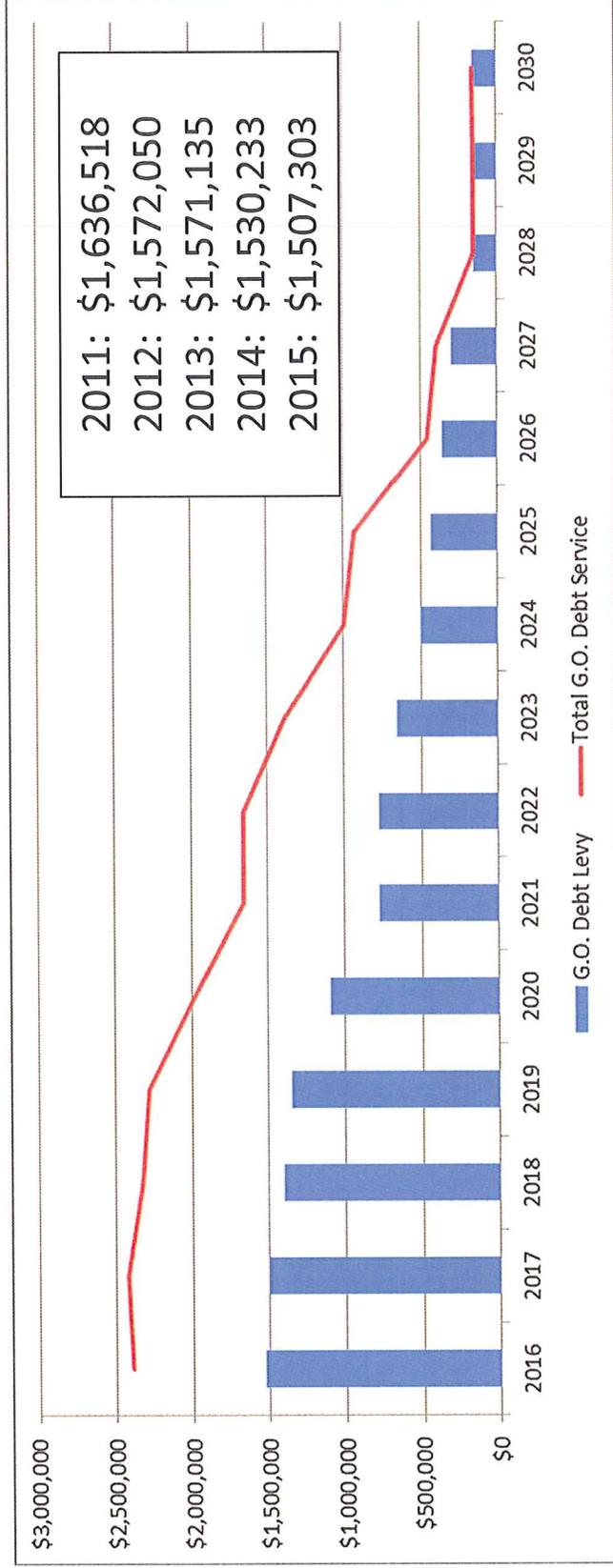
# Current Situation – G.O. Borrowing Capacity



- G.O. debt outstanding limited to **\$30,363,485** (5% of equalized value of \$607,269,700)
- Beginning of Year G.O. debt outstanding = **\$17,435,474 (57% of limit)**
- Significant drop from 2010 when approximately \$23.2 million was outstanding
- Remaining G.O. borrowing capacity = **\$12,928,011**



# Current Situation – Debt Levy



- Total estimated debt levy in 2016 = **\$1,530,008 (2.77 assessed mills)**
- Expected to drop by only about \$30,000 next year
- Flat debt levy over next several years means new debt will have some tax impact
- **Note:** Does not include \$605,000 State Trust Fund Loan used for interim financing for ladder truck



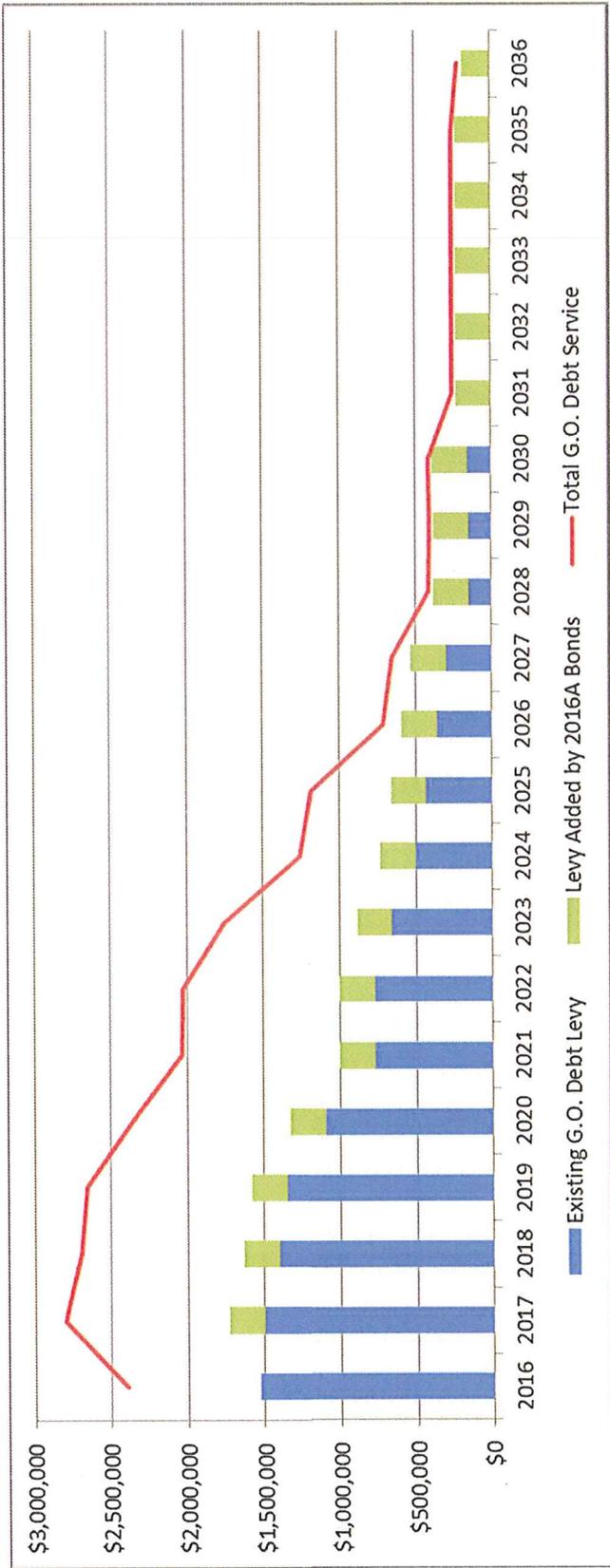
# Proposed Borrowings

Purpose	Amount
Streets	\$2,796,857
Storm Water	\$366,186
Sidewalk Assessments	\$31,775
TID No. 6	\$718,642
Refund 2015 State Trust Fund Loan	\$614,986
Water	\$830,049
<u>Sewer</u>	<u>\$624,875</u>
<b>Total</b>	<b>\$5,983,370</b>

- **\$4,640,000 G.O. Corporate Purpose Bonds** for streets, storm water, sidewalks, TID No. 6 and STFL refunding, with 20-year term and two options for structure:
  - **Option 1:** Level payments on tax levy portions
  - **Option 2:** Structured payments to reduce tax impact
- **\$3,330,000 Water and Sewerage System Revenue Bonds** for water and sewer projects and refunding of 2007 revenue bonds, with 20-year term on new money and 11-year term on refunding



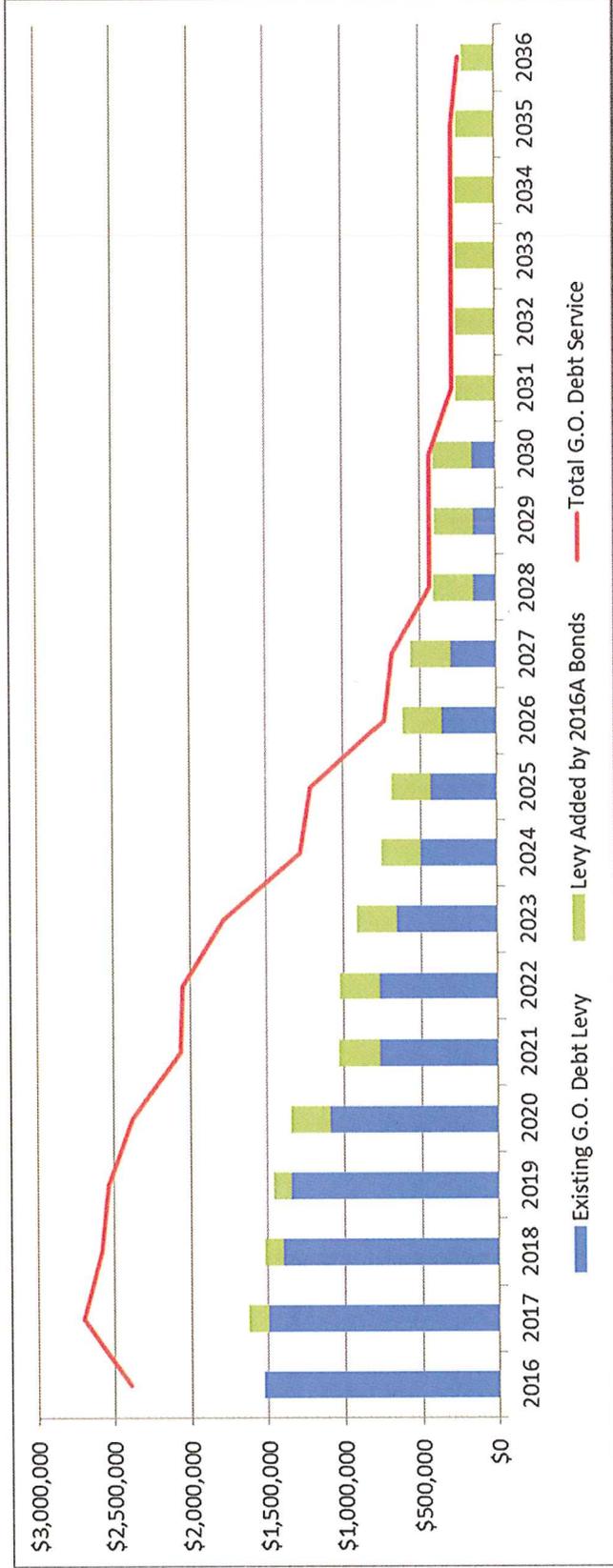
# Option 1 – G.O. Bonds Levy Impact



- Levy projected to increase from **\$1,530,008 (2.77 assessed mills) to \$1,728,777 (3.12 assessed mills)** in 2017
- Estimated property tax impact = **\$70 increase for a \$200,000 property**



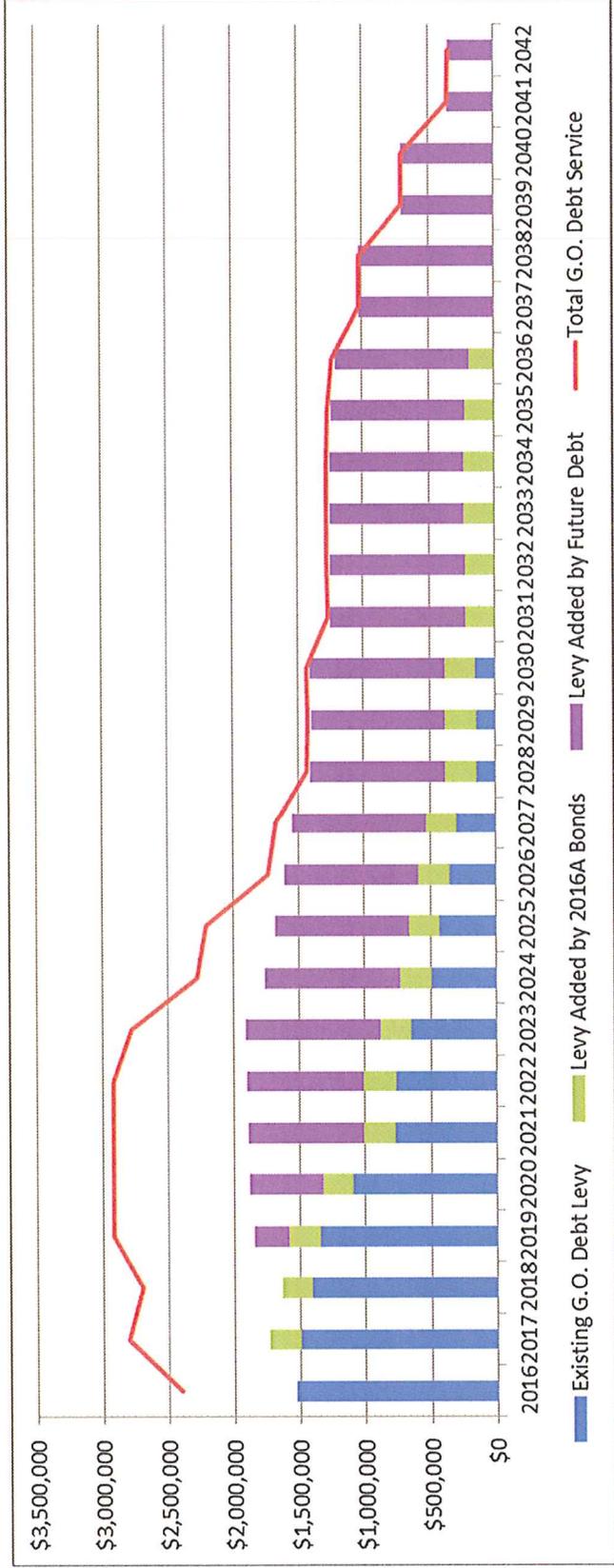
# Option 2 – G. O. Bonds Levy Impact



- Interest only for three years on streets portion
- Levy projected to increase from **\$1,530,008 (2.77 assessed mills)** to **\$1,621,745 (2.94 assessed mills)** in 2017
- Estimated property tax impact = **\$34 increase for a \$200,000 property**
- Adds about \$120,000 in interest expense over life of issue



# Long-Term Debt Levy Outlook



- Purple bars show impact of issuing \$5 million in 2018, 2020 and 2022 with mild structuring of debt
- Levy increases to about **\$1,900,000 (3.50 assessed mills)**
- Estimated property tax impact = **\$146 increase for a \$200,000 property** by 2023 compared to 2016
- Option selected for 2016 Bonds will not have major impact on long-term outlook





## Timeline

- **May 9:** Council passes initial resolutions setting not-to-exceed amounts
- **May 23:** City Council Workshop on 2016 Finance Plan
- **June 13:** Council approves Pre-Sale Report and calls for the sale of Bonds
- **July 11:** Ehlers conducts bond sale and Council approves the sale of the Bonds
- **August 4:** Closing





**EHLERS**

LEADERS IN PUBLIC FINANCE

**Sean Lentz**  
**Senior Municipal Advisor**

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May 23, 2016 (DRAFT)

Pre-Sale Report for

City of New Richmond, Wisconsin

\$4,640,000 General Obligation Corporate Purpose  
Bonds, Series 2016A

*City of New Richmond*

**Prepared by:**

Sean Lentz  
Senior Municipal Advisor

And

Brian Reilly  
Senior Municipal Advisor

## Executive Summary of Proposed Debt

Proposed Issue:	\$4,640,000 General Obligation Corporate Purpose Bonds, Series 2016A
Purposes:	<p>The proposed issue includes financing for the following purposes:</p> <ul style="list-style-type: none"> <li>• Street projects (<b>\$2,870,000</b>) – Debt service will be paid from ad valorem property taxes.</li> <li>• Storm water projects (<b>\$375,000</b>) – Debt service will be paid from storm water revenues.</li> <li>• Sidewalk projects (<b>\$30,000</b>) – Debt service will be paid from special assessments.</li> <li>• Tax Increment District No. 6 projects (<b>\$735,000</b>) – Debt service will be paid from TID No. 6 revenues.</li> <li>• Current Refunding of 2015 State Trust Fund Loan (<b>\$630,000</b>) – Debt service will be paid from ad valorem property taxes.</li> </ul> <p>The refunding is being undertaken to extend a balloon payment due in 2017. The Loan was originally issued as interim financing for a ladder truck, street projects and boilers with the intention of refunding it with this year’s bond issue.</p> <p>This refunding is considered to be a Current Refunding as the obligation being refunded is callable (pre-payable) now.</p>
Authority:	<p>The Bonds are being issued pursuant to Wisconsin Statute:</p> <ul style="list-style-type: none"> <li>• 67.04</li> </ul> <p>The Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged.</p> <p>The Bonds count against the City’s General Obligation Debt Capacity Limit of 5% of total City Equalized Valuation. Following issuance of the Bonds, the City’s total General Obligation debt principal outstanding will be \$21,180,610, which is 70% of its limit. Remaining General Obligation Borrowing Capacity will be approximately \$9,180,000.</p>
Term/Call Feature:	<p>The Bonds are being issued for a 20-year term. Principal on the Bonds will be due on October 1 in the years 2017 through 2035 and on April 1, 2036. Interest is payable every six months beginning April 1, 2017.</p> <p>The Bonds maturing on and after October 1, 2026 will be subject to prepayment at the discretion of the City on October 1, 2025 or any date thereafter.</p>
Bank Qualification:	Because the City is expecting to issue no more than \$10,000,000 in tax exempt



