



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

TO: Finance Committee Members

FROM: Beth Thompson, Community Development Director

DATE: April 9, 2015

RE: Escrow Fees for City Applications

Background

The City of New Richmond has been collecting escrow fees for site plan and storm water review, concept plan review, certified survey map review, and amended certified survey map review.

Over the past year and a half we have been keeping track of how much money is needed to actually review these types of applications and other applications made to the City. We have found that in most cases we have had to send bills, to the developer or landowner, because the escrow amounts have not been enough.

Recommendation

I have talked with Nick Vivian to gather information on what other communities are collecting and have compared these amounts with what we have had to bill for in the past year. City staff is proposing the following updates to our escrow collections:

<u>City Applications</u>	<u>Escrow Currently Collecting</u>	<u>Proposed Collection</u>
Site Plan/Storm Water Review	\$500.00	\$1,500.00
Concept Plan	\$500.00	\$1,500.00
Certified Survey Map	\$500.00	\$1,500.00
Amended Certified Survey Map	\$500.00	\$1,500.00
Extra Territorial Concept Plan	\$0.00	\$500.00
Extra Territorial Certified Survey	\$0.00	\$500.00
Extra Territorial Preliminary Plat	\$0.00	\$500.00
Extra Territorial Final Plat	\$0.00	\$500.00
Variance	\$0.00	\$500.00
Application to Rezone	\$0.00	\$500.00
Conditional Use Permit	\$0.00	\$500.00

The Finance Committee is also recommending approval of the above application escrow fees.



SITE PLAN/STORM WATER REVIEW, CONCEPT PLANS, & CERTIFIED SURVEY MAPS APPLICATION AND REVIEW PROCESS

City of New Richmond
156 East First Street ❖ New Richmond, WI 54017
Phone: (715) 246-4268 ❖ Fax: (715) 246-7129

Overview: Concept Plan, Certified Survey Map, and Site Plan/Storm Water Review applications will be reviewed by the Development Review Committee (DRC) and discussed by the Plan Commission, which meets on the first Tuesday of each month. A decision by the Plan Commission is final for Site Plan/Storm Water Reviews. The Plan Commission makes a recommendation to approve or deny Certified Survey Maps and Concept Plans and the final decision is made by the City Council at its regular meeting on the second Monday of that month.

Application Deadline: Applications must be received by the close-of-business on the **first Thursday of each month due to publication requirements for Certified Survey Maps;** applications for CSM or Concept Plan received after this date will not be heard at the Plan Commission meeting the following month. Wisconsin State Law requires that a decision be issued for each application within 60 days of the submission of a complete application.

Submission Requirements: The attached application form must be completed and submitted with all requested materials. Failure to submit all application materials may delay the review process described below.

Escrow Deposit: Because these applications can involve a significant amount of research and analysis by staff and/or outside consultants, the applicant must deposit \$1,500 in escrow in addition to the application fee. Unused escrow funds will be returned to the applicant at the conclusion of the review process.

Example

Applications are due on the first Thursday of a month.

The public hearing will be held by the Plan Commission on the first Tuesday of the following month.

The City Council will take action during its regular meeting on the second Monday of the month.

Timeline

application

MONTH A						
Su	M	Tu	W	Th	F	Sa

action

MONTH B						
Su	M	Tu	W	Th	F	Sa

Initial Review: Applications will be reviewed for completeness by City staff, and a determination of completeness will be provided to the applicant either by phone call, email, or letter. We will notify you of the items that are needed in order to complete the application; once all of the outstanding application materials are received, the 60-day action timeline will begin and the formal review process will begin as described below.

Formal Review: Concept Plan, Certified Survey Map, and Site Plan/Storm Water Review applications will be discussed by the Development Review Committee (DRC), which consists of a panel of City staff representing various departments. The members of this panel will address points of concern based on their respective professional experience. A summary of these comments will be provided to the applicant and will be reflected in the staff report presented to the Plan Commission.

Staff Report: City staff will prepare a report summarizing the application, reviewing it against City ordinances and policies, and provide a recommendation for the Plan Commission. A copy of this report, along with the relevant meeting agenda, will be provided to the applicant prior to the public hearing at the Plan Commission meeting.

Plan Commission Meeting: Applicants are encouraged to attend and participate in the public hearing in order to present the application and respond to questions from the Plan Commission and/or members of the public. The meeting will be held in the City Hall Council Chambers, which is equipped to display drawings, photographs, videos, or other materials.

The Plan Commission Chairperson will call the meeting to order at the appointed time and the minutes of the previous meeting will be reviewed. Items requiring public hearings are next. The applications that do not require a public hearing, will follow after any items requiring the public hearing. The Chairperson will introduce an application, and City staff will review the issues and recommendations detailed in the staff report. Commissioners may ask questions about the application to be answered by City staff and the applicant. The Commissioners will discuss the application and make a recommendation for City Council action if applicable.

- **Plan Commission Action:** The Plan Commission does not approve or deny an application for Certified Survey Map or Concept Plan; instead, it makes a recommendation of approval or denial to the City Council. The application, along with the recommendation of the Plan Commission, is then brought to the City Council which has authority to approve or deny the application. The Plan Commission has the authority to approve or deny Site Plan/Storm Water Review applications.

City Council: At the scheduled time, the Mayor will call the meeting to order and it will progress similar to the Plan Commission meeting. Based on the recommendation from the Plan Commission, the City Council may approve or deny the proposal as an item on the agenda. At its discretion the City Council may instead choose to review the application in greater detail and take public comment, similar to the public hearing, before ultimately approving or denying the request.



CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

City of New Richmond
156 East First Street ❖ New Richmond, WI 54017
Phone: (715) 246-4268 ❖ Fax: (715) 246-7129

CITY ORDINANCE SECTION 117 & 121
www.newrichmondwi.gov

- SITE PLAN/STORM WATER REVIEW FEE:** **\$250.00** **ESCROW: \$1,500.00**
- CONCEPT PLAN FEE:** **\$150.00** **ESCROW: \$1,500.00**
- CERTIFIED SURVEY MAP FEE:** **\$200.00** **ESCROW: \$1,500.00**
- AMENDED CERTIFIED SURVEY FEE:** **\$200.00** **ESCROW: \$1,500.00**

Application fees should be made payable to City of New Richmond upon submittal of completed application. Escrow funds will be drawn to cover project-related costs. Additional funds may be required; surplus funds will be returned.

Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

2. Applicant Information: (if different from above)

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

3. Address(es) of Property Involved: (if different from above)

4. Zoning Designation: _____

5. Statement of Intent: Briefly describe what will be done on or with the property: _____

6. Additional Required Information:

- a. Legal Description and PIN:** Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- b. Consultant Fees:** Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g., traffic study analysis), the applicant shall be responsible for paying the entirety of those costs.
- c. Other Information:** In addition to a full size site plan and an 11" x 17" copy, topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by City Staff. Please refer to Sec. 121-31 for further information on Site Plans.

7. Signature(s): By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: _____

Date: _____

Applicant: _____

Date: _____

Fee Paid: _____

Date: _____

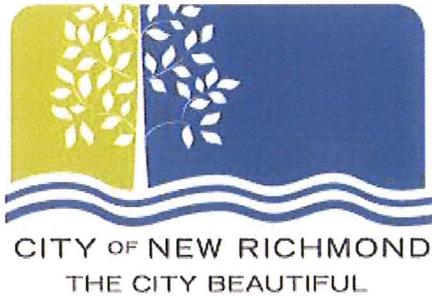
Receipt # _____

Escrow Paid: _____

Date: _____

Receipt # _____

Zoning change applications must be received by the first Thursday of each month; applications received after this date cannot be heard at the Planning Commission meeting the following month.



CONDITIONAL USE APPLICATION AND REVIEW PROCESS

City of New Richmond
 156 East First Street ❖ New Richmond, WI 54017
 Phone: (715) 246-4268 ❖ Fax: (715) 246-7129

Overview: Applications for conditional use approval will be reviewed by the Development Review Committee (DRC) and discussed in a public hearing by the Plan Commission, which meets on the first Tuesday of each month. The Plan Commission has the authority to approve or deny the application.

Application Deadline: Applications must be received by the close-of-business on the **first Thursday of each month due to publication requirements**; applications received after this date cannot be heard at the Plan Commission meeting of the following month. Wisconsin State Law requires that a decision be issued for each application within 60 days of the submission of a complete application.

Submission Requirements: The attached application form must be completed and submitted with all requested materials. Failure to submit all application materials may delay the review process described below.

Escrow Deposit: Because conditional uses can involve a significant amount of research and analysis by staff and/or outside consultants, the applicant must deposit \$500 in escrow in addition to the application fee for a conditional use. Unused escrow funds will be returned to the applicant at the conclusion of the conditional use review process.

Initial Review: Applications will be reviewed for completeness by City staff, and a determination of completeness will be provided to the applicant either by phone call, email, or letter. We will notify you of the materials that are needed in order to complete the application; once all of the outstanding application materials are received, the 60-day action timeline will start and the formal review process will begin as described below.

Formal Review: Applications for conditional use approval will be discussed by the DRC. The DRC members will address points of concern based on their respective City departments and professional experience. A summary of these comments will be provided to the applicant and will be reflected in the staff report presented to the Plan Commission.

Example

Applications are due on the first Thursday of a month.

The public hearing will be held by the Plan Commission on the first Tuesday of the following month.

Timeline

MONTH A application

Su	M	Tu	W	Th	F	Sa
				●		

MONTH B action

Su	M	Tu	W	Th	F	Sa
		●				

Staff Report: City staff will prepare a report summarizing the application, reviewing it against City ordinances and policies, and provide a recommendation for the Plan Commission. A copy of this report, along with the meeting agenda, will be provided to the applicant prior to the public hearing at the Plan Commission meeting.

Notice of Public Hearing: Wisconsin State Law requires notice of a public hearing to be published in a specified, legal newspaper a minimum of 10 days prior to a public hearing. City Ordinance further requires that notices be mailed to property owners within 100 feet of the affected property. These notices are prepared and sent by the City Clerk.

Plan Commission Meeting: Applicants are encouraged to attend and participate in the public hearing in order to present the application and respond to questions from the Plan Commission and/or members of the public. The public hearing will be held in the City Hall Council Chambers, which is equipped to display drawings, photographs, videos, or other materials.

- **At the Public Hearing:** The Plan Commission Chairperson will call the meeting to order at the appointed time. Commissioners and representatives of the City in attendance will be introduced, and the minutes of the previous meeting will be reviewed. Items requiring public hearings are next. The Chairperson will introduce an application, and City staff will review the issues and recommendations detailed in the staff report. Commissioners may ask questions about the application to be answered by City staff and the applicant. Members of the public will then be invited to ask questions about the application and to make comments about the proposal. Once the public comment period has concluded, the Chairperson will close the public hearing, and the Commissioners will discuss the application and make a decision.
- **Plan Commission Action:** The Plan Commission has the authority to approve or deny an application, no further action is needed.

Validation and Expiration: A conditional use approval must be used within 1 year of the date of the approval. A conditional use approval will automatically expire if the approval is not used or if the applicant ceases operation for a continuous period of 1 year or longer.

Please keep this sheet for your reference after you have submitted the attached application.



CONDITIONAL USE APPLICATION

City of New Richmond

156 East First Street ❖ New Richmond, WI 54017

Phone: (715) 246-4268 ❖ Fax: (715) 246-7129

CITY ORDINANCE SECTION 121-32

www.newrichmondwi.gov

APPLICATION FEE: \$250 ESCROW \$500

Application fee should be made payable to City of New Richmond upon submittal of completed application. Escrow funds will be drawn to cover project-related costs. Additional funds may be required; surplus funds will be returned.

Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

2. Applicant Information: (if different from above)

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

3. Address(es) of Property Involved: (if different from above)

4. Zoning Designation: _____

5. Comprehensive Plan Designation: _____

6. Statement of Intent: Briefly describe what will be done on or with the property requiring the conditional use approval.

7. Additional Required Information:

- a. Legal Description and PIN:** Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- b. Consultant Fees:** Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g. traffic study analysis), the applicant shall be responsible for paying the entirety of those costs.
- c. Proposed Plans:** In addition to a scaled site plan, the following documentation may be requested: a landscape plan, grading and drainage plan, photometric plan, traffic study, and exterior building elevation drawings showing building materials may also be required if deemed necessary by City Staff. Plans for residential applications may be on 8½"x 11" or 11"x 17" paper; full size plans and digital copies must be submitted for commercial applications.
- d. Written Narrative:** The written narrative should thoroughly address the following general items in addition to any specific requirements pertaining to the proposed use, which Section 121-259 (Conditional Uses) of the City Code directs the City Council to evaluate during consideration of conditional use applications:
 - 1) The proposed use is not in conflict with the Comprehensive Plan;
 - 2) The proposed use is not in conflict with any Regulating Maps or other adopted plans;
 - 3) The proposed use is not in conflict with any City Ordinance requirements;
 - 4) The proposed use will not create an excessive burden on parks, streets and other public facilities; and
 - 5) The proposed use will not be injurious to the surrounding neighborhood, will not negatively impact traffic or property values, and will not otherwise harm the public health, safety, and general welfare.

8. Signature(s): By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: _____

Date: _____

Applicant: _____

Date: _____

Fee Paid: \$250 Date: _____ **Receipt #** _____

Escrow Paid: \$500 Date: _____ **Receipt #** _____

Applications for conditional use approval must be received by the first Thursday of each month; applications received after this date cannot be heard at the Planning Commission meeting the following month.



REZONING APPLICATION AND REVIEW PROCESS

City of New Richmond
 156 East First Street ❖ New Richmond, WI 54017
 Phone: (715) 246-4268 ❖ Fax: (715) 246-7129

Overview: Applications for Rezoning will be reviewed by the Development Review Committee (DRC). The application will then be discussed at a public hearing held by the Plan Commission, which meets on the first Tuesday of each month. A recommendation from the Plan Commission will be forwarded to the City Council who will vote to approve or deny the request at its regular meeting on the second Monday of that month.

Application Deadline: Applications must be received by the *first Thursday of each month*; applications received after this date will not be heard at the Plan Commission meeting the following month. Wisconsin State Law requires that a decision be issued for each application within 60 days of the submission of a complete application.

Submission Requirements: The attached application form must be completed and submitted with all requested materials. Failure to submit all application materials may delay the review process described below.

Initial Review: Applications will be reviewed for completeness by City staff, and a determination of completeness will be provided to the applicant either by phone call, email, or letter. We will notify you of the materials that are needed in order to complete the application; once all of the outstanding application materials are received, the 60-day action timeline will begin and the formal review process will begin as described below.

Formal Review: Applications for Rezoning will be discussed by the Development Review Committee (DRC), which consists of a panel of City staff representing various departments. The DRC will address points of concern based on their respective professional experience. A summary of these comments will be provided to the applicant and will be reflected in the staff report presented to the Plan Commission.

Staff Report: City staff will prepare a report summarizing the application, reviewing it against City ordinances and policies, and provide a recommendation for the Plan Commission. A copy of this

Example

Applications are due on the first Thursday of a month.

The public hearing will be held by the Plan Commission on the first Tuesday of the following month.

The City Council will take action during its regular meeting on the second Monday of the month.

Timeline

MONTH A application

Su	M	Tu	W	Th	F	Sa

MONTH B action

Su	M	Tu	W	Th	F	Sa

report, along with the relevant meeting agenda, will be provided to the applicant prior to the public hearing at the Plan Commission meeting.

Notice of Public Hearing: Wisconsin State Law requires notice of a public hearing to be published in a specified, legal newspaper two times, 14 days prior to a public hearing. City Ordinance further requires that notices be mailed to property owners within 100 feet of the affected property. This notice is prepared and sent by the City Clerk.

Plan Commission Meeting: Applicants are encouraged to attend and participate in the public hearing in order to present the application and respond to questions from the Plan Commission and/or members of the public. The public hearing will be held in the City Hall Council Chambers, which is equipped to display drawings, photographs, videos, or other materials.

At the Public Hearing: The Plan Commission Chairperson will call the meeting to order at the appointed time, Commissioners and representatives of the City in attendance will be introduced, and the minutes of the previous meeting will be reviewed. Items requiring public hearings are next. The Chairperson will introduce an application, and City staff will review the issues and recommendations detailed in the staff report. Commissioners may ask questions about the application to be answered by City staff and the applicant. Then members of the public will be invited to ask questions about the application and to make comments about the proposal. Once the public comment period has concluded, the Chairperson will close the public hearing, and the Commissioners will discuss the application and make a recommendation for City Council action.

- **Plan Commission Action:** The Plan Commission does not approve or deny an application; instead, it makes a recommendation of approval or denial to the City Council, and provides the rationale for its recommendation. The application, along with the recommendation of the Plan Commission, is then brought to the City Council which has authority to approve or deny the application.

City Council: At the scheduled time, the Mayor will call the meeting to order and it will progress similar to the Plan Commission meeting. Based on the recommendation from the Plan Commission, the City Council may approve or deny the proposal as an item on the agenda. At its discretion, the City Council may instead choose to review the application in greater detail and take public comment, similar to the public hearing, before ultimately approving or denying the request.



APPLICATION TO REZONE

City Ordinance Section 121-29
www.newrichmondwi.gov

City of New Richmond
156 East First Street ❖ New Richmond, WI 54017
Phone: (715) 246-4268 ❖ Fax: (715) 246-7129

APPLICATION FEE: \$250 ESCROW: \$500

Application fee should be made payable to City of New Richmond upon submittal of completed application. Escrow funds will be drawn to cover project-related costs. Additional funds may be required; surplus funds will be returned.

Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

2. Applicant Information: (if different from above)

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

3. Address(es) of Property Involved: (if different from above)

4. Zoning Change Requested: Complete item 5a and/or 5b as appropriate for your application.

a. Zoning Map Change:

Existing Designation(s): _____

Proposed Designation(s): _____

5. Reason for Zoning Change: In approving a request for rezoning a property or amending the zoning text, one or both of the following circumstances must be evident; indicate which of the following best characterizes the reason that the intended use is not allowed by the existing zoning designation.

A mistake was made when the existing zoning text or map was approved.

Circumstances have changed since the original zoning that now justifies a change.

6. Additional Required Information:

- a. Legal Description and PIN:** Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- b. Consultant Fees:** Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g., traffic study analysis) the applicant shall be responsible for paying the entirety of those costs.
- c. Written Narrative:** The narrative should describe in detail the nature of the intended use, why you believe the use is not permitted by the existing zoning, and how the use would be permitted under the proposed rezoning or zoning text amendment. Narratives should also state whether any additional land use applications (e.g., conditional use Permit or variance) would be necessary to accommodate the intended use in compliance with the requirements of the proposed zoning change.
- d. Consultant Fees:** Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g., traffic study analysis), the applicant shall be responsible for paying the entirety of those costs.
- e. Other Information:** In addition to the written narrative, a full size site plan, topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by City Staff.

7. Signature(s): By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: _____

Date: _____

Applicant: _____

Date: _____

Fee Paid: \$250 Date: _____ **Receipt #** _____

Escrow Paid: \$500 Date: _____ **Receipt #** _____

Zoning change applications must be received by the first Thursday of each month; applications received after this date cannot be heard at the Planning Commission meeting the following month.