	<p>debt during the calendar year, the City will be able to designate the Bonds as “bank qualified” obligations. Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.</p>
<p>Rating:</p>	<p>The City’s most recent bond issues were rated Aa3 by Moody’s Investors Service. The City will request a new rating for the Bonds.</p> <p>If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the City’s bond rating in the event that the bond rating of the insurer is higher than that of the City.</p>
<p>Basis for Recommendation:</p>	<p>Based on our knowledge of your situation, your objectives communicated to us, our advisory relationship as well as characteristics of various municipal financing options, we are recommending the issuance of General Obligation Bonds sold through a competitive public offering based on the following factors:</p> <ul style="list-style-type: none"> <li>• General Obligation debt is the only viable financing option for most of the projects and will provide the lowest cost of financing.</li> <li>• The City has sufficient G.O. borrowing capacity to use G.O. Bonds for the financing.</li> <li>• The size, structure, security and rating of the issue will position it well to receive interest from potential investors.</li> </ul>
<p>Method of Sale/Placement:</p>	<p>In order to obtain the lowest interest cost to the City, we will competitively bid the purchase of the Bonds from local and national underwriters/banks.</p> <p>We have included an allowance for discount bidding equal to 1.20% of the principal amount of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.</p> <p>If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to lower your borrowing amount.</p> <p><b>Premium Bids:</b> Under current market conditions, most investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered “reoffering premium.”</p> <p>The amount of the premium varies, but it is not uncommon to see premiums for new issues in the range of 2.00% to 10.00% of the face amount of the issue. This means that an issuer with a \$2,000,000 offering may receive bids that result in proceeds of \$2,040,000 to \$2,200,000.</p>



	<p>Any premium amount received for that portion of the Bonds being issued for the purpose of refunding existing debt will be used to reduce the issue size. Any premium amount received for the remainder of the Bonds that is in excess of the underwriting discount and any capitalized interest amounts must be placed in the debt service fund and used to pay a portion of the interest payments due on the Bonds. These adjustments may slightly change the true interest cost of the original bid, either up or down.</p> <p>The amount of premium allowed can be restricted in the bid specifications. Restrictions on premium may result in fewer bids, but may also eliminate large adjustments on the day of sale and unintended results with respect to debt service payment impacts. Ehlers will identify appropriate premium restrictions for the Bonds intended to achieve the City's objectives for this financing.</p>
Review of Existing Debt:	<p>We have reviewed all outstanding indebtedness for the City and find that, other than the obligations proposed to be refunded by the Bonds, the General Obligation Corporate Purpose Bonds, Series 2007A and Water and Sewer System Revenue Bonds, Series 2007B are good candidates for refunding. The Series 2007A Bonds would be an advance refunding, and City staff has directed us to continue monitoring savings and to not refund the Bonds at this time. A separate Pre-Sale Report details the refunding proposal for the Series 2007B Bonds.</p> <p>We will continue to monitor the market and the call dates for the City's outstanding debt and will alert you to any future refunding opportunities.</p>
Continuing Disclosure:	<p>Because the City has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the "MSRB"), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.</p>
Arbitrage Monitoring:	<p>Because the Bonds are tax-exempt securities, the City must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Tax Exemption Certificate prepared by your Bond Attorney and provided at closing. We recommend that you regularly monitor compliance with these rules and/or retain the services of a qualified firm to assist you. We also recommend that you establish written procedures regarding compliance with IRS rules if you have not already done so.</p>



Risk Factors:	<p><b>Offsetting Revenues:</b> The City expects to pay portions of the debt service using storm water, TID No. 6 and special assessment revenues. Because the Bonds are general obligation debt, the City will be required to pay those portions of the debt service using other funds if the offsetting revenues are insufficient.</p>
Other Service Providers:	<p>This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but final fees may vary. If you have any questions pertaining to the identified service providers or their roles, or if you would like to use a different service provider for any of the listed services please contact us.</p> <p><b>Bond Attorney:</b> Quarles &amp; Brady LLP</p> <p><b>Paying Agent:</b> Bond Trust Services Corporation</p> <p><b>Rating Agency:</b> Moody's Investors Service</p>

This Pre-Sale Report summarizes our understanding of the City's objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the City's objectives.



## Proposed Debt Issuance Schedule

Approval of Initial Resolutions (Not to exceed)	May 9, 2016 (Completed)
Common Council Workshop to discuss Finance Plan:	May 23, 2016
Approval of Pre-Sale Report by Common Council:	June 13, 2016
Distribute Official Statement:	Late June 2016
Conference with Rating Agency:	Early July 2016
Common Council Meeting to Award Sale of the Bonds:	July 11, 2016
Estimated Closing Date:	August 4, 2016
Redemption Date of 2015 State Trust Fund Loan:	August 15, 2016

### Attachments

Proposed Debt Service Schedule with Sources and Uses of Funds  
 Projected General Obligation Debt Levy  
 Projected General Obligation Debt Levy (with Future Borrowing)  
 General Obligation Borrowing Capacity  
 Tax Increment District No. 6 Forecast  
 Storm Water Utility Debt Service Coverage Projection

### Ehlers Contacts

Municipal Advisors:	Sean Lentz	(651) 697-8509
	Brian Reilly	(651) 697-8541
Disclosure Coordinator:	Jen Chapman	(651) 697-8566
Financial Analyst:	Beth Mueller	(651) 697-8553

The Official Statement for this financing will be mailed to the members of the Common Council at their home addresses or e-mailed for review prior to the sale date.



## Exhibit 1

For Discussion Only

**City of New Richmond, WI**

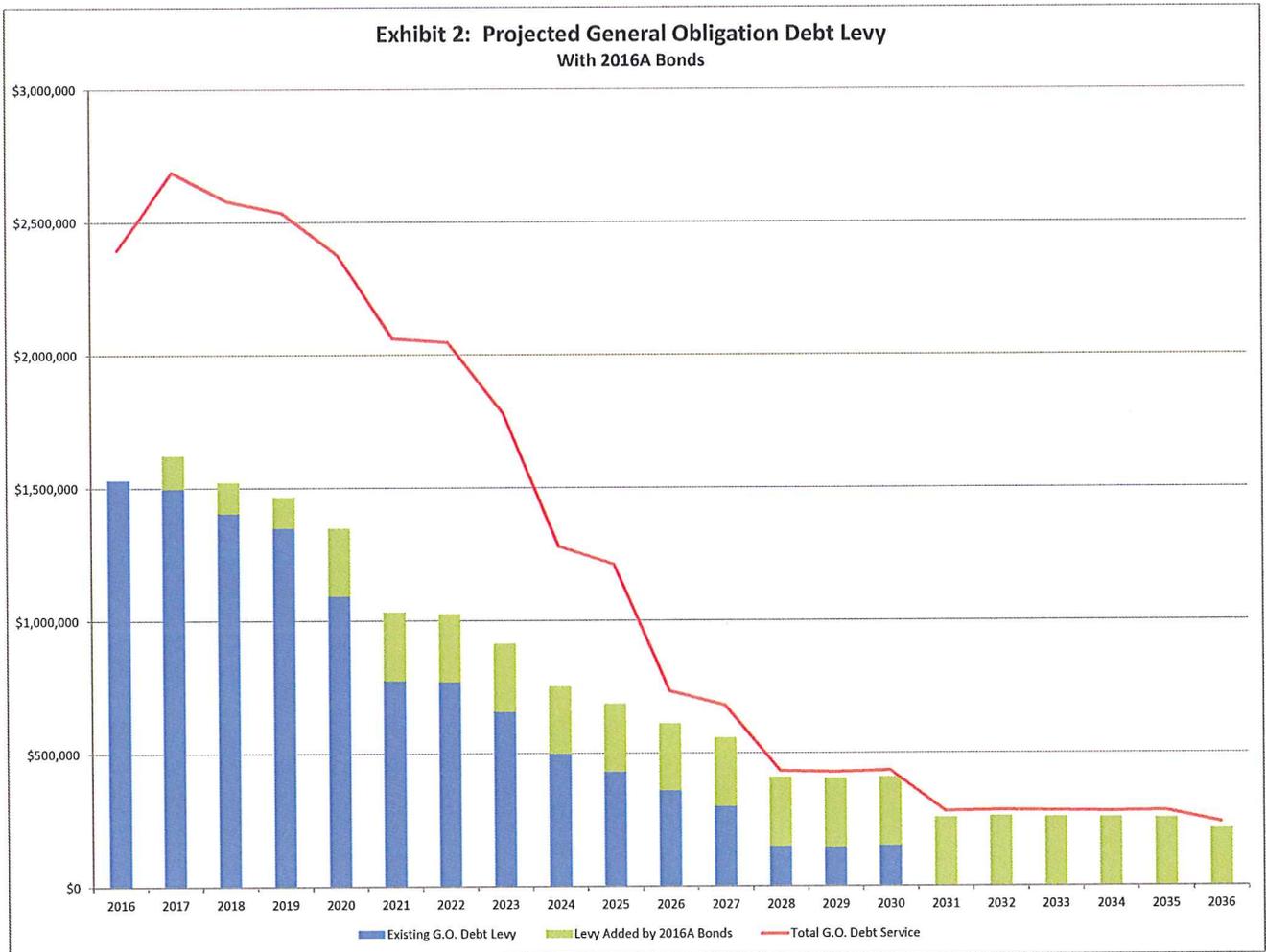
Estimated Debt Service and Capitalization Schedule

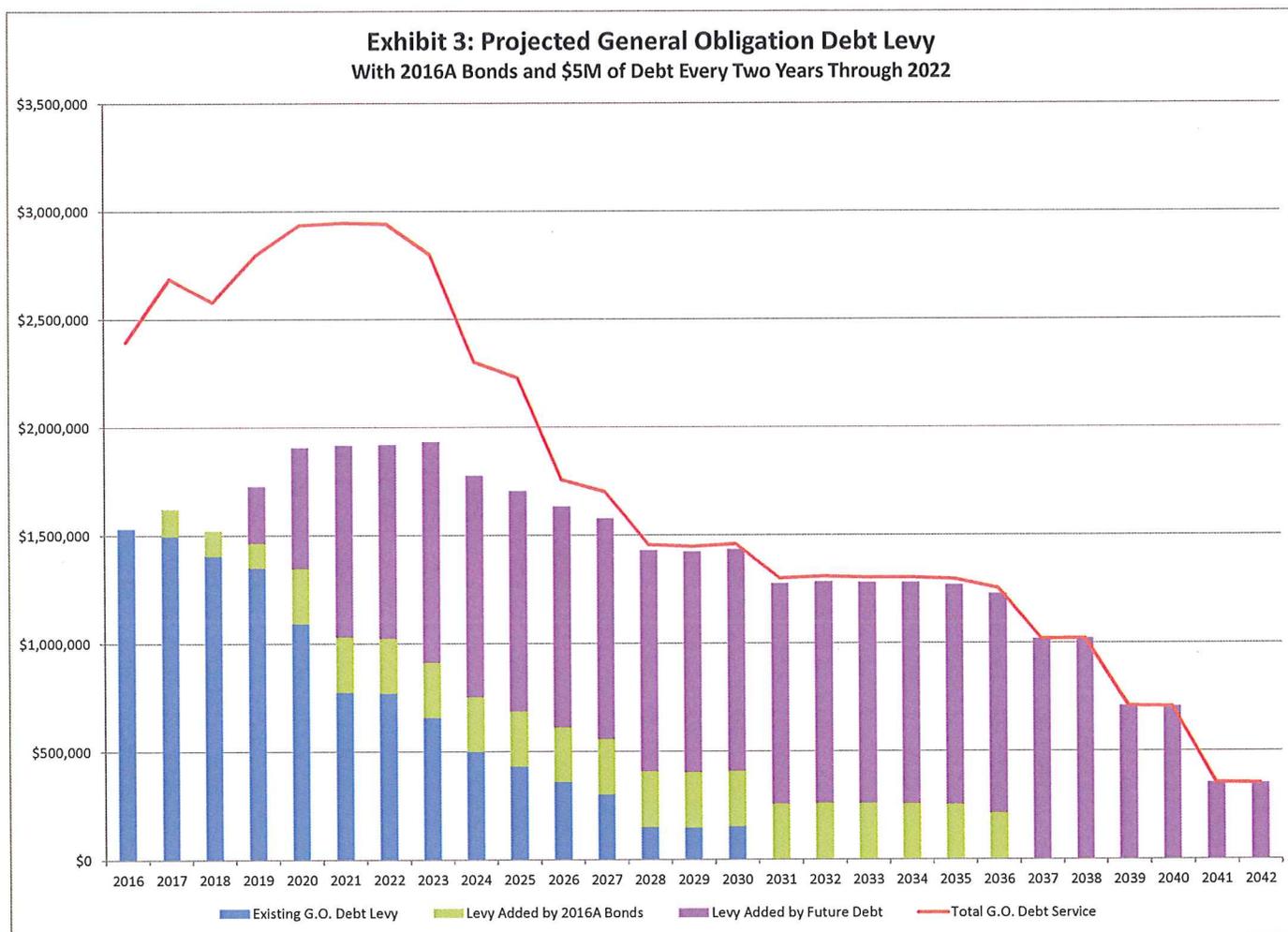
\$4,640,000 General Obligation Corporate Purpose Bonds, Series 2016A

Year	Principal	Rate	Interest	Total P&I	Streets	Storm Water	Sidewalk Assessments	TID No. 6	Refund STFL
2016									
2017	145,000	1.00%	123,134	268,134	83,551	25,228	5,472	112,302	41,582
2018	150,000	1.15%	104,853	254,853	72,130	23,680	5,358	109,620	44,065
2019	155,000	1.35%	103,128	258,128	72,130	23,508	5,300	113,470	43,720
2020	295,000	1.45%	101,035	396,035	212,130	23,305	5,233	112,053	43,315
2021	305,000	1.60%	96,758	401,758	215,100	23,088	10,160	110,530	42,880
2022	300,000	1.70%	91,878	391,878	212,780	22,848	-	113,850	42,400
2023	305,000	1.80%	86,778	391,778	215,315	22,593	-	111,980	41,890
2024	200,000	1.95%	81,288	281,288	212,615	27,323	-	-	41,350
2025	205,000	2.10%	77,388	282,388	214,690	26,933	-	-	40,765
2026	205,000	2.20%	73,083	278,083	211,435	26,513	-	-	40,135
2027	215,000	2.30%	68,573	283,573	213,025	26,073	-	-	44,475
2028	220,000	2.50%	63,628	283,628	214,345	25,613	-	-	43,670
2029	225,000	2.60%	58,128	283,128	215,220	25,113	-	-	42,795
2030	230,000	2.70%	52,278	282,278	215,800	24,593	-	-	41,885
2031	235,000	2.80%	46,068	281,068	216,075	24,053	-	-	40,940
2032	245,000	2.95%	39,488	284,488	216,035	23,493	-	-	44,960
2033	250,000	3.05%	32,260	282,260	215,578	22,903	-	-	43,780
2034	255,000	3.15%	24,635	279,635	214,783	22,293	-	-	42,560
2035	265,000	3.25%	16,603	281,603	213,640	26,663	-	-	41,300
2036	235,000	3.40%	3,995	238,995	213,570	25,425	-	-	-
<b>Totals</b>	<b>4,640,000</b>		<b>1,344,971</b>	<b>5,984,971</b>	<b>3,869,946</b>	<b>491,233</b>	<b>31,522</b>	<b>783,804</b>	<b>808,467</b>

<b>Issue Summary</b>						
<b>Key Dates</b>						
		Dated Date:		8/4/2016		
		First Interest Payment:		4/1/2017		
		First Principal Payment:		10/1/2017		
<b>Projected Interest Rates</b>						
		Basis:		Current market for Aa3 rating plus 0.25%		
		True Interest Cost (TIC):		2.740%		
		All Inclusive Cost (AIC):		2.873%		
<b>Sources and Uses</b>	<b>Total</b>	<b>Streets</b>	<b>Storm Water</b>	<b>Sidewalk Assessments</b>	<b>TID No. 6</b>	<b>Refund STFL</b>
Par Amount of Bonds	4,640,000	2,870,000	375,000	30,000	735,000	630,000
<b>Total Sources</b>	<b>\$4,640,000</b>	<b>\$2,870,000</b>	<b>\$375,000</b>	<b>\$30,000</b>	<b>\$735,000</b>	<b>\$630,000</b>
Underwriter's Discount (1.20%)	55,680	34,440	4,500	360	8,820	7,560
Costs of Issuance	55,500	34,329	4,485	359	8,791	7,536
Deposit to Project Fund	3,913,460	2,796,857	366,186	31,775	718,642	-
Deposit to Current Refunding Fund	614,987	-	-	-	-	614,987
Rounding Amount	373	4,374	(171)	(2,494)	(1,253)	(82)
<b>Total Uses</b>	<b>\$4,640,000</b>	<b>\$2,870,000</b>	<b>\$375,000</b>	<b>\$30,000</b>	<b>\$735,000</b>	<b>\$630,000</b>