VARIANCE APPLICATION AND REVIEW PROCESS

City of New Richmond

156 East First Street ❖ New Richmond, WI 54017
 Phone: (715) 246-4268 ❖ Fax: (715) 246-7129

Overview: Applications for Variance will be reviewed by the Development Review Committee (DRC). The application will then be discussed at a public hearing held by the Board of Appeals, which meets on the first Tuesday of the month as needed.

Application Deadline: Applications must be received by the *first Thursday of the month*; applications received after this date will not be heard at the Board of Appeals meeting the following month. This application requires a Class I publication.

Submission Requirements: The attached application form must be completed and submitted with all requested materials. Failure to submit all application materials may delay the review process described below.

Example

Applications are due on the first Thursday of a month.

The public hearing will be held by the Board of Appeals on the first Tuesday of the following month.

Timeline

MONTH A application

Su	M	Tu	W	Th	F	Sa

MONTH B action

Su	M	Tu	W	Th	F	Sa

Escrow Deposit: Because changes in use can involve a significant amount of research and analysis by staff and/or outside consultants, the applicant must deposit \$500 in escrow in addition to the application fee. Unused escrow funds will be returned to the applicant at the conclusion of the review.

Initial Review: Applications will be reviewed for completeness by City staff, and a determination of completeness will be provided to the applicant either by phone call, email, or letter. We will notify you of the materials that are needed in order to complete the application; once all of the outstanding application materials are received, the meeting will be scheduled and the review process will begin as described below.

Formal Review: Applications for variance will be discussed by the Development Review Committee (DRC), which consists of a panel of City staff representing various departments. The DRC will address points of concern based on their respective professional experience. A summary of these comments will be provided to the applicant and will be reflected in the staff report presented to the Board of Appeals.

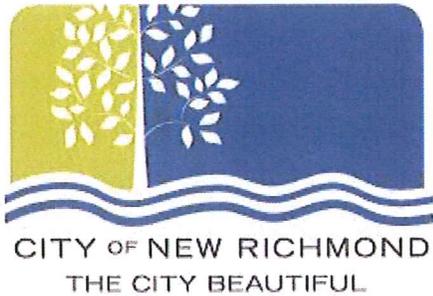
Staff Report: City staff will prepare a report summarizing the application, reviewing it against City ordinances and policies, and provide a recommendation for the Board of Appeals. A copy of this report, along with the relevant meeting agenda, will be provided to the applicant prior to the public hearing at the Board of Appeals meeting.

Notice of Public Hearing: Wisconsin State Law requires notice of a public hearing to be published in a specified, legal newspaper one time, at least 7 days prior to a public hearing. City Ordinance further requires that notices be mailed to property owners within 100 feet of the affected property. This notice is prepared and sent by the City Clerk.

Board of Appeals Meeting: Applicants are encouraged to attend and participate in the public hearing in order to present the application and respond to questions from the Board of Appeals and/or members of the public. The public hearing will be held in the City Hall Council Chambers, which is equipped to display drawings, photographs, videos, or other materials.

At the Public Hearing: The Board of Appeals Chairperson will call the meeting to order at the appointed time, members and representatives of the City in attendance will be introduced, and the minutes of the previous meeting will be reviewed. Items requiring public hearings are next. The Chairperson will introduce an application, and City staff will review the issues and recommendations detailed in the staff report. Members may ask questions about the application to be answered by City staff and the applicant. Then members of the public will be invited to ask questions about the application and to make comments about the proposal. Once the public comment period has concluded, the Chairperson will close the public hearing, and the board members will discuss the application and take action.

- **Board of Appeals Action:** The Board of Appeals has the authority to approve or deny an application. If the applicant is unhappy with the decision made by the Board of Appeals, they may appeal the decision to the Common Council. Further appeals can be made to the St. Croix County Circuit Court.



VARIANCE APPLICATION

City Ordinance Section 121-33
www.newrichmondwi.gov

City of New Richmond
156 East First Street ❖ New Richmond, WI 54017
Phone: (715) 246-4268 ❖ Fax: (715) 246-7129

APPLICATION FEE: \$250 1st Request \$300.00 2nd Request
ESCROW: \$500

Application fee should be made payable to City of New Richmond upon submittal of completed application. Escrow funds will be drawn to cover project-related costs. Additional funds may be required; surplus funds will be returned.

Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

2. Applicant Information: (if different from above)

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

3. Address(es) of Property Involved: (if different from above)

4. Legal Description _____

5. Variance Requested _____

6. Lot Size _____ Square Feet Width _____ Length _____

Setback: Front _____ Rear _____ Left _____ Right _____

Variance applications must be received by the first Thursday of each month; applications received after this date cannot be heard at the Board of Appeals meeting the following month.

7. **Proposed Use** _____

8. **Reason (hardship, unique situation, etc.)** _____

9. Additional Required Information:

a. **Written Narrative:** The narrative should describe in detail the nature of the intended use, why you believe the variance should be granted.

b. **Consultant Fees:** Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g., traffic study analysis) the applicant shall be responsible for paying the entirety of those costs.

10. Other Information: In addition to the written narrative, a scale map of the lot and how existing buildings are laid out on that lot, as well as, where the addition or new building would be placed if the variance is granted.

11. Signature(s): By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: _____

Date: _____

Applicant: _____

Date: _____

Fee Paid: \$250 Date: _____ Receipt # _____

Escrow Paid: \$500 Date: _____ Receipt # _____



EXTRA-TERRITORIAL CONCEPT PLAN, CERTIFIED SURVEY MAP, PRELIMINARY PLAT AND FINAL PLAT APPLICATION AND REVIEW PROCESS

City of New Richmond
156 East First Street ❖ New Richmond, WI 54017
Phone: (715) 246-4268 ❖ Fax: (715) 246-7129

Overview: Extra-Territorial Concept Plan, Certified Survey Map, Preliminary Plat and Final Plat applications will be reviewed by the Development Review Committee (DRC) and discussed by the Plan Commission, which meets on the first Tuesday of each month. A decision to approve or deny the request is made by the City Council at its regular meeting on the second Monday of that month.

Application Deadline: Applications must be received by the close-of-business on the **first Thursday of each month**; applications received after this date will not be heard at the Plan Commission meeting the following month.

Submission Requirements: The attached application form must be completed and submitted with all requested materials. Failure to submit all application materials may delay the review process described below.

Escrow Deposit: Because extra-territorial items can involve a significant amount of research and analysis by staff and/or outside consultants, the applicant must deposit \$500 in escrow in addition to the application fee. Unused escrow funds will be returned to the applicant at the conclusion of the review process.

Initial Review: Applications will be reviewed for completeness by City staff, and a determination of completeness will be provided to the applicant either by phone call, email, or letter. We will notify you of the items that are needed in order to complete the application. Once all outstanding application materials are received, the formal review process will begin as described below.

Formal Review: Concept Plan, Certified Survey Map, Preliminary Plat and Final Plat applications will be discussed by the Development Review Committee (DRC), which consists of a panel of City staff representing various departments. The members of this panel will address points of concern based on their respective professional experience. A summary of these comments will be provided to the applicant and will be reflected in the staff report presented to the Plan Commission.

Example

Applications are due on the first Thursday of a month.

The Plan Commission meeting will be held on the first Tuesday of the following month.

The City Council will take action during its regular meeting on the second Monday of the month.

Timeline

application

MONTH A						
Su	M	Tu	W	Th	F	Sa

action

MONTH B						
Su	M	Tu	W	Th	F	Sa

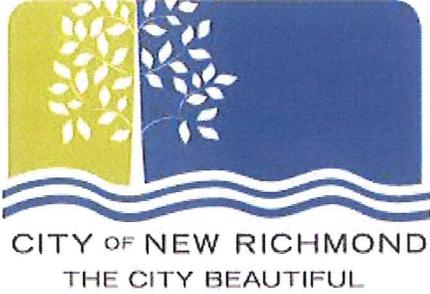
Staff Report: City staff will prepare a report summarizing the application, reviewing it against City ordinances and policies, and provide a recommendation for the Plan Commission. A copy of this report, along with the relevant meeting agenda, will be provided to the applicant prior to the public hearing at the Plan Commission meeting.

Plan Commission Meeting: Applicants are encouraged to attend and participate in order to present the application and respond to questions from the Plan Commission and/or members of the public. The meeting will be held in the City Hall Council Chambers, which is equipped to display drawings, photographs, videos, or other materials.

The Plan Commission Chairperson will call the meeting to order at the appointed time and the minutes of the previous meeting will be reviewed. Items requiring public hearings are next. Since these applications do not require a public hearing, they will follow after any items requiring the public hearing. The Chairperson will introduce an application, and City staff will review the issues and recommendations detailed in the staff report. Commissioners may ask questions about the application to be answered by City staff and the applicant. The Commissioners will discuss the application and make a recommendation for City Council action.

- **Plan Commission Action:** The Plan Commission does not approve or deny an application; instead, it makes a recommendation of approval or denial to the City Council. The application, along with the recommendation of the Plan Commission, is then brought to the City Council which has authority to approve or deny the application.

City Council: At the scheduled time, the Mayor will call the meeting to order and it will progress similar to the Plan Commission meeting. Based on the recommendation from the Plan Commission, the City Council may approve or deny the proposal as an item on the agenda. At its discretion the City Council may instead choose to review the application in greater detail and take public comment, before ultimately approving or denying the request.



EXTRA TERRITORIAL PLAT REVIEW

CITY ORDINANCE SECTION 121-35

www.newrichmondwi.gov

City of New Richmond

156 East First Street ❖ New Richmond, WI 54017

Phone: (715) 246-4268 ❖ Fax: (715) 246-7129

- | | | | |
|--|-----------------|--|-----------------|
| <input type="checkbox"/> CONCEPT PLAN FEE | \$200.00 | <input type="checkbox"/> PRELIMINARY PLAT FEE | \$200.00 |
| <input type="checkbox"/> CERTIFIED SURVEY MAP FEE | \$200.00 | <input type="checkbox"/> FINAL PLAT FEE | \$200.00 |
| | ESCROW | \$500.00 | |

Application fees should be made payable to City of New Richmond upon submittal of completed application. Escrow funds will be drawn to cover project-related costs. Additional funds may be required; surplus funds will be returned.

Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

2. Applicant Information: (if different from above)

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

3. Address(es) of Property Involved: (if different from above)

4. Zoning Designation: _____

5. Statement of Intent: Briefly describe what will be done on or with the property: _____

6. Additional Required Information:

- a. **Legal Description and PIN:** Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.

- b. Consultant Fees:** Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g., traffic study analysis) the applicant shall be responsible for paying the entirety of those costs.
- c. Other Information:** In addition to a full size site plan and an 11" x 17" copy, topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by City Staff.

7. **Signature(s):** By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: _____

Date: _____

Applicant: _____

Date: _____

Fee Paid \$200: _____ **Date:** _____ **Receipt #** _____

Escrow Paid \$500: _____ **Date:** _____ **Receipt #** _____

Applications must be received by the first Thursday of each month; applications received after this date cannot be heard at the Planning Commission meeting the following month.



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TO: Mayor Horne, City Council Members and Utility Commissioners

FROM: Beth Thompson, Community Development Director
Tom Rickard, Electric Superintendent

DATE: April 9, 2015

RE: Madison Avenue Lighting Project

Background

Madison Avenue was constructed in 2006 and at the time the City did not feel the need to put in street lighting. There were a couple of reasons for this; the first being cost and the second reason was need. At that time, there were no businesses or homes on Madison Avenue and no real need for street lighting.

Over the past seven years the businesses and traffic on this street has increased. With the new arrivals of Barley John's Brewery and Backyard Paradise, along with the expansion of 45th Parallel and Distillery, Accelerated Plastics, Well house Building and the Police Storage Building the need for lighting on Madison Avenue has increased. Below please see our proposal for lighting on Madison Avenue.

Type of Lighting

The lighting for this project will be 135 watt LED lights on a 30 ft. aluminum pole with a 30 inch aluminum arm. These lights will be consistent with existing street lights throughout the industrial park. Please see attachment 1 for existing lights and attachment 2 for the lights.

Sources of Funds

The estimated project costs will be as follows:

Material	\$31,267.00
Labor & Equipment	\$ 8,333.00
Contingency	\$ 4,000.00
Total project costs	\$43,600.00

The source of funds will come from TIF #6.

Concept Design

This lighting project is approximately 2,800 feet long, which will add 14 poles; this includes the entire length of Madison Avenue up to West Richmond Way and is underground line to the light poles. Please see attachment 3 for the concept of the Madison Lighting Project.

Proposed Project Schedule

Present to Finance Committee – April 6

Present to Utility Commission – April 6

Present to City Council – April 13

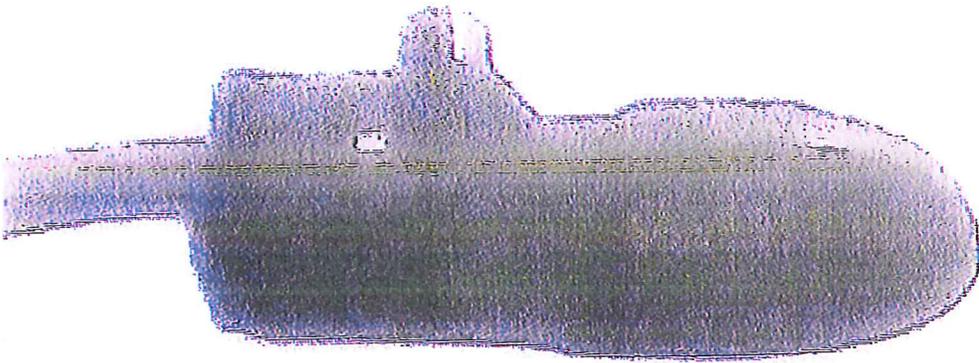
If approved by Finance, Utility and Council the Electric Department will start this project in late June, depending on receiving all necessary materials, and be completed in late July.

Recommendation

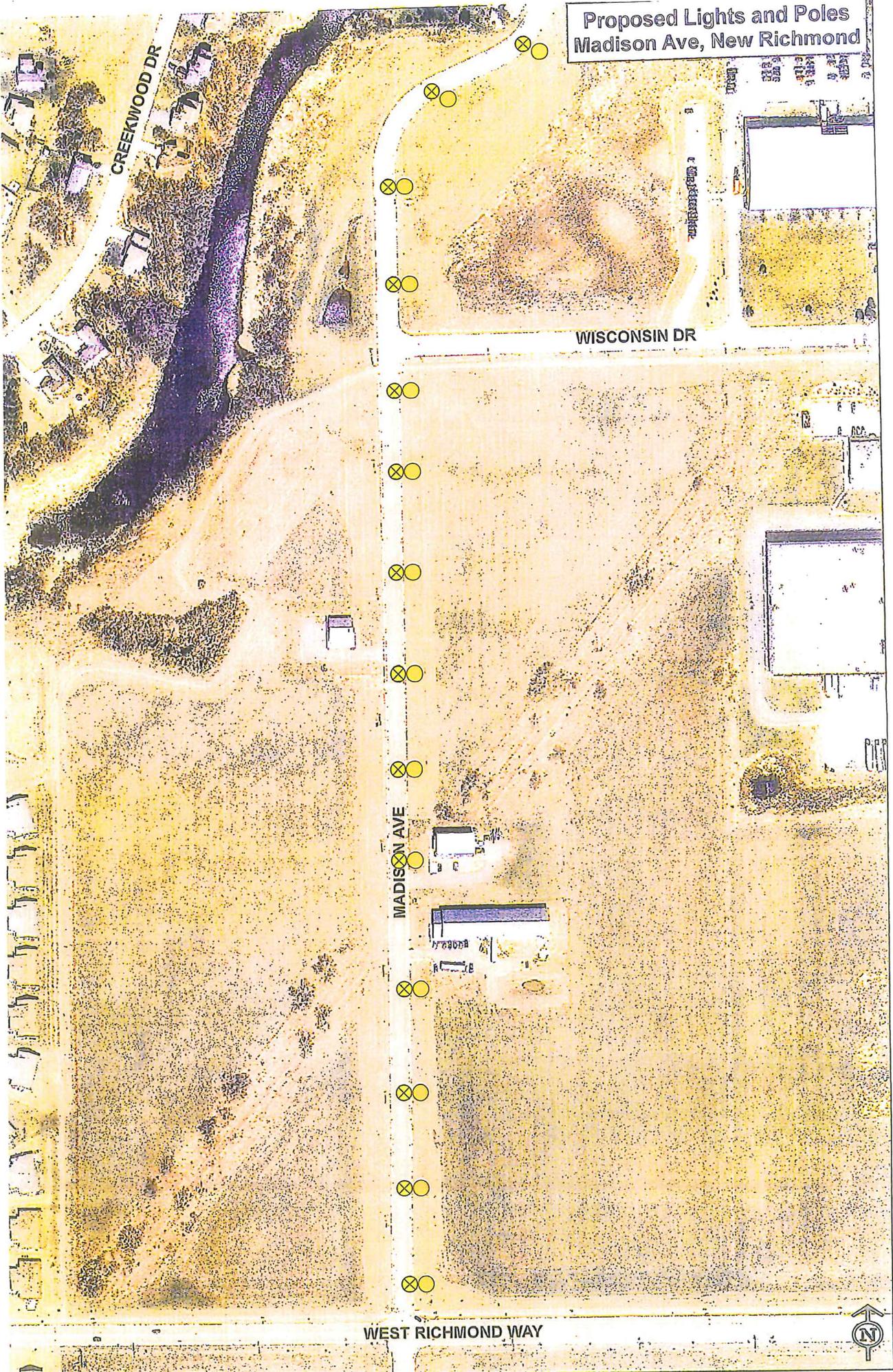
The Utility Commission and Finance Committee recommend moving forward with the Madison Lighting Project.

Staff is also recommending approval of the Madison Avenue Lighting Project per the above referenced plan.





Proposed Lights and Poles
Madison Ave, New Richmond



CREEKWOOD DR

WISCONSIN DR

MADISON AVE

WEST RICHMOND WAY





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TO: Mayor and City Council

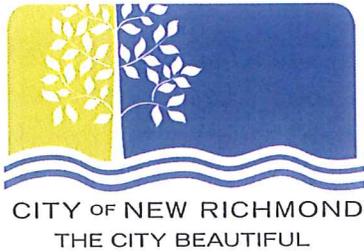
FROM: Tanya Reigel, City Clerk

DATE: April 10, 2015

RE: Policy for Hiring Limited Term Employees

Background

The Finance Committee discussed the policy for hiring seasonal employees at their meeting on April 6, 2015 and recommend Council approval with the title to be changed to limited term employees. The policy is attached for your review.



Hiring Policy for Seasonal Employees Draft 3.19.2015

Purpose:

The purpose of this policy is to outline the procedures that will be used in the recruitment and selection of candidates to fill seasonal employee vacancies within the City of New Richmond. It shall remain a goal of the City of New Richmond to recruit and hire the most qualified individuals to fill all vacancies.

Process:

In general, all position vacancies will be posted both internally and externally. In instances where a previous seasonal employee is interested in returning for another season, and satisfactorily completed the previous season's assignment, they will be offered the seasonal position before we begin the posting process. Should they accept, the vacancy will be considered filled and no further action is needed. If an incumbent is not available, or is unwilling to return, we will follow the general posting process for position vacancies.