**Note:** Streets and State Trust Fund Loan refunding portions are paid by debt levy





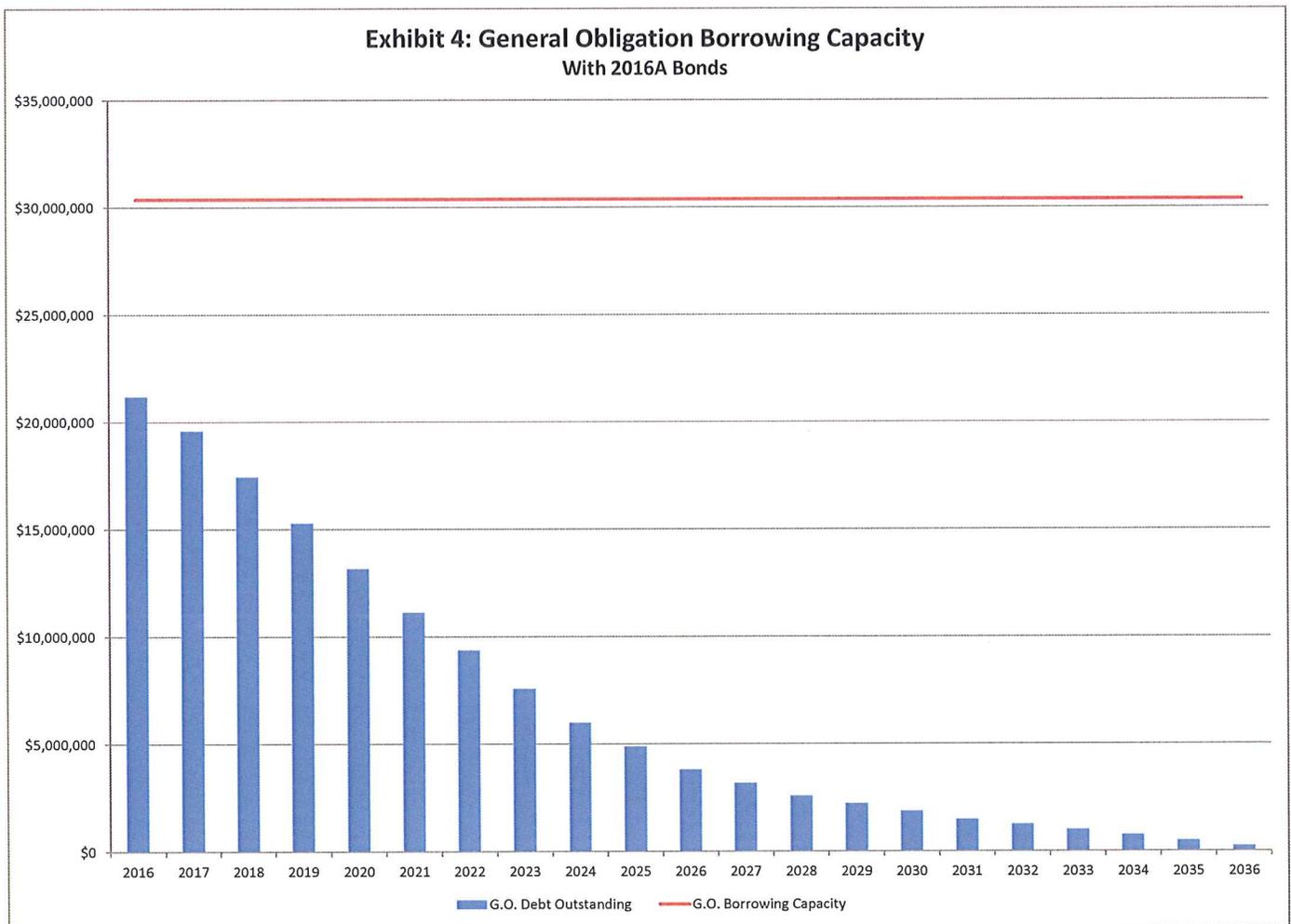


Exhibit 5

For Discussion Only

City of New Richmond, WI

Tax Increment Forecast

TID No. 6

Creation Date (Council Approval) Sept. 11, 1995  
 End of Expenditure Period Sept. 11, 2017  
 Maximum Life of District (Termination Date) Sept. 11, 2022  
 Final Revenue Collection Year 2023

Inflation Factor: 0.00%

Revenue Year	Inflation Increment	New Valuation	TID Value Increment	Tax Rate	REVENUES				EXPENSES							Projected Total Expenses	Annual Balance	Cumulative Balance
					Projected Tax Increment	Land Sale Proceeds	Other Revenues	Projected Total Revenues	TID No. 6 Portion 2007 G.O. Bonds	TID No. 6 Portion 2008 G.O. Bonds	TID No. 6 Portion 2009 G.O. Notes	TID No. 6 Portion 2011 G.O. Bonds	TID No. 6 Portion 2012 G.O. Bonds	Proposed TID No. 6 2016 G.O. Bonds	Other Expenses			
2014	-								\$3,575,000	\$3,685,000	\$2,420,000	\$3,545,000	\$3,125,000	\$4,640,000				
2015	-	9,786,900	24.58	240,636	779,467	6,656	1,026,658	41,003	12,100	35,295	110,453	237,350			487,000	923,200	103,458	
2016	-	11,190,200	24.18	270,556			270,556	176,003	11,750	39,515	189,403				50,000	466,670	(196,114)	
2017	-	4,243,232	24.18	373,148			373,148	175,771	11,400	38,500	186,613			112,302		524,585	(151,437)	
2018	-	1,300,000	24.18	404,580			404,580	175,346	11,050	37,415	188,513			109,620		524,944	(117,364)	
2019	-		24.18	404,580			404,580	174,728	10,700	35,621	190,313			113,470		524,831	(120,252)	
2020	-		24.18	404,580			404,580	173,915	10,350		191,600			112,053		487,918	(83,338)	
2021	-		24.18	404,580			404,580	177,870			192,350			110,530		480,750	(76,170)	
2022	-		24.18	404,580			404,580	171,435			192,450			113,350		477,735	(73,155)	
2023	-		24.18	404,580			404,580				242,050			111,980		364,030	50,550	

Estimated Additional Development			
Rev. Year	Type	Est. Tax Value	Land Sales
2017	Culvers	993,232	211,747
2017	Backyard Paradise	500,000	1,820
2017	W.H. St. Croix	750,000	140,900
2017	45th Parallel	500,000	
2017	Barley Johns	1,500,000	
2018	Goodwill	1,300,000	425,000
	<b>Total</b>	<b>\$5,543,232</b>	<b>\$779,467</b>

Note: \$2,250,000 of additional increment would be required to fully recover costs with 2016A Bonds

## Exhibit 6

For Discussion Only

### City of New Richmond, WI

#### Storm Water Utility - Debt Service Coverage Projection

Year	Revenue Available for Debt Service	<i>DEBT AND COVERAGE</i>		
		<i>Proposed 2016 G.O. Bonds \$4,640,000</i>	Total Debt Service	Debt Coverage
2014	114,854			
2015	114,854			
2016	114,854			
2017	114,854	25,228	25,228	4.55
2018	114,854	23,680	23,680	4.85
2019	114,854	23,508	23,508	4.89
2020	114,854	23,305	23,305	4.93
2021	114,854	23,088	23,088	4.97
2022	114,854	22,848	22,848	5.03
2023	114,854	22,593	22,593	5.08
2024	114,854	27,323	27,323	4.20
2025	114,854	26,933	26,933	4.26
2026	114,854	26,513	26,513	4.33
2027	114,854	26,073	26,073	4.41
2028	114,854	25,613	25,613	4.48
2029	114,854	25,113	25,113	4.57
2030	114,854	24,593	24,593	4.67
2031	114,854	24,053	24,053	4.78
2032	114,854	23,493	23,493	4.89
2033	114,854	22,903	22,903	5.01
2034	114,854	22,293	22,293	5.15
2035	114,854	26,663	26,663	4.31
2036	114,854	25,425	25,425	4.52

	<b>Audit <u>2014</u></b>
Operating Revenues	<u>250,981</u>
Operation & Maintenance Depreciation	<u>136,127</u> -
Operating Expenses	<u>136,127</u>
Operating Income	114,854
Plus: Depreciation	<u>-</u>
<b>Amount Available for Debt Service</b>	<b>114,854</b>

**Notes:**



156 East First Street  
New Richmond, WI 54017  
Ph 715-246-4268 Fax 715-246-7129  
[www.newrichmondwi.gov](http://www.newrichmondwi.gov)

**TO: Mayor and City Council**

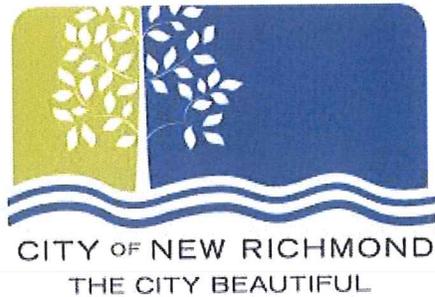
**FROM: Tanya Reigel, City Clerk**

**DATE: May 19, 2016**

**RE: Proposed Bonding on Behalf of Westfields Hospital Inc.**

**Background**

Westfields Hospital has requested to use non-profit bonding through the City of New Richmond to finance certain capital improvements to the hospital facility and to refund tax exempt debt of Star Prairie and the Community Development Authority of the City of New Richmond. This will require a Public Hearing at the June 13, 2016 Council meeting. Sean Lentz, from Ehlers & Associates, will be at the meeting to explain this issue and answer questions.



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## MEMORANDUM

**TO:** Mayor Horne and City Council

**FROM:** Mike Darrow, City Administrator

**DATE:** May 19, 2016

**SUBJECT:** Public, Educational, and Governmental Access Channel Lease Agreement and Contract

---

### **BACKGROUND**

WITC is proposing another lease agreement and contract with the City of New Richmond for WITC's 2017 fiscal year budget, which begins July 1, 2016 and continues through June 30, 2017. For the past thirty years, the City of New Richmond has entered into a Public, Educational, and Governmental Access Channel Agreement to allow public programming to be available to the community on various public access channels.

The City of New Richmond is the sole financial contributor to this lease agreement, with the exception of the in-house services that WITC provides. In light of changes in technology, telecommunications, and social media availability, the City has made significant strides in recent years to create additional means for access to information about meetings, events, and issues throughout the city, including the following:

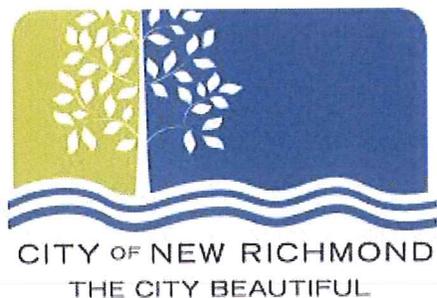
- Active presence on Facebook and Twitter with nearly 2,000 followers
- Incorporation of in-house video programming and event recaps
- Eblasts
- Electronic newsletters for various departments
- Use of surveys
- Updated City website

In review of our on-going needs for both the short and long-term, we are recommending that the Council proceed with a one-year contract with WITC and direct staff to provide public access alternatives, including the use of a city-operated YouTube channel as well as

coordination with various partners, including the School District and local nonprofits, and report back our findings prior to discussing the next WITC contract. The intent of this evaluation is to ensure that the public continues to have the means to gain access to community events and meetings as we collectively work to build upon existing financial resources.

**RECOMMENDATION**

The Council can consider moving forward with the lease agreement at this time.



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## MEMORANDUM

**TO:** Mayor Horne and City Council

**FROM:** Mike Darrow, City Administrator  
Jim Vander Wyst, Fire Chief

**DATE:** May 19, 2016

**SUBJECT:** Fire Department Pay Scale for New Recruits

---

### **BACKGROUND**

Firefighters are currently paid at the same rate, regardless of years of service or the amount of training they have received. Creating an educational pay scale will hopefully encourage both new and existing firefighters to pursue additional training and certifications.

### **PROBATIONARY FIREFIGHTERS**

While the various levels of such a pay scale will be developed and discussed over the next few months, the first proposal for discussion is for probationary firefighters. Currently, probationary firefighters begin at \$15.75 per hour for all training and event activities. It is being proposed that probationary firefighters instead earn \$10.00 per hour and advance to \$15.75 after they have completed Firefighter I Certification. New firefighters who have already completed Firefighter I Certification will advance to \$15.75 after one year of service.

### **RECOMMENDATION**

City staff recommend approving the proposed change in pay scale for probationary firefighters.



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**TO: Mayor and City Council**

**FROM: Tanya Reigel, City Clerk**

**DATE: May 19, 2016**

**RE: Proposed Ordinance – Operation of Cemeteries**

**Background**

The attached ordinance was drafted by Nick Vivian, City Attorney. This proposed ordinance outlines the procedures for operating a cemetery, as this is not in our current ordinances.

**Recommendation**

Staff recommends Council review of the proposed ordinance. This can be the first reading. No action is necessary at this meeting.

ORDINANCE NO. \_\_\_\_\_  
AN ORDINANCE PROVIDING FOR THE ADOPTION  
OF SECTION NO. \_\_\_\_\_ OF THE  
NEW RICHMOND MUNICIPAL CODE

PROVIDING FOR OPERATION OF CITY CEMETARIES

1. TITLE AND PURPOSE

The title of this Ordinance is the "City of New Richmond Cemetery Ordinance." The purpose of this Ordinance is to regulate the construction, management, operation, and platting of Cemeteries, the Burial of human corpses, and other Cemetery uses and activities in the City.

2. DEFINITIONS

In this ordinance:

A. "Burial" means entombment, inurnment, or interment and "bury" means to entomb, inurn, or inter.

B. "Cemetery" means any land in the city, including any mausoleum on the land, that is used or intended to be used for Burial of human remains.

C. "Human remains" means the body of a deceased individual that is in any stage of decomposition or has been cremated.

D. "Lot" means a single grave Lot platted in accordance with this Ordinance, whether or not occupied by a grave.

E. "Outer Burial Container" means any container that is placed or intended to be placed into the Burial excavation of a grave and into which a casket is placed or intended to be placed at the time of Burial.

F. "Sexton" means a City employee or independent contractor employed or retained by the Common Council to administer, repair, maintain, manage, and operate a City Cemetery or any part of the operations of a City Cemetery consistent with this ordinance. In the event no person is specifically designated as "Sexton" by the Common Council, "Sexton" means any person or committee designated to act administratively and to manage, operate, maintain, and provide care for the City Cemetery or any part of the operations or of any City Cemetery pursuant to this ordinance.

G. "City" means the City of New Richmond, Wisconsin.

H. "Common Council" means the common council for the City, and includes designees of the board authorized to act for the board.

I. "City Cemetery" means a municipal Cemetery owned, operated, and maintained by the City, under Wisconsin Statutes Section 157.50, that is located within the City.

J. "City Clerk" means the clerk of the City.

K. "City Treasurer" means the treasurer of the City.

### 3. STATEMENT OF POLICY

Every City Cemetery is owned, operated, directly controlled, and maintained by the City for the benefit of all citizens. Persons of all denominations of all religions, sexes, creeds, and races, shall be allowed to be buried in a City Cemetery. This ordinance, adopted pursuant to Wisconsin Statutes Section 157.50 (2) governs the construction, management, administration, platting, maintenance, and operation of any City Cemetery and of any new Cemetery or expanded Cemetery of any other type in the City, including Cemeteries operated by associations, religious orders and societies, and privately owned, controlled, operated, and maintained Cemeteries.

### 4. NEW BURIALS, CEMETERIES, AND CEMETERY LOTS AND NEW OR EXPANDED CEMETERY OPERATIONS

A. Platting. Before any new block of any existing City Cemetery or any other new or expanded Cemetery in the City is opened for the sale of Cemetery Lots for Burial of human remains after the effective date of this ordinance, the Common Council or the Sexton for a City Cemetery and any person or agent for any other Cemetery in the City that is subject to Wisconsin Statutes Section 157.065 shall cause the blocks and Lots to be platted and recorded in the Office of the Register of Deeds for St. Croix County, Wisconsin, in accordance with Wisconsin Statutes Section 157.065.

B. Single grave section. The Common Council or the Sexton shall designate, for any City Cemetery, certain Lots as a single grave section, and the Lots within each grave section shall be platted and sold as single-grave Lots. Unused portions of grave sections repossessed under Wisconsin Statutes Chapter 157 for nonpayment of assessments for care shall likewise be designated and sold as single-grave Lots.

C. Purchase of new lands. The Sexton shall not purchase any land for Cemetery purposes without approval of the Common Council at a regular or special City meeting.