General Posting Process:

In instances where position vacancies are not filled through promotion or returning seasonal employees, the Human Resources Manager will work with the Department Director to create and distribute each job posting to ensure consistency and adherence to our equal employment opportunity and affirmative action policies.

Position announcements will be posted on the City's website and social media pages. Additionally, we will post in the community newspaper, on applicable trade association websites, and the various league websites. All position announcements will be posted for a minimum of one week and will include application instructions and a closing date. Applications received after the official closing date will not be considered complete and therefore will not be eligible for the initial screening process.

A hiring committee will be established at the time of posting. The role of the committee will be to screen and review applications, select candidates for interview and make the job offer.

Definitions:

Seasonal Employee – Because no official definition exists, the City of New Richmond defines a seasonal employee as someone who is employed for a limited-term, not to exceed 120 days, or 600 hours and participates in work that is considered seasonal in nature.



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TO: Mayor and City Council

FROM: Jeremiah Wendt, Public Works Director

DATE: April 10, 2015

RE: Urban Non-Point Source Planning Project Contract

Background

The City received a DNR grant in 2014 for Urban Non-Point Source Planning. The grant was for an amount up to \$84,500, with matching funds from the City in the amount of \$40,890. Staff has secured funding through the STH 64 Corridor Communities Stormwater/Wastewater Coalition for the full amount of the matching funds, so the project can be completed with no out-of-pocket expense to the City.

Recommendation

Staff has developed a contract with MSA (who is providing services to the Coalition) to perform the work identified in the project scope for a total cost of \$107,823, which is within the approved grant amount. That proposed contract has been reviewed by City staff and the City Attorney, and recommended for approval by the Public Works Committee. The contract is also currently under review by DNR staff to ensure their concurrence that it fits within the grant requirements. Staff is recommending approval of this contract contingent upon DNR approval. Work on the project would begin shortly and be completed by December 31, 2015. Details on the scope of the project are included in the proposed contract.



PROFESSIONAL SERVICES

More ideas. Better solutions.

Professional Services Agreement

This AGREEMENT (Agreement) is made today March 27, 2015 by and between City of New Richmond (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which agree as follows:

Project Name: New Richmond Stormwater Management Planning

The scope of the work authorized is:

Presented here is MSA's proposed detailed scope. This work plan is inclusive of all elements identified in the City's 2014 UNPS Grant Application, except for efforts under the Storm Sewer System Mapping task, which MSA understands the City to have completed previously.

PHASE I – PUBLIC EDUCATION AND OUTREACH

MSA will prepare for and attend up to three (3) meetings with the general public and/or specific audiences according to the outline below to present information on the City's stormwater management program, current and upcoming regulations, and pertinent water resources issues.

1. Board of Public Works (two meetings)
2. City Council (one meeting)

MSA will require the assistance of the City in securing meeting rooms, identifying meeting audiences, and preparing and distributing invitations to desired attendees of each of these meetings.

Annual Mailing – Additionally, MSA will prepare a short (one page or less) project report identifying the major findings of the project study that the City can include in an annual mailing, or utility bill. The mailing will include contact information for key City staff members so that citizens may provide direct feedback to the City.

PHASE II – PUBLIC INVOLVEMENT AND PARTICIPATION

MSA will prepare for and attend up to four (4) meetings outline below with selected audiences to present information related to stormwater management in the City of New Richmond and to gather feedback on the potential ramifications of possible plan recommendations. It is anticipated that each meeting will focus on specific stormwater management within the City and water quality within the Willow River. MSA will assist City staff in the development of specific topics for each meeting. During each meeting feedback from attendees will be solicited to guide development of City policies regarding Stormwater management.

1. Highway 64 Coalition (two meetings)
2. Developer/Contractor/Business Owner group (one meeting)

MSA will require the assistance of the City in securing meeting rooms, identifying meeting audiences, and preparing and distributing invitations to desired attendees of each of these meetings.

PHASE III – ORDINANCE DEVELOPMENT & IMPLEMENTATION

MSA will prepare draft ordinances as described in tasks 1, 2, and 3 below. *The draft ordinances will need to be submitted to the City's Attorney for legal review, final editing, numbering, and formatting prior to adoption.*

TASK 1 – PREPARE ILLICIT DISCHARGE ELIMINATION ORDINANCE

MSA will prepare a draft illicit discharge elimination ordinance that serve to protect water quality through the establishment of language prohibiting improper connections into the storm sewer system and prohibiting activities resulting non-stormwater discharges to the stormwater system. The draft ordinance will be developed in accordance with section 2.3.1 of WPDES General Permit No WI-S050181-1.

Note that this contract of work does not include activities associated with the development or enforcement of an illicit discharge inspection and elimination program.

TASK 2 – PREPARE CONSTRUCTION SITE EROSION CONTROL ORDINANCE

MSA will prepare a draft construction site erosion control ordinance that will serve to protect water quality by creating language specifying activities to be conducted on a construction site to prevent the erosion and discharge of sediment into the stormwater system. The draft ordinance will be developed in accordance with section 2.4.1 of WPDES General Permit No WI-S050181-1. Applicable language from St. Croix County will be incorporated as appropriate.

TASK 3 – PREPARE POST CONSTRUCTION STORMWATER MANAGEMENT ORDINANCE

MSA will prepare a draft post-construction stormwater management ordinance requiring the construction and operation of BMPs for removing pollutants from stormwater runoff after construction of new developments. The draft ordinance will be developed in accordance with section 2.5.1 of WPDES General Permit No WI-S050181-1. Applicable language from St. Croix County and NRCS will be incorporated as appropriate.

PHASE IV – POLLUTION PREVENTION PLAN FOR CITY OPERATIONS

MSA will assist the City in development of pollution prevention program that follows the requirements of WPDES General Permit No WI-S050181-1 (recognizing that the City is not yet required to comply with these requirements), except 2.6.7 as described below.

Note that it is anticipated that most, if not all of the required information is available from the City and that MSA's efforts will consist of obtaining and organizing this information for presentation in a formal SWPPP document.

The SWPPP will include:

- 2.6.1 An inventory of municipally owned or operated structural storm water management facilities.
- 2.6.2 A plan for routine inspection and maintenance of municipally owned or operated structural storm water management facilities to maintain their pollutant removal operating efficiency.
- 2.6.3 A description of routine street sweeping and cleaning of catch basins with sumps where appropriate.
- 2.6.4 A plan for proper disposal of street sweeping and catch basin cleaning waste.
- 2.6.5 A road salt application (minimization) plan:
 - 2.6.5.1 Contact information for the individual(s) with overall responsibility for winter roadway maintenance.
 - 2.6.5.2 Description of the types of deicing products used.
 - 2.6.5.3 The amount of deicing product used per month.
 - 2.6.5.4 Description of the type of equipment used.
 - 2.6.5.5 Snow disposal locations, if applicable.
 - 2.6.5.6 Anti-icing, equipment calibration, and salt reduction strategies considered.
 - 2.6.5.7 Other measurable data or information that the permittee used to evaluate its deicing activities.
- 2.6.6 A plan for proper management of leaves and grass clippings

Activities associates with section 2.6.7 Storm water pollution prevention planning for municipal garages, storage areas, etc. is not included in this scope of work due to the disproportionate effort required to develop this data and the likelihood of permit and facility changes which may occur between the date of this agreement and the data that these regulations apply to the City.

PHASE V – REVIEW AND UPDATE STORMWATER UTILITY ORDINANCE

MSA will obtain from the City the current storm water utility ordinance and will review the ordinance for the incorporation of critical features such as definitions, credit and adjustment policies, rate structure(s), and review fees.

Additionally, if provided the City's existing impervious area database, MSA will verify the continued applicability of the ERU size and will verify the accuracy of the assessment of the top 10 utility customers (or others as directed by City staff).

PHASE VI – STORMWATER QUALITY PLAN DEVELOPMENT

MSA will conduct an assessment of pollutant loads produced by existing development (and reduced by existing management practices) in the City of New Richmond. This assessment will be conducted using the WinSLAMM computer model. This model is arguably the model of choice in the state of Wisconsin for urban water quality assessments and represents the most commonly used tool to develop water quality plans for NPDES compliance and TMDL implementation plans.

TASK 1- PREPARE WATER QUALITY MODEL INPUT DATA

MSA will obtain from the City existing GIS data describing land use, watersheds and drainage infrastructure. It is expected that MSA's activities under this task will include three items:

Model Land Use. The City has a comprehensive database of impervious area within City limits. MSA will develop model input data based on this actual impervious data by overlaying city land use maps over the impervious area maps and applying 'directly connected impervious area' ratios from USGS standard land use files to the resulting data to prepare model input which will be specific to the City of New Richmond.

Stormwater System Mapping. MSA will identify the location of existing public and privately owned BMPs (approximately 40 total). We will also identify streets served by storm sewer vs. vegetated drainage systems (swales) and will further subdivide areas with storm sewers equipped with sumped manholes.

Subwatershed Divides. MSA will review existing City-provided watershed mapping to determine drainage areas to existing and alternative future BMP locations. MSA will subdivide up to 60 subwatersheds to existing and alternative future BMPs.

TASK 2- STORMWATER FACILITY INSPECTION

MSA will prepare a storm water facility inspection form to document the current physical condition of existing storm water facilities throughout the City.

MSA will complete visual inspections of up to 40 existing storm water management facilities within the City. In addition to conducting inspections regarding the overall maintenance condition of each BMP, MSA's field staff will also verify critical dimensional data for each BMP as required to complete the WinSLAMM modeling of the City's stormwater management system. This information will be used to verify and/or supplement data gathered from available construction plans for each BMP.

Note, it is assumed that MSA field staff has permission to access all BMPs. Also note, inspections will be visual inspections of the surface features of BMPs. This task includes

no efforts for inspection of underground facilities and includes no efforts for confined space entry.

Task 3 - Develop WinSLAMM v10 Model.

MSA will create a new WinSLAMM v10 water quality model using existing land use as a baseline reference. This model will be developed according to the most recent WDNR guidance document regarding application of water quality models for WPDES and TMDL compliance (in anticipation of a summer 2015 release of the Willow River TMDL). The model will be solved to determine the level of TSS and TP reductions achieved by the City.

Baseline/“No Controls.” MSA will develop a WinSLAMM v10 water quality computer model representing the existing land use conditions to determine the baseline pollutant loading from existing land uses within the City limits. This activity will determine the actual load generated within the study area (which includes areas outside the City that drain through the City’s MS4), within the City limits, and within the ‘regulated’ area (MS4-served) of the City.

Existing Controls. MSA will identify the location and characteristics of existing infrastructure, and the nature, location, frequency and timing of current municipal “housekeeping” practices (e.g., street sweeping) that may contribute towards the TSS reduction target. Using this information, MSA will modify the baseline model to determine how much TSS and TP reduction existing infrastructure and housekeeping practices can be credited. This task will determine the current level of compliance with current TSS and TP reduction goals and will determine the magnitude of future activities required to obtain compliance with the reduction standards.

- MSA will evaluate up to approximately 40 total existing structural BMPs under this work task. All BMPs will be discretely modeled according to plan data provided by the City.
- The existing BMP evaluations will also include the City’s current catch basin cleaning and street sweeping programs.
- Additionally, the existing BMP evaluations will include assessment of City streets served by vegetated swale drainage systems.

Alternative New BMP Analyses. MSA will develop alternative solutions to improve pollutant reduction to provide the City a variety of options to achieving potentially higher TSS and TP reduction levels for compliance with the impending Willow River TMDL. MSA will identify sites for installation of new water quality treatment facilities and will evaluate each site (according to available space and tributary area) for its ability to reduce TSS and TP loads to waters of the State. We will identify up to approximately 20 potential structural BMPs for improving stormwater quality. Note, it is not anticipated that all 20 alternative BMPs will be discretely modeled.

MSA will also evaluate the effectiveness of increased frequency of the City’s catch basin maintenance and street sweeping. Additionally, MSA will evaluate the effectiveness of implementing parking controls as these practices can almost double the effectiveness of sweeping efficiency.

Task 4 – Conduct Field Infiltration Testing

MSA will conduct double ring infiltrometer tests within up to four (4) vegetated drainage systems (swales) serving City streets. MSA will conduct abbreviated two-hour infiltration tests as described/endorsed by the WDNR at the 'consultant roundtable' held in January 2011.

The double ring infiltrometer tests are intended to identify the saturated soil infiltration rate. As such, MSA will attempt to schedule infiltrometer tests shortly following rainfall events.

Note: WDNR modeling guidance requires a preliminary evaluation of swale candidates to make sure that each segment of swale meets minimum criteria. MSA will use available topographic mapping and field reconnaissance to conduct the following steps:

Determine where swale slopes exceed 4%. MSA will use available topographic mapping to determine and plot the longitudinal slopes of all elements of the swale system. Swale segments with slopes in excess of 4% will be excluded from the existing conditions assessment. However, MSA may include these segments in the proposed conditions assessment if they can feasibly be outfitted with slope interruption devices such as ditch checks (in accordance with conservation practice standard 1062). These swales would be included as alternative future BMPs.

Conduct an assessment of channel scour. MSA will visually inspect the swale system to check for evidence of scour such as channel cuts. We will locate the end points of locations of scour using visual observations and by hand marking on aerial photos. These areas must be excluded from the existing conditions assessment.

Where construction plans are not available, or where as-built conditions are suspected to deviate significantly from construction plans, MSA will measure the width of swale bottoms using measuring tape at approximately 500 foot increments. We will identify the location where swales are measured and will obtain a representative photograph with a scalable item such as a survey range pole at the location of each photo. MSA also will determine the horizontal side slopes of both sides of the swale at the locations where bottom widths are measured using a six-foot carpenter's level and a measuring tape.

Measurement of swale characteristics will be conducted on swales where infiltration testing is completed.

Task 4.0 Prepare final report

MSA will prepare a report summarizing the activities conducted during this study. The report will include maps, figures and text documenting the significant finds of field investigations, modeling studies and ordinance and program development activities.

The plan will: 1) document modeling methodology, 2) compile annual TSS and TP pollution loadings into appropriate tabular format(s), 3) document the pollution control (TSS and TP) achieved by existing management measures, and 4) identify the alternative new BMP TSS/TP removal efficiency and estimated construction cost.

Additionally, for each alternative BMP evaluated for future installation for improved water quality, MSA will perform and document the following tasks:

- *Perform Groundwater Protection Screening:* MSA will create maps of wellhead protection areas, potential groundwater contamination and areas of high groundwater which may prohibit or negatively affect the performance of proposed BMPs which rely on infiltration. Mapping will be completed using readily available mapping resources and will be used to identify locations where future BMPs will not be allowed.
- *Perform Wetland Screening:* MSA will overlay conceptual BMP design footprints with maps of wetlands and wetland indicators using the Wisconsin Wetland Inventory Maps USDA Natural Resources Conservation Service soil maps (which will be used to indicate areas of 'somewhat poorly, poorly and very poorly drained soils' which are soil types typically found within areas designated as wetlands). WDNR and ACOE are not likely to permit BMP construction projects within wetland areas.
- *Prepare BMP Concept Plans:* MSA will develop preliminary concept designs for purposes of identifying BMP footprint and basic geometry for determining land acquisition requirements and construction quantities.
- *Prepare BMP Cost Estimates.* MSA will prepare preliminary construction cost estimates for each BMP. Cost estimates will include major elements include property acquisition, earthwork, storm sewer modifications and site restoration. Allocations for additional site investigation (geotechnical, wetland delineation), engineering design and contingency will be included.
- *Develop Priority Ratings.* MSA will determine the cost-benefit ratio of each alternative water quality management facility (pounds of TSS removed per dollar of construction cost) and will prioritize each BMP according to its rank.

DELIVERABLES. MSA will provide three (3) color hard copies and one (1) electronic copy in PDF format of the final plan document to the City. MSA will provide to the City one (1) electronic copy in GIS format of critical water quality modeling data including subwatershed boundaries, BMP locations, and land use. MSA will provide to the City one (1) electronic copy in electronic format of all WinSLAMM models used in this study. MSA will provide one (1) electronic copy in PDF format of water quality BMP inspections forms.

ASSUMPTIONS

1. The City shall furnish MSA all available maps, orthophotographs, stormwater conveyance system drawings, stormwater management plans, parcel graphical and tabular data, previous stormwater management and utility planning data (land use/impervious area data), and other relevant stormwater management data, all of which may be relied upon without independent verification in performing the Scope of Work. It is also assumed that the above information will be provided at no cost to the project. Data files will be provided digitally to MSA if available or paper copy format (if a digital format is not available). This City shall also furnish MSA with a copy of the current SWU database that includes the customer number, parcel number, owner name and site address (if available), land use (if available) and current ERU rate.
2. Some information provided by the City may be inaccurate or unreliable. MSA cannot be responsible for inaccuracies in the data supplied by the City. Field verification of the data is not included in the Scope of Work.
3. Preparation of design plans, specifications, or construction documents are not included in this scope of work.
4. MSA will require the assistance of the City in securing meeting rooms, identifying meeting audiences, and preparing and distributing invitations to desired attendees of meetings described in this scope of work.

**ATTACHMENT A:
RATE SCHEDULE
MARCH 2015/2016***

<u>CLASSIFICATION</u>	<u>LABOR RATE</u>
Architects	\$125-\$151.00/hr.
Clerical	\$56-\$78.00/hr.
CAD Technician	\$47-\$103.00/hr.
Geographic Information Systems (GIS)	\$71-\$125.00/hr.
Housing Administration	\$55-\$103.00/hr.
Hydrogeologists	\$99-\$142.00/hr.
Planners	\$83-\$160.00/hr.
Principals	\$142-\$175.00/hr.
Professional Engineers	\$85-\$175.00/hr.
Project Manager	\$62-\$170.00/hr.
Professional Land Surveyors	\$88-\$145.00/hr.
Staff Engineers	\$76-\$115.00/hr.
Technicians	\$47-\$103.00/hr.
Wastewater Treatment Plant Operator	\$71-113.00/hr.

REIMBURSABLE EXPENSES

Copies/Prints	Rate based on volume
Fax	\$1.00/page
GPS Equipment	\$40/hour
Mailing/UPS	At cost
Mileage – (currently \$0.56/mile)	Rate set by Fed. Gov.
Nuclear Density Testing	\$25.00/day + \$10/test
Organic Vapor Field Meter	\$100.00/day
PC/CADD Machine	Included in labor rates
Robotics Geodimeter	\$30/hour
Stakes/Lathe/Rods	At cost
Total Station	Included in labor rates
Travel Expenses, Lodging, & Meals	At cost
Traffic Counting Equipment & Data Processing	At cost

* Labor rates represent an average or range for a particular job classification. These rates are in effect until March 1, 2016. After March 1, 2016, these rates may increase by not more than 5% per year.



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TO: Mayor and City Council

FROM: Jeremiah Wendt, Public Works Director

DATE: April 10, 2015

RE: 2015 – 2016 Street & Utility Improvements

Background

Based on direction from the City Council at the March 23 Council Work Session, staff have been working closely with SEH to refine the scope of the proposed projects, and develop a contract for the 2015-2016 Street & Utility Improvements. We have met with representatives from the Town of Richmond and Lakeside Foods, Inc. to discuss the projects on which we are proposing to partner with them. We are also investigating the funding opportunities for North Fourth Street that were mentioned as part of SEH's presentation at the March 23 Council Work Session, and soliciting proposals for the geotechnical investigations that will be needed for design of the proposed projects.