D. New or expanded Cemeteries.

1. No person or authorized agent of any Cemetery may conduct any Burial, or construct, manage, plat, or operate any new or expanded Cemetery of any type in the City, after the date of adoption of this ordinance, without written permit approval of the Common Council. Approval, approval on condition, or denial of a permit shall only be made after a public hearing with a class 2 notice under Wisconsin Statutes Chapter 985. Any new or expanded Cemetery to be approved by the Common Council shall be, at

minimum, properly platted and filed with the City Clerk and recorded in the Office of the Register of Deeds for St. Croix County, Wisconsin. No Cemetery shall be located, established, or dedicated contrary to Wisconsin Statutes Section 157.065 or 157.128. The minimum Cemetery acreage must be at least \_\_\_\_\_ contiguous acres at platting dedication. No Cemetery shall be located, established, or dedicated in violation of a City, county, or other zoning ordinance. The Common Council may require that the following criteria be met for approvals of permits: [list].

2. After the date of adoption of this ordinance, any place in the City where human remains are buried on private or public land without written permit approval of the Common Council and not timely removed within \_\_\_\_\_ [state time limit] days after receipt of written notice from the Common Council to remove said remains is declared to be a public nuisance. In addition to commencing an action for penalties as provided in this ordinance, the City may take action to abate the nuisance and recover its costs of doing so, as provided in the City Public Nuisance Ordinance.

5. PURCHASE OF LOTS IN CITY CEMETERY

A. Price of Lots. The Common Council shall from time to time by resolution fix a price on all Lots to be sold for Burials in any City Cemetery.

B. Sales of Lots.

1. Persons, or their authorized agents, desiring to purchase a Lot in any City Cemetery for Burial are referred to the Common Council, City Clerk, or Sexton. The Common Council, City Clerk, or Sexton shall have available suitable plats showing size and price of Lots, and any other information that may be required, and render assistance to those desiring to make Lot purchases. The Common Council, City Clerk, or Sexton shall issue a Lot order for a selected Lot to the prospective purchaser, or his or her agent, who shall present the order at the office of the City Clerk. Upon receipt of proper payment to the City Treasurer, the City Clerk shall issue a Cemetery Lot deed to the Lot in the form prescribed by the City attorney. The original deed from the City and the records of the Cemetery kept by the City Clerk or other designee of the Common Council are the only evidence of title to any Lot. The deed shall be signed by the City Clerk or other persons so designated by the Common Council and sealed and acknowledged so as to entitle the purchaser to record the deed with the Register of Deeds for St. Croix County, Wisconsin.

2. Persons conveying any Cemetery Lot in any City Cemetery shall comply with Wisconsin Statutes Section 157.08 and this ordinance.

6. OWNERSHIP RIGHTS OF BURIAL IN CITY CEMETERY

A. Ownership conditions.

1. The owner of a City Cemetery Lot, or his or her authorized agent, shall have the right to use a Lot or portion of a Lot for Burial purposes only in accordance with the terms of this ordinance or any City Cemetery bylaws and regulations.

2. Upon full payment by any person of the purchase price of a City Cemetery Lot, the City Clerk and City chair shall issue a Cemetery Lot deed, under seal, as provided in Section 5, subsection B, and a copy of the deed shall be filed in the records of the City as evidence of ownership of the Lot. Lots for which Lot deeds have been issued by the City may not be subdivided except by consent in writing of the Common Council.

3. All repossessed vacant Lots in any City Cemetery when resold are subject to the same fees and charges as other unoccupied Lots.

B. Burial.

1. In this subsection, "relative" means a parent, grandparent, child, grandchild, brother, sister, parent-in-law, grandparent-in-law, brother-in-law or sister-in-law, uncle or aunt, and nephew or niece.

2. Any Lot owner at any City Cemetery acquires the Lot solely for the purpose of Burial of the owner at the time of the owner's death, and if the Lot is owned jointly by spouses, either spouse is entitled to Burial at that Lot. The Lot owner may grant written permission, which must be notarized and filed with the City Clerk, for the Burial of specific persons other than the owner and the owner's spouse. If more than one person has an ownership interest in the Lot, the written consent of all persons having an ownership interest in the Lot is required to permit the Burial of a person other than an owner or owner's spouse.

3. Unless otherwise directed in a writing filed with the City Clerk by the Lot owner under paragraph 2, the Common Council or the Sexton shall permit the Burial of persons at any City Cemetery Lot at the request of any interested person upon proof of eligibility for Burial at the Cemetery Lot as follows:

- a. The Lot owner, and surviving spouse of the Lot owner have the first right to Burial or to direct the right of Burial.
- b. When there is no surviving spouse, the devisees or heirs of the owner may, by agreement in writing of all the heirs or devisees, determine who shall have the right of Burial or direction for Burial, which agreement shall be filed with the City Clerk.
- c. If no agreement under subdivision b. is filed, the Common Council or the Sexton may determine use, giving preference to relatives in the order listed in paragraph 1.

C. Ownership rights. All Burial rights in the Cemetery Lots located at any City Cemetery and purchased from the City shall occupy the same position as real estate at the death of the owner. Only persons whose names appear on the Cemetery records of the City will be recognized as owners or part owners of Lots. Lot owners may not allow Burials to be made in their Lots for any remuneration or financial consideration. In case of the death of a Lot owner, when the Cemetery Lot is disposed of by a will, and when ownership is to be determined, a certified copy of the will or final judgment in the decedent's estate must be delivered to the City Clerk before the City will recognize the change of ownership. If the deceased Lot owner left no will, the Lot shall descend as set forth in Wisconsin Statutes Section 157.10. Satisfactory proof of descent must be provided. It is recommended that Lot owners, in making their wills, include a provision covering the City Cemetery Lots and devise the Lots to one person.

D. Resale. Lot owners may not resell or transfer Lots or parts of Lots in any City Cemetery except as follows:

1. Reconveyance of Lots or parts of Lots may be made only upon written application filed with and approved by the City Clerk. The application shall be executed by the owner of the Lots, or, if the owner is deceased, by the legal heirs. The application shall state the Lot and block number. Upon approval by the City Clerk, the owner of the Lot shall execute a deed in the same form as an original deed from the City under Section 5, subsection B, so as to entitle the purchaser to record the deed with the Register of Deeds for St. Croix County, Wisconsin.

2. The City Clerk shall enter in the record kept for that purpose copies of all deeds of transfer and reconveyance of Cemetery Lots. No deed reconveyance may be received and filed by the City Clerk until a fee of \$\_\_\_\_\_ has been paid therefor.

3. The fee shall be deposited into the general City municipal fund.

E. Reburial.

1. In this subsection, "reburial" means to disintomb, disinter, or disinter human remains that are buried in a Cemetery and reentomb, reinurn, or reinter the human remains in another grave, mausoleum space, or other place used or intended to be used for the Burial of human remains that is located in the same Cemetery.

2. Any reburial of any person buried in a City Cemetery, or in any other Cemetery in the City, shall comply with the provisions of Wisconsin Statutes Section 157.112. Any person seeking reburial shall seek approval from the appropriate Cemetery authority. A county authorization for disinterment and reinterment shall be required prior to any reburial under Wisconsin Statutes Section 69.18 (4).

F. Use of repossessed Lots. Whenever possible, Lots repossessed under Wisconsin Statutes Chapter 157 in any City Cemetery will be resold and used for Burials before new areas of the Cemetery are used or platted.

7. CARE OF LOTS AT THE CITY CEMETERY

A. Perpetual care fund for City Cemetery. In order to assure reliable means for permanent care of City Cemeteries, a perpetual care fund is created for City Cemeteries. Income from this fund shall provide all or partial maintenance costs of the City Cemeteries. All Lots sold in any City Cemetery shall be charged a perpetual care fee included in the price of the Lot and each grave shall be provided with perpetual care services under subsection B. A record of the perpetual care fund shall be kept in the office of the City Clerk. The fund may be increased by gifts, bequests, a portion of memorial charges, and other service revenues. Gifts shall be received, kept, and maintained pursuant to Wisconsin Statutes Sections 157.11 (8) and (9).

B. Perpetual care. The City assumes to use the net annual income received from the investments of the perpetual care fund under Subsection A in furnishing perpetual care of graves in City Cemeteries. Perpetual care is limited to the maintenance of lawn, leaf disposal, filling sunken graves, raising markers, and caring for avenues, alleys, fences, buildings, and grounds in general. Expenditures of income from the perpetual care fund shall be made at the discretion of the Common Council or the Sexton. The City shall not be bound to make a separate investment of money set aside for perpetual care from a particular Lot sale, but the proceeds of each Lot sale shall be added to the perpetual care fund of the City and the proceeds from the fund used by the City as provided in this subsection. Nothing in this ordinance shall be construed as obligating the City as to any alleged existing contract as to perpetual care. The Common Council shall operate and maintain the City Cemetery to provide proper and decent care of City Cemeteries and the graves, and it may employ a Sexton, staff, and any independent contractor necessary to provide such care.

C. Costs of care fixed. The Common Council shall annually fix, as required under Wisconsin Statutes Section 157.11 (5) a sum necessary for the proper and decent care of graves and unoccupied Cemetery Lots and improvement of any City Cemetery to be paid from the following sources as determined by the Common Council:

1. Payments from St. Croix County to the City for veteran's graves under subsection F and Wisconsin Statutes Section 45.84.
2. Income of the perpetual care fund.
3. Assessments made under subsection D.
4. A tax levied by the Common Council.

D. Assessments against unoccupied Lots. The Common Council may annually assess upon City Cemetery Lots not occupied by graves amounts not to exceed the amounts reasonably required for actual and necessary costs for care of Cemetery Lots and care and improvement of the Cemetery pursuant to Wisconsin Statutes Section 157.11 (7). Notice of the assessment, along with a copy of Wisconsin Statutes Section 157.11 shall be mailed to each owner or person having charge of a Cemetery Lot, at the owner's or person's last-known post

office address, directing payment to the Cemetery authority within 30 days and specifying that such assessments are a personal liability of the owner or person. When uniform care of a Cemetery Lot has been given for 2 consecutive years or more for which assessments are unpaid, after notice as provided in Wisconsin Statutes Section 157.11 (2), the right to Burial is forfeited until delinquent assessments are paid. When uniform care has been given for 5 consecutive years or more and the assessments are unpaid, upon like notice, title to all unoccupied parts of the Cemetery Lot shall pass to the City, as Cemetery authority, and may be sold, the payment of principal to be deposited into the perpetual care fund. Before depositing the payment of principal into the perpetual care fund, the Cemetery authority may retain an amount necessary to cover the Cemetery authority's administrative and other expenses related to the sale, but the amount retained may not exceed 50% of the proceeds.

E. General improvements. The Common Council shall direct and administer all improvements and maintenance within the Cemetery before and after any Burials. The Common Council shall be responsible for determining proper and decent care of the Cemetery. All graves shall be sodded and mowed, when determined necessary by the Common Council or the Sexton. The grade of the Cemetery Lots shall be determined by the Common Council or the Sexton. The corners of all Cemetery Lots shall, when purchased, if possible, be permanently marked by the Common Council or the Sexton. Resodding of existing graves or following disinterment will be done when determined necessary by the Common Council or the Sexton.

F. Veterans graves.

1. Pursuant to Wisconsin Statutes Section 45.85, the Common Council shall at all times see that the graves and tombstones of all veterans, including women's auxiliary organizations created by act of Congress, who shall at any time have served in any branch of the armed forces of the United States, and of the spouses or surviving spouses of all those veterans, receive proper and decent care, and may employ all necessary assistance to carry out this section.

2. Pursuant to Wisconsin Statutes Section 45.85 (1), the expense of the care of the graves and tombstones shall be borne by the county where the graves are located, except where suitable care is otherwise provided and the amount of expense charged the county for the care may not exceed the charge made for the care of other graves in the same Cemetery. The Common Council shall report to the St. Croix County Clerk, on or before September 1 of each year, the locations of the graves cared for by the Common Council under Wisconsin Statutes Section 45.85, together with the names of the deceased and the amount claimed for care of the graves for the fiscal year from the previous July 1 to June 30.

## 8. PRIVILEGES AND RESTRICTIONS IN CITY CEMETERIES

A. Bylaws and regulations. The Common Council may adopt bylaws and regulations for the management and care of any City Cemetery and may enforce those bylaws and regulations under Wisconsin Statutes Section 157.11 (2). The Common Council may require any person owning or controlling a Cemetery Lot to do anything necessary to comply with the

bylaws or regulations by giving reasonable personal notice in writing if the person is a resident of the state, otherwise by publishing a class 1 notice, under Wisconsin Statutes Chapter 985. If the person fails to comply within 20 days thereafter, the Common Council may cause the action required to be done and recover the expense from the person required to take the action. The Common Council may also impose a forfeiture not exceeding \$100 for violation of the bylaws or regulations posted in 3 conspicuous places in the Cemetery, recoverable under Wisconsin Statutes Chapter 778.

B. Mounds prohibited. No person may raise the level of the earth over any grave in a City Cemetery above the general level of the Cemetery Lot.

C. Limitations on structures and urns.

1. In this subsection "urn" means a vessel for the display of flowers or plants that is attached to a Lot or is of such weight, as determined by the Common Council or Sexton, that it cannot be readily moved from its placement on the Lot. "Urn" does not include a vessel containing cremated human remains properly inurned on the Lot.

2. No structures, hedges, fences, railings, embankments, depressions, or other enclosures of any kind are permitted on or around Lots in any City Cemetery. Wooden boxes, wire containers, glass jars, bottles, toys, cans, memorials, memorabilia, personal items, and other similar objects may not be placed on Lots without written approval of the Common Council or the Sexton, and if so placed may be removed by the Common Council or the Sexton without oral or written notice. Urns are not permitted at any City Cemetery on Lots sold after the passage of this ordinance. Urns existing in City Cemeteries prior to the passage of this ordinance shall be removed by the City or the Sexton as they become unsightly or deteriorated and shall not be replaced. Before an urn is destroyed or discarded, the last owner of record of the Lot on which it is located shall be notified by registered or certified mail with return receipt requested by the City Clerk that the urn has been removed from the Lot and will be destroyed or discarded unless the owner of the urn claims it within 30 days after mailing of such letter.

D. Landscaping. All landscaping, mowing, and general care of Lots, and other work, construction or maintenance in the City Cemetery shall be performed by the City by its officers, employees, independent contractors, or agents, including any Sexton, unless otherwise provided in writing by the Common Council.

F. Access to Lots; opening and closing of Burial places. The City reserves the right for its officers, employees, contractors, and agents, including the Sexton and the Common Council, necessary to the performance of normal City Cemetery operations to enter upon or cross over any Lot in any City Cemetery in the performance of any duties or work necessary under this ordinance. The Common Council, by its officers, employees, contractors, and agents, including the Sexton, has the sole right to the opening and closing of Burial places used or to be used for Burial of human remains in the City Cemetery, unless so ordered by a court of record to open or close such places.

G. No assumption of liability for damages. The City, and its officers, employees, contractors, and agents, including the Sexton and the Common Council, assume no liability for damages to property or person, or for physical or mental suffering arising out of the performance of its normal operations related to the construction, management, operation, maintenance, care, and platting of any City Cemetery, including care of the Cemetery, any Lot, and the graves, or for loss by vandalism or other acts beyond its reasonable control at a City Cemetery.

H. Altering physical conditions. The Common Council reserves the right to alter, change, or close alleys, roadways, walkways, water mains, and other physical public properties at any City Cemetery.

I. Enforcement of regulations and ordinance. The Common Council may appoint, with citation issuance and service powers, any employee or agent of the City, including the Sexton, to administer and enforce its City Cemetery bylaws and regulations and this ordinance.

## 9. RULES FOR VISITORS TO CITY CEMETERIES

A. Visiting hours. Every City Cemetery shall be open to visitors at all times between the hours of \_\_\_\_\_.m. and [\_\_\_\_\_.m. or one-half hour after the official sunset]. Permission to enter any City Cemetery at any other time must be obtained from the Common Council or the Sexton.

B. Children. Children under 16 years of age shall not enter upon any City Cemetery except when accompanied by parents or guardians, unless this requirement is waived in writing by the Common Council or the Sexton.

C. Refreshments. Food, refreshments, and alcoholic beverages are prohibited within any City Cemetery.

D. Dogs and other animals. Dogs are permitted in any City Cemetery only when confined in a vehicle or if the dog is a service animal accompanying a person with sight-impairment or other disability while in the City Cemetery. All other pets or domestic animals are prohibited without written consent of the Common Council or the Sexton, except a service animal other than a dog accompanying a person with sight-impairment or other disability while in the City Cemetery.

E. Firearms. Firearms are prohibited in any City Cemetery except in conjunction with military funerals or specific memorial events permitted by the Common Council, the Sexton, or other designees of the Common Council. At all other times, firearms, bows and arrows, slingshots, and other like articles are prohibited.

F. Visitors.

1. Visitors to City Cemeteries are required to use existing walkways and roadways whenever possible.

2. Except as provided in Section 11, no person in any City Cemetery may do any of the following:

- a. Pick or cut any flowers, either wild or cultivated.
- b. Injure any shrub, tree, or plant.
- c. Mar or deface any monument, stone, or structure.