Next Steps

Staff has outlined the following next steps with SEH, which have also been presented to the Utility Commission and Public Works Committee:

- April 27 Council Work Session – Staff and SEH will provide the Council with a memo summarizing the project approach, which will include details on the following:
 - Proposed contract structure.
 - Proposed agreement structure with partners (Richmond and Lakeside).
 - Funding and schedule details for N 4th Street, along with possible rescheduling of other projects as a result.
 - Any proposed scope or schedule changes resulting from meetings with staff or partners.
 - Geotechnical investigation scope/status of proposals.
- Based on feedback from the Council regarding the detailed project approach, the contract with SEH and a geotechnical investigation firm will be finalized and presented for approval at the following meetings:
 - May 4 Finance Committee Meeting
 - May 6 Utility Commission Meeting

- May 11 City Council Meeting

- With the Council's approval, geotechnical investigation, design work and community involvement would begin shortly thereafter on all projects.

Recommendation

No further action needed at this time.



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TO: Mayor and City Council

FROM: Jeremiah Wendt, Public Works Director

DATE: April 10, 2015

RE: Mary Park Boat Launch Fee

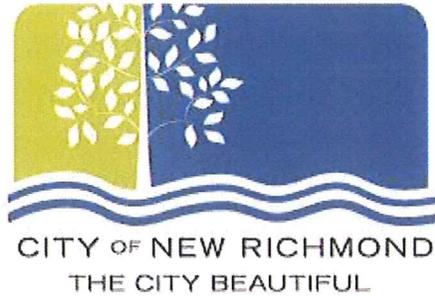
Background

Improvements to the City's boat landing in Mary Park were included in the Capital Improvement Plan that staff has prepared and the City Council has considered. During the consideration of these projects, the City Council suggested that the Park Board consider implementation of a boat launch fee at this location to help fund the proposed improvements. Below is a list of considerations from the DNR for public entities considering imposing boat launch fees:

- The governance of launch fees is covered under section NR 1.91(11), Wisconsin Administrative Code.
- The state sets a \$7.00 maximum Base Fee, which is based on the \$7.00 Daily State Park Entrance Fee for residents. You may set a lower Base Fee based upon local needs. Section NR 1.91(11)(e), Wis. Adm. Code, requires that before a local unit of government adopts a launch fee exceeding \$7, it must submit the fee schedule to the Department for approval and include information demonstrating: (a) that it maintains facilities or services that justify charges exceeding \$7; and (b) that season passes are available.
- Fees collected by the operating authority shall be used only for the operation and maintenance of boat launching facilities.
- Parking is included with launch fees. Segregated fees for parking are not allowed.
- If a launch fee is charged, a season pass at a fee not to exceed 10 times the daily fee shall be provided for both residents and non-residents.
- In no case shall the fee charged a non-resident exceed 150% of the fee charged a resident.

Recommendation

The Park Board has recommended the implementation of a daily launch fee of \$3, and an annual launch fee of \$30. If approved by the City Council, staff will construct a lock box at the site to collect fees and print envelopes with removable tabs to be displayed on the dash of paying users of the boat landing.



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

TO: Mayor and City Council

FROM: Jeremiah Wendt, Public Works Director

DATE: April 10, 2015

RE: South Water Tower Reconditioning Project Contract

Background

Bids were received for the South Water Tower Reconditioning project on Thursday, April 2, 2015. SEH has provided the attached summary of the bids received for use by City Staff, the Utility Commission, and the City Council.

Recommendation

The Utility Commission has recommended award of the project, and the establishment of a contract, with Champion Coatings, Inc. of Savage, Minnesota. The amount of the contract, based on the attached unit price schedule, is \$368,900. The City's tenants on the South Water Tower will pay \$27,000 of this cost (St. Croix County and Sprint).

Next Steps

A group of community members has expressed interest in funding the addition of a New Richmond Tiger's logo that would be painted on the southeast quadrant of the tank as part of the reconditioning project. Staff and the Utility Commission directed SEH to bid the project with this as an option. The bid price for the Tiger logo is \$6,000, and the bid price for "New Richmond" lettering similar to what is currently on the tank is \$4,000 per location. Staff will provide an update to the Utility Commission and the City Council in May with the status of funds from this group, and a final decision on the logo/lettering can be made at that time.

Construction on the rehabilitation project is expected to commence in early May, with the tower back in service by July 3, and the project closed out by July 19, 2015.



Building a Better World
for All of Us®

April 3, 2015

RE: City of New Richmond
South Water Tower Reconditioning
SEH No. NEWR 131529 14.00

Jeremiah Wendt, PE
Director of Public Works
City of New Richmond
156 E. First Street
New Richmond, WI 54017

Dear Jeremiah:

On Thursday, April 2, 2015, unit price bids were received for the South Water Tower Reconditioning project. The attached Bids Received summary shows the addendum acknowledged, bid bond received, and total amount bid by each Contractor. The attached Tabulation of Bids shows the unit price bids received from all bids submitted.

Four bids were received for the project. The bids ranged from \$368,900 to \$438,607. The low bid was submitted by Champion Coatings, Inc. of Savage, Minnesota. Based on our experience and review, it is our opinion that Champion Coatings, Inc. has the required equipment and expertise to perform the work as outlined in the contract specifications. We, therefore, recommend award of the project in the low bid amount of \$368,900.

Enclosed please find the bids and bonds of all unsuccessful bidders. The bids and bonds of the second and third low bidders should be retained until receipt of the executed contract documents from the low bidder. The rest can be returned to the unsuccessful Contractors. After receipt of the executed documents, the bids and bonds of the second and third low bidders may likewise be returned. SEH has retained the bond of the low bidder for incorporation into the contract documents.

Tenant Considerations

Included in the bid price are several modifications required by the existing and proposed tenants on the tank. Sprint currently has equipment on the tank, and St. Croix County will be placing their equipment on the tank following the reconditioning project. The tenants were advised that any modifications needed at the tank are required to be completed as a part of the reconditioning project to avoid damage to the protective coatings after the reconditioning is complete. This includes tank and platform penetrations, cable management systems, and a new handrail to support the weight of the equipment. These items were included as separate line items in the unit price bid so that the costs could be allocated to the tenants. The items are listed in the following table.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 156 High Street, Suite 300, New Richmond, WI 54017-1128
SEH is 100% employee-owned | sehinc.com | 715.246.9906 | 888.881.4281 | 888.908.8166 fax

Tenant Modifications:

Item No.	Item	Unit	Est. Qty.	Unit Price	Total Price	St. Croix County	Sprint
14	Telecom Cable Management Modifications	LF	80	\$ 75	\$ 6,000.00	\$ 3,000	\$ 3,000
15	Platform Penetrations for Telecom Cable Management	EA	4	\$ 750	\$ 3,000.00	\$ 1,500	\$ 1,500
16	Ports in Base Cone with Structural Reinforcement	EA	3	\$ 1,000	\$ 3,000.00	\$ 3,000	\$ -
17	Top Hatch Plate Antenna Conduit Penetrations	EA	4	\$ 500	\$ 2,000.00	\$ 2,000	\$ -
25	Coaxial Cable Bridge Assemblies	EA	1	\$ 2,000	\$ 2,000.00	\$ 1,000	\$ 1,000
26	Install New Exterior Roof Handrail	LS	1	\$ 9,000	\$ 9,000.00	\$ 4,500	\$ 4,500
27	Remove Existing Exterior Roof Handrail	LS	1	\$ 2,000	\$ 2,000.00	\$ 1,000	\$ 1,000
					\$ 27,000.00	\$ 16,000	\$ 11,000

Item Nos. 14 (Detail C/02) and 15 (Detail B/03) are necessary for all tenants to move the cables off of the overflow pipe where they are currently located. These costs will be split 50/50 between the two tenants.

Item Nos. 16 (Detail F/02) and 17 (Details A/01 and B/01) are necessary for St. Croix County to install their conduits into the basecone and out of the top hatch plate of the tower. These costs will be borne by St. Croix County.

Item No. 25 (Detail F/03) is necessary to support tenants' cables up off of the surface of the tank roof. This cost will be split 50/50 between the two tenants.

Item Nos. 26 and 27 (Details D/02 and E/02) are necessary to accommodate additional loading on the handrail for St. Croix County's equipment and future upgrades of Sprint's equipment. This cost will be split 50/50 between the two tenants.

We hope this analysis of the bids is adequate for your needs. If you have any questions regarding this information, please contact me.

Sincerely,

SHORT ELLIOTT HENDRICKSON, INC.