3. No person, except the owner of the Cemetery Lot, a person with the Cemetery Lot owner's consent, or a person with the written consent of the Common Council or the Sexton who is engaged in official Cemetery management and care duties for the City, may do any of the following in a City Cemetery:

- a. Damage any grave or Lot.
- b. Remove, deface, mark, or damage in any manner any Cemetery markers, headstones, monuments, fences, or structures.
- c. Remove, damage, or destroy any vases, flower pots, urns, or other objects that have been placed on any Cemetery Lot.
- d. Move or remove any Cemetery equipment without the written consent of the Common Council or the Sexton.
- e. Remove or damage any City Cemetery property not included within subdivisions a. through d.

4. No person may loiter, cause a public nuisance, or engage in any sport or other recreational activity on any City Cemetery property without the written consent of the Common Council or the Sexton. For purpose of this paragraph, "recreational activity" means any activity undertaken for the purpose of exercise, relaxation, or pleasure, including practice or instruction in any such activity. "Recreational activity" includes hunting, fishing, trapping, camping, bowling, billiards, picnicking, exploring caves, nature study, dancing, bicycling, horseback riding, horseshoe pitching, birdwatching, motorcycling, operating an all-terrain vehicle, ballooning, curling, throwing darts, hang gliding, hiking, tobogganing, sledding, sleigh riding, snowmobiling, skiing, skating, participation in water sports, weight and fitness training, sightseeing, rock climbing, cutting or removing wood, climbing observation towers, animal training, harvesting the products of nature, sport shooting, and any other sport, game, or educational activity.

#### G. Vehicles

1. Motor vehicles traveling within any City Cemetery may not exceed 15 miles per hour. No motor vehicle, except authorized maintenance vehicles for the City, shall be driven except on roadways designated for that purpose, nor shall any motor vehicles be driven in a reckless manner in the Cemetery.

2. No person may ride, operate, or make use of any of the following vehicles in any Cemetery unless the vehicles are present in conjunction with the City Cemetery business or are authorized in writing by the Common Council or the Sexton:

- a. Snowmobiles.
- b. Go-carts.
- c. All-terrain vehicles.
- d. Mopeds.
- e. Motor bicycles.
- f. Motorcycles.
- g. Play vehicles and other amusement vehicles, including any coaster, skateboard, roller skates, sled, toboggan, unicycle, or toy vehicle upon which a person may ride.

3. No person, without the written consent of the Common Council, or the Sexton, may park or abandon any motor vehicle in any City Cemetery on any grassy or seeded area or upon any other location except a designated parking area; nor shall any person park or abandon a motor vehicle on any City Cemetery property for any purpose except engaging in official Cemetery business. Any motor vehicle parked more than 24 hours, without written consent of the Common Council or the Sexton, shall be declared abandoned by the Common Council and may be towed or removed, or caused to be towed or removed, by the Common Council or the Sexton.

I. Protection of Cemetery property. No person without written consent of the Common Council or the Sexton may do any of the following:

1. Trap, hunt, kill, injure, or disturb, or attempt to trap, hunt, kill, injure, or disturb any animal, bird, or waterfowl, wild or domestic.
2. Climb any tree.
3. Break, cut down, trample upon, remove, or in any manner injure, deface, write upon, or damage any tree, shrub, flower, flower bed, turf, grassy area, soil, building, structure, equipment, official notice, sign, or other property within any City Cemetery, except as otherwise provided in this ordinance.

J. Littering, soliciting, and advertising prohibited. No person may litter, dump, or deposit any rubbish, refuse, earth, or other material, including any placement of advertising, in any City Cemetery without the written consent of the Common Council or the Sexton.

K. Sound devices. No person may operate or play any amplifying system or sound device in any City Cemetery without the written consent of the Common Council or the Sexton.

L. Authorized notices. No person may post, paste, fasten, paint, or attach any placard, bill, notice, sign, or advertising matter upon any structure, tree, or other natural object in any City Cemetery, except with the written consent, or at the direction, of the Common Council or the Sexton. No person shall remove, deface, or damage in any manner any sign or notice posted in any City Cemetery by or at the direction of the Common Council or Sexton unless approved by the Common Council or the Sexton.

M. Working in Cemetery. All contractors or other persons having work in the City Cemetery shall notify the City Clerk or the Sexton prior to commencement of the work. All contractors or others doing work in the City Cemetery are responsible for the cost for any damages or losses resulting from the work and shall promptly, upon determination of the amount of damages or loss by the Common Council, pay that sum to the Common Council.

#### 10. CITY CEMETERY BURIALS

A. Daylight Burials. Burials at any City Cemetery shall be made only during daylight hours, unless with written approval of the Common Council or the Sexton.

B. Outer containers. All Burials and reinterments at any City Cemetery shall be made in a permanent Outer Burial Container not constructed of wood.

C. Grave digging. All graves at a City Cemetery and any other Cemetery in the City to be used for Burials shall be opened and dug at no cost or expense to the City, but shall be under the direction of the Common Council or the Sexton. The minimum depth of graves shall be established by the Common Council from time to time and all graves shall be dug in strict conformity with the Common Council policy then in effect. The Common Council or the Sexton may charge the full cost for any grave digging and opening service provided by the City at any City Cemetery, including the fees for the Sexton or other designee of the Common Council, for staking the plot, if the Common Council has authorized the City or its officers, employees, contractors, or agents, including the Sexton or other designees, to provide grave staking, grave openings, or digging services. The Common Council or the Sexton may also establish charges for snowplowing and seasonal additional access costs to the Lot owner incurred by the City to provide for Burial or disinterment services. Arrangements for any disinterment or Burial services, including payments due to the City, shall be made with the City Clerk, the Sexton, or other person designated by the Common Council at least 48 hours in advance of the service. The time for any disinterment or Burial service shall be arranged so that the grave shall be properly filled and all surplus earth removed before 4:30 p.m. on the day of the disinterment or Burial service, unless that requirement is specifically waived in writing by the City Clerk or the Sexton.

D. Burial permit. No Burial in the City Cemetery shall be permitted until a legal Burial permit has been issued by the City Clerk or the Sexton.

E. Maintenance of flowers, wreaths, and other personal items at Burial sites. There shall be no responsibility on the part of the City, its officers, employees, contractors, or agents, including the Sexton or other designees of the Common Council, for the protection and maintenance of flowers, wreaths, plants, emblems, urns, family or personal items, memorials, or

similar items used or placed at any City Cemetery in conjunction with funerals or Burials, including disinterments, or memorial events. The Common Council shall place or cause to have placed a notice of disclaimer of responsibility consistent with this subsection at vehicle access locations to each City Cemetery.

F. Number of graves per Lot. No Lot at any City Cemetery may be used for the Burial of more than one body except in the following circumstances:

1. Two remains from cremation shall be allowed in one Lot with one headstone or two flat markers to be placed only in line with other stones.
2. One full body and one remains from cremation shall be allowed in one Lot, with one headstone or two flat markers to be placed only in line with other stones.
3. All cremation remains shall be placed in a permanent Outer Burial Container not constructed of wood.

G. Seasonal Burial; duty to bury. The Common Council or the Sexton shall provide for Cemetery services and Burials at any City Cemetery during each season, including winter, whenever practicable, in compliance with Wisconsin Statutes Section 157.114. However, the City has no duty to bury, remove any human remains, or allow the Burial or removal of any human remains, unless those requesting Burial or disinterment are or will be in full compliance with this ordinance, state law, and any bylaws and regulation established by the Common Council. The Common Council may, at its discretion, charge additional costs to the person requesting Burial in order to provide safe and timely access to and from the grave or Burial site during Burial services.

## 11. CITY CEMETERY MONUMENTS AND MARKERS

A. Setting grave markers.

1. Grave markers, monuments, and foundations at any City Cemetery may be set only after the person desiring to set the marker, monument, or foundation obtains a permit therefor from the office of the City Clerk or the Sexton. Grave markers, monuments, and foundations at any City Cemetery may be set by monument company employees or agents or other persons authorized by the Lot owners, but not the Common Council or the Sexton. Except as otherwise provided in this ordinance, under no conditions will the Common Council or the Sexton construct monument or marker bases or erect monuments or markers on bases.

2. All markers and monuments must have a cement foundation. The construction of a foundation shall be of such size and design as will provide ample insurance against settlement or injury to the monument or marker as determined by the Common Council or the Sexton. The top of the foundation shall be constructed flush with the ground line. Whenever possible, all markers shall be set with, at minimum, a 5-inch margin from the outer edges of the foundation.

3. The setting of grave markers, monuments, and foundations, and the transportation of all tools and related materials, within any City Cemetery is subject to the supervision and control of the Common Council or the Sexton. Unless special arrangements are made in writing with the Common Council or the Sexton, such work shall be conducted between the hours of \_\_\_ a.m. and \_\_\_ p.m., Mondays through Fridays, except national holidays. Truck operation is not permitted within any City Cemetery when, in the opinion of the Common Council or the Sexton, the truck operation may cause damage to the driveways or other City Cemetery property. Except with written permission of the Common Council or Sexton, all work in the setting of grave markers, monuments, and foundations shall be completed promptly and debris removed immediately.

B. Limitations. All of the following apply to monuments and markers in City Cemeteries:

1. The Common Council or the Sexton may refuse permission to erect any monument, marker, or foundation not in keeping with the good appearance of the grounds at a City Cemetery. The size of any monument or stonework must be provided to the Common Council or the Sexton and approved before any work related to any monument, marker, or foundation will be permitted on a Lot in a City Cemetery.

2. Only one monument or marker shall be allowed per Lot.

3. No foundation marker or monument may be larger than the width of the Lot or group of Lots purchased. All monuments and foundations must be set in line with other monuments so far as possible as directed by the Common Council or the Sexton. Government service monuments or markers shall be surface mounted or attached to the monument or marker. No monument or marker may be more than 5 feet in height.

4. Temporary markers shall be removed or replaced with a permanent marker within one year of Burial.

5. A preneed marker may be placed on a Lot or group of Lots before Burial.

6. No materials other than granite, marble, or standard bronze may be used for outside and above-ground portions of any marker or monument.

7. Within one year after Burial, a marker or monument identifying the Burial shall be placed at the grave site. The Common Council or the Sexton may require, at minimum, prior to Burial, a deposit of \$1,000 payable to the City Treasurer to insure timely placement of a proper marker or monument. The City reserves the right to place a marker or monument and to assess any surviving owners of the Lot for the costs of the marker or monument placed and the costs of installation of such marker or monument.

C. Removal of monuments. A marker or monument, once placed at a City Cemetery on its foundation, may not be removed, except by written permission of the Common Council or the Sexton.

D. Payment. Any Lot at a City Cemetery must be paid in full to the City Treasurer before markers, monuments, and foundation are set and before any Cemetery deed conveyance. All outstanding charges due the City must be paid prior to Burial.

## 12. CITY CEMETERY VAULTS AND MAUSOLEUMS

Construction of vaults and mausoleums in any City Cemetery is prohibited unless approved in writing by the Common Council.

## 13. TREES, SHRUBS, AND FLOWERS AT CITY CEMETERY

A. Tree and shrub planting. The planting at any City Cemetery of trees and shrubs on newly purchased Lots or parts of Lots is prohibited except by written consent of the Common Council or the Sexton.

B. Large tree removal. Lot owners may, with the written consent of the Common Council or the Sexton, remove large trees on or adjacent to Cemetery Lots in any City Cemetery that hinder the full usage of the Lot. The expense of the tree and stump removal shall be paid for by the Lot owners.

C. Fresh flowers and flags. All flower baskets at grave or Lot sites at a City Cemetery shall be removed by October 15 of each year. Fresh cut flowers may be used in any City Cemetery at any time. Containers for cut flowers are to be of a type that is level with the ground surface and not holding water when not in use; or of the type to be disposed of when flowers are removed. All flags placed on graves for Memorial Day shall be removed by the day following Flag Day of that year.

D. Potted plants. Potted plants at any City Cemetery may be set on Lots, without disturbing the sod, if removed within 5 days after being set. If a potted plant is not removed within 5 days of being set on the Lot, the potted plant may be picked up and destroyed by the Common Council or the Sexton of the City or removed and preserved for planting within the City Cemetery.

E. Artificial flower decorations; baskets. Artificial flower decorations are prohibited in any City Cemetery unless in a vase or pot and when so used will be treated as potted plants. Unfilled or unsightly baskets will be removed from the Lot by the Common Council or the Sexton.

F. Flower beds. Individual flower beds or growing plants other than trees or shrubs are permitted at any City Cemetery but must be of a reasonable size as determined by the Common Council or the Sexton. In case of doubt, the Common Council or the Sexton of the City should be consulted. Flower beds or growing plants that are not maintained, become unsightly or

undesirable, or are not of a reasonable size as determined by the Common Council or the Sexton will be removed by the Common Council or the Sexton.

G. Plant or flower removal. Plants or flowers planted in a City Cemetery may not be taken up or removed by any person, nor cuttings removed therefrom, without written consent from the Common Council or the Sexton, except that plants in flower beds and growing plants authorized under subsection F may be removed or cut by the person who planted the flower bed or growing plant.

H. Vine, wreath, and memorial removals. Vines that interfere with the proper care of Lots or graves or injure or damage the grass will be removed from any City Cemetery by the Common Council or the Sexton when found objectionable. No real or artificial wreaths, temporary or permanent, nor memorial or personal memorabilia items will be allowed on Lots or graves without written consent of the Common Council or the Sexton.

#### 14. MISCELLANEOUS

A. Neglected Lots. It is urged that Lot owners interest themselves in the present and future care of their Lots, as a single neglected Lot mars the beauty of the entire City Cemetery. The Common Council or the Sexton may notify, or attempt to notify, in writing a Lot owner that any Lot, or monument or marker thereon, is being neglected and that failure to comply with this ordinance and City Cemetery bylaws and regulations regarding proper care and management, or failure to correct a neglected Lot, may be cause for imposition of forfeitures under Wisconsin Statutes Section 157.11 (2).

B. Schedule of payments. A schedule of the fees and charges for any City Cemetery, as established by the Common Council by resolution shall be on file in the office of the City Clerk. The Common Council may by resolution change the schedule from time to time without advance notice to conform the fees and charges to current economic conditions.

C. Fee payment location. All fees and charges for any City Cemetery in the current schedule of fees and charges adopted under subsection B are payable to the City Treasurer at the office of the City Clerk, where receipts will be issued for the amounts paid.

D. Sexton. The Common Council, by resolution, may designate, retain, employ, and terminate employment with a person as Sexton or may designate any other person or committee to act administratively and to manage, operate, maintain, and provide care for the City Cemetery or any part of the operations or of any City Cemetery pursuant to this ordinance. The Sexton may be a City employee or may, with proper insurance and indemnification protection for the City, its officers, employees, and agents, be an independent contractor or agent retained under written contract for a fixed time of years. The Common Council, consistent with this ordinance, shall designate the authority, responsibility, and duties to the Sexton by written resolution. The Sexton shall be under the supervision of the Common Council.

#### 15. PENALTIES

A. Citation. The Common Council may establish a citation ordinance for enforcement of violations of this ordinance and for any bylaws or regulations.

B. Penalties. Any person who violates any provision of this ordinance or any bylaws or regulations shall, upon conviction, be fined and shall forfeit for any bylaw or regulation violation under Section 8, subsection A, of this ordinance and Wisconsin Statutes Section 157.11 (2), not more than \$100, and for a violation of this ordinance, not less than \$100 nor more than \$500 for each offense, together with the costs of prosecution. Each day a violation exists or continues constitutes a separate offense under this ordinance. The Common Council may withhold the issuance of any City licenses, authorities, grants, or permits and any additional Cemetery Lot purchases and permits for Burial or disinterment until the violation has been abated and all penalties and costs satisfied.

C. Abatement.

1. In lieu of or in addition to any other penalty for a violation of this ordinance, if the violation consists of a physical condition, the Common Council may issue a written notice to the person responsible for the violation, if known, requiring the person responsible to abate or remove the violation within 10 days of receipt of the notice. Service of notice shall be by personal service or registered mail with return receipt requested.

2. If the person responsible for the violation of this ordinance is unknown or the person responsible has not abated or removed the violation within 10 days of receipt of the notice described in paragraph 1., the Sexton, or some other person designated by the Common Council, may immediately abate or remove the violation in a manner approved by the Common Council. The cost of the abatement or removal may be recovered from the person responsible for the violation.

D. Injunctive relief. In lieu of or in addition to any other penalty for a violation of this ordinance the Common Council may seek to enjoin any continuing violation of this ordinance as provided in Ch. 813.

16. EFFECTIVE DATE

This ordinance is effective on publication or posting.



3601 Thurston Avenue N, Suite 100  
Anoka, MN 55303  
Phone: 763.231.5840  
Facsimile: 763.427.0520  
TPC@PlanningCo.com

## MEMORANDUM

TO: Beth Thompson

FROM: Daniel Licht, AICP

DATE: 20 May 2016

RE: New Richmond – City Code; Agricultural Uses

TPC FILE: 164.01

### BACKGROUND

The City has received a request from John Hamilton to allow for cultivation of crops within a platted subdivision. The City has received similar requests for cultivating crops within the City.