Jana Nyhagen, PE
 Project Manager

Attachment

- c: Terry Anderson, St. Croix County
- Steve Pott, PSC Alliance
- David Duffy, Ericsson (Sprint rep)
- Dale Romsos, SEH



Building a Better World
for All of Us®

BIDS RECEIVED

South Water Tower Reconditioning
New Richmond, Wisconsin
Project Manager: Jana Nyhagen, PE

SEH No. NEWRI 131529 64.20

Bid Date: 2:00 p.m., Thursday, April 2, 2015

Page 1

Bidder	Addendum Acknowledged	10% Bid Bond	Bid Amount
Champion Coatings Savage, Minnesota	✓	✓	\$368,900.00
Classic Protective Coatings Inc. Menomonie, Wisconsin	✓	✓	\$438,607.00
LC United Painting Sterling Heights, Michigan	✓	✓	\$369,000.00
Odland Protective Coatings Inc. Rockford, Minnesota			no bid
TMI Coatings, Inc. St. Paul, Minnesota	✓	✓	\$423,800.00

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TABULATION OF BIDS

South Water Tower Reconditioning
 New Richmond, Wisconsin
 SEH No.: NEWRI 131529
 Bid Date: 2:00 p.m., Thursday, April 2, 2015

Shaded area denotes corrected figure

Item No.	Item	Unit	Est. Quantity	Champion Coatings Inc.		Classic Protective Coatings		L.C. United Painting Co, Inc.	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Mobilization, bonds, insurance	LS	1	\$20,000.00	\$20,000.00	\$23,245.00	\$23,245.00	\$10,000.00	\$10,000.00
2	Repair floor and install hatch	LS	1	3,500.00	3,500.00	4,000.00	4,000.00	5,000.00	5,000.00
3	Replace door	LS	1	4,000.00	4,000.00	4,200.00	4,200.00	5,000.00	5,000.00
4	Interior Wet Coating System	LS	1	64,000.00	64,000.00	122,960.00	122,960.00	58,000.00	58,000.00
5	Interior Dry Coating System	LS	1	26,000.00	26,000.00	18,850.00	18,850.00	24,000.00	24,000.00
6	Exterior Coating System	LS	1	165,000.00	165,000.00	176,700.00	176,700.00	164,000.00	164,000.00
7	Valve Vault Coating System	LS	1	4,000.00	4,000.00	5,000.00	5,000.00	3,000.00	3,000.00
8	Repair and coat foundation	LS	1	1,000.00	1,000.00	4,500.00	4,500.00	3,000.00	3,000.00
9	Logo 1 - "New Richmond"	EA	1	4,000.00	4,000.00	7,000.00	7,000.00	5,000.00	5,000.00
10	Logo 2 - School Mascot / "Home of the Tigers"	EA	1	6,000.00	6,000.00	7,000.00	7,000.00	8,000.00	8,000.00
11	Interior Wet Welding	LS	1	3,500.00	3,500.00	5,000.00	5,000.00	6,000.00	6,000.00
12	Interior Wet Caulking	LS	1	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
13	Top Platform Modifications (drain, drain line, check valve,	LS	1	7,500.00	7,500.00	4,200.00	4,200.00	2,500.00	2,500.00
14	Telecom Cable Management Modifications	LF	80	75.00	6,000.00	100.00	8,000.00	100.00	8,000.00
15	Platform Penetrations for Telecom Cable Management	EA	4	750.00	3,000.00	225.00	900.00	1,000.00	4,000.00
16	Ports in Base Cone with Structural Reinforcement	EA	3	1,000.00	3,000.00	500.00	1,500.00	1,500.00	4,500.00
17	Top Hatch Plate Antenna Conduit Penetrations	EA	4	500.00	2,000.00	300.00	1,200.00	1,000.00	4,000.00
18	Access Tube Fall Arrest System (Cable)	LS	1	2,500.00	2,500.00	1,100.00	1,100.00	2,000.00	2,000.00
19	Wet Interior Fall Arrest System (Cable)	LS	1	2,500.00	2,500.00	1,100.00	1,100.00	2,000.00	2,000.00
20	Safety Equipment	EA	2	1,000.00	2,000.00	1,050.00	2,100.00	1,000.00	2,000.00
21	Riser Pipe Coating and Reinstall Insulation	LF	50	30.00	1,500.00	100.00	5,000.00	100.00	5,000.00
22	Riser Pipe Coating and Replace Insulation	LF	50	60.00	3,000.00	100.00	5,000.00	100.00	5,000.00
23	Miscellaneous Interior Repairs (manway gaskets, platform	LS	1	4,000.00	4,000.00	250.00	250.00	5,000.00	5,000.00
24	Replace Roof Vent	LS	1	6,400.00	6,400.00	2,500.00	2,500.00	6,000.00	6,000.00
25	Coaxial Cable Bridge Assemblies	EA	1	2,000.00	2,000.00	2,300.00	2,300.00	4,500.00	4,500.00
26	Install New Exterior Roof Handrail	LS	1	9,000.00	9,000.00	10,300.00	10,300.00	9,000.00	9,000.00
27	Remove Existing Exterior Roof Handrail	LS	1	2,000.00	2,000.00	1,900.00	1,900.00	2,000.00	2,000.00
28	Miscellaneous Exterior Repairs (overflow pipe screen,	LS	1	2,500.00	2,500.00	3,400.00	3,400.00	3,500.00	3,500.00
29	Disinfection	LS	1	1,500.00	1,500.00	1.00	1.00	1,000.00	1,000.00
30	Two-Year Warranty	LS	1	1,500.00	1,500.00	1.00	1.00	2,000.00	2,000.00
31	North Water Tower Ladder Modifications	LS	1	4,000.00	4,000.00	7,400.00	7,400.00	4,000.00	4,000.00
TOTAL BID PRICE					\$368,900.00		\$438,607.00		\$369,000.00



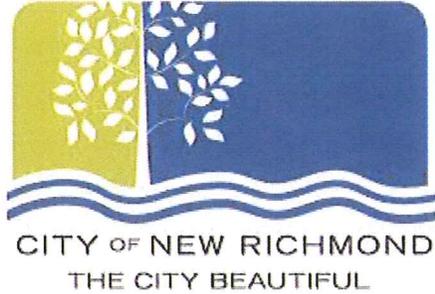
TABULATION OF BIDS

South Water Tower Reconditioning
 New Richmond, Wisconsin
 SEH No.: NEWRI 131529
 Bid Date: 2:00 p.m., Thursday, April 2, 2015

TMI Coatings, Inc
 3291 Terminal Drive
 St. Paul, MN 55121
 \$423,800.00

Shaded area denotes corrected figure

Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price
1	Mobilization, bonds, insurance	LS	1	\$20,000.00	\$20,000.00
2	Repair floor and install hatch	LS	1	4,200.00	4,200.00
3	Replace door	LS	1	2,800.00	2,800.00
4	Interior Wet Coating System	LS	1	87,300.00	87,300.00
5	Interior Dry Coating System	LS	1	22,000.00	22,000.00
6	Exterior Coating System	LS	1	186,000.00	186,000.00
7	Valve Vault Coating System	LS	1	1,500.00	1,500.00
8	Repair and coat foundation	LS	1	2,300.00	2,300.00
9	Logo 1 - "New Richmond"	EA	1	5,000.00	5,000.00
10	Logo 2 - School Mascot / "Home of the Tigers"	EA	1	6,000.00	6,000.00
11	Interior Wet Welding	LS	1	5,800.00	5,800.00
12	Interior Wet Caulking	LS	1	4,500.00	4,500.00
13	Top Platform Modifications (drain, drain line, check valve,	LS	1	5,000.00	5,000.00
14	Telecom Cable Management Modifications	LF	80	100.00	8,000.00
15	Platform Penetrations for Telecom Cable Management	EA	4	950.00	3,800.00
16	Ports in Base Cone with Structural Reinforcement	EA	3	1,000.00	3,000.00
17	Top Hatch Plate Antenna Conduit Penetrations	EA	4	350.00	1,400.00
18	Access Tube Fall Arrest System (Cable)	LS	1	2,300.00	2,300.00
19	Wet Interior Fall Arrest System (Cable)	LS	1	2,300.00	2,300.00
20	Safety Equipment	EA	2	350.00	700.00
21	Riser Pipe Coating and Reinstall Insulation	LF	50	90.00	4,500.00
22	Riser Pipe Coating and Replace Insulation	LF	50	170.00	8,500.00
23	Miscellaneous Interior Repairs (manway gaskets, platform	LS	1	2,300.00	2,300.00
24	Replace Roof Vent	LS	1	6,000.00	6,000.00
25	Coaxial Cable Bridge Assemblies	EA	1	500.00	500.00
26	Install New Exterior Roof Handrail	LS	1	12,600.00	12,600.00
27	Remove Existing Exterior Roof Handrail	LS	1	1,800.00	1,800.00
28	Miscellaneous Exterior Repairs (overflow pipe screen,	LS	1	3,600.00	3,600.00
29	Disinfection	LS	1	3,000.00	3,000.00
30	Two-Year Warranty	LS	1	2,000.00	2,000.00
31	North Water Tower Ladder Modifications	LS	1	5,100.00	5,100.00
TOTAL BID PRICE					\$423,800.00



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

TO: Mayor and City Council

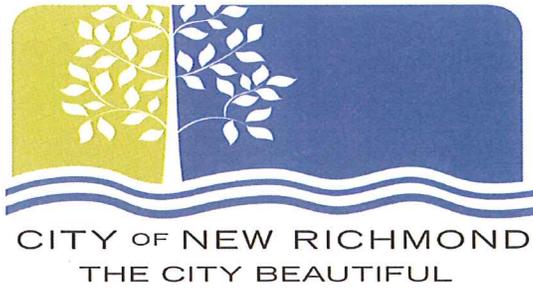
FROM: Tanya Reigel, City Clerk

DATE: April 10, 2015

RE: Community Flag Challenge Event

Background

Alderman Ard would like the City Council to issue a challenge to every home and business in the City of New Richmond to fly the American Flag given that Loyalty Day and the Moving Wall will be coming to New Richmond in the coming months.



Building Inspection Department 1st Quarter Summary 2015

	January - March	Year To Date
Permits Issued	35	35
Dwelling Units	3	3
Construction Value		
Commercial	1,104,305.00	1,104,305.00
Residential	935,046.00	935,046.00
*Multi Family		
Total Value	2,039,351.00	2,039,351.00
Fees Collected		
Building Permit Fee	16,316.50	16,316.50
Assessor Fees	1,200.00	1,200.00
Site Stabilization Deposit	5,500.00	5,500.00
<i>Sewer Access Charge</i>	13,000.00	13,000.00
<i>Water Impact Fee</i>	9,240.00	9,240.00
<i>Impact Fee</i>	3,420.00	3,420.00
<i>Park Fee</i>	1,650.00	1,650.00
Total Collected	50,326.50	50,326.50

*3 or more units