### ANALYSIS

Table 3 of the Zoning Ordinance identifies allowance of agricultural uses including farm/livestock/stable/grain storage/ as allowed only within the Z1, Agriculture Preservation District. Cultivation of crops is not specifically identified in Table 3, but is within the definition of farming included in Section 121-15 of the Zoning Ordinance. Where farming (including cultivation of crops) was occurring prior to, and has continued without interruption after, establishment of the Zoning Ordinance and Zoning Map, the use is allowed as a non-conforming use regulated by Section 121-20 of the Zoning Ordinance.

Section 90 of the City Code addresses vegetation and property maintenance within the City whereby properties are required to maintain grasses to less than eight inches in height and prevent growth of noxious weeds. City staff would also consider the growing/harvesting of hay or straw to be incidental to interim property maintenance for undeveloped parcels regardless of zoning district. The City may consider amending Section 90 of the City Code to make allowance for cultivation of crops within various zoning districts other than the Z1 District. City

staff has drafted a proposed amendment allowing for cultivation of crops on outlots or undeveloped parcels subject to the following performance standards:

- An annual permit is required to be issued by the Public Works Director.
- The minimum area for cultivation of crops is two acres.
- The crops must be setback from streets, adjacent properties and utility easements within property.
- The crops are limited to a height of four feet (no corn).
- Application of fertilizer, herbicide or pesticide requires approval of the Public Works Director.
- A rock construction entrance is required to prevent top soil from being carried out onto public streets. The City may also require street sweeping if needed.
- Pasturing of farm animals is specifically prohibited.
- Fences must comply with the requirements of the Zoning Ordinance.

## **CONCLUSION**

This memorandum is provided for review by the Development Review Committee and recommendation to the City Council as to the draft amendment of the City Code.

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

ORDINANCE #\_\_\_

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

**Section 1.** Section 90-3(b)(2) of the City Code (Weed and Grass Nuisances) is hereby amended to read as follows:

- (2) For that reason, any lawn, grass or weed on a lot or other parcel of land which exceeds eight inches in length is hereby declared to be a public nuisance, except for property located in a designated floodplain area and/or wetland area, where the lawn, grass or weed(s) is part of a natural lawn approved pursuant to Section 90-2 or: exceptions established by Section 90-4; where the property is zoned residential~~agricultural~~.

**Section 2.** Section 90 of the City Code (Vegetation) is hereby amended to add the following provisions:

**90-4. – Outlots and Undeveloped Parcels.**

- (1) An outlot, undeveloped parcel or contiguous parcels with a minimum area of one (1) acre shall be planted with a seed mixture approved by the Public Works Director and maintained to prevent growth of noxious weeds prohibited by Section 90-1 of this Section.
- (2) Cultivation of agricultural crops on outlots or undeveloped parcels within the Z1, Z2, Z3, Z4, Z5 and Z7 Districts established by the Zoning Ordinance shall be allowed subject to annual approval of a permit by the Public Works Director, provided that:
  - (1) The minimum area for cultivation shall be two (2) acres consisting of one (1) parcel or contiguous parcels.
  - (2) The plants shall not exceed four (4) feet in height.
  - (3) The cultivation shall be setback twenty (20) feet from all lot lines abutting a public right-of-way and ten (10) feet from interior side and rear lot lines.
  - (4) The property owner shall identify any in-ground utilities or storm water drainage facilities and shall not cultivate an area ten (10) feet wide overlying the trench unless approved by the Public Works Director.

- (5) All erosion control issues, including requirements for a construction site rock entrance and sweeping of public streets, shall be subject to review and approval of the Public Works Director.
- (6) There shall be no pasturing of farm animals upon the property.
- (7) Application of fertilizer, herbicides and/or pesticides upon the property shall be subject to approval of the Public Works Director.
- (8) Fences shall comply with the provisions of the Zoning Ordinance.

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 Reigel, City Clerk



156 East First Street  
New Richmond, WI 54017  
Ph 715-246-4268 Fax 715-246-7129  
[www.newrichmondwi.gov](http://www.newrichmondwi.gov)

## MEMORANDUM

**TO:** Mayor Horne and City Council  
**FROM:** Mike Darrow, City Administrator  
**DATE:** May 25, 2016  
**SUBJECT:** John Doar Civil Rights History Trail

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### **BACKGROUND**

An architectural concept has been developed for the proposed John Doar Civil Rights History Trail, which would be located around the Mill Pond. The concept includes six interpretive panels mounted on limestone blocks with integral lighting. The panels would tell the story of John Doar's life and career, beginning with his childhood and continuing in chronological order to when he received the Presidential Medal of Freedom. Six benches would be located opposite the interpretive signs on the west side of the existing sidewalk, and additional trees, shrubs, and perennials would also be planted.

### **COST**

All funds for the project will be provided by the Doar family. The project is currently estimated to cost \$25,000 to \$30,000 within construction date to be determined.

### **RECOMMENDATION**

The Park Board and City staff recommend approving the concept for the John Doar Civil Rights History Trail.



## JOHN DOAR CIVIL RIGHTS HISTORY TRAIL

### Phase 1 2016

1. **INTREPRETIVE SIGNS (6)** – describing the life and career of John Doar. Each sign will be 2' x 4' with text and color photos/graphics set into a steel frame and mounted on top of a limestone and granite pedestal.
2. **BENCHES (6)** – located opposite the interpretive signs on the west side of the existing walk.
3. **LANDSCAPING** – shade trees, flowering trees, shrubs and perennials would be planted to provide, shade, color and softness to the trail.

**JOHN DOAR  
CIVIL RIGHTS  
HISTORY TRAIL**  
NEW RICHMOND, VA

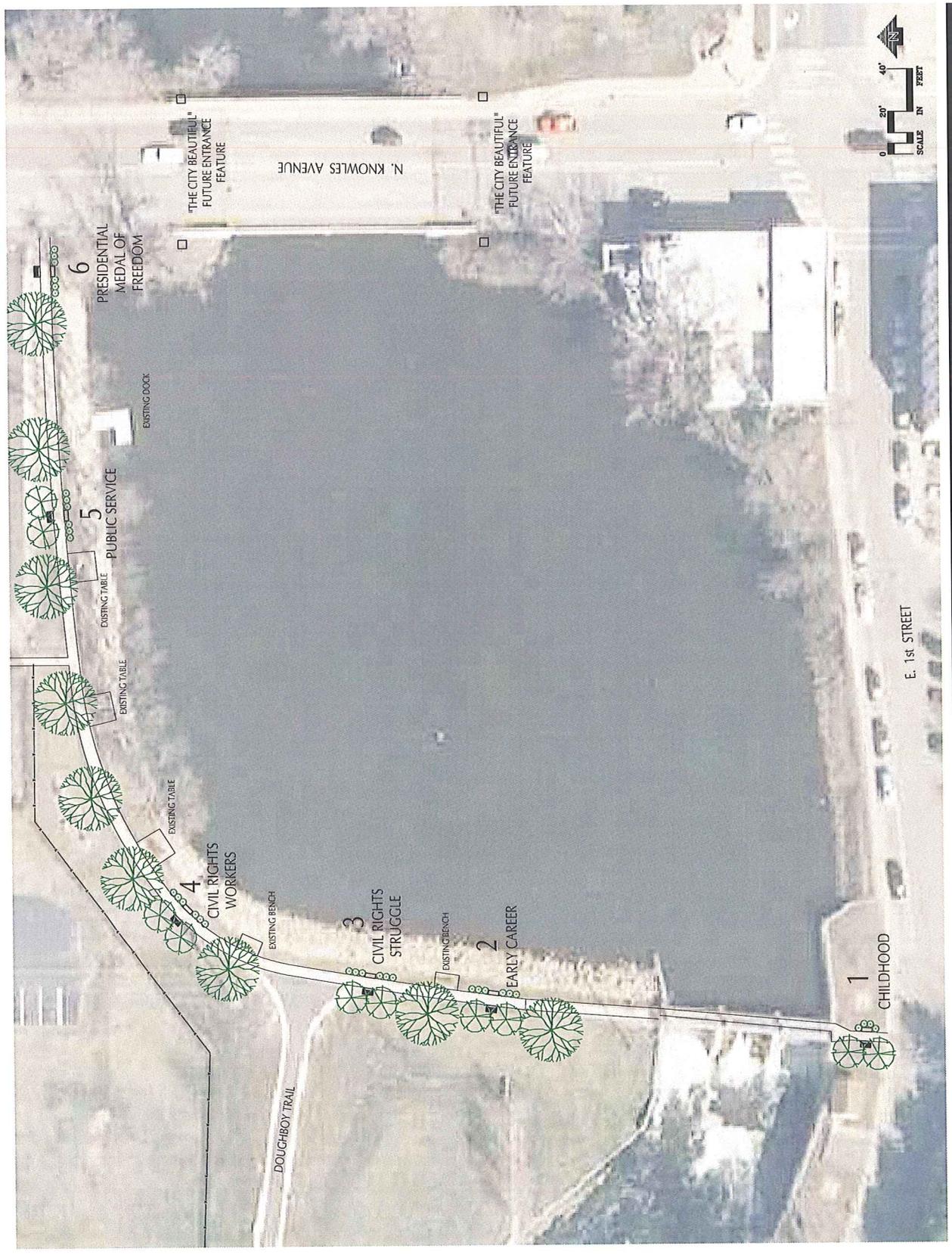
**CITY OF NEW  
RICHMOND**  
DESIGN/ENGINEERING  
DIVISION

**LOUCKS**  
LANDSCAPE ARCHITECTS  
7209 Franklin Lane, Suite 200  
Manassas, VA 20108  
www.loucks.com

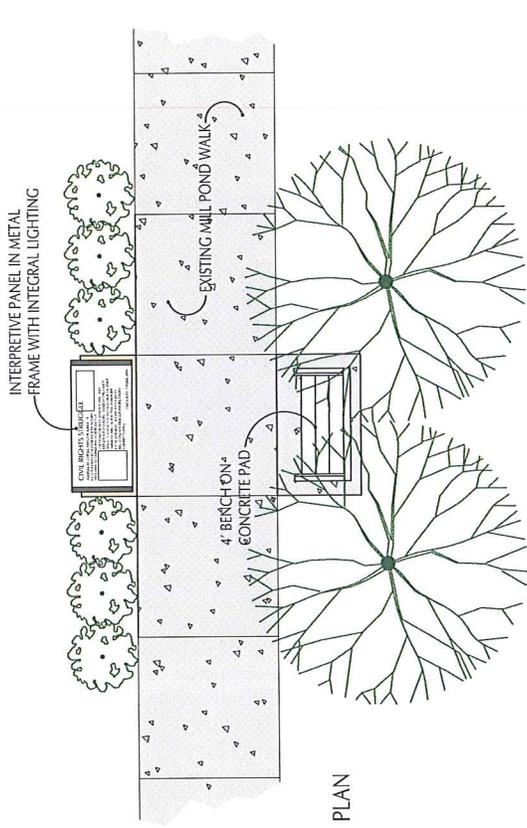
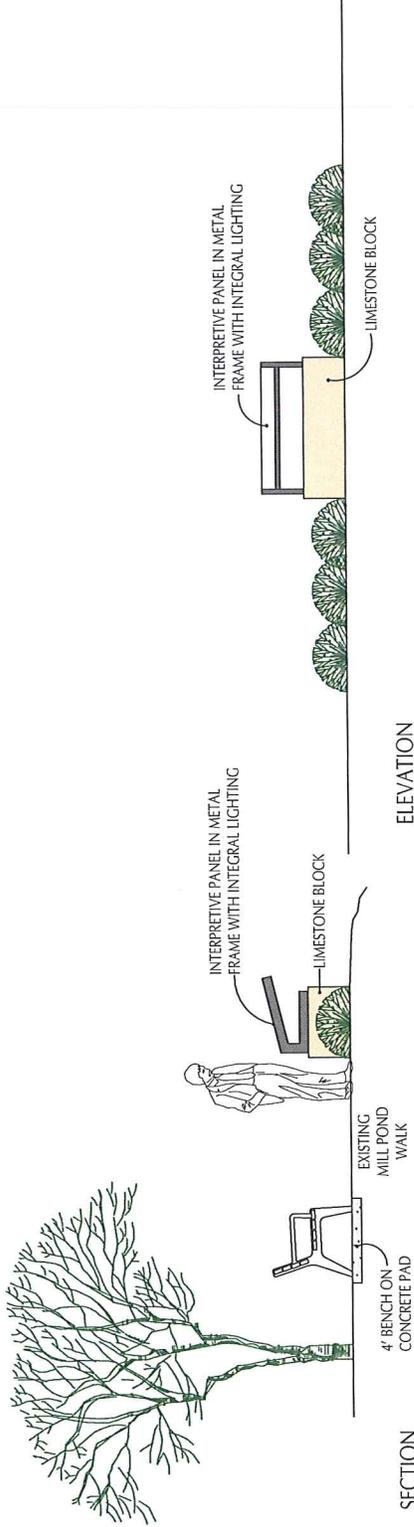
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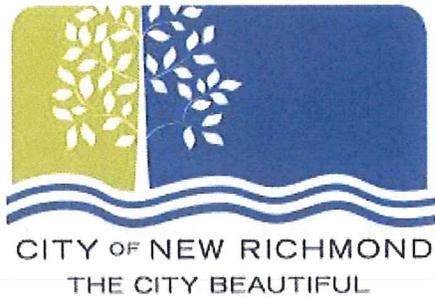
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**CHECKED BY**  
**DATE**  
**DATE**  
**DATE**

**MEMORIAL  
CONCEPT  
C1-1**



MEMORIAL CONCEPT





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

## MEMORANDUM

**TO:** Mayor Horne and City Council

**FROM:** Mike Darrow, City Administrator

**DATE:** May 19, 2016

**SUBJECT:** Senior Center Discussion

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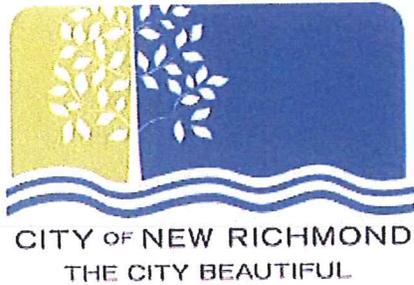
### **BACKGROUND**

With the recent discussion of the Community Commons building being razed, many community partners have been looking to address short and long-term space needs, including the New Richmond Senior Center. The Senior Center is interested in utilizing the downstairs basement of the Civic Center from 8:00 am to 2:00 pm Monday through Thursday. The large conference room would allow seniors to have a new home within the confines of the Civic Center. As part of a potential agreement, the Senior Center would be allowed to continue to provide on-going services and fellowship, consistent with their current location at the Commons.

One of the conditions of such a move however is the need for a commercial dishwasher, which is a state requirement. We anticipate the cost of the commercial grade dishwasher and potential need for a new refrigerator to be around \$10,000. The City's current budget for the Senior Center is \$10,000. However, if a lease within the Civic Center is approved, our contribution for rent would fall to \$0.

### **RECOMMENDATION**

If the City Council authorizes approval of a lease with the Senior Center, staff will provide the Council with estimated costs for a refrigerator and dishwasher at an upcoming work session. We'll also provide an updated lease agreement. It is anticipated that the seniors would begin the transition to the Civic Center throughout the summer, if approved.



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**TO:** Mike Darrow  
**FROM:** Sarah Skinner, Building Inspector/Zoning Administrator  
**DATE:** May 20, 2016  
**RE:** Civic Center Kitchen

**Background:**

The kitchen in the Civic Center basement needs to have a commercial dishwasher and larger refrigerator/ commercial cooler added to accommodate the Senior Center.

The Civic Center kitchen location presents some unique challenges based on its below grade location and block wall construction. We need to be mindful of the plaster ceiling in the kitchen as excessive moisture from daily use could create issues. (There is asbestos content within the plaster that complicates replacement). Regardless of the type of equipment placed in the kitchen, City staff recommends that we make some modifications to the existing general exhaust fan to ensure that it runs continuously while the kitchen is occupied to handle any moisture and odor issues.

We have two options for providing a commercial dishwasher.

1. Pass through dishwasher. Stands about counter height and opens on both ends to slide dish racks through. A pass through dishwasher will require the installation of a kitchen exhaust hood to handle the steam/heat produced during the washing cycle. We hope to use some existing exhaust duct work, however given the basement location of the kitchen we would need to make sure any unit purchased is sized appropriately as we cannot increase the duct size. I have the following budget numbers:
  - a. New hood, new fan, plumbing connections, make up- air adjustments, electrical (using existing duct work) \$10,000-\$14,000.
  - b. Dishwasher unit. New prices \$5,000-\$9,000.

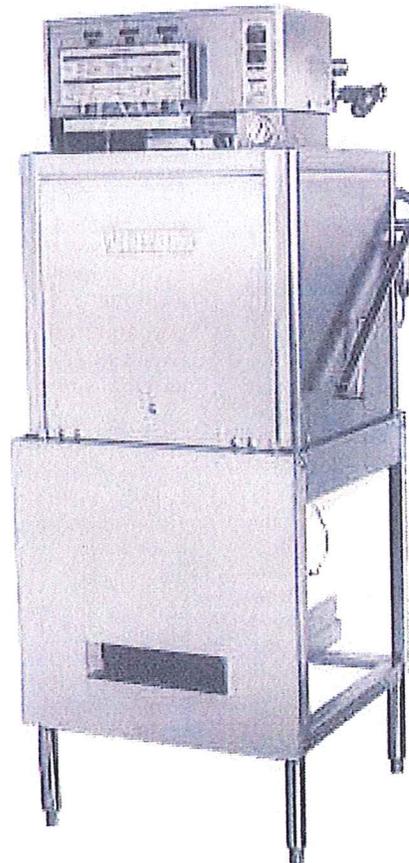
2. Under counter dishwasher. Resembles a residential dishwasher however it operates at low temperatures and produces less steam/heat. This style would not require an exhaust hood however it has a diminished capacity and may not be as ideal for the Senior Center needs as the larger pans may not fit and it has a slower clean cycle.
  - a. Plumbing connections, electrical \$3,000.
  - b. Dishwasher Unit. New prices \$4,000 to \$8,000.

The kitchen currently has a residential style refrigerator. The existing refrigerator would be replaced with a 2 or 3 door commercial style refrigerator/cooler. A new unit cost runs \$2,000-\$4,000. A quick search of Craigslist found several suitable units for \$1,500-\$2,500.

**HOBART**701 S Ridge Avenue, Troy, OH 45374  
1-888-4HOBART • www.hobartcorp.com**LT-1  
DISHWASHER****LT-1 LOW-TEMP  
CHEMICAL  
DISHWASHER**

- All stainless steel construction including tank, chamber, doors, and frames.
- 37 Racks/Hr. - 1.7 Gal./Rack 140°F water usage.
- Field adjustable from straight to corner operation.
- Door cycle switch controls machine operation.
- Filling machine initially – auto fill after first cycle – Fill time field adjustable.
- All doors raise and close together and are guided for ease of operation.
- Solenoid operated positive seating drain valve - open and closed. No water waste.
- Long life detergent - sanitizer - rinse additive pumps supplied mounted in control center.
- High pressure - All stainless steel revolving, interchangeable upper, and lower ball bearing wash/rinse arms.
- ¾ H.P.- 3450 RPM Pump Motor - 45 GPM.
- 120/60/1 Electrical Specification.
- Self-flushing stainless steel pump strainer. Large scrap accumulator.
- Exclusive de-liming cycle.

Specifications, Details and Dimensions on Reverse Side.

*Pass Through  
Example*Shown with Optional  
Front Panel

# LT-1 DISHWASHER

**HOBART**

701 S Ridge Avenue, Troy, OH 45374  
1-888-4HOBART • www.hobartcorp.com

**SPECIFICATIONS:** Listed by Underwriters Laboratories Inc and National Sanitation Foundation.

Model LT-1 low temperature (140°F) fill and dump dishwasher is delivered for straight thru operation. Three door lift design can be easily converted to a corner operation at installation. Standard electrical voltage specification is 120/60/1. No racks are shipped with machine.

**\*CAUTION:** Certain materials, including silver, aluminum, and pewter are attacked by sodium hypochlorite (liquid bleach).

**CONSTRUCTION:** Tank, doors, chamber, and sump constructed of 16 ga. stainless steel, heliarc welded. Frame constructed of 12 ga. and 16 ga. stainless steel.

**DOOR LIFT:** All three doors coupled by chrome plated handle and spring counter-balanced. All doors guided for ease of operation and long life.

**PUMP:** Integral with ¾ H.P. motor assures alignment and quiet operation. Pump shaft seal with stainless steel parts and a carbon ceramic sealing interface. Pump capacity is 45 gpm.

**CONTROL SYSTEM:** Top mounted control box features an on/off switch, drain/fill switch, cycle light, counter and de-liming switch for cleaning. Control box also contains three peristaltic pumps with individual priming switches to automatically inject correct amount of chemicals in the machine each cycle.

**CYCLE OPERATION:** Closing the doors starts the wash cycle thru door cycle switch. During wash cycle, detergent is injected into machine. After wash cycle, machine empties the wash water into the external scrap accumulator while the flush cycle flushes the wash systems and pump of any remaining detergent. The machine then fills for the rinse/sanitizer portion of the cycle. During the rinse cycle, wetting agent, and sanitizer are pumped into the machine. At the end of the rinse cycle, the cycle is complete. The rinse water is

retained for the next wash cycle. If the cycle is interrupted, the cycle will continue from time of interruption and complete the cycle.

Wash	40 seconds
Drain	10 seconds
Flush	3 seconds
Fill	9 seconds
Rinse	20 seconds

**RACK CAPACITY:**  
40 Racks/hr

**WASH AND RINSE:** Revolving stainless steel ball bearing wash/rinse arms above and below provide thorough distribution of water jets to all dishware surfaces. Arms are easily removable for cleaning and are interchangeable. Stainless steel tubing connects upper and lower systems.

**FILL:** Incoming water passes through large capacity line strainer and is controlled by solenoid operated fill valve on upstream side of vacuum breaker. Fill activates flushing of the entire system each cycle. The fill time gives the correct amount of water per cycle when the inlet pressure is 15 to 25 psig.

**OVERFLOW:** Automatic overflow built into drain tube and directed to external scrap strainer pan.

**DRAIN:** Solenoid operated drain stopper automatically empties the dishwasher each cycle. Drain stopper is large diameter, high temperature material engineered to provide free flush drain.

**STRAINER SYSTEM:** Equipped with self-flushing, removable, perforated stainless steel, inside pump strainer, and large capacity, easily cleanable, outside, perforated stainless steel strainer pan.

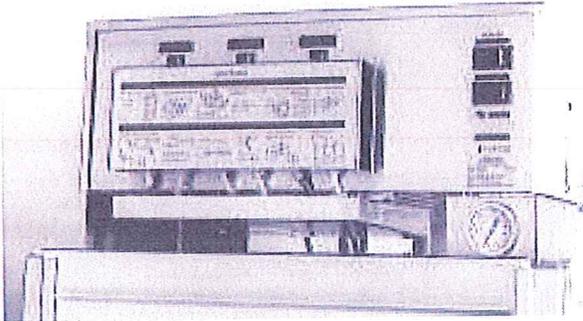
**OPTIONAL EQUIPMENT AT EXTRA COST:** Stainless steel front panel. Removable without the use of tools.

**ACCESSORIES:** Peg and combination racks can be furnished at added cost.

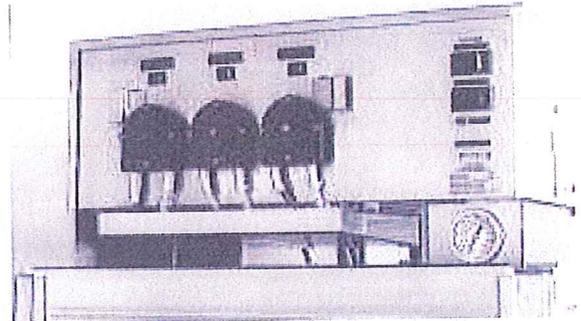


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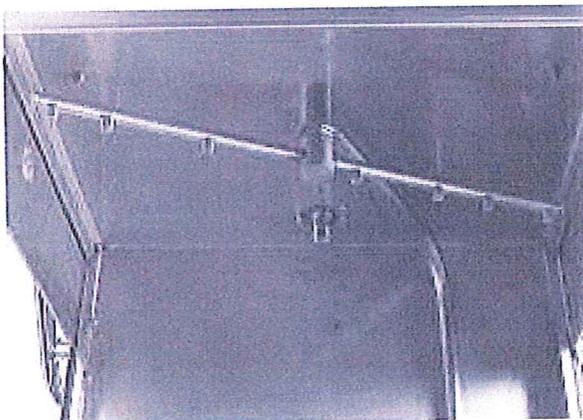
## LT-1 DISHWASHER



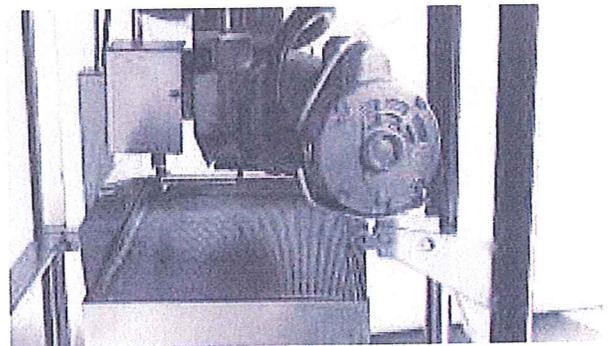
**CONTROL PANEL:** Top-mounted control box features an on/off switch, drain/fill switch, cycle light, visual chemical dispensing counter and de-liming switch for cleaning.



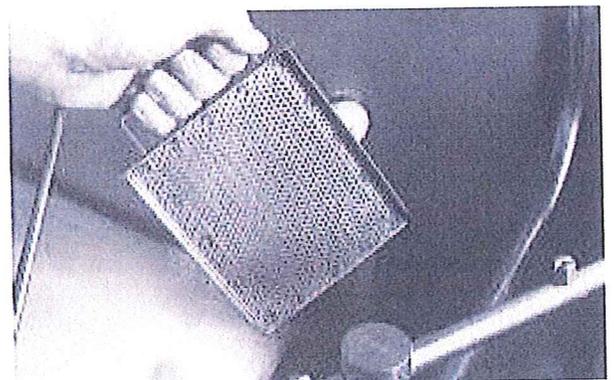
**DISPENSING PUMPS:** Under the easily removable pump are three peristaltic pumps that dispense detergent, sanitizer and rinse aid.



**UPPER AND LOWER WASH/RINSE ARMS:** All stainless steel and interchangeable. Stainless steel tubing connects upper and lower systems. Easily removable without the use of tools for ease of cleaning. Provides thorough distribution of water to all surfaces.



**EXTERNAL STRAINER PAN:** Conveniently located for operator inspection and cleaning. All stainless steel construction.

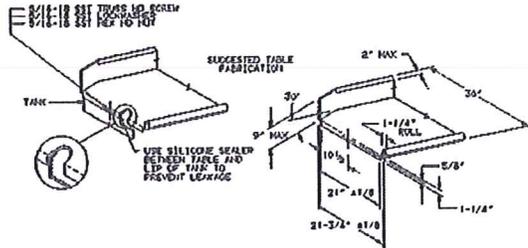


**PUMP STRAINER:** Self-flushing, perforated stainless steel.

# LT-1 DISHWASHER

# HOBART

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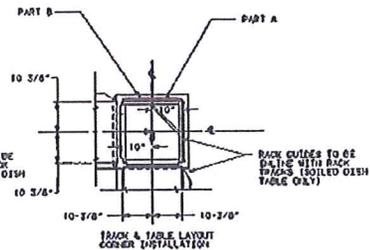
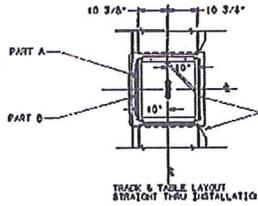
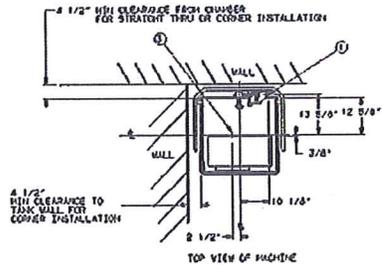


### DETAILS AND CONNECTIONS

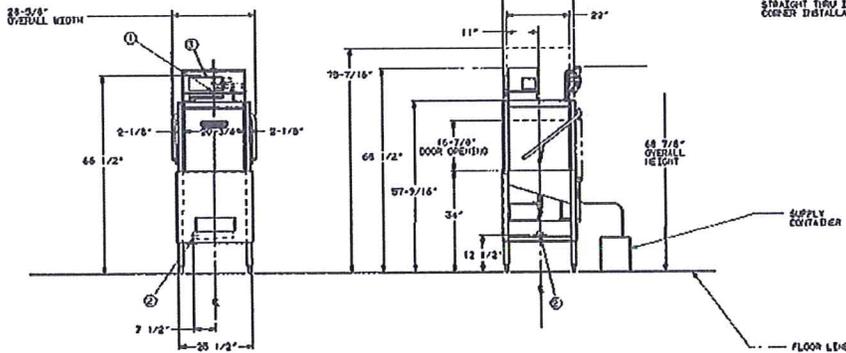
LT-1 STRAIGHT THROUGH & CORNER

- ① SINGLE GILL & RING CONNECTION - 3/4" FEMALE THREAD  
RECOMMENDED WATER TEMP. 110°F (125°F MIN)
- RECOMMENDED BUILDING FLOWING WATER PRESSURE TO THE DISHWASHER IS 10-20 PSIG. IF PRESSURE IS HIGHER THAN 20 PSIG, A PRESSURE REGULATING VALVE MUST BE INSTALLED (BY OTHERS) IN THE WATER LINE TO THE DISHWASHER. RECOMMENDED WATER HARDNESS TO BE 3-6 GRAINS FOR BEST RESULTS.
- ② DRAIN PIPE CONNECTION = 2" HOLE THROUGH
- ③ ELECTRICAL CONNECTION - WOODRUFF FOR 1/2" CONDUIT  
SUPPLY VOLTAGE = (208/240V)  
RATED AMP'S = 14.0  
MINIMUM SUPPLY CIRCUIT CONDUCTOR CAPACITY = 20  
MAXIMUM TIME DELAY FUSE = 20

SIZE OF RACKS - 19-3/4" X 19-3/4"  
3/4 H.P. MOTOR  
ALL DIMENSIONS TAKEN FROM FLOOR LINE MAY VARY 1" OR EXCEEDS 1/2" DEPENDING ON LEG ADJUSTMENT  
NOTE WATER WARMER HEATER ASSEMBLY ASSE-1010 STANDARD OR EQUIVALENT TO BE SUPPLIED BY OTHERS IN WATER SUPPLY LINE AT SERVICE CONNECTION



NOTE CORNER CONNECTION IS ACCOMPLISHED BY MOVING PARTS A, B, & EXTENDING FROM STRAIGHT THRU INSTALLATION POSITION TO CORNER INSTALLATION POSITION AS SHOWN ABOVE.



### WARNING

PLUMBING CONNECTIONS MUST COMPLY WITH APPLICABLE SANITARY, SAFETY AND PLUMBING CODES IN FORCE.

### WARNING

ELECTRICAL AND GROUNDING CONNECTIONS MUST COMPLY WITH THE APPLICABLE PORTIONS OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER LOCAL ELECTRICAL CODES.

NET WEIGHT OF MACHINE = 239 LBS  
DOMESTIC SHIPPING WEIGHT = 304 LBS

As continued product improvement is a policy of Hobart, specifications are subject to change without notice.



701 RIDGE AVENUE  
TROY, OHIO 45374-0001

FORM F-8314 (REV. 8/03)

LITHO IN U.S.A. (H-01)



Item # \_\_\_\_\_

Quantity \_\_\_\_\_

C.S.I. Section 11400



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# LXe HOT AND COLD



## STANDARD FEATURES

- 32 racks per hour – LXeH
- 34 racks per hour – LXeC
- .74 gallons of water per rack
- Hot water or chemical sanitation units available
- Low chemical alert indicators
- Sense-A-Temp™ booster heater capable of 70° rise, provided on LXeH models
- Delime notification with cycle
- Chemical pump “auto-prime”
- Service diagnostics
- Deep drawn stainless steel tank
- Microcomputer, top mounted controls with digital cycle/temperature display
- Revolving upper and lower anti-clogging wash arms
- Revolving upper and lower rinse arms
- Removable stainless steel scrap screen
- Corrosion resistant pump
- Automatic pumped drain
- 17" door opening
- Automatic fill
- Detergent and rinse aid pumps standard (plus sanitizer pump on chemical machine)
- Electric tank heat
- Two dishracks – one peg and one combination type

## MODELS

- LXeC
- LXeH

*Under Counter Example*

## ACCESSORIES

- Power cord kits
- Stainless steel base with 6" legs
- 17" stainless steel stand with storage
- External caster kit
- DWT-LXe drain water tempering kit

Specifications, Details and Dimensions on Back.



LXe HOT AND COLD

## STANDARD VOLTAGES

- 120/208-240(3W)/60/1 (LXeH model only)
- 120/60/1 (LXeC model only)

## OPTIONS AT EXTRA COST

- 208-240(2W)/60/1 (LXeH model only)
- 208-240/60/3 (LXeH model only)

# LXeH HOT

## HOBART

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### NOTICE

Required flowing water pressure to the dishmachine is 15-65 PSIG. If pressures higher than 65 PSIG are present, a pressure regulating valve must be installed in the water line to the dishmachine (by others).

Pressure gauge not required on pumped rinse machines.

Important: The chemical containers should be placed no higher than 10" above floor.

If chemical containers are to be placed in cabinet adjacent to machine, a 1/2" dia. hole is required in the cabinet to run chemical supply line.

#### Notes:

- All vertical machine dimensions taken from floor may be increased by 1".
- Moist air escapes from the door. Use only moisture resistant materials adjacent to dishmachine sides and top.
- A vent hood is not recommended above the undercounter dishmachine since it does not produce excessive vapors.

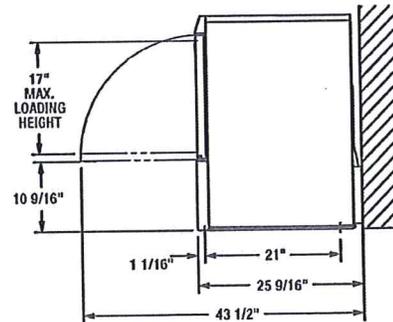
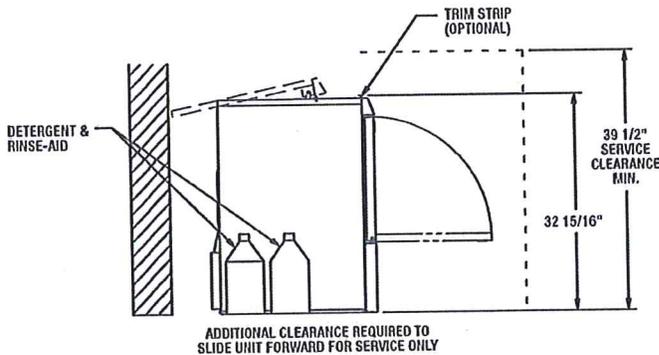
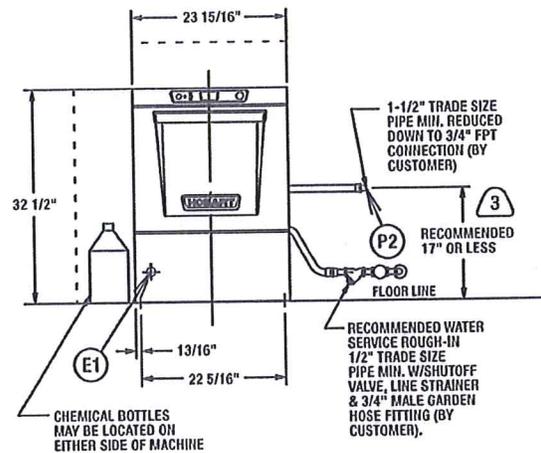
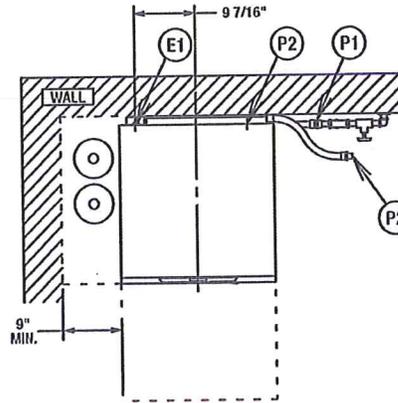
#### Plumbing notes:

- Water hammer arrestor (meeting ASSE-1010 Standard or equivalent) to be supplied (by others) in common water supply line at service connection.
- Recommended water hardness to be 3 grains or less for best results.
- If drain hose is looped above a sink, the loop must not exceed 38" AFF.

### CONNECTION INFORMATION (AFF = ABOVE FINISHED FLOOR)

#### LEGEND

- E1 ELECTRICAL CONNECTION: 1-3/8" DIA. HOLE FOR 1" TRADE SIZE CONDUIT; 4-5/8" AFF.
- P1 SINGLE FILL AND RINSE CONNECTION: 3/4" FEMALE GARDEN HOSE FITTING ON 6' LONG HOSE SUPPLIED WITH MACHINE; 110°F WATER MIN FOR LXeH
- P2 DRAIN CONNECTION: 5/8" BARB FITTING WITH 6' LONG HOSE SUPPLIED WITH MACHINE.



HEAT OUTPUT, BTU/HR		
MODEL	LATENT	SENSIBLE
LXeH	4600	4000

SHIPPING WEIGHTS		LXeH
NET WEIGHT OF MACHINE		150 LBS
DOMESTIC SHIPPING WEIGHT		170 LBS

MODEL	VOLTS/HERTZ/PHASE	RATED AMPS	MIN SUPPLY CKT CONDUCTOR AMPACITY	MAX PROTECTIVE DEVICE
LXeH	208-240/60/1	30.5	40	40
	120/208-240(3W)/60/1*	30.5	40	40
	208-240/60/3	23.9	30	30
	220-240/50/1	30.5	40	40

NOTE: FOR SUPPLY CONNECTIONS, USE COPPER WIRE ONLY RATED AT 90°C MINIMUM.  
\* THIS SYSTEM REQUIRES THREE POWER WIRES WHICH INCLUDES A CURRENT CARRYING NEUTRAL, AN ADDITIONAL FOURTH WIRE MUST BE PROVIDED FOR MACHINE GROUND.  
ACCESSORY CORD KIT AVAILABLE FOR ALL MACHINES

### WARNING

Electrical and grounding connections must comply with the applicable portions of the National Electrical Code and/or other local electrical codes.

Plumbing connections must comply with applicable sanitary, safety and plumbing codes. Drain and fill line configurations vary, some methods are shown on this drawing.

MODELS:  
LXeH  
00-947871  
REV C



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**LXeC  
COLD**

**⚠ WARNING**

Do not premix other chemicals and sodium hypochlorite (liquid bleach).  
Mixing may cause hazardous gas to form.

**NOTICE**

Required flowing water pressure to the dishmachine is 15-65 PSIG. If pressures higher than 65 PSIG are present, a pressure regulating valve must be installed in the water line to the dishmachine (by others).

Pressure gauge not required on pumped rinse machines.

Important: Chemical containers should be placed no higher than 10" above floor.

If chemical containers are to be placed in cabinet adjacent to machine, a 1/2" dia. hole is required in the cabinet to run chemical supply line.

Use only 6% or 8.4% sodium hypochlorite (liquid bleach) as sanitizing chemical to insure proper operation of dishmachine.

Certain materials including silver plate, aluminum and pewter are attacked by sodium hypochlorite (liquid bleach). See instructional manual.

**Notes:**

- All vertical machine dimensions taken from floor may be increased by 1".
- Moist air escapes from the door. Use only moisture resistant materials adjacent to dishmachine sides and top.
- A vent hood is not recommended above the undercounter dishmachine since it does not produce excessive vapors.

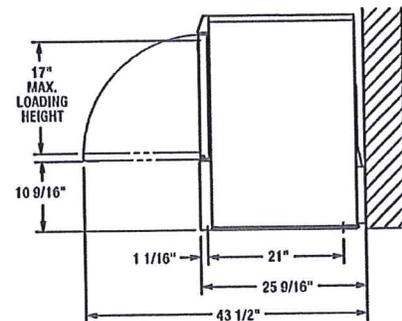
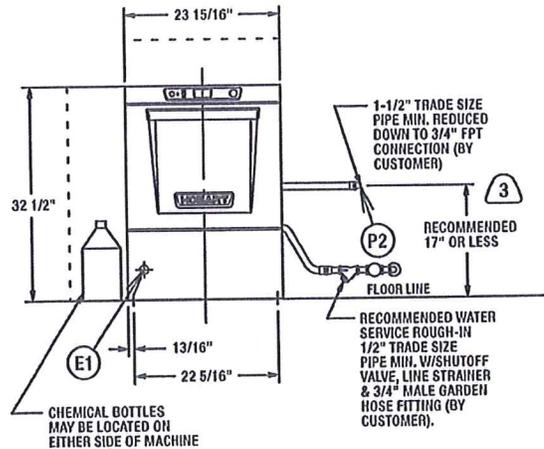
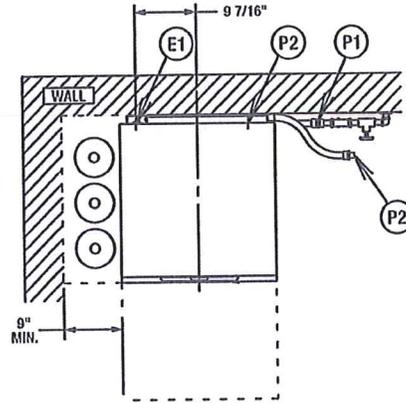
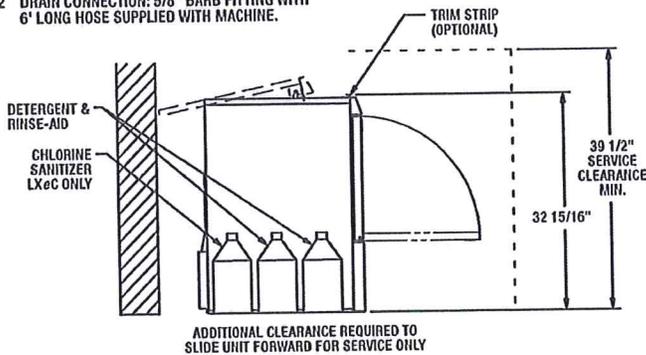
**Plumbing notes:**

- Water hammer arrestor (meeting ASSE-1010 Standard or equivalent) to be supplied (by others) in common water supply line at service connection.
- Recommended water hardness to be 3 grains or less for best results.
- If drain hose is looped above a sink, the loop must not exceed 38" AFF.

**CONNECTION INFORMATION  
(AFF = ABOVE FINISHED FLOOR)**

**LEGEND**

- E1 ELECTRICAL CONNECTION: 1-3/8" DIA. HOLE FOR 1" TRADE SIZE CONDUIT; 4-5/8" AFF.
- P1 SINGLE FILL AND RINSE CONNECTION: 3/4" FEMALE GARDEN HOSE FITTING ON 6' LONG HOSE SUPPLIED WITH MACHINE; 120°F WATER MIN. FOR LXeC, 140°F RECOMMENDED.
- P2 DRAIN CONNECTION: 5/8" BARB FITTING WITH 6' LONG HOSE SUPPLIED WITH MACHINE.



HEAT OUTPUT, BTU/HR		
MODEL	LATENT	SENSIBLE
LXeC	1900	800

SHIPPING WEIGHTS		LXeC
NET WEIGHT OF MACHINE		150 LBS
DOMESTIC SHIPPING WEIGHT		170 LBS

MODEL	VOLTS/HERTZ/PHASE	RATED AMPS	MIN SUPPLY CKT CONDUCTOR AMPACITY	MAX PROTECTIVE DEVICE
LXeC	120/60/1	13.4	20	20

NOTE: FOR SUPPLY CONNECTIONS, USE COPPER WIRE ONLY RATED AT 90°C MINIMUM.  
ACCESSORY CORD KIT AVAILABLE FOR ALL MACHINES

**⚠ WARNING**

Electrical and grounding connections must comply with the applicable portions of the National Electrical Code and/or other local electrical codes.

Plumbing connections must comply with applicable sanitary, safety and plumbing codes. Drain and fill line configurations vary, some methods are shown on this drawing.

**MODELS:  
LXeC  
00-947871  
REV C**

# LXe HOT AND COLD



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## SPECIFICATIONS

**DESIGN:** Front opening, equipped for installation in either freestanding or undercounter-type operations.

**CONSTRUCTION:** 300 series stainless steel tank, door and top panel.

**PUMP:** Centrifugal-type, integral with motor, horizontally mounted. Pump capacity 38 gpm.

**MOTOR:** Single phase, furnished for all electrical specifications. Factory sealed lubrication. Inherent overload protection with auto reset.

**WASH AND RINSE CYCLE:** Complete automatic type, controlled by solid-state electronics. Cycle may be interrupted any time by opening door. Cycle continues when door is closed.

- Initial cycle fills wash tank, to be recirculated each wash cycle. Some wash water is drained off before rinse cycle. Rinse cycle refreshes wash water and tank heat.

**RINSE PUMP:** Powered by a single phase motor, the rinse pump is made of high strength engineered composite material.

### RINSE AND SANITATION:

- LXeH:** Sanitation is accomplished by means of a built-in booster heater designed to raise temperature of water to a minimum of 180°F from an incoming water temperature of 110°F.
- LXeC:** Sanitation is accomplished by injection of proper amount of sodium hypochlorite solution (liquid bleach) into final rinse water to achieve a minimum of 50PPM sanitizing solution. Injection of sodium hypochlorite is accomplished by a built-in sanitizing chemical pump.

**PUMPED DRAIN:** Machine automatically drains water through a built-in pump. Maximum 38" drain height permitted.

**RACKING:** Machines accommodate racks from 10" x 20" to 20" x 20". Also accepts 16" x 18" cafeteria trays.

**NOTE:** Certain materials, including silver, aluminum and pewter are attacked by Sodium Hypochlorite solution in the chemical sanitizing mode of operation.

**SPECIFICATIONS:** Listed by Underwriters Laboratories Inc. and NSF International.

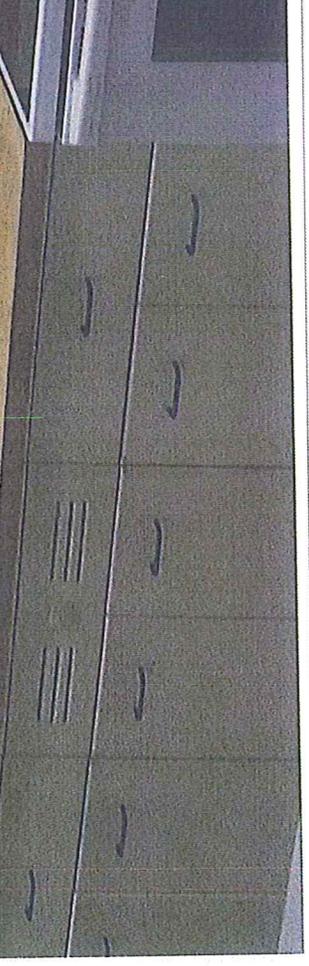
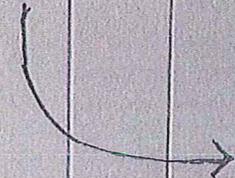
MACHINE RATINGS	LXeC	LXeH
Racks per Hour Rate	34	32
Dishes per Hour (25 per Rack Avg.)	850	800
Glasses per Hour (36 per Rack Avg.)	1224	1152
Controls	Microcomputer	
Tank Capacity - Gallons	2.9	
Overall Dimensions - H x W x D	32½" x 23½" x 25½"	
Cycle Time - Seconds	105	109
Tank Heat	1.8 KW	
Electric Booster Heater	N/A	4.9 KW
Water Usage Per Rack - Gallons	.74	
Drain Design	Pumped	
Door Opening Height	17"	
Detergent Pump	Standard	
Rinse-Aid Pump	Standard	
Sanitizer Pump	Standard	N/A
Chemical Prime (auto prime)	Standard	
Peak Drain Flow - GPM	4.0	
Service Diagnostics	Standard	
70° Rise Sense-A-Temp™ Booster Heater	N/A	Standard
Incoming Water Temperature Required (minimum)	120°	110°

As continued product improvement is a policy of Hobart, specifications are subject to change without notice.

Existing "General"  
Exhaust Fan



New Dishwasher  
location





156 East First Street  
New Richmond, WI 54017  
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[www.newrichmondwi.gov](http://www.newrichmondwi.gov)

## MEMORANDUM

**TO:** Mayor Horne and City Council

**FROM:** Mike Darrow, City Administrator

**DATE:** May 19, 2016

**SUBJECT:** Community Development Block Grant

---

### **BACKGROUND**

The City of New Richmond will be submitting the CDBG application the week of May 23<sup>rd</sup>. The total grant request is for \$500,000 for the demolition of the Community Commons building. We anticipate receiving the results of the grant application in early August. As part of the grant, the City will need to pay 10% of the total cost of the remaining project cost after the grant is received. As discussed with the City Council, a separate agreement will be made with the School District of New Richmond to receive full reimbursement of that 10% when it is due.

### **RECOMMENDATION**

No formal action is necessary at this time, as all of the supporting resolutions related to the CDBG application were approved at the regular May City Council meeting.



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

## MEMORANDUM

**TO:** Mayor Horne and City Council  
**FROM:** Mike Darrow, City Administrator  
**DATE:** May 19, 2016  
**SUBJECT:** First Quarter Financial Report

---

### **BACKGROUND**

Last month, copies of the City's first quarter financial report were submitted to the City Council and department heads. Below is a review of our first quarter revenue and first quarter expenses for fiscal year 2016, as well as a comparison from previous years. Many thanks to our department heads for their continued effort in managing and maintaining budgets.

Year	1 <sup>st</sup> Quarter Revenue	1 <sup>st</sup> Quarter Expenses
2013	31.80%	24.46%
2014	33.39%	23.70%
2015	33.95%	23.39%
2016	33.74%	21.75%

### **RECOMMENDATION**

No formal action is needed at this time.



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[www.newrichmondwi.gov](http://www.newrichmondwi.gov)

## MEMORANDUM

**TO:** Mayor Horne and City Council

**FROM:** Mike Darrow, City Administrator

**DATE:** May 19, 2016

**SUBJECT:** Strategic Plan

---

### **BACKGROUND**

Earlier this week, we provided the Mayor and City Council with a strategic plan survey as we begin this important planning project. During our meeting on Monday evening, City staff will provide a brief presentation on the proposed community survey that we would like to post online next week. As discussed during our last work session, Noah and I will be scheduling one-on-one interviews soon with the City Council to discuss long-term goals. During the June work session, we'll provide an update to the City Council on the findings from both of the surveys.

### **RECOMMENDATION**

No formal action is needed at this time